

STUDENT HANDBOOK

UG & PG

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About this Handbook

The Student Handbook of The ICFAI University, Sikkim, serves as a comprehensive guide for students, providing essential information about academic policies, campus life, code of conduct, student responsibilities, support services, and various rules and regulations governing the University. It is designed to help students understand the institutional framework within which they are expected to operate, ensuring a consistent and informed academic journey throughout their association with the University.

The purpose of this handbook is to facilitate transparency, clarity, and ease of access to institutional policies, thereby promoting a well-structured and student-centric educational environment. It acts as a ready reference for students to understand their rights and responsibilities, academic norms, disciplinary guidelines, and available resources. The handbook also reflects the University's commitment to fostering a culture of academic integrity, mutual respect, and personal development.

This handbook is applicable to all students—those who have passed out, those currently enrolled, and those who will be admitted in the future. It is a binding document intended to support and guide students throughout their academic lifecycle at The ICFAI University, Sikkim.

The University reserves the right to update, amend, or modify the contents of this handbook and any associated rules, regulations, or procedures at its discretion. Any such changes will be appropriately communicated to students through official notices on notice boards, the University's website, or other recognized channels. Students are encouraged to stay informed and regularly check for updates to remain compliant with the latest guidelines.

Chapter I

INTRODUCTION

The ICFAI University, Sikkim has been established under Section 4 (2) of the Institute of Chartered Financial Analysts of India University, Sikkim Act 2004 (Act 9 of 2004) passed by Legislative Assembly of Sikkim. The University has been notified under Notification No.9/LD/2004 Dated 15-10-2004. The ICFAI University, Sikkim is empowered to award degrees under Section 22 of the UGC Act, 1956. The University has been notified by the UGC, under Section 2(f) of the UGC Act, 1956 vide Notification No.F.8-9/2009 (CPP-I) dated October 27, 2009.

Vision

Establish itself to be a top ranking private university of choice for students, staff and corporates, recognized for excellence in Higher Education and Research specially relevant to social needs.

Mission

The mission of the University is to offer world class, innovative, career-oriented professional postgraduate and undergraduate programs through inclusive technology-aided pedagogies to equip students with the requisite professional and life skills as well as social sensitivity and high sense of ethics. The University will strive to create an intellectually stimulating environment for Research, particularly into areas bearing on the socio- economic and cultural development of the state and the nation.

Objectives

- ▶ To identify the best in our students in every aspect and make them exceptional professionals in their respective field of study.
- ▶ To nurture and develop the interests and talents of the students combined with the passion in them.
- ▶ To disseminate knowledge in a resourceful way with a view to help in the nation's development.

- ▶ To publish and circulate periodicals, newsletters and journals on subjects relating to the field of studies in the University.
- ▶ To associate with institutions and organizations in India and abroad for the development of the students and the University alike.

1.1. The Programs

1.1.1 Under-Graduate (UG) Program

The UG programs offered by the University are of three to five years programs spread over six to ten semesters. The Programs prepare the students with skills, knowledge and strategic perspectives essential for a successful career and for being leaders of their chosen field anywhere in the world. It is designed to provide both a portfolio of strong functional skills and the ability to apply, adapt and integrate those skills in different professional settings.

The programs cover courses in varied areas. This provides a broad foundation of skills and knowledge in diverse functional areas of the domain apart from providing the option to specialize amongst functional disciplines.

1.1.2. Post-Graduate (PG) Program

The PG programs offered by the University are one to two years programs spread over two to four semesters. The programs prepare the students with skills, knowledge and strategic perspectives essential for a successful career and for being leaders of their chosen field anywhere in the world. It is designed to provide a blend of advanced skills and knowledge in diverse functional areas apart from providing the option to specialize amongst functional discipline.

The following are the programs offered by the University are as follows:

#	Program	Duration
School of Management Studies	BBA / BBA (Hons.) / BBA (Hons. with Research) (Specialization In: Marketing, Finance, Business Analytics, Family Business, Digital Marketing & HR)	3 Years/4 Years
	B.Com / B.Com (Hons.) / B.Com (Hons. with Research) (Specialization In: Accounting & Finance, Accounting & Taxation, Banking & Insurance, Accounting & International Business)	3 Years/4 Years
	MBA for Working Professionals (Specialization In: Marketing, Finance, IT, Healthcare Management & HR)	2 Years
	MBA (Specialization In: Marketing, Finance & HR)	1/2 Years
	M.Com (Specialization In: Accounting & Finance)	1/2 Years
	Ph.D. (Full Time/Part Time)	3 Years
School of Hotel & Tourism Management	BHM/BTTM	4 Years
	MTTM	1/2 Years
School of Information Technology	BCA/BCA (Hons.)/BCA (Hons. with Research) (Specialization In: AI & DS, Cloud Computing, Full Stack Development & Cyber Security)	3 Years/4 Years
	MCA (Specialization In: AI & DS, Cloud Computing, Full Stack Development & Cyber Security)	1/2 Years
School of Liberal Arts	BA / BA (Hons.) / BA (Hons. with Research) in: Political Science English Sociology Economics Public Administration International Relations Mass Communication & Journalism Civil Services (3 Years)	3 Years/ 4 Years
	MA in Political Science/Economics	1/2 Years
	Ph.D. (Full Time/Part Time)	3 Years
School of Legal Studies	BBA-LL. B(Hons.)/ BA-LL. B(Hons.)	5 Years
	LL. B	3 Years
	LL. M (Specialization In: Corporate and Commercial Laws, Constitutional and Administrative Law, Cyber Law and Cyber Security, Criminal Laws & Tax Laws)	1 Year
	Ph.D. (Full Time/Part Time)	3 Years

1.2. Role of the University

The University maintains a reputation for quality teaching, field-based assignments, case-based learning, laboratory sessions, practical learning-based internships and finally placements in reputed organizations for interested and eligible students.

The University has evolved a comprehensive student centric learning approach consisting of several stages, designed to add significant value to the learner's understanding in an integrated manner.

The University is committed to delivering quality education, as laid out by the curriculum, conducting evaluations, providing the requisite academic infrastructure (automated library, computer lab, BHM practical kitchen, tourism field visits, industrial visits, internships etc.), maintaining discipline, developing industry-institute interface and providing opportunities for placements.

In addition, The University also strives to create an opportunity for open inquiry and discussion of ideas and ensures that students have access to faculty members even outside the classroom, so that the learning process is a continuous one.

This includes

- ▶ Full time classroom instruction
- ▶ Faculty Consultancy support
- ▶ Courseware
- ▶ Library facilities
- ▶ Assignments
- ▶ IT Lab
- ▶ English Language Lab
- ▶ Seminars & Conferences
- ▶ BHM Production Kitchen
- ▶ E-Library
- ▶ Housekeeping Practical Lab
- ▶ Research Centre
- ▶ Invited Lectures
- ▶ Soft Skills Training
- ▶ Live Projects
- ▶ Moot Court

The University believes that the student development entails development of:

- ▶ **Knowledge:** Enabled through full time classroom instruction and competent faculty resources, updated courseware, library facilities and experiential learning.
- ▶ **Skills:** Focus on computer skills and soft skills such as written and oral communication, team playing, goal setting, time management and interpersonal skills. This is done through soft skills classes, IT lab, seminars, guest lectures and field assignments such as live projects, and internship Program.
- ▶ **Attitude:** Focus on positive outlook, openness, ability to view situations as win-win, viewing problems as opportunities. These are enabled through interactive classroom sessions, field assignments, guest lectures and internships.

1.3. Soft Skills Training

Soft skills form a vital component of today's world of work. The exclusive design and the right mix of teaching and the training processes help the students add a new dimension to their personality. The innovative methodology used to impart soft skills is the propelling force and the Soft Skills training thrives on it. An activity-based learner-centered curriculum ensures that the student is well rounded to understand the subtleties of the work world. The core elements of teaching methodology like group work, stimulating group discussions, mock interviews, skits, role plays, etc., instill confidence in the students to meet the challenges of the modern-day work culture.

1.4. Live Projects

Students are encouraged to pursue live projects to enhance their learning by applying theoretical concepts to industry situations under the guidance of experienced faculty to ensure proper focus and implementation.

1.5. Internship / Research Project

The University supports for Internship/Research Projects for UG & PG students. The project is designed to enable the students to experience the modern-day work environment and combine the concepts learnt in classroom with the real-life situations in organizations.

1.6. BHM Production Kitchen

The BHM students are given practical exposure in BHM Production Kitchen. It gives in hand exposure to the students and equips them with the live experience. It also helps the student during the final campus placements.

1.7. The Academic Year

At the University, an academic year is divided into two semesters. There are two/four/six/eight/ten semesters during the one/two/three/five year's programs respectively. Generally, the students undergo stipulated number of sessions as per the credits associated with the course. In addition, tutorial hours are also conducted to augment the classroom teaching and to uplift the weaker students. The students are also encouraged to visit the Library & E-Library for research purposes and inculcate reading habits. The online databases such as AIR, SCC and Manupatra are made available for LAW students.

1.8. The Mentor-Mentee System

The Mentor – Mentee system is functioning with an objective

1. To bridge the gap between the faculties and students and
2. To guide students on both educational and personal aspects.

The allotted faculty acts as a mentor to a group of students. Successful mentorships often evolve into friendships with both partners learning and providing support for the other. In The ICAI University Sikkim, Mentor-Mentee system has

been implemented to provide a sense of belongingness and guardianship among the students who took admission here. The faculty members act as guardian (Mentor) for them to look after throughout their course tenure. The basic objective of this relationship is to guide the students in all aspects and domains so that they become strong professionals and great human beings.

