

# **RULES AND REGULATIONS FOR PGIP STUDENTS**



**Indian Institute of Corporate Affairs  
Ministry of Corporate Affairs, Govt. of India  
Plot No. 6, 7 & 8, Sector – 5, IMT, Manesar Dist. – Gurgaon, Haryana**

## RULES AND REGULATIONS FOR PGIP STUDENTS

***“The price of excellence is discipline. The cost of mediocrity is disappointment.”***  
***William Arthur Ward***

### INTRODUCTION

The mandate of the Indian Institute of Corporate Affairs (IICA) has been to evolve as an institute of excellence and subserve the objective of being the think tank to *inter-alia* advance thought leadership in the Indian business environment through research, capacity building, consultancy services and advocacy efforts, by bringing together Government, regulators, corporates and other stakeholders. The PGIP programme is a long-term flagship programme of IICA and in terms of delivery and content the programme is uniquely placed to drive the budding talents through green channel for being recognized to become insolvency professional subject to completion of Limited Insolvency Examination; thereby saving on the requirement of having ten years' experience in the relevant field.

**1.1** After successful completion of the process associated with two years PGIP course, the onus of preserving the image of PGIP being a professional course of international standards, rest with both IICA and IICA.

**1.2** Maintenance of sprawling campus including Hostel and Mess, state of art library facility and using its convening power as part of eco-system of the Ministry of Corporate Affairs, arranging galaxy of national and international experts for knowledge sharing in the field of insolvency rests with IICA, the students have onerous responsibility for strictly adhering to campus discipline and decorum in the knowledge sharing sessions with the experts. An indicative list of rules and regulations to be followed by the students are provided below for strict compliance as grave nature of violation not only invite financial penalties but in extreme cases of misconduct may attract extreme step of being declared a student unfit to get the Certificate.

## 2. CLASSROOM ETIQUETTE

### 2.1 Be Punctual and Come Prepared

As John Andreas Widtsoe said, *“Preparedness and Punctuality are two of the most important qualities of a leader”*. During the course, IICA expects:

- Come in the class before arrival of the faculty
- Mark your own attendance; proxy marking is prohibited.
- Come prepared in the class and engage with the resource person to get the doubts cleared.

**It may be noted that attendance recorded at less than 80% without prior permission with valid reasons may have serious consequences leading to the cancellation of the award of the certificate. Further arriving late after 10 minutes of commencement of the class will be treated as absent.**

## 2.2 Dress Code

Giorgio Armani said, *"Elegance is not standing out but being remembered."* IICA expects aspiring professionals to dress elegantly, shunning the casual approach towards the dress sense. IICA neither has nor intends to prescribe any dress code for the students, therefore students are free to dress gracefully in a manner they want. However, coming into the class in shorts, T-shirts and chapels etc is not allowed.

## 2.3 Use of electronic devices in Class

IICA encourages the students to come with laptops to take notes and do the cross references. However, mobiles are required to be, invariably, in silent mode. For any urgent mobile communication, students need to come out of the class and briefly respond to the call. Indulging in social chats during lectures will be monitored and viewed seriously.

## 2.4 Interaction with the resource persons

As the old saying goes, if your facts are hard and tone is soft students can raise any number of questions for clarification. However, it may be noted that the faculty has a syllabus to cover and repeatedly asking the same or similar nature question wastes the time of fellow students. Therefore, IICA expects the following from the students:

- Be Attentive
- Be respectful and polite towards the resource person
- Gossip to be discouraged at all costs.
- Contribute to healthy discussion and avoid negative comments.
- Do not prevent others from participating.

## 3. HOSTEL CODE

Being a residential programme all students are required to stay in the accommodation provided by IICA Residence. There is a provision for separate accommodation for girls and boys. There is no provision for staying arrangements for married couples in the hostel. The administration and maintenance of these facilities are the direct responsibility of the IICA. However, being the public property, students have an onerous responsibility to not to indulge in any activity directly or indirectly which may harm the assets of IICA. The IICA insists on a very high standard of discipline from the students befitting the status and reputation of the IICA. It is the duty of every resident to maintain integrity of character and observe high standards of discipline set by the IICA.

