ISDI

Student
Handbook

NOTE TO PARENTS / GUARDIANS

We recommend parents to go through this handbook and understand the guidelines and rules of ISDI. Parents and guardians may get in touch with the respective Program Coordinator/ Associate Director - Student Advising & Experience, to know the performance and attendance of student or for any other query regarding their ward. Meetings at ISDI are by prior appointment only.

Welcome

Welcome to the Indian School of Design and Innovation (ISDI)

ISDI prides itself in offering an inclusive, welcoming campus climate for all students.

It is a fact that students succeed when they feel secure, healthy, and supported outside the classroom in addition to the regular learning experience.

Consequently, this document is critical in promoting a sense of well-being and security by shaping exemplary relationships between a student and ISDI.

All students must read and understand this document carefully to familiarize oneself with the rules, policies, procedures, and processes concerning the student's overall living experience at ISDI.

It is the students' responsibility to understand and abide by these guidelines and expectations. In case of violation of any of these guidelines, ignorance will not be considered as an acceptable excuse.

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Introduction

We believe that the disciplines of design and innovation play a significant role in addressing issues of economic development and social improvement. These challenges take on a special urgency in India, where the growing population and rapidly evolving society need a strong design intervention.

We urge students to set high goals for themselves, and take advantage of everything ISDI campus has to offer— experienced faculty members dedicated to students' learning, administrative professionals, access to industry resources and a robust college program.

ISDI is in collaboration with Parsons The New School for Design, a global leader in design education. This partnership enables ISDI to benefit from Parsons' rigorous curriculum, prominent visiting faculty members, well established student exchanges and global relations.

ISDI's own academic ideology moulds designers to cater to a diverse range of industries and employers. Creativity, innovation and sustainability are core to ISDI's philosophy.

About this handbook

The Student Handbook is designed to serve as a valuable resource as 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 to read and understand. Regulations and procedures found in ISDI's rules are considered a part of this Student Handbook.

Disclaimer: Amendments To Rules & Regulations

- Please note that the School reserves its rights to add, delete, alter or amend any of the rules/ regulations contained in this manual without any notice and with no liability attached to ISDI. Such additions, deletions, alterations and/or amendments will be notified by the School via e-mail.

- In case of any dispute on any matters arising out of, or relating to the rules and regulations contained in this document or otherwise, ISDI Mumbai will be considered as the place where the cause of action has arisen and ISDI Mumbai alone will have jurisdiction over such matters.

Education at ISDI

ISDI Mumbai is the academic base for Parsons' activities in India, which will include:

- Curriculum Development
- Quality assurance
- Student and faculty member exchanges
- Collaborative projects with students at Parsons' campuses in New York and Paris

The plan allows Parsons to share their proven educational methodology and give students the opportunity to learn and work in real-world settings. Parsons' goal is to develop students' global awareness, cultural literacy, and familiarity with the systems that shape creative, humanitarian, and entrepreneurial endeavors around the world. ISDI's success can be attributed to a core set of institutional capabilities and values that inspire this vision supported by dedication and achievements of its faculty members, students, and staff.

ISDI focuses on the following attributes to ensure that it stands apart:
- Hands-on experience
- Conceptual quality from an original and fresh stance
- Sensitive, interdisciplinary approach to design
- Strong knowledge and skill base
- Value based learning
- Culture centric, contextual process that focuses on economic value
- A global perspective
- Socially responsible design orientation

Academic Policies

Academic Guidelines

Academic Offerings & Requirements

The Indian School of Design and Innovation [ISDI] Parsons Mumbai offers a series of globally benchmarked Undergraduate Programs [UGP]. The UGP is inclusive of a four year intensive course comprising of a experiential exposure year in addition to three years of specialization across the disciplines of Communication Design, Fashion Design, Fashion Communication Design, Interior Design, Product Design and Strategic Design Management.

It is compulsory for all Undergraduate Students at ISDI to pursue a BA in Sociology through IDOL, Mumbai University. An inability to complete this course can eventuate in the withholding of their certificate by ISDI.

Graduates and young professionals have the opportunity of pursuing design education with ISDI's one year Post Graduate Programs [PGP] in Fashion Business Management and Design Innovation.

Academic Independence And Responsibility

At ISDI, we expect each student to actively participate in their own education. It is the responsibility of the student to promote, protect and uphold the highest standards of academic integrity and honesty. Students must apply appropriate citation methods, differentiating original work from quoted, incorporated or emulated sources, specific to each discipline.

Students are responsible for keeping track of their progress in each course. It is essential to familiarise oneself with course requirements by reading course material and in-class instructions by the faculty member (oral/written) for assignments and course work.

Communication: - Students will receive official notices and other communications primarily through the School Notice Board and their ISDI email addresses. All the communication posted has to be treated as notice for official purposes.

Academic Honesty And 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.

Forfeiture Of Assessment

In the event that a student is proven to have committed an act of plagiarism or has indulged in the use of unfair means in examinations, assignments and/or projects, the student will forfeit all assessment marking that he/she may have received provisionally in the course(s) in which cheating has been detected. The student will have to repeat the course with the forthcoming cohort.

School Timings

The school operates from 8am to 6pm. Students are expected to be in school 15mins prior to their class. The first session will commence at 8:00am and end at 10:00am. Attendance will be taken by faculty members as follows: If you are in time you will be marked "Present"; 10mins levy would be given post that you will be marked "Late", and three such cases of coming late to class will cumulate into one "Absent". If you join the class after 15mins, you will be marked "Absent". It will be the faculty member's decision to allow you into the class or not, and you will not receive attendance for the same. Similarly, student's attendance will be marked by the faculty member for the each session.

Attendance

Attendance and Leave of Absence

Knowing and complying with the attendance policy of each course/ semester in the UGP/PGP academic year is the student's responsibility. This section addresses attendance criteria, rules and policies of absence. We urge you to read this carefully to avoid the serious consequences. Contact the Program Coordinator for any queries on course requirements, assignments, examinations, attendance records, progress, or grades.

ISDI expects students to attend every class. Full participation is essential. Their participation enhances the educational experience for everyone (including themselves), especially in courses where group work is integral. Students are therefore, expected to attend every class in compliance with the standards laid out by the institution.

We expect students to have 100 percent attendance. This entails their physical presence in all scheduled contact hours with faculty members, i.e. lectures, studios, tutorials, seminars, workshops, guest lectures, field trips, school events, activities and mentoring sessions. Students' impeccable attendance reflects their sincerity, diligence and drive to learn.

Students are allowed a total of three days of leave per course. Two out of three absent days per course is meant for medical leave. Should students require the use of these 'sick days', the faculty member and program coordinator of the respective course must be duly informed by writing to their respective email IDs-class wise/ faculty wise. Additionally, the student is required to submit a doctor's certificate along with a copy of the medical reports to the Dean's office when they rejoin. The third leave can be taken for any religious occasion.

Minimum Attendance Requirement

A minimum of 80 per cent attendance is mandatory. If students fail to meet this requirement, they will face disciplinary actions, which could include failing the course.

ISDI sends out periodic attendance reports to parents via email. We urge students, parents and guardians to keep track of attendance of their ward in every course.

Shortage of Attendance

- Each semester is 15 weeks long. On an average, a student enrols for five classes (3 credits each, totaling 15 credits). These classes are uneven

combination of lectures and studios sessions. Lecture sessions are 2 hours each and Studio sessions are 4 hours each. Attendance will be reviewed after the 5th and 10th week and if, at that stage, a student's attendance is found short of the compulsory requirement of 80% in any course, they will be put on academic probation.

- If a student is unable to attend the class of a particular course, it is the responsibility of the student/parent/guardian to inform the respective faculty member and program coordinator before the commencement of the class.

- If a student remains absent from a class on three occasions then the Program Co-Coordinator will inform the Dean's office via email. At this stage, the shortage in attendance will be communicated to the student/guardian/parent through email.

- If a student remains absent for 4 classes in a course a final warning in the form of an email will be sent by the Dean's office. Associate Dean, Academic Administration, Associate Director, Student Advising and Experience along with the Dean would counsel the student, communicate the shortage in attendance and then, if required, the parents will be called to meet the Dean. At this stage the student

& parents both need to sign a letter of understanding.

- In such a scenario where a student defaults on attendance, that is, if the student has less than 80% attendance, ISDI holds the right to default or withhold a student from progressing to the next semester.

- Please note that if, due to prolonged illness, hospitalization, temporary but serious disability or any other genuine emergency of a protracted nature (e.g. tragedy/accident in family etc.,) a student is unable to attend the classes, please call and write to the Program Director and Program Coordinator who will inform the Office of the Dean immediately.

- ISDI assures students that these unfortunate circumstances will be treated sympathetically and the matters will be dealt with on a case to case basis provided all supporting documents are submitted as evidence.

- In any case, the school must be informed immediately. If the school does not receive the information on time, the school will not make any concessions. If the notice of debarment has already been issued, the school may not relent its decision.

- ISDI does not treat weddings in the family, functions, pujas, anniversaries, etc. as extraordinary

circumstances. However, a student is allowed only one religious holiday throughout the academic semester. This is inclusive of the three leaves/ absences allowed per course per semester.

Prolonged Absence Without Prior Permission

If students are continuously absent from classes without any written permission for four weeks for any reason what so ever, ISDI presumes the student have quit the course and subsequently, their registration will be cancelled. In this case, students cannot claim re-registration as an entitlement. If at all, it may be granted solely at the discretion of ISDI's Management. Re-registration will entail the student a fee of Rs. 30,000/- each time.

Forfeiture Of Accumulated Assessment / Credits

In case a student is debarred for attendance default, the student will forfeit all assessment marking that he/she would have provisionally received in all courses administered up to and at the time of debarment during the semester in the UGP/ PGP academic year. The student will have to repeat the course with the forthcoming cohort.

