# NIST UNIVERSITY

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## INSTITUTE PARK, BERHAMPUR, ODISHA–761008, INDIA

**STUDENT CODE OF CONDUCT**

**(Rules, Regulations and Guidelines)**

**INSTITUTE PARK, BERHAMPUR, ODISHA-761008, INDIA**

Student Code of Conduct

# NIST UNIVERSITY

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## Document History

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## DEFINITIONS

[1]    "University" means NIST University (NISTU)

[2]    "Commission" means University Grants Commission (UGC)

[3]    "AICTE" means All India Council for Technical Education

[4]    PCI means Pharmacy Council of India

[5]    BCI means Bar Council of India

[6]    NCTE means National Common Entrance Examination

[7]    NCM means National Commission of Minorities

[8]    INC means Indian Nursing Council

[9]    "Statute" means NIST University Statute, 2025

[10]    "Regular Students" means students who are admitted to:

    a.  School of Engineering, Science and Management[1] directly in to the 1st year of the regular program

    b.  10.a may expand to other schools and programs of the University from time to time

[11]    "Lateral Entry" means students who are admitted to the higher year/semester than regular semester for beginning of the program (for example engineering students admitted to third semester after completing Diploma Course in the respective disciplines).

[12]    "Branch" means specialization in a programme like B.Tech degree programme in Civil Engineering or B.Tech degree programme in Computer Science and Engineering etc.

[13]    "Course" means a subject identified by its title & code number

[14]    "NIS" means NIST Information System, the ERP system that is run in the Institute

[15]    "HoD" means Head of the Department

[16]    "Faculty Mentor" serves as a mentor to the students. The role and responsibilities are defined in section 2.5

[17]    "BoS" means Board of Studies

[18]    "DAC" means Departmental Academic Committee

[19]    "UGPEC" means Undergraduate Programme Evaluation Committee

[20]    "PGPEC" means Postgraduate Programme Evaluation Committee

[21]    "DPC" means Departmental Project Committee

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[1] The schools and program offering is expected to expand

[22]   "XDC" means Examination Disciplinary Committee

[23]   Student "Code of Conduct" means this document

# NIST UNIVERSITY

www.nist.edu

## 1.    Introduction

### 1.1    Overview

This document provides general guidelines for students pursuing different course programs at NIST University (NISTU, www.nist.edu). This document may be read along with other rules and regulation of statutory bodies like affiliating Universities, University Grant Commission (UGC), All India Council of Technical Education (AICTE), Dept. of Higher Education, Govt. of India, Department of Higher Education, Govt. of Odisha, Skill Development & Technical Education (SDTE, Govt. of Odisha) etc. This document is expected to change over times.

The provisions contained in this handbook govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to various degree by the institute.  This handbook also contains various rules and policies related to fees, residency in halls of residences, medical leaves, internships, participation in clubs etc.

### 1.2    Colleges and Academics Disciplines

NIST University currently has three schools[2] offering various undergraduate UG), post graduate (PG) and PhD degrees. The schools are:

#### A.    *School of Engineering*

Degree programs offered in various disciplines under college of engineering are:

#### a.   Bachelor of Technology (B.Tech.)
    i.      Civil Engineering (CVL)
    ii.     Computer Science & Engineering (CSE)
    iii.    Computer Science and Engineering (AI/ML)
    iv.     Computer Science and Engineering (DS)
    v.      Electronics & Communication Engineering (ECE)
    vi.     Electrical & Electronics Engineering (EEE)
    vii.    Information Technology (IT)
    viii.   Mechanical Engineering (ME)

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[2] This hand book is expected to be updated with new schools and course programs

b. **Bachelor in Computer Application**

c. **Master of Technology (M.Tech.)**
   a. Computer Science & Engineering (CSE)
   b. Electronics & Communication Engineering (ECE)
   c. VLSI and Embedded Systems Design (VES)
   d. Electrical Engineering (EE)

d. **Master of Computer Application (MCA)**

e. **Doctor in Philosophy (PhD)**

B. **School of Management Studies**

Degree programs offered in various disciplines under college of management are:

a. **Master of Business Administration (MBA)**

b. **Doctors of Philosophy (PhD)**

C. *School of Science*

Degree programs offered in various disciplines under college of science are:

a. **Master of Science (M.Sc.)**
   i. Physics (PHY)
   ii. Chemistry (CHM)
   iii. Mathematics (MTH)
   iv. Data Science (DSC)
   v. Bio Technology (BTC)

b. **Doctor in Philosophy (PhD)**

New disciplines may be added in future with approval of the Competent Authority. The disciplines and course program may be read in conjunction with university UG/PG and PhD guidelines.

1.3    The provisions of these regulations shall also be applicable and potential updates to any new discipline(s) and degree programs that is (are) introduced from time to time and added to the list in Section 1.2.

1.4    The Board of Governors (BoG) of the Institute may change any or all parts of these regulations at any time.

1.5     Other regulations including those for supplementary/summer/certificate courses, whenever necessary, may be framed and implemented.

1.6     Any ad-hoc additional rules and regulation passed by authorized representatives in an exigency basis with intimation and consent of the President of the Board of Governors (BoG) shall be approved by the governing body subsequently.

## 2.     Admission

2.1     Admissions to different disciplines and offered programs at NIST University shall be based on criteria decided by the University with the stipulations of AICTE/ UGC/ BCI/PCI/Relevant Regulatory Body/State Govt. as necessary from time to time. The academics council can approve for instruction of different degree program as per UGC guidelines rules.

Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification/academic calendar.

Candidates shall have to register as bona fide students with the University/Institute as per University regulations before commencement of instruction in First Semester for regular and for Lateral entry students in applicable Semester.

A student is allowed to attend classes only for those subjects that he/she has registered in a semester.

If a student fails to join the Institute and does not attend classes within a week of starting of classes, he will be deemed to have abandoned the programme. In case of serious illness or a family calamity, he may be granted leave according to provisions of Section 6.3. In serious cases, a student may, with approval of the Academic Council, take break for a year and continue the study with the next batch of students.

2.2     The Institute reserves the right to cancel the admission of any student and ask him to discontinue his studies at any stage of his career on grounds of unsatisfactory academic performance, irregular attendance in classes and/or indiscipline activities.

2.3     At the time of admission, the student is required to provide the following documents to the satisfaction of the verifying authority:

a.  A certificate for proof of age (Birth certificate or 10th Board certificate)
b.  Pass certificate and grade card (or mark sheet) of the qualifying examination

c. College / School leaving certificate

d. Migration certificate (If applicable)

e. OJEE Allotment Slip (as applicable to students taken OJEE test)

f. OJEE Verification Slip (as applicable to students taken OJEE test)

g. JEE Rank card or equivalent (if applicable)

h. Reservation Category certificate (if applicable)

i. Affidavit such as anti-ragging and others as suggested by AICTE.

j. Any other documents as required by the institute

k. Government issued Photo ID (AADHAR/Voter Card/Passport/Driving License etc.)

l. Any or other applicable document as required by the University

2.4 A provisional admission may be given if any of the certificates are not produced. These have to be submitted before the notified date or any other date to be fixed by the Academic Council, failing which admission will be cancelled and all fees deposited will be forfeited.

# 3. Academic Calendar

3.1 The academic session is divided into two semesters each of approximately 16 weeks of duration:

- **Monsson (Odd) Semester** (Typically: July - December)

- **Spring (Even) Semester** (Typically: January - May)

- In addition, a **Summer Session** (Typically: May - July) may be offered in specific subjects at the discretion of the Academic Council.

3.2 The candidates selected through OJEE counseling must report at the University as per the date specified by OJEE.

3.3 The Academic Council will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-semester and End-semester examinations; inter-semester breaks etc. well in advance of start of a semester. The academic calendar shall usually provide for at least 80 working days (including examination dates) in each semester, excluding holidays and days when classes are suspended.

3.4 The academic calendar will also reflect the scheduled holidays. Classes lost in holidays need not be compensated. In addition to holidays, the Vice Chancellor, in capacity of Chairman Academic Council, may announce suspension of classes when the situation demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Vice Chancellor.

## 4. Course Structure

4.1 The duration of the course leading to degree varies from program to program. For example: B.Tech degree will ordinarily be four years, whereas Duration of MCA, M.Tech, and MBA are typically for two years as of now. Duration of course program could change based on National Education Policy (e.g., NEP-2020) with approval of competent and statutory authorities. Integrated course program can be of different duration than regular course programs.

4.2 Duration for PhD program could vary (typically 3-5 years, refer UGC and University PhD Guidelines for this) based on the student's accomplishment, publication and approval of his/her PhD guide.

4.3 The curricula for the different degree programmes as proposed by the respective departments and recommended by the Undergraduate Programme Evaluation Committee (UGPEC) or Postgraduate Programme Evaluation Committee (PGPEC) shall need the approval of the Academic Council before being implemented. The departments will also prepare the syllabus of each course containing the scope of studies, instructions to be imparted and recommended text books for approval of the Board of Studies (BoS) and Academic Council.

4.4 The general structure of courses are as follows[3]:

   a. All courses will have Lecture - Tutorial - Laboratory/Design components (L-T-P) to indicate the contact hours. Theory courses will have 3-0-0 (3 credits) or 3-1-0 (4 credits) structure. Design or laboratory courses will be offered as distinct 0-0-2 (1 credits) course without being mixed with lecture components.
   b. In addition to typical Lecture-Tutorial-Lab components of the course, student shall be encouraged with experienced based learning to gain hands-on experience

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[3] This section may read in conjunction of University UG/PG and PhD guidelines

through various industry engagement and/or carrying out projects relevant to real business cases and challenges.

c.  Normally, courses based on engineering or scientific principles or on thought – provoking information, where it is possible to conduct a closed book examination, will be taught as theory courses, whereas those based on applications and practice (conceptual, computational or experimental) will be covered under Design or Practical courses. The dividing line between the two, however, is fuzzy and will be decided by Departmental Academic Committees or Board of Studies.

d.  All courses will have a credit count. Teaching of courses will be calculated in terms of credits.

e.  Every course is expected to be taught/led by a single teacher (called course teacher), who may be assisted by adjunct faculty, teaching assistants and by other faculty members. The administrative responsibility including decision on contents of instruction and examination as well as submission of grades shall rest solely on the course teacher.

f.  Large classes (e.g., those of first year courses) will be divided into several sections as appropriate, each section being taught by one teacher. A single teacher may handle more than one sections of the same course. Teachers of all sections of a subject will form the coordinating committee for the course which will collectively take all decisions on the course. The Head of the Department will choose one of the teachers as the 'Chief Instructor" for that course.

g.  Student feedback on courses assists a teacher to improve the contents and delivery. It is the duty of every student to give his thoughtful response to the questions in the forms for teacher evaluation. The feedback is expected to be carried out at the end of each semester.