**3.1 Warden** - The Chief Security Officer (CSO), IICA (Mobile No. **9462045520**) has been appointed as the Warden to look after the welfare of the students. On arrival, each student is expected to share with him the contact details of local guardians, if any, and or contact details of person who needed to be contacted at the time of any emergency. The Warden on event of any grave misconduct can initiate disciplinary proceedings. An appeal against the decision of the Warden shall lie with the Chief

Administrative Officer (CAO), IICA Mobile No. **7891516777**), IICA whose decision is largely final. However, the final appeal against the CAO's decision may be preferred to the Director General (DG), IICA, who also holds the power of expulsion of any student with proven cases of habitual disobedience.

**3.2 Welfare Committee-** The Welfare Committee having a student nominee will be constituted on arrival of the batch. The Committee will be responsible for assessing the welfare needs and recommend areas of services which are needed to be upgraded.

**3.3 Duration of Stay -**The duration of stay of a particular batch initially spans over for nine months from the month of July of the current year to March of next year. Then students proceed to internship for a year and come back to the campus in April of the second and stay in the accommodation for three months up to June. It may be noted that residential programmes are run on the campus throughout the calendar year. Any extension of the stay period is technically not feasible.

**3.4 Health and Illness-** The IICA has a medical room with Para-Medical staff for assisting the Doctor who visits the IICA thrice a week. While IICA provides for group health insurance to all the registered students, it is advisable that students to have Medical Policy on their own to deal with any medical exigency. For any medical emergency, the nearest hospitals to the IICA Campus are as follows:

- a) Fortis Hospital, Sector-5, Manesar.
- b) Prakash Hospital, Manesar Bus stand.
- c) Aravali Hospital, NH-48 underpass, Manesar.
- d) Shree Radhey Hospital and Trauma Center, Main bus stand, Manesar.

**3.5 Rules related to Late Night Movement-** In cases the students venture out of the campus; they are required to report back to the campus by 10pm. Students will not be allowed to enter the campus after 10:00 PM without the permission of the Head of the School. For any anticipated delay prior permission of the warden will be required.

**3.6 Requisite Approvals from Wardens-** It is mandatory to take permission/ inform respective warden/Head of School for the following activities:

- i. Leave Campus
- ii. Stay outside for coordinating any event of the IICA
- iii. Conduct any group celebration in the room
- iv. Any Disciplinary Issues
- v. Any Medical Emergency

**3.7 Visiting Hours-** Parents/local guardians are allowed to visit their wards. They are requested to meet their wards in the common area. No other visitor except the parents and the local guardian will be allowed to meet the students. Any other person visiting the student shall bring a letter of authorization from the parents. The name, address, and the contact number of parents and local guardian should be furnished in the form provided at (**Annexure-I**) during admission. It is not mandatory to have a local guardian. The parents signing the form should attest to the local guardian 's photograph and signature. A non-local resident is permitted to have only one local guardian. Parents are requested to co-operate strictly observing the above-

mentioned rules. Male students of the IICA are not permitted to enter the Girls hostel, and Female students are not allowed to enter the hostel meant for Boys.

**3.8 Permission for temporary absence from the campus-** Residents will be interacting with legends under the 'Weekend Wisdom' programme on most of the morning sessions on Saturdays. Normally students are required to complete the assignments during the weekend, however, from afternoon of Saturday and Sunday may leave campus after making an application for leave of absence from the campus to the Warden. In the absence of Warden, permission shall be taken from the Administrative Officer. Students are generally not permitted to take leave during working days. In exceptional cases, parents should send a written request addressed to the CEO for approval for granting such a leave.

