A project of GJEPC INDIA

IIGJ INDIAN INSTITUTE OF GEMS & JEWELLERY

Student Handbook

MUMBAI

Welcome to the Indian Institute of Gems & Jewellery (IIGJ India) – a premier institute dedicated to shaping the future of the gems and jewellery industry through high-quality education, skill development, and industry integration.

As you begin your academic journey with us in the Academic Year 2025–26, this Students' Handbook will serve as your essential companion. It is designed to provide you with comprehensive information on academic policies, institutional processes, student support and responsibilities, available facilities, and campus guidelines that will help you succeed both inside and outside the classroom.

At IIGJ India, we strive to blend traditional craftsmanship with modern innovation, creating a unique learning environment where design, technology, and business intersect. Whether you are pursuing the Undergraduate Program or the Post Graduate Diploma, your time at IIGJ will be marked by hands-on training, collaborative projects, and mentorship from experts and industry leaders.

We encourage you to read this handbook thoroughly and keep it as a reference throughout the year. Your engagement, professionalism, and commitment to learning will help uphold the institute's reputation for excellence and shape your success in the jewellery sector.

We look forward to supporting you every step of the way and wish you a fulfilling and transformative academic experience.

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INTRODUCTION

GJEPC

The Indian Institute of Gems & Jewellery (IIGJ) was founded by the Gem & Jewellery Export Promotion Council (GJEPC), which was established in 1966 by the Ministry of Commerce & Industry, Government of India, to promote and regulate the gems and jewellery export sector. Since its inception in 1986, IIGJ has been committed to delivering world-class education in gems and jewellery. Although it was originally known as the Jewellery Product Development Center (JPDC), with its first campus at Delhi, the first IIGJ campus was established in Mumbai in 2003.

GJEPC'S VISION

To create future generations of jewellery professionals who would take the rapidly growing industry to the next level, and also to upskill the existing workforce. To make India the preferred source for quality gems and jewellery.

IIGJ India

At IIGJ, we combine cutting-edge facilities with industry expertise to help students master the art and craft of jewellery making and gain vital knowledge about the gems and jewellery industry.

Our comprehensive courses provide the ideal foundation for creative and ambitious students to pursue successful careers in the gems and jewellery industry.

IIGJ'S VISION

To deliver knowledge about gems and jewellery to aspiring young professionals and entrepreneurs to help build their careers and businesses by developing their understanding of the beautiful world of gemstones, designing, manufacturing and management of jewellery businesses.

IIGJ Mumbai

IIGJ Mumbai campus, established by GJEPC in 2003, stands as a premier institution for gems and jewellery education, located in the bustling hub of India's jewellery industry at MIDC Andheri East. **Spanning 14,000 sq. ft. across six levels**, the campus features state-of-the-art infrastructure, including air-conditioned classrooms, cutting-edge CAD and Gemmology labs, advanced Manufacturing workshop, library and auditorium for events and presentations. **Celebrating 20+ years of excellence**, IIGJ Mumbai offers well-designed, industry-driven programs tailored to meet evolving market demands and delivered by expert faculty. Strategic collaborations and a reputation for producing highly skilled professionals make IIGJ Mumbai a top destination for those aspiring to excel in the dynamic world of gems and jewellery.

WHY JEWELLERY DESIGN EDUCATION?

The gems & jewellery sector has evolved into a new universe of exciting opportunities for trained professionals. It has also become an essential field of studies that merges creativity with technical skills, artistry with management skills and constant innovation with marketing skills, offering numerous opportunities for aspiring artists, designers and anyone with an interest in the field.

- Creative and Cultural Impact: Develop innovative design skills while creating pieces that reflect tradition, heritage, and personal milestones.
- Industry Relevance: Engage with the luxury and fashion sectors, learning how jewellery defines personal style and social status in an evolving market.
- Career Opportunities: Join a fast-growing industry in India with high demand for skilled professionals, paving the way for a rewarding career path.

CHAIRMAN'S MESSAGE

Dear Students,

It gives me immense pleasure to welcome and congratulate each one of you on joining IIGJ Mumbai's prestigious B.A. in Gems & Jewellery Design program. This 3-year journey marks the beginning of a transformative chapter—where your creativity will blend with innovation, craftsmanship, and global standards of excellence.

At IIGJ, we are committed to nurturing not just designers, but future leaders of the jewellery industry. You are now part of an ecosystem that celebrates art, empowers talent, and prepares you to become industry-ready professionals equipped to take on real-world challenges.

Make the most of every opportunity, learn with passion, and design with purpose. We are proud to have you with us and look forward to witnessing your growth and success.

Wishing you a brilliant and inspiring academic journey ahead.

Warm regards,

Mr. Milan Chokshi,

Chairman, IIGJ Mumbai

CEO'S MESSAGE

Dear Students,

It is with great pride and heartfelt joy that I extend my warmest congratulations to each of you on joining the B.A. in Gems & Jewellery Design program at IIGJ Mumbai. This marks the beginning of a transformative journey—one that will shape your creativity, enhance your skills, and prepare you to become the next generation of leaders in the gems and jewellery industry.

By choosing IIGJ, you have made a powerful decision that aligns your future with excellence, innovation, and global standards. Over the next three years, you will be mentored by the best minds, trained in cutting-edge techniques, and inspired to design with purpose and vision.

I firmly believe that your time at IIGJ will equip you to redefine the industry and contribute meaningfully to its future.

Wishing you an enriching and rewarding academic journey.

Warm regards,

Mr. Debasish Biswas

Chief Executive Officer, IIGJ India

DIRECTOR ACADEMIC ADMINISTRATION'S MESSAGE

Dear Students,

Welcome to the Indian Institute of Gems & Jewellery, Mumbai!

You are now a part of a vibrant community where tradition meets innovation, and passion for design, craft, and technology shapes the future of the gems and jewellery industry. At IIGJ Mumbai, we take pride in providing a professionally enriched environment that encourages creativity, technical expertise, and holistic development.

As you begin this exciting chapter of your academic journey, I urge you to approach every experience with curiosity, discipline, and commitment. This Students' Handbook will guide you through the policies, expectations, academic structure, and support systems that will shape your life on campus.

Remember, your time at IIGJ is not just about acquiring knowledge—it's about transforming your potential into excellence. The faculty, staff, and I are here to support and mentor you at every step.

Wishing you a joyful, enriching, and successful journey ahead.

Warm regards,

Dr. Ekta Upadhyay

Director – Academic Administration, IIGJ India

DEAN'S MESSAGE

Welcome to IIGJ – A Journey of Excellence Awaits!

Dear Students,

It is with great pleasure that I welcome you to the Indian Institute of Gems & Jewelry (IIGJ). You have taken your first step into a world filled with creativity, precision, and innovation. At IIGJ, we pride ourselves on being a premier institute dedicated to nurturing talent and shaping the future of the gems and jewelry industry.

As you embark on this transformative journey, you will have access to state-of-the-art facilities, industry-relevant curriculum, and guidance from expert faculty members. Our programs are designed to provide you with hands-on training, technical knowledge, and business acumen, ensuring that you graduate as skilled professionals ready to excel in the dynamic world of jewelry design and manufacturing.

Beyond academics, we encourage you to engage in workshops, exhibitions, and industry interactions that will enhance your learning experience. The gems and jewelry sector are built on creativity, precision, and passion, and we are here to help you discover your potential and carve out a successful career.

Remember, your time at IIGJ is not just about learning but also about growing, networking, and building a strong foundation for your future. Stay curious, work hard, and embrace every opportunity that comes your way.

We are thrilled to have you with us and look forward to witnessing your success.

