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## Guide For International Students

UNIVERSITY OF HYDERABAD

Prepared by HARMONY TEAM  
UNIVERSITY OF HYDERABAD

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## Foreword

Internationalisation of higher education has been a major objective of University of Hyderabad (UoH) since the late Nineties. Currently, UoH figures in top 10 universities in the country and has been conferred a new status - Institution of Eminence (IoE) - by Government of India (GoI). Since the commencement of academic programmes, UoH has been open to foreign students to join the university. However, UoH introduced a new initiative, Study in India programme (SIP) in 1998, which transformed internationalisation scenario in the university by way of admitting a large number of students for semester exchange studies and short-term courses, apart from conducting various Faculty Development Programmes (FDPs). Several Memorandum of Understanding (MoUs) were agreed upon between UoH and several foreign universities and education consortium, notably from North America and Europe. Similarly, Office of Director, International Affairs was created in 2000, to facilitate the admissions and management of Academic and Administrative Affairs of foreign students to take up regular academic programmes in the university.

HARMONY project that commenced in 2021 has a mandate of preparing a Guide for International Students. Therefore, a modest effort has been made involving the members of the project team, to put in place a document. The compilation of the information provided in this document is based on details available in the university website, along with inputs from various stakeholders connected with internationalisation in the university.

Prof. N. Siva Kumar

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## 1. Introduction

The University of Hyderabad (UoH), a Central (federally funded) University, was established by an act of Parliament in 1974. UoH is ranked among the top 10 universities in the entire country, according National Institute Ranking Framework (NIRF), Ministry of Education (MoE), Government of India. In addition, UoH is counted among the top 100 universities in Asia in many of its academic areas of study. In 2015, the UoH received the Visitor's Award for Best Central University from the then Honourable President of India, Shri Pranab Mukherjee.

The university is devoted primarily to postgraduate studies, and is known widely for its eminence in research, for its distinguished faculty of almost 500 scholars, scientists, and artists, many of whom have been recognized nationally and internationally for their excellence. With 46 different Departments and Centres organized in 12 Schools of study, the University has over 5000 students. The University offers close to 150 different programmes of study ranging from Doctoral studies to Masters level degrees, as well as a range of post graduate diplomas and short-term courses by distance mode. It also has a thriving Five-year Integrated Masters Programme.

The departments and schools at UoH include the School of Mathematics and Statistics, School of Physics, School of Chemistry, School of Life Sciences, School of Humanities, School of Social Sciences, Sarojini Naidu School of Arts and Communication, School of Management Studies, School of Medical Sciences, School of Engineering Sciences and Technology, School of Economics, School of Computer and Information Sciences. The specialized Centres include UCESS, Cognitive Sciences, ACRHEM, Centre for Modelling, Simulation and Design, Health Psychology, Integrated Studies, Buddhist Studies, Nanotechnology, Knowledge and Innovation Studies, Endangered Languages, Research and Education in Ageing, Indian Languages, Great Indian Thinkers, Foreign Language, Dalit and Tribal Literature, Women Studies, Knowledge and Innovation Studies (2), Centre for Classical Languages Telugu, Centre for Advanced Studies in Electronics, Science and technology(CASEST). The Research Institutes are National Institute of Animal Biotechnology, Institute of Health Science and Education and Translation Research,

Institute of Life Sciences, C R Rao Advanced Institute of Mathematics, Statistics and Computer Science, and Association of Management Development Institutions in South India (AMDISA).

University of Hyderabad is a pioneer in establishing an academic programme that provides an opportunity for foreign (primarily undergraduate) students to live and study for a semester on an Indian university campus. University admits foreign students through the Office of International Affairs (OIA). The programmes offered to foreign students include Ph.D., M.Tech, MBA, M.Sc, MCA, IMA, IMSC, B.A, B.Sc., B Sc in Optometrics and so on. Similarly, there is a unit within OIA called the Study in India Programme (SIP). It allows students to transfer credits earned at University of Hyderabad back to their home institutions. SIP started as a small experimental initiative in the summer of 1998, with 8 students from the University of Pittsburgh, USA. Since then, this flagship venture has grown and has become recognized as the most successful Study Abroad programme in the country. The University Grants Commission (UGC) of India, the higher education regulator, has consistently regarded it as a model programme, and has been encouraging several other universities in India to emulate its approach. In 2014, the Institute of International Education Network (IIE Network) awarded the prestigious Andrew Heiskell Award to Study in India Programme (SIP) of University of Hyderabad, for internationalizing the campus, advancing curriculum development and fostering international opportunities and creatively integrating international students into university life.

## 2. The Campus

The University Campus located on a 2500 acre, is a verdant home to immense bio-diversity, with over 75 varieties of bird, lakes and rock formations which makes the campus a natural beauty. The campus is safe, friendly and is mostly residential. Students from all over the country come to study here. University is serious about environmental protection. The flora and fauna on the campus are well protected through legal ways - through Wild Life Act of 1972, Government of India. It provides for the protection for wild animals, birds, and plant species, in order to ensure environmental and ecological security, on campus. Permanent boards exhibiting information regarding wild protection is displayed at different locations on campus, apart from providing periodic advisories.

