2023

ASHOKA
UNIVERSITY

Preface

Welcome to Ashoka University! The Student Handbook summarises the educational programme structure at Ashoka University as well as rules, regulations and policies that every student at Ashoka University is expected to adhere to. This is an easy guide to all necessary and important information that a student may need throughout their stay at Ashoka University. It is mandated and expected of every student to read this handbook carefully and abide by it completely. This is a summary document meant to be a ready reference. Complete policy documents will be available to students through the myAshoka Portal. We wish you rich and rewarding years at Ashoka University!

Message from the Dean, Academic Affairs

Dear new Ashokans,

Welcome to the University!

The four years that await you at Ashoka will be full of new experiences of all kinds. As human beings you will try to understand — or, to use a new word, "process" — these experiences. Willy nilly we process everything we go through.

One of the ways we do this is through metaphors. One that I used long ago, in a piece for the annual yearbook at St Stephen's College, came back to me when I began writing this address. I was wishing my students farewell, and through the metaphor I reflected on the undergraduate experience they had had. Let me use it now to speak of what lies ahead of you.

"Until you arrived at College your lives floated evenly down a current determined by the lay of the land and the banks constraining it. Suddenly the river ends and you find yourselves in an estuary. You still feel the tug of the flow that until recently sufficed to keep you moving. But now there are winds and tides to reckon with. Neighbours who speak in foreign tongues jostle you. You find friends and form flotillas. You learn how to hoist your sail, how to navigate, how to drop anchor. Slowly you earn your sea-legs. In the harbour are some grizzled sailors who bark advice at you. But you pay them little heed. You listen more keenly to the tales of voyagers from distant lands who speak of the fabulous Indies, of the Roaring Forties that you may have to brave, of the icebergs that may sink the best of you. You can feel the daily pull of the tides, and the salt smell of the sea is inescapable."

Before you go out into the sea, you must make the best of what this estuary offers. You have been told a lot about its possibilities. But there is one that you can easily miss — the possibility of making errors and of learning from them. What is special about an estuary is that the mistakes you make here don't have the consequences of the open sea, and so you can learn from them without fear.

On the subject of learning from errors I can't do better than to quote the great French mathematician Alexandre Grothendieck: "The discovery of error is one of the crucial moments, a moment uniquely creative, in every work of discovery, …. To fear error and to fear the truth are one and the same thing. He who is afraid of fooling himself is powerless to discover. It is when we fear fooling ourselves that the error that is in us becomes immovable as a rock. For, in our fear, we attach ourselves to that which we have one day decided is "true", or that which was always presented to us as such. When we are moved not by the fear of seeing an illusory security collapse but by a thirst to know, then error, like suffering and sadness, goes through us without ever hardening, and the trace of its passage is a renewed knowing."

I hope Ashoka University will prove to be a space where you learn not just from what you do right but also from what you do wrong. May the trace of your passage through it be a renewed knowing — of the many disciplines you encounter, of yourself, of others, and of the world at large.

Good luck!

With all my good wishes —

Bikram Phookun
Dean of Academic Affairs.

Message from the Director, Student Affairs

Dear students,

Welcome to Ashoka University and the new Academic Year of 2023-24.

To the new students who have joined us this year, we are delighted to have you on board for an exciting journey that awaits you! To our returning students, thank you for creating a "home away from home" on campus thus far. We hope your zeal and enthusiasm continue this year as you welcome the first-year students.

Ashoka University is not just a place of learning; it is a diverse and vibrant community that fosters intellectual growth, personal development, and the pursuit of knowledge. Take advantage of the myriad of opportunities available here. Seize every moment, embrace every opportunity, and take a few chances.

Branch out and join clubs, societies and teams that resonate with your interests. Explore, Engage, Discuss, Lead and Reflect. Engage in thought-provoking discussions with your peers, attend lectures and workshops that expand your horizons, and immerse yourself in the rich cultural tapestry of Ashoka. University is a time for you to exercise your freedom but with responsibilities. Do not shy away from making mistakes. They are an integral part of the learning process. Most importantly, create your own pace and don't be hard on yourself. It is okay to not always be at the top of everything on campus.

Let me also take this opportunity to assure you that our primary focus is your well-being and success. The three verticals of the Office of Student Affairs—Residence Life Office, Student Life Office and Sports and Exercise Office—are committed to helping you create a fulfilling life beyond the classroom.

Once again, welcome to Ashoka University! I am confident that you will make the most of your time here. I hope that together, we can create a vibrant, inclusive, and intellectually stimulating community that will shape your future and impact the world. I wish you many enriching experiences and a bundle of opportunities for creating new memories this year.

Wishing you the very best,

Pooja Manaktala
Director
Office of Student Affairs

ACADEMIC INFORMATION

Course Structure

The general degree requirements to complete a B.A./B.Sc Honors in 4 years, a B.A./B.Sc Honors with Research in 4 years, or a B.A./B.Sc. Honors in 3 years, are as follows:

Ashoka follows a credit-based system. Most academic courses are worth 4 credits each; 2 non-academic credits can come from Co-Curricular courses, Vocational Courses and Internships. To graduate with a Bachelor's degree from Ashoka University, a student must

- Complete the requirements of a Major, with a minimum of 72* credits for four years or a minimum of 52* credits for three years.
- Pass 9 Foundation Courses (36 credits), which include the Introduction to Critical Thinking course,
- Complete 2 Co-Curricular Courses (2 credits each), if assigned,
- Do an Internship (2 credits)
- Complete the English Communication Course(s), if assigned,
- Complete overall credit requirements of 114/150
- Have a Cumulative Grade Point Average (CGPA) ≥ 1.67.

Four Years	
Category	**Credits**
Foundation Courses	36
Co-Curricular	4
Internship	2
Major	72*
Other academic credits (including credits towards Minors, Concentrations and 4th year research	36**
Total	150

Three Years	
Category	**Credits**
Foundation Courses	36
Co-Curricular	4
Internship	2
Major	52#
Other academic credits (including credits towards Minors and Concentrations)	20**
Total	114

*Some majors require students to complete 80 credits.
#Some majors require students to complete 60 credits.
** This will change, based on the Major declared.
Please note that the Research Credits (12) are to be completed to be eligible for an Hons. with Research degree; Research credits can only be earned in the 7th & 8th Semesters.

Workload per semester

Credits in Ashoka can be earned in a variety of ways. Academic credits are credits from Foundation Courses, Major/Minor courses, Independent Study Modules (ISMs) and Teaching Practicums. Non-academic credits are from Co-Curricular Courses (CCs), Internships, and Vocational Courses. Research credits are credits from the fourth-year research. In the normal course, the sum of academic credits and research credits in any semester cannot fall below 16. This is the minimum student workload at Ashoka University.

In the **first semester**, students take a maximum of 16 academic credits and up to 2 non-academic credits. Academic credits can come from: Foundation Courses (FCs), including the *Introduction to Critical Thinking* course (if assigned) [4 credits each], *the English Communication* Course (if required) [4 credits], or *the Calculus Enabler* (if opted for) [4 credits]. Non-academic credits can come from a Co-Curricular course (CC) [2 credits].

From the **second semester onwards**, students may take a maximum of 22 academic credits and 2 non-academic credits. Academic credits can come from: FCs [4 credits each], regular Major/Minor courses [typically 4 credits each], Teaching Practicums/Assistantships [typically 2 or 4 credits], Independent Study Modules (ISMs) [2 or 4 credits each]. By default, students cannot take ISMs for more than 8 credits during their UG degree. Non-academic credits may be earned from Co-Curricular courses (CC) [2 credits each], Internships [2 credits each], or Vocational Courses [2 credits each].

Additional courses can also be taken in the summer semesters; 8 academic credits and 4 non-academic credits may be taken in a summer semester. For details, see the UG Maximum Credits per semester policy in the documents section associated with the Office of Academic Affairs on the my.ashoka.edu.in portal.

In the semester at the end of which you are eligible to graduate, you may remain below the 16-credit requirement (but not below 12 credits), in case you need fewer credits to graduate. This is not automatically adjusted at registration. You still have to meet the minimum-credit requirement at the time of registration. But you may raise a request to the Office of Academic Affairs, through AMS, for permission to register below minimum credits. Note, however, that going below minimum credits makes you ineligible for the Dean's List in that semester. For details, please see the UG Minimum Credits per semester policy in the documents section associated with the Office of Academic Affairs on the my.ashoka.edu.in portal.
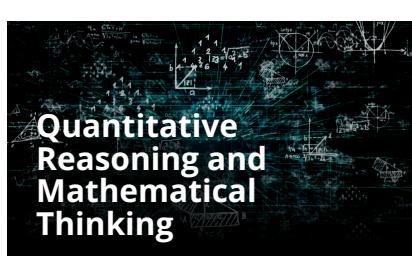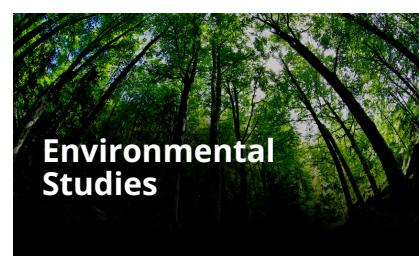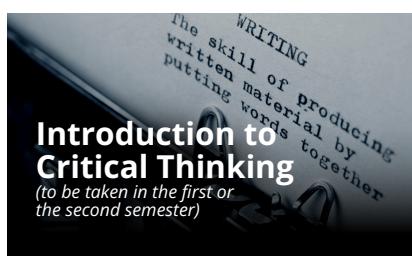
Credentials

As an undergraduate student, you can earn additional credentials apart from your Major:

- To earn a *Minor* in any given subject, you must take at least 24 academic credits (typically 6 courses) in any one of Ashoka's approved programmes outside your Major. Note that many programmes have specific requirements as to which courses may be taken to receive a Minor.
- To earn a *Concentration* in any given subject, you must typically take at least 16 academic credits (typically 4 courses) in any one of Ashoka's approved programmes outside your Major. Again, many programmes have specific requirements as to which courses may be taken to receive a Concentration.

The 9 Foundation Courses (FCs)

FCs are a signature element of an Ashoka education and every Ashoka undergraduate student must take all the 9 FCs listed. FCs introduce students to diverse styles of thinking and are frequently taught in an inter- and trans-disciplinary manner. As stated above, in the first semester, typically, four FCs will be pre-allocated, one of which may be the Introduction to Critical Thinking course. Students may also select the Calculus Enabler course or be required to take the English Communication Course (see below). In general, students are advised to take the rest of their FCs early on, so as to be exposed to multiple styles of thinking while still in the process of deciding what Major they want to pursue. That said, the timeline for the completion of all the FCs will also depend on the specific semester-wise requirements of each student's chosen Major.

Introduction to Critical Thinking
(to be taken in the first or the second semester)

Indian Civilizations

Environmental Studies

Great Books

Economy, Politics, & Society

Literature and the World

Quantitative Reasoning and Mathematical Thinking

Principles of Science

Mind and Behaviour

Introduction to Critical Thinking (ICT)

Ashoka University requires all UG students to take an Introduction to Critical Thinking (ICT) course. This core course is part of the Foundation Course series and will be assigned either in the first or the second semester. Capped at a smaller number than other Foundation Courses, it is designed to help students develop their critical skills in reading, writing, analysis, and interpretation within the parameters of a specific subject. Like all Foundation Courses, the ICT does not count towards any Major requirement.

Calculus Enabler Course

The Calculus Enabler Course is mandatory for all students considering a Major/Minor/Concentration in Mathematics or an Interdisciplinary Major in Mathematics and Computer Science (MATCS), and for students who have not studied Mathematics in Class XI and Class XII who are considering majoring in Economics, Economics and Finance, Physics and Computer Science, or in any other math-intensive programme. Students who have studied Mathematics in Class XI and Class XII and are considering majoring in Economics, Economics and Finance, Physics and Computer Science or in any other math-intensive programme are strongly advised to take the Calculus Enabler Course in their first semester, since it will enhance their ability to do well in these programmes.

Students who have not studied Mathematics in Class XI and Class XII and students who studied a type of Mathematics in Class XI and Class XII that is not accepted at Ashoka*, will be required to take the Calculus Eligibility Test to further be eligible to take the Calculus Enabler Course.
*Please click here to read Ashoka University's policies on Mathematics courses offered by various educational boards. (Note that the Calculus Enabler Course is not a Foundation Course and thus does not count towards the Foundation Course requirement)

English Communication Course

English Communication is a course offered by the Centre for Writing and Communication (CWC) to 1st-year students in the Monsoon semester. A student cannot opt for this course; it is assigned to them on the basis of need and after suitable evaluation through the Admissions team and the CWC. The course focuses on English language learning and is designed to enhance English language abilities and to prepare students for academic rigour in other courses.

The Intermediate English Communication Course offered in the Spring semester builds on the topics covered in the Monsoon semester and serves to further develop advanced English language skills and to improve academic-writing skills. This course is open only to those students to whom it has either been assigned or for whom it has been explicitly recommended, on the basis of need and after suitable evaluation through the Admissions team and the CWC. Taking this course counts toward the Foundation Course (FC) requirements and thus entitles the student to drop an FC of their choice - with the following exceptions: neither Environmental Studies nor Introduction to Critical Thinking can be dropped.

Majors

The Major is the subject in which a student will earn a Bachelor's degree – either a Bachelor of Arts (B.A.) or a Bachelor of Science (B.Sc.). Students will be required to formally declare their Majors by the end of the third semester. However, it will be in students' best interests to start taking courses in potential Major subjects before declaring a Major. Students can begin to take Major courses in the second semester. As noted above, each student must complete at least 13 courses in a given subject (and in some programmes, more) to complete a Major in that subject. As stated above, the specifics are programme-dependent; details may be found on the websites of the relevant programmes and obtained from the respective departments.

Ashoka University offers Pure Majors in the following subjects:

Biology (B.Sc. Hons.)	Mathematics (B.Sc. Hons.)
Chemistry (B.Sc. Hons.)	Philosophy (B.A. Hons.)
Computer Science (B.Sc. Hons.)	Physics (B.Sc. Hons.)
Economics (B.A. Hons.)	Political Science (B.A. Hons.)
English (B.A. Hons.)	Psychology (B.Sc. Hons.)
History (B.A. Hons.)	Sociology/Anthropology (B.A. Hons.)

Ashoka University also offers Interdisciplinary Majors in the following subjects:

Computer Science and Entrepreneurial Leadership (B.Sc. Hons.)	English and Media Studies (B.A. Hons.)
Economics and Finance(B.Sc. Hons.)	English and Performing Arts (B.A. Hons.)
Economics and History(B.A. Hons.)	History and International Relations(B.A. Hons.)
English and Creative Writing (B.A. Hons.)	Mathematics and Computer Science(B.Sc. Hons.)
Psychology and Philosophy (B.A.)	Philosophy and Computer Science (B.A.)
Politics, Philosophy and Economics (B.A. Hons.)	

Minors

Students are encouraged to consider declaring a Minor in addition to their Major. Completing 24 credits (typically six full 4-credit courses) in a subject outside the Major field of specialization qualifies for a Minor in that subject (note, however, that many programmes set up specific requirements with regards to which courses must be taken – please consult their websites for details). Ashoka offers Minors in all Major subjects. In addition, it offers Minors in:

Creative Writing	Media Studies
Entrepreneurial Leadership and Strategy	Performing Arts
Environmental Studies	Sanskrit Studies
International Relations	Visual Arts
Astronomy	China Studies

Co-Curricular Courses

Every semester, Ashoka University offers several 2-credit Co-Curricular courses in Performing Arts, Visual Arts, and Languages. These normally meet in the evenings, once a week, for two hours. Co-Curricular courses are a mixture of practical training in an art form (fine arts and performing arts) or language (subcontinental and global) and critical analyses of that form's or language's aesthetic, social, political, economic, and historical dimensions.

Every student has to take 2 Co-Curricular Courses as part of their graduation requirements; in any semester, a maximum of 1 Co-Curricular course may be taken. Note that a student can take more than 2 Co-Curricular Courses, but that only 2 of them (i.e., a total of 4 credits) count towards the total credit requirement.

Co-Curricular Courses offered by Ashoka to date have engaged with painting, sculpture, photography, film, theatre, music, dance, and languages - both ancient and modern.

Independent Study Modules (ISMs)

In many (though not all) departments, students may apply for an ISM with an instructor. An ISM allows one or more students to spend one full semester working with an instructor on a topic not otherwise offered in the department. ISMs typically yield 2 or 4 credits and must be defined in terms of clear requirements agreed upon by the student(s) and the instructor. Whether or not an ISM in a given area is made available to a student depends entirely on whether a suitable instructor is available, able, and willing to take on this extra commitment. If and how ISMs count towards the various credentials in a given subject is decided by individual departments. The default maximum number of credits from ISMs that can count toward a student's undergraduate degree is 8 credits.

Forms of Instruction

Ashoka University's 4-credit courses – Foundation Courses, Major, Minor, and elective courses – all involve a blended model of instruction. In the 4 weekly hours of classroom meetings for Foundation Courses, 3 hours are spent in Lecture Sessions (usually 2 meetings, 1½ hours each), 1 hour is spent in Discussion Sessions; in Major, Minor, and elective Courses, 3 hours are spent in Lecture Sessions and 1 hour in office hours or Discussion Sessions. Lecture Sessions are taught by at least one faculty member. The Discussion Session is a tutorial led by a Teaching Fellow. Co-Curricular courses are typically a mixture of practical training and critical analysis through lecture and discussion. These classes meet once a week, for two hours at a time, are led by Co-Curricular faculty members, and do not have Teaching Fellows.

Lecture Sessions

Lecture Sessions are course meetings of 1½-hours' duration, led by at least one faculty member. During the 13 weeks in which classes are in session for the semester, students attend 3 hours of Lecture Sessions a week for each course they are taking. Lecture Sessions do not consist just of lectures; they usually involve substantial student participation, too. Ashoka University professors, for the most part, use what is known as the Socratic Method – asking students questions about the topic of the day and the set readings, and allowing the class to proceed through student participation. It is crucial, therefore, that students do all the reading assigned for each day's classes, as outlined in the course syllabi. This will require careful preparation and skills of time management in the days before each Lecture Session.

Discussion Sessions

Discussion Sessions are course meetings of one hour's duration each, led by Teaching Fellows. Students must attend 1 Discussion Session a week for each Foundation Course that they are taking and 1 Discussion Session per week for each other course they are taking that has Discussion Sessions assigned. Discussion Sessions are much smaller in size than Lecture Sessions. The objective of Discussion Sessions is to ensure that students have ample opportunity to talk about the ideas of the course in a peer-learning-oriented environment. The Teaching Fellow may answer questions about the course materials, but they are there less to lecture than to facilitate dialogue and debate. Discussion Sessions may also require students to do extra readings as well as to complete in-class writing assignments that will serve as the basis of discussion.

Office Hours

In addition to the three hours of classroom time each week, dedicated office hours will also be offered by the faculty (and, where applicable, Teaching Fellows) for all courses. The emphasis will be on addressing students' questions; meetings will usually be conducted during the faculty members' posted office hours.

Teaching Fellows and Teaching Assistants
Each Ashoka University undergraduate Foundation Course is taught by a professor aided by one or more Teaching Fellows (TFs). An Ashoka University TF has a number of responsibilities in a Foundation Course:

- Whereas the course professor presides over the larger scheduled lecture sessions, the TF leads that course's weekly one-hour discussion session.
- The TF holds regular weekly office hours to meet with students and talk with them about their written and classroom work.
- The TF attends all the lecture classes as well.
- TFs often help the faculty with course-related grading.