Best wishes for a bright and rewarding journey ahead!

Warm regards,

Dr. Anju Singh

Dean, IIGJ Mumbai

REGISTRAR'S MESSAGE

Dear Students,

Welcome to the Indian Institute of Gems & Jewellery (IIGJ)! Congratulations on embarking on this exciting journey where creativity meets craftsmanship, and education paves the way for a bright future. As you take your first steps here, I encourage you to immerse yourself in the enriching academic environment, embrace every opportunity, and make the most of your time at **IIGJ.**

At **IIGJ,** student engagement lies at the heart of our philosophy. We believe that learning extends beyond the classroom, and our interactive programs, workshops, and live projects will ensure that you gain hands-on experience alongside theoretical knowledge. Your student experience will be dynamic, enriched with exposure to industry leaders, innovative practices, and a nurturing academic atmosphere that fosters growth and innovation.

Discipline is a cornerstone of success, and we expect each of you to uphold the values of professionalism, punctuality, and responsibility. These qualities will not only help you excel during your time at IIGJ but also prepare you for the challenges and opportunities that lie ahead in the professional world. Internships and placements form an integral part of your learning curve. Our dedicated career support team collaborates with top industry names to provide you with meaningful internship opportunities, bridging the gap between academia and industry. We take pride in our strong industry connections and strive to ensure that you graduate with the skills, confidence, and network required to thrive in the jewellery sector.

Beyond academics, we encourage you to engage in extracurricular activities that will shape your personality, enhance your teamwork skills, and add a touch of joy to your student life. Be it design competitions, cultural events, sports, or community service initiatives, there's always something happening at **IIGJ** that will allow you to explore your passions and broaden your horizons.

As you embark on this transformative journey, remember that your time here is what you make of it. Stay curious, be proactive, and never stop learning. The future of the jewellery industry is in your hands, and we are excited to see you shine!

Wishing you success and fulfillment in the years ahead.

Best Regards,

Mr. Rajeev Vojhala

Registrar, IIGJ Mumbai

A. ACADEMICS

INTRODUCTION TO PROGRAMS OFFERED

Bachelor of Arts (B.A.) in Gems & Jewellery Design

Centre: IIGJ – Mumbai

Duration: 3 Years (6 Semesters)

Eligibility: 10+2 (from any recognised board)

Curriculum Structure: Choice Based Credit System (CBCS)

Program Overview

The B.A. in Gems & Jewellery Design is a three-year undergraduate program designed to provide students with a structured yet flexible education in jewellery design, manufacturing, gemmology, and merchandising and is offered in collaboration with Savitribai Phule Pune University. The program blends creative design thinking with technical proficiency and business acumen, preparing students for dynamic careers in the gems and jewellery industry.

This program is offered under the Choice Based Credit System (CBCS), which allows students the flexibility to choose from a range of core, elective, and skill-based courses. CBCS promotes a student-centric approach to learning, continuous assessment, interdisciplinary exposure, and academic mobility.

Students are guided by experienced faculty and trained using industry-standard equipment and the latest technological tools to ensure hands-on, experiential learning.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate in-depth understanding of design principles to conceptualize and create jewellery collections from scratch.
- Use 2D and 3D CAD software tools to produce precise, realistic jewellery designs ready for manufacturing.
- Understand the properties, grading, and application of diamonds and coloured gemstones in jewellery.
- Apply knowledge of manufacturing processes to fabricate unique jewellery pieces with and without gemstones.
- Comprehend the trade, retail, and export mechanisms of the gems and jewellery industry.
- Engage with industry professionals, gain exposure through guest lectures, exhibitions, and internships, and build professional networks.

CBCS Curriculum Highlights

- **Core Courses:** Fundamental subjects in design, gemmology, and manufacturing
- **Elective Courses:** Specialised topics in merchandising, digital design, jewellery history, etc.
- **Skill Enhancement Courses (SEC):** Practical modules in CAD, workshop techniques, and product styling

- **Ability Enhancement Courses (AEC):** Communication skills, business writing, and entrepreneurship
- **Internship & Industry Projects:** Integrated as part of semester credits

Each course is credit-based and assessed through continuous internal evaluation and end-semester examinations.

Career Opportunities

Graduates of the B.A. program will be qualified for roles such as:

- Jewellery Designer
- CAD Designer
- Design Coordinator
- Product Development Executive
- Jewellery Instructor/Trainer
- Merchandising and Retail Executive

For more information regarding the grading system and process, students may contact the Examination Cell or Dean.

Post Graduate Diploma in Jewellery Management

Centre: IIGJ – Mumbai

Duration: 12 Months (Full-time)

Eligibility: Graduation in any discipline (from a recognised university)

Curriculum Structure: Choice Based Credit System (CBCS)

Program Overview

The **Post Graduate Diploma in Jewellery Management** at IIGJ Mumbai is a comprehensive one-year program designed to equip graduates with advanced skills and knowledge for successful careers in the gems and jewellery industry.

The program combines theoretical concepts with practical exposure in key areas such as jewellery design (manual and CAD), manufacturing, gemmology, merchandising, and retail management. It also focuses on developing managerial and communication skills essential for leadership roles in jewellery businesses, start-ups, and export houses.

Offered under the **Choice Based Credit System (CBCS)**, the curriculum provides academic flexibility, encourages interdisciplinary learning, and ensures alignment with industry needs and global practices.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate **proficiency in manual jewellery design techniques** including freehand sketching, rendering, and model prototyping.
- Use **2D and 3D CAD software** to create accurate and detailed digital jewellery models.
- Apply **manufacturing techniques** across various types of jewellery production.
- Understand the fundamentals of **gemmology**, including gemstone identification, grading, and sourcing.
- Implement m**erchandising strategies** to position, market, and sell jewellery products effectively.
- Analyze and respond to **current market trends and consumer behaviour** in the jewellery industry.
- Understand the workings of **jewellery retail and export operations.**
- Demonstrate strong **communication, presentation, and management skills** suitable for team and project leadership.
- Adapt to **technological advancements** in design, manufacturing, and digital retail tools.

Career Opportunities

Graduates of this program may pursue roles such as:

- **Entrepreneur** (Jewellery Start-ups/Export Houses)
- **Jewellery Designer** (Manual/CAD-based)
- **Jewellery Merchandiser**
- **Production Manager**
- **Sales & Marketing Executive**
- **Jewellery Business Consultant**

For more information regarding the grading system and process, students may contact the Examination Cell or Dean.

TEACHING PEDAGOGY

Our teaching pedagogy for Gems and Jewellery Education is designed to provide students with a holistic learning experience that combines theoretical knowledge, hands-on practice, industry exposure, and business acumen. Our approach ensures that students develop technical expertise, creativity, and professional skills to excel in the industry.

1. Experiential & Skill-Based Learning

We emphasize learning by doing, ensuring students gain practical exposure to real-world scenarios.

- Hands-on Training: Students work with real gemstones, metals, and tools in well-equipped labs and workshops.
- Live Demonstrations: Experts showcase jewellery-making techniques, diamond cutting, and CAD design.
- Simulated Work Environments: Students engage in role-playing exercises like mock client consultations, virtual showrooms, and pricing simulations.

2. Industry-Integrated Learning

Collaboration with the jewellery industry enhances learning and provides real-time industry insights.

- Guest Lectures & Workshops: Industry leaders, designers, and gemmologists share their expertise.
- Industrial Visits & Internships: Exposure to gem-cutting factories, jewellery showrooms, and manufacturing units.
- Live Projects & Case Studies: Students work on real industry challenges, designing and marketing their jewellery collections.