**3.9 Hostel Timings-** The students are to be inside the campus before 10:00 P.M.

**3.10 Foster congenial neighborhood-** Students should restrict the volume of their music system so that no disturbance is caused to the other residents. The students should not take food or utensils from the dining hall to the rooms. However, in case of a resident falling sick, permission must be taken from the Warden to take food to the resident 's room and the utensils should be returned immediately after the use. Residents are not allowed to keep pets.

**3.11 Complaints regarding utilities-** Complaints regarding electricity, water works, etc. may be entered in the Maintenance/Complaint Register kept in the office for this purpose.

**3.12 Valuable Articles-** Students are strictly advised not to keep valuables in the room unattended. The IICA will not be responsible for any loss of the resident 's belongings.

**3.13 Requisite filling of forms:** At the time of admission every student must submit a written undertaking in the prescribed form, countersigned by his/her parent/guardian, to the extent that he/she would abide by the rules and regulations of the Hostel. (Annexure-II & III). Allotment of rooms shall be the sole discretion of the Institute; Students must occupy the room allotted to them. Rooms once allotted to the students for an academic year will not be changed except for special situations. Under no circumstances, the inmates should exchange their rooms without the knowledge of the Hostel warden.

**3.14 Before vacating the rooms,** the students should fill up the Room Vacating Slip. The furniture, electrical installations including the fan etc., should be handed over in proper condition to the Hostel authority at the time of vacating the room. If any damage to any item is found to have occurred, compensation as assessed by the Hostel authority shall be recovered from the hostellers.

**3.15 Preservation of IICA Property-** Any damage to the property of the IICA will be severely dealt with. Anyone damaging any property of the IICA shall be liable for financial penalty in proportion to the damage.

- The Institute will generally provide a minimum set of furniture and fittings in each room, consisting of a cot for each inmate as well as table with side rack, chair, overhead cabinet, ceiling fan with regulator and reasonable light fitting. Students are not allowed to shift materials (chair, table, cot, fan, tube light etc.) from one room to another without permission.
- The use of electrical / electro-mechanical equipment, appliances etc., is strictly prohibited by the hostellers in or outside the rooms. Private cooking in the rooms or anywhere in the Hostel is strictly forbidden. Any such appliance found in a Hostel room will be confiscated and shall attract both monetary fine and disciplinary action by the Institute.
- When the hostellers go out of their rooms, they should switch off all the electrical/electronic appliances and lock the doors & submit their room keys at the security station before leaving the hostel for classes/outside the campus etc. Violation of this rule will attract suitable penalty and disciplinary action as decided by the institute.

### 3.16 Entry and Exit Timings

Student safety is an utmost priority and considering the outskirts location of institute, the following timings are to be strictly followed by Students.

<b>Entry and Exit of Campus</b>  <b>(Students should mandatorily display Institute Identity cards to security and make entries in register)</b>	<ul style="list-style-type: none"> <li>Main gate is open between 5:30 AM to 10:00 PM</li> </ul>	<ul style="list-style-type: none"> <li>During Working hours, a Gate Pass counter-signed by the Faculty/ Supervisor/ HoD is to be submitted at main gate security. <b>(Annexure-II)</b></li> <li>During Non-working hours and holidays (including Saturday and Sunday), Students can only leave the campus after showing ID cards to the</li> </ul>
		<p>Security personnel and making necessary entry into the register at the Main Gate.</p> <ul style="list-style-type: none"> <li>Hostellers entering campus after 10.00 pm should make necessary entries in the late register maintained at the security station at Main Gate after verifying ID cards.</li> <li>Security personnel is authorized to collect Identity cards of late entries if necessary.</li> </ul>
<p><i>Between 10:00 PM to morning, 5:30 AM hostel gates remain closed.</i></p>		
<b>Visiting Hours</b>	9:00 AM to 7:30 PM	<ul style="list-style-type: none"> <li>All visitors including the parents/guardian will have to make necessary entries in the visitors' book available with the hostel security guard.</li> </ul>