Recourse To Appeal

All students are allowed an appeal to review the debarment decision. The appeal must be addressed to the Dean's office within 3 days of receiving the letter. An appointed Appeals Committee will review these requests. The decision of the Appeals Committee is final and binding.

Field Trips/ Site/ Industry Visits

ISDI education places emphasis on learning from the industry, society, city and the field of work at large. The School facilitates valuable contacts for students through guest lectures from industry experts, field trips and through the provision of reference letters. We expect students to make the most of these opportunities. Field trips and industry visits are compulsory as a part of the curriculum and attendance is mandatory.

Faculty will accompany the students. However, students will be responsible for themselves. The expenses (travel, stay, any other) are also to be borne by student/s. Faculty/Associate Staff will be accompanying the students through the field trip for their security hence their cost will be borne by the students collectively.

ACADEMIC CALENDAR & LIST OF HOLIDAYS (2018 -2019 UGP)

FALL SEMESTER 1

Program	Date
Commencement of Semester 1	16 Jul 2018
Orientation Programme	16 Jul 2018 - 20 Jul 2018
Commencement of Regular Classes	23 Jul 2018
Ganesh Festival break	13 Sep 2018 – 16 Sep 2018
Diwali Break	03 Nov 2018 – 18 Nov 2018
End Term Evaluation	26 Nov 2018 – 30 Nov 2018
Christmas Break	22 Dec 2018 – 31 Dec 2018
End Term Result	17 Dec 2018
Last day of Semester	21 Dec 2018
Transcript of Semester 1	21 Dec 2018

SPRING SEMESTER 2

Program	Date
Commencement of Semester 2	02 Jan 2019
BA Study Leave and BA Exams*	02 Apr 2019 – 22 Apr 2019
End Term Evaluation	05 May 2019 – 09 May 2019
End Term Results	31 May 2019
Last day of semester	06 Jun 2019
Transcript of Semester 2	06 Jun 2019

*   Dates for BA exam are subject to change as per the timetable released by the Mumbai University on their IDOL website http://mu.ac.in/portal/distance-open-learning/ in the month of March.

*   All dates are subject to change under unavoidable circumstances, or if extra time is needed for teaching and evaluation in particular circumstances.

*   All students with below average performance or inadequate attendance, may be withheld for studio work after the end of the semester or during vacations.

List of Holidays

Sr. No.	Gazetted Holiday	Date	Day
1	Independence Day	15 August 2018	Wednesday
2	Ganesh Chaturthi	13 September 2018	Thursday
3	Ganesh Visarjan(10th Day)	23 September 2018	Sunday
4	Gandhi Jayanti	02 October 2018	Tuesday
5	Dussehra	18 October 2018	Thursday
6	Diwali	07 November 2018	Wednesday
7	Christmas	25 December 2018	Tuesday
8	New Year	01 January 2019	Tuesday
9	Republic Day	26 January 2019	Saturday
10	Holi	21 March 2019	Thursday
11	Gudi Padwa	06 April 2019	Saturday
12	Good Friday	19 April 2019	Friday
13	Maharashtra Day(Labour Day)	01 May 2019	Wednesday
14	Ramzan Eid*	05 June 2019	Wednesday

Holiday Breaks

Ganesh Festival Break	14 Sep 2018	to	15 Sep 2018
Diwali Break	05 Nov 2018	to	17 Nov 2018
Christmas Break	26 Dec 2018	to	31 Dec 2018

Holidays and break duration are subject to change
* Subject to moon sighting.

Assessment & Evaluation Policies

Academic Assessment

At the beginning of each semester in the UGP/PGP academic year, students will receive an overview of all courses offered. Each course has a credit value on which students will be advised at the beginning of the semester by their respective faculty members. The School implements continuous assessment to chart student progress. A project brief for each project/ proviced assignment is at the beginning of the project along with assessable tasks and their schedules, learning outcomes expected and the evaluation guidelines.

Please refer to the Academic Calendar and the Term Plan for all the important dates of the year in order to make a note of deadlines and evaluation schedules.

Grading
(i)   Students will receive continuous feedback for each course in their classes by their respective faculty members.
(ii)   The final grade indicates a weighted aggregate of the continuous assessment throughout the semester in the UGP/PGP academic year.
(iii)   Please note that continuous assessments are PROVISIONAL grades until endorsed and confirmed by the faculty members of the 8respective courses.

(iv)   The faculty member's decision on grades is final.
In case of any ambiguity, students are requested appeal to Dean's office on submission of an application, the case is forwarded to the appeals committee.

Transcript: A transcript is issued to graduating students on completion of the UGP program or PGP program in case a student is transferring out from ISDI. It is issued from the Dean's office on payment of Rs. 500/- to the Registrar.

Submission Of Assignment
All submissions/tests/examinations/ projects/documentation etc will be accepted/held only on the assigned venue/s, and on a specified schedule. Submissions must be made only to the faculty member or program coordinator of the respective course. It is the student's responsibility to get a submission acknowledgement signature from the faculty member of the respective course. Consider that only as a confirmation of the submitted assignment.

Non-Submission Of Assignments
Submissions that do not meet the criteria mentioned in the project brief or through any verbal instructions by the faculty member, would be deemed as non-submissions.

However, should the non-submission be due to medical circumstances

(evidenced with a medical certificate) or under extra-ordinary circumstances explained in the attendance policy, the student will be given the chance to make a re-submission for which a fresh schedule/deadline will be assigned.

Exceptional Circumstances
In exceptional cases, re submissions that are made after 15 weeks of the assigned date and time will be considered only on payment of an extra tuition fee. This fee will be charged on the basis of a faculty member's engagement on an hourly basis.

Submissions that do not meet the deadline and that are not handed in at the pre-assigned time and place will not be accepted.

Evaluation

Continuous Assessment
Continuous Assessment of the student's progress will be informed to student in their class on a weekly basis. At ISDI, process of work is considered equally important as the final outcome. Hence, it is vital for students to simultaneously document their work as per the format given in the academic semester for all courses.

Mid-Semester Grading
Every course in each semester holds a mid-term evaluation, which is an opportunity for students to reflect on their performance.
Submission of documentation as per the format given by course faulty on the given date in the Academic Calendar is mandatory.

End-Semester Academic Year Grading [In The UGP/ PGP]
• There is an evaluation at the end of every semester in the UGP/ PGP academic year to measure performance against the learning outcome outlined in the assignments and projects given.
• Documentation and submission of all assignments/projects as per the format is mandatory on the date specified in the academic calendar.

Grades are recorded for all students and an evaluation sheet is emailed to parents and students at the end of each semester. It is the student's responsibility to track their performance with the respective faculty member.

A	A-	B+
GPA:4.0	GPA: 3.7	GPA: 3.3
96- 100%	91- 95%	86- 90%
B	**B-**	**C+**
GPA: 3.0	GPA:2.7	GPA: 2.3
81- 85%	76- 80%	71-75%
C	**C-**	**D**
GPA: 2.0	GPA: 1.7	GPA:1.0
66- 70%	56- 65%	46- 55%
F	**WH:**	
GPA: 0	Student on	
0- 45%	Probation	

Grade Descriptions

A GPA: 4.0 95.50—100%	**WORK OF EXCEPTIONAL QUALITY** These are projects & assignments that go above and beyond the expectations and requirements described in the assignment. They demonstrate substantial effort and achievement in the areas of critical thinking, technical skills, creative ability and presentation.
A- GPA : 3.7 90.50—95.49%	**WORK OF HIGH QUALITY**
B GPA : 3.3 85.50—90.49%	**WORK OF HIGH QUALITY, HIGHER THAN AVERAGE ABILITIES**
B GPA : 3.0 80.50—85.49%	**VERY GOOD WORK THAT SATISFIES GOALS OF THE COURSE.** The "B/B+" student offers a clear and convincing structure to a visual endeavor that is more complex and unique than a project at the average level. The creator's point of view and point of the project are merged successfully and organized fairly consistently throughout the project. Although minor structural problems may be present in the assignment, they do not hinder the overall outcome.
B- GPA : 2.7 75.50—80.49%	**GOOD WORK**
C+ GPA : 2.3 70.50—75.49%	**AVERAGE WORK, AVERAGE UNDERSTANDING OF COURSE MATERIAL**

C	**ADEQUATE WORK; PASSABLE.**
GPA : 2.0	The student demonstrates some success in engaging
65.50—70.49%	with the assignment. The project shows that the creator can identify and work with key ideas and examples found in the reference material. Typical of a "C" project, the original problem or assignment once approached, does not move forward. Projects may also have organizational and technical weaknesses.

C-	**PASSING WORK BUT BELOW GOOD ACADEMIC**
GPA : 1.7	**STANDING**
55.50—65.49%	

D	**BELOW AVERAGE WORK; DOES NOT FULLY**
GPA : 1.0	**UNDERSTAND THE ASSIGNMENTS**
45.50—55.49%	Although this is passable work, the project only answers the minimum requirements of the assignment. The project shows very little effort, is incomplete, late or incorrect in its approach. The outcome shows a lack of understanding and commitment on the part of the creator.

F	**FAILURE, NO CREDIT**
GPA : 0	
0—45.49%	

WH	**WITHHELD**
GPA: 0	Any student failing to achieve the requisite grade
Student on probation	or attendance will be withheld. Percentage is not applicable.

Based on the student's grades, each student will be categorized in the following categories:

Academic Excellence - Students who have received B+ and upwards grades in at least 3 courses.

Academic Success – Students who have passed all courses and their attendance is above 80%.

Academic Probation – Students who have failed in one or more courses.

Attendance Concern – Students who have failed to meet the attendance criteria of 80% in any/each course.