h.  MOOC courses can be taken up as credit-based courses if allowed in the syllabus of the program. Selection of relevant MOOC courses should be done by a student under the guidance and approval of the concerned HoD (taking care of credit requirement, timing, course relevance etc.). The student cannot take a MOOC course already studied as part of regular curriculum. It is the responsibility of the student to submit the result (online verifiable) to the HoD/examination section. Till the time the result is submitted, the result for that particular course shall be

withheld OR the student shall be declared FAILED in that course. Maximum % of MOOC courses are limited to statutory guidelines (e.g., UGC and AICTE)

## 4.5 Course Outline[4]

The prescribed syllabus for each program typically includes the following credit requirements:

- **B.Tech:** 164 credits

- **M.Tech:** 68 credits

- **BCA**: 119 credits

- **MCA**: 92 credits

- **B.Sc (Computer Science):** 124 Credits

- **B.Sc (IT & Management):** 129 Credits

- **M.Sc. (Chemistry, Biotechnology, and Physics)**: 129 credits

- **M.Sc. (Data Science)**: 98 credits

- **M.Sc. (Mathematics)**: 86 credits

- **MBA**: 107 credits

The above-mentioned credit structures may vary depending on the university and/or applicable statutory guidelines. However, the various components of curriculum is generally organized as per the following table in accordance with National Education Policy (NEP) 2020.

| Sl. No. | Broad Classification of Courses | Course Category | Course Description |
|---|---|---|---|
| 1 | Professional Core (PC)/Core Course (CC) | Program specific courses | A set of courses that should be compulsory studied |

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[4] Please refer to footnote 2 as well. The program offer shall vary in future as university introduces new schools and course programs from time to time.

| | | | |
|---|---|---|---|
| 2 | Foundation Courses (FC) | Basic Science | Include -Mathematics, Physics and Chemistry Courses |
| | | Engineering Science | Include Fundamental Engineering Courses |
| | | Humanities and Social Science | Include courses related to Humanities, Social Sciences and Management. |
| 3 | Skill Enhancement Course | Practical Skill Courses | Includes hands-on training providing courses and soft skill courses for employability |
| 4 | Professional Elective / Department Specific Elective | Optional courses within an academic program | Specialization related courses those can be selected based on interest |
| 5 | Open Elective/Generic Elective | Courses to provide multidisciplinary or interdisciplinary education to students | Courses offered by other departments |
| 6 | Seminar | Program specific course | Courses for disseminating the information related to recent developments or ongoing research |
| 7 | MOOC Course | On-line courses | Online courses offered by NPTEL or other recognized organizations |
| 8 | Value-Added Courses (VAC) | Understanding India | Includes Courses such as Indian Constitution and Indian Knowledge Systems |
| | | Environmental | Includes Courses such as Environmental Science |

| | | Education | |
| --- | --- | --- | --- |
| | | Health, Wellness & Fitness | Includes courses such as Yoga, NSS and NCC |
| 9 | Project / Internship (PR) | Program specific course | Practical experience providing courses |
| 10 | Ability Enhancement Courses (AEC) | Modern Indian language and English language | Includes courses focused on language and communication skills |

The composition of components in engineering and management program typically follows the AICTE guidelines and as approved by Board of Studies and Academics Council, which could evolve/change from time to time.

The components of science program for school of science typically UGC guidelines and as per recommendation of BoS and approval of academics council.

**PhD Program:** The prescribed syllabus for PhD program is as per approval of the Academic council of the Institute which is prepared in accordance with the UGC guidelines. The program overview can be found at: https://nist.edu/PHD/ . NIST offers Ph.D. programs) in the areas of Engineering, Management, Science and allied interdisciplinary areas. PhD offering in other disciplines are expected to be added in near future.

**Notes on Professional Electives:** Professional electives will be taken from a list prescribed by the respective departments, covering courses from the same and allied disciplines. These courses shall reflect the different specialized topics in a field including the latest developments taking place around the world. Open electives shall cover courses from other Departments (Taken from a list prescribed by the Departments) of the University. They will generally be, but not limited to, broad based courses that will widen the knowledge base of the students.

4.6   In the first semester there shall be Induction Program. Purpose of the Induction Program is to help new students adjust, and feel comfortable in the new environment,

inculcate in them the ethos and culture of the institution, help them build bonds with other students and faculty members, and expose them to a sense of larger purpose and self-exploration.

The following are the activities under the induction program in which the student would be fully engaged throughout the day for the entire duration of the program:

a. Physical Activity
b. Creative Arts
c. Universal Human values-1
d. Literary Proficiency
e. Lectures by Eminent People
f. Visits to Local Areas
g. Familiarization to Dept./Branch & various research labs and innovation centers of the university
h. Familiarization of various facilitates and centers

4.7     The curricula in the engineering program to be followed in the first two semesters by the students of all disciplines shall generally be common among all branches. However, the Academic Council in the event of some special case may alter the contents of 1st year curriculum for any branch keeping the total academic (credit) load unchanged.

4.8     In particular, open electives and professional electives shall have students from many branches of same semester. A given course may be a core course for one department and an elective for another.

4.9     In addition to regular course work, a student expected to is expected to carry out a major project in the final year under the guidance of one or two supervisors. It is exacted the project must be creative and unique leading to research publications.

4.10    There are seminars in each of the odd semesters from 2nd year onwards. The students have to prepare a seminar report on the Summer Training/ Internship undertaken in the previous summer break that was approved by the Career Development Cell. Detail about this can be found in Summer Training/Industrial & Research Internship section.

4.11    All instructions, practices, examinations and thesis work will use the SI system of units or any unit system recognized by the Government of India, Bureau of Indian Standards or the International Standards Organization.

## 5.    Registration

5.1    Every student in undergraduate and postgraduate programme is required to remain present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar/ NIS.

The registration process has 5 components:

a.  The student should be eligible for registration.
b.  Pre-Registration (if any) for the said semester, to be done during the previous semester.
c.  Physical presence of the student in campus on the first day of the semester. This may not be applicable to students permitted officially to go out. Their cases will be dealt with on case-to-case basis depending on the nature of permission granted.
d.  Payment of semester fees including any unpaid dues of past semester(s), and
e.  Selection of courses to be studied during the semester.

For selection of courses, a "Pre-Registration" process shall be organized during the previous semester. Based on pre-registration data, low demand courses may be dropped, student strength in high-demand courses may be limited and sections may be formed. If courses of a student's choice are not available, he may be given alternative courses with the consent of DAC.

Semester fees including hostel dues are to be paid during the period as decided by the University. In deserving cases, particularly students receiving an external scholarship or a bank loan, the University may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his/her result for the semester will remain withheld and he/she will not be in a position to complete registration for the next semester, unless specifically approved by the Vice Chancellor under exceptional circumstances.

5.2    Registration of students in each semester will be organized by the concerned Batch Coordinator (BC). An appropriate semester registration form issued by the BC will be used for the purpose. Batch Coordinator will verify the registration. Payment of dues etc. will be verified by the Accounts Section.

Once registered, a student may amend the registration within 10 working days of original registration date. The same form shall be used for the purpose with "Amended Registration" marked on the top.

5.3    A student who does not register on the day announced for the purpose can register within next 10 working days on payment of an additional fee as prescribed by the University. Normally no late registration shall be permitted after the tenth working day from the scheduled date, except in special cases like those directed by Government authorities in 1st semester, a serious medical problem, a family calamity or participation in a national event (approved by the Vice Chancellor).

In case of late registration, all classes between the expected date of registration and the actual date will be considered as absence. The student may, however, apply for leave to DAC, if admissible under leave rules. No special allowance may be claimed in the matter of assessment / evaluation or grading.

However, even with approved leave, under no circumstances, late registration after 45 calendar days from the scheduled date of registration is allowed. In such a case, a student must repeat the semester in the following year.

5.4    Registration of only those students will be approved who have:

   a.  Completed their pre-registration.
   b.  Cleared all University and Hall of Residence dues of the previous semester(s).
   c.  Paid all prescribed fees for the current semester during the period notified (unless otherwise permitted).
   d.  Not been debarred from registering for a specified period on disciplinary or any other ground.
   e.  Satisfied the academic requirements.
   f.  Not been struck off the rolls of the Institute.

**5.5    Promotion and Registration**

In order to be eligible for registration in the ensuing academic year and to continue their studies at the University, a student must have successfully earned a minimum of 25% of the total prescribed credits in the immediately preceding academic year.

To be able to register in the ensuing academic year and continue his/her study in the University at the end of a particular academic year, a student must

a. Not have more than three backlogs (theory/sessional) in both the preceding semesters after the publication of all results

b. Not have more than six active backlogs in all preceding semesters taken together. For example, these are the promotion criteria for a student:

*First year to Second year:* Can be promoted with a maximum of three (3) backlogs incurred in the first-year courses.

*Second year to Third year:* Can be promoted with maximum three (3) backlogs in the second-year courses (provided the total number of active backlogs from all the years do not exceed six (6)).

*Third year to Fourth year:* Can be promoted from third year to fourth year with maximum three (3) backlogs in the third-year courses (provided the total number of active backlogs from all years does not exceed six (6))

c. Obtain a Cumulative Grade Point Average (CGPA) of not lower than 4.50 (considering all courses including those in which the student has secured an F grade).

The method for calculating SGPA and CGPA is illustrated in Appendix-I.

**Students scoring less than 4.5 GPA:**

When a student of 1st semester gets an SGPA score below 4.50 or a student of any other semester scores CGPA below 4.50 for two consecutive semesters, Parents/guardians must visit the institute and promise to monitor and counsel their child. Parents/guardians will visit the Institute in person on or before the date of registration of next semester and give an undertaking that they will do everything possible including professional psychological counseling (or treatment if necessary) to improve motivation of the student.

If the CGPA is less than 4.50 at the end of First Year, the student is advised to leave the institute for admission in a course better suited to him. He may, however, be permitted to take a fresh admission in First Year if so, requested by the parents. In such a case he must score SGPA of 4.50 in the 1st semester of the repeat First Year, failing which he must leave the institute. Vice Chancellor may, on parental request, permit him to

continue in the second semester. If a student still has CGPA below 4.50 at the end of the repeat 1st year (including Remedial Class examinations), he must leave the institute

**5.6 Registration for Backlog(s)**

While registering for a semester, a student may register for backlog papers of same semester of previous year. A student need not attend classes in papers registered as "backlog papers", but has to sit for both mid-semester and end semester examinations and the grade will be awarded based on the scores of the latest examinations. However, upon request, special doubt-clearing sessions may be scheduled between the last working day of the semester and the commencement of the back paper examinations.

The Teacher's assessment component will be same as that given by the instructor in the original semester, when he attended classes. The registration for backlog papers must be done at the time of semester registration.

A student having backlog at any stage will be ineligible for awards of medals and prizes which are based on academic performance.

If a student has completed semesters of study but has a few F grades still left, he may appear those in the appropriate semesters.

5.7 After the completion of scheduled tenure of the course, if a student has backlog(s), he/she must register as mentioned in clause 5.6.

5.8 Those who have been identified for "malpractice" cannot register/appear examination in the same academic year. However, they can register for the same in the current or subsequent academic year based on the recommendations of the XDC.