In many cases, major, minor and elective courses may also be assisted by TFs. Typically, these TFs' responsibilities are similar to those of Foundation Course TFs. However, in other cases, the model of engagement may vary depending on the needs of the subject.

Some courses also have Teaching Assistants (TAs). A Teaching Assistant is typically a student in their 3rd or 4th UG year, (a rising 3rd year at the earliest), and typically earns 2 credits for their Teaching Assistantship. TAs have fewer responsibilities than TFs and are not required to teach Discussion Sessions; they typically support the instructor with activities such as the distribution of materials, the grading of quizzes (with answer keys), taking attendance or class communication. Like TFs, TAs may be expected to attend all the classes.

Choosing Subjects

Choosing a Major
Students will formally declare their Major only at the end of the third semester – i.e., half-way through the second year, around the time of registration for fourth-semester courses. Even before the declaration of the Major, each student will typically take courses towards what will become their Major subject.

Choosing a Minor or a Concentration
At the end of the third semester, students may also declare a Minor or a Concentration (or two, or both, depending on what they can fit in). Even before the declaration of the Minor or Concentration, students may take courses towards what will become their Minor or Concentration subject.

Mentoring and Advising
Academic mentoring and advising is designed to help students arrive at Ashoka, find their bearings in a new academic environment, help them make informed decisions about their course of studies, about Major and Minor explorations, and assist with maneuvering academic policies and procedures. Academic mentors and advisors may also assist students in identifying additional support services that can help them achieve academic success. Here is a selection of issues that students can receive help with:
- course selection
- academic planning
- changing Major, Minor, interdisciplinary and co-curricular study options
- withdrawal from a course
- course audits
- liaising with a faculty member
- referral to various student service units such as the Office of Learning Support or the Ashoka Centre for Well Being.

Faculty Mentors

Upon joining Ashoka, a faculty member will be assigned to each student as their Faculty Mentor. The Faculty Mentor may be from any discipline and will serve as the first academic point of contact for the student. The Faculty Mentor may meet with individual students, or with groups of students at a time, to discuss matters relating to their general experience at Ashoka. Note that each student has to meet with their Faculty Mentor before the end of the add/drop period in each of their first three semesters. A student can request a change of Faculty Mentor at any time by reaching out to the Office of Academic Affairs; such requests will always be granted.

Academic Advisors

Once a student has formally declared their Major, their formal relationship with their Faculty Mentor ends and they will be assigned a Major Advisor. The Major Advisor is a faculty member from the student's Major subject and they will take over the duties of the Faculty Mentor. Given their academic expertise, the Major Advisor will also be able to provide the student with more specific advice on the student's course of study in their Major subject.

Meeting with Advisors and Mentors

Faculty Mentors and Academic Advisors are available to speak with students during their office hours about how best to prepare for, and navigate, the students' preferred programmes. They will ideally meet with their mentees and advisees at least once a semester, before the end of the add/drop period, to discuss possible course selections for the following semesters.

Advisors will reach out to students to schedule meetings. Still, we strongly recommend that students be proactive and make appointments with their Advisors and Mentors in advance. Students should come to advising appointments appropriately prepared. They may bring, for example, a list of possible course selections. Students should not expect their Advisor to select their courses for you: their role is to offer advice, not to micromanage students' choices. In general, advising is a joint activity that, to be successful, requires collaboration on both sides.

Course Adjustment

Students may add or drop, or withdraw, from a course in any semester, subject to certain deadlines and conditions or permission.

Note that a student can only withdraw from a course if, by doing so, they do not drop below the minimum credit requirement per semester. Exceptions to this may only be requested from the second semester onwards and require approval from the Office of Academic Affairs. Note that the timeline during the summer semesters varies from the one given here and is communicated separately.

Add Course	
Week 1	Add a course without permission
Week 2-4	Add a course only if faculty agrees
Drop Course	
Weeks 1-2	Self-drop without permission
Weeks 3-4	Drop after informing faculty
Withdraw from Course	
Weeks 5-8	Withdraw after informing faculty; a 'W' will show on the transcript
Week 9 and later	'W' with F (fail notation) or X (exceptional circumstances notation)

Assignments, Examinations, and Grades

Assignments
There are many forms of assessed assignments at Ashoka University. These include (but are not limited to)

- essays
- projects
- in-class writings
- online discussion forum contributions
- oral presentations
- quizzes

Because most courses use continuous assessment, missed assignments will adversely affect students' final grades. Please note also that in-class participation usually counts for a significant portion of the final grade; not contributing to class discussions and/or missing classes will also have a negative impact on the final grade for the course.

Examinations and Grading System
Some (but not all) courses will have final examinations scheduled for examination week. The examination and its form are decided at the discretion of the professor.

Grading System
For every course, you will receive a final letter grade. These grades are calibrated with GPA quality points. The grid below shows how letter grades and GPA Quality Points relate:

Letter Grade	GPA Quality Points	Letter Grade	GPA Quality Points
A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0

Auditing courses

Students in their first semester cannot audit courses. In the summer, no course can be audited. Starting in the second semester, students may audit up to two courses per semester. Auditing a course does not yield credits; however, the audited course will show on the student's transcript and require that the student submit work as determined by the faculty member. If a student wishes to audit a given course, they must submit an audit request to the faculty through the portal. Note that faculty members typically limit the number of auditing students that they allow in their classroom and that granting audit requests is at the discretion of individual faculty members only. Students may withdraw, without consequence, from a course that they audit by the end of Week 4. Those who drop an audit after Week 4 will get a WAU notation on their transcript.

Audit-to-Credit conversion

If a student has been granted permission to audit a course, it may happen that they want to take the course for credit. It cannot be guaranteed that this will be possible. Especially, note that students who have been on the waiting list to take the course for credit will be allowed to take the course for credit first. Only if there is no further student on the waiting list or once the waiting list has been disabled can a request for a change in status be entertained. If a student wants to change their status from audit to credit, they must send a request to the Office of Academic Affairs and will also need permission from the faculty. In principle, no such requests will be granted past Week 4 of a regular semester.

Credit-to-Audit conversion

If in the course of the semester, a student realises that they have taken on too much, wish to drop a course for credit, but still want to be part of the course and engage with it, they can request to convert their status from 'enrolled for credit' to 'enrolled for audit'. The deadline for doing this is tied to the deadline for opting for the Pass/Fail option (see below): the end of Week 8. A student cannot convert their status in a course to auditing status past that deadline and they cannot convert any course from credit to audit if, by doing so, they will fall below the minimum credit requirements.

Pass/Fail Policy
- Students can opt for P/F grading for their Major/Minor, FC (including ICT), and CTS courses, but not for ISMs and Capstone/research related courses at the time of registration. The default option is the usual letter grading system.
- Students can change a course grading system from the letter grading system to the P/F system. The last date for doing so is the end of Week 8 in a regular semester, and the end of Week 4 in the summer semester. After this date, choices cannot be modified.

- UG students can exercise the P/F option for a maximum of 12 credits for the entire duration of the academic program. In addition, the P/F option cannot be exercised for more than 8 credits within the first three years.
- Students can exercise this option only for one course in a semester. If the grade is P, the course cannot be retaken.
- A course taken with letter grading may be retaken as a course with P/F grading (subject to the rules that allow for the repetition of courses). If it is then passed, the P will count and not the previous grade.
- Instructors will assign grades according to the letter grading system.
- The grade of P in P/F represents letter grades of A to D–. The grade F in P/F represents the letter grade of F. The letter grades will be changed to P/F by the OAA.
- A grade of P does not impact the GPA and is not counted in the calculation of the CGPA.
- A course with a grade of P counts towards pre-requisites and towards credit requirements.
- In a semester in which a P grade has been awarded, the student is not eligible for the Dean's List.
- Semesters in which a P grade has been taken will count towards the Latin Honours, but only courses that have both credit and regular letter grades associated with them count.

Dean's List

In every regular semester, undergraduate students who have completed at least 16 undergraduate academic credits in a given semester, who have not taken a Pass/Fail option in that semester, and whose GPA in that semester is ≥ 3.65 make the Dean's List in that semester. The semesters in which a student makes the Dean's List will be marked on the transcript and students who make the Dean's List by the end of the regular semester will be notified about this by the Dean of Academic Affairs.

Latin Honours

Based on the CGPA calculated for your courses taken at Ashoka during your undergraduate studies, you may be awarded one of the following Honours upon graduation:
- CUM LAUDE (CGPA ≥ 3.60)
- MAGNA CUM LAUDE (CGPA ≥ 3.75)
- SUMMA CUM LAUDE (CGPA ≥ 3.90)

Incomplete Grade Policy

I. Default expectations
1. Ashoka University expects its students to complete all course requirements on schedule.
2. It is assumed that students, in consultation with their faculty mentors or academic advisors, will undertake responsibilities commensurate with their abilities and commitments.

II. Purpose of the Incomplete Grade
1. Students should neither request nor receive an Incomplete (I) grade for a course simply because of failure to complete required assignments on time.
2. I grades should be granted by faculty only to students who have been working throughout the semester and only near the end face sudden illness or injury, a family crisis, or some other substantiated, unforeseen circumstance beyond the control of the student that would make it impossible for them to complete all course requirements by the end of the semester. Students who are not deemed eligible may still request the OAA for a Withdraw with Fail (WF) and repeat the course at a later time.

III. Application for and Duration of an Incomplete Grade Status
1. Students who believe that they can demonstrate a legitimate need for an Incomplete should:
   a. request their faculty to grant them an Incomplete;
   b. request their faculty to clearly specify the terms of the Incomplete
2. The deadline for completing the process specified above is the last day of the Finals Week of the semester in question.
3. Unless an earlier date has been determined by the concerned faculty member, the latest date by which all pending work towards the completion of an Incomplete must be submitted is the end of Week 6 of the next regular semester. In exceptional cases (e.g., lengthy illnesses) the instructor (not the student) may petition the OAA to extend the period of the Incomplete.
4. Whether an Incomplete should be granted and if so, how much extra time the student will be given to complete their work, is determined solely by the faculty member, in light of their assessment of the circumstances and considerations of fairness.

IV. Implementation of the Incomplete Grade and the Grade Update
1. To implement the Incomplete for the student, faculty assign an I grade instead of a regular grade when, at the end of the semester, they assign grades to their students on AMS.
2. Incompletes from a previous semester will automatically convert to an F grade at the end of Week 8, unless a request for an extension has been approved by the faculty and implemented by the OAA.

V. Incompletes, Prerequisites, and Graduation

1. As long as an I grade remains on their record for a specific course, a student may not be registered for credit in any course which has that specific course as a stated prerequisite, unless they have requested and received a waiver from the faculty.
2. A student cannot graduate while an I grade remains on their record, with the following exception: a student who otherwise meets all graduation requirements, but continues to have an I grade, will be marked as graduated and the course with the I grade will be assigned a W grade.

Course Repeat Policy

a. Students may repeat a course in which they receive the grade F.
b. Students also may repeat a course in which they receive a passing grade (D- or above). However, this option can be exercised only thrice during the UG programme, of which no more than two repeats will be granted in the first three years. Note this restriction does not apply to (a).

General

a. If, by the end of the stipulated period of the programme, the student has enough credits to graduate, then the student will be marked as graduated. Students cannot defer graduation to retake a course.
b. Furthermore, if the student has opted for the P/F grading option and receives a grade of P, the course cannot be repeated.
c. Among multiple attempts, the best one is counted; the others will remain on the student's transcript, but will not count toward the CGPA.

Attendance Policy

Promptness and regular class attendance are expected of all students and the University expects each student to take full responsibility for their academic work and academic progress. Students can take up to three absences from a class without providing any documentation. If students exceed these three absences, the attendance policy of the respective instructor comes into force. Attendance policies will vary across departments and instructors. Some may not take attendance, others may require it and impose sanctions, including failure in the course, if a certain number of absences is exceeded. Students are thus advised to make sure they understand the various attendance requirements governing their various courses.

In case of exceptional circumstances having to do with family crises or mental-health concerns, students are advised to reach out to the Ashoka Center for Well-Being and place a request to the Office of Academic Affairs, who will assist them and try to mediate in their communications with faculty where required.

Students who represent Ashoka in any capacity (e.g. as athletes or artists in competition or for extra-curricular and inter-university events on and off- campus) must route their request for absences through the appropriate channels. Athletes write to sports@ashoka.edu.in; other students, groups, clubs, and societies send an email to the Office of Student Life, giving the details of the event with the date, the name of the professor, and course details. Such requests must be submitted way ahead of the event, ideally about 2 weeks earlier. While they are encouraged to support students who represent Ashoka (up to a maximum of 4 absences) by excusing them, the final decision regarding the handling of such absences lies with the individual faculty members. Students are, in turn, advised to use their three excused absences for such events, wherever possible.

Leave of Absence Policy
Exceptional circumstances, such as health- or family-related difficulties, may arise in which a student takes their best option to be that of taking a leave of absence (LOA). The following regulations specify the procedure governing such requests followed by the Office of Academic Affairs (OAA).
1. Exceptions from this policy must be approved by the OAA. An LOA must always be requested and can only be granted for one full semester only.
    i. If the request for an LOA is received within eight weeks from the start of the semester and if the request is subsequently granted, the OAA will update the student's semester status to LOA, remove the student from all the courses they are enrolled in and inform the student's professors. As a result, the semester will disappear from the student's   transcript.
    ii. If the request for an LOA is received after eight weeks from the start of the semester and if the request is subsequently granted, the semester will not be removed from the student's transcript. The OAA will withdraw the student from all courses with a WX grade and inform their professors about the LOA.
    iii. If, before the point in time a request for an LOA is approved (or after, such as in case a decision on an alleged Academic Integrity Violation is pending,) a final grade has been given to the student for a course in the semester for which the LOA is requested, then even if the LOA is granted, that final grade will stay on the transcript.
    iv. An LOA is usually not granted during the first semester.
    v. An LOA must be requested no later than the last day of the semester.
2. To request an LOA, the student must send an email intimating their request and providing their reasons for their request to the OAA. The student's request must be supported by an email from a parent or guardian.
3. Not more than four LoAs may be granted to a student during the UG program. In addition, not more than three LOAs may be granted to a student during the first three years of the UG programme.

Academic Integrity Policy

Writing that borrows from another person's work without appropriate acknowledgment challenges the academic integrity of a university community. Clear attribution to and acknowledgement of authorship and sources is a practice that Ashoka University seeks to inculcate in its students. Completing a workshop on academic integrity is mandatory for students in their first semester. Violating Academic Integrity is a serious offence, must be reported, may become a part of a student's permanent file, may show on their transcript, and is generally met with severe disciplinary action. A student might also be required to complete a refresher workshop on academic integrity. Note that a student cannot graduate if such a mandatory workshop is pending in their records. Details regarding Ashoka's handling of academic misconduct can be found in the Academic Integrity Policy, which is available in the documents section associated with the Office of Academic Affairs on the my.ashoka.edu.in portal.

Graduation Policy

This policy briefly outlines the general requirements for students to graduate from Ashoka University, including requirements to be met to graduate on time, and then provides more specific regulations governing students who graduate late because they have either pending work to complete or because they have to meet other graduation requirements, such as the defence or submission of a thesis or a research project or the completion of a mandatory training in academic integrity.

General Graduation Requirements

1. Students must graduate in the semester in which they complete all their graduation requirements and they must be enrolled in that semester to graduate in it.
2. Students cannot graduate before the minimum period of enrolment as decided by the UGC.
3. The total time a student is enrolled at the University in a given programme must not exceed the maximum duration allowed for the completion of the graduation requirements associated with that programme as per UGC Guidelines.
4. Graduation requirements include, first and foremost, the completion of pending course work as per the programme requirements; but they may also include:
   a. the completion of work on a thesis or research project as per the programme requirements;
   b. the defence of a thesis or research project as per the programme requirements;
   c. the completion of a mandatory workshop concerning academic integrity as per the Academic Integrity Policy; and
   d. meeting other mandatory requirements as per applicable University regulations.

Late Graduates

The regular duration during which students are expected to complete their undergraduate degree at Ashoka University is three years for a 3-year degree programme, four years for a 4-year degree programme, and four years for a four-year degree programme with research. That said, in accordance with UGC regulations, a student must graduate within five years for a 3-year degree programme and within 6 years for a 4-year degree programme. Only in exceptional cases, the Vice-Chancellor may approve an extension to an additional year in either case.

UG students who need to continue beyond the third year to complete their degree requirements must have completed a minimum of 40 credits by the end of the 3rd year and 80 credits by the end of the fourth year. If they fail to meet this requirement, their student status stands revoked, and they must leave the university.

Office of Academic Affairs

The Office of Academic Affairs (OAA) will facilitate and assist with a whole range of academic functions, including:
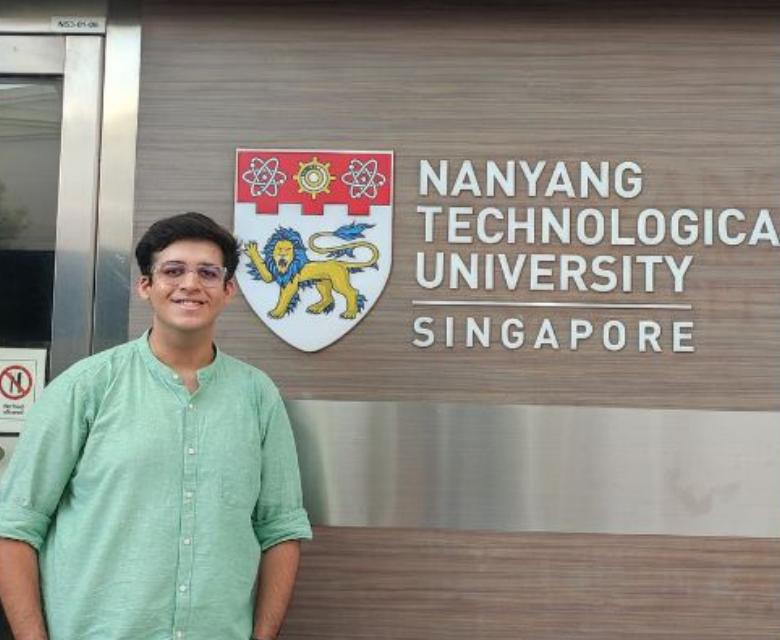
- course planning
- pre-registration and registration for classes
- class schedules and grade functions
- scheduling academic classes
- processing student requests relating to: Leave of Absence (LoA); early exit; withdrawal for exceptional reasons (WX); the updating of students' particulars, such as changes in their Major, Minor, or Concentration credentials; Incompletes, Independent Study Modules and Audits.
- the assignment of Mentors and Advisors
- degree check and graduation.

The OAA plays a pivotal role in advising students and in assisting them as they navigate their academic pathway towards completing their undergraduate degrees. For queries, students are welcome to walk in to the OAA office during office hours, fix an appointment or raise a ticket through the AMS portal.

Academic Societies

Ashoka University has many academic societies which are set up and managed by the students. These societies, as the names suggest, cater to specific academic interests and are mentored by faculty with expertise in that area. Every year, both the best academic society and the most enterprising academic society are awarded annual merit awards. All students may join an academic society (or more) by writing an email to the given email ID. The guidelines governing Academic Societies can be found in the documents section associated with the Office of Academic Affairs on the my.ashoka.edu.in portal.

