

# STUDENTS HANDBOOK RULES, REGULATIONS & ADVISORY

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



## **PREFACE**

Respecting and living a disciplined and all-round life is one of the traits of a successful student. Understanding of the Rules and Regulations as given in University' Student Handbook enables the student to live a productive and harmonious life on Campus. Hence Student Handbook is prescribed as an encyclopedia 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, Student 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 student 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 Digital Library section of University's LMS, Moodle.

The Student Handbook has been prepared based on real experience/s of the last seven years 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 through years of experience for which suggestions and comments are also invited.

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

Dr. Anuradha Parasar Associate Professor NIIT University, Neemrana July, 2016





# Acknowledgement

It has been an on-going task for me from Edition I to Edition VIII, as well as for this edition of first initiating the discussions across the departments and then collecting and collating together the material received from the colleagues and to updating and upgrading it periodically and to bring it to a level of finish that is adequate to be released in printed form for the benefit of all NU Students. I could not have achieved it without the encouragement and support of my colleagues, whom I would like to acknowledge here.

In the initial stages of the Handbook preparation Ashoo Dubey, Dhirendra Singh Rathore and Naveen Parasar have contributed to various sections of the document and have played a major role in building this document. Abhinav Sharma assisted producing this document.

I will fail in my duty if I do not acknowledge the contributions of my ex faculty / staff colleagues Prof J L Arora (former Acting Registrar, NU), Dr. Nutan Bharati, Pratyush Chatterjee, Dr. Meenu Chhabra, Paramjit Singh, late Prof. Rakesh Mehrotra who also played an important role in shaping this document.

The motivating factor behind this document is NU Leadership Team – Prof Parimal V Mandke, Prof. Sunil Khanna, Maj. Gen. A K Singh (Retd.), Air Cmde. Kamal Singh AVSM .(Retd.) and our Mentor Professors.

Last but not the least, students are the cause and consequence for this document, had they not presented us with very many different situations, we would not have been able to create a comprehensive document that takes care of each and every situation. So, they have an equal authorship to this document.

Dr. Anuradha Parasar Associate Professor NIIT University, Neemrana July, 2016



# DNA Of NU STUDENT

The column on *DNA of NU Student* was added in the sixth edition of Student Handbook to initiate and to conclude in consultation with ALL AT NU as to what is the DNA of NU Student. I at my end is proposing the following:

Abbreviation		Full Form of Abbreviation		Traits to be Developed / to be Achieved Being At NU
N	-	Natural & Simple in Personality	=	Humanistic Orientation
U	/-	Universal In Outlook	=	Global Vision
S	-	Seamless in Perspective	=	Oriented Towards Integration of Knowledge & Technology
T	-	Timings Compliant	=	Efficient Managerial Skills
U	-	Useful to Society	=	Aims to Serve Mankind in all Respects
D	-	Disciplined by Habit	=	Clear about Limits (LOC – Life on Campus / Line of Control)
Е	-	Exploring Curiosity	=	Research Oriented
N	-	Nature Respecting	=	Oriented Towards Usage of Best Practice Approach in Industry & in life respecting nature & natural Principles.
T	-	Top in Leadership Skill	=	Leader's of the Leader in Holistic Sense

I invite ALL At NU to give an intense thought to the above proposed aspect of NU Students. In fact, this discussion should be taken forward from here by NU students themselves and they should come in turn suggesting the traits and characteristics which they have developed and acquired being at NU and that they will be practicing throughout their life, being a proud part of NU family.

Dr. Anuradha Parasar



## PLEDGE BY NU Student

Pleading in words to thyself and complying with the contents of the Oath is one of the mandatory requirement from NU Students.

All the Registered students of NU, on the very first date of registration, by affixing signature on the First Registration sheet/Subsequent Registration sheet are considered to have taken the pledge on the below mentioned Oath.

"I hereby take pledge with all sincerity, an open minded approach and with an unswerving perseverance that I will put in all my efforts to fulfill all my goals and objectives being the Student of NIIT University.

I shall apply myself to the task of studying and gaining seamless education with all due courtesy to all my fellow students and respect for my Juniors and Seniors.

I shall live with perseverance, and will maintain Integrity, controlling my actions within the prescribed limits of humanism.

I will always honor my Parents, Faculty and Fellow members of Society.

I will have courtesy and respect for all humans globally and will take care of the Flora and Fauna around me to the best of my abilities.

I will always attempt my hardest to make my Family, Peer, Nation and the world at large proud by being a good citizen, by applying knowledge for humanitarian welfare and by complying with Rules and Regulation with utmost judicious and rational approach.

I will always attempt sincere and honest efforts for resolving the issues and problems concerning humans and my planet earth through the application of acquired knowledge, skills and competence in the true interest and service of global society.

I pledge to strive to develop while being at NU the professional skills and the character and values necessary to fulfill the role of my profession and will constantly and continuously try to develop my area, roles, duties and responsibilities to the best of my capacities through innovation, invention or discovery.



My patriotic spirits are high in my heart and I will always strive to bring glory to my nation all through my life.

I assure hereby that 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 propogate ragging in any form. I will not hurt anyone physically or psychologically or cause any other harm.

I will not indulge in unparliamentary language/ denigrate the interest of the Organisation / any other Authority / Staff member / Campus / facility in any manner whatsoever.

I hereby undertake to maintain proper conduct on campus and also take the responsibility for maintaining an order, discipline and decorum on and outside campus, always.

I pronounce the Oath being NU Student, I affirm my commitment to professional conduct and to abide by the principles of ethical conduct and I agree to conform to all the Statutes, Ordinances, Regulations & Rules of the University in force.

Sd/-

Student
NIIT University, Neemrana
Date: Day of Registration

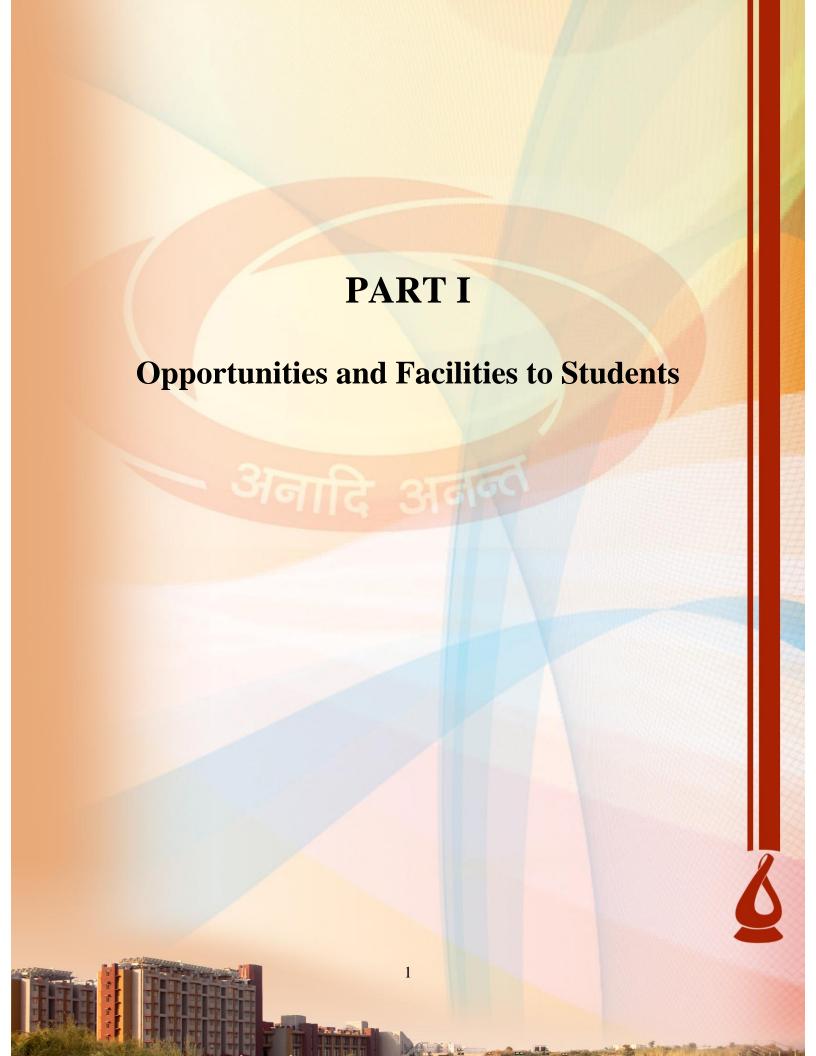


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NIIT University, Neemrana (NU). NIIT University, Neemrana (NU) established by the Rajasthan Government Act No. (5) of 2010, commenced its first academic session at its 100 acre (75+25 acres) green campus at Neemrana in August 2009. The University is recognized by the University Grants Commission under 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 taking into account 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 which is also supplemented with various stipends and scholarships for meritorious students from University as well as University's collaborating organizations. In such short span of its existence University is recipient of Best Institute / University in Use of Technology in Teaching-Learning Practices 2013 Award under Excellence Awards by ASSOCHAM. University has also been awarded Green campus Award in 2012 in *India Today Aspire Education Summit 2012*. NIIT University has been awarded "The e-GOV Campus Award" during ETtech Summit 2015 at New Delhi, organized by The Economic Times. NIIT University was conferred "Clean Green and Sustainability Education and Training Award" at Clean & Green India awards 2016 organized by Franchise India at New Delhi, India.

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, it is an opportunity, which is not available in day-colleges. Students from Bachelors 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.

## Library

Library is open from morning till mid-night. It has a 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 text-books for students on the basis of individual requests received at the time of registration.

## Consultation with Faculty Members

Faculty members are available for consultation on one-o-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 in order to get their queries in courses addressed on a day-to-day basis.

## Mentoring

Each student is assigned a 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.

## **CO-CURRICULAR**

## Community Connect

Community Connect course is offered as an audit course in 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 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

NU's Artist in Residence Program (AIR) not only strives to bring out the artist in NUites 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

University has on-Campus Counselor to counsel students visiting the University twice a week. Mitradwar is a place where student can go and take advice from faculty on any problem.

# Student Representatives on important bodies of the University

Anti-Ragging Committee, Mess Committee and Academic Counseling Committee are the Committees appointed by Academic Council of the University. These two Committees have student representatives as members. This offers an opportunity to deserving students for contributing to institutional affairs.

## • Full time services of a trainer

Professionally trained physical instructor resides on campus.

## Clubs

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

## Sports

Following sports facilities exist:

Outdoor:-



- i) Cricket
- ii) Soccer
- iii) Basketball
- iv) Volleyball
- v) Lawn Tennis
- vi) Golf
- vii) Badminton

## Indoor:-

- i) Table Tennis
- ii) Pool
- iii) Carom
- iv) Chess

Training sessions are conducted by Professional coach for Tennis.

# **INFRASTRUCTURE, FACILITIES AND SERVICES**

## Hostel

- Resident Warden in each hostel for any help at any time.
- Access control to each floor.
- CC Cameras are installed at public places.
- Hostel has Single / Double / Triple seater rooms.
- Comfort-cooling by Earth Air Tunnel (EAT) technology.
- Each room provided with: Bed, Mattress, Pillow, Study Table, Chair, Wardrobe, Book-Shelf and Fan.
- Common facilities on sharing basis:
  - Wash Room, Shower and Washbasin
  - Common Room, TV and Microwave oven
  - RO treated drinking water
  - Newspapers and magazines

## Wi-Fi Campus

24X7 connectivity to Internet from anywhere in the campus provides unlimited access to learning resources. Library can be browsed on the intranet from anywhere in the Campus.



# • Nucleus - Learning Management System on Moodle & University's ERP System

The course contents are available on Moodle for all registered students. University's ERP system facilitate Academic Administration

## Parents Portal

Academic information pertaining to students is available for parents to see on Parents Portal. They have to Register on Parents Portal to get access to this facility

## • SMS Service to Parents

In and Out of Campus movement of students is informed to parents instantly through SMS Service.

## Gymnasium

Gymnasium is equipped with latest health-building equipment's.

## Music Room and Music Band

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

## Astachal

A tradition in the University for giving appointment to one self at Astachal during Sun-Set time.

## Suryodayasthal

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

## Mess

- Serves four meals a day at announced timings.
- Mess also has LCD.

## Medical

- Health Center open on all days except Sundays
- Compounder is available 24 hours.
- Qualified doctor is available Monday Friday from 04.00pm 06.00 pm.
- Center stocks basic medicines, which do not need prescription. These are dispensed free in case of a need all through the day.
- University has tie-up with Kailash Hospital, Behror for higher medical service at concessional rate.



On Campus Car with driver for medical emergency 24x7

## **Banking**

• ATM of the State Bank of India & ICICI Bank is located on University Spine.

## **Courier Service**

• Available on payment basis on the Lower Ground Floor, AC-1.

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

• Available in the Library on payment basis.

## **Transportation**

- Bicycles for in-Campus movement.
- University has tie up with local vendors for providing transport services for medical visit to Kailash Hospital or for any other personal reasons, if and when required, on payment basis.
- 24X7 Hours cab present on Campus for any unforeseen emergency need.

## Tuck - Shop

- Day-to-day utility and stationary items are available in Tuck-Shop.
- Tuck-shop serves a variety of snacks all through the day.
- Food Park Serves non-vegetarian and vegetarian food from 10.00 am to 11.00 pm

## Tera - Mera Point

Tera – Mera Point is students run eating outlet kind of a shop which is opens in night only.

## **Laundry Services**

• University provides on Campus Laundry Services through Outsourced Agency.

## Hair Saloon & Parlour

University has in campus Hair Saloon for Boys. For Girls, beautician from Neemrana Parlor, visits Girls, Hostel on demand basis once a week to give the services.



# **Studio Apartment**

• 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 studio apartments and Executive Rooms where the parents can stay subject to their availability on payment basis.

## **Insurance**

• Every registered student of 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:

# ACADEMIC PROGRAMMES ORDINANCES & REGULATIONS ORDINANCES

0.1	Short	Title		0.1
			be called the Ordinances for the Academic Programmes of	
	the NI	IT University, Nee	mrana.	
0.2	Comn	nencement		0.2
			come into force with effect from such date as the	
			ment approves the same.	
0.3	Defini			0.3
		s the context requir		
	(1)		means the Academic Council of the NIIT University.	0.3 (1)
		Council		(0)
	(2)	Applicant	means a candidate who applies for admission to any	0.3 (2)
			programme of the University.	0.0 (0)
	(3)	Board	means the Board of Management of the University.	0.3 (3)
	(4)	Casual Student	means a student who is registered for attending a formal	0.3 (4)
	(5)	CCDA	set of course(s) not leading to a degree.	0.2 (5)
	(5)	CGPA	means the Cumulative Grade Point Average of a student.	0.3 (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	0.3 (7)
	(7) (8)	Dean Dean	means the Dean, of a Faculty or an activity	0.3 (7)
	(9)	Degree Degree	means the degrees of the NIIT University as may be	O.3 (9)
	(9)	Degree	approved by the Board of Management.	0.5 (5)
	(10)	Discipline	means a field of study.	0.3 (10)
	(11)	Course-in-	means a faculty member who shall have full	0.3 (11)
	(11)	charge	responsibility for the course, coordinating the work of	
		cital 80	other faculty member(s) involved in that course,	
			including examinations and the award of grades.	
	(12)	PC	means the Programme Committee of the University.	0.3 (12)
	(13)	PG	means Postgraduate	0.3 (13)
	(14)	Programme	means a curriculum leading to a degree / certificate /	0.3 (14)
		J	diploma of the NIIT University	
	(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.	0.3 (17)



(20) Unit means units assigned to a course in a Trimester (21) University means the NIIT University, Neemrana.  O.4 Ordinances  (a) The University shall offer such programmes and of such minimum duration as the Board may approve on the recommendation of the Academic Council.  (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.  (c) The minimum entry qualifications for admission to programmes shall be such as may be laid down in the Regulations.  (d) The University shall follow Course-Wise Clearing system.  (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.  (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	18)
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	(6)
The degree / certificate / diploma within slich period as may be specified in	(1)
the Regulations.	
(g) The date of initial registration for the programme shall normally be the date O.4 (g	(a)
on which the student formally registers for the first time. This date shall be	(9)
construed as the date of joining the programme for all intents and purposes.	
(h) It shall be the responsibility of the individual student to be in attendance in O.4 (h	(h)
all classes and to take prescribed quizzes, tests, and other components of	
evaluation and to submit properly and promptly all home assignments.	
(i) A student may be granted such scholarship / studentship / assistantship / O.4 (	(i)
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.  (j) The procedure for the admission of a student shall be such as may be 0.4 (	(i)
(j) The procedure for the admission of a student shall be such as may be specified in the regulations.	(1)
(k) The procedure for the withdrawal from a programme, rejoining the <b>O.4</b> (l	(k)
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.	
(l) The award of the degree / certificate / diploma to an eligible candidate shall <b>0.4</b> (	<b>(I)</b>
be made in accordance with the procedure laid down in the regulations.	
(m) A student admitted to the programme shall abide by the <i>Standing Orders for</i> <b>O.4</b> (n	m)
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.	
(n) Notwithstanding anything contained in the above Ordinances, no regulations <b>O.4 (r</b>	(n)
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.	
(o) In special circumstances, the Chairperson in the capacity of the Chairman of 0.4 (c	(0)
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.

## REGULATIONS

K.I	Short Title	K.1
	These Regulations shall be called the Regulations for the Academic Programmes of the	
	NIIT University, Neemrana.	
<b>R.2</b>	Commencement	<b>R.2</b>
	These regulations shall come into force with effect from such date as the Senate/Board	
	of Management may appoint in this behalf.	
<b>R.3</b>	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

R.4 Academic Year

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.

Doctoral Degree like Ph.D., which shall also be referred as Doctoral Degree.

- R.5 Semester, Trimester & Term

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

  R.5

  (2) R.5(1)
  - (a) Two Semesters of duration of about 4½ months, consisting of about 90 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 start of the First Semester to complete the admissions and preparation of class rooms and labs after the yearly maintenance.
  - (f) Dates of start and of the above parts of the academic year could be left 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 will be divided into three regular trimesters as under:



**R.4** 

		(a) Three Trimesters of duration of about 3 months, consisting of about 60 working days each and would be called the first, second and third trimesters or terms of the respective academic year.	R.5(2)(a)
		(b) Gaps between first and second and also the second and third trimesters.	R.5(2)(b)
		(c) Summer break of two months after the third trimester (d) Summer Term	R.5(2)(c) 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 by dividing academic year into four equal units, called "Terms".	R.5(3)
		(a) Four Terms of duration of about 3 months, consisting of about 60 working days each and would be called the first, second, third and fourth terms of the respective academic year.	R.5(3)(a)
		(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 <i>Summer Term</i> 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 <i>Summer Term</i> .	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 <i>Summer Term</i> .	R.5(8)
Co A		Summer Term normally consists of eight weeks.  e rse is a subject like Classical Mechanics, Algebra, Graphics, Nuclear Physics, gerial Economics, etc. It has a title (called Course Title) and is identified by a	R.5(9) R.6
nu	ımbe	er (called Course No.). The collection of topics required to be covered in the eduring the semester is termed as Course Syllabus (or Course Description).	