5.9 Any student pursuing B.Tech programme, may be allowed a change of branch after completion of course requirements for the first and second semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.50 or more. This is an incentive to meritorious students. Only such students who have cleared all examination of both

the semesters in first attempt, in examinations held during academic session of his/her first admission to the course shall be qualified to apply for a change of branch. Any student who has appeared in Remedial Examination is not eligible for branch change.

5.10 Change of branch may be permitted subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process.

5.11 University shall constitute a committee (Branch Change Committee) with the Dean or higher authority as its Chairman. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. Decision of the Institute on the matter shall be final. The college shall intimate the decision on branch change within seven calendar days after starting of the semester.

5.12 The registration charges for back-paper registration are:

a. For theory paper : Rs. 500/- (Rupees Five Hundred only) per paper
b. For laboratory paper : Rs. 500/-(Rupees Five Hundred only) per paper
c. For Internal Assessment : NIL (Zero)
d. Late fine: If a student registers for any number of papers beyond the due date, then a late fine of Rs. 500/- (Five Hundred Only) shall be collected irrespective of the number of papers.
e. Late fine: If a student registers for any number of papers beyond the due date, then a late fine of Rs. 500/- (Five Hundred Only) shall be collected irrespective of the number of papers.

If a particular semester has only one subject/component in it (for example: project), then the registration fee for single subject will be equal to the registration fee for the entire semester.

# 6.    Attendance and Leave

6.1 NIST's academic programme is based primarily on the teaching-learning process. Attendance in classes, participating in classroom discussions and participating in the continuous evaluation process are the most essential components of the academic

programme. All teachers and students must appreciate that the number of classes scheduled for a course under the approved academic calendar and time table must be held during the semester.

a.  If because of personal leave or official duty, a teacher is unable to hold a class on the scheduled hour, he/she will adjust the class with some other faculty related to that class. The teacher may inform the same to the class by announcing in the class, through a notice in Bulletin Board, through e-mail or through the social network sites used (in order of preference). Attendance will be counted for the subject class held.

b.  Under special situations, when a teacher is unable to communicate with the students in advance about his/her absence from a scheduled class, the students present may mark their attendance in the appropriate Department Office.

c.  A teacher, at his discretion, may hold additional classes beyond what is originally scheduled, particularly when several classes are lost due to holidays or suspension of classes. Attendances in these classes are also mandatory for the students.

6.2  Attendance in all classes (Lectures, Tutorials, Laboratories, and Seminars etc.) is compulsory. A student shall be debarred from appearing at an examination or, if he/she has already written the examination, the grades will be rejected on ground of unsatisfactory attendance, if the attendance is below what is prescribed in clause 6.3, or if in the opinion of the course teacher the student has not participated effectively in the class in terms of home assignments, class tests etc.

In such a case a student shall be given X grade as per Appendix-I, and the student will need to register for the course once again and attend classes with seriousness.

6.3  The **Leave calculation rule** is as follows:

a.  Considering that attendance in classes, participating in the teaching-learning process is the basic foundation of our academic programme, a student is expected to attend all classes conducted as per University calendar and time table. However, to provide for exigencies and under exceptional circumstances, absence to the extent of 25% (approx.) of scheduled number of classes in every subject can be condoned.

b.  Attendance in classes is taken into consideration of academic accomplishment of the student.

c.  In deserving cases, a further relaxation of 15% (approx.) (i.e., total 40% of scheduled number of classes) may be made by UGPEC/PGPEC; but the student's grade will be reduced by one step. However, a 'D' grade will not be reduced to 'F'.

d.  The following table gives up to a number of classes that a student may miss with and without penalty in grade.

Tolerable absences per semester irrespective of number of classes actually conducted

A = Number of unauthorized absences

B = Number of absences due to hospitalization and medical rest

C = Leave on ground of family calamity

D = SAC Deputation

E= R & D Leave

F = T & P Leave

Total absence, TA = A + B + C + D + E + F

S = Sittings per week (1 hr. for lecture and tutorial as well as 2 or 3 hrs. lab classes) for a subject in a normal semester.

Algorithm for computation of Grade Back and X Grade

If $(A \leq 3 * S)$ then no penalty

If $(A > 3 * S$ and $A \leq 5 * S)$ then Grade back by one step

If $(A > 5 * S)$ then X grade

If $(TA > 6 * S)$ then X grade

It may be noted that missed classes are of one hour duration in theory courses and of 2-hour sessions in lab (0-0-2) or (0-1-2) courses.

e.  If a student has attendance lower than that prescribed under item (c), he will get a X grade. He/she may register for those courses in remedial classes and examination.

    f.  The University will fix a cutoff date before every examination to compute the missed classes.

    g.  In case there are truly exceptional circumstances, the Vice Chancellor may relax attendance requirements (with reduction of grade) as the case fits.

6.4    An undergraduate student is eligible for following leaves per academic year to be permitted by the Batch Coordinator on the recommendation of the Head of the Dept. or appropriate higher authority.

    a.  Medical leave: Details regarding Medical leave is described in "Policy on Medical leaves". The faculty mentor will monitor and approve the leaves under this category.

    b.  Penalty can be imposed on the students producing false medical documents. The Faculty mentor will monitor and approve leaves under this category.

    c.  Family calamity: Dean/VC may sanction leave up to 20 working days in a semester on ground of a family calamity. Death of a parent or sibling, a serious illness (involving a serious heart, brain or kidney disease, any kind of cancer, or a major operation of a family member) will normally satisfy requirement for sanction of leave. The Faculty mentor/BC will monitor and approve leaves under this category.

    d.  Family functions (social or religious), participation in student activities such as organizing functions or raising money, preparing for other examinations or searching of jobs are not adequate grounds for leave of absence from classes including project work.

    e.  Any student deputed for official work on behalf of the University, or to participate in competitions like TechFest/CultualFest have to take prior permission and subsequent recommendation from SAC Coordinator/BC/HoD. Unauthorized participation in TechFest/ CulturalFest outside the Institute may be considered as in-disciplinary activity and the case will be dealt with by a DC.

    f.  Any Student participating in seminar, conferences held in India or abroad have to take permission from R&D Coordinator/Dean beforehand. Such leaves will be approved by the R&D Coordinator.

    g.  Any student remaining absent to participate in startup related activities has to take permission from the Startup Coordinator beforehand.

h. If a student is engaged in placement programme inside or outside the institute, their leaves will be approved by the Career Development coordinator.

i. Any student remaining absent to participate in startup related activities has to take permission from the Startup Coordinator beforehand. Such leaves will be approved by the Dean.

j. Ordinarily leave must be sanctioned by Faculty Mentor/BC before the student leaves the campus.

k. In case of emergency a student may leave campus without prior approval, but must inform the Faculty Mentor/BC over telephone/email at the first available opportunity.

## 7. Examination

7.1 Examination of theory subjects consist of (i) Mid-Semester Examination, (ii) End-Semester Examination and (iii) Continuous Assessment. The laboratory courses are evaluated as continuous assessment.

The following should be taken as a guideline to ensure uniformity in grading among all courses.

a. For arriving at a grade obtained by a student for a particular subject, initially the numeric marks obtained by the student out of 100 (hundred) is to be determined and then, the same is to be converted to letter grade following the guidelines given in Appendix-I.

b. For theory subjects, the subcomponents and the respective weights assigned to these are given below.

Subcomponent Weightage:

Instructor led evaluation: 20%

Mid-Semester Examination: 30%

End-Semester Examination: 50%

**End Semester Examination:** The student must secure **at least 30% of the total marks** allocated for the end semester examination in the course.

**Overall Aggregate:** The student must secure **a minimum of 40% marks in aggregate**, which includes both internal assessments and the end semester examination.

7.2 The Examination Section will centrally conduct the Mid-semester and End-semester Examinations in respect of theory subjects. However, decision for conduction of the End-semester examinations for zero-credit courses shall be at the discretion of the University.

a. The examinations will normally be "closed book type", where the students are not permitted to bring any material from home or hostel. All necessary charts & tables will be provided by the Institute. It is the course teacher's responsibility to recommend the material to be provided, and to check with the Examination unit that the arrangement has indeed been done. While normal scientific calculators are permitted, other electronic devices such as programmable calculators, calculators containing communication devices and cellular phones (in any condition: switched off/on/damaged) are forbidden. Any exception to this provision shall be approved by competent authority. Any examinee found violating these provisions shall be booked under "malpractice."

b. All question papers ~~submitted by the teachers~~ will be treated as "confidential documents" till the end of the examination of the subject concerned. It is an open document after the examination is over. The institute will archive question papers in physical and electronic form, and make them available to future students.

c. The answer scripts for the Mid-Semester examination shall be collected by the concerned subject teacher/Examiner on the same day or on the immediate next working day of the examination. If the copies are not collected by the scheduled date, the copies will be handed over to the respective HoD (of the Examiner) who will pass on the copies to the concerned examiners at the earliest. It is the joint responsibility of the subject teacher (examiner) and the HoD to ensure that the scripts are examined, shown to the students in the class and the grades are submitted in Examination Section before the due date.

d. Only those students who could not appear in the Mid-Semester Examination due to exceptional reasons, may be allowed to appear in Alternate Mid-Semester Examination.

e.  If anyone is absent in the Mid-Semester Examination, he/she may apply for consideration to appear the Special Mid-Semester Examination through the respective HoD. The HoD may form a committee to consider such cases.

f.  In order to provide an additional opportunity to the students who failed (obtained an 'F' grade) in one or more subjects in the Odd and/or the Even Semester in a year, Remedial examinations will be conducted after the publication of semester results.

7.3   A student will be permitted to appear in an examination, only if he/she has:

a.  Attendance record as per section 6.3 of these regulations in theory and laboratory classes and has completed the assignment works given.
b.  Paid all Institute and Hall dues of the semester.
c.  Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher.
d.  Formally registered for the subjects at the beginning of the semester.

7.4   A student may be debarred from appearing at the Mid-Semester or End-Semester Examination in the subject on the report of Subject Teacher, if his/her

a.  Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
b.  Performance in the assignment works in that subject during the semester has not been satisfactory.

Any student debarred from Academic activities (includes Mid-Semester or Alternate Mid-Semester or End- Semester examination) is not allowed to appear in any such examination. However, he/she may register for the Remedial Examination with prior approval from Vice Chancellor.

7.5   A student will be permitted to appear in the examinations in only those subjects for which he/she has registered at the beginning of the semester and has not been debarred.

7.6   Quizzes, surprise test, academic projects, assignments, viva-voce, laboratory assignments, etc., are the constituent components of continuous assessment process, and a student must fulfill all these requirements as prescribed by the teacher / coordination committee of the subject. If due to any compelling reason (such as participation in national / international events with due approval of the institute,

his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.

For MOOC Courses: Refer to Section 4.4(g) and Appendix VIII.