3. Technology-Driven Learning

The jewellery sector is evolving with digital advancements, and our curriculum incorporates the latest technology.

- CAD: Students learn software like Rhino, Matrix, Procreate and ZBrush to create 3D jewellery designs.
- E-commerce & Digital Marketing: Training in online jewellery retail, SEO, and social media marketing.

4. Creativity & Design Thinking

Developing artistic skills and aesthetic sensibilities is integral to jewellery design.

- Sketching & Conceptual Design: Students learn mood board creation, hand-rendering, and design innovation.
- Cultural & Heritage Studies: Exposure to historical jewellery styles, traditional craftsmanship, and global trends.

5. Business & Entrepreneurial Training

Understanding the business side of jewellery is crucial for career success.

- Retail & Branding Strategies: Students learn customer engagement, merchandising, and luxury retail management.

- Pricing & Valuation: Training in cost estimation, hallmarking regulations, and certification (GIA, IGI, BIS).
- Entrepreneurship & Start-ups: Guidance on launching and managing jewellery businesses.

6. Continuous Assessment & Portfolio Development

- Practical Evaluations: Assessment is based on projects, skill demonstrations, and live presentations.
- Portfolio Development: Each student builds a professional portfolio showcasing their work.
- Feedback & Industry Review: Students receive constructive critiques from faculty and industry professionals.

Our teaching methodology ensures that students graduate with technical mastery, creative excellence, and business intelligence, preparing them for careers in jewellery design, gemmology, manufacturing, and retail.

For any queries regarding the curriculum and learning process, students may contact their respective faculty members.

LAB AND STUDIO INFRASTRUCTURE

The Indian Institute of Gems & Jewellery (IIGJ) is equipped with state-of-the-art laboratories and studios to provide students with hands-on learning experiences in various aspects of gems and jewellery education.

1. Gemmology Laboratory

- Equipped with advanced gem-testing instruments such as spectroscopes, refractometers, polariscopes, and microscopes.
- Access to a wide variety of natural, synthetic, and treated gemstones for practical study.
- Facilities for diamond grading and identification using industry-standard tools.

2. CAD and Jewellery Design Studio

- High-end computer workstations with the latest jewellery design software, including Rhino, Matrix, and JewelCAD.
- Digital rendering tools for creating 3D jewellery models.
- Design sketching stations with drawing tools for manual jewellery design.

3. Jewellery Manufacturing Workshop

- Fully equipped with hand tools, soldering stations, and casting equipment.
- Dedicated areas for wax carving, metal forming, stone setting, and finishing processes.
- Laser cutting facilities for rapid prototyping.

ACTIVITIES

Hands-on creativity at The Design Bench – Jewellery Designing Workshop in action.

Workshop Demystifying Gold: The Wisdom Behind Worth – Unlocking the secrets of gold with postgraduate students.

Sketch to Shine – Special Workshop for 1st Year Degree Students!

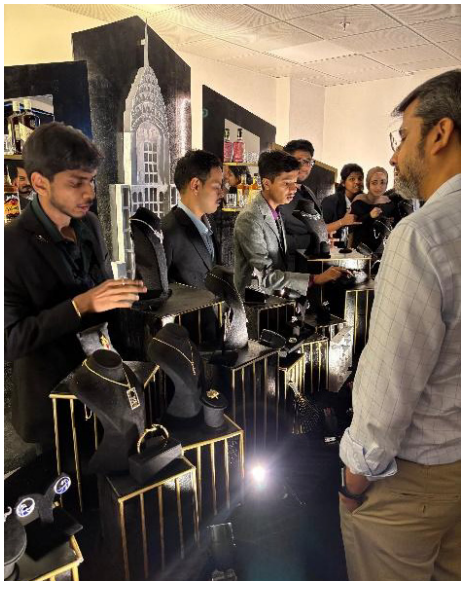
Master the fundamentals of 2D orthographic and 3D isometric jewellery views and bring your ideas to life through industry-style sketching.

CAD Rhino Workshop – A Success!

Our students had an enriching experience exploring the world of 3D Jewellery design using Rhino software.

Industry Visit – Doit Industries India Pvt. Ltd

Glimpz – Gems and Jewellery Creations by Final Year Students:
A Sparkling Showcase of Skill and Innovation



HODS AND FACULTY PROFILE

Sr No.	Faculty Profile	Photo
1	Name: Nitin Ahire Designation: Head of Department. (Assistant Professor) Department: Manufacturing Qualification: B. Com, Diploma in Computer Hardware & Networking (Jetking); NSQF Certified Assessor/Trainer – Wax Setter (Level 2), Goldsmith (Level 2.5), Metal Setter – Basic (Level 3). Industry Experience: 16 years Academic Experience: 14 years Areas of Expertise: Handcrafting, Metallurgy, Mass Production, Gold Appraisal Training, Product Development. Wax Setting, Filling & Finishing, Polishing, WAX carving, Laser Welding, Manual & auto Casting. Email: manufacturing.mumbai@iigj.com	
2	Name: Sankar Ash Designation: Asst.Head of Department (Senior Faculty) Department: Manufacturing Qualification: NSQF Level 2.5 Trainer & Assessor – Goldsmith (Sunar) (G&J/N0612 v1.0) Industry Experience: 20 years Academic Experience: 14 years Areas of Expertise: Handcrafting, Metal Setting, Filling & Finishing, Polishing, WAX carving, Laser Welding, Metal Inlay, Mokumegane(Japanese Technique). Email: sf.mfgmumbai@iigj.com	
3	Name: Tarapada Bensidhar Baug Designation: Adjunct Faculty-Manufacturing Department: Manufacturing Qualification: NSQF Level 2.5 Trainer – Goldsmith (Sunar) (G&J/N0612 v1.0) Industry Experience: 38 Years Academic Experience: 17 Years Areas of Expertise: Handcrafting, master model making, Metal Setting, Filling & Finishing, Polishing, WAX carving, Enameling, Fold forming, Rhodium Plating, Manual Casting. Email: sf.mfgmumbai@iigj.com	
4		

4	Name: Sachin Janardan Ghag Designation: HOD-CAD (Associate Professor) Department: CAD Qualification: B. Com, NCTVT (Mechanical Draughtsman); Certified Trainer for Rhinoceros (Level 1 & 2) and Gem vision products; Master Assessor for Jewellery Designer – CAD (NSQF Level 4). Industry Experience:11 Years Academic Experience:14 Years Areas of Expertise: CAD/CAM Email: hodcad.mumbai@iigj.com	
5	Name: Priya Hitesh Sakre Designation: Assistant HOD CAD+ Sr. Faculty Department: CAD Qualification:B.A.(Economics),NCVT Draughtsman – Mechanical (Mazagon Dock Ltd.); Certified Assessor for Jewellery Designer – CAD (NSQF Level 4, G&J/Q2303 v2.0). Industry Experience: 4 yrs Academic Experience: 27 yrs Areas of Expertise: CAD Email: stcad.mumbai@iigj.com	
6	Name: Darshna Jadhav Designation: Assistant HOD Design Department: Design Qualification: Diploma and Certification in Jewellery and Fashion Designing from IITC & SOFT. Industry Experience: NA Academic Experience: 21 years Areas of Expertise: Manual Designing Email: ahoddesign.mumbai@iigj.com	
7	Name: Sonal Goyal Designation: Merchandising Faculty (Visiting) Department: Jewellery Merchandising Qualification: B.A, Diploma in Gems and Jewellery Industry Experience: 14 Yrs Academic Experience: 10 Yrs Areas of Expertise: Product Development and Jewellery Merchandising - Export Division Email: merchandising.mumbai@iigj.com	

