



**Masters in
Economics**

2017-19

Handbook 2017

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Please note: The contents of the Information Booklet may be subject to change. In such an instance, all students will be notified of the relevant changes.

I. Introduction

I. Introduction

Ashoka University's Masters Programme in Economics has been developed to provide students the opportunity to be trained by highly qualified economists. Our approach to Economics is a comprehensive one. We believe in teaching students both how to ask and address questions that are informed by economic theory as well as how to substantiate their arguments with rigorous data analysis. The course work in the programme has been designed with the latest research in mind and draws on some of today's most exciting research fields. At the end of the programme, students are expected to have state-of-the-art quantitative skills valued both in academia and in the corporate world. Ashoka's intellectually vibrant campus provides students an opportunity to engage in cross-disciplinary learning and be informed by the views of leading political scientists, sociologists, psychologists, historians, mathematicians and computer scientists, amongst others.

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II. Academic Information

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Masters in Economics is a two-year, four-semester degree. Students will study 8 compulsory courses in the first year and at least 8 electives (or its equivalent) in the second year. In the first year, students grow deep roots in the foundations of modern economics as they are provided with a rigorous introduction to microeconomics, macroeconomics and econometrics. In addition, they take a course which advances their understanding of quantitative techniques and another in the analytics of development. This rigorous training prepares them for the more research-focussed and specialised elective courses that they have to choose from in the second year. The goal of these courses is to allow students to develop an appreciation of what the current research frontier in economics looks like.

The courses across four semesters are:

- Semester 1: Microeconomics 1, Macroeconomics 1, Econometrics 1, Quantitative Techniques.
- Semester 2: Microeconomics 2, Macroeconomics 2, Econometrics 2, Development Economics.
- The exact list of elective courses offered in any semester will be announced closer to the date. Amongst others, students can expect elective courses in the following areas: Advanced Game Theory, Advanced Macroeconomics, Behavioral Economics, Decision Theory, Economic and Social Networks, Experimental Economics, Health Economics, History of Economic Thought, Industrial Organization, International Economics, Public Economics, Political Economy, Time Series Analysis.

a. Graduation Requirements

To complete the MA Economics degree, you must meet the following requirements:

- pass the 8 compulsory MA Economics courses. If you fail a first semester course, you must appear for a re-examination at the end of the second semester. If you fail a second semester course, you must appear for a re-examination before the beginning of third semester. If you fail in the re-examination, then you must sit for the course again;

- pass at least 8 elective courses; or pass at least 6 elective courses and successfully complete the Masters dissertation. If you fail an elective course, you may take additional electives to fulfil the graduation criteria. However grades of all courses will be included in the transcripts and factored in calculating your CGPA;
- pay all fees that are due; and
- have no disciplinary actions pending against you.

In all, you will have 4 years to complete the degree.

b. Structure of Courses

Taught courses at Ashoka typically run for 13 weeks and in each week there are four meeting hours. Of these, three are spent in lectures, and one in attending discussion sections or office hours. Some courses may be offered over a shorter duration but any such course will involve at least 52 contact hours, with 39 of them devoted to lectures.

A typical Ashoka class consists not merely of lectures by the professor; it usually involves substantial student participation too. You are expected to do all the work assigned for that day's class as required by the instructor. This will require careful preparation and skilled time management in the days before each class.

c. Assessments

The structure of examinations and grounds for assessment in any course is determined by the faculty member teaching it and, therefore, may differ from one course to the other. There are many forms of assessed assignments at Ashoka. These include (but are not limited to) essays, projects, problem sets, term papers, on-line discussion forum contributions, oral presentations, quizzes, midterms and final exam. You must interact with the faculty and find out if they have specific expectations regarding examinations or assignments for their courses. Typically, the final grade for the course is arrived at through a weighted average of the various assignments given.

Students are awarded a letter grades based on their performance in a course. The grading scheme below is used for all courses at Ashoka University at large. Your CGPA is determined by taking an average of the GPA quality points from each course you have taken.

Letter Grade	GPA Quality Points
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

d. Academic Advisor

Each student in the Masters Programme is assigned an academic advisor. The advisor shall serve as your mentor. You are expected to meet the advisor at least once a month with updates about progress and future plans. Very often, the advisor may ask you to perform a particular task or address a particular issue. It is your responsibility to make sure that you follow up on the matter. At the beginning of every semester, your study plan must be ratified by your advisor.

e. Master's Thesis

You have the option of writing a Master's Thesis in your fourth semester in the program. The thesis is equivalent to two elective courses. To exercise this option, you must find a thesis advisor willing to supervise your thesis (note that your thesis advisor may be different from your academic advisor). This process needs to start early. If you wish to write a Master's thesis in your fourth semester, you need to finalise a thesis advisor and a dissertation topic by November 30th of the third semester, and submit the

dissertation form in the Office of Economics and Finance by that date.

f. J-PAL Internships

The Economics Programme partners with the MIT's Abdul Latif Jameel Poverty Action Lab (J-PAL). Under this partnership, up to 10 Masters students will be offered internships at J-PAL every year. The internship will be for approximately 7 months, starting from the end of the second semester to the end of the third semester. Students who are selected for the internship must successfully complete the following online MIT Micro-Masters courses

- (i) Data Analysis for Social Scientists (First semester)
- (ii) Designing and Running Randomized Evaluations (Second semester)

The online lectures will be supplemented by regular discussion sessions and assigned coursework with designated Ashoka faculty. There will be examinations in these courses with the examinations being conducted by Ashoka faculty. Each of these courses will count as an elective course. There is no additional fee for these courses.

During the internship, each intern will be assigned to a project. At the internship, students will be required to write a paper on their project that will be considered as their Masters dissertation. The dissertation will be evaluated by Ashoka faculty.

