NU
NIIT UNIVERSITY
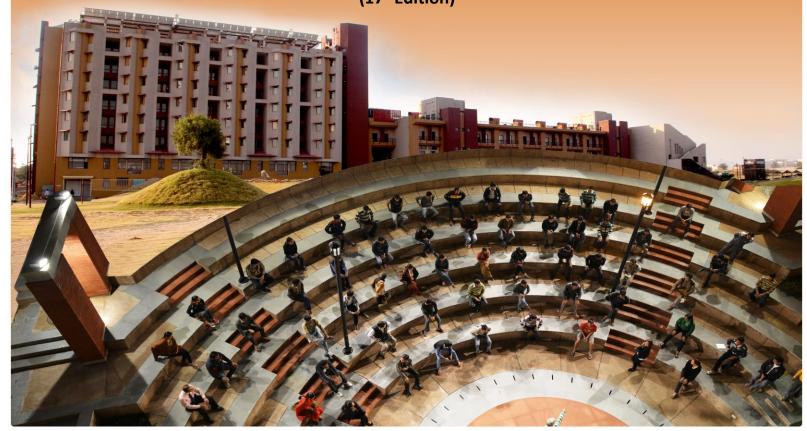
STUDENTS' HANDBOOK RULES, REGULATIONS & ADVISORY

NIIT UNIVERSITY
NH 8, NEEMRANA – 301705,
DIST. ALWAR (RAJASTHAN)

Academic Year 2024-25
(17ʰ Edition)

PREFACE

Understanding of the Rules and Regulations as given in University's Students' Handbook enables the student to live a productive and harmonious life on Campus. Hence Students' Handbook is prescribed as an encyclopedia of information on NU for all the students of NIIT University (NU) whether the student is a new student or is an existing student. Every student of NU is instructed to go through the Handbook and make use of opportunities from each provision/ rule contained there, in its true nature and spirit, to have the most rewarding life on Campus.

As a tradition, Students' Handbook is given to student at the point of entry to NIIT University so that s/he can familiarize herself/himself about the opportunities and facilities available at NU along with Academic Programme Ordinances and Regulations and the Operational Rules with reference to Registration, Payment of Fees, Examination, Classroom, Laboratory, Auditorium. Library, IT Infrastructure, Hostel, Mess, Sports, Medical, Campus, Disciplinary Rules etc. Handbook also informs students about the different Functional Committees, system of Fines & Penalties, Whom to Contact when in need along with Advisory on safety & other matters. The last part of the Handbook contains prescribed application formats. These formats are also a guide in themselves detailing the steps/process to be undertaken by the student if some needful is desired at his/ her end. Copy of the Handbook is also available on NUgget.

The Students' Handbook has been prepared based on the experience of more than a decade and to a great extent, therefore, should cover all requirements and situations faced by a student. It goes without saying that it will further evolve and achieve further perfection for which suggestions and comments are always invited.

It is hoped that the students and their parents, staff and faculty will find this document useful in all situations.

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PART I

OPPORTUNITIES AND FACILITIES TO STUDENTS

NIIT University, Neemrana (NU). NIIT University, Neemrana (NU) established by the Rajasthan NIIT University, Neemrana (NU). NIIT University, Neemrana (NU) established by the Rajasthan Government Act No. (5) of 2010, commenced its first academic session at its 100-acre green campus at Neemrana in August 2009. The University is recognized by the University Grants Commission under Section 2 (f) of the UGC Act. The University envisions to become the leading center of innovation and learning in emerging areas of the knowledge society based on four core principles of the University - Industry-linked, Technology-based, Research-driven and Seamless. The campus is a fully residential educational institution which imparts holistic and balanced education emphasizing all round development of all its students considering national and international scenario. The uniqueness of the University is the format, content and pedagogy of its programmes and their relevance to the Industry and society. In a short span of its existence, the University is recipient of following awards: -

- **"Greenest & Most Environment Friendly Campus"** *at India Today Aspire Education Summit 2012.*
- **"Best Private University in Use of Technology in Teaching-Learning Practices"** *at ASSOCHAM. National Education Excellence Award 2013.*
- **"The e-GOV Campus Award**" at *Economic Times ETtech Summit 2015 at New Delhi, India.*
- **"Clean Green and Sustainability Education and Training Award"** at *Clean & Green India Awards 2016 organized by Franchise India at New Delhi, India.*
- **"Best Infrastructure of the Year – Higher Education Award"** by *Franchise India Indian Education Awards 2017 at New Delhi, India.*
- **"Best Institution for Promoting Industry Academia Interface"** at *National Education Excellence Awards 2017 at New Delhi, India.*
- **"Eco-Corporate of the Year-Eco Campus"** *at 3rd Yes Bank Natural Capital Award 2017at New Delhi, India.*
- **"Sixth Position"** in Swachh Bharat Ranking among Residential Technical Institutions in India by MHRD on 02 Oct 2018.
- **"University of the Year (North)"** at Indian Education Awards 2020 in Feb 2020.
- **NU** was declared Winner of the **"First Water Sustainability Award 2021"** under category '**Water Users in Domestic Sector'** conducted under the aegis of TERI-IWA (International Water Association, London)-UNDP.

NIIT University offers 24X7 residential campus environment where holistic development of a student is considered to be the central objective of campus life. A great degree of thought has been given in designing the campus to create right ambience and infrastructure for diverse student activities, academic and co-curricular. All these resources of the University offer rich opportunities to students to shape their personality and build a career path for themselves. At the same time, it is expected that students demonstrate a certain responsibility and self-discipline in using the opportunities and resources for collective interest of the community. While latter part of the statement is elaborated through Part III to V of this Handbook in terms of operational rules, this part describes various opportunities and facilities that are available to students on campus.

University Vision

"To be the role model of learning, research, innovation, and sustainability for the knowledge society"

University Mission

- To deliver distinctive education through the pioneering use of technology
- To develop superior talent through partnership with industry and society
- To promote research, discovery, and entrepreneurship through collaborative action
- To build responsible citizens of the world, by instilling a culture of seamlessness in all facets of life

CAMPUS ENVIRONMENT

By itself, Campus environment is an opportunity, which is not available in day-colleges. Students from bachelor's to Doctoral levels along with some staff and faculty members of the University reside together. This enables academic synergy by 24X7 immersion in the ambience and ethos of the Campus. Campus environment promotes interdependence and independence.

ACADEMIC

- **Founding Professor Lecture Series**

University Organizes Lectures by Founding Professors on regular basis. This is a rare opportunity where students get to know, listen, and interact with visionaries, which helps them develop seamless view of knowledge.

- **Invited Talks by Eminent Speakers**

Eminent members of academia and industry visit on a regular basis throughout the year and interactively engage students leading to unmatched experience of self-enlightenment for students.

- **Learn From Masters Lecture Series**

Prominent professional masters from across all fields engage with the students and entire NU fraternity through a series called 'Learn from Masters' at regular intervals to provide an opportunity to all to explore aspects well beyond the academic curriculum.

- **Library**

The library is open from morning till midnight. It has sufficient sitting space for students. Apart from books on technical subjects related to discipline and courses, it houses books of general interest, magazines, and daily newspapers. Library facilitates purchase of textbooks for students based on individual requests received at the time of registration.

- **Consultation with Faculty Members**

Faculty members are available for consultation on a one-to-one basis in their cabins during declared hours or even outside the stated hours. Students are highly encouraged to take the benefit of this facility to get their queries in courses addressed on day-to-day basis.

- **Mentoring**

Each student is assigned a Faculty Mentor from among members of faculty whom s/he can consult on all academic and non-academic matters.

- **Course Feedback**

Each student has an opportunity to give course feedback online as well as off-line.

- **NIIT University Travel Assistantship Programme (NUtap)**

To support the core principle of Research Based, NIIT University formulated the NIIT University Travel Assistantship Programme (NUtap). Under this scheme, expenses incurred by Students for research activities at National and International levels are financially assisted. The sponsorship cover part or whole of the registration fee, travel (economy class air fare by the shortest route for international conferences or AC III train fare for national conferences) plus local transportation, per diem allowance and visa fees (for international travel) as per existing rules duly supported by vouchers. For availing the benefits of the scheme, Student's paper acceptance is mandatory. The application along with the letter of acceptance of the paper from the organizers of conference should be sent one month prior to the commencement of the conference, to Dean Research for approval via the Area Director with recommendations of at least two Area Faculty members.

- **Teaching Assistantships**

Students who have demonstrated technological skills/ capabilities and would like to upgrade teaching of a particular course by way of innovation in pedagogy through technology integration are given Teaching Assistantship in a course for a period of one semester.

- **Peer-to-Peer Learning (P2PL)**

Senior students who have been toppers in a course and have a desire to provide tutoring to junior students are given an opportunity through P2PL program. Typically, this service is offered to Ist Year students free of cost, but the tutoring students are paid a modest amount of stipend for the service rendered by them.

CO-CURRICULAR

- **Community Connect**

Community Connect course is offered as an audit course every semester. This course offers an unusual opportunity of transferring elements of modern technological culture to the rural school children through a vehicle of teaching of a subject or of researching on rural economic practices in microfinance or in cottage industry, etc. In the process it helps inculcate a sense of humility in students, so precious to the development of a holistic personality.
University's Community Connect programme also includes Rural Connect Initiatives and Nature Connect.

- **The Asian Lenses Forum (TALF)**

NIIT University Asian Lenses Forum was formally launched on Feb. 15, 2014. However, NIIT University has been carrying forward Asian Lenses Initiatives since March 08, 2013, with the vision to be the leading center to introduce and increase awareness about the concept of Asian Lenses and to sensitize and create pride in Asian heritage, culture, history, values and to present it with a contemporary perspective with emphasis on India. Under the Initiative, NU's Japanese Forum was formally launched on Oct 15, 2013, and though this forum even Members from Japanese Community are also getting opportunity to share about Japanese culture and traditions. Since Jan 23, 2014, NU's Ayurveda Health Club is also working towards generating and increasing awareness about Ayurveda knowledge and principles and has been helping Members to understand and to appreciate healthy living based on Ayurvedic Principles. Under the initiative, University has been organizing various activities, events, workshops focusing Asia, India & Japan. University is also

running Hindi Language Learning Sessions for Non- Indian Community and Japanese Language Learning sessions for Indian Community.

- **Artist in Residence Progarmme (AIR)**

NU's Artist in Residence Program (AIR) not only strives to bring out the artist in NUtons but it also works on the thought that Art connects the human being to the divine and helps bring out the Human in the being by looking at Art, talking Art, demonstrating Art, seeing it take shape, reflecting on it, comparing, evaluating, experiencing, and relishing it.

- **Counseling Service and Student Support Center, 'Mitradwar'**

'Mitradwar' is a place where students can seek redressal of their problems and take advice from the faculty. The services of a professional counsellor are also provided to students with specific requirements. University has on-Campus Professional Counselor to counsel students, who visits the University twice a week.

- **Student Representatives on important bodies of the University**

Anti-Ragging Committee, Mess Committee, Academic Counseling Committee, Students Advisory Board and, Student Affairs Committee, are some of the Committees having student representatives as members or fully comprising of students. This offers an opportunity to deserving students for contributing to institutional building ang obtaining valuable experience in participation in administrative affairs.

- **Clubs**

The university has student Driven Clubs and registration is open to all students. For membership contact the Dean Student Affairs or Concerned Student In- Charge.

- **Sports**

Following sports facilities exist:

Outdoor: -
  i) Athletics
  ii) Badminton
  iii) Basketball
  iv) Cricket
  v) Kabaddi
  vi) Lawn Tennis
  vii) Soccer
  viii) Volleyball

Indoor: -
  i) Table Tennis
  ii) Pool
  iii) Carom
  iv) Chess
  v) Gymnasium
  vi) Shooting

INFRASTRUCTURE, FACILITIES AND SERVICES

- **Hostel**
  - Resident Warden in each hostel for any help at any time.
  - Access control to each floor.
  - CC TV Cameras are installed at entrances, common areas and corridors.
  - Hostel has Single / Double / Triple seater rooms.
  - Comfort-cooling by Green Air Conditioning technology through Earth Air Tunnel (EAT).
  - Each room provided with: Bed, Mattress, Pillow, Study Table, Chair, Wardrobe, Bookshelf, and Fan.
  - Common facilities on sharing basis:
    - Washroom, Shower and Washbasin
    - Common Room, TV, and Microwave oven
    - RO treated drinking water, including hot water for drinking.
    - Newspapers and magazines
- **Wi-Fi Campus**

24 X 7 connectivity to the Internet from anywhere on the campus provides unlimited access to learning resources. The library can be browsed on the intranet from anywhere on the Campus.

- **NU Digital Learning Platform, called NUgget**

Developed in-house at the beginning of COVID-19 Pandemic, NUgget is the digital platform of the University through which all on-line learnings are delivered. It includes the facility of simultaneous broadcast and delivery of classes for students present in the classroom, hostel rooms as well as those attending from respective homes.

- **Nucleus - Learning Management System on Moodle & University's ERP System, called NUcleus**

The course hand-outs and learning materials are available on Moodle for all registered students. University's ERP system facilitates course administration.

- **Parents Portal and SMS Service to Parents**

Academic information pertaining to students is available for parents to see on Parents Portal. They must Register on Parents Portal to get access to this facility. Information about exit and entry of students from the Parent Portal.

- **Gymnasium**

Gymnasium is equipped with latest health-building equipment, available at two different locations.

- **Music Room and Music Band**

Well equipped with instruments for music lovers. Audit course on Indian Classical Music is on offer.

- **Astachal**

A tradition at the University for having an appointment with oneself at 'Astachal' at the time of Sunset.

- **Suryoday Sthal**

A tradition at the University to greet the rising Sun at Sun Rise point on the Aravalli Hills through trekking.

- **Mess**

> ➢ Serves four meals a day at announced timing.
> ➢ Mess also has television sets for viewing various programmes on the TV.

- **Medical**

Health Center open 24 hours on all days.

Qualified doctor is available from 8.30 AM to 5.30 PM every day.

Trained Medical Attendant is available 24 hours.

1. Health Center stocks basic medicines. These are issued as per directions of the doctor. The first dose of medicine to students is given by the health center.
2. University has tie-up with Park Hospital, Behror for higher medical service.
3. On Campus Car with driver is available for medical emergency 24 hours.
4. Specific and additional medicines can be procured through the Tuck Shop at no extra cost.

- **Banking**

ATM of ICICI Bank is located on University Campus.

- **Courier Service**

Courier Service is available on payment basis on the Campus (near Transformer Yard).

- **Photocopying & Printing, Scanning, Lamination & Binding**

Available in the Library on payment basis.

- **Transportation**

• Bicycles on Campus for exercise and internal movement.

• Transport service is available on payment basis, through fixed vendors, for movement to hospital, Neemrana Market, bus stand, airport, and railway stations, at specified rates.

• Cab is present on Campus 24 hours for any unforeseen emergency need.

Tuck – Shop/Eateries

- Day-to-day utility and stationary items are available in Tuck-Shop.
- Tuck-shop serves a variety of snacks all through the day.
- Cafeteria Serves non-vegetarian and vegetarian food from 10.00 am to 11.00 pm.
- Nestle Counter (near Basketball Court) serves all Nestle products from 9 AM to 11 PM.
- "Aapno Gaon" (near Main-Gate Memory Tower) serves local & miscellaneous cuisine from 6 PM to 11 PM.

"Tera Mera Point" (TMP)

Tera Mera Point run by Students Cooperative "STUDCOP", is a Night Café serving miscellaneous cuisine from 10 PM to 6 AM.

- **Laundry Services**

University provides on Campus Laundry Services through Outsourced Agency.

- **Hair Saloon & Parlor**

Boys: Available on Campus near UG-1 Hostel

Girls: Available on Campus on First Floor of PG-1 Hostel (Saturdays and Sundays).

- **Guest Room**

Occasionally, parents of the University students visit their wards on Campus. They like to make the most of their time by being with their wards. University has Guest Room in UG-2 Hostel (Executive Block) where the parents can stay subject to their availability on payment basis.

- **Insurance**

Every registered student at the University is insured for Rs 2,00,000/- for Group Personal Accident.

- **Scholarship**

University has a scheme of scholarships for B. Tech, M Tech., and MBA programmes. The policy in this regard is announced every year.

PART II
Academic Programmes Ordinances and Regulations

The NIIT University (NU), Neemrana is a residential University. Students are strictly required to follow the Regulations framed by the University from time to time.

The Regulations are deemed to be known to all the students of the University.

The Academic Programmes Ordinances & Regulations have been approved by the Academic Council of NIIT University vide its meetings dated August 20, 2010 and February 26, 2011. Same have been reproduced below for Information of all concerned:

<div align="center">

ACADEMIC PROGRAMMES
ORDINANCES & REGULATIONS
ORDINANCES

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O.1	**Short Title**		**O.1**
	These ordinances shall be called the *Ordinances for the Academic Programmes* of the NIIT University, Neemrana.		
O.2	**Commencement**		**O.2**
	These ordinances shall come into force with effect from such date as the Senate/Board of Management approves the same.		
O.3	**Definitions**		**O.3**
	Unless the context requires otherwise,		
(1)	*Academic Council*	means the Academic Council of the NIIT University.	**O.3 (1)**
(2)	*Applicant*	means a candidate who applies for admission to any programme of the University.	**O.3 (2)**
(3)	*Board*	means the Board of Management of the University.	**O.3 (3)**
(4)	*Casual Student*	means a student who is registered for attending a formal set of course(s) not leading to a degree.	**O.3 (4)**
(5)	*CGPA*	means the Cumulative Grade Point Average of a student.	**O.3 (5)**
(6)	*Course*	means a curricular component identified by a designated code number and a title.	**O.3 (6)**
(7)	*Credit*	means Credits assigned to a Course. in a semester	**O.3 (7)**
(8)	*Dean*	means the Dean, of a Faculty or an activity	**O.3 (8)**
(9)	*Degree*	means the degrees of the NIIT University as may be approved by the Board of Management.	**O.3 (9)**
(10)	*Discipline*	means a field of study.	**O.3 (10)**
(11)	*Course-in-charge*	means a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course,	**O.3 (11)**

including examinations and the award of grades.

(12)	*PC*	means the Programme Committee of the University.	**O.3 (12)**
(13)	*PG*	means Postgraduate	**O.3 (13)**
(14)	*Programme*	means a curriculum leading to a degree / certificate / diploma of the NIIT University	**O.3 (14)**
(15)	*SGPA*	means the Semester Grade Point Average.	**O.3 (15)**
(16)	*Student*	means a student registered for a programme or a course.	**O.3 (16)**
(17)	*Syllabus*	means topic-wise details to be studied in a course.	**O.3 (17)**
(18)	*TGPA*	means the Trimester/Term Grade Point Average	**O.3 (18)**
(19)	*UG*	means Undergraduate.	**O.3 (19)**
(20)	*Unit*	means units assigned to a course in a Trimester	**O.3 (20)**
(21)	*University*	means the NIIT University, Neemrana.	**O.3 (21)**

O.4   Ordinances   **O.4**

(a) The University shall offer such programmes and of such minimum duration as the Board may approve on the recommendation of the Academic Council. **O.4 (a)**

(b) The procedure for starting a new programme, suspending a programme or phasing out or modifying a programme shall be such as may be laid down in the regulations. **O.4 (b)**

(c) The minimum entry qualifications for admission to programmes shall be such as may be laid down in the Regulations. **O.4 (c)**

(d) The University shall follow *Course-Wise Clearing* system. **O.4 (d)**

(e) A student shall be required to clear a minimum number of Credits/ Units through various curricular components like theory /laboratory courses, Seminar, Project etc. at the University or at such other Institutions / organizations / University as have been approved by the University. **O.4 (e)**

(f) A student shall be required to complete all the requirements for the award of the degree / certificate / diploma within such period as may be specified in the Regulations. **O.4 (f)**

(g) The date of initial registration for the programme shall normally be the date on which the student formally registers for the first time. This date shall be construed as the date of joining the programme for all intents and purposes. **O.4 (g)**

(h) It shall be the responsibility of the individual student to be in attendance in all classes and to take prescribed quizzes, tests, and other components of evaluation and to submit properly and promptly all home assignments. **O.4 (h)**

(i) A student may be granted such scholarship / studentship / assistantship / stipend, etc. and awarded such medals as may be specified in the regulations in accordance with the decision of the Academic Council and Board from time to time. **O.4 (i)**

(j) The procedure for the admission of a student shall be such as may be **O.4 (j)**

specified in the regulations.

<table>
<tr><td>(k)</td><td>The procedure for the withdrawal from a programme, rejoining the programme, the award of grades and the SGPA/TGPA/CGPA, the examination and all such matters as may be connected with the running of a programme shall be such as may be specified in the regulations.</td><td>**O.4 (k)**</td></tr>
<tr><td>(l)</td><td>The award of the degree / certificate / diploma to an eligible candidate shall be made in accordance with the procedure laid down in the regulations.</td><td>**O.4 (l)**</td></tr>
<tr><td>(m)</td><td>A student admitted to the programme shall abide by the *Standing Orders for Students* issued by the University from time to time. These standing orders shall deal with the discipline of the students in the NIIT University premises and outside and other matters as are considered necessary for the general conduct of the students, co-curricular and extra-curricular activities. These orders shall be approved by the President.</td><td>**O.4 (m)**</td></tr>
<tr><td>(n)</td><td>Notwithstanding anything contained in the above Ordinances, no regulations shall be made in contravention of the decision of the Board and/or the direction of the Government of India or Government of Rajasthan. The regulations for the academic programmes shall be considered and approved by the Academic Council.</td><td>**O.4 (n)**</td></tr>
<tr><td>(o)</td><td>In special circumstances, the Chairperson in the capacity of the Chairman of the Board may, on behalf of the Board, approve amendment, modification, insertion or deletion of an Ordinance(s), which in his opinion is necessary or expedient for the smooth running of a programme, provided that all such changes shall be reported to the Board in its next meeting for ratification.</td><td>**O.4 (o)**</td></tr>
</table>

REGULATIONS

R.1 Short Title   R.1

These Regulations shall be called the *Regulations for the Academic Programmes* of the NIIT University, Neemrana.

R.2 Commencement   R.2

These regulations shall come into force with effect from such date as the Senate/Board of Management may appoint in this behalf.

R.3 Three Tier System   R.3

The University shall offer Programme of Studies leading to Degrees at three tiers. At the first tier the University shall offer the programmes normally leading to degree whose input qualification is 10+2, normally a Bachelor's Degree, which shall also be referred as *First Degrees* of the University; at the second tier, the University shall offer the two-year programmes, normally, Master's Degree programmes whose input qualification would be first degree of NIIT University or its equivalent from any recognised University / Institute, which shall also be referred as *Higher Degrees* of the University; and at the third tier the University shall offer the programmes leading to Doctoral Degree like Ph.D., which shall also be referred as *Doctoral Degree.*

R.4 Academic Year   R.4

Every academic year shall normally be from July to June, the exact date of starting and

date of ending may vary from year to year, which is decided by the University well before the end of the previous academic year.

R.5   Semester, Trimester & Term   *R.5*

(1)   Semester: All programmes of NU except the MBA, will follow the semester   *R.5(1)*
system. Every academic year shall be divided into two regular semesters as
under.

    (a)   Two Semesters of duration of about 4 ½ months, consisting of about 90   **R.5(1)(a)**
working days each and would be called *First Semester* and *Second Semester* of the respective academic year.

    (b)   A gap of not more than 2 weeks between the two semesters, called the   **R.5(1)(b)**
Semester Break.

    (c)   Summer Break of two months.   **R.5(1)(c)**

    (d)   Summer Term.   **R.5(1)(d)**

        Summer Break is also planned to be used for certain specific academic activity like Industrial Training / Internship, etc. for certain batches of students. In such case Summer Break would be termed as Summer Term for that batch of students and for the rest it would be Summer Break. Summer Term could also be used to offer some courses with a weekly load of double of the weekly load of a normal semester in a very special situation with the prior permission of the senate.

    (e)   A gap of about 15 days between the end of the Summer Break and   **R.5(1)(e)**
start of the First Semester to complete the admissions and preparation of classrooms and labs after the yearly maintenance.

    (f)   Dates of start and of the above parts of the academic year could be left   **R.5(1)(f)**
to the President to decide well before the start of the next academic year.

(2)   Trimester: MBA programme will follow a trimester system. Every academic year   **R.5(2)**
will be divided into three regular trimesters as under:

    (a)   Three Trimesters of duration of about 3 months, consisting of   **R.5(2)(a)**
about 60 working days each and would be called the first, second and third trimesters or terms of the respective academic year.

    (b)   Gaps between first and second and the second and third   **R.5(2)(b)**
trimesters.

    (c)   Summer break of two months after the third trimester   **R.5(2)(c)**

    (d)   Summer Term   **R.5(2)(d)**

        Summer Break is also planned to be used for certain specific academic activity like International Immersion / Industry Internship, etc. In such case Summer Break would be termed as Summer Term. Summer Term could also be used to offer some courses with a weekly load of double of the weekly load of a normal semester in a very special situation with the prior permission of the senate.

(3)   Term: Yet another flexibility is provided in the delivery of academic   programmes   **R.5(3)**
by dividing academic year into four equal units, called "Terms".

    (a)   Four Terms of duration of about 3 months, consisting of about 60   **R.5(3)(a)**

working days each and would be called the first, second, third and fourth terms of the respective academic year.

(b) A short gap between any two Terms, normally, not exceeding one week. **R.5(3)(b)**

(c) In the system of Terms, there would be no Summer Term. **R.5(3)(c)**

(4) Any given programme will follow only one of the systems, namely, Semester system, Trimester system or Term system. Summer Term will be available in the first two systems, namely, the Semester system and the Trimester system, but not in the Term system. **R.5(4)**

(5) The programme of studies leading to a degree consists of prescribed courses sequentially distributed over the required number of semesters/ trimesters during one or more than one academic years. **R.5(5)**

(6) No normal instruction is planned during the summer vacation except for Industrial Training / Internship, etc. In such a case Summer Break would be termed as *Summer Term* for that batch of students. **R.5(6)**

(7) Summer Term may also be used to offer some courses with a weekly load of double of the weekly load of a normal semester in a very special situation with the prior permission of the Academic Council. In this situation, if permitted, a student cannot register for more than two courses in the *Summer Term*. **R.5(7)**

(8) Semester long courses like Industry Practice / Internship/ Thesis / Seminar and other such courses cannot, by their very nature, be offered during the *Summer Term*. **R.5(8)**

(9) Summer Term normally consists of eight weeks. **R.5(9)**

R.6 Course **R.6**

A course is a subject like Classical Mechanics, Algebra, Graphics, Nuclear Physics, Managerial Economics, etc. It has a title (called Course Title) and is identified by a number (called Course No.). The collection of topics required to be covered in the Course during the semester is termed as Course Syllabus (or Course Description).

R.7 Degree Title / Nomenclature **R.7**

After completion of Programme of studies, a student is going to be awarded a degree. Each degree has a title, e.g. Bachelor of Engineering, Bachelor of Technology, Master of Computer Applications, Master of Business Administration, etc. These will be Called *Degree Titles* and their short forms, e.g. B.E., B.Tech., M.C.A., M.B.A. are termed as *Degree Nomenclature*.

R.8 Degree Discipline **R.8**

The same degree is awarded in various disciplines, e.g., B.Tech. Degree is awarded in disciplines like Electrical Engineering, Electronics Engineering, Computer Science, Communication Engineering, etc. Some disciplines may be multi-disciplinary, e.g. Electronics & Communication Engineering, Electrical & Electronics Engineering. These Disciplines would be termed as *Degree Discipline.*

R.9 Degree Programme /Programme of Studies **R.9**

The combination of *Degree Nomenclature (Title)* and *Degree Discipline* would be termed as *Degree Programme*, e.g. B. Tech. Information Technology. These are also called *Programmes of Studies* or in short *Programmes.*

R.10 Weekly Learning Load on a Regular Student **R.10**

(1) Teaching / Learning is considered a continuous activity. A student has to be geared to understand the need of absorbing the class learning almost on the same day. Normally, a student is likely to spend about 20 hours per week in class room or laboratory for his/her learning. It is presumed that s/he spends about 30 hours per week in Library or at home for absorbing the weekly learning. A student is required to spend about 50 hours a week. The weekly load of about 50 hours a week for a student of a professional degree programme is quite reasonable. This will keep the student tension free from the piled-up load of absorption of classroom learning. This will keep the student ready for evaluation at any time even for the surprise tests.

(2) The evaluation is not a separate entity, but it is part & parcel of teaching. Therefore, earmarked days for preparation for examination are not required. Even the gaps between two examinations are not necessary. Natural gaps may fall because of holidays or because of other constraints like course offerings by students.

(3) Course syllabi are so planned that long off periods during any semester is not envisaged. Thus, long off period during a semester be avoided in order to increase the number of working days as well as to avoid distraction of mind due to a spell of off days.

R.11 Credit/ Unit

Each course in a semester shall be assigned a number of Credits. Each course in a trimester and term shall be assigned a number of Units. Credits/ Units reflect the weekly load on the student in that course. The system recognizes only the formal contact hours in the classroom and laboratory while the student gives some more time for his / her self-study to grasp the study done in the Class Room and Laboratory. Normally, Education in a Course is normally imparted through Lectures, Tutorials and Practical's. Some Special Courses like Project, Self-Study, Seminar, Thesis, Industry Practice, Internship, Continuing Education, Extension Programme, etc. require modes of imparting education other than the traditional Lecture, Tutorial, Practical.

The number of Credits of a course shall ordinarily be calculated as under:

(a) **Lectures**

One lecture hour per week shall normally be assigned one credit.

(b) **Tutorials**

One hour of tutorials per week shall be assigned one credit.

(c) **Practical's**

One laboratory hour per week shall normally be assigned half a credit. Not more than three credits may be assigned to a practical course having only laboratory component.

(d) **Special Courses**

Special Courses like Project, Self-Study, Seminar, Thesis, Industry Practice, Internship, Continuing Education, Extension Programme, etc shall be treated as any other course. The Credits (C) shall be assigned, by considering the quantum of weekly load (X) on a student in that course, as under:

C = 1 for a Seminar Course,

= X/4 (rounded to nearest integer) for Project, Self-Study, Thesis, etc.

= X/3 (rounded to nearest integer) for Industry Practice, Internship, etc.

The number of Units of a course shall ordinarily be calculated as under:

(a) **Lectures**

One lecture hour per week shall normally be assigned one unit.

(b) **Tutorials/ Practice Sessions/ Practical's**

No units will be assigned to tutorials, practice sessions and practicals.

(c) **Special Courses**

Special Courses like Project, Self-Study, Seminar, Thesis, Industry Internship, Continuing Education, Extension Programme, etc shall be treated as any other course. The Units (U) shall be assigned, by considering the quantum of weekly load (X) on a student in that course, as under:

U = 1 for a Seminar Course,

= X/4 (rounded to nearest integer) for Project, Self-Study, Thesis, etc.

= X/3 (rounded to nearest integer) for Industry Internship, etc.