1.9. The Course Handout

At the beginning of the course, each faculty member designs a "Course Handout" which is circulated in the classroom. The faculty member plays a significant role in ensuring quality education through effective interactive teaching, continuous and multi-criteria evaluation and feedback to students. In the Course Handout, the faculty member provides information regarding the specific components of evaluation, the frequency of use of each component, weightage given to each and the tentative schedule of use of the various components. Since each faculty member gives the handout specifically for his/her course, it may vary from course to course. The handout contains information on the evaluation scheme for the course as well as days and times for chamber consultation. During these sessions, students may approach the faculty member for clarifications.

1.10. Moot Court Society

Moot court training and Moot court competitions help law students to prepare for their life as an advocate. Mooting helps in building confidence in talking and articulately presenting our views. All skills require training to improve, and it is natural to make mistakes in the initial stages. However, even those mistakes will help give you pointers that you can improve from. Mooting aids in boosting a person's confidence remarkably to the point that even as a fresher or junior lawyer you will not be intimidated to speak and will be able to effectively present their case in front of the judge and the opposing counsel.

The Moot Court Society, IU, Sikkim (MCS) is the student's committee entrusted with the responsibility of administering and facilitating all mooting related activities at the ICFAI University Sikkim. It is tasked in upholding the high standards of excellence we have set with the ultimate goal of realizing our vision of inoculating in the students the essence of merit and ethics. The MCS plans to develop future mooters, as well as to inculcate an interest in mooting in the university. The MCS follows a policy of encouraging participation in mooting from all batches, organizes extensive workshops and demonstrations to enable them to learn the process of mooting and arranges for interactive sessions with experienced mooters and litigators from previous batches.

1.11. Student Clubs at the University: Fostering Growth, Leadership, and Community

At The ICFAI University, Sikkim, we believe that learning extends beyond the classroom. Our diverse range of student clubs plays a vital role in shaping well-rounded individuals by providing a platform for intellectual, cultural, and personal development. These clubs foster creativity, teamwork, and leadership, allowing students to explore their interests, engage with peers, and contribute to meaningful initiatives. From academic and professional clubs that enhance subject knowledge to cultural and social clubs that celebrate diversity, each student finds a space to grow, express themselves, and build lifelong connections. Participation in these clubs not only enriches campus life but also prepares students to face real-world challenges with confidence and innovation.

At The ICFAI University, Sikkim, we encourage every student to be an active part of this vibrant community, where learning meets passion and friendships turn into lifelong networks.

SI	Club Name	Club Objective
1	UPC Club	Universal Peace Club (UPC) will be nation-wide network of University of students voluntarily dedicated to building peace in the campus and expand to society & nation.
2	Eco Club	To spread awareness about environmental problems and promote activities related to social contributions to the environment, to prepare and organize students' participation for protection and conservation of environment.
3	Cultural Club (Dance & Art)	To foster cultural awareness, organize cultural events, showcase dance, music, cuisine and performances.
	Cultural Club (Music & IUS Band)	
4	Literary Club	The Literary Club members to organise activities/events that would enhance the analytical, communication, interpersonal, creative thinking, writing and oratory reading skills of our students under the guidance of Club Heads
5	Entrepreneurship, Incubation & Innovation Club	To cultivate a dynamic and forward-thinking student community of aspiring entrepreneurs and innovators within University. To assist the Incubation in-charge with mentorship, networking, workshops, and support the collaborative start-up projects.
6	Sports Club	To promote physical fitness, teamwork, and sportsmanship among the University students by offering wide range of sports activities and to instil a passion for sports. The student members shall also support the Club Heads with all the sport events.
7	Energy Club	To find innovative ideas and techniques to reduce the energy consumptions, explore on clean and renewable sources of energy, and create awareness on the energy conservation and environmental protection.
8	Tourism YUVA Club	To develop practice to learn and enhance our understandings about our rich and diverse cultural & heritage values.
9	Client Counselling Club	<i>Client counselling</i> involves the practice of engaging with a client when they seek legal guidance. Basic aim of the counselling is that students learn to guide clients in such a way to bring about a voluntary change in the client. Client counselling clubs help law students develop their skills in interviewing, planning, and analysing client matters
10	Arbitration Club	Students will know how to get a fair resolution of disputes within a reasonable time frame without wasting time or money. They will also learn how to provide access to justice to the parties involved in such disputes so as to ensure that their rights are protected.
11	Legal Literacy Club	A legal literacy club is a group that educates students about their rights and duties, and how to provide justice for vulnerable populations. The goal of these clubs is to help students become law-abiding citizens and advocates for human rights.

1.12. National Service Scheme (NSS) and National Cadet Coops (NCC)

The ICAI University Sikki takes pride in fostering an environment that nurtures not only academic excellence but also the holistic development of its students through impactful extracurricular initiatives like the National Service Scheme (NSS) and the National Cadet Corps (NCC). These programs embody the university's commitment to shaping socially responsible, disciplined, and patriotic citizens who contribute meaningfully to society and the nation.

National Service Scheme (NSS)

The National Service Scheme (NSS) at The ICAI University Sikkim, launched in 2023, is a vibrant platform that channels the energy of youth toward community service and nation-building. Operating under the aegis of the Ministry of Youth Affairs and Sports, Government of India, NSS aligns with

the university's vision of instilling social responsibility and leadership among students. With a unit strength of over 70 members the NSS has quickly emerged as a cornerstone of student engagement.

Activities and Impact:

The NSS unit organizes a diverse range of activities aimed at addressing societal challenges and fostering personal growth. These include:

- ▶ **Community Service:** Cleanliness drives under Swachh Bharat Abhiyan, blood donation camps, and upliftment initiatives for nearby communities.
- ▶ **Environmental Conservation:** Tree plantation and waste management programs to promote sustainability.
- ▶ **Disaster Preparedness:** Training in disaster management and first aid, alongside participation in relief efforts during natural calamities.

- ▶ **Educational Outreach:** Literacy campaigns and skill development workshops for rural and underprivileged areas.
- ▶ **Awareness Programs:** Celebrating significant days like National Youth Day and International Women's Day through seminars, rallies, and street plays on issues like gender equality and road safety.
- ▶ **Leadership Development:** Opportunities to lead projects and participate in regional and national NSS camps.

Why NSS Matters:

NSS equips students with essential life skills—teamwork, empathy, and problem-solving—while enhancing their employability through a demonstrated commitment to social causes. The unit's active participation in state and national-level programs has earned it recognition, positioning it as a bridge between the university and the local community. Aspiring to be one of the top NSS units in the region, it continues to inspire students to become compassionate and proactive citizens.

National Cadet Corps (NCC)

The ICFAI University Sikkim has proudly established an NCC platoon under the 3 Sikkim Battalion, marking a significant milestone in promoting discipline, leadership, and patriotism among its students. As a tri-services organization encompassing the Army, Navy, and Air Force wings, the NCC offers a structured training program designed to groom young individuals into responsible and capable leaders.

Activities and Training:

The NCC platoon engages students in a variety of transformative experiences, such as:

- ▶ Drills and Parade Training: Building discipline and coordination.
- ▶ Weapon Training and Shooting Practice: Teaching safe handling of firearms.
- ▶ Adventure Activities: Trekking, mountaineering, and survival training to foster resilience.
- ▶ Camps and Leadership Programs: Annual Training Camps (ATC), National Integration Camps (NIC), and Republic Day Camps.
- ▶ Social Service Initiatives: Cleanliness drives, blood donation camps, and disaster management efforts.

Benefits for Students:

The NCC offers a wealth of opportunities, including:

- ▶ Personality Development: Enhancing confidence, discipline, and a positive outlook.
- ▶ Career Advantages: NCC certification provides a competitive edge in defense services, police, and paramilitary forces, with 'C' certificate holders eligible for direct entry benefits in the Indian Armed Forces.
- ▶ Scholarships and Incentives: Financial support for higher education.
- ▶ Social Responsibility: Encouraging volunteerism and community engagement.

A Commitment to Holistic Development

Through NSS and NCC, The ICFAI University Sikkim ensures that its students graduate not only with academic credentials but also with a strong sense of purpose, discipline, and social consciousness. These programs empower students to contribute to nation-building while preparing them for leadership roles in their careers and communities. Whether through community service with NSS or disciplined training with NCC, students are equipped to make a lasting impact. We invite all eligible students to join these transformative initiatives and become part of a legacy of excellence and service.

1.13. Student Council

The University has a fully structured and functional Student Council body. The student council President is elected and nomination for this position can be filled by Final Year student only.

Roles of the Student Council

1. To officially represent all the students in the Institute.
2. To identify and help solve problems encountered by students in the Institute.
3. To communicate its opinion to the Institute administration on any subject that concerns students and on which the council wishes to be consulted.
4. To promote and encourage the involvement of students in organizing Institute activities.

1.14. Legal Aid Clinic

Legal aid clinic is established in IUS to provide free legal services to people who cannot afford them. The clinics also help law students contribute to society and advance the practical aspects of legal education. Legal Aid Clinic at IUS is manned by empanelled Student Para Legal Volunteers on every Tuesday & Thursday from 2.00pm -4.00pm.

