


**Student Handbook**  
**School of**  
**Undergraduate**  
**Studies**  
**2019 - 2022**





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School of Undergraduate Studies

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July, 2019

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## Message from the Vice Chancellor

Dr B.R. Ambedkar University Delhi (AUD), is a public University, established by the Government of the National Capital Territory of Delhi in 2008. The University is mandated to facilitate and promote studies, research and extension work in higher education with focus on liberal arts, humanities and



social sciences and also to achieve excellence in higher education. Guided by Dr Ambedkar's vision of bridging equality and social justice with excellence, AUD considers it to be its mission to create sustainable and effective linkages between "What-Is" and "What ought to be" in Higher Education.


The University aspires to pioneer an institutional culture of collaboration and participating team-work and creativity. The University strongly believes that no knowledge becomes socially productive unless it spreads across society, transcending barriers of caste, gender and class. The ultimate aim of teaching and learning is to develop peaceful and liberated societies.

AUD is one amongst few universities in India to cater exclusively to teaching, research and consultancy in higher echelons of learning in the Humanities and Social Sciences. AUD is now a decade old. The direction of the university was set 10 years ago and now the time has come for AUD to take up the leadership role in defining the future role of social sciences in higher education.

The study of these streams, we strongly believe, will not only play a pivotal role in improving understanding amongst cultures but also transform human experiences into lessons for the future. All the programmes and their courses envisaged here have direct social relevance. Our students go to tribal areas for fieldwork to get a better understanding of the problems being faced in rural India. They are sensitive to socio-economic and political realities, and are being trained to not only be job seekers but job creators for emerging futures.

We as a team at AUD strive to build an institution of excellence in the Country. I welcome all of you to join our AUD Family to enhance your learning experience.

Hope you will have a meaningful and enjoyable stay here.

  
(Anu Singh Lather)  
Vice Chancellor

## Message from the Dean, Student Services



Dear Students,

Welcome to Ambedkar University Delhi (AUD).

First of all, let me congratulate you on behalf of the faculty, staff and students of the university. I wish to assure you that AUD is a learner-friendly university where students occupy the centre stage. Here is a place, we believe, where you will not only receive academic knowledge in your area of interest, but will also learn a great deal about life in general.

This handbook has been prepared to help you find your way around and provide answers to some of the questions you may have about the University's facilities, services and regulations. I sincerely hope you will enjoy your stay at AUD. AUD's strength has been its academic rigour in the classroom that is blended creatively with experiential learning in the domain of practice. So make the most of this opportunity.

Enjoy!

With Best wishes,

A handwritten signature in black ink, appearing to be 'S. Singh', written in a cursive style.

Dr. Santosh K. Singh  
Dean, Student Services

## Message from the Dean, School of Undergraduate Studies



Dear Students,

Welcome to the School of Undergraduate Studies.

The aim of undergraduate education at AUD is not merely to provide specialised disciplinary knowledge but to help our students in evolving as thoughtful citizens capable of understanding, analysing and communicating. The structure of the School allows you to experiment with a range of courses that enrich your critical capacities.

Leaving behind the care as well as the restrictions of your school years, you enter a stage where you have greater freedom which needs to be exercised with greater responsibility. I hope that you will gradually learn to make informed choices through your academic and extra-curricular experiences in SUS.

This handbook contains information about the programmes in SUS. It also lists various rules that we expect you to follow throughout your stay in SUS.

I wish you all the best and hope that you spend a meaningful time in SUS.

Professor Tanuja Kothiyal  
Dean, School of Undergraduate Studies

## Academic Calendar of the University

<b>Monsoon Semester</b>	1 <sup>st</sup> July 2019- 14 <sup>th</sup> December 2019
<b>Classes in Monsoon Semester (90 days)</b>	1 <sup>st</sup> August 2019- 5 <sup>th</sup> December 2019
<b>Sports Day</b>	25 <sup>th</sup> September 2019
<b>Autumn Break (one week)</b>	2 <sup>nd</sup> – 8 <sup>th</sup> October 2019 (One week Dushehera)
<b>Aud@city</b>	Friday 1 <sup>st</sup> November, 2019, Saturday 2 <sup>nd</sup> November, 2019 (four days before Diwali)
<b>Seventh (7<sup>th</sup>) Annual Convocation</b>	6 <sup>th</sup> or 7 <sup>th</sup> December, 2019 (Friday or Saturday of first week of December)
<b>Winter Break (Three weeks)</b>	15 <sup>th</sup> December 2019- 4 <sup>th</sup> January 2020
<b>Winter School (Three weeks)</b>	16 <sup>th</sup> December 2019- 4 <sup>h</sup> January 2020
<b>Winter Semester</b>	6 <sup>th</sup> January 2020-23 <sup>rd</sup> May 2020
<b>Classes in the Winter Semester (16 weeks)</b>	6 <sup>th</sup> January 2020- 25 <sup>th</sup> April 2020
<b>Sports Day</b>	26 <sup>th</sup> February 2020 (Last Wednesday of February)
<b>Baardeisikhla (Spring Festival)</b>	6 <sup>th</sup> March 2020 (Afternoon)
<b>Summer Break (6 weeks)</b>	24 <sup>th</sup> May 2020- 27 <sup>th</sup> June 2020
<b>Summer School (6 weeks)</b>	25 <sup>th</sup> May 2020- 27 <sup>th</sup> June 2020

### **Note:**

1. There will be sixteen weeks for teaching, inclusive of assessment, in every semester.
2. There will 22 working weeks in the monsoon semester and 19 working weeks in the winter semester, including work related to admissions, curriculum design, organizational planning, reflections and evaluation in addition to teaching.
3. There will be 8 weeks of vacation: 5 weeks in summer, 3 weeks in winter and 1 week around Dushehera.

### **CAMPUS**

The School of Undergraduate Studies, is currently located at two campuses Kashmere Gate and Karampura.

AUD is a non-smoking campus. Consumption and sale of illegal drugs or intoxicating substances are strictly prohibited within the AUD campus.

**AUD is a Gender-Sensitive Campus.** Gender-sensitive and healthy campus spaces are crucial for creating an enabling environment where students and faculty, as individuals and as groups, can unfold their creative potential. Our attempt is to generate a consciousness amongst the University community that treats the experience of sexual harassment as a violation of one's dignity as well as freedom of mobility, speech and expression. We are committed to providing a creative and stimulating academic culture and healthy and safe campus life to our students and staff. We welcome all those who join us in the coming year to become a part of this process of creating a campus environment with a unique and fulfilling experience.

**Zero tolerance for Ragging.** No form of ragging shall be tolerated in the University campus. Fresh students are advised to desist from doing anything, willingly or against their will, even if ordered, to rag another student by a senior or any other student. Any attempt at ragging should be promptly reported to the Anti-Ragging Squad or to the Dean or to the Head of the Institution.

All students are required to submit a signed affidavit in format which can be downloaded from the website,

[http://antiragging.in/Site/Affidavits\\_registration\\_form.aspx](http://antiragging.in/Site/Affidavits_registration_form.aspx)

[http://aud.ac.in/upload/admissions2018/Anti\\_Ragging\\_%20affidavit\\_student.pdf](http://aud.ac.in/upload/admissions2018/Anti_Ragging_%20affidavit_student.pdf)



**AUD Hostel:** AUD has, at present, limited hostel facilities. A few seats are available for girl students in the Kashmere Gate campus and a few seats for boys in the Integrated Institute of Technology campus in Dwarka. Students can apply for hostel accommodation once they have secured admission. The application form and brochure for hostel accommodation will be available at the University Offices and on the AUD website at the time of admission.

