



## **Student Guide 2022-23**

**The Guide serves as an introduction to MUWCI. You will find information about the UWC Movement and UWC Values; the history of MUWCI; the three educational programs: Academics, Residential Life, and Experiential Learning. When you arrive on campus there will be additional information provided in the orientation workshops as you begin your MUWCI journey. You are also encouraged to begin your own research about India and Maharashtra in particular.**

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## Introducing UWC International and UWC Mahindra



### The UWC International Movement

The UWC movement has its roots in the European Cold War experience. The founder of the movement, Kurt Hahn, was inspired when he saw German and French generals study side by side in NATO academies, only a few years after the end of World War II. They had previously been enemies but were now in conversations. UWC Atlantic College was formed as an attempt to emulate this. The thought was that by bringing students together from all over the world, in an intentional, residential setting and with an intensive study programme, prejudices would be overcome and narrow-minded nationalism would be rooted out. At the heart of the UWCs' ideology is an attempt to bring peace by promoting an open-minded internationalism. However, the ideology goes beyond this and the movement attempts to foster an ethos of solidarity, compassion and environmental concern. There are [18 UWCs](#) formed under this movement and while each has its own distinctive character, we are united under the same mission.

The idea of a United World College in India first emerged in the early 1980s. This aspiration became a reality in 1997 after the late Mr. Harish Mahindra pledged the financial support of the [Mahindra Group](#), one of India's leading business houses, to create the campus in a stunning rural location around 40 km west of Pune.

### Mission Statement & Values

The UWC mission statement and the UWC educational model summarize our context for living and working at UWC Mahindra College.

#### The UWC Mission Statement

*UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.*

UWC is the only global educational organization that brings together students from all over the world, selected from within their own countries, on merit and regardless of their ability to pay. These students come together at one of the 18 United World Colleges (UWC) that aim to foster international understanding and peace.

From Day 1, when you join MUWCI, you will hear about the UWC values. The values are guideposts for each and everyone in the community. We discuss the values and what they mean to us and how we live them while on campus, at home and once we leave MUWCI.

### **UWC Values**

Through its unique educational model, UWC aspires to create agents of positive change in line with UWC's nine core values:

- International and intercultural understanding
- Celebration of difference
- Personal responsibility and integrity
- Mutual responsibility and respect
- Compassion and service
- Respect for the environment
- A sense of idealism
- Personal challenge
- Action and personal example

### **The UWC Educational Model**

All UWC Schools and Colleges follow the same educational model.



## Educational Vision

UWC Mahindra College (hereinafter referred to as “the College”) is committed to a vision of education that guides and inspires every member of its community. It is a vision that challenges young people to reach their potential and to become “agents of change” in the world. There is no “ideal” UWC candidate. The diversity of experience and opinion that the student will encounter here is necessary in order to understand differences and to learn to value them.

For over two decades, the College has touched the lives of talented young people from all corners of the globe and from all walks of life, who have come here to live and learn together. Alongside a rigorous academic curriculum based on the International Baccalaureate (IB) programme, students coordinate numerous community engagement and campus service projects.

Cross-cultural learning in a dynamic community of over 70 nationalities, including young people from the surrounding villages, transcends the limitations of the classroom. Also, the local context provides an opportunity for social responsibility and community engagement, which addresses many of the most pressing issues of the 21<sup>st</sup> century: poverty, inequality and lack of access to basic resources.

Mahindra United World College of India is not an easy option, for the challenges are real and the expectations are high. When the student accepts a place here, he/she commits oneself to

a demanding range of experiences, from the highest academic goals to some of the more challenging realities in rural India. But this is also an immensely rewarding and fulfilling option. For young people excited by the possibility of change and motivated to act through personal example and courageous leadership, there are real opportunities to make a difference. The expectation is that the time here will be a springboard to a lifetime commitment to living the mission of the UWCs.

When accepting a place at the College, the student signals that they are willing to follow the Guiding Principles of UWC Schools and Colleges, agree to abide by the rules and guidelines, and participate enthusiastically in the academic and student life on campus. Furthermore, the student is signing up to engage in the co-curricular Triveni programme, which encompasses on-campus and off-campus activities, thereby allowing the student to put our mission and values into practice. The students are encouraged to periodically reflect upon all learning outcomes as they move through their UWC experience.

### **Guiding Principles of UWC Schools and Colleges**

These principles draw their inspiration from Kurt Hahn's pioneering work in founding the UWC movement. Though set within the context of Hahn's original thought, these principles reflect the intervening 50 years of experience and more recent advances in educational thinking. Underpinning these principles is the pursuit of peace and justice as the founding aim of the UWC movement.

UWC schools and Colleges offer life-defining experiences for young people, enabling them to discover the possibility of change through courageous action, personal example and selfless leadership. This education enshrines a commitment to the balanced development of the whole person; its task is to encourage an integrated development of human potential across different dimensions ranging from the intellectual, moral and social to the aesthetic, emotional, and spiritual.

Each school and College responds to the UWC mission within the context of its location; this creates distinctive identities based upon local resources and opportunities. All UWC schools and Colleges, however, share the same basic values as outlined in the following UWC principles that form the core of our educational philosophy.

#### **UWC Guiding Principles**

- 1. That this education should take place within a deliberately diverse College community. The selection of students should ensure representation from regions and social groups that reflect the wide range of tensions among and between peoples.*
- 2. That this education requires active promotion of intercultural understanding and the development of genuine concern for others founded on shared life experiences, and cooperative and collaborative living. This includes reflective*



*dialogue on global issues and critical and courageous engagement in the pursuit of peace.*

- 3. That physical fitness and a healthy lifestyle are integral to the balanced development of the whole person. Unhealthy lifestyles limit human potential and hinder progress in all areas of development.*
- 4. That community engagement is at the heart of College life. This requires the full and active participation of all members of the school or College.*
- 5. That students are able to engage in continuing, positive action towards issues of sustainability, on both an institutional and an individual level.*
- 6. That opportunities for students to practice personal initiative, self-discipline and responsibility, to manage risk and embrace challenge must be provided. Where appropriate, these opportunities are supported by a reassuring adult presence.*
- 7. That recognition is given to the fact that each individual possesses unique talents and abilities. Each College should facilitate programmes that enable all selected students to fulfill their potential.*

## **Living in a UWC Community**

As members of the UWC community, we have the responsibility to make it a good place to live and work for each and everyone. A good place is one where people feel safe and where people are thoughtful, respectful and courteous towards others. Each UWC has agreed to follow a common Code of Conduct and UWC National Committees are obliged to ensure that all nominated students agree to abide by it. Accepting a place at the College is conditional upon the agreement with this Code of Conduct and abiding by community agreements and guidelines.

### **UWC Common Code of Conduct**

At the heart of the UWC ethos is respect for others in all our actions and words. This means that we must think about the common good and be able to rise above our individual desires and needs. In short, our ideals require good-heartedness from all members of the UWC community and recognition that cultural norms are diverse.

