



Student Handbook





Introduction

A warm Welcome to you all, to yet another exciting year of exploration, enrichment and excellence in learning!!!

Digiquest Academy is a pioneer academy in Digital Movie making. Our brand ambassadors are expected to walk the paths of success proudly wearing the badge of excellence in attitude, knowledge and skills.

As the year begins, I would like you to appreciate the passion and commitment with which our team of highly qualified and futuristic academicians along with ace industrialists have come up with globally relevant educational programs that empower you to excel in all spheres of life.

With a wide array of co-curricular and extracurricular activities, Digiquest Academy presents a bouquet of learning opportunities to address your Educational, Creative, Social, Moral and Physical wellbeing. I exhort you to approach us with an enthusiastic mind rooted in discipline, to reap the advantages of “Our distinct environment of excellence in education”. As a Chinese proverb says “Teachers open the doors, but you must enter by yourself”.

Our theme is - Plan to Progress and Achieve Excellence. “If you fail to plan, you plan to fail”; hence we present to you this handbook, which outlines a roadmap of Academy rules and regulations, services and facilities available.

*“Plan purposefully, Prepare prayerfully,
Proceed positively, Pursue persistently.”*

Mr. K. Basi Reddy
CMD, Digiquest India Ltd.

Courses Offered

Bachelor Degree Courses

- BFA in Animation & VFX
- BFA in Animation & Gaming
- BFA in Digital Media (Movie making)

Diploma Courses

- Diploma in Graphic Design (Graphics and Web Design)
- Diploma in Advanced Visual Effects (VFX)
- Diploma in Advanced Editing (Film/TV)
- Diploma in Color Master (DI)
- Diploma in Advanced 3D Animation
- Diploma in Digital Film Making
- Diploma in Game Design

Master Diploma Courses

- Master Diploma in Multimedia Professional
- Master Diploma in Advanced SFX

Academy Culture

General Instructions

A Student while acquiring knowledge should imbibe the right values and attitude to evolve into a complete and balanced individual.

Responsible behavior, courteous speech and healthy relationships are encouraged among students.

Attendance

- Students are expected to be in their classrooms in time.
- Attendance is taken at the start of the class.
- Latecomers may not be allowed into the academy and may be marked absent.
- Students are expected to attend all scheduled classes and activities without fail.
- A minimum of 90% attendance in Theory and Practicals is required, to appear for the End Semester Examinations.
- Students attending state / national camps / workshops / competitions have to produce the attendance certificate duly signed by the Principal immediately after the completion of the activity.
- Students should appear for all examinations.
- Examination forms shall not be issued to students with less than 90% attendance and has to repeat the same semester next year.
- In the event a particular or scheduled teacher is not available, the academy will provide with a substitute teacher.

Dress Code

A proper Dress Code is to be strictly followed to maintain decency and decorum as the academy is a co-educational institution. You are expected to abide by the rules.

Dress Code: Girls

- Salwar Kameez with Dupatta.
- Jeans with Long Kurti (Knee level) with Dupatta.
- Sleeveless dresses will not be entertained.
- Hair should not be left loose; it should be properly combed and pinned.

Dress Code: Boys

- Only Formal Shirt with Trousers and well groomed.
- Jeans with a formal shirt will be allowed provided it is not torn and if nothing written on it.
- No T-Shirt and No Torn Jeans.

Leaves

- Students taking leave must submit Leave letters to their class in-charge stating the reason for their absence duly signed by the parent /guardian.
- Leaves of more than 3 consecutive days require management permission. Students must meet the management with their parent(s)/guardian and obtain prior permission before proceedings on such long leaves.
- All leaves due to Medical conditions must be sustained by a doctor's Certificate.
- Only in case of genuine and serious medical conditions an attendance concession up to 10% may be considered for students having 85% attendance by the principal, if request is made to the management and prior permission is obtained.

Safety and Security

- The academy insists on students wearing their ID cards in the academy campus. It is mandatory that the ID card be produced in all their academy transactions.
- The Academy insists on students to mark their attendance in Bio-metric machine.
- Students are not allowed to go out of the campus during academy hours.
- On emergencies, students are allowed out of the campus only when accompanied by their respective Parents or legal Guardians after obtaining permission from the class-in-charge and the principal.
- Any sort of lethal weapons are not permitted in the Academy campus.
- You are advised not to bring valuables to the class like expensive gold jewelry and large sum of money, etc. The Academy will not be responsible for its loss.