**Student Life:** Students at AUD start their day with classes but it gradually transforms into a day where students become part of a wide range of events happening across the University. At one moment one might see a street play in progress and at another moment one might walk into a discussion over serious issues. AUD students spend their day engaging in these activities, enjoying each moment with full zeal and then preparing for the events of the next day with equal enthusiasm. Film screenings, literary festivals, musical nights, street plays, poetry recitations and other such events bring a diverse kind of culture to the students they not only enjoy but also learn from. A student not only gathers knowledge in lectures here at AUD but the horizon of education goes beyond the classrooms.

**The Student Cell:** Understanding the need for a student support structure, AUD has created a Student Cell – a peer support group that would hand-hold and assist fellow students, especially those who are facing economic, academic, social or emotional difficulties, and identify and engage with such difficult experiences of the students. Its initiative rests vitally on the student’s sense of responsibility towards themselves and on their sense of identification with the University. Such an effort may help in the creation of an institutional culture that would be marked by a sense of community and ownership, aimed at addressing the alienation that is often felt in such large spaces. The Student Cell primarily acts as a buffer between the students and the administration. It is a quasi-official body, largely comprising students themselves, meant to act as a liaison between Student Services and the students. The Student Cell would be the first space for the students to approach in case of need.

**Online Problem Redressal System For Students (OPRSS):** Objective: To maintain a computerized record of the problems or difficulties faced by the students, monitor progress towards resolution of the same. The data thus recorded can be analysed for management decisions.

There are two parts in the system – one for the students and the other for the admin. The students’ part has two facilities – to submit a problem and to check the status of the submission. The admin part has facilities for (a) acknowledging a submission; (b) updating actions taken or difficulties faced towards resolution up to the point of final resolution; (c) reviewing status of various submissions by categories of problems.

### **How does it work?**

A student submits a problem. An email goes to the student automatically quoting the submission and assigning a ticket number to the submission. An email also goes to a specified address of the student office quoting the submission and ticket no. Time of submission is recorded.

Students Office acknowledges the submission online after login. The time of acknowledgement is recorded.

Students Office subsequently keeps updating actions online for each ticket till resolution. A ticket will remain open till resolution. One can review the status of various tickets by looking at updates. Duration between 'submission' to 'acknowledgment' to 'resolution' can be viewed.

Data thus recorded can be downloaded in an Excel compatible format for analysis.

For OPRSS, a student of AUD may visit::

<http://www.aud.ac.in/>Students>OPRSS>

or through:

[http://172.16.0.5/Uploads/oprss/.](http://172.16.0.5/Uploads/oprss/)

**Cultural Activities:** AUD has established a series of cultural societies to galvanise the intellectual and cocurricular life of students on the campus. There is a thriving Dance Society, Music Society, Theatre Society, Fine Arts Club, Quizzing Club, Debating Society, Literary Society and TERRA: The Eco Club of AUD. The university also has a very active Sports Committee. The Economics Society, the Mathematics Society and the Society for Visual Culture have been activated. There are regular talks, lectures, screenings and performances in the campus and students are encouraged to participate in and organise events around them.

**AUD@city:** To celebrate the cultural and creative life of the student community and as an expression of AUD's connect with the wider community of the city of Delhi a two-day annual festival is organised at AUD. AUD@city is planned as a showcase event of AUD with the stated objective of highlighting the unique mandate of the University of combining 'access with success'. It is an event that showcases the different-ness of AUD, what sets it apart from other institutions of higher learning in Delhi, by focusing on the advantages of being Delhi's State University – 'of and for Delhi'. It also provides a space for creativity, inter-disciplinarity, multiculturalism and plurality

## **Ehsaas- The Psychotherapy and Counselling Clinic**

At AUD we value all aspects of the student's life. Therefore the University also has a provision to attend to the emotional needs of its students. There are times when all of us go through ups and downs. Feeling angry, lonely, sad and confused is part of being human as well as of growing up. At Ehsaas, the counselling and psychotherapy unit, an attempt is made to listen to your struggles with respect, empathy and love. Please feel free to contact the counselling team for a patient and confidential reception of your personal struggles. The counselling and psychotherapy team can be contacted at Ehsaas, School of Human Studies.

**Fee Structure:** The vision guiding AUD is the commitment that prospective students learn to value and appreciate the social privileges they enjoy because of the heavy subsidy that goes into public institutions of higher education in India. Therefore, a minimum proportion of the cost actually incurred by the University for each of its students is reflected in the fee being set per semester. Based on this philosophy, AUD has instituted a differential fee structure for different programmes, with an understanding that the upper slab is envisaged not to be so high that only a particular segment of society can afford it and the lower slab not so low that the sense of responsibility among the students goes missing.

Students will also be expected to bear additional expenses related to field visits, cost of supplementary programme, (learning) materials etc. In addition, students are required to pay Rs.500 per semester to the Student Welfare Fund, Rs.5000 is to be paid as a refundable security deposit.

It may be noted that at present the fee constitutes not more than 10 percent of the operational costs. It is also the stated policy of the University that no deserving applicant, as far as is possible, is denied the opportunity of studying at AUD merely due to her/his inability to pay the fees. Details of the Fee Waiver Policy and the Students' Welfare Fund adopted to facilitate students from economically weak sections are given below under the heading Fee Waiver and Student Welfare Fund.

## Fee Calendar: ADMISSION YEAR 2019-22

The tuition fees for undergraduate programmes (BA Honours in Economics, English, History, Mathematics, Psychology, Sociology, Social Sciences and Humanities) is as follows:

Tuition fee of Rs.1,28,640/- (@Rs. 1340/- per credit i.e. Rs. 21,440/- per semester) + Rs.5000/- (one-time, refundable caution deposit) + Rs.500/- per semester for student welfare fund.

If a student opts for extra credits, an additional fee of Rs.1340/- per credit will have to be paid. Partial/Full fee waiver and scholarships are available. Full fee waiver of tuition fee will be extended to students belonging to SC/ST/PwD categories.

### Important Dates to Remember

1st Week (After 15 days) - late fee ₹ 100/- per week

2nd Week - late fee ₹ 200/- per week

3rd week - late fee ₹ 300/- per week

4th Week - late fee ₹ 400/- per week

Student will be de-enrolled for non-payment of fee after last date of fee payment

### Subsequent Semester fee collection dates

Second Semester - 3<sup>rd</sup> week of January (15 days Without Fine)

Third Semester - 3<sup>rd</sup> week of August (15 days Without Fine)

Fourth Semester - 3<sup>rd</sup> week of January (15 days Without Fine)

Fifth Semester - 3<sup>rd</sup> week of August (15 days Without Fine)

Sixth Semester - 3<sup>rd</sup> week of January (15 days Without Fine)

The above dates are tentative and may change from time to time. The Students are advised to check the fee notification issued by the Student Services Division every semester.

### Fee Waivers

It is the stated policy of the University that no deserving applicant, as far as possible, is denied the opportunity of studying at AUD merely due to her/his

inability to pay the fees. This is implemented through a comprehensive fee-waiver policy.

The University offers full and partial tuition fee-waivers to students who are in need of support, given their economic background. Students with an annual family income of less than Rs. 6 Lakhs will be considered for tuition fee-waiver.

The gross annual family income ceiling (slab-wise) for availing tuition fee-waiver from the economically backward students (other than SC, ST and PwD), is given below:

	% of Tuition Fee waiver	Gross Annual Family Income
Slab -1	100% Tuition Fee waiver	Rs 3 Lakh or below
Slab -2	75% Tuition Fee waiver	Rs 4 Lakh or below, but more than Rs 3 Lakh
Slab -3	50% Tuition Fee waiver	Rs 5 Lakh or below, but more than Rs 4 Lakh
Slab -4	25% Tuition Fee waiver	Rs 6 Lakh or below, but more than Rs 5 Lakh

**The University extends full waiver of tuition fees to all students belonging to SC, ST, and PwD categories**

## Procedure for Applying for Fee-waiver

At the time of admission, a student can apply for tuition fee-waiver by submitting supporting documents as below:

### **SC/ST/PwD students:**

Self-undertaking for availing the fee waiver prescribed by the Student Services division.