The common Code of Conduct is required to make expectations clear. Students who accept to study at a UWC School or College commit to the pursuit of a healthy lifestyle, one that avoids harm to self and to others. The following are not tolerated:

- Consumption, possession and/or distribution of
  - drugs for recreational or other non-medically prescribed purposes

- tobacco, vaping and other related products
- alcohol on school property and school sponsored activities
- Sexual activity in student rooms and any other shared or public spaces
- Violence of any kind including hazing, bullying, harassment or any other form of abuse
- Assault, including but not limited to verbal, physical and sexual
- Stealing or “borrowing without permission”

The expectation is that the UWC Common Code of Conduct will be followed both in action and in spirit. **Those who breach the code will lose the right to remain in their UWC School or College.**

### Indian Laws Pertaining to MUWCI Students

In addition to the UWC Common Code of Conduct each UWC has its own code which is governed by the country it is located in. Here in India the College is bound by Indian laws for issues concerning sexual conduct, drinking and smoking. Though the details of the laws will be presented and discussed on several occasions during each term, the main points of each law is outlined below:

- **POCSO (Protection of Children from Sexual Offences)** is the law that deals with all forms of sexual assault and offences concerning children. POCSO defines a child as a person below 18 years of age, and defines different forms of sexual abuse including penetrative and non-penetrative assault, sexual harassment and pornography. *The Act requires mandatory reporting of sexual offences. This casts a legal duty on the person who has the knowledge that a child has been sexually abused to report the offence, failing which he/she will be imprisoned and/or fined.*
- Consumption of alcohol by students is prohibited both on campus and also when one is on a college trip, visit or outing. Infractions attract disciplinary action including expulsion. This is in line with the laws of the state of Maharashtra, where the minimum age for consuming any kind of alcohol is 21 years (25 years for hard liquor and 21 for beer and wine). Laws are similar for other states in the country. The punishment for general offense under the Bombay Prohibition Act 1949, is imprisonment up to six months and a fine of INR 5000.
- In India, smoking and consumption or sale of tobacco products is prohibited on educational campuses and within a 100m perimeter. Sale of tobacco products to those under 18 years is also prohibited. Smoking is also banned in public places (roads, hospitals, public transport etc.) and violations attract heavy fines.

## Community Framework at UWC Mahindra College



Responsibilities are most effectively managed if they are shared and accepted by all members of the community. The UWC educational model seeks to provide individual freedom and expects individual accountability. There is an expectation that all community members follow agreed guidelines and participate in meetings. All members are expected to contribute not only to the College community but also to other communities that they belong to, and where necessary, propose appropriate alternative ways of managing community living.

### Your Place in the Wider UWC Movement

When you join the College, you become one of more than 1300 new first year students and more than 4000 UWC Diploma level students studying in the 18 Colleges worldwide. On Graduation, you will join over 60,000 UWC alumni. The College wants you to stay connected because together we can do much more than we can individually. More than 3/4ths of students receive some form of financial support to enable them to study at the College. Your national committee is composed of volunteers and is one of the 159+ National Committees existing in almost every country in the world. We are the only global movement that selects students from a diverse range of countries based on merit and potential. The money and time donated by volunteers and benefactors is given not for what the students will gain during their two years at a UWC but for the strong belief in their commitment of a lifetime to a more peaceful and sustainable world. The College seeks to promote the discovery of ways to achieve social justice and sustainable practices.

## History of Giving and Support

The College creates opportunities for many young individuals. If you have been lucky enough to be offered a place and to benefit from the friendships and opportunities that being a member of the College confers on them, the college asks that you and your family keep us in mind and to consider giving someone else the opportunity which you have had. Many graduates will say that your “real UWC experience truly begins after you leave your College!” Your commitment to the mission, collaboration with others, volunteering and financial support at levels commensurate with your own personal life circumstances are expected throughout your life.

## Responsible Participation

Collaborative living in any community includes paying careful attention to the following:

- o being engaged and engaging others
- o maintaining the trust of others and being willing to trust
- o contributing to the community in which you live
- o making a deeper commitment to fewer activities
- o aiming for simplicity, focus and balance
- o reflecting before responding instead of instantly reacting
- o being positive and optimistic
- o following up ideas with reflective action
- o avoiding speculation when limited information is available
- o admitting you might be wrong

## Your Place in the Surrounding Communities of MUWCI

In the surrounding Mulshi valley, especially the area you pass by road following the line of the Mula River, are 7 local villages that are located within close vicinity of the College. Paud, the local town, is 7 km away and the Kolvan Valley is on the other side of our hill. The College encourages you to form friendships with members of the local community, either by getting to know the staff on campus or through community interaction. Overnight visits and homestays will also be occasionally organised by the College through the Triveni programme.

Akshara is a MUWCI-based initiative that works with children and youth in rural Maharashtra — including primary school students and pre-university/college-level students — to enhance their existing abilities and help them learn new skills.

Since 2005, Akshara has provided these students with educational support. Akshara also works with women and tribal communities to increase their independence and abilities to access opportunities through education and training. Akshara’s approach emphasizes the participants’ unique talents, helping them build confidence and social capital and, most importantly, to dream of making a better life for themselves and those around them.

Currently, Akshara team is implementing three impactful flagship programs to empower the children and youth in Digital literacy, foundational literacy and numeracy skill.

## **You as an Individual in the College Community**

The first and most important responsibility you have is to look after yourself: rest enough and make sure that you are able to gain from and contribute to everything going on at the College. This requires organisation and self-discipline, and that you communicate with others, seeking to build their trust in you and also build the trust you have for them. Looking after yourself means building and maintaining relationships. Keep in touch with your family and friends at home!

## **The College Meeting**

College Meetings (CM) happen bi-weekly and provide a forum for sharing information around issues and themes of community life. They are facilitated by students and cover a variety of topics: new ideas or matters of concern; promotional performances; personal perspectives about pressing global issues and so on. Students apply each year to join the CM. The faculty members are elected by their peers.

## **College Assembly**

The College Assembly (similar to a student council) is a body consisting of 15 elected students and 2 faculty members. The CA meets weekly after classes. Students play a vital role in leading campus-wide discussions. College Assembly provides a hands-on learning opportunity for students to contribute to the development of the College community.

## **Student Participation in Decision Making**

MUWCI students have many opportunities to raise questions and have their voices heard on campus. Students can influence decisions, but they may also not always agree on the final decisions the leadership makes. Student members, who are part of the College Assembly, attend all College-related meetings (e.g. faculty meetings, Res Life meetings etc.) and have representative and participatory roles on various committees on campus such as the Food, Health and Safety, Triveni, Head of Groups, Educational Programs, Admissions & Advancement, Heads' Committees and other decision-making bodies. At these key College committees, they represent ideas of the student body.

## **Other Ways to Share Ideas**

A range of other platforms are available for students to express their perspectives. Students voice their opinions through discussion groups and notice boards. All students should take responsibility to bring forward their concerns so that important issues are dealt with transparency and accountability. Voicing a personal concern directly with the person involved shows care and respect. Minority or alternative voices are viewed as legitimate and alternative views based on cultural backgrounds are respected. Anonymous messages are not considered an acceptable way to voice concerns.



If there is a subject that you truly care about, you can also feel comfortable calling a meeting to discuss the issues with those around you. Each Year Group can call a Batch Meeting where just the members of the batch meet to discuss issues pertinent to them.

### Social Media Forums

Social media forums (such as Facebook groups, Instagram and WhatsApp chats) are not considered the most appropriate platforms for discussing existing internal issues at the College. Furthermore, any bullying, harassment or hazing reported to the administration as occurring on social media and other online forums, including the college email network, will be subject to the UWC Code of Conduct and subsequent consequences.

### Learning through Residential Life



Being part of the College means actively participating in the well-being of the community. Each community member is expected to live by the [values](#) upon which the UWC International and the College are founded. There might be aspects of residential life with which you may be unfamiliar at first, like living with other students in one room and living in a community of people from all around the world. Students learn to live with others and appreciate their needs and differences in the residences.

All the residential adult members of the community work closely with students to ensure that the quality of residential life reflects and promotes the goals of the College. They provide advice, direction, and support for the students in their residence; they also uphold and enforce the expectations and rules of the College.