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

**R.6** 

**R.7** 

**Degree Title / Nomenclature** 

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 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 class room learning. This will keep the student ready for evaluation at any time even for the surprise tests.

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.

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.10(3)

R.10(2)

R.11 Credit/ Unit R.11

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 class room 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 Practicals. 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.

R.11(b)

R.11(a)

(b) Tutorials

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

**Practicals** 

R.11(c)

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

R.11(d)

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/ Practicals

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 R.13(a)

(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(b)

(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.14 Semester-wise/Trimester-wise/Term-wise Sequencing

R.14 R.14(a)

(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(b)

(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 Tem-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:



(i) Pre-requisite

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

R.14(b)(ii)

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.

R.14(c)

(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.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)

SN.	Programme	Normal	Maximum
		Duration	Duration
1	B. Tech.	4 Years	6 Years
		(8 Sem)	(12 Sem)
2	M. Tech.	2 Years	3 Years
		(4 Sem)	(6 Sem)
3	MBA	2 Years	3 Years
		(6 Trimesters)	(9 Trimesters)
4	MBA	2 Years	3 Years
-7	(Finance & Banking)	(8 Terms)	(12 Terms)
5.	Ph.D.	≤3 Years	5 Years
		≤ (6 Semesters)	(10 Seme ters)

(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)**

R.17

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.

## Phasing out / Suspension of a Programme R.18

R.18

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.

## **Starting a New Programme** R.19

R.19 R.19(a)

- (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.
- (b) A new programme may be considered and recommended by the Academic Council to the Board for its consideration and approval.

R.19(b)

### R.20 **Flexibilities**

R.20

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

R.21 Admissions 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.

R.21(1)

- (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.
- (2) Admission of Regular Candidates

R.21(2)

- 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 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

R.21(4) R.21(4)(a)

R.21(3)

A student registered for a programme in a recognized Institute/ University in India or abroad may be admitted as a Casual Student for a 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 R.21(4)(b) 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.



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

## (5) Admission under Advanced Standing

R.21(5) 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.
- (b) Admissions under Advance Standing would be made after completing all R.21(5)(b) 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.
- (c) Students seeking admission must meet University's essential R.21(5)(c) requirements of admission laid down by the University for the regular admissions.
- The Transcript or marks lists of the entire programme done by the R.21(5)(d) (d) 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.
- The list of courses of the NIIT University programme would be divided R.21(5)(e) (e) 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 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.
- A three year Diploma holder in an engineering / technology discipline R.21(5)(g) **(g)** may also be admitted to B. Tech. programme in a discipline closer to the discipline of his / her diploma programme under this flexibility.
- A B.E. / B. Tech. student of other University after completion of at least R.21(5)(h) (h) 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.
  - A B.Sc. student may also be admitted to B. Tech. programme under this R.21(5)(i)





			flexibility provided he / she meets the criteria as mentioned in (c) above.	
		(j)	There is no guarantee that the process of admission under this flexibility	R.21(5)(j)
	(0)	4.77	shall reduce the duration of the degree.	D 04(0)
	(6)		nent of the Degree Discipline dent shall be allotted the Degree Discipline (Branch) at the time of	R.21(6)
			eling on the basis of merit according to the student's preference and the	
			bility of seats.	
	(7)	Chang	ge of Degree Discipline (Branch) / Transfer	R.21(7)
		(a)	The change of branch is another flexibility of the University. This	R.21(7)(a)
			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, <i>Transfer</i> . In case of collaborative post-graduate programmes, flexibility of change of degree	
			discipline (Branch)/ Transfer is not available to a student.	
		(b)	Total <i>Transfer</i> to a specific degree discipline should not exceed 5 % of	R.21(7)(b)
			the total approved intake in that discipline.	
		(c)	The transfer from one Discipline to another Discipline shall be based on	R.21(7)(c)
			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.	
		(d)	Transfer to a Degree programme can be considered as something like the	R.21(7)(d)
		, ,	fresh admission under advanced standing and thus this would be handled	
			by the Admission Officer.	
D 22	Domot	(e)	The Transferred cases shall be reported to the Academic Council.	R.21(7)(e)
R.22	(1)		f a Course dent may be required to repeat a course, if (a) he/ she gets more than three	R.22 R.22(1)
	(.,		des in an UG Programme or more than two E Grades in a PG Programme	11122(1)
			his/ her CGPA (defined in following paragraphs) at any point of time is	
			nan the minimum required CGPA or (c) the performance in a course is	
			ed to be more than a specific grade obtained by a student for registration at ture required course, etc.	
	(2)		dent who wishes to improve his/ her grade in a course (except in the	R.22(2)
	` '		es like Project Reports, Internship, Seminar, Theses, Industry Practice,	
			which forms a part of his Degree Programme, may repeat that course,	
			led it is requested within 2 semesters of clearing that course. A student is	
			tted to repeat not more than three courses in the Undergraduate 4-year amme and not more than two courses in the Post-graduate 2-year	
			amme for improvement of grade throughout the entire programme. Further,	
			ent is permitted to repeat a course for improvement of a grade, only if s/he	
			ss than C grade in a given course. A student would neither be permitted to	
		_	a course more than once for improvement of the performance nor be tted to devote an entire semester only for repeating courses. On repetition	
			burse, the latest performance would be reckoned for all purposes.	
	(3)		s another flexibility of the University's education system.	R.22(3)
	(4)	Use of	f this flexibility may extend the duration of the programme, consequences	R.22(4)
D 44	****		ich shall entirely lie on the student.	
R.23			from a Course or a Semester/ Trimester/ Term	R.23
	(1)		dent may seek Withdrawal from a course, if he is unable to cope up with ntire load of courses. The student has to make a request to the Dean	R.23(1)
		uic Ci	and loud of courses. The student has to 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 evidences for the	
		same, may permit a student to withdraw from a Course. If permitted, student	
		would be reported as W (Withdraw) in that course.	
	(2)	A student may seek Withdrawal from all courses pursuing in the semester, i.e.,	R.23(2)
		from the whole semester/ trimester/ term on medical grounds. The student has to	
		make a request to the Dean Academic Affairs for the same. Dean Academic	
		Affairs, if satisfied from the documentary evidences for the same, may permit to	
		withdraw from the semester. If permitted, student would be reported as W	
	(0)	(Withdraw) in all courses in that semester. W is not a grade but a factual Report.	
	(3)	Use of this withdrawal flexibility may extend the duration of the programme,	R.23(3)
R.24	Subat	consequences of which shall entirely lie on the student.  itution of a Course	R.24
K.24	(a)	A student, if he/she wishes, may substitute from one of the registered course to	R.24 (a)
	(a)	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	R.24 (b)
	(5)	available for any compulsory named courses of the programme.	11.24 (5)
	(c)	The student has to apply to the Dean Academic Affairs for the Substitution	R.24 (c)
	(-)	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.25	Audit	Course	R.25
		dent may register to audit a course of not more than 4 credits/ units during his/ her	
		/ Trimester / Semester which will not be counted towards minimum earned units	
		e programme.	
R.26		in Structural Features	R.26
	(a)	The courses prescribed for a Degree programme may be categorised in terms of	R.26 (a)
		their academic affinity or their functional objectives. Depending on the overall 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 <i>Electives</i> is so designed that it serves varied but distinctive	R.26 (b)
		ambitions of a student depending on how he / she wants to orient his / her	
		career. An <i>Elective</i> 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.	D 00 ( )
	(c)	All courses other than the elective category are termed as <i>Named Courses</i> and are compulsory. The elective category has choices and the courses are selected	R.26 (c)
		by the student himself/ herself from outside the <i>Named Courses</i> . Specific	
		Courses in Elective category are not compulsory but clearing of the prescribed	
		number of elective course is necessary.	
	(d)	A student, in order to meet his/ her ambitions and to orient his/ her career, can	R.26 (d)
		take courses over and above the fixed number of electives in his programme.	
		These electives would be called <i>Free Electives</i> . The performances in the <i>Free</i>	
		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.	
	/	The standard of the property o	D 00 / . \

(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

R.26 (e)

- 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.
- (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.
- (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.

  The MBA (F&B) programme consists of eight terms of which four terms are

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

## R.27 Registration

- (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 has to go through the requirement known as the *Registration* to work out his programme for the semester/ trimester/ term.
- (2) Every student shall register for the courses that he/she has to study as per the 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
- (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.
- (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.
- (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.
- (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

R.26 (f)

R.26 (g)

R.27

R.27 (1)

R.27 (2)

R.27 (3)

R.27 (4)

R.27 (5)

R.27 (6)

R.27 (7)



time from studies and its consequences cannot be helped by the University.

- (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.
- (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.

## (10)**Registration Procedure**

- (a) Before doing a semester/trimester/term/ term registration a student is first located in the proper point of reckoning in the semesterwise/trimester-wise/term-wise pattern of his/her programme. All 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.
- The total *Backlog Courses* for a student at a point of reckoning will be (b) R.27(10)(b) the set of all those un-cleared courses which belong to earlier semesters / trimesters/ terms.
- A student must first register in those backlog courses which are offered (c) 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 semester/trimester/term/ term and also that the time table does not clash.
- If the University permits a student to repeat a course which he/she has (d) 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.
- A student should not depart from the normal semester/trimester/term/ (e) R.27(10)(e) term pattern as applicable in his/her case without sufficient justification.
- A student can register in a course, if he/she has fulfilled the prerequisite (f) R.27(10)(f) conditions of that course, if any.
- A student cannot register in a course, for which he/she is considered to (g) be over prepared or under prepared in relation to the contents of the
- The Time Table of the courses registered should not have any clash. (h)
- 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



R.27 (8)

R.27 (9)

R.27 (10)

R.27(10)(a)

R.27(10)(c)

R.27(10)(d)

as that of this specific course.

- A student is not permitted to register in a semester/trimester/term/ term, (j) R.27(10)(j)
  - He/she has dues of the University, hostel or any recognized R.27(10)(i)(1) (1) Department of the University against his/her name, or
  - His/her grade card of the preceding semester/ trimester/ term is R.27(10)(j)(2) (2) withheld, or
  - He/she has an *Incomplete report* (I) in his/her preceding R.27(10)(j)(3) (3) semester/trimester/term/ term, or
  - He/she has been specifically debarred or asked to stay away from R.27(10)(j)(4) that semester/trimester/term/ term, or has been permitted to drop the semester/trimester/term/ term.
- The Registration once done may be amended / revised accordingly in the R.27(10)(k) (k) following cases:
  - When a student substitutes one course from another. (1) R.27(10)(k)(1)
  - (2) When student withdraws from courses R.27(10)(k)(2) semester/trimester/term/ term.
  - When the correction is applied for the registration which was (3) R.27(10)(k)(3) found wrongly done, i.e., violating the regulations.
  - When the correction is applied incorporating the penalty imposed R.27(10)(k)(4) (4) by the competent authorities for breach of discipline or use of unfair means.
  - If a student leaves the University after registration because of any R.27(10)(k)(5) (5)
- **(I)** Each student would be attached to a Registration Advisor. R.27(10)(I)
- Student would approach the Registration Advisor who would give him R.27(10)(m) (m) normal load of his/her registration card with the semester/trimester/term/ term printed. The student will add or subtract courses for adjusting backlog courses, elective courses in consultation with Registrations Advisor.
- (n) Student should prepare/check the timetable of the courses proposed to R.27(10)(n) register and see that there is no clash.
- Registration Advisor would check that the proposed registration is not in R.27(10)(o) (o) violation of these Regulations, and there is no clash of time table or examination schedule.
- (p) The student would deposit the requisite fees of the R.27(10)(p)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.28** Discontinuation of a Student from the Programme

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 off 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...
- If he/she is so punished by the Disciplinary Committee or Unfair Means Committee

Course In-charge / Course Instructor

R.28(b)

R.28

R.29





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

R.30

It is the finance matter and will be decided by the University administration or other bodies of the University from time to time. No application of these regulations will automatically entitle a student to any refund of fees except what is validated by the schedule of fees in force from time to time. On the other hand, implementation of these flexibilities may require additional fees.

# **R.31** Teaching and Evaluation

R.31

R.31(a)

R.31(b)

- (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. Like-wise, 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 class room 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

R.32

R.31(c)

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 Time Table;
- (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,
- (f) Evaluation Schedule with dates, if possible, and weightages of each component

R.32(a) R.32(b) R.32(c) R.32(d) R.32(e)



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.

(g)	Grading Procedure,	R.32(g)
(h)	Make-up Policy,	R.32(h)
(i)	Consultation hour(s),	R.32(i)
(j)	Text Book and other supporting Literature,	R.32(j)
(k)	Any other relevant matter	R.32(k)
Contin	nuous Evaluation System	R.33

## 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

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

- (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.
- (b) A student should avoid missing the class unless one is sick 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.
- (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.
- The time limit of the duration of a week 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.
- (e) The decision of the Course-in-charge in all matters of make-up shall be final.

## R.36 Feedback to Students

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.34

R.35

R.35(a)

R.35(b)

R.35(c)

R.35(d)

R.35(e)

R.36

R.37 R.37 Attendance

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

R.38(b)

The student's performance in each course is pronounced in terms of letter grades (c) 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)

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

R.38(d)

The distribution of weightage for each component and the criteria for evaluation (e) 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)

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

R.38(f)

R.39(a)

## R.39 Components of Evaluation

R.39

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 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.

R.39(b)

Tests / Quizzes could be objective type or descriptive type or analytic type or (b) 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

The different types of courses may be evaluated through the components as R.39(c)

(c) under. The Instructor may also use components other than following.

1. Theory Course Tests / Quizzes, Home Assignments 2. Theory-cum-Lab. Tests / Quizzes, Lab. Test, Lab. Report, Course Viva 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 also its qualitative meaning. These grades are as under:

Where applicable	Letter	Qualitative	Grade
	Grade	meaning	Point
All courses other than Thesis	A	Excellent	10
Courses, Seminar Courses,	В	Good	8
Independent Study Courses	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	Excellent	
Ph.D. Thesis Course	Good	
	Poor	
Ph.D. Thesis Course	Excellent	
(Final Grade)	Good	
Seminar / Independent	Good	
Study Courses	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-incharge to Report  $GA \cdot (Grade Awaited)$  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.

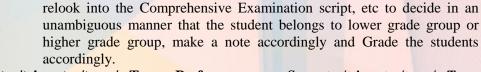
The student so reported would have to register except the following, again in the same course at the earliest opportunity and obtain a valid grade.

If a student gets an NC report in a course taken by him as a Free Elective. In this case he shall for ever 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  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 withdrawn 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	R.40(3)(d)		
		(e)	same course.  **DP - Discontinued Programme**  If after the registration, the student leaves the University or he/she expires then the student would be reported as *DP - Discontinued**	R.40(3)(e)		
		(f)	Programme in those courses.  RC – Registration Canceled  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.40(3)(f)		
R.41	Gradin	ng Proc	edure	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					
			onents be taken as 100.	R.41 (2)		
	(2) At the end of the semester/trimester/term/ term, marks of a student in each					
	component of evaluation be totaled which would be the total marks obtained out					
	(2)	of 100				
	(3)		ge the total marks obtained by students in the course in descending order.	R.41 (3)		
	(4)		the cut off lines in order to divide them in five parts based on the	R.41 (4)		
			te, highest and lowest marks, natural groups, clusters, etc. These groups			
			be called A Grade, B Grade C Grade, D Grade and E Grade starting from oup at the top to the group at the bottom. Students in these Groups would			
		_	arded A, B, C, D, and E grades respectively. It is not necessary however,			
			ve natural groupings will always evolve and hence all grades may not be			
			ed always.			
	(5)		deciding about the cut off lines, the following be kept in mind.	R.41 (5)		
			Students in upper group may be awarded A, i.e., the Excellent Grade.	R.41(i)		
			Students in lowest group may be awarded E, i.e., the Exposed Grade.	R.41(ii)		
			Cut off lines should be drawn in such a manner that each group is	R.41(iii)		
			unambiguously distinct from its adjacent groups. There should be clear			
			cut gaps near the cut off lines or there should be very thin population			
			adjacent to the cut off lines.  Cases near the cut off lines are called <i>Border Line Cases</i> .	D 44/54		
			Cases of the Border Line Cases should be deeply and thoroughly	R.41(iv)		
		(v)	cases of the border Line cases should be deeply and thoroughly	R.41(v)		



analyzed looking into their attendance, performances in the components of evaluation conducted before the comprehensive examination and

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).

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

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)*.

$$CGPA = \frac{u_1 g_1 + u_2 g_2 + u_3 g_3 + - - - + u_n g_n}{u_1 + u_2 + u_3 + - - - + u_n} = \frac{\sum_{i=1}^{n} u_i g_i}{\sum_{i=1}^{n} u_i}$$

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.

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

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

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

R.44

R.45

2.46

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 meritorious and brilliant student might be capable of reducing the duration of R.47(a) 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. The student should apply to avail this flexibility by giving the semester-R.47(b) **(b)** 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. If at any point of time, it was felt that the student's performance has gone down, R.47(c) (c) the University may withdraw the permission and the will not permit the student No special offering of courses in any semester/trimester/term/ term would be (d) R.47(d) made to meet the demands of such students. A student would be required to pay additional course-wise fees for any over loading. **Deceleration of Pace** R.48 R.48 A weak student who is unable to carry over with the normal semester/ trimester/ R.48(a) 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. The student should apply to avail this flexibility by giving sufficient reasons to **(b)** R.48(b) 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. No special offering of courses in any semester would be made to meet the R.48(c) (c) demands of such students. (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 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 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 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



R.49(a)

R.49(b)

		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 be notified to the students and the faculty of the University.	R.49(d)
R.50	Minin	num Requirement for Continuation	R.50
		e end of every semester / trimester/ term a student is required to possess a	
	mınım (1)	num academic requirement as under:  First Degree Programmes – Undergraduate Degree Programmes	R.50(1)
	(1)	Tusi Degree Programmes – Undergradudie Degree Programmes	N.30(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 courses	R.50(1)(ii)
		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)
		<ul><li>(i) His/her CGPA is at least 5.0</li><li>(ii) He/she should have cleared at least two-thirds of the number of courses</li></ul>	R.50(2)(i)
		up to that semester/trimester/term/ term, i.e., at any stage he/she should	R.50(2)(ii)
		not have spent more than 50% extra time than what is prescribed for him	
	(2)	up to that stage.	
	(3)	Doctoral Programmes – Ph.D. Programmes  (i) He/she clears Qualifying Examinations, where applicable.	R.50(3) 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)
R.51	Acada	next semester it should come at satisfactory level.  emic Counseling Committee (ACC)	R.51
<b>K.</b> 51	(a)	The educational philosophy of the University clearly distinguishes between the	R.51(a)
		performance of a student in a single course and the overall cumulative	
		performance. The student has to maintain the minimum requirement for	
	<b>(b)</b>	continuation at the end of each semester/trimester/term.  The Doctoral (Ph.D.) student who fails to meet even one of the minimum	R.51(b)
	(0)	academic requirements as stipulated would be required to discontinue from the	K.51(b)
		programme.	
	(c)	A student of Undergraduate or Postgraduate Degree Programme who fails to	R.51(c)
		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).	
	(d)	The Academic Counseling Committee (ACC) would immediately take the	R.51(d)
		student under their charge and in order to rehabilitate him/her at the earliest councils him to follow a specific path.	
	(e)	The only objective of the ACC is to steer the student out of its purview at the	R.51(e)
		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,	

*(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

R.51(f)

him out of its purview.