R.12 Clearing a Course   R.12

Conventionally a student is declared Pass in a course (subject) if he secures greater than or equal to predefined mark and is declared Fail if he secures less than that predefined mark. This predefined mark is known as passing marks. We shall call *Cleared* or *Not Cleared* a course in place of *Passing* or *Failing* in a course and passing mark or Division separator narks would be called cut off marks. A course is deemed to have been cleared if the student obtains a valid grade in that course.

R.13 Modular Proramme Structure   R.13

(a) The Structure of Programme Structure shall contain a set of named courses i.e., Compulsory courses and/or Elective. A student would be required to clear all of them. It will be one of the essential conditions for graduation.   R.13(a)

(b) It is immaterial when a course is cleared, whether cleared all together or cleared one every semester. A single course has its own entity. A programme with course-wise clearing system is also termed as modular system, where each course is a module (may be considered as a block). A programme is considered to be complete, if the required blocks (courses) of the Programme are cleared.   R.13(b)

R.14 *Semester-wise/ Trimester-wise/ Term-wise Sequencing*   R.14

(a) The education system adopted by the University is modular in nature. A student is required to clear a prescribed set of courses, identified for his/her degree programme, as one of the necessary conditions for becoming eligible for the award of degree.   R.14(a)

(b) These individual courses and also a cluster of courses are properly sequenced and distributed over the required number of semesters/ trimesters/ terms during one or more than one academic years which is referred to as the *Semester-wise, Trimester-wise or Term-wise Chart*. This Semester-wise/ Trimester-wise/ Term-wise pattern conveys which course follows which course. Sequencing of courses is done keeping in mind the following: R.14(b)

(i) *Pre-requisite*   R.14(b)(i)

Some of the courses in the set of courses can be studied concurrently and some courses can be studied only after clearing some other course(s). A course, which must be studied and cleared before studying

another course, is called a 'prerequisite' course.

(ii) **_Prior-preparation_**

Some individual course or group of courses or level requires certain preparation in terms of clearing a course up to certain level. This requirement would be termed as _Prior Preparation._ Thus, prior preparation is described in terms of a set of courses.

(c) It is therefore required to follow the sequence of courses semester/ trimester/ term after semester/ trimester/ term in the order presented. Whenever it is detected that this order has been upset a timely correction is imperative in order for the student to quickly fall into the line. In the absence of this correction the student may suffer from an illusion of progress. R.14(c)

R.15 Duration of the Programme R.15

(1) The normal and maximum durations for the completion of programmes are as given in (b) below. These durations are from the date of initial registration. The maximum duration of the programme includes the period of withdrawal, absence, and different kinds of leaves permissible to a student but excludes the period of rustication, if any. The duration for these programmes may be altered in accordance with the decision of the Senate and the Board. R.15(1)

(2) R.15(2)

S No.	Programme	Normal Duration	Maximum Duration
1	BBA	3 Years (6 Semesters)	5 Years (10 Semesters)
2	B. Tech.	4 Years (8 Sem)	6 Years (12 Sem)
3	iMSc	4 Years (8 Semesters)	6 Years (12 Semesters)
4	iMBA	4 Years (8 Semesters)	6 Years (12 Semesters)
5	M. Tech.	2 Years (4 Sem)	3 Years (6 Sem)
6	MBA	2 Years (6 Trimesters)	3 Years (9 Trimesters)
7	MBA (Finance & Banking)	2 Years (8 Terms)	3 Years (12 Terms)
8	Ph.D.	$\leq$ 3 Years $\leq$ (6 Semesters)	5 Years (10 Semesters)
9	PG Diploma	1 Year (2 Semesters or 4 Terms)	2 Years (4 Semesters or 8 Terms)

(3) If a student is unable to clear the Course requirement of his /her degree programme within the maximum duration of the programme as envisaged above, he/ she would be required to leave. However, a student having genuine medical reasons for his /her inability to complete the programme, like long hospitalization, may apply for rehabilitation to the Chairman, Academic Council with medical certificate stating the full medical history from the Chief Medical Officer of the Government Hospital. If permitted by the Academic Council, the student has also to submit the fitness certificate at the time of resuming his studies. R.15(3)

R.16 Course No. / Course Code R.16

Each course offered by the University shall be identified by a Course No., normally consisting of a string of seven alphanumeric characters. The first three characters in a course code shall be capital alphabets identifying the Course Discipline. The fourth

character is a blank; and then the next three characters are numerals: The fifth character normally specifies the year of study; seventh character specifies the semester in which the course is normally offered (numerals 1, 3, 5, 7, 9, if the course is normally offered in first semester and numerals 2, 4, 6, 8, 0 if the course is offered in the second semester); and the sixth character denotes the course number of that discipline in that semester. Course No. of Preparatory Courses will have the fifth character as 0.

R.17 Programme Committee (PC) <div style="float:right">**R.17**</div>

Programme Committee (PC) shall be a subcommittee of the Academic Council, which shall consider all the academic matters recommended by the Area Leader of all Disciplines. It shall also consider, scrutinize, and recommend to the Academic Council, the broad framework and education policies.

R.18 Phasing out / Suspension of a Programme <div style="float:right">**R.18**</div>

A programme may be phased out / suspended by the Academic Council on the recommendation of the Programme Committee if the admission to the programme is continuously declining over the years.

R.19 Starting a New Programme <div style="float:right">**R.19**</div>

(a) The Academic Council may approve and recommend to the Board for revival of the old phased-out / suspended programme or for starting of a new programme or for modifying an existing programme in lieu of the old phased-out / suspended programme. <div style="float:right">*R.19(a)*</div>

(b) A new programme may be considered and recommended by the Academic Council to the Board for its consideration and approval. <div style="float:right">*R.19(b)*</div>

R.20 Flexibilities <div style="float:right">**R.20**</div>

Many unusual flexibilities have been provided in these regulations to allow innovations in education and to accommodate many worthy educational goals except for any highly personalized ambitions inconsistent with these goals. These flexibilities would be awarded on a competitive basis and there are always limits to the total quantum of flexibilities.

R.21 Admissions <div style="float:right">**R.21**</div>

Consistent with the policy decisions and guidelines laid down by the competent authorities, admission to all programmes of the University shall be made in accordance with the decisions of the Academic Council.

(1) Admissions followed by First Registration to any programme of studies of the University can be made at the start of any Semester, Trimester or Term of the academic year. <div style="float:right">**R.21(1)**</div>

(2) *Admission of Regular Candidates* <div style="float:right">**R.21(2)**</div>

A student would be admitted to a programme on merit, if he/she fulfils the eligibility requirements, which may change from time to time.

(3) *Admission of Foreign Nationals / Non-Resident Indians* <div style="float:right">**R.21(3)**</div>

Foreign Nationals and NRIs may be admitted to a programme of the University as per the policy / guidelines laid down by the Government of India and the Academic Council.

(4) *Admission of Casual Students* <div style="float:right">**R.21(4)**</div>

(a) A student registered for a programme in a recognized Institute/ University in India or abroad may be admitted as a Casual Student for a <div style="float:right">**R.21(4)(a)**</div>

period not exceeding one semester, if sponsored by the institute/ University where he/she is studying and allowed to attend classes and avail of facilities in the laboratories.

(b)   The evaluation of the student would be done as per the University's evaluation method and the grade obtained by the student would be transmitted to their sponsoring agency. NIIT University, in no case, shall issue any Grade Card or certificate to any individual casual student. **R.21(4)(b)**

(c)   The Casual Student shall have to pay the requisite academic and other fees for the given period to the University. **R.21(4)(c)**

(5)   *Admission under Advanced Standing*   **R.21(5)**

(a)   In view of the modular programme structure the University introduces many flexibilities. One of them is the *Admission with Advanced Standing*. Under this flexibility, students having qualifications higher than the essential eligibility requirement or who are pursuing these programmes or similar programmes may seek admission after completing a part of the programme. Students admitted under this flexibility are given exemption from the courses which they have cleared elsewhere. Such admissions would be termed as Admission under Advance Standing and would be handled on a case-by-case basis. **R.21(5)(a)**

(b)   Admissions under Advance Standing would be made after completing all the normal admissions. These admissions would be made over and above the approved intake, if required, but should not be more than 5 % of the approved intake. **R.21(5)(b)**

(c)   Students seeking admission must meet University's essential requirements of admission laid down by the University for the regular admissions. **R.21(5)(c)**

(d)   The Transcript or marks lists of the entire programme done by the candidate beyond the normal input qualification in a recognized Board / University be matched course by course with list of courses required to be done at NIIT University for the eligibility for the award of degree to which he/she is admitted and identify the courses which has already been done by the student. Courses should be scanned from the content wise rather than the Course Code or Course Title because these may invariably be different. A Course in the NIIT University programme which matches content-wise at least 80% with the course in the student's Transcript / marks lists would be considered as done. **R.21(5)(d)**

(e)   The list of courses of the NIIT University programme would be divided in two parts as (i) *Courses already done*, (ii) *Courses to be done*. The said student be exempted from doing the courses under the first List, i.e., the *Courses already done*. This fact would be recorded in the academic record of the student and would also be mentioned in the Transcript to be issued on his/her graduation. The Courses under the second list, i.e., the *Courses to be done* be then laid down in Semester-wise/ Trimester-wise chart as close to normal student's chart as possible so that no additional course offering required to be done in **R.21(5)(e)**

any semester/ trimester especially for this purpose.

(f)	The *Programme Committee* would decide on the admission of a student and exemption of courses. The decision of the *Programme Committee* shall be final. Admissions under this flexibility shall be reported to the Academic Council for information and concurrence.	**R.21(5)(f)**
(g)	A three-year Diploma holder in an engineering / technology discipline may also be admitted to B. Tech. programme in a discipline closer to the discipline of his / her diploma programme under this flexibility.	**R.21(5)(g)**
(h)	A B.E. / B. Tech. student at other University after completion of at least First Year of the programme may also be admitted under this flexibility to B. Tech. programme of the NIIT University in the same discipline, if available.	**R.21(5)(h)**
(i)	A B.Sc. student may also be admitted to B. Tech. programme under this flexibility provided he / she meets the criteria as mentioned in (c) above.	**R.21(5)(i)**
(j)	There is no guarantee that the process of admission under this flexibility shall reduce the duration of the degree.	**R.21(5)(j)**

(6) *Allotment of the Degree Discipline*   **R.21(6)**

A student shall be allotted the Degree Discipline (Branch) at the time of counseling on the basis of merit according to the student's preference and the availability of seats.

(7) *Change of Degree Discipline (Branch) / Transfer*   **R.21(7)**

(a)	The change of branch is another flexibility of the University. This flexibility is provided only once during the studentship and that too at the end of the first year of the programme. This is also called Transfer from one Discipline to another Discipline, or simply, *Transfer.* In case of collaborative post-graduate programmes, flexibility of change of degree discipline (Branch)/ Transfer is not available to a student.	**R.21(7)(a)**
(b)	Total *Transfer* to a specific degree discipline should not exceed 5 % of the total approved intake in that discipline.	**R.21(7)(b)**
(c)	The transfer from one Discipline to another Discipline shall be based on the merit of the student (i.e., CGPA) at the end of the first year. Also, the CGPA of the student seeking transfer to a Discipline should not be less than the CGPA of any existing student in that discipline.	**R.21(7)(c)**
(d)	Transfer to a Degree programme can be considered as something like the fresh admission under advanced standing and thus this would be handled by the Admission Officer.	**R.21(7)(d)**
(e)	The Transferred cases shall be reported to the Academic Council.	**R.21(7)(e)**

R.22 Repetition of a Course   **R.22**

(1) A student may be required to repeat a course, if (a) he/ she gets more than three E Grades in an UG Programme or more than two E Grades in a PG Programme or (b) his/ her CGPA (defined in following paragraphs) at any point of time is less than the minimum required CGPA or (c) the performance in a course is required to be more than a specific grade obtained by a student for registration in a future required course, etc.   **R.22(1)**

(2) A student who wishes to improve his/ her grade in a course (except in the courses like Project Reports, Internship, Seminar, Theses, Industry Practice, etc), which forms a part of his Degree Programme, may repeat that course, provided it is requested within 2 semesters of clearing that course. A student is permitted to repeat not more than three courses in the Undergraduate 4-year programme and not more than two courses in the Post-graduate 2-year programme *for improvement of grade* throughout the entire programme. Further, a student is permitted to repeat a course for improvement of a grade, only if s/he has less than C grade in a given course. A student would neither be permitted to repeat a course more than once for improvement of the performance nor be permitted to devote an entire semester only for repeating courses. On repetition of a course, the latest performance would be reckoned for all purposes. **R.22(2)**

(3) This is another flexibility of the University's education system. **R.22(3)**

(4) Use of this flexibility may extend the duration of the programme, consequences of which shall entirely lie on the student. **R.22(4)**

R.23 Withdrawal from a Course or a Semester/ Trimester/ Term **R.23**

(1) A student may seek Withdrawal from a course if he is unable to cope up with the entire load of courses. The student must make a request to the Dean Academic Affairs for the same. Normally, withdrawal from a course is permitted only within three weeks from the start of a semester/ trimester/ term. Dean Academic Affairs, if satisfied from the documentary evidence for the same, may permit a student to withdraw from a Course. If permitted, student would be reported as W (Withdraw) in that course. **R.23(1)**

(2) A student may seek Withdrawal from all courses pursuing in the semester, i.e., from the whole semester/ trimester/ term on medical grounds. The student must make a request to the Dean Academic Affairs for the same. Dean Academic Affairs, if satisfied from the documentary evidence for the same, may permit to withdraw from the semester. If permitted, student would be reported as W (Withdraw) in all courses in that semester. W is not a grade but a factual Report. **R.23(2)**

(3) Use of this withdrawal flexibility may extend the duration of the programme, consequences of which shall entirely lie on the student. **R.23(3)**

R.24 Substitution of a Course **R.24**

(a) A student, if he/she wishes, may substitute from one of the registered courses to another course. This is another flexibility which the University provides. **R.24 (a)**

(b) This flexibility is available only for the courses under Elective Category and not available for any compulsory named courses of the programme. **R.24 (b)**

(c) The student must apply to the Dean Academic Affairs for the Substitution within a week from the date of first registration. No substitution will be permitted if the application is not received within the date as mentioned above. **R.24 (c)**

R.25 Audit Course **R.25**

A student may register to audit a course of not more than 4 credits/ units during his/ her Term / Trimester / Semester which will not be counted towards minimum earned units for the programme.

R.26 Certain Structural Features **R.26**

(a) The courses prescribed for a Degree programme may be categorized in terms of their academic affinity or their functional objectives. Depending on the overall **R.26 (a)**

educational goals of programmes, there would be fixed named courses in various categories like Core Science, Core Mathematics, Core Technical Arts, Humanities, Discipline Courses, etc.; fixed number of electives from own Discipline, from other disciplines, etc.

(b) The package of *Electives* is so designed that it serves varied but distinctive ambitions of a student depending on how he / she wants to orient his / her career. An *Elective* course shall run only if a minimum of five students register for it in a regular semester/ trimester. However, under special circumstances, a course may run with fewer students with prior permission of the Dean Academic Affairs.

<div align="right">R.26 (b)</div>

(c) All courses other than the elective category are termed as *Named Courses* and are compulsory. The elective category has choices and the courses are selected by the student himself/ herself from outside the *Named Courses*. Specific Courses in Elective category are not compulsory but clearing of the prescribed number of elective courses is necessary.

<div align="right">R.26 (c)</div>

(d) A student, in order to meet his/ her ambitions and to orient his/ her career, can take courses over and above the fixed number of electives in his programme. These electives would be called *Free Electives*. The performances in the *Free Electives* would be included in CGPA but clearing of the same would not be mandatory towards the requirements of a degree. A student would not be permitted to spend the whole semester for doing Free Electives.

<div align="right">R.26 (d)</div>

(e) The structure contains a category of special courses such as *Industry Practice, Internship, Thesis, Seminar, etc.* which attempt a synthesis of earlier courses and give a glimpse of the application of these courses. They carry large credits/ units and are to be exclusively pursued full time throughout the allotted period. There is no provision for taking other courses along with these courses except when prescribed.

<div align="right">R.26 (e)</div>

(f) At the Higher Degree level, the structure generally consists of three semesters of course-work followed by one semester of Dissertation / Internship, etc., normally pursued exclusively without any encumbrance of other registrations. Under special circumstances, the Dean Academic Affairs may permit concurrent registration to a course along with Dissertation/ Internship.

<div align="right">R.26 (f)</div>

(g) The MBA programme structure consists of six trimesters of course-work, optional component of International Immersion at the end of third trimester and Internship also at the end of third trimester.

<div align="right">R.26 (g)</div>

The MBA (F&B) programme consists of eight terms of which four terms are devoted only to coursework, two terms have coursework combined with Internship while two terms are devoted fully to Internship.

R.27 *Registration*

<div align="right">R.27</div>

(1) To operate a system which is modular in nature and provides certain flexibilities within broad, boundary limits, these regulations ensure supervision and monitoring at some key points. One such key point is the beginning of every semester/ trimester/ term when the student must go through the requirement known as the *Registration* to work out his programme for the semester/ trimester/ term.

<div align="right">R.27 (1)</div>

(2) Every student shall register for the courses that he/she has to study as per the

<div align="right">R.27 (2)</div>
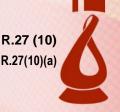
programme at the beginning of the semester/ trimester/ term with the approval of the appropriate authority consistent with these regulations. His/ her name will appear in the list of each such course. The performance of a student in all the courses for which he/she has registered, shall be included in his/her grade card.

(3) Dean Academic Affairs is an overall in-charge of the entire Registration Process. The registration is done as a token of permission to pursue studies in the said semester/ trimester/ term. No student shall be allowed to attend a course for which he / she is not registered   **R.27 (3)**

(4) The Registration would be done on the first day of the start of the semester/ trimester/ term. All students are required to report on the first day and complete the Registration Process. If a student is unable to report for registration on the first day, he/she may seek prior permission to register late. If need be, Dean Academic Affairs may announce the date of the late and final registration which shall not extend more than a week from the date of first registration.   **R.27 (4)**

(5) If a student is unable to register in a semester/ trimester/ term due to certain valid reasons, he/she must seek prior permission from the appropriate authority to drop the semester/ trimester/ term. If such permission has not been requested or after a request the permission has been denied, then his/her name would be struck off the rolls of the University and he/she would no longer be a student of the University.   **R.27 (5)**

(6) A student whose name has been struck off the rolls of the University may appeal to the President for the review of the decision. If his/her appeal has been accepted and he/she is permitted to continue, then all his/her previous records as a former student will be revived under the current structure, regulations, and schedule of fees.   **R.27 (6)**

(7) If a student has been (a) permitted to drop the semester/ trimester/ term or (b) permitted to withdraw from the semester/ trimester/ term after registration or (c) asked to stay away, is considered to be on the rolls of the University for that semester. While such a student remains on the rolls of the University, the loss of time from studies and its consequences cannot be helped by the University.   **R.27 (7)**

(8) Any appropriate authority of the University may require a student to stay away from the University for a semester/ trimester/ term or more (a) when the authority is satisfied that by doing so the student will improve his overall progress, performance and conduct after he/she comes back or (b) when a student has been penalized for any indiscipline, using unfair means, etc. In such a case the student will not be permitted to register for that much duration of time.   **R.27 (8)**

(9) A student, who was permitted to stay away from the University for a semester/trimester/term/ term or more, reports for rejoining his/her studies, his/her subsequent programme would be normally governed by the current academic structure and regulations. He/she cannot, ipso facto, claim to be governed by his/her earlier academic structure and regulations if in the meantime these have changed.   **R.27 (9)**

(10) **Registration Procedure**   **R.27 (10)**

   (a) Before doing a semester/trimester/term/ term registration a student is first located in the proper point of reckoning in the semester-wise/trimester-wise/ term-wise pattern of his/her programme. All   **R.27(10)(a)**

courses which appear in the current semester/trimester/term/ term are called *Prescribed Semester/trimester/term/ Term Courses.* Any course appearing before is said to be a *Past Region Course* and. any course which appears later than the *Prescribed Semester/trimester/term/ Term Courses* is said to be a *Higher-Level Course*.

(b) The total *Backlog Courses* for a student at a point of reckoning will be the set of all those un-cleared courses which belong to earlier semesters / trimesters/ terms. **R.27(10)(b)**

(c) A student must first register in those backlog courses which are offered in that semester/trimester/term/ term. Then add the courses from the current semester/trimester/term/ term prescribed courses as many as possible so that the total Credit/Unit wise load neither remains less than the normal credit/unit load of that semester/trimester/term nor exceeds by 6 from the normal credit/unit load of the current semester/trimester/term/ term and that the time table does not clash. **R.27(10)(c)**

(d) If the University permits a student to repeat a course which he/she has already cleared, then he/she can register in that course only when he/she has registered for the full component of the Backlog Courses, if any, and also in the full component of prescribed semester courses of the current semester/trimester/term/ term in the semester/trimester/term/ term and continues to be so registered. **R.27(10)(d)**

(e) A student should not depart from the normal semester/trimester/term/ term pattern as applicable in his/her case without sufficient justification. **R.27(10)(e)**

(f) A student can register in a course, if he/she has fulfilled the prerequisite conditions of that course, if any. **R.27(10)(f)**

(g) A student cannot register in a course, for which he/she is considered to be over prepared or under prepared in relation to the contents of the course. **R.27(10)(g)**

(h) The Timetable of the courses registered should not have any clash. **R.27(10)(h)**

(i) If these regulations require the registration for a specific course and in the meantime the course has ceased to be offered, Dean Academic Affairs will name for this limited purpose another academically similar course from the current offerings and assign to it the same credits/units as that of this specific course. **R.27(10)(i)**

(j) A student is not permitted to register in a semester/trimester/term/ term, if **R.27(10)(j)**

(1) He/she has dues of the University, hostel, or any recognized Department of the University against his/her name, or **R.27(10)(j)(1)**

(2) His/her grade card of the preceding semester/ trimester/ term is withheld, or **R.27(10)(j)(2)**

<table>
<tr><td>(3)</td><td>He/she has an *Incomplete report (I)* in his/her preceding semester/trimester/term/ term, or</td><td>R.27(10)(j)(3)</td></tr>
<tr><td>(4)</td><td>He/she has been specifically debarred or asked to stay away from that semester/trimester/term/ term or has been permitted to drop the semester/trimester/term/ term.</td><td>R.27(10)(j)(4)</td></tr>
</table>

(k) The Registration once done may be amended / revised accordingly in the following cases: **R.27(10)(k)**

    (1) When a student substitutes one course from another.   R.27(10)(k)(1)

    (2) When a student withdraws from courses / semester/trimester/term/ term.   R.27(10)(k)(2)

    (3) When the correction is applied for the registration which was found wrongly done, i.e., violating the regulations.   R.27(10)(k)(3)

    (4) When the correction is applied incorporating the penalty imposed by the competent authorities for breach of discipline or use of unfair means.   R.27(10)(k)(4)

    (5) If a student leaves the University after registration because of any reason.   R.27(10)(k)(5)

(l) Each student would be attached to a Registration Advisor.   **R.27(10)(l)**

(m) Student would approach the Registration Advisor who would give him his/her registration card with the normal load of that semester/trimester/term/ term printed. The student will add or subtract courses for adjusting backlog courses, elective courses in consultation with Registrations Advisor.   **R.27(10)(m)**

(n) Student should prepare/check the timetable of the courses proposed to register and see that there is no clash.   **R.27(10)(n)**

(o) Registration Advisor would check that the proposed registration is not in violation of these Regulations, and there is no clash of timetable or examination schedule.   **R.27(10)(o)**

(p) The student would deposit the requisite fees of the semester/trimester/term/ term and or any dues through Bank Draft, / Cheques, / debit slips drawn on local banks, credit cards / debit cards or cash. But cash handling should be avoided as far as possible.   **R.27(10)(p)**

R.28 Discontinuation of a Student from the Programme   **R.28**

A University may discontinue a student from pursuing the programme for which he/she was admitted and remove him/her from the rolls of the University under the reasons given below. However, he/she may appeal to the President for reconsideration within fifteen days from the date of issuance of the communication of Discontinuation and the appeal will be disposed of within fifteen days. If the appeal is allowed, his/her registration shall be restored.

    (a) If he/she fails to maintain the minimum performance as envisaged in these regulations even upon the Counseling by the University. .   **R.28(a)**

    (b) If he/she is so punished by the Disciplinary Committee or Unfair Means Committee   **R.28(b)**

R.29   Course In-charge / Course Instructor

A teacher who is teaching a course shall hereinafter be called a *Course Instructor* of that Course irrespective of his/her designation. If a Course is being taught by more than one course instructors, because of number of sections or because the course is multidisciplinary, and instructors are drawn from more than one discipline, then the team of *Course Instructors* would have a leader called *Course-in-charge*. The *Course Instructor* or *Course-in-charge* shall be entirely responsible for the conduct of classes, attendance, laboratory, coverage of course, setting of question papers and evaluation of all the evaluation components, submission of the result to the designated person at the end of the semester/trimester/term.

R.30   Fee Structure, Other Charges and Refund of Fees

The fee structure is decided by the University administration from time to time. It will be announced in advance every year. The fee to be paid every academic year or semester will be specifically notified by the Registrar well in advance.

R.31   *Teaching and Evaluation*

(a) Teaching and Learning go together. A teacher while teaching is also leaning
continuously. It may be depth of the subject or another way of looking at his/her subject or may be the method, how to impart the education so as a student learns with ease, etc. There is a saying that learning process never stops. Likewise, a student who is learning is also teaching the subject to himself/herself through self-study or many times to his/her colleague who is experiencing a difficulty in understanding. Though teaching and learning are two different activities, they go hand in hand. Unless there is a learner, teacher cannot perform his/her duty of teaching technically. Similarly, if there is no teacher a student cannot learn technically unless he/she does self-study, but then the self-study will be teaching to himself/ herself.

(b) Similarly, teaching and learning cannot be separated from evaluation. A student
learns many things via his/her participation in the examination. The examination should not be made an entity to be afraid of. A teacher in a classroom quite often asks questions and students give answers. Though these answers do not make any contribution in the final evaluation, but it is an examination. By this technique, the teacher gets to know whether the student is learning or not. We should train the students in such a manner that they are ready for examination at any point of time.

(c) Evaluation is a feedback to student about his / her performance in terms of
understanding and grasping the subject as also to teacher as to how he/she is able to impart instruction to students and how they are grasping. This will help both in order to improve upon their performances.

R.32   *Course Hand Out*

The Course Instructor / Course-in-charge is required to prepare Course Plan (also called *Course Handout*) giving information in terms of the following and distribute to the students within a week, preferably on the first day.

(a) Course No.; Course Title; Credits/ Units (C/U); Breakup of No. of Lectures (L);
Number of Tutorials (T), if any; and No. of Practical (P).

(b) Course Syllabus as given in the University document;

(c) Team of Course Instructors and Course-in-Charge;

(d)	Class contact hours as given in the University Timetable;	**R.32(d)**
(e)	Lecture-wise topics, i.e., topics to be to be covered in each class so that students know what is going to be done in the next class,	**R.32(e)**
(f)	Evaluation Schedule with dates, if possible, and weightages of each component so that the students may plan their personal study schedule; One of the components must be comprehensive enough to include the whole course, called *Comprehensive Examination*, and would be held at the end of the semester/trimester/term,	**R.32(f)**
(g)	Grading Procedure,	**R.32(g)**
(h)	Make-up Policy,	**R.32(h)**
(i)	Consultation hour(s),	**R.32(i)**
(j)	Textbook and other supporting Literature,	**R.32(j)**
(k)	Any other relevant matter	**R.32(k)**

R.33 *Continuous Evaluation System*   *R.33*

The evaluation in each course will be on continuous basis with a number of test / quizzes or other components of evaluation spread over the semester/trimester/term instead of one examination at the end of the semester/trimester/term. There will be one final examination at the end of the semester/trimester/term which will be called *Comprehensive Examination*. Each component will be evaluated for a partial weightage of the total weightage of 100%.

R.34 *Internal Evaluation System*   *R.34*

The University follows total Internal Evaluation System, i.e., the team of Course Instructors teaching the course shall be responsible for the entire evaluation of 100% marks.

R.35 *Make-Up Examination*   *R.35*

(a)	It is the responsibility of a student to be in full attendance in all the classes whether a lecture or a tutorial or a practical or an extra class or a seminar, a prescheduled meeting with an instructor in case of a project / thesis course, etc. and appear in all the components of evaluation. The students are required to be regular in their studies and should be ready to appear in any component of evaluation even within a short notice or for a surprise test/quiz in the class.	**R.35(a)**
(b)	A student should avoid missing the class unless one is sick or representing university or has to go to attend some function in which his/her presence is required. If a student is likely to miss or has missed a component of evaluation because of unforeseen situation, he/she should approach the *Course-in-charge* / Course Instructor and inform him/her with the reason at the earliest.	**R.35(b)**
(c)	If the *Course-in-charge* is satisfied with the reason for missing the component of evaluation, he/she may arrange for a make-up examination of the component within a week. If no make-up is granted or taken by the student, he/she will be treated as absent and awarded zero in that component.	**R.35(c)**
(d)	The time limit of the duration of a week (7 days) for taking make-up could be extended by the *Course-in-charge,* if he/she is satisfied with the reason for the extension. In a worst situation, as a special case it can be up till the start of the next semester, which can be granted only by the Dean Academic Affairs.	**R.35(d)**
(e)	The decision of the Course-in-charge in all matters of make-up shall be final.	**R.35(e)**

R.36 *Feedback to Students* *R.36*

The answer scripts must be evaluated within a week and distributed to the students to see their own performance and know their mistakes and weaknesses and get clarification on evaluation, if needed. After clarifying the doubts of the students, if any, correction in evaluation is necessary, it should be done and recorded. The evaluated answer scripts of the Comprehensive examination will be shown to the students but not distributed. These will be preserved by the Course-in-charge for a period of six months from the date of the examination. The overall performance like the highest, lowest, and average performances of the students in the examination should be discussed in the class.

R.37 *Attendance* *R.37*

A minimum percentage of attendance for permitting a student for appearing in any component of evaluation is not stipulated in these regulations. Since the University has adopted continuous and internal evaluation system, these regulations clearly expect every student to be responsible for regularity of his attendance in class rooms and laboratories and to appear in scheduled tests, examinations and fulfill all other tasks assigned to him in every course.