UoH defines “International Student” as an applicant who holds passport for a foreign country which includes Overseas Citizen of India (OCI) card holder or any Person of Indian Origin (PIO). Indians who reside outside the country or Non-Resident Indians are not eligible to be considered as international students since they hold Indian passports.

**3.2 Number of seats:** The guidelines of the University Grants Commission (UGC)-higher education regulator in India allows admission of international students up to a maximum of 15% over and above the approved intake in a course. This, of course, dependent on the availability of adequate infrastructure. Since, UoH has IoE status, an additional quote of 15% of seats are allotted as well. Such available seats may not be filled in a particular year if the Admission Commission does not find anyone suitable or due to non-availability of required infrastructure. Students may also apply to university through organisations such as Indian Council of Cultural Relations (ICCR) or other governmental agencies (SII). Students under OCI category as considered self-financed and are charged a onetime Development fee of USD 1000. The students who came through ICCR students (Ministry of External Affairs) will be charged on par with the SAARC countries fee rates for tuition fees (50% of regular fee) and such fees eligible will be transferred by ICCR directly to UoH.<sup>1</sup> As per the MoU with SII (Study in India MEA, EDCIL), tuition fee waivers are allocated to the selected students in their online portal based on their academics provided by UoH. There are four categories of fee waiver - G1- 100% Tuition fees waiver, G2- 50% Tuition fees waiver, G3- 25% Tuition fees waiver and G4- No Tuition fees waiver. At times, scholarships are provided by SII which is entirely the decision taken by them as per available resources.

**3.3 Applications:** Applications may also be considered ‘in absentia’ for international students if they so wish upon and falls within the allotted 30% bracket for such students. This is

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<sup>1</sup> This is subject to change as per the university norms

also subject to the condition of fulfilling the required qualifications as mandated by the Admissions Committee of the Centre/Department/School.

**2.4 Admission criteria:** The eligibility conditions i.e., the required qualifying degree, marks/grades for international students are similar to that is prescribed for Indian students. Further information is available at university website ([www.uohyd.ac.in](http://www.uohyd.ac.in) or <http://acad.uohyd.ac.in>). In the instance of a student's parent university not having a programme which is prescribed as minimum eligibility condition, an equivalent programme may be considered. In this respect, the decision of the Admission Committee is final. Those international students who has their qualifying degree obtained from India and are residing in India at the time of application are required to be part of the selection processes (entrance exam mode) such as interviews in the University conducted by the Centre/Department/School in order to be considered for admission into any programme or course. For additional information, please follow the link: <https://uohyd.ac.in/international-affairs/> for additional information.

**2.5 English proficiency:** For an international student who has not graduated from a university located in an English-speaking country, it is necessary to produce proof of English Proficiency. English language as a medium of instruction during college education is a must. Such candidates need to provide one of the following two scores, validity of which should be two years from the date of examination: (i) International English Language Testing System (IELTS) - Academic version – with a minimum score of 6.5 is required; (ii) Test of English as Foreign Language (TOEFL) - Paper-based TOEFL: a minimum score of 560 is required; Computer based TOEFL: a minimum score of 220 is required; Internet-based TOEFL: a minimum score of 80 is required.

**2.6 Admission Criteria:** TOEFL/IELTS scores may be insisted by the University for Masters and Ph.D. admissions. International students are exempted from entrance test for Ph.D. programmes offered by the University. The admission committee of the academic unit decides the selection criteria to admit an international Ph.D. student. The Committee on examining the application (received from ICCR, SII or self-supported candidates, OCI category candidates) may seek two recommendation letters, assess previous academic performance of the candidate,

and, if required, interact with the applicant by an interview (over video call). The concerned academic unit may then allot a potential supervisor(s) and recommend the admission of the candidate. Evidence of language competence need to be produced and students will be given certificate under IoE on completion of the course and will not receive the UGC Regulations, 2016 certificate. The applications should include copies of relevant certificates, marks sheets, two letters of recommendation from teachers, proof of financial support, together with the English version of such copies duly attested if they are in a different language. For seeking admission, a medical certificate of fitness from a recognized hospital in their country and might have to undergo a comprehensive medical examination as prescribed by the University.

### **3. Academic Programmes conducted at Study in India Programme (SIP)**

OIA caters to the needs of (primarily) undergraduate students who enrol in the regular semester curriculum of the university, or in courses of shorter courses (3 months/6 weeks/4 weeks). The latter courses are customised by Study in India Programme (SIP) which are customized by a special unit within OIA to suit the needs of partner institutions. Credits earned through these courses are then transferred back to the home institutions of the students. Students who participate are mostly from the USA and the Nordic countries. SIP also has had a steady stream of students from France, Germany, Canada, New Zealand, UK, Korea and Japan. The 4-week summer course on Contemporary India has been a flagship programme that continues to draw immense interest and enrolment from students from these countries. SIP has also introduced a successful 4-week course on Gender and Society. SIP has been an enriching and rewarding experience for all its stakeholders in academic, cultural and financial terms. Feedback from SIP students have been extremely encouraging with focus on the content of the course as well as lasting friendships they have formed on the campus and in the classrooms, along with the nuanced understanding about the complex, contested, rich and diverse background of India. This is a testimony to the success of this programme. The majority of the students have opted for Schools of Humanities, Social Sciences, Management Studies and the SN School of Arts and Communication from SIP over the years, while recently, the Science Schools have also seen increased enrolments and interest.