8	Name: Name: Mridu Jain Designation: Design Faculty (Visiting) Department: Design Qualification: Bachelor of Design (Jewelry& Accessory Design)-NIFT Industry Experience: 15 yrs Academic Experience: 3 yrs Areas of Expertise: Design Conceptualization, Sketching, Rendering Email: visitingfaculty.design@iigjmumbai.org	
9	Name: Utsavi Gala (Patel) Designation: Visiting Faculty Department: Management Qualification: M.Sc in Management Accounting and International Business Industry Experience: 7 yrs Academic Experience: 8 yrs Areas of Expertise: Entrepreneurship, General Management, professional communication and Human Resource Management Email: mgmtfaculty.mumbai@iigjmumbai.org	
10	Name: Rajesh Pandya Designation: HOD & Assistant Professor Department: Diamond Grading & Gemmology Qualification: Diploma in Gemology Industry Experience: 7 yrs Academic Experience: 30 yrs Areas of Expertise: Teaching, Upgrading knowledge/Skills in Diamonds/Gemstones, Astrology, Palmistry, Numerology, Pedagogy Email: gemmology.mumbai@iigj.com	
11	Name: Praveen Pai Designation: Faculty Department: Gemmology Qualification: , B.Sc -Geology, Gemologist (GIA) Industry Experience: 7 Yrs Academic Experience: 1 Yr Areas of Expertise: Diamonds, Diamond Grading, Synthetic Diamonds, Coloured Gemstones, Advanced Gemmological Instruments Email: gemfaculty.mumbai@iigj.com	

12	Name: Mitesh Gopalbhai Mistry Designation: Faculty - Department: Gemmology Qualification: BBA, Diploma in Diamond and Diamond Grading (GIA) Industry Experience: 10 years Academic Experience: NA Areas of Expertise: Diamond Quality Specialist Email: gemfaculty1.mumbai@iigj.com	
13	Name: Aarti Nitin Ajgaonkar Designation: Head of Department - Admission & Placement Department: Admission & Placement Qualification: B.Com Industry Experience: 22 yrs Academic Experience: 11 yrs Areas of Expertise: Internship, Placement, Communication Skills, Problem-Solving, Teamwork and Collaboration Email: admissions.mumbai@iigj.com	

ACADEMIC CALENDAR & LIST OF HOLIDAYS

B.A. In Gems & Jewellery Design

Academic Calendar 2025-26

Semester I

Sr. No.	Activity	Date
1	Induction Program	11,14,15 July 2025
2	Commencement of Semester I	16-Jul-2025
3	Start - End dates for Mid-term Examinations	6–11 October 2025
4	End of Classes	15-Dec-2025
5	Start - End dates for Semester Examinations	17–24 December 2025
6	Semester Break	25 Dec 2025-1 Jan 2026

POST GRADUATE DIPLOMA IN JEWELLERY MANAGEMENT

Academic Calendar 2025-26

Semester I

Sr. No.	Activity	Dates
Sr. No.	Activity	Dates
1	Induction Program	8, 11,12 August 2025
2	Commencement of Semester I	13-Aug-2025
3	Start - End dates for Mid-term Examinations	1- 5 December 2025
4	End of Classes	07-Feb-2026
5	Start - End dates for Semester Examinations	9–13 February 2026

List of Holidays

1	1-Jan-25	New Year	Wednesday
2	26-Feb-25	Maha Shivaratri	Wednesday
3	14-Mar-25	Holi (Dhulivandan)	Friday
4	31-Mar-25	Ramjan Id	Monday
5	18-Apr-25	Good Friday	Friday
6	1-May-25	Maharashtra Day	Thursday
7	15-Aug-25	Independence Day	Friday
8	27-Aug-25	Ganesh Chaturthi	Wednesday
9	6-Sep-25	Anant Chaturdashi (Ganesh Visarjan)	Saturday
10	2-Oct-25	Gandhi Jayanti/ Vijaya Dashami	Thursday
11	20-Oct-25	Narak Chaturdashi (Diwali)	Monday
12	21-Oct-25	Laxmi Pujan (Diwali)	Tuesday
13	22-Oct-25	Bali Pratipada (Diwali)	Wednesday
14	23-Oct-25	Bhaubeej (Diwali)	Thursday
15	25-Dec-25	Christmas	Thursday

EXAMINATIONS & ASSESSMENTS

The standards and procedures related to examinations, assessments, and academic evaluations at IIGJ.

Evaluation Components

Each course includes structured assessments consisting of:

- Internal Assessment
  - o Class Tests / Assignments / Projects / Presentations
  - o Practical Evaluations / Lab Work
  - o Class Participation and Attendance
- End-Term Examination
  - o Theory Examination and/or Practical Evaluation

Note: Certain skill-based or studio courses may have alternate evaluation structures such as 50:50 or 100% continuous assessment.

Assignment and Project Submissions

- All **assignments, projects, portfolios, or reports** must be submitted on or before the specified deadline.
- **Late submissions** may result in grade reduction, rejection, or disqualification unless prior approval is obtained due to valid reasons.
- For final projects or juried evaluations, **timely submission** is mandatory. Late entries will not be entertained for end-term jury or review.

Attendance Requirement

- A **minimum of 75% attendance** in each course is mandatory to qualify for the end-term examination.
- Students failing to meet this requirement may be **debarred** from appearing in exams unless given a waiver by the Dean under exceptional circumstances.

Examination Guidelines

- Students must carry their **valid ID card** and **exam admit card** for all examinations.
- **Unfair means** such as cheating, impersonation, or plagiarism will lead to strict disciplinary action.
- Use of **mobile phones, smartwatches, or any electronic devices** during the exam is strictly prohibited.
- Students arriving **more than 15 minutes late** will not be allowed to enter the examination hall.

Academic Integrity

- All assignments, projects, and assessments must be original.
- **Plagiarism, copying, or academic dishonesty** will lead to disciplinary action, which may include disqualification of the submission or a fail grade.

Course Fee Requirement

- Only students who have **cleared all due fees** will be permitted to:
  - o Appear in internal and end-term examinations
  - o Submit final projects/jury work
  - o Receive mark sheets, transcripts, or certificates
- Fee payment deadlines must be strictly followed. **Default in fee payment** may lead to exam disqualification or withholding of academic results.

Backlog / Re-Examination

- Students who fail or are absent with valid reasons may appear for **backlog/supplementary examinations** as per the official schedule.
- Applicable fees must be paid for each re-examination.

Project / Jury / Viva Voce

- Certain practical or design courses require final evaluation via **jury panels or viva voce** with internal and/or external examiners.
- Attendance and timely submission of required project work are mandatory for jury evaluation.

Special Consideration

- Students facing medical or personal emergencies must notify the Student Support in writing with relevant documents **prior to the exam or submission date.**
- Requests for **deferred exams or extensions** will be considered only in genuine cases with documentary evidence and approved by the Dean.

Award of Completion Certificate

- The final award will be made only upon successful completion of all academic requirements, including internships (if applicable).
- Students must also obtain **No Dues Clearance** from all departments before the issuance of final transcripts or certificates.

INTERNSHIPS AND PLACEMENTS

The internship program for the students is designed to provide practical industry exposure. This 2-3 months (can be customized for 8 or 12 weeks) internship will bridge the gap between academic learning and industry practices, enhancing students' hands-on skills and knowledge of the gems and jewellery sector.