Academic Society	Academic Mentor	Email
Ashoka University Economics Society	Anuradha Saha	econsoc@ashoka.edu.in
Ashoka History Society	Pratyay Nath	historysociety@ashoka.edu.in
Ashoka Media, Film and Communications Society	Vaiju Naravane	amfacs@ashoka.edu.in
Ashoka PPE Society	Sabyasachi Das (ECO)Danny Weltman (PHI)Matthew Baxter (POL)	ppesoc@ashoka.edu.in
Psychology Society	Madhavi Maganti	psychology.society@ashoka.edu.in
Ashoka Society forInternational Affairs	Ananya Sharma	asia@ashoka.edu.in
The Ashoka Biology Society	Imroze Khan	biosoc@ashoka.edu.in
Computer Science Society	Manu Awasthi	cs.society@ashoka.edu.in
Physics Society	Gautam Menon	physoc@ashoka.edu.in
Women in Computing Society	Debayan Gupta	wics@ashoka.edu.in
Ashoka Data Society	Amit Kumar Goyal	ads@ashoka.edu.in
Ashoka Society for International Trade and Foreign Policy	Nayan Chanda	asitfp@ashoka.edu.in
Chemistry Society	Sourav Pal	chemsoc@ashoka.edu.in
Ashoka Public Policy Society	Abhishek Rai	publicpolsoc@ashoka.edu.in
IEEE Ashoka Student Branch	Partha Pratim DasSudipta Tung	ieee.asb@ashoka.edu.in
Epigraph, Ashoka's Literary Society	Arunava Sinha	litsoc@ashoka.edu.in
Anthropology Society	Andrew Johnson	anthroposoc@ashoka.edu.in
Philosophy Society	Alex Watson	philsoc@ashoka.edu.in
Astronomy Society	Dipankar Bhattacharya	astronomysociety@ashoka.edu.in
Ashoka Political Science Society	Mohammad Khan	polsoc@ashoka.edu.in
Ashoka Women in Finance Society	Kanika Mahajan	womeninfinance@ashoka.edu.in
Ashoka Society for India Studies	S K Ritadhi	asis@ashoka.edu.in

GLOBAL EDUCATION & STRATEGIC PARTNERSHIPS

The Office of Global Education & Strategic Partnerships (GESP) provides a variety of opportunities for students to explore international programmes through study abroad, summer programmes, research internships and numerous enrichment programmes through the wide variety of partnerships that the university has with international schools. GESP comprises units on Global Mobility which oversees study abroad opportunities for students, the Desk for Graduate Studies that helps with the graduate studies information and application process and Partner Engagement through which the office engages with its international partners in diverse ways, which allows Ashoka faculty, students, and research fellows to gain an international exposure for their research and teaching, develop collaborative work together.

Explore New Interests	Gain International Perspective	Stand out to Universities and Employers
Get Transfer Credits	Intercultural Insight	Graduate Studies Pathways

Global Mobility

GESP Office provides extensive information, advising and mentorship to students who want to study abroad either in the summer or for a semester. Ashoka University encourages first years to start planning their international experience that may best suit their academic and personal growth. These international opportunities serve to further enhance the learning experience and allow students to take on new academic challenges. If a student wishes to explore study abroad, research, or other academic/enrichment endeavours, they can choose from a range of opportunities offered through Ashoka University's international partnerships and other schools globally.

There is an application process on AMS which requires pre-approval from academic advisors/Deans/heads of departments of their major/minor/concentration to select courses or programmes that are a good fit for student at Ashoka University. Credits for courses done at universities abroad can be transferred and must be approved before the programme begins. Please read carefully the UG Study Abroad Policy (to be found on MyAshoka under information & documents) that lays out the rules and regulations for credit transfer through a study abroad programme. For more information, contact: studyabroad@ashoka.edu.in

GESP hosts the Visiting Students Programme (VSP) wherein a number of students from international schools come to take courses at Ashoka in the summer and during the semesters. This opens up prospects for Ashoka students to study with international students, thus giving them an experience of global learning.

Graduate Studies Desk

Through this desk GESP organizes Graduate Studies information sessions, expert panels, workshops, one-to-one advising and insights into the graduate studies application process. Under the Graduate Admissions Preparatory Programme (GAPP) Special sessions are held to provide tips to strengthen graduate applications, write SOPs, request letters of recommendations (LORs) and information on various Masters and PhD programmes in India and abroad. It offers overall assistance with the graduate admission navigation process.
For more information, contact: graduate.studies@ashoka.edu.in

Internship Opportunity with GESP

GESP also offers many opportunities for UG students to work with the team in social media, communications, outreach, student advising, event management and more. Every academic year, positions are advertised through internal emails for Global Peer Advisor, Summer Ambassador, Media Interns and more.
For more information, contact: gesp.office@ashoka.edu.in

LIBRARY SERVICES

Welcome to HDFC Library @ Ashoka!

HDFC library will be your trusted partner in your academics and research pursuits. It strives to provide you with information resources required for your curriculum and beyond.

The new library offers a comfortable & conducive environment for studying and reference. This large facility (30,000 sq ft) is fully carpeted and provided with sound absorbers to ensure quiet reading. Spread across two floors in the AC 04 building, it offers different seating options, colour zones and modular seats. It is fully automated with self-check-in and check-out machines, catalogue searching kiosks, QR based registration systems, and hybrid (RFID/EM) gates.

When the academic sessions are in progress, the library is open 24 x 7, except for Friday nights (11 pm to 7 am next morning). However, during summer (June & July) the timings may be changed and will be intimated suitably. Every UG student can borrow up to three books for a period of two weeks at a time. Books can be renewed upto two times, provided it is not reserved by others. You will be required to carry the book you wish to renew at the library during renewals. Students may use the self-check in machines for borrowing, renewals and returns for easy and smooth transactions. Fines for late returns are charged at the rate of Rs. 10 per day per book. Reference and not for loan books are not to be issued but to be consulted in the library premises.

Bags, eatables and beverages (except water) are not allowed inside the library. Please note there are water dispensers on both floors. While you may relax a bit, you are not permitted to lie down or sleep in the library.

The library catalogue (OPAC) which is the gateway to search books, find your borrowings, track renewals, etc is available from the link <Koha.ashoka.edu.in >. Alternatively, you can access it through the Ashoka library portal or the touch screen kiosks in the library. Important services include lending books, inter library loans, reading, reference services, documents supply, plagiarism check, research support and remote access to a wide variety of online journals, books, e-databases & e-reference sources.

If any of the required documents (books, journal articles, theses, etc) are not available with the library, attempts will be made to get them from partner institutions and resource centres. Feel free to write to us at (library@ashoka.edu.in)

Library Portal (<library.ashoka.edu.in>)
We encourage you to visit this portal regularly and acquaint yourself with all our services, collections, rules and regulations, announcements and links to various resources and platforms.

e-Resources

Library has access to about 16000 e-Journals, about 3,40,000 e-books and an exhaustive collection of reference /research resources to support your learning and research activities. Please see below for the complete list of e- Resources. For e – Journals you have unlimited access and downloading privileges for the current year's content plus 10-20 years of back issues.

e-Newspapers
- The Financial Times *
- The New Yorker*
- The New York Times
- The Wall Street Journal*
- The Hindu
- The Indian Express
- Other Indian Newspapers* (Business Standard, Economic Times, Hindustan   Times & Times of India)

e-Magazines
- The Caravan*
- The Economist
- Economic and Political Weekly
- Foreign Policy
- Granta*
- Himal Magazine*
- The Ken*
- Marg Magazine*
- The Nation*
- News Laundry*
- Scientific American

e-Books
- EEBO: Early English Books Online (1,46,000+ Classics)
- ProQuest e- book Central Academic (1.95 lakhs+ e-books across all subjects)

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e-Journals
- The Art Journal
- CAA Reviews (Taylor & Francis)
- The Chronicle of Higher Education*
- The Chronicle of Philanthropy Journal*
- EMS – Groups, Geometry and Dynamics
- Elsevier Physics Reports
- Entrepreneurship theory and practice
- Harvard Business Review*
- Indian Journal of Gender Studies
- Journal of Business venturing
- Journal of Differential Geometry
- Khabar Lahariya Hatke
- MIT Sloan Management Review*
- MIT Technology Review*
- MSP – Mathematical Science Publishers
- Monthly Notice of the Royal Astronomical Society
- Nature
- New Scientist Journal
- Physics Reports
- Porn Studies Journal
- Sight and Sound
- Strategic Entrepreneurship Journal
- Transgender Studies quarterly

Databases of e-Journals
- ACM Digital Library (53 Journals, 12 Magazines, 1003 Proceedings)
- American Chemical Society (7 Journals)
- • American Institute of Physics (19 Journals)
- American Psychological Association-PsycArticle (106 Journals)
- American Physical Society (18 Journals)
- Cambridge University Press (263 Multidisciplinary journals)
- IEEE Computer Society Digital Library (41 Journals, 8630 Proceeding)
- Institute of Physics (71 Journals)
- Oxford University Press (262 Multidisciplinary journals)
- Project Muse (700+ Journals in humanities and social science)
- ProQuest Arts and Humanities (597 Journals)
- ProQuest Social science Premium (7837 Journals)
- Royal Society of Chemistry (19 Journals)
- Sage Journals (12 Journals in History, Economics and Sociology)
- Science Direct (106 Elsevier journals in economics, econometrics & statistics)
- Springer Nature (1400+ Multidisciplinary journals)
- Taylor and Francis (1050+ Multidisciplinary journals)
- Wiley online Library (400 Multidisciplinary journals)
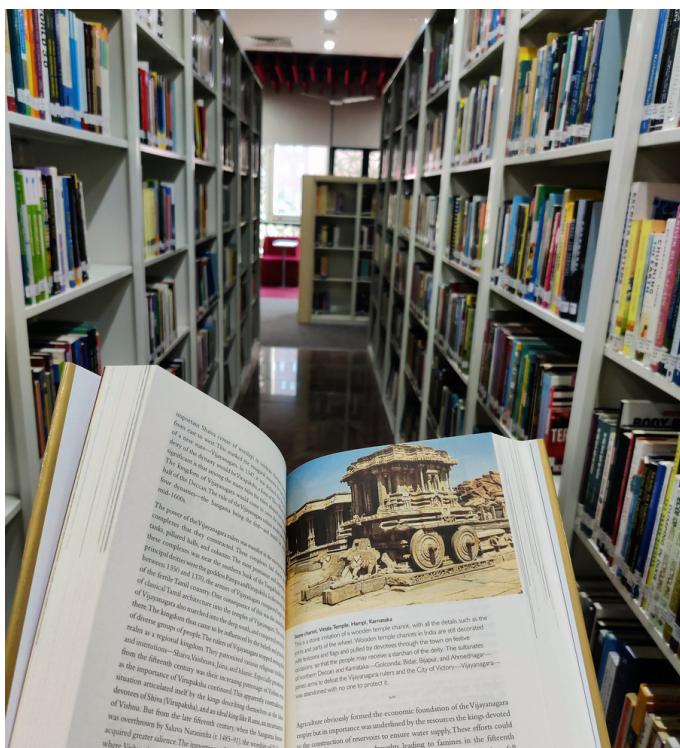
e-Reference Sources

- American Psychological Assn. – Psyc Therapy (560+ videos)
- Critical Collectives (Visual art in south Asia)
- EPWRF India Times Series (Economic indicators)
- Indiastat (Soci0-economic statistical data for India)
- House of Commons: British Parliamentary Papers (18th, 19th, & 20th Century papers & Content)
- J-Gate: Journals Discovery platform (57 million articles from 50k Journals)
- JSTOR (10 million Journal Articles)
- MathScinet (3,000 Journal Abstracst and Bibliographic Info.)
- Nexis Uni (15000+News, legal and Business Sources)
- Oxford English Dictionary (600,000 words)
- The Times of India Archives (From 1838 to 2012)
- Web of Science + Endnote (Web addition)

Single User / limited access: Visit library to access or write to library for specific articles, stories, or news items.

All the above-mentioned e-resources are available on our e–library portal and it is accessible by all students from anywhere, anytime, through any gadgets. Paste <https://elibrary.ashoka.edu.in/ user/login> on your browser and choose your Ashoka Email ID when prompted to proceed further. Save this link as a bookmark for instant access in future.

Please write to library@ashoka.edu.in for all your requirements, concerns and suggestions.

Printed Resources

We currently have about 68,000 print books and this quality collection is developed based on faculty recommendations and donations from reputed professionals, authors, civil servants, journalists and others. We also have a good collection of classics and rare books in English literature and history. There are about 30 print journals and eight newspapers on display on both floors and these are only for reading in the library premises.

STUDENT AFFAIRS

Student Life | Residence Life | Sports & Exercise

The Office of Student Affairs drives student experience outside the classroom. It is aimed towards making the university life of students enriching and well-rounded. Student Affairs cultivates and promotes student learning and development, with a strong commitment towards diversity, inclusion and mutual respect; physical and mental wellbeing; cultural enrichment and creating opportunities for student empowerment.

Vision

Student Affairs at Ashoka University envisions new learners, leaders, active global citizens and pioneers of change in its students. We aspire to create a new generation of student learners and leaders who are exposed to critical thinking, become effective communicators, pursue innovations, inculcate a spirit of community service and strive for excellence.

Mission

With a web of extracurricular programmes, Student Affairs works to strike a fine balance between keeping the students engaged in activities that are both fun and intellectually challenging. The Office practices an "open door" policy for students and actively addresses any issues, concerns, questions, and ideas from the student body. In its endeavour to promote responsible citizenship, the Office underscores and inculcates the values of responsible, ethical and civil exercise of rights and privileges. The Office strongly believes in the potential of the student body and in the diversity of thoughts and opinions from students, which are critical to building an institution of liberal education.

The Pillars of Student Affairs

Student Affairs at Ashoka University comprises Student Life Office, Residence Life Office and Sports & Exercise Office. Through these very significant and strong components that make up Student Affairs, the Office works towards creating a robust learning and living environment outside the classroom. Each of these branches occupies and crafts intellectually stimulating spaces in their own right. Be it the creative and extracurricular domain of Student Life; the active and invigorating space of the Sports fields; or the ingeniously curated Halls of Residence – each one provides scope and potential for harnessing their skills and talents in a wide sphere of learning. Welcome to this world, where the classroom goes far beyond the walls of physical space; where learning takes place under the bright blue Sonepat skies; where learning takes place within the spaces we reside in; where learning takes place on the sports fields; where learning takes place at music and dance studios and in the art room; where learning takes place amidst the greens and soil at the kitchen garden right next to the Residence Halls! Where learning has no boundaries but only waits for us to create our own and more!

Marquee Events

Student Excellence Awards

The Student Excellence Awards are guided by the spirit of recognising hard work of all our students in extracurricular spaces. We believe that excellence is achieved by inclusion and not exclusion by way of ranking. The awards are rooted in the philosophy of recognizing merit in every person, who by way of stepping out of their comfort space and pushing boundaries, have been able to contribute towards an enriching and inspiring campus experience for all. The broad spectrum of categories and subcategories for the awards (outlined in the policy) is intended to create a plateau instead of a peak of achievements.

The Series - Trailing Passions and Life Journeys

'Living the dream' is a common phrase we all wish we could apply to our lives. All of us strive to achieve our dreams, but until we get there we continue to wonder what it is like to do what we love and succeed at it. Hearing stories from such individuals is often motivation enough to keep on the path to our dreams. The Series is an endeavour where one will bear witness to the stories and experiences of individuals who had the good fortune of excelling at their passions. Having lived their dreams, the stories may just nudge you toward the path to yours.

STUDENT LIFE

The Student Life Office drives the extra-curricular engagements, and student development programmes of the University which range from creative and performative arts, leadership and training opportunities, experiential learning, volunteering opportunities, driving student-led programmes and more. By championing, guiding and encouraging student organisations, clubs and societies, initiatives and events, the Office promotes maximum student participation and involvement in campus life. Through its various programmes and activities, the Office strives to provide students with the best of opportunities.

The various programmes and initiatives of the Office aim to help students appreciate the intricate connection between human life and its socio-cultural fabric, thus enriching student relationships between each other and the world around them.

Student Life Activities Board (SLAB)
The Student Life Activities Board is a unit of the Student Life Office, consisting of SLAB Coordinator (Representative from the Student Life Office), SLAB Mentors and SLAB Volunteers (Students) who are responsible for shaping the students' cultural experience at Ashoka University. The board aims to create opportunities for students to become leaders/mentors for students and student groups to organise successful cultural events, brainstorm various other extra curricular initiatives and help each student to navigate non-academic life at Ashoka University.

This year's SLAB Mentors are:
- Aadarsh Kumar (UG 24)
- Dhritvan Alva (UG 24)
- Vandana Yadav (UG 25)

They can be reached out at: ***slab.studentlife@ashoka.edu.in***

# Get Involved, Hone Your Passion and Create
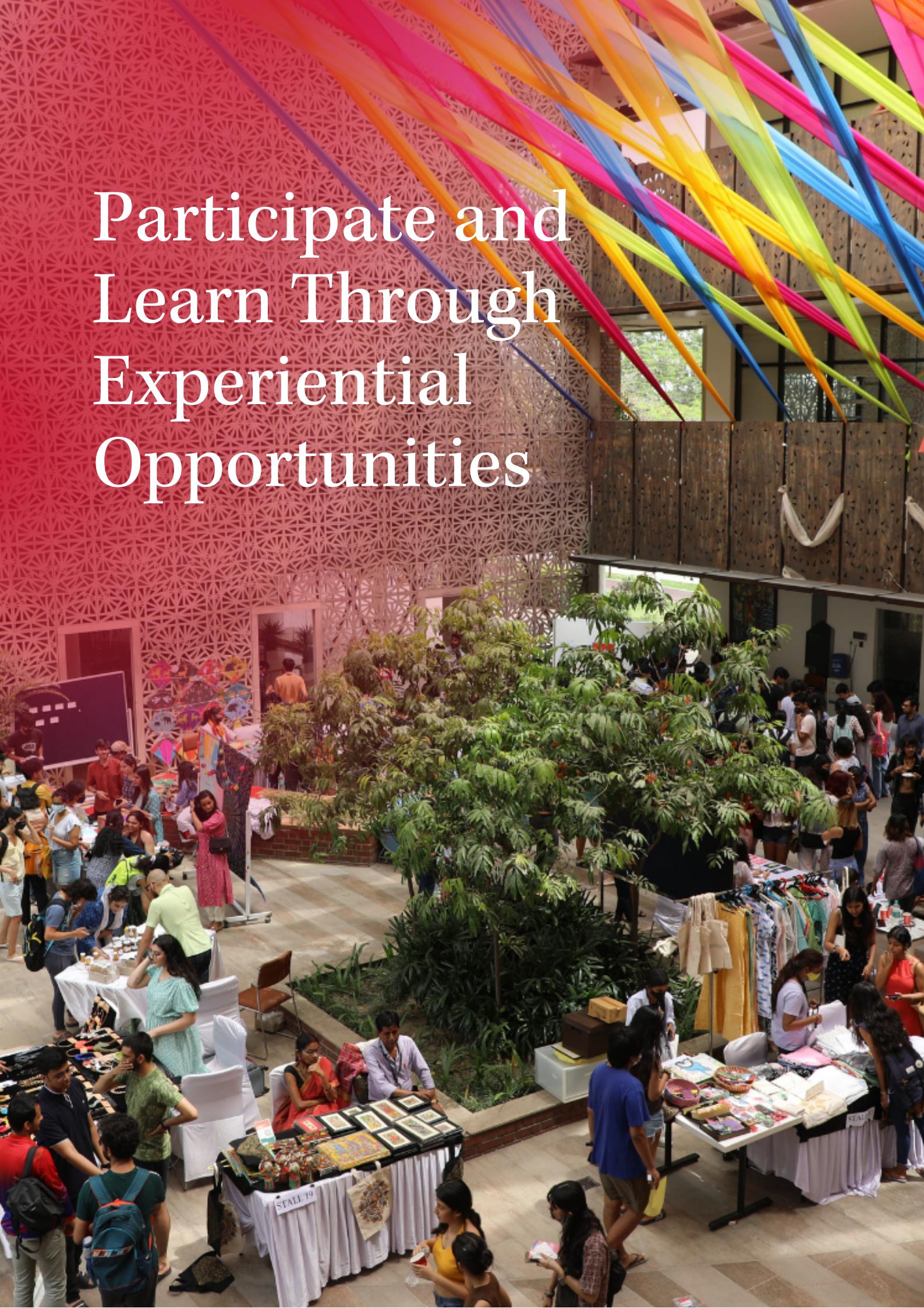
At Ashoka University, when not occupied with academics, students will find themselves immersed in pursuing their hobbies and interests through clubs and societies! These give students an ocean of opportunities to contribute and enrich their campus experience culturally and intellectually. Ranging from music, dance and gaming to community engagement, language, creative writing, photography, culinary and much more, students may choose from amongst the array of 37 existing clubs and societies functioning on campus, and also initiate their own! Students may refer to the clubs and societies directory at the end of this Handbook.