Yet another initiative apart from such student centric activities include an innovative two-week long Faculty Development Seminar for university and college teachers offered by SIP. This course had focused on Indian culture and history and also the advancements made in the fields of Science & Technology. The purpose of this initiative has been to prepare them better to teach South Asia related courses in their parent institutions. In other words, SIP has been flexible enough to respond to the challenges of International Education and cater to the requirements that arise therein. Curricula of these courses have been designed keeping with these broader trends, and with the evolving requirements of particular institutions.

#### 4. Why join Study Abroad Programme at UoH?

- Comprehensive Study Abroad Programme in India
- Internationally acclaimed faculty, many of whom have teaching and research experience abroad.
- Rigorous and flexible semester-based programme.
- Economical and variable tuition fee, related to the credits earned by the students.
- Credits are transferred to the students' institutions, through MoU, if any. In other instances, transcript is directly provided to the student.
- A fully computerized library (the first of its kind in India).
- Email/Internet facilities.
- A diverse campus, with international students and Indians from different parts of the country.
- A pollution-free, nature-rich campus of over 2000 acres.
- A secure, hygienic and modern International Students' Hostel, the Tagore International House, on the campus.

#### 4.1 Who Can Join?

The programme is aimed at overseas students who have proficiency in English and meet the special pre-requisites of the courses desired.

The following entities can approach SIP:

- Universities and their International Studies Divisions or Study Abroad Programmes
- Heads of Academic Programmes, Disciplines, or Departments of Universities
- Institutions with a South Asia/Area Studies Programme
- Higher education institutes or Councils of International Education
- NRI groups or associations
- Trade or business delegations or groups (for short-term courses).
- Individual students who are enrolled in degree programmes and who meet the academic requirements of SIP

#### 5. Criteria to enrol in SIP

The Study in India Programme (SIP) receives online applications from partners and individual students. The applications are sent to Academic Coordinators for scrutiny and decisions. The application package from the student consists of the duly filled application form, letter from faculty/Study Abroad advisor of the student's home institution testifying to the ability of the student to participate in an International Academic Programme, Statement of Purpose from the applicant indicating the reasons for choosing to study at UoH, Mark lists (Transcripts) from the University/College where the student is studying.

Students with a GPA of 3.0, and who are in the third or fourth year of their undergraduate programme are eligible to apply to the SIP Programme at UoH (In instances where the applicant's GPA is less than 3.0, the admission committee has in the past considered the applications, when accompanied by additional letters of support from the academic faculty/advisor of the home institution, and a petition/statement from the student). The decision of the Admission Committee of SIP will be final and binding on all applications.

#### 6. Academic Calendar of SIP

The regular academic programmes of SIP at the University of Hyderabad work on a semester basis. The Monsoon (Fall) semester runs from mid-July till the end of November, while the Winter Semester from early January till early May. The Summer Programme is a 4-6 week course that runs from July 1<sup>st</sup> until August 15<sup>th</sup><sup>2</sup>. Students enrolled in the regular semester programme (Semester Study Abroad) can take 12 to 16 credits (3-5 courses) in a semester. In addition to the specialized SIP course offerings, students are also allowed to enrol in most regular classes (provided they have the prerequisites) being offered in the University of Hyderabad, and can interact with Indian students in a classroom setting. These classes will be decided after consultation with the Academic Coordinator. It is the student's responsibility to ensure that the syllabus and curriculum of the courses being offered at the University of Hyderabad fulfil the curriculum needs and requirements of their home institution and respective degree programmes. The Semester programmes are the backbone of the internationalization of the campus.

#### 7. Foreigner Regional registration Offices (FRRO) information - Police Registration Procedures

Students must come to the Orientation at the international students with all the necessary documents and copies of their passports, current visas, and travel documents. The student arrival and departure dates from the country have to be in keeping with the dates of the academic programme that are mentioned in their admission letters. There can be no exceptions/extensions to these dates.

All students whose visa is valid beyond six months (180 days) must register at the FRRO, Office in the city. This registration formality has to be done within 14 days from the date of your arrival. The international students, including, will examine all travel and visa documents and help all students to comply with the proper completion of the registration process. The FRRO office will give the official Residence Permit to the student upon successful completion of all the procedures.

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<sup>2</sup> In post-Covid times, there are some changes in the schedule of the programmes, for more details on special courses in a specific semester, the Office of International Affairs(OIA),UoH may please be contacted.