Internship Outcomes

By the end of the internship, students are expected to:

1. Develop an in-depth understanding of jewellery design, manufacturing, gemmology, merchandising, and retail operations.
2. Gain industry-relevant technical skills, including CAD software usage, gemstone grading, and quality control.
3. Enhance professional competencies such as teamwork, communication, and problem-solving in a real-world environment.
4. Build industry networks and explore career opportunities.
5. Apply classroom knowledge to practical scenarios and contribute effectively to the host organization.

Internship Details

- Internship Duration: 2-3 months (8-12 weeks)
- Internship Areas:
  - o Jewellery Manufacturing
  - o Jewellery Design
  - o Diamond & Gemstone Grading
  - o Retail & Merchandising
  - o Quality Control
  - o Jewellery Exports & Business Management
- Assessment: Submission of a detailed internship report and evaluation by the host organization and IIGJ faculty.

Internship Guidelines

- Eligibility Criteria
  - o Students must have completed at least 50% of their undergraduate coursework.
  - o Must have no pending disciplinary issues.
- Selection Process
  - o Students may apply through the IIGJ internship coordinator.

- Selection will be based on academic performance, domain selection (wherever applicable), faculty recommendations, and industry requirements.

Internship Code of Conduct

- Adherence to the company's policies, working hours, and professional behaviour standards.
- Strict confidentiality regarding proprietary information.
- Submission of weekly progress reports to the faculty mentor.
- Maintain a daily work log signed by the industry mentor (optional if the industry permits).

Industry Mentor & Internship Coordinator Responsibilities

- Industry Mentor: Guide and evaluate the intern's performance.
- Internship Coordinator: Support academic alignment and assess final reports.

Attendance & Leave Policy

- Students must complete a minimum of 80% attendance during the internship period.
- Leaves must be pre-approved by the industry mentor and reported to the faculty mentor.

The detailed Students' guidelines shall be notified during the Internship period.

PLACEMENTS AT IIGJ

We are committed to facilitating strong industry linkages and meaningful career opportunities for students across **all the** programs.

The Placement Cell at IIGJ works proactively to bridge the gap between students and the industry by engaging with reputed jewellery brands, manufacturing units, retail houses, design studios, export firms, and startups within India and abroad.

Key placement support includes:

- Pre-placement training: Resume building, portfolio development, interview preparation, and soft skills sessions.
- Industry interactions: Guest lectures, design critiques, live projects, and internships to enhance real-world exposure.
- Campus interviews and recruitment drives: Regular on-campus and virtual placement opportunities with leading industry players.

Our alumni are successfully employed across various segments of the gems and jewellery industry including design, manufacturing, CAD/CAM, merchandising, gemmology, diamond grading, quality control, and retail management.

Placement assistance is extended to all eligible students who have successfully completed their academic and skill-based requirements in accordance with institute guidelines. IIGJ Mumbai takes pride in giving 100% placements to all our UG and PG Students who have wanted an opportunity to be associated in the Gems and Jewellery Industry since last 5 years. IIGJ Mumbai proudly informs to provide International Placements for our UG and PG Students. Students have successfully been placed in Thailand, Dubai, and Japan.

Our Notable Alumni:

Malvika Vadsak – Won the Artisan Award 2025,currently working as a Merchandiser.

Devendra Beloshe – International Placement with KGK Thailand.

Lucky Choudhary – Working with HK Designs as a Senior Merchandiser.

Manali Bandekar – Working with Patdiam as Merchandiser

Neel Pethe - Developed his own product line under the legacy of Shri Waman Hari Pethe.

A project of GJEPC INDIA

IIGJ INDIAN INSTITUTE OF GEMS & JEWELLERY

OUR INDUSTRY PLACEMENT PARTNERS

A project of GJEPC INDIA

IIGJ INDIAN INSTITUTE OF GEMS & JEWELLERY

B. WELCOME TO IIGJ

ORIENTATION / INDUCTION PROGRAM

Orientation/Induction Program

The Student Orientation/Induction Program is designed to help UG and PGD students transition smoothly into academic life while offering a holistic introduction to the institute, its culture, and the jewellery industry.

Held at the beginning of the academic term, the orientation provides an essential platform for students to:

Purpose of Orientation:

- Familiarize with the institute's academic structure, policies, and campus facilities
- Meet faculty members, industry experts, and fellow students
- Understand curriculum expectations, assessment methods, and academic support services
- Get introduced to student life, discipline guidelines, and co-curricular opportunities
- Receive guidance on internships, industry interactions, and career pathways

Program Highlights:

- **Welcome Address** by the Dean and Registrar
- **Faculty Introductions** and Departmental Overviews
- **Campus Tour** and Facility Orientation (Labs, Library, Workshops, Resource Centre)
- **Code of Conduct & Examination Policy** briefing
- **Interactive Workshops** on design thinking, professionalism, and safety practices
- **Industry Guest Sessions** on trends and career expectations
- **Ice-breaking Activities** to build connections with peers

This one-week program is a crucial first step in nurturing confident, industry-ready professionals who are well-informed and prepared for the academic journey ahead.

We encourage students to actively participate, ask questions, and make the most of this opportunity to start strong at IIGJ.

Welcome aboard – Let the transformation begin!

SCHOLARSHIP

The Student Scholarship Policy aims to provide financial assistance to meritorious students, socio-economically disadvantaged backgrounds, and those who are specially-abled, ensuring equitable access to quality education in the gems and jewellery sector.

Scholarship Categories

1. Merit-Based Scholarships

- Eligibility: Students achieving 80% or above in 10+2 examination.
- Benefit: Waiver of up to 20% of tuition fees based on the ranking of merit.

  Example: 90% marks – 20% | 85% marks – 15% | 80% marks – 10%

2. Socio-Economic Scholarships

- SC/ST/OBC and other Reserved Categories:

  § Eligibility: Proof of belonging to a reserved category as per government norms.

  § Benefit: Waiver of up to 20% of tuition fees, depending on economic status and academic performance.

- Economically Weaker Sections (EWS):

  § Eligibility: Family income below INR 2.5 lakh per annum (Govt. definition of EWS) with relevant documentation.

  § Benefit: Waiver of up to 20% of tuition fees based on income and basic academic performance.

3. Defense and War-Widow Scholarships

- Children of Ex-Servicemen or Serving Defense Personnel:

  § Eligibility: Proof of parents' service in the defense forces.

  § Benefit: up to 20% tuition fee waiver.

- Widows' Children of War:

  § Eligibility: Proof of parents' service and status as a war widow.

  § Benefit: up to 20% tuition fee waiver

4. Saksham Scholarship (For Specially Abled Students)

- Eligibility: Students with benchmark disabilities (minimum 40%) as certified by a recognized medical authority under the RPwD Act, 2016.
- Benefit: Waiver of up to 30% of tuition fees, based on the level of disability and academic performance.

Application Process

- Students are eligible to apply for only one scholarship. Multiple applications will not be considered.
- Students must submit a Scholarship Application Form along with the following documents:
  - § Academic transcripts for merit-based eligibility
  - § Income certificate (for EWS and reserved categories)
  - § Defense service documents (for defense-related scholarships)
  - § Caste certificate (for SC/ST/OBC scholarships)
  - § Disability certificate (if applying for the Saksham Scholarship)

ADMISSION PROCESS, WITHDRAWAL OF ADMISSION AND REFUND OF FEE

Admission Process

Step 1: Application Form

- Applicants must fill out the prescribed online/offline application form within the given deadline.
- Required documents (educational certificates, identity proof, passport-size photographs) must be uploaded/attached.
- An application fee of Rs. 1000 – PGD and Rs. 1500 – UG programs must be paid to complete the submission.
- The Admissions Office will verify the form and documents for completeness and eligibility.