		<ul style="list-style-type: none"> <li>The visit is restricted to only the hostel office/lounge/ canteen.</li> </ul>
<b>Outing/Tour</b>	Any Stay Overnight From the Campus	<ul style="list-style-type: none"> <li>Students need to submit a hostel outgoing (in group/individual) slip at Warden's Office at least two days before departure. <b>(Annexure-III)</b></li> </ul>

#### 4. STRICTLY PROHIBITED ACTIVITIES

- 4.1** Ragging in any form is banned inside and outside the hostel premises. Strict action will be taken against defaulters. No leniency will be shown to the offenders. Students involved in ragging and using abusive languages will be expelled from the hostels and referred to the disciplinary committee.
- 4.2** Consumption/possession of alcohol, smoking or use of tobacco, narcotic drugs, possession of obscene pictures, posters, lethal weapons or inflammable materials and related products are strictly banned in the Hostel and premises.

#### 5. GRIEVANCE REDRESSAL

- 5.1** If any hosteller has any grievance/problem, he/she needs to enter the grievance/complaint in the relevant "Grievance Book" kept at the hostel security desk/ report to warden office in writing.
- 5.2** If the complaint is not attended to within a fortnight, then he/she may escalate the issue to the hostel warden concerned. (Surpassing the warden office and reporting directly to higher authorities is not recommended).

## 6. FACILITIES



**Library-** Students will have the access to IICA Library. The rules and regulations regarding the same has been set forthwith as (**Annexure-IV**).



**Auditorium-** The IICA has a fully air-conditioned auditorium with a seating capacity of over 300 people and is well equipped with the latest state-of-the-art audio and visual facilities. It is used for organising and holding University's various important functions including seminars, conferences, convocation and cultural programmes.



**Gym-** Students can access the gym from 06:00 am to 09:30 am in the morning and 06:00 pm to 09:00 pm in the evening. Gym shall remain close on Sundays and public holidays.



**Other sports facilities-** Students will get access to Sports complex, which consists of a badminton court, basketball court, Football ground, Cricket ground, Table tennis and Snooker. Basic sports equipment will also be provided by IICA.



- **Seminar Rooms-** IICA has Conference/Seminar rooms, furnished with ultra-modern AV facilities, located at various floors of the Academic Block in the campus. These are available for booking at due notice for various events intended towards students, faculty, and administration, along with external events.
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- **Medical Centre-** A medical room with a nurse, along with a visiting Doctor who comes to the campus thrice a week at 01 p.m. to 03 p.m. are available for consultation. Basic medicines and First Aid is available to all. A service of ready to go Ambulance is also available round the clock, for the residents of the IICA to deal with any kind of emergency medical situation, and take them to a hospital as soon as possible. In addition to this, all the students will be entitled to a Group Insurance Scheme.

(Annexure I)

**INDIAN INSTITUTE OF CORPORATE AFFAIRS****Parents/Guardian Undertaking form to leave hostel**

I..... hereby submit an undertaking on behalf of my son/daughter..... Roll No..... of the Batch PGIP, that he/she will be absent from hostel, IICA from..... To..... with my permission. He /She is Presently a boarder of Hostel, Room No..... I take responsibilities for his/her travel and safety during this period. His/her contact details for the given period are given below.

Address of  
Correspondence.....

.....  
...

Date:

Signature of the student:

Countersigned by the parents/guardian:

(Annexure II)

**STUDENT'S GATE PASS, IICA****Need to be submitted by the Student at the Main Gate of the Campus**

Student Name & Mobile No.:		Department:	
Hostel & Room No.:		Reg. No.:	
Reason for Leave/ Out Pass:			
Date & Time for Departure:			
Date & Time for Arrival:			

I/we have informed our parents/guardian and their permission has been taken.  
In case of any mishap outside campus, IICA will not be held responsible.