## Objectives for Residential Life

1. To create a healthy living environment which encourages adequate time for sleep and study.
2. To foster an environment that supports and respects cultural differences and the individual's need for privacy.
3. To assure to the best of our ability, the safety and well being of all students, while complying with the legal expectations for an institution such as ours.
4. To create a community in which discussions about communal living can take place and students are aided in finding ways to express their needs.

## A Typical Day

Classes at the College start at 8:30 am and end at 4:00 pm to leave afternoons free for Triveni activities, meetings and informal interactions. Saturdays are “free” days for students to recuperate from a busy week. On Sundays, some activities are planned for the students.

## Meals in the Cafeteria

Students eat all their meals in the Cafeteria. Before lunch and evening snacks are also available. There is a special brunch every Sunday.

Students with specific dietary needs should approach our on campus doctor who communicates directly with the cafeteria manager. Students can also buy food from the Coffee Shop, a small cafe-like shop.

## Residences

When you join the College, you will also join a ‘Wada’ - a Marathi word for a dwelling around a common communal space. There are five Wadas that make up the residential part of our campus. A Wada generally houses about 50 students and 4 or 5 members of faculty and their families. One of these faculty members will serve as your ‘Wada Parent’ and your key point of contact for residential life. Your Wada will be your home for the two years of your stay and an immediate, smaller community to live in within the College. Each Wada has a common room with a kitchen. Students can spend time together playing games and / or cooking basic dishes.

Wada meetings are organized on a weekly basis to allow you an opportunity to speak with those you live most closely with, regarding issues of importance to the community. These Wada meetings significantly contribute to the healthy residential life at the College.

It is important to keep in mind that in your Wada, your obligations extend to those in your room (generally 3 other students of the same gender), your house (or landing if you are in Wada 5) and to those in the rest of the Wada.

Your House: Each Wada is made up of several student and faculty houses. Each student house consists of two rooms, two bathrooms, washbasins and toilets. Every house has a

common storage room and a courtyard / sitout where students from the same house can gather around and spend some time. There are generally eight people in a house and four people in a room. A house within a Wada is segregated by gender.

Your room is shared with other individuals and therefore should not be treated as a private space. Each student will be allotted a corner and as part of your corner you will be provided with a bed, necessary bed linen, a desk and a chair, as well as sufficient storage space. Be thoughtful about the needs of those around you. It is necessary to respect that others may want to wind down for the day.

Cleanliness and personal hygiene are very important when you live in a shared community. You are expected to keep your room clean and uncluttered for well-being and safety reasons, but also out of respect for those with whom you share these spaces. Students wash their own clothes while living on campus. Two to three washing machines are available in each Wada common room, along with a dryer and students supply their own washing powder, which can be purchased in Paud or in Pune.

Sexual activity in any public space, including in student rooms which are shared spaces, is unacceptable at any time. The rights and privacy of your roommates must be respected.

The College encourages the formation of good, sound relationships with everyone in the community. All members of our community, in their relationships with one another, are expected to maintain a very high standard of conduct at all times. These interactions are an important part of the UWC experience but it is also important to remember that an exclusive relationship during your time here can be a powerful limiting factor on your education.

### **Pets and Animals on Campus**

Students are not allowed to keep any pets on campus. Though there are several stray cats and dogs on campus, feeding them is strongly discouraged.

## **Support Structures Support People and Groups**

### **The Head of Student Life**

The Head of Student Life oversees the Residential Life Program and carries the responsibility for Pastoral Care with the the help of the Pastoral Care Team comprising the Well-being Counselor, Wada Parents and Advisors.

### **Your Wada Parent**

Each Wada has a Wada Parent who is a key point of contact for residential life in your Wada. The Wada Parent is also a teacher. They are there to help you integrate into community life and are available to talk to you about issues or ideas you might have. Wada Parents are responsible for promoting a positive atmosphere in the Wada and will seek support for this from students and other faculty in the Wada. You will meet your WADA parents as soon as you arrive on campus.



## **Your Advisor**

Every student is assigned a faculty adviser whose role is to provide support in academics, Triveni and residential living. Your adviser will ensure that you are on track in all these areas and address any questions or concerns that might arise in your time at the College. You will also be part of an adviser group of nine or ten students that meets each week to discuss important issues or happenings at the College. Your adviser will be the first point of contact for you as well as your parents/caretakers.

The Adviser Group is the smallest formal forum in which you can express your opinions during weekly meetings. On the other hand, it is also your first ready-made “family” in the community. You will meet your adviser as soon as you arrive on campus.

## **Well-Being Counselor**

The college has a residential Well-Being Counselor as well as tie ups with external therapists available for students. They can be approached for any form of guidance or help regarding the mental health and well-being of a student. The College can also assist students in meeting with an external psychiatrist and obtain medication if needed.

The UWC movement is not exempt from the global reality of increasing mental health concerns among students. We have a Mental Health Policy, which outlines procedures, guidelines and best practice and is designed to ensure a safe and healthy ‘home’ environment for all members of the community, safeguarding the interests of individuals and the community. The policy is shared with students, parents and members of the community who are encouraged to become familiar with the content.

A detailed Mental Health Policy is available [here](#)

## **Peer Support Group (PSG)**

We also have an informal group of trained students that provides their peers with an alternative, approachable body of people to speak to, in addition to the counselor, advisers and friends. PSG members (selected each year) live in every Wada and come from diverse backgrounds.

## **College Services & Facilities as part of Res Life**

### **Religious Space**

The College has a room dedicated to spirituality. It is for all students.

### **Medical Center**

The College has a 16-bed medical center with facilities to handle all kinds of minor emergencies with full time nurses who are easily accessible at any time of the day or night. An ambulance remains on campus for use in emergencies.

The medical center is very well equipped with a variety of medicines including pediatric drugs. Students may collect any medicines prescribed from the center. The College doctor or nurse will take immediate necessary measures to procure any medicine that you require and that may not be on the medical center inventory.

The college provides free medical care to students except in the following cases:

- Dental treatment
- Eye errors of refraction
- Pre-existing medical and psychological conditions(including specialist referrals, related investigations and medical supplies such as epipens
- Injuries arising from or attributed to breaking college rules/discipline
- The College usually covers all student health expenses and hospitalization if necessary to the maximum stated in our insurance policy, provided hospitalization does not occur as a result of student negligence.

Students are not permitted to keep in their rooms any medication that :

- Has a potential for abuse
- Has a risk for psychological or physical dependence with use

All students meet with the College Doctor and the Well-being counselor during the first couple of weeks upon arrival. Any student with psychoactive medications must disclose possession of the above medication. These must be deposited at the medical center immediately. The student would be asked to take the prescribed medicines under supervision of the Medical Team. Distribution of any of the above medications by any student to another student/s is strictly prohibited. If a student is found to be distributing the above medication it will lead to a serious disciplinary consequence.

**Local hospitals:** The College is affiliated to two of the best hospitals in Pune, the Ruby Hall Clinic and the Jehangir Hospital.

### **ATM/Cash Machines & Bank Accounts**

There is a Kotak Mahindra Bank ATM available on campus for Indian Rupee withdrawals. It is compatible with Visa Electron & Plus, Mastercard, Maestro, and Cirrus branded cards. Most international cards are subject to the daily withdrawal limit of INR 15,000 but this can vary.

All students are encouraged to have Indian bank accounts and ATM/debit cards. An active mobile number (Indian or overseas) will be required to complete the registration. The Head of Student Life is the first point of contact for questions about this.