Successfully completing the internship is, therefore, equivalent to taking four elective courses. However, note that students will receive credit towards their coursework from this internship only when they complete all aspects of it, i.e. both the online Micro Masters courses as well as the internship and the written paper. Specifically, if they complete one or both of the Micro Masters courses, but not the internship, then these courses will not count as one of their electives.

g. The Ashoka Liberal Arts Audits

Starting from your second semester, you have the option of auditing 300 level or higher courses offered in other departments. Your grades in these courses will not count towards your CGPA but will be reported on your transcript. Any plan to audit a course has to be discussed with and approved by your academic advisor.

Please note that the course instructor has the final say about whether you are permitted to audit a course.

h. Plagiarism, Cheating and Grades

It is mandatory for students to follow the prescribed code of conduct for examinations and display utmost integrity through the process. Failure to do so will lead to the confiscation of the paper, which will not be evaluated. Consequently, the student will receive a 'Fail' grade for that examination.

Plagiarism is the use of another's original work, such as articles, reports and presentation materials (in full or part), or codes, formulae and ideas, without acknowledging or seeking permission where necessary from the author or source. Accordingly, verbatim reproduction of sentences in part or full without acknowledgement or permission to do so is considered plagiarism.

The Programme views plagiarism and cheating with utmost seriousness and any instance of these will attract severe penalty.

Any report of plagiarism or cheating by a student will be referred to the Economics Programme Coordinator. Consistent with the values that Ashoka stands for and regardless of the grade awarded by the faculty for the course, an established first instance of plagiarism or cheating will lead to an 'F' grade in the particular assignment or examination. A warning letter will also be issued by the Programme Coordinator to the student concerned. A second instance of such an offence will be escalated to the Dean of Academic Affairs, with a recommendation for severe penalties, up to expulsion. We encourage you to explore plagiarism.org, an excellent website that can help understand plagiarism and also do a first-level self-check.

Course instructors, TAs and invigilators are charged with communicating ways of preventing the violations mentioned above to students in the context of their particular class. Instructors are responsible for specifying the level of interaction, exchanges of ideas and discussions allowed for each group or individual assignment.

i. Attendance

We insist on regular attendance and active participation in classes. Each course instructor will announce his or her own attendance policy.

You may drop or withdraw from an elective course in any semester, subject to certain deadlines and conditions or permissions. You may withdraw from a course at any time in the first 4 weeks of a semester. However, to withdraw from a course in weeks 5 – 8, you will need permission from the Economics Programme Coordinator. Your transcript will show a 'W' for such a course. If you withdraw in week 9 or later your transcript will show 'W' with F (Fail notation) or X (Exceptional circumstances notation).

j. Feedback

In order to stay finely tuned to student experience in the Masters programme, the University seeks regular feedback on academics. It is mandatory for students to submit their feedback on academic courses every term. Grades for a course will only be published once the feedback has been received from the cohort.

k. Duties and Eligibility of Teaching Assistantship

Any student who is appointed as a teaching assistant (TA) will be expected to work about 12 hours per week on average. The TA's responsibilities include grading, holding office hours and invigilating exams, and other duties as assigned. TAs are an integral part of our undergraduate programme. They are expected to maintain the highest levels of professionalism and integrity. You should only apply for a TA appointment if you are confident of making the commitment of time and effort that this role requires.

All decisions on TA appointments are taken by the Economics Programme Coordinator. In the first year, these appointments will be made mainly on the need-based principle. Specifically, family income and the level of financial aid already available to a student will both be taken into consideration. In making subsequent appointments, a student's prior performance as a TA will also be an important determinant. This will factor in both student evaluations and feedback from the course instructor. No one with an adverse

report from a course instructor will be considered for a second year TA appointment.

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III. Support for Students

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a. Committees of Students and General Access

Students are encourage to participate in the different University committees. These committees represent the students in various areas such as academics, placements, guest sessions, campus life, etc.

There will also be Town Halls hosted at regular intervals, in which the students will get the chance to interact with the senior management of various departments at the University. These meetings ensure regular and effective communication among the various stakeholders of the programme.

b. Ashoka Centre for Well Being (ACWB)

The Ashoka Centre for Well Being (ACWB) is a unique on-campus counselling centre at Ashoka University, which is dedicated to maintaining the psychological health of the Ashoka community. It is comprised of trained psychoanalytic psychotherapists and a mental health counsellor who offer a range of services, from individual counselling sessions to group workshops.

c. Student Information System (SIS) and Learning Management System (LMS):

The Ashoka Student Information System (SIS) is a personalized portal on the intranet for students to manage their programme and stay at Ashoka, from registration till graduation. Your email id and password are also the credentials for accessing the SIS. You can use SIS to

- Read Information documents shared with you
- Register for courses
- View your timetable
- Access readings, assignments, quizzes, grades shared by faculty
- Conduct discussion
- Request office time with your advisors or other staff

You are advised to complete and update your profile as soon as you log in to the portal.

d. The University Library

1. The Ashoka University Library is functional on a 24 x 7 basis. It remains closed on all official holidays, declared by the University. Currently the Library remains closed on Friday nights (11.00 pm to 7.00 am).
2. Circulation timings extend from 9:00 am till 8:00 pm.
3. Books are issued to students only if they possess a Library card. For Masters students, books may be issued for up to one month.
4. Library cards can be issued to the students only after submitting the registration form, duly filled out, between 9:00am to 5.00pm.
5. Masters students may issue up to five books at a time.
6. Books may be reissued to a student only if they have not been reserved by any other user.
7. Reference books may not be issued.
8. Fines will be levied on users if they fail to return a book by the due date, which is marked on the due date slip pasted on the book. Fines are charged at the rate of Rs. 20 per day.
9. The link to the Library Catalogue (OPAC) from within the campus is 10.1.1.6:8081. For remote access, the link is 125.22.40.134:8081.
10. The Library has an institutional membership of DELNET, Daisy Forum, American Library Centre, ILA, SLA and IFLA. We provide our users with Inter Library Loan services for books that are not available in our Library.
11. The Library has an online subscription to the JSTOR database. Students may access JSTOR with the login ID “JSTORifre” and password “frittleop”.
12. We have a Digital Library portal, www.ashoka.refread.in
13. We can support students with photocopying and scanning services.
14. Bags, water and eatables are not allowed inside the Library.
15. Please feel free to interact with any of the Library staff for any type of query.