7.7 Normally, it is compulsory for a student to appear both in the Mid-Semester and End-Semester Examination of theory courses. However, if a student fails to appear in the Mid-Semester Examination with some valid reason, satisfies clause 7.2(d) and (e), and wants to appear in Alternative Mid-Semester examination in the same year, he/she shall be allowed to appear. In such cases, the grade will be reduced by one step, but not below the grade D. In deserving cases, the student may be given full credit only if he has 95% attendance in the course. In other cases, where the student has satisfied requirements for other components, he/she shall be exempted from appearing in the mid-term examination, while being awarded zero mark for that component.

7.8 If a student misses the End-Semester Examination due to any compelling reason like participation in an national / international event with due approval of the Institute, serious illness of himself or a calamity in the family, he may appeal to the Vice Chancellor, through his faculty mentor and Head of the Department for permitting him to appear at the Alternate Examination.

A student must apply in the prescribed form to appear in Alternate Mid-semester or Remedial End-semester examination.

7.9 A Sub-committee of the Under-graduate Programme & Evaluation Committee (UGPEC/PGPEC) consisting of the following members shall examine all applications for Alternate Mid-Semester and Remedial Examinations. The committee will recommend those cases for a repeat examination where student has missed the original examination for sufficiently valid reasons.

UGPEC/PGPEC Sub-Committee for examinations

    a. The Dean Academics -Chairman
    b. The Batch/Course/Program Coordinator -Secretary
    c. HoD of the Student -Member
    d. Faculty Mentor of the student -Invitee

7.11 In case of prolonged illness of a student, if he/she misses both the End-Semester Examination and its Remedial Examination, then the student must register for the courses as a backlog paper. In that case the student shall be awarded an "I" grade till he clears the paper.

7.12 The University shall provide sick room facility within the University to assist students who may fall sick during the examinations.

7.13 The Controller of Examination will place the results and statistical reports of all examinations before the Conducting Board, which will examine them and recommend to the Academic Council for provisional approval. In case the Academic Council meeting is delayed, the recommended provisional results can be published with approval of the Chairman, Academic Council. The same may be ratified by the Academic Council it its next meeting. The Academic Council has the authority to correct any mistake in the results, even if they are already approved by the Chairman. Then the provisional results shall be sent to University for final approval.

7.14 For the benefit of and as a process of learning by the students, the scripts after correction of all quizzes, surprise test, assignments, Mid-semester Examinations, etc. will be shown to the students within 10 working days from the date of Tests / Examinations / submissions.

7.15 If a student is dissatisfied with his/her grade, he/she may apply for rechecking of the answer sheet within two weeks from the first day of commencement of classes in the next semester or declaration of result whichever is later.

7.16 The teachers responsible for lab courses must display the continuous performance of the students in the Lab Notice Board from time to time.

7.17 Teachers are expected to retain all laboratory answer scripts, assignments and laboratory records for a period of two weeks from the starting of classes in the next semester. After that the material must be sent to Record Room, except for the students who have filed a complaint. In case of complaint filed before the expiry of two months, the material need to be saved till all disputes are settled and final grade awarded. The relevant material will be handed over to the HoD for safe keeping. The teacher, at his discretion, may keep photocopies in his records.

7.18    The Institute shall strive to create, within its resources, a service for psychological counseling of students who need them subject to availability of faculty at the discretion of the Institute. Such counseling shall be mandatory for students who get involved in disciplinary or examination malpractice cases, get debarred in one or more subjects or get a grade back in four or more papers in career. In isolated cases preferential therapeutic investigation may be necessary and such services will be arranged by the student's family. In appropriate cases, a medical clearance may be made mandatory before a student is cleared for registration, examinations or any other event.

## 7A    *Rechecking*

7.19    Students can apply for rechecking which is applicable only for end semester examination theory papers, within the allowable time window (refer to Section 7.15). It is not applicable to Mid Semester / practical exams.

After publication of the End Semester results, a student who wishes to opt for rechecking shall apply to Controller of Examination in the prescribed format along with the necessary fees. This process will be done through NIS.

Rechecking fee: Rs.600 per subject (This fee is subject to change.)

The applicant can view a photocopy of the evaluated answer script in person at a placed designated by the Examination Section in presence of a Subject Expert. After rechecking, the final grade shall be published as per the maximum among original grade and rechecked grade. If there is any standing decision by any competent authority (such as XDC, ISDC etc.) in the name of the candidate, then this result shall be subject to moderation by the same.

Final updated results will be published and will be notified through online and upgraded grade sheet will be issued.

## 7B    *Continuous Assessment*

7.20    There will be continuous assessment of a student's performance throughout the semester and the same will be uploaded in the NIS.

7.21    For assigning marks in Teacher's Assessment (T.A.), performance in assignments, take-home, quizzes, surprise test, academic projects and attendance are to be considered. It is recommended that the teacher may conduct quizzes at the end of each

class. However, all those quizzes will contribute towards the quiz component as declared by the teacher in the teaching plan. A teacher may conduct mini-project/seminar etc. in lieu of assignments. The weights of different subcomponents of T.A. must be mentioned in the teaching plan by the teacher at the beginning of the semester.

## 7C  *Laboratory Examination*

7.22  The workshop/lab examination shall have two components carrying 50% weightage each:

(i)    Continuous evaluation and
(ii)   Final evaluation.

7.23  For assignment of marks that are to be considered for Continuous evaluation are: regularity, day-to-day work, pre-class study, practical skill, quality of observation and quality of lab records etc. A student who has registered for the laboratory course but remains absent in laboratory evaluation shall be awarded an S-grade.

7.24  There shall be one-sitting final evaluation at the end of the semester. The evaluation process will be specified by the teacher at the beginning of the semester.

7.25  Unlike purely examining universities, design and laboratory courses at NIST will put greater emphasis on day-to-day work than on end semester examinations. To the extent possible, design and laboratory work should be completed and evaluated every class thus ensuring continuous evaluation. No external examiner shall be associated with evaluation of design/laboratory or theory courses.

## 7D  *Comprehensive Viva-voce*

7.26  The Comprehensive Viva-voce is aimed at assessing the students' understanding in various subjects he/she studies during the B. Tech. course of study.

7.27  The Comprehensive Viva-Voce is of 2 credits in the final semester.

7.28  Even though the Comprehensive Viva-voce is in the final semester, the students will be evaluated by different committees in each semester from 3rd semester onwards.

7.29  Each student will be assigned about four examiners in each semester, where two are from his/her own department and two are from other departments. All these

evaluations will be taken into consideration in awarding the marks in the final semester.

7.30    In case, if a student fails in Comprehensive Viva-voce, he/she shall reappear as and when conducted by a special committee formed by the HoD. The HoD may form such committee consisting of at least 3 experts from own department and other departments. Such committees' evaluation is final.

## 7F    Project Work

7.38    The project is an important component of the University's undergraduate programmes. It gives an opportunity to the student to express his/her creative talents and prepare for his/her future career.

   a.   B.Tech Project work will carry 4 credits in pre-final semester and 10 credits in final semester.
   b.   M.Tech. Project work will carry 10 credits in pre-final semester and 16 credits in final semester.
   c.   BCA project work will commence in the pre-final semester, and its evaluation will be conducted in the final semester. The project carries 4 credits
   d.   MCA Project work will carry 4 credits in pre-final semester and 12 credits in final semester.
   e.   MBA Project work will carry 1 credit in pre-final semester and 3 credits in final semesters.
   f.   B.Sc Project work will carry 6 credits in final semester.

   g.   M.Sc Project work will carry 2 credits in pre-final semester and 6 credits in final semester.

7.39    The Departmental Academic Committee (Appendix -VII) will invite research topics for UG/PG projects from its own faculty (including adjunct faculty) and from other departments across the University at the beginning of the final year. One member of the faculty may be designated to coordinate this activity. Faculty members may propose project topics, alone or in collaboration with a colleague from the same or another department. A co-supervisor from other departments, industry or other institutions may also be accepted.

7.40 The Departmental Academic Committee will assign research topics to students at the beginning of the final year mandatory, after taking into consideration the requirements of the projects and choice of the students. There is no prescribed methodology for assigning research topics and supervisors to students of a class. In matter of allotting supervisors to students the recommendation of the DAC will be binding on all concerned. If the DAC fails to assign supervisors to students in a satisfactory manner, the HOD will examine the issue and take appropriate steps to complete the process. HOD's decision will be final and binding on all faculty and student.

7.41 Each B.Tech/BSc/MCA project topic will be taken by team of one or two or four students. Teachers pursuing larger research problems will suitably divide the assignment among the teams so that each team is accountable for their portion of the work, the members of the team continuously interacting with each other. Such team-based approach to problem solving is encouraged; but academic accountability among team members needs to be defined clearly by the supervisor at the beginning. Each M.Tech or M.Sc project shall be assigned to an individual student, whereas each MBA project may be assigned to a team of two students

7.42 Projects may be analytical, computational, experimental or developmental or combinations thereof. The department will make the necessary resources available to the students, including access to laboratory and computing facilities outside normal working hours. It will be the moral and legal responsibility of the supervisor (s) to arrange the facilities. Students are encouraged to discuss such matters with their supervisors, and if not satisfied, with HODs and higher authorities following appropriate hierarchy.

7.43 Each student has to maintain a "Project Record Book" in the format prescribed by the Institute. Guidelines for use of Project Record Book are given in Appendix-II. All concepts, drawings, formulae, derivations, experimental observations, graphs, charts, photographs, computer flow charts and pseudo codes must be recorded by the student on this note book, which must be produced before all evaluation boards. There shall be no blank pages in between the writings.

7.44 The student is required to submit formal project reports separately at the end of the pre-final and the final semesters. The report submitted at the end of the final semester

being in the form of a thesis. The Departmental Academic Committee will constitute one or more evaluation boards, for continuous monitoring of the projects. The Boards will examine summary reports and day to day records at least twice in each semester. The departments, at their discretion, may conduct viva-voce or oral presentation by the students and may invite external members to the Boards.

7.45    For the purpose of assignment of a grade, the following will be weightage of the different components in each semester.

| | |
|---|---|
| Mid Semester assessment by Supervisors (Based on day-to-day work as recorded in official record book) | 20% |
| Mid Semester assessment by Evaluation Boards (Based on record of work presented in summary report and official record book and oral presentation) | 20% |
| End Semester assessment by Supervisors (Based on day-to-day work as recorded in official record book) | 20% |
| End Semester Assessment by Evaluation Board (Based on work presented in summary report, official record book, publication preprints, experimental demonstrations) | 20% |
| Project Report (assessed by Evaluation Board through oral or poster presentation) | 20% |

Irrespective of the score in the first 3 segments, a student needs to perform satisfactorily in the last 2 segments in the end of semester evaluation.

7.46    On completion of evaluation, the Departmental Academic Committee or its subcommittee constituted for the purpose shall decide the grade awarded. If the performance of a student is unsatisfactory, the Committee may recommend one of the following:

a.  Rewriting of report and submission for evaluation (to be awarded I-grade)
b.  Extension of time for completion of the work, the time duration is to be specified (to be awarded I-grade)

c. Complete repetition of the project in the following year. (to be awarded F-grade)

The resubmitted thesis, if any, will be evaluated by the Committee and the grades will be sent to the examination unit. In every case of I and/or F grade, the HOD will record the strength and weakness of the project work and send to Project Coordinator for record and review.