Chapter II

ACADEMIC REGULATIONS

2.1 Eligibility for Admission

2.1.1 UG Programs

Students who have passed 10+2 or its equivalent with the percentage notified by the Admission Committee from year to year in any discipline are eligible for admission. CUET (UG) or similar test scores would be given due weightage. Students awaiting results are also eligible for provisional admission.

2.1.2 PG Program

Students who have passed graduation or its equivalent with the percentage notified by the Admission Committee from year to year in any discipline are eligible for admission. GMAT/CAT/MAT/AIMA/ATMA/CLAT/LSAT/IBSAT/CUET-PG or similar tests scores would be given due weightage. Final year students awaiting results are also eligible for provisional admission.

2.2 Provisional Admission

Students whose results remain undeclared at the time of admission are provisionally admitted to the programs. The regularization of admission is subject to submitting proof of successfully completing of their qualifying examinations with required percentage, failing which the provisional admission will automatically stand cancelled. Such students will be taken off the rolls and they will not be permitted to participate in any activity of the University as regular students. Their provisional registration in the current as well as previous semesters will be cancelled, and they will be withdrawn from the program.

2.3 Registration

2.3.1 Registration

Registration of a student, whether newly admitted or already on the rolls, will be at the beginning of every Semester, on or before the dates announced by paying the respective semester fees.

2.3.2 Late Registration

Under exceptional circumstances, the Registrar of the University is vested with discretionary authority to allow late registration of a student. A student whose request for late registration has been accepted will not be granted further extension of time from the late registration date. Students failing to obtain such permission or are denied such permission will have to pay late fee of Rs.25 per day from the due date of the registration deadline or as per the notification issued from time to time.

2.3.3 Registration Cancellation

Registration of a student may be cancelled when one or more of the conditions stated below hold true:

- The student has failed to convert her/his provisional admission into regular admission by the specified date.
- The student has dues outstanding to the University or to any other affiliate programs of ICFAI Group.
- The student's grade sheet of the immediately preceding semester is withheld.
- The student has a "Not Cleared" (NC) report in one paper and if a student has a "Subject to Registration Cancellation" (RC) in one or more than one papers in the immediately preceding semester.
- The student has been specifically debarred or asked to stay away from that semester as a part of any disciplinary action. This could arise due to any reason including the student resorting to unfair practices during the University examinations, other improper conduct or behavior etc.

2.3.4 Student on the Rolls

- A student is considered to be on rolls for the semester when she/he
 - is duly registered in a semester.
 - has cleared all the outstanding dues outstanding to the University or to any other affiliate programs of ICFAI Group.
 - has been given prior permission to stay away from the University for the semester.
 - has been asked to stay away for the semester due to medical reasons.
- While such students as described in clause 2.3.4. (a) (i), (ii), (iii) and (iv) retain the nominal advantage of being on the rolls, the University is not responsible for the classes missed by the students and the consequences thereof. If for any valid reason a student is unable to register in a semester, she/he must seek prior permission of the Registrar through proper channel to drop the semester. If such permission has not been requested, or after a request, the permission has been denied, the absence of such students will be treated under clause 2.4 whereby their name would be struck off from the rolls.
- When a student who has been permitted to stay away from the University for a semester or more rejoin the program, their subsequent program would be normally governed by the academic structure and regulations applicable at the time of rejoining. They cannot, ipso facto, claim to be governed by the earlier academic structure and regulations.

2.4 Struck off Rolls

When a student fails to register in a semester without any prior permission for late registration, her/his name would be struck off the rolls and she/he would cease to be a student. Her/his case will be automatically processed and the file will be closed. If, however, such a student, after her/his name has been struck off the rolls is permitted to rejoin, her/his case can be treated as in the clause 2.3.4 (c) above with the provision that all her/his previous records as a former student are revived under the current structure, regulations and schedule of fees.

2.5 Pre-requisite Courses

A pre-requisite course is one, which the student needs to study and clear before she/he can register for another course. Before a student can register in a course, she/he should have fulfilled the pre-requisite conditions attached to the course. Often, a course may require a specific minimum marks to be obtained in an earlier course.

2.6 Choice of Electives:

A UG or PG student is required to choose elective courses as per their course structure which might change from time to time and as per the approval of the statutory bodies. The list of elective courses on offer in each semester and the guidelines for choosing the elective courses will be circulated through an Office Circular at appropriate interval. The Dean, HOD and the Faculty members shall counsel and help the students in making informed choice of elective courses, keeping in mind the work world demand, which will help in early and better placements at the end of the program.

An elective course will be offered by the University only if the elective course is opted for by a stipulated number of students subject to the approval of the Academic Council and the Vice Chancellor.

2.7 Teaching and Evaluation

Teaching and evaluation form a unity of function and operate in a climate of mutual understanding and trust. To ensure a shared responsibility, the regulations indicate some formal guidance.

Teaching: The objective of classroom education is to ignite the curiosity of students, generate habits of rational thinking in them, gear their mind to face the unfamiliar and train them to be able to stand on their own feet. While classroom instruction helps the students to organize and correlate facts, to comprehend ideas and to use the knowledge they acquire creatively, the students should also use the library, computer lab and other facilities provided, to optimize their learning process. Self-study by the students would be an important factor. The students are required to cooperate and respond to this challenge.

Evaluation: Evaluation comprises of Internal and External evaluation components.

- i. At the beginning of the course, the faculty must announce to the class through a handout the necessary information in respect of operations

of the course (pace, coverage, level of treatment, reading assignments, home tasks, and components of evaluation, their frequency, duration, tentative schedule, and relative weightage of various components).

- ii. The evaluation broadly follows the scheme as shown in Table 1 below:

Table 1

Weightage of Different Evaluation Components

Sl. No.	Evaluation Components	Weightage (%)
1	Internal Evaluation (IE1)	15
2	Internal Evaluation (IE2)	15
3	End- Sem (Semester) Examination	70
	Total	100

The individual weightage for each component may vary depending upon the nature of the course, which will be intimated through circulars from time to time. A student needs to appear for all the components and clear in order for award of the grades. If a student fails to write any one of the components as mentioned in Table 1, he/she will be awarded with "Not Cleared" (NC) Grade and the such student needs to appear the Supplementary Examination as per the notified date and with the prior approval of the Registrar.

- a. Classroom tests, Live Projects, Seminars, Case studies, Report writing, Presentations, Assignments, Group Discussions, Mock Interviews etc., form the internal evaluation components. The schedules, components and weightage for internal examinations will be provided through the course handout and circulars by the respective faculty members.
- b. The different components of internal evaluation would be evenly spread out in the semester and would test the students on various aspects like spontaneous recall, ability to apply known concepts, the capacity to work on their own, competence in conceptualized arguments, ability to face unknown situations, etc.
- c. The schedules of the Internal examinations and End-Sem examinations are published in the Academic Calendar which is uploaded on the University Website in the beginning of the Academic Year.
- d. Just as evaluation is carried out in a continuous manner, feedback would also be available in a continuous and timely manner. If the IE1 and IE2 is examined / conducted in a Pen and Paper mode, the evaluated answer scripts will be made available to the students for clarifications, if needed. Wherever possible, the performance of the students in the evaluation components will be discussed in the class. The End-Sem examination answer scripts shall not be shown to the students as a rule, but students can request for rechecking (error in totaling of marks) & re-evaluation (complete answer recheck) if they are not satisfied with the obtained marks. Please note that when a student applies for revaluation or rechecking, the student surrenders his / her original performance and will now accept the revised performance in which:

- (a) there can be NO CHANGE;
- (b) there can be INCREASE in the marks,
- (c) there can be DECREASE in the marks.

However, to prevent frivolous use of this facility, a fee of Rs.300/- per request would be charged.

2.8 Unfair Practices

Students are strictly prohibited from resorting to unfair practices in the examinations or any of the other evaluation components. The following practices (inclusive but not exhaustive) during examinations will be considered "Unfair Practices"

- i. Carrying any prohibited material to the examination hall;
- ii. Carrying Mobile Phone and other electronic devices like iPods, PDAs, MP3 players, Smart Gadgets, etc in the examination hall;
- iii. Talking to other students;
- iv. Copying from others;
- v. Allowing others to copy from one's paper;
- vi. Taking or giving any kind of assistance with an unfair intent;
- vii. Referring to any material inside or outside the examination hall during the examination time;
- viii. Communicating with a person in or outside the examination hall with an intent to receive unfair assistance during the period of examination.

If students are found to be resorting to unfair practices, or behaving in an undisciplined manner, or causing disturbance to others, they will be expelled from the examination hall and their answer script will be seized. Use of unfair practices noticed/ identified on the basis of the report submitted by the invigilator to the Chief Exams Supervisor or by the faculty member during evaluation of the answer scripts, would result in punitive action leading to awarding of 'RC'(Registration Cancelled) for the course and/ or cancellation of registration for subsequent semesters. A student's name may even be struck off the rolls or he/ she may be subjected to other punitive action as deemed fit.

2.9 Attendance Policy

The continuous evaluation system adopted at the University clearly expects every student to be regular in attending classes and evaluation components and in completing the tasks assigned to him/her in every course. Students who fail to achieve a minimum attendance level of 75% in any individual course may not be permitted to appear for the End-Sem Examination. Such students will not be permitted to automatically sit for neither make-up examination nor Supplementary Examination for that particular course and shall be marked as NAAS (Not Allowed due to Attendance Shortfall). All the NAAS Students would be referred to Academic Counseling Committee (ACC) wherein they will have to make up for the lost attendance in the remedial classes as specified in the Academic Calendar and in accordance with the procedures laid down by the ACC. When a student is absent from class on account of undertaking institution activities under institution

directives, e.g., representing the University at a competition etc., the student is awarded attendance for such classes. When a student is absent on account of illness, the student is marked absent even if supported by medical certificate. However, such cases would be considered compassionately if the shortfall is between 60% to 75%. Students not meeting the minimum attendance requirements would be awarded the "Not Cleared" (NC) Report.