#### 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

## 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/ <i>Units</i>
Undergraduate Programmes	175-182 Credits
Postgraduate Programmes	70 Credits
MBA Programme	120 Credits
Ph.D. Programme, wherever applic	able 70 Credits

#### R.55 **Graduation Eligibility -**

R.55

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

7						
(1)	Undergro	iduate an	d Postgr	aduate	Progran	nmes

R.55(1)

- He/she meets the Minimum *CGPA* criteria as per Clause R.52. (i) R.55(1)(i) (ii) He/she has Completed the Course Requirement as per Clause R.53. R.55(1)(ii) He/she has no case of unfair means or indiscipline pending against his (iii) R.55(1)(iii)
- name.
- (iv) He/she has cleared the total credit/unit requirements of Thesis, Seminar, R.55(1)(iv) Dissertation, where applicable
- He/she is not under the purview of ACC (v) R.55(1)(v)He/she has satisfied all requirements of these regulations. (vi) R.55(1)(vi)

#### (2) **Doctoral Programmes**

R.55(2)

- He/she meets the Minimum *CGPA* criteria as per Clause R.52. (i) R.55(2)(i) He/she has cleared all prescribed Course Work. (ii) R.55(2)(ii)
- He/she has no case of unfair means or indiscipline pending against his (iii) R.55(2)(iii)
- (iv) He/she has cleared the total credit/unit requirements of Thesis, Seminar, R.55(2)(iv)
- where applicable He/she has obtained final grade in Thesis as Excellent or 'Good'; R.55(2)(v) **(v)**
- He/she has satisfied all requirements of these regulations. (vi) R.55(2)(vi) He/she has passed the Ph.D. Qualifying Examination, if any. (vii) R.55(2)(vii)
- (viii) He/she has fulfilled the language requirement, if any. R.55(2)(viii)
- He/she has fulfilled Teaching Practice requirement, if any. (ix) R.55(2)(ix)

#### **Award of Division**

R.56



	The Division would be awarded based on the final CGPA as under:  (1) First Degree (Undergraduate) Programmes  Distinction CGPA ≥ 9.00	R.56(1)
	First 9.00 > CGPA ≥ 7.00 Second 7.00 > CGPA ≥ 4.50  (2) Higher (Postgraduate) Degree Programmes  No Division is awarded in Higher (Postgraduate) Degree programmes.	R.56(2)
	(3) Doctoral Programmes  No Division is awarded in Doctoral programmes.	R.56(3)
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 <i>Graduation Eligibility</i> by the Examination Committee / Academic Council a student would be issued a <i>Transcript</i> , provided he/she has no dues pending against his/her name. <i>Transcript</i> is a history of the semester-wise/trimester-wise/term wise progress of the student is a fit is the collection of all <i>Grade Sheats</i>	
	wise/ term-wise progress of the student, i.e., it is the collection of all <i>Grade Sheets</i> 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 <i>Graduation Eligibility</i> by the Examination Committee / Academic Council a student would be issued a <i>Transcript</i> and <i>Provisional Certificate</i> provided he/she has no dues pending against his/her name. <i>Provisional Certificate</i> 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.	
<b>R.61</b>	Ranks / Rank Certificate	R.61
	The University shall pronounce first five <i>Ranks</i> 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 <i>Rank</i> , 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	R.61(b)
	attempt.	D 04/ )
	<ul> <li>(c) He/she has not repeated any course neither on his own nor because of F grade.</li> <li>(d) He/she is not admitted under the facility of Admission under Advanced Standing.</li> </ul>	R.61(c) R.61(d)
	(e) He/she has graduated with $CGPA \ge 8$ .	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.

#### **Courses at Collaborating Organizations**

R.63 R.64(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(b)

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

R.64(c)

If a student has attended a course totally at an outside organization, then he/she (c) 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.

## **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::

## **Project Course / Thesis Course**

R.64(1)(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.

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

R.64(1)(c)

The students would have to submit a Project Report (c) The components of evaluation would be Project Report, Seminar and (d) Viva. Quiz and Group Discussions may also be used, if feasible.

R.64(1)(e)

R.64(1)(d)

A student may be permitted by the Dean Academic Affairs to carry out (e) 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. The Project and other similarly designated academic activities shall have to be undertaken under the guidance of a Supervisor(s).

Industry Practice/Internship/Industry Internship Courses

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.

R.64(2)(a)

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

> R.64(2)(c) R.64(2)(d)

(c) The students would have to submit a Project Report The components of evaluation would be Project Report, Seminar, Quiz, (d) Group Discussions and Viva.

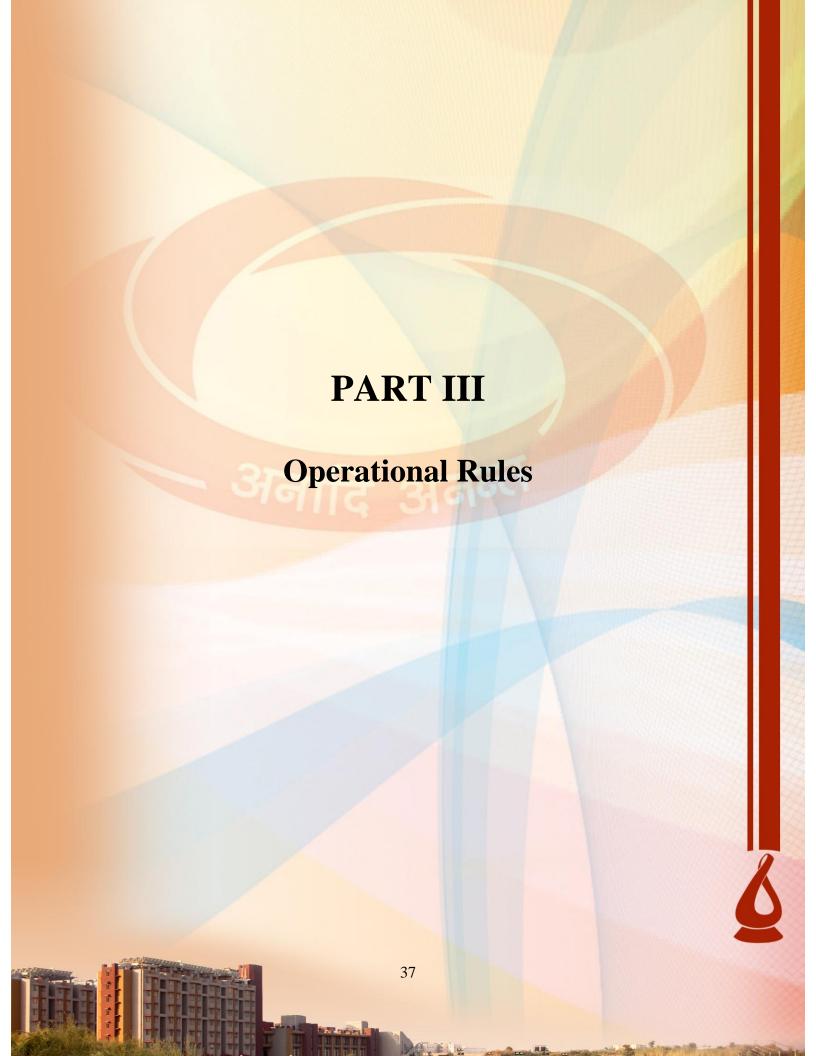


#### R.65 **Scholarships R.65** The scholarships may be instituted by grant from individuals, trusts, R.65(a) organizations, Central Government, State Government or from the University's own funds with a view to provide financial assistance to needy but meritorious students under the terms and conditions 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. **(b)** A student may also apply or receive scholarships from outside sources on R.65(b) his/her own with the permission from the University. A student will be allowed to draw University's scholarship only if he/she is not (c) R.65(c) the recipient of any scholarship from any other source. 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.





#### A. REGISTRATION

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

- (1) Only those who are registered 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, s/he will be liable to pay the penalty.
- (4) With the signing of the Registration Sheet, all students sign 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 this 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 before each subsequent Registration. If there are any dues outstanding, as reported in the Clearance Form, the Student will be required to pay all the dues before the next registration.
- (8) Student must register on the announced date of registration. Late registration fine will be levied as per University's norms.



#### **B. ATTENDANCE REGULATIONS**

## Policy on attendance and eligibility condition for taking examination Academic Year 2015-16

- 1. All students are required to maintain 75% cumulative attendance in each course at any time through the Semester/ Term.
- 2. Attendance includes presence in lectures, tutorials and labs.
- 3. Two or three hours of contiguous lab in a given course is treated as one attendance.
- 4. If more than one hour of lecture is scheduled in a contiguous manner in a given course, one attendance or one absence per hour of lecture will be credited to student account in that course.
- 5. If a lecture/ tutorial/ lab in a given course is rescheduled or an extra lecture/ tutorial/ lab is called by the Course Instructor during or outside the time table hours on a working day with or without advance notice, the attendance or absence will be credited to the student account in that course.
- 6. In a course in which there is no scheduled common contact hour, the Course-in-Charge in the Course Hand-out will state number of hours each student is expected to spend with the Instructor in a week and the attendance or absence record will be maintained accordingly. R&D Project course and Learning Technologies Project course are some examples.
- 7. The maximum limit for absence in a course due to personal requirements is set at 25%. Medical reason along with all other reasons is covered in this 25% limit. There shall be no separate leaves for reasons such as self-wedding. Students are advised to use this prerogative of 25% permissible absence in a course only for emergency reasons.
- 8. If a student is nominated by the University to participate in a Competition or in a Student Festival at another University or in a Conference or to a Placement Interview, the absence in the classes during that period will not be considered as part of 25% absence that is permissible.
- 9. Absence in an Examination:

No make-up examination will be granted if a student absents from an examination except in a rare circumstance for which approval from Dean, Academic Affairs will be required. There is no provision for Make-up in any other evaluation component E.g. Quiz, Home Assignment, etc.

- 10. Absence in University organized events:
- i. Absence in Campus on the day of Annual Lecture of the University will be treated as a serious lapse on the part of student.
- ii. Each student will be required to register in one or more events organized during Students Activity Week. The Faculty-in-Charge of each event will keep the record of student attendance/absence during Students Activity Week. The overall 75% attendance norm shall be applied including the Activity Week.
- 11. Eligibility Condition for taking examination is given below:
- i) Eligibility for Mid-Semester I/ Mid-Term Examination in a given course
- a) Zero Financial Dues on date
- b) Not undergoing the suspension period due to Disciplinary Action
- c) 75% attendance in that course since the start date of classes
- ii) Eligibility for Mid-Semester II Examination in a given course
- a) Zero Financial Dues on date
- b) Not undergoing the suspension period due to Disciplinary Action
- c) 75% attendance in that course since the start date of Semester/Term
- iii) Eligibility for Semester/ Term ending Comprehensive Examination in a given course
- d) Zero Financial Dues on date
- e) Not undergoing the suspension period due to Disciplinary Action
- f) 75% aggregate attendance in that course through the Semester/ Term
- 12. Any dispensation to the above rules can only be given by the Dean, Academic Affairs on recommendation of Area Director/ Dean, Student Affairs, as the case may be, under exceptionally genuine circumstance concerning student herself/ himself and none else.

(Adopted wef 1st Jan 2016)

#### C. PAYMENT OF FEES

- (1) The responsibility for payment of fees rests with individual student unless otherwise stated.
- (2) 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.
- (3) 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: - <a href="https://nucleus.niituniversity.in/Default.aspx\_under-Fee menu">https://nucleus.niituniversity.in/Default.aspx\_under-Fee menu</a>
Fee is also accepted as DD in the name of NIIT University. Cheques and fee payment in Cash in is not accepted.

- (4) In case of students sponsored by any organization, students are personally responsible to pay the fees unpaid by sponsors, if any.
- (5) 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.
- (6) Student is required to pay interest free Refundable Deposit and to replenish the same at the time of each Registration, if required.
- (7) 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.
- (8) Students will be bound by the Fee Refund Policy announced every year.
- (9) Time window for payment of fees is announced in the Academic Calendar at the beginning of every Academic Year.
- (10) Students who do not clear all dues by given dates are liable to be debarred from forthcoming Examinations (mid sem/comprehensive).



#### D. EXAMINATION

- (1) Consult examination date sheet circulated by the Exam Cell to know the examination date, examination room, students allotment to examination room etc.
- (2) Entry to the examination room will be permitted only on showing the I-cards to the Corridor Invigilators & Invigilators. If for some reason a student is not issued an I-card by Admin., than this information should be shared by the student with the Exam Cell at the earliest but not later than four days prior to start of Examination by writing an application in prescribed format as given on last pages for getting the Authority letter issued. To such students Authority letter will be issued by the Registrar Office on being satisfied about the genuineness of reason submitted. In no case Authority letter will be issued at the nip point at the start of examination. Hence students are advised to check their I cards well in advance.
- (3) For Students who forgets to bring their I-card, should bring immediately the I-cards from their room, before entering the examination room and no extra time during examination will be permissible to such students. Hence students are advised to check their I cards as a rule before proceeding for examination room on the days of examination.

  If a students is found sitting in the examination room without I card, on such students penalty may be imposed as per University Norms.
- (4) Students are not permitted to bring cell phones, laptops (unless permitted by the Course In-Charge) bag or spectacle case in which some un-authorised material can be carried, in the Examination room.
- (5) Cell phones are STRICTLY banned in examination room. No Students will be allowed to enter in the examination room with the Cell phones that are even switched-off. No cell phone will be kept inside the examination room at any cost. At their own risk, students can keep cell phones outside the examination room. For any loss / damage to Cell Phones Invigilators / Corridor Invigilators/ University will not be responsible. Hence students are advised not to carry their Cell Phones in the examination room in any given case.
- (6) During examination if any student is found with Cell Phone / using Cell phone, her/his Cell phones will be confiscated and strict action will be initiated against such students. The confiscated cell phone will remain in the custody of the Exam Cell till completion of action against a student.
- (7) Unless stated otherwise by a particular Course-in- Charge, no written material/ book/ course notes, etc. are permitted in the examination room.
- (8) Students should enter their seating position in the examination room in the relevant column in the attendance sheet.
- (9) Students will be allowed to sit 15 minutes before the start of examination. In no case Students will be allowed to enter the examination room 10 minutes after the start of the examination. No additional time shall be allowed to late students.
- (10) Students must sit at the place in the examination room as instructed by the Invigilator.
- (11) Students are advised to read the Instructions on the Question paper carefully.
- (12) 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.
- (13) Sharing any kind of items between and amongst students in not permitted.
- (14) 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.
- (15) Students should carry the items as per the requirement of examination. Sharing Pen, Calculator etc. amongst students during examination is not permitted.

- (16) In case of Suspicion students can be physically checked.
- (17) Students are allowed to carry water bottles with them.
- (18) Eatables are not permitted inside the examination room.
- (19) Students are not allowed to leave the examination hall in the first 15 minutes from start of the exam and in the last 05 minutes of the examination.
- (20) 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.
- In any given case students are not permitted to move out of the examination room during examination. In case of nature's call, with permission of Invigilator, student can move out of the Examination room. Such students are mandatorily required to write their exit and entry time and should sign the same. Such students should not talk to any other students on the way. If found indulged in talking with any student, strict action can be initiated. Corridor invigilators will be accompanying such student till common area.
- (22) Comprehensive/ End 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 a week from the date of examination. Beyond one week, evaluated answer sheets will not be available for verification by the student and the result will be treated as closed.

#### E. CLASS ROOM, 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 cocurricular.
- (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 in 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.

#### F. LIBRARY

#### Introduction

The Library of NIIT University occupies a place of pride in Neemrana Rajasthan and is an essential component of its research and education programmes. The Library continues to march towards its mission of facilitating the creation of new knowledge. It strives hard to deliver world-class library and information services to meet the needs of the students, faculty, staff, and alumni. It supports the Institute's mission to create an ambience of academic excellence in which new ideas emerge leading to research. It aims to achieve this through the acquisition, organization and dissemination of library materials, support for the exploitation by users of the rich and diverse



collections, and the development of a highly motivated, knowledgeable and skilled staff. The library during the year has made significant progress in several areas.

Library has large collection of information resources on various segments of the industry. The collection comprises mainly books, journals, CDs, audio-visuals, photographs and grey documents. Resources include NIIT publications and conference proceedings, national & international statistics, national & international directories and databases, and annual reports of Companies, Ministries and Govt. Departments. Digital collection includes documents such as proceedings, presentations, statistical databases, industrial directories, digital books, annual reports and online databases.

#### **Condition of Documents on Loan**

- (1) Members must show their ID card on entering the library, while borrowing books at Any time if asked to do so by the library staff.
- (2) Reference resources such as Reference books, Newspapers, Journals/Magazines, Research Reports and Thesis etc. are normally not issued to be lent out of the Library
- (3) Before borrowing Library documents on loan, the members should ensure the good Condition of the documents. Any mutilations / damage should be brought to the notice of The Librarian, in Charge of Circulation. 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 Central Library.
- (4) Member can ask for reservation of Loaned out documents may be reserved for members.
- (5) Borrowed documents must be returned by the member on or before the due date or earlier.
- (6) The Librarian or In charge of the Library can recall any book on loan (issued to user), if it Is required in the library urgently even if it is not due to be returned.
- (7) Members are free to browse through the books .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. Misplaced book is lost book.
- (8) Reference books can be borrowed overnight only and that 2 hours before the circulation closing time

#### Loss of Book

- (1) If a book is lost by a borrower, it must be reported to the Librarian or In charge of Library Immediately.
- 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 library
- If the title is not found in the market after proper searching, other most related book of which price of the new one is not less than the earlier one should be submitted along with a fine of Rs 100/-
- (4) 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.
- (5) In case the book is not possible to be replaced, the member will pay two times of the price of the lost book



## **Open Access System**

The members have the privilege of direct access to Library shelves. NU Library adopts Dewey Decimal Classification (DDC) System for shelves arrangement. Every row and has a specific no. It is important that the arrangement of the books is maintained as per classification no.