Financial Aspects

Scholarships

At ISDI, we are committed to providing a strong design education so that our students become change agents that lead design in the world. We believe nothing should come in the way of quality education to deserving students, least of all, financial constraints. The ISDI Ambassador's program offers financial aid for under and post graduate programs from its own resources. The value of a scholarship is Proportion to the yearly tuition fee payable by the student. Scholarships are assigned keeping in mind the following considerations.

Need Based: ISDI awards scholarships to deserving students in need of financial backing to meet their education expenses. The students have to appear for and pass the ISDI Challenge. Based on merit, all eligible students are required to submit the necessary documents by the date(s) mentioned in the ISDI Scholarship form.

Merit Based: The Ambassador's Program encourages its students to excel in academics and those with outstanding performances are offered merit based scholarships in under and post graduate studies. When students apply to the program and qualify for the scholarship, a percentage of the tuition is waived.

Defence Background: In recognition of the services that our armed forces provide to the nation, ISDI extends its support to students with a defence and police service background.

Parents from Academia: Students whose parents are academic professionals/educators form the fourth category to whom ISDI offers scholarships.

All scholarship amounts are awarded to the student on a year to year basis. Hence, students need to reapply for a scholarship every academic year for reassessment of the same.

Students awarded full scholarships must contribute 100 working hours per semester for institutional building activities. Proportional working hours students receiving less than full scholarship.

Fees

Fee Payment
The enrollment to the semester is subject to full payment of the fees. Following are the acceptable modes of payment:
Payments are accepted through demand draft payable to "PAYBACK TO SOCIETY FOUNDATION" and through mobile banking transactions (DICE APP).
All existing students are personally responsible to pay all fees, approved charges and deposits as and when they fall due. All the courses / programs conducted at ISDI come under the ambit of Goods & Services Tax Regulations*. GST as per Govt. of India, department revenue notifications issued from time to time will be levied (current applicable rate of 18%).
[* GST as per prevalent rates to be levied will be recovered along with Fee. Any other Statutory tax as applicable, imposed by the Govt. of India or any statutory body, will be charged extra. The School reserves the right to increase the fee towards any programme of study at the beginning of the subsequent academic year of a programme.]

Fee Deadlines
Students must pay the fees on or before the stipulated fee payment dates as outlined below.

UG Academic Year
25 May.2018: Fall Semester (Sem 1)
02 Jul. 2018: Fall Semester (Sem 3,5&7)
18 Dec.2018: Spring Semester

PG Academic Year
10 Jul.2018: Fall Semester
10 Jan.2019: Spring Semester

No reminders emails will be sent to parents and to the student's official email address. In case he/she does not pay the fees before the beginning of the semester, they will not be allowed to register for that semester.

Late Fee Penalty:
It is the responsibility of the parent and student to pay the fees on or before the due date to avoid any penalty. A late fee of Rs. 200 per day is imposed on the inability to comply with the fee deadlines.

Continuous Default:
In the event that the payment of fees remains unfulfilled after three weeks of the stipulated fee payment period, the Institute reserves the right to deregister the student from the rolls. Re-registration will entail the student a fee of Rs. 30,000/- each time.

Fee Refund Policy After Commencement Of Course
1. Students who wish to withdraw, should give their application to the Office of the Dean/Registar.

2. Refund of Fees, paid/ deposited will be as per the refund policy shared with you during the time of admission.

3. In case of withdrawal, the semester tuition fee and one time admission fees will cease to be refundable once the academic term has begun for UGP/ PGP. This is irrespective of the student attending/not attending classes in any semester of the UGP/PGP academic year.

4. In the event of withdrawal, only the Security Deposit will be refunded after all the formalities of obtaining a NOC [No Objection Certificate] are completed by the student and acknowledged by ISDI staff.

5. Damages to any property of the School (including but not limited to) instruments, equipment, gadgets, books, stationery, facilities, lockers and access cards shall be deducted from the security deposit of the student.

6. The Security Deposit will be refunded after 3 months of graduation. This will only be processed once the student has surrendered the original security deposit fee receipt, ID cards (If any), locker keys and has obtained a NOC [No Objection Certificate] from the Office of Student Affairs.

INSURANCE:

Students will be insured under a Group Personal Accident Policy for a sum of Rs. 5 lakh each against accidental death, partial/permanent loss of limbs. The insurance cover made by the School does not include any personal accident cover for students outside the School premises.

Access To The World - Inside & Outside

Technology Policy

IT services comprise of ISDI local area network, internet access, ISDI email (isdi.in) and the intranet portal. The users of the Information and Technology Centre are required to abide by the regulations of the IT Centre.

Internet access (Wired and Wireless) on campus, access to File Server, ISDI Server and Intranet Portal, access to various labs and studios, will be available to bonafide students only.

Students will not use/install any pirated and unlicensed software on any computer systems of ISDI and are responsible for any such pirated software installed by them on ISDI's computer systems.

Students will be held responsible for any activity performed online or on the local network using their login.

In case of damage of any computer system/peripheral or any other equipment or IT resources by any student, the amount for the same will be recovered from the student.

In case any student is found using the IT facilities in an unauthorized manner or is found abusing the facilities, he/she will be disconnected from all IT Services.

Laptop Policy

ISDI Students are expected to carry their personal laptops at their own risk. The security of the laptop is the sole responsibility of the student.
Please note that ISDI is not responsible in the event of any theft of laptop, mobile phone or any other personal gadgets, valuables or materials.

UG Students:

As artists and designers, students are working in an increasingly digital landscape. The ISDI curriculum addresses this by making digital literacy a fundamental component of the first year coursework. This makes it necessary for students to have a laptop for in-class and at-home use related to their studies.

Students are free to buy the laptop according to the requirements from a dealer of their choice or from a dealer recommended by ISDI. The students are expected to have microsoft office and adobe CC already installed on their computer at begginning of term.

The following is the minimum required configuration:
• 4 GB RAM (preferred 8 GB)
• Dual core processor
  (preferred i7 2nd generation)
• 1 GD HD graphic card
  (preferred NVidia)
• 13" screen (preferred 15" retina)

PG Students:
A laptop is mandatory for PG studies. Students are expected to have microsoft office and adobe CC already installed on their computer at begginning of term.
Students have access to the computer lab till 6:00 pm, depending on the availability of computers. In case of any damage to ISDI's computers caused through carelessness or misuse, students must reimburse or make good the damage caused.
Students and Parents/ Guardians are requested to sign Annexure 8 as an acknowledgement of the aforementioned policy/ guidelines.

Software Requirements
In the course of 4 years, students will need to purchase certain licensed software(Adobe CCE, Autodesk, etc.), which will be duly communicated by faculty members.

Support Infrastructure
ISDI has a dedicated Wi-Fi internet access for all students. Students will be required to carry their IT cards when they enter the computer lab.

Repair Services
Students are responsible for their own devices (including all electronic gadgets like laptops, iPads, tablets, cell phones, etc) and hold full responsibility in terms of any expenses related to repairs, software up gradations and theft.

ISDI Students' Email Accounts
Students will receive official notices and other communication primarily on their designated ISDI e-mail address. These e-mails must be treated as due notice for official purposes.
The email will be created as firstname.lastname@net.isdi.in. ISDI expects students to check their e-mail regularly as important and time-sensitive information is sent to them on the official ISDI account.

Identity cum Library Card
Students enrolled at the Indian School of Design and Innovation (ISDI) are issued ID card cum library card. The serves as a proof of identification to ISDI-ians at school entrance, and the workshop area. The ID cards are used for a variety of purposes during a student's time at ISDI, which are inclusive of the following:
- To enter from all gates of One Indiabulls Center;
- To enter the 4th, 5th, 6th and 7th Floor of Tower 2A;
- To enter the library and resource material library;

- To enter the computer lab;
- To enter the workshop lab;
- To represent ISDI and participate in outdoor student activities and social events.

Student identification (ID) cards are required to be worn at all times while on campus at the Indian School of Design and Innovation (ISDI).

Students who do not comply with the same will not be allowed access to the School. Students may be asked to show a valid ID card by the Indiabulls and ISDI staff.

The ID card is the sole responsibility of students and must not give their ID card to anyone on loan, for any reason what so ever. The school will not take responsibility of its use (misuse, loss or damage to books or equipment). On loss of card, the student must report it to the Dean's Office in writing. It is the student's responsibility to replace their ID card. Replacement card will be re-issued, on a payment of Rs.200 for Identity. All payments should be made in the form of a demand draft/Paytm transcation. Cash transactions are not accepted.

Identity Cards must be surrendered at the time of leaving the School.

Students' Support Services

Counselling Facility

ISDI 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 School counsellor. Please note that the School counsellor will be available on appointment only through the Associate Director for Student Experience.

First Aid And Medical Facilities

ISDI has placed First-Aid Boxes for emergencies and there is a medical room at Tower 1A of Indiabulls (Phone no– 1800 300 51111).

The Program Coordinator and Dean's Office must be informed well in advance if the student suffers from any chronic illnesses. You must inform your class representative and at least a few [at least 2 students] in the class about possible symptoms and immediate assistance required in case of an emergency.

Medical Emergencies

ISDI has placed first-aid boxes in product labs and workshops to render first aid for any injuries. In case of a severe injury / illness or medical emergency, a student will be immediately evacuated to the nearest medical facility / hospital depending on the seriousness of the emergency. Medical support in case of emergency: In case of a medical emergency, a student is to be immediately evacuated to the MEDICAL CLINIC at One India Bulls Center.