### **Economically-Backward Students**

Income certificate issued by Tehsildar/Sub-divisional Magistrate of the current financial year.

### **Student Welfare Fund**

The University has created 'Student Welfare Fund' with the objective of making financial assistance available for meeting the welfare needs of needy students, such as emergent medical assistance, purchase of books & study material, meeting the boarding & lodging expenses equivalent to the amount that is required to avail of AUD hostel facilities, and any other comparable needs of the student. An amount of Rs.500/- per semester is collected from all students towards 'Student Welfare Fund' and an amount equal to that collected from students shall be contributed by the University to this fund. The Student Welfare Fund is managed and monitored by a committee which comprises members of the student-faculty committee of the programme.

## SCHOOL OF UNDERGRADUATE STUDIES

The School of Undergraduate Studies aims to offer its students a unique liberal arts education that acquaints them with diverse approaches to knowledge. The undergraduate programmes at AUD encourage students to think critically and creatively, to analyse and reason, to communicate effectively, and to draw evidence-based conclusions. It aims to achieve a balance between the range and depth of the subjects studied.

The unique aspect of undergraduate programmes at AUD is that there are common modules for foundational skills comprising language, writing skills, communication skills, analytical reasoning and a core module in social sciences. This is done through a blend of common foundational courses, languages, core discipline courses and a wide range of elective courses. Students experience the flexibility of choosing courses from more than disciplinary area, thus exploring not merely their chosen disciplines but also relationships between disciplinary paradigms.

### The School offers the following programmes:

**BA Honours in Economics**

**BA Honours in English**

**BA Honours in History**

**BA Honours in Mathematics**

**BA Honours in Psychology**

**BA Honours in Sociology**

**BA Honours in Social Sciences and Humanities**

## Structure of BA Programme in the School of Undergraduate Studies

A student admitted to an Undergraduate Degree in the School of Undergraduate Studies is required to earn 96 credits by taking 24 courses in the following order. These credits can be earned over a minimum of three and a maximum of five years.

There are three categories of courses that need to be completed in order to earn an Undergraduate degree in the School of Undergraduate Studies.

Foundation Courses (4 courses): 16 credits

Discipline Core and Electives (12 courses): 48 credits

Electives (8 courses): 32 credits

**Foundation Courses (Course Code FC):** Foundation courses are offered between the first and the fourth semesters. These courses are of two types.

### 1. Foundation Compulsory Courses

- A. Language Courses:** The School offers compulsory language courses in English and Hindi. These courses are aimed at enabling students to understand and use these languages academically, as suited to the requirements of the programmes that they register in. Both, English and Hindi courses are offered at several levels, decided upon through a **Language Proficiency Test**, held soon after the end of the admissions process.

#### English Language Courses:

SUS1FC031 English Proficiency Course (EPC)

SUS1FC001 English for Academic Purposes (EAP)

#### Hindi Language Courses:

SUS1FC008 Aarambhik Hindi Bhasha

SUS1FC007 Madhyamik Hindi Bhasha

SUS1FC006 Vyavharik Hindi Bhasha

- B. Environmental Issues and Challenges (FC009):** This is a compulsory course offered either in the third or the fourth semester.

- 2. Foundation Optional Courses:** A number of Foundation courses, open to all undergraduate students, are offered in the first semester. These include:



SUS1FC032 Indian Constitution and Democracy  
SUS1FC033 Youth Society and Literature  
SUS1FC034 Identity through Popular Narratives  
SUS1FC035 Indian Society: Continuities, Change and Paradoxes  
SUS1FC036 Introduction to Cultural and Creative Expressions  
SUS1FC037 Nature of Science  
SUS1FC038 Hindi Aadhar Pathyakram  
SUS1FC040 Introduction to Drawing  
SUS1FC041 Introduction to Gender  
SUS1FC042 Introduction to the Social Sciences and Humanities  
SUS1FC044 Logic and Reasoning

Depending upon the number of Language courses allocated to them, students choose one or two Foundation Optional Courses in the first semester. They can choose one or more of these courses as electives in the subsequent semesters as they are offered.

### **Discipline Courses (Course Codes: EC, EN, HS, MA, PS, SC, PO, HN)**

All programmes offer courses which are specific to the discipline over six semesters. In order to get a degree in a programme, a student needs to pass 12 discipline courses. These may be core-compulsory courses and discipline elective courses.

Core compulsory refers to courses that compulsorily have to be credited by all students of the programme. These are listed with course code numbers 01 to 30.

**For example:** The course code has three components:

1. SUS1 is prefix for all the course code, followed by
2. EC, EN, HS, MA, PS, SC, PO, HN which is alpha code for Economics, English, History, Mathematics, Psychology, Sociology, Political Science and Hindi courses respectively.
3. The last part is the numerical part (three digit number) out of which the last two digits indicates the nature of the course as core compulsory (when the last two digits ranges from 01 to 30) for e.g. SUS1EC101 is a compulsory course

For some disciplines these courses are offered in a certain order and carry prerequisites.

Programmes offer some choice within the programme through elective courses. These are called Discipline Electives. Programmes usually list a

basket of electives some of which are offered in a cycle. These are listed with course code numbers 30 onwards. These can be opted to complete the 12 course Programme requirement.

**For Example:** The course code has three components:

1. SUS1 is prefix for all the course codes, followed by
2. EC, EN, HS, MA, PS, SC, PO, HN which is alpha code for Economics, English, History, Mathematics, Psychology, Sociology, Political Science and Hindi courses respectively.
3. The last part is the numerical part (three digit number) out of which the last two digits indicates the nature of the course as Discipline Elective course (when the last two digits are from 31 onwards) for e.g. SUS1EC131 is a Discipline Elective course.

Students opting for Honours in Social Sciences and Humanities have to credit 12 courses in a combination of 4 courses each from any three disciplines. Along with the disciplines offering Honours programmes, SSH students can also opt for courses in Hindi and Political Science as part of their combination.

**Electives (EL):** The School also offers undergraduate courses designed by programmes within the school as well as other Schools in the university, which carry the course code **EL**. These courses seek to offer a diversity of perspectives as well as skills, beyond the Foundation and Discipline courses. A student may opt upto 8 Elective courses to complete the degree programme. Some of the courses offered in the Elective basket are:

SUS1EL 901 Digital Story-telling

SUS1EL 902 Introduction to Human Ecology

SUS1EL 904 Critical Perspectives on Creative Exploration

SUS1EL 905 Understanding Disability through Popular Media

SUS1EL 906 What is World Literature

SUS1EL 908 Indian History Through literature

SUS1EL 909 Literatures of the East: India and Arabia

SUS1EL 910 Reading Autobiography

SUS1EL 912 Film Studies History

SUS1EL 913 School, Schooling, Education

SUS1EL914 Contemporary Literatures from Northeast: Poetry and Fiction

SUS1EL 916: Reading Fantasy: J R R Tolkien and C S Lewis

## School of Undergraduate Studies

### Attendance, Evaluation, Progression and Graduation Rules

A student admitted to an Undergraduate Degree in the School of Undergraduate Studies is required to earn 96 credits. This can be done by taking 24 courses of 4-credits each. These credits can be earned over a minimum of three and a maximum of five years in the following prescribed order.