#### **Clearance** Certificate

On completion of their term / course, students are to deposit their library cards to the library for issue of Clearance Certificate from the Library. They are to get Clearance Certificate from the library or before the last day of final examination or date of submission of dissertation works wherever applicable to avoid withheld of examination results. The other employees of the NIIT University shall be required to obtain the library clearance certificate for getting their release order and last pay.

## **Library Timings**

Monday to Friday 09:30 AM to 08:00 PM and 08:45 PM to 12:00 (Mid Night)

Saturday 09:30 AM to 07:00 PM

Circulation (Issue & Return) Monday to Saturday 10.00 AM to 7.00 pm

Sunday 10.00 AM to 5.30 PM.

Sunday 09:30 AM to 05:30 PM (Lunch Time:- 1.00 pm-1.30 pm)

## <sup>2</sup> Holidays:

The Library will be closed on all University declared holidays. Any other schedule changes if scheduled will be communicated posted imposed in library notice board from time to time.

#### **Document Issue**

Privileges of members in respect of borrowing documents are given below

Under graduate Student 02 books for 7 days.

Post Graduate Students 02 books for 7 days.

Research Scholar 05 books for 15 Days

Faculty 05 books at a time for 30 days and 02 books on each allotted subject

in a Semester

Other staff 02 books at a time for 15 days Guest and visiting Faculty 05 books at a time for 15 Days

#### **Overdue Charges**

If the book is not returned by due date, the member will be charged a penalty of Rs. - 10/- day per volume for general books and Rs. 10/- day per volume and Rs 20 for reference/ overnight books

#### Discipline, security and privacy

- (1) Do not use mobile phones inside the library. In case found using, it will be confiscated. & A fine of Rs 500/= will be imposed on the student.
- (2) In case a student is caught stealing or damaging books or journals or any other property of the library he/she will face severe disciplinary Action, apart from monetary fine as high Rs.10,000/-.
- (3) Strict silence, decorum and discipline must be maintained in the library.



- (4) Smoking, eating & drinking, sleeping and talking loudly are strictly prohibited in the library.
- (5) One will be held responsible if any damage is found at the Circulation Desk while Returning the book issued to a reader. Readers are advised to carefully examine the books

  At the Circulation Desk while issuing the book.

### **Library Usage**

- (1) Every member must sign the Register available at the entrance. Personal reading materials must be specifically mentioned in the register and shown to the security guard while entering and exiting from the library
- (2) All Personal Belongings like Briefcases, bags, umbrellas, Tiffin boxes must be deposited at The Property Counter, except note book.
- (3) A non-member can use the library material on the premises with the permission of NIIT University Management.
- (4) Readers should not mark, underline, dog-ear mark, write, tear pages or damage the library documents.
- (5) Members should not reserve seats either for themselves or for others
- (6) The students are liable for punishment if they rearrange or disorganize the sitting arrangement of chairs around the table.
- (7) First, return the books at return counter and then enter the general/reference book section.
- (8) Always make a proper queue at the issue/return counter.
- (9) Be careful with your ID Card. Do not give it to anybody from the safety point of view.
- (10) Every user taking a book out of the library shall be responsible for the book and shall return it undamaged.
- (11) Books issued to members are not transferable
- (12) No book shall be issued which in the opinion of the librarian is not in a condition to be safely handled by the borrower;
- (13) Take out for consultation necessary books from the shelves and thereafter place them on the table and not directly in the shelves
- (14) Do Not disturb the order of the books on the shelves
- (15) Note that the attendant at the counter is authorized to examine any books or the reader at the gate.
- (16) Members may reserve books that are on loan to other members, by filling up the reservation slips. Reservations slips can be obtained from the help desk.

#### **Library Membership**

(1) The Officers and other regular employees of the NIIT University, Faculty members, Research and Teaching Assistantship (RTA), PhD research scholars, students, and contractual (Visiting) employees of NIIT University are permitted to make use of the library on submission of the university ID card

## **Property Counter**

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

#### **Issue of Books**



Books will be issued on production of the University identify card. No book shall be issued and Delivered except to the authorized borrower in person or to someone having written authority from him / her to receive it on behalf of the authorized borrower.

#### **Photostat Facilities**

This facility can be availed by all the members of the library. Documents for Photostat at the library must be from the **Central Library**, **NIIT University** Only. Some documents are not permitted for Photostat. The special and temporary members of the library need to pay Rs. 1/- per exposure for the Photostat facility.

#### **Internet Facilities**

(1) This facility can be availed by all type of library members. They can also access E-Journals subscribed by the library.

#### **Printing Facilities**

(1) The library members can make a print out copy of the articles from journals accessed in the central library. This service is available free of cost to the regular members, however the special and temporary members are required to pay Rs. 3/- per exposure.

### **Feedback**

- (1) When the library members have any complaint about the library service they should not enter into any argument with the library staff, but bring it to the notice of the Librarian of the Library in writing.
- (2) The users of the library may suggest to the librarian any book or journal for acquisition

#### G. IT INFRASTRUCTURE

- (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) Computers will be allotted to individuals and they have to look after that computer.
- (5) Students are allowed to work on their assigned computers only.
- (6) They will follow all the instructions given by lab assistant or by CCC member regarding the computer or any IT asset of university.
- (7) Heavy downloads are not permitted using university bandwidth.
- (8) Students can use the University Internet only for teaching learning process.
- (9) Any damage to IT asset of University may attract heavy penalty.
- Students are not allowed to dismantle any peripheral device from Lab (i.e. mouse, patch cord, etc).
- (11) The entire Campus is WiFi Enabled, and the student can use it on one machine through domain credentials.



#### H. 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 who are 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 under-graduate students, by policy, are not eligible to occupy single seater rooms and the senior under-graduate students and all post-graduate students by policy, are not eligible to occupy double seater and triple seater rooms. Any departure from 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 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 big 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 see at the time of occupying the room that all furniture and fittings 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.

## Responsibilities

- (13) Student must always keep the identity card on her/ his person and produce it on demand by authorities.
- (14) The Campus has 24 hour water supply. It must be used whenever needed and as much needed. Water is meant for using and not for wasting. Conserve water. This is the student responsibility to take all necessary steps and use innovative ideas to conserve water.
- (15) The Campus has 24 hour electric supply. Even when Government electric supply is not available,



students get it from the Institute's 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 door.
- (17) Do not make noise or play music loudly as it may disturb others.
- (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, 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 and on the campus.
- (21) No student is permitted to bring any visitor to the room, except with the permission of the Warden

#### Cleanliness

- Not to throw any garbage on the pathways, rest rooms, etc. Use the Garbage bins placed at various points.
- (23) Collect the room garbage and throw them at the scheduled places. Report the authorities for any damage.
- Not to throw anything on the floor of the Toilet / Bathroom. Close the taps when not in use. Flush the commodes after every use. 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 campus latest by 10 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 / Asstt. Warden is a must.

#### **Vacating the Hostel Room**

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.

## I. MESS

- (1) Every student enrolled in NIIT University is automatically a member of the mess.
- (2) It is mandatory that all students take 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 in the beginning of every semester/trimester/term.

  In case of change of timings, 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 on 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. 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 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 financial penalty will be levied.
- (10) A rebate in mess charges can only be claimed in case of authorized absence from campus, as per the following guidelines:
  - i. At least 72 hours of continuous absence.
  - ii. At least 24 hours prior notice to the mess in-charge.
  - iii. On observance of the above, a student will be exempted from 50% of the mess fees. However, 50% of the fess still has to be paid by the student for that duration.
  - iv. In case of sickness for which the student has to be off campus, the student has to inform about the non usage of mess by email to the Mess Manager with copy to Warden immediately and in rare situation of emergency illness, on rejoining campus and in that case 50% exemption from mess dues will be provided.
  - v. During vacation time declared by the university, no mess charges will be levied.
- (11) Do not waste food, take only as much as you can consume.

#### J. SPORTS

(1) One student for each of the sports activities should act as the Coordinator. The coordinator will be required to help and keep the infrastructure of sports in fully playable condition and also assist conduct of the tournament.

#### **House System**

All activities in the University are organized on the basis of house groupings. The entire strength of the students is divided into three houses: Orange House, White House & Green House

### **Activity Areas**

- (3) Keep the equipment's and instruments back in proper place after use.
- (4) Keep the gymnasium and other places as clean as you have got 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 at the playing area. As playing in proper uniform will be helpful in preventing players from getting injured.
- (7) If any loss or damage occurs in your knowledge or is caused by you, it must be reported to the concerned person or the Sports faculty.
- (8) Student found indulging in doing willful damage to any of the equipments or instruments will invite strict disciplinary action and will be liable to recovery of cost of damage/replacement.
- (9) Cases of any misconduct done during the matches or on any practice area are liable for penalty.
- (10) Use of drugs or any form of doping material is strictly prohibited. Use of abusive language is prohibited.
- (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 either before or after the academic hours but not during the academic hours.



(13) The sports time for girls will close at 10.00 pm and for boys at 11.00 pm beyond which neither the Sports Instructor nor the Sports equipment's will be available.

#### **Gymnasium**

- (14) Access to the gymnasium will be granted only to staff and students.
- 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's.
- 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 Gym.
- (19) Appropriate sports shoes are to be worn while in Gym.
- (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 are allowed inside the Gym.
- 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.
- 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, can 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, its agents or representative shall not be liable for any damage, loss, injuries or death caused by use of any of the Gym equipment's.
- (31) University reserves the right to add, delete and/or vary the above rules any time as it deems fit.

#### 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 tolerated.
- (2) It is the responsibility of the student to consult the Doctor on Campus or Doctor at Kailash Hospital with help from the Warden/ Assistant Warden.
- (3) Student is 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.
- Dress Code: Students are expected to wear appropriate presentable dress or formal wears 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, sleepers etc during formal hours or when in Academic Buildings or when they are participating in University Committee Meetings.

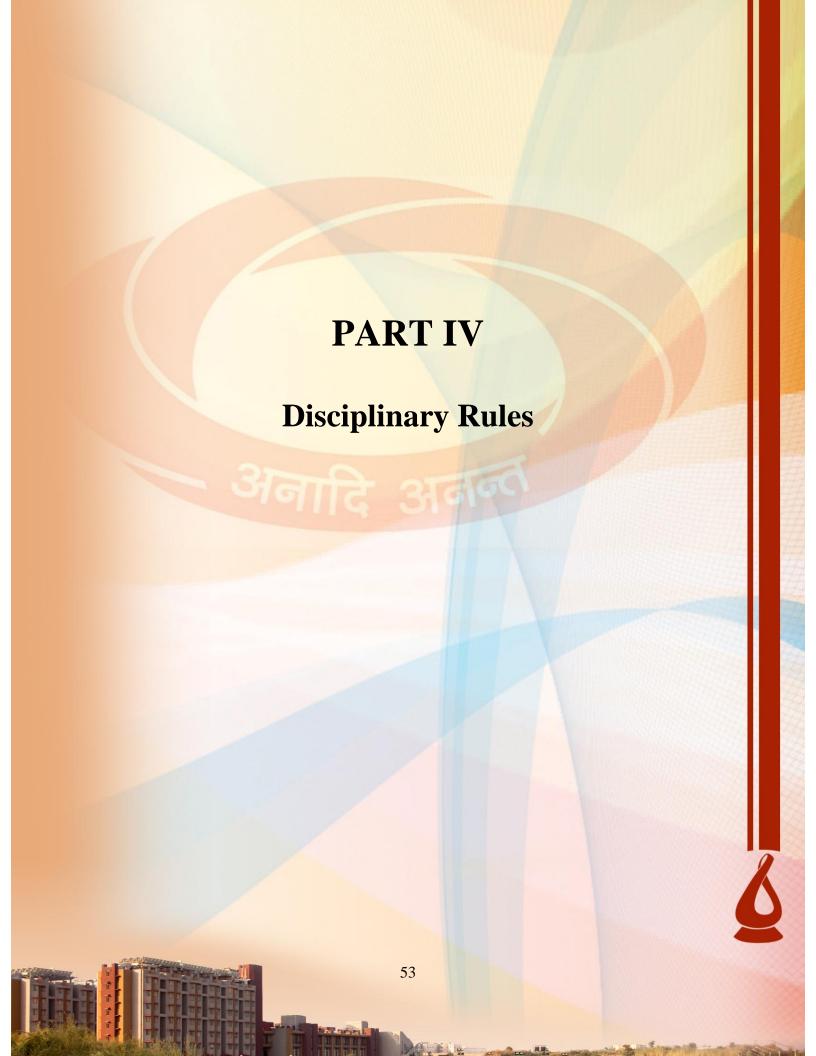


- Entry and exit through the main gate is not permissible without identity card. For going out of the Campus a Gate Pass must be obtained by the student.
  - A. Presently online electronic gate pass system is operative on the Campus. In order to apply for the Gate Pass student has to log in to his Moodle 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 your photograph.
    - b. While going out as well as coming in, be careful to ensure that the Guard on the main gate has made the entry in the computer kept there.
    - c. You must carry your identity cards while going out and coming in.
    - d. For gate pass which require approval of the Warden, allow 2-3 hours' time between request and approval/rejection.
    - e. For approval of gate pass your request should be addressed to your Floor Warden.
    - f. In case you need to cancel an approved gate pass, please contact the Warden.
    - g. In case any clarification, contact CCC/Warden.
  - B. Online electronic application does away with paper work and gives the benefit of Auto approved gate pass which every student can avail four times in a month (besides the outings on Sundays).
  - C. However, this facility will be applicable to only those requests that fulfill the following conditions:
    - a. The check-out and check-in are happening 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 and during the period when students do not have classes.
    - c. Chief Warden has not barred you from obtaining gate pass.
    - d. Any violation of time limit in coming back may debar you from further Auto approval.
  - D. If your gate pass request is not meeting the above criteria then it will be forwarded to Wardens and they can approve/reject the same. Once the request is responded(approved/rejected) by any Warden, then 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 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 what so ever.
- (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) Student shall not make any scribbling, unwarranted marks on the wall or disfigure the University property at any place within the university premises.
- (10) Student shall not harm/cause damage to flora and fauna around them.
- (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 polythene bags, sachets of eatables, etc.
- (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 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.





#### **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 the 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 or damage to the person or property of the University will invite strict disciplinary action including expulsion from the University. Damage to University property will also invite mass fine.
- (7) Any student found indulging in theft will invite strict disciplinary action including expulsion from the University and penal deductions as decided by the University.
- (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.
- Frequent unexplained absence from the class/ labs will 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, TV, Press for ironing, room heater, cooking gas/ electric stove, fridge, real jewellery, etc. is not permitted.
- (12) Consumption of Alcohol and/ or any Narcotic substance on Campus is strictly prohibited. Student found carrying these items or found in possession of these items or found to be under the influence of alcohol or narcotic substance due to its consumption inside or outside the Campus would attract strict disciplinary action including suspension from Semester/ Trimester/ Term or expulsion from the University and penal deduction as decided by the University.
- Parking Two or Four Wheeled Vehicle in the University parking area without due permission of the Warden is strictly prohibited. If any vehicle is parked by student then it would invite strict disciplinary action including expulsion from the University and penal deduction as decided by the University.
- (14) Student should submit completed Clearance Form at the end of the Second Semester/ Third Trimester / Second Term / before proceeding for off campus Semester/ Trimester/ Term failing which disciplinary action will be initiated.
- (15) Student who have completed the programme / wish to withdraw name form the programme should submit completed No Dues Certificate before leaving the Campus failing which Exit Certificate and Grade Sheet will not be issued.



## **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 University's Anti- Ragging Squad:

## Anti - Ragging Squad

Squad Members	Mobile No	Tel No. (O)	Email Id
Dr. Gurendra Bhardwaj	09251083103	01494-660627	Gurendra.Bhardwaj@niituniversity.
			in
Dr. Kumar Vishal	8385095319	01494-660663	Kumar. Vishal@niituniversity.in
Abhinav Sharma	09251428428	01494-660614	Abhinav.Sharma@niituniversity.in
Dhirendra Singh Rathore	7792820271	01494-660719	Dhirendra.Rathore@niituniversity.i
		STATE OF THE STATE	n
Kamla Rawat	09214459432		Kamla.Rawat@niituniversity.in
Supratim Mitra	07610915903	01494-660630	Supratim.Mitra@niituniversity.in
Dr.Ganapathirao Maradana	7073233395	01494-660664	G.Maradana@niituniversity.in
Dr. Lokesh Kumar	9352888414	01494-660642	Lokesh.Kumar@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 healthy atmosphere for students of the University by addressing and combating issues relating to Ragging.

## **Anti - Ragging Committee**

President	Chairman	Prof. V S Rao
Dean, Student Affairs	Member	Maj. Gen. A K Singh (Retd.)
Advisor Infrastructure	Member	Air Cmde Kamal Singh AVSM (Retd.)
Faculty Representatives	Member	Prof. Parimal V Mandke, Dr. Gurendra Bhardwaj, Dr.
		Kumar Vishal, Dr. Vivek Shrivastava, Dr. Vaishali J
		Shinde
Student Representatives	Member	Shreya Mahabala Alva
(Senior)		
Student Representatives	Member	Nikhil M Nair
(Junior)		
Non - Teaching Staff	Member	Kamla Rawat
TATA TATA TATA TATA TATA TATA TATA TAT		



Parents Member Mr. Vivek Anand, Mr Birendra Chauhan, Mr. Piyush

Kumar, Hima Sharma

Member Dr. Vivek Shrivastava

Secretary

Ragging related instance can also be reported at University Grievance Box Id: Grievances@niituniversity.in. Also Student can 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

1. I,	
S/o. D/o. of Mr. / Mrs. / Ms.	

- is fully cognizant the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in the above regard.
  - 2. I am aware of UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, and have carefully gone through it.
- 3. I hereby undertake that
  - 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.
  - 4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations / as per the law in force.

Signature Programme:

Name: Enrolment No.

Date of First Registration:



## **Anti - Sexual Harassment Committee**

Anti - Sexual Harassment Committee tries to ensure congenial atmosphere for students of the University by addressing and combating issues relating to Sexual Harassment.

Members	Tel No. (O)	Email Id
Dr. Vaishali Shinde (Faculty Member, Chairman)	01494-660641	Vaishali.Shinde@niituniversity.in
Dr. Gurendra N Bhardwaj (Faculty Member)	01494-660627	Gurendra.Bhardwarj@niituniversity.in
Shreya Mahabala Alva (Student Representative)	-	shreyam.alva@st.niituniversity.in
Parth Srivastava (Student Representative)		Parth.Shrivastava@st.niituniversity.in
Kamla Rawat (Non-Teaching Staff, Member)	-	Kamla.Rawat@niituniversity.in
Suparna Sethi (NGO Representative, Member)	दि अ	6/60
Neha Tiwari (Women Counselor, Member)	01494-660635	Neha.Tiwari@niituniversity.in
Anshima P Srivastava (Member Secretary)	01494-660670	Anshima.Srivastava@niituniversity.in





#### **SAFETY & OTHER MATTERS**

- (1) Do not walk in 'Kutcha' area. Prefer to take metal-road. Particularly after sun-set and during monsson season, the possibility of reptiles presence in kutcha area or even on metal-road cannot be ruled out.
- (2) Do not walk in dark areas.
- (3) Be mindful of gaps in stone-work as there may be snug places for scorpions.
- (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 crop which blossoms 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..do NOT attract them by any agitation.
- (12) Do not form a habit of frequently eating food from outside.
- (13) Do not throw litter in and around campus or in Academic Area. Always use dustbin to throw Liter. Contribute in making NU Campus Clean and Green
- 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 Kailash Hospital as the situation may demand. You are strictly advised to stay away from self-medication or seeking a distant advise of any doctor.
- In rainy season, there is a strong possibility of fungus growth in hostel room on walls, on wollens, 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.