However, students who have not satisfied the minimum attendance criteria of 75% for a course can forward an appeal through their respective HOD's office and seek permission from the Registrar to appear in the said examination. The Registrar, after going into the merits of the case and on recommendation of the concerned HOD has the discretion to permit the student to appear for the examination in a course, provided the student has at least 60% attendance in that course. There is no provision for appearing in the examination if the attendance is less than 60%. However, the Vice Chancellor in its discretion may allow a student to appear for the Examination.

A student who has duly registered for the Semester by payment of the requisite fee but does not attend the classes at all will be struck off the rolls and will not be allowed to progress to the next semester.

2.10 Grading Policy

The grading policy does not emphasize on a single examination and absolute numerical marks as the only absolute indication of the quality of performance of students. Thus, at the end of the semester letter grades A, B, C, D, E are awarded to the students based on their overall performance in the course.

2.10.1 Letter Grades

The letter grades have points associated with them in a quantified hierarchy. The letter grades, their applicability and connotation are given in Table 2 below:

Table 2

Grade Structure

Course Marks (out of 100)	Grade	Grade Point Attached	Qualitative Meaning
> 75	A	10	Excellent
> 55 < 75	B	8	Very Good
> 35 < 55	C	6	Average
>20 <35	D	4	Fair
< 20	E	2	Exposed

2.10.2 Reports

Apart from letter grades, certain events/facts are reported by suitable abbreviations. These reports are not to be construed as letter grades. The various reports listed below are elaborated

- a. Grade Awaited (GA)
- b. Not Cleared (NC)
- c. Withdrawn (W)
- d. Registration Cancelled (RC)
- e. Discontinued from the Program (DP)

- a. **Grade Awaited (GA) Report:** If for some reason, the faculty member fails to evaluate a student on a project, assignment or any other component of evaluation on time, the faculty member may recommend a "GA" report for the student. In such a case, it is the responsibility of the faculty member to ensure that the evaluation is completed at the earliest and suitable marks are recommended for the student.

Student may also get "GA" reports if they, due to genuine personal reasons, have not been able to appear for the IE1 or IE2 Examination or End-Sem Examination on the date scheduled, and their requests for "make-up" tests have been granted. In such a case, the students should ensure that either they

- i. Take the make-up examination and convert the "GA" report into grade or,
 - ii. Write an application to the Dean to convert the "GA" report to an "NC" report.
- b. **Not Cleared (NC) Report:** Students who continue to remain registered in a course but give the faculty member inadequate opportunity to evaluate them by remaining absent from all evaluation components conducted by the faculty member or by remaining absent from the IE1, IE2 and/or End-Sem Examinations, will be given an "NC" report. In all these cases, the student will have to do self-study and write the supplementary exam. If a student has an 'NC' report in a course, progression to the subsequent semester(s) is not restricted except when the course with 'NC' report is a pre-requisite to a course in the subsequent semesters.
 - c. **Withdrawn (W) Report:** A student may seek withdrawal from a course or from more than one course of a semester for any of the following reasons:
 - i. The student is unable to register for the courses for genuine personal reason.
 - ii. The student is unable to cope with the normal semester load and withdraws from courses to reduce his/her academic load for a particular semester.

Request for withdrawal should be made to Vice Chancellor, with recommendation of the Registrar, within two weeks of commencement of semester in case of (i) above and within eight weeks of commencement of the semester in case of (ii). In such cases, the marks sheet / transcript of the student will indicate "W" (withdrawn) against such courses. The student will have to register for the courses in the next offering and obtain valid marks. If the course with "W" remark is a pre-requisite course, registration for courses of the subsequent semester is possible only on obtaining valid marks in the course with "W" remark.

If the withdrawal is made after eight weeks, the event will be reported as "RC" or "DP" as the case may be. The "RC" and "DP" reports have been explained in the following paragraphs.

- d. **Registration Cancelled (RC) Report:** When a student's registration for a course is cancelled, it will be reported in the grade sheet as RC. An event will be reported as Registration Cancelled (RC) in the following cases:
 - i. A provisionally admitted student fails to submit

proof of Senior Secondary Examination, Graduation or equivalent and/or does not satisfy the minimum eligibility requirements for admission within the prescribed time.

- ii. Cancellation is recommended as a part of disciplinary action, for resorting to unfair means during examinations or other improper behavior.
- iii. Students persistently and/or deliberately do not pay their dues.
- iv. When a student gets more than the stipulated afflictions at the end of First Academic Year.

Cancellation of registration itself has many meanings and is subject to the following connotations:

- i. When it is clearly known that the student will be required to register again in the same course the event will be reported as RRA (Required to Register Again).
 - ii. If registration cancellation amounts to discontinuation from the Program it will be reported as DP (Discontinued from the Program).
 - iii. If the cancellation of registration is not reported either as RRA or as DP but is reported as RC, it does not necessarily mean that it is free from any constraint. The meaning has to be construed from the context in which the RC was reported.
- e. **Discontinued from the Program (DP) Report:** An event will be reported as DP in the following cases:
 - i. Students, after allotment of Enrolment No. neither report for registration/late registration nor seek prior permission for deferment.
 - ii. Students communicate their inability to continue and withdraw from the program.
 - iii. Student with RRA report in a course has not registered, in the subsequent Semester.
 - iv. Students, who have failed, do not apply for Supplementary Exams to clear the course.
 - v. If "RC" amounts to discontinuation from the program.

2.11 Cumulative Grade Point Average

The CGPA is used to describe overall performance of a student in all courses in which she/he is awarded letter grades since her/his entry into the institute up to the latest semester. It is the weighted average of grade points of all letter grades received by the student from her/his entry into the institute and is computed as follows:

$$CGPA = \frac{U_1G_1 + U_2G_2 + U_3G_3 + \dots}{U_1 + U_2 + U_3 + \dots}$$

Where U1, U2, U3....denote units associated with the courses taken by the students and G1, G2, G3....are the grade points of the letter grades awarded in the respective courses. However, it is to be noted that the reports or the Non letter grades obtained in a course will not alter the CGPA, since the same are not accounted for in the CGPA calculation.

2.11.1 Grade Sheet

A student's grades, reports, CGPA and other pertinent information for a semester are given in the grade sheet. Chronologically organized information from the grade sheets of a student with the necessary explanation constitutes her/his transcript, which is issued at the time she/he graduates from the University.

While registration with the approval of the appropriate authority, consistent with these regulations, is a token of permission to pursue studies, the grade sheet is a complete record of the outcome of what was intended in the original/ amended/ revised registration. The various grades and reports would be appropriately used to tally the grade sheet with the original/ amended/ revised registration. It would be evident that this tally between what was registered for and what was obtained in semesters of grades and reports will apply to all courses except for a course, which was originally registered for, but subsequently replaced by another course through substitution.

The tally is made on a course basis at the conclusion of the semester to determine which of the courses have been cleared. A course is deemed to have been cleared if the student obtains a grade in the course. However, mere clearing of the prescribed courses on a course-by-course basis is not tantamount to fulfilling the requirements of graduation.

2.12 Minimum Academic Requirements

The minimum academic requirement regulation has been framed keeping in mind the educational philosophy at the University, which interlinks and at the same time distinguishes between the performance of a student in a single course and her/his overall cumulative performance. Accordingly, the objectives of the minimum academic requirement regulation are:

- ▶ To ensure that students meet minimum standards in majority of the courses pursued.
- ▶ To alert the students on their performance at the end of every semester to enable them to improve in subsequent semesters and eventually attain graduation requirements in time

One year Program – PG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D & E Grades	Cumulative No. of E Grades
1 st year	4	2

- ii. Should have a minimum CGPA of 5.50

Two year Program – PG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured

by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D & E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4

- ii. Should have a minimum CGPA of 5.50

Three year Programs – UG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D & E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4
3 rd year	12	6

- ii. Should have a minimum CGPA of 4.50

Four year Programs – UG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D & E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4
3 rd year	12	6
4 th year	16	8

- ii. Should have a minimum CGPA of 4.50

Five year Programs – UG Programs

The minimum academic requirements to be fulfilled by the student at the end of every semester are:

- i. The cumulative number of D and E grades secured by a student at the end of academic year should not exceed:

Academic year	Cumulative No. of D & E Grades	Cumulative No. of E Grades
1 st year	5	2
2 nd year	8	4
3 rd year	12	6
4 th year	16	8
5 th year	20	10

- ii. Should have a minimum CGPA of 4.50

2.12.1 Implication of the Regulations

At the end of the Semesters (irrespective of number of years of program and subsequently thereof)

- a. Failure to meet the minimum academic requirements will bring student under the purview of counseling. In such cases, the student will receive a notice from the University and will have to undergo counseling sessions with assigned Faculty Members/Dean at their respective Chambers.
- b. Students with the following CGPA and/or grade afflictions will not be permitted to continue in the Program and their names may be struck off the rolls.
 - i. CGPA less than 4.50 or
 - ii. Total cumulative number of D and E grades exceeding as per the table mentioned of each year program.
 - iii. NC/RC afflictions against any subject in any or the preceding semester.
 - iv. Incompletion or failure to do SIP/LIP/SP/Internship/Project/Dissertation/Thesis (if mentioned) in the program and as per the course structure of different course for the partial fulfillment for the award of the UG/PG Degrees

They will also face possible discontinuation from the program.