## 8. Exit Permit from India: Dates and Procedures

Please note that all foreign students are required to leave India before their Residence Permit expires. The Resident Permit paper (which will be issued to you on the day of your registration with the police) is your exit pass out of India. You will be allowed to exit India only upon the submission of the original copy of this document at the airport. There will be no exceptions to this rule. SIP will not be able to intervene or help in any way, if you do not comply with this rule.

### 8.1 Application for Admission

International students may start applying for admission from January until the deadline which is April 30 of every year. The decision of the Admissions Committee will be intimated to the candidates by May 31. For the application form and admission details, please visit the link [http://acad.uohyd.ac.in/downloads/FN\\_APPLICATION.PDF](http://acad.uohyd.ac.in/downloads/FN_APPLICATION.PDF). All completed application forms with relevant documents and enclosures may be sent by e-mail to [internationaluoh@uohyd.ac.in](mailto:internationaluoh@uohyd.ac.in), [aracad@uohyd.ac.in](mailto:aracad@uohyd.ac.in) or [drae@uohyd.ac.in](mailto:drae@uohyd.ac.in) or by post to the Office for International Affairs, Ground floor, SIP Building, South Campus, University of Hyderabad, Prof C.R. Rao Road, Gachibowli, Hyderabad – 500046.

### 8.2 Mobile and internet

Local mobile connection may cost you around 300 to 1000 INR per month depending on your usage.

Below are the few service providers for your reference:

[www.bsnl.com](http://www.bsnl.com)

<https://www.jio.com/>

<https://www.airtel.in/>

## 5. MEDICAL

Purchasing a valid health insurance / medical insurance coverage is the responsibility of the student. Having a valid coverage is a prerequisite to register for classes. Students are required to share the list of hospitals their insurance company has tied up with. This information would be helpful during medical emergency. It is important that your travel as well as stay here is fully covered by the insurance, which you might have already taken. If not, it is advisable to take an insurance cover with the help of OIA/SIP Office. Please leave your policy numbers with the office as an emergency/precautionary measure.

### 9. Courses offered to SIP Students Enrolled in the Semester Programme

1. **Regular courses on the university calendar and curriculum.** In these courses, SIP students take classes along with other Indian students. However, not all courses on the university campus are available to SIP students. The SIP office will provide a broad list and timetable of the courses being offered by different departments/schools during the semester, along with a letter addressed to the concerned university faculty to inform them about SIP students who are likely to enrol in these courses. The final list of courses for SIP students to enrol will be worked out in consultation with the Academic Coordinators.
2. **SIP courses specially designed and offered exclusively for SIP students:** Several courses have been designed by SIP over the years to cater to the specialized and exclusive needs of SIP students: The courses on Indian languages, Hindi, Urdu, Telugu, have been particularly helpful for those students wishing to pursue higher degrees in South Asian Studies. Other SIP courses include Indian Philosophy, Caste and Gender issues in Indian Film and Media, Nutrition and Public Policy in India, Kuchipudi Dance, Community Engagement and Public Policy in India, Islamic Art, Culture and Heritage of

Hyderabad and the Deccan. These courses are taught in the SIP building itself, and a minimum enrolment of 3 students is required to run the course.

3. **Independent/Directed study:** Independent studies are permitted where a student works individually under the supervision of a faculty member on a focused topic and subject. A few examples of such independent courses taken by the students in the past include: Pearl Markets in Hyderabad, Dalit Women and Water Rights, Organic Farming and Environment, An Introduction to Hindustani Classical Music.

Students wishing to take independent study courses must fulfil the following criteria:

- Must have a GPA of 3.85 and above
- Must be working on a topic related to India or South Asia
- Must provide a clear statement of purpose explaining the nature and purpose of the study
- Must have a letter from the faculty and instructor of the student's home institution justifying the need for the student to do this independent study and testifying to the student's ability to carry out research work in an independent and responsible manner.

The decision to permit students to enrol in Independent Study courses rests entirely with the SIP academic coordinators and the concerned faculty. Their decision will be final and binding on this matter.

4. Non-Credit Courses involving practice/performance, e.g. Indian Classical Dance, Theatre, Sitar, Painting, Sculpture are available. For these classes, the fees will have to be paid to the instructors directly.

#### 9.1 Other Academic Requirements

Attendance at all class meetings is mandatory for students. All assignments and deadlines for classes must be followed. International students including SIP students should not miss classes, tests or examinations, unless there is a clear and documented case of illness or personal emergency.

Faculty of UoH may conduct exams anytime during the final exam week stated on the university calendar. The exam dates as scheduled (or re-scheduled by the Faculty/Department/School during the exam week) are final. No request from the students for change in the exam dates will be entertained. SIP students cannot leave or make travel plans during the days of the final exams. They must book their return tickets according to the academic calendar. SIP cannot intervene/mediate on the issue of final exam dates with the UoH faculty.