Step 2: Interactive Session

- Eligible applicants will be invited for an Interactive Session as per the program requirements.
- The interactive session will be conducted by faculty or an admission panel in online or offline mode to evaluate the applicant's interest, industry orientation, suitability and professional motivation.
- Based on performance, shortlisted candidates will proceed to the next stage.

Step 3: Provisional Admission Letter

- Shortlisted candidates will receive a Provisional Admission Letter, specifying the conditions for final admission.
- The letter will include:
  - o Program details and fee structure
  - o Deadline for initial fee payment
  - o Any additional document requirements
- Candidates must confirm their acceptance by making the initial payment fees as prescribed by the Institute within the given timeframe.

Step 4: Admission Letter

- Upon successful fee payment and completion of all requirements, the candidate will receive a Final Admission Letter, confirming their enrolment.
- The letter will provide details on:
  - o Course commencement and Induction schedule
  - o Student registration details
  - o Any additional instructions for the academic session
- The student will be officially registered, and the academic on boarding process will begin.

Semester Registration

All students, new as well as continuing students, are required to re-register for semester courses. This would be in line with the practices followed in all University Semester courses. The Registration process would be completed at the beginning of the semester, on payment of the applicable course fee.

- Academic Fees Payment
- Dates for payment of Academic Fees by new entrants will be informed to the candidates during the admission process.
- Students, other than new entrants, must deposit their new semester/module fees as per the schedule provided by the accounts team.
- In case a student's fees are outstanding for more than 2 months, his/her Admission Registration will be cancelled according to the Institute's standard policy for non-payment.
- International students who take admission in the UG/PGD program are required to follow the fee-structure as prescribed by the Institute.

Withdrawal of Admission

Request for Withdrawal

- Students who wish to withdraw their admission must submit a formal written request addressed to the Registrar.
- The request must be signed by the student and by the parent/guardian.
- The application should include:
  - o Reason for withdrawal
  - o Original fee receipt
  - o Admission offer letter
  - o Any ID card or materials issued by the institute

REFUND OF FEES

- Refund of fees, if applicable, shall be processed as per the institute's refund policy, subject to the following conditions: (admission date -

Fee Refund Policy

Refund Scenarios	Applicable deduction from aggregate fee as per University guidelines
After 20 days and within 30 days of admission taken by the student	50%
After 15 days and within 20 days of admission taken by the student	80%
After 10 days and within 15 days of admission taken by the student	90%
Within 10 days of admission taken by the student	100%

- There is no refund of fees for students pursuing Post Graduate Diploma or Adv. Post Graduate course if more than 5 sessions of the course that he/she is enrolled in, have been conducted.

Cancellation of Admission

- Upon approval of withdrawal, the admission will be officially **cancelled,** and the seat will be offered to the next eligible candidate.
- Students must clear any dues (library, lab, hostel, etc.) and submit the duly filled No Dues Clearance before the withdrawal request can be processed.

Forfeiture of Admission

- Students who fail to attend classes within the first **15 working days** of commencement without prior intimation may be considered as having **forfeited their admission**. No refund will be applicable in such cases.
- A student's Admission/Registration will automatically stand cancelled for non-payment of fees for more than two months from the fee due date as per fee payment schedule.
- To regularise his/her admission, the student is required to pay a fine and re-registration charges of Rs.5000/-, along with all outstanding fees as on date, to regularise his/her admission.

Transfer or Deferment

- IIGJ does not offer automatic **transfer of admission** to other centers or deferment to the next academic session. Each case will be reviewed on individual merit with approval from the Academic Committee (comprising of Deans).

ATTENDANCE & LEAVE POLICY

Student attendance is a critical predictor of success in academic courses. Regular attendance and class participation are essential for students to fully benefit from IIGJ's education program. Missed learning opportunities due to absence can significantly impact a student's performance throughout the academic year.

1. Attendance Requirement

- Minimum Attendance:
- All students are required to maintain a minimum of 75% attendance to be eligible for assessments and continuation in their programs.
- Attendance will be recorded daily by faculty members before the commencement of each class.
- Students arriving more than 15 minutes late will be marked as absent.

2. Absenteeism

- Continuous Absenteeism:
- Student absenteeism will be closely monitored. If a student is absent for 15 consecutive sessions, they and their parents will be notified immediately.
- If no valid reason for absence is provided within 3 days of notification, the student's admission may be cancelled.
- The student will need to apply for re-registration, which will involve a re-registration fee of Rs. 5000.

3. Re-Registration Process

- Application:
- Students must submit a re-registration application through the designated administrative office.
- Re-registration will be contingent upon the payment of the Rs. 5000 fee.

4. Medical Certificates

- Absence Validation:
- Medical certificates may be submitted to justify absences but will not be counted as attendance.
- Certificates must be submitted within one week from the date of issue of the fitness certificate.
- The authenticity of medical certificates will be verified.

5. Exceptions to Attendance Requirement

- Leave for Social, Academic, and Professional Reasons:
- Students must provide valid documentation for absences due to social, academic, or

professional commitments.

- Such absences will be recorded separately and will not count towards the 75% attendance requirement.
- Industry professionals pursuing short-term or certification courses may be granted exceptions upon approval from the Dean/Academic Head.
- Institute Representation:
- Students representing IIGJ in competitions, cultural activities, debates, etc., must apply in advance for leave by submitting a written request to the Dean/Academic Head.

6. Reporting and Notification

- Attendance Reports:
- For Degree and Diploma programs, detailed attendance reports will be generated at the end of each month.
- For Short-term and Certificate Courses, reports will be generated at the midterm and end of the course.
- Students and their parents will be notified of attendance status via email, WhatsApp, or registered letter, including warnings for those approaching the minimum attendance threshold.

7. Re-Examination Charges

- Ineligibility and Notification:
- Students who do not meet the 75% attendance requirement will be ineligible to sit for examinations. These students and their parents will be notified of their ineligibility and the re-examination process.
- Re-Examination Fee:
- An additional fee of Rs. 1000 per paper will be charged for re-examinations. Payment must be made before scheduling the re-examination.

The Dean/Academic Head is authorized to make final decisions regarding exceptions or relaxations in attendance criteria in exceptional circumstances, which needs to be duly documented and filed for future references.

NO MOBILE POLICY

To maintain a **focused and distraction-free learning environment**, the use of mobile phones is **restricted during academic sessions**, including lectures, practical workshops, and interactive sessions.

Policy Guidelines:

- All students **must deposit their mobile phones** in a designated collection box before the start of each academic session.
- Mobile phones can be retrieved only after the session concludes.
- Mobile phone usage is **permitted only during breaks.**
- Non-compliance with this policy will be noted, and repeated violations may lead to disciplinary action.
- **Exceptions** may be granted in case of emergencies, with prior faculty approval.

This policy is implemented to **enhance concentration, participation, and discipline** during learning sessions. **Strict compliance is expected from all students.**

For any queries, please contact the **Dean & Registrar.**

STUDENT REFERRAL POLICY

The Student Referral Program aims to encourage and reward existing students and alumni for referring prospective students to our Postgraduate Diploma (PGD) and Undergraduate (UG) courses.

Eligibility:

- The program is open to all current students and alumni of IIGJ.
- The referred student must successfully enroll in a PGD or UG course at IIGJ.

Rewards:

- For each successful referral leading to enrollment, the referrer will receive a gift voucher worth INR 2,500 and INR 5000 for PGD and UG programs respectively.

Referral Process:

1. The student must submit the details of the referred candidate through the official Referral Form, available at the Admission Office.
2. The Admissions Team will verify the referral to ensure it is valid and not duplicate.
3. Upon successful enrollment and fee payment by the referred student, the reward will be processed.
4. The referrer will be notified, and the gift voucher will be issued within 180 days of confirmation.