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IV. Residence Life

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1. Each student must follow and adhere to the quiet hours in the Residences, from 1:00 am to 6:00 am.
2. Manufacture, distribution, sale, possession or use of any drugs/alcohol on campus may lead to eviction of the student from housing facilities. Smoking is strictly prohibited within the premises of Ashoka University. Violators of this policy will be subject to disciplinary action that may lead to dismissal from the programme.
3. Students should display impeccable civic sense and behave in a manner that does not disturb or cause any distress to other students or other neighbours. Failure to do so may invite disciplinary action
4. Students will be personally responsible for the maintenance of their rooms, furniture, bathrooms and University property in their use. They should keep their valuables in a safe place. The Residence management does not take responsibility for the personal belongings of students.
5. Any defacement or damage will be recovered from the occupants.
6. Pets are not permitted in the Residence halls or rooms.
7. Students must make an entry in the attendance register kept with the security guard at the main gate every time they leave the university premises.
8. Visiting hours at the Hostel are from 9:00 am to 8:00 pm. Visitors will need to call the resident they are visiting to receive them at the entrance. All visitors must enter the required details in the register before entry and exit. Visitors are not allowed to stay overnight in the hostel.
9. Students have free access between the Men's and Women's Residences from 9:00 am – 12:30 am every day. However, there will be no access between Residences between 12:30 am - 9 am.
10. A fire drill will be conducted at regular intervals to ensure safety in the Residences. Participation in the drill is mandatory.
11. All health related issues should be reported immediately to the warden, or Infirmary.
12. Students are permitted to store their belongings in their room for the duration of Winter Break. However, all rooms must be completely vacated and emptied (with on-campus storage options available) for the Summer Break period.
13. Each Residence Hall is equipped with a laundry service, the fee for which is included in the cost of boarding. Individual washing machines may be used for smaller clothing items and undergarments. Drying racks are available on each floor.

14. Housekeeping services for cleaning of individual rooms are not available on a daily basis.

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V. Code of Conduct

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a. Sexual Harassment and Violence

Ashoka University is committed to providing a safe environment for all members of the programme, and has strict policies on sexual harassment and violence on its premises.

Sexual harassment includes any verbal or physical conduct of a sexual nature that is directed towards an individual against their will or consent. Consent cannot be assumed if the individual is deemed unable to make a reasonable judgment about the nature of the activity (i.e., they are intoxicated, on medication or of unsound mind).

Violence is any physical conduct that threatens the physical, mental and emotional safety and health of an individual. All complaints in this regard can be sent directly to the Internal Complaint Committee (ICC). They can also be reported directly to the Economics Programme Coordinator. The University will provide all necessary support to victims of sexual harassment and violence.

Once a complaint, either verbal or written, is received, the Economics Programme Coordinator will consult with the complainant and immediately bring the matter to the attention of the Internal Complaints Committee (ICC) which has been formed as per the recommendations of the Vishaka Guidelines:

- The Committee will conduct a thorough investigation and submit its recommendations to the Vice Chancellor for appropriate action.
- The Registrar of the University will ensure that the Committee's recommendations, once approved by the Vice Chancellor, are adhered to and violators will face appropriate disciplinary action. Sexual harassment and violence are grounds for immediate dismissal from the programme.
- The ICC will keep all findings and investigations confidential.

b. Disciplinary Infractions

- All disciplinary infractions are reported to the Economics Programme Coordinator, who is then responsible for taking appropriate action.
- Serious or repeated disciplinary infractions will be reported to the Committee Against Disciplinary Infractions (CADI), which will then make recommendations for further action.

- The Registrar of the University will ensure that recommendations made by the CADI are adhered to.

c. Anti-ragging Policy

Ragging is considered a grave offence and Ashoka University, in conformity with the directives of the Honourable Supreme Court of India, exercises zero tolerance for all instances of ragging.

If found guilty of the offence, a student will be dismissed from the programme immediately. Students must also immediately report instances of ragging if they come across any. Forcing someone to behave/act in any manner without their consent is considered ragging and any student feeling discomfort in these situations should register a complaint. Strict confidentiality will be preserved in case of any such complaints.

If students wish to express a grievance about any other student, faculty member or staff member, they may discuss their grievance with the Economics Programme Coordinator. Issues will be escalated to the Vice-Chancellor in extreme cases.

**VI. Fees, Financial Aid and Refund
Policy**

VI. Fees and Refund Policy

a. Fee details

The first and third semester fees have to be paid in first week of August. The second and fourth semester fees have to be paid by mid January. Students will receive emails from the Finance department in the relevant semester with the dates and amounts. If students fail to make their fees payments, the instances will be reported to the Economics Programme Coordinator for necessary actions.

Students' preference for the hostel and/or the meal plan at the time of registration will remain the same in the first academic year. Students can not change their preferences in the middle of the academic year. They may choose to change the hostel and/or meal plan preference at the end of the second semester and must notify in writing to the administration. Meal plan is pay per use. Any amount which is unused will be transferred to the next semester or refunded at the time of graduation.

b. Refund Policy

1. The commencement and last date of admission to Ashoka University's MA Economics Programme for the upcoming session is 25th August, 2017.
2. If a student withdraws their admission by 10th August, 2017 (up to 15 days before the commencement), the student will receive a refund of 100% of the deposited fees and the Security Deposit of 17,000 INR after deducting Acceptance fee of 10,000 INR.
3. If a student withdraws their admission from 11th August to 8th September, 2017 (up to 15 days post the commencement), the student will receive a refund of 80% of the deposited fees and the Security Deposit of 17,000 INR.
4. If a student withdraws their admission from 9th to 24th September, 2017 (Between fifteen and thirty days post the commencement), the student will receive a refund of 50% of the deposited fees and the Security Deposit of 17,000 INR.
5. If a student withdraws their admission on or post 24th September, 2017, none of the deposited fees will be refunded except for the Security Deposit of 17,000 INR.