Name: Medical Clinic (OIBC) operated by Nucleus Hospital
Location: One India Bulls Center, Ground Floor, Tower 1.
Timings: Mon – Sat, 9.00am to 5pm
Contact : 022 30215061 (Dr. Sonali)

Reporting & Evacuation

The medical emergency must be reported by the class representative or a faculty & staff member in the vicinity to the following:
Level 1-
Admin Supervisor:
Bijay Kumar Singh - 91 7718821811
Level 2 –
Student Experince & Advising:
Bhargavi Deshpande – 91 7710075877
Registar's Office
Prasun K. Pakhira - 91 9953580250

Ambulance Service

Ambulance services at OIBC:
India Bulls Foundation has placed an ambulance, which operates 24/7 in the OIBC premises and which can be requisitioned in case of an emergency by calling up the OIBC security supervisor seated in the security control room
Security Control Room: One India Bulls Center, Tower 2, Ground Floor.
Contact: 91 9004945827
       (Duty Officer IB)
       91 8828450540 (8am-8pm)

Ambulance services in the neighborhood

AMBULANCE

Vichare Ambulance Service
022 24920518/24922097
91 9820382420
TOPSLINE: 1252 (Tollfree)/91 9111891118
St. John Ambulance 22662913 / 23466520 / 22621666

EMERGENCY DOCTOR & HOSPITALS
Emergency Doctor on call:
 Dr.Maya Lala, 5, Pradeep, Worli Hill Road, Clinic - 022-24985022, Mobile – 9820691555.

Hospitals in the neighborhood:

HOSPITALS

01	Punamiya Hospital
	022 24318431/24311125
02	Podar Hospital
	022 24933533
03	Tata Hospital
	24177000, 24146750, 24161413, 24127096
04	KEM Hospital
	24107000, 24136051
05	P.D. Hinduja Hospital
	022 24451515/24449199/ 24452222/24447000/67668181
06	Nair Hospital
	022 23027000
07	Breach Candy
	022 23667788

Medical Emergencies For Outstation Students

Guidelines for dealing with medical emergencies for outstation students living under their own arrangements / at serviced apartments

• In case of a medical emergency/ severe illness, when a student is off campus / is on a holiday / has taken the day off, it is the responsibility of the student or his/ her roommate to report the matter immediately to the following:
Admin Supervisor :
Bijay Kumar Singh [91 7718821811]
Student Experince & Advising:
Bhargavi Deshpande[917710075877]
Registar's Office:
Prasun K. Pakhira [91 9953580250]

- The student experience department will maintain a list of outstation students with their residential address and a list of nearby doctors/ clinics / hospital.
- In case of a medical emergency, the student experience department/ the registrar's office will immediately inform local guardian and the parents / guardians.
- An ISDI representative will render all possible help for evacuation, calling for an ambulance and the process of initial admission.
- It must be noted that medical expenses for prolonged stay will be borne by the students or his / her parent.

Studio Facilities
Essential Books/ Materials/ Tools/ Stationery
The student will be asked to bring materials/resources for courses and studio sessions. A list of requirements will be communicated from time to time.
Stationery and workshop tools for Semester 1 UG / Trimester 1 as indicated by the Dean's Office or respective class instructors must be purchased in advance to facilitate class commencement without delay. Materials required for each semester will be communicated by their respective Program Coordinators and/ or class instructors at the beginning of the semester.

Photocopying & Printing
Students will not be provided with reprographics facilities and are encouraged to source the printing and photocopying services externally. Students cannot photo copy more than 10% of the book due to copyright issues, unless requested by the faculty member of the course in question.

Workshop Facility & Safety Considerations
It is imperative for students to keep the following workshop rules and safety considerations in mind at all times.

General Safety
Students must always be alert in the workshop. If you are sleepy, tired or have any health problems that may affect workplace safety (eg. medication) you must report this condition to the faculty member/ workshop staff.

Workshop Attire
1. All loose clothing (eg shirts hanging out) must be tucked in. No dupattas allowed in the workshop. Wearing an apron can protect your clothes and hold loose clothing in place. Be sure apron strings are securely tied.
2. Enclosed footwear must be worn in the workshop. Open toed footwear is not permitted in the workshop.
3. Long hair has to be tied up including fringes.

4. Some rings are a hazard, preferably do not wear them. Do not wear loose jewellery/ accessories.
5. Ordinary glasses are not safety glasses.

General Conduct
1. Always listen carefully to the faculty and follow instructions.
2. Do not rush in the workshop, you could bump into another student and cause an accident.
3. Bags should not be brought into a workshop as people can trip over them.
4. Notify faculty/ workshop technicians of any faulty or broken equipment immediately.
5. Always ask if you are unsure how to use tools safely.
6. Keep clear and do not talk to anyone operating tools, electrical equipment and machinery.
7. Keep your work area tidy. Clean up your work area thoroughly after use regardless of prior state.
8. Clean up any spills- oil, paint, water, adhesives, etc. immediately.
9. Clean and put away any equipment after use.
10. Always wash hands after using workshop equipment and materials.
11. If you sustain an injury – no matter how small always notify the faculty members/ workshop staff.

12. Tools of any kind are not to be removed from the workshop without permission. Please issue them.
13. Fooling around and practical jokes in the workshop are not acceptable. You will be asked to leave.

Workshop Operating Rules
1. When learning how to use a machine, listen very carefully to all the instructions given by the faculty. Ask questions, especially if you do not fully understand.
2. Do not use a machine if you have not been shown how to operate it safely by the faculty member.
3. When a student is operating machinery all other students are to stay clear and not to talk to himher.
4. If you feel uneasy or unsafe operating any tools or machinery in the workshop, inform the workshop technicians and help will be given.
5. Make sure your work piece is fixed securely before work commences.
6. Report any damage to machines/ equipment as this could cause an accident.
7. Where possible use a guard when working on a machine.
8. Keep hands away from moving/ rotating machinery.
9. Use hand tools carefully, keeping both hands behind the cutting edge.

10. Always wear the correct protective equipment for the tools you are using. If in doubt ask.
11. Safety glasses are to be worn at all times when working on machines and tools
12. Always wear gloves while operating the machines. Stray particles might cause harm.
13. Wear the mask when operating machinary or when others are using machinary around you.
14. Wear the ear muffs at any point the noise in the room becomes a distraction.

Machinery Usage

There is some machinery in the workshop that students are not allowed to operate or are operable only under strict supervision after taking necessary permission from the workshop head. They include: Panel Saw, Planer-Thicknesser, Spindle Moulder, Circular Saws, Mitre Saws, Lathes, Milling Machine, Plastic Vacuum forming Machine, Strip Heater, etc.

Workshop safety is everyone's responsibility.

PARKING OF VEHICLES BY STUDENTS:

- The following parking rules may be noted for strict compliance:
- Students are prohibited from parking their vehicles in the parking spaces earmarked for the faculty/ staff at 3rd Floor (Tower 2A & 2B) Podium Level
- Students driving their own cars are required to restrict parking their vehicles in the earmarked parking areas only / notified by the One Indiabulls Facility & Security Team.
- Students are responsible for any loss / damage in case Vehicles (unattended) parked outside the designated parking area.
- Students are 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 nominal / discounted parking fee as levied by the local authorities / OIBC Team.
- Students are required to strictly follow notified guidelines on car parking.

Student Responsibility

ISDI has laid down the general principles and guidelines to be followed by all the students during their tenure at ISDI.

(A)   General Code of Conduct

General Conduct

Learning at ISDI is based primarily on interactive methods of inputs and student's participation in projects, research and skill based experiences. It also involves sharing of work as well as learning processes with batch mates and faculty whose feedback and guidance is critical to student's development of understanding and maturity. Any physical absence in such circumstances will mean a loss of learning opportunity and continuity, which cannot be replaced by self-work under most situations.

Punctuality in attending classes must be maintained. Attendance is compulsory for students of all programs unless valid reasons are given to support absence. Unauthorised or habitual absence will invite disciplinary actions including failing the student in a subject / semester or removal from roles of ISDI. Students are expected to be in ISDI campus at 8:00 a.m. sharp for the classes. Regular classes teaching contact hours will go up

to 7:00 p.m on some days. Library/ research hours are mandatory for the students.

The student is expected to attend classes regularly and promptly. Minimum 80% of attendance of the total sessions/classes will be a prerequisite for the student to be allowed to appear for the end term evaluation / review of the courses. Being late or departing early from the class will be considered as full absent. If a student fails to achieve 80% attendance in a course, the student will only be allowed to re-appear for that subject in the subsequent academic year with the next batch of students. If the attendance of a student is less than 80% of the total attendance during the course, she/he shall not qualify to appear for end term review.

ISDI believes that there is a positive relationship between student attire, achievement, attitude, and behaviour. The intent of this dress code is to establish dignity and professionalism in the classroom, on field trips, and in the Corporate Park where ISDI premise is situated. It is also intended to improve the enforcement and discipline procedures to be followed by faculty and staff. A student's appearance should not be a distraction /disruption to the learning environment. It is

intended to institute spirit and pride thus students are encouraged to wear semi formals or smart casuals (shorts, skirts and sleeveless tops are not allowed).

Responsibility For Personal Belongings
Students are required to take care of their belonging, e.g., mobile phones, Laptops, Cameras, and Hand Bags etc. School will not be responsible in any manner for the loss of such items.

(B) Plagiarism, Collusion, Falsifying and Penalty for use of unfair means

Plagiarism

The deliberate, substantial and unacknowledged incorporation in a candidate's work of material derived from the work (published or unpublished) of another, is 'Plagiarism'. Examples are:

1 The inclusion in a candidate's work of more than a single phrase from another person's work without the use of quotation marks and acknowledgement of the sources.
2 The summarising of another person's work by simply changing words or altering the order of presentation, without acknowledgement;

3 Copying the work of another candidate, with or without that student's knowledge or agreement. In this case, both parties are guilty of plagiarism.

It is of vital issue, therefore, that the source (whether printed or electronic) of an idea employed in one's own written work be acknowledged. If this is not done in one's reports and other authoring works, then the author is guilty of plagiarism.