R.38 *Evaluation of Students* *R.38*

(a) The registration of the student in a semester/trimester/term/ term in a course terminates in an outcome which is a Grade (Credit/ Unit) earned or a report given which is the performance of the student in the course for the semester/trimester/term/ term. If a course is repeated, then the latest performance in the course would be counted for all purposes. **R.38(a)**

(b) The Course-in-charge is responsible for holding the examinations, awarding final grades, and transmitting the grades/reports to the concerned authority within the set deadline. **R.38(b)**

(c) The student's performance in each course is pronounced in terms of letter grades or non-letter grades called reports. The letter grades have points associated with them in a quantified hierarchy, whereas the non-letter grades or reports describe a qualitative hierarchy. The reports are not to be misconstrued as grades. **R.38(c)**

(d) A student shall be evaluated for his/her academic performance in a course through various components of evaluation held during the semester/trimester/term/ term. **R.38(d)**

(e) The distribution of weightage for each component and the criteria for evaluation shall be decided and announced by the concerned Course-in-charge at the beginning of the semester/trimester/term/ term through a Course Handout. **R.38(e)**

(f) The course evaluation is done through grading system as per following Clauses in these Regulations. **R.38(f)**

R.39 *Components of Evaluation* *R.39*

(a) The components of evaluation, normally practiced, mostly evaluate student's capability of memorizing, and a little about method of handling a problem and its presentation. It lacks in evaluating the total personality of a student. There are many evaluation components, namely, Tests, Examinations, Quizzes (short tests), Seminars, Group Discussion, Project Reports, Laboratory Tests, Home **R.39(a)**

assignments, etc. which help in evaluating the total personality. Today, employer is using them for their recruitment and assessment of their employees. Employer evaluates the total personality.

(b) Tests / Quizzes could be objective type or descriptive type or analytic type or solving a problem type or a judicious mix of the above types. Teacher has to ensure that the papers are capable of evaluating the judicious mix of capability of memorizing, analyzing, solving, presentation and method of handling a problem **R.39(b)**

(c) The different types of courses may be evaluated through the components as under. The Instructor may also use components other than following. **R.39(c)**

1.	Theory Course	Tests / Quizzes, Home Assignments
2.	Theory-cum-Lab. Course	Tests / Quizzes, Lab. Test, Lab. Report, Viva
3.	Lab. Course	Lab. Test, Lab. Report, Viva
4.	Project Course	Project Report, Seminar, Viva, Group Discussion
5.	Thesis	Thesis, Seminar, Viva
6.	Industrial Practice	Quiz, Seminar, Viva, Group Discussion, Project Report, Technical Diary.

R.40 *Grading System* **R.40**

The academic performance of a student shall be by grades. There are three types of grades. These are *Letter Grades, Non-Letter Grades and Reports.*

(1) Letter Grades **R.40(1)**

The Letter Grades would be denoted by Capital Letters like *A, B*, etc. All Courses other than the Thesis Courses, Seminar Courses, Independent Study Courses, shall be evaluated through letter grades. The Letter Grades are attached with Grade Points (Numerals) and its qualitative meaning. These grades are as under:

Where applicable	Letter Grade	Qualitative meaning	Grade Point
All courses other than *Thesis Courses, Seminar Courses, Independent Study Courses*	A	Excellent	10
	B	Good	8
	C	Fair	6
	D	Poor	4
	E	Exposed	2

Student will not be eligible for award of a Degree if s/he accumulates more than three E letter grades at the end of the 4-year Undergraduate programme and more than two E letter grades at the end of the 2-year PG programme.

(2) Non-Letter Grades **R.40(2)**

The Non-Letter Grades are qualitative Grades like *Very Good, Good, Average, etc.* The Thesis Courses, Seminar Courses, Independent Study Courses, shall be evaluated through Non-letter grades. The Non-Letter Grades are not attached with Grade Points. These grades are as under:

Where applicable	Grades
Thesis Course except Ph.D. Thesis Course	Excellent

	Good
	Poor
Ph.D. Thesis Course *(Final Grade)*	Excellent
	Good
Seminar / Independent Study Courses	Good
	Poor

These are all valid non- Letter Grades.

(3) Reports   R.40(3)

The Student registers for a set of courses on the first day of the start of the semester/trimester/term.   Technically,   at   the   end   of   the semester/trimester/term, we have to close the account by entering one of the grades, which shows that the student has completed the course with the Grade mentioned against his name. Many a times due to various exigencies, the instructor may not be able to award any grade because of various reasons like the student has left the University or has withdrawn from the course / semester/trimester/term, etc. These factual reports are being mentioned against the name of such students. These Reports are not Grades but as an abuse of language, we may wrongly call them Grades. These reports are as under:

(a)   *I* – Incomplete Report   R.40(3)(a)

If the Course-in-charge finds that a student has not fulfilled some of the requirements of a course before the final deadline for transmitting the grade, and he/she is satisfied that he/she is able to transmit some grade or a report with or without this particular fulfillment, but at his/her discretion wishes to give the student an opportunity, he/she may, within the deadline, send *a Report   I   (Incomplete);* and also inform the student of the same. It shall be the responsibility of the student to contact the Course-in-charge in time for replacement of the *I* Report within two weeks after the end of the semester (and within one week after the end of summer term, for a summer term course), failing which, the Course-in-charge will communicate whatever grade report is possible for the situation. In exceptional cases, the two-week period may be extended by the Dean Academic Affairs, but it will not be extended beyond the next semester registration. No next semester registration is possible with I Report in any course.

(b)   *GA* - Grade Awaited Report   R.40(3)(b)

Sometimes a situation may arise where a case of unfair means or indiscipline is pending or where a course is conducted by an outside Visiting Faculty where precise coordination between the University and the Visiting Faculty may not work in a timely manner. In these circumstances, the Dean Academic Affairs may authorize the Course-in-charge to Report *GA·*(Grade Awaited) and replace this Report by a proper Grade at the earliest. Unlike I report, *GA* report will not affect further registration of the student.

(c)   *NC* – Not Cleared   R.40(3)(c)

If a registered student in a course gives inadequate opportunity to the Course-in-Charge to evaluate him by absenting himself from quizzes,

tests, and other components of evaluation, or by appearing in the same for the sake of appearance without applying himself to the task in hand or by submitting a blank answer script, then this event shall be reported as **NC** - Not Cleared. In case of courses like Thesis/ Seminar etc. where the evaluation is not through such formalized structures as quizzes, tests, etc., the periodic task given by the supervisor or the instructor would be the basis to determine whether a student is giving him to arrive at a. grade as provided in these regulations.

The student so reported would have to register except the following, again in the same course at the earliest opportunity and obtain a valid grade.

If a student gets an NC report in a course taken by him as a Free Elective. In this case he shall forever forfeit further opportunity to take additional Free Electives.

If a student gets an NC in Industry Practice/ Internship, then he/she will do the Thesis Course of the same duration and credits/ units.

(d) **W - Withdrawn Report** R.40(3)(d)

If a student is permitted to withdraw from a course(s)/ Semester/trimester/term, then he/she would be reported as **W** (Withdrawn) in the course(s) or all the courses as the case may be. All the named courses and elective course from which the student has to withdraw are required to be repeated by the student. In case the course happens to be a Free Elective, then the student is free not to repeat the same course.

(e) **DP – Discontinued Programme** R.40(3)(e)

If after the registration, the student leaves the University, or he/she expires then the student would be reported as **DP –** Discontinued Programme in those courses.

(f) **RC – Registration Canceled** R.40(3)(f)

If the registration of the student for a course has to be canceled due to any reason like wrong registration, indiscipline, use of unfair means, etc. then the student would be reported as **RC -** Registration Canceled in that course.

R.41 **Grading Procedure** R.41

(1) Each component or part of the components of evaluation in a course is evaluated in terms of marks. The total marks of all components or part of components be taken as 100. R.41 (1)

(2) At the end of the semester/trimester/term, marks of a student in each component of evaluation be totaled which would be the total marks obtained out of 100. R.41 (2)

(3) Arrange the total marks obtained by students in the course in descending order. R.41 (3)

(4) Plot a histogram and by using Mean (M) and Standard Deviation (SD) and divide the histogram into six parts corresponding to A, B, C, D, E tentative grades and NC Report. Ranges used for developing the tentative grades are as below: R.41 (4)

Tentative Letter Grade	Range
A	TM ≥ M + 1.5 SD
B	Mean + 0.5 SD ≤ TM ≤M + 1.5 SD
C	Mean – 0.5 SD ≤ TM ≤ Mean + 0.5 SD
D	M-1.5 SD ≤ TM ≤ M-0.5 SD
E	M-2.5 SD ≤ TM ≤ M-1.5 SD
NC	TM ≤ M-2.5 SD

(5) The above grading is then fine-tuned by drawing the cut off lines between grades based on natural gaps or clusters in the neighborhood of grade boundaries, etc. A, B, C, D, and E grades and NC Report, respectively. It is not necessary however, that five natural groupings will always evolve and hence all grades may not be awarded always. **R.41 (5)**

(6) While deciding about the cut off lines, the following be kept in mind. **R.41 (6)**

(i) Outliers at both ends should not place other students at an undue advantage or disadvantage. **R.41(i)**

An E, NC may not be purely relative grades/ These may be assigned on the following basis:

"NC" report may be awarded to students whose marks are below the prescribed minimum even if the table leads to a pass grade.

Similarly, a lower limit may be set for A grade also, Students not achieving the prescribed minimum may be awarded A grade even if the table above indicated otherwise.

(ii) In a course with normally more than 30 students, the natural gap may not be available to decide a cut off. In such cases, the natural dip between the number of students at a particular marks total, may be used to draw line between the two grades. **R.41(ii)**

(iii) Cases near the cut off lines are called Border Line Cases. **R.41(iii)**

(iv) The Border Line Cases should be deeply and thoroughly analyzed looking into their attendance, performances in the components of evaluation conducted before the comprehensive examination and relook into the Comprehensive Examination script, etc. to decide in an unambiguous manner that the student belongs to lower grade group or higher-grade group, make a note accordingly and grade the students accordingly. **R.41(iv)**

(v) In a course with a smaller number of students, normally less than 30, the grades are awarded based on natural gaps. **R.41(v)**

(vi) Grades thus proposed by following the above procedure are moderated at two levels: first by the departmental Committee and subsequently by the Sub-Committee of Examination Committee **R.41(vi)**

(vii) Grades are finally approved by the Examination Committee **R.41(vii)**

(7) Grading in case of Make-Up exam and Re-evaluations: **R.41(viii)**

(i) The range of marks approved for awarding letter grades for the first time, called the First Distribution (FD), will not be modified. **R.41(ix)**

(ii) If a Make- or Re-evaluation leads to a change in marks, then FD will be used to award an appropriate letter grade

R.42 Semester/trimester/term/ Term Performance – *Semester/trimester/term/ Term Grade Point Average (SGPA/TGPA)*

The overall Semester/trimester/term performance is calculated as a weighted average in the range of 2 to 10 as under and is called *Semester/trimester/term/ Term Grade Point Average (SGPA/TGPA)*.

$$SGPA/TGPA = \frac{u_1g_1 + u_2g_2 + u_3g_3 + - - - - + u_ng_n}{u_1 + u_2 + u_3 + - - - - + u_n} = \frac{\sum\limits_{i=1}^{n} u_i g_i}{\sum\limits_{i=1}^{n} u_i}$$

where *n* is the number of courses (having letter grading) attended in the semester, u_i and g_i are the credits/units attached to the *i*-th course and letter grade obtained by the student in the *i*-th course respectively. The courses which are evaluated by Non-Letter Grades are not considered in the calculation of *SGPA/TGPA*. It is calculated up to two decimal places by truncation and not by rounding off in any manner.

R.43 Cumulative Performance – *Cumulative Grade Point Average (CGPA)*

The overall *Cumulative Performance* at the end of each semester/ trimester/ term is calculated as a weighted average in the range of 2 to 10 as under and is called *Cumulative Grade Point Average (CGPA)*.

$$CGPA = \frac{u_1g_1 + u_2g_2 + u_3g_3 + - - - - + u_ng_n}{u_1 + u_2 + u_3 + - - - - + u_n} = \frac{\sum\limits_{i=1}^{n} u_i g_i}{\sum\limits_{i=1}^{n} u_i}$$

where *n* is the number of all courses (with letter grading) attended and letter grade obtained from the entry to the University till the point of reckoning, u_i and g_i are respectively the credits/units attached to the *i*-th course and grade obtained by the student in the *i*-th course. The courses which are evaluated by Non-Letter Grades are not considered in the calculation of *CGPA.* It is also used to award the Division, if any. It is calculated up to two decimal places by truncation and not by rounding off.

Conversion formula for CGPA to Percentage (Y) is

Y% = X * 10 , *where* X *is value of the CPGPA on 10 point scale*

R.44 Record Keeping - *Marks Recording Sheet*

Course-in-charge along with the team of Instructors is responsible for maintaining the full record of each student's attendance, performance in different components of evaluation, mid-semester/mid-trimester/ mid-term grading, copies of question papers and any record of evaluation which were not returned to the students. The Course-in-charge is also required to submit to the Dean Academic Affairs for permanent record in the University a requisite number of copies of all question papers, hand-outs given. to the students. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the Course-in-charge. The records of the marks obtained by the students in components of evaluation would

be maintained in a *Marks Recording Sheet* as approved by the Academic Council.

R.45   Grade Sheet   R.45

Within a week from the close of each semester/trimester/term/ term the results would be processed, and the students should be informed about their performance in each course offered by them in that semester/trimester/term/ term. The performance would be given in a sheet called *Grade Sheet* containing the list of courses they studied in that semester/trimester/term along with the Grades obtained by them, *SGPA/TGPA, CGPA,* etc. The format of *Grade Sheet* would be as approved by the Academic Council.

R.46   Graduation Sheet   R.46

At the close of the first semester/trimester/term/ term of the entry year, a *Graduation Sheet* approved by the Academic Council would be prepared for each individual student, The *Graduation Sheet* would contain the list of all courses which the student is required to clear with valid grades to become qualified for the award of degree with columns for entering the grade obtained. This *Graduation Sheet* would be updated at the end of every semester/trimester/term/ term. At the end of the last semester/trimester/term/ term of the student, the *Graduation Sheet* would be scanned thoroughly by two named persons independently to ensure that that the student has cleared the course requirement of the programme.

R.47   Acceleration of Pace   R.47

(a)   A meritorious and brilliant student might be capable of reducing the duration of his programme by one or more semesters/ trimesters/ terms by accelerating his pace by over loading himself beyond the normal load of that semester provided it does not obstruct the registration for his normal load during the semester/trimester/term/ term.   R.47(a)

(b)   The student should apply to avail this flexibility by giving the semester-wise/trimester-wise/ term-wise chart which he/she plans to follow to the Dean Academic Affairs. Dean, after asserting that the plan is feasible, ensuring the capability of the student for overloading, non-violation of pre-requisites, prior preparation, etc. and if it really reduces the duration, may permit for acceleration.   R.47(b)

(c)   If at any point of time, it was felt that the student's performance has gone down, the University may withdraw the permission and they will not permit the student to overload,   R.47(c)

(d)   No special offering of courses in any semester/trimester/term/ term would be made to meet the demands of such students. A student would be required to pay additional course-wise fees for any over loading.   R.47(d)

R.48   Deceleration of Pace   R.48

(a)   A weak student who is unable to carry over with the normal semester/ trimester/ term load may request to reduce the load by decelerating the pace by under loading, i.e., by dropping one or more than one courses in a semester/trimester/term/ term.   R.48(a)

(b)   The student should apply to avail this flexibility by giving sufficient reasons to the Dean Academic Affairs. If the Dean is satisfied with the reasons, he/she may permit for deceleration. Use of this flexibility shall increase the Program duration.   R.48(b)

(c)   No special offering of courses in any semester would be made to meet the demands of such students.   R.48(c)

(d)   No refund of fees for under loading, if permitted, would be made.   **R.48(d)**

R.49   Unfair means & Plagiarism   **R.49**

(a)   The cases of students found adopting or suspected of adopting unfair means   **R.49(a)**
before, during or after the examination, or bodily copying other's work(s) and
inserting it in his/her Home Assignments, Project, Seminar Reports, Dissertation,
etc. without proper acknowledgement, would be dealt seriously.

(b)   Cases arising from R.49 (a) would be referred to the Unfair Means Committee for   **R.49(b)**
further necessary action. The University shall take all necessary steps to uphold
the sanctity and integrity of the examination system and the credibility of the
University.

(c)   All such cases may be taken *suo-moto* cognizance of by the University's *Unfair*   **R.49(c)**
Means Committee (UMC) appointed by the Academic Council for this purpose.
Such cases may also be reported by invigilators, examiners, Course-in-Charges,
Course Instructors to the Dean Academic Affairs and or the UMC for its
consideration. After giving an opportunity to the concerned student to explain
the conduct /defend the charge, the Chairman, Academic Council on the
recommendation of UMC shall take action including imposition of appropriate
penalty and report it to the Academic Council.

(d)   General instructions for penal action for use of unfair means and plagiarism shall   **R.49(d)**
be notified to the students and the faculty of the University.

R.50   Minimum Requirement for Continuation   **R.50**

At the end of every semester / trimester/ term a student is required to possess a
minimum academic requirement as under:

(1)   *First Degree Programmes – Undergraduate Degree Programmes*   **R.50(1)**

(i)   His/her CGPA is at least 4.5.   **R.50(1)(i)**
(ii)   He/she should have cleared at least two-thirds of the number of   **R.50(1)(ii)**
courses up to that semester/trimester/term, i.e., at any stage he/she
should not have spent more than 50% extra time than what is
prescribed for him/her up to that stage.

(2)   *Higher Degree Programmes – Postgraduate Degree Programmes*   **R.50(2)**

(i)   His/her CGPA is at least 5.0   **R.50(2)(i)**
(ii)   He/she should have cleared at least two-thirds of the number of   **R.50(2)(ii)**
courses up to that semester/trimester/term/ term, i.e., at any stage
he/she should not have spent more than 50% extra time than what is
prescribed for him up to that stage.

(3)   *Doctoral Programmes – Ph.D. Programmes*   **R.50(3)**

(i)   He/she clears Qualifying Examinations, where applicable.   **R.50(3)(i)**
(ii)   His/her CGPA, where applicable, is 5.0 or above. If it falls below 5.0   **R.50(3)(ii)**
then next semester it should be brought to 5.0 or above.
(iii) His/her performance in Thesis is satisfactory. If it is unsatisfactory then   **R.50(3)(iii)**
next semester it should come at satisfactory level.

R.51   Academic Counseling Committee (ACC)   **R.51**

(a)	The educational philosophy of the University clearly distinguishes between the performance of a student in a single course and the overall cumulative performance. The student must maintain the minimum requirement for continuation at the end of each semester/trimester/term.	R.51(a)
(b)	The Doctoral (Ph.D.) student who fails to meet even one of the minimum academic requirements as stipulated would be required to discontinue from the programme.	R.51(b)
(c)	A student of Undergraduate or Postgraduate Degree Programme who fails to meet even one of the minimum academic requirements as stipulated is immediately placed under academic probation which is monitored by the Academic Council's Statutory body called *Academic Counseling Committee (ACC)*.	R.51(c)
(d)	The *Academic Counseling Committee (ACC)* would immediately take the student under their charge and in order to rehabilitate him/her at the earliest councils him to follow a specific path.	R.51(d)
(e)	The only objective of the ACC is to steer the student out of its purview at the earliest and for this ACC may determine package of courses each semester/trimester/term and lay down necessary stipulations. It may even ask him/her to register in the Summer Term. The ACC is empowered to require the student to discontinue from the University, if it is confident that the student will not improve,	R.51(e)
(f)	A student, who has been placed under the purview of ACC, shall remain under its supervision until the ACC, is satisfied with his/her performance, and declare him out of its purview.	R.51(f)

R.52 Completion of the Course Requirement   R.52

A student would be pronounced to have completed the course requirement, if he/she clears all the courses with valid grades as per his/her *Graduation Sheet*, which should be scanned to ensure that: (i) each course of his programme has been cleared with a valid Grade, and (ii) none of the course has a stigma of Not-Clearing or Withdrawal or Incomplete or any other report.

R.53 Minimum *CGPA* – Eligibility for Graduation   R.53

Final Cumulative Grade Point Average (CGPA) at the time of graduation, i.e., at the end of the last semester/trimester/term/ term is as under:

Programme	Minimum *CGPA*
Undergraduate Programmes	4.5
Postgraduate Programmes	5.0
Ph.D. Programme, wherever applicable	5.0

R.54 Minimum Number of Credit/Unit Requirement   R.54

The minimum number of total credits/units' requirement for each programme is as under:

Programme	Minimum Credits/*Units*
Undergraduate Programmes	175-182 Credits
Postgraduate Programmes	70 Credits
MBA Programme	120 Credits
Ph.D. Programme, wherever applicable	70 Credits

R.55 Graduation Eligibility -

A student would be deemed to have graduated if he/she meets the following requirements:

(1) Undergraduate and Postgraduate Programmes

    (i)   He/she meets the Minimum *CGPA* criteria as per Clause R.52.

    (ii)   He/she has *Completed the Course Requirement* as per Clause R.53.

    (iii)   He/she has no case of *unfair means* or *indiscipline* pending against his name.

    (iv)   He/she has cleared the total credit/unit requirements of Thesis, Seminar, Dissertation, where applicable

    (v)   He/she is not under the purview of ACC

    (vi)   He/she has satisfied all requirements of these regulations.

(2) Doctoral Programmes

    (i)   He/she meets the Minimum *CGPA* criteria as per Clause R.52.

    (ii)   He/she has cleared all prescribed Course Work.

    (iii)   He/she has no case of *unfair means* or *indiscipline* pending against his name.

    (iv)   He/she has cleared the total credit/ unit requirements of Thesis, Seminar, where applicable

    (v)   He/she has obtained final grade in Thesis as *Excellent* or '*Good*';

    (vi)   He/she has satisfied all requirements of these regulations.

    (vii)   He/she has passed the Ph.D. Qualifying Examination, if any.

    (viii)   He/she has fulfilled the language requirement, if any.

    (ix)   He/she has fulfilled Teaching Practice requirement, if any.

R.56 Award of Division

The Division would be awarded based on the final CGPA as under:

(1) First Degree (Undergraduate) Programmes

    Distinction   CGPA $\geq$ 9.00

    First   9.00 > CGPA $\geq$ 7.00

    Second   7.00 > CGPA $\geq$ 4.50

(2) Higher (Postgraduate) Degree Programmes

    No Division is awarded in Higher (Postgraduate) Degree programmes.

(3) Doctoral Programmes   R.56(3)

No Division is awarded in Doctoral programmes.

R.57   Degree Award Eligibility -   R.57

A student would be deemed to have become eligible for the award of degree, if in addition to satisfying the requirements of clause R.55, as the case may be, he/she has paid all dues pending against his name to the University, hostel or any other recognized organ of the University.

R.58   Transcript   R.58

On the approval of the *Graduation Eligibility* by the Examination Committee / Academic Council a student would be issued a *Transcript,* provided he/she has no dues pending against his/her name. *Transcript* is a history of the semester-wise/trimester-wise/ term-wise progress of the student, i.e., it is the collection of all *Grade Sheets* issued to him/her arranged semester-wise/trimester-wise/ term-wise along with academic history.

R.59   Provisional Certificate   R.59

On the approval of the *Graduation Eligibility* by the Examination Committee / Academic Council a student would be issued a *Transcript* and *Provisional Certificate* provided he/she has no dues pending against his/her name. *Provisional Certificate* is a document certifying that the named student has graduated and has qualified for the award of the degree. It is provisional and has validity till the award of the degree.

R.60   Diploma of Degree   R.60

On the approval and conferment of the Degree by the Board of Management, the Degree would be conferred in the annual convocation of the University and Diploma of the Degree shall be awarded. In case, Annual convocation is not held, the Degree shall be deemed to have been conferred on the date of meeting of the Board of Management and the Diploma of the Degree shall be dispatched to the student at their latest address available in the University.

R.61   Ranks / Rank Certificate   R.61

The University shall pronounce first five *Ranks* in each degree discipline at the time of graduation. A student would qualify to be included in the population of students for consideration for calculation of *Rank*, if he/she meets the following criteria:

(a)   He/she has become eligible for the *Award of the Degree*.   R.61(a)

(b)   He/she has cleared all the required courses with a valid grade in his first attempt.   R.61(b)

(c)   He/she has not repeated any course neither on his own nor because of F grade.   R.61(c)

(d)   He/she is not admitted under the facility of *Admission under Advanced Standing*.   R.61(d)

(e)   He/she has graduated with *CGPA* ≥ 8.   R.61(e)

(f)   He/she has completed the programme in normal duration, i.e., neither less nor more than the normal duration of the programme.   R.61(f)

(g)   He/she was neither punished for using any unfair means nor for any act of indiscipline.   R.61(g)

The students meeting the above conditions would be eligible for the pronouncement of Ranks. Their names would be arranged discipline-wise in descending order of *CGPA* and the top 5 persons would be awarded Ranks from 1st to 5th. In bracketed case, the student would be awarded the same higher rank.

R.62   Medals   R.62

Based on the ranking as per Clause R.61, the First Rank holders of each programme would be awarded GOLD Medal. The Second holders of each Programme would be awarded SILVER Medal and Third Rank holders of each Programme would be awarded BRONZE Medals. In bracketed case, all of them would be awarded the same type of medal with the inscription of the word *(Bracketed)* on the Medal.

R.63 Courses at Collaborating Organizations | **R.63**

(a) A regular student of the University may be required or permitted to do a course either totally or partially at the collaborating organization / institute / university outside of the NU Campus. | R.64(a)

(b) If a student has attended a course partially at an outside organization, then he/she shall be evaluated at the Institute along with other part of that course. | R.64(b)

(c) If a student has attended a course totally at an outside organization, then he/she may be evaluated either by the officers / teachers / personnel at the organization by their methods of evaluation or by the University's own evaluation components. In case the evaluation of course is done at the outside organization then NIIT University would respect their verdict on evaluation and would get the earned credits/units transferred in NIIT University and record the same against that course in the academic records of the student at the University. If required, the grade / marks awarded by the organization would be converted into our grading procedure. | R.64(c)

R.64 Courses of Special Nature | **R.64**

A Degree programme may contain certain courses of special nature in the curriculum which require no formal class contact hours but require in-depth study and development of their professional skill and knowledge. These courses are:

1 Project Course / Thesis Course

(a) A student would be required to do a project in the course under the supervision of a faculty on a topic either identified by him/her or approved by the faculty or on a topic given by the faculty. | R.64(1)(a)

(b) Not more than three students would be permitted to work together on the same project. | R.64(1)(b)

(c) The students would have to submit a Project Report | R.64(1)(c)

(d) The components of evaluation would be Project Report, Seminar and Viva. Quiz and Group Discussions may also be used, if feasible. | R.64(1)(d)

(e) A student may be permitted by the Dean Academic Affairs to carry out in full or a part of his/her Project outside the University. In such case, an additional Supervisor, from outside Organization / Institute, if considered necessary, may be appointed by the Dean Academic Affairs. | R.64(1)(e)

The Project and other similarly designated academic activities shall have to be undertaken under the guidance of a Supervisor(s).

2 Industry Practice/Internship/ Industry Internship Courses

(a) A student would be required to a work on a real-life problem in an industry under the supervision of University faculty and Professional Experts from the industry. Student is able to join the Industry | R.64(2)(a)

Practice/Internship/ Industry Internship Courses if s/he has completed all his courses. In regular practice student need to complete all his backlog courses before going for Industry Practice/Internship/ Industry Internship Courses, only under special condition, with the permission of Dean Academic Affairs student may register for in campus IP project with his/her backlog courses (student is advised to avoided such situation).

(b)   Not more than three students would be permitted to work together on the same project.   R.64(2)(b)

(c)   The students would have to submit a Project Report   R.64(2)(c)

(d)   The components of evaluation would be Project Report, Seminar, Quiz, Group Discussions and Viva.   R.64(2)(d)

R.65   Scholarships   **R.65**

(a)   The scholarships may be instituted by grant from individuals, trusts, organizations, Central Government, State Government or from the University's own funds with a view to provide financial assistance to needy but meritorious students under the terms and conditions specified by the University. Announcements on these scholarships stating eligibility terms and conditions and the value of scholarships, etc. shall be made while inviting applications from time to time.   **R.65(a)**

(b)   A student may also apply or receive scholarships from outside sources on his/her own with the permission from the University.   **R.65(b)**

(c)   A student will be allowed to draw University's scholarship only if he/she is not the recipient of any scholarship from any other source.   **R.65(c)**

R.66   Students' Feedback – Feedback Form   **R.66**

A student would be required to give his/her feedback on a prescribed *Feedback Form* regarding the conduct of the course at the mid and end of the semester/trimester/term. It is a mandatory requirement and should normally be done two weeks prior to the mid examination and end examination.

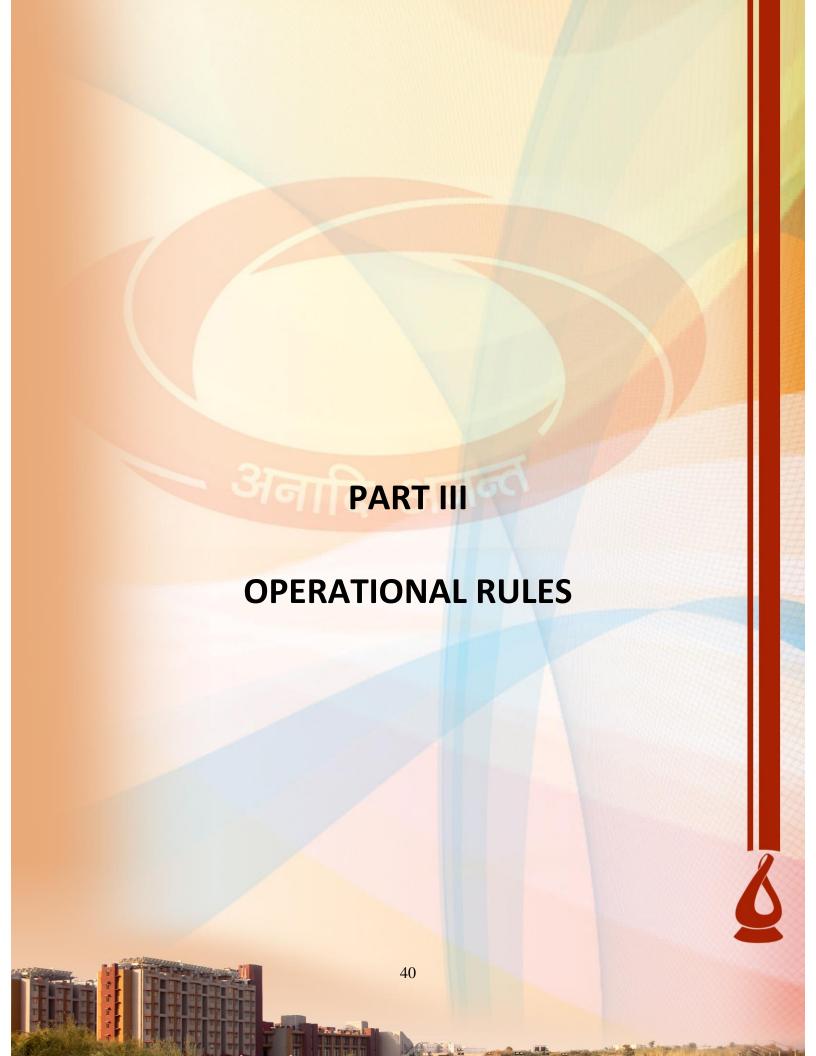**R.67   Interpretation of Regulations**   **R.67**

In case of any dispute or difference of opinion in interpretation of these regulations or any other matter not covered under these regulations, the decision of the Chairman, Academic Council shall be final and binding.