Courses	Minimum Credits
Compulsory Foundation Courses	12
Foundation Optional Courses	04
Prescribed Discipline Courses of the Major chosen	48
Other Courses (Electives, Foundation, Discipline courses)	32

### BA (H) in Social Sciences and Humanities

Courses	Minimum Credits
Compulsory Foundation Courses	12
Foundation Optional Courses	04
Discipline Courses <b>(16 credits each from any three disciplines offered in SUS)</b>	48
Other Courses (Electives, Foundation, Discipline courses)	32

1. **Foundation Core Courses (Code FC):** These are courses in Hindi and English languages and Environment that a student is compulsorily required to take.
2. **Foundation Optional Courses (Code FC):** Students choose a minimum of one course from a basket of optional courses offered.
3. **Core Discipline Courses (Codes EC, EN, MA, HS, PS, SC, HN, PO):** These are the twelve, 4-credit courses prescribed by the programme as a compulsory requirement. In many programmes against a compulsory

discipline slot there may be a choice of two or more courses. Such courses are called **compulsory electives** and students may opt from the compulsory electives offered in the particular semester. Hindi (HN) or Political Science (PO) discipline courses can be one of the three disciplines chosen by an SSH honours student but these will not form core discipline courses in other programmes.

4. **Other Courses:** These courses can be opted from Discipline courses, Foundation Optional courses, or a special category of courses called **Electives (Code EL)**.

#### Rules for Opting Courses:

1. Students shall complete all compulsory and optional Foundation courses in the manner prescribed by the School within a minimum of three and a maximum of five years.
2. **Some students may be placed at level 1 in English Language courses.** These students will take two English Language courses, that is, **English Proficiency Course (EPC)** and **English for Academic Purposes (EAP)** in the first two semesters. **EAP is compulsory for all students.**
3. Students shall complete the compulsory discipline course requirement as prescribed in the programme via core and compulsory electives of the discipline. They may opt for more than twelve courses from within their own programmes, as permitted within the rules of the School.
4. **Core and Compulsory elective distinction does not apply to SSH students.** They may opt any four courses in the three chosen disciplines.
5. Core, compulsory elective courses offered by one discipline/programme can be opted as electives by students of other programmes. In addition, Foundation courses can also be opted as electives.
6. **While programmes within SUS may offer general electives with EL codes, these will not count as discipline courses, either core or compulsory electives.** Courses with FC code will also not be counted as discipline courses of either core or compulsory elective type.
7. Students will normally be required to opt for four courses in a semester.
8. From the fourth semester onwards, students can opt five courses in a semester. They can also apply for improvement (voluntary improvement) from the fourth semester onwards. **No extra or improvement courses can be opted for in semesters one, two and three.**

9. **Under no circumstances shall the number of courses opted in a year exceed ten.**
10. If a student fails some of the courses in a semester, these will be deemed **essential repeats**. These will have to be repeated in the next cycle, in a manner prescribed by the School, depending upon the academic location of the student. Some foundation courses are offered every semester and these may be opted in the next semester itself.
11. Students cannot opt for a course that is offered at a higher level than the academic year/ semester where they are placed. This means that while a sixth semester student may opt for a first semester Foundation course, the reverse will not be permitted.

School will not be responsible for mistakes made by the students for any courses opted in contravention of the rules stated above. The responsibility to be aware of the rules and regulations governing course registration, choice of courses, programme requirements and graduation requirements will rest with the student.

## School of Undergraduate Studies Assessment Rules

The purpose of assessment at AUD is to facilitate and promote learning with understanding. Assessment will depend on both 'continuous' and end-of course performance, but without putting unnecessary stress on students. Results of continuous assessment are communicated to students in time so that they improve on their subsequent work.

School of Undergraduate Studies, AUD follows the AUD Assessment policy. However, some of the rules have been formulated specifically keeping undergraduate education in focus.

School of Undergraduate Studies, AUD follows an eleven-point scale of assessment. Each evaluated exercise/assignment and each course carries a letter grade in accordance with the table given below:

<b>Letter grade</b>	<b>Grade points (for GPA)</b>	<b>Qualitative description of letter grade</b>
A+	10	Exceptional: performance beyond expectations.
A	9	Excellent: demonstrating mastery of all learning or assessment situations
A-	8	Very good: demonstrating mastery of most learning or assessment situations.
B+	7	Demonstrating thorough competence in most situations.
B	6	Demonstrating moderate competence in most situations.
B-	5	Acceptable: showing moderate competence in some situations, minimal competence in others.
C+	4	Minimally acceptable: demonstrating minimal competence in most situations while showing considerable capacity for improvement.
C	3	Not passing but still showing capacity for improvement or development.
C-	2	Unsatisfactory performance, marked by lack of engagement or inability to apply concepts.

D	1	Complete lack of engagement or comprehension; also, frequent absence.
F and AB	0	F for non-completion of assignments or 'blank' responses on a test. Absence or withdrawal from a course should be indicated by AB.

The grade point average (GPA) for a course, for a semester and for an entire programme is calculated as follows:

Suppose a set of 5 assessment situations is involved in a given course and the separate assessments are assigned the relative weights  $w_1, w_2, w_3, w_4$  and  $w_5$ , and a student is awarded grades whose grade points in the 5 assessment situations are  $g_1, g_2, g_3, g_4$  and  $g_5$  respectively. To calculate the student's grade in that course we need to calculate the weighted average  $G$  for that course of his or her grades:  $G = (w_1g_1 + w_2g_2 + w_3g_3 + w_4g_4 + w_5g_5)/(w_1 + w_2 + w_3 + w_4 + w_5)$ .  $G$  will then be converted to the appropriate letter grade (A, B, C, etc.) according to the table below. What shall be used in subsequent calculations is not  $G$  but rather the grade point corresponding to the grade within which  $G$  falls. Thus:

GPA	Letter grade	Grade points
Greater than or equal to 9.5	A+	10
Greater than or equal to 8.5 but less than 9.5	A Only	9
Greater than or equal to 7.5 but less than 8.5	A-	8
Greater than or equal to 6.5 but less than 7.5	B+	7
Greater than or equal to 5.5 but less than 6.5	B Only	6
Greater than or equal to 4.5 but less than 5.5	B-	5
Greater than or equal to 3.5 but less than 4.5	C+	4
Greater than or equal to 2.5 but less than 3.5	C Only	3
Greater than or equal to 1.5 but less than 2.5	C-	2
Greater than or equal to 0.5 but less than 1.5	D Only	1
Less than 0.5	F or AB	0

A course will have a minimum of three assessment components spaced evenly through the semester. Assessment components in an undergraduate course may be in the form of a written test or examination, take-home assignments, a term paper, a term-end submission or project, a viva-voce examination etc.

A single assessment exercise in any course will not carry more than 40% of the course grade 'weight'.

Every course will have a minimum of 40% in-class assessment.

A minimum overall grade of C+ (C Plus), after the application of attendance rules is required for passing a course. A student receiving a C Only grade after attendance rules are applied will become eligible for Partial Repeat Assessment.

**Partial Repeat (PR) Policy:**

Students obtaining C Only grade after grade cut will be eligible for Partial Repeat and the weightage of Partial Repeat exam will be 30%. In order to pass a student must obtain a minimum of B Minus grade in the Partial Repeat exam, which will accumulate to an overall grade of C Plus and above.

The School will announce a list of students eligible for Partial Repeat after the declaration of results. The Partial Repeat assessment will be held during the Partial Repeat period declared in the University AES calendar. A course once cleared through Partial Repeat assessment shall be deemed a fully passed course.



## Rules for Academic Progression

Academic promotion in SUS takes place in an annual cycle that is from I year to II year and from II year to III year. Normally, a student is promoted to the next year at the end of their even semester, that is, 2nd, 4th and 6th.

There is no specific requirement for promotion from odd to even semester i.e. 1st to 2nd, 3rd to 4th and 5th to 6th.

### For promotion from I year to II year of their programmes:

1. Students must obtain passing grades in at least 6 courses (amounting to 24 credits), with or without PR, in courses of Semesters 1 and 2.
2. Those students who by the commencement of the subsequent academic year have not completed 24 credits will not be promoted to II year (Semester 3). Such students will academically be placed in I year. They will be required to complete the requirements of the first programme year. The School shall prescribe means of completing courses and fulfilling programme requirements.
3. Students who are repeating an entire semester in order to complete their minimum requirements for promotion to the second year, may directly enter the fourth semester and complete Semester 3 subsequently, if they complete the promotion requirements in their repeat semester.

