



GENERAL GUIDELINES
Semester – I (Academic Session: 2025-2026)

Dear Students,

We warmly welcome you at IHE. We are delighted to have you as part of our vibrant, inclusive and diverse academic community.

You are requested to kindly take note of the following as you navigate your journey at IHE:

- 1. Orientation Program:** There will be an introduction in your respective departments on the 1st August, 2025. A HELP DESK will be set up for you at the college foyer on 1st August 2025. Kindly reach out to the faculty and student volunteers for any kind of assistance.
A formal Orientation Program will be organised for you soon. This session will introduce you to the faculty, departments, academic structure, and the different student societies of the college. (The date will be announced soon. Kindly keep checking the website for the notification. Attendance for the orientation program is *mandatory*).
- 2. Class Commencement, timetables and syllabi:** Regular classes will begin from 4th August, 2025. Please check the respective Department notice board and the college website to familiarize yourself with the timetable. You can find your course syllabus on the college website.
- 3. Attendance:** Kindly ensure that you attend your classes regularly and on time. The College follows the guidelines of attendance and internal assessment of University of Delhi very strictly. Your attendance is also a part of the internal assessment. Students falling short of stipulated attendance shall not be allowed to sit for the end semester exams. All students must go through the details regarding Internal Assessment and Attendance policy of IHE using this link: <https://ihe.du.ac.in/standard-operating-procedure/>
- 4. Anti-Ragging Policy:** IHE follows a strict **anti-ragging policy** as per UGC guidelines. Any form of ragging is considered a punishable offense. If you experience any untoward incident, report to the **Anti-Ragging Committee**, faculty, or college authorities. Anonymous complaints can also be made. All students must fill the anti-ragging undertaking online at www.antiragging.in
- 5. ID Cards:** College ID Cards shall be issued to you soon. You are expected to carry your college ID at all times. It is also required for entering the campus and using library facilities. Till the time that ID cards are issued, your fee-receipt can be used for entry.
- 6. Communication Channel:** You will soon be getting your official e-mail IDs. Stay updated through the official notice board, college website, and student WhatsApp/Telegram groups. Always use your registered email for any communication with the college.



7. **College Library:** IHE has a well-equipped college library with a comfortable reading space. Reach out to the library staff to use the **Delhi University e-resources portal** for free access to books and journals.
8. **Student Societies:** At IHE academic learning is complemented by a wide range of extra-curricular activities. We encourage you to be a part of the different student societies as per your interest. These societies will not only enrich your campus experience but also help you grow socially, creatively, and professionally. Refer to the student societies link for details: <https://ihe.du.ac.in/student-societies/>
9. **Grievance Redressal:** College follows varied mechanisms of grievance redressal. We have a student grievance redressal committee, Internal Complaints Committee, North East Committee, Equal Opportunity Cell (EOC) for the welfare of SC/ST/OBC/Minority students, Enabling Unit (EU) for students with disability and disciplinary committees. Reach out to the Director's office or the committee members for any complaints. You will find details of all the committees on the college website.
10. **Counseling Cell and Mentorship:** IHE provides academic and emotional support through its counseling cell. The college also has a very systematic advisory system. Each of you will be assigned a Faculty Advisor to whom you can always reach out for support. Regular meetings will be held with your advisors. Kindly attend these meetings diligently.
11. **Safety Mechanisms:** The campus is guarded. Be familiar with the entry/exit rules. There is a medical room on campus for basic medical facilities for emergencies. Save contact numbers of key college authorities and Delhi Police helpline (100 or 112).
12. **Code of Conduct:** Kindly follow classroom etiquette. Please respect your faculty, non-teaching staff and peers. Maintain decorum in labs and campus spaces. You are also expected to maintain a modest dress code and adhere to all college rules and regulations.

We wish you a happy and successful journey ahead.

Staff of IHE