R.68   Emergent Cases   **R.68**

Notwithstanding anything contained in the above regulations, the Chairman of the Academic Council may, in emergent situation, take such action on behalf of the Academic Council as he/she deems appropriate and report it to the next meeting of the Academic Council for its approval.

PART III

OPERATIONAL RULES

A. REGISTRATION
(Ref. R.27 of the Academic Ordinance and Regulations)

(1)   Only those who are "registered" in a Semester/ Term shall have the rights and privileges of student members of the University.

(2)   No student is permitted to attend class work without Registration unless s/he has sought a prior permission from Dean Academic Affairs.

(3)   If any student is found attending class work without formal Registration or without prior permission of the Dean, Academic Affairs, s/he will be liable to pay the penalty.

(4)   With the "acceptance of registration on ERP", all students deem to have accepted the following declarations and oaths:

1.   *"I agree to conform to all the statutes, ordinances, regulations and rules of the University in force from time to time and I accept responsibility for any loss or damage to University property rightly attributable to me."*

2.   *"I will not indulge in any behavior or act that may come under the definition of ragging,*
I will not participate in or abet or propagate ragging in any form,
I will not hurt anyone physically or psychologically or cause any other harm."

3.   *"We the students of NIIT University undertake to maintain a proper conduct on Campus and also take the collective responsibility for maintaining University assets, protecting nature and maintaining discipline and decorum on and outside Campus, always".*

4.   *"I will not indulge in unparliamentarily language/ denigrate the interests of the Organization/ Any other Authority/ Staff member/Campus/ facility in any manner whatsoever."*

(5)   At the time of first registration students shall provide with evidence full and accurate information concerning all required personal and academic details including migration certificate. Students must comply with all subsequent requests from University staff for proof of any changes to required personal details and are required to update in case of change in any of the required details.

(6)   Students failing to do the above or who can be shown to have provided false or misleading information as part of an application or subsequent registration will be subject to action under the Disciplinary Regulations.

(7)   All enrolled students are required to submit a Clearance Form or No Dues Form before each subsequent Registration. If there are any dues outstanding, as reported in the Finance ERP, the Student will be required to pay all the dues before the next registration.

(8)   Student must report **in person** on Campus to register on the announced date of

registration. Late registration fine will be levied as per University's norms in case of late registration.

A cut-off date will be announced prior to commencement of any Semester/ Term after which the registration to that Semester/ Term will not be permitted without approval from Dean, Academic Affairs. Such permission will be given under exceptional circumstances.

(9) Change of course(s)/ substitution of course(s) and/ or withdrawal from course(s) will not be permitted after the announced date in the academic calendar. Therefore, all students are strongly advised to be familiar with academic calendar. Many students approach for withdrawal from a course after the Semester has advanced. Such requests will strictly not be entertained.

(10) Student with less than stipulated CGPA, who is brought under the purview of the Academic Counseling Committee, will not be registered for a normal load of courses. In case of UG Programmes, if a student has a CGPA of less than 4.00, s/he will be given only four courses instead of normal 6 and if the CGPA is less than 4.50 but more than 4.00, s/he will be registered for five courses instead of normal six. If such a student desires to register in six courses, s/he and her/ his parents will have to submit a written and signed undertaking to university.

(11) Students with CGPA of less than 5.00 will not be permitted to overload by taking an extra course (1st time course or repeat course) in a Semester/ Term. In other words, a student may take an extra course in a Semester/ Term only if: (a) Her/ his CGPA is more than 5.00 in case of UG Programmes and more than 6.00 in case of PG Programmes (b) the course is not from higher Semester/ Term (c) there is no timetable clash.

(12) Student will not be permitted to take any course in advance of its location in the Programme.

(13) A student undergoing six-month IP/ Internship commencing in January, will not be able to register in a Summer Term as there is an overlap of one month between the two.

(14) In Summer Term, a student can register in a maximum of two courses.

(15) After opting for a specialization and completing some of the courses from   allotted Specialization Area, a student cannot change the Specialization Area mid-stream.

(16) A project in NU *in lieu* of Industry Practice/Internship is permitted only with special permission of Dean Academics. Students will not be permitted to register in more than one course concurrent to their IP/ Internship registration. In exceptional situation, Dean, Academic Affairs will exercise her/ his discretion.

(17) No student would be permitted to proceed for Industry Practice/Internship without completing all the compulsory courses on Campus.

(18) If registration of IP gets cancelled due to disciplinary issues, student will be required to pay University fees again and previous fees will not be adjusted. In case of On-Campus IP/Project both, University and Hostel fees will have to be paid.

B. PAYMENT OF FEES

The responsibility for payment of fees rests with the individual student unless otherwise stated.

The fee is payable by the student as applicable for a given programme for the academic year to which s/he is registered before the announced date.

Fee can be paid online through Students/Parents portal: - https://nucleus.niituniversity.in/Default.aspx

 Or

Through ICICI Bank Pay- in- Slip which is also available on Students/Parents portal: - https://nucleus.niituniversity.in/Default.aspx   under Fee menu.

Fee is also accepted as DD in the name of NIIT University. Payment of Fees by Cash is not accepted.

In case of students sponsored by any organization, students are personally responsible to pay the fees unpaid by sponsors, if any.

If any student does not pay the fee before the due date, s/he will be liable to pay the late fee penalty as per the University norms unless permission is sought from Dean Student Affairs in advance.

Student is required to pay interest free Refundable Deposit at the time of Registration.

No refund of fee shall be made after registration to the semester/ Trimester/ Term. The aforesaid rule is also applicable to the First Registrants to the University. Further, if any candidate registers to the semester/ trimester/ term after the commencement of the classes and later withdraws his/her admission, no refund of fee shall be made.

Students will be bound by the Fee Refund Policy announced every year.

Time window for payment of fees is announced in the Academic Calendar at the beginning of every Academic Year.

Students who do not clear all dues by given dates are liable to be debarred from forthcoming Examinations (mid sem/mid-term/ comprehensive) and their registration to Semester/Term is liable to be cancelled.

C. EXAMINATION

(1)   Refer to the examination date sheet published by the Exam Cell to know the examination date, examination room, students seating allotment in examination room etc. Date Sheet is generally available in Nucleus-ERP after publication and also in Exam-cell notice board.

(2)   Entry to the examination room will be permitted only on showing the university ID-card to the Invigilators. If for some reason a student is not issued an I-card by Admin., then the student will have to report to the Exam-Cell at least two days prior to the start of Examination to get an Authority Letter with a valid reason. Authority Letter is valid only when a valid govt. issued ID-card is shown. In no case Authority letter will be issued at the nip point of the start of examination (on the examination day). Hence students are advised to ensure their university student ID-cards well in advance.

(3)   For Students who forget to bring their ID-card, they should bring immediately it from their room, before entering the examination room and no extra time during examination will be permissible to such students. For loss of ID card, apply for a duplicate ID card immediately to Admin. and report to Exam-Cell along with the payment receipt for required permission.
        If a student is found sitting in the examination room without, I card, penalty may be imposed on such student as per University Norms.

(4)   **List of Prohibited Items (Not allowed) in Examination Room**: Any electronic gadgets (mobile phones or any communication devices, bluetooth-earbuds, smart/memorable/digital watch, memorable/ programmable calculator, non-transparent pouch/box for stationary etc.), bags, textbook, note-book, any unauthorized piece of paper, old question papers.

        Students are not permitted to bring any Prohibited Items to the Academic Building during an examination. Specific items (textbook, laptop etc.) can only be allowed during an open-book examination as per the instruction by the course in-charge.
        If a student is found in unlawful possession of any prohibited items inside the examination room or in corridor or in washroom during examination, the same will be confiscated and the action will be taken under the provision of Unfair Means Activity as per the regulations. The items will remain in custody of the Exam Cell till the resolution of Unfair Means Committee. Repetition of the unfair means activity may lead to a severe action.

(5)   The university/invigilator/exam-cell will not be responsible for any loss / damage to the electronic gadgets, bags or belonging if unlawfully and anonymously kept anywhere in the academic building with a bad intension.

(6)   Students will be allowed to enter the examination room 15 minutes before the start of the examination. In no case Students will be allowed to enter the examination room 15 minutes after the start of the examination. No additional time shall be allowed to late students.

(7)   Students must sit at the respective place as per the seating plan published in ERP.

(8)   Students are advised to read the Instructions given by course in-charge carefully.

(9)   Students must not use any means whatsoever to obtain, directly or indirectly, assistance in an examination or give or attempt to give, directly or indirectly, such assistance to any other student. At any such instance the Invigilator can ask the student to leave the examination room and can cancel his/ her answer sheet. The case will be reported to Unfair Means Committee.

(10) Students must not indulge in any behavior which may disturb any other student or any form of conduct which may disturb the smooth progress of the examination. Students causing such disturbance or disruption may be required to leave the examination and their answer sheet can be cancelled.

(11) Students should carry their own stationery required for examination. Sharing Pen, pencil, eraser, Calculator etc. with other students during examination is not permitted. Sharing the question paper or answer sheets with other students is a punishable offense under UFM regulation.

(12) Writing on Question paper during the examination is prohibited except name and enrollment number.

(13) Students are allowed to carry water bottles with them, but no extra time will be provided in case of water spillage on the answer sheet during the examination.

(14) Students are not permitted to carry any Eatables inside the examination room.

(15) Students are not allowed to leave the examination hall till the expiry of 50% of the exam duration from start of the exam and in the last 05 minutes of the examination.

(16) Students cannot leave the examination room without handing over the answer sheets to the Invigilator and without Invigilator's permission. In the event of the answer sheet being taken out of the hall, the answer sheet would stand cancelled.

(17) In case of nature's call, a student may take a single Bio-break for a max. duration of 5 minutes. Students are required to write the exit and entry time and should sign the same. Taking longer time than permitted time may lead to proper action by the invigilators. During this time outside the examination room also, students will be governed by the Unfair Means Activity regulations.

(18) *In case of suspicion of use of unfair means, a student may be physically checked.*

(19) Comprehensive/ End Term Examination – Evaluated answer sheets would be available with the Course-in-Charge for verification by the students at the allotted time by the Course-in-Charge within 10 days from the date of examination. Beyond ten days, evaluated answer sheets will be available for verification by the student but the result will be treated as closed unless student applies formally as per the announced Policy for reevaluation of grading.

(20) If a student misses any evaluation component for any valid reason, it is her/ his responsibility to appeal for Make-up examination to the Course In-charge immediately after examination. However, the decision of Make-up is not guaranteed. If permitted, students will have to appear in make-up exam within 7 days.

(21) After each completed academic session, students must collect the Original GRADE SHEET from Exam-Cell as per the GRADE SHEET distribution notification. Failing which, students will have to apply for a DUPLICATE GRADE SHEET in future as per the procedure mentioned in Part XV of student handbook.

D. CLASSROOM, LABORATORY & AUDITORIUM

(1) Students are expected to be in the classroom or laboratory before the start of the session. Late entry to the lecture/ tutorial and lab will not be permitted.

(2) Classrooms, laboratories, and auditorium cannot be used for any purpose other than academic or co-curricular.

(3)   Mobile phones are not permitted inside the above areas during academic hours.

(4)   Eatables are strictly prohibited inside the Academic Area.

(5)   No student shall litter the campus by indiscriminately disposing polythene bags, sachets of eatables, etc.

(6)   Use Dustbins for throwing litter and contribute to keeping Academic Area and Campus Clean.

(7)   Any student causing distraction to fellow students or the Faculty Member while the academic session is in progress, may be debarred from attending the session(s).

(8)   Students are strictly warned against breakage of furniture/fixtures and defacing of the wall and furniture in above areas.

E. LIBRARY

Introduction

LIRC is computerized and uses Koha (Open Source ILS – Integrated Library System) for Library Management. All digital resources, LIRC catalogue and details can be accessed at http://library.niituniversity.in/ within NU campus. It has a rich collection of text and reference books, e-journals and print journals; and also provides access to e-resources which are available in public / open domain. LIRC is Wi-Fi enabled. Computers are installed in the LIRC to access e-resources.

Books are classified according to DDC (A classification scheme) and are arranged properly in the shelves which helps its users to locate relevant books without wasting time. Every stack in the LIRC has an index. Index and OPAC together help users in locating book (s) on shelves.

152 users can sit at a time in the LIRC. The LIRC is divided in two separate sections. Section A has book stacks where user can use books which are available in the LIRC whereas users can use only personal books and books which are issued by LIRC in the Section B.

LIRC uses best practices to provide conducive environment to its users.   Differently abled users can also access all e-resources from anywhere in the campus. Lift facility is also available for differently abled users.

LIRC believes in the continues improvement. Therefore, it has developed a mechanism of feedback. User can send suggestion and feedback at library@niituniversity.in.   They can also send their requirements and information regarding issues faced while using library services and collection. A feedback from has also been shared at http://library.niituniversity.in for the same.

LIRC at a Glance

S.N.	PARTICULARS	DETAILS	
1.	Collection	Books = 15364 Audio & Video Resources = 1298	Thesis (Print) (NU Ph.D.) =8 Bound Volumes = 342
		E-Resources - NPTEL Videos |NDL Contents | Prowess IQ | EBSCO (BSE) | ePgpathshala Contents	
3.	Infrastructure	Digital Library, Wi-Fi and Reading space for 152 users |	
4.	LIRC Standards	Computerized & use of Bar Code, Classified According to, DDC Open Access System and Stack Index System	
5.	Information Access	OPAC https://learn.niituniversity.in/#/signin -->Library	
6.	Networking / Membership	Delnet | National Digital Library (NDL, DEEPAK) | INFLIBNET - E-ShodhSindhu, Shodhganga (a reservoir of Indian theses is a digital repository), ShodhShuddhi | INDIAN Access Management Federation (INFED) - e-PGPathshala (Access via INFLIBNET ILMS) | Shibboleth (Remote access to eContents) | IRINS	
7.	Research Aid	Plagiarism Detection Software - Turnitin Similarity and Ouriginal | Quillbot (Grammar and Plagiarism Detection Software)	
8.	Ask Librarian	Library@niituniversity.in	
9.	Timings	Mon to Fri: 09:30 AM to 08:00 PM Saturday: 09:30 AM to 05:30 PM; Sunday: 09:30 AM to 05:30 PM Circulation: 10:00 AM to 07:00 PM (Mon – Fri) 10:00 AM to 05:30 PM and (Sat - Sun) 10:00 AM to 05:30 PM The LIRC remains closed on all University holidays.	
10.	Team	**Dr. Vinay Kumar Kainthola, Deputy Librarian (Incharge)** Mob: 9829366828, Email:vinay.kainthola@niituniversity.in **Mr. Omkar, Professional Assistant** Mob: 826208133, Email:Omkar@niituniversity.in **Mr. Chunchun Mukhiya, Sr. Library Assistant;** Mob: 9785078593, Email:Chunchun.Mukhiya@niituniversity.in	

2. LEARNING RESOURCES

a. LIRC collection is hybrid in nature. It has rich collection   which support learning, teaching and research. Collection includes text and reference books, motivational and general aspect books, fiction and stories.

b. E-journals

LIRC provides access to National and International e-journals to its users. The collection covers Computer Science, Engineering, Electronics, Biotechnology, Business and Management, Economics, Physics, Chemistry, Mathematics and other related subjects.   LIRC also subscribes CMIE Prowess IQ which   provides financial and economic data of companies and business houses. Print journals, magazines and newspapers are displayed

with comfortable sitting arrangements.

c. Reference Collection

It has a good collection of reference collection. Collection comprises encyclopedias, dictionaries, atlases, handbooks and picture books etc.

d. Multimedia Collection

LIRC has a good collection of motivational, educational and recreational CDs/DVDs. This collection can be used in the LIRC using headphone.

e. Placement Corner

LIRC has established a placement corner in the LIRC to attract and motivate students towards the placement related books.

3. SERVICES AND FACILITIES

a. Overnight Issue (Reference book)

Besides issue / return of text and general books, LIRC also provides overnight issue facility for reference book. User can borrow reference book one hour before the closing time of LIRC and can return next day one hour after the opening of the LIRC.

b. Inter Library Loan

NU LIRC takes advantages of Inter Library loan services by providing required books, research papers etc. to its users. Being a member of DELNET, LIRC also provides books and articles on loan to its users.

c. Online Catalogue (Web OPAC)

Library catalogue can be browsed through Web OPAC at http://library.niituniversity.in/ within NU campus and off-campus. User can search books by author, title, keywords etc. They can also get the details of issued books and late fine. They can track their search and circulation history also. LIRC Web OPAC not only provides bibliographic data of books but it also provides LIRC related information such as team members, objective, services, collection, and access to online contents.

Login and password for accessing Web OPAC will be shared with students once registered in the LIRC system (Koha).

Students should change their allotted password. Steps for changing allotted password are: -

a) Log on with your User ID and Allotted Password

b) Scroll down till end of the page

c) Click on "Change Your Password" (Option appears on the left side of the page)

d) Now enter new password

d. Reprographic / Photocopy Facilities

LIRC also facilitates reprographic facilities such as printing, color printing, photocopy, spiral binding, scanning, lamination and hard binding (on request) at nominal charges. These services are available Monday to Saturday from 09:30 AM to 06:00 PM.

Helpline for reprographic related work is 7737190184.

e. User Orientation Programme

LIRC team members give overview of library resources as and when a new user visits LIRC. They interact

with them to understand their requirements. LIRC provides LIRC at a glance to the new students at the time of registration. Orientation of LIRC resources and services is also given to the users during orientation programme. LIRC keeps its user update by sending library catalogues, brochure etc. in electronic forms.

4. INFORMATION DEPLOYMENT AND NOTIFICATION

LIRC deploy information regarding learning resources in the form of posters, articles, notices and alerts on LIRC notice boards. These are also sent through email to users.

Knowledge Dissemination Cell (KDC)

LIRC has established a Knowledge Dissemination Cell (KDC) The KDC plays significant role in the dissemination of current awareness, current content, alert information and newspaper clipping services. KDC also provides reference, referral and bibliographic services to users on demand. Knowledge Dissemination Cell (KDC) provides the following services: -

1   Alerts Information Service
2   Current Awareness Service
3   Current Contents Service

5. NETWORK

The LIRC is associated with National Digital Library (NDL) and DELNET. These networks help to provide access of digital contents which are available in the domain of DELNET, National Digital Library and INDIAN Access Management Federation (INFED).

a.   National Digital Library

LIRC is registered with NDL. Its users' can access the contributed contents (text, audio, video, image, animation, simulation, presentation, and application) of IIT Kharagpur, IIT Delhi, IIT Bombay, IIM Ahmedabad, NCERT and NPTEL (IIT Madras). The platform provides access to more than 72,300,360 items.

b. DELNET Discovery Portal

Besides book and article loan, DELNET also provides access to Full-text E-journals through its discovery portal. Association with DELNET has widened the range of information resources. LIRC users can access DELNET Discovery portal for searching learning resources which are not available with NU LIRC.   It provides access the resources of 8150 libraries 8174 libraries are in India and 24 in overseas countries. The following contents are available through DELNET: a) 3,70,00,000+ Books available for loan; b) 5,000+ Full-text E-journals; c) 1,00,000 Thesis/Dissertations.

c. INFED. (INFLIBNET Access Management Federation) | Remote Access of E-Contents

INFED provides access to Shibboleth (Open-Source Software) remote access tool. It coordinates between various publishers and organizations so that library users can access. NU users would be able to access subscribed e-contents at https://idp.niituniversity.in/. Users can also E-contents at https://nucleus.niituniversity.in/EContent.aspx with help of their login and password.

d. Shodh Shuddhi

Shodh Shuddhi plays significant role improving research quality. It provides access to web-based Plagiarism Detection Software "Original" to NU Faculty members and research scholars. They can detect similarity in the research work and improve upon it.

6. CONDITION FOR DOCUMENTS ON LOAN

a. LIRC team members can ask for ID card to verify the membership.

b. Members must produce their ID card while borrowing book (s).

c. Reference resources such as Reference books, Newspapers, Journals/Magazines, Research Reports and Thesis etc. are normally not issued.

d. Before borrowing LIRC documents on loan, the members should ensure the condition of the documents. Any mutilations / damage should be brought to the notice of Librarian / In-charge of Circulation / In-charge LIRC. The borrower will be held responsible for any damage of the document and she/he may have to replace the same or pay the damages as per the rules of NU LIRC. Readers are advised to carefully examine the book(s) at the circulation desk while issuing the book.

e. Borrowed documents must be returned by the member on or before the due date or earlier.

f. The Librarian or In-charge of the LIRC can recall any book on loan (issued to user), if it is required in the LIRC urgently even if it is not due to be returned.

g. Books taken out of the shelves must be left on the table. Replacing the books on shelves is not encouraged as it may be misplaced.

7. LOSS OF DOCUMENTS

a. If a book is lost by a borrower, it must be reported to the Librarian or In-charge of LIRC immediately.

b. Member should replace such lost book with a new one (same title) along with a fine of Rs. 100 within two weeks of informing the LIRC.

c. If the book is one of the set or series and the volumes cannot be obtained singly, the whole set or series must be replaced at the members cost.

d. In case the book is not possible to be replaced, the member will pay two times of the price of the lost book.

8. OPEN ACCESS SYSTEM

Members have the privilege of direct access to LIRC shelves. NU LIRC adopts Dewey Decimal Classification (DDC) System for book arrangement.

9. CLEARANCE CERTIFICATE

Students shall get clearance certificate through NUCLEUS. Student who takes no-dues in the mid semester shall get his / her clearance certificate from LIRC.

10. CIRCULATION PRIVILEGES

Privileges of members in respect of borrowing documents are given below:

Undergraduate	03 books for 10 days
M. Tech	10 books for 10 days
MBA	03 books for 10 days
Research Scholar	05 books for 10 days
Guest and visiting Faculty	05 books at a time for 15 Days
Faculty	10 books for 06 months and 02 books on each allotted subject for a whole Semester/Term
Staff	05 books for 30 days

11. OVERDUE CHARGES

If the book is not returned by due date, the member will be charged a fine of Rs. 10 days per volume for general book (s) and Rs. 20 for reference/overnight book (s).

12. DISCIPLINE, SECURITY AND PRIVACY

a. Talking over mobile phone is not allowed in the LIRC. In case found using, it will be confiscated and a fine of Rs. 500 will be imposed on the student.

b. In case a student is caught stealing or damaging books, journals or any other property of the LIRC, he/she will face disciplinary action, apart from monetary fine as high Rs. 10,000.

c. Strict silence, decorum and discipline must be maintained in the LIRC.

d. Smoking, eating, drinking, sleeping and talking loudly are strictly prohibited in the LIRC.

13. LIRC USAGE

a. Every member must sign the register available at the entrance. Personal reading materials must be specifically mentioned in the register or shown to the circulation In-charge while entering and exiting from the LIRC.

b. A non-member can use the LIRC material on the premises with the permission of NIIT University Management.

c. Readers should not mark, underline, dog-ear mark, write, tear pages or damage the LIRC documents.

d. The students are liable for punishment if they rearrange or disorganize the sitting arrangement of chairs around the table.

e. Return issued books at return circulation counter then enter the general/reference book section.

f. Always make a queue at the issue/return counter.

g. Do not give your ID card to anybody for circulation work.

h. Every user taking a book out of the LIRC shall be responsible for the book and shall return it undamaged.

i. Book (s) issued to members are not transferable.

j. Note that the LIRC team at the counter is authorized to examine any books or the reader at the gate.

k. Members can reserve books by informing circulation In-charge at circulation counter.

l. Discussion is not permitted in the LIRC.

m. Identity Card is compulsory for using LIRC facilities.

n. Usage of Pen Drives in computer labs is strictly prohibited. Playing Games in computer labs is strictly prohibited until and unless it is recommended by any Course In-Charge as a part of her/his course.

o. Playing Music in computer labs is strictly prohibited until and unless it is recommended by any course in-charge as a part of course.

p. Students are allowed to work on their assigned computers only.

q. They will follow all the instructions given by lab assistant or by CCC member regarding the computer or any IT asset of university.

r. Heavy downloads are not permitted using university bandwidth. Students can use the University Internet only for teaching learning process.

s. Any damage to IT asset of University may attract heavy penalty.

t. Students are not allowed to dismantle any peripheral device from Lab (i.e. mouse, patch cord, etc.).

u. The entire Campus is Wi-Fi Enabled, and the student can use it on two devices through domain credentials.

v. Use of headphone is essential while watching educational audio / video in the LIRC.

w. User should switch their mobile in the 'silent' mode while using LIRC.

x. Decision of the Library Committee Chairperson / Library Committee / Librarian / LIRC in- charge on LIRC services will be final.

y. Librarian / LIRC in- charge can modify / add / delete LIRC rules as and when required with the

approval of President / Library Committee Chairperson / Library Committee.

z.   Librarian / LIRC in- charge is free to take decision using his / her sense to sort out LIRC services related issues.

14. PROPERTY COUNTER

Members shall keep their bags, umbrellas, boxes, files and personal books, etc at the property counter which is located at the entry of the LIRC at their own risk. They are advised not to keep valuable items like mobile phones, cash, or such other things in the property counter.

F. IT INFRASTRUCTURE

NU provides all required infra in different computer labs as per the requirement. Students are required to use the infra responsibly as per these guidelines.

(1) Usage of Pen Drives in computer labs is strictly prohibited.
(2) Playing Games in computer labs is strictly prohibited until and unless it is recommended by any Course In-Charge as a part of her/his course.
(3) Playing Music in computer labs is strictly prohibited until and unless it is recommended by any course in-charge as a part of course.
(4) Students are allowed to work on their assigned computers only.
(5) They will follow all the instructions given by lab assistant or by CCC member regarding the computer or any IT asset of the University.
(6) Heavy downloads are not permitted using university bandwidth.
(7) Students can use the University Internet only for teaching learning process.
(8) Any damage to IT assets of university may attract heavy penalties.
(9) Students are not allowed to dismantle any peripheral device from Lab (i.e. mouse, patch cord, etc.).
(10) The entire Campus is Wi-Fi Enabled, and the student can use it on two devices through domain credentials.

G. HOSTEL

Eligibility

(1)   Regular Students who are admitted to the University and registered in the semester/ trimester/ term are eligible to stay in the hostel in that semester/ trimester/ term.
(2)   Casual students admitted to the University who are permitted to attend a full or part of the course are eligible to stay in the hostel in that semester/ trimester/ term.
(3)   Male students are eligible to stay only in Boy's Hostel and Female students are eligible to stay only in the Girl's Hostel.

Room Type

University Hostel has three types of rooms, single seater, double seater, and triple seater. The first-year undergraduate students, by policy, are not eligible to occupy single-seat rooms and the senior under-graduate students and all post-graduate students by policy, are not eligible to occupy triple seater rooms. Any departure from the above policy will only be done with due approval of the University authorities and subject to availability of a particular room type.

Room Allotment

The allotment of the Hostel and Room would be made by the Chief Warden or his nominee on first come first served basis as under:

(4) *Freshers:*

At the time of first reporting for the completion of the admission formalities.

(5) *Other Students on Rolls:*

Normally, a student continues to occupy the same room throughout the academic year. However, for genuine reason, if any, a request for change of room may be made one week before the start of the Comprehensive Examination of the second semester/ third trimester/ fourth term for the next academic year.

Change of Room

Normally a change of room is not permitted. In a very special circumstance, the change of room may be permitted **only with prior permission of the Chief Warden**, as under:

(6) In no circumstance the change would be permitted, if applied after a week from the date of the registration.

(7) In no circumstances hostel would be changed.

(8) Room would be changed only if (a) there is a vacant room, (b) two students mutually agree for exchanging their rooms, and (c) room is damaged and requires a major repair.

Furniture and Fittings

(9) The student would be the custodian of the furniture and fittings of the room allotted to him. S/He would be responsible for the loss and / or damage of the same by his negligence and would have to bear the cost of the damage of the same. Thus, student should check and sign on the Inventory at the time of occupying the room, to ensure that all furniture and fittings (including Smoke Detectors) are in proper order and all fittings are working properly, else s/he should report the matter to the warden immediately.

(10) No student is permitted to keep extra furniture of the hostel in his/ her room.

Lock and Key of Rooms

(11) All students are required to procure their own locks for locking the rooms.

(12) Student is strongly advised to keep the key safely and not share with non-occupants of the room.

Responsibilities

(13) Student must always keep the identity card on her/ his person and produce it on demand by authorities.

(14) The Campus has a 24-hour water supply. It must be used whenever needed and as much needed. Conserve water. It is the responsibility of students to take all necessary steps and use innovative ideas to conserve water.

(15) The Campus has a 24-hour electric supply. Whenever Government electric supply is not available, students are supplied power from the University Generator. Electricity must be used when in need. It must not be wasted. Conserve Electricity. Electricity Wastage is a national wastage. This is a student responsibility to take all necessary steps and use all innovative ideas to conserve electricity.

(16) Keep the room clean, do not make any graffiti on walls or doors.

(17) Do not make noise or play music loudly as it may disturb others. No disturbance of any type after 11 PM.

(18) No student is permitted to keep valuable items for security reasons such as music system, cooler, etc. and household appliances such as refrigerator, iron, room heater, speakers, electric kettles,

oven, or cooking gas or any such gadgets in the room.

(19)   No student is permitted to possess and/ or consume alcohol and drugs.

(20)   No student is permitted to smoke in the hostel or on the campus.

(21)   No student is permitted to bring any visitor to the room, except with the permission of the Chief Warden.

Cleanliness

(22)   All are advised not to throw any garbage on the pathways, rest rooms, etc. and use the Garbage bins placed at various points.

(23)   Collect the room garbage and deposit it in dustbins placed in the corridors.   Report the authorities for any damage.

(24)   Please do not throw anything on the floor of the Toilet / Bathroom. Close the taps when not in use. Flush the commodes after every use properly, till it finally clears out. Clean the Wash basin after use. Report the authorities for any damage.

Safe keep of Valuables

(25)   Care for your valuable items, like laptop, wristwatch, cell phone, camera, wallet, etc. Ensure that they carry your name. Always keep them under lock and key in the Almirah provided.

(26)   Do not keep cash more than Rs. 500 with you. Use ATM to draw cash whenever you need more.

(27)   Lock while leaving the Room for any purpose.

Hostel Timing

(28)   Follow strictly the timings of the hostel as announced by the administration. All resident students should check in their respective hostels latest by 11 p.m. every day unless they are in Library or have a specific permission to study in group in AC-I, which is normally permitted by Warden.

(29)   Boy's Hostel and Girl's Hostels may have different timings.

(30)   For leaving the campus, a written permission/ Gate pass of the Warden / Asst. Warden is a must.

(31)   Night outs for both boys and girls will be notified separately. No students are permitted to remain outside their hostels on any other day.

Vacating the Hostel Room

(32)   All students are required to vacate the hostel room at the end of the Second Semester/Third Trimester/Fourth Term of the Academic Year. Students who have been permitted to register during the summer term or have been assigned a summer project at the campus will be permitted to stay in rooms allotted by the Chief Warden.