'Collusion' includes a situation where a student is:

1 Required to work/demonstrate individually, however, such student submits, as entirely his/her work, work done in collaboration with another person, with the intention to gain an unfair advantage;
2 Collaborates with another candidate in the completion of work which is intended to be submitted as the unaided work of the student;
3 Knowingly permits another student to copy all or part of their work, and to submit it as that other student's own unaided work.

Some courses may prescribe group working/learning. Where this is undertaken, the criteria and manner

in which the work is assessed and the way in which individual marks are ascribed to members of the group will be separately indicated.

Falsifying

The following activities are classified as indiscipline/behavioural lapses on the student's part:

1. Being instrumental directly or indirectly for mass absenteeism or boycott of classes resulting in vitiating the atmosphere of the institute.
2. Plagiarism in the assignment, dissertation, research projects, design collection and any other students work to be submitted from time to time.
3. Threatening or using any other means to prevent the students from attending classes.
4. Stealing and damaging items within the premises of ISDI.
5. Raging in or outside the premises of ISDI.
6. Defacing materials, books, periodicals, magazines, etc. maintained in the library or any other department of ISDI.
7. Malpractices and using unfair means such as copying.
8. Giving interviews that demean ISDI to the media or any other outside agency.

9. Using abusive language and creating nuisance in the premises of ISDI, distributing the peace and independent rights of fellow students and faculty members.
10. Indulging in activities like consuming drugs, alcohol or any other activity in campus which is construed as a societal offence at large.

Penalty for Cheating or using unfair means during examinations:

1. Any student found unprincipled or using unfair means at the time of examination, will not be permitted to complete the paper/exam. Pending the result of the enquiry, he/she may be permitted to take remaining exams with an undertaking.
2. In case students are found carrying outside material to the examination, they will be debarred from giving the exam and will have to repeat the entire semester.
3. In case students are found copying from their classmates, their answer booklets will be treated as cancelled and he / she will have to appear in re-exam. In case of evaluator's observation that more than one student has attempted the exam on a single exam sheet/entry,

the result of the student will be held pending result of enquiry in this regard.

4   This is in addition to any other penalty under previous detailed violation criteria.

(C)   Safe use of equipments and machines

As a part of the curriculum at the Institution, students will have to operate machines and tools. The students are required to follow all the safety regulations while working in the studios and workshops and ensure that no damage is caused to self or to fellow beings or to the Institution's property, machines and equipments at all times. The students should use the equipments only under supervision. In case any damage is caused to the equipments through carelessness or misuse, the studentsare required to reimburse or make good the damaged caused. Any decision regarding the extent of their liability on such account shall be at the discretion of the institution, which shall be final. The students are required to adhere to the following safety rules while using any equipment or machine.

1.   ISDI does not allow students to use any tools or machines if under the influence of any strong medication, alcohol, drugs or have not slept for 24 hours or more. Students allowed to use machines when hundred percent alert.

2.   ISDI requires that all students wear safety goggles while working in the workshops.

3.   ISDI does not allow high heels or open toe shoes in the workshops.

4.   ISDI does not allow jackets bulky clothes, bags, bag packs, loose sleeves, gloves, hanging jewellery or long hair in the workshops. Long hair must to be tied up.

5.   ISDI will not be held responsible for any mishaps caused by me in the workshop.

6.   ISDI will not be responsible towards any medical expenses in case of any mishaps.

(D)   Transfer Details to Parsons The New School for Design

ISDI students are eligible to apply for a transfer to Parsons The New School for Design OR Parsons Paris.

The privileges for ISDI students who are applying for a transfer are:

•   WES (World Education Services) credential evaluation for students from ISDI is waived off
•   Students may use the First Year

Studies handwork along with work outside the classroom to submit as part of the Parsons Challenge - as long as it relates to the theme

• The transfer process is independent but can be facilitated by students experience team by providing transcripts / faculty recommendations to the student.

Individual programs will have specific requirements which are available on the Parsons website, i.e., http://www.newschool.edu/parsons/admission/.

Students (UG 2018) applying to transfer to Parsons The New School for Design for Fashion Design will be required to do so before 15th March 2019, as transfer applications are accepted only for Sophomore year (2nd year).

Students (UG 2018) applying for a transfer to Parsons The New School for Design for Communication Design, Product Design or Interior Design will be required to apply before 15th March 2019 to be fully considered for admission into the Junior year (3rd year).

The maximum number of credits transferred for any ISDI student to Parsons will be decided only by Parsons Admissions Team. According to the latest US Residency Policy, a maximum of 60 credits will be accepted from all transfer students, translating to a minimum of two years being required to be spent at the New School to earn a New School Degree. ISDI students need to submit their TOEFL scores along with their application.

Note:
Transfer applicants are required to complete the application process independently and directly with Parsons New York. Students will be responsible to keep a track of the transfer application deadline dates. ISDI will not be held responsible for non-selection of student by Parsons The New School for Design.

(E) Laptop Policy

As artists and designers, every student will be working in an increasingly digital landscape. The ISDI curriculum addresses this by making digital literacy a fundamental component of the first year coursework. Thus ISDI requires all the new first year students to have a laptop for in class and at-home use related to their studies.

Laptop Recommendations: The students have a choice of laptops to choose from:
1   Apple Macbook Pro
2   Dell
3   Lenovo 4 HD
4   Any Windows Laptop

The students are free to buy the laptop according to their requirements from a dealer of their choice. The minimum configuration of a laptop, in case you need to buy a new one:

1   4 Gb ram (preferred 8 Gb)
2   Dual core processor (preferred i7 2nd generation)
3   1 Gb HD graphic card (preferred nvidia)
4   13" screen (preferred 15" retina)

Software Requirements:

The students are required to purchase the appropriate hardware and licensed software as required for their course which will be communicated to them by the faculty members.
Support Infrastructure:

ISDI provides support infrastructure in the form of "Wi-Fi".

(F)   Locker Facilities

ISDI offers you one locker, a square locker for personal purposes to store your work.

In regard to the use of locker facility by ISDI, we recommend you to adhere to the following rules:

1   Use of a locker by a person other than to whom it is issued, is forbidden. Misuse of a locker may lead to termination of locker privileges.

2   Only combination locks issued by the College may be used on lockers.
3   The Office of Student Affairs reserves the right to open a locker with or without the consent of the student in whose name the locker is registered, in instances where locker procedures are being abused or in the case of an emergency situation to be solely determined by ISDI.
4   Flammable materials, dangerous chemicals, explosives or weapons of any kind or any banned substances are strictly prohibited inside the lockers.
5   Illegal or controlled Marwick or psychotropic substances such as drugs or alcohol are also strictly prohibited.
6   No perishable items are to be stored in lockers.
7   Students are not permitted to affix anything to the interior or exterior of their lockers.
8   Upon assignment and during use, students are responsible to report any damage or any need for repairs to the Office of Student Affairs.
9   All personal items must be stored completely within a locker. All items left outside of a locker, whether secured or not, will be removed and disposed of accordingly.

10 All lockers not cleaned out at the end of each semester by the date indicated will be vacated and the contents will be destroyed.

11 All lockers within the campus are the property of ISDI and are subject to institutional policies. ISDI reserves the right to alter the policies governing the use of lockers with appropriate notice.

12 On misplacment of the keys, students will be required to pay Rs.1000/- for a new set of locker keys.

13 If the locker gets damaged while in use, the student will have to pay Rs. 5000/- as penalty.

14 ISDI is not responsible for lost or missing items, either before or after a locker is cleared.

(G) Observership/Apprenticeship/Internship

Observership – 70 to 80 hours
Initial experiences for students to gain first hand exposure to professional practices, culture and behaviors – multidisciplinary experiences are encouraged. A daily log has to be maintained by the student on their observation at the client end.
Credit : 1

Apprenticeship – up to 150 hours
Intermediate level training opportunities for students to pursue disciplinary opportunities in their area of interest.
Credit : 1

Internship – minimum 200 hours
Highly structured & planned internships, developed collaboratively between advisor, student & company / studio.
Credit: 1

The internship is intended to provide students with the opportunity to apply the learning's from the Under Graduate Program to real-world environment where new learning experiences broaden their knowledge and skills. It offers them the chance to work in an organisation under the supervision of professionals, who will train and also evaluate them.

Internship Policies & Prerequisites

- An internship undertaken during the summer months of year 3 and 4 of the program and is equivalent to a 3-credit course.
- An internship may not substitute for other courses in the student's academic plan.

- The privilege of doing an internship depends upon the overall quality of the student's academic portfolio and relevant interpersonal / applied skills as evaluated by the discipline faculty members.
- Students are required to spend approximately 2 months (minimum 200 hours) completing tasks for the academic portion of the internship (e.g., writing a journal, identifying and completing readings, researching and writing the internship report and preparing for the internship presentation on return to the academic studies.)
- Students are expected to share a professional presentation of the internship experience with the faculty members and particularly with the next group of students applying for internship.
- Students must conduct themselves in a professional manner during their internship. This includes being punctual and regular in their attendance. Absence or complaints from workplace will adversely affect academic performance and result in disqualification or discontinuation of the internship.
- Student failing to complete the internship in the requisite manner will not be granted the final certification.

(H)   Placement Policy

Once a student is offered a job he / she would be out of the placement process i.e. (1 student 1 job offer policy).

- Chronologically offered "first job offer" will be the final offer.
- After receiving an offer, students are automatically withdrawn from all further processes.
- However, exclusively on a day if there is more than one company in the campus for recruitments for the same stream, then :
- Students participating in more than one recruitment process on Day-One must undergo the complete process with all the companies he / she applied for. If a student gets selected by more than one company, first offer given by the company will be considered as the final offer.
- Any sort of concerns have to be routed through the ISDI Placement and no student is allowed to directly negotiate with the company.