A 'Club' is a focused group working towards a specific field of interest. A 'Society' is an umbrella organisation which has under it two or more clubs. These clubs have diverse interests and pursuits with a common objective and focal interest area that affiliates them to a single domain and binds them together. Club formation entails a proposal submission based on the guidelines released by the Office and subsequent grant of approval by the Office. An initiative that is completely student-led and driven, the inception of a club is an outcome of intense deliberations by students, through a process that demands rigour and precision akin to research. Each approved club/society should be able to "lead out" and "reach out" in order to contribute meaningfully toward creating a diverse and vibrant campus culture.

The Clubs get ample opportunity to showcase their talents through annual traditions created by the Office such as Jashn-e-Jazba (a platform for clubs to provide a sneak-peak into what they do); Annual Production Fortnight (a year end mega-event) where clubs bring to the fore their creative work that the year's hard work and passion have culminated with; Clubs and Societies Fair, interuniversity events and other regular activities. They are, therefore, expected to be very proactive on community programming so as to sustain their "active" status. All approved clubs/societies are evaluated through an appraisal process carried out by the Student Life Office. Every approved club/society is also allotted a seed budget, which may be earned through a system of grants. The Student Life Office wants our clubs and societies to be able to hone their passions and also excel in them. We are committed to providing full support and encouragement to them through mentorship, training, infrastructure and financial support.

Participate and Learn Through Experiential Opportunities

Safarnama

'Safarnama' is an initiative that aims to provide an opportunity to Ashokans to explore Delhi, Haryana as well as other cities: their art, music, theatre, cuisines, monuments and much more! All of us have our own unique experiences of each city and it means different things to different people. Safarnama seeks to give every explorer their own special reasons to explore these cities.

As a city with diverse pasts, Delhi has not only seen the rise and fall of great empires but has also been at the heart of the nation-building process in independent India. This city with its distinct historical past and rich cultural heritage is an interesting amalgamation of modernity and tradition, past and present, old and new, local and global. Safarnama aims to capture this unique juxtaposition of Delhi, through the various tours that will be conducted under its ambit. Each tour aims to explore Delhi through a distinct lens; its historical monuments, its rich heritage, its flora and fauna, its mouth-watering cuisines, its bustling markets and the way in which Delhi is lived by its inhabitants, every single day.

Some of the tours that have been conducted so far from campus include: 'Trees of Delhi' by environmentalist Pradip Krishen, Food Walk in Chandni Chowk with Sohail Hashmi, 'Birds of Delhi' in Okhla Bird Sanctuary & Sultanpur National Park, Museums of Delhi, Exploring 'Mini-Bengal' of Delhi, 'Quila-e-Kuhna' mosque at Purana Quila, 'Surajkund Mela', 'Dilli Haat', a walk at Mehrauli Archaeological Park and a 'Walk with Djinns of Delhi' in the ruins of Ferozeshah Kotla Fort. Special outstation trips to Mahmudabad Fort to experience decadent cuisines and ceremonies have also been organised.

Haats

Ashoka University, located in Sonepat Haryana organises a cultural expansion event in the form of a 'Haat', to acquaint our multicultural students hailing from diverse backgrounds, with experiences and realities of local Haryanvi cultural heritage. Educative, informative and interactive; these 'Haats' aim to indulge students and staff in a cultural and social evolvement blending them with the Haryanvi heritage by showcasing artisans, food stalls, craftsmanship etc. From the durry workers of Panipat to artisans of the Khadi Ashram, the famous Pyaarelal Pedawala to the signature jalebis of Maturam Halwai, from our potters of Asawarpur to beautiful bangles from the chudiwali, it is a platform for students to witness, the indigenous spirit of Haryana. The 'Haat' encourages hands-on interaction between the local artisans and the students, to build a mutual relationship and appreciate the Haryanvi heritage and also participate in making the artefacts by themselves.

Baithaks

This programme has been conceptualised and envisioned to create a non-stage forum, centered on performing arts and conversations that intend to engage, listen and speak with the audience. With this format, Baithak aims to bridge the insurmountable divide between the audience and the performer. The Baithaks range from beginning a dialogue on relevant issues around us, to simply soaking in the creative churning of an art form such as poetry, dance, theater, storytelling etc. The programme was launched in the year 2018 and has organised multiple Baithaks since then including but not limited to Kathak Mehfil by Ishwari Despande, 'Love Expressed....' by Dilip Shankar and Mandakini Goswami, 'Sattriya Bela' by the Majuli Monks of Assam, 'Ek Baar Ki Baat Hai' by 'Jashn - e - Qalam', Vilasini Natyam by Purvadhanashree and Leather puppetry by B. Muthuchandran. Volunteer, Work and Give Back The Student Life Office has a few other channels too for student contribution and participation. The Office recruits volunteers throughout the year for the entire gamut of the programmes that it does. It is for students to choose their area of interest and they will be on board for this creative journey! Paid internship opportunities are floated to students, who wish to work on certain projects of the Office. These are opportunities for students to create traditions and concepts based on novel ideas that they might bring to the table. The Office has also recruited student entrepreneurs and programmers, to create certain tools towards technical sophistication in functioning. These are some, but not all the opportunities that students might find throughout their "student life" at Ashoka University.

Enjoy&
Enrich

At Ashoka University, "Education" is not confined to degrees and grades! Learning – that is marked by quality and depth of knowledge – is part of the accomplishment, which adds excellence to the education here. Awareness of and engagement with different kinds of art and cultural activities gives one a complete picture of the world around, and more importantly, a complete understanding of one's own self. Some of the stalwarts of their fields and disciplines whom the community have witnessed on Campus so far, include - Pandit Vishwa Mohan Bhatt, environmentalist Pradip Krishen's "Wild Tours" with students, exploration of issues around gender through movement art with danseuse Mirra Arun, Dhrupad by maestro Padma Shri Ustad Wasifuddin Dagar, Thumris by Padma Shri Shubha Mudgal, Kathak recital by Padma Shri Shovana Narayan, pottery workshop by an indigenous artisan from the neighbouring village, music concert by Rabbi Shergil, Solo Theatre performance by Anant Dayal, "Partition Project" by Sonam Kalra, Sufi music by the Niyazi Brothers, "Women on Record" by Vidya Shah, folk traditions by the Manganiyars from Rajasthan, Bhapang by Jumma Yogi Khan, Pandvani by Padma Vibhushan Teejan Bai, Raagini: Haryanvi Kissagoi, Dastan-e-Goi, dance maestros Leela Samson and Justin McCarthy (also a faculty member)– and many more! Expect to be exposed to a myriad of cultural forms ranging from folk to classical to fusion. Not only this, but the Office also programs various creative workshops such as recycling, survival cooking, photography, pottery, gardening etc.

Through such a vibrant and syncretic programme palette, the Office aspires to bring a synergy of cultures, traditions, experiences and opportunities to the student's doorstep; thus, making these precious years of their University life memorable with moments of awakening new sensibilities and taste.

Get Supported

As students at Ashoka University, individuals will be encouraged to initiate their own projects and/or participate in the wide range of extra-curricular activities buzzing on campus. Be it running a club, working as an elected member of the Student Government, taking along a diverse team, in short, simply being a dynamic student in all spheres of their "student life" at Ashoka University – the Office will help them to effectively carry out the various responsibilities and projects that they undertake. With a variety of sessions conducted throughout the year, here is a glimpse into what these largely entail.

Workshops, Lecture-Demonstrations and Guest Sessions
A basket of multifarious workshops, demonstrative sessions, and talks by experts – these sessions are meant to stimulate creative interests and unravel the artist in each student. These sessions cater to a gamut of disciplines and art forms – some often used as media to discover and appreciate issues of socio-political relevance, thus, harnessing not only the artist in them but helping them develop into conscientious, aware and mindful citizens.

Club and Society Mentorship Programme Training and support that is ongoing through the year, the leadership and members of approved clubs and societies interact and meet with the mentors from the Office on a regular basis. The meetings are used to pilot planning of club/society activities, brainstorming and troubleshooting, thus creating an active and vibrant culture on Campus.

Office Hours
Members of the Student Life Office are available to meet and interact with our students. Be it a conversation or thought students wish to share, an initiative students wish to propose, a problem students wish to seek assistance for or anything else that students wish to have a patient hearing for... the office members are all ears! The Office has a systematic procedure for booking appointments with anyone that students wish to meet. The Office looks forward to having students visit them over the course of their academic years at Ashoka University.
Townhalls

The Student Life Office convenes townhalls every quarter of the academic year for regular and effective communication with all clubs and societies. These townhalls are open to all bonafide students of Ashoka University.

Creative Spaces
The Student Life Office also brings to students a host of physical spaces for a variety of creative pursuits. While a fully equipped and functional Music Studio will help students record and produce their own music, the Art Room will allow students to chase their artistic pursuits. The Music Room hones a host of musicians, vocal and instrumental alike. The Student Commons is a space that has been thoughtfully curated for the purpose of study, discussion, public speaking, student meetings and debates. It is an expanse that has been creatively thought out in terms of placement, design and interiors, to allow for the various intellectually and creatively stimulating activities that students can pursue in their learning, outside the classroom.

CLUBS AND SOCIETIES

Abhinaya | dancesociety@ashoka.edu.in | 2014
Faculty Advisor : Justin McCarthy, Abhinaya Penneswaran

The aim of the club is to establish and create a more sustainable and steady dance environment on the Ashoka campus, which includes goals like representing Ashoka in various college fests, expanding the team and holding dance events, workshops and classes on campus.

Art and Design Collective | 2021
Faculty Advisor: Rakhi Peswani

The Art & Design Collective is a community for artists and designers, or anyone interested in learning about them. We're looking to establish a space for students at Ashoka to connect, collaborate, and learn from one another about art and design. We plan to host activities, interactive sessions, spotlight Ashokan and non-Ashokan artists, and more. We will be sharing weekly design inspiration and hosting workshops for our members.

Ashoka Consulting Club | consulting@ashoka.edu.in | 2017
Faculty Advisor : Venkat Eshwara

The club aims to bring together bright and dedicated students from diverse majors, in order to develop a problem-solving mindset, compete in case study competitions, crack consulting interviews and hone skills like structured thinking, logical reasoning and communicating effectively.

Ashoka Debating Union | debating@ashoka.edu.in | 2015
Faculty Advisor : Kaustav Chakrabarti

The Club aims to create a culture of organised debating at Ashoka and beyond.

Ashoka Farm Fresh: the Kitchen Gardening Club | farmfresh@ashoka.edu.in | 2018
Faculty Advisor : Samantha Samson

The aim of the club is to actively grow organic vegetables and host events to distribute the produce on campus.

Ashoka Investments Club | investmentsclub@ashoka.edu.in | 2017
Faculty Advisor : Priyank Narayan

The club comprises finance enthusiasts who aim to foster fundamental skills in the domain of investment management and finance through company analysis, stock presentations, and industry expert meetings and job mentoring.

Ashoka MUN | ashoka.mun@ashoka.edu.in | 2018
Faculty Advisor : Ananya Sharma

The aim of Ashoka MUN is to propagate a Model United Nations culture on campus by taking part in simulated UN conferences in various educational institutions
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Ashoka University International Students Association (AUISA) | auisa@ashoka.edu.in | 2016
Faculty Advisor : TBD

The aim of the club is to enhance the liberal arts experience for all students by promoting multicultural learning and global engagement. Work towards the welfare of students who cross international borders to be at Ashoka. Foster a sense of community, especially with our host country, in the spirit of inclusivity.

**Ashoka University Queer Collective |
auqc@ashoka.edu.in | 2018**
Faculty Advisor : Bittu

The club aims to foster community
engagement and facilitate conversations
about gender and sexuality, all the while
ensuring that queerness is celebrated. The
aim is both solidarity and visibility for and
amongst the Queers who live on campus,
especially the ones for whom the socio-
cultural impacts of homophobia have
been massive. The goals include but are
not limited to integration of new
Ashokans, sensitization about queer
identities, active engagement with the
slippery slopes of sexuality and peer
support for queers on campus.

**Ashoka Women in Business &
Leadership | awibnl@ashoka.edu.in |
2021**
Faculty Advisor : Shanti Srivastava

The club aims to build a forum through
which driven young women gain concrete
skills and applicable advice and join a
network of peers and professionals who
can guide them throughout their careers.
Through our initiatives, we plan on
providing a platform for business inclined
women to brainstorm, discuss and ideate
by fostering meaningful mentorships for
women and thus building a community of
women leaders across industries and
academic domains.

**Caperture | caperture@ashoka.edu.in |
2017**
Faculty Advisor : Arish Azmat

The club aims to create and fuel an
enriching culture of photography at
Ashoka.

**Eeshto: The Board Gaming Society |
eeshto@ashoka.edu.in | 2018**
Faculty Advisor : Debayan Gupta

The club aims to develop a board gaming
culture on campus, which facilitates
learning various subjects through board
games.

**Enactus, Ashoka University |
enactus@ashoka.edu.in | 2017**
Faculty Advisor : Ankur Sarin

An international non-profit
organisation, which provides students
with the opportunity to engage in
community development projects. Aims
to create and establish sustainable
business projects to generate effective
employment opportunities, uproot
prevalent social issues and contribute
toward the Sustainable Development
Goals.

**Hallyu : Korean Cultural Club |
hallyu@ashoka.edu.in | 2020**
Faculty Advisor : Debayan Gupta

Our very own in-house club for all fans
and non-fans of all things (South)
Korean. Be it music, dance, shows,
fashion, the language, or just about
anything, you'll have a place in this club
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**Her Campus Ashoka |
hcashoka@ashoka.edu.in | 2017**
*Faculty Advisors : Saman Waheed , Sreya
Roy Chowdhury*

A worldwide college journal for
students, especially women, that is
essentially a guide to college life.

**Hindvi | hindiurdu@ashoka.edu.in |
2017**
Faculty Advisor : Abir Bazaz

The club aims to foster and advance the
culture of the Hindustani language and
its art, literature, music and heritage on
campus through open meetings, events
and other forms of engagement.

**Kalinga magazine |
kalinga@ashoka.edu.in | 2018**
Faculty Advisor : Shamini Kothari

A humour/satire magazine,
commenting on all the little banalities of
life on campus.

Kintsugi | kintsugi@ashoka.edu.in | 2018
*Faculty Advisor : Dipanjan Ray ,
Rama Akondy*

The vision of the club is to create and sustain a peer-led on-campus engagement with topics of mental health, thereby building an environment that espouses a balanced and healthy lifestyle at Ashoka. The goals are threefold – raising awareness about issues surrounding mental health, enabling peers to facilitate support, and providing a space to release stress – all in order to foster a healthier community at Ashoka.

Lang-up | langup@ashoka.edu.in | 2020
Faculty Advisor : Alexander Phillips

A community for all language learning enthusiasts to come together to learn new languages and enhance already known ones by developing a culture of peer-oriented learning.

Mad Batter: The Baking Club | madbatter@ashoka.edu.in | 2018
Faculty Advisor : Jonathan Gill Harris, Madhavi Menon

Popularise the baking culture on campus, develop various skills in relation to the art of baking and to hone people's talents in order to provide a platform for people to share their passion for baking.

Navrang | filmsoc@ashoka.edu.in | 2016
Faculty Advisor : Abir Bazaz

Promote a culture of making, understanding and appreciating films on campus by providing opportunities for the student body to engage with a vast array of films through weekly screenings, and numerous collaborations with academic and non-academic societies, discussions, talks and workshops. Also, engage with the student body through the launching of multiple filmmaking projects that everyone can take part in.

Neev | neev@ashoka.edu.in | 2014
Faculty Advisor : Bittu

A community engagement club run by students at Ashoka University. The emphasis on 'engagement' and not 'service' is deliberate: any interaction with the community in which Ashoka is located is to be collaborative and is to strive for creating a space for engagement between Ashoka and its immediate surroundings.

Odyssey | odyssey@ashoka.edu.in | 2018
Faculty Advisor : Vikas Antil

Provide a holistic view and knowledge of the world to the students through trips, excursions, treks as well as events, and talks. Engage in responsible traveling and learn about the history, geography, and sociology of the places and their people. Houses – Himgiri and Club Atlas

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Orators – Public Speaking Club | orators@ashoka.edu.in | 2020
Faculty Advisor : Justin Mccarthy

Aims to foster public speaking skills amongst the students of Ashoka and provide them a safe space to practice and learn through valuable feedback. Peer mentoring is a crucial aspect of the club. We aim to become better public speakers and grow as a community.

Pawsitive | pawsitive@ashoka.edu.in | 2018
Faculty Advisor : Danny Weltman

Actively engage with the animals living outside the campus and work for their welfare. Strive to create a culture on campus where human beings are at the least comfortable around them and can experience the unconditional love every animal brings with him/her.

Red Brick Words | poetry@ashoka.edu.in | 2015
Faculty Advisor : TBD

Provide a platform at Ashoka where students explore and appreciate spoken word poetry, are encouraged to write in various forms and learn how to translate it into performance. Aim for writers to develop their craft and understand the importance of feedback and revision in order to create effective pieces of both written and performance art.

Ruhi | ruhi@ashoka.edu.in | 2017
Faculty Advisor : Aanchal Gupta

The club aims to teach English to the support staff on campus so that they realize their full potential. The club also envisions to interact with the support staff and form a deep bond with the student body, who they tirelessly take care of.

Siyahi | art.society@ashoka.edu.in | 2016
Faculty Advisor : Neeraj Kumar

Expand art culture on campus through various events accessible to everyone, multi-modal art installations, and collaborations with other clubs and societies.