H. MESS

(1)   Every student enrolled in NIIT University is automatically a member of the mess.

(2)   All students are expected to have their four meals a day in the Mess.

(3)   The mess will operate at specific timings for breakfast, lunch, evening tea and dinner. The timings will be announced at the beginning of every semester/trimester/term.
       In case of a change of timing, an announcement will be made and the same will be notified on the Notice Board.

(4)   The decision regarding the mess menu is made by the Mess Committee in consultation with the Mess Manager. In case of any specific suggestions/ requirements, consult student representatives of Mess Committee.

(5) Any complaint related to food quality/ hygiene should be lodged in the feedback register which is checked timely or can be notified to the mess committee members. Feedback may also be provided through NU Mess App. Any direct interaction of the students with the vendor or his representative is strictly prohibited.

(6) The mess is equipped with necessary arrangements for hand wash, drinking water etc. and students should avail themselves of the meals in the dining hall itself. The utensils and other mess accessories are strictly not allowed to be taken outside the dining hall.

(7) The present system of mess involves self-service and plates after eating are to be kept on the washing counter.

(8) Maintain cleanliness in the mess and do not break or damage anything. Any such action will be brought to the notice of Mess committee.

(9) The mess fees are to be paid as per notification on the subject and by due date along with University and Hostel fees failing which late fee will be levied.

(10) All sick students will be provided meals in their rooms by the Mess Vendor, on approval by the Chief warden/Warden.

(11) Do not waste food, take only as much as you can consume.

I. SPORTS

(1) Two students for each of the sports activities will be appointed as the coordinator. The coordinator will be required to help keep the infrastructure of sports in fully playable condition in consultation with the Sports in Charge and assist in conducting various tournaments.

House System

(2) All activities in the University are organized based on house groupings. The entire strength of the students and faculty and staff members is divided into three houses: Orange House, White House & Green House

Activity Areas

(3) Keep the equipment and instruments back in proper place after use.

(4) Keep the gymnasium and other places as clean as it was prior to use.

(5) During the intramural competitions or inter house matches students are expected to wear proper uniform or house T-shirt.

(6) Wear proper uniform and equipment in the playing area to prevent injury and damaging the playing arena.

(7) If any loss or damage in your knowledge or caused by you, must be reported to the concerned person or the sports faculty.

(8) Student found indulging in willful damage to any of the equipment or instruments will invite strict disciplinary action and will be liable to recovery of cost of damage/replacement.

(9) Cases of misconduct during matches, with any match official or on any practice area are liable for disciplinary action.

(10) Use of drugs or any form of doping material is strictly prohibited. Use of abusive language is

prohibited. Violations will result in disciplinary action.

(11) Carrying accessories or other costly equipment like Cellular phones, CD players, IPods, MP3 Players is not permitted in activity area.

(12) Students can use sports facilities only before or after academic hours.

(13) The sports time will close at 11.00 pm, beyond which neither the sports Instructor nor the Sports equipment will be available.

Gymnasium

(14) Access to the gymnasium will be granted only to NUtons, NU Employees and their family members.

(15) Users are required to record their attendance and should produce their ID for getting entry to gymnasium.

(16) Persons under 18 years of age will not be permitted to use Gym equipment.

(17) Users should have their physician's approval for the appropriate exercise regime. Any exercise undertaken shall be done at the user's own risk.

(18) Users shall be dressed in appropriate sports attire while in the Gym.

(19) Appropriate sports shoes are to be worn while in the Gym and are advised not to get into any altercation or fight with anyone.

(20) For hygienic reasons, it is advised to use a personal towel while in Gym.

(21) All users should wipe the equipment before and after usage.

(22) No food and drinks (except water) are allowed inside the Gym.

(23) Users should use the lockers provided to store their belongings, if any. No personal belongings should be brought into the Gym.

(24) No user is allowed to tamper with the electrical switches and gadgets in the Gym.

(25) Users must observe all safety regulations pertaining to the use of exercise equipment.

(26) Weights lock must be used while using the bar bells for safety reasons.

(27) Users must re-rack all weigh plates, bar bells and dumbbells after each use. Under no circumstances any exercise equipment is to be removed from the Gym.

(28) A user who is responsible for the loss or damage of the equipment due to act of negligence shall bear the cost of repairing or replacing the equipment.

(29) The University staff on duty may, at his/her own discretion, may ask users who are found to be in breach of any of the rules and regulations to cease or desist from such action or to leave the Gym immediately.

(30) The University, its employees, or representative shall not be liable for any damage, loss, injuries, or death caused by use of any of the Gym equipment.

(31) University reserves the right to add, delete and/or vary the above rules any time as it deems fit.

J. NATIONAL SERVICE SCHEME-NSS

General: NSS is a Govt sponsored public service programme under Dept of Youth & Sports Affairs Govt of India. Formally launched on 24 Sep 1969, birth centenary year of Father of the Nation. 24 Sep is celebrated as 'NSS DAY' every year. It is a voluntary association of young people in schools

(10+2 level), colleges & universities.

Aim: The aim of NSS is to develop the personality of a student through community service.

Objectives
a. Understand the community in which students work.
b. Understand themselves in relation to their community.
c. Identify the needs and problems of the community and involve them in problem-solving.
d. Develop among themselves a sense of social and civic responsibility.
e. Utilize their knowledge in finding practical solutions to individual and community problems.
f. Develop competence required for group-living and sharing of responsibilities.
h. Gain skills in mobilizing community participation
i. Acquire leadership qualities and democratic attitudes.
j. To develop capacity to meet emergencies and national disasters.
k. To practice national integration and social harmony.

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Motto of NSS
"NOT ME, BUT YOU"
</div>

Programmes under NSS
Two types of programmes are conducted under NSS:
a. Regular activities: Students are expected to work as volunteers continuously for two years, rendering community service for min 120 hrs per annum (240 hrs over 2 years).
b. Special Camping Programmes: A camp of 07 days' duration is conducted every year in adopted areas on a specific theme. Each student must participate in min one special camp over 2 years period.

Eligibility for Certification
a. Completed a minimum of two years of volunteer- ship in NSS.
b. Participated in at least two special camping programmes.
c. Participated in at least one national programme like R.D. Parade camp in Delhi, National integration or motivation camps, inter-state youth exchange programmes etc. sponsored by the Department of Youth Affairs and Sports.
d. Not be less than 18 years and more than 25 years of age (SC/ST category - relaxation in age by 3 years).
e. Should have completed 240 hours of community service during two consecutive years of volunteer-ship.
f. Should have been reasonably good in academic performance.

Allotment to NU
One Unit has been allotted to NU on 22 May 2019 for 100 students. 30 vacancies have been kept aside for the new Batches.

K. MEDICAL

(1) Student must always report the instance of sickness to Warden or Assistant Warden as soon as it is experienced without any delay. No departure from this practice will be accepted.

(2) It is the responsibility of the student to consult the Doctor on Campus or Doctor at Park Hospital with help from the Warden/ Assistant Warden.

(3) Students are strictly advised not to self-medicate. If s/he does, s/he is fully responsible for the consequences.

L. CAMPUS

(1) Every Student is required to carry Identity Card all the time when in campus.

(2) Dress Code: Students are expected to wear appropriate presentable dress or formal wear during Academic hours. They should ensure that their nails are groomed, and shoes are polished. Boys should ensure that they are clean shaved. They should not be in shorts, slippers etc during formal hours or when in Academic Buildings or when they are participating in University Committee Meetings.

(3) Entry and exit through the Main Gate is not permissible without an identity card. For going out of the Campus a Gate Pass must be obtained by the student.

A. Presently the online electronic gate pass system is operative on the Campus. To apply for a Gate Pass student must log in to his NUgget account. On the first login the system will take you to upload you profile which is one-time exercise where you need to upload your photo and other details, (your gate pass request will not be entertained without your photo and other details) after which you can create the request for gate pass. While creating a request for Gate Pass please check that:

   a. You have filled in all the details about you correctly on 'Update your Profile' and pasted a clear front face photograph.

   b. At the time of exit from and entry to the Campus, ensure that the Guard at the Main Gate has made an entry in the computer.

   c.   You must carry your identity card while going out and coming in.

   d. Gate pass which requires approval of the Warden, allow minimum 2-3 hours' time between request and approval/rejection.

   e. For approval of gate pass your request should be addressed to your Floor/Hostel Warden.

   f. In case you need to cancel an approved gate pass, please contact the Warden.

   g. For any clarification, please contact CCC/Warden.

B.   Online electronic application does away with paperwork and gives the benefit of Auto approved gate pass which every student can avail thrice every week (besides the outings on weekends).

C. However, this facility will be applicable to only those requests that fulfill the following conditions:

   a. The check-out and check-in happen on the same date.

   b. Check-out time is expected to be after 05:30PM but not later than 7.00 PM in winter and 8.00 PM in summer and Check-in time should be before 09:00 PM (winters) and 10 PM (summers) and during the period when students do not have classes.

    c.   The Dean, Student Affairs or Chief Warden has not barred you from obtaining gate pass.

    d.   Any late arrival to Campus will result in blocking of gate pass from 10-20 days.

D. If your gate pass request does not meet the above criteria, it will be forwarded to Wardens, and they can approve/reject the same. Once the request is responded(approved/rejected) by any Warden, the status of the same can be modified by only Chief Warden.

(4)   During working hours of the University i.e., from 8.30 a.m. to 5.30 p.m. and beyond, if any, class is scheduled, a student is not allowed to leave the campus without permission of the Dean, Student Affairs.

(5)   Every student shall maintain high standards of peace, tranquility and ideal conduct, cleanliness, and discipline in the campus.

(6)   No student shall bring a personal vehicle within the Campus.

(7)   No student shall physically hurt any other student in any given case within or outside the campus on account of any reason whatsoever.

(8)   No student shall damage / abuse any property of the University including any facilities. Student indulging in such act would invite strict disciplinary action and would be mandatorily required to compensate the loss incurred if any to the University property.

(9)   Students shall not make any scribbling, unwarranted marks on the wall or disfigure the University property at any place within the university premises.

(10)   Students shall not harm/cause damage to flora and fauna on the Campus.

(11)   Discipline and decorum shall be maintained in all University functions.

(12)   Strikes, Picketing and Gherao are strictly banned in the campus.

(13)   No student shall litter the campus by indiscriminately disposing of polythene bags, sachets of eatables, etc. Please NOTE NU is a "Plastic Free Campus".

(14)   No student is permitted to import in the Campus or carry on-body or stock in hostel room or consume cigarettes/ bidis/ hukkah and alcohol/ any narcotic substance in the campus. If a stock of cigarettes/ bidis/ alcohol/ narcotic substance is discovered in the common areas in the Hostel, the student occupants of the entire hostel room will be held responsible.

(15)   No student is permitted to enter Campus if s/he has consumed alcohol or any narcotic substance outside the Campus.

M. Grievance

Introduction:

NIIT University is committed to providing a safe, fair, and harmonious learning and work environment. Grievance Redressal Committee is set up at NIIT University in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) for handling day-to-day grievances related to faculty and staff.

The Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner maintaining necessary confidentiality. Any staff member with a genuine grievance may approach Grievance Redressal Committee to submit his/her grievance in writing or send through e-mail.

Staff refers to all academic and non-academic staff members. It includes faculty (full time, part time or visiting), teaching assistants, tutors, directors, academic support staff members, full-time or part time employees and full-time consultants who are involved in administrative or nonacademic work.

What is a Grievance:

A grievance may be any kind of discontent or dissatisfaction or negative perception, whether expressed or not, arising out of anything connected with university that a staff thinks, or even feels, is unfair, unjust or inequitable. Any grievance /complaint relating to sexual harassment will not be covered under these rules. The same shall be addressed by the Internal Complaint Committee (ICC).

Procedure for filing complaint:

Any staff having a grievance may lodge a complaint to the Grievance Redressal Committee. Complaint may be oral, by email (*grievance@niituniversity.in*) or in writing. If the complaint is oral, it will be converted into a written form by the Committee member who received the complaint and authenticated by the complainant under his / her signature within 48 hours of the complaint.

Formal grievance complaint shall include:

- ✓ A clear and concise statement of the event/issues, and a summary of steps taken, if any, by the grievant to resolve the problem or issues prior to the filing
- ✓ A reasonably detailed description of the relevant facts, including the name/s of person/s, copies of relevant documents or other evidence relevant to the grievance.
- ✓ Full name contacts information of the person escalating/initiating the grievance complaint.
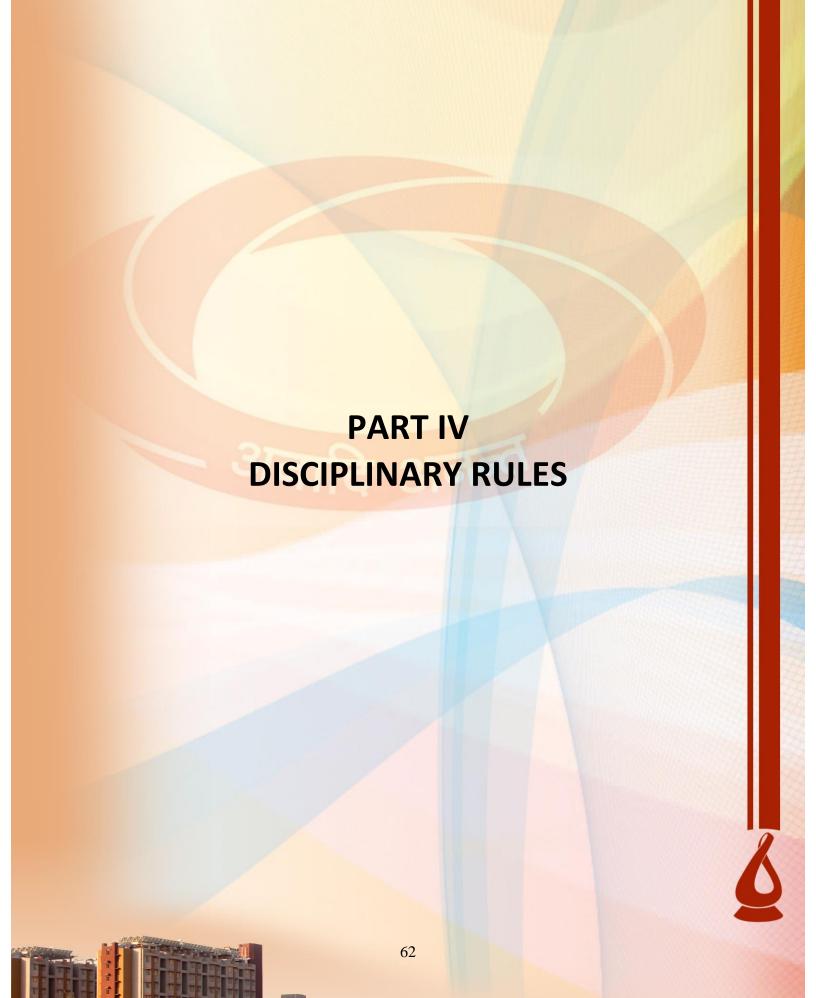
Appeal:

The applicant shall have the right to file an appeal to the President within 30 days from the date of the written communication of decision of the Committee.

Note:

1. The committee would recommend appropriate action against the complainant(s) if the complaints made are found to be baseless or trivial.
2. Anonymous complaints will not be entertained.

PART IV
DISCIPLINARY RULES

DISCIPLINARY RULES

(1) Ragging in any form is strictly prohibited and would attract strict disciplinary action including expulsion from the University.

(2) Obscene and indecent behavior shall invite strict disciplinary action including expulsion from the University.

(3) Use of Internet for watching pornographic material is strictly banned. Anyone indulging in such act would invite strict disciplinary action.

(4) All Students are required to use social media responsibly. Any devastating personal comments intended against an individual or the University or any organization or the use of the name of the University or NU or its logo and its Vision Mission & Statements in any manner whatsoever without competent authorization in the public domain shall invite strict disciplinary action which may also include expulsion from the University.

(5) Sexual harassment, or any practice derogatory to human dignity and personal privacy are strictly prohibited. Anyone found indulging in such act would invite strict disciplinary action including expulsion from the University.

(6) Any incidence of willful assault on any student, faculty or staff of NU or any member of vendors on the Campus will invite strict disciplinary action, including suspension or expulsion from the University.

(7) Any incident of willful damage to university property will invite strict disciplinary action including recovery of cost of damage with penalty. In case of damage in common areas, it will invite collective recovery of cost of damage including penalty.

(8) Use of unfair means during examination shall invite strict disciplinary action including expulsion from the University.

(9) Any kind of Academic misconduct shall invite strict disciplinary action, including expulsion from the University.

(10) Frequent unexplained absence from the class/ labs will be tantamount to "academic misconduct". The academic ordinances of NU clearly state that it shall be the responsibility of the individual student to be in attendance in all classes. A student, if frequently stays away from the classes/ labs in any given course, her/ his name will be reported to the Disciplinary Committee. If the reasons for her/ his frequent absence are found to be unjustifiable, University will be in its right to debar such student from taking the Comprehensive examination in that course.

(11) Keeping Music System, Speakers, TV, press for ironing, room heater, cooking gas/ electric/induction stove, desert cooler, fridge, electric kettle, expensive jewelry, etc. is not permitted.

(12) Consumption and possession of Alcohol and/ or any Narcotic substance on Campus is strictly prohibited. Student found violating these instructions would attract strict disciplinary action including suspension from Semester/ Trimester/ Term or expulsion from the University and penal deduction as decided by the University.

(13) Parking a Two or Four Wheeled Vehicle in the University parking area without due permission of the Head Admin/Chief Warden is strictly prohibited. Any vehicle parked inside by students will result in strict disciplinary action.

(14)   Students will submit completed Clearance Form at the end of the Seventh Semester/ Third Trimester / Second Term / before proceeding for off campus Semester/ Trimester/ Term, failing which disciplinary action will be initiated.

Anti - Ragging Regulations

Ragging is strictly banned in the University, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 as well as under the penal law for the time being in force.

Any instance of Ragging should be reported immediately to the following Anti- Ragging Squad members of the University:

Anti - Ragging Squad

Squad Members	Mobile No	Tel No. (O)	Email Id
Dr. Achintya Roy	8001531815	01494-660636	Achintya.Roy@niituniversity.in
Dr. Sachin Pathak	8410267161	01494-660657	Sachin.pathak@niituniversity.in
Col Sanjay Kumar Shukla	9526557231	01494-660754	Sanjay.K.Shukla@niituniversity.in
Mr. Vivek Vishwakarma	7566234676	01494-660746	Vivek.vishwakarma@niituniversity.in
Mr. Narendra Singh Bisht	8107243998	01494-660717	Narendra.Bisht@niituniversity.in

Apart from the above, instance of Ragging may also be reported at National Anti-Ragging Helpline 1800-180-5522 and email id helpline@antiragging.in

Anti- Ragging Committee ensures a healthy atmosphere for students at the University by addressing and combating issues relating to Ragging.

Anti - Ragging Committee

President	Chairman	Prof Prakash Gopalan
Dean, Student Affairs	Member	Maj. Gen. A K Singh (Retd.)
Faculty Representatives	Member	Prof. Parimal V Mandke, Dr. Ganapathirao Maradana, Dr Achintya Roy
Student Representatives (Senior)	Member	Mr. Pranav Sahni (BT22GCY058).
Student Representatives (Junior)	Member	Ms. Amy Sony (BT23GCS109).
Non - Teaching Staff	Member	Col Sanjay Kumar Shukla
Parents	Member	Mr Pankaj Dhingra
	Member Secretary	Dr. Ganapathirao Maradana

Ragging related instance can also be reported at University Grievance Box Id: Grievances@niituniversity.in. Student can also drop in letter at University's Grievance Hard Box.

All Enrolled students of the University signs the following undertaking at the time of Registration.

ANTI – RAGGING UNDERTAKING BY THE STUDENT
NIIT University, Neemrana

I,_____ (full name) s/o d/o Mr./Mrs./Ms. _____, having been admitted to _____ (Name of Program) at NIIT University , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

1) I have, in particular, perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that a) I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations. b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.

5) I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be cancelled.

6) Along with the above-mentioned points I do hereby declare that

a) I will obey the code of conduct of the University and do not indulge in any kind of in-disciplined activity while in and off the University Campus.

b. I will be solely responsible for any kind of accident/mishap caused on account of the above-mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name: _____

Note: It is mandatory to submit this affidavit in the above format, if you desire to register for the forthcoming academic session.

PART V
RULES AND GUIDELINES ON UNFAIR MEANS

PREVENTION, PUNISHMENT AND PROCEDURE CONCERNING CASES OF MISCONDUCT AND USE OF UNFAIR MEANS IN OR IN RELATION TO EXAMINATION

1- These regulations are relating to Prevention, Punishment and Procedure concerning Cases of Misconduct and Use of Unfair Means in or in relation to Examinations" and be abbreviated as "Regulations relating to Unfair Means Cases". In these Regulations, unless there is anything repugnant in the subject or context:

    a) "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester/ term and wherever the context so permits, every student on the rolls of a University.

    b) "Committee" shall mean the Unfair Means Committee constituted for this purpose and appointed by President in his capacity as Chairman, Academic Council to deal with the cases of alleged use of unfair means and misconduct in or in relation to the University Examination'

    c) "Disqualification" shall mean disqualification from appearing in any examination of the University and will be treated as failure in the examination and all consequences of failure will follow.

    d) "Examination" shall mean an examination conducted by or at the instance of the NIIT University and shall include an examination so conducted.

    e) "President", "Dean Academics", "Dean Student Affairs" and "Registrar" shall mean respectively the "President", "Dean Academics", "Dean Student Affairs" and "Registrar" of the NIIT University.

    f) "University" shall mean the NIIT University at Neemrana.

Unfair Means-shall mean and include any activity of unauthorized use of books, study material, electronic gadgets or any other material which may help a student in coping or referring to answers of the questions given in the question paper during the exam. It also includes action of asking for help from others or using any sign or code language. Constitution of the Unfair Means Committee (UMC):

President in his capacity shall be the Chairman, Academic Council shall annually nominate two faculty members to the Unfair Means Committee as per the constitution already approved by the Academic Council of NIIT University. The Registrar shall act as Member Secretary to deal with the cases of alleged use of unfair means and / or misconduct in relation to an examination.

General Rules & Regulations:

1   All candidates must leave all papers, notes, books, mobile and handbags Laptops/ Tabs/Smart watches, calculators, outside the examination hall 10 minutes before the commencement of the exam unless specified by the course in charge and thereby permissible.

2   While reporting a case of use of Unfair Means in the University Examinations detected by or in the presence of the member of flying squad/ observer on University duty, both the members of flying squad/ observer and the Invigilator/s shall be required to sign the incriminating evidence if it is in the form of papers which is recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate or the Invigilator refuses to do so, this should be reported to the University in writing. In case of any electronic gadgets like Tab/Mobile Phone/Laptop/Calculator found in the possession unless specified, the same should be handed over to the person concerned in the along with the statement in writing stamped by the signatures of candidate, flying squad/observer, invigilators and the person concerned from the Exam Cell

3. The answer-book in which the use of unfair means is alleged shall be seized by the Invigilator, and the candidate concerned shall be permitted to answer the remaining part of the question paper on a separate answer book. The Invigilator shall forward both the answer books, along with his / her report in the prescribed form as appended to the Exam Cell. The candidate shall not forfeit his / her right to appear in the rest of the examination and in subsequent papers.

4. If during a University Examination, a candidate is found having in his / her possession or accessible to him / her papers, books, notes or other material, which do not relate to the subject of the examination held that day and which could not possibly be of any assistance to him / her, in such case the Invigilator shall promptly report the case to the Exam Cell and the paper shall be sent to the Exam Cell along with the report. A warning letter shall be issued without a penalty in such cases.

5. Reference no 3 above, on receipt of the report, the Exam Cell shall send it together with answer books, documents, and articles, to the Course-in-Charge and obtain her/ his response to the report. The response from Course-in-Charge and the report, together with the answer-books, documents, and articles, shall be placed before the Committee constituted for this purpose.

6. Where a candidate wishes to submit any evidence and/ or witness before the Committee, he / she may be allowed to do so by the Committee at his / her own expense. The Committee may also, on its own motion and to arrive at a just conclusion based on the principles of natural justice, direct the members of the invigilation staff or any other person to appear before it. No case shall be decided unless the candidate has been given reasonable opportunity to defend her/ his case. The candidate shall be given an opportunity to defend himself/ herself either in person or by way of a written and a signed document in cases where the person is unable to make himself/ herself physically present on the given date.

7. Till the time investigation is on, University has all the rights to confiscate student Laptop/Mobile or any other gadget or device which was allegedly used in the misconduct. The University also reserves the right to make a copy of the contents and preserve the same for future actions if required.

8. When the Committee, after having heard the candidate in person or in absentia, and after having heard such evidence as he / she may produce and after going through the record is unanimous in its decision, that decision shall be final. If the Committee is not unanimous in its decision, the record of the case shall be referred to the Dean Academics who may either decide the case himself / herself or form another committee to arrive at conclusion to form a decision.

9. The decision taken through the above process shall be communicated to the candidate.

10. The student may approach the President, NIIT University to appeal against the above decision.

Punitive action of the category of offenses will range from giving warning letter to debarring from examination across all courses to suspension from semester/ term. The below table is illustrative of such acts but not limited to these acts only.

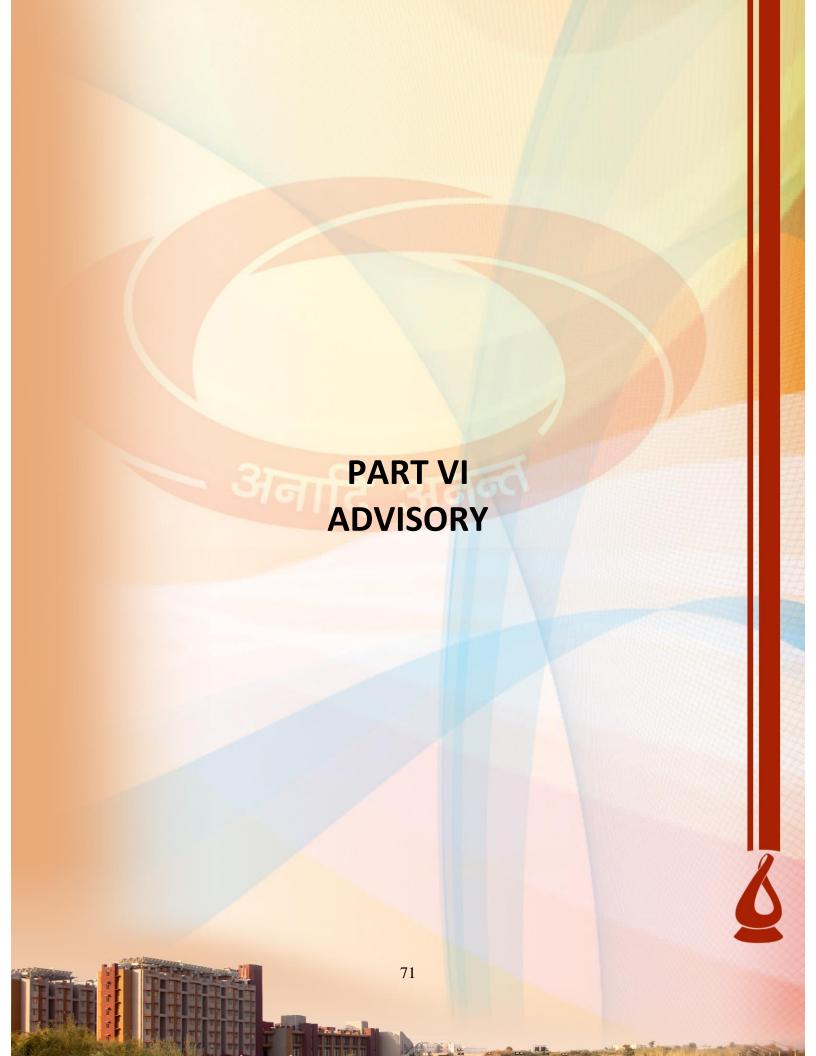|	Category of offense	Action
I	Carrying the mobile phone, book, notebook or any other documents and calculator in the examination hall that is prohibited as per examination guidelines (unless specified); and subsequently declaring/depositing the above, after the instructions by the invigilators before the start of exam.	The only action in such case shall be confiscation of material and a warning letter to be issued.
II	In possession of any material in the examination hall during the examination (e.g. books, notes, cheat sheets)/ electronic gadgets (such as mobile, tablet, smart watch, pager, pen drive or any other) and/or material written on any part of the body for copying relevant content and/or communicating or trying to communicate in any unauthorized way (oral, written, electronic, non-verbal) with another person during an examination or test except where the examination rubric permits this *e.g.* group assessments	Cancellation of course registration
III	Post-facto detection by evaluator of "copying" while checking the answer copy.	After due investigation of the case, if the act of copying is proved, it will lead to cancellation of the course registration
IV	Carrying in or out of examination hall blank or written answer sheets of the University and/or replacing the answer sheet issued in the exam hall by the one smuggled in and/or carrying in the question paper of the on-going exam and/or similar offenses	Suspension from the current semester/term or next semester/term
V	Impersonation by any means (accessing another student's Moodle account during on-line exam by fraudulent use of password, writing exam on the basis of another student's I card) and/or similar offenses	Suspension from the current semester or next semester and can even lead to suspension for the entire academic year
VI	Any act of indiscipline during exam 1. Leaving the examination room/hall without handing over the answer books to the invigilator in charge. 2. Intentionally tearing off own Answer Sheet/ Supplementary/Second answer book or a part of a leaf or a continuation sheet of any other candidate appearing at the examination. 3. Forcing / coaxing other students to leave the examination room/hall and causing disruption 4. Carrying any weapon of offence into the examination room/hall. 5. Any other act of the candidate including refusal to hand over the incriminating material evidence during the	The case will be handed over to Standing Committee for Students Discipline

	examination reported by the invigilator/any other invigilation staff deputed by the University 6. Using indecent and/or abusive language against the Invigilator/ any other officer deputed by the University if proven	
VII	Repeat offenders where the seriousness of an offence shall be determined by the presence of *men's area*.	If a student repeats use of unfair means in any form, the same shall be seriously viewed and the punishment given may be from a higher category.

NOTE:

A. The Unfair Means Committee constituted for this purpose shall take duly signed statement of both the candidate as well as invigilators and if necessary, of the Course-in-Charge.

B. The Committee shall recommend punitive action after due consideration of the type of disorderly conduct, reports of the invigilator/of any other officer deputed by the University and the statement of the candidate.

C. Where punishment is awarded under more than one clause, the more severe punishment will become applicable.

D. After pronouncement of the verdict, the student will have an opportunity to appeal to the President. President's decision shall be final. In all cases of appeal, the hearing shall be video recorded.

PART VI
ADVISORY

SAFETY & OTHER MATTERS

(1) Do not walk in `Kutcha' area. Prefer to take metal-road. Particularly after sunset and during monsoon season, the possibility of presence of reptiles in kutcha area or even on metal-road cannot be ruled out.