#### 10. SIP Academic Counselling, Mid-Semester Reviews

SIP's academic coordinators, programme assistant and partners work very closely throughout the programme with students to enable them to cope with the new and unfamiliar academic environment. Students are encouraged to work closely with the course faculty to address any problems or difficulties that they may be facing. In case of unresolved issues, SIP mediates on behalf of the SIP student to address the issue. A formal mid-semester review and meeting with the Director is scheduled, as well as feedback on the SIP student's performance in the class is sought from the faculty to ensure that students' academic and emotional well-being.

##### 10.1 Grade Review or Dispute

A SIP student who has received a grade of D or F can appeal to the SIP for an academic review. If the student is admitted to SIP through one of the partners, then the student must apply for the review through the offices of their respective partners. After due review and process, the decision of the Academic Coordinators and Director of SIP on the matter will be final and binding.

##### 10.2 Transcripts

Transcripts are sent from SIP to students within 3 weeks of completion of the courses. One transcript is issued per student. Extra amount will be charged for each additional transcript. The transcripts will be sent to the partners through whom the student enrolled in the SIP programme. SIP office will send transcripts directly to the independent students.

### 10.3 Health Issues

The issue of health, safety and emotional well-being of OIA/SIP students are a primary concern for the University. The University has instituted a well-honed set of policies and procedures to ensure the well-being of our students. In addition to the care and services provided in the Residence Hall, foreign students are eligible to avail the services of the primary healthcare/center on the campus, University of Hyderabad.

The following Medical Officers of the Health Center reside on the campus:

**Table 1. Campus Health Centre contact details**

SI. No	Name of Doctor	Phone Numbers
1	Health Care Centre	04023132400 (Reception)/ 2404 (Pharmacist)
2	Dr. Anupama Row	*2407*6221 (R), Direct: 23137201 -
3	Dr. P. Rajasree	*2402 (O), *6237(R) Direct2011914
4	Dr. Ravindra Kumar	*2403 (O), *6242 (R) Direct: 23010429

\*Within campus, you can dial (in landline phone) the four-digit number; off campus, prefix 0402313 before the four-digit numbers.

In case of emergency, and if the health insurance covers such medical costs, the above doctors can refer students to any of the top hospitals in the city, and arrange to send the student by the University ambulance. To avail the University Health Centre ambulance facility, dial 208. The



University has tie-ups with a number of highly competent, super-specialty hospitals with highly qualified doctors and specialized equipment/facilities in the vicinity of the campus.

**Table 2. Names of the Hospitals in the immediate vicinity of the University of Hyderabad**

Sl. No	Name of Hospital	Phone number
1	Citizens Hospitals	040 6719 1919
2	Apollo Hospitals Emergency Call	040-23607777 040-1600334033
3	Continental Hospitals	+ 91 40 67229999

#### III. Medicines

The Health Centre has minimum medicines required for emergency needs. It is advisable for foreign students to keep a good stock of basic medicines, which may be required. Students are required to fill the health proforma carefully (especially drug sensitivity and past medical problems of serious nature, if any). It is important that the SIP office have records of medical needs and health matters in order to intervene meaningfully in times of emergency. Certain medical shops, such as Apollo, are open 24 hours. Most medical shops are closed between 10.00 PM and 9.00 AM.

#### 11. TAGORE INTERNATIONAL HOUSE (TIH)

**(For Short Term International Visiting Scholars and International Regular programmes Students)**

The Tagore International Guest House was inaugurated in 2008, to house Short Term International (Foreign Passport Holders) Visitors, Scholars, students and guests for the duration

of their stay on the University of Hyderabad campus. All SIP students must stay in TIH. The only exception to this rule is the home-stay students on the CIEE programme.

TIH has 12 suites, single occupancy room (women) – 22, double occupancy rooms (women) - 36 and single occupancy rooms (men) – 22 and double occupancy rooms (men) - 18 in its premises. It also has a Computer Room, Wi-Fi facilities, an Open Lounge, Recreation Room, Dining Room, Kitchen and Laundry facilities.

All meals are served in the Dining Hall on the ground floor of TIH.

**Breakfast** (08:00-09:00 am)

**Lunch** (12:30-02:00 pm)

**Dinner** (07:00-08:00 pm)

All International students visiting the University on the SIP programme must stay in Tagore International House.

**(a). Facilities and Room Services**

- i. The House staff will provide clean linen, towel in your rooms.
- ii. The House staff will clean your linen, towel, etc. from time to time. In case it is not done, please bring this to the notice of the House Manager.
- iii. The House staff are responsible to clean all the common areas, your rooms and bathrooms; it is your responsibility to see that proper cleanliness is maintained.
- iv. Whenever you want your room to be cleaned and sheets to be changed, have Mr. Ganesh, Caretaker, informed by leaving a note on his desk, or leaving text on his mobile (9542521083) or through email (adabalaganesh@gmail.com). You can leave your

name, your room number and the day you want it to be cleaned. Please make sure all your valuables and cash are kept away safely.