Please note:

- The refund amount may be different for students who have been granted financial aid depending on the amount of aid given.
- All refunds will happen within 2 to 4 weeks from the date of request for withdrawal of admission.
- To read the University Grants Commission Notification on “Remittance and Refund of Fees and other Student Centric Issues”, which was approved by commission in its 519th meeting held on November 15, 2016, please click [here](#).

c. Financial Aid Policies

Eligibility

Financial Aid at Ashoka University is need based, assessed on the basis of the Income, Wealth and Lifestyle of the applicant’s family. An applicant can receive aid ranging from 25% waiver on the Tuition Fee to a complete waiver on the full Fee, including hostel, food, books etc.

Scope

The Financial Aid granted to an applicant is applicable for the entire duration of the Masters programme, subject to certain terms and conditions, including the applicant’s academic performance and conduct as a student of Ashoka University (Please refer to Annexure III for further details).

Assessment

The need assessment of each applicant is done by the Financial Aid Committee which consists of senior members of Ashoka University’s administration.

Confidentiality

All documents/information shared with the University are treated as confidential. These documents/information may be shared with designated agencies approved by the Financial Aid Committee only for purposes of necessary due diligence.

Misrepresentation

In case any information provided is found to be false or a misrepresentation of facts at any point in time, whether before acceptance of the offer of admission or after joining the University, the Financial Aid Committee reserves the right to

withdraw/revoke the offer of financial aid and/or the offer of admission to the candidate/student.

Re-Assessment

Re-evaluation of financial aid is done only in case of an exceptional change in circumstances of the student/applicant's financial situation (Please refer to Annexure IV for further details). The latest copies of the following documents will need to be submitted along with the application/re-evaluation of financial aid:

- Last 3 years' Income Tax Returns of all earning members of the family
- Bank Account Statement for last 12 months of all earning members of the family
- Grade XII School Fee Receipt(s) of applicant
- School Fee Receipt(s) for the applicant's sibling
- Details of Financial Asset(s) owned by the family (movable and immovable property, investments, savings)
- Company's Income Tax Returns and Bank Statements (in case the family or any earning member of the family owns a Business, fully or partially)
- Statement of Purpose, in case of a request for re-evaluation

Please note that this list is not exhaustive and subject to modification on a case to case basis. The financial aid application/re-evaluation request along with the documents need to be emailed to maeconoffers@ashoka.edu.in

VII. Facilities

VII. Facilities

a. Identity Cards

- Identity cards are issued to each student in first semester
- Students are required to carry their identity cards with them at all times
- If a student loses the card and needs a replacement, they will be required to pay Rs. 600/- towards getting a duplicate card at the earliest

b. Lost and Found

The Lost and Found helpdesk is located at the Reception on the first floor of the Administration Block. Any unattended item found may be submitted at the Lost and Found desk. A notice is circulated via email regarding such items found on campus. Owners may reclaim their possessions upon due authentication. Valuable items are retained for a period of 60 days and non-valuable items for a period of 30 days.

c. Courier

The Administration department also facilitates courier services. Students may contact the Reception desk for sending out their personal couriers on a payable basis.

d. SIM Cards

A Telephone Subscriber Identity Module may be obtained at the Reception desk after completing all necessary documentation. SIM cards are available in prepaid and post-paid segments.

e. Laundry Service

Laundry service is available for students near the common lounge of each Residence building. Residence washrooms are also equipped with washing machines for laundering

inner-wear. Special dry cleaning of apparel may be availed of on a payment basis.

f. ATM

An HDFC Bank ATM machine is installed on campus.

g. Transport

Ashoka University facilitates commuting through a shuttle service – available for students, staff and visitors – to and from the Jahangirpuri Metro Station and Ashoka University campus, as per the approved and announced schedule. The primary objective 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
- Kindly adhere to shuttle timings. No request for change in shuttle timings will be entertained
- Boarding points are the Atrium on campus 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
- Always target to reach the Jahangirpuri metro station 10 minutes prior to shuttle departure time. No request to delay the shuttle will be entertained
- There is no provision for seat reservation. Seating on the shuttle is a first-come-first-serve service
- Always keep a copy of the shuttle schedule handy. An updated Shuttle Schedule can be found on the Ashoka University Website and Application. Calls to the transport helpdesk to confirm the timings of the shuttle should not be made
- Each shuttle vehicle will only carry passengers as per its seating capacity. Overcrowding is strictly prohibited

- The shuttle en-route to Jahangirpuri will stop only at Parker Residency. Midway pickup and drops 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 (*See Annexure*)
- Kindly contact the Transport Helpline for hiring cabs for personal use as well

h. Meals

The Ashoka ID card is a smart card that is used to pay for all meals consumed in the mess. Mess meals shall not be served in residence halls. Students who are unwell are eligible for lighter meals (khichdi, fruits or soups). Prior intimation would be preferred. There are several food outlets on campus. The card does not work in the other outlets, which are run by independent vendors. Students will need to pay for meals consumed outside the mess.