(2) Do not walk or sit in dark areas.

(3) Be mindful of gaps in stonework as there may be snug places for scorpions and 'Goera'.

(4) Use a full sports shoe when venturing into nature-trails.

(5) Walk on a treaded path in a trail.

(6) Alwar is the largest producer of mustard crops which blossom with bright yellow flowers and is a rich source of nectar. Lot of Beehives come up in and around the campus where bees make honey from the nectar picked up from.

(7) Be mindful of Beehives that typically would be overhead and go unnoticed by you.

(8) Bees get agitated by smoke...some smoke from any source may trigger a bee-attack.

(9) A Bee goes searching for nectar for about a km from its hive.

(10) Do NOT move limbs or any other objects to chase away bees. This further irritates the bees.

(11) If a colony of bees is flying over you, choose to sit still. **<u>Do NOT</u>** attract them by any agitation.

(12) Do not form a habit of frequently eating food from outside, particularly 'Fast Food'.

(13) Do not throw litter in and around campus or in the Academic Area. Always use the dustbin to throw Liter. Contribute to making NU Campus Clean and Green

(14) You are advised not to leave the Campus too often in a semester, as it loses the momentum of study.

(15) Getting sick too often is not a good idea. It is important to understand one's constitution and learn to maintain health for effective learning experience.

(16) The University has an authorized private transport provider. In case of any personal need, you are advised to avail the service of the University authorized transport provider only.

(17) In case of illness of any kind, minor or major, you must bring the same to the attention of the resident Warden immediately and with her / his help, you must consult the University authorized doctor on the University premises or at Park Hospital Behror as the situation may demand. You are strictly advised to stay away from self-medication or seeking distant advice from any doctor.

(18) In rainy season, there is a strong possibility of fungus growth in hostel room on walls, on woolens, etc. The University administers anti-fungal methods; but students are advised to keep naphthalene balls in closets, not hang wet clothes in room and take such precautions which will reduce the possibility of fungus growth.

(19) While returning from Neemrana Market or Neemrana Mor late in the evening, preferably use a cab/ auto rickshaw. In case you are walking back, move in a group and never alone.

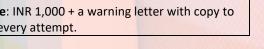# PART VII
SYSTEM OF FINES & PENALTIES

System of Fines & Penalties

Fines			
S. No.	**Reasons**	**Amount**	**Application To be Submitted To**
1.	Late Registration Penalty (If prior permission is not obtained)	1. Rs. 1000/- 2. After Two weeks from the declared date of registration, – Registration not permitted. Student will lose a Semester.	Dean Academics
2.	**Late Fee Penalty:** It will be levied as per the declared late fee submission policy		
3.	Issue of Duplicate I – card	INR 400/-	Head Admin
4.	Issue of Duplicate Grade sheet	INR 100/- per Grade sheet	Dean Academics
5.	Issue of duplicate degree certificate	INR 2000/-	Dean Academics
6.	Issue of Duplicate Door Access Card	INR 500/-	Head Admin
7.	Late Return of Library Books	INR 10/- for Book or INR 20/- for Reference Book	Librarian
8.	Library Book Lost	Actual cost of Book + INR 100/-	Librarian

SYSTEM OF PENALTIES

S. No.	Reasons	Action
1.	Student Leaves campus without Gate Pass	**First Offence:** A warning letter with a copy to parents and INR 1000/- fine. **Second Offence:** A warning letter with cc to parents and INR 2000/- fine. **Third Offence:** 15 days suspension from university: **After Third Offence:** A warning with a copy to parents, declared as perpetual offender and six months Suspension from the University and forfeiture of scholarship.
2.	Damage to any fire protection equipment, including interference with smoke detectors	INR 5000/- for each occasion.
3.	Possession of cigarettes on body, in belongings or in hostel room	**First Offence**: INR 500 + a warning letter with copy to parents on every attempt. **Subsequent Offences**: Amount of penalty to be doubled on each occasion, in addition to intimation to parents.
4.	Found smoking in the campus	**First Offence**: INR 1,000 + a warning letter with copy to parents on every attempt.

		Subsequent Offences: Amount of penalty to be doubled on each occasion, in addition to intimation to parents.
5.	Possession of alcoholic drinks on body, in belongings or in hostel room	**1.First Offence** INR 1,000 + A warning letter with copy to parents. 2. **Second Offence:** INR 2,000 + a warning letter with copy to parents. 3. **Third Offence:** INR 5,000 + a warning letter with copy to parents. 4. **After third Offence:** A warning letter with copy to parents + treated as perpetual defaulter and suspended for six months with forfeiture of scholarship for one semester or rustication based on severity of the case.
6.	Consumption of alcoholic drinks on campus or entering campus after consumption of alcoholic drinks	**1.First Offence:** INR 2,000 + a warning letter with copy to parents. 2. **Second Offence:** INR 5,000 + a warning letter with copy to parents. 3. **Third Offence:** INR 10,000 + a warning letter with copy to parents. 4. **After third Offence:** A warning letter with copy to parents + treated as perpetual defaulter and suspended for six months with forfeiture of scholarship for one semester or rustication based on the severity of the case.
7.	Possession of narcotic substances on body, in belongings or in hostel room	**1.First Offence:** Suspension for 30 days + a warning letter with copy to parents. 2. **Second Offence:** Suspension for 2 months + a warning letter with copy to parents. 3. **Third Offence**: Suspension for Semester/ Term + forfeiture of Scholarship in next semester + a warning letter with copy to parents. 4. **After third Offence:** Treated as perpetual defaulter and suspended for full academic year with forfeiture of scholarship for entire duration or rustication based on the severity of the case, with letter to parents.
8.	Consumption of narcotic substances	1.**First Offence:** Suspension of 3 months + a warning letter with copy to parents 2. **Second Offence:**

		Suspension for Semester / Term + forfeiture of scholarship in next semester + a warning letter with copy to parents
		3. **After Second Offence:**
		Treated as perpetual defaulter, suspension for full academic year with forfeiture of scholarship for entire duration or rustication, based on the severity of the case + a letter to parents.
9.	Willful damage to university property	**1.First Offence:**
		A warning letter with copy to parents and a fine of INR 1,000 – 5,000/- depending upon the severity of the case + cost of actual damage.
		2. **Second Offence:**
		A warning letter with copy to parents and a fine of INR 2,000 – 10,000/- depending upon the severity of the case + cost of actual damage.
		3. **Third Offence:**
		A warning letter with copy to parents and a fine of INR 2,000 – 10,000/- depending upon the severity of the case + Cost of actual damage + one month' suspension from the Campus with forfeiture of scholarship for next semester.
		4. **After third Offence:**
		A warning letter with copy to parents and a fine of INR 2,000 – 10,000/- depending upon the severity of the case + cost of actual damage + treated as perpetual defaulter and suspended for six months with forfeiture of scholarship for entire duration or rustication based on the severity of the case.
		5. **Collective Penalty:**
		For all breakages and damages in common areas, for which no specific responsibility can be pointed out, a collective fine will be levied on students residing in specific areas. It will be equivalent to the cost of damage, divided equally among all students.
10.	Found in possession of unauthorized items in the room as refrigerator, heater etc.	INR 1000/-. Item will be confiscated. To be returned at the time of finally leaving the University.
11.	Improper behavior with the teacher/staff	**1.First Offence:** Apology letter + a warning letter with copy to parents.
		2. **Second Offence:** Apology letter + suspension for 15 days + a warning letter with copy to parents.
		3. **Third Offence:** Apology letter + suspension of 1 month + a warning letter with copy to parents.
		4. **After third Offence:**
		Apology letter + treated as perpetual defaulter and suspended for 6 months + forfeiture of scholarship in next semester + a warning letter with copy to

		parents.
12.	Physical fighting in university building, hostels, inside the campus, or outside the campus with other NIIT University students or indulging in group activity resulting in assault and/ or violence	1.**First Offence:** Suspension for Semester/ Term + forfeiture of scholarship in next semester + a warning letter with copy to parents. 2.**Second Offence:** Suspension for two Semesters /Terms + forfeiture of scholarship for one semester + a warning letter with copy to parents. 3. **Third Offence:** Treated as perpetual defaulter, and suspension for full academic year with forfeiture of scholarship for entire duration + a warning letter with copy to parents.
13.	**Against Fair Gender** Indecent behavior on the Campus, including misbehavior, threatening, and quarrelling with other students, NU Employees and Support Staff. in the University campus or outside in a manner which is indecent, or which is meant to annoy or harass the students, teacher, officers, or employee of the University	As per The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("POSH Act").
14.	**Against same Gender** Indecent behavior on the Campus, including misbehavior, threatening, and quarrelling with other students, in the University campus or outside in a manner which is indecent, or which is meant to harass the students,	1. **First Offence** Written Warning. 2. **Second Offence:** Suspension from Campus for 30 days. Counselling by professional psychometric profiling expert. 3. **Third Offence:** Suspension for Semester/ Term + forfeiture of scholarship in next semester + a warning letter with copy to parents. 4. **After third Offence:** Treated as perpetual defaulter, and Suspension for full academic year with forfeiture of scholarship for entire duration + with letter to parents.
15.	Ragging	As per provision of Anti Ragging rules.
16.	Indulging in acts of theft, stealing and misappropriation.	1. **First Offence:** Recovery of market value of stolen item. + a Penalty of INR 1000+ written warning. 2. **Second Offence:** Recovery of market value of stolen item. + A Penalty of INR 5000+ written warning Counselling by professional psychometric profiling expert. 3. **Third Offence:** Recovery of market value of stolen item. + A Penalty of INR 10000+ counselling by professional psychometric profiling expert + a warning letter with copy to parents. 4. **After third Offence:** Recovery of market value of stolen item. + written warning. Counselling by professional psychometric profiling expert + a warning letter with copy to parents. Treated as perpetual defaulter, and Suspension for a Semester/ Term with forfeiture of scholarship for

		one semester.
17.	Moral Turpitude	1.**First Offence:** Apology Letter + suspension for one month + A warning letter with copy to parents. 2. **Second Offence:** Apology Letter + suspension for three months + a warning letter with copy to parents. 3. **Third Offence:** Apology letter + suspension for one semester/term + A warning letter with copy to parents + forfeiture of scholarship in next semester. 4. **After third Offence:** Treated as perpetual defaulter and suspended for one academic year with forfeiture of scholarship for entire duration with letter to parents or rustication, based on severity of case.
18.	Use of University premises for any purposes other than for which it is meant without the permission of the concerned authority	1. **First Offence:** Strict warning Letter. 2. **Repeat Offences** – INR 5000/- for each instance.
19.	Acts which lower the prestige of the University	Strict warning Letter with copy to parents and action proportional to seriousness of the offence
20.	Organizing meeting within the premises and/or assisting outsiders in organizing meetings inside University Campus without permission from appropriate authority.	1. **First Offence:** Strict warning letter with copy to parents. 2. **Second Offence;** Strict warning letter with copy to parents + INR 2000/- 3. **Third Offence:** Strict warning letter with copy to parents + more severe action befitting the seriousness of the offence.
21.	Gambling inside or outside the Campus	1. **First Offence:** Strict warning letter with copy to parents and counselling by professional psychometric profiling expert. 2. **Second Offence:** Strict warning letter with copy to parents + INR 2000 and counselling by professional psychometric profiling expert. 3. **Third Offence:** Strict warning letter with copy to parents + suspension for one month. 4. **After third Offence:** Treated as perpetual defaulter and suspended for one semester/term + a warning letter with copy to parents + forfeiture of scholarship in next semester.
22.	Offences related to IT Policy of the University, website, NU Digital, social media platforms and mass media. Visiting socially unacceptable websites. These offences may be categorized as Impersonation, Spam Mail/ initiating chain Mail and/or Mass Mail, Misuse of social media, Fake mail, use of social media to defame the	1.**First Offence:** Suspension of 1 month + a warning letter with copy to parents+ complaint to Cyber Cell. 2. **Second Offence:** Suspension of 3 months + a warning letter with copy to parents + complaint to Cyber Cell. 3. **Third Offence:** Suspension for Semester / Term + a warning letter with copy to parents + complaint to Cyber Cell + forfeiture of scholarship in next

	name of University/ Colleague/ staff/ Faculty and Misuse of University Payment gateways, Making demeaning and derogatory comments on other students or NU employees.	semester. 4. **After third Offence:** Treated as perpetual defaulter, suspension for full academic year with forfeiture of scholarship for entire duration with letter to parents or rustication, based on the severity of the case + complaint to Cyber Cell.
23.	Forging signatures of university officials and misuse of University seal, logo, letter heads and other such material.	1.**First Offence:** Suspension of 1 month + a warning letter with copy to parents + complaint to Cyber Cell.
24.	Fabricating / damage soft copy or image of any University document/ system or process without any prior permission by competent authority	2. **Second Offence:** Suspension of 3 months + a warning letter with copy to parents + complaint to Cyber Cell.
25.	Trespassing into virtual space of university/ any act or attempt of hacking any program/ website/ email/ server/system etc.	3. **Third Offence:** Suspension for Semester / Term + a warning letter with copy to parents + complaint to Cyber Cell + loss of scholarship in next semester.
26.	Creating fake email id or user account of university official to access important information of the university and making communication to anyone in or outside NU	4. **After third Offence:** Treated as perpetual defaulter, suspension for full academic year or rustication, based on the severity of the case + a warning letter with copy to parents. + complaint to Cyber Cell.

Perpetual Defaulter:

Any student who commits the same or similar offence multiple times will be treated as "Perpetual Defaulter" and will be suspended from the campus for at least 6 months or rusticated as per degree of severity along with other financial penalties.

PART VIII
COMMITTEES & CELLS

CONSTITUTION OF THE COMMITTEES

August 01, 2023 – July 31, 2024

S. No.	Name of the Committee	Status	Concerned Name
1. Standing Committee for Student Discipline			
	Dean of Student Affairs	Chairman	Maj. Gen. A K Singh (Retd.)
	Faculty, Engineering- ex-officio	Member	Mr. Supratik Banerjee
	Faculty, Management- ex-officio	Member	Dr. Chandan Medatwal
	Chief Warden	Member Secretary	Dr. Achintya Roy
	Deputy Chief Warden	Member	Dr. Sachin Pathak
	Girls Warden	Invitee–As and when required	Mrs. Poonam Yadav
	Head Admin	Invitee	Col Sanjay Kumar Shukla
	One Student Member	Member	G V N Bhargava Kiriti (IM22GMG220)
2. Examination Committee			
	President or his Nominee	Chairman	Prof. Prakash Gopalan or his Nominee
	All Deans	Member	Maj. Gen A K Singh (Retd.), Prof. Ratna Sanyal, Prof. Debashis Sengupta, Prof.(Dr.) Vandana Suhag
	All Area Directors	Member	Dr. Ganapathirao Maradana, Prof. Debashis Sengupta, Dr. Sanjeev Kumar, Dr. Sushil Kalyani, Dr. Vikas Upadhyaya, Dr. Anshima P Srivastava
	Registrar	Member Secretary	Dr. Shivendra Mathur
	Permanent Invitees		Mentor Professor(s) and Vice-President(s)
2a. Examination Sub – Committee			
	Professor	Convener	Prof. Vijay Mandke
	Faculty	Member	Dr. Vinay Sharma
	Faculty	Member	Mr. Vivek Saxena
	Faculty	Member	Dr. Arghya Guchhait
	Faculty	Member	Dr. Ganapathirao Maradana
2b. Examination Fly Members Committee			
	Member	Dr. Sushil Kalyani	
	Member	Dr. Vikas Upadhyaya	
	Member	Dr. Ganapathirao Maradana	
	Member	Dr. Arghya Guchhait	
3. Unfair Means Committee			
	Dean Academics	Chairperson	Dr. Ganapathirao Maradana

	Dean Student Affairs	Member	Maj. Gen A K Singh (Retd.)
	Faculty 1	Member	Dr. Achintya Roy
	Faculty 2	Member	Dr. Swakangkha Ghosh
	Registrar	Member Secretary	Dr. Shivendra Mathur

4. Library Committee

	Librarian	Chairman	-
	Faculty – In –Charge (in absence of Librarian)	Chairperson	Prof. Parimal V Mandke
	In-Charge, Library	Convener-Secretary	Dr. Vinay Kumar Kainthola
	One Representative of each Area	Member	Dr. Vikash Kumar, Dr. Ayan Nandy, Dr. Supratik Banerjee, Dr. Jetendra Joshi, Dr. Pankaj Jain, Prof Gurendra Nath Bharadwaj, Md Abdus Salam Shaik and Prof. Gautham More
	Student Representatives	Member	Ms. Kamakshi Bali, Mr. Abhyas Kandadai and Ms. Nitya Agrawal

5. Academic Counseling Committee

	Dean Academic Affairs	Chairperson	Dr. Ganapathirao Maradana (Associate Dean Affairs)
	Dean Student Affairs	Member	Maj Gen A K Singh (Retd.)
	Area Director	Member	Area Director Concerned
	Student	Member	Anannya Malhotra (IM22GMG052)
	Warden	Member	Dr. Achintya Roy

6. Research Committee

	Dean Research	Chairperson	Prof. Ratna Sanyal
	All Area Directors	Member	Dr. Sushil Kalyani, Dr. Ganapathirao Maradana, Prof. Debashish Sengupta, Dr. Vikas Upadhyaya, Dr. Sanjeev Kumar, Dr. Anshima P Srivastava
	One Mentor Professor	Member	Prof. Vijay Mandke
	One Professor	Member	Prof. Ajay Kumar Singh
	Registrar	Member Secretary	Dr. Shivendra Mathur

7. Programme Committee

	Dean Academic Affairs	Chairman	Dr. Ganapathirao Maradana (Associate Dean Academic)
	Dean Research	Member	Prof. Ratna Sanyal
	All Area Directors	Member	Dr. Sushil Kalyani, Dr. Ganapathirao Maradana, Prof. Debashis Sengupta, Dr. Vikas Upadhyaya, Dr. Sanjeev Kumar, Dr. Anshima P Srivastava
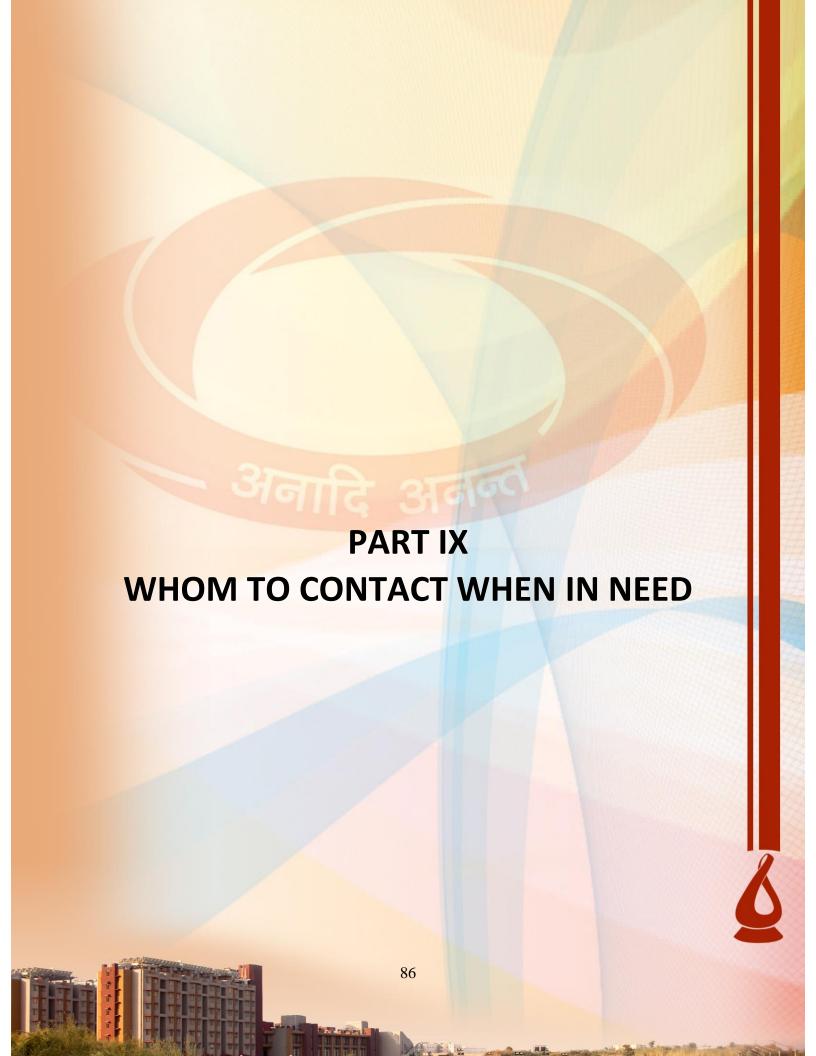
	Registrar	Member Secretary	Dr. Shivendra Mathur
	Two External Members and Two Faculty members	Members	To be nominated by Chairman, Academic council depending upon agenda of the meeting

8. Mess Committee

	Faculty Representative	In- Charge	Dr. Anand Kumar Mishra
	Faculty/Warden	Member	Dr. Supratik Banerjee/ Mrs. Poonam Yadav
	Admin Representative	Member	Col Sanjay Kumar Shukla, Mr. Mahendra Bahadur Singh
	Student Representatives	Member	Ankita Kapoor, S Aadhira, Tanya Singh, Shaik Riyaz Ghori, Ananya Malhotra, Amritanshu Agrawal, Somya Ranjan Swain

9. Anti - Ragging Committee

	President	Chairman	Prof. Prakash Gopalan
	Dean, Student Affairs	Member	Maj. Gen. A K Singh (Retd.)
	Faculty Representatives	Member	Prof Parimal V Mandke, Dr. Ganapathirao Maradana, Dr. Achintya Roy, Dr Utkarsh Raj
	Student Representatives (Senior)	Member	Mr. Pranav Sahni (BT22GCY058)
	Student Representatives (Junior)	Member	Ms Amy Sony (BT23GCS109)
	Non - Teaching Staff	Member	Col Sanjay Kumar Shukla
	Parents	Member	Mr. Pankaj Dhingra
		Member Secretary	Dr. Ganapathirao Maradana

10. Anti – Ragging Squad

	Chief Warden	Chairman	Dr Achintya Roy
	Dy Chief Warden	Member	Dr. Sachin Pathak
	Girls Warden	Member	Mrs. Poonam Yadav
	All Wardens	Member	Mr. Narendra Singh Bisht, Mr. Vivek Vishwakarma

11. Internal Complaint Committee (For complaints against Sexual Harassment)

	Member	Chairperson	Prof. Ritu Dangwal
	Staff	Member	Mr. Ritwik Rituraj
	Two Student Representatives	Member	1. Pranima Sharma (IM22GMG120) 2.Shreeya Singh (IM23GMG092) Only in case of complaints involving

			students as per sole discretion of the Chairperson
	NGO Representative	Member	Mr. Niranjan Sharma Representative from NGO SOHARD
	Faculty Member	Member	Dr. Ratika Kaushik
		Member Secretary	Dr. Swakangkha Ghosh

12. Grievance Redressal Committee

	Dean Faculty Affairs	Chairperson	Prof. Parimal V Mandke
	Two Senior Faculty	Member	Prof. Deepak Khanna, Prof. Debashis Sengupta
	One Senior Staff	Member	Dr. Vinay Kumar Kainthola
		Member Secretary	Dr. Shivendra Mathur

13. SAAM (Sub-Area Academic Monitoring Committee)

	Computer Science/Computer Application	Convener	Dr. Kumar Nitesh
		Member from allied area	Dr. Utkarsh Raj
	Electronics & Communication	Convener	Dr. Neha Tiwari
		Member from allied area	Dr. Anirban Das
	Biotechnology	Convener	Ms Shivani Varshney
		Member from allied area	Prof. Ajay Kumar Singh
	Educational Technology	Convener	Prof. Gautham More
		Member from allied area	Prof. Gurendra Nath Bhardwaj
	Management	Convener	Dr. Mamta Pankaj Jain
		Member from allied area	Dr. Anshima Srivastava
	Humanities & Social Sciences	Convener	Dr. Ratika Kaushik
		Member from allied area	Mr. Abdus Salam Shaik
	Mathematical & Physical Sciences	Convener	Dr. Sachin Pathak
		Member from allied area	Dr. Sanjeev Kumar

14. Wardens Committee

	Chief Warden	Chairman	Dr Achintya Roy
	Deputy Chief Warden	Member	Dr. Sachin Pathak
	Warden, Girls Hostels	Member	Mrs. Poonam Yadav
	Warden	Member	To be appointed
	Warden	Member	Mr. Vivek Vishwakarma
	Warden	Member	Mr. Narendra Singh Bisht

15. Student Benevolent Fund Committee

	President	Chairman (ex-officio)	Prof. Prakash Gopalan
	Dean Student Affairs	Vice Chairman (ex-officio)	Maj. Gen. AK Singh (Retd.)

	Registrar	Member (ex-officio)	Dr. Shivendra Mathur
	One Area Director	Member	Dr. Vikas Upadhyaya
	Student Advisory Committee	Secretary	Khushi Agrawal (BT22GCS184)
	Student Affairs Committee	Deputy Secretary	Ms. Zara Ahmed (BT23GCS119)
	University Captain	Member	Mr. Abhinendra Yadav
	University Vice Captain	Member	Ms Aditi Kapila

PART IX
WHOM TO CONTACT WHEN IN NEED

Whom To Contact When In Need

(Important Contact List)

S. No	Designation	Name	Contact Number	E Mail-ID
1	Chief Warden	Dr. Achintya Roy	8001531814	Achintya.Roy@niituniversity.in
2	Dy Chief Warden	Dr. Sachin Pathak	8410267161	Sachin.pathak@niituniversity.in
3	Warden PG-1&2	Ms Poonam Yadav	9650832901	Poonam.yadav@niituniversity.in
5	Warden UG-1	Mr. N S Bisht	8107243998	Narendra.bisht@niituniversity.in
6	Warden UG-2	Mr. Vivek Vishwakarma	7566234676	vivek.vishwakarma@niituniversity.in
7	Warden UG-2	Mr. Vivek Vishwakarma	7566234676	vivek.vishwakarma@niituniversity.in
8	Administration	Col Sanjay K Shukla	9526557231	Sanjay.k.shukla@niituniversity.in
9	Operations	Mr. Gurwinder Singh	7727891212	gurwinders.mann@niituniversity.in
10	CCC	Mr. Puneet Bajpai	9811966431	Puneet.Bajpai@niituniversity.in
11	Academic	Mr. Abhinav Sharma	01494660614	abhinav.sharma@niituniversity.in
2	Finance/Fees	Mr. Mr Pradeep Kumar	7232858748	Fees@niituniversity.in
13	Student Care	Mr. Sohan Kr Mahto	01494660610	Sohan.mahto@niituniversity.in
14	Deputy Librarian & In charge LIRC	Dr. Vinay Kumar Kainthola	9829366828	vinay.kainthola@niituniversity.in
15	Information Analyst (Library)	Mr. Shail Deen	8233481017	shail.deen@nituniversity.in
16	Main Reception	EMERGENCY NUMBER	01494-660600 & 7412076442	

PART X
POLICIES

Attendance Policy

Minimum Attendance Requirement:
It is the responsibility of a student to be in full attendance in all the classes including all lectures, tutorials, labs, extra classes, seminars announced by the Course Instructors or by the Dean, Academic Affairs, or prescheduled meetings with Instructors in case of Project/ Thesis courses, etc. and appear in all the components of evaluation.

Absence from classes and therefore from Campus is not a matter of entitlement for a student. Every absence from class/ exam/ Campus must have a genuine justifiable reason and a prior written approval from the competent authority.

Class attendance creates an opportunity for active participation in the class which benefits the entire class. With this positive expectation, the Attendance Policy at NIIT University is given below.

Students are required to have a minimum of 75% attendance in all scheduled lectures, tutorials, and labs. NIIT University recognizes that there can be many genuine reasons or circumstances due to which it may be impossible for some students to meet the above criterion. Illustrative list of reasons is given below:
- 		Medical problem requiring long treatment for recovery
- 		Compelling family circumstance needing presence at home
- 		Participation in University organized events in the co-curricular domain
- 		Participation in Competitions/ Conferences/ Student Festivals in external fora at the behest of university
Students will be required to obtain approval of the Competent authority for their absence from Lectures/ Tutorials/ Labs for students due to any genuine reason as stated above. Under any situation, an authorized absence cannot be more than 50%. If it is, student will be required to repeat the courses.

Incentive for Class Participation for non-ILP Programmes:
Students will be awarded marks for class participation for which attendance in a course is a basic requirement. It will be the responsibility of the faculty members to create participative ambience in the classroom and encourage participation of all students.
1.1 	All lecture, tutorial and lab-based courses will have 10 marks for attendance. Understandably, courses such as, Learning Technology Project, IP, and AOC courses which have no classes/labs in timetable will not be covered by this policy.
1.2 	No marks will be allotted for less than 50% attendance.
1.3 	Ten marks will be allotted between 50% to 80% attendance on a sliding scale (will include lecture, tutorial and one lab session of 2 or 3 hours as the case may be)

1.4   The balance 20% of classes (lecture, tutorial and one lab session of 2 or 3 hours as the case may be) will not get any marks irrespective of attendance or lack of attendance.

1.5   Thus, a student who attends 80% of all classes (lecture, tutorial, and a full lab session) will get a full 10 marks. For example, if there are a total of 50 hours in a purely lecture-based course in a semester, a student who attends 40 lecture hours will get full 10 marks. Student who attends less than 25 classes will get no marks.

2.   All ILP Programmes

Minimum 75 % attendance in each course in each Term/Semester. Shortfall in attendance will lead to a student getting debarred from writing the examination in the concerned course.

3.   Advice

All students are advised to monitor their attendance course-wise on ERP on a regular basis.

Policy for Redressal of issues in Evaluation and Grading

NIIT University follows a continuous internal evaluation system with relative grading. The system is very transparent and as stipulated in the Academic Regulations vide Clause No R.36, the evaluated answer scripts of all examinations, including Comprehensive examination, are shown to students. Students have an opportunity to get clarification on evaluation, if needed and correction, if any, is done by the Course Instructor then and there and recorded. Thus, the requirement for re-evaluation is taken care of.

It can happen that the answer copies of the Semester/ Term-ending Comprehensive examination are not seen by the students because they have left the Campus for vacation. The policy proposed here as given below, should take care of such situations.

1. It is mandatory for the Course Instructor to show the evaluated answer copies of all examinations to students for which s/he must send a mail on ERP communicating the time (outside of class hours), date and venue where the answer copies will be shown. The Instructor should obtain a signature from the student on a Proforma (Annexure 1) after the student has seen the answer copy. If a student has any doubt about the marks awarded to her/ him in any question, it is obligatory for Instructor to provide the explanation. If as a result of the student query, there is a revision in the marks awarded, Instructor must record the same in the above Proforma.

2. If a student does not turn up to see the answer copy during the time on an announced date, s/he forfeits her/ his right to raise a query pertaining to marks in that examination.