SYSTEM OF FINES & PENALTIES



# **System of Fines & Penalties**

	Fines						
S. No.	Reasons						Application To be Submitted To
1.	Late Registration Penalty (If prior permission is not obtained)	2. Afte	100/- days er Two permitte		day s, – H	including Registration	Dean Academic Affairs
2.	<ul> <li>I. If a student does not pay by the declared last date for fees payment, there will be penalty of 2% on the amount of total fees payable as additional charge up to a delay of one week.</li> <li>II. If a student does not pay within one week from the declared last date for fee payment, there will be penalty of 5% on the amount of total fees payable as additional charge up to a delay of one month.</li> <li>III. If a student does not pay within one month from the declared last date for fees</li> </ul>					eclared last date for fee of total fees payable as	
	payment, s/he will not be registered for the academic session for which fees are not paid.  IV. If a student fails to clear all dues by announced dates, he/she will not be permitted appear in the next examination (mid sem/comprehensive).						
3.	Attending Class Work without formal Registration (If prior permission is not obtained)	Rs. 100/ - per day  Dean Academ		Dean Academic Affairs			
4.	Issue of Duplicate I – card	Rs. 250	0/-			/ - NW/	Dean Academic Affairs
5.	Issue of / Authority letter Request at the nip point at the start of Examination	Rs 500	)/-				Deputy Registrar – Academic
6.	Issue of Duplicate Grade sheet	Rs. 100	0/- per G	rade s	sheet		Dean, Academic Affairs
7.	Issue of duplicate degree certificate	Rs. 200	00/-		M		Dean, Academic Affairs
8.	Issue of Duplicate Door Access Card	Rs. 500/- Warden		Warden			
9.	Late Return of Library Books	Rs. 10/- for Book or 20/- Librarian for Reference Book		Librarian			
10.	Library Book Lost			Librarian			
		I	Penalt	ies			
1.	Student Leaves campus without Pass				nd a D	isciplinary A	action
2.	Student Found Sitting Examination Room Without I Authority Letter		Rs. 500	)/-			
3.	Student Carries Mobile i	n the	Rs. 500	<mark>)/- anc</mark>	d a dis	ciplinary Ac	tion



	Examination Room	
4.	If fines are not paid by due date	Rs. 100/- per delayed day including holidays
5.	Willful Damage to University	Rs. $1,000 - 5,000$ /- depending upon the severity of the
	Property	case + Cost of actual damage and a Disciplinary Action
6.	Consumption/possession of alcoholic	Rs. 1000-10,000 depending upon the severity and
	drinks/cigarettes and narcotic	repetition of the case and Disciplinary Action.
	substances	





अनादि अन



## CONSTITUTION OF THE COMMITTEES

NIIT University, Neemrana August 01, 2016 – July 31, 2017

No.	Name of the Committee	Status	Concerned Name	
1	Committee			
Standing Committee for Student Discipline				
	Dean of Student Affairs	Chairman	Maj. Gen. A K Singh (Retd.)	
	One Faculty Member	Member	Dr. Raj K Kovid	
	Inducted Faculty 1	Member	Dr. Ganapathi Rao Maradana	
	Inducted Faculty 2	Member	Dr. Supratim Mitra	
	Inducted Faculty 3	Member	Mr. Gaurav Sharma	
	Warden	Member	Dr. Gurendra Bhardwaj	
	Girls Warden	Member	Kamla Rawat	
2.				
Examination Committee				
	President or his Nominee	Chairman	Prof. V S Rao or his Nominee	
	All Deans	Member	Prof. Sunil Khanna, Prof. Parimal V Mandke	
	All Area Directors	Member	Dr. Kapil Pandla, Prof. Navin Kapur, Dr. Suman Sanyal, Dr. Parul Srivastava, Prof. Vijay Mandke	
	Registrar	Member Secretary	Dr. Shivendra Mathur	
2a.  Examination Sub – Committee				
	Professor	Convener	Prof. Vijay Mandke	
	Faculty	Member	Dr. Sushil Kalyani	
	Faculty	Member	Prof. Prosenjit Gupta	
	Faculty	Member	Mr. Kumar Nitesh	
	Faculty	Member	Dr. Vivek Shrivastava	
2b. Examination Fly Members Committee				
	Member	Dr. Deepak Khanna		
	Member	Dr. Kapil Pandla		
	Member	Dr. Vivek Srivastava		

	N 1	N. Y		
	Member	Mr. Vikas Upadhya	ny	
3.				
Unfair	Means Committee			
	Dean Academic	Chairman	Prof. Parimal V Mandke	
	Dean Student Affairs	Member	Maj. Gen A K Singh (Retd.)	
	Faculty 1	Member	Dr. Parul Srivastava	
	Faculty 2	Member	Pranav Ranjan	
	Registrar	Member Secretary	Dr. Shivendra Mathur	
4.				
Librar	y Committee			
	Librarian	Chairman		
	Faculty – In –Charge	Chairperson	Prof. Sunil Khanna	
	(in absence of Librarian)			
	In-Charge, Library	Convener- Secretary	Vinay Kumar Kainthola	
	One Representative of each Area	Member	Dr. Narayan Kumar, Dr. Vaishali Shinde, Dr. Suman Sanyal, Dr. Kapil Pandla, Prof. Navin Kapur, Prof. Prosenjit Gupta, Dr. Anul Haq	
5. Acadei	mic Counseling Committ	ee		
	Dean Academic Affairs	Chairman	Prof. Parimal V Mandke	
	Dean Student Affairs	Member	Maj Gen A K Singh (Retd.)	
	Area Director	Member	Prof. Sunil Khanna, Prof. Parimal V Mandke, Dr. Kapil Pandla	
	Student	Member	Divya Kurian	
	Warden	Member	Supratim Mitra	
6.				
Kesear	ch Committee	CT :	D. C.G. W.V.	
	Dean Research	Chairman	Prof. Sunil Khanna,	
	Dy. Dean (Research)			
	All Area Directors	Member	Prof. Sunil Khanna, Prof. Parimal V Mandke, Dr. Kapil Pandla, Prof. Navin Kapur, Dr. Suman Sanyal, Dr. Parul Srivastava	
	All Mentor Professors	Member	Prof. Vijay Mandke, Prof. Kamlesh Bajaj, Prof. Sudhir Kaicker, Prof. U Madhav Rao	

	All Professors	Member	Prof. Sunil Khanna, Prof. Parimal V Mandke, Prof. Vijay Mandke, Prof. Navin Kapur, Prof. Prosenjit Gupta, Prof. Kamlesh Bajaj, Prof. Sudhir Kaicker, Prof. U Madhav Rao					
	Registrar	Member Secretary	Dr. Shivendra Mathur					
7.								
Program	Programme Committee							
	Dean Academic Affairs	Chairman	Prof. Parimal V Mandke					
	All Area Directors	Member	Prof. Sunil Khanna, Prof. Parimal V Mandke, Dr Suman Sanyal, Prof. Navin Kapur, Prof. Prosenjit Gupta, Dr. Kapil Pandla, Dr. Parul Srivastava					
	Registrar	Member Secretary	Dr. Shivendra Mathur					
	One/Two External Members	Members	To be nominated depending upon agenda of the meeting					
8. Mess C	ommittee							
	Faculty Representative	In- Charge	Dr. Vivek Srivastava					
	Faculty/Warden	Member	Dr. Parul Srivastava, Dr, Anshima Prakash Srivastava, Dr. Deepshikha Rathore, Dr. Gurendra Bhardwaj, Kamla Rawat					
	Admin. Representative	Member	Sandeep Gupta, Mahendra Bahadur Singh					
	Student Representatives	Member	Liza Goyal-Student, K Priyanka, Akshay Gupta, Jatin Kakkar, Amrit Bagga, Divya Sara kurian, Apporva Garg, Ayushi Jain, Manoj Diwakaran, Akshat Sharma, Mallela Murali Manohar					
9.								
Anti - F	Ragging Committee							
	President	Chairman	Prof. V S Rao					
	Dean, Student Affairs	Member	Maj. Gen. A K Singh (Retd.)					
	Advisor	Member	Air Cmde. Kamal Singh AVSM .(Retd.)					
	Faculty Representatives	Member	Prof. Parimal V Mandke, Dr. Gurendra Bhardwaj, Dr. Kumar Vishal, Dr. Vivek Shrivastava, Dr. Vaishali J Shinde					
	Student Representatives (Senior)	Member	Shreya Mahabala Alva					
	Student Representatives (Junior)	Member	Nikhil M Nair					
	Non - Teaching Staff	Member	Kamla Rawat					

Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application  Electronics & Convener Dr. Suman Sanyal  Member from allied area  Electronics & Convener Prof. Navin Kapur  Member from allied area  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya		D	34 1	17' 1 A 1 D' 1 C' 1 1			
10. Anti - Ragging Squad Chief Warden Chairman Dr. Gurendra Bhardwaj All Wardens Member Kumar Vishal, Abhinav Sharma, Dhirendra Singh Rathore, Kamla Rawat, Supratim Mitra, Ganapathirao Maradana, Lokesh Kumar  11. Anti - Sexual Harassment Committee Faculty Member Chairman Dr. Vaishali Shinde Faculty Members Member Dr. Gurendra N Bhardwaj, Dr. Anshima P Srivastava Two Student Representatives Member Shreya Mahabala Alva, Parth Srivastava Representatives Member Kamla Rawat NGO Representative Member Suparna Sethi Women Counselor Member Dr. Neha Tiwari Dr. Anshima P Srivastava  12. Grievance Redressal Committee Vice President Chairman Prof Sunil Khanna Faculty Members Member Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Atnit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde Member Secretary Mr. Vikas Upadhyaya  13. SAAM (Sub-Area Academic Monitoring Committee) Computer Science/Computer Application Member from allied area Electronics & Convener Dr. Suman Sanyal Member from allied area  Prof. Navin Kapur Member Kumar Sharma		I		Kumar, Hima Sharma			
Anti - Ragging Squad  Chief Warden Chairman Dr. Gurendra Bhardwaj All Wardens Member Kumar Vishal, Abhinav Sharma, Dhirendra Singh Rathore, Kamla Rawat, Supratim Mitra, Ganapathirao Maradana, Lokesh Kumar  11.  Anti - Sexual Harassment Committee Faculty Member Chairman Dr. Vaishali Shinde Dr. Gurendra N Bhardwaj, Dr. Anshima P Srivastava Two Student Representatives Non - Teaching Staff Member Member Member Suparna Sethi Women Counselor Member Dr. Neha Tiwari Dr. Anshima P Srivastava  12.  Grievance Redressal Committee Vice President Chairman Prof Sunil Khanna Member Secretary Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee) Computer Science/Computer Application Member from allied area Dr. Nach Tiwari Dr. Suman Sanyal Member from allied area Dr. Vikas Upadhyaya			Member Secretary	Dr. Vivek Shrivastava			
Anti - Ragging Squad  Chief Warden Chairman Dr. Gurendra Bhardwaj All Wardens Member Kumar Vishal, Abhinav Sharma, Dhirendra Singh Rathore, Kamla Rawat, Supratim Mitra, Ganapathirao Maradana, Lokesh Kumar  11.  Anti - Sexual Harassment Committee Faculty Member Chairman Dr. Vaishali Shinde Dr. Gurendra N Bhardwaj, Dr. Anshima P Srivastava Two Student Representatives Non - Teaching Staff Member Member Member Suparna Sethi Women Counselor Member Dr. Neha Tiwari Dr. Anshima P Srivastava  12.  Grievance Redressal Committee Vice President Chairman Prof Sunil Khanna Member Secretary Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee) Computer Science/Computer Application Member from allied area Dr. Nach Tiwari Dr. Suman Sanyal Member from allied area Dr. Vikas Upadhyaya							
Chief Warden	10.						
All Wardens  Member  Kumar Vishal, Abhinav Sharma, Dhirendra Singh Rathore, Kamla Rawat, Supratim Mitra, Ganapathirao Maradana, Lokesh Kumar  11.  Anti - Sexual Harassment Committee  Faculty Member  Chairman  Dr. Vaishali Shinde  Pro Gurendra N Bhardwaj, Dr. Anshima P Srivastava  Two Student Representatives  Non - Teaching Staff  Member  Women Counselor  Member  Vice President  Faculty Members  Member  Vice President  Faculty Members  Member  Member  Prof Sunil Khanna  Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary  Member Secretary  Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application  Electronics & Convener  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Amenber from allied area  Electronics & Convener  Nember from allied area  Dr. Sudheer Kumar Sharma	Anti – F	Ragging Squad					
Rathore, Kamla Rawat, Supratim Mitra, Ganapathirao Maradana, Lokesh Kumar  11.  Anti - Sexual Harassment Committee  Faculty Member   Chairman   Dr. Vaishali Shinde   Faculty Members   Member   Dr. Gurendra N Bhardwaj, Dr. Anshima P Srivastava   Shreya Mahabala Alva, Parth Srivastava   Representatives   Member   Shreya Mahabala Alva, Parth Srivastava   NGO Representative   Member   Suparna Sethi   Women Counselor   Member   Dr. Neha Tiwari   Women Counselor   Member   Dr. Anshima P Srivastava    12. Grievance Redressal Committee   Vice President   Chairman   Prof Sunil Khanna   Faculty Members   Member   Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde   Member Secretary   Mr. Vikas Upadhyaya    13. SAAM (Sub-Area Academic Monitoring Committee)   Computer   Convener   Dr. Suman Sanyal   Science/Computer   Application   Member from allied area   Electronics & Convener   Prof. Navin Kapur   Member from allied area   Dr. Sudheer Kumar Sharma		Chief Warden	Chairman	Dr. Gurendra Bhardwaj			
Anti - Sexual Harassment Committee    Faculty Member   Chairman   Dr. Vaishali Shinde		All Wardens	Member	Rathore, Kamla Rawat, Supratim Mitra,			
Anti - Sexual Harassment Committee    Faculty Member   Chairman   Dr. Vaishali Shinde							
Faculty Member Chairman Dr. Vaishali Shinde Faculty Members Member Dr. Gurendra N Bhardwaj, Dr. Anshima P Srivastava  Two Student Representatives Non - Teaching Staff Member Suparna Sethi Women Counselor Member Dr. Neha Tiwari Member Secretary Dr. Anshima P Srivastava  12.  Grievance Redressal Committee  Vice President Chairman Prof Sunil Khanna Faculty Members Member Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application Electronics & Convener Dr. Suman Sanyal Member from allied area  Prof. Navin Kapur  Dr. Sudheer Kumar Sharma  Dr. Sudheer Kumar Sharma  Dr. Sudheer Kumar Sharma  Dr. Sudheer Kumar Sharma	11.						
Faculty Members Member Dr. Gurendra N Bhardwaj, Dr. Anshima P Srivastava  Two Student Representatives Member Shreya Mahabala Alva, Parth Srivastava  Non – Teaching Staff Member Kamla Rawat  NGO Representative Member Suparna Sethi  Women Counselor Member Dr. Neha Tiwari  Member Secretary Dr. Anshima P Srivastava  12.  Grievance Redressal Committee  Vice President Chairman Prof Sunil Khanna  Faculty Members Member Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application Member from allied area  Electronics & Convener Prof. Navin Kapur  Member from allied area  Dr. Sudheer Kumar Sharma  Prof. Navin Kapur  Dr. Sudheer Kumar Sharma	Anti - S	<mark>exual H</mark> arassment Com	mittee	THE A 19 13			
Two Student Representatives  Non – Teaching Staff Member  NGO Representative  Women Counselor  Member  Vice President  Faculty Members  Member  Member  Member  Nember  Nember		Faculty Member	Chairman	Dr. Vaishali Shinde			
Representatives  Non - Teaching Staff Member Kamla Rawat  NGO Representative Member Suparna Sethi  Women Counselor Member Dr. Neha Tiwari  Member Secretary Dr. Anshima P Srivastava  12.  Grievance Redressal Committee  Vice President Chairman Prof Sunil Khanna  Faculty Members Member Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application Member from allied area  Electronics & Convener Prof. Navin Kapur  Member from allied area  Dr. Sudheer Kumar Sharma  To Sudheer Kumar Sharma  Prof. Navin Kapur  Member from allied area  Dr. Sudheer Kumar Sharma		Faculty Members	Member				
NGO Representative Member Suparna Sethi Women Counselor Member Dr. Neha Tiwari Member Secretary Dr. Anshima P Srivastava  12.  Grievance Redressal Committee  Vice President Chairman Prof Sunil Khanna Faculty Members Member Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application Convener Dr. Suman Sanyal Member from allied area  Electronics & Convener Prof. Navin Kapur Member from allied area  Dr. Sudheer Kumar Sharma Allied area			Member	Shreya Mahabala Alva, Parth Srivastava			
Women Counselor   Member   Dr. Neha Tiwari     Member Secretary   Dr. Anshima P Srivastava		Non – Teaching Staff	Member	Kamla Rawat			
Member Secretary   Dr. Anshima P Srivastava		NGO Representative	Member	Suparna Sethi			
12.  Grievance Redressal Committee  Vice President  Faculty Members  Member  Member  Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary  Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application  Electronics & Convener  Convener  Member from allied area  Electronics & Convener  Member from allied area  Dr. Vikas Upadhyaya		Women Counselor	Member	Dr. Neha Tiwari			
Vice President   Chairman   Prof Sunil Khanna			Member Secretary	Dr. Anshima P Srivastava			
Vice President   Chairman   Prof Sunil Khanna							
Vice President  Faculty Members  Member  Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary  Mr. Vikas Upadhyaya  Mr. Vikas Upadhyaya  Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application  Member from allied area  Electronics & Convener  Member from allied area  Prof. Navin Kapur  Member Kumar Sharma  Prof Sunil Khanna  Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Vaishali Shinde  Dr. Vikas Upadhyaya	12.						
Faculty Members  Member  Mr. Vikas Upadhyaya, Dr. Mandeep Dadhwal, Mr. Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary  Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application  Electronics & Convener Dr. Suman Sanyal  Member from allied area  Electronics & Convener Prof. Navin Kapur  Member from allied area  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Allied area  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Allied area	Grievan	<mark>ice Redressal Committe</mark>	e				
Amit Kumar, Dr. Raj K Kovid, Dr. Vaishali Shinde  Member Secretary Mr. Vikas Upadhyaya  13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application  Electronics & Convener Dr. Suman Sanyal  Member from allied area  Electronics & Convener Prof. Navin Kapur  Member from allied area  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya		Vice President	Chairman	Prof Sunil Khanna			
13.  SAAM (Sub-Area Academic Monitoring Committee)  Computer Science/Computer Application  Electronics & Convener Dr. Suman Sanyal  Member from allied area  Convener Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Convener Prof. Navin Kapur  Member from allied area  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Convener Dr. Sudheer Kumar Sharma		Faculty Members	Member				
Computer   Convener   Dr. Suman Sanyal			Member Secretary	Mr. Vikas Upadhyaya			
Computer Science/Computer Application  Electronics & Convener  Convener  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Prof. Navin Kapur  Member from allied area  Dr. Suman Sanyal  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya  Dr. Vikas Upadhyaya	13.						
Science/Computer Application  Member from allied area  Electronics & Convener Communication  Communication  Member from allied area  Dr. Vikas Upadhyaya  Prof. Navin Kapur  Dr. Sudheer Kumar Sharma	SAAM (Sub-Area Academic Monitoring Committee)						
Application Application Br. Vikas Opadhyaya  Electronics & Convener Prof. Navin Kapur  Member from allied area  Dr. Vikas Opadhyaya  Dr. Vikas Opadhyaya  Dr. Vikas Opadhyaya		•	Convener	Dr. Suman San <mark>yal</mark>			
Electronics & Convener Prof. Navin Kapur  Member from allied area Dr Sudheer Kumar Sharma		•		Dr. Vikas Upadhyaya			
Communication Member from allied area Dr Sudheer Kumar Sharma		Electronics &	Convener	Prof. Navin Kapur			
		Communication					
Geographic information   Convener   Dr. Pathi Stivasiava		Geographic Information	Convener	Dr. Parul Srivastava			