<i>Meal</i>	<i>Meal Start Time</i>	<i>Meal End Time</i>
Breakfast	7:45 AM	10:15 AM
Lunch	12:15 PM	2:30 PM
Snacks	4:45 PM	6:15 PM
Dinner	7:45 PM	10:15 PM

i. Campus Network & Access

- The Ashoka University campus is completely Wi-Fi enabled and students can use their devices to access the wired and wireless networks. Only two devices per person can be connected to the network.
- Students should note that internet usage should be restricted to academic purposes as much as possible. For more information on the Ashoka University IT Policy, please see Annexure.

j. E-mails

The IT department allots each student an e-mail address with the extension `_ma19@ashoka.edu.in`. This e-mail id can be used by the student while at the programme.

k. Medical Services

- All students are signed up for health insurance by the University upon joining the programme
- Ashoka University provides its students round-the-clock access to first aid and medical assistance, available at the infirmary, which is located in the Sports Block
- A doctor for consultation visits the infirmary as per the prescribed schedule
- The cost of prescribed medicines, medical tests and the doctor's consultation fees shall be borne by the patient
- The campus is equipped with a 24 x 7 ambulance, in case of any medical emergencies and need for hospitalisation. On such occasions, the matter is reported by the nurse to the Administration team immediately. The nurse, along with Resident Assistants accompanies the students, should they need care outside the campus
- In case of serious physical/mental health concerns, the matter will be reported by the Administration to the person/people listed by the Fellow as their Emergency Contact(s)

l. Sports Facilities

Ashoka has invested in top quality sports and exercise facilities. Not only we aim to our students physically active, we help them excel in their chosen sport. Ashoka has football, basketball, swimming, squash, volleyball, cricket, table tennis facilities. We have a very well-equipped gymnasium. The University has made provisions for coaching in football, basketball, cricket, ultimate frisbee, volleyball, swimming, table tennis and lawn tennis for 3-4 times a week. A detailed schedule will be shared at the beginning of the semester. Gym enthusiasts will be guided by an instructor who will come 5-6 days a week. Yoga lovers will be guided by an experienced Yoga instructor 2-3 days a

week. Our students actively participate in the annual Ashoka Sports Meet, Inter-University Sports Meet, Airtel Delhi Half Marathon, treks to Dayara Bugyal, to name a few.

m. Other Campus Facilities

- Unisex salon
- Documentation Centre with printing and photocopying facilities
- Tuck shop with general grocery items; open on all weekdays from 10 am to 10 pm and on Sunday 5 pm to 10 pm
- A book-cum-stationery store
- Student access to drinking water coolers, microwave, refrigerator and induction plate
- Televisions in the common lounge of each residence, dining floors and gymnasium

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VIII. Guidelines

XII. Guidelines

a. General Norms

In our aim to create an empowering and stimulating environment for our students, we are committed to providing you a safe and comfortable stay on campus. We expect your full cooperation in this regard. You are expected to read and familiarize yourself well 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 polices.
2. Non-compliance with the rules and customs could result in disciplinary action depending upon the severity of breach.
3. The University Logo protected under copyright cannot be used without authorization and prior approval of the Media and Communication Department of the University.
4. Ashoka 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 you are expected to maintain an appearance which is in consonance with the ethos of an educational institution.
5. 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.
6. Students are expected to be mindful and sensitive while making the most of 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 towards their conservation and protection.
7. 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.

b. Intellectual Property Rights/Copyrights

- Photocopying an entire book either on campus or outside is strictly prohibited. Illegal storage of such material anywhere within the campus is not permitted. A chapter of a book or less than 10 per cent of the book may be photocopied for personal use only
- Public screening, viewing of pirated movies/music/videos is strictly prohibited within the premises. Storage of such material in public folders is not allowed. Pirated movies/songs cannot be viewed in any venue within the university premises
- Loading pirated software programmes onto single/several computers for simultaneous use is not permitted

c. Religious Guidelines

Ashoka University does not discriminate against any religion or sect in terms of hiring, admission or grading. Students are expected to respect the religious preferences of others on campus. For prayer, puja or worship, students should use their own rooms. Please remember that:

- No fire is permitted on campus or in the Residences for safety reasons
- No spice/paint/stickers may be placed on any floors or walls whatsoever
- No loud music, singing or chanting that might disturb others is allowed

d. Fire Safety

- Fire extinguishers are placed in the Residences and on campus
- Disaster management drills will be conducted in the Residences and on campus from time to time

e. Disability Assistance Policy

The programme will provide reasonable facilities for individuals with known disabilities to enable them to participate completely

f. Posters on Campus

No external organisations may place advertisements on any programme of Ashoka University property without the University's permission

Annexures

Annexure I : Important Contacts

Annexure II : IT Policy

Annexure III : Academic Standing

Annexure IV: Change in Circumstances

Annexure V : Holiday List

Annexure I: Important Contacts

Resident Life

Office: Ground Floor, Residence Halls

Contact: rk.yadav@ashoka.edu.in,

lakshmi.narayan@ashoka.edu.in,

perminder.kaur@ashoka.edu.in,

POC: Ram Kishore Yadav, Chief Warden, +917082000412

Lakshmi Narayan, Warden, Men's Residence Hall,

+918222923726 Perminder Kaur, Warden, Women's

Residence Hall +917082000413

Center for Individual and Group Experience

Office Room 211, 2nd Floor / Room 503, 5th Floor

Administrative Block

Contact: ci.ge@ashoka.edu.in

POC: Dr Arvinder Singh, Director Karuna Chandrashekar,
Coordinator

Facilities:

Food

Sureet Sondhi

sureet.sondhi@ashoka.edu.in

Housekeeping, Laundry and Pest Control

Chandan Sharma

chandan.sharma@ashoka.edu.in

Transport

Ashish Pathak

ashish.pathak@ashoka.edu.in

Maintenance

Office: Room 006, Ground Floor, Administrative Block

Contact: maintenance@ashoka.edu.in +918199977074 / +917082000414

Campus Infrastructure

Office: Room 001, Ground Floor, Administrative Block

Contact: ramesh.mann@ashoka.edu.in | 0130-2300208

POC: Ramesh Kumar Mann, Executive, Infrastructure

Helpdesks:

Admin Team—admin.helpdesk@ashoka.edu.in

IT Team—itsupport@ashoka.edu.in

Maintenance Team—maintenance@ashoka.edu.in

Annexure II: IT Policy

Here is an overview of IT support, processes and policies.¹You are encouraged to utilize the services with strict adherence to the process and policies.

a. Registration Process

During the registration process in the Orientation Week the IT Support Team will assist you on the following accounts:

1. Record details of your laptop and other hand-held devices (maximum of 2 devices) and register them on the Ashoka network.
2. Scan the systems in your presence for any unregistered/ pirated/harmful application that might affect the campus IT network.
3. Antivirus installation: Genuine Antivirus is must for your computing device. Ashoka University will charge for antivirus software if your laptop/desktop is not installed with a genuine software.
4. Issue your Network User ID and password.
5. Create your Ashoka email ID on the Google Apps platform which can be accessed through Google Chrome browser (recommended) using URL: mail.ashoka.edu.in. The default quota for each student is 7 GB which includes mail and a max 5GB space for Google Drive.

b. Recommended configuration for laptops:

We encourage students to get laptops that are of the best configuration possible within their personal budgets and preferences. We do recommend the following configuration in the interest of standardizing the IT environment to ensure a high level of efficiency in service and support for all students and faculty members.

- i. Processor: Intel® Core™ i5 processor or above
- ii. Operating System Win 8.1 or above (For Apple Machine: MAC OS 10 or above)

¹ See IT Policies, available on your SIS account, for further details

- iii. Hard Drive : 500 GB and above
- iv. Memory: 4GB or above
- v. Communication: Wireless (802.11a/g/n) compliant – 10/100/1000 Ethernet
- vi. Power adaptor compatible with Indian 3-pin 5-amp socket
- vii. Preferably HDMI/VGA connector – For projection needs
- viii. Preferably an in-built camera – For any soft video conference
- ix. Minimum 1 USB Port

Please note that this configuration is not mandatory in any way and we will work and try our best to support all the devices that you bring on to the campus.

c. Laptop preparation process by IT:

On receiving your laptop and other devices to facilitate your connection to the campus network, IT Support will issue an acknowledgement slip with the expected date of return of the laptop. It may take a minimum of 24 to 48 hours for IT to check and prepare the laptop depending on availability.

IT Support

a. Contacts and Escalation

Escalation Matrix:

Level 1	Neeraj Kumar (Sr. Exec. IT)	neeraj.kumar@ashoka.edu.in (M:7082000408) Telephone Ext. 316 DID : +91 130 2300316
	Madhukar Pandey (Asst. Manager IT)	madhukar.pandey@ashoka.ed.in (M:7082000406) Telephone Ext. 315 DID : +91 130 2300315
Level 2	Chandresh Kumar (Head, IT)	chandresh.kumar@ashoka.edu.in Telephone Ext. 210 DID : +91 130 2300210

b. Process Flow for IT Service

STEP 1 - Log a request with IT Support Desk using any of the following methods:

- i. Walk in to IT Support Desk at Campus (2nd Floor – Admin West Block).
- ii. Email (by mentioning complete details like contact details, problem details etc.)
- iii. Call

STEP 2 - Notification mail/call will go to the person who has filed the request.

STEP 3 - If the request is not taken care of as per SLAs, please escalate as per the escalation matrix given above.

NOTE: As a part of the above process, the call can be placed on hold in following cases:

- i. There is any third party dependency
- ii. Request has been raised during non-availability hours of the support team
- iii. Dependency for additional information or confirmation from the client's end

c. Service Level Agreement (SLA):

Priority Name	Priority Definitions	Response Time	Resolution Time
Very Urgent	<i>Problem impacting whole university</i>	15 Minutes	Within 2 Hours
High	<i>Problem impacting a group of users</i>	15 Minutes	Within 4 Hours
Medium	<i>Problem impacting a particular user</i>	30 Minutes	Within 8 Hours

Low	Problem which does not prevent user from working	30 Minutes	Within 2 Days
Long Term	Add/Change Hardware/Software, Maintenance	30 Minutes	Within 2 Days

d. Support Window: 8:00 AM – 8:00 PM (Mon-Sat) excluding Holidays

IT Services

a. Network Connectivity Support:

- i. LAN: Computer laboratories are equipped with wired connectivity.
- ii. Wi-Fi: 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 blocking of connectivity.

b. Standby Laptop Support:

- i. While IT is not responsible for any hardware related issues, any other kind of repairs or maintenance of laptops and devices, it will facilitate the students in connecting to the concerned manufacturer or vendor by providing their contact details.
- ii. We provide standby laptops, subject to availability, for a maximum of one week after you sign the Requisition Form, while your own laptop is being repaired.
- iii. If a student fails to return the laptop on time, IT reserves the right to suspend IT services until it is returned. The said student does not get an opportunity to borrow the laptop again.
- iv. In case of any damage or loss of Ashoka laptop by the student, the value of the laptop will be deducted from the student's account.

c. Applications / Software Support:

For any IT related issues with regard to the applications, software and sites, please feel free to contact IT Helpdesk which is the single point of contact for these purposes.

d. Printing Support:

Printing and scanning services may be availed at the Printer Helpdesk (documents.centre@ashoka.edu.in) at the documentation centre. All such services are chargeable.

e. Audio Visual Support:

For any audio - video request other than regular sessions, you may contact the IT Helpdesk team to share the schedule of the event or session and your requirements. The team shall assess your requirements and recommend a venue depending on the services required. You will need to coordinate with the concerned department as well, to block the suggested venue.