Support & Assistance:

- Referrers and referred students will receive dedicated support from the IIGJ Student Support Team throughout the enrollment process.
- Queries regarding referrals can be directed to the student support or the admissions office.

Terms & Conditions:

- There is no limit to the number of referrals; more referrals mean more rewards.
- The referral must be submitted before the referred student applies for the course.
- Self-referrals are not allowed.
- The reward is non-transferable and cannot be redeemed for cash.
- The decision of the Admissions team will be final and binding regarding the approval of any referral.
- IIGJ reserves the right to modify or discontinue the program at any time without prior notice.

Keep Referring & Keep Earning!

Encourage your peers to enroll at IIGJ and get rewarded for your efforts!

STUDENT GRIEVANCE REDRESSAL

To establish a transparent, responsive, and efficient mechanism for redressing student grievances at IIGJ, ensuring that all concerns related to academic and administrative matters are addressed in a fair and timely manner.

Definition of Grievance

A grievance refers to any genuine concern or complaint raised by a student with respect to:

- Academic issues (e.g., exam-related concerns, faculty performance, syllabus coverage, attendance disputes)
- Administrative issues (e.g., hostel, mess, infrastructure, fees, scholarships, behaviour of staff, harassment, or discrimination)
- Any other issue affecting the student's academic experience or well-being

Grievance Redressal Structure

First Point of Contact: Student Support Cell

- Role: To receive, document, and conduct preliminary assessment of the grievance.
- Responsibility: A designated Student Support Representative (SSR) will act as the nodal officer.
- Mode of Submission: in the prescribed format (Annexure A)
    - o Email to: studentsupport.mumbai@iigj.com
    - o Written application submitted to the Student Support Cell

NO DUES CLEARANCE

All students are required to complete the **No Dues Clearance Process** before the conclusion of their academic program, withdrawal, or transfer. This process ensures that all institutional resources are returned, dues are settled, and records are closed appropriately.

When No Dues Clearance is Required:

- Before issuance of final certificate and mark sheet
- Upon voluntary withdrawal from the course
- Before shifting to another IIGJ campus (if applicable)
- Before participating in convocation or graduation ceremony

Revised No Dues Clearance Procedure:

1. **Obtain the No Dues Clearance Form:**

   Collect the form from the **Admin Office.**

2. **Department-wise Clearance and Verification:**

Department	Items to Clear
Library	Return of all books and resources; clearance of fines (if any)
Accounts Office	Payment of tuition fees, hostel/mess charges, fines, and other dues
Academic Department	Submission of all assignments, projects, tools issued, and workshop reports
Workshop & Labs	Return of equipment, tools, materials, and surrender of issued items
Admin	Surrender of assigned locker and key; clearance of personal items
Hostel & Mess (if applicable)	Room inspection and mess bill clearance

3. **Submit Completed Form:**

   Once all departmental signatures are obtained, submit the form to the **Admin Office.**

4. **Final Verification and Certificate:**

   After review, students will be issued a **No Dues Clearance Certificate**, which is mandatory for:

   - Issuance of final academic documents
   - Release of internship or recommendation letters
   - Retrieval of final project/portfolio (if applicable)

Important Guidelines:

- The clearance process should be initiated **at least 2 weeks before** course completion.
- Any **pending dues or unreturned items** will delay the issuing of certificates and records.
- Locker surrender must include cleaning out personal belongings and returning the key.

C: CODE OF CONDUCT

ANTI – RAGGING POLICY

1. Introduction

We are committed to creating a safe, respectful, and inclusive learning environment. Ragging is strictly prohibited within the campus and in any activities associated with the institute. Any violation of this policy will lead to strict disciplinary action as per the guidelines set by the governing authorities.

2. Definition of Ragging

Ragging includes any act of physical or mental abuse (including bullying and harassment) targeted at students with the intent of causing distress, fear, or humiliation. It includes:

- Verbal abuse, teasing, or psychological harm
- Forced or coercive acts that demean a student
- Disrupting academic activities or creating a hostile environment
- Any act that violates the dignity and respect of another student

For more details, please refer to Clause 3 of Anti Ragging Regulation of UGC in the link given below:

https://www.antiragging.in/assets/pdf/information/english/what_constitues_ragging.pdf

3. Prohibition of Ragging

- Ragging in any form is strictly prohibited inside and outside the campus, including hostels, transportation, and other institute-affiliated locations.
- Any student found guilty of ragging will face disciplinary action, which may include suspension, expulsion, or legal proceedings.

4. Preventive Measures

- Awareness programs on anti-ragging laws and student rights.
- Formation of an Anti-Ragging Committee and a Student Grievance Cell.
- Mandatory signing of an Anti-Ragging Undertaking by students and parents.
- Provision of a helpline and reporting mechanism for affected students.

5. Reporting and Action

- Victims or witnesses of ragging can report incidents to faculty members, the Anti-Ragging Committee, or the institute's helpline.
- Complaints will be addressed confidentially, and strict action will be taken against perpetrators
- A fair inquiry process will be followed before imposing penalties on accused students.

GENERAL CODE OF CONDUCT

All students enrolled at the Indian Institute of Gems & Jewellery (IIGJ) are expected to demonstrate exemplary discipline, professionalism, and ethical behaviour always. The following guidelines are mandatory and must be adhered to strictly:

1. Identification and Access

- Students must carry their RFID identity cards at all times while on campus and produce them upon request.
- Access to institute facilities is restricted to authorized individuals only. Sharing, lending, or misuse of RFID cards is strictly forbidden.
- All official communication will be sent via institute-assigned email addresses. Students are expected to check their email regularly for updates and announcements.

2. Campus Conduct

- The use of tobacco, intoxicants, or chewing gum, as well as smoking, is strictly prohibited within the campus premises.
- Students are required to maintain appropriate behaviour and a professional attitude in classrooms, laboratories, and communal spaces.
- Any disruptive behaviour, including loud talking or inappropriate conduct, is unacceptable and will invite disciplinary action.

3. Copyright and Intellectual Property

- Copying, distributing, or using copyrighted materials—such as books, course content, and software—without authorization is a breach of academic ethics.
- Plagiarism in any form, including in assignments, projects, or research submissions, will result in disciplinary measures.

4. Unauthorized Commercial Activities

- Conducting or promoting commercial activities, including product sales or business promotions, within institute premises without prior written approval is prohibited.
- Students must not use the institute's name, logo, or other resources for personal or commercial purposes.

5. Protection of Institute Property

- Any form of damage, vandalism, or misuse of institute property—including classrooms, laboratories, equipment, or infrastructure—will lead to strict disciplinary consequences.
- All equipment must be handled with care. Any issues or damages must be reported immediately to the concerned authority.

6. Dress Code Guidelines

- Students are expected to maintain a neat, presentable, and professional appearance at all times.
- Revealing, overly casual, or tight-fitting attire is discouraged.
- On designated academic occasions such as presentations, guest lectures, industry visits, and official meetings, students must adhere to formal dress code norms.
    - o Male students are required to wear formal shirts and trousers with polished formal shoes, while female students may opt for formal western wear or Indian formals, along with appropriate footwear. Blazers or formal jackets may be required for certain events.
    - o For workshop and lab sessions, students must wear specified safety gear, including lab coats, gloves, masks, and protective footwear.
    - o During internships and industry visits, strict adherence to professional attire and wearing of the college ID card is mandatory.
- Non-compliance with the dress code will attract disciplinary actions ranging from verbal or written warnings to denial of entry into academic or industry-linked sessions.
- These guidelines aim to foster a disciplined, industry-ready environment and must be followed in both spirit and practice.