For example, if a student has cleared 5 courses at the end of 2nd semester, they will not be promoted to II year. Instead they would be asked to undertake essential repeats, if being offered in the semester, or take discipline electives and foundation optionals which add to the elective basket. If they meet the 6-course requirement in their repeat semester, they will be promoted to 4th semester in II year. After the end of 4th semester they will have to complete their 3rd semester. **Thus, for such students, annual promotion will take place at the end of Monsoon semester.**

### For promotion from II year to III year of their programmes:

1. Students must obtain passing course grades in at least 14 courses (amounting to 56 credits) of Semesters 1, 2, 3 and 4 to be promoted to Semester 5.
2. Students not completing at least 56 credits in the prescribed manner will not be promoted to Semester 5. Such students will academically be placed in the II year. They shall be required to complete courses of their first four programme semesters in the manner directed by the School.
3. Students who are repeating an entire semester in order to complete their

minimum requirements for promotion to the third year may directly enter the Sixth semester and complete Semester 5 subsequently, if they complete the promotion requirements in their repeat semester.

For example, if a student has cleared 13 courses at the end of 4th semester, they will not be promoted to III year. Instead they would be asked to undertake essential repeats, if being offered in the semester, or take discipline electives and foundation optionals which add to the elective basket. If they meet the 14-course requirement, they will be promoted to 6th semester of the III year. After the end of 6th semester they will have to complete their 5th semester.

**Thus, for such students, graduation will take place at the end of Monsoon semester.**

**Course Repetition:** Students in the School of Undergraduate Studies can meet assessment and progression requirements through course repetition.

**Essential Repeat:** A student failing to pass a compulsory Foundation or a compulsory Discipline course will have to repeat the course in the next cycle. This will be deemed an essential repeat. Some foundation courses are offered in both Monsoon and Winter semesters, and may be repeated in the next semester. No fee will be charged for the course. **Attendance rules of the year where the student is placed academically will apply.**

**Course Replacement:** If a student fails a Foundation Optional or an elective course (not compulsory to the programme a student is admitted to), it can either be repeated in the next cycle or replaced by another course. In case of replacement, student will have to pay a fee for the new course. If a course to be repeated is not being offered and is then replaced, the student will not be asked to pay a fee for such a replacement.

**Course Improvement:** Students can opt to improve their course grades by repeating the courses that they have already passed. **Students will be required to surrender the grade awarded in the course they wish to improve, and the new grade will apply irrespective of whether it is higher or lower than the previous grade.** The maximum number of courses that can be improved upon **will not exceed three in the entire programme.**

**Extra Courses:** Students can opt for more than four courses only from the 4th semester onwards. These will be deemed extra courses.

For the purposes of completing graduation requirement, the courses with the best grades within prescribed requirements will be taken in order to calculate the CGPA based on 96 credits. Other courses will not be taken into account for CGPA but will be denoted as extra courses on the final transcript.

**The total number of courses a student can take in a year including essential repetitions, improvement courses and extra courses, cannot exceed 10.**

## Graduation rules

**For (honours) other than SSH, 96 credits need to be obtained in the following manner:**

1. At least 16 credits via foundation courses, out of which 12 credits are compulsory and 4 credits are optional.
2. At least 48 credits of the discipline major as prescribed by the Programme.
3. The rest of the 32 credits may be completed either via foundation courses, discipline courses or elective courses (with EL code).

**For Social Sciences and Humanities, the 96 credit needs to be obtained in following manner:**

1. At least 16 credits via foundation courses, out of which 12 credits are compulsory and 4 credits are optional.
2. 16 credits each in 3 disciplines amounting to at least 48 credits.
3. The rest of the 32 credits may be completed either via foundation courses, discipline courses or elective courses (with EL code).

## Attendance Policy

Attendance shall be calculated on the basis of the total number of hours of lectures, tutorials, laboratory sessions and any other form of teaching/learning activity that is scheduled as a part of the course.

1. A student of semester I or II whose attendance in a course is less than 65% but greater than or equal to 50% will have one grade point deducted from his/her final grade in that course.
2. A student of semester I or II whose attendance in a course is less than 50% will have two grade points deducted from his/her final grade in that course.
3. A student of semester III or IV whose attendance in a course is less than 50% will have one grade point deducted from his/her final grade in that course.
4. There will be no deduction in grades for shortfall in attendance for students of V or later semesters. However, faculty will keep a record of attendance in these semesters. Student attendance will continue to be one of the determinants of free-ships like the Student Welfare Fund.

In case a student is repeating a whole semester/year, attendance rules of the year in which the student is placed academically will apply. For example, if a student after completing one year in the University, is not promoted to the third semester, and is required to repeat courses of the first and second semester, then the student will be placed under first year attendance rules (1 and 2 semesters). Similarly, if a student after having completed two years in the university is not promoted to the fifth semester, attendance rule of the second year (3 semester) will apply to such a student.

Grade-cut as prescribed above applies only to courses that fall under the normal course-load of up to 4 courses or 16 credits in a semester. Some illustrative examples:

- (a) If a student has not been promoted to 2nd year and is repeating some first semester courses, say 2 courses, the 1st semester grade-cut penalties for attendance will apply to those 2 courses.
- (b) If in addition to the 2 repeat courses, the student also registers for up to 2 optional courses of 1st semester, then the 1st semester grade-cut penalties for attendance will apply to all 4 courses.

- (c) If a student promoted to 3rd semester has one repeat course of the 1st semester in addition to the four 3rd semester courses, then 3rd semester grade-cut rules will apply to the four 3rd semester courses and no grade cut will apply to the additional 5th course being done as repeat.

Apart from these school-wide penalties faculty members may base assessment components on class participation, as allowed by the Assessment Policy of the university. The assessment policy for each course will be announced in writing at the beginning of the semester.

Exemption from attendance is granted on medical grounds. Students applying for medical leave are required to submit their applications in designated format within 15 days of end of medical leave, along with medical certificates and records. The Evaluation and Attendance Committee of SUS takes a final decision on medical leave after examination of certificates and records.

Exemption on medical grounds is provided by deducting the approved medical leave from the total number of classes held in a course. Attendance percentage is then calculated on the basis of the recalculated total number of classes for the student. If a student falls short on the recalculated attendance, penalties will apply as per rules. The maximum medical compensation that can be provided to a student cannot be more than 1/3rd of the total classes in the course.

## Rules other than Graduation

### Major Transfer

Students admitted to one programme in the School of Undergraduate Studies can seek transfer to another programme till the fourth semester. This is subject to the student meeting conditions like

- (i) Availability of seats in the concerned discipline to which transfer is sought.
- (ii) Student must make it to the last cut off list based on class XII marks in the discipline to which transfer is sought.
- (iii) Must secure a minimum of B Plus grade in one of the first semester core courses or discipline courses in the programme to which transfer is sought.

The final decision will rest with the School. Meeting the requirements above may not lead to an automatic transfer of major.

### Extra Year after Graduation

After having graduated from the programme with a cumulative minimum of B Only grade, a student can choose to spend two more semesters in the school, earning up to 40 credits through 10 courses.

These two semesters will not add to the three-year undergraduate degree of the student, but will be regarded as an extra academic year. Students will be awarded transcripts for these two semesters.

## SUS Administration and Staff:

Dean SUS: Professor Tanuja Kothiyal

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Deputy Deans:

Dr. Usha Mudiganti

Dr. Parany Goswami

Dr. Anoop Koileri

### School Office

Assistant Registrar: Mr. Ashish Patidar

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Psychology and English: Ms. Asha Devi

Sociology, Mathematics and SSH: Ms. Priyanka Papreja

History and Economics: Mr. Suresh Prasad.