	Systems	Member from allied area	Mr. Aritra Saha	
	Biotechnology	Convener	Dr. Narayan Kumar	
		Member from allied area	Dr. Vivek Srivastava	
	Educational Technology	Convener	TBA	
		Member from allied area	Dr. Parimal V Mandke	
	Management	Convener	Dr. Kapil Pandla	
		Member from allied area	Dr. Vaishali Shinde	
	Humanities & Social	Convener	Dr. Anshima P Srivastava	
	Sciences	Member from allied area	Dr. Deepak Khanna	
	Pure and Applied	Convener	Dr. Kumar Vishal	
	Sciences	Member from allied area	Dr. Narayan Kumar	
11	0			

#### 14.

#### **Wardens Committee**

Chief Warden	Chairman	Dr. Gurendra N Bhardwaj
Assistant Warden	Member	Abhinav Sharma
Assistant Warden	Member	Dhirendra Singh Rathore
Warden, Girls Hostels	Member	Kamla Rawat
Warden	Member	Kumar Vishwal
Warden	Member	Supratim Mitra
Warden	Member	Ganapathirao Maradana
Warden	Member	Lokesh Kumar



## **PART VIII**

## WHOM TO CONTACT WHEN IN NEED



## Whom To Contact When In Need

(Important Contact List)

Purpose	Concerned Name	Contact No.	
		Telephone	Mobile
COO, and Dean of	Maj. Gen. A K Singh (Retd.)	01494-660607	7727862664
Students	(Dean Student Affairs & Chief Operating	100000000000000000000000000000000000000	C. C
	Officer)		
Grievance	Prof. Sunil Khanna	01494 – 660606	09811605054
Ragging Issues	Dr. Gurandra Bhardwaj	01494 – 660 <mark>627</mark>	9251083103
Issue relating to	Dr. Vaishali Shinde	01494 – 660641	9636005444
Sexual Harassment			
Wardens	Dr. Gurendra N Bhardwaj	01494-660627	09251083103
For Hostel related	Supratim Mitra	07610915903	01494 - 302430
issues, Personal	Kumar Vishwal	01494-660663	8385095319
Problems &	(Resident Warden - Boys Hostel)		
Medical Attention	Ganpathi Rao	01494-660664	7073233395
	Lokesh Kumar	01494-660642	7737590313
	Dhirendra Singh Rathore	01494-660719	9352888256
	(Assistant Warden – Boys Hostel and Sports		
	Instructor)		
	Abhinav Sharma	01494-660614	9251428428
	(Assistant Warden – Boys Hostel)	A STATE OF THE STA	
	Kamla Rawat		9214459432
	(Warden – Girls Hostel)	A A CONTROL OF THE PARTY OF THE	
	Campus Health Center	01494-660760	
	Kailash Hospital	01494-222222, 222444	(1) (1) (1) - (1) (1) (1)
<b>Transportation</b>	Mahendra Bahadur	01494-660657	9251093934
	(For Authorized use)		021 12202 10
	Satender Yadav)		9214338249
D I	((Private Transportation Facility)	0214211200	
Bank	ICICI Bank, Neemrana	9214211290	)
T	Indian Overseas Bank, Neemrana	01494-246317	
Emergency	Fire Brigade	01494-246045	**************************************
Situation	Ambulance	01494-222444	2000
	Reception – AC I	01494-660600	10000000000000000000000000000000000000
	Reception- Hostel PG 1	01494-660731	V///////
	Reception - Hostel PG 2	01494-660700	1000 - 10
	Reception - Hostel UG 1	01494-660725	
	Reception - Hostel UG 2	01494-660730	miller (filty) =
Main Gate		9214275113	Morrowski (m. 1900)
For Reference, if Prof. V S Rao		01494 -660601	W/////////
any	(President)	01404 660615	
	Prof. Parimal V Mandke	01494-660615	
	(Vice President, Dean Academic) Prof. Sunil Khanna	01494-660606	
	(Vice President, Dean Research & Dean	01494-000000	
The state of the s	(VICE FIESIUCIII, Deali Research & Deali		

Admission)		
Dr. Shivendra Mathur	01404 660620	
	01494-660620	
(Registrar)	01404 660607	
Maj. Gen. A K Singh (Retd.)	01494-660607	
(Dean Student Affairs & Chief Operations		
Officer)	01404 660627	
Dr. Gurendra N Bhardwaj	01494-660627	1 4 7 1 1 <del>-</del> 1 1 1 1 1 1 1
(Deputy Registrar - Academic Operations)	01.10.1 (60.622	
Dr. Vivek Srivastav	01494 – 660623	
(Assistant Dean – Academic)	01.40.4 660765	
Air Cmde. Kamal Singh AVSM	01494-660765	T. (1)
.(Retd.)(Advisor, Infrastructure)	01101 11010	The state of the s
Zameer Jaiswal	01494 - 660602	-
(President Office)		
Bhumika Sharma	01494-660624	-
(Center for Industry Collaboration)		
TBA	- 4	
(Student Care)		
Sumit Vishwakarma	01494 - 660619	-/
(Registrar's office)		
Mohit Saxena	01494-660616	
(Office, Dean Academic)		
Hemender Singh Shekhawat	01494 - 660610	A THE PARTY OF THE
(Office Students Affairs)		
Balvant S Chouhan	01494 - 660617	
(Exam Cell)		
Sandeep Gupta	01494 - 660761	
(Controller of Finance)		
Dr. Pankaj Sharma		9899880100
(Director, Admissions)	<b>一个人们的情况</b>	
Ashish Sharma	01494 - 660609	165165-276
(Admission Office, Neemrana)		
Vinay Kumar Kainthola	01494 - 660783	_
(Assistant Librarian)	AND VALUE OF THE PARTY OF THE P	ON STREET BEAUTIFUL OF THE PARTY OF THE PART
Ashoo Dubey	01494 - 660745	9251003595
(Head, Computer and Communication Centre)		
	01404 660746	0604202667
Balendu Bhatnagar	01494 – 660746	9694302667
(Computer and Communication Centre Office )	01404 ((0701	
Shail Deen	01494-660781	
(Library)	01404 660762	
Ramanuj Jajoo	01494 - 660763	
Narendra Jain	01494- 660729	
(Finance Office)	01404 650550	
Dr. Deepak Khanna	01494-660650	
(Student Clubs)		
Mr. Sandeep Gupta	01494 - 660751	9214302065
(Head Admin)		
Mr. Mahendra Bahadur	01494 – 660757	9251093934
(Admin Office)		
Facility Help Desk	01494-660755	-
Store	01494-660759	
Dhirendra Singh Rathore (Sports Instructor)	01494-660719	7792820271
Dining Hall	01494-660716	-
Maintenance	01494-660789	-
Maintenance	01494-660789	-

Private Photocopy (Lal Chand)		7737190184
Private Courier Service		9352577070
Tuck Shop		9166746066
Food Park	-	7740926544
Tera - Mera Point	-	9828759951
Mess	01494-660716	





## UNIVERSITY TELEPHONE DIRECTORY



## **University Telephone Directory**

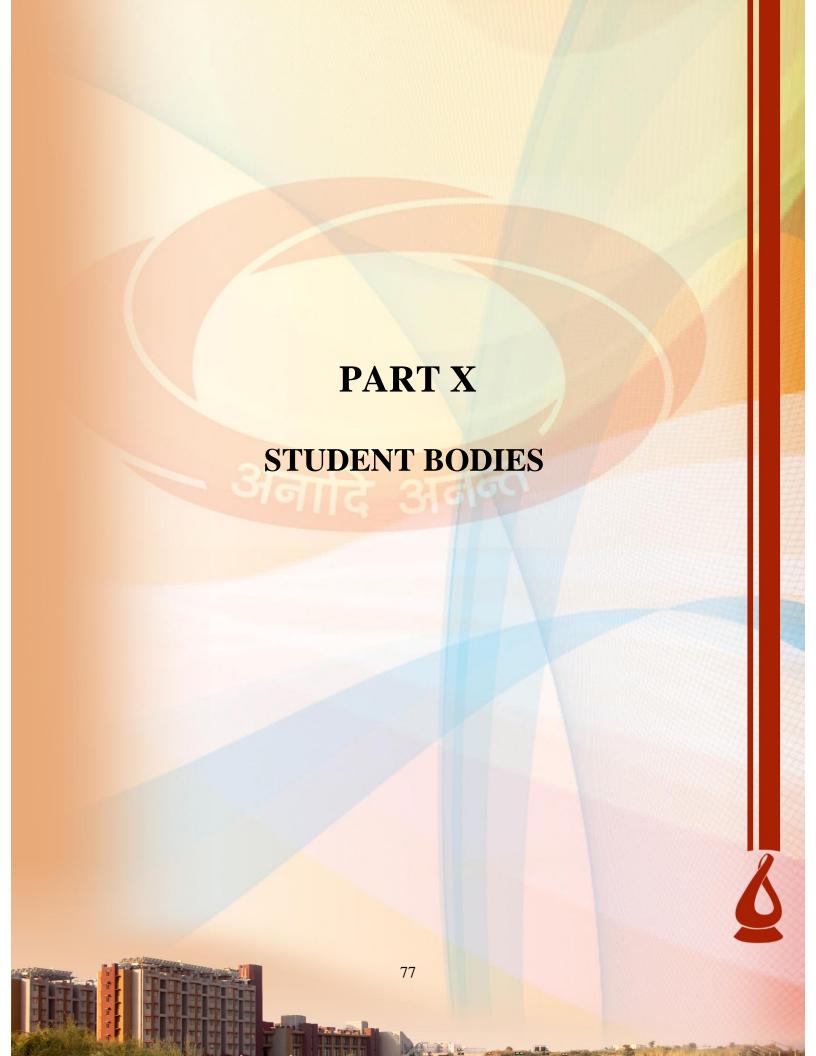
Telephone Number of NU Staff							
Std Code:-01494							
S.No.	Name	Ph.No.	Ext. No.	S.No.	Name	Ph.No.	Ext. No.
	Reception				ССС		
1	Main Gate	660794	794	1	Ashoo Dubey	660745	745
2	NU Reception	660600	600	2	Balendu Bhatnagar	660746	746
3	PG-1 Reception	660731	731	3	Devesh Pant	660747	747
4	PG-2 Reception	660700	700	4	Gaurav Singh	660748	748
5	UG-1 Reception	660725	725	5	Rahul Chhangani	660749	749
6	UG-2 Reception	660730	730	6	Pravesh Kumar	660743	743
	President Office			7	Hardware Help <mark>desk</mark>	660743	743
1	Prof. V S Rao (President)	660601	601	8	Ankush Sharma	660744	744
2	Zameer Jaiswal	660602	602	1	Finance		
	Research and Admission	on		1	Sandeep Gupta	660761	761
1	Prof. Sunil Khanna (Dean, Research & Dean, Admissions)	660606	606	2	Sanjay Malik	660762	762
2	Ashish Kumar	660609	609	3	Ramanuj Jajoo	660763	763
	Chief Operations Office	er		4	Pawan Kumar	660764	764
1	Maj Gen A K Singh(Retd.)	660607	607	5	Siraj Sen	660724	724
2	Hemender Singh Shekhawat	660610	610	5	Narender Kumar (Fee Window)	660729	729
	Registry			5	Guest	660790	790
1	Shivendra Mathur (Registrar)	660620	620		Infrastructure Ser	rvices	
2	(Deputy Registrar)	660612	612	1	Air Cmde. Kamal Singh AVSM .(Retd.)	660765	765
3	Sumit Vishwakarma	660619	619	-	PMT		
4	Nihal Singh Saini	660616	616	1	Sanchit Sharma	660770	<mark>7</mark> 70
5	Mohit Saxena	660616	616	2	Rakesh Bhardwaj	660769	769
	Office Dean, Academic	c		3	Shashi Kant	660774	774
1	Prof. Parimal V Mandke (Dean, Academic Affairs)	660615	615	-11	Biotech		
2	Vivek Shrivastava (Associate Dean, (Academic))	660623	623	1	O.P.Yadav	660775	775
3	Abhinav Sharma	660614	614		Research Scholar	Room	
4	Mohit Saxena	660613	613	1	Research Scholars	660776	776
5	Nihal Singh Saini	660616	616		Research Lab	,	
Exam Cell			1	Research Lab	660728	728	
					Lab		
1	Dr. Gurendra Nath Bhardwaj	660627	627	1	EC LAB(N.S.Bisht)	660717	717
2	Balvant Singh Chouhan	660617	617	2	EC LAB(Jetendra Joshi)	660723	723

3	Brijesh Trivedi (Exam Cell )	660732	732	3	IT LAB (Pramod)	660785	785
4	Dharamraj Singh	660732	732	4	ET LAB	660786	786
	HR			5	Workshop(Sumeet)	660788	788
1	Ritwik Rituraj	660766	766	6	Graphics Lab(Rajesh Kumar)	660727	727
2	Subhash Vandewar	660767	767	7	Physics Lab	660718	718
3	Nischal Johri	660768	768		Library		
	Admin	-		1	Shail Deen	660781	781
1	Sandeep Gupta	660751	751	2	Chunchun Mukhiya	660782	782
2	D.P.Singh	660752	752	3	Vinay Kumar Kainthola	660783	783
3	Sandeep Gupta	660754	754	4	Vipin Kumar	660784	784
4	Facility Helpdesk	660755	755				
5	Mahendra Bahadur Singh	660757	757	1	Dining Hall	660716	716
6		660787	787	2	Pantry	660792	792
7	Shailesh Dharpure	660758	758	3	Maintenance Room	660789	789
	Store				Sports Instruc	tor	
1	Sudhir Kumar	660759	759	1	Dhirendra Rathore	660719	719
	Placement office				Studio Apartm	ent	<b>31</b> I
1	Bhumika Sharma	660624	624	1	Studio Apartment Room No 1	660701	701
2	Jaffar Ansari	660611	611	2	Studio Apartment Room No 2	660702	702
3	Keerti Sharma	660604	604	3	Studio Apartment Room No 3	660703	703
	Faculty			4	Studio Apartment Room No 4	660704	704
	AC-1			5	Studio Apartment Room No 5	660705	705
1	Abhisek Dutta	660626	626		Faculty		
2	Aditi Gupta	660678	678		AC-2		
3	Akhlesh Agarwal	660651	651	1	Amit Kumar	660634	634
4	Anirban Bhar	660677	677	2	Anshima P Srivastava	660670	670
5	Aritra Saha	660622	622	3	Anul Haq	660644	644
6	Arun Kumar	660658	658	4	Anuradha Parasar	660669	669
7	Deepak Khanna	660650	650	5	Debajyoti Ghosh	660645	6 <mark>4</mark> 5
8	Ganapathi Rao	660664	664	6	Debashis Das	660648	648
9	Harish Gaur	660649	649	7	Deepkshikha Rathore	660660	660
10	Kamlesh Bajaj	660676	676	8	Gurendra Bhardwaj	660627	627
11	Kapil Pandla	660667	667	10	Kumar Vi <mark>shal</mark>	660663	663
12	Lokesh Kumar	660642	642	11	Mandeep Dadhwal	660643	643
13	Navin Kapur	660665	631	12	Manoj Kumar	660671	671
14	Neha Tiwari	660635	665	13	Narayan Kumar	660656	656
15	Parul Srivastava	660655	635	14	Pranav Ranjan	660647	647
16	Prashant Verma	660659	655	15	Sushil Kalyani	660662	662
17	Praveen K Sharma	660666	659	16	Vaishali J Shinde	660641	641
	Prosenjit Gupta				Vikas Upadhyaya		

19	Raj Kumar Kovid	660653	628		18	Vivek Saxena	660646	646
20	Shivendra Mathur	660620	653					
21	Soharab Hossain	660652	620			Meeting Room	15	
22	Sudheer Sharma	660637	652		1	Meeting Room 301	660672	672
23	Sudhir Kaicker	660675	637		2	Meeting Room 302	660673	673
24	Suman Sanyal	660638	675		3	Senate Room	660674	674
25	Supratim Mitra	660630	638		4	PMT Meeting Room	660791	791
26	Trupil Limbasiya	660663	630		5	Admin Meeting Room	660799	726
27	Vijay V Mandke	660639	663					
28	Vivek Shrivastava	660623	639		1	UG1/ H-1	660797	720
			623		2	UG1/ H-2	660726	721
	Kindly use extension Number to communicate	with in cam	pus and mo	bile	es and o	ther	NEW / DE	疆
	landlines can be dialled by pressing "0"							