7.47 On completion of the examination process a student shall submit three sets (plus one for each additional student doing the same project or additional supervisors) of the thesis/report to the Head of the Department. One copy shall be for the student, one for the Supervisor and one for Central Library. The student is also required to submit an electronic copy in prescribed format (PDF) to the evaluation committee. The paper and electronic copies of the thesis will be archived in University and Departmental libraries and will be distributed by the University through Internet and other means.

7.48 Students are encouraged to work on research topics with a potential for creation of new technologies and issue of patents. Rights to all intellectual property shall be governed by University Innovation Policy in force. The projects shall be eligible for medals and prizes on Project Day.

7.49 Students having backlog in major/minor project(s) have to register fresh in the next academic year. The DAC shall take a decision about the progress monitoring and evaluation of such projects.

# 8. Graduation Requirements

8.1 In order to qualify for a degree of the Institute covered under these Regulations, a student must:

(a) Complete all the credit requirements for the degree, as laid down in the prescribed curriculum of the discipline, with a minimum grade 'P' scored in every subject.

(b) Obtain a CGPA of 6.00 or higher at the end of the semester in which he/she completes all the requirements for the degree.

(c) Have cleared all dues of the Institute, the Hall of Residence, the Library, the Department, NCC, NSS and Student Activity Centre.

8.2 The minimum total credit requirements that has to be satisfactorily completed for the award of the degrees are as follows[5]:

| Degree | B.Tech | BCA | BSc | M.Tech | M.Sc | MCA | MBA |
|---|---|---|---|---|---|---|---|
| Credits | 164 | 119 | 124/129* | 68 | 86/98** | 92 | 107 |

*Credits for B.SC (IT & Management); ** Credits for M.Sc (Data Science)

8.3 All graduating students are required to submit their suggestion/feedback for improvement of courses to the Dean/Vice Chancellor in the available form in NIS module. The suggestions will be summarized and presented before the Academic Council.

# 9. Award of Degree

The year in which a student clears all papers of the degree will be mentioned in the degree Certificate and Grade sheet as the year of passing irrespective of the year in which he has cleared the final Semester courses.

# 10. Medals and Awards[6]

The medals and awards to be given by the University (preferably during the University convocation) basing on academic performance of a student are the following:

- **Institute Gold Medal for Best Graduate (B.Tech, M.Tech, BCA, MCA, M.Sc and MBA)**

  This is a Gold Medal awarded to the student securing highest CGPA among all recipients of respective degrees of the passing out batch of the University in each school..

- **Silver Medal for the Graduate with B.Tech, B.Sc and MSc Degree**

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[5] The credits could vary based on University/Statutory guidelines and expected to be amended time t time.

[6] This section is expected to be updated with introduction of other schools/programs.

This is a Silver Medal awarded to the student securing highest CGPA among all recipients of B.Tech degree of individual branches/disciplines other than the Gold Medalist.

- Academic Council reserves right in awarding of gold and silver medal

## 11. Conduct and Discipline

11.1 Students shall conduct themselves within and outside the campus of the Institute in a manner befitting to the students of an Institution of National standing.

11.2 Detailed rules regarding conduct and discipline are given in **APPENDIX-III**.

11.3 Rules regarding the Club Activities are given in **APPENDIX-VII**.

## 12. Residence Requirements

12.1 The University encourages students to reside in Hall of Residences.

12.2 The terms and conditions that a student must fulfill during his stay in a Hall of Residence are mentioned in **APPENDIX-V**.

## 13. Fees and Refund[7]

13.1 A student admitted to any programme shall be required to pay, at the time of joining, and also in subsequent semesters, prevalent tuition and other fees as prescribed by the University till he/she is on roll including the period beyond the normal duration of the degree. There is no discount in fees for reduced academic load. Normally the fee structure will not change during the programme; but if the University revises the fee structure in the middle of a programme, a student is obliged to comply.

The fees will be collected under these broad heads: Admission fee, Registration Fee, Tuition fee, Students' Activity fee, Transportation fees, Caution money and other miscellaneous fees. Boarders will also pay all Hall of Residence dues in time. Students permitted to stay outside have to pay the Transportation fees. Caution money collected will be returned at the end of the programme after due adjustment, if any, except for those who leave the Institute prematurely. When a student leaves the Institute on

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[7] University Fess are Approved by BoM and it may consider guidelines of other statutory bodies (e.g., UGC )

successful completion of the course, caution money deposit is refundable after deduction of dues and charges, if any.

13.2    If a student is removed or he/she withdraws/leaves the Institute in the middle of a session without completing the entire course, all fees paid including the caution deposit will be forfeited by the institute. Mess advance may be refunded after deduction of dues, if any.

13.3    If a student does not pay fees and does not register in two consecutive semesters his name will be struck off the rolls.

13.4    Beyond the due dates for late fees and fines any pending fees by student will accrue a fine at 5% per annum till the dues are paid fully. However, the pending fees, if any, is expected to be paid fully on or before registration in the next semester.

# 14.  Dissemination of Information and Issue of Certificates

14.1    A copy of this document shall ordinarily be given in print or electronic form to every student upon admission. It will also be made available on the University intranet (i.e., NIS). Do not possessing a copy, however, shall not exempt a student from complying with these regulations.

14.2    The Finance Officers (FO) shall issue expense certificates required for bank loan/ scholarship purposes.

14.3    The Dean/Vice Chancellor/ another faculty member (if authorized by the Vice Chancellor) shall issue formal certificate of studentship (Bona fide certificate).

14.4    On publication of final results a student will be issued a provisional certificate and a University leaving-cum-migration-cum-conduct certificate signed by the Vice Chancellor.

# 15.  Summer Training/Industrial & Research Internship[8]

*15A    B.Tech and MCA*

15.1    It is expected to have a  one-month summer training at the end of 1st, 2nd and 3rd year of B.Tech and 1st year of MCA students. The objective of the summer training is to allow

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[8] This section is expected to expanded to cover other schools/programs and introduction of new curriculum

the students to get exposure of current and advanced technologies in relevant fields. The students are advised to undertake summer training during the summer breaks.

15.2    Students may have to get the clearance/advice from the Career Development Cell/Skill Development Center before they proceed for training. The Career Development Cell/Skill Development Center will decide which trainings would be beneficial for students, help them in obtaining career in competitive industries.

15.3     B.Tech students can go for industrial internships at the end of $4^{th}$ and $6^{th}$ semester(s) during the inter-semester break/ around the summer break. The duration of the internship can be [3 weeks x 2 slots] or [4 weeks x 1 slot] as per availability of time. The students of all programs can join internship at the end of $2^{nd}$ year, only if any internal internship is available in the University. Those students not being able to secure an internship elsewhere, should be given an option to join internship in a lab/research/innovation center inside the University.

15.4    The $3^{rd}$ year B.Tech students are allowed to opt for an online certified course in lieu of summer training. Such online courses must have a certificate at the end and of the course. Only courses from platforms of repute (such as from NPTEL, MOOCs, Coursera, Udemy etc.) shall be accepted. Such recommended courses and organizations will be published by the Career Development Cell/Skill Development Center and students can choose from that list only. If any deviation in this case, that must be approved by the Career Development Cell/Skill Development Center.

15.5    All students, whose internships/trainings are approved by the Career Development Cell/Skill Development Center and successfully completed the same, are allowed to present a Technical Seminar on their work in the subsequent semesters as part of "Summer Internship/Training" requirement in curriculum.

## 15B   MBA

15.6    It is expected to have one-month industrial/summer training at the end of $1^{st}$ year. The objective is to allow the students to get exposure of current and advanced practices in markets/industries/business. The students are advised to undertake the industrial/summer training during the summer breaks.

15.7    Students have to get the clearance from the Career Development Cell/Skill Development Center before they proceed for training. The Career Development

Cell/Skill Development Center will decide which trainings would be beneficial for students, help them in obtaining job placement in competitive industries. The selection of such companies/ laboratories are at the discretion of Career Development Cell/.

15.8 All students, whose trainings are approved by the Career Development Cell/Skill Development Center and successfully completed the same, are allowed/expected to present a Technical Seminar on their work in the subsequent semesters.

## 16. Internship

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised activities often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or paid-for. The internship has to be meaningful and mutually beneficial to the intern and the organization.

The students opting for internship must follow the following rules:

16.1 The students whose internships in final semester are approved by DAC/DPC and Career Development Cell are required to register for online courses in lieu of Open Elective papers, if any mentioned in the syllabus.

16.2 The DAC will publish a list of courses from different online platforms such as MOOCs, Coursera, and Udemy etc. Students are allowed to register for such courses only.

16.3 If a student shows interest in a particular course that is not included in the list published by the DAC, then he/she may approach DAC to consider the course. The DAC may take a decision about the course and may include in the list if found suitable. Only after the course is included in the list, student can register for that course.

16.4 The students have to submit the course completion certificate such as submission of assignments, quizzes and examination, if any.

16.5 The Examination Section will conduct one final examination of 100 marks during the Final Semester Examination.

16.6 A student absent in the final examination for internship shall be awarded an S-Grade.

16.7 Students may refer to Appendix VIII on MOOC course. If internship is paid one, it is expected that internship will paid by the organization where student is undergoing internship. In some case student may have to pay internship fees.

## 17. Exceptions

17.1 Notwithstanding anything stated in the rules, the Academic Council can make special provisions and exceptions depending on the merit of a case. Such cases shall not be cited as precedence in future occasions of similar nature.

17.2 In emergency situations, the Vice Chancellor in capacity of the Chairman Academic Council, can exercise powers of the Academic Council and discharge the functions of the Academic Council. Such decisions must be reported to the Academic Council in its next meeting.

## 18.  APPENDIX-I (Guidelines for Grading System)

18.1  A letter grading system shall be followed in the Institute. The uniform Grading System to be followed for all Academic Programmes shall be as described below:

An Eleven-Point grading system on base of 10 shall be followed in the Institute. Categorization of these grades and their correlation shall be as under:

| Qualification | Grade | Score on 100 percentage point | Points |
|---|---|---|---|
| Outstanding | 'O' | 90 & above upto 100 | 10 |
| Excellent | 'E' | 80 and above but less than 90 | 9 |
| Very Good | 'A' | 70 and above but less than 80 | 8 |
| Good | 'B' | 60 and above but less than 70 | 7 |
| Fair | 'C' | 50 and above but less than 60 | 6 |
| Below Average | 'D' | 40 and above but less than 50 | 5 |
| Failed | 'F' | less than 40 | 2 |
| Malpractice | 'M' | ——- | 0 |
| Absent | 'S' | ——- | 0 |
| Barred from appearing examination | 'X' | ——- | 0 |
| Incomplete | 'I' | ——- | 0 |

a.  For theory subjects the pass grade is 'D' grade and for lab/seminar/project/ comprehensive viva-voce, the pass grade is 'C'.

b.  For mandatory courses, the pass grade is 'C' grade and the grade is not calculated in SGPA and CGPA.

c.  A student must have scored at least 40% overall (Teacher's Assessment + Mid-Semester + End-semester) to get a pass grade.

d.  The student booked for unfair practice in mid-semester and end-semester examination shall be awarded 'M' grade. The students will be allowed to appear before XDC to defend his/her case and the decision of XDC is final and binding.

e.  If a student is awarded 'M' grade (Mid-Semester /End-Semester), he/she is not allowed to appear any more examination of the same subject in the same academic year. He can register in the subsequent year.

f.  If a student is not barred from appearing the end-semester examination but remains absent, such students will be awarded with 'S' grade. More details about this can be found in 'Examination' section.

g.  If a student is barred from appearing end-semester examination either due to shortage of attendance or disciplinary ground, he/she shall be awarded 'X' grade.