The Campus Finance Office along with the Student Life Coordinator will help facilitate the account opening process on campus, however please note bank accounts can take up to 8 weeks to be fully operational. Please make alternative arrangements for pocket money in the interim. **The Finance Office cannot receive and hold student pocket money from parents or guardians.**

## Transport Services

We have a dedicated transport office that is responsible for providing vehicles to and from the College as required by community members. Trivenis and other official College events are covered by the College. All costs associated with personal usage of vehicles will be borne by the individual who booked the vehicle. On Saturdays, the College organizes transport to Pune at a fixed cost to each student who signs up and has permission from their parents/guardians to go off campus.

## Parcels and Online Shopping

Students can receive parcels on campus and also conduct online shopping. Parcels can be opened by the security guards while the student is present. The student is responsible for ensuring that no illegal items are received through the mail.

## Learning through Academics



## International Baccalaureate (IB)

The IB is a two-year pre-university programme. To receive an IB Diploma, every student is required to complete six subjects: three at higher level (HL) and three at standard level (SL). The intention is to provoke students to go into considerable depth, with many higher level subjects covering much of what would normally be taught during the first year at University,

without sacrificing breadth. You are encouraged to visit the IB website at [www.ibo.org](http://www.ibo.org) for further information.

The IB requires students to select at least one subject from each of the following groups. Notice that Group 6 is optional and that all the students must take only one Group 5 subject.

Currently, the following subjects are offered by MUWCI:

**Group 1: Language 1 (a literature course in the student's best or mother tongue language)**

- English Literature (HL/SL)
- English Literature & Language (HL/SL)
- Hindi Literature (SL ONLY)
- Spanish Literature (HL/SL)
- Mother Language Self-Taught (SL)

**Group 2: Language 2 (a second language, at beginner or intermediate level)**

- English B (HL/SL)
- Hindi B (HL/SL)
- Spanish B (HL/SL)
- Spanish Ab Initio (SL)
- French B (HL/SL)
- French Ab initio (HL)
- Arabic Ab initio

**Group 3: Individuals and Society**

- Psychology (HL)
- Philosophy (HL/SL)
- Global Politics (HL)
- History (HL/SL)
- Economics (HL/SL)
- Digital Societies (HL ONLY)

**Group 4: Experimental Sciences**

- Physics (HL/SL)
- Chemistry (HL/SL)
- Biology (HL/SL)
- Environmental Systems & Societies (SL)
- Computer Science (HL/SL)

**Group 5: Mathematics**

- Math A&I - Applications & Interpretations (HL/SL)
- Math A&A - Analysis & Approaches (HL/SL)

**Group 6: Arts**

- Visual Art (HL/SL)
- Film Studies (HL/SL)
- Theater (HL/SL)

All students will also complete one full year of Theory or Knowledge. TOK aims to make students aware of the interpretative nature of knowledge, including personal ideological biases – whether these biases are retained, revised or rejected. It offers students and their teachers the opportunity to reflect critically on diverse ways of knowing and on different areas of knowledge. Also to consider the role and nature of knowledge in their own culture, in the cultures of others and in the wider world. In addition, TOK prompts students to be aware of themselves as thinkers, encouraging them to become more acquainted with the complexity of knowledge and to recognize the need to act responsibly in an increasingly interconnected but uncertain world.

In addition to this, every student is required to complete an *Extended Essay*: a piece of independent research (up to 4000 words). Finally, students must participate fully in the Triveni programme (Creation, Action and Service for the IB).

The IB Diploma is very well accepted by universities in countries across the globe. The IB Diploma is a deliberate compromise between the specialization required in some national systems and the breadth provided in others, and is seen to provide a good balance.

## Course Selection

You will decide on your subjects right after the Academic Fair which happens during Orientation Week. The Head of Academics together with the University Counselor, and Faculty will help you understand what each subject covers and help you choose what is best fit for your career aspirations and interests.

Some of the possible combinations can look like the following ones:

- English Literature, Spanish Literature, Global Politics, Economics, Biology and Math AA.
- English L&L, Arabic Ab-initio, Psychology, Biology, Chemistry and Math AI.
- Self-taught, English B, Economics, Physics, Computer Sciences, Math AA.
- Hindi Literature, French B, History, ESS, Math AI, Film Studies.
- English Literature, Spanish B, ESS, Math AI, Theater, Visual Arts.

The IB allows you to study three High Level courses and three Standard Level courses. The final level of each of the subjects should be decided in October of the Second Year just before the final registration for the IB exams each year.

You can read about the subjects MUWCI offers at the [UWC Mahindra Website](#).

The MUWCI Timetable incorporates time for meetings, classes, Triveni activities, Advisor and WADA meetings.

## Timetable

Week A								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
8:30 - 9:25	B	E	F	A	G			
9:30 - 10:25	A	B	G	C	D			
10:25 - 10:45	Break							
10:45 - 11:40	A	B	CORE	C	D			
11:45 - 12:40	C	F	E	G	F			
12:45 - 1:40	D	A (HL Only)	B (HL Only)	F (HL Only)	E			
1:40 - 3:00	Lunch / Meetings							
3:00 - 4:00	Faculty Meeting - Peer Tutoring	G (HL only)	Triveni CE + Planning	E (HL only)	Global Affairs		Triveni CE + Planning 3 pm - 5 pm	
4:00 - 5:00	Office Hours	Office Hours		Office Hours	Meetings (Batch, Collaboration)			
4:45 - 5:00	Snack			Snack				
5:00 - 6:00	Triveni A Optional Study Time	Triveni C Optional Study Time	Advisor Meeting	Triveni On-campus Service + Planning	Triveni A Optional Study Time		Triveni Make-up slot 5 pm - 6:30 pm	
6:00 - 6:30				Optional Study Time				
6:30 - 7:00	Down Time - Reflection			Down Time - Reflection				
7:00 - 8:30	Dinner							
8:30 - 9:15			Optional Wada Meeting led by Studnets	Unstructured Time - Events	Unstructured Time - Events			
9:15 - 9:30	Check In			Check In				

Week B							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30 - 9:25	A	B	C	E	F		
9:30 - 10:25	E	F	D	G	A		
10:25 - 10:45	Break						
10:45 - 11:40	E	F	CORE	G	B		
11:45 - 12:40	C	G	B	A	D		
12:45 - 1:40	D	E (HL Only)	G (HL Only)	B (HL Only)	C		
1:40 - 3:00	Lunch / Meetings						
3:00 - 4:00	Advisor Meeting	A (HL Only)	Triveni Service + Planning Triveni CE + Planning	F (Only)	College Meeting		Triveni CE + Planning 3 pm - 5 pm
4:00 - 5:00	Office Hours	Office Hours		Office Hours	Deep Dive		
4:45 - 5:00	Snack			Snack			
5:00 - 6:00	Triveni A Optional Study Time	Triveni C Optional Study Time		Triveni On-campus Service + Planning	Triveni A Optional Study Time		Triveni Make-up slot 5 pm - 6:30 pm
6:00 - 6:30				Optional Study Time			
6:30 - 7:00	Down Time - Reflection						
7:00 - 8:30	Dinner						
8:30 - 9:15			Wada Meeting	Unstructured Time - Events	Unstructured Time - Events		
9:15 - 9:30	Check In			Check In			

## Academic Transcript and Reports

At the end of each term students, families and the National Committees will receive an academic transcript with the grades achieved in each of the student's subjects. The transcripts also reflect attendance and effort. Furthermore, each of the student's teachers writes a short report to comment on the performance so it can be used as a guide on how to improve.