IT Policies

a) Network Access and System Security Policy

The IT facilities may be used for academic purposes as long as such use does not violate any law, policy or IT act of government of India. It must not interfere with performance of university.

i. Password Security Policy

- The password must be complex and have a minimum of 11 alphanumeric characters, with at least one alphabet and one digit in it.
- Password is case sensitive.
- Please do not disclose the password to anyone else.

ii. Anti-Virus Policy

Desktops or laptops that are connected to Ashoka Network may get the patch updates from the central server as required and as applicable. Scheduled scans for network security reasons may be also initiated as applicable. The user may not be able to stop this process. The antivirus programme identifies all

content with known virus signatures and repairs the infected files. In case a file is irreparably infected, it may be deleted. Details of such repairs and/or deletions can be viewed from the anti-virus log.

iii. **Web Access and Security Policy**

- At any given time, students will be able to use maximum of any two of their registered devices.
- Pornographic, P2P and non-ethical websites shall not be accessible.
- All logs should be kept for minimum 3 months.
- There is a list of website categories that have been currently blocked. This will be revised from time to time based on deliberation with faculty members.
- High bandwidth consuming categories (e.g. video streaming, online music, games etc.) will be blocked or reduced from time to time to cater to productive bandwidth intensive university events like admissions, Skype and video conferences etc.

b) Software Licensing and Anti-Piracy Policy

- i. Ashoka is a Software Licensing Compliant University. Strict adherence to this policy by the students is solicited.
- ii. Students are strictly advised not to indulge in software piracy or breach the software licensing policy of Ashoka. Students are strongly advised to have licensed software even for personal use.
- iii. Any violations that are brought to its notice by product vendors and third parties will be taken most seriously and the Disciplinary Committee of Ashoka will decide the course of enquiry and action.
- iv. We respect privacy of content of every student, however, Ashoka reserves the right to scan student laptops in order to detect any unauthorized software or content being installed and used on laptops or any other device that may be potentially harmful to the IT environment of the university.

- v. The student involved will be held solely responsible for downloading and using the unauthorized software or content.

c) Data Retention and Recovery Policy

- i. Students are expected to ensure the safety of the data stored physically on their laptop. The IT team will provide all assistance required for this purpose.
- ii. For the safety of very critical data, the students should either take backup on external media, or on Google Drive.

d) Information Security Policy

- i. E-mails and files on personal drives are considered to be confidential. Ashoka administration does not read any e-mails or personal files. However, the administration reserves the right to read e-mails in exceptional cases. Examples may include physically threatening mails, sexually explicit and offensive messages, slander sent to a recruiter by one student on another blackmail, spamming, spoofing etc.
- ii. In case of spoofing i.e., constructing an electronic mail communication so that it appears to be from someone else, that user would be removed from the mailing list (mail ID will be deactivated). Also in all such cases, the Disciplinary Committee of Ashoka will decide the course of enquiry and further action, if any. Further, in case of large e-mails or mail spamming or chat usage etc., which block or black-list the Internet gateway, the Disciplinary Committee of Ashoka can order a verification of content to ratify its business justification.

Dos and Don'ts:

Item	To Adhere	To Avoid
Network related	For any changes in Network Configurations on laptop, please contact IT Help Desk	Changing the Network Configuration Settings in your Laptop on your own. Relocating the access points and damaging the Network Access Ports.
Internet usage	For downloading of heavy (bandwidth consuming) files that are strictly within the purview of the academic curriculum of the course, will be allowed with prior permission from respective departments and under controlled conditions such as non-peak times of load Secure Browsing	Upload or download of bandwidth-intensive application software or files (e.g. Audio-visual) that can impact the Network performance and are not in the purview of academic curriculum. Downloading Porn, P2P or any unauthorized downloads which violate any law, policy or IT act of government of India. Usage of Proxy avoidance websites.
License compliance	Software Licensing and Piracy Policy	Installation and/or usage of software providing access to objectionable / malicious content such as pornography, extremist religious / political provocations etc.
Authorized devices	Use only Ashoka authorized devices to connect to Ashoka Network	Connecting any unauthorized device other than the permitted ones.

Security	<p>Information security Policy</p> <p>System and Network Security Policy</p> <p>For User account creation, modification or deletion, please contact IT Help Desk</p>	<p>Connecting File sharing Hubs (Software and Hardware) and Personal Network Devices to Ashoka Network.</p> <p>Preventing, obstructing or aborting a polling / checking process on the laptop initiated by the IT Helpdesk, on a random or need basis, for purposes of security.</p> <p>Modifying, adding or deleting user account and associated privileges configured by IT on the laptop.</p>
Anti-Virus	Anti-Virus Policy	<p>Removing/Disabling of anti-virus software agent installed on the laptop.</p> <p>Preventing the triggering and/or execution or stopping the database update activities, of the anti-virus software.</p>

Note:

- i. *Violations of policy will be treated as academic misconduct, misdemeanour or indiscipline as appropriate. Depending on the nature of the violation, the institution authorities may take an action by issuing a warning through disabling the account. The student may face consequences based on decisions of the Disciplinary Committee on matters related to punishment and/or penalties.*
- ii. *The policy may change as and when it is considered appropriate and changes in the policy will take effect immediately after a brief announcement by any means.*

Legality and legitimacy issues:

All issues related to the legality and/or legitimacy and related aspects on the following will be entirely the responsibility of the student and does not rest with Ashoka in any way:

- i. Software used by student that are not provided by Ashoka.
- ii. Websites and content browsed by the student within the campus.
- iii. Downloading and Installing pirated or copyright materials or software.
- iv. Content or data being generated and/or published by the student.

Please note: The contents of the Information Booklet may be subject to change. In such an instance, all Students will be notified of the relevant changes.