The Anime Club | anime@ashoka.edu.in | 2016
Faculty Advisor : Abir Bazaz

Bring together a community of Ashokans who enjoy and/or are curious about Japanese animation, known as 'anime'. Foster a space to appreciate all kinds of anime and anime-inspired works created by famous names and independent creators alike: from feature films to television shows and specials.

The Comic Relief | thecomicrelief@ashoka.edu.in | 2017
Faculty Advisor : Tatyana Kostochka

Provide comic relief to any and all Ashokans who want to unwind and have a stress-free time after in the midst of intensive academics, heated discussions and charged debates.

The Feminist Collective | feministcollective@ashoka.edu.in | 2018
Faculty Advisor : Bittu

Facilitate discussions on feminism and gender on campus, create a safe space for people to talk freely, share experiences, and foster a sense of solidarity. This is to be operationalised by holding creative events that generate awareness about sexism and the various intersectionalities of the Indian feminist movement.

The Green Room | theatresociety@ashoka.edu.in | 2021
Faculty Advisor : Vivek Narayan

Our mission is to promote a culture of inclusive and experimental variety of theater on campus, keeping in mind Ashoka's socio-cultural diversity. We hope to produce original stories inspired by a distinctive plethora of cultures, geographies and art forms. We aim at sharing entertaining and educational stories with the Ashokan community as well as representing Ashoka in theatre competitions beyond the campus.

The Northeast Collective | northeastcollective@ashoka.edu.in | 2020
Faculty Advisor : Swargjyoti Gohain

The club aims to provide a space for members of the Ashoka community who are from the Northeast or have roots there. We organize events to promote appreciation of the culture, history, and diversity of the region, and spread awareness about the socio-political realities of various parts of the Northeast.

The Rotaract Club | rotaract@ashoka.edu.in | 2015
Faculty Advisor : Ekanto Ghosh

The Rotaract Club works towards serving the community and promoting stronger relations between people from all over the country and the world, while developing professional and leadership skills.

Vistaar | vistaar@ashoka.edu.in | 2015
Faculty Advisor : Vikas Sahni

The club aims to create an inclusive, collaborative and accessible community for music, regardless of one's interests or skill levels. The objective is to foster growth - musical, professional and personal - for everyone involved in the process. Aim to consistently facilitate access to musical avenues, inspire creativity, and foster a sense of community, while being rooted in ideals of professionalism, meticulousness and a people-centric work environment.

Khayaal | filmmakingclub@ashoka.edu.in | 2022
Faculty Advisor : A K Ranjit

Khayal has come into existence with the purpose of creating a culture that makes people not only enjoy movies as final products but also allows them to undergo the enriching experience of creating films, enjoying the entire process of filmmaking, appreciating the efforts that go into making a movie, as well as analyzing, critiquing and appreciating films that we see as audiences and filmmakers

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Sustainable Development Goals | ausdg@ashoka.edu.in | 2022
Faculty Advisor : Dr.Rajni Kaushik

The Society for Sustainable Development Goals seeks to foster academic conversations around sustainability and sustainable practices around the world with a focus on each of the UN-SDGs through events, workshops, talks, and projects that enable the student body to brainstorm ideas that can be implemented on campus.

RESIDENCE LIFE

Residence Life at Ashoka University welcomes students to a community of diverse and talented scholars, residing in a close-knit and dynamic learning environment. The Residence Life Office is dedicated to creating a safe and vibrant residential experience for students on Campus. The fundamental role and responsibility of students in this regard are to familiarise themselves with Ashoka University Residence Life Policies. As members of a residential community, students are expected to uphold a high standard of character and take responsible ownership of their actions within campus premises. Please be aware that as the campus culture grows and develops in the coming years, all policies may be reviewed, revised and updated. We look forward to the civil and congenial participation of students in the Residence Life experience on campus.

Who's Who in Residence Life
 The Residence Life Office is managed through the efforts of a robust team of staff. The descriptions of their position are as below:

The Residence Life Office is led and overseen by the Associate Director who is responsible for maintaining discipline alongside, providing pastoral care and support within the Halls of Residence. The efforts of the Associate Director are supported by the dynamic programme and executive teams. The program team comprises Deputy Director and Assistant Director. The executive team consists of the Senior Wardens, Wardens, and Assistants. Together, they are all responsible for providing an inclusive, safe, positive, and comfortable residential experience to students.

Each residential building is staffed by at least one executive team member from the Residence Life Office. Their primary role is to manage the student check-in and check-out process, respond to emergencies and disciplinary infractions, manage building infrastructure, coordinate in-hall housekeeping, and maintenance staff, and conduct business necessary to the well-being of the student community. Concerns about Residence Life policies, sources of conflict in the hall, conduct, infractions, or building infrastructure should be reported first to the Warden, before reaching out to the Associate Director.

Room and Roommate
At the beginning of the academic year, room allotment is made on a twin-sharing basis for the entire academic year as per the building-level assignments approved by the University. For emergency preparedness, the University needs to know the room assignment of each student living in campus housing. Students therefore may not change rooms or roommates without official authorisation.

Students are responsible for keeping their rooms in good order and condition throughout their residency in order to comply with residential codes as well as to minimize deterioration of the facility.

It is prohibited to alter any campus property (such as removing furniture from the room) issued to a student as part of their housing. Painting, applying decals, and otherwise cosmetically altering the furnishings are not permitted. Defacing walls, doors, and common areas with any write-ups, sketches and drawings are strictly prohibited, and those found in violation will be liable for disciplinary action. Rooms will be assessed before check-in and after check-out to tabulate alterations, losses or damages. Any costs incurred for the purposes of repair or replacement will be billed to the student's account.

Roommates are decided by the University with the help of relevant information provided by the students themselves through the Roommate Matching Form for incoming students. Returning students are allowed to choose their preferred roommates by indicating the same in the Roommate Preference Form shared by the Residence Life Office at the beginning of each academic year. All students are expected to room with students from within their own batch. If a student ceases to have a roommate at the beginning of or during the academic year, Residence Life Office reserves the right to assign another student with prior notification to the student concerned.

All students are expected to collect, fill out and submit the Roommate Agreement Form to the RA at the beginning of every academic year to best address possible sources of conflict later. A single occupancy room can never be made available for a student(s) to resolve a roommate conflict.

Resident Rights
As a stressful living environment can affect a student's academic performance and emotional well-being, Ashoka University is committed to ensuring that certain basic rights and duties are binding upon all students. These are -
1. The right to privacy
2. The right to free and uninhibited access to the allotted room at all times
3. The right to have the roommate and/or peers respect personal belongings
4. The right to study and sleep peacefully in the allotted room, free from any undue interference or hindrance from the roommate and/or peers
5. The right to be asked/consulted with and to grant/deny permission for having 4 peers invited over in the allotted room
6. The right to a hygienic and clean living environment
7. The right to free and uninhibited access to common spaces at all times
8. The right to be treated as equal without fear of harassment, intimidation, bullying, and physical and/or emotional harm
9. The right to discuss and resolve disagreements or conflicts in a respectful, civil, and open manner

Any violation of the above-stated rights can be reported to the concerned authorities for further action

RESIDENCE HALL 04

Moving-In and Moving-Out of the Residence
To help students transition into and out of their residence, here is a step-by-step movement guide for the academic year 2023-2024:

Moving In	Moving Out
Reach Campus* (26-27 August 2023)	Inform the Warden of the check-out time at least 24 hours before departure
Shift belongings to their room Procure their room key	Vacate their room before their checkout time - all belongings removed, floortidied up, waste bin emptied
Complete all steps and procedures ofregistration	Handover your keys to the warden at least 04 hours before departure.
Gate Pass	The warden will issue an online gate pass once all the check-out formalities are completed. Take exit from the main gate by punching out through the ID card.

* Subject to change based on approval of the competent authority

While the allotted Residence Hall room will be retained by the resident students at the end of the Monsoon semester, rooms must be completely vacated at the end of the respective academic year/programme. All the students are required to complete all formalities of checking out of the Residence Hall room at the end of the Spring Semester/Academic Programme. Failure of the same will amount to a fine payable by the student. No student will be allowed to check out on behalf of any of their peers unless approved by the competent authority.

Upon checking out at the end of the spring semester/academic programme, student(s) leaving behind any trash in their Residence Hall room or outside their room in the floor corridor, will be charged a clearing and cleaning fine. All students overstaying beyond the designated check-out date, without due notification and approval, will be charged a fine. Students attending Summer Semester, pursuing an internship with Ashoka University etc. must apply for Summer Housing accordingly.

Keys

Students will be issued keys to their allotted room including keys for the wardrobe and desk drawers at the beginning of the academic year. They will be responsible for keeping their keys safe as the University is not liable for losses/damages sustained to personal belongings because they lend their keys to another individual(s). The University takes no responsibility for the safety of personal items and belongings on or off campus.

Possession and/or misuse of keys belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action. Replacing, exchanging, or otherwise tampering with room/wardrobe door handles and locks is prohibited. Students are not allowed to leave their keys in their room or entrust their keys with their peers at the end of the academic year. They are expected to complete the check-out process, including returning the keys, themselves.

Ashoka ID Card

Incoming students are issued University ID Cards (HID enabled) by the Residence Life Office during the check-in process. If the ID card is lost, the student should immediately alert the Residence Life Office so that the card can be deactivated to prevent any misuse. Possession and/or misuse of ID cards belonging to other students is strictly prohibited and those found in violation will be liable for disciplinary action.

Students must carry their University issued ID cards at all times and produce it on demand by the security staff or any other authorised personnel. Failure to produce the ID card on demand may be treated as an act of misconduct if satisfactory reasons are not provided upon further enquiry. During the Exit Clearance process from the University, due to withdrawal from/completion of their academic programme, the students must surrender their ID card back to the Residence Life Office.

Common Area Conduct

The common rooms shall be open to students at all times subject to maintenance schedule and space bookings. Students are strictly prohibited from monopolising the common areas. Sleeping in the common rooms and shifting furniture or removing it from a designated area to change the interiors of the common rooms fundamentally is not permitted. Access to non-residential spaces (e.g. attics, mechanical rooms, equipment rooms, roofs) is restricted to authorized university personnel.

Playing games in the hallway, obstructing high-traffic areas (such as doorways, hallways, stairwells) directly and/or through decorations/displays, and all forms of vandalism including but not limited to tampering with emergency signage/response materials (fire extinguishing facilities, exit signs) is strictly prohibited. Upon any damage or loss to University property in common areas including but not limited to the lounge, floors, corridors, washrooms and reading rooms, costs incurred for the purposes of repair or replacement will be billed to the student(s) found responsible.

Quiet Hours

In an effort to encourage a comfortable studying and resting environment for all students, Quiet Hours on the entire campus, including the Residence Halls, are to be observed between 01:00 am to 07:00 am every day. However, the students are expected to observe the courtesy hours.
During Quiet Hours, students are expected to refrain from playing music or creating loud noise in the Residence Hall rooms, washrooms, hallways etc. Even at all other times, students are expected to not cause disturbance to other members of the Ashoka community. Students moving out of the University campus to adjoining village areas and institutions must ensure that they do not create any disturbance that will inconvenience the residents of the neighbourhood.

Fire Safety Guidelines
Using personal electronic appliances such as kettles, coffee makers, induction/hot plates, microwaves, minifridges/refrigerators, irons, heaters, immersion rods, etc. inside Residence Hall rooms is prohibited. Do not leave an open flame (diyas, incense, etc.) unattended in the rooms. Do not tamper with the plumbing or electrical wiring in the Residence Halls.

It is against the law and university regulations to set off a false fire alarm or tamper with any fire equipment such as fire extinguishers, smoke detectors, or fire sprinklers. Tampering includes, but is not limited to the following actions: obstructing equipment in any way, covering or hanging objects from the equipment (e.g., smoke detectors, fire sprinkler pipes etc.)

The University will conduct regular evacuation and safety drills for adequate disaster preparedness on campus. On the occasion that the fire alarm is activated, please follow all standard emergency procedures to vacate the premises. Assembly points are located outside of the Residence Halls, near the perimeter wall of the campus.

Entry-Exit Procedures
Student entry into and exit out of campus will be registered and enabled through the digital systems installed at the Gate. In situations wherein the system goes out of order, students are expected to enter/exit campus after manual entry in the registers provided. The University reserves all rights to regulate the movement of the students in and out of campus keeping the safety and security of the community in mind. Failure to adhere to these protocols shall have disciplinary consequences. The University will not be held accountable for the well-being of students who leave campus premises and step outside of their own free will. Students (including those enrolled for the Ashoka Scholars Programme) may opt for a Case-by-Case or a blanket One-time system of approval from their parent(s)/guardian for leaving and returning to campus.

Parents/Guardians of all these students must approve and notify the Residence Life Office of their choice with respect to the process of their ward's checking into and checking out of campus through the Leave Approval and Consent Form.

Students on a Case-by-Case system of approval will be expected to return to campus no later than 10:00 pm. If a student wishes to avail of a night out, a Leave Approval Form will need to be submitted from the parent/guardian's email ID (as registered with the University) to the Residence Life Office latest by 6:00 pm on the day of the student's night out every time. Students on a Blanket One-Time system of approval are permitted to check in and check out from campus between 6:00 am and 12:00 am without an approval email from their parent/guardian. In case of an extended absence from campus for any reason, the student will be solely responsible for their academic commitments and attendance requirements during this period.

Residence Life Policies and Regulations
Residence Life is governed by various rules and regulations to ensure seamless functioning and harmonious and healthy living conditions for one and all. Listed below is a brief outline of these rules and regulations:

- The sale, distribution, manufacture, and use of alcohol, tobacco, and/or other controlled substances is expressly prohibited on University premises. Students found in violation of this directive shall be subject to disciplinary measures within the University including but not limited to expulsion from campus housing and forfeiture of Financial Aid; as well as arrest and criminal prosecution in accordance with local, state and/or national law. A disciplinary proceeding may be initiated against the student, if the student is found behaving in a disorderly manner under the influence of alcohol/controlled substances at the University campus.

- Resident students will be permitted to enter or leave campus between 6:00 am and 12:00 am only. They are expected to strictly adhere to these timings. In case of any emergency situation pertaining to check-in to or check-out from campus, students should get in touch with the Residence Life Helpline.
- Off-campus visitors including parents and guardians will not have access to the Residence Halls. They are allowed to visit students on campus between 8:00 am and 8:00 pm.
- Resident students are allowed to visit the rooms of their peers in Residence Halls other than their own at all times between 08:00 am to 12:30 am. They are permitted to visit the room of their peers and stay only when the (host) occupant-student is present in the room at that time. They are permitted to only use the ground-floor washroom so as to preserve the privacy of the resident-only washrooms on each floor.
- Students are prohibited from having private vehicles, pets, weapons and weapons-grade material within campus premises.
- Residence Halls and other common spaces on campus are not intended to serve as centres for private enterprise or personal profit in any form.

Residence Life Policies are available on the myAshoka portal for more details

Residence Life Community Programmes
The Residence Life Programme at Ashoka comprises a wide variety of vibrant social, educational, recreational and cultural programmes that are run and led by the Residence Life Staff and students. These Residence Life Programmes are centered around the core values and principles of civic responsibility, citizenship, empathy, respect, diversity, inclusion, self-care, health, and wellness. The focus of these programmes is to help foster a sense of community among residents giving them ample opportunities to meet, interact, bond and have fun together.

The Resident Assistantship Programme
Resident Assistants (RAs) are paraprofessionals who live on a floor with 40-70 residents, managing critical administrative tasks as well as the primary responsibility of responding to the personal needs of these residents. Their unique positions, as quasi-staff members within the Residence Halls, allow them to act as a force for positive change in the lives of the students with whom they interact.

The RA Programme aims to create an inclusive living environment in the Halls of Residence and works towards fostering an environment that embraces diversity and actively values the dignity and self-worth of all members of the community. This is done by the RAs through various active community programming efforts on the floor and across the Residence Halls, regular one-on-one office hours, periodic floor meetings etc. The RAs also plan and host a plethora of social and educational activities for residents, thus, enabling a positive living environment in the Residence Halls. These range from events addressing issues of gender & sexuality and self-care to floor cook-offs and game nights to name a few.

The Resident Assistant Coordinators (RACs) along with the RA Mentors supervise and manage the RA Programme. The RACs work in tandem with the Dean, Student Affairs and the Associate Director (Residence Life Office) to develop the RA Programme as a whole. The RACs also serve as mentors to students, and are available during selected business hours to discuss concerns related to Residence as well as Campus Life.

Dorm Olympics

Dorm Olympics is one of the biggest and most sought-after events organised in the Residence Halls. It began in 2016 with the hope of building the feeling of togetherness and community in a fully residential campus. The sixth edition of the Dorm Olympics, held this year in 2023, was a huge success with the participation of over 750 Ashokans. The event saw participation from all constituencies of the University including students, administration and support staff. Some of the competitive events organised as part of Dorm Olympics include Donuts in a String, Cow Drop, Pani Puri Eating Competition.

Coffee and More...!

Coffee and More...! aims to create a private, safe space for conversations where students can freely engage with issues and challenges, they face in their everyday lives. These conversations cover a wide range of subjects such as fitness and nutrition, life after college, safety on substances, sleep problems, safe sex practices, reproductive health, bullying, everyday sexism, sexual harassment, and much more. By inviting faculty, staff and experts, the series aims to demystify and destigmatise these subjects, allowing for open, free-flowing conversations. Their aim is twofold- one of creating opportunities for empathetic listening and awareness; the other enabling students in dealing with real-life challenges and situations towards making an informed choice.

The Great Ashokan Weekend

The Great Ashokan Weekend was initiated with the purpose of facilitating student interaction with staff and faculty in a fun and informal setting. Each event of the great Ashokan Weekend is designed as a walk-through of the campus moving between key landmarks on the premises. Despite being held online, the event saw active participation from faculty, staff and students in 2021. Some of the events organised as part of the Great Ashokan Weekend were Obscure Book Title, Treasure Hunt, Ashoka Pictionary, Costume in Character and Mix and Match.

SPORTS AND EXERCISE

Sports and Exercise is intrinsically tied to the years students spend at Ashoka University. The process of creating truly global citizens is well underway at the sports fields in the University. This unique process does not only provide state-of-the-art sports facilities but also encourages sports to be taken up by one and all. True transformation can only take place when students are able to push themselves out of their comfort zone. This process demands learning more about themselves before they even attempt to change anything around them.

Vision

Sports and Exercise at Ashoka University works with the vision and objective to create a healthy and holistic life for its students. We channelise sports to enable students in learning and honing life skills and values such as discipline, mutual respect, punctuality, camaraderie, leadership, teamwork, mental and emotional balance. Apart from just trying to make every student physically active, we help them excel in their chosen sport.

Synthetic Running Track

3 Squash Courts with Wooden Flooring

10m Shooting Range

Football Field

3 Basketball Courts

Dance / Zumba Studio

Billiards & Pool Hall

Volleyball Court

Table Tennis

Swimming Pool (25m x 21m)

Gymnasium

Mini Field (for Frisbee, Cricket, Football etc.)