The grading points are:

Year	Time	Term
Year 1	End-December	I
	End-May	II
Year 2	End-Nov	III
	Mid-April	IV

At each grading point, a term grade for attainment (IB scale 1-7) and for effort (Internal scale A-D) will be given, and at grading points III and IV, a cumulative grade and a predicted grade.

## Exams

The IBO publishes the final exam dates and these are shared with students during Third Term. Besides this, Second Years will have mock exams during the month of March so they can experience what exams are like. Final exams take place in the month of May. Exam results are usually published on 6 July and students can log on to the IBO website using their student IB code to obtain the results.

End of year exams covering the work studied throughout the year are held in May for First Year students.

## Academic Supplies

Textbooks are available on loan from the College for all academic subjects offered. Notebooks, binders, paper and pens may be purchased locally. A start-up pack is provided upon arrival.

The IB Mathematics courses at all levels require a graphical display calculator. Though the College supplies these calculators on loan for those students with full or 75% scholarship you are encouraged to purchase one of these—**TI 84 or TI 84+** is recommended—before, or soon after, arrival. Please see the [Student Packing List](#) for more on calculators.

Students who borrow a calculator from the College are responsible for safe keeping it as it is the property of the College. If the calculator is lost or damaged the student will be charged for the loss.



Though the College does have computer desktops for student use, students are strongly recommended to either bring a notebook computer with them or purchase one upon arrival. The college can loan a laptop to full scholarship students. Voltage in India can be erratic hence they should also purchase a good surge protector/ spike-guard to protect their electronic items and lengthen the battery life of their computers.



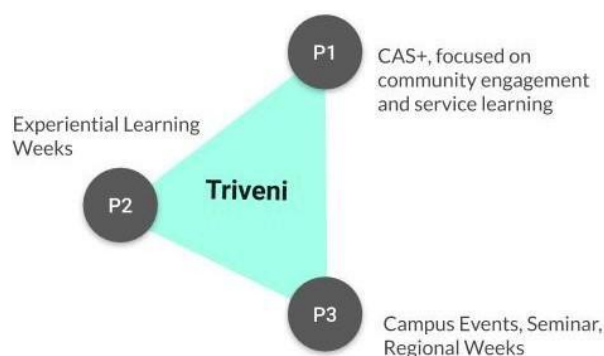
## Learning Outside the Classroom

Learning outside the classroom includes all the co-curricular programmes such as Project Based Learning, Travel Weeks, and Triveni. Triveni, literally meaning where three sacred rivers meet, is a lot more than just the IB co-curricular requirements of Creativity, Action, and Service (CAS). Triveni covers a variety of campus events and programming, experience India week and project week across India, and of course a wide selection of weekly off-campus and on-campus activities. It is part of what we call experiential learning, or learning by doing, to complement the theoretical frameworks in many academic subjects. The Triveni programme is an opportunity to discover what interests you outside the classroom as well as to apply what you learn inside it, and to explore your talents and passions and build on them. Moreover, Triveni also helps you learn more about India and the Mulshi and Kolvan valleys so that you better understand the wider context in which you are living. In short, Triveni is one of the key areas where you put the UWC mission into practice and seek to transform yourself and engage with the world around you in a meaningful way.



The Triveni programme has three goals:

- to help you understand local issues and connect them to larger structures
- to develop skills that address your interests
- to apply these skills and reflect upon your accomplishments



First years will be introduced to the Triveni programme at the beginning of the term and are expected to commit to at least four kinds of activities - one on-campus service, one off-campus community engagement, a creative endeavor, and an action-based activity. Some activities, with the discretion of the Triveni Office, can be doubly counted in the above mentioned four categories. You are expected to stick to your chosen activities so as to develop your knowledge of a few focused topics and relevant skills, and to apply and expand these through skill-based projects. As second years who show exceptional commitment and growth, you get the chance to coordinate and run these activities!

### **Service Learning and Community Engagement**

As UWC students, you are expected to be attentive to both our campus community and the local context in which we exist. That is why all students are expected to do one on-campus and one off-campus service activity.

In order to successfully engage with service learning, you are asked to critically think about issues around development and empowerment. You are encouraged to carry out a needs assessment, planning, programming, monitoring and evaluation. These help build essential skills and good practices from the field to successfully manage change-making projects for the future. In due time, you can build your own service projects to apply your knowledge and further develop your skill set. Such a project must address a need and it could be based in the campus community, or in one of the neighboring villages, in partnership with local NGOs in Pune and other Indian cities or anywhere feasible, including your own hometown.



### **Recreational Activities**

In addition to the Community Engagement activities that you lead and participate in, you must do at least one creativity and one action-based activity on a weekly basis. These activities are usually led by second years and take place every week. Actions include sports and physical activities like dance and yoga. Creativities include music, dance, theater, debate and discussion groups like race space and other student clubs. Students are also supported in their efforts to start their clubs and groups that would add to the diversity of activities on campus.

### **Local Engagement**

The Triveni Office organizes homestays in the neighboring villages for all incoming students. You are expected to spend a night with host families who have been vetted by the College and to get to know the people and area around the college. You are encouraged to build upon these relationships through the next two years of your stay on campus.

The Triveni Office also facilitates day-long collaborations, including Heritage walks, Waste trails, with local NGOs and community organizations to further acquaint students with the local area. You are encouraged to reach out to the Triveni office for particular requests in helping organize such interactions.

### **Cultural Celebrations and Exeats**

Given the diversity on campus and in our surroundings, you are encouraged to participate in a variety of cultural celebrations that are either school or student-organized through the Triveni programme. Campus-wide celebrations of festivals such as Diwali, Ganesh Chaturthi, Christmas, Holi, and Eid-ul-Fitr are commonplace. Students are expected to learn about these practices and learn to appreciate and engage with cultural differences and the issues around appropriation.

The Triveni programme further includes Regional Weeks wherein students from a particular region share the socio, economic, political, and cultural aspects of their lives back home. As UWC students, you are asked to share with other students your ways of looking at the world. You are urged to bring items, including clothes, games, and stories, that would help you introduce your culture to others.

The Triveni office is eager to support students in their short trip planning to explore the nearby areas during the long weekend breaks (exeats) twice in the year. You are encouraged to reach out to host families, visit friends from Pune and elsewhere or embark on meaningful travels.

## **Outdoor Education**

Students become very active with outdoor education activities at MUWCI. The Triveni Office plans weekend hikes, local cycling trips in the surrounding communities, Kayaking and much more.

## **Travel and Project Weeks**

Two weeks, one per term, are set aside for experiential learning. Travel and Project weeks take UWC learning out of the classroom and our local context and into the amazing opportunities offered by being in India. All first years are required to go on both the Travel (Experience India) Week and the Project Week. The Travel Week is a chance to discover different parts of India and to learn about their rich history, diversity, and politics among other things. You are encouraged to build skills to help you in becoming thoughtful and independent travelers. In the spring term, you will also participate in a week-long project which is tailor-made for our students. Each project has a specific educational objective and is carried out in collaboration with a selected partner organization. In the past, students have been involved in a wide range of projects, from learning about the struggles of tribal people to working in a crocodile conservation center. Each project seeks to be interactive and you will be active participants rather than passive bystanders.