18.3   All the requirements for the laboratory courses are to be satisfied by a student within deadline set-up by the teacher/coordination committee before the start of the end-semester examination. If a student, due to a reason like participation in national/ international event or illness of himself/herself or calamity in the family, cannot complete a particular course, the teacher may allocate him/her additional time before the end semester examination with permission of DAC.

18.4   If a student cannot clear a particular laboratory course, he/she will be assigned the grade 'F' in that subject. In extra-ordinary circumstances, to be decided by the DAC in consultation with subject teacher and concerned Head of the Department, a student may be given a chance to complete the laboratory requirement in the summer or winter break. Such students will get one grade less than what he/she deserves otherwise. If a student cannot satisfactorily complete the laboratory work and again gets 'F' Grade in the laboratory, he/she has to repeat the subject in the next academic year.

18.5   When a student is required to register afresh due to backlog, his mid-semester and end-semester marks are declared null and void. However the continuous assessment of previous semester is retained.

18.6   Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA will be calculated as follows:

$$SGPA = \sum_{i=1}^{n} C_i g_i \bigg/ \sum_{i=1}^{n} C_i$$

Where 'n' is the number of subjects registered for in a semester, '$C_i$' is the number of credits allotted to a particular subject, and '$g_i$' is the grade points carried by the letter corresponding to the grade awarded to the student on the subject. SPGA will be rounded off to the second place of decimal and recorded as such. The SPGA would indicate the performance of the student in the semester to which it refers.

Starting from the second semester, at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \sum_{i=1}^{m} C_i g_i \Big/ \sum_{i=1}^{m} C_i$$

Where 'm' is the total number of subjects the student has registered for from the first semester onwards up to and including the semester S, '$C_i$' is the number of Credits allotted to a particular subject $S_i$ and $g_i$ is the grade point carried by the letter corresponding to the grade awarded to the student for the subject $S_i$. CGPA and SGPA will be rounded off to the second place of decimal CGPA and recorded as such. In addition to registered courses, a student has to complete the 'Mandatory Courses' with pass grade. Those courses will appear in grade sheets and will not count towards calculation of SGPA and CGPA.

## 19. APPENDIX-II (Guidelines for Project Diary)

19.1 The Project Diary constitutes the bona fide record of project work carried out by undergraduate and postgraduate students of NIST University.

19.2 The book contains day to day record of all conceptual, analytical, laboratory and computational activities carried out by a student as a part of his project.

19.3 It is a permanent record/log of academic activity and contains intellectual property created by the student and his supervisor.

19.4 The book should be treated with respect and maintained with care. Pages must not be torn or used for rough work.

19.5 The student should record all his thoughts, observations, flow charts, computational steps etc., directly on this notebook. Use of second rough book and final copying to this record book is discouraged. No cognizance of those extra books will be taken for evaluation.

19.6     All information recorded here must start with a date. The work of the day must be organized into sections such as objective, experimental or computational methods, observations, program flow charts, pseudo-codes, conclusion, discussion etc., as relevant to the problem at hand. Short computer prints, photographs, charts and graphs may be pasted neatly wherever necessary.

19.7     The supervisor should examine the progress of the student and record his observations, comments and suggestions in a regular manner, typically weekly.

19.8     The student must produce this record book before all Examination Boards for evaluation and grading of his day-to-day performance, and for award of medals and prizes. The first evaluation of the project by the supervisor will be made basing on the record book only.

19.9     On completion of the project, the student must surrender this book to his supervisor for archiving. If the same problem statement is pursued by a student of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects/reports containing intellectual property of the students/supervisor may be send to the Departmental Library for archival.

19.10     The students who carry out work worth publishing and/or patenting are advised to proceed with those activities. The IPR Cell of the Institute will organize/assist in the patenting process.

## 20. APPENDIX-III (Rules Regarding Conduct and Discipline)

Following rules shall be in force to govern the conduct and discipline of all students:

20.1    Students shall show due respect to the teachers of the University, the Superintendents of the Halls of Residence, other Officers. Proper courtesy should also be extended to the employees of the University and of the Halls of Residence. They shall also pay due attention and courtesy to visitors.

20.2    Students are required to develop a friendly relationship with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the Institute every year. Law bans ragging in any form to anybody. Any act of physical or mental pressurization of junior students, individually or in group, will be considered as an act of ragging (as defined by Hon'ble Supreme Court and Indian Penal Code). Ragging also includes forcing junior students to meet seniors outside University premises, or in places where a student has no valid reason to be present, asking irrelevant questions or using abusive language. Ragging will be considered as gross indiscipline and will be severely dealt with, which may include expulsion from the institute.

20.3    Any incident of ragging inside or outside the campus must be reported to Superintendents of Hall of Residences, the HoDs or a faculty member designated to look after ragging issues by any student, senior or fresher, who has witnessed an incident. Failure to report a ragging incident will be considered a serious offence, even if one is not personally involved in it.

20.4    If a junior student yields to any form of ragging by senior students and does not inform the University or hall authorities, or willfully withholds the information in an enquiry of ragging incident, the matter will be treated as indiscipline on the part of the junior student and invite punishment comparable to those against ragging itself. Willful withholding of complaint by a junior student does not automatically exempt a senior from punishment.

20.5  The following acts of omission and/or commission and comparable offences shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

a. Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.

b. Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.

c. Organizing or participating in any activity that has potential for driving fellow students along lines of religion, caste, home state, batch of admission, hall of residence or any other unhealthy criterion.

d. Physical or mental harassment of fresher through physical contact or oral abuse.

e. Getting involved in a brawl or fight with persons inside/outside the University, either alone or in a group, irrespective of who had initiated the conflict.

f. Willfully damaging or stealthily removing any property belongings of the University, Hall or fellow students.

g. Adoption of unfair means in the examinations.

h. Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs or intoxicant.

i. Organizing or participating in any group activity except purely academic and scientific programmes in company with others in or outside the campus without prior permission of the Dean/Vice Chancellor.

j. Mutilation or unauthorized possession of library books.

k. Not cooperating with faculty, officers or security personnel investigating a potential disciplinary issue.

l. Resorting to noisy and unseemly behavior, disturbing studies of fellow students.

m. Disturbing in drunken state or otherwise an incident in academic or student function or any other public event.

n. Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.

o. Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.

p. Not intimating his/her absence to the Superintendent of the hall before leaving station.

q. Failure in recording biometric attendance at night in Halls of Residence.

r. Getting involved in an activity that violates state or national laws.

20.6 Commensurate with the gravity of the offence, the punishment may be

a. Reprimand,

b. Additional work in the institute,

c. Debarment from student activities and selections, captaincy of sports teams, club activities.

d. Debarment from medals and prizes,

e. Partial (one month or one semester) or complete debarment from campus placement,

f. Reduction in grade in one or more courses,

g. Award of X grade in one or more courses,

h. Expulsion from the Hall of Residence,

i. Rustication for a specified period, or

j. Outright expulsion from the Institute.

Punishments under items (e) to (j) will constitute "Major Punishments" and will debar a student from all academic medals and prizes, as well as important non-academic awards.

In addition, for economic offences (either misappropriation of money or damage to Institute property), the cost to the Institute will be recovered along with a penalty which may be up to ten times of the cost recovered.

20.7 For a minor offence committed (a) in a hall of residence, (b) in the department or a class room and (c) elsewhere, the Superintendent, the HoD, Batch Coordinator, or the Course Coordinator, shall have the authority to reprimand, impose fine or take any other suitable measures. All cases involving punishment other than reprimand or fine shall be reported to the chairman of the Disciplinary Committee in a formal manner.

20.8 All major acts of indiscipline, which may have serious repercussion on the students in general and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Disciplinary Committee appointed by Academic Council.

## 20A Disciplinary Committee

20.9 There is a standing Disciplinary Committee (DC) consisting of faculty members of NIST and headed by a Chair-person appointed by the University. In the absence of the Chairperson, the Institute will depute a member of the Disciplinary Committee to chair the meetings.

a. The Disciplinary Committee shall investigate complaints, examine available evidence and recommend punishment.

b. Recommendation of the committee, which will include the suggested punishment in cases of guilt proven, will be forwarded to the Dean/Vice Chancellor for necessary action.

c. Proof of guilt need not necessarily be at the same level as in a court of law. The committee, in order to protect the academic rights of a greater body of students, may award disciplinary measures if it is reasonably satisfied that such measures are in the greater interest of the students.

d. The Dean/Vice Chancellor, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Vice Chancellor in capacity of Chairman, Academic Council may make minor changes in the nature of punishment awarded or reduce the level (as per item b above) and/or quantum of punishment if he feels appropriate. But he shall not increase the quantum of punishment recommended by the DC.

e. On approval of Dean/Vice Chancellor, the Chairman, Disciplinary Committee will bring out appropriate orders with copies to the parents / guardians of the student.

f. If the Dean/Vice Chancellor feels that the nature and/or quantum of punishment is not commensurate with the offence and may create long term problems, he may refer the matter to the full Academic Council. The Academic Council's decision in the matter will be final.

20.10 Acts which may be classified as 'crimes' rather than acts of indiscipline will be reported to the state and/or police authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to University property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.

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20.11 To prevent sexual harassment and to promote the general well-being of female students, women staff of the college, a "Women Empowerment Cell" is formed. The objectives of the cell is:

a. To prevent sexual harassment and to promote the general well-being of female students, teaching women faculty/staff of the college.
b. To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that is not hostile environment towards women at work places and that no women employee has reasonable grounds to believe that she is disadvantaged in connection with her employment.
c. To provide guidelines for the redressal of grievances to sexual harassment of female students, teaching and non-teaching women staff of the college

## *20B   Examination Disciplinary Committee (XDC)*

20.12 Cases of adoption of unfair means in an examination shall be dealt with by the Examination Disciplinary Committee (XDC) consisting of the following members:

| Controller of Examination | Chairman |
|---|---|
| The concerned examiner(s) & the faculty reporting the incident | Members |
| Two members of faculty nominated by the Academic Council for a term of two years | Members |
| Any other member(s) invited by Chairman | Members |

If adoption of unfair means is proved, the punishment may be, depending on the quantum of the offence and prior record, reduction of grade, de-registration of a course, expulsion for one or more semesters or outright expulsion from the Institute.

The Committee shall recommend appropriate measures in each case to the Chairman of the Academic Council for awarding the punishment.