3 Badminton Courts with Wooden Flooring

Cricket Practice Nets

Tennis Court

Yoga Studio

Guidance by Expert Coaches

The University makes provisions for regular coaching in Football, Basketball, Badminton, Cricket, Ultimate Frisbee, Volleyball, Swimming, Zumba, Shooting, Squash, Yoga, Table Tennis and Lawn Tennis. A detailed schedule is shared at the beginning of each semester. Gym enthusiasts will be guided by an instructor and Yoga lovers will be guided by an experienced Yoga instructor.

Event Highlights

The initial years of Ashoka University saw many leaders emerge on its Sports fields—from many students picking up sports for the first time in their lives to many learning sports that they never played before. Our annual sports fest Agneepath gives the students a great platform to compete with individuals and teams of national stature. Previously organised annual sports meets saw enthusiastic participation from across the student body. Students, faculty and staff together participate in official runs in Delhi like the Airtel Delhi Half Marathon, Ashoka Run, Intra-University, Inter-University leagues and National Level tournaments. Furthermore, students also engage in experiential learning through outdoor activities such as different treks led by various student organisations.

University Teams and Representations

Football	Badminton	Athletics	Shooting	Volleyball

Tennis	Table-Tennis	Cycling	Squash	Basketball

Chess	Swimming	Frisbee	Cricket

Engagement

There are a lot of on-campus sports events for the students to participate in like APL i.e. Football league, Basketball league, Badminton league and Intra-Batch tournaments for almost all sports available on campus. Students have ample opportunity on a regular basis, to keep the spirit of sports alive. Needless to say, it is their passion and commitment that will make things happen and ensure that Ashoka University is known for its sports culture.

Sports Clubs and Societies

The Sports and Exercise Office also facilitates and promotes the Sporting ethos on campus by assisting the sports related clubs. Currently we have four registered clubs: Cycling club, Yoga Club, Sports Enthusiast Club and Special Olympic Bharat: Ashoka Sector Club. The clubs engage the students in various physical and voluntary activities throughout the year by organising on campus and off-campus events.

STUDENT SUPPORT & SERVICES

Office of Learning Support

The Office of Learning Support (OLS) offers services in the areas of accessibility, academic accommodations, and assistive technology to students with a diverse range of learning needs. The office acts as a resource centre for disability-related information and services, and as a support system that includes:

- Working with students with specific learning needs, including the ones with physical, sensory, neurological and learning disabilities
- Conducting screening and (in)formal assessment to identify learning challenges and creating an individualized support plan for students
- Providing academic and residence-life accommodations for equal access to university programmes and activities
- Facilitating access to assistive technology tools and coordinating with various authorities on campus for possible interventions
- Providing one-on-one coaching and mentoring to students struggling with executive functioning difficulties which may or may not be related to a disability or a learning condition.

Overall, the office follows and promotes a neurodiversity approach towards understanding students' unique strengths, skillsets, and areas of support. In case you experience any difficulty due to a disability or otherwise, you may reach out to the office at any point during your academic journey using the following options:

You can book an appointment using the AMS portal or write to the office at ols@ashoka.edu.in for any specific query. You may also walk into the office in Room 107, First Floor, Admin Block, anytime between 10:00 am and 5:00 PM from Monday to Friday. Visit the OLS webpage for further details on the academic support and assistive technology resources.

Centre for Writing & Communication

The liberal arts education offered at Ashoka University inculcates critical thinking skills and recognises that these are inextricably linked to the practice and art of effective academic writing. A flagship facility in India, the Centre for Writing and Communication helps the students learn how to think analytically and innovatively and write cogently and lucidly. The CWC works with students through one-on-one appointments, group sessions, or larger workshops that are tailored to a specific discipline, assignment or other student needs including English language support.

Ashoka Centre for Well Being (ACWB)

The Ashoka Centre for Well-Being (ACWB) is a non-aligned centre offering counselling and psychological support for students, staff and faculty at Ashoka University. The ACWB was established to provide a safe space that offers free and confidential individual and group counselling support.

Operating with a mindset of well-being instead of diagnosis, the ACWB focuses on the preventive, clinical, and promotional aspects of mental well-being. The Centre's focus lies in promoting the value of good mental health to improve individual coping capacity through skill-building. With a team of professionally qualified counsellors led by Founder and Director Arvinder J Singh, the Centre provides an emotionally safe space for students, staff and faculty at Ashoka to share their concerns, uncover their strengths and build resilience.

Reach out to us:
- Portal: acwb.ashoka.edu.in (for booking appointments)
- Email: well.being@ashoka.edu.in
- Helpline: +91-7082000421
- Instagram: www.instagram.com/acwb_ashoka/
- ACWB Centre Landline: +91 130-2301198 (only for informational purposes)

For more information visit the website:
www.ashoka.edu.in/page/ashoka-centre-for-being-well/

Career Development Office

The Career Development Office provides dynamic and diverse career opportunities to its students and alumni. The office facilitates campus placements and internships while assisting students in their professional skill development. At the beginning of each year, the office curates and conducts rigorous training programmes to help students get career ready. The Career Preparatory Program is one such unique and comprehensive office's flagship programme that includes resume workshops, masterclasses, sessions with alumni, and founders sessions to strengthen student profiles before placements begin. One-on-one student counseling, training, and sector-wise bootcamps are some of the other initiatives the office undertakes to enable a smooth transition of students into the placement cycle at Ashoka. The office has a tailored approach to support each student with every aspect of their career-building journey at the university. The team at the CDO welcomes collaborations with new organizations and is open to suggestions from students, faculty, and alumni. Please feel free to reach out to us at connect.cdo@ashoka.edu.in

Centre for Studies in Gender and Sexuality

The Centre for Studies in Gender and Sexuality (CSGS) is the first Centre of its kind in India to study the broader spectrum of questions relating to both gender and sexuality. The flagship activities of the Centre include a speaker series called ISHQ (Issues in Society, History, and Queerness), a performance series called ADA (Art-Desire-Activism), Qurbatein (a gender and sexuality biannual), drop-in hours for Ashoka students, an open forum called Candid: a queer feminist baithak, and a summer internship programme. The CSGS also conducts workshops on gender, sexuality, law, and diversity for schools, universities, and organisations across the country. The Centre released a crucial resource directory called Mapping Sexuality that is useful for those who want to navigate the diverse kinds of interventions in the field. As an extension to the Mapping Sexuality Project, the Centre also released the Sexual Justice Project (in collaboration with five Young India Fellows) – a podcast series that aims to elicit the many interactions of sex and sexuality with law. Additionally, the Centre launched TAARIF (Transformative Arts and Research Initiatives Fellowship) – the first trans exclusive research fellowship in India. The fellowship has been launched with a view to encourage new and interdisciplinary scholarship in the spheres covered by gender and sexuality.

Alumni Relations Office

The Alumni Relations Office sustains a mutually supportive relationship with over 4000 alumni/ae spread across the world. All students who have graduated from Ashoka University are considered members of the Ashoka Alumni Association. As a rapidly growing community, we strive to maintain engagement on multiple levels, from city chapter groups to batch groups, both physically and virtually. Apart from the Office, the Ashoka Alumni Association is led by the Ashoka Alumni Board of Management and the Alumni Council, whose mission is to strengthen the Ashoka community by facilitating interactions between all alumni/ae, encouraging lifelong connection, support, and a culture of giving back.

The Office welcomes contact from students interested in connecting with alumni/ ae working in their field of interest, through programmes such as mentorship, internships and other career opportunities. Our student-led committee also organises programmes for alumni/ae returning for academic presentations, performances and lectures.

The Alumni Relations Office is located in Okhla. Students can email: alumnirelationsoffice@ashoka.edu.in to make an appointment.

CENTRES AT ASHOKA UNIVERSITY

Ashoka Centre for Translation
The Ashoka Centre for Translation (ACT) is established with a view to foster, nurture, and foreground India's multilingual ethos. It hopes to unlock knowledge and aid its dissemination through translation. Given the urgency to make knowledge available and democratic, the Centre does not confine itself only to English. In fact, it aims to translate material from many Indian languages into many other Indian languages, including English. Thus, the received binaries of (one) source and (one) target do not characterise the aims of the Centre. A range of texts from literary and popular, political and scientific, and oral and written domains—all of these are important to the Centre's vision. Through the Centre, Professors Rita Kothari and Arunava Sinha would like to invite, mentor, and train aspiring translators, thereby expanding the community of practitioners and students of translation at Ashoka and beyond. The Centre's activities will also be accompanied by theoretical reflections emerging from the act of translating in a multilingual society. Since its establishment in December 2021, the Centre has launched ongoing projects like Translating Bhakti; Ek Gaana, Kayi Zabaan; and Women Translating Women, with many other initiatives and collaborations currently underway or in planning.

Centre for Bioinformatics & Computational Biology
The Centre for Bioinformatics and Computational Biology at Ashoka University will study biological processes through advanced mathematical and computational modelling. The centre concentrates on interdisciplinary approaches that combine chemistry, physics and biology together with mathematics, information science and computer science. The centre is actively engaged in the analysis of a diverse set of genomic, sequence, and proteomics data. It offers both internship programs and hands-on training to prepare new generations of students in modern methods of bioinformatics and computational biology. The Centre may explore offering a major and a minor in computational biology to undergraduate students.

Centre for Climate Change and Sustainability
The Centre for Climate Change and Sustainability (3CS) is a unique multidisciplinary centre at Ashoka University. The centre grew out of a shared concern for the future of our planet and the environment across many disciplines in the University. 3CS is committed to awareness, advocacy and research on issues of climate change and sustainability, especially in the context of India. Towards this end, 3CS will harness the full range of Ashoka University's research and policy expertise, led by Ashoka's larger intellectual community of scholars, researchers, and teachers. It welcomes student initiatives in the areas of its interest. 3CS focuses on communicating the urgency of issues through imaginative use of social media, blogs, podcasts and targeted advocacy campaigns. 3CS encourages and supports cutting edge research of an interdisciplinary nature on issues such as understanding climate change in the past, the role of climate change in enhancing disease spread, the economic impacts of climate change, communications around climate change and sustainability, as well as issues of environmental justice will all be important components of research at 3CS.

Centre for Economic Data and Analysis

CEDA seeks to foster an informed debate on socio-economic changes in India with the help of data-rich analysis. CEDA seeks to fulfil its mission in two ways: with the help of its data repository that is accessible to, and usable for researchers, students, policy advocates, teachers, and journalists, and by publishing original analyses that provide insights into socio-economic issues with the help of data. CEDA's data portal provides concise, easy to understand data summaries with the help of a sophisticated back-end architecture that cross-references various public datasets. The data portal also provides high quality, interactive data visualisations. CEDA's own analysis of various issues is published in the form of "Data Narratives" or as "Picture This", which inform the reader using data visualisations. CEDA also publishes bulletins in partnership with CMIE which look at changes in employment and consumer sentiments in the country. CEDA's analysis is regularly featured in media and its members write commentary regularly for newspapers or news websites. CEDA also helped organise the prestigious Infosys Prize Lecture by Professor Raj Chetty of Harvard University as part of the CEDA Lecture Series. CEDA recently released a Daily Food Prices Index, along with a tool to track daily prices at the commodity and city level, along with real time updated data on commodities traded in all agricultural markets (mandi) in the country. CEDA will continue to provide valuable tools for researchers and students besides publishing its data-rich analysis of current socio-economic issues.

InfoEdge Centre for Entrepreneurship

The InfoEdge Centre for Entrepreneurship is the creative hub at Ashoka University that nurtures the entrepreneurial endeavours of all students, fellows, faculty, and founders alike. With a commitment to assisting every stage of the lifecycle of an enterprise, some of the activities that the centre undertakes are organising events to foster an entrepreneurial mindset; creating opportunities to network with industry experts, VCs, angel investors, mentors, service providers and fellow entrepreneurs; connecting with global collaborators to facilitate intersectionality of ideas; mentoring and incubating ideas, through a structured incubator programme; administering a minor in entrepreneurial leadership and strategy along with eminent faculty and practitioners.

Centre for Interdisciplinary Archaeological Research

The Centre for Interdisciplinary Archaeological Research (CIAR), the first of its kind in India, aims to create a state-of-the-art facility that brings archaeology and the sciences together in order to offer new perspectives that will deepen the study of the Indian past. It aims to do this through interdisciplinary field-based projects led by Ashoka faculty and students along with off-site laboratory work. Simultaneously, it seeks to introduce a pedagogy that draws upon both the sciences and the humanities for teaching courses on traditional and modern archaeology that will help impart field knowledge of archaeological sites and diverse landscapes of India.

Centre for Social and Behaviour Change

The Centre for Social and Behaviour Change (CSBC) is a research centre at Ashoka University that designs impactful behaviour change interventions for people and communities in need. We advance the science and practice of behaviour change, harnessing cross-disciplinary expertise in the areas of nutrition, sanitation, maternal health, family planning, and financial services. CSBC executes this vision through behavioural change programmes, foundational research, and capability building in partnership with other academic institutions, state and national governments, and think tanks. There are many ways for Ashoka undergraduates to get involved with us. We guide and mentor the Ashoka Students Behavioural Insights Team (AsBIT), helping them design and run research projects in behavioural science. We also host regular sessions with eminent behavioural scientists and organise experiential learning programmes in behavioural science that are open to undergraduates.

Centre for Social Impact and Philanthropy

The Centre for Social Impact and Philanthropy (CSIP) at Ashoka University is South Asia's first academic centre focused on enabling strategic philanthropy for greater social impact. It provides funders and civil society organisations with evidence-based insights and knowledge products to grow their scale and impact. The Centre also convenes platforms for dialogue and collective action and offers programmes that strengthen civil society capability and sustainability. Its research and convening inform advocacy and policy discourse on philanthropy and civil society. It counts among its partners the Harvard Business School, the Lilly School of Philanthropy at Indiana University, the Bill and Melinda Gates Foundation, Niti Aayog, Citibank, Dasra, Omidyar Networks, the ATE Chandra Foundation, Rohini Nilekani Philanthropies and India Development Review among others. CSIP hosts a range of initiatives to provide the necessary knowledge, opportunities and mentoring support to Ashokans interested in social impact. This includes curated speaker series on social impact, engagement with NGO projects, internships etc. It also anchors the Mother Teresa Fellowship, an 18-month values-based leadership programme for Ashoka University alumni and current graduates working in the social sector.

Centre for Studies in Gender and Sexuality

The Centre for Studies in Gender and Sexuality (CSGS) was established at Ashoka University in 2015, and is one of the Centres of Excellence at the university. It is the first Centre of its kind in India to study the broader spectrum of questions relating to both gender and sexuality. This spectrum includes issues of inequality, fantasy, pleasure, identity, and politics that are key realities of our everyday lives. Set in the interdisciplinary Liberal Arts context of Ashoka University, the Centre is committed to studying the many intersections at which we encounter these questions, in India and around the world, and address them through scholarship and activism. The Centre regularly offers summer internships to students and organizes several events on the Ashoka University campus, as well as in Delhi-NCR, such as a speaker series, student seminars, workshops, performances, and film screenings.

Koita Centre for Digital Health at Ashoka (KCDH-A)
Koita Centre for Digital Health at Ashoka (KCDH-A) is an interdisciplinary Centre, offering robust academic and research programmes aimed at advancing and developing a fresh perspective on Digital Health. It will focus on the convergence of healthcare, genomics, information technology, and artificial intelligence revolutions. KCDH-A aspires to nurture a new generation of Digital Health thinkers, innovators, and implementers through a balanced emphasis on education and research.

The Centre will offer strong academic programmes in digital health & informatics, drive research in next generation digital health tools & solutions and create strong executive education in digital health.

KCDH-A is a joint centre of the Trivedi School of Biosciences and the Department of Computer Science at Ashoka University, established with support from Koita Foundation, a philanthropic organisation with a mission to accelerate Digital Health adoption in India.

The Centre for the Creative and the Critical
The Centre's purpose is to provide a forum in which to raise and address questions to do with both creative practice and critical argument. The convergence of creativity with thought has a history that's central to literature and the arts. Some of the most influential criticism across cultures was written by writers and artists, and creativity itself was a powerful form of thinking.

Centre for China Studies
The Ashoka Centre for China Studies (ACCS) has been set up to build China Studies at Ashoka University as an interdisciplinary and multidisciplinary area studies program with a strong commitment to disciplinary depth and language learning. Launched by a variety of capacity-building initiatives that enhance the study on China nationally, the Centre for China Studies is committed to becoming a leading institute on China-related research and collaboration across academic disciplines, and foster a greater understanding of China across academic, policy-making, and public audiences in India. The ACCS is chaired by former Ambassador Shivshankar Menon. The Centre will set the academic research focus and strategy for China studies, develop coursework and degree programs, and facilitate educational exchanges for faculty and students, and through the creation of a hub at Ashoka support the development of China Studies across prominent institutions in India.

CAMPUS FACILITIES & SERVICES

Courier

The Administration department also facilitates courier services. Students may contact the reception desk on the ground floor of the admin building for sending out their personal couriers on a payable basis between 5pm-6pm on working days. The consignees are requested to track their AWB numbers as the University is not accountable for the consignment at any stage.

SIM cards

Mobile SIM cards may be obtained at the SIM Card kiosk (Location will be specified when the camp is held) after completing all necessary documentation during days of the onboarding of the new batch in the new academic year. SIM cards are available in prepaid and post-paid segments. CUG and circle portability facility can be availed by the users. This transaction is solely between the student and the service provider.

Housekeeping in Residence Halls

Students are required to dispose of the trash into the central dustbin placed on respective floors. Cleaning of each washroom will be executed by the housekeeping staff on a regular basis as per predefined schedule pasted behind the washroom door. Students' rooms will be cleaned by housekeeping staff once a week only in the presence of the student. Collpoll, the request app for all the services on Campus has to be downloaded on the mobile sets or logged in through the portal for cleaning of the room. Weekly requests for cleaning have to be routed through this app only. Only emergency requirements may be reached through the housekeeping helpline +91-7496967703.

Laundry Service

Centralized laundry service is available for students in the basement of the Residence Hall 5 on a prefixed collection and return schedule, in standard laundry bags issued by the laundry vendor. New students may collect laundry bags from the laundry located at Residence hall 5 (ground floor) on a payment basis. The approach to the basement of RH5 is through the side of the building (STP side), marked with a sign. Residence hall washrooms are also equipped with washing machines for inner wear laundry. Special dry cleaning of apparels may be availed on a payment basis from the laundry service provider.

ATM

ATM machine is installed on Campus, on the side of the RH2 residence hall, marked with signage.

Locker Facility

A locker facility is available for students to store their personal belongings during semester breaks or vacations. Lockers may be availed upon advance payment of INR 750/- (for the months of June, July and August only). The contents of an unclaimed locker that has exceeded its term of rent shall be disposed off. Students may contact the Administration help desk/Reception desk on the ground floor Administration block for booking lockers. This service is available from 10 AM to 5 PM on working days. The locker facility is on first come first served basis

Mailroom

Mailroom facility for receiving any mails including couriers is in the basement of AC02 and this is approachable from the ramp leading from RH03. The route is clearly marked out by signages. The service is available from 9:30 AM to 1 PM and 2PM to 5:30 PM. The university shall not be deemed responsible if any courier is not collected.

Lost and Found

The Lost and Found Desk is located at the reception on the ground floor of the Administration Block. Any unattended item found, may please be submitted at this desk. The owner of the lost item may reclaim their possessions through Collpoll upon due authentication. Valuable items are retained for a period of 60 days and non valuable items for a period of 30 days.