Academy Etiquette

The Government of Telangana has banned the use of cell phones in the academy campus and hence Mobile phone usage is strictly prohibited during class hours or in the corridors. If found being using, the cell phones will be confiscated for the academic year.

- All communication devices (mobile phones, tablets, etc.) must be switched off during class time.
- Internet facility provided in the Library, Labs and academy is only for educational purpose.
- When in academy, or while representing the academy in outside events, students must dress decently and modestly.
- Students must maintain the decency and decorum in all their academy activities.
- Students are to be polite and courteous in all their interactions with fellow students, faculty and all the academy staff.

Misconduct

- Students enrolled in the Academy may well appreciate and oblige their responsibilities towards the institution, faculty and other students. These actions will be considered as Students' misconduct.
- Disruption of classroom activities or hindering the learning of other students anywhere in the academy.
- Cheating during internals/external examinations and in any other transactions in the academy.
- Behavior, which interferes significantly with academy operation, disrupts education and endangers the health and safety of staff/students or causes damages to academy property.
- The possession/use of intoxicating items on campus is a serious offense and liable to dismissal law enforcement.
- The possession/use of illicit drugs/liquors and drug peddling on campus.
- Smoking in the campus.
- The falsification of documents or the supplying of false information in order to obtain admission.
- Damaging the library books/identity cards etc.
- Getting into heated arguments or fight with the fellow students, faculty, non-teaching staff and support staff.
- Inviting/meeting strangers in the academy without prior written permission from the Principal.
- Failure to return borrowed material or settle debts with the academy.
- Any form of misbehavior viz., Eve teasing/Ragging etc. Will be firmly dealt with as per Institution/Govt. rules.[Ragging is prohibited within or outside of any Educational Institution in TS State (Act 26 of 1997)].

Note: Academy property is common property. If any fixture or equipment is damaged the student/students have to restore the damage. If the perpetrator is not identified the entire cost will be deducted from caution deposit of the students of the respective class/section.

Disciplinary Measures

Non-compliance and violation of rules of discipline may attract disciplinary action:

- With a reprimand / warning.
- Withdrawal from a particular class or course.
- Suspension/Expulsion from the academy.
- Withholding of official transcripts.
- Suspension of Academy privileges.
- Other disciplinary action, which the academy authorities deem appropriate under the circumstances.

Payment of College Fees

- Fees once paid will not be refunded.
- The names of the students, who are either absent for a long duration or not paid the fee may be struck off from the rolls and they have to seek re-admission.
- Those who intend to discontinue a particular course during the middle of the academic year or before the completion of the course will have to pay the entire course fee.
- A late fee of 5% will be charged if the fees are not paid by due date.

Student Support Services

Grievance Cell

The cells cater to the constructive observations and basic requirements with regards to academic and non-academic matters. The students are encouraged to approach any of the grievance committee members.

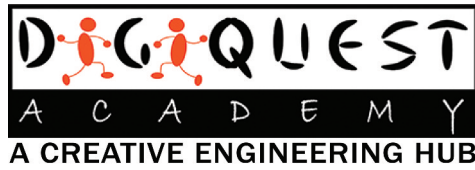
Sexual Harassment of any kind will not be tolerated. Please report if you feel you have been subjected to indecent talks and/or behaviour. You can directly report to the Principal and/or the senior management.

Student Feedback System

At end of each academic period, students will be asked to provide an academic feedback on Teaching Faculty for effective teaching, learning and evaluation process.

Notes





In Collaboration With



JAWAHARLAL NEHRU ARCHITECTURE AND FINE ARTS UNIVERSITY
Masab Tank, Hyderabad

6-3-902/C, 5th floor, Mandhani Complex,
Next to Yashoda Hospital, Rajbhavan road,
Somajiguda, Hyderabad 500082

info@digiquestacademy.com • www.digiquestacademy.com
Phone :+91 7032656571