20.13 Any act of indiscipline in a hall/hostel will be investigated by the Disciplinary Committee which will recommend the action to the Superintendent of concerned Hall of Residence, who will decide the course of action to be taken and implement it.

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20.14 Cases of indiscipline in a class room or laboratory can be handled by the class teacher by expelling from the class, marking the student absent for a few classes or penalizing on marks under teacher's assessment. Such absence is treated as unauthorized absent (category A), and (s) he should not apply for leave in NIS.

20.15 Any act of the indiscipline and steps taken by the Dean/Vice Chancellor will be reported to the Academic Council in its next meeting. If opportunity still exists, the Academic Council may deliberate and alter the nature and/or quantum of punishment awarded.

20.16 A punishment, once awarded and notified cannot be changed by the Dean/Vice Chancellor, the Disciplinary Committee, or any administrative authority. However, when new facts come to light, the Academic Council can amend the punishment and take any other corrective measures that it feels appropriate.

20.17 Day scholars should use the transport facility provided by the Institute and not allowed to come to college in their own vehicles. Any exception, particularly on medical grounds, shall need the explicit approval of the Dean/Vice Chancellor. Non-compliance with the rules shall attract financial penalty and other disciplinary measures as decided by the Institute from time to time.

20.18 Normally minor disciplinary offences and punishments will not be reflected in a student's Conduct Certificate. But in serious cases, Disciplinary Committee, the Dean/VC or the Academic Council may decide to make an appropriate entry in the students' Conduct Certificate.

## 21. APPENDIX-IV (Fee Rule)

21.1 Tuition fee and all other fees except the one-time fees will be collected in two equal installments (for the entire academics year) during semester registration.

21.2 The semester fees shall normally be payable at the time of admission for 1st semester and on or before semester registration for every subsequent semester unless otherwise permitted by the competent authority. Delayed payment and/or registration will attract a late fee, which cannot be waived off.

21.3 Late registration fee is distinct from late fee charged for delay in fee payment.

21.4 Mess fees and fines will be collected along with the University fees.

21.5 There shall be no system of partial payment. The University will raise demand note for full amount.

21.6 Students are required to pay fees during all the semesters. After completion of study of the final semester, if a student has backlog, he/she can register for those subjects in next academic session. The University will not provide them any other facilities such as accommodation in Halls of Residence, transport etc.

21.7 Semester fees including hostel dues are to be paid during the period as decided by the University. In deserving cases, particularly students receiving an external scholarship or a bank loan, the University may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his/her result for the semester will remain withheld and he/she will not be in a position of registering for the next semester, unless specifically approved by the competent authority.

21.8 There is no provision of waiver/condoning of any of the fees, including late fees even if the student had genuine reason to be late. However, under truly exceptional circumstances, where delays take place due to lapses by the University (e.g., failure of computer system), the Academic Council can approve refund of the late fees collected.

21.9 Beyond the due date for late fees and fines, any pending fees by student will accrue a fine at 5% per annum till the dues are paid in full. However, the pending fees if any is expected to be paid fully on or before registration in the next semester.

## 22. APPENDIX-V (Conduct Rules for Residents of Halls of Residence)

Following are the detailed rules governing residence requirements of students:

22.1    NIST University has a number of Halls of Residence for its students.

22.2    The mess of each Hall of Residence shall function as a single integrated unit and shall not, under any circumstances be sub-divided into any kind of groups or sub-groups.

22.3    The allotment of rooms in a Hall should be directed towards integration of students of different courses, batches, residential districts and communities. Superintendents may reshuffle allotment in the middle of a year if this objective is not met adequately.

22.4    Few single-rooms are available in the Halls of Residences, which are allocated every year to meritorious students of pre-final and final year. Such policies shall be taken by the Superintendent and that is final and binding.

22.5    No student shall come into or give up the assigned accommodation in any Halls of Residence without prior permission of the concerned Superintendent. Parents' consent is mandatory to give up accommodations from Halls of Residence.

22.6    A student shall reside in a room allotted to him/her and may shift to any other room only under the direction/permission of the respective Superintendent of the Hall. Mutual interchange of room without consent of the Superintendent is forbidden.

22.7    Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and may have to vacate the rooms when leaving for the vacations/holidays.

22.8    Guest house facilities are available in Halls of Residences only for parents of boarders with prior permission of Superintendent on first come first serve basis. This should be maximum for two nights. On exceptional cases the Superintendent may take decisions as deemed fit.

22.9    Students shall be responsible for the proper care of the doors, windows, furniture, fan, and other fittings in the rooms allotted to them and shall generally assist the Superintendent in ensuring proper use, care and security of those provided in the Halls of common use of all students.

22.10 Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause, the Institute shall accept no responsibility and shall not be liable for payment of any compensation.

Engaging personal attendants, keeping pets and use of appliances like electric heater, iron box, immersion water heater, induction cooker, cooking stove, refrigerator, personal fans etc. by a student in the Hall of Residence is strictly prohibited. The superintendent along with a team of faculty may make surprise visits to the room of a boarder and if any such material is found it will be seized. The seized material will be returned to the boarder when they leave hall of residence permanently.

22.11 Consumption of tobacco, alcoholic drinks and hallucinogenic substances is strictly forbidden.

22.12 Boarders must respect the timing of the hostels in matters of moving in or out of halls. Every night, all students have to register their biometric attendance, failing which the case may be treated as an offence and the case may be forwarded to DC.

22.13 Boarders have to attend classes as per their schedule and are strongly discouraged to stay in the hall during class hour.

22.14 Non-performing (Less than 6.0 CGPA) boarders may be asked by the Superintendents to vacate the hostels with prior intimation to parents of the boarder.

22.15 The Halls have an autonomous management system based on student participation. Every student must make an effort to participate in hall management and other welfare activity within the hall.

22.16 Entry of non-boarders is restricted to the Halls of Residence. The visitors may meet the boarders in hall lounges.

22.17 Riding or keeping of motorcycles, mopeds or automobiles inside the University by the boarders is strictly forbidden. Non-compliance with the rules shall attract financial penalty and other disciplinary measures as decided by the University from time to time.

22.18 All boarders are expected to respect NIST's "dining hall etiquette" published by the Superintendent. Non-compliance of dining hall etiquette will lead to financial penalty and disciplinary action.

22.19 Taking food in mess is mandatory for all the boarders during their stay in the HR.

22.20 A boarder is entitled to get a rebate per day on her/his mess bill for each authorized absence from HR if she/he have recorded her/his intention before 48 hours. This notice period is not applicable in case of medical leave/s. The amount shall be notified by the Hostel Superintendent from time to time.

22.21 Sanction of leave is necessary if a student wants to leave station over weekend or holidays. The student, however, is required to inform the Superintendent of his hall of residence and his faculty mentor before leaving the station. Such permission is essential (though not sufficient) for sanction of any hospitalization leave, if such a situation arises.

22.22 Any overdue mess bills beyond two months may give the authorities a refusal right to serve food in the mess till the overdue is settled with applicable fines. The bill for the refusal day shall be settled as per clause 22.20 above.

22.23 The Hostel Superintendents can publish additional rules/amend rules after taking proper consent from the Registrar and the same must be communicated to boarders by displaying them in Hall of Residence Notice Boards.

22.24 If a student wishes to get admitted into hostel in the middle of a session then he/she has to bear the cost of that entire session. No rebate will be provided. In such cases the express written approval of the Vice Chancellor is required.

22.25 The boarders of the halls of residence must not indulge themselves in any physical violence. If anyone is found guilty he/she may be forwarded to DC by the concerned hostel superintendent.

22.26 The study hour in hall of residence is 7PM - 10PM. During this period, the boarders are not allowed to roam around the corridors or disturb the fellow boarders or others.

## 23. APPENDIX- VI (Policy on Sanction of Medical Leave to Students)

Ordinarily a student is expected to attend all classes and participate in the teaching – learning process. But human beings do fall ill, and a student should not be academically penalized if he falls ill and is unable to attend classes or to work in his laboratory. Concurrently, a student must not get a degree without sufficient participation in the learning process. The following rules reflect a pragmatic compromise between the two opposing requirements.

23.1   Every student is given some default discount in attending classes or project work: approximately 25% of classes in a semester. This period covers all minor illnesses for which a student is sometimes forced to miss his classes. They also cover post-hospital convalescence periods, if any. When a student loses too much time in sickness and participates too little in the teaching – learning process, he may need to repeat a semester to justify his grades.

23.2   In addition to the standard discount, UG, PG, and PhD students attending class or laboratory-based courses, can get sanctioned leave against medical prescription of "rest from classes" or on ground of hospitalization (with referral). The total medical leave thus sanctioned shall not exceed 15 working days in a semester. In special cases, involving at least 10 working days of hospitalization (with referral),  Dean/Vice Chancellor may approve up to five additional working days of medical leave in a semester. Prescription of "rest" must be given by an Institute Medical Officer on the first day of the rest period. Students recommended "rest" by outside specialists or hospitals on referral by the institute need to get it confirmed by an institute medical officer. The institute doctor will consider these outside prescriptions of "rest" on merit. Prescription of "rest" by outside doctors shall be subject to scrutiny.

23.3   "Home stay" on explicit direction of Institute Medical Officer or a hospital referred by him (e. g for chicken pox, viral hepatitis) will be counted as "hospitalization" for the purpose of medical leave.

23.4   Under very special circumstances, hospitalization only (excluding outdoor treatment and convalescence) in a reputed Government or highly reputed private hospital without referral may be accepted for medical leave with approval of Dean/Vice Chancellor. In such cases, only if the Vice Chancellor is convinced that he had a valid

reason for being present in the place where he fell ill, and that he either had approval of his HoD/faculty mentor or Superintendent before leaving hostel or continuously kept in touch with them during the illness.

23.5    In all cases, an application for medical leave must be accompanied by all relevant medical documents - prescriptions, admission and discharge reports, diagnostic reports, medicine purchase slips etc. that will convince the institute authorities about the genuineness of the request. Medical certificates issued by treating physicians, which do not constitute a part of the treatment process, will not be considered in decision making.

23.6    Medical leave applications must be filed within 2 weeks of joining the classes. Delayed applications may be considered on merit with approval of Dean/Vice Chancellor only. But in no case, a medical leave application will be considered after the student has registered for the next semester.

23.7    In all cases of medical leave, the student shall need to make a formal application.

23.8    Except for hospital treatment without referral, or a delayed application, DAC shall be the authority for sanction of all Medical leaves.

23.9    Notwithstanding anything contained in the regulations above, if the conditions are sufficiently unique, the Academic Council in a formal meeting may approve medical leave to deserving students. The HoD of the concerned department shall present the case to the Academic Council.

## 24.  APPENDIX-VII (Club Rules)

The NIST University Student Life program provides opportunities and supports extra-curricular programs to supplement academic courses. Academic clubs, civic clubs, social clubs, recreational clubs and other student activities are part of Student Life and funded through student activity fees. The following guide is designed for students interested in forming or participating, and for club faculty coordinators to execute the clubs at NIST University.