- v. Catering facilities are available in the TIH. In case you are not eating a meal for whatever reason, please inform the House Manager, so that cooked food is not wasted.
- vi. In case you notice any area to be unclean or any appliances/plumbing malfunction, please report to the House Manager immediately. Again, your active participation and cooperation is desired to maintain hygiene and cleanliness in TIH.

**(b). Guidelines and Rules for TIH Residents**

- i. All the lights, fans, air conditioners (ACs) should be switched off when they are not in use. Please remember to switch off lights, fans, and ACs when you leave your room. Appliances such as hair dryers and hot irons take up a lot of electricity and may short circuit the system. The electrical connection provided to TIH is temporary; so, we should not overburden the load by using appliances, which may result in tripping of power.
- ii. Please avoid keeping open food items inside your room. This will attract insects and rats. Make sure that your garbage is cleared on a daily basis. Place your garbage cans outside the room.
- iii. Cooking is not allowed in any part of guest rooms of TIH. If residents are found to be cooking in their rooms, their equipment will be immediately confiscated, and if repeated, residents may be asked to vacate the hostel premises.
- iv. Please be sure to inform the Manager (Caretaker), TIH if you are planning to leave TIH for more than two days. Please leave the keys with the Manager, TIH when you leave the premises.

- v. Please keep all your valuables (cash, jewellery, any other valuable items) in a safe place and lock them away especially while you are leaving your room. Keep your room locked whenever you are not in your room even if it is for few minutes. While we will take all the precaution, OIA and Tagore Staff will not be held responsible for loss of any valuables in any form or personal belongings and no individual can be accused without proof or proper evidences.
- vi. You should keep your keys with you: you should not handover to anyone else other than the Manager of the House.
- vii. Please cooperate in keeping the TV room, computer room and washing machine clean. Any damage to the property has to be reported to the Manager of the House.
- viii. The entire premises - residential rooms, dining halls, parking spaces - of Tagore International House are reserved only for the visitors and residents of the House.
- ix. Students who are pursuing SIP courses and programmes, are not permitted to rent/lease/buy/drive motorized vehicles during their stay at the University of Hyderabad.
- x. Under no circumstances, are pets or stray animals allowed in the TIH premises. There can be no exceptions to this rule.
- xi. The security guards and staff at TIH are here to ensure the safety and well-being of all residents at TIH. Please do your part to ensure that there is no interference or disruption of the abilities of the security guards and staff at TIH to carry out their duties and responsibilities.
- xii. Residents are expected to maintain peace and harmony at the TIH. If there are any concerns arise among residents on any issue related to social and living environment

at TIH, it is important to bring the matter immediately to the attention of the TIH Manager (Caretaker) and OIA Director

**(c). Visitor Policy at TIH**

- i. All visitors and non-residents of TIH have to sign in and out with the security staff at the entrance of the building.
- ii. Visitors and guests can be entertained ONLY in the lobby area of TIH on the ground floor between 9.00 AM and 9.00 PM. They are not permitted to enter any rooms of TIH.
- iii. If any long-term student resident of TIH has an outstation visitor who wishes to stay at TIH, the student will have to take prior permission from the Director, OIA. They will be permitted to stay depending upon the availability of the rooms and by agreeing to follow University protocols for room bookings. The confirmation of the room bookings will be done only upon details of payments of room and boarding charges.
- iv. Guests will be allowed to stay in TIH only for the duration of the bookings. Under no circumstances will a guest be permitted to stay beyond the stipulated time of the agreement, without prior written permission.

**(d). Policy on Drugs, Smoking and Alcohol Consumption**

- i. The entire premises of TIH, including individual rooms, are non-smoking areas.
- ii. The University of Hyderabad is an alcohol and drugs free campus. Consumption of alcohol in the Campus and in hostels is strictly prohibited. If such consumptions (and/or instances of consequent inappropriate behavior thereof), come to the notice of

the University authorities, appropriate action as per university norms, will apply. The resident can be asked to vacate the TIH premises immediately.

- iii. Please refer to the University policy on the prohibition of the consumption of alcohol and narcotics on campus

[http://www.uohyd.ac.in/images/pdf/prohibition\\_of\\_alcohol\\_narcotics\\_040417.pdf](http://www.uohyd.ac.in/images/pdf/prohibition_of_alcohol_narcotics_040417.pdf)

**(e). Room Rates Policy**

- i. Room allotments to the students will be done at the beginning of the semester for all students, keeping in view programme duration, room availability, documented special needs and requirements of residents.
- ii. However, if during the semester, for unexpected or for unforeseen reasons, there is a request for a change in room, a new room may be allotted depending upon circumstances and on the basis of room availability. The rates for the new room rates will apply from the date of allotment.
- iii. Room rates for all international students will be charged from date of bookings to date of departure regardless of arrival/departure specifics (i. e. 2 days before the commencement of new semester and two days until after the final exam dates).
- iv. Guests will not be permitted to stay beyond the confirmed dates of their request.