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## Programmes at the School of Undergraduate Studies

### **BA Honours in Economics**

The BA Honours programme in Economics is designed to provide students with a basic but rigorous training in the analysis of the economy, with emphasis on issues confronting developing economies like India. The aim is to expose students to different perspectives within the discipline and also be familiar with the social and political dimensions of economics.

### **Structure of BA (H) Economics**

Semester	Core	Elective
I	SUS1EC101 Principles of Economics	
II	SUS1EC104 Statistical Methods for Economics	SUS1EC131 Introduction to the Indian Economy
III	SUS1EC102 Microeconomics I SUS1EC103 Macroeconomics I	SUS1EC135 Indian Economic History*
IV	SUS1EC105 Microeconomics II SUS1EC106 Macroeconomics II SUS1EC107 Mathematical Models for Economics	
V	SUS1EC108 International Economics SUSEC109 Political Economy I SUS1EC112 Development Economics: Historical Perspective \$ SUS1EC113 Development Economics: Theory and Policy \$	SUS1EC132 Topics in Economic Theory# SUS1EC133 Public Economics: Theory and Policy # SUS1EC134 Money, Banking and Finance#
VI	SUS1EC110 Issues in the Indian economy SUS1EC111 Introduction to Econometrics	SUS1EC133 Public Economics# SUS1EC134 Money, Banking and Finance#

\$ Either SUS1EC112 Development Economics — Historical Perspective or SUS1EC113 Development Economics: Theory and Policy will be offered.

\* SUS1EC135 Indian Economic History may be offered either in the 3<sup>rd</sup> or the 5<sup>th</sup> semester

# SUS1EC112 Development Economics — Historical Perspective, SUS1EC132 Topics in Economic Theory, SUS1EC133 Public Economics, SUS1EC134 Money, Banking and Finance may be offered either in the 5<sup>th</sup> or the 6<sup>th</sup> semester.

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## Ba Honours in English

The BA Honours in English will introduce students to all aspects of the study of literature. Along with literature written in English, the course will have a strong component of translations into English of Indian and all other significant literatures across the world. The study of literature will be considered as an entry point for students to critically examine the world around them. The programme hopes to impart to students the broadest possible understanding of literature as a cultural and linguistic practice and arm them with tools to dismantle accepted and forced hierarchies in literary and cultural practices. The programme consists of a host of elective courses from which students are required to choose a fixed number each semester.

### Structure of BA (H) English

<b>Semester</b>	<b>Elective (with code)</b>
I Semester	SUS1EN231 Introduction to Indian and World Literatures SUS1EN232 Introduction to Literary and Cultural Forms
II Semester	<b>(Any two to be offered)</b> SUS1EN233 Literatures of the Renaissance SUS1EN234 Greek Drama SUS1EN237 The Romantic Age SUS1EN238 The Epic SUS1EN258 Modern Short Fiction and Novellas
III Semester	<b>(Any four to be offered)</b> SUS1EN235 Literatures of the Indian Subcontinent SUS1EN247 American Literature SUS1EN240 Political Speeches and Writings by Literary Writers SUS1EN244 Contemporary Indian Drama SUS1EN248 Comedy: Not Just for Laughs! SUS1EN252 Voice of Dissent: Bhakti Poetry
IV Semester	<b>(Any four to be offered)</b> SUS1EN236 Shakespeare SUS1EN239 Postcolonial Literatures SUS1EN241 Modern Movements in the Arts SUS1EN242 Fiction into Film SUS1EN243 Study of English Language SUS1EN254 Realism and the Novel

V Semester	<b>(Any four to be offered)</b> SUS1EN245 Tragedy Down the Ages SUS1EN246 Literature and Cinema SUS1EN260 The Victorian Age through Poetry and Painting SUS1EN261 Approaches and Theories of Language Learning - Teaching SUS1EN263 Folk, Oral, Indigenous and Popular Cultures SUS1EN265 Modernism SUS1EN269 Retellings of Ramayana
VI Semester	<b>(Any four to be offered)</b> SUS1EN255 Understanding Cinema: An Introduction SUS1EN256 Introduction to Literary Theory SUS1EN257 Written for Children and Young Adults SUS1EN262 Mahabharat and its Modern Renderings in Fiction, Drama and Film SUS1EN264 Issues of Gender in Literary Texts SUS1EN266 Literary Translation: Process, Poetics and Politics SUS1EN272 Modern World Drama

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## **BA Honours in History**

The BA Honours programme in History is designed to stimulate students' interest in India and its varied pasts in relation to wider global trends. The programme aims to introduce students to different ways of accessing the past that make the study of history exciting and rewarding.

## **Structure of BA (H) History**

Semester	Compulsory Courses	Elective Courses
I	SUSHS401 Ancient Societies	
II	SUS1HS403 Early India: Economy, Polity and Society	SUS1HS431 Understanding the Past: Myths, Epics, Chronicles and Histories
III	SUS1HS402 Medieval and Early Modern World SUS1HS404 Medieval India I: Polity and Administration	SUS1HS432 Introduction to Society and Culture in East Asia

IV	SUS1HS405 Modern and Post-Modern World, 1750-2010 SUS1HS406 Medieval India II: Economy and Society SUS1HS407 India c. 1700-1857	SUS1HS434 History of the Indian Ocean World
V	SUS1HS408 Modern India 1857-1947 SUS1HS409 Delhi in History	SUS1HS433 Decolonisation in History
VI		SUS1HS435 Wars and Revolutions in Twentieth Century SUS1HS436 Contemporary India 1947-1992 SUS1HS437 Caste and Indian Modernity

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## **BA Honours in Mathematics**

An Honours in Mathematics at the undergraduate level is one of the most versatile degrees in terms of skills, knowledge base and career options. The BA Honours with a Major in Mathematics at AUD will provide the opportunity to develop all the above abilities and at the same time greatly enhance computational skills. The flexible framework of the credit-based semester system at AUD provides a perfect opportunity to build a strong foundation in modern Mathematics as well as ability to explore other disciplines.

## **Structure of BA (H) Mathematics:**

<b>Semester</b>	<b>Compulsory</b>	<b>Elective</b>
I	SUS1MA501: Introduction to Mathematical Thinking	
II	SUS1MA502: Analysis I	SUS1MA531: Quantitative Methods
III	SUS1MA503: Algebra I SUS1MA504: Numerical Analysis and Programming SUS1MA505: Analysis II	

IV	SUS1MA506: Algebra II SUS1MA507: Probability and Statistics SUS1MA508: Analysis III	
V	SUS1MA509: Algebra III SUS1MA510: Ordinary Differential Equations	SUS1MA536: Mathematical Finance*
VI	SUS1MA511: Linear Optimisation and Applications SUS1MA515: Number Theory and Cryptography#	SUS1MA541: Mathematical Modelling\$ SUS1MA542: Partial Differential Equations\$

\* SUS1MA536 is one amongst the following elective courses which could be offered in that slot:

SUS1MA532: Discrete Mathematics

SUS1MA533: Lattice and Boolean Algebra

SUS1MA534: Mathematics for Computer Sciences

SUS1MA535: Number Theory and Cryptography

SUS1MA537: Actuarial Mathematics

SUS1MA538: Laplace Transforms and Fourier Series

# SUS1MA515 is one among the following core courses which could be offered in that slot:

SUS1MA512: Discrete Mathematics

SUS1MA513: Lattice and Boolean Algebra

SUS1MA514: Mathematics for Computer Sciences

SUS1MA516: Mathematical Finance

SUS1MA517: Actuarial Mathematics

SUS1MA518: Laplace Transforms and Fourier Series

\$ SUS1MA539: Advanced Algebra; SUS1MA540: Advanced Analysis, SUS1MA541: Mathematical Modelling, SUS1MA542: Partial Differential Equations

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## **Ba Honours in Psychology**

BA (H) in Psychology offers both core and elective courses with the aim to introduce students with core and applied areas of Psychology.