**Signature of the Student:**  
**Parents/Guardians Contact No.:**  
Address:

**Faculty/Supervisor/HoD**  
.....

**STUDENT'S GATE PASS, IICA****Need to be submitted by the Student at the Main Gate of the Campus**

Student Name & Mobile No.:		Department:	
Hostel & Room No.:		Reg. No.:	
Reason for Leave/ Out Pass:			
Date & Time for Departure:			
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I/we have informed our parents/guardian and their permission has been taken.  
In case of any mishap outside campus, IICA will not be held responsible.

**Signature of the Student:**  
**Parents/Guardians Contact No.:**  
Address:

**Faculty/Supervisor/HoD**

(Annexure-III)

**Indian Institute of Corporate Affairs**  
**HOSTEL OUTGOING SLIP (IN GROUP/INDIVIDUAL)**  
 (FOR OVERNIGHT STAY OUTSIDE THE CAMPUS)  
**TO BE SUBMITTED AT LEAST 2 DAYS BEFORE DEPARTURE**

We/I the following students of PGIP-IICA request your kind permission to go out in group/individual for which the details are given below.

<b>Reason for going out in group/individual</b>						
<b>Place of visit</b>						
<b>Complete address during stay</b>						
<b>Departure details</b>		<b>Return details</b>		<b>Duration of stay</b>		
<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>			
<b>Undertaking by the outgoing hostellers:</b> We/I hereby undertake that (i) the information provided above is correct; (ii) that we/I shall be held responsible for any false information provided by us; (iii) that we/I are going out at our own risk; ( iv) that we/I have informed our HoD/Guide about our visit and the requisite leave has been duly approved; and ( v) We/I shall behave responsibly out of campus and in case of any mishap during the outgoing, IICA will not be held responsible.						
	<b>Name of Hosteller</b>	<b>Regn. No</b>	<b>Hostel &amp; room number</b>	<b>Mobile number</b>	<b>Signature (Self)</b>	<b>Supervisor sign. (For info)</b>

Form Received date (In Warden Office): \_\_\_\_\_ Sign: \_\_\_\_\_ (Warden Office)

**(Annexure-IV)****Guidelines and Rules for using Library**

- Students entering the library shall sign and fill the necessary information in Visitor Register kept at the entrance.
- Library-cum-Identity Cards is to be shown at entrance or counter on demand.
- Any personal documents and belongings shall not be allowed inside the Library, including eatables.
- Students are expected to maintain silence within the library premise and observe rules of the Library decorum.
- The Library counter remains open from 09.30 a.m. to 06.00 p.m. from Monday to Saturday.
- It is mandatory to carry I-cards issued to the respective students for issue and return of the books.
- Students shall be solely responsible for loan documents issued on his/her account.
- The document(s) issued on individual accounts is/are non-transferable.
- No library documents shall be issued during vacations except for Mooting and other competitions, duly approved and sanctioned by the authority.
- Books on Loan shall be returned on due date from the date of issue.
- Fine for late return shall be applicable as per library rules.
- In case of non-return of books or non-payment of fine, circulation of the books shall be ceased for the defaulter account automatically and would be reinstated only after clearing dues.
- Identity-cum-Library Cards are non-transferable and it is not allowed to issue books on the cards of other students. Students are solely responsible for books issued against their cards.
- The References collection is non-issuable and books/documents here shall only be issued on special permission, duly approved by the authorities.
- Library holds print as well as electronic collections and students are expected to preserve the print resources issued to them, for future reference. Marking, tearing, damaging, or disfiguring of the print documents are strictly prohibited and liable to withdrawal of library privileges or any other punishment considerable by the authority.
- Library is a silence zone. It is prohibited to use cell phones, earphones, musical appearance on laptops, conversations, arguments, or any other activity disturbing other students.
- Students are expected to not distribute, display, or access material in the Library, which is considered offensive, obscene, and defamatory under any law.
- Students/Faculty members are required to clear their dues from the Library, at the time of leaving the University. The Library will issue a 'No Dues Certificate' only after the return of issued library documents/paying dues if any, along with the Library-cum-identity card.