(I)   Policy for substance abuse

Students are required to abide by the highest standards of discipline, decorum, and propriety for their behaviour in and outside ISDI. Rules of

conduct at ISDI are made available in the Acceptance Kit including this ISDI Policy Booklet and student handbook. Non adherence to the rules will invite serious disciplinary action against the student. Indulging in activities like consuming drugs, alcohol, smoking or any other activity in Campus which is construed as a societal offence at large, will call for strict disciplinary action.

Penalties for major disciplinary violation: Where the violation is considered to be major by the Competent Authority, the following penalties may be imposed for the major disciplinary violations:

1   Suspension / debarment from the school where the student will be declared 'persona-non-grata' and will be debarred from entering the premises, facilities and from attending the classes.
2   Permanent expulsion from the school
3   Any other course of action which may be reasonable in the circumstances.

(J)   Photo Release Form

I grant to Indian School of Design & Innovation hereinafter referred to as 'ISDI', the right to take photographs of me during my course of study at ISDI. I authorize ISDI its assigns and transferees to copyright, use and publish the same in print and/or electronically.
I agree that ISDI may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

The right of use of these photographs will continue to remain in existence after the completion of my course.

(K)   Field trips/research trips/ industrial visits

I/We, parents /guardian hereby solemnly affirm and undertake that I will allow my son / daughter to attend the field trips, research trips or industry visits during the academic tenure 2018-2022. I will not hold the Institute responsible for any claims, causes of action or suits arising out of or related to any personal injury, property damage or death sustained by the above-mentioned student while on any trip and I agree to indemnify the Institute for any losses or expenses incurred by the Institute in connection with the above.

I understand and acknowledge that ISDI reserves the right to frame, amend, revoke, repeal any of the   rules and regulations framed by ISDI, and as and when it deems fit and it shall be my responsibility to keep myself well versed and updated with such rules and regulations and other Applicable, as may be applicable from time to time. ISDI shall not be responsible for informing me of any rules and regulations framed by ISDI separately in any manner.

I shall be liable to pay for any damage caused by me to the property of ISDI, either alone or jointly with others and face such disciplinary actions as may be decided by ISDI

I do hereby verify that I have read and understood the ISDI Policy Booklet including the general conduct expected at ISDI, all the rules and regulations pertaining to plagiarism, falsifying and penalty for cheating, internship and placement and hereby accept to adhere by it.
Any document or information to be submitted, in any form, to ISDI or to be read and understood by me or my parents/guardian at the time of my admission and even thereafter, if omitted or in case of partial or incomplete or unsigned submission, either deliberately or unintentionally, then all implication arising due to

such omission will be attributable to me and I will be bound to ensure obedience/compliance for all the matters concerned.

In case of any dispute or for any unforeseen issues arising, that are not covered in the prospectus/ ISDI Policy Booklet issued to me or otherwise, the decision of ISDI shall be final and binding on me and all concerned.

I, do hereby verify that the above undertaking is given by me/us to ISDI, Mumbai, with full knowledge and understanding and if any variation is found, I/we myself/our self shall be responsible for the consequences thereof.

I/We agree that the courts only in Mumbai shall have the exclusive jurisdiction over all disputes arising out of or in respect of all academic and other matters of all kinds pertaining to ISDI in any respect including in relation to this Undertaking.

Prohibited & Restricted Conduct

Alcohol Or Other Intoxication Related Policy

ISDI prohibits students from possessing or consuming alcohol within the campus premises. Students who violate this policy will be subject to disciplinary action and appropriate criminal/other legal procedures, as appropriate under the law in force.

Students found violating this policy will incur suspension of their enrollment in the program and will be subsequently expelled from the institute. They will also be subject to appropriate criminal/other legal procedures, as appropriate under the law in force.

Ragging

I.   What constitutes 'Ragging'?

Ragging constitutes one or more of any of the following acts:

1   Any conduct by any student or students whether by words spoken or written or by an act which as the effect of teasing, treating or with rudeness, a fresher or any other student.

2   Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

3   Asking any student to do any act which such student in the ordinary course will not do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

4   Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.

5   Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

6   Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.

7   Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.

8   Any act or abuse by spoken words, emails, post, public insults which would also include

deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

9   Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher.

II.   Where Can I get Help?

We do not want you to feel that you are alone and helpless.
We are all with you.

1   Your Parents are there to help. Please do not feel that you will burden your parents. Talk to them freely and openly. If you are being ragged – it is not your fault. They understand that.

2   We, at the Ragging Prevention Program are ready to help. You can call us (call centre) any time on 1800 180 5522. It is a toll free number. You can also send us an e-mail on helpline@ antiragging.in.

3   Your College Administration is there to help – Please do not hesitate to ask for help. They will definitely help you. The local

police and local administration is also there to help. Anybody can register a complaint on account of Ragging. It does not have to be only the victim. If you notice an incidence of Ragging you must inform the call centre. It is your duty to do so.

4   You can also register a complaint on account of Ragging, anonymously. You must however avoid this option because without knowing details it becomes difficult for us to take any action. We can assure you of confidentiality.

5   For knowing the progress of your complaint you can log on to the anti ragging portal: www.antiragging.in or visit www.amanmovement.org.

III.   Summary of the judgement of the Hon. Supreme Court delivered on 8 May 2009.

1   The Hon. Supreme Court ordered that a number of recommendations made by the Raghavan Committee be implemented immediately. These included:

a   Confidence building measures such as appointment of counsellors, arrival of senior students a week or two weeks

after the juniors have arrived; joint sensitization programs ; joint orientation program of 'freshers' and 'seniors' to be addressed by the principal/Head of the institution; organization on large scale of cultural, sports and other activities; make provisions for faculty members to dine with the hostel residents in their respective hostels etc.

b   Every institution must have an Anti-Ragging Committee and an Anti - Ragging Squad. There should be a Monitoring Cell on Ragging at the University Level that would coordinate with the affiliated colleges and institutions under its domain. There should be a Monitoring Cell at the level of the Chancellor of the State Universities.

c   In light of the increasing number of private commercially managed, lodges or hostels outside campuses, such hostels and management must be registered with the local police authorities and the concerned people should take permission to start such hostels or register them and must necessarily be recommended by the Heads of educational institutions. It should be mandatory for both local

police, local administration as well the institutional authorities to ensure vigil on incidents that may come within the definition of 'Ragging'.

d   Wardens must be accessible at all hours and therefore it is important that they, be available on telephone and other modes of communication. Similarly, the telephone numbers of the other important functionaries - Heads of institutions, faculty members, members of the anti-ragging committees, district and sub-divisional authorities and state authorities where relevant, should also be widely disseminated for the needy to get in touch or seek help in emergencies.

e   Brochures or booklet/leaflet distributed to each student at the beginning of each academic session for obtaining undertaking not to indulge or abet ragging, shall contain the blueprint of prevention and methods of redress.

f   The educational institutions shall ensure that each hostel should have a full-time warden who resides within the hostel, or at the very least, in the close vicinity thereof.

2 The Hon. Supreme Court acknowledged that The Ministry of Human Resource Development, Government of India, in consultation with UGC, MCI, AICTE and other similar regulatory bodies was in the process of setting up a central crisis-hotline and anti-ragging database in the manner suggested by Dr. Raj Kachroo. The Hon. Court, however, added that:

a The task of monitoring the database be given to a non-governmental agency, to be immediately nominated by the Union of India to build confidence in the public and also to provide information of non-compliance to the regulatory bodies and to the Raghavan Committee.

b The database shall be created out of affidavits affirmed by each student and his/her parents/guardians, which affidavits shall be stored electronically, and shall contain the details of each student.

c The database shall also function as a record of ragging complaints received, and the status of the action taken thereon.

3 The faculty as well as the non-teaching staff, which includes administrative staff, contract employees, security guards etc. must also be sensitized towards the ills of ragging, and the prevention thereof.

4 It is seen that college canteens and hostel messes are also places where ragging often takes place. The employers/employees of canteens/mess shall be given necessary instructions to keep strict vigil and to report the incidents of ragging to the Institute authorities.

5 The Hon. Supreme Court ordered that the Principal or Head of the Institution/Department shall obtain an undertaking from every employee of the institution including teaching and non-teaching members of staff, contract labour employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the buildings/lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice.

6 A provision shall be made in the service rules for issuing

certificates of appreciation to such members of the staff who report ragging which will form part of their service record.

7   The Hon. Supreme Court said that it was necessary that parents / guardians of freshers assume responsibility for promptly bringing to the notice of the Head of the Institution any instance of ragging.

8   The Hon. Supreme Court said that the SHO/SP, within whose jurisdiction a particular college falls, shall be responsible for ensuring that no ragging takes place on the campus of the concerned college, and to effectively deal with incidents of ragging, should, any such incidents take place. Once a central database/crisis hotline is made operative then as soon as SHO/SP, within whose jurisdiction a particular college falls, is contacted by the crisis hotline staff, then such SHO/SP shall deal effectively with the incident and cooperate and communicate with the crisis hotline staff and/or the independent monitoring agency. This will build confidence and encourage people to report incidences of ragging without fear or delay.

9   The Hon. Supreme Court said that once the database/crisis hotline is operative, State Governments shall amend their anti-ragging statutes to include provisions that place penal consequences on institutional heads.

Drug Policy

The use, sale or possession (with the intent to sell or buy) of illegal or illicit drugs or narcotics/ psychotropic substances is prohibited by national, state, and local laws and regulations as well as the School policy. Possession and/or use of illicit drugs by students are grounds for severe sanctions, including expulsion, and may result in criminal and other legal procedures by appropriate law enforcing agencies.

Smoking Regulations

Smoking is strictly prohibited in the academic area/studios/labs and public places inside the entire campus as per the guidelines rules/laws in force.