## **Triveni Graduation Requirement**

Each student has to fulfill the Triveni requirements for the UWC and IB Diploma:

- consistently and thoughtfully engage in at least one on-campus and off-campus service learning project throughout, either as a leader or team member
- engage in at least one action and one creation activity on a weekly basis
- completed a general skill building programme
- completed a specific skill building programme
- participate in both Project Week and Travel (Experience India) Week and submit a reflection on each
- has an updated portfolio of Triveni activities with project materials, regular reflections, and end of term reflections
- Pass the swim test and cycling test by the end of their second year

## Triveni Evaluations

Triveni is meant to be a space where students develop their abilities to set their own goals and then assess themselves. To do this effectively, you will need to maintain your portfolio with notes, pictures, etc. that will help keep track of your journey over the two years. Faculty mentors for different activities, in consultation with the student coordinators, provide term end feedback so that you can have an external perspective on your growth journey. You should use feedback from these Triveni evaluations to improve the subsequent projects you are involved in. Your advisers incorporate feedback about your Triveni involvement (not just projects, but recreation activities as well) in your end-of-term report. These end of term student evaluations go to your National Committees and parents.

You will receive a complete Triveni Handbook when you start the orientation at MUWCI. But start thinking about some of the many activities and events that the Triveni supports.

Please feel free to check the [Triveni Handbook](#) for detailed information.

## Learning beyond the IB: MUWCI Core



As UWC students, you are committing to learning that helps you realize your potential for the common good. UWC has worked closely with IB for over fifty years as it is an internationally-minded and peace-building curriculum. Both in the classroom and outside in the



Triveni program, you are expected to make connections between your personal concerns and local and global structures and trends. However, our commitment to mission-driven education goes beyond the IB. As part of the MUWCI Diploma, all students are asked to enthusiastically participate in the MUWCI Core, which seeks to provide basic knowledge, skills, and attitudes that are key to living with the UWC mission in addition to the IB program. The MUWCI Core program has five units around **Host Studies, Political Education, Outdoor and Ecological Education, Arts, Culture and Spirituality, and Social and Emotional Learning** that are directly derived from the mission statement. In each of these units, you are expected to engage in specific modules spread over the two years so as to build skills to be effective citizens and allies to people in our countries and outside.

## **Host Studies**

Besides homestays, travel and project weeks, and widespread community engagement in the Triveni programme, the college also offers a “This is India” series, where first years learn about different aspects of India. All first year students will study either Hindi or Marathi for one year as part of the CORE program. Students are also encouraged to draw connections between their local contexts and their experiences and learnings in India so as to have lasting takeaways from this part of the MUWCI curriculum.

## **Political Education**

An important centerpiece of your UWC education will be the Global Affairs programme where you can learn about pressing issues of global significance. This is a student-led programme so as to deliberately utilize the diverse backgrounds of our student body for effective peer-to-peer learning. Moreover, the college offers an introduction to how key identities such as class, race, and gender play out and the challenges around addressing these in multicultural societies. In order to not just provide a platform for deeper understanding of social justice and political issues but also to give tools for creating change, the political education unit seeks to train students in conflict transformation and peace-building and active citizenship engagement. Students are expected to practice their political skills on campus through different democratic fora such as college assembly, wada meetings, and college meetings.

## **Outdoor and Ecological Education**

With Kurt Hahn’s love for the outdoors and belief in its transformative powers and our mission of sustainability, the Outdoor and Ecological Education obviously has an important place in our curriculum. It helps that we are located in a beautiful area with plenty of hills, forests, rivers, lakes, and forts to explore! All first year students will take part in an overnight hike during the Orientation month, where students are encouraged to work together and build a personal connection with the natural world around them. The college also offers a series of lecture-demonstrations on the local biodiversity with trips to hotspots for interested students. Even if you don’t take ESS as an IB subject, the Outdoor & Ecological education unit offers a basic introduction to ecological crises, sustainability, and development for all students so that we are all equipped to meet the environmental challenges of the 21st century. All students are trained in Wilderness medical essential(WME) and basic outdoor skills so that they can go on

further trips and even become trip leaders once they have enough experience. Students are also encouraged to undertake a transformative journey in the form of solos—spending a day alone—on Mt. Waghzai, the hill next to campus.

## **Arts, Culture and Spirituality**

Art is very often the entry point to understanding different cultures and perspectives. This module will focus on exploring how culture, specifically the arts, shapes our identity and also our point of view. Who gets to create Art? How Art can be utilised to express political ideas? How has Art been used to create meaning in the world around us? These are some of the questions which will guide this journey of discovery. The students will have the opportunity to engage not only with different aspects of Indian culture but with Art around the world. An important part of this learning will take place during the Experience India Week as well as seminars. The diversity of our students will play a significant role in exploring these different areas as culture, art and spirituality are interconnected with each other. This is truly a space to express the world beyond themselves.

## **Social and Emotional Learning**

The College recognizes that being an effective and thoughtful participant in our campus community and with the world requires our students to learn about who they are, what their strengths and areas of growth are, and how they can live and work with others. As part of the Social and Emotional Learning, all first years are enrolled in the Personal, Social, and Health Education class. All students throughout the two years have advisers who are supported with a basic advisory curriculum that encourages students to develop key personal, interpersonal, and life skills. Moreover, the college also offers regular inter-faith meetings and religious space for students to engage in and talk about their religious identities and practices. All second year students participate in a Life beyond MUWCI series where they are given a range of tools, from dealing with interviews and resume writing to navigating new places and relationships and maintaining relations over long distances.

## **Project-Based Learning**

As one of the UWC at the forefront of experiential education and 21st century skills, the college strives to include project-based learning (PBL) and a strong reflective practice in all areas, both inside and outside the classroom. The college is committed to engaging learning practices in the classroom and disseminating the PBL approach throughout the curriculum. Moreover, in the past, the college has further offered the Project-Based Diploma and currently runs the Project-based Certificate for those learners who wish to go beyond the IB and are self-driven, risk-taking, and interested in learning through doing. The college continues to build upon this legacy and seeks to formulate a UWC Mahindra College specific core programme and provide students with opportunities to investigate real world issues and come up with their own projects. Interested students can approach the Head of Academics to learn more about this demanding programme.

## College Services & Facilities



### Information Technology

Students enrolled at the College agree to comply with the College's [Information Technology Acceptable Use Agreement](#), which all students are required to sign on arrival. If you bring a laptop, you are responsible for any repair costs. The College takes no responsibility for damage to, or loss of, a personal laptop or other personal equipment, mobile phones, iPods, cameras etc. WiFi connection is available on campus. Internet connectivity, school email ID credentials, as well as information on how to log on to the campus network, will be given to you through the IT department upon arrival.

## **E-mail**

You will be assigned a college e-mail account (@muwci.net) and will be responsible for checking it daily. Important information will be communicated to you through your official email id. The UWC Code of Conduct and IT Acceptable Use Agreement govern all email correspondence.

## **College Intranet**

A College intranet is available to all faculty and students to facilitate communication with support staff on campus.

## **Library**

The College library has 20,000 books, and cataloging is computerized. You can either check for a title from the shelf or ask the library staff to check their database. The Dewey Decimal System is used for classification of subjects and this makes finding books on the shelves relatively straightforward. Availability of books can be checked online. Movies are available online as well.

## **ID Cards and their usage**

All students have an ID card which they receive upon arrival. You are expected to carry your ID cards all the time whenever you leave the campus on personal visits or field trips. Students who lose their ID cards will be charged INR 150 to recover the cost of replacing them. We recommend you bring some passport sized photos with you. They can come in very handy.

## **Housekeeping and Food Services**

Sodexo (the provider of all food and housekeeping) cooks an average of 650 servings a day for students and staff of the College. They work hard at meeting a wide range of preferences in a diverse community that includes vegetarians and cultural tastes from all over the world. Students have some input into menu selections through the Food Committee. In order to help reduce waste in an effort to be environmentally friendly, students and staff are requested to take small portions until they know whether they like a dish and can then return for a second helping if still hungry.