#### **STUDENT AFFAIRS COMMITTEE-2016**

- 1 U101113FCS124 Rajat Mittal
- 2 U101114FCS370 Somya Pareek
- 3 U101114FCS191 Sujoy Roy
- 4 U101113FEC045 Tanmoy Ray
- 5 U101113FCS158 Urjit Kurulkar
- 6 U101113FCS274 Sarthak Ghosh
- 7 U101113FCS189 Pradumn Kumar Mahanta
- 8 U101113FCS108 Nishchay Sinha
- 9 U101114FCS185 Deep Parikh
- 10 U101113FEC205 Chamakuri Venukumar
- 11 U101114FBT226 Saksham Kapoor
- 12 U101113FCS068 Athul Madhusoodanan
- 13 U101114FCS072 Jatin Kakkar
- 14 U101113FCS119 Raghav Singh
- 15 U101113FCS161 Venugopal Shah
- 16 U101114FEC166 Karan Vinayak
- 17 U101113FEC255 Sushmita Singh
- 18 U101113FEC016 Amrit Bagga
- 19 U101113FCS149 Siddhanta Bhattacharya
- 20 U101113FEC257 Vedant Maheshwari
- 21 U101113FCS121 Rahul Anand
- 22 U101114FCS032 Aakriti Arya
- 23 U101114FCS077 Karanjit Singh Gill
- 24 U101114FCS100 Nikhil M Nair
- 25 U101114FCS128 Saumya Gupta
- 26 U101114FCS162 Bheesetty Neeharika
- 27 U101113FCS239 Parth Shrivastava
- 28 U101113FEC203 Varshnee Raj
- 29 U101113FCS204 Shreya Mahabala Alva
- 30 U101113FCS116 Priyanka Gupta
- 31 U101114FCS055 Ayushi Jain
- 32 U101115FCS037 Abhi Chitkara
- 33 U101115FCS214 Simran Tiwari
- 34 U101114FCS049 Apoorva Garg
- 35 U101113FCS154 Sreyash Ratna Tripathi



36	U101113FCS202	Vignesh S
37	U101113FCS195	Chandan Singh
38	U101114FCS199	A Sai Sudheer
39	U101114FCS140	Sidharth Kille
40	U101113FCS073	Boudhayan Gupta
41	U101113FCS135	Sanya Mittal
42	U101113FEC044	Sinjini Mitra
43	U101114FCS102	Nirali Sampat
44	U101113FCS242	Raunak Raghunanadan Swarnkar
45	U101113FCS201	Salahuddin Khan

(Note - Student Advisory Body to be constituted)

STUD	STUDENT CLUBS						
SN.	Name of CLUB	Coordinator	Email	Co-Coordinator	Email		
1.	Ayurveda Club	Sushmita Singh	sushmita.singh@st.niituniver sity.in	Amrit Bagga	amrit.bagga@st.niituniversity. in; ekta.tiwari@st.niituniversity.i n;		
2.	Anti - Littering Club	Amrit Bagga Ekta Tiwari	amrit.bagga@st.niituniversity .in; ekta.tiwari@st.niituniversity.i n				
3.	Chess Club	Anish Rana	anish.rana@st.niituniversity.i	Anusath P	anushaath.p@st.niituniversity		
4.	Creative Writing Club	Nirali Sampat	Nirali.Sampat@st.niituniversi ty.in;		-		
5.	Debating Club	Karan Vinayak	karan.vinayak@st.niituniversi ty.in	Vivek Bose	vivek.bose@st.niituniversity.i n		
6.	Dance Club	Raghav Singh	raghav.singh@st.niituniversit y.in	Aishwarya Sai	aishwaryas.satyavolu@st.niitu niversity.in		
7.	NU Rangmanch (Drama Club)  Anshima Prakash Shrivastava		Anshima.Srivastava@niituniv ersity.in	Rajat Rai	rajat.rai@st.niituniversity.in		
8.	Electronics Club	TBD					
9.	Films Club	Nirali Sampat	NiraliS.Sampat@st.niituniver sity.in	Raaghav Mehta	raaghav.mehta@st.niituniversi ty.in		
10.	Music Club	Venugopal Shah	Venugopal.shah@st.niituniv ersity.in;	Rishabh Chakravarti	rishabh.chakrabarti@st.nipun iversity.in		

11.	Poetry and Storytelling Club	Venugopal Shah	Venugopal.shah@st.niituniv ersity.in;	-	
12.	Photography Club	Athul Madhosoodhanan	athul.madhusoodanan@st.nii tuniversity.in	Sourya Rudra	Sourya.Rudra@st.niituniversi ty.in
13.	Saahas Adventure Club	Karan Vinayak	karan.vinayak@st.niituniver sity.in		
14.	Spic Mackay Club	TBD			
15.	Vividha Club	Sidhdhartha Bhattacharya	siddhantp.bhattacharya@st.n iituniversity.in	Shweta jha	shweta.jha@st.niituniversity.i n
16.	Cricket Club	Akula S Chandu	akulas.chandu@st.niituniver sity.in	Sajal Mishra	sajalk.mishra@st.niituniversit y.in
17.	<b>Hockey Club</b>	Samrath Singh	samrath.singh@st.niitunivers ity.in	Simardeep	
18.	Football Club	Advay Ashutosh Parasnis	advaya.parasnis@st.niituniv ersity.in	Tanmoy Ray	tanmoy.ray@st.niituniversity. in
19.	Basketball Club	Abhishek Ajith	Abhishek.Ajith@st.niitunive rsity.in	Shitanshu Desai	shitanshur.desai@st.niituniye rsity.in
20.	Badminton Club	Baljeevs Bajwa	baljeevs.bajwa@st.niituniver sity.in	Urjit Kurulkar	urjit.kurulkar@st.niituniversit y.in
21.	Lawn Tennis Club	Nishchay Sinha	nishchaya.sinha@st.niituniv ersity.in	Venugopal Shah	Venugopal.shah@st.niitunive rsity.in;
22.	Table tennis Club	Pranav Narain	Pranav.Narain@st.niituniver sity.in	Rajat Mittal	rajat.mittal@st.niituniversitv. in
23.	Pool Club	Harshit Sharma	harshit.sharma@st.niituniver sity.in	Kartik Bhadada	Kartik.Bhadada@st.niitunive rsity.in
24.	Chess Club	Muhammed Thouseef MT	muhammed.thouseefmt@ st.niituniversity.in	Rishi Prasad	riship.pisipati@st.niituniversi ty.in
25.	Volleyball Club	Himanshu Rathee	himanshu.rathee@st.niit university.in	Ashwin Jayadev	ashwin.jayadev@st.niituniver sity.in





Ram Rajindra Malhotra Medal Award
NIIT University, Neemrana



#### Ram Rajindra Malhotra Medal Award NIIT University, Neemrana

#### Introduction

Ram Rajindra Malhotra Education Society has instituted at NU the Ram Rajindra Malhotra Medal Award 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 proposed here for consideration and approval of the Academic Council.

#### Criteria

**Eligibility:** Minimum CGPA 7.00

**Ineligibility:** Student in who had faced a Disciplinary action and/ or action for use of Unfair Means in the examination

#### Criteria for selection

i) No of awards/ prizes received in various competitions participated at NU or at other institutions/ universities through all undergraduate years.

First prize: 5 Marks Second prize: 3 Marks Third prize: 2 Marks

ii) Participation in Houses/ Student Clubs/ Committees at NU

Outstanding – 5 Marks Very Good – 3 Marks Good – 2 Marks

iii) Participation in organizing NU events such as Annual Lecture, ingeNUity, Headstart, Blood Donation Camp, Contribution to Society etc.

Outstanding – 5 Marks Very Good – 3 Marks Good – 2 Marks

iv) Paper Presentation (International) – 10 Marks per participation

Paper Presentation (National) – 05 Marks per participation
Paper Publication (International) – 20 Marks per publication
Paper Publication (National) – 10 Marks per publication
Publication in NU Newsletter – 3 Marks per Article

Application made for Grant of Patent-40 Marks per Application

#### 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-2016 NIIT University, Neemrana

Student Name								
1						No.		
Programme & Year								
		AY 201	5 – 2016					
Achievement	Score	Verified / Date Recommended By			Remarks, if any			
		Name	Sign					
				1				
6	Pari		DI THE	10				
	MI	161	PUM	The same of the sa				
Total								
AY 2014 – 2015								
Achievement	Score	Verified / Recommended By		ed By	Date	Remarks,		
		Name	Si	ign				
			- M		No.			
Total								
		AY 201	3 – 2014					
		Verified / Recommended By						
	Achievement	Total  Score  Total  Achievement Score	Achievement Score Verified Recom Name  Total  Achievement Score Verified / Name  Total  Total	Achievement Score Verified / Recommended By Name Sign  Total  AY 2014 – 2015  Achievement Score Verified / Recommend  Name Sign	Achievement Score Verified / Date Recommended By Name Sign  Total  AY 2014 – 2015  Achievement Score Verified / Recommended By Name Sign  Total  Total	Achievement Score Verified / Date Remark Recommended By Name Sign  Total  Achievement Score Verified / Recommended By  Date  Name Sign  Total  Total		

			Name	Sign				
							#	
	Total						╫	
AY 2012 – 2013								
Criteria #	Achievement	Score	Verified / Recommended By Do		Date	Remarks, any	if	
			Name	Sign				
						17	ш	
							Н	
	Total							
Grand Total -								
Grand Total in Words -							Ш	

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
2012-2013	
2013-2014	
2014-2015	
2015-2016	
Grand	1/2
Total	

Recommendation of Dean Students Affairs:

Date -

Recommendation of the Committee:

Date -



## **PART XII**

STANDARDS AND GUIDELINES FOR USE OF INTERNET VERSION 1.0, NU'S EMAIL POLICY AND UNIVERSITY ONLINE SYSTEM USER GUIDE



## STANDARDS AND GUIDELINES FOR USE OF INTERNET VERSION 1.0

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#### **NIIT University**

NH-8, Delhi Jaipur Highway, Neemrana, Dist Alwar, Rajasthan 301705



#### 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**

Users may indicate their affiliation with the University's in bulletin board discussions and other 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 final
  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.



#### **Guidelines**

The guidelines are factored in the University's own experience and regular tracking & monitoring of social media for its User (Faculty/Staff and Students)

Be who you are. If an user wants to create his profile on social channel the user may do so in his or her personal capacity and avoid creating any fictitious profile. In expressing personal or private views or opinions, stand by what has been expressed, and avoid any attribution to the University, and further avoid making of any false, misleading or defamatory statements concerning the NIIT University its other users.

**Speak in the first person**. Users should ensure to speak/ write/ post /tweet in the first person, should they wish to express anything in media, thus making it clear that he/she is speaking for himself/herself and not behalf of the NIIT University or its Employee.

Use a disclaimer. Whether an user publishes a blog or some other form of social media , the user should make it clear that the views and opinions are personal and not the official views and opinions of the University. The following disclaimer should be added in a reasonably prominent manner: "The views and opinions expressed or implied herein are my own and do not reflect those of my employer/University, who shall not be liable for any action that may result as a consequence of my views and opinions."

#### Respect your audience and your co-workers, Students, Peers.

User should avoid using un-parliamentary language, personal insults or obscenity in any communication. Proper consideration should be shown for privacy of Peers and colleagues, and views and opinions that may be considered objectionable or inflammatory should be avoided.

#### **Protect confidential and proprietary information.** Any information,

data or other proprietary materials acquired in course of stay in University, and which are governed by norms of confidentiality and secrecy and should not be published in any form or manner. When a reference is made, wherever possible, the source should be clearly mentioned.

**Don't forget your job.** Users should ensure that their digital or other online media activities do not interfere with their jobs/study. User should not use University brand/premises/equipment for supporting personal political or religious activities and maintain proper decorum.



All Students are required to use the 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.

#### Respect intellectual property rights and the laws of the land. Internet

postings, articles, videos should not include any intellectual property of the University (Including its logos or trademarks) and should respect the intellectual property rights and right to privacy of all persons, and avoid any transgression of any other persons' rights.

#### **Consequences** of breach

Any violation of these guidelines may result in disciplinary action in accordance with the University code of conduct or as per the law of the land.

University has all the rights to confiscate student Laptop/Mobile or any other gadget, which is either used by student for wrong purpose or may help in Investigation of any Disciplinary/unfair mean case.



#### **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 as long as 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
- 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
  - 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 also 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).

#### **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 has to 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.



Nucleus: University ERP Student Portal

# Nucleus-Campus Management Solutions Portal User Guide

The objective of this document is to provide and overview of the portal to various users. Portal can be also used by parents to track the day by day progress of their wards.

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## What All Can Be Viewed

- Viewing Student Profile
- Viewing Registration Forms
- Details of courses registered in
- Attendance Records
- Examination Records
- Fee Details (Paid Only)
- Library Details
- Student Timetable



## Viewing Student Profile

 As soon as the parents login in the system, they shall be able to view the student profile.



 Parents can even click on Profile button on the left menu to view the student profile.

## Viewing Registration Forms

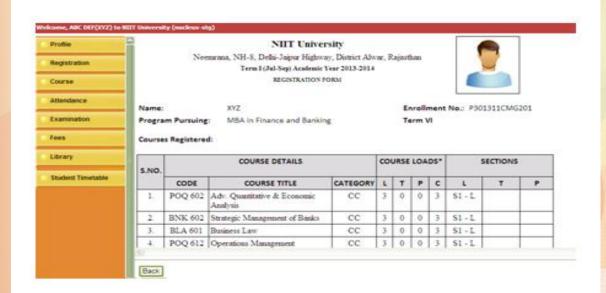
 Parents can view registration forms of their wards by clicking on registration in left menu.



 Users can select program pattern for which registration form has to be viewed and then click on Show Registration.



### Sample Output of Registration Form



## Details of courses registered

 Parents can view details of course their ward is registered in by clicking on courses in left menu.

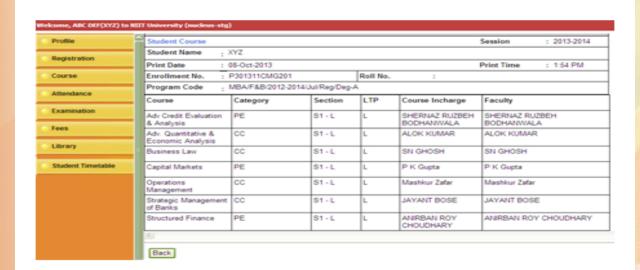


 Users can select academic session and program pattern for which courses has to be viewed and then click on Show Course.

NOTE: Academic session always begins from 1 July and continues till 30 June.



### Sample Output of Courses



### Attendance Records

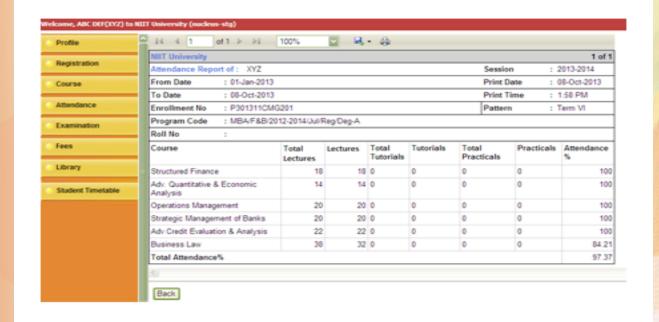
 Parents can view details of attendance of their ward by clicking on attendance in left menu.



 Users can select academic session, program pattern, from date and to date for which attendance has to be viewed and then click on Show Attendance.



### Sample Output of Attendance



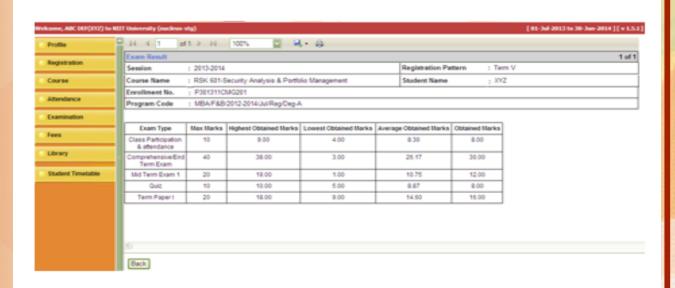
### **Examination Records**

- Parents can view exam records of their wards by clicking on examination from the left menu. Exam records can be viewed in three different forms by the user:-
  - Exam Result (Displays marks of an exam type like mid term, end term etc.)
  - Course Result (Displays collated marks of all exam types of a course along with grades obtained)
  - Final Result (Displays result of all the courses of a pattern along with CGPA, SGPA etc.)

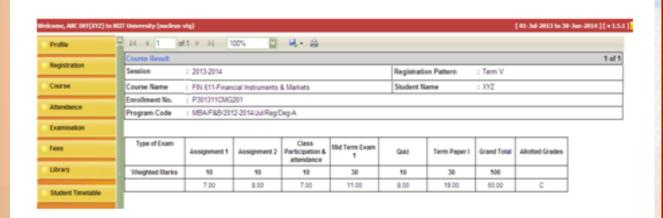




### Sample Output of Examination – Exam Result



## Sample Output of Examination – Course Result





### Fee Details

 Parents can view details of paid fees of their ward by clicking on fees in the left menu.



 Users can directly click on Show fees report to view the details of fees being paid till date.

#### Sample Output of Fees 34 4 1 pt 1 N 100% 3 H- W GUT University Tell Student Fees Report Student Name 1772 Program Code MBAF682012-2014-JurReg Deg-A As on Date : 00-0ct-2013 Coorne : 624 PM Print Time Due Date Fee Type Payabel Concession Installment Paid Date Cheque Cheque Date Exercisation 10-34-2012 15800.00 0.00 0.00 20-Sep-2013 15000.00 670 222222 16-Sep-2013 0.00 tostel Fee Investly Fee 10-Oct-2012 90000.00 0.00 0.00 20-Sep-2013 80000 00 570 222222 16-Sep-2013 0.00 10-Get-2012 15000.00 0.00 0.00 29-Sep-2013 15000 00 670 222222 16-Sep-2013 0.00 0.00 28-5ep-2013 80000 00 222222 15-Sep-2013 0.00 **Student Timetative** 222222 16-Sep-2013 10-Jan-2013 0.00 25-Sep-2013 0.00 total Fee 15000.00 0.00 15000 00 570 Inversity Fee 10-Apr-2013 80000 00 0.00 0.00 20-Sep-2013 80000 00 670 222222 16-Sep-2013 0.00 tostal Fee 10-Apr-2013 15000.00 0.00 0:00 20-Sep-2013 15000.00 670 0.00 Total Amount 380000.00 380000.00



### Library Details

 Parents can view details of library book issue/return of their ward by clicking on library in the left menu.



 Users can directly click on Show library details to view the records of book issued or returned till date.

### Student Timetable

 Parents can view their ward's timetable by clicking on Student Timetable on the left menu.