Spaces and classrooms

All classes will remain open as per time table made by the time table committees and the lighting, air-conditioning is regulated according to the same time table. This is not applicable to Multi-Purpose Hall (MPH) and Dr. Reddy's Auditorium which will be opened based on the permission given by HOD/space booking portal. In exceptional cases, rooms can be accessed upon prior intimation of minimum 6 hours with the approval of competent authority, mostly the HOD.

Do's and Don'ts

- Do not rest your foot against the corridor walls and lift
- Segregate garbage and dispose them in the appropriately marked dustbins placed all across the Campus
- Poster/notices must strictly be put up on the notice boards only and not on any other surface. During events, care must be taken by students not to trample flower beds and ground cover.

Other Facilities

- Unisex salon is situated on the Ground Floor of the Sports Complex.
- Documentation Centre with printing and photocopying facilities on a payable basis located in the Student Commons on the 2nd floor of the Dining Hall.
- Provision store with general items remains open 7 days a week and is closed on certain festivals/holidays.
- A book-cum-stationery store is open on all weekdays and remains closed on Sundays and holidays.
- Students have access to drinking water coolers, microwave, refrigerator and induction plate in dedicated pantries in residence halls. Students are required to bring their own microwave friendly crockery and cutlery.
- Common lounge of each residence halls, dining floor and gymnasium are equipped with televisions.

Catering and Hospitality Facilities

Dining & Catering Services on Campus caters to over 4000 meals served per day. A four-floor dining hall with multiple food counters, that caters to students, faculty and staff alike, providing fresh meals of a variety of cuisines, as decided in consultation with the mess committee. The Dining Kitchen has an in- house Bakery that whips out freshly baked breads & confectionery goods, sweets & savories, daily. The Catering Services also plans and executes numerous on- Campus events' food and beverage requirements. Team Dining at Ashoka aims at giving every Ashokan a varied and satiating culinary experience.

Dining Hall Timings

Upon your arrival on campus, you will be issued your ID card which you can use to get coupons from the coupon tapping in the campus dining which serves breakfast, lunch, afternoon snacks and dinner.Below are the meal timings:

- **Breakfast - 8:00 AM - 10:30 AM**
- **Lunch - 12:15 PM - 2:30 PM**
- **Snacks - 4:45 PM - 6:15 PM**
- **Dinner - 7:30 PM - 10:15 PM**

Combo Meals VOW Spice (Location - 2nd Floor near Student Commons)
 Food served here ranges from Indo-Chinese, South Indian and Continental. Food coupons can be taken from the machines for these meals by a food card.

NOTE: For any meal, food coupons obtained from the Ashoka ID card taken in a particular month will have to be used up in that month only. Coupons from a particular month will not be accepted in the next month. This is applicable to both the Ashoka and IIT Delhi dining areas.

Apart from the Dining, there are other food outlets on campus. Please note that these have been set up by independent vendors and the food card will not work in these outlets. All meals at these outlets will be on a payment basis.

1. Roti Boti (Opposite tennis court)
2. Rasananda (Behind RH 02)
3. Chaat Counter (Food Gully)
4. Dhaba (Food Gully)
5. Dosai (Food Gully)
6. VOW Cafe (Ac-04 Cafe)
7. Amul (Near Dining, Ground Floor)
8. Kitkat Break Zone (Behind RH-02)
9. Chicago Pizza (Near Dining ground floor)
10. Fuel Zone (Dining ground floor)
11. Loco Moko (Dining ground floor)
12. Hunger Cycle (Dining ground floor)
13. Subway (Dining 1st Floor)

Do's and Don'ts

- Coupons can be collected from POS (Point of Sale) Kiosks placed at various points in & around the dining hall by swiping the ID cards.
- Everyone is requested to adhere to the scheduled meal timings.
- Food sharing is not allowed.
- A self-service system is followed in the dining hall.
- After meals, everyone must carry trays/plates, glasses and cutlery to the designated washing areas for clearance.
- Be mindful and be responsible, say no to food wastage.
- Diners must follow the food waste segregation system at clearance points for easy disposal of waste.
- Carrying trays/plates, cutlery, crockery and food out of the dining hall is prohibited.
- Entry into the kitchen is prohibited.
- Room Service is not available. If a student is ill, request the respective warden to make suitable arrangements.
- It is advised that food and beverage are not hoarded. Diners must be considerate towards consumption of others.
- It is advised to keep all entry & exit doors of Dining Hall premises, closed for energy saving and keeping out dust & insects.
- All are requested to maintain hygiene and cleanliness. In case of a spill, immediately inform the dining hall attendants to get it cleaned.
- Be courteous and polite to the catering attendants. If there is any issue or challenge with the dining staff, kindly notify the management first.
- Following meals/ food items are portioned based on the average portioning requirement: Evening snacks, desert, eggs, fruits, Non veg, curd milk and shakes.

Transport

Ashoka University facilitates commuting through a shuttle service – available for students, staff and visitors – to and from the Jahangirpuri Metro Station, Ashoka University campus, and as per the approved and announced schedule. However, shuttle services can be modified or stopped depending on the needs and requirements of stakeholders. Students are encouraged to check their emails for updates regarding the same.

The primary objective of the shuttle is to provide safe, comfortable and efficient transportation for Students, staff and faculty. The following guidelines and rules apply for use of the shuttle service:

- Students may move in and out of campus in the designated campus shuttle service.
- Students must adhere to shuttle timings. No request for change in shuttle timings will be entertained.
- Boarding and deboarding points are campus gate no-1, and the area between Gate No. 3 and 4 at Jahangirpuri Metro Station.

- Everyone should take care of their personal belongings. The University management will not be liable for any loss/damage of personal property on the shuttle.
- If traveling to the campus area via the metro, always target reaching the Jahangirpuri metro station 10 minutes prior to shuttle departure time. No request to delay the shuttle will be entertained.
- Always keep a copy of the shuttle schedule handy. Updated Shuttle Schedules are regularly sent via email
- Each shuttle vehicle will only carry passengers as per its seating capacity. Overcrowding is strictly prohibited.
- The shuttles will stop only at designated points. Midway pickup and drops / re-routing the shuttle are not allowed.
- Drinking and eating are not allowed on board the shuttles. Consumption of alcoholic products or tobacco is strictly prohibited in the shuttles.

All complaints should be escalated to the Transport Helpline number 8222930506

Kindly contact the Transport Helpline for hiring cabs for personal use as well.

Seat Booking in the shuttle Service:

You will be able to **book a seat in the Shuttle** in advance using the **Uber App**. All You have to do is, link your Uber app to Ashoka's Shuttle service Profile. You will receive an email for linking your existing uber account/ create a new account, post which you will be able to see the existing shuttle schedule and routes on the Uber App. We have created an onboarding kit which will guide you through the step by step process for linking your profile and booking a seat.

Shuttle Boarding process: Show your booking to the Driver
Booking cancellation: Booking cancellation is allowed up to 30 minutes before the shuttle departure time.
- If you book a seat and do not show or cancel a booked seat less than 30 minutes before departure time, you will be treated as "No Show". A person with three No Shows in a span of 30 days, will be blocked in the app for 15 days. They will have to take the shuttle by queuing at the boarding points.
- For four or more No Shows within a 30 day span will result in a 30 day app blockage

If you encounter any difficulties in linking your profile or need any guidance related to the booking process , you can reach out to the transport team on transport@ashoka.edu.in

Medical Services & Guidelines

Ashoka University has its own 16 bedded Infirmary set-up for primary healthcare. Infirmary is located at the Sports Complex, Ground Floor and provides free of cost First Aid and medical assistance, to the students, faculty and staff, round the clock.

- The infirmary is well equipped and manned by our medical partner Blue Circle Medi Services Pvt. Ltd since inception of Ashoka.
- Infirmary is equipped with adequate equipment like defib, ECG machine, Oxygen concentrators, oxygen cylinders.
- Ashoka University has visiting doctor facilities as follows:
- Physiotherapist- thrice a week (Monday, Wednesday and Friday) from 4pm - 7pm
- Gynecologist- Once a week, Thursday 3:00pm-4:30pm
- The consultation is on first-cum-first served basis, thus you are requested to book your appointment at the Infirmary well in advance.
- Well-qualified and experienced Resident Doctors are available in OPD hours in the Infirmary and are available on call for emergencies.
- The cost of prescribed medicines and medical tests shall be borne by the patient.
- All students of the University are covered under an insurance of INR 1.5 Lacs applicable upon hospitalization of 24 hours or more.
- Ashoka has tie-ups with Max hospital on pan India basis and locally with FIMS, Tulip and Park Nidaan hospital, in case higher intervention is needed.

24x7 Infirmary emergency helpline numbers
8199977073 | 8199977075 | 0130- 2300550

The Campus is equipped with two 24X7 ambulances. One Patient Transport Ambulance and one Basic Life Support Ambulance is available. Ambulance assistance would be provided only in case of any medical emergency and need for hospitalization. On such occasions the matter is reported to concerned authorities immediately by the nursing staff. Nurse would accompany the student only during admission and discharge and on an exceptional case to case basis to the nearest hospital / nursing home.

In case the ambulances are already out on duty, adequate backup is available and cars will be provided for patient transfer to the external care provider, Max hospital etc.

Campus Security

- In case of emergency, an evacuation exit plan is prominently displayed at suitable locations on Campus. Safe Assembly Areas for evacuation drills in case of fire or other disaster have been demarcated within the University Campus. Students are required to become familiar with the exit plans.
- Quarterly mock drills are conducted for fire and safety.
- Campus is equipped with an advanced fire fighting system along with the trained QRT members.

- The entire university is compliant to governing fire and safety norms of GOI.
- Students will be responsible for the safe-keep of their personal belongings and valuables, such as cash, jewelry, laptop, camera, cell phone etc. All cupboards in residence halls are provided with lockable drawers. However, in case of theft, students will report the matter to the warden.
- Policies and procedures in vogue for ensuring safety and security, on and off Campus, are to be adhered by the students in letter and spirit. All related policies are available on the Ashoka portal.

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Security helpline number (24x7)
8199977071/0130-2300151

</div>

Maintenance & Engineering Services
Ashoka University Campus is well equipped with all infrastructural amenities to ensure a comfortable stay for students:

Air-conditioning services.
Air-Conditioning (Cooling) : Room temperature will be maintained in the range of 26 ±1 degree Celsius with fan operational.

Air-Conditioning (Heating) : Room temperature will be maintained in the range of 23 ±1 degree Celsius with fan operational.

Air-conditioning services at the residence halls are available in accordance with the following schedule

- Weekdays - from 6:00 pm to 6:00 am
- Weekends and holidays - 24 hours

Electrical and power supply (including emergency power supply) is available 24x7, except during scheduled power outages for conducting preventive maintenance/up-gradation activities. In cases of scheduled power outage, prior communication will be made by the Maintenance team.

RO purified drinking water
Domestic water is available round the clock in the residence halls. However, on days scheduled for cleaning of water tanks, water will not be available for two hours. On such occasions, prior communication will be made by the Maintenance team.
- Lift operations
- Interiors and civil works on Campus
- Fire-fighting and fire detection system for the safe operations in the buildings
- Sewage Treatment Plant & Compost plant

The Maintenance team on Campus can be contacted through Collpoll App/ web page for all maintenance related request/complaint, in case of any emergency please call to our 24x7 Maintenance helpline

Escalation Matrix

Level 1 - Maintenance Helpline
- Tel: +91 8199977074 (M),
- +91 0130-2300429
- Email: maintenance@ashoka.edu.in
- 24X 7 availability

Level 2 - Vikash Tiwari
(Manager Maintenance)
- Tel: +91 7082000415
- Email: vikash.tiwari@ashoka.edu.in
- Between 9:30 am to 5:30 pm

Level 3 - Balbir Singh Jangra
(Associate Director –Maintenance)
- Tel: +91 9654422639
- Email: balbir.jangra@ashoka.edu.in

All are required to use collpoll for logging in service requests and complaints pertaining to maintenance. Routine complaints are attended within TAT and non-routine complaints depend on the nature/severity of the complaint/support from the vendor (normally within 3 days).

Preventive Maintenance Schedule for Residence Halls

Days	Men's Residence	Women's Residence
	(1st Week and 3rd week of the Month)	(2nd and 4th week of the month)
Monday	Ground and 1st Floor	Ground and 1st Floor
Tuesday	2nd and 3rd Floor	2nd and 3rd Floor
Wednesday	4th and 5th Floor	4th and 5th Floor
Thursday	6th and 7th Floor	6th and 7th Floor
Friday	8th and 9th Floor	8th and 9th Floor
Saturday	9th and 10th Floor	9th and 10th Floor

Do's and Don'ts

Do's	Don'ts
Switch off fans, AC units and lights when not in use	All the rooms are equipped with standard fixtures. Please do not replace them with other fixtures.
Allow maintenance staff to carry out the routine maintenance service of the AC unit on a fortnightly basis.	Do not hammer nails, apply gum or paint on the walls.
Any material/broken parts may please be handed over to the security guard / maintenance staff.	Do not try to repair any article yourself.
Be available in your room when any complaint/ routine check is being attended to.	

Willful damage will attract penalty which will include the cost of material, procurement cost, cost of installation and penalty.
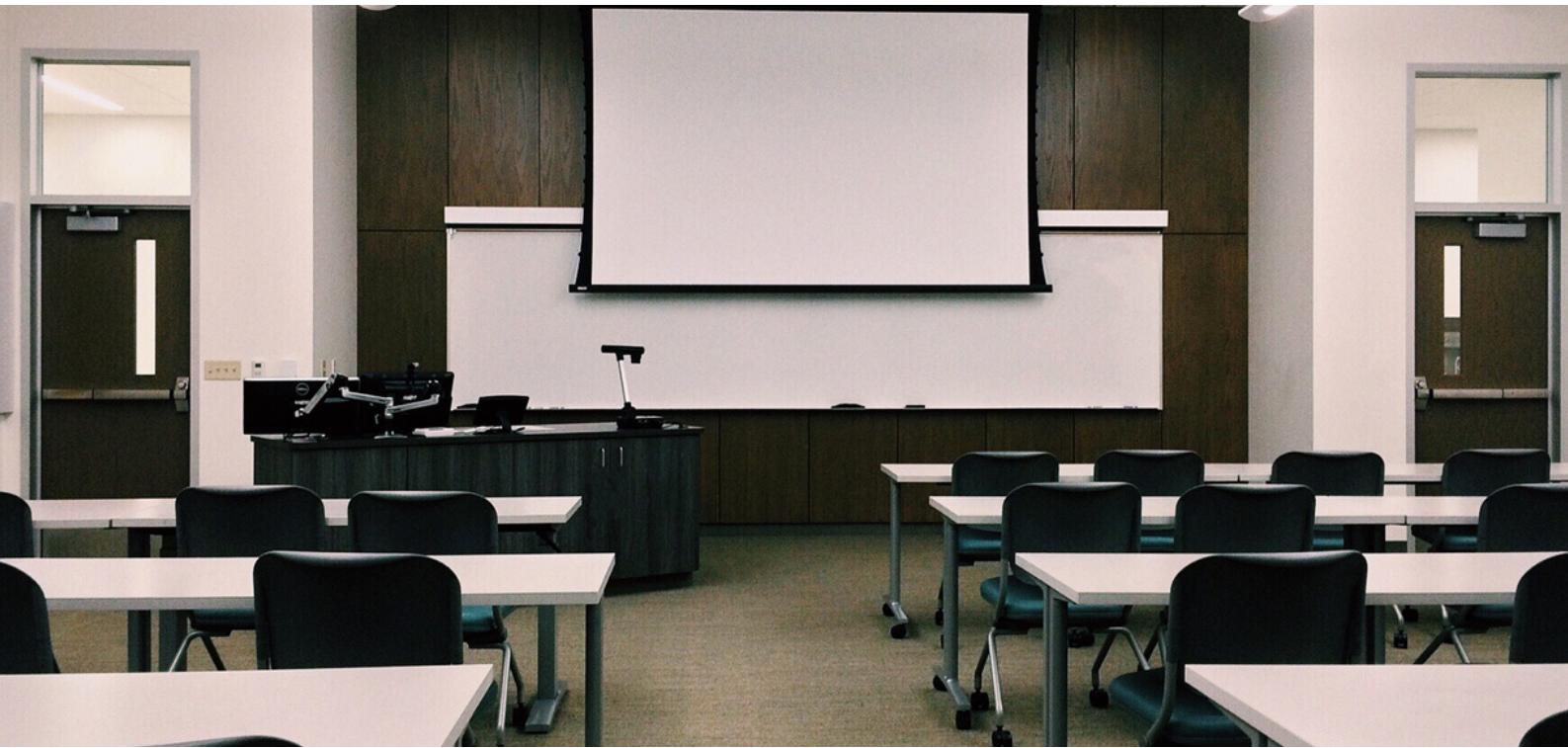
Horticulture

Do's	Don'ts
Voluntary participation in the kitchen gardening activity.	Pluck flowers or step on flowers/plants.
Can get involved in the plantation drives.	Spillage of any kind in the lawns.
72 hours prior intimation for greens, if required any, for any event.	Play with irrigation water, it is STP treated may cause allergies upon direct contact.
Only walk on the dedicated pathways for the movement around built infrastructure.	Walk on grasses and create paths.
Take part in seasonal flowers plantations (Recommended).	Do not use any gardening implements for playing.
Help preserve the greens areas.	Spill beverages in the indoors pots.
	Lay in the green areas during dark hours may suffer from bug bites etc.
	Harvest pomegranates and vegetables before they ripe.

Note: For any service request kindly login to URL: https://ashoka.collpoll.com or download the Collpoll app.

INFORMATION TECHNOLOGY SERVICES

The IT Department offers support for:
- Internet Access; Device configuration during orientation on campus
- Managing the Ashoka email Id of all students and alumni
- Managing the official mailing lists and access rights for the same
- Using the various software applications hosted by the University
- Audio Visual Equipment on campus

Students are encouraged to utilize the services with adherence to the process, guidelines, and policy. The latest version of the policy is available on MyAshoka, the Ashoka University Intranet Portal and is subject to change during the periodic policy review undertaken by the University.

IT Registration during Orientation IT registration desk during the orientation on campus, the IT Support Team will do the following:

Laptop/Device Configuration - Network User ID and password
- The student's laptop will be configured to access the Ashoka Wi-Fi network and will be checked for antivirus subscription. A network User ID and password will be provided to access the internet on campus. This process will take 10 to 15 minutes and will be done in their presence.
- Students must ensure that they have an active subscription to antivirus software. This is required to enhance the security of our networks. The process will take longer if they do not have the anti-virus installed.
- A maximum of two devices can be registered to use the Ashoka network. IT Support will scan the devices in your presence for any unregistered/pirated/ harmful application that might affect the University's IT network.
- The students will be charged for a genuine antivirus software if a laptop is found without a genuine software.

Your Ashoka email ID
All students of Ashoka University are assigned an Ashoka email Id after they have enrolled in a program at Ashoka. Format of the email Id is:

FirstName.LastName_<ProgramCode><yy>@ashoka.edu.in**" yy" refers to the graduating year of the programme

Once you receive the credentials on your registered email id -
- Navigate to http://mail.ashoka.edu.in or http://mail.google.com to sign into Ashoka email.
- All communication after orientation will be done on this email-id.
- Storage allocation for your Ashoka email Id will be 20GB.