Annexure III: Academic Standing

For every course, students will receive a final letter grade. These grades are calibrated with GPA quality points. A student whose semester and/or cumulative GPA drops to 2.0 (C) will receive a warning and be placed on probation. The student has to then meet their advisors and take personal guidance from Teaching Assistants to improve in the next semester. If the GPA drops below 1.7 (C-) the administration has the authority to revoke the offer of financial aid. If the student's GPA drops below 1.3 (D+), after three warnings the student will be suspended from Ashoka University.

Please note: The contents of the Information Booklet may be subject to change. In such an instance, all Students will be notified of the relevant changes.

Annexure IV: Financial Aid Addendum

Change in Circumstances

The following list illustrates situations which constitute an exceptional change in circumstances:

- Reduction in family income due to unemployment, disability, divorce, or death of the earning members
- Significant increase in family expenses due to medical treatment of one or more members of the family

The following will not be considered as exceptional change in circumstances:

- Possibility of an event happening in the future which may affect the income or expenses of the family - e.g. higher education of siblings, retirement of one or more earning members
- Voluntary discontinuation of employment/sources of earning

Frequently Asked Questions on Financial Aid

What is the current fee structure?

Annual Tuition Fee – Rs. 3,90,000/-

Annual Hostel Fee (Optional) – Rs. 1,40,000/-

Annual Meal Charges (Optional) – Rs. 60,000/- (Approximately)

Acceptance Fee – Rs. 10,000/- (One Time)

Security Deposit – Rs. 17,000/- (Refundable)

Are there any student loans available?

Aid at Ashoka is only in the form of grants (scholarships) and not loans. Unsecured student loans are offered by Canara Bank and HDFC Bank, independent of the University's financial aid policy. For more information, please visit:

<https://www.ashoka.edu.in/prospectivestudents/financial-aid/>

If I miss the deadline to apply for financial aid, will I be able to apply later?

You can send an email to the Financial Aid Committee at financialaid@ashoka.edu.in with your request and reason(s) for

missing the deadline. The Financial Aid Committee reserves the right to extend the deadline on a case to case basis.

My parents will retire before I graduate, will that be considered while assessing my need?

We only consider current circumstances of the family. Any future events are classified as ‘exceptional change in circumstances’ and the student can apply under this category at the beginning of any academic year.

My parents have never filed any Income Tax Returns. What should I do since the form does not allow me to submit without attachments?

Such a situation is possible only when the earning members are not required to file Income Tax Returns by law - e.g. agriculture income, countries which do not have such a requirement, etc. In such situations, you can attached a letter signed by the earning member(s), stating the reasons, and attach the salary slips, if applicable. In all other circumstances, the earning member should file the relevant returns with the Income Tax Department and accordingly upload a copy in the Financial Aid Application Form.

Annexure V: Holiday List

Date	Day	Holiday
2017		
23-24 Aug	Wednesday-Thursday	New students move in
25-Aug	Friday	Orientation Day
28-Aug	Monday	Monsoon Semester begins: First day of regular session classes
02-Sep	Saturday	Id-ul-Zuha
30-Sep	Saturday	Dussehra
01-Oct	Sunday	Muharram
02-Oct	Monday	Mahatma Gandhi Jayanti
14-Oct	Saturday	Mid-term break begins
19-Oct	Thursday	Diwali
22-Oct	Sunday	Mid-term break ends
04-Nov	Saturday	Guru Nanak Birthday
01-Dec	Friday	Last scheduled day of regular session classes
4-8 Dec	Monday-Friday	Reading week, make-up class sessions
11-15 Dec	Monday-Friday	Exam Week
15-Dec	Friday	Monsoon Semester ends
2018		
22-Jan	Monday	Spring Semester begins: First day of regular classes
26-Jan	Friday	Republic Day
03-Feb	Saturday	Founder's Day
02-Mar	Thursday	Holi
10-18 Mar	Saturday-Sunday	Mid-term break
30-Mar	Friday	Good Friday
1-4 May	Tuesday - Friday	Reading week, make-up class sessions
7-11 May	Monday- Friday	Exam Week
11-May	Friday	Spring Semester ends



Declaration/Undertaking

I, _____, upon my admission to the **Masters in Economics** for the academic years **2017–2019** at Ashoka University, do hereby pledge to adhere to the following terms:

1. I promise to abide by the disciplinary rules and regulations of the University, as laid down in the MA Economics Information Booklet. I acknowledge that the Programme and the University possess the authority to take punitive action against me for violation of these rules.
2. I declare that I will not participate in or propagate or abet what may amount to ragging/sexual harassment in any form whatsoever. I agree to submit an undertaking in the prescribed format for the same. I understand that, in case I am involved in ragging or any act of sexual harassment, necessary disciplinary action shall be initiated against me.
3. I declare that I shall be solely responsible for my involvement in any kind of undisciplined activity outside the Ashoka University campus.
4. I concur that my admission may stand cancelled at any stage if I am found ineligible and/or the information provided by me is found to be incorrect. I understand that my admission to the Programme is provisional until I have submitted my final certificate of graduation.
5. I confirm that I have no criminal record and that no criminal proceedings are pending against me.
6. I confirm that I am medically fit to join the Programme and to participate in all its activities. Further, it is my prerogative to furnish a valid medical certificate which clearly declares any mental or physical condition that the Programme needs to be aware of at the time of registration.

7. I hereby undertake to inform the University about alterations/ updates in information submitted by me, via application forms or similar documents, including changes in addresses and phone nos.

Signature & Date

Student Name: _____

Application ID: _____



PERSONAL DETAILS
(PLEASE COMPLETE THE FORM)

NAME (Complete):

PHONE NO.:

DATE OF BIRTH:

PERMANENT ADDRESS:

PERSON TO CALL DURING AN EMERGENCY:
(Name and Phone no.):

BLOOD GROUP:

**ARE YOU ALLERGIC TO ANYTHING? IF YES,
PLEASE MENTION:**



ASHOKA
UNIVERSITY

Ashoka University
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Rai-131029
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Haryana