**11.1 Policies for Room Allotment at Tagore International House**

- i. The TIH is a short-term guest house for hostel for International (Foreign Passport Holders) scholars, students and visitors of the University.
- ii. Suite #5 at Tagore International House is reserved for SIP Health and Emergency of SIP students.

- iii. Single room at Tagore International House is reserved for TIH Caretaker.
- iv. Rooms at TIH can be booked and used only for academic events and for official administrative purposes of the University. TIH rooms and spaces will not be permitted to be rented for personal functions and uses.
- v. Suites at TIH are not available for OIA students enrolled in the regular programme, even if they are willing to pay for them for the duration of the semester.
- vi. The confirmations of the bookings must be done through the OIA office. Confirmation on booking and the proper paper work can be processed only upon payment clarifications and guarantees. Payments for boarding and lodging charges at TIH must be made within one week of the use of the rooms.
- vii. All bookings for TIH and suites must be routed through the OIA office and through proper channels and procedures.
- viii. In case the applicable charges are to be paid by the University for the stay of the guest, indenter will be responsible for clearing the bill within seven (7) working days. In the event of failure to pay the amount, the University reserves the right to deduct the amount from the salary of the indenter.
- ix. All requests for rooms for (non-SIP) International students, Research Scholars and Affiliated Scholars of the University can be entertained only if and when routed from the Office of International Affairs and via the Faculty/Head/Dean of the Department in which the student is registered.
- x. TIH rooms are available only during the dates of the University working calendar. TIH will be closed during all the vacation period. Routine maintenance work such as anti-

termite treatments, painting, roof repairs, plumbing and other maintenance work will be carried out during the vacation period.

- xi. The TIH is under the auspices of the University of Hyderabad Administration. In times of need or emergency, the UoH administration reserves the right to enter the individual rooms of the hostel without permission, consent or approval of the residents.

#### 11.2 Policies for Booking for Boarding and Lodging

- i. All requests for boarding and lodging are done on receiving a request through email ([sipuoh98@gmail.com](mailto:sipuoh98@gmail.com)) from the concerned office/person. The format for the bookings need to be filled and a scanned copy to be sent to the email (annexure0).
- ii. On availability, a confirmation mail will be sent.
- iii. The food charges are collected by the Caterers directly at Tagore International House (TIH).
- iv. All the lodging charges (suites/ rooms) to be paid to OIA
- v. In case of default/non-payment of room and boarding charges, the same will be recovered from the indenter by the University Authority.

#### 11.3 General Inspection Information

##### a. **Management of Tagore International House**

TIH is managed by the OIA under the auspices of the University of Hyderabad Administration. In times of perceived need or emergency, the UoH administration reserves the right to enter the individual rooms of the hostel without permission, consent or approval of the residents.



b. Please do your part to ensure that you are careful with the keys to your room, especially since it is very burdensome and expensive for Guest House management to replace/change the locks to the individual rooms. In case the lock of a room has to be replaced owing to loss of keys on the part of the resident or any other such emergencies, the resident is required to pay an amount of Rs.500/ to OIA- as replacement charges.

**c. Laundry Services at TIH:**

There are several washing machines in the TIH that are available for use by residents. These may be used only for washing clothes and linen. Please do not wash heavy duty items such as bags, shoes etc. in these machines. Please be aware that these machines are not as sturdy as machines that you may be habituated to in your home countries.

**d. Caution Money Deposit**

International students, especially SIP students, who wish to borrow bicycles for their on-campus travel, should deposit an amount of Rs.3, 500/- towards refundable caution deposit in the SIP office at SIP building. In case of loss or damage of bicycles, the caution deposit will be forfeited. No claims will be entertained.

**e. Vacating Rooms and No Dues Certificate**

Students are expected to vacate the rooms of all their belongings at the end of their stay in TIH. They are expected to lock their rooms in the hostels/guesthouse and hand over the keys to the SIP Office staff/TIH Caretaker while vacating and leaving the premises.

If any TIH belongings, (blankets, linen, etc.,) are missing, students are expected to replace them or pay the replacement costs to OIA prior to their departure.

The “No Dues Certificate” can be duly signed and submitted to the OIA/SIP office at the end of the programme only upon the completion of all these procedures. Please remember that

your transcript will NOT be forwarded to your institution until these procedures are complete and the No Dues Certificate is submitted at the OIA/SIP Office.

**f. Penalty**

If a resident does not adhere to the Guidelines and Rules, a verbal warning will be given to him/her. If the same lapse is repeated, a written complaint will be issued to the student and a copy of the same will be sent to the student's Home University. Further violations will result in escalating the issue to the University of Hyderabad higher Administration it may also result in vacating the TIH premises and expulsion from the academic programme.

Residents are expected to maintain peace and harmony at the TIH. If any concern arises among residents on any issue related to social and living environment at TIH, it is important to bring the matter immediately to the attention of the TIH Manager, TIH Resident Coordinator and the OIA.

We seek your co-operation in keeping TIH a safe, healthy and friendly space for all residents. Please do your part to ensure the same.