However, the University, at its discretion may allow the student to continue provided the student appears for the supplementary examinations and achieves the Minimum Academic Requirements as deemed fit.

2.13 Graduation Requirements

A Student is deemed to have fulfilled the requirement for the award of the Degree when he/she satisfies the following conditions:

- i. cleared all the courses prescribed for her/him in her/his program.
- ii. obtained a minimum CGPA as specified against the program (refer 2.12)
- iii. remained outside the purview of the Academic Counseling Committee (ACC) or been declared to be outside its purview.
- iv. overcome all the consequential stipulations of an NC report; except where there is an NC report in an elective course over and above the prescribed number of elective courses or in a course which has ceased to be a part of his current program and
- v. Satisfies all Academic Requirements.

A student is deemed to have become eligible for the award of the Degree if, in addition to the above requirements

- i. satisfies all the rules of evaluation.
- ii. has no case of indiscipline or unfair means pending against her/him.
- iii. has no dues pending with the University
- iv. has submitted all the requisite documents asked for during admissions and/or in duration of his/her program.

- v. has returned the books issued from the library, if any.

Time limit for completion of One year Program

The students will be allowed to clear a one year program within 03 years of enrolment. For e.g. a student of batch 2024-25 have to clear her/his backlog courses within the year July 2027. Failing so, a student has to re-register for the same program.

Time limit for completion of Two year Program

The students will be allowed to clear a two year program within 04 years of enrolment. For e.g. a student of batch 2024-25 have to clear her/his backlog courses within the year July 2028. Failing so, a student has to re-register for the same program.

Time limit for completion of Three year Program

The students will be allowed to clear a three year program within 05 years of enrolment. For e.g. a student of batch 2024-25 have to clear her/his backlog courses within the year July 2029. Failing so, a student has to re-register for the same program.

Time limit for completion of Four year Program

The students will be allowed to clear their above stated program within 06 years of enrolment. For e.g. a student of batch 2024-25 have to clear his/her backlog courses within the year July 2030. Failing so, a student has to re-register for the same program.

Time limit for completion of Five year Program

The students will be allowed to clear their above stated program as per the guidelines of NEP 2020. Failing so, a student has to re-register for the same program.

The following classifications may be made based on CGPA:

Ranking	Condition (CGPA)	UG
Distinction	9.00 or More	
I Division	7.00 or more but less than 9.00	
II Division	4.50 or more but less than 7.00	
Ranking	Condition (CGPA)	PG
Distinction	9.00 or More	
I Division	7.00 or more but less than 9.00	
II Division	5.50 or more but less than 7.00	

2.14 Academic Counseling Committee

Students who do not meet any of the minimum academic requirements will automatically fall under the purview of the Academic Counseling Committee (ACC) or any designated authority of similar nature. During the currency of the purview, the student will lose all her/his options with regard to the various features permitted during the process of registration, namely late registration, choice of electives, choice of repetition of courses, withdrawal etc. The ACC shall prescribe a course package, which the student will be required to undergo. The ACC has the discretion to decide

whether the student repeats as academically required or through self-study and Chamber Consultation with faculty. If the student's performance in this package warrants an NC report or if the student fails to make efforts to achieve minimum academic requirement for which she/he came under the purview of the ACC, it would be construed that she/he is not working to the satisfaction of the ACC. It should be the student's single-minded objective to fulfill the minimum academic requirements as soon as possible and to go out of the purview of the ACC at the earliest possible.

2.15 Supplementary & Make Up Examinations

Supplementary examinations are conducted in an academic year in order to provide an opportunity to students to achieve the minimum academic requirements. The additional rules and regulations governing the Supplementary Exams are as under:

- Application for the Supplementary exams should be submitted by the students in the specified proforma provided by the Examination Department on or before the due dates announced.
- Supplementary exam facility will not be extended to students with "RC" report arising due to disciplinary action. Such students need to get the application signed by Registrar for writing his/her paper.
- Supplementary examinations are meant for meeting minimum academic requirement.
- A student can write Supplementary Examination for improvement of Grades – D and E Grades only.
- A student will be allowed to appear only four (4) papers during the conduct of one Supplementary Examination and shall be conducted out of 100 marks.
- Supplementary Examination will not be conducted for the Continuous Evaluation Paper
- The student will be governed by the rules & regulations of the Supplementary Examination which will be circulated by the Examination Department.

Requisite Supplementary Examination Fees per course has to be paid by the student through University website only.

Supplementary Examination Fee Structure:

Grade	Fee
RC	Rs 3000/- per course
NC/E/D	Rs 1000/- per course

Supplementary examination fee once paid is non-refundable. Examination fee once paid will not be adjusted/transferred to any other course/other supplementary examination other than the purpose/reason for which it was initially paid for.

Make-Up Examination:

If a student fails to write the End Term Examination due to Medical Reasons, representing the State/University for any event/sports or of similar activities may exercise the option to write the Make-Up Examination.

Make-Up Examinations are conducted on the specific

request of the student within one week after the stipulated exam, on the recommendation of the Dean and approval of the Registrar. It is the discretion of the Registrar whether to allow a student for writing Make-up Examination on the evidence or reasons as stated by a student. If the application is rejected by the Registrar, a student needs to write the Supplementary Examination as per the scheduled. Application should be presented in the proforma provided by the Examination Department.

2.16 Certification

Students who fulfill the minimum academic requirements will be given a provisional certificate before the award of the degree. The provisional certificate will be issued after the declaration of the results and on or after the dates specified by the Examination Department and on the request by a student. A student cannot request for duplicate copy of Provisional Pass Certificate.

Students will be awarded the Certificate for the Under-Graduate Degree or Post-Graduate Degree they have registered for by the University after satisfying the academic requirements of the University Program.

In case the students do not fulfill the criteria as mentioned in para 2.13, their provisional pass certificate, transcripts, grade sheet, migration certificate and degree will be withheld by the University till the time he/she does not satisfy or fulfill the criteria.

The certificates will be handed to the students as and when the University holds the Convocation. No certificates will be issued to any students before the Convocation.

2.17 Copyright of Course Material

All the course material published by the University and its affiliates are fully copyrighted. The course material of the University and its affiliates is meant for the personal use only of the registered students of the University. The University and its affiliates' course material and their contents should not be reproduced, stored in a retrieval system, used in a spreadsheet, or transmitted in any form, or by any means - electronic, mechanical, photocopying, recording, or otherwise - without the prior permission in writing from the University and its affiliates. The University and its affiliates reserve the right to take legal action, if any copyright violations are noticed.

2.18 Annual Convocation

The ICAI University, Sikkim holds its Convocation Ceremony annually (generally during the month of October or November) to celebrate the academic accomplishments of its graduating students. This prestigious event marks a significant milestone in the lives of the students as they formally receive their degrees in the presence of esteemed dignitaries, faculty members, and their families. Eligible students are required to register in advance to participate in the ceremony.

As part of the convocation, the University honors academic excellence by conferring Gold and Silver medals to the

toppers of various programs. These medals serve as a recognition of outstanding scholastic performance and dedication. The convocation stands as a proud tradition of the University, symbolizing both achievement and new beginnings for its graduates.

The Gold & Silver Medals will be conferred as per the rules framed which is mentioned below:

a. Gold Medal

Gold Medal is awarded to the topper of the graduating class provided the student has scored a CGPA of 9.00 and above.

b. Silver Medal

Silver Medal is awarded to the second topper of the graduating class provided the student has scored not less than 8.00 CGPA.

Please Note:

1. Re-evaluated candidates shall not be eligible for the award of prizes or medals. The student must have cleared all examinations in a single attempt.
2. In case two or more students enrolled in the same program and batch obtain the same CGPA, the University will verify the total marks obtained during the course.
3. If both the CGPA and total marks are identical, the matter shall be referred to the Hon'ble Vice Chancellor, whose decision shall be final and binding.
4. Any student who has faced disciplinary action or has been found guilty of misconduct shall not be eligible for any medals or prizes, even if they meet the above mentioned criteria.
5. The University reserves the right to reschedule or defer the convocation due to unforeseen circumstances.

2.19 Scholarship Schemes

ICFAI University Sikkim offers merit scholarships to students pursuing the U.G. and P.G. programs. The scholarships are based on performance in class XII (or equivalent) / Graduation (or equivalent) and semester-wise performance during the program. The students are advised to visit University website for the types of the Scholarship being offered.

General Rules & regulation for Scholarship:

- i. If any student gets NC/RC Grade / Deferred Students in any of the semesters, he/she will be out of the purview of the Merit Scholarship based on the semester-wise performance
- ii. If any two or more students of the same batch and program secure same CGPA then the total marks secured by a student will be examined and the scholarship will be awarded to the student who has secured the maximum marks.
- iii. If the students' marks are also same, then the scholarship amount will be divided among the number of students eligible for the same scholarship scheme.