Students are not allowed to remove cups, plates or cutlery from the cafeteria area. If you like to have your own cup and/or plate in your WADA, you should bring it from home or purchase it when you arrive on campus.

## **Insurance**

The College has basic emergency medical insurance for every student which covers up to INR 200,000 in hospitalization and medical expenses and INR 200,000 accidental cover judged sufficient in an Indian context. Routine medical care and treatment will be given at our medical center under the supervision of the College doctor and qualified nurses.



The College insurance policies DO NOT cover students' personal possessions and items of particular value must be insured privately. If you are currently registered for insurance under a parental account, please ensure that the insurance provider is aware that you will be studying in India for 2 years.

## Support Structures for Students



### University Guidance

The University Guidance Counseling Office at MUWCI is dedicated to a holistic, student-centric approach to the college application and search process. Typically, the university application process begins toward the end of Term 2 as we want students to take the time to adjust to the IBDP program and MUWCI life in general. The University/College counselor will guide you through the process of selecting and applying for places and scholarships at universities and Colleges anywhere in the world. We have many recruiters from top universities coming to the school and it is your responsibility to be aware of these presentations and to attend them, ask questions and to reflect carefully about your university choices and scholarship applications.

Students can apply to up to ten universities around the world. We also urge students considering a gap year to use their time following graduation to travel, volunteer, intern with organisations, and think about what they want to study in the future. We will support their

applications anytime they are ready to apply to colleges, as long as they stay within the allowed maximum of ten colleges. We urge students to seek out opportunities that will help them continue to grow intellectually and personally. Students who take a gap year have access to the University Guidance office in their 'third year'.

### **Student Learning Support**

The Learning Support Office is open for all students. It is a place where a student can find resources and get advice about common issues like time management, study and test taking techniques, note taking and much more. The Learning Support Coordinator also works closely with the Head of Academics about specific intervention strategies for students on a needs basis.

The Learning Support Coordinator also works closely with a group of students called the Learning Support Squad. Those students receive a brief training on how to best support their peers with basic academic difficulties such as time management. We also offer regular peer support sessions and all the Faculty members are available for office hours at least twice a week.

A student who has been diagnosed with a learning difficulty must inform the College about it. If the issue is listed in your application, the College will often contact you before you arrive and discuss the issue with you. It is important to share the information so that the College can better understand what kind of support you may need. If you are diagnosed with a learning difficulty after your application has been submitted, you should contact the admissions office to let them know. Ideally, the Admissions Office should receive a copy of the assessment report before you arrive on campus.

### **Anti-Racism, Diversity, Equity and Inclusion**

In 2021, the UWC International Board unanimously agreed to form the Anti-Racism, Diversity, Equity and Inclusion (ARDEI) Committee in recognition and appreciation of those voices in the UWC community pointing out manifestations of racism within UWC institutions. Racism in any form is injustice and we have a responsibility to know when we practice or enable injustice. MUWCI is committed to creating a campus that reduces inequity not just amongst races but between genders, sexual orientations, disabilities, socio-economic groups and caste. MUWCI wholeheartedly endorses this initiative and is committed to implementing these values through our ARDEI policy.

### **Safe-Guarding Officers**

MUWCI is committed to ensuring the safety and well-being of all members of our community. A vigilant best-practice approach to safeguarding is an integral part of our educational planning and is motivated by core UWC values. Safeguarding at MUWCI is guided by Indian Law and international Safeguarding Standards. A comprehensive Safeguarding framework is in place which adheres to the UWC Common Standards on Safeguarding and has also been reviewed and approved through the Council of International Schools (CIS) accreditation process. The

CIS accreditation benchmarks our policies and procedures against common standards and best practices of international schools around the world.

## Complaints Policy

The College encourages the informal resolution of complaints and this policy does not preclude the informal resolution of a complaint at any stage. Under this policy, a complaint means a claim by a member of the community, relating to the interpretation or application of his or her rights and responsibilities, against a member of the community in employment or relating to the implementation of College Policies. A complainant may approach the Complaints Officer for any complaint or grievance other than a complaint or grievance for which the College has a specific policy to resolve the complaint.



## Safety and Security

### On Campus

The College's location in rural India presents some unique risks and hazards. However, like many risks, most of these are reduced to minimal levels through careful planning, common sense and good preparation. Specific instructions and advice are always given regarding particular hazards, especially those concerning travel, health, communication when off campus, and personal safety.



Living in a Biodiversity Reserve has some additional challenges. When the College was founded in 1997, there was very little vegetation on campus. Over the years, the campus has become greener due to the hard work of faculty, students and the gardening team. Due to regular planting and watering, the wildlife population on campus has also increased. Avoiding unlit areas and wearing shoes is advisable.

The College has security guarding its entire campus. There are secure lockers available to all students, and these should be used for the safe storage of any valuables. Campus supervisors and an excellent support staff manage all the administrative and security requirements of the College. However, everyone must take great care of the security of their own possessions. The College does not insure any personal belongings and cannot be held responsible for any damage or loss to personal items (including money). All our vehicles and drivers are certified and insured.

### **Off Campus**

There are specific risks associated with living and traveling in India that may differ from those which exist in a student's home country. Students are advised to always seek and heed instructions and advice from the College when leaving the safety of the campus. Students receive detailed instructions from the Triveni office about health and safety before they leave campus.

### **Emergency Alarm Actions**

The College's emergency alarms will be reviewed during Orientation Week and regular drills will be conducted so all community members are familiar with the response process. The College has installed a 'Public Announcement' system with speakers in all areas of campus including student rooms and will be given instructions for further action accordingly. There are designated Assembly points and students will be briefed about this during Orientation Week and subsequent drills.

## **Student Disciplinary Procedures**

Rules ensure that individual freedom is respected and protected. These rules are open to revision and change, and students are encouraged to be actively involved in the process of articulating how communal life is organized.

Consequences for violations of rules related to residential life will normally be dealt with by the Wada Parents and the Head of Student Life. Repeated infractions or a first time infraction that is of a serious nature will result in a meeting of the Disciplinary Hearing Committee (DHC). The DHC follows the DH Matrix and recommendations may include a written official warning against further violations, direct communication with parents and national committees, a meeting with the student's adviser and teachers, and a referral to a counselor. The College hopes to address disciplinary issues in constructive and respectful ways, always protecting the

dignity of all those involved. Upon arrival at the College at the beginning of the academic year, Disciplinary Procedures will be explained to the whole community.

### **Child Protection**

The College is committed to the prevention of child abuse and to the protection of children in line with the United Nations Convention on the Rights of the Child. Decisions to report or act upon suspected cases of child abuse or neglect will be based on procedures outlined by the Protection of Children from Sexual Offences (POCSO) Act, 2012.

This commitment means that the interests and welfare of children are our primary consideration when any decision is made about suspected cases of abuse or neglect. We promote safe practice within the College community whereby all students will feel confident to bring their concerns forward and feel supported in those concerns.

The policy outlines various areas of abuse viz. neglect, physical abuse, sexual abuse and emotional/psychological abuse. Protecting the welfare of children is the role of every professional who comes into contact with children at the College. This includes all staff knowing how to respond to suspected cases of child abuse and neglect and the process for reporting suspected case to the relevant persons. The College engages in Safe Recruitment and Staff training and has appointed a Child Protection Officer who acts as the safeguarding lead in making sure the campus is a safe and healthy place for all students.