Non-compliance with the above code may lead to disciplinary action, including but not limited to suspension or expulsion, as per the policies of the institute.

STUDENT SERVICES AND RESPONSIBILITY

The Student Services and Support framework aims to provide a holistic learning environment by ensuring academic guidance, career development, personal well-being, and co-curricular engagement. This document outlines the processes and resources available to support students throughout their academic journey.

1. Academic Support

1.1 Library & Learning Resources

- Access to a well-stocked library with books, research journals, and industry reports.
- Dedicated study spaces and research assistance.

1.2 Digital Learning & IT Support

- IT helpdesk for technical support related to software.
- Access to CAD software, gemmology tools, and design applications.

2. Industry & Career Support

2.1 Internship & Placement Assistance

- Dedicated Placement Cell coordinating with industry partners.
- Assistance with internships, industry projects, and full-time job placements.
- Resume-building, mock interviews, and career counseling sessions.

2.2 Industry Mentorship & Guest Lectures

- Regular guest lectures and workshops by industry experts.
- Alumni mentoring sessions for career insights and networking.

2.3 Industry Visits & Study Tours

- Planned visits to jewellery manufacturing units, retail showrooms, and gem-testing labs.
- Participation in national and international trade fairs.

3. Student Welfare

3.1 Anti-Ragging & Student Grievance Redressal

- Strict anti-ragging policy in place as per UGC guidelines.
- A Student Grievance redressal mechanism to address academic and personal concerns.
- Anonymous complaint mechanism for student safety.

3.2 Scholarships & Financial Aid

- Merit-based and need-based scholarships for deserving students.

4. Co-Curricular & Extra-Curricular Engagement

4.1 Student Activities

- Participation in jewellery design competitions and exhibitions.
- Cultural and sports activities for overall development.

5. Communication & Feedback Mechanism

5.1 Student Helpdesk

- Student support system for queries related to academics, administration, and facilities.
- Open-door policy for student concerns.

5.2 Feedback & Continuous Improvement

- Regular student feedback surveys for academic programs and services.
- Open forums and student-faculty interaction sessions.
- Continuous improvement based on student suggestions.

PREVENTION OF SEXUAL HARASSMENT (POSH)

IIGJ India is committed to maintaining a safe, respectful, and inclusive environment for all students, faculty, and staff. In line with the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**, the institute has a **zero-tolerance policy** towards any form of sexual harassment.

An **Internal Committee (IC)** is in place on each campus to address complaints related to sexual harassment. Students are encouraged to report any incidents in confidence. The committee ensures timely and fair redressal while maintaining strict confidentiality.

Regular awareness programs are conducted to educate students on their rights and responsibilities.

To report a concern or seek help, please contact the Internal Committee at: icc@iigj.com

D: FACILITIES AT IIGJ

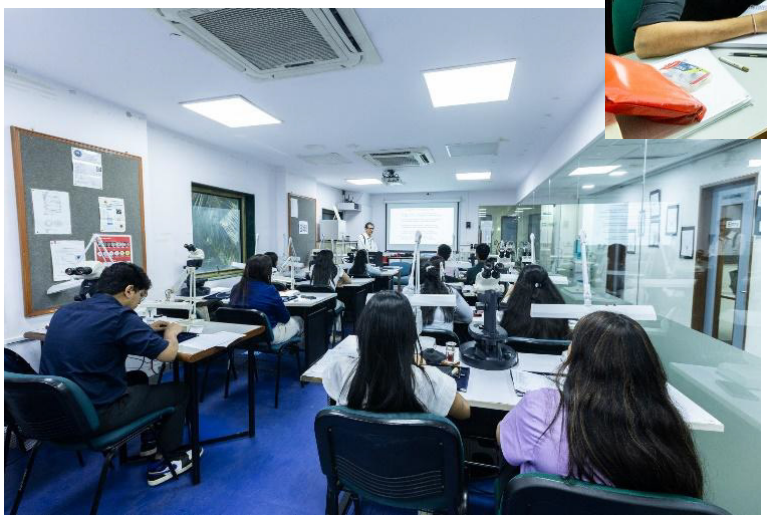
CAMPUS LIFE/AMENITIES

Campus

IIGJ Mumbai campus, established by GJEPC in 2003, stands as a premier institution for gems and jewellery education, located in the bustling hub of India's jewellery expert industry at MIDC Andheri East.

Spanning 14,000 sq. ft. across six levels, the campus features state-of-the-art infrastructure, including air-conditioned classrooms, cutting-edge CAD and Gemmology labs, advanced Manufacturing workshop, library and auditorium for events and presentations.

Celebrating 20+ years of excellence, IIGJ Mumbai offers well-designed, industry- driven programs tailored to meet evolving market demands and delivered by expert faculty. Strategic collaborations and a reputation for producing highly skilled professionals make IIGJ Mumbai a top destination for those aspiring to excel in the dynamic world of gems and jewellery.



Medical Facility (Delhi, Jaipur – free check up)

IIGJ Mumbai prioritizes the well-being of its students and staff by providing access to basic medical support on campus. A First Aid facility is available to attend to minor health concerns and injuries. For any medical emergencies, the institute has coordination arrangements with nearby hospitals and clinics to ensure timely and effective medical care.

Cafeteria

The institute houses a clean, hygienic, and student-friendly cafeteria offering a variety of wholesome and affordable food options. The cafeteria serves vegetarian meals, snacks, and beverages throughout the day. It provides a comfortable space for students to unwind, interact, and enjoy their meals during breaks.

About the City – Mumbai

Mumbai, the capital city of Maharashtra, is India's financial and commercial hub and the heart of the gems and jewellery industry. Known as the "City of Dreams," Mumbai offers students a dynamic urban experience, combining career opportunities, cultural richness, and cosmopolitan living.

The city hosts the headquarters of major jewellery brands, diamond trading centres, export houses, and industry associations. Students studying at IIGJ Mumbai benefit from direct exposure to the jewellery ecosystem, internship opportunities, and guest sessions from leading industry professionals. Mumbai's vibrant lifestyle, diversity, and safety make it a welcoming destination for students from across India and abroad.

How to Reach IIGJ Mumbai Campus

Campus Address:

Indian Institute of Gems & Jewellery Mumbai

Plot No. 111/2,13th Road, Bagmal Laxmichand Parikh Campus,

M.I.D.C., Andheri (E), Mumbai, Maharashtra 400093

By Air:

- The nearest airport is Chhatrapati Shivaji Maharaj International Airport (BOM), approximately 5–7 km from the campus.
- Prepaid taxis and app-based cab services like Uber and Ola are easily available from both domestic and international terminals.

By Train:

- Andheri Railway Station (Western Line) is the nearest major station, located around 4–5 km from the campus.

By Metro:

- The nearest metro station is Chakala (JB Nagar) on Line 1, just 2.5 km from the campus.
- Auto-rickshaws are readily available from the metro station to campus location

Important Contact Numbers – IIGJ Mumbai

Department	Contact Person	Phone Number	Email Address
Reception & General Enquiries	Reception	7400497744	info.mumbai@iigj.com
Admissions Office	HoD Admissions	8879026633	admissions.mumbai@iigj.com
Dean– IIGJ Mumbai	Office of the Dean	022 4290 6666	dean.mumbai@iigj.com
Student Support & Grievance Cell	Student Support	9029250601	studentsupport.mumbai@iigj.com

Office hours: Monday to Friday, 1st, 3rd and 5th Saturdays of the month| 9:00 AM – 5:15 PM |

Closed on Sundays and public holidays.

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