The core courses familiarize students with the basic concepts, history and methods of Psychology. They learn about human cognition, personality, childhood, neuropsychology, social psychology, statistics in psychology, abnormal psychology etc. A course that makes Psychology relevant to Indian context i.e Psychology for India is also taught.

The elective courses are more interdisciplinary and show the applicability of psychological understanding in the areas of counseling, organizational behaviour, applied psychology, experiments, psychological testing and case study. In the 6<sup>th</sup> semester, students may opt for dissertation and do research in the area of their interest under the supervision of a supervisor.

### **Structure of BA (H) Psychology**

<b>Semester</b>	<b>Compulsory</b>	<b>Compulsory Elective (Any two of the three offered)</b>	<b>Elective</b>	<b>Discipline Elective (Elective open only to Psychology students)</b>
I	SUS1PS701 Understanding Personality			
II	SUS1PS702 Human Cognition			
III	SUS1PS703 History of Psychology SUS1PS704 Social Psychology SUS1PS705 Statistics		SUS1PS731 Psychology in Action	

IV	SUS1PS706 Methods in Psychology  SUS1PS707 Understanding Childhood	SUS1PS708 V Experiments in Psychology (Practical-1)		
V	SUS1PS709 Neuropsychology through Clinical Studies: Possibilities and Limits  SUS1PS710 Understanding Abnormality	SUS1PS711 Case Study (Practical-2)	SUS1PS732 Counselling Psychology	
VI	SUS1PS712 Psychology for India	SUS1PS713 Psychological Testing	SUS1PS733 Organizational Behaviour	SUS1PS734 Dissertation

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## BA Honours in Sociology

The Honours Programme in Sociology is designed to build students' critical awareness of the relationship between self and society and to question common sense assumptions about their everyday world. The programme aims to cultivate reflexive orientation through a combination of innovative courses that are theoretical, methodological and topical.

### Structure of BA (H) in Sociology

Semester	Compulsory	Compulsory Optional	Elective
I	SUS1SC801 Introduction to Sociology		
II	SUS1SC803 Social Change and Development		SUS1SC832 Health and Society
III	SUS1SC804 Marriage kinship and family forms  SUS1SC805 Conceptualising Rural and Urban Societies  SUS1SC806 Sociological Theory	SUS1SC811 Environment, Science and Society	SUS1SC845 Sociology of Work
IV	SUS1SC807 Caste in Contemporary India  SUS1SC808 Research Methods	SUS1SC815 Culture, Identity and Society	SUS1SC831 Food and Society
V	SUS1SC809 Social Movements  SUS1SC810 Gender and Society	SUS1SC812 Politics, Law and Society	SUS1SC833 The Risk Society
VI	SUS1SC813 Religion and Society	SUS1SC814 Economy, Market and Society	

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## **BA Honours in Social Sciences and Humanities**

The BA Honours Programme in Social Sciences and Humanities (SSH) can best be described as an immersion in interdisciplinary humanities. It allows students to explore three disciplines/ disciplinary areas of the School in some depth over three years while obtaining the wider benefits of a liberal arts education.

Students admitted to Social Sciences and Humanities complete their core course requirement by choosing four core/ elective courses each from any three disciplines described above. In addition they can also choose Political Science and Hindi as their disciplines. Apart from the discipline course component, the rest of the graduation rules remain the same as any other Honours programme.

### **Electives in Political Science**

<b>Semester</b>	<b>Course</b>
II	SUS1PO731 Introduction to Politics
III	SUS1PO732 Political Thought in Contemporary India
IV	SUS1PO733 Politics in South Asia
V	SUS1PO734 Legal Literacy and Applications in India
VI	SUS1PO735 Democracy and Development in India
	SUS1PO736 Public Policy and Administration in India

### **Electives in Hindi**

<b>Semester</b>	<b>Course</b>
I	SUS1HN331 Hindi Sahitya Ki Rooprekha
II	SUS1HN332 Bharatiya Aur Vishwa Sahitya SUS1HN337 Sanjhi Sanskriti aur Hindi Kavita
III	SUS1HN333 Aadhunik Sahityik Pravittiyen aur Andolan
IV	SUS1HN334 Sahitya ki Samajh
V	SUS1EL914 An Introduction to Dalit Literature through Poetry
VI	SUS1HN336 Swadhinta Andolan ka Vaicharik Jagat aur Hindi

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## CODE OF DISCIPLINE FOR STUDENTS

**(Under Article 6 ‘Powers of the University’ of the AUD Act, 2007)**

“**Clause 6(32)** to prescribe a Code of Ethics for the teachers, Code of Conduct for other employees and Code of Discipline for the students”

### Preamble

	<p>(i) This Code of Discipline has been evolved to provide a clear statement of the University’s expectations of students in respect of their conduct. While providing opportunities for interacting with other members of the University community, the University recognises and values the diversity of student experiences and expectations.</p> <p>(ii) The University is committed to treating students in a fair and transparent manner academically and personally. All students, in return, are required to abide by this Code of Discipline.</p> <p>(iii) Henceforth referred to as ‘Code’ in this document. The Code applies to all students of Ambedkar University Delhi (AUD), in respect of all actions and activities (including inaction or inactivity) relating to or having impact on the University or its students and employees. It must be read in conjunction with the Act, Statutes, rules, and resolutions of the University.</p>
<b>Definitions</b>	In this Code, unless the context otherwise requires, ‘ <b>Student</b> ’ means a student of the AUD and ‘ <b>Employee</b> ’ means an academic or non-academic staff member of the AUD, (including full-time, part-time or casual staff).
<b>Commitment of the University</b>	The University is committed to providing to its students an environment of intellectual freedom that fosters social responsibility and does not discriminate any person on the basis of their identity including class, caste, gender, sexuality, race and ethnicity

<b>Applicability of the Code</b>	<p>The Code shall be applicable to all the students admitted to the University or students who are participating in any programme, activity or event conducted by the University or taking place in the University. The acceptance of an offer of admission by a student is regarded as a commitment to follow such University Rules and Regulations as are in force at any time during their period of study. Where a student has invited a guest to the University premises (whether that guest is also a member of the University or not) that student shall be regarded as responsible for the conduct of her/his guest, while present as a guest.</p>
<b>Responsibility of the students</b>	<p>It shall be the responsibility of the students</p> <ul style="list-style-type: none"> <li>(i) to read, become familiar with and adhere to this code and any subsequent amendment(s) brought to this code.</li> <li>(ii) to respect the law of the land, human rights and to behave and conduct themselves in the University Campus, hostels and premises in a dignified, responsible and courteous manner.</li> <li>(iii) to foster and maintain a vibrant academic, intellectual, cultural and social atmosphere which is consistent with the objectives of the University.</li> </ul>
<b>Authority for report of misconduct</b>	<p>Any misconduct according to these rules should be reported to the Dean Student Services (“DSS”). The DSS shall be responsible for implementing this code and may delegate any function or create a sub-committee to assist it to carry on its functions as the need arises. The DSS may also frame any rules and procedures of enquiry for the implementation of this code</p> <p>In case of complaints pertaining to sexual harassment) the DSS shall refer the complaint to the CPSH.</p> <p>In case of complaints pertaining to violation of the Anti-Ragging policy the DSS shall refer the complaint to the Anti-Ragging Committee. The University warrants that there will be no adverse action, retribution, or other reprisal for the good faith reporting of a suspected violation of this Code, even if the allegations ultimately prove to be without merit. The University will, however, pursue disciplinary action against any member who is shown to have knowingly filed a false report with the intention to injure another.</p>
<b>Rules of Conduct</b>	<p>We have broadly divided the rules of conduct into five parts. This list is indicative but not exhaustive. The University will be the final authority on deciding what constitutes misconduct.</p>