2.20 Procedure & Fees for applying Duplicate Degree/

Transcript/Migration or Grade Sheets

Any student who has lost/misplaced their Degree/ Transcript/Migration or Grade Sheets and wishes to apply for the said duplicate certificates need to send an email to the Examination Department enclosing the following documents:

1. An Application (Hand Written)
2. A copy of FIR
3. Any self-attested Identity Certificate as a proof

The Examination Department shall be verifying the email & enclosure and after due verification only the student should pay the requisite fees which are as follows:

Sl. No	Description	Fee (In. Rs.)
1	Degree Certificate	3,000
2	Transcript	1,000
3	Migration Certificate	1,000
4	Grade Sheet per semester	500

The student need to pay the fee to the Accounts Department and send a proof of payment to accounts@iusikkim.edu.in in copy mark to the Examination Department. The Examination Department shall initiate the process and issue the duplicate certificates. The minimum time duration for the process will take at least 2 months. A student can request for re-issue of duplicate Degree/Transcript/Migration or Grade Sheets one time only. It is on the discretion of the University to accept/reject the request for issue of duplicate Degree/Transcript/Migration or Grade Sheets for more than one time.

2.21 Right to Interpret and Amend Rules

The University reserves the right to interpret the rules and regulations for its students. The University would decide and interpret the rules and regulations from time to time and such interpretation is final and binding on all the students of the University. In case of any discrepancy, the verdict of Vice Chancellor on recommendation of the Registrar shall be bounded.

The University reserves the right to amend rules and regulations wherever necessary and appropriate. Such amendments will be intimated to the students. Possible changes include, but are not limited to; fee structure, refund policy, and such other matters as may be considered relevant.

2.22 National Education Policy – 2020

The undergraduate degree will be of either 3 or 4-year duration, with multiple exit options within this period, with appropriate certifications, e.g., a certificate after completing 1 year in a discipline or field including vocational and professional areas, or a diploma after 2 years of study, or a Bachelor's degree after a 3-year programme. The 4-year multidisciplinary Bachelor's programme, however, shall be the preferred option. The 4-year programme may also lead to a degree 'with Research' if the student completes a rigorous research project in their major area(s) of study as specified by the HEI.

An Academic Bank of Credit (ABC) shall be established which would digitally store the academic credits earned from various recognized HEIs so that the degrees from an HEI can be awarded taking into account credits earned.

2.23 Standard norms for Continuous and Comprehensive Evaluation of Soft Skills/ Public Speaking/ Personality Development

- ▶ **Evaluation:** There will be five different sets of evaluation comprising of written assignment, written test, language skill test, mock interview, group discussion and presentations during the semester.
- ▶ **Marks Allotment:** The marks allotment for different evaluation parameters are:

Written Assignment	- 15 marks
Written Test	- 15 marks
Language Skill Test	- 15 marks
Mock Interview	- 15 marks
Group Discussion and Presentation (I)	- 20 marks (Compulsory)
Group Discussion and Presentation (II)	- 20 marks (Compulsory)

- ▶ **Attendance:** Minimum percentage of attendance required for different evaluation parameter is 75%. If a student does not meet the minimum attendance criteria, he/she has to appear for additional evaluation as decided by the concerned department.

2.24 Academic Calendar

The students are advised to check the University website for academic Calendar for the respective Academic Year.

2.25 Notices & Circulars

The students are advised to check the University Notice Board and/or the University official website for important notices/circulars from time to time. The students are advised not to pay heed on the rumors with the matters related to Academics or Non-Academics.

2.26 Jurisdiction

Disputes, if any, relating to undergraduate (UG) and postgraduate (PG) program and its activities are strictly subject to Gangtok, India, jurisdiction only.

Chapter III

GENERAL REGULATIONS

3.1 Address and Name Change

In case of a change in permanent address, students are required to incorporate the same in the Registration Form to be filled by them at the beginning of every semester. If a change is contemplated in the middle of any semester, a student can forward / email an application to admissions@iusikkim.edu.in with supporting documents for change of address to the University. The student shall register her/his name as it appears in the Class XII certificate only. Once registered, it will be her/his sole responsibility to check it on the online system and satisfy as to the correctness. Those students who wish to change any part of their name, as it appears in the student records must provide all necessary legal documentation supporting the requested change. The application can be mailed to admissions@iusikkim.edu.in

3.2 Student Code of Conduct

This Student Code of Conduct outlines the standards and expectations for student behaviour at the university. It aims to nurture a respectful, inclusive, and academically rigorous environment.

PART I- General Principles

- i. Acts of Indiscipline and Misconduct: Any act of misconduct committed by a student shall be an act of violation of discipline of the University. Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:
- ii. Disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably likely to cause such disruption.
- iii. Use of unfair means or malpractices in examination. Any of the following events (inclusive but not exhaustive) shall constitute „unfair practice(s) during examinations.
- iv. Possessing unauthorized material like notes, small slips in pockets, on the body, or, in any other form, like cell phones, vanity bags and purses, whether used or not.
- v. Copying from other students.
- vi. Allowing/enabling other students to copy from one's paper.
- vii. Taking or giving any kind of assistance to other students.
- viii. Communicating with the students in or outside the examination hall during examination time.
- ix. Referring to any notes, slips or other sources in the washroom.

- x. Visiting any place other than washroom during examination.
- xi. Boycotting classes/events following a call for a university strike to protest against various unmet demand will not be entertained.
- xii. Indiscipline and disruptive conduct.
- xiii. Resorting to any other unfair means to cause or obtain advantage
- xiv. Damaging or defacing University inside or outside the University campus.
- xv. Engaging in, or any attempt, at, wrongful confinement of teachers, offices, employees and students at the University, or camping inside and creating nuisance inside the boundaries of houses of teachers, officers and other members of the University.
- xvi. Use of abusive and derogatory slogans or intimidating language or incitement of hatred and violence or any other act calculated to further the same.
- xvii. Committing any act of cybercrime like damage or cause to be damaged any computer, computer system or computer network, data, computer data base or any other programmes residing in such computer, computer system or computer network; steal e-mail IDs and passwords of any person, impersonation, sending defamatory, objectionable and obscene messages, mails etc., and any other act which is punishable under Information Technology Act, 2000 as amended from time to time and for the time being in force.
- xviii. Ragging in any form: Anyone indulging in ragging is liable to disciplinary action including expulsion from the University in accordance with UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions. Please refer to the link for the detailed guidelines: https://antiragging.in/assets/pdf/information/english/SUMMARY_OF_UGC_REGULATIONS.pdf.
- xix. The University has constituted Anti Ragging Committee and Anti Ragging Squad for the prevention of Ragging in the University. The details of the committee and members can be viewed at www.iusikkim.edu.in
- xx. Sexual Harassment: Sexual harassment in any form will be liable for action under University Grants Commission (Prevention and Redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015 and also liable to criminal prosecution under the relevant laws. Please refer to the link for the

from the University on being found involved in or committing any offence cognizable and punishable under the Narcotic Drugs and Psychotropic Substances Act, 1985.

- xiii. All serious cases of indiscipline / misconduct shall be intimated to the parents/guardian of the concerned students by email / letter by the Administration / at the earliest.
- xiv. Not with standing anything in the rules, the Registrar/Director/Dean of the concerned Faculty/ Administration may impose any one or more of the penalties taking into account the gravity of the misconduct along with facts and circumstances of a case.

Part IV: Constitution of Disciplinary Committee and Procedure for Disciplinary Action

- i. A University Disciplinary Committee constituted by the Vice Chancellor for the purpose of inquiring and investigating into complaints of misconduct shall take charge of the investigation. The Disciplinary Committee will inquire/investigate into the complaint and submit a report not later than 15 working days of its constitution along with its findings, whether the concerned found guilty or not, to the Registrar/Dean to which the student belongs.
- ii. The said Registrar/Director/Dean of the Faculty/ Administration based on the report of the Disciplinary Committee, may take appropriate decision on penalty and communicate the same within a period of seven working days of the receipt of the aforesaid report to the Office of Vice Chancellor.
- iii. An appeal shall lie against the orders of the authorities mentioned in these Rules to the Vice-Chancellor, whose decision shall be final. The Appeal shall be preferred/submitted within 10 days from the date of Order passed by the concerned authority.
- iv. Caste-Based Discrimination Committee: All students shall abstain from any act of discrimination against SC/ST/OBC on grounds of their social origin. If any such incident comes to the notice of the Committee, strict action will be taken against the erring students/staffs promptly.

Any other violation, not included in the above list, may also invite disciplinary action. In all such cases, the University, at its sole discretion, shall determine the punishment commensurate with the actual violation and may even include discontinuation of the student from the program.

3.3 Library

Every student will be issued one Bar Code based library card / ID Card. Each card will entitle the student to borrow three circulation books from the University library for a period not exceeding 15 days. The circulation books can be reissued from the library for another period of 15 days.

If the circulation book(s) is not reissued or returned within the stipulated period or due date, the student is liable to pay fine pertaining to Rs. 5/- per day.

Eating and drinking in the library is not allowed. Mutilating and defacing library books, journals and other material by highlighting, underlining, writing, removing pages, or causing any other damage may result in disciplinary action. The students can access University Library from Monday to Saturday (9 am to 5 pm)

Note: i) The Library can recall any book at any time and the student is liable to return the same.

ii) The Bar Code based ID / Library Card will only be issued after the generation of Enrollment Numbers post admission.

iii) In the event that the library card is damaged / lost, the student needs to pay Rs. 100 to get it re-issued.

3.4 Use of Internet

The Internet facility is to be used by students judiciously and purely for academic interests. Students are advised not to misuse this facility. The Internet facility provided by ICFAI University, Sikkim is intended strictly for academic and educational purposes. Students are expected to use this resource responsibly and judiciously, in ways that support their learning and research activities. Misuse of the Internet, including accessing inappropriate content, engaging in unauthorized downloads, or using the network for non-academic activities, will be considered a violation of the University's code of conduct and may lead to disciplinary action.