3. Answer copies of the Mid-Semester/ Term examinations are to be handed over to students. Answer copies of the Comprehensive examination are shown to students, but not handed over. These must be preserved by the Instructor for a period of six months.

4. It is expected that the answer copies of the Mid-Semester/ Term examinations would be evaluated within seven working days from the date of examination and those of the Comprehensive examination would be evaluated within ten days from the date of the Comprehensive examination and final grades processed within 10 days from the date of the examination.

5. Since it is a common experience that the students are not on Campus to see the answer copies of the Comprehensive examination, the policy requires that the Instructor must still follow the process as said in # 1 above, but answer copies be shown to students *who desire to see it within one week after the start of the new Semester/ Term in spite of the fact that the grades have been already processed.*

6. Under the above situation, if a student points out an error in totaling or in marking, the Instructor is required to take corrective action if satisfied, even though the course grades have been processed. In such situation, the Instructor will be obliged to re-process the grade in question through SAAM to Examination Committee without loss of time.

7. Notwithstanding the provisions stated above, if a student is not satisfied with the marks awarded by the Instructor, a student can make a written request to the Area Director within 24

hours from the time of seeing of the answer copy. Area Director will mediate and resolve the issue in the best academic interest.

8. Once the course grades are declared to students on ERP at the end of the Semester/ Term, if a student is not satisfied with the Grade/ Report awarded to her/ him, s/he can make a written request (Annexure 2) for review of Grade/ Report to Registrar *within seven days* from declaration of grade/ report by paying a prescribed fee. All such requests will be placed before the Examination Committee for necessary action. No request from any student pertaining to review of Grade/ Report will be entertained after seven days from the date of the Grades/ Reports declaration on ERP except in situation covered in No 6 above.

9. Evaluation in courses such as Industry Practice and Internship are conducted off-Campus and do not have written examinations like the classroom-based courses. Nonetheless, the transparency and accountability of evaluation is to be equally met. In these courses, a student can put up a written request to her/ his Off-Campus Faculty from NU within three days from the date of declaration of marks and/ or Grade/ Report. It will be the responsibility of the Off-Campus Faculty to process the request and get resolution within a week from the date of receipt of the request.

Centre for Industry Collaboration

Placement Policy

Industry Practice (IP) is an educational instrument seeking to link university instruction with industry experience. The objectives of IP are to (i) enable students to meet the rapidly changing needs and challenges of a professional workplace, (ii) enable students to acquire learning by applying the knowledge and skills they possess, in unfamiliar, open-ended real-life situations, and (iii) to impart education that is economic relevant to society. These objectives are achieved by bringing the reality of the world of work into the process of education. IP creates the required setting for experiential and cooperative learning and education, by providing students with an opportunity to work on real -time assignments, under the guidance of professional experts and under the supervision of faculty. Consequently, CIC serves as a platform that facilitates and promotes partnership and intellectual exchange between academia and industry.

A. Salient Features

- Institutionalized linkage between University and Industry
- Applicable to all degree programme
- Integral part of the curriculum. It carries 20 credits
- Student involvement in real-life projects
- Continuous Internal Evaluation system
- Monitoring and evaluation by on-Campus faculty, off-Campus faculty and Industry mentor

B. Concept

IP, of 26 weeks duration, carrying twenty credits, is offered from January to June. Since the students participate in and contribute to live-projects, they can be supported by a stipend and/or other facilities such as accommodation, travel reimbursement, etc.

C. Aim

IP is directed towards providing an opportunity to students to experience the world of work, by participating in live- projects in industry, even before they graduate. Apart from the academic benefits, this also serves to hone their problem-solving skills, and build team spirit, initiative, and leadership skills, which makes the eventual transition to the professional world smoother and better.

D. Methodology

After a brief orientation, the students are involved directly in addressing the predefined problems (generally of multidisciplinary nature) of the host organization. The students are encouraged to work independently, under the technical guidance of a professional expert and the general guidance of the faculty. They are periodically required to defend the technical aspects of their work through written and oral presentations. Emphasis is laid on the importance of teamwork, development of leadership qualities, and the need for effective time management.

E. Allotment Process

Collation of Digital Portfolios/CVs from all eligible students. Contact relevant/apt organisations seeking their JD, Role, Screening process etc. Share the opportunities received from org. with students found eligible asking for their confirmation on participation. Share the confirmed list of students with respective HR and arrange the screening process. Once student selected, he/she is allocated the respective IP location. If IP+PPO, share offer letters accordingly with students. Student once allocated to any IP station, will be considered out of the Project bank and will not be allowed to sit for any further opportunities.

All the students will go for IP from Jan-Jun.

F. Eligibility

Student has no backlog course(s) at the end of 7th Semester

Student should not be serving suspension action on disciplinary ground and/ or on the ground of use of unfair means in her/ his 7th semester

Student should have no financial dues payable to University at the start of 7th Semester IV

Student should be duly registered in her/ his 7th Semester

G. What Services a Student is entitled to once eligible for IP

Training in soft skills and technical training for Industry practice whenever organized by the University. Minimum attendance of 75% would be mandatory in such trainings

Pre-Placement Talk/Way2sessions by Alumni

Access to all information of the organizations which showed interest for hiring interns.

The student has no option to reject the IP Organization once allocated

H. Self-Arranged IP

The right of IP allocation lies strictly with CIC and so if a student has a connect with any Organization and wishes to pursue IP in that organization, he/she must share the details of the opportunity in a prescribed form with CIC. CIC will verify the credentials of the organization and the expected quality of the Project proposed to be undertaken by the student and approve or disapprove the organization based on its findings. If approved, CIC may also explore for possibility of sending other students for IP in the same organization along with the student, who has got the organization in for IP because of her/ his connect. Student's own Start-up cannot be considered to be an IP-so-facto IP site. CIC will undertake a strict scrutiny before a student is allotted an IP to her/ his own Start-up.

In an unforeseen and rare circumstance of any IP organization closing itself or if the IP Project being cancelled or discontinued, the unfinished duration of IP will be arranged in another organization or at NU itself. In such situation, the new IP location will be decided by CIC and as such, the student will not be able to exercise her/ his choice.

I. Discipline required during IP

Student is expected to follow the discipline of the organization as well as the academic rules and policies of the University. Working hours, dress code, holidays of the IP organization will be applicable. During IP, only designated number of leaves can be availed with prior approval of the Industry Mentor as well as off-campus Faculty. Prolonged absence may lead to cancellation of IP registration. Strict adherence to evaluation schedule is mandated.

J. Policy for student absence in IP

The following policy will be applicable when a student absence exceeds 5 days during IP:

S/he will need to work for 6 days a week (on Saturdays, assuming Saturday is a holiday for the IP organization. If not, go to no 2 below). If this does not compensate for no of days of absence,

Extend the last date of her/his IP by no of required days (as long as it does not encroach into the next semester by more than 14 days) after due approval from IP Organization.

If both the above measures together do not compensate for no of days of absence:

There must be serious reason for such long absence. In such case, her/ his IP registration may have to be cancelled and s/he will do the IP again. University may consider giving the benefit of waiver on University fee for the repeated IP semester.

In case of unilateral abandonment, the registration to IP semester will stand cancelled.

advancement of IP end date is not permissible.

No breaks in IP is permissible without prior approval of the CIC.

IP student handbook will be shared by CIC at the beginning of IP which has to be sacrosanct read, understood and followed.

Note:

5 days of leave through the entire duration of IP Semester

It is mandatory that a student reports to her/ his IP station on the date of start & date of end as communicated by CIC. Delayed joining will require prior approval from CIC. A student must put in the requisite no of days in her/ his IP. Late joining will lead to late completion.

K. Summer Internship (SI)

The Internship will commence from 3rd week of May to 3rd week of July. Exact dates will be announced by Academic Office at the beginning of the Academic Year. There will be no Summer Internship for students, who are doing their IP from Jan - June. Summer Internships are voluntary and there is an option of converting it into a course of 4 credits. Students need to register if they wish to avail Summer Internship as a credit course. All other discipline remains the same as for IP.

The CIC reserves the right to override any of the above rules in special circumstances and use their discretion to act on matters not covered by the above rules.

**Annexure's are appended below **

Annexure-A

UNDERTAKING "FOR" PLACEMENT SERVICE

Enrolment Number: Student's Name:

Branch: Batch:

I hereby undertake, in seeking Placement Service from NU, to abide by the Placement Policy stipulated by CIC (NU) for placement. I shall also honor the efforts of the University by joining the organization that has offered me a job through the placement service.

Date: Signature of the Student

                                                                (Paste scan signature of yours)

_____

Annexure-B

<u>UNDERTAKING **"TO OPT OUT"** OF PLACEMENT ASSISTANCE</u>

Student's Name: Enrolment Number:
Batch: Branch:

I hereby undertake voluntarily to opt out of Placement Assistance from CIC. I sincerely thank NU authorities for having offered assistance through their placement program.

Reasons for opting out:

- Higher education
- Entrepreneurship
- Own Placement site
- Others……………………………………………………………………………….

Date: (Signature of the Student)

                                                                                   (Name/Signature of the Parent)

CERTIFICATE FOR 'DEEMED TO HAVE OPTED OUT' STUDENT'

Enrolment Number: Student's Name:

Certified that the student:

- Registered, with the help of the Placement Coordinator, as 'NO' with CIC.
- With the help of the Placement Coordinator failed to register as 'YES'
- Has not met minimum requirement as per Student peaceability Score Card. His score is _____ on a _____ scale (minimum requirement being _____)
- In spite of going through (5) company interviews, failed to get placed till _____, when the Placement Process ended.
- Has rejected (5) opportunities provided by CIC

Brief Write-up on the nature of student and his performance during Placement Service:

Nature of Student:

Performance during Placement Service:

Semester-wise peaceability Score Card Details:

As such, the above student is recommended to be declared as 'deemed to have opted out of Placement Service.

Date: Signature of Director - CIC

Summer Industry Internship

Introduction

Industry Connect is the foremost Core Principle of NIIT University basis which the Programmes of Studies have been designed. Since inception the University has an in-built curricular feature of six to twelve months of supervised industry exposure across all UG and PG Programmes.

Over last ten years, students and faculty, together, have built seamless bridges with industry whether it is through Project courses such as Learning Technologies Project or R &D Project or Projects in other courses and Industry-linked PG Programmes. The culture of extending learning into industry has been infectious for NU students that many students are voluntarily opting to spend a Summer in industry.

The Proposal to introduce new Course "NU 321 Summer Industry Internship" with LTPC 0004 in 4-Year Programmes

Considering the above, it is proposed to formalize such participation of students by offering an option of the 8-weeks course named "Summer Industry Internship" of 4 credits during Summer Term in the 4-year Programme which may be taken by students as a Free Elective (Refer to R.26 (d) of Academic Regulations) course or as an Audit course (Refer R.25 of the Academic Regulations).

The course will aim to provide the first formal exposure to professional workplace (Industry Practice being the second) to learn the organization structure, project organization, work culture, workplace etiquettes and to develop new skills.

The Academic Features

Use of the term 'Industry' here is generic and includes University and R&D Institution also. Student desirous of pursuing research career may use the option of Internship in Summer Term to work under a Professor or a Researcher in University or R&D Institution, respectively.

Students can avail of the opportunity of the proposed course only at the end of their Fourth or Sixth Semester.

Student can register in the proposed course only once irrespective of the course category.

If a student gets a non-Grade Report or D or E Grade in the Industry Internship course, s/he will not be permitted to 'repeat' the course.

Evaluation components in the course will consist of Daily Diary, Seminar, Mid-Term Report and Final Report. 100 % Attendance will be required. There will be no marks for attendance in this Course.

Operational Features

CIC will arrange to bring organizations for Industry Internship during Summer Term. Even if a student brings in the organization where s/he would like to do Internship, approval of CIC would be a prerequisite. The course will be operationally monitored by CIC Off-Campus Faculty and academically monitored by Academic Office.

NIIT University Policy of Sexual Harassment

Objective

NIIT University is committed to providing a work environment and learning environment free from harassment of any kind and in particular, an environment that does not tolerate sexual harassment. NU respects dignity of everyone involved. NU requires all Faculty/Staff members to make sure that they maintain mutual respect and positive regard towards one another.

In pursuance of the direction of the Honorable Supreme Court in VISHAKA and ORS.v. STATE OF RAJASTHAN and ORS. (JT 1997(7) SC 384), NU has constituted the Internal Complaints Committee (ICC) under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

Policy Statement

a. All Faculty and Staff will maintain high standards of dignity, respect and positive regard for one another in all their dealings.
b. All Faculty and Staff will understand and appreciate the rights of the individual to be treated with dignity.
c. All Faculty and Staff are required to maintain a work and learning environment, which is free from any kind of harassment.
d. All Faculty and Staff will refrain from committing any act of sexual harassment at work and learning place.
e. Allegations of sexual harassment will be dealt seriously, expeditiously, sensitively and with confidentiality.
f. All Faculty and Staff will be protected against victimization, retaliation for filing or reporting a complaint on sexual harassment and will also be protected from false accusations.

Definition of Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature. The unwanted nature of sexual harassment distinguishes it from behavior that is welcome and mutual. Physical conduct of a sexual nature includes all unwanted physical contact.

Verbal forms of sexual harassment include unwelcome innuendoes, suggestions and hints, sexual advances, comments with sexual overtones, objectionable sex-related jokes or insults or unwelcome graphic comments about a person's body made in their presence or directed toward them.

Any other unwelcome physical, verbal, or non-verbal conduct of sexual nature or inappropriate inquiries about a person's sex life, and unwelcome whistling directed at a person or group of persons.

Non-verbal forms of sexual harassment include unwelcome gestures, indecent exposure, and the unwelcome display of sexually explicit pictures and objects in any media.

Conduct Amounting to Sexual Harassment

1. Unwanted sexual advances or propositions
2. Offering employment benefits in exchange for sexual favors
3. Leering
4. Making sexual gestures
5. Displaying sexually suggestive objects or pictures, cartoons, calendars, or posters
6. Making or using derogatory comments, comments about a person's body or dress, slurs, epithets, or sexually suggestive jokes
7. Written communications of a sexual nature distributed in hard copy or via a computer network, suggestive or obscene letters, notes, or invitations
8. Physical conduct such as unwanted touching, assault, impeding or blocking movements
9. Making or threatening retaliation after a negative response to sexual advances or for reporting or threatening to report sexual harassment
10. Eve-teasing
11. Sexually tinted remarks, whistling, staring, sexually slanted and obscene jokes, jokes causing or likely to cause awkwardness or embarrassment
12. Subtle innuendoes or open taunting regarding perfection, imperfection, or characteristics of physical appearance of a person's body or shape
13. Gender based insults and/or sexist remarks
14. Displaying pornographic or other sexually offensive or derogatory material
15. Forcible invitations for dates
16. Forcible physical touch or physical assault or molestation
17. Suggesting or implying that failure to accept a request for a date or sexual favours would adversely affect the individual in respect to performance evaluation or promotion
18. Explicitly or implicitly suggesting sexual favours in return for hiring, compensation, promotion, retention decision, relocation, or allocation of job/responsibility/work
19. Any act or conduct by a person in authority and belonging to one sex which denies or would deny equal opportunity in pursuit of career development or otherwise making the environment at the work place hostile or intimidating to a person belonging to the other sex, only on the ground of such individual providing or refusing sexual favours
20. Physical confinement against one's will and any other act likely to violate one's privacy.

Workplace

Recognising that sexual harassment may not necessarily be limited to the primary place of employment, the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.   has introduced the concept of an 'extended workplace'. As per the statute, 'workplace' includes any place visited by the employee arising out of or during the course of employment, including transportation provided by the employer for the purpose of commuting to

and from the place of employment. As an educational institution, the workplace will also include learning places such as classroom, laboratory, library, etc. and men or women will include not only the employees of the University, but also the students.

The term of the ICC Members shall not exceed 3 years. The same can be renewed by the President of the University at his discretion.

A minimum of 3 Members of the ICC including the Presiding Officer are to be present for conducting the inquiry.

Powers of the Committee

The Committee shall, while inquiring into a complaint of workplace/ learning place sexual harassment, have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of:
summoning and enforcing the attendance of any person and examining him on oath,
requiring the discovery and production of documents and
any other matter which may be prescribed.

Function of the ICC

This Committee undertakes inquiries with regard to complaints of sexual harassment from aggrieved employee (as defined under the Act, 2013) as well as from students of the University. The complaint is kept totally confidential, and adequate protection is provided to the complainant, where necessary. Complaints are heard expeditiously while adhering to the principles of Natural Justice. Necessary recommendations are provided to the Authority on the basis of the findings of the inquiry.

Complaint Mechanism

An aggrieved person (employee or student) who intends to file a complaint is required to submit a signed complaint, along with supporting documents and names and addresses of the witnesses to the ICC, within 3 months from the date of the incident and in case of a series of incidents, within a period of 3 months from the date of the last incident. The Committee can extend the timeline for filing the complaint, for reasons to be recorded in writing, by a period of 3 months. In situations where the aggrieved person is unable to make the complaint on account of physical incapacity, mental incapacity or death; friends, relatives, co-workers, psychologist, psychiatrists, etc. can also file the complaint.

The complaints can be sent through telephone / written request / e-mail)-to any of the members of the Committee. The e-mail id for this is NU.ICC@niituniversity.in The complaint and the identity of the complainant will be kept CONFIDENTIAL.

Moreover, with whomsoever the complaint is filed, that respective person's role ends once the complaint if handed over to NU-ICC with immediate effect; s/he can neither disclose the information to either of the parties involved nor try to influence the NU-ICC. The interference by the defaulter/s, parent/s, internal official/s or any external agency; asking the NU-ICC Member/s about the status of enquiry; or influencing the NU-ICC Member/s by sharing his/her opinion about either of the parties- will be treated as unlawful. Such an offence will be dealt unsympathetically by NU-ICC and involved person/s will be penalised.

Timelines

Written complaints along with supporting documents and names and addresses of witnesses have to be filed within 3 months of the date of the incident. Timeline extendable by another 3 months. Upon receipt of the complaint, 1 copy of the complaint is to be sent to the respondent within 7 days. Upon receipt of the copy of complaint, the respondent is required to reply to the complaint along with a list of supporting documents and names and addresses of witnesses within 10 working days. The Inquiry has to be completed within a total of 90 days from the receipt of the complaint. The Inquiry report has to be issued within 10 days from the date of completion of inquiry. Appeal against the decision of the committee is allowed within 90 days from the date of recommendations.

Frivolous Complaints

In order to ensure that the protections envisaged under the Prevention of Workplace Sexual Harassment Act are not misused, provisions for action against "false or malicious" complainants have been included. If the Committee concludes that the allegation is false or malicious or the complaint has been made knowing it to be untrue or forged or misleading information has been provided during the inquiry, disciplinary action in accordance with the service rules / disciplinary rules of the organisation can be taken against such complainant. The disciplinary actions in such cases may be in the form of a written apology, warning, reprimand, censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or from the rolls of the University, undergoing a counselling session, or carrying out community service may be taken. It is further clarified that the mere inability to substantiate a complaint or provide adequate proof need not mean that the complaint is false or malicious.

Confidentiality

Recognising the sensitivity attached to matters pertaining to sexual harassment, significant importance is ensured that the complaint and connected information are kept confidential. Once the case is handed over to NU-ICC, no one can spread the matter in community or gossip about it. Such an offence is unacceptable and involved person/s will be penalised by NU-ICC.

PART XI
STUDENT BODIES

President's Student Advisory Body Members

To be announced

अनादि अनन्त

STUDENT AFFAIRS COMMITTEE (SAC)

S.No.	Enrolment No.	Student Name	S.No.	Enrolment No.	Student Name
1.	IM22GMG052	Anannya Malhotra	41.	BT22GCS282	Bhavya Yadav
2.	BT22GCY058	Pranav Sahni	42.	IM22GMG246	Chinmaya Kumar Rout
3.	IM22GMG078	Bhupendra Rathore	43.	BT21GCS040	Prachi Bharti
4.	BT22GEC217	Krishan Rathi	44.	IM22GMG120	Pranima Sharma
5.	IM21GMG089	Nisha Shah	45.	BT23GCS119	Zaara Ahmed
6.	BT22GBT075	Ritupriya Chakraborty	46.	IM22GMG087	Aadhira S
7.	BT21GCS091	Mikhail Martins	47.	BT21GCS011	Krishna Rout
8.	BT21GCS153	Chesta Bhardwaj	48.	BT22GCS144	Ugyen Jigme Rangdrel
9.	BT21GCS057	Mudit Mohit	49.	BT23GCS090	Indranil Saha
10.	BT22GCS064	Abhay Jadli	50.	BT21GCS085	Aanya Tripathi
11.	BT21GDS150	Syed Anser	51.	IM21GMG127	Somya Ranjan Swain
12.	BT21GBT092	Niyati Alpesh Kalaria	52.	BT22GDS056	Agnishwar Raychaudhary
13.	BT21GCS169	Monit Singh	53.	IM22GMG086	Nalin Kaul
14.	BT21GCS119	Abhinendra Yadav	54.	BT22GCS221	Duggirala Jagadeesh Chandra
15.	BT21GCS046	Virinchi Vibhav Kanchi	55.	IM21GMG025	Aditi Kapila
16.	BT22GCS229	Divyansh Mishra	56.	BT22GCS140	Avijith Manikandan
17.	BT22GCS239	Ranil Bazira	57.	BT21GCS059	Rohan Bali
18.	IM21GMG124	Ritesh Das	58.	BT21GCS018	B. Arvind Raj
19.	BT22GCS236	Ankit Yadav	59.	IM22GMG150	Anand Kongani
20.	BT22GCS155	Srachet Rai	60.	BT22GCS303	Ahana Nair
21.	IM21GMG044	Gunnika Singh	61.	BT21GCS056	Tanmay Patil
22.	BT21GCS016	Rajath Nair	62.	BT21GCS051	Tarsh Agarwal
23.	BT22GCS202	Kanishak Sharma	63.	IM22GMG148	Jigme Choden
24.	BT22GCS061	Yash Kuletha	64.	BT22GCS245	Jay Juneja
25.	BT21GCS322	Dikshant Sharma	65.	BT23GCS972	Pulkeet Dagar
26.	MS21GCS179	Kalash Asati	66.	BT21GBT022	Arvindh Raja
27.	IM22GMG163	Ansh Bansal	67.	BT22GCS065	Aryaman Patwal
28.	IM22GMG185	Alisha Sultana	68.	IM22GMG088	Sanjana S Nair
29.	BT21GBT103	Deepta Batra	69.	BT22GCS093	Drishti Joshi
30.	BT21GCS120	Megha Singh	70.	BT22GCS070	Guni Sharma
31.	BT21GCS053	Aarya Ghai	71.	IM21GMG357	Smakshi Shaurya Pati
32.	BT21GCS062	Madhav Sharma	72.	BT21GCS346	Devendra singh Shekhawat
33.	BT21GCS352	Jagriti Banerjee	73.	IM22GMG077	Joyee Hriday
34.	IM21GMG126	Mansi Pattanaik	74.	BT21GCS029	Himaanshi Sharma
35.	IM21GMG055	Rashi Mishra	75.	BT21GCS027	Mehak Kapoor
36.	BT21GCS172	Heshica Vanapalli	76.	BT21GCS036	Vrinda Khemka
37.	IM22GMG129	Shubham	77.	BT22GCS356	Indurthi Sai Sowgandh Reddy
38.	BT22GCS252	Ishvit Khajuria	78.	BT22GBT257	Rainy Varshney
39.	BT21GCS165	Yash Shinde	79.	BT22GCS072	Ojas Dasarwar
40.	BT22GCS366	Rithesh V Reddy	80.	BT21GCS023	Nanduri Sridhar

ACADEMIC ASSOCIATES

S.No.	Enrollment No.	Name
1	BT22GCS251	Amruta Vivek Saharkar
2	BT21GCY073	Ankrish Tikku
3	BT21GCS008	Arnav Neil Ignatius
4	IM21GMG054	Ashish Prakash Chintawar
5	BT21GCS029	Himaanshi Sharma
6	BT22GBT079	Jamyang Ugyen Tshomo
7	BT22GCS196	Kartikeya Attrey
8	BT21GBT092	Niyati Alpesh Kalaria
9	BT21GCS040	Prachi Bharti
10	BT21GBT234	Prakrati Grover
11	BT22GBT257	Rainy Varshney
12	BT22GBT075	Ritupriya Chakraborty
13	IM21GMG028	Sanjay Saini
14	BT21GCS004	Sayak Ghorai
15	IM22GMG105	Shikhar Goel
16	BT21GDS030	Shreya Shrivastava
17	IM21GMG357	Smakshi Shaurya Pati
18	IM21GMG133	Souvik Banerjee
19	BT22GCS242	Swastik Tripathy

NU CLUB COORDINATORS

Ser No	Club Event	Club Name	Student Coordinators
	NU CLUB COORDINATORS: 2024		
1	Adventure Club	NU SAHAS	Bhupendra Rathore
			Krishan Rathi
2	Arts Club	NU VIVIDHA	Ritupriya Chakraborty
			Saumya Srivastava
3	Astronomy Club	NU ASTREA	Mikhail Martins
			Chesta Bhardwaj
4	Cyber Security Club	CiberNUtica	Pranav Sahni
			Srachet Rai
5	Dance Club	NU IMPETUS	Gunnika Singh
			Rajath Nair
6	Design Club	NU CONSILIO	Yash Kuletha
			Kanishank Sharma
7	Developers Student Club	NU DSC	Dikshant Sharma
			Kalash Asati
8	Electoral Literacy Club	NU ELC	Alisha Sultana
			Ansh Bansal
9	Elocution and Debating Club	NU DEBSOC	Deepta Batra
			Megha Singh
10	Fashion Society	NU PRISM	Aarya Ghai
			Madhav Sharma
11	Gaming Club	NU EXALT	Jagriti Banerjee
			Virinchi Vibhav Kanchi
12	Her Campus	HER CAMPUS	Prachi Bharti
			Megha Singh
13	Management Society	NU AGRAGA	Alisha Sultana
			Chinmaya Kumar Rout
14	Movie Club	NU CINESTA	Aadhira S
			Nanduri Sridhar
15	Music Club	NU VERISMO	Krishna Routh
			Aanya Tripathi
16	Photography Club	NU INSTILLS	Nalin Kaul
			Duggirala Jagadeesh Chandra

17	Poetic Society	NU KAVISHALA	Aditi Kapila
			Chesta Bhardwaj
18	Programming Club	NU BINARY BEASTS	Swastik Tripathy
			Toril Jain
19	NU Quiz Club	JIGYASU	Somya Ranjan Swain
			Agnishwar Raychaudhuri
20	Ramanuj Maths Club	RMC	Anand Kongani
			Ahana Nair
21	Robotics Club	NUERC	Tarsh Agarwal
			Tanmay Patil
22	Running Club	NU RUNS	Pranav Sahni
			Jigme Choden
23	Shooting Club	NUMARKSMEN	Jay Juneja
			Pulkeet Dagar
24	Social Media Club	INVISCID NU	Sanjana S Nair
			Drishti Joshi
25	Sustainability & Anti - Litter Club	NU PLANETEERS	Smakshi Shaurya Pati
			Guni Sharma
26	Theatre Club	NU RANGMANCH	Himaanshi Sharma
			Mehak Kapoor
27	Yoga Club	aNUyog	Ojas Dasarwar
			Rainy Varshney

PART XII
Ram Rajindra Malhotra Medal Award

Ram Rajindra Malhotra Medal Award
NIIT University, Neemrana

Introduction

Ram Rajindra Gold Medal Award has been instituted at NU by the Ram Rajindra Malhotra Education Society, for Best All-Round student amongst the **undergraduate Graduating class**. The criteria for the best "All-Round Student" and methodology for choosing the one is given below:

Criteria

Eligibility: Minimum CGPA: 7.00

Ineligibility: Student who had faced a Disciplinary action and/or action for use of Unfair Means in Examination.

Award of Marks for Selection

1. No of awards/prizes received in various competitions participated at NU through all undergraduate years.

    a. Internal Competitions.
        i.   First Prize: 5 Marks.
        ii. Second Prize: 3 Marks.
        iii. Third Prize: 2 Marks.

    b. External Competitions.
        i.   Representing University in Team Games: 02 Points.
        ii.   Representing University in Individual Games: 05 Points.
        iii. First in Team Events: 05 Points.
        iv.   Second in Team events: 03 points.
        v.   Third in Team events: 02 points.
        vi.   First in the Individual event: 10 points.
        vii. Second in Individual events: 06 points.
        viii. Third in Individual events: 04 points.

2. Participation in Houses/Student Clubs/Committees at NU.
        i.   Outstanding: 5 Marks.
        ii. Very Good: 3 Marks.
        iii. Good: 2 Marks.

3. Participation in Organizing NU events. (such as Annual Lecture, Convocation, ingeNUity, siNUsoid, TEDx NU/Head Start/Resonance, Blood Donation Camp, Contribution to Society etc.)
        i.   Outstanding: 5 Marks.
        ii. Very Good: 3 Marks.
        iii. Good: 2 Marks.

4. Paper Presentation.
    a. Paper Presentation (International):   10 Marks per participation.
    b. Paper Presentation (National: 05 Marks per participation.

	c.	Paper Publication (International):	20 Marks per Publication.
	d.	Paper Publication (National):	10 Marks per Publication.
	e.	Publication in NU Newsletter:	03 Marks per Article.

5. <u>Application made for Grant of Patent:</u>   40 Marks per Application.

Notes:

a) Maximum 80 marks will be considered in any one criterion.

b) A Student should have scored marks in minimum 3 out of 5 criteria.

Methodology

1. Graduating Undergraduate Student has to submit self-nomination application to Dean, Student Affairs 30 days prior to the end of second last semester / seventh Semester through Mentor.
2. Achievement/s, if any, after submission of application should be updated to Dean, Student Affairs along with submitting supporting documents who in turn will update and record the details and corresponding scores in student Credit.
3. Details of all achievements is to be submitted by Student in Prescribed format along with supporting documents, if any.
4. Decision of the Committee will be final.

Format for Submission of Student Achievements for Consideration
Ram Rajindra Malhotra Medal Award
NIIT University, Neemrana

Student Name
Enroll. No.
Programme & Year

AY(4th) -_____

Criteria #	Achievement	Score	Verified / Recommended By		Date	Remarks, if any
			Name	**Sign**		
Total						

AY(3rd)-_____

Criteria #	Achievement	Score	Verified / Recommended By		Date	Remarks, if any
			Name	**Sign**		
Total						

AY(2nd)- _____

Criteria #	Achievement	Score	Verified / Recommended By		Date	Remarks, if any
			Name	**Sign**		
Total						

AY(1st)-_____

Criteria #	Achievement	Score	Verified / Recommended By		Date	Remarks, if any
			Name	**Sign**		
Total						

Grand Total -

Grand Total in Words -

No. of Supporting Documents Attached –

Student Sign
Date of Submission
Mob. No. & Email Id:

Forwarded Through Mentor
Mentor Name -
Mentor Sign -
_____
(*For Office Use Only*)

Eligibility Approval by Disciplinary Committee
Reasons for not consideration, if any –

(For Office Dean Student Affairs)

AY	Scores
1st	
2nd	
3rd	
4th	
Grand Total	

Recommendation of Dean Students Affairs:

Date -
Recommendation of the Committee:
Date -

PART XIII

STANDARDS AND GUIDELINES FOR USE OF SOCIAL MEDIA, EMAIL POLICY AND ONLINE SYSTEM USER GUIDE

1. **INTRODUCTION**

    Connectivity and services offered via the Internet introduce new opportunities and new risks. In response to the risks, this document describes NIIT UNIVERSITY's official policy regarding Internet security. It applies to all who use the Internet with University's computing and networking resources.