<p><b>1. Prevention of Sexual Harassment rules</b></p>	<p>(Refer to the Prevention of Sexual Harassment policy of AUD for additional and detailed rules).</p> <p>(i) Any kind of sexual harassment is forbidden. Sexual Harassment means any act, conduct which</p> <p>a) Involves unwelcome sexual advances, requests for sexual favours, and verbal or physical conduct of a sexual nature that are, implicitly or explicitly, made a term or condition of teaching/guidance, employment, promotion, participation or evaluation of a person's engagement in any University activity;</p> <p>b) Verbal, non-verbal and/or physical conduct such as loaded comments, remarks or jokes, letters, phone calls, text messages or e-mails, gestures, exhibition of sexually explicit or offensive material in any medium including pornography, lurid stares, physical contact, stalking, sounds or display of derogatory nature that have the purpose and/or effect of interfering with an individual's performance or of creating a hostile environment;</p> <p>c) Deprecatory comments, conduct or any such behaviour that is based on the gender identity/sexual orientation of the person(s) and/or when the classroom or other public forum or academic activities of the University is used to denigrate/discriminate against person(s), or create a hostile environment on the basis of a person's gender identity/sexual orientation.</p>
<p><b>2. Anti-Ragging Rules</b></p>	<p>(Refer to the Anti-Ragging policy of UGC for additional and detailed rules)</p> <p>(i) Zero Tolerance for Ragging (Not even for Fun): Ragging in any form is strictly prohibited within the premises of the University.</p> <p>(ii) Ragging constitutes one or more of any of the following acts:</p>

- a) any conduct by any student or students whether by words spoken or written or by an act which has the effect of bullying, intimidating, insulting, teasing, treating or handling with rudeness a fresher or any other student.
- b) indulging in rowdy or indisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- g) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background;
- h) any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- i) any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- j) any act that affects the mental health and self confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

<p><b>3. Statutory and Legal Obligations</b></p>	<p>In compliance with existing statutory and legal obligations under Central and State laws this code affirms as follows</p> <p>Ambedkar University Campus is a ‘Smoking free and Alcohol free Zone’. Possession and/or consumption of tobacco, alcohol, narcotic drugs or any other intoxicating substance is strictly prohibited in the Campus and Hostels.</p> <p>(ii) Students shall not with mala fide intent deface, disfigure, damage or destroy or cause any loss in any manner to or regarding public, private or University properties.</p> <p>(iii) Possession or usage of weapons, explosives or anything that causes injury/ damage to the life, limb or body of any human being or property is prohibited.</p> <p>(iv) Negligent and/or rash driving of any kind of vehicles in the University premises is prohibited.</p>
<p><b>4. Conduct during field visits outside the university</b></p>	<p>Students are expected to conduct themselves responsibly during field visits, trips, immersions, internships or any such activity engagement that involves travelling away from the university to any venue or place outside the university.</p> <p>Since such trips might involve the use of and engagement with a variety of spaces that are very different from the university, students will be expected to be sensitive to these spaces and abide by the instructions of the faculty member/s accompanying them from time to time.</p> <p>(i) It is mandatory for students to sign an undertaking stating that they will abide by rules and regulations of the University and behave in a responsible and dignified manner with their peers and teachers. The format of the undertaking will be made available by the school office.</p> <p>(ii) Students are expected to abide by the rules, regulations and itinerary planned and agreed to before the trip is undertaken.</p> <p>(iii) Changes in plans or itineraries can only be undertaken by the faculty member/s who may exercise his/her discretion in the interest of the learning objectives of the tour.</p> <p>(iv) No student will be permitted to de-board and abandon the group in between the trip.</p> <p>(v) Misconduct during such trips as well as substance abuse of any kind is strictly prohibited.</p>

<p><b>5. General rules</b></p>	<ul style="list-style-type: none"> <li>(i) Students shall conduct his or her activities in accordance with the highest professional and community ethical standards.</li> <li>(ii) Students shall not discriminate against any member of the University on the basis of race, colour, religion, marital or parental status, national origin, citizenship status, age, ethnicity, disability, and any other legally protected status.</li> <li>(iii) Students shall not physically assault, emotionally abuse, or harass any member of the University.</li> <li>(iv) A Student is not allowed to deprive any member of the University of his or her physical or intellectual property.</li> <li>(v) Students are not permitted to use mobile phones and other electronic equipment (for example, laptops, computers, tablets) in the class room without the permission of the teacher. Use of mobile phone and other electronic equipment during assessments is not permitted unless the particular assessment requires their use. Talking on mobile phones in the Library, Computer Centre/ Lab is not allowed.</li> <li>(vi) Activities such as plagiarism, misrepresentation and falsification of data are prohibited.</li> <li>(vii) Keeping under captivity or illegally confining any member of the University is prohibited.</li> <li>(viii) The students will respect the decorum of the classroom and also of other spaces of the University that they use.</li> <li>(ix) No student shall enter or leave the classroom without permission of the teacher when the session is on.</li> <li>(x) A student who is undergoing disciplinary proceeding under which he or she is prohibited from entering the campus may do so only after obtaining due permission of the competent authority.</li> </ul> <p>The above Rules shall not restrict the powers of the University to proceed against any other misconduct whether or not connected with the misconduct within the purview of these Rules.</p>
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<p><b>Disciplinary Measures</b></p>	<p>Any case of a student exhibiting such a behavior as prohibited by the Code shall be subjected to any of the following disciplinary measures depending upon the gravity of the misconduct or its recurrence. All cases reported to Dean Student Services shall be dealt with in accordance with the provisions made in the Code. The CPSH will investigate misconduct falling under the PSH rules and the Anti Ragging committee will investigate misconduct falling under Ragging rules.</p> <p>In all instances of a complaint being made against any student for the violation of any provision of this Disciplinary Code, the university shall ensure a speedy enquiry and shall provide the student a reasonable right of hearing after which it may take any action as detailed below, or any other measure as it may deem fit.</p> <p>The list below is indicative only and non-exhaustive.</p> <ol style="list-style-type: none"> <li>a) <b>Warning or Reprimand:</b> The student engaged in any prohibited behaviour may be issued a warning letter with a direction not to repeat the same behaviour in future.</li> <li>b) <b>Tendering Apology:</b> The student engaged in any prohibited behaviour may be asked to tender an apology for his/her act, undertaking that he/she shall not indulge in such or any of the prohibited behaviour in future.</li> <li>c) <b>Debarring or refusal of admission for further Higher Studies at AUD:</b> The student may be debarred for admissions to higher studies at AUD for a specified period.</li> <li>d) <b>Imposition of Fine:</b> The student may be punished with a fine for an amount to be specified in the order.</li> <li>e) <b>Withholding of result:</b> The result of the student may be withheld for a specified period, for example, a semester or semesters.</li> <li>f) <b>Restriction/Denial of access to facilities:</b> The student may be denied access or granted only restricted access to various facilities in the university.</li> <li>g) <b>Suspension:</b> A student may be suspended from the University for violation of any of the provisions of this Code. The period of suspension and conditions, if any, in each case shall be clearly indicated in the communication addressed to the student and may differ from case to case.</li> <li>h) <b>Rustication:</b> A student may be rusticated for a specified period from the University for Violation of any of the provisions of this Code and/or the University may declare any part or the entire Campus out of bounds for the student.</li> </ol>
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	<p>i) <b>Restitution:</b> Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.</p> <p>j) <b>Forfeiture:</b> Caution deposit of any student engaged in any prohibited behaviour may be forfeited.</p> <p>k) <b>Expulsion:</b> This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the University. Such a student will not be eligible for readmission to any of the programmes of this University.</p> <p>l) <b>Community Service:</b> A student may be asked to perform community service in addition to or in lieu of any action taken against them. These include but are not restricted to assisting with gardening, working in the library, etc.</p>
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**Grievance Redressal:** The student will have the facility of appealing to the Dean, Student Services for redressal of his/her grievance in response to the application of the Code. The student will be expected to normally route the grievance redressal application through the Dean of the School to which he/she belongs.



# NOTES

Ruled lines for writing notes.