The undertaking for substance abuse, enclosed in Annexure 13 must be duly signed by the student and parent/ guardian.

Sexual Harassment Policy

ISDI is committed to creating a healthy environment that enables study without fear of prejudice, gender bias and Sexual Harassment (as defined herein below). ISDI also believes that all women working / study at ISDI have the right to be treated with dignity. 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 ISDI Management.

According to University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutes) Regulation 2015, Sexual Harassment has been defined as, "An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behavior (whether directly or by implication), namely:

1. Any unwelcome physical, verbal or non-verbal conduct of sexual nature
2. Demand or request for sexual favours

3. Making sexually coloured remarks
4. Physical contact and advances
5. Showing Pornography"

The Internal Complaints Committee, has been constituted to redress the complaints of sexual harassment. This Committee will largely be comprised of the following nominated members of the management / faculty:

Committee Members
Dr. Indu Shahani,
President & Chairperson:
ISDI Parsons Mumbai,
ISDI | WPP School of Communication,
ISME Founding Dean: ISME

Bhargavi Deshpande,
Director, Experience and Advising

Solange Suri,
Program Director: Fashion Design

Amit Kundal,
Full Time Faculty &
Program Director - Design & Innovation

Kangana Nair,
Vice President - Human Resources

A student may bring such complaints to the notice of the Internal Complaints Committee at:
grievances.committee@net.isdi.in

All formal complaints of harassment will be promptly investigated. Please refer to Annexure 15 for further details on the policy.

Discrimination & Harassment Policy

ISDI is committed to providing its staff, faculty members, and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance.

The ISDI mandate ensures equal opportunities regardless of race, color, creed, national origin, religion, gender, sexual orientation, marital status, age, disability. This policy applies to all programs, facilities and activities provided by ISDI, including but not limited to admissions, educational programs, and employment.

The School is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, being familiar with this policy and refraining from conduct that violates this policy.

ISDI will not tolerate any type of harassment or discrimination toward or by any member of the community. All complaints of such behavior will be taken seriously and will be investigated promptly and thoroughly. The School prohibits acts of reprisal against anyone involved in lodging a complaint of harassment or discrimination.

Conversely, the School considers filing intentionally false reports of harassment or discrimination a violation of this policy. It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability, or any other status protected by law. Individuals found guilty of harassment or discrimination toward another employee, student, or faculty member will be subject to disciplinary actions up to, and including, immediate termination or expulsion, when appropriate.

Harassment or discrimination can take many forms, including but not limited to slurs, jokes, statements, gestures, electronic communications (including e-mail), pictures or cartoons regarding a student's, faculty member's, or employee's race, color, religion, gender, national origin, age, marital status, sexual orientation, citizenship, disability, or any other status protected by law.

Fundamental to the School's mission is the free and open exchange of ideas. It is not, therefore, the School's purpose in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

If a student believes that he/she has been harassed or discriminated against in grading, financial aid, counseling, and support services, and if he/she has exhausted all administrative avenues, the student should bring his/her grievance to the Grievances Redressal Committee/Dean/Director of Student Affairs and make an appeal.

Acts Of Intolerance

ISDI is a community composed of a wide variety of people with different cultures, racial backgrounds, sexual orientations and many other differences. ISDI values these differences and believes in encouraging an interaction and respect among people who may differ from one another, creating a positive learning experience. Intolerant acts that show disrespect for others harm both the victims and the community at large.

Any behavior which victimizes an individual on the basis of the person's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or level of ability or/disability is inappropriate at best, is seriously detrimental to the community, and will be addressed.
Such behavior includes, but is not limited to, graffiti, defacing ISDI or personal property, harassment, threats, fighting, and disrupting others in the exercise of their rights.

Students who have witnessed or are victims of such behavior should report it to the Director-Student Affairs immediately.

Weapons And Explosives

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.

ISDI is 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 School property by taking simple, common sense precautions, removing the potential for "crimes of opportunity."

Perhaps the most important element of the campus safety program is the assistance of our students, faculty members, staff, and guests who report suspicious people or activities to campus safety. If students are a victim of, observe, or have knowledge of a crime or other emergency, they must immediately inform the Security.

CCTV Policy

ISDI has in place CCTV surveillance systems to provide a safe and secure environment for students, staff and visitors, and to prevent loss or damage & protect all infrastructure / property.

DVDs storing the recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorised access to that area will not be permitted at any time. The area will be locked when not occupied by authorised personnel. A log of access to tapes/images will be maintained.

Access to the CCTV system and stored images, videos will be restricted only to the authorised personnel i.e. Dean / Registrar of school. Accessing CCTV System & footage by IT or. Admin staff for any investigation, identifying lost items (Stolen Laptop/ Mobile / Headphones/ Books etc.) will be based on a written communication / prior approval from the Dean/ Registrar of the School.

General Rules & Regulations

Disciplinary Process

Students who violate School policies, procedures, and regulations will be subject to disciplinary action. Such action is not a substitute for civil or criminal proceedings; all students, whether on or off campus, also remain subject to local, state and federal laws. Students who violate those laws may be subject to School disciplinary procedures.

The Academic Office administers cases involving violations of School policies, procedures, and regulations, as well as violations of non-academic regulations when reported. An enquiry will be initiated to determine the relevant facts. Depending upon the severity of the alleged violation and the results of the hearing, the further course of action will be decided.

Misconduct That Is Subject To Disciplinary Action

All forms of dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to the School, forgery, alteration, or use of School activities is condemned. The following acts of misconduct are subject to strict disciplinary action:

- Intentional or wanton disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other School activities including events, guests lectures or other authorized activities on School premises.

- Disruptive behavior, including but not limited to physical abuse, assault, beating, harassment, or threats to any person on campus or at School-sponsored or supervised functions, which affect any member of the community. This includes drug and alcohol-related behavior, as well as harm to oneself.

- Theft or damage, including vandalism, to premises or property, including School or student artwork; or theft or damage, including vandalizing the property of a member of the School/community or of visitors.

- Unauthorized entry to the School or improper use of School facilities.

- Failure to comply with directives of School officials performing their duties.

- The Director, Dean, Director of Student Affairs will be the competent authority to take

disciplinary action against a student for any offence resulting from the commission or omission of any act related to the academic or community life on campus or outside. Disciplinary proceedings will be initiated upon receiving a complaint/report.

- In case of offences which do not warrant any enquiry to establish the occurrence of the incident and the involvement of the person(s) against whom the report/complaint is received, (where the person(s) involved pleads guilty or does not deny his/her involvement), appropriate action will be taken after giving an opportunity of personal audience to the offender.

- Violation of School, local, state and national laws related to the use and/or possession of alcohol and other drugs, and violations of other such laws in a way that affects the School's pursuit of its proper educational purposes.

- In case of offences which warrant detailed enquiry/investigations to establish the facts relating to the reported incident and the exact nature of involvement of the person(s), the following procedure will be followed:

- A show-cause notice will be issued to the alleged offender/s. A copy of the said notice will also be sent to the parents or guardians of the students.

- The competent authority will then order an enquiry by a committee of one or more members of the faculty/staff. A nominated student representative may also be included in the committee if deemed necessary.

- On receiving the Enquiry Committee's report, the panel of Directors/ Dean/ Director of Student Affairs will discuss the Committee's report and other related matters, before taking a final decision on the disciplinary action to be taken.

- The decision will then be communicated to the student(s), parents/guardians of the student(s) against whom disciplinary action is contemplated along with the proposed action.

- Decision of the competent authority will be communicated to all concerned in writing.

- An appeal against the decision on disciplinary matters may be referred to the Director/s and Dean.

Intellectual Property

ISDI encourages creativity and invention among its faculty members and students and has a design policy for protecting the creative output generated by staff and students of ISDI, subject to the provisions of the policy. Students can refer to Annexure 16 for further details on the policy. All students during their time of studies at the School will hold fiduciary capacity for the benefit of the School and will disclose fully to the School immediately upon origination or acquisition of any and all inventions, discoveries, improvements, know-how, processes, methods, formulae, products, compositions, devices, tools, machines, appliances, designs, or apparatus.

These are made, discovered or developed by students solely or jointly with others during the terms of their education and training at the School. Furthermore, these are inclusive of works that may or may not be patentable and that may or may not be capable of being registered as a trade mark, design or copyright. These may be directly or indirectly useful in, or relate to any research or development program of the School.

At the request of the School, they will have to make an application in due form for Indian patents and foreign patents on the said inventions, discoveries, improvements, processes and devices. Additionally, they will assign to the School all their rights, titles and interests.

Social Media Usage

The unprecedented growth of social media has made it imperative for ISDI to be a part of the online community. The Institute is actively involved in communicating through the platforms of Facebook, Instagram and Youtube.

Students can stay abreast of the events and programs at ISDI and can support the School's vision through these platforms. Although, it must be noted that the use of social media by students is strictly within the limits of their personal capacity and it is they, who are personally responsible for uploading and sharing content on these platforms. The content shared must not, in any manner, tarnish the repute of the School, its employees, students or associates. As a student of ISDI and as a member of the ISDI Community, student's carry the responsibility of ensuring that the reputation of the School remains intact.

Documentation Format

Two types of Presentation:

I.   Documentation / Submissions/ Class work by the students.

      1.   Format A4 Size [Landscape/ Portrait]

      2.   Cover page/ Second page of the document
- I.S.D.I
- Student's Name
- Project Title
- Course Name
- Faculty Member's Name Section, Semester, Year

      3.   Course Dependent Certificate/ End Page

*Every page will have the date, student name and the page number.