2. **CONDITIONS OF USE**

    The Internet is considered a valuable University asset. Users are encouraged to make use of the Internet and explore its uses. With such open access, Staff and Students must maintain a diligent and professional working environment. Staff and Students are authorized incidental use which: does not interfere with the performance or professional duties; is of reasonable duration and frequency, serves a legitimate University interest, such as enhancing professional interests or education, and does not overburden the system or cause any additional expense to the University.

    Users should not access any obscene or pornographic sites and should not access or use information that would be considered harassing. Staff and Students abusing such privileges will be subject to monitoring of their computer system activity and disciplinary action.

    At any time and without prior notice, CCC reserves the right to examine e-mail, Internet usage, personal file directories, and other information stored on University's computers. This examination assures compliance with internal policies, promotes purposeful usages, and assists in management of University's information systems.

    Access to the Internet from a University-owned home computer or through University-owned connections must adhere to all the same policies that apply to use from within University facilities. Staff and Students should not allow family members or other non-employees or non-students to access University computer systems.

    Users posting to Usenet newsgroups, Internet mailing lists, etc. must include a University disclaimer as part of each message.

3. **CODE OF USE**

    All users who require access to Internet services must do so by using UNIVERSITY-approved software and Internet Proxies.

    A firewall has been placed between NIIT UNIVERSITY's computing & networking facilities and the Internet to protect our systems. Staff and Students must not circumvent the firewall by using modems or any other means to obtain direct connectivity to the Internet.

    Direct Connection on the Internet will be provided only when authorized by Competent Authorities. All such systems will be audited for security and to utilization as intended.

Downloading

Users should not download software from the Internet themselves. All such requirements should be forwarded to local administrators, after verifying if licensing policy supports intended use.

Administrators will screen the software with virus detection software prior to installation. Downloaded software should be tested on a stand-alone non-production machine, if the software contains a virus, worm, or Trojan horse, then the damage will be restricted to the involved machine. Only after verification can a copy be made available to the user.

Suspect Information

All information taken off the Internet should be considered suspect. Quoting from the information obtained from the Internet should be done after confirmation from an independent source.

Contacts

Contacts made over the Internet should not be trusted with Personal or University's information unless reasonable steps have been taken to ensure the legitimacy of the contacts, only if such action has been authorized by appropriate custodian (e.g. Competent Authorities for any University related information). Only published information should be provided via the Internet. Confirm with Competent Authorities in case of any doubts.

Information Security

Message interceptions are encountered on the Internet. Accordingly, University's, proprietary, or private information must not be sent over the Internet. Login account passwords, and other parameters that can be used to gain access to University's systems, networks and services, or personal information such as address, family details, account numbers, telephone numbers must not be sent over the Internet.

Public Representations

Academic Counseling Committee offerings on the Internet. This may be done by explicitly adding certain words, or it may be implied, for instance via an e-mail address. In either case, whenever staff provide an affiliation, they must also clearly indicate the opinions expressed are their own, or not necessarily those of University. All external representations on behalf of the University's must first be cleared with competent authorities.

All staff must not disclose internal University's information via the Internet that may adversely affect the University's relations or public image.

Care must be taken to properly structure comments and questions posted to mailing lists, public news groups, and related public postings on the Internet. If a user is working on a development project, or related University's matters, all related postings must be cleared with competent authorities before being placed in a public spot on the Internet.

4. BROWSER SOFTWARE

- All software used to access the WWW must be approved by the Administrator and must incorporate all vendors provided security patches.

- Web browsers shall be configured with the following rules:

- They will only access the Internet through the firewall HTTP proxy. This also applies to people having direct connections to the Internet.

- They will scan every file downloaded for viruses or other malign content.

- Due to the non-secure state of the technology, all WWW browsers shall disable the use of Java, JavaScript, and ActiveX or any other script.

- Do not download files from the Internet. Files can contain codes / Viruses to compromise security.

- When using a form, ensure that the SSL or Secure Sockets layer or other such mechanism is configured to encrypt the message as it is sent from the user's browser to the Web server.

- All sites visited are logged.

- Web pages often include forms. As with e-mail, data sent from a Web browser to a Web server passes through many interconnecting computers and networks before reaching its destination. Any personal or valuable information sent using a Web page entry may be intercepted.

5. **WEB SERVER POLICIES**

- The competent authorities must approve the operation of any web server to be connected to the Internet.
- All content on University WWW servers connected to the Internet will be approved by the custodian of the information. (E.g. Competent Authorities authorized all contents of niituniversity.in web site). There will be a designated Web Master for maintenance of site and coordinating interfaces with Site users and Admin Team.
- No confidential material may be made available on the Web site. All information is confidential, except when authorized by information custodian and is in resonance with objectives of the University.
- Information placed on the Web site is subject to the same Privacy Act restrictions as when releasing non-electronic information. Accordingly, before information is placed on the Internet, it must be reviewed and approved for release in the same manner as other official memos, reports, or other official non-electronic information. Copyrights must be protected, and permission obtained before placing copyrighted information on the Web site.
- All publicly accessible Web sites must be thoroughly tested to ensure all links work as designed and are not "under construction" when the site is opened to the public. Under construction areas are not to appear on publicly accessible Web sites.

- There shall be no remote control of the Web server (i.e., from other than the console.) All administrator operations (e.g., security changes) shall be done from the console. Supervisor-level logon shall not be done at any device other than the console.
- The Web server software, and the software of the underlying operating system, shall contain all manufacturer recommended patches for the version in use.
- Incoming HTTP traffic will be scanned, and connections to unapproved Web sites will be reported.
- All Web sites may be monitored as part of the University's network administration function. Any user suspected of misuse might have all their transactions logged for possible disciplinary action.
- The implementation and use of CGI scripts shall be monitored and controlled. CGI scripts shall not accept unchecked input. The developer is responsible for devising the proper regular expression to scan for special characters, wildcard characters that may obstruct the normal functioning of the sites or malfunction of the OS.

6. **Social Media Policy**

With the rise of social media as a communication platform, the way in which User (Faculty, Staff and Student) of NIIT University communicate internally, externally as well as online, continues to evolve. While this creates new opportunities for communication and collaboration, it also creates larger responsibilities for the Users.

6. GUIDELINES TO BE FOLLOWED BY THE STUDENTS

1.1. It is the responsibility of students to:

1.1.1.   to read and act in accordance with these guidelines, and any additional guidelines published by NU to read and act in accordance with the rules and guidelines set out by individual Social Media, Social Networking and Website Hosting companies and providers

1.1.2.   to Consult with NU and where relevant seek ethical approval before posting, as part of your studies / research, pictures, videos, or comments through social media that could be viewed as offensive or as bringing NU into disrepute.

1.2. The Student shall:

1.2.1.   not use the social media for raising and escalating concerns relating to his course, NU or any members of NU. He must lodge his complaint at the URL https://nucleus.niituniversity.in/ in complaint menu, or directly give it to relevant authority (e.g. Dean student affairs or Dean Academics office). .

1.2.2.   Ensure not to reveal confidential information about NU or its staff, students, partner organizations or clients.

1.2.3.   Not violate the relevant professional codes when using social media as part a research study or project.

1.2.4.   Ensure not to use any site or pages in any way that may compromise your current or future fitness to practice or employability.

1.2.5.   Not use NU's logo or brand without obtaining permission of the Digital Marketing Office of NU.

1.2.6.   Consult NU's Press Office if there is any media interest resulting from your online activity.

1.3.	The Student must beware that:

1.3.1.	that third parties including the media, employers and Police can access profiles and view personal information. This includes pictures, videos, comments, and posters. Inappropriate material found by third parties affects the perception of the student and NU and can have a negative impact on a student's prospects.

1.3.2.	Communications made in a personal capacity including posting images or links to content through social media must not:

A.	be unlawful – i.e. breach any applicable criminal and/or civil laws of India,

B.	include anything that could be considered discriminatory against, or bullying or harassment of, any individual. This includes:
  I.	making offensive or derogatory comments relating to sex, gender reassignment, race (including nationality), disability, sexual orientation, religion or belief or age
  II.	using social media to bully another individual or
  III.	posting images that are discriminatory/offensive or links to such content
  IV.	include defamatory comments about individuals or other groups.

C.	bring disrepute to NU. This includes:
  I.	Pictures, videos, or comments that are of a sexual nature including links to websites of a pornographic nature and other inappropriate material
  II.	Pictures, videos, or comments that promote or encourage drunkenness or drug-related activity. This includes but is not limited to images that portray the personal use of drugs and drug paraphernalia.
  III.	Pictures, videos, or comments that depict or encourage unacceptable, violent, illegal or dangerous activities e.g. sexual harassment or assault, fighting, vandalism, academic dishonesty, drunkenness, drug use etc
  IV.	breach copyright ex. using someone else's images or content without permission; failing to give acknowledgement where permission has been given to reproduce something.
  V.	breach confidentiality ex. revealing confidential information owned by NU, giving away confidential information about an individual or organization.
  VI.	use NU's logo on personal social media sites.

## 7.	Non-Compliance

Non-compliance with this policy may result in any or all of the following:

7.1.	Limitation or revocation of individual's or unit's rights to use or participate in NU related social media.

7.2.	Removal of posts or social media accounts; or

7.3.	Corrective or disciplinary actions and sanctions including rustication, dismissal, or termination, as the case be, as per the applicable Policies of NU.

E-MAIL POLICY

CONDITIONS OF USE

1. All Users (faculty, Staff and Students) will have an e-mail account. The e-mail system will provide a single externally accessible e-mail address for users. The address will not contain the name of internal systems or groups.

2. Appropriate and reasonable use of the e-mail facilities is defined as use that is consistent with objectives of the University and with the specific objectives of the project or role for which such use was authorized. Electronic mail and communications facilities provided by NIIT UNIVERSITY are intended for official communication. Limited personal use is acceptable if it does not hurt the interests of the University. NIIT UNIVERSITY reserves the right to limit, restricts or extends access to them.

3. All persons using the e-mail facilities shall be responsible for the appropriate use of the facilities provided as specified in the "Responsibilities" and "Code of Practice" sections of this document. Administrators at sites may provide additional guidelines.

4. The University recognizes the need to protect the confidentiality of information and material furnished by Employee and all users should protect the confidentiality of such information and material. The University takes safeguard measures to protect information from losses within the University's e-mail facilities. The user must also take all reasonable measures to further safeguard against any loss of information within the University's e-mail facilities under his/her control.

5. Users of the e-mail facilities recognize that when they cease to be formally associated with the University (e.g. no longer an employee or completion of training), their information may be removed from University's e-mail systems without notice.

6. The University reserves the right to limit permanently or restrict any user's usage of the e-mail facilities with or without notice to the user in order to protect the integrity of the e-mail facilities against unauthorized or improper use, and to protect other users.

7. The University, through authorized individuals, reserves the right to periodically check and monitor and take any action to protect e-mail facilities from misuse.

An action will be deemed as misuse if the user is:

- Responsible for willful physical damage to any of the e-mail facilities.
- In possession of confidential information obtained improperly.
- Responsible for willful destruction of information.
- Responsible for deliberate interruption of normal services provided by the e-mail facilities
- Gaining or attempting to gain unauthorized access to accounts and passwords.
- Gaining or attempting to gain access to restricted areas without the permission of the administrator.

RESPONSIBILITIES

Electronic mail can be both informal like a phone call and yet irrevocable like an official memorandum. Because of this, users should explicitly recognize their responsibility for the content, dissemination, and management of the messages they send. This responsibility means ensuring that messages:

- Do not contain information that is harmful to the University or staff of the University.
- Are courteous and polite.
- Are consistent with University's policies; and are not used for purposes that conflict with University's interests.
- Protect others' right to privacy and confidentiality.
- Do not contain obscene, offensive, or slanderous material.
- Contain an accurate, appropriate, and informative signature; Signature should not contain yahoo or Hotmail or ID from any other ISP; Home phone numbers should not be a part of the signature.
- Do not unnecessarily or frivolously overload the e-mail system (e.g. spamming, junk mail and use for entertainment is not allowed).
- Do on subscribe to list servers for entertainment. Limited subscription is permitted, if relevant for your role without adding undue load or cost to the system. Do not provide your e-mail to friend, who may indulge in similar communication.
- Downloading Attachments and circulating them over Official facility is unacceptable.
- Starting or participating in chain mails is unacceptable.
- Users will unsubscribe and inform people who are likely to send them mails, when leaving NIIT UNIVERSITY.
- Do not send VBS, EXEs etc., which are prone to virus infection.
- Sending huge attachments may choke facilities, causing delay to important communication.

Users should access their mails regularly and acknowledge mails received by them, whenever required. Large files as e-mail attachments should be avoided to the extent possible.

 It is a good practice not to open e-mails from unknown users or unexpected attachments.
Users should cover periods of absence by adopting an appropriate functional authorization, forward, or out of office message strategy.
Electronic mail containing a formal approval, authorization, delegation or handing over of responsibility with clients, must be copied to paper and filed appropriately for purposes of evidence and accountability.
Users must ensure that personal and University information in their custody is protected. They constitute University's Intellectual Property or profile and can be misused by recipient(s).

SPACE LIMIT ON MAIL ACCOUNT

- All students, faculty and staff are provided the NU email account <your-emailid> @st.niituniversity.in on Google workspace.
- As per the policy, following space limit will be implemented in the account:

- o Faculty members: 50 GB
- o Non academic staff: 25 GB
- o Active students: 25 GB
- o Graduated students: 25 GB for upto 2 years after graduation, then reduced to smaller size.
- This limit includes the space used by account for email + Google drive + photos.
- All users should review the files in the account and use the space responsibly.
- If any additional space is required for any official project/requirement, then the limit for faculty can be increased to 75GB or max 100 GB on recommendation from area directors.
- The limit for non academic staff can be increased to 50GB on recommendation from unit head.
- If any students need additional space for their projects, then they should contact the respective faculty/project mentor. The faculty member can create a shared folder in their account and provide access to that student/team.

CODE OF USE

- Use of UNIVERSITY e-mail to participate in chain letters is not acceptable.

- The use of e-mail in any way to facilitate the conduct of a private commercial purpose, gains, free offers, or schemes is forbidden.

- If the UNIVERSITY provides access to electronic mail to external users such as consultants, temporary employees, or partners, they must read and adhere to Standards and Guidelines for use of e-mail. The usage must be strictly for services to NIIT UNIVERSITY.

- Confidential or University proprietary information will not be sent by e-mail. Users found to be deliberately misusing e-mail will be dealt with as per HR policies.

- All electronic messages created and stored on UNIVERSITY computers or networks are property of the UNIVERSITY and are not considered private.

- Users must not allow anyone else to send e-mail using their accounts. This includes their supervisors, secretaries, assistants, and any other subordinates.

- Encryption shall be used for any information classified sensitive or confidential that will be transmitted over open networks such as the Internet.

- Incoming messages will be scanned for viruses and other malign content.

- As University's networks and computers are the property of the University, NIIT UNIVERSITY retains the right to allow authorized UNIVERSITY staff to monitor and examine the information stored within.

- It is recommended that personal confidential material not be stored on or sent through NIIT UNIVERSITY's equipment.

- Users must ensure the integrity of their password and abide by guidelines on password security (see the relevant section on password security).

- Sensitive confidential material should be sent through the electronic mail system after encryption or password protection.

- Confidential information should be redirected only where there is a need and with the permission of the originator, where possible.

- Users should be aware that a message is not deleted from the system until all recipients of the message and of any forwarded or attached copies have deleted their copies.

Electronic mail messages can be forged in the same way as faxes and memoranda. If a message is suspect, users should verify its authenticity through other communication channels. Do not reply to suspect e-mails.

Information Available on Student's Portal
and Parent's Portal

What All Can Be Viewed

1. Student Profile
2. Registration form
3. Details of courses Registered
4. Attendance Records
5. Examination Records
6. Fee Details
7. Library Details
8. Student Timetable

Process for Online Self-Registration by student
Steps to be followed

- Login your NUCLEUS account (https://nucleus.niituniversity.in)
- On left menu click on registration and select "Student Registration".
- Registration form shall be displayed.
- Click on "I Agree to Anti Ragging Undertaking"
- Tick [☐] on "I Agree to Anti Ragging Undertaking"
- Click on 'Accept' button to register.

PART XIV
FORMAT – UNDERTAKING BY STUDENT/PARENTS

AFFIDAVIT BY PARENT/GUARDIAN

(For Anti Ragging Regulations)

I, Mr./Mrs./Ms. _____ father/mother/guardian of , _____, having been admitted to _____(Name of Programme) at NIIT University , have received or downloaded a copy of the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations"), carefully read and fully understood the provisions contained in the said Regulations.

1) I have perused clause 3 of the Regulations and am aware as to what constitutes ragging.

2) I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

3) I hereby solemnly aver and undertake that a) My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations. b) My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

4) I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

5) I hereby declare that my ward has not been expelled or debarred from admission in any institution in the country on account of being found guilty of, abetting or being part of a conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be cancelled.

6) Along with the above-mentioned points I do hereby declare that

 a) My ward will obey the code of conduct of the University and do not indulge in any kind of in-disciplined activity while in and off the University Campus.

b) My ward will be solely responsible for any kind of accident/mishap caused on account of the above-mentioned clause (6.a).

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name:

Address:

Mobile Phone(s):

DECLARATION BY STUDENT

(for adventure activities and sports at the Campus)

I, <name of the student>, S/o, D/o <name of mother/father as the practice be>, Roll No. _____, <Stream>, do hereby confirm and declare as under:

A. I have been explained that as part of the extracurricular activity, NIIT University which includes its Sponsoring Body, officers, agents, employees, vendors, partners, sponsors or other persons providing support or services for the Event (in short, the University) may organize certain adventure activities (in short the Event) that I may become entitled to participate being a bona-fide student. The Event is organized solely for all round personality without any commercial exploitation of the same.

B. Accordingly, I seek to enroll for the Event and as a pre-requisite I am furnishing declaration which is as under:

1. I will take part in the Event entirely at my own risk and that I will not hold the University responsible in any manner for any bodily injury or for succumbing to any bodily injury, any damage to or loss or destruction of property or any other economic loss or for any consequential loss arising from any accident or mishap or otherwise arising from or connected with the Event, whether during or after the Event, in preparation for it, travelling to or from the Event or otherwise. I also agree to indemnify and reimburse the University in respect of any additional expenses or costs incurred by the organizer of the Event arising from or in connection with my participation in this event.

2. I agree that the University, without reference to and without my prior approval, may use in any publicity material connected with the Event including but not limited to any promotional or fundraising activities, any photograph, film, videotape, record or other reproduction of the image and/or voice of me being part in the Event and its related activities.

3. I have fully understood the risk and responsibility of participating in the Event and will be participating entirely at my sole risk and responsibility. I voluntarily agree to assume all risks and dangers including but not limited to the risk that I may be injured, physically or mentally either of my own acts or because of other participants.

4. If I am injured or fall ill or otherwise suffer any detriment whatsoever, I hereby irrevocably and unconditionally authorize the University to transport me, at my sole risk and cost, to a medical facility and/or administer emergency medical treatment and I waive all claims that might result from such transport and/or treatment or delay or deficiency therein. I hereby authorize the University to incur medical expenses and shall pay or reimburse the same to the University without contest or demur.

5. In case of any illness or injury caused to me or death suffered by me by way of participation in the Event for any reasons whatsoever or due to any force majeure event including but not limited to fire, riots or other civil disturbances, earthquakes, storms, typhoons or any terrorist act, the University shall not be held liable to me in any manner.

6. I hereby indemnify the University against all claims, damages, actions, losses, costs or expenses, whether arising under statute or otherwise for negligence, personal injury, physical trauma, death, property damage, or any third-party rights that is lodged as a result of any act, omission, matter or thing done, permitted or omitted to be done by me by virtue of my participation in the Event.

7. I accept the risks arising from the Event even if arising from the negligence, gross negligence or negligent rescue by those associated in any manner with the Event, the venue at which this Event takes place or by those organizing, officiating or participating in the Event and/or program, including their respective officers, directors, employees, agents, servants, volunteers and representatives.

8. I understand that I shall follow all applicable rules for participation and that the sole responsibility for my personal safety remains with me including my physical and emotional preparation and fitness to participate in the Event.

9. As on the date of furnishing this Declaration, I am physically fit to participate in the Event. In case if later I become physically unfit, I shall not participate in the Event.

10. I give, a full release and waiver of liability and all claims, damages, actions, losses, cost or expenses, whether arising under any Statute or otherwise, that I have or may have in the future against the University from all liability for any loss, damage, injury or expense that I have may suffered as a result of my participation in the Event.

11. I irrevocably permit the University to share the information given by me in this application, which its third-party vendors associated with the Event, at its own discretion. All intellectual property rights in relation to the same shall solely and exclusively vest with the University in perpetuity.

12. I understand and agree that in the Event of any dispute arising between me and the University, the same shall be governed by the law of India and the court at Neemrana shall have exclusive jurisdiction to adjudicate the same.

13. The University reserves the right to add or cancel the activities to the Event, to re-schedule the Event or any activity of the Event and to reject my entry and further reserves the right to change the details of the Event.

C. The aforesaid Declaration shall be binding on me, my legal heirs, legal representative, successors, relative and anyone acting on my behalf.

D. The aforesaid Declaration has been read over and understood by me and my parents. <name of the father or other as the practice be> is signing this Declaration as the Confirming Party.

Signature of the Student   Signature of the Confirming Party
Name   Name:
Address: Address

Medical Self-Declaration

MEDICAL DECLARATION FORM

Date of Fitness

Enrolment No.	Batch	Stream	

Name:

Gender: Male/ Female   **Blood Group**

Date of Birth (DD/MM/YYYY)

Student's Medical History:

Candidate's Medical Details	Yes	No	Please provide the details
Do you have any physical deformity / handicap?			
Do you have any congenital disorder / abnormality?			
Have you ever been suffering from any Medical? condition that may require you to take Medical Leave			
Have you had any form of critical illness or operation in the last two years?			
Have you ever been diagnosed to have Cancer? Tumor, Cyst or any similar type of growth?			

Have you ever suffered/are you suffering from any of the following? (Please tick whichever applicable)

	Heart Attack		**Diabetes**
	High Blood Pressure		**Stroke**
	Night Blindness		**Valve Disorders**
	Asthma		**Slipped Disc**
Any other major disease/illness that you may be willing to disclose			

Declaration by Student:

I declare that, to the best of my knowledge, the answers to the questions in this form are correct and that I am not suffering from any disease/illness that I have not revealed.

Signature: _____   **Date:**

PART XV
APPLICATION FORMATS

NIIT University, Neemrana
Application for Duplicate Room Key / Duplicate Door Access Card

To,
The Warden,
NIIT University,
Neemrana

Dear Sir/ Mam

With due respect this is to inform you that I have lost my Room Key / Door Access card and I request you to issue me the duplicate Room Key / Duplicate Door Access Card at the earliest.

My details are:

Name: Enroll. No.

Programme: Semester/ Trimester/ Term:

Room No.:   Hostel Name & Floor:

Mobile No. :   Email Id:

Amount of Rs 250/ or Rs 400/- as the fee for issuing Duplicate Room Key / Duplicate Access Card has been paid to Finance Deptt. Receipt no. _____ dated _____ is appended herewith.

Regards,

Sign:
Student Name: Date:

For Warden   **For Admin.**
Above entries have been verified.   Received the Room Key Request on date:
                                                                    Room Key Issued on date –

Sign of Authorized person with date   Sign of Authorized person with date

By Student:

I'm in receipt of Duplicate Room Key / Duplicate Access card on date_____

Student sign & Name

NIIT University, Neemrana

Application for Duplicate Identity Card

1. An online application for issuing duplicate identity card needs to be sent by the student who has lost his/her original identity card.

2. The application giving following details/information to be sent as attachment to mahendra.singh@niituniverstiy.in on excel sheet.

3.

To be filled by the Student							
S No.	Name of the Student	Enrollment No	Programme	Issued on	Valid upto	Blood Group	Photograph

Please Note

1. Identity card will not be processed in case the information is not complete.

2. Please make a payment of Rs. 400 through ERP and share the slip in mail as attachment.

3. The photo-print should be clear and with a continuous tone quality, it should have full face (from top of hair to the shoulders), front view with eyes open.

4. Once I card is ready, an intimation will be sent to collect it from Admin office.

NIIT University, Neemrana
Application for Duplicate Grade Sheet

Name of the Student:	
Father's/Mother's Name:	
NU Enrollment No.:	
Programme:	
Year of Passing:	
Reason for duplicate documents:	
To be dispatched/ collected: (Whichever applicable)	☐ In India ☐ Overseas ☐ Will be collected in-person / physically
EMAIL Address:	
Contact No.:	
Specify no. of Semester/Term: (for which a separate grade sheet to be issued)	
*Necessary Documents Enclosed: (Tick check box as applicable)	*☐ Copy of GD logged in Police Station for missing of documents *☐ A self-attested declaration for non-traceable documents. *☐ Photocopy of Degree Certificate self-attested. *☐ Photocopy of self-attested Govt. Photo Id card self-attested. *☐ Fee payment receipt. ☐ Authorization Letter when collected in-person other than applicant.
Full Name of the Applicant: Date of Application: Date of documents submission: (Full Signature of the Applicant)	
Address for dispatch of duplicate grade sheets:	To, (use font-size 16 – 18)
All fields are mandatory to be filled. N.B: Application will be processed within 7 days from the date of submission of the necessary documents.	

NIIT University, Neemrana
Request For - Withdrawal from the Programme

To,   Date -

    The Dean Academic Affairs,
    NIIT University,
    Neemrana.

Dear Ma'am

I am writing to inform you that I have decided to withdraw my name from the
_____ programme and to strike off my name from the rolls of the University w.e.f.
_____ for the reason/s* mentioned below: _____
_____

Seeking admission at** _____.

* Mandatory information **Please attach the admission offer letter along with Programme withdrawal form (Mandatory information).

My first Registration for the above programme was done on _____ (date / Month & Year)
    and my current semester is _____.

This is to re-confirm that no dues are outstanding in my name.

I request you to issue me the Student Exit/Migration Certificate at the earliest.

For your reference, after Exit from the University I can be contacted at

Address_____
Mobile No. _____ email Id _____.

Please use following bank details for refund process:
Name: _____Account Number: _____

IFSC Code: _____Bank Name and address:_____

Branch Code: _____

Thanking you in anticipation.

Regards,

Student Signature   **Parent's Signature**

Student Name   **Patent's Name**
Enrollment No.   **Contact Number:**

NIIT UNIVERSITY

NO DUES CERTIFICATE

Name: **Enrollment No.:**

Programme: **Sem/Term/Termlet:**

Batch: **Academic Year:**

Departments	Authorized Signatories		Signature & Date	Remarks
	Name	**Name**		
Level 1				
Concerned Warden	Chief Warden/ Poonam Yadav (For Girls)			
Library	Vinay Kainthola			
CCC/LABS	Puneet Bajpai			
Sports	Prashant Nayak			
Administration	Mahendra Bahadur Singh			
Exam Cell	Biswajit Dara			
Level 2				
Office, Dean Student Affairs	Sohan Kumar Mahto			
Finance & Accounts	Pradeep Singh			
Exit Interview with Dean, Academic Affairs				

After Taking No Dues from all Concerned Department, submit the Sheet in the Academic Office.

Student Signature:

Date:

Contact No.:

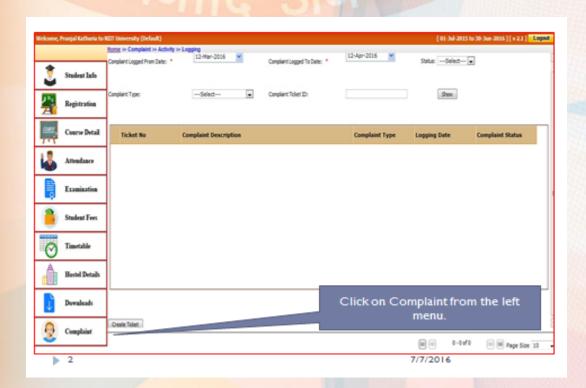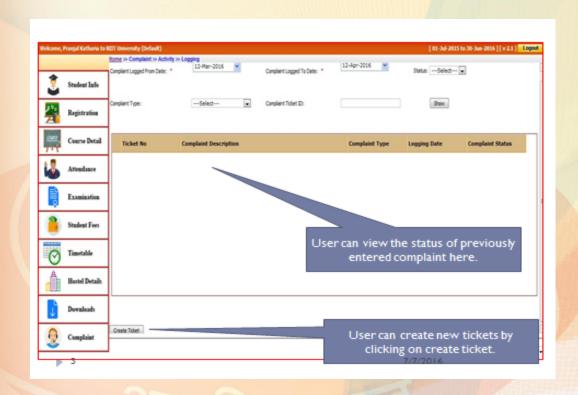# PART XVI
Complaint Management System

NIIT UNIVERSITY
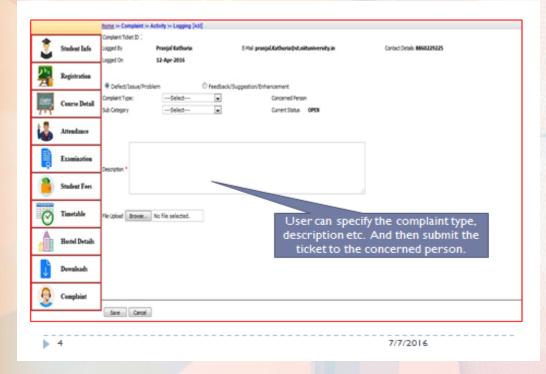THE UNIVERSITY OF THE FUTURE

Complaint Logging

User manual to enter complaints in the system.

7/7/2016

Click on Complaint from the left menu.

2   7/7/2016

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User can view the status of previously entered complaint here.

User can create new tickets by clicking on create ticket.

User can specify the complaint type, description etc. And then submit the ticket to the concerned person.

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Other Features

▸ Mail functionality – Auto mails will be sent from the system every time a ticket is being raised or any action is being performed on the ticket.

▸ Auto escalation of tickets in case the ticket has not been resolved in specified SLA. Please note that SLA for tickets is not applicable in case of Enhancements/ Suggestions.

▸ If a ticket has been resolved, then the user who has logged in the complaint will only have the rights to close or re-open the ticket. If a ticket is not closed by the user then ticket shall be auto closed within 2 days.

▸ 5   7/7/2016

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