3.5 Photo Identity Card

All the students who are enrolled will be given a Photo Identity Card that contains the name of the student and the Enrolment Number with a validity period of the duration of their respective programs. Students are required to produce their Identity Card for identification purposes and they should carry the ID card every day to the University. Those students who have lost their Identity Card are advised to report the same immediately to the Registrar's office and obtain a new Identity Card at a nominal fee of Rs.100/-. The Photo Identity Card will also act a Library Card.

3.6 Bonafide/Character/Provisional Certificate or Grade Sheet

Students who request for a bonafide/character/provisional certificate or grade sheet will have to apply for the same and submit it to the Examination Department.

3.7 Cyber Crime

The university authority will take appropriate action against student(s) committing any cyber-crime as per existing law of the land.

3.8 Academic Bank of Credit

The Ministry of Education, UGC and other Regulatory Bodies have highly emphasized on the Academic Bank of Credits as a transformative step towards flexibility, mobility,

and efficiency in the education sector. National Academic Depository is again a crucial part as it acts as a Depository for all the Academic Awards and a major platform for Academic Award Digitization.

Academic Bank of Credits (ABC) is a virtual/digital storehouse that contains the information of the credits earned by individual students throughout their learning journey. It will enable students to open their accounts and give multiple options for entering and leaving colleges or universities.

Every student in India is required to register for APAAR/ABC ID - a unique 12-digit code to digitally store, manage, and access all their academic credits, including degrees, diplomas, certificates, training details, and co-curricular accomplishments.

3.9 Hostel Rules and Regulations:

The University provides both Boys' and Girls' Hostel facilities (fully furnished) for the students in Double and Triple Sharing on First come first served basis. For detailed rules & regulations, please visit: www.iusikkim.edu.in

3.10 Student Grievance Cell:

The University has a fully functional Student Grievance Cell. The cell is dedicated towards addressing the issues of student grievances in a timely and justified manner. Grievances can be shared to: sgc@iusikkim.edu.in

As per the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023 in the Official Gazette on 11 April 2023 (available on UGC website), the University has appointed an Ombudsman for the Grievance Cell. Students are requested to kindly visit: www.iusikkim.edu.in to know about the Ombudsman.

3.11 Submission of Application

The students are strictly advised to submit any kind of application through email only. No offices of the University shall accept physical, handwritten application.

3.12 Prohibition of Smoking, Alcohol and Abusive Substances

ICFAI University, Sikkim is a strictly no-smoking zone. The consumption, possession, or distribution of alcohol, narcotics, or any abusive substances by students on campus or during any University-related activity is strictly prohibited. Any violation of this policy will result in disciplinary action, which may include suspension, and in severe or repeated cases, may lead to expulsion from the University. Students are expected to uphold the University's commitment to maintaining a safe, healthy, and academically focused environment.

THE UNIVERSITY ABIDES BY THE RULES AND REGULATIONS FRAMED BY THE UNIVERSITY GRANTS COMMISSION (UGC) FROM TIME TO TIME OR ANY OTHER RELEVANT STATUTORY BODIES.

Chapter IV

FINANCIAL REGULATIONS

4.1 Payment of Fees

The University expects prompt payment of fees and other charges. If payment is not made on time, the University may impose penalties which may, inter-alia, include not permitting registration into the succeeding semester, not allowing writing of exams, withholding grade sheets, transcripts, imposing fine, etc. The individual components of the fees payable for the program are given below:

4.2 Admission Fee

Admission fee as prescribed in the prospectus are to be paid by all the selected candidates immediately after the admission decision is announced. The admission fee is to be paid online via the University Website. Refund of Admission Fee is guided by the norms laid down by the UGC.

4.3 Program Fee

Program fee includes Tuition fee, Caution Deposit (Refundable {One Time}), Exam Fee (Each Semester as applicable) but excludes the cost of courseware (if any).

4.4 Payment Method

Students need to pay the program fee at the beginning of each semester and as per the dates specified by the University from time to time through the University Website, at the time of registration for each semester.

4.5 Late Payment of Fee/Fines

All students are expected to pay the fees as per the pre-announced schedule. Students who fail to do so have to seek written permission for late payment, specifying the date on which they propose to make the payments. Students will be charged a late payment fee of Rs.25 per day as per the dates specified in the Notice.

4.6 Waiver of Tuition Fee

In the unfortunate event of death of a specified parent who is funding the education of a student at the University, the balance of tuition fee payable by such student will be waived off. An application for tuition fee waiver along with the death certificate of the concerned parent is to be submitted to the Office of the Registrar.

4.7 Refund of Tuition Fee

In the unfortunate event of death of a student during the course of study at the University, the tuition fee paid for the prevailing semester will be refunded by the University to the specified parent. An application for refund of tuition fee along with the death certificate of the concerned student is to be submitted to the Office of the Registrar. This refund will not include the Admission Fee, Exam Fee etc.

4.8 Supplementary Exam Fee

Students applying for the supplementary examinations will have to remit the fee at the time of applying for supplementary exams according to the proforma provided by the Examination Department. The fee for supplementary exam of Rs.1000/- per course against report/grade 'NC/D/E' and Rs.3000/- against report 'RC' is payable through University website only.

4.9 No Dues Certificate

Submission of the Library Card and Identity Card are also required for obtaining a "No Dues Certificate", when:

- The student requests issue of final degree.
- The student withdraws from a semester.
- The student withdraws from the program.
- Provisional admission is cancelled.
- The student's name is struck off the rolls.
- The student is asked to surrender the cards by a competent authority.

4.10 Cancellation of Provisional Admission

Those students who have been provisionally admitted to the Program (The Class of 2020) are required to submit proof of Class XII/Graduation, transfer or migration certificate, aadhar card to the Admission office as per the deadline given, failing which their admission to the Program would stand cancelled with immediate effect. The Registrar or Dean shall verify the Original documents with the photocopies submitted to the university and attest them with their full signature and stamp. However, all the students are mandatorily required to submit the original copy of transcript/migration certificate to the University.

4.11 Refund of Caution Deposit

At the end of their respective programs, the University will refund the students their Caution Deposit through Account Payee Cheque or Direct deposit in the student's bank account only after deducting any dues or claim to be recovered from the student which will depend on the discretion of the Accounts Officer and on approval of the Registrar. A student need to fill and submit the form to the Accounts Officer. Circumstance where students wish to withdraw from the program within the duration of the program, he/she needs to fill the Withdrawal Form, however the refund shall be processed in the above stated manner and condition. The Caution Deposit will be refunded to only those students who have successfully qualified their respective program. If a student could not qualify, he/she needs to fill withdrawal form to process the Caution Deposit. The Caution Deposit will be refunded after due verification and within 45 days of time period after submission of the form.

Chapter V

COURSE STRUCTURE OF THE PROGRAM

5.1 The Academic Year

An academic year is divided into two semesters. Each semester is approximately 18-weeks duration. There are 2/4/6/8/10 semesters during the 1/2/3/4/5 years of UG & PG programs.

The semester-wise program consists of a prescribed set of courses and each course offered during the Semester is generally allotted 45 sessions (for a 3 Credits Course) and 60 sessions (for a 4 Credit Course) of 1 hour duration each. The number of hours of work to be put in by the student for a particular course is guided by the number of Credits allotted for that course.

A credit is a convenient unit of the total estimated time required to be put in by a student including classroom sessions for that course during the week. One credit generally involves 15 sessions of one hour duration of classroom instructions per Semester. The total hours of work required for each credit is approximately estimated at about 4 hours a week.

Total number of courses may vary and new courses, if any, may be introduced as prescribed by the University and will be communicated separately prior to commencement of the semester.

5.1.1 Core Courses

Students need to study core courses in all the functional areas in all the years of program.

5.1.2 Electives

UG & PG Students are given an option to choose elective courses as per the course structure. An elective course will

be offered by the University only if the elective course is opted for by a specified number of students. Electives are selected when offered.

Choice of elective courses once made will not generally be considered for modification except under special circumstances with the prior approval of the Registrar through Dean Office. The list of elective courses on offer in each semester and the guidelines for choosing the electives will be circulated through an Office Circular at appropriate intervals.

5.2 Supplementary Readings

In addition to the course material supplied by the Institute, the students are advised to read newspapers and online resources relevant to their respective domains. The University library is equipped with several publications oriented towards supplementing the standard courseware. The students should take advantage of such facilities to learn and upgrade their knowledge.

5.3 Orientation and Onboarding

During the start of the Academic Year, orientation sessions will be conducted by the faculties and University Authorities where the students will be introduced to the faculties, important bodies of the University, the program, a glimpse into the syllabus and so on and so forth. It is highly recommended that the students should not miss orientation sessions. In addition, the students will also be provided with the detailed course structure of every paper he / she is supposed to study in the upcoming semester.

Chapter VI

PLACEMENT / INTERNSHIP / LIP

6.1 Placement

This section outlines the official and binding policy of The ICFAI University, Sikkim, regarding student participation in the placement process facilitated by the University's Placement Cell. This process is an integral part of the University's commitment to professional excellence and student career development. As such, strict adherence to this policy is mandatory, and non-compliance will result in severe disciplinary consequences.