**12. General Guidelines and Rules**

**a. On-Campus**

University of Hyderabad (or, Central University, as it is popularly called) is a large and sprawling campus. Although you will be very safe and secure on this campus, a few precautions always help in avoiding any mishaps.

The SIP is located in the South Campus and is close to the Tagore International House (TIH), where you will be staying. All your classes as well as official and administrative issues will be at the SIP Office.

### **b. Other Students of University of Hyderabad**

University of Hyderabad has around 5000 students. They are quite friendly and most of them speak English fluently. You will benefit from your interaction with them. However, this being a predominantly research university, with over 50% of them engaged in M. Phil. or Ph.D. courses, there are several senior students with whom you could freely interact. About one-thirds of our students are women students. About three-fourths of regular students live on campus. The University has an additional 3000 students studying in the distance mode, who come in only for occasional contact classes.

Please walk, jog or bike on the regular roads, which are lighted. Avoid going into the woods, lakes or lonely unlit areas. Rich foliage on campus is home to peacocks and beautiful birds, but it also attracts snakes and insects. Please be careful if you are going around in the evenings and put on proper footwear. There are many street dogs and cats on the campus. Please do not try to feed them or take them to your housing areas.

An SIP student may borrow a bicycle by paying a deposit. Please note that the campus does not have separate bicycle lanes. You will, therefore, need to be watchful when you ride bicycles. Campus is generally safe for cycling and many faculty/students/children can be found using them. Please remember that India follows a 'left-side' drive rule. Please do not ride the bicycles off-campus.

### **c. Cash**

Please do not carry a large amount of cash (in any currency) on you. When on a field trip, please carry cash in Indian rupees. The nearest place for money exchange is Hi-tech City Building at Madhapur where the branches of State Bank of India and Thomas Cook deal with foreign

exchange. You may keep your credit cards (Visa, Master card, American Express, Citibank and Diner's Club are commonly accepted) on your person whenever you go into the city for any emergency expenses/purchases/eventualities. SBI ATM is situated outside the Main Gate of the campus as well as at the Shopping Complexes inside the campus. Be careful when using public transport. Avoid carrying large amounts of cash and valuables such as jewellery, etc.

## OFF-CAMPUS

### **a. Transportation**

The public transport (buses & auto rickshaws) is easily accessible outside the gates of the University. Some buses come inside the campus as well. If you need a taxi, the SIP staff or TIH staff can assist you in contacting a travel agency. Please remember that you will have to order a taxi well ahead of time of your trip.

Please do not try to drive outside the campus. Even riding a bicycle is risky. The national highway outside the campus has very high speed and heavy traffic. Those, not accustomed to Indian roads, should not attempt to drive, even if one possesses an international driving license. Being Cautious Helps.

Although the city of Hyderabad is generally quiet and peace-loving, occasionally problems may arise. It is, therefore, advisable to avoid crowds, protest groups and demonstrators. But there is no need to panic if you see a political procession.

Students should leave their contact numbers or their travel plan, if they leave the campus for a day or more. SIP is not responsible for the safety and security of a student while travelling outside the campus.

### **b. Visiting Off-Campus Sites**

While the people in Hyderabad are quite friendly, it is advisable not to visit off-campus places alone. Being in a small group always helps. Please apply your judgment and discretion, if you

are taking photographs. Use of a camera is prohibited in most religious places. Avoid reporters and press photographs, if they solicit your opinion or photographs.

## **ETHICAL ISSUES**

### **a. Dress**

In the Indian universities, students dress neither too formally nor too informally, both on-campus nor off-campus contexts. You are advised to follow similar norms.

You must be especially careful in wearing clothes that may attract undue attention/put you in a vulnerable situation when you go outside. It is also not advisable to wear distinctly expensive clothes when on fieldwork – especially to rural areas/small towns/temples, etc. To define what may be construed as an acceptable dress, please discuss with your Programme Assistant.

### **b. Interpersonal Behaviour**

People, in and around Hyderabad, range from being friendly to being aloof, from being very tolerant to being reasonably conservative. Public display of affection is not acceptable as per the usual norms or behaviour. By avoiding making yourself the object of attraction, you would be able to ensure safe travel and stay in and around Hyderabad. It is also not safe to discuss highly political or emotional issues with your interlocutors without knowing their background or interest. You are advised not to be involved (or even seem to be involved) in proselytizing activities, which are against State laws in several Indian States. Avoid giving personal details or plans to strangers.

### **c. Smoking/Drinking, etc.**

Consumption of alcohol is prohibited in all public places, including places on campus. Smoking cigarettes in public buildings, including those on campus, is prohibited. Using or possessing drugs is illegal.

#### **d. Local Laws**

You should know the relevant local laws. Ask the office of OIA/SIP or the Programme Assistant for any help you may need in this respect.

### **12.4 OUTREACH AND CAPACITY BUILDING**

1. International Handbook of Universities Publisher: UNESCO 2017
2. The commonwealth website ([www.acu.ac.uk](http://www.acu.ac.uk))