

**Centre for Development of Advanced Computing (C-DAC), Mumbai**

**General Instructions for PG-DAC/PG-DBDA Students in ONLINE mode**

1. C-DAC gives utmost priority for discipline and everyone, student or staff, is bound to follow the rules and regulations and maintain strict discipline.
2. Every student shall conduct himself/herself in such a way to cause NO disturbance to the working of the online classes in any manner.
3. Students are required to dress up neatly during the online classes.
4. English will be the official language that will be spoken.
5. Students are instructed to arrange for their own laptops/PCs and a stable internet connection to ensure seamless access to the lectures delivered. Recommended configuration for laptop/PC includes 4 GB RAM.
6. Students are required to keep their devices sufficiently charged for the lectures.
7. Students should strictly follow the window timings 9:00 am to 1:30 pm, 2:30 pm to 6:00 pm and 6.30 pm to 8.00 pm.
8. Class timings have to be followed strictly. Entry to the Zoom session may not be allowed after the start of the session. Students are required to keep their video on and mike muted throughout the lecture session. When a student requires to clear his/her doubt, he/she can do it by raising hand and proceed.
9. **Attendance is compulsory in both lecture and lab sessions for the students in order to appear for the exams. 75% attendance in each module is mandatory to appear for the exams.**
10. Absence/leave from lectures/labs shall be allowed with prior approval only.
11. Giving module and course feedback is mandatory.
12. **If a student is caught cheating/misbehaving/not following the instructions given by the staff, he/she is liable for punishment that may include suspension/expulsion from the course/placements.**
13. Students have to clear internal assessment, lab exam, and course-end exam individually with minimum 40% marks in order to clear a module.
14. Only one retest will be conducted for the students failing in any module, and only failed candidates can take up the retest. 20% marks will be deducted from the marks obtained in the retest.
15. Only those students who have successfully passed all the modules will be eligible for placement activity and awarded the PG Diploma.
16. **Students may note that C-DAC does not guarantee placements.** C-DAC will assist and organize campus recruitment processes for its students. It is the duty of the students to perform well in the course and get placed.

17. As part of disciplinary action, the Training Head of C-DAC Mumbai is empowered to penalise, suspend or even expel a student from the course in the best interest of the institute.

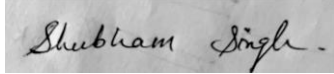
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I have read the instructions stated above and I promise you that I will abide by them, failing which C-DAC reserves the right to take any action against me.

Name : **SHUBHAM SINGH**

Student ID: **220940320116**

Signature:

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Shubham Singh' written in a cursive style.

Date: 15 September, 2022