After graduation:
- One month after graduation, the student email ID will be deleted and will be registered as an Alumni with an alumni email ID.
- The responsibility of saving important emails and documents lies with the student.
- So we urge you to not use your Ashoka email Id for registration at sites/ services that you may need to access after your graduation.

MyAshoka – The Ashoka Intranet

MyAshoka (https://my.ashoka.edu.in) is the Ashoka University Intranet. The Ashoka email id and password are also the credentials for accessing the MyAshoka portal. On the top left side there is a 'MENU' of options that they can use to access various features of the system. Use appropriate options to:
- View Calendar of Events
- Upload your documents during or before orientation • View Policies and Documents shared by various departments with you
- Update Profile – Please note that it is mandatory to keep your profile up to date with correct contact information for receiving Fee invoices & other important communication
- Make Payments to the university
- Access the Learning Management System and Student Government site. We urge you to check and update your profile as soon as you log in to the portal.

Learning Management System (LMS)

The Learning Management Systems can be accessed from myAshoka or directly at: https://lms.ashoka.edu.in

Faculty and the Academic offices (OAA) use this portal to share academic information and content with the student. Please log in to this portal regularly to:

- Read Information documents shared with you
- Register for courses
- View your timetable
- Access readings, assignments, grades shared by faculty
- Conduct discussion
- Request office time with your advisor(s)/ faculty

IT Infrastructure Services
a. Network Connectivity Support:
- Wi-Fi services are available in all parts of the campus. Students are requested to abide by the guidelines for connecting to Wi-Fi as outlined in the internet policy. Failing to follow this process will lead to suspension of connectivity.
- Computer laboratories are equipped with wired connectivity (LAN)

b. Standby Laptop Support:

- The IT team is not responsible for any hardware related issues/any other kind of repairs/or maintenance of laptops/devices. However, they may assist the resolution of any such issue by providing the contact details of the concerned manufacturer/ service center.
- Standby laptops may be provided, subject to availability, for a maximum of one week after a student submits the Requisition Form, while their laptop is being repaired.
- Failure to return the laptop on time, will lead to the suspension of all IT services and facilities until the laptop is returned.
- All accidental/intentional damages/ loss sustained on the standby laptop will be borne by the student.

Applications / Software Support

All IT related issues with respect to the web-applications/software/websites/ mobile apps/dining kiosks/MyAshoka Portal/LMS/emails etc., please write to systems@ashoka.edu.in

Printing Support

Printing/scanning services can be availed at the documentation centre in Student Commons, 2nd Floor, Dining Block (documents.centre@ashoka.edu.in). These services are provided on a chargeable basis.

Getting Support from IT

For getting support from IT, please lodge a service request. If the request is not addressed to your satisfaction you can also write to the following email Ids:

- For Software Systems – systems@ashoka.edu.in
  - Timings: 9:30 am to 5:30pm – Monday to Friday; excluding holidays
- For Wifi/ Network/ Other hardware – it.helpdesk@ashoka.edu.in
  - Timings: 8:00 am to 8:00pm – Monday to Saturday; excluding holidays

Escalation Matrix

For Software Systems:
- Level 1 - systems.support@ashoka.edu.in
- Level 2 – sunil.kataria@ashoka.edu.in
- Level 3 – anu.batra@ashoka.edu.in

For Wifi/ Network/ Other hardware – it.helpdesk@ashoka.edu.in
- Level 1 (Hardware) – neeraj.kumar@ashoka.edu.in
- Level 1 (Wifi) – madhukar.pandey@ashoka.edu.in
- Level 2 – chandresh.kumar@ashoka.edu.in

Legality and legitimacy issues

All issues related to the legality and/or legitimacy and related aspects on the following will solely be student's responsibility:

1. Softwares used by students that are not provided by Ashoka.
2. Websites and content browsed by the student within the campus.
3. Downloading and Installing pirated/copyright materials/software.
4. Content or data being generated and/or published by the student.

General Guidelines, Policies and Code of Conduct

In our aim to create an empowering and stimulating environment for our students, Ashoka University is committed to providing students with a safe and comfortable stay on campus. The University expects full cooperation from students in this regard. Students are expected to read and familiarise themselves with the Guidelines, Rules and Regulations as stated below:

1. Every student of the University is subject to and must submit to the discipline of the University and abide by its rules and disciplinary policies.
2. Please be aware that all Ashoka University rules and regulations are applicable in both the online and offline context.
3. Non-compliance with the rules and regulations could result in disciplinary action.
4. The University Campus is a Smoke-free, Alcohol-free and Drug-free zone. As per Haryana State Laws, any use of intoxicants, drugs or alcohol is illegal on the University premises.
5. Any sexual/other misconduct or harassment is a serious offence under the University Policy against Sexual Harassment.
6. Ragging in any form is prohibited in the University. Violation of this rule shall attract severe punishment including summary dismissal.
7. No individual or organization may use the University's name, logos, restricted images, or other identifiers ("marks"), or any marks that suggest Ashoka University or any department, school or centre of Ashoka University except to the extent such individual or organization has been authorized by the proper University officials or as permitted under trademark law. The Pro-Vice-Chancellor of the University is responsible for the general oversight and administration of the University's trademark policies.
8. The use of the seal of the University on publications, manufactured articles, and the like is prohibited, except when specifically authorized by the University. Applications for such authorization must be made to the Registrar of the University.
9. Ashoka University students are expected to behave in a manner that is appropriate to the University setting. This includes responsible conduct in Classrooms and the Library. While there is no dress code on campus, students are expected to maintain an appearance that is in consonance with the ethos of an educational institution.
10. Use of mobile phones is prohibited in the Library and Classrooms unless permitted by the instructor. Sleeping is also prohibited in the Library and Classrooms.
11. Students are expected to be mindful and sensitive while making most of the facilities and resources on campus to avoid any wastage or damage. They are encouraged to take ownership of these resources and facilities and be responsible for their conservation and protection.
12. Students will be held responsible for any act of vandalism, damage and destruction of public property such as furniture, fixtures, or built structures caused by them within the campus. They shall compensate for the damage caused.

Fee & Financial Aid Information

Fee Recovery Policy A student needs to ensure that their University fees are paid by the due date as per the invoice sent to them.

A. Semester-wise fee recovery
   a. A reminder will be sent each semester after the due date.
   b. In case of non payment of fee by the due date, late fee payment charges amounting to INR 200/day will be charged from the due date.
   c. In addition to the late payment charges, the official Ashoka email ID may be deactivated and access to the myAshoka Portal may be blocked.
   d. Students may also not be allowed to sit for their examinations and the University reserves the right to not allow the Student to join the next semester or Academic Year.

B. Final Semester Fee Recovery
   a. A reminder will be sent after the due date.
   b. In case of non payment of fee by the due date, late fee payment charges amounting to INR 200/day will be charged from the due date.
   c. In addition to the late payment charges,, the student will not be allowed to attend the Convocation ceremony.
   d. The University also reserves the right to withhold the original degree.
   e. The student will not be allowed to register for the Ashoka Scholars Programme (ASP) until all the dues of the Undergraduate programme have been cleared.
   f. The student will not have access to the services of the Career Development Office (CDO) and the Alumni Relations Office (ARO).

Financial Aid Policy

The following regulations apply to all Students on Financial Aid.
- The student's acceptance of the Offer of Admission will be considered as an acceptance of their financial aid grant.
- All students accepting the Offer of Admission are expected to sufficiently plan their finances to bear the cost for all the years of their programme at their current financial aid grant.
- The percentage of financial aid granted to the student is applicable for the entire duration of the programme at Ashoka University, including summer semester at Ashoka.
- The student's financial aid will apply to the fourth year of the Undergraduate Programme as well provided they apply and register for the diploma programme offered by the University, also called the Ashoka Scholar's Programme (ASP), by the stated deadline date. If any student opts for ASP after the gap year, the financial aid awarded for the Undergraduate programme will not be applicable and student needs to re-apply for financial aid by writing to the Financial Aid Office between 1st to 30th April before the start of the next academic year.

- Ashoka University reserves the right to review every student's financial status at the end of each academic year. Relevant and adequate notice will be given to such cases each year.
- If the University should receive any information, at any point in time, proving conclusively that the student has obtained financial aid through misrepresentation/omission of facts, whether before acceptance of the Firm Offer of Admission or after joining the University, Ashoka University reserves the right to revoke its offer of financial aid with immediate effect retrospectively. The student may also be asked to leave the University and forego the fees, if any, already paid to the University
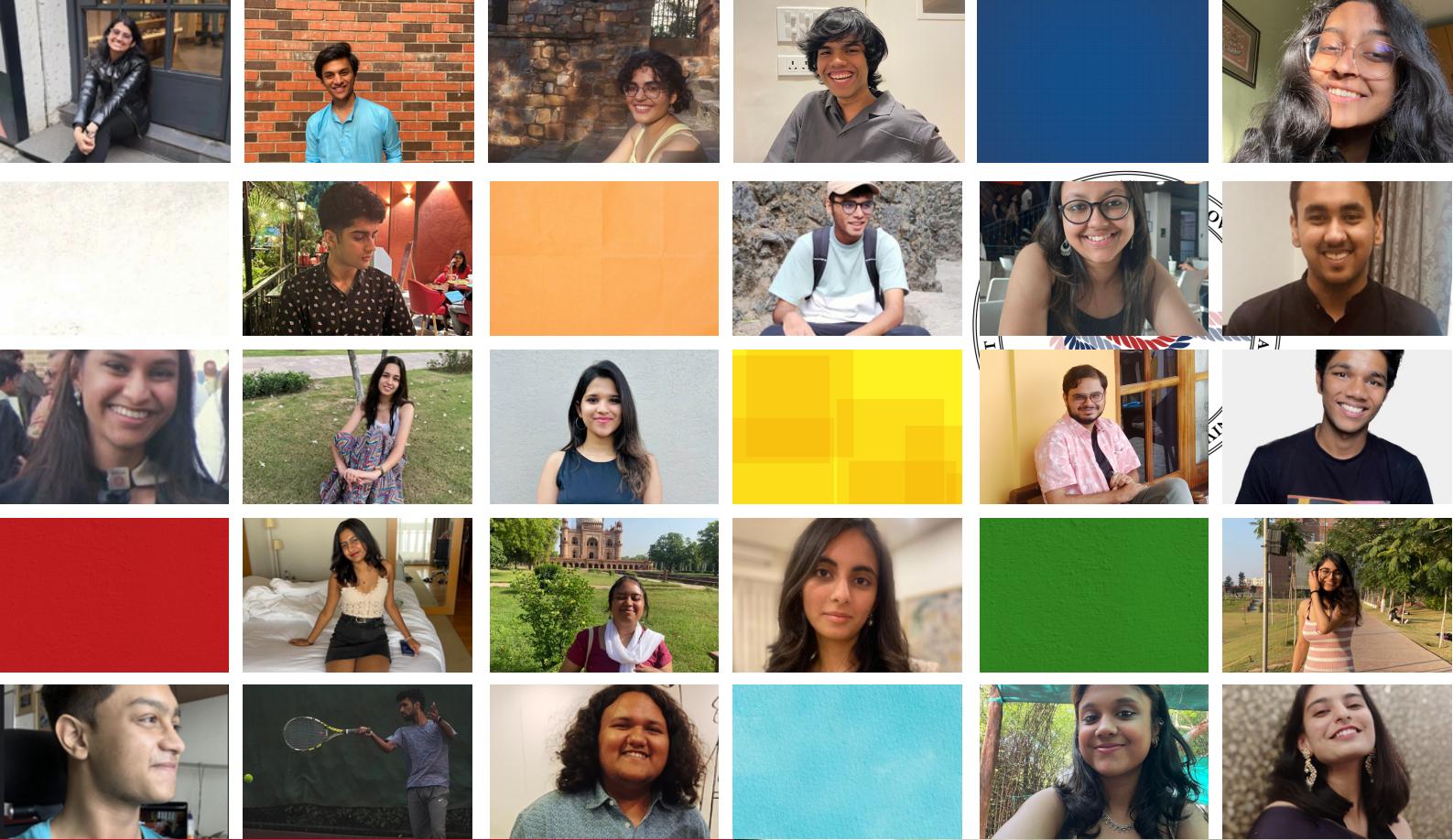
Donor Engagement Policy

If you are a student on financial aid, your aid grant has been made possible because of generous contributions from donors who are committed to the educational endeavours of students like you. You may be assigned a donor who could be an individual or an organisation, generally referred to as a 'named scholarship', based on a student's match with a donor's criteria. If you have been granted a named scholarship, as an acknowledgement of the same, we believe you will represent the University well and gain from the mentoring and networking opportunities that may come with it.
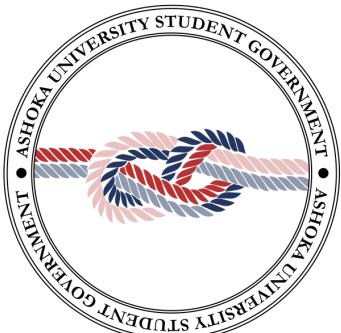
As a recipient of Ashoka's financial aid grant, you will be mandatorily required to provide certain information that will be shared with your donor.

These include:
1. A high-resolution photograph of yourself
2. Your personal journey before joining Ashoka and highlights of your experiences during the course of your education at Ashoka (written and/or video format)
3. One letter thanking your donor at the end of each academic year (relevant department will share guidelines for drafting the letter with you)
4. Meeting with your donor/their representative (on request) In addition to the above, your donor might want more details or clarity about you. Your personal information like family background & financial information will be shared with your donor as and when required.

ASHOKA STUDENT GOVERNMENT

If there are any ideas, issues, or grievances that you would like to bring to the notice of the Student Government, you may reach out to any member of the House of Representatives,

e-mail sg@ashoka.edu.in, or visit our website www.ausg.in.

Ashoka Student Government represent the interests of all students at Ashoka. It is composed of elected representatives and appointed ones. The government also has a new structure. It consists of the following bodies:

Councils for each Academic Cohort: All cohorts at Ashoka are represented through their Council. Members of the Undergraduate Council (listed below) are elected to represent the interests of the Undergraduate body and raise their interests and concerns. Similarly, there are Councils for Masters, PhD and YIF students. Members of the UG Council serve as PoCs to Ministries and certain members of the Council are elected to the House of Representatives

House of Representatives: This is the foremost elected body of the Student Government, consisting of proportional representation from all four academic cohorts. The HoR exists to serve the interests of the entire student body and all other associated stakeholders in their entirety. The House consists of representatives from each of the Councils, the number of which is proportional to the cohort size. The Undergraduate Council currently has elected 7 members to the House.

Cabinet of Ministries: Ministries are bodies that overlook different facets of the University. All ministries fall under the purview of the President and Vice-President.

The following are the members of the Undergraduate Council:

- Aditi Warrier
- Ahana Walanju
- Anshika Chaudhry
- Debadrito Poddar
- Domil Antony Johnson
- Hrishit Lath
- Navya Asopa
- Prachet Sinha
- Rishit Roy
- Romil Jain
- Rutuparna Naik
- Samarth Jain
- Shashwat Agrawal
- Sidh Kavedia
- Trishika Singhania

Members of the House of Representatives:

- Sankalp Dasmohapatra (President)
- Tamanna Parikh (Vice-President)
- Aditi Warrier (Speaker of the House)
- Ahana Walanju
- Anshika Mittal
- Navya Asopa
- Rishit Roy
- Rutupurna Debalina Naik
- Samarth Jain
- Trishika Singhania

Cabinet Ministers for AY 2023-24:

- Akarsh Pahuja - Minister of Community Well-being
- Maanas Kejriwal - Minister of Technology
- Paarthvi Raj Singh - Campus Life Minister
- Pranav Koka - Sports Minister
- Pratiti Sarkar - Environment Minister
- Shreedaya Arvind - Minister of Academic Affairs
- Vamika Dadoo - Cultural Minister

The Public Relations Director and Treasurer for this academic year are Tia Garg and Janhvi Gupta, respectively.

Sankalp Dasmohapatra
President

Tamanna Parikh
Vice-President

SG 2023
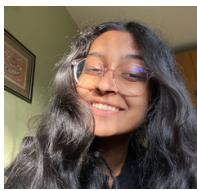
Sankalp Dasmohapatra
President

Tamanna Parikh
Vice-President

## House of Representatives

Aditi Warrier
Speaker of the house

Ahana Walanju

Navya Asopa

Rutupurna Debalina Naik

Samarth Jain

Trishika Singhania

Rishit Roy

Anshika Chaudhry

Cabinet Ministers

Pratiti Sarkar

Vamika Dadoo

Shreedaya Arvind
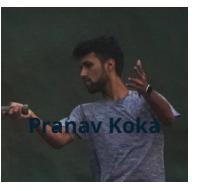
Maanas K

Paarthvi Raj Singh

Pranav Koka

Akarsh Pahuja

Members of Undergraduate Council

Romil Jain

Prachet Sinha

Shashwat Agrawal

Sidh Kavedia

Domil Johnson

Debadrito Poddar

Hrishit Lath

Tia Garg
PR Director

Janhvi Gupta
Treasurer

IMPORTANT POLICIES & GUIDELINES

Annexure - I Ashoka University Prevention, Prohibition and Redressal of Sexual Harassment Rules

Ashoka University has framed and implemented the Ashoka University Policy against Sexual Harassment Rules in order to prevent and prohibit all forms of sexual harassment in the university campus and other connected places.

Meanwhile, University Grants Commission has issued the University Grants Commission (Prevention, Prohibition and Redressal of Sexual Harassment of all sexes, men women & transgenders and Students in Higher Educational Institutions) Regulations, 2015 which has come into force with effect from May 2, 2016. (Appendix). Under the above Regulations all Higher Educational Institutions including Ashoka University have to adopt and modify their existing rules in consonance with the above Regulations. 2

Therefore, in compliance with the above Regulations, Ashoka University has framed the Ashoka University (Prevention, prohibition and redressal of sexual harassment of employees and students) Rules, 2016.

📄 **View full document**

Annexure - II UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions

📄 **View full document**

Annexure - III Ashoka University Guidelines and Regulations on Disciplinary Proceedings

Ashoka University is committed to providing an inspiring and intellectually stimulating learning environment, and a safe and supportive space with a culture of respect for all members of the university community. By choosing to become members of this community, students affirm their commitment to its philosophy, ethos and values and understand the responsibility placed upon them. The University expects all students to honour this commitment. To this end, the University has rules and regulations that define actions and behavior consistent with these ideals. Violations and deviations from the same will jeopardise the values and culture of this institution. The University may initiate disciplinary action in the event of any breach or violation of these rules and regulations.

📄 **View full document**

Annexure - IV Ashoka University Guidelines on Protecting Freedom of Expression

The central purposes of a University are the pursuit of truth, the discovery of new knowledge through scholarship and research, the teaching and general development of students, and the transmission of knowledge and learning to society at large. Free inquiry and free expression within the University community are indispensable to the achievement of these goals. The freedom to teach and to learn depends upon the creation of appropriate conditions and opportunities not only in classrooms and lecture halls but also on the campus as a whole.

📄 **View full document**

Campus Location
Plot No. 2, Rajiv Gandhi Education City, National Capital
Region P.O. Rai, Sonepat Haryana-131029 (India)

Delhi Office
Ashoka University Plot no.222, Second floor, Okhla
Industrial Estate, Phase III, New Delhi-110020