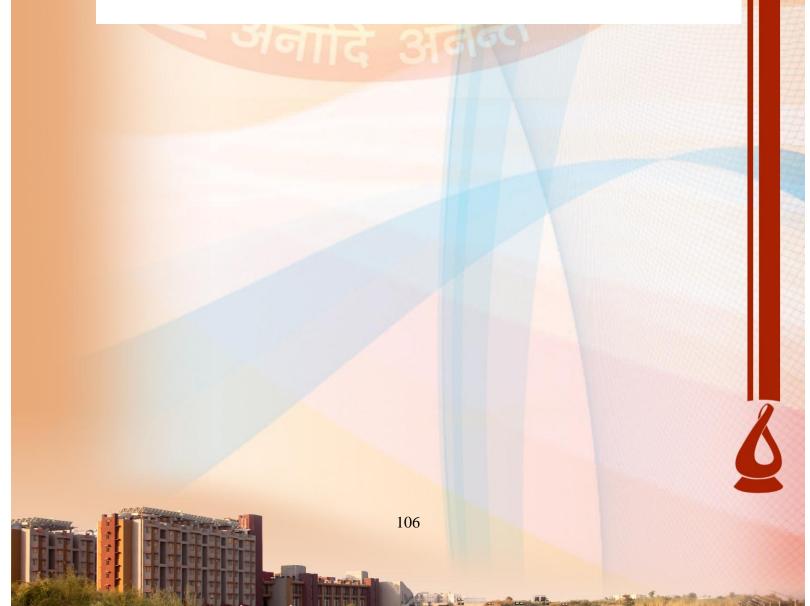


 Users can select session and sub-session for which timetable has to be viewed.



# Sample Output of Timetable

Profile						HBA/FBB/	2012-2014/	Jul/Reg/Dep					
Registration	-	1	1	267 BRUAK			LINO	3		,	200 DREAK		
Course		59-30 - 69-30	49-20 - 19-30	10:30 - 13:30	111.00-121.00	12:39 - 13:36	13:00 - 16:00	1438-1338	35:30 - 38:36	19-39 - 17-30	17:30 - 18:00	18-00 - 18-00	28:00 - 30:00
Attendence	ACA							890(4)2(1) 88.85 - 5.17 101	895 612 (L) 58 51 - LUT 121				
Examination	716	89K 902(L) 38 SE - CLT 201	894, 602 (L) 38.91 - L L/7 100					POQ 812 (L) 89(2/81 - L 67/203	#004(2(L) ##255-1 17253	95N-602 (L) 48 51 - C L7 101			
Faces	WED	POQ 6(2(L) M(2 51 - L LT 203	POQ 612(L) 612(1) - L 17 203			PDQ 802 02 ALX 81 - U.17 208		75N-602(L) AR-81-5-17 100	PDV 602 (L) AA 81 - L-27 303				
Library	Tanj	900 462 [L] 466 91 - 617 263	POQ 602 (L) AUX 50 - L L7 203		80x 602 (L) 38 81 - 647 103	BNC 802 (L) JR 51 - L c? 101		89 95 - 5 57 100	89(0.612.32) 58:51 - 127 151	#01.602.327 AM \$5.76.67 105			
Student Timetable	HE							814 623 (s) 842 61 - 4 17 101	86×(422 (u) 2×(0.51 - L L7 181	84A 603 (L) 86 51 - 4 L7 101		8LA 401 (L) 80 81 - L C7 101	
	547	8LA 401 (L) 50 51 - LL7 101	SUA 601 (L) SQ 81 - LLT 101		BNX 622 (L) 542 51 - L LT 101	BNIC 822 (L) #10.81 - L LT 100							
	344												



#### **Student Self Registration Online Process**

# Student Self Registration - Online registration Process



# Steps to be followed

- · Access the URL: <a href="https://nucleus.niituniversity.in">Https://nucleus.niituniversity.in</a>
- Login into the system using your username (Enrollment No.) and password.
- On left menu click on registration.
- · Select the radio button on the top "Student registration".
- Select the registration pattern of your program and click on show.
- · Click on "Anti ragging undertaking" link and check the checkbox.
- Click on Accept registration button.

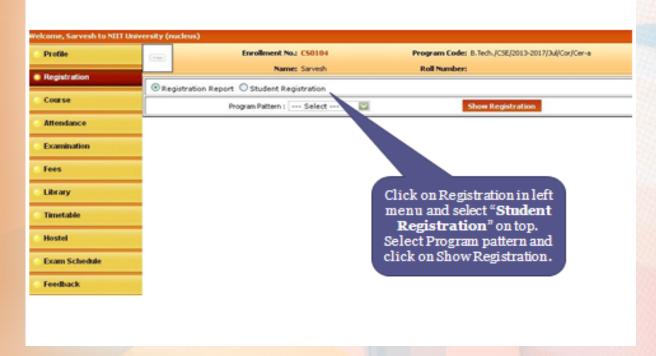
NOTE: In case of any issue, please refer to screenshots shown in next slides.



# Login Page



# Landing Page





# **Accepting Registration**

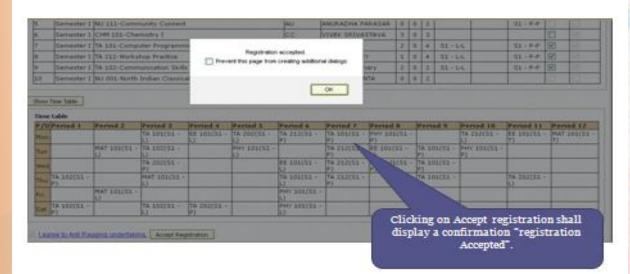
gram Pattern (	Term II	- 12	Specialization :	Corporate Sankin 🖾
Hax Course Load:			Course's Registered	7
Hin Course Load:			Fending Course:	0
Hinimum CGPA allowed:		5.00	Your CGPA:	
Haximum E Grade Count:		4	Your E Grade Count:	9
Hax PE course count:			PE Course's Selected:	
Hax OE course count			Of Course's Selected	9
Your Dues		1.00		

No.	Pattern	Course	Category	Incharge	4	Y		Section	T. Section	Section	Withdrawal Status	Remarks
	Term II	PIN \$12-Financial Hanagement	OC.	Serierser Serier	3	0	0	\$1-14		-		
2	Term II	GSN 512-Hacroeconomics	iot .	Rampi Neheyenen	3	=	0	\$1-14			(D)	
1	Term II	BNC 500-Commercial Banking	CC .	A Gopelakrishnan	2	0	0	\$1.14				
	Term II	POQ 512-Quantitative Techniques II	CC.	V SHEKAR.	3	0	0.	81 - 64			12	
1	Term II	HICT 512-Consumer Behaviour	00	SAYANT BOSE	3	0	0	\$1 - 64.			13	
	Term II	GSH 522-17 for Hanagers	oc.	G KRISHNANUKTHI	3	ŧ		\$1 - 4-4				
,	Term II	ACC 511-Management Accounting & Control-	cc	SUSHIL KALYANI	2		0	\$1.14			(3)	

Lagrae to Anti-Radging undertaking. Accept Registration

The courses shall be appearing here. Students can click on the link \*I agree to anti ragging undertaking link, then check the checkbox and click on Accept Registration button.

# Registration Confirmation





### **Student Feedback**

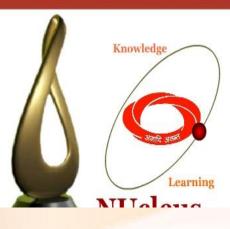


NU NUcleus: NIIT University online learning portal

Hostel Management System

Student Feedback

# Welcome to NUcleus









# FORMAT – UNDERTAKING BY STUDENT/PARENTS



#### UNDERTAKING BY PARENT/GUARDIAN

1. I
F/o.M/o.G/o, am fully
cognizant of the law
2. I assure you that my son/daughter/ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of
Signed thisday ofmonth o
Signature:
Name:
Address:
अवारि शति
Note:
1. Ragging is strictly banned at NIIT University.

- 2. Smoking, consumption of alcohol in the Campus is strictly prohibited.



#### **DECLARATION**

(for adventure activities and sports at the Campus)

I,	<name of="" student="" the=""></name>	·, S/o, D/o < <mark>na</mark>	ame of mother/fat	her as the practice	be>, Roll No.	,	<stream></stream>	, do
	hereby confirm and o	declare as und	ler:					

- 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

Name

Address:

Signature of the Confirming Party

Name:

Address



#### Medical Self-Declaration

#### MEDICAL DECLARATION FORM

e of Fitness

Enrolment No.	Batch 2015-19	Stream	

Name:

Gender: Male/ Female

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?	1	T	
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,		الشرارا	
Tumour, 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:









#### NIIT University, Neemrana Application For Duplicate Room Key / Duplicate Door Access Card

To,	
The Warden,	
NIIT University, Neemrana	
Neemiana	
Dear Sir/ Mam	
With due respect this is to inform you that I have to issue me the duplicate Room Key / Duplicate I	lost my Room Key / Door Access card and I request you 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:
	suing Duplicate Room Key / Duplicate Access Card has 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 Dunlicote Boom Voy / Dunlicote	
I'm in receipt of Duplicate Room Key / Duplicate	e Access card on date



### NIIT University, Neemrana Application For Duplicate Grade Sheet

To, The Dean Academics, NIIT University, Neemrana					
Dear Sir/ Mam					
With due respect this is to inform you that I have lost the	e following Grade Sheet of mine:				
1 (Programme Year & Trim./ Term / Sem).					
(Programme Year & Trim./ Term / Sem).					
2(Programme Year & Trim./ Term / Sem).					
3(Programme Year & Trim./ Term / Sem).					
(Programme Year & Trim./ Term / Sem).					
I request you to issue me the duplicate Grade Sheet/s for	the above.				
My details are:					
Name:	Enroll. No.				
Programme:	Semester/ Trimester/ Term:				
Mobile No.:	Email Id:				
Amount of Rs(total) i.e. Rs. 100 per Grade is appended here					
Regards,					
Sign: Student Name: Date:					



### NIIT University, Neemrana Application For Duplicate I Card

To,	
The Dean, Academic Affairs,	
NIIT University,	
Neemrana	
Dear Sir/ Mam	
With due respect this is to inform you that I'd lost my card at the earliest.	I-card and I request you to issue me the duplicate I
My details are:	
Name:	Enroll. No.
Programme:	Semester/ Trimester/ Term:
Mobile No.:	Email Id:
Blood Group:	
Photograph: Attached	Validity Date:
	(To be given by Academic Office)
Amount of Rs 250/ - as the fee for issuing Duplicate I of	eard has been paid to Finance Deptt.
Receipt no dated	
1	
I also request you to kindly issue me the Authority	letter for the time being till I'm in receipt of my
Duplicate I Card.	
Regards,	
Sign:	
Student Name:	Date:
For Admin	Ear Admin
Received the I-card Request on date:	For Admin. I card Issued on date:
Name & Sign of Authorized Person	Name & Sign of Authorized Person
By Student:	
I'm in receipt of Duplicate I Card on date	Student sign



# NIIT University, Neemrana Clearance Certificate

#### For Student Proceeding for Off Campus Sessions

Name:	Enroll. No.:
Programme:	Trim./ Term/ Sem. :
Dotah .	A V .

We have verified from our records/documents and it is to confirm that Clearance Certificate may be given to the above named student who would now be residing off campus.

Departments	Aut	Date					
	Name	Name	Signature				
Concerned Warden	Concerned Floor Warden/ Ms. Kamla Rawat (For Girls)	07-17-	1				
Library	Vinay Kumar Kainthola / Shail Deen						
CCC	Ashoo Dubey / Balendu Bhatnagar						
Finance & Accounts	Ramanuj Jajoo/ Narendra		No.				
Mess	Ramanuj Jajoo/ Narendra						
Sports	Dhirendra S Rathore						
For All Labs	Ashoo Dubey / N S Bisht						
Administration	Mahendra Bahadur						
	1. Clearance by Dean	, Student Affairs	2. Final Approx Academi				
Remarks if any:							
Sign & Seal							
Date							

Note: Clearance from Admin should be taken at the end.

After Taking No Dues from all Concerned Department, submit the sheet in the Academic Office at the earliest/ on Specified date and time.



#### NIIT University, Neemrana Course Withdrawal Form

To,
The Dean Academic Affairs
NIIT University,

Dear Ma'am

Neemrana.

This is to request you to kindly consider my request to withdraw my registration in the following course(s).

( Programme Name and Trim./ Term/Semester)

S.No.	Course Code	Course Title	Reason for Withdrawing
		SGITT OF	501
		5	

Kindly do the needful and oblige.

Thanking you in anticipation.

Regards,

Student Signature
Student Name

Enrollment No.

Academic Year

Email Id:

Date:

Programme Name Trim./ Term/ Semester:

Mobile No





### NIIT University, Neemrana Request For - Withdrawal From the Programme

Date -						
The Dean Academic Affairs,						
NIIT University,						
Neemrana.						
Dear Ma'am						
This is to request you to kindly consider						
programme a	nd to strike off my name from the rolls of					
(Name of the Programme) the University wef for the reason/s	mentioned below:					
(Date)	mentioned below.					
Ma Cart Day's tastion for the share an arrangement	<b>一</b>					
My first Registration for the above programme was d						
M. M. D. G. S.G.	(date / Month & Year)					
My No Dues Certificate as received from concerned re-confirm that no dues are outstanding in my name.	Department is attached for your perusal. This is to					
re-commit that no dues are outstanding in my name.						
I request you to issue me the Student Evit Contificate	at the conlinet					
I request you to issue me the Student Exit Certificate	at the earnest.					
E-many frames of the Enit frame the Heimanite Le	and the second s					
For your reference, after Exit from the University I co						
Address						
Mobile Noe	mail Id					
Thanking you in anticipation.						
Regards,						
Student Signature	Current Academic Year					
Student Name	Current Academic Tear					
Enrollment No.	Programme Name Trim./ Term/					
	Semester:					
First Registration Date:	Withdrawal Request Date:					
Personal Email Id:	Personal Email Id: Mobile No.:					



# NIIT University, Neemrana NO DUES CERTIFICATE

Name:	Enroll. No.:
Year of 1 <sup>st</sup> registration:	Programme Trim/ Term/ Sem:
First Attended Date :	Last Attended Date:
of the Programme	of the Programme

We have verified from our records / documents and it is confirmed that no due certificate may be given for full & final settlement.

Departments	Authorized	Signatories	Date
	Name	Signature	
Concerned Warden	Concerned Floor Warden (For		
	Boys)		
	Kamla Rawat (For Girls)		
Library	Vinay Kumar Kainthola /		
	Shail Deen	は記憶	A
CCC	Ashoo Dubey/ Balendu		
	Bhatnagar		
Finance & Accounts	Ramanuj Jajoo / Narendra		
Programme Coordinator			
Mess	Vivek Srivastava		
Sports	Dhirendra S Rathore		
For All Labs Ashoo Dubey / Narendra S			
	Bisht	100	
Administration	Mahendra Bahadur		

#### (For Office Use Only)

	1. Clearance by Dean, Student Affairs	2. Final Approval by Dean Academic Affairs
Remarks if any:		
Sign & Seal		
Date		

Note:

Admin will issue No dues only on Handing over the room keys to them.

After taking No Dues from all Concerned Department, submit the sheet in the Academic Office on Specified date and time.



### NIIT University, Neemrana Hostel Room Booking Request

To, The Chief Warden, NIIT University, Neemrana.

Dear Sir

This	is	to reque	st y	ou to	kindly	y book	one	Room	in	Boys/Girls	hostel	for m	y relative	who	are	visiting	me
at MI	T	compile o	c n	ar dat	taile ha	low											

	Guest Details					
Name of the	Des	ignation & Organization				
Person For	Aff	iliation if any				
Whom						
Room is to						
be Booked						
Relationship	Res	idence Address				
with the		OTTO				
Student		-49 G10 1				
Gender	4.11					
Email Id						
Mob. No.		nicle name and No. if				
		ring Facility is to be used				
	at N	U Campus				
<b>Hostel Room</b>	<b>Booking Requirement Details</b>					
Hostel Type:	Girls or Boys					
Duration of sta	ay in Nights:	Land William Control of the Control				
	Check In Date & Time					
Check Out Date & Time						
Amount Payal	Amount Payable @ per nightNights @ Rs = Total Rs.					
Amount Payable in Words:						
I						

I assure you that my guest will abide by University Rules and Regulations and will not abuse the facilities given during their stay. Also I am clear in case if any damage is caused I will be liable to compensate and in case of extreme violation of University norms disciplinary action can be initiated against me.

Thanking you in anticipation.

Regards,

Faculty/Staff/Student Signature

Name

Date:



#### If a student:

Enrollment No.

Programme Name Year Trim./ Term/ Semester:

Academic Year

Email Id:

Mobile No.

Request approved/Not approved

Name & Sign of Chief Warden

Room Booking Confirmation Information shared with concerned student/ Staff/ Faculty on Date:

- Hostel rooms can be availed on payment basis for short term stay of the guests of Faculty, staff and the immediate family members of students subject to availability of rooms.
- Hostel Room charge per day will be revised from time to time.
- Booking in advance is required.
- Room Booking will be confirmed depending on availability.
- Ladies will be given room in Ladies hostel and males will be given room in Gents Hostel.





**Complaint Management System** 

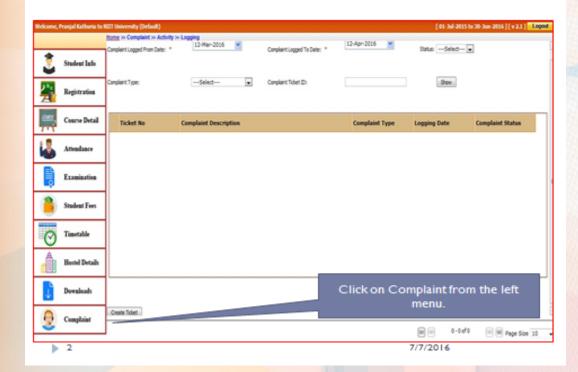




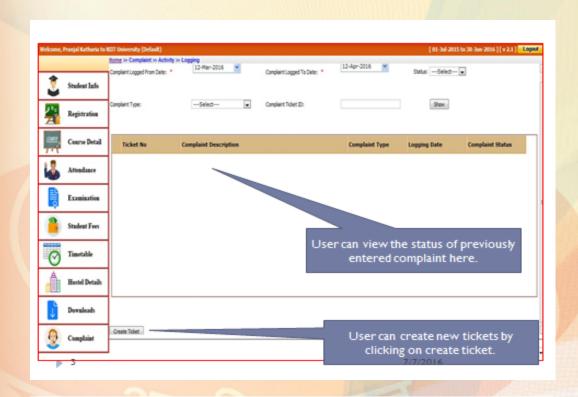
# Complaint Logging

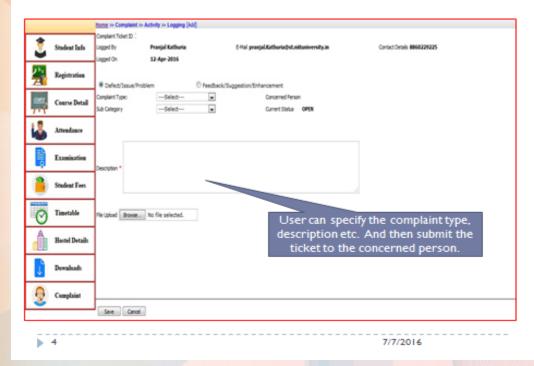
User manual to enter complaints in the system.

7/7/2016











#### 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