A detailed copy of the Child Protection Policy as well as the reporting protocol can be found [here](#).

### **Discrimination and Harassment:**

The College is committed to providing a working and learning environment that is free of discrimination, supportive of personal growth and academic achievement, and one that upholds the dignity, self-esteem and fair treatment of all members of the College community. The College strictly prohibits any form of Harassment in the college premises whether committed by students, teaching or non-teaching faculty, and other staff. For this the College has a policy in place that can be found [here](#).

### **Bullying and/or Hazing:**

Bullying (including cyber bullying), hazing or hate speech is unacceptable and will not be tolerated. The College strictly prohibits any form of bullying in the college premises whether committed by students, teaching or non-teaching faculty, and other staff. A detailed version of the Anti-bullying policy will be shared during orientation.

### **Consumption of Drugs, Alcohol and Tobacco Products**

Purchasing, possession, distribution, or use of illegal drugs, alcoholic beverages and tobacco products is strictly prohibited and is against the College's Code of Conduct. The College has a Zero Tolerance Policy towards drugs. Any member of the community involved with illegal drugs in any way will be required to leave the college immediately. A test may be requested where there is suspicion or at random as a preventative measure. Failure to attend or to

provide a specimen will be considered as evidence of consumption and the most serious consequences will be considered. A detailed version of the Substance Abuse Policy can be found [here](#).

### **Safe Haven Policy (Non- Disciplinary Response)**

The priority of the College is to ensure good health and safety of all its members for the prosperity of our community. Recognising that mistakes can be made, the College offers a “Safe Haven” and encourages every student to seek help when a student's health and/or safety is at risk. A copy of this Policy can be found [here](#).

Some other infractions include and are not limited to: Dishonesty, Theft, Invasion of Privacy, Endangering oneself or other.

### **The Disciplinary Hearing Matrix**

A Disciplinary Hearing will be held for any serious infractions of the Code of Conduct as per the disciplinary escalation matrix. A copy of the Code of Conduct can be found [here](#). A copy of the Disciplinary Hearing Matrix can be found [here](#).

## **Student Arrival and Leave Policies**

Given the long vacations and the several exeats and overnights that the College has, it is expected that students will be residential during all of the working term. At the same time it is recognised that a) emergencies can occur, requiring immediate and unforeseen departures, and b) much as the College would like it, important family events will not always coincide with vacations, breaks and exeats.

### **Compassionate Leave**

By its very nature it is impossible to foresee. The death of an immediate relative or the life-threatening illness of a parent or sibling may require the immediate departure of a student – sometimes with the date of return uncertain. If you face such an emergency, please contact your Wada parent immediately, explaining the circumstances and your immediate needs. The Wada Parent will contact the DHoC and Head of Student Life and assist in your request. You are unlikely to have the time to meet all of your faculty members before departure, or be in a mental state to do so. Hence information of your departure would be passed on to your faculty by the Head of Student Life, who will also issue the signed slip you will need to show at the campus gate.

### **Discretionary Leave**

To maximize your experience at MUWCI, it is best to spend the maximum amount of time on campus. However, some discretionary leave is available. The school has no view on whether leave due to for example family birthdays or a special visit to your orthodontist are in your best interest during term time. Permission is granted by DHoC. If you and your family think this leave is crucial it will be permitted if:

1. it is limited to one leave per year, for up to four working days;

2. that you seek the permission of your Wada Parent and obtain the signatures of your teachers well within the period prescribed on the leave form; and
3. that this leave not be combined with any other leave or vacation or exeat. It will be granted only if you are in good standing (not grounded, behind in your work, or on attendance or another form of probation (The Wada Parent will seek confirmation from parents or the institutions being visited).

**Unexcused early departure or late arrival after winter vacation or any other break loses you the privilege of availing this type of leave.**

### **Working Leave**

Short leaves are granted to individuals and small groups for Triveni, academic, university-related visits, or visa-related/medical-related ones. This type of leave is authorised by the DHoC with input from the relevant College official (Guidance Counselor, Head of Student Life, Head of Academics, Head of Triveni) after verifying its legitimacy and value, and after consulting the faculty, whenever needed. For such leave, you need to approach the relevant College official, with documentary support for the nature and length of your visit, normally two weeks before scheduled departure.

Students are required to follow these instruction while requesting working leave:

- Students should book tickets/make travel arrangements only AFTER their leave is approved by the relevant College Official, Faculty and HOC (if leave requested is longer than 4 days)
- Students should return immediately after their visit, if the visit occurs during term time; they may not take additional time off for other activities.
- Students may not expect special consideration for missed assignments, deadlines, jetlag and/or tests
- Students are expected to complete pending work before they depart if any deadlines fall during their leave
- Students should not leave their request to the last minute
- Leave request for University related matters:
  - The Guidance Office will not approve any leave for non-mandatory off-campus visits, interviews, meetings with universities & colleges
  - If the student has an interview/mandatory attendance for a university/college event that is clashing with a class, they must request permission from the Guidance Office and their teachers at least two weeks in advance
  - Email your request to [guidanceoffice@muwci.net](mailto:guidanceoffice@muwci.net); with a copy to the Guidance Counsellor, HoSL & HoA and your advisor
  - All requests must be made via email and must include the following details:
    - Dates & purpose of visit; itinerary of the visit
    - Intended departure and arrival time/date from MUWCI
    - Copy of email/communication from university mandating the presence of the student for interview/visit/meeting/exam etc.

## Wellbeing Leave

In some cases, when students are diagnosed with a psychological disorder, the adjustment phase may require family support. In such cases, the school may recommend that the student go home on medical leave until they are stable and able to resume their college life. Alternatively, parents or family members may be advised to come to campus to support the student during the adjustment period. In such instances the Wellbeing team, the Head of Academics and Advisor will work with the student and the family to ensure the student's academic standing is minimally impacted by working on alternative plans and deadlines. Each case will be reviewed individually taking into consideration the needs of the student.

The national committee will also be informed so that they may also provide any additional support that might be required. If the student is better suited to go home, the cost of the flights will be borne by the parents. In case of financial constraints, the College will discuss possible solutions on a case to case basis.

### **Any other leave or violation of the terms of the leave is unexcused.**

An unexcused leave will lead to unexcused absences in class and grounding by your Wada parents, usually one week for every (part of the) day that you are missing. Your National Committee and parents will be informed, and the number of days that you missed will be noted on your report card. Failure to inform your Wada parents of your absence may result in expulsion.

It is always the student's responsibility to catch up on missed learning and assignments.

**The College does not provide accommodation during the winter and summer breaks:** Students must leave the campus immediately after the last day of classes as indicated on the Key Dates documents.

## Early Departures and Late Arrivals

Permission will not be given for students to leave early or arrive late to College except under very special circumstances. Written application should be made to the DHoC and Head of Student Life at least **four weeks** beforehand. We reserve the right to refuse a request unless we are satisfied that this is absolutely necessary. Unauthorised early departures or late arrivals will be dealt with as unauthorised absences from campus and incur disciplinary consequences. We ask all students to strictly adhere to our return and departure dates and only request variations in extreme cases for which there will be consequences, regardless of cause, unless beyond the control of the student.

The Key Dates document specifies earliest arrival and latest departure times for each break, exeat or school project week.

## COVID related policies for arrivals and departures

Despite the COVID pandemic in India being at a very low level, the College has multiple COVID-related policies in place. The most important policies for new students concern the



[Campus Arrival Policies](#), [Policy for students Who Wish to Leave Campus](#) and the [Hospitalization Policy](#).