Eligibility for participation in placements is not a right but a privilege granted by the University. Only those students who consistently meet the academic, attendance, and behavioral standards of the University will be considered. Specifically, students must maintain a minimum cumulative grade point average (CGPA) or percentage as set by their respective department. Any active backlogs, re-evaluation issues, or pending results will render the student ineligible for the placement process without exception. Additionally, students must fulfill the University's attendance requirements. Poor attendance, even if academically sufficient, will lead to disqualification. Furthermore, a clean record of behavior is essential. Any record of disciplinary action or misconduct, no matter how minor, may result in permanent disqualification from the placement process.

Registration for placement is to be completed within the notified deadlines. Late submissions or incomplete forms will not be accepted. Students are required to provide truthful and verifiable information during registration. Submission of inaccurate, exaggerated, or false information in any form — including the resume — will result in immediate and irreversible disqualification from all placement-related activities.

Pre-placement training and briefing sessions conducted by the Placement Cell are mandatory. These sessions are designed to prepare students for the expectations of corporate environments. Absenteeism from these sessions, without prior written permission supported by valid documentation, will lead to a ban from placement participation. The University expects all students to treat these sessions with the seriousness they deserve.

During the placement process, students are allowed to apply only to those companies in which they have a genuine and serious interest. Frivolous applications or lack of preparation for interviews will be treated as a violation of University policy. The University expects its students to represent it with integrity, discipline, and professional decorum. The selection process may include assessments such as written tests, group discussions, technical interviews, and HR interviews. Students are required to adhere strictly to the schedules and protocols communicated by the Placement Cell. Any deviation, lack of preparation, or casual attitude will be reported and may lead to disqualification.

Once a student receives and accepts a job offer, they will be marked as "Placed" and will be automatically excluded from the remainder of the placement season. Under no circumstance will a student be allowed to reject an accepted offer in pursuit of another opportunity, unless explicitly permitted by the Placement Cell under special circumstances.

All joining formalities of the selected company, including documentation and onboarding processes, must be completed by the student with utmost diligence and within the stipulated timelines. Any act of non-cooperation or negligence will be reported to the company and may result in blacklisting by recruiters for future hiring.

Students wishing to withdraw from the placement process must submit a written request, approved by the Dean and Placement Officer. Such students will not be permitted to re-enter the process under any circumstances in the same academic year. In extraordinary cases, deferment may be granted only on legitimate grounds such as critical medical emergencies, and the final decision will rest solely with the University.

All students must maintain strict professionalism in their conduct throughout the placement process. This includes punctuality, business attire, courteous communication, and respect for corporate representatives and University staff. Any act of misconduct — including but not limited to non-attendance, fake excuses, or direct communication with companies without Placement Cell approval — will result in immediate expulsion from the placement drive and further academic consequences.

Confidential information provided by companies during the placement process must be treated with absolute discretion. Sharing such information on social media or with unauthorized persons is a serious offense and will invite disciplinary action, including potential suspension or expulsion.

Students are expected to provide truthful feedback post-placement to aid in improving the process for future cohorts. Failure to honor an accepted offer without a legitimate reason will be treated as an act of misconduct and may result in the cancellation of the degree conferment process or withholding of transcripts.

This policy is subject to updates and amendments at the discretion of The ICFAI University, Sikkim. All students are required to remain updated with changes communicated through official University channels.

Any grievance or concern must be submitted in writing to the Placement Cell. Anonymous or informal complaints will not be entertained. The University's decision on all matters related to placements will be final and binding.

6.2 Internship

Internships are a vital component of professional education, offering students essential exposure to real-world applications of academic concepts. As part of their curriculum, students enrolled in various programs at the institute are expected to undertake industrial or corporate internships in accordance with academic guidelines. These internships provide students with direct practical experience, allowing them to apply the skills and knowledge acquired throughout their academic journey to real-life situations. This not only enhances their understanding but also prepares them for their final year and eventual entry into the job market. In many cases, organizations may offer full-time positions to interns based on their performance during the internship period. This potential transition from intern to employee serves as a strong motivation for students to perform well, easing the pressure of job hunting after graduation.

The internship program is designed to help students explore various career paths before graduation, develop essential employability skills such as teamwork, communication, and attention to detail, and connect with professional mentors who can provide valuable guidance during the early stages of their careers. Additionally, internships offer students a platform to build professional networks that can significantly enhance their future career opportunities.

The University shall not be held liable for any acts, deeds, or conduct of a student during the internship period. All responsibilities relating to professional behavior, compliance with organizational policies, and performance rest solely with the student and the host organization. In the event of any misconduct during the internship—such as unprofessional behavior, breach of organizational policies, or actions that bring disrepute to the University—the student may face serious consequences. These may include immediate termination of the internship by the host organization, reporting of the incident to the University's internship coordinator or other designated authorities, and the initiation of disciplinary proceedings in accordance with the University's code of conduct. Disciplinary actions may involve warnings, academic penalties, or in serious cases, suspension or expulsion from the academic program. Furthermore, any such misconduct may lead to the forfeiture of academic credits associated with the internship.

Students are expected to maintain the highest standards of integrity, discipline, and professionalism throughout their internship, as they are not only representing themselves but also the University in the professional world.

6.3 Legal Internship Program

The Legal Internship Program (LIP) is a mandatory academic component designed for undergraduate law students, conducted over a four-week period during the summer semester at the end of each academic year. This program serves as a vital bridge between academic instruction and practical legal training. It provides students with hands-on experience in real-world legal settings, such as courts, law firms, corporate legal departments, government offices, and

non-governmental organizations. The primary goal of the program is to allow students to apply theoretical knowledge acquired in classrooms to practical legal scenarios, thereby fostering professional growth and readiness for the legal field.

Through the LIP, students are expected to gain valuable exposure to the workings of the legal system. The program enhances essential skills such as communication, professionalism, time management, task coordination, and case handling. It also helps students develop abilities in report writing, legal research, and presentations. Internship structures may vary, including court visits, shadowing advocates or judges, legal research projects, and training in different organizational settings. These varied experiences are intended to provide a well-rounded understanding of the legal profession.

Participation in the LIP requires mandatory registration before the deadline as per the academic calendar. Students must submit a duly signed Registration Form and Code of Conduct. Late registrations are subject to the Dean's discretion. Attendance is strictly enforced, with 100% attendance expected. Students are permitted a maximum of four days leave with prior approval. Any leave exceeding this limit will result in a penalty of three marks per day, and an absence of more than seven days may require the student to repeat the internship. Additionally, internships must be pursued at approved locations, and once finalized, the location cannot be changed. For placements outside Gangtok, students must submit a parental or guardian consent form.

Students are required to maintain high standards of professionalism throughout the internship. This includes punctuality, formal dress, appropriate behavior, confidentiality, and respect for institutional norms. Misconduct such as criticizing courts or legal professionals, inappropriate attire or language, and misuse of resources will not be tolerated and may impact the student's standing in the program.

The evaluation of the LIP is comprehensive and totals 100 marks, contributing 2 academic credits. The assessment comprises four components: a Weekly Progress Report (10 marks), a Final Presentation (15 marks), a Final Report (55 marks), and an Internship Diary (20 marks). All components are mandatory. Failure to submit any component, or submitting after the deadline, may result in a 'Not Cleared' (NC) grade. A student must pass all components to successfully complete the internship; partial completion will not suffice. Daily maintaining of Internship Diary is compulsory.

The final report must be 40–50 pages long and submitted in both soft and hard copy formats. It should reflect the student's learnings and experiences during the internship. A formal presentation lasting 15–30 minutes is also required and will be evaluated by the Faculty Guide. During this presentation, the student must also provide an official Internship Completion Certificate from the host organization/Law firm/Practising Advocate etc.

The program is supervised by the Internship Coordinator

and Dean, who ensure compliance with guidelines, monitor student performance, and oversee the Faculty Guides. Faculty Guides provide mentorship, monitor weekly progress, conduct mock presentations, and evaluate final submissions. It is important to note that any submission of fraudulent or forged internship certificates will result in strict disciplinary action, including an automatic 'Not Cleared' grade for the internship.

This structured approach ensures that students graduate not only with academic knowledge but also with practical skills and professional experience, preparing them for successful legal careers.

University Officials Email ID

Sl. No.	Office of the	E-mail Address
1	Vice Chancellor	vc@iusikkim.edu.in
2	Registrar	registrar@iusikkim.edu.in
3	Deputy Registrar	sandhyapant@iusikkim.edu.in
4	Associate Dean (Academics)	dean@iusikkim.edu.in
5	Senior Administrative Officer	benu@iusikkim.edu.in
6	Accounts Department	accounts@iusikkim.edu.in
7	Administrative Assistant	genadmin@iusikkim.edu.in
8	Development Officer	devofficer@iusikkim.edu.in
9	Controller of Examination	exams@iusikkim.edu.in
10	Asst. Librarian	library@iusikkim.edu.in
11	Placement Officer	placement@iusikkim.edu.in
12	Public Relations Officer	pro@iusikkim.edu.in
13	Admissions Department	admissions@iusikkim.edu.in
14	Sr. System Administrator	uttam143@iusikkim.edu.in
15	Research & Development	research@iusikkim.edu.in
16	Grievance Cell	sgc@iusikkim.edu.in
17	Moot Court Society	mcc@iusikkim.edu.in
18	Asst. Warden Girl's Hostel	hostel@iusikkim.edu.in
19	NCC (Caretaker Officer)	ncc@iusikkim.edu.in
20	NSS (Program Officer)	nss@iusikkim.edu.in

THE END

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