II.   The Documentation for PARSONS.
      a.   By coordinators
      b.   Three Student documents

Documentation for Parsons - By students Document to be designed by students and 3 students to be decided and evaluated by faculty and then submitted to coordinators

ISDI

Student Name
Course Name
Project Title
Faculty Name
Session-Sem-DD/MM/YY

Documentation for PARSONS

CONTENTS

To be decided by student

Documentation for PARSONS   **ISDI**

Project description/Their understanding of the project/Course

Documentation for PARSONS   **ISDI**
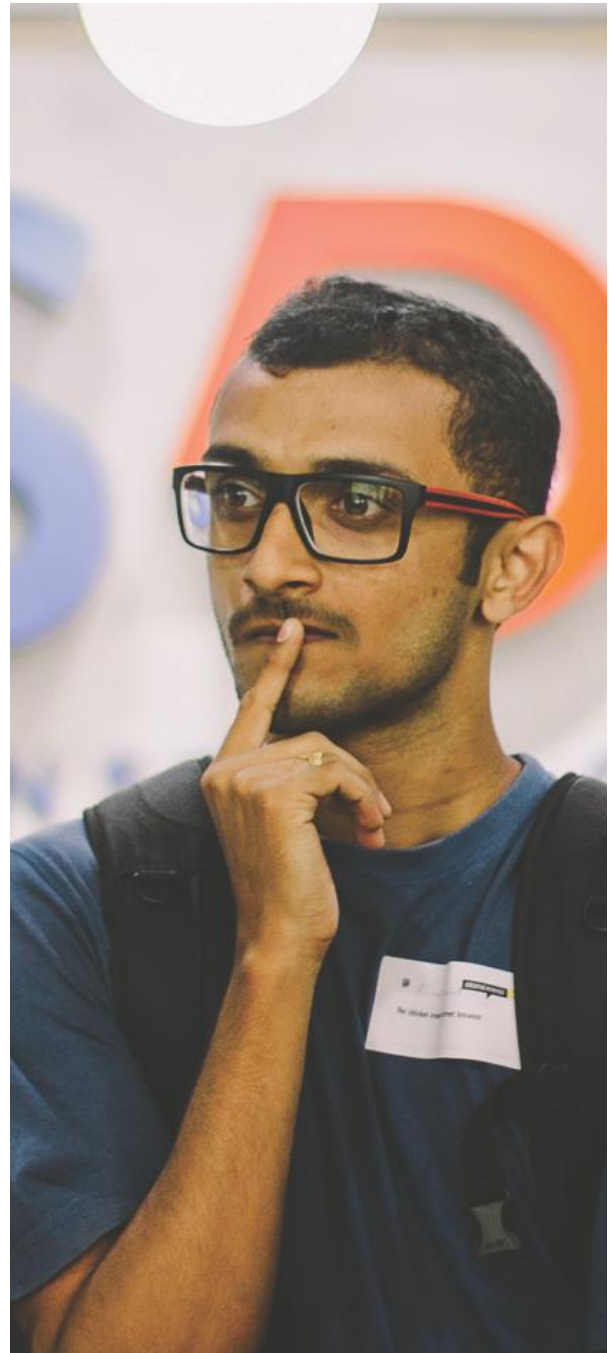
Project with Pictures

Documentation for PARSONS

ISDI

Biliography and references

Documentation for PARSONS

ISDI

Faculty response

Documentation for PARSONS

ISDI

IDOL: BA with Mumbai University

B.A.in Sociology with the Institute of Distance Open Learning from Mumbai University, Kalina Campus

ISDI will assist students with enrolment in B.A. Course. ISDI will provide support and office hours of 6 weeks to students. The fees for the course will have to be paid to the Mumbai University directly. In this regard, please be informed that:

- Students are responsible for following-up on the Mumbai University website for details related to admissions, Identity Card, Hall Ticket and Examination Details.

- It is to be noted that ISDI will not be responsible for any student who does not clear the Mumbai University exam.

Admission Schedule:

Year	Fees
F.Y.B.A.	Rs.3680/-*

Payment Details
Payable directly to Mumbai University while filling the online form. 29th July, 2018 to 31st August, 2018.

S.Y.B.A.   Rs.3460/-*
Payable directly to Mumbai University while filling the online form in 2019.

T.Y.B.A.   Rs.3710/-*
Payable directly to Mumbai University while filling the online form in 2020.

*Fees subject to change. Please see Mumbai University website.

First Year B.A.	600 marks
	6 papers
1	Communication Skills in English [Compulsory]
2	Hindi/French/Marathi/ Urdu [Any one]
3	Foundation Course Paper 1 [Compulsory]
4	English Literature
5	History/ Commerce
6	Sociology

Second Year B.A.	800 marks
	8 papers
1	Foundation Course Paper 2-Compulsory
2	Business Communication/ Advertising/ Journalism [Any one]
3	English Literature II
4	English Literature II
5	History Paper II
6	History Paper III
7	Sociology Paper II
8	Sociology Paper III

Third Year B.A.   600 marks
                             6 papers

Sociology (Specialisation)
(6 Papers from Papers IV & IX)
1   Paper IV Social Theory
2   Paper V Sociology of Work
3   Paper VI Gender and Society
4   Paper VII Urban Sociology
5   Paper VIII Sociology of Human
               Resource Development
6   Paper IX Research Methodology

Online Admission Procedure:
For the academic 2018-19, admission
to all programs will be given through
online process. For details the students
have to visit website: www.mahaonline.
gov.in or http://mu.ac.in/portal/
distance-open-learning/ and follow the
procedure given on the website.

Payment of fees to IDOL:
The fees can be paid through any one
of the following modes of payment:
1.   Online payment option through
     Debit/ Credit Cards/
     Internet Banking.
2.   Bank Challan of Bank of
     Maharashtra only.
3.   Attestation of Documents: The
     self-attested copies of documents/
     papers will be accepted. It is made
     clear that if any false attestation/

falsified record are detected, the
student will be debarred from the
University / institute and in
addition a criminal case under
relevant section of IPC (viz, 471,
474 IPC etc.) will be instituted
against him /her.

**Documents for Admission of All BA
Programs:**
1.   Students are requested to scan
     their passport size photograph,
     signature, mark sheet (10th &
     12th), of qualifying
     exam (convocation certificates,
     if applicable to course) and other
     documents as per requirements of
     the online admission process.
2.   Any student from other college
     affiliated to the University of
     Mumbai, who is transferring his/
     her admission to IDOL, is required
     to submit original 'No Objection
     Certificate' (NOC) of the current
     academic year from the concerned
     college /university along with 2
     photocopies of the same.

Instructions For Eligibility Case Students:

1. The students from CBSE, ICSE, DIPLOMA from MSBTE/ other state, NIOS, HSC Boards other than Maharashtra State, IB, CIE, D.ED and Degree from other than University of Mumbai will have to obtain the Eligibility Certificate which will be issued online after approval from Eligibility Unit, Room No. 108/111 (A), Institute of Distance and Open Learning, Dr. Shankar Dayal Sharma Bhavan, Vidyanagari, Santacruz (E), Mumbai-400 098.

2. The student should download their Eligibility Form online after application for admission and submit the same along with two Xerox copies of all marksheets, certificates and show all original certificates in Room no. 108 (A), first floor, IDOL, University of Mumbai, Kalina Campus. (11.00 am to 1.00 pm and 1.30 pm to 4.00pm)

Required Documents For Obtaining

Eligibility Certificate:

1. S.S.C. and onwards all examination documents [marksheet
   ` & certificate] (F.Y. & S.Y.)
2. Equivalent Certificate from MSBTE/Tech Board of the concern state (in case of diploma students)

3. Passing/ Convocation/ Degree Certificate
4. Marriage Certificate/ Gazette Notification (For female married students)
5. Migration / Transfer Certificate (Can be submitted within 2 months)
6. Proof of Date of Birth: Aadhaar Card/Pan Card/ Driving licenses
7. Any other document, as may be required by the Mumbai University.

Fees For Eligibility Case:

Document Verification fees of Rs. 400/- will be charged from UG/PG program students who have passed their Board / University Examinations from Institutes other than Maharashtra State Higher Secondary Board / University of Mumbai (Only for Eligibility Case).

Eligibility fees of Rs. 220/- will be charged from the students who have passed their examination from Maharashtra State Universities and Diploma from MSBTE and Rs. 320/- will be charged from the students who have passed out of Maharashtra State Universities /Boards other than Maharashtra / Technical Boards of other State.

Further Correspondence/ Communication

Escalation Matrix For Students

Level	Person Responsible	Particulars
1st Level	Class Representative	In person or mobile
2nd Level	Individual course faculty	Only During Class Hours – in person NO Communication on mobile or via emails
3rd Level	Associate Director - Student Advising & Experience	In person or mobile
4th Level	Program Director/ Program Coordinator	Communication during office hours from 3:30 p.m to 4:30 p.m or via mobile or emails
5th Level	Associate Dean - Academic Administration	Communication during office hours from 3:30 p.m to 4:30 p.m or via mobile or emails
6th Level	Dean	Only via email with a copy to Associate Dean - Academic Administration

IMPORTANT CONTACTS FOR STUDENTS

ISDI 24 x 7 Helpdesk No: 8879881691
Medical Help No: 8108200500 (Mon-Sat) 8am-8pm
                         Operated by Nucleus Hospital at
                         One Indiabulls Centre
                         Tower 1 Lobby

Important Email Ids for Students:
registar@isdi.in
For any attendance related issues and to send scanned copies of medical certificates.

STUDENT FEEDBACK

ISDI believes in open and frank interaction between students and faculty members. You can freely discuss your views and problems with your Program Directors / Coordinators & faculty members.

At the end of 5th & 15th week of each semester (5th & 12th Week of each term), all students will be required to complete online feedback, to give their opinion regarding teaching quality of all tutors of courses taught during a semester via DICE APP.

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.

Results / grades of students failing to comply with the mandate of providing semester wise feedback will be withheld.