### 24A   Purpose

24.1   Student clubs and organizations shall contribute to the development of students through experiences that may accomplish the following:

a.  Stimulate interest in current social, economic or cultural topics
b.  Provide experience of working with groups
c.  Provide activities related to classroom experiences
d.  Develop professional ideals and standards through activities
e.  Develop personal and professional friendships and associations
f.  Develop leadership capabilities of members
g.  Provide recreational experiences within the environment of the NIST community
h.  Allow members to exercise the responsibilities of citizenship.

### 24B    Privileges

24.2    Student clubs and organizations are allowed:

a.  To communicate and disseminate information through campus media
b.  To get assistance from staff in planning and conducting programs
c.  To use campus facilities, services, building and properties in conformity with faculty Coordinator.

### 24C   Membership and Establishment

24.3    Rules for membership and constitution of clubs.

a.  The students can enroll themselves upon admission to the University.  Students with relevant knowledge and achievements will be selected through standard

intake process of the clubs laid unanimously in consultation with the Faculty coordinator and senior club members or office bearers.

b.  As a basic criterion for the membership the aspired students must have attendance more than 75% in all previous semesters and in all subjects and labs including other approved courses floated by the institute.

c.  The membership will remain valid till a member maintains 75% attendance in all subjects. It needs renewal after every semester, at the beginning of the new semester.

d.  The club faculty coordinators are directed to maintain a very clean and strict follow up and action of this time to time.

e.  The clubs can absorb 15 candidates maximum as core members of the club, and if required they may enroll more as a part of the forum on event or interest basis.

f.  The forum members will not be able to avail the privileges as the core members.

g.  The club office bearers are directed to enroll new members anytime through a very transparent and standard procedure with the approval of the Club faculty coordinator.

## 24D  Events and Organization

24.4  Club events and arrangements

a.  The clubs must design events basically to promote their sector focus and any advancement/ developments in the same.

b.  Every club must conduct at least three events during a semester and at least 5 with maximum of 6 events a year apart the TECHFEST Events.

c.  The club faculty coordinators have to submit the annual plan for the upcoming academic year and annual report of the previous year at the beginning of the academic session, only after which the club will be allowed to have their events.

d.  The club events can only be designed after the academic hours of the working days.

e.  The event slots are also to be taken in prior consultation with the faculty coordinator and the administration. This avoids overlapping of club events and maximizes the participation in the events.

f.  For the events after official hours (e.g., after 6:30PM) hours or on holidays the club office bearers have to take prior permission of the administration through their respective faculty coordinators for logistics arrangement.

g.  The events must include few team building (club members), outreach programs, intra and inter college level events.

h.  After every event, the office bearers must submit a press release of the event to PR at connect@nist.edu and epublication@nist.edu two days. The event has to be published on the social media portals of the institute first and may be tagged to the club pages. If details of any event of a club is not sent to the PR, and it misses to be published on the institute social media pages, then the subsequent events of the club shall not be allowed to be conducted.

i.  The clubs are advised to take membership under various forum, society, association etc. to enhance their performance and participation at national and international level.

j.  Any club member(s) assigned or deputed on any participation or assignment at institution level will be duly credited with their missed attendance (with prior written approval from the BCs and Club Faculty Coordinators).

k.  The outside participation of students will be for limited time and to be approved by the Club Faculty Coordinator of similar sector focus and SAC Coordinator, provided the basic qualifying for the same would be: average attendance of 75% in all subjects.

l.  For attending any national or international events (e.g. specific Hackathons/ Robocon/ SUPRA Formula Car etc.) the clubs will not be the sole authority to decide the team to participate having selection internally inside the club but has to publish "Call for applications" and make the best team to work for the event (may be individually picked from various applied teams). The selection will be done by a subject expert team from the faculty.

## 24E   Funding and Expenditures

24.5   Rules for funding and expenditure in clubs.

a.  Events must be sponsored by relevant sponsors, forums and society. The sponsorship can be in the form of material, money or resource etc.

b.  The TechFest events must be sponsored as the tech fest dates are known much before the event. This helps in branding of your events and attract inter-college participants.

c. The sponsorship fund will be utilized for the event execution, prize money only. There may be a head developed for the clubs individually to keep an account of the sponsorship and expenditure.

d. The sponsorship fund will be submitted at sponsorship coordinators which will be deposited in ISTE accounts during the TECHFEST.

e. The club office bearers have to make a detail of sponsorship funding and expenditure of their events in specific heads after which the money will be reimbursed to them.

f. In other time of the year the sponsorship and expenditure details has to be submitted at accounts with the signature of the faculty coordinator for club in/out expenses record to be maintained.

## 24F   *Club Administration*

24.6   Club administration

a. All clubs must have a clearly defined selection structure for new membership to ensure continuity from year to year. This structure should include a clearly defined, singular executive position and methods to recall or re-elect members for the above positions during the school year.

b. Clubs cannot discriminate membership or leadership based on race, religion, age, region basis, origin, gender, physical ability, sexual orientation, or income, exceptions for the gender requirement and physical ability requirement may be made if in direct alignment with the club's express purpose and mission.

c. The faculty coordinator must ensure the active participation of the members in the event organization and planning. Any member who remains absent in consecutive events without mention may be considered to be terminated from his/her membership from the club.

d. The faculty coordinator must ensure the participation of the members in academics. Any member failing to attain the 75% attendance must promptly be terminated from the club, with a notice posted on NIS.

e. All club office bearers and members are expected to act in accordance with NIST social and honor code. Clubs must make their meeting schedule available to the student body. Meetings must also be held in public spaces.

f. The faculty coordinators have to maintain a professional but close relationship with the club members so that institute can vouch on them for any official events and needs time to time.

g. The faculty coordinators must maintain the dignity of looking equally at all club members and reach out to help them any point of time.

## 25. APPENDIX - VIII (MOOC Course)

25.1 Selection of MOOC Courses

a. NPTEL is floating a number of MOOC courses on its portal. The bouquet of courses offered therein shall constitute the allowed list of courses for credit-based MOOC courses at NIST University.
b. Concerned Departments shall publish a list of allowed courses. A student can choose a course from this list and register the selection with the Batch Coordinator.
c. The credit of the chosen course shall not be less than 3.

25.2 Start and End dates of the Courses, Duration there-of

a. The minimum duration of the courses shall be 8 weeks.
b. Courses can be chosen from the NPTEL semesters which run between Jan-April or July-December.
c. A student can take a course any time during the final year. However, the result shall be considered only for the MOOC course component in the final semester of the student.

25.3 Mapping of course grades

a. Grades awarded by NPTEL shall be submitted by the student to the BC.
b. The grades shall be accepted as is by NIST University, provided the course is of minimum 3 credit. For example, a student getting 8.5 GPA on a 10.0 point scale shall get 8.5/10.0 in the MOOC course component at NIST.

## 25. APPENDIX - IX (Anti-ragging Policy)[9]

### 25.A AICTE Regulations as per the Directives of Supreme Court

Ragging constitutes one or more of any of the following acts:

a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;

b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;

c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;

d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;

e. Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;

g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;

h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;

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[9] NIST University enforces applicable rules and regulation by statutory bodies such as AICTE and UGC with respect to anti-ragging policy

i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.

Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-

1. Suspension from attending classes

2. Withholding/withdrawing scholarship/fellowship and other benefits

3. Debarring from appearing in any test/examination or other evaluation process and/or withholding results

4. Fine with public apology

5. Suspension/expulsion from the hostel

6. Rustication from the institution for period ranging from 1 to 4 semesters

7. Expulsion from the institution and consequent debarring from admission to any other institution. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

Directives of the Hon'ble Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009 to prohibit, prevent and eliminate the scourge of ragging

Ragging includes

## Raghavan Committee Recommendation to Supreme Court

Ragging is as any act which violates the dignity of the individual student or is perceived to violate his/her dignity.

Ragging is a cognizable, non-bailable, non-compoundable offence with punishment ranging from one year imprisonment and fine up to 7 years rigorous imprisonment and fine.

Broadly ragging can be categorized in the following way for which various term of punishment are prescribed:

A. Verbal: Where senior causes mental harassment, discomfort for the junior by forcing him/her to answer unacceptable/ personal questions, dance, sing etc. is said to rag the junior. It also includes within its ambit cyber ragging.

> Punishment: 1 year imprisonment or fine or both.

B. Severe Verbal Ragging: Where the mental harassment, discomfort is to such an act as forces the junior to withdraw from the college.

> Punishment: 7 year imprisonment with fine.

C. Physical: Any act by the senior towards the junior which inflicts bodily injury on the junior, like beating the junior, hitting him/her with objects etc.

> Punishment: 7 year imprisonment with fine.

D. Sexual Ragging: Where the senior asks the junior to do an act which damages sexual dignity of the junior.

> Punishment: 7 year rigorous imprisonment and fine.

Penalty for Ragging (Institute level) - (a) Expulsion from the educational institution, if found guilty on inquiry by the Institution against a complaint lodged by any other student. (b) Any student convicted with imprisonment shall be dismissed from the educational institution in which he/she has been prosecuting his studies for the time being, and shall not be re-admitted to that educational institution.

## 25.B  UGC Policy on Anti-Ragging

UGC Regulation on curbing the menace of ragging in higher educational institute is described in the link below:

https://www.ugc.gov.in/oldpdf/ragging/minuterag230409.pdf

https://www.ugc.gov.in/Bureaus/bureaus_details?EwV4Rtmy2xJ7nuhP3MYqbpwm5MTBR Sa5u2ipRdltuUyFjWrFzzpgGJ8NP4j5915h

## 25.C  NIST University has zero tolerance for Ragging

Ragging is as any act which violates the dignity of the individual student or is perceived to violate his/her dignity.

**RAGGING IS BANNED**

**RAGGING IS A SOCIAL EVIL**

**RAGGING IS A CRIMINAL OFFENCE**

Ragging is a cognizable, non-bailable, non-compoundable offence with punishment ranging from one year imprisonment and fine up to 7 years rigorous imprisonment and fine.

Myths and Facts...

Myth: Ragging makes a student bold and prepares us for the difficult circumstances in Life. It makes us strong.

Fact: Boldness as instilled by ragging is a weak acceptance of fate by victims. It teaches us how to be exploited and mutely, non-resistively accept it.

Myth: Ragging helps in breaking the ice between the seniors and freshers. It helps in their interaction and developing friendship between them.

Fact: Ragging is an archaic method of interaction with several harmful effects. Today with advance psychological science there are many other healthy ways of interaction which are more effective and without any human rights abuse.

Myth: Ragging generates a feeling of unity and Oneness.

Fact: Ragging divides the students on the lines of caste, region, class etc. It sets mob mentality in the students.

Ragging is against the concept of equality, student unity and civilized behaviour.

Ragging would always hurt fellow human beings.

Ragging has claimed many innocent lives.

Ragging will land you in jail.

Ragging is a perverted act of a distorted mind.

Ragging is inhuman; let us stop the cycle of ragging.

Be a part of Ragging Free Campus.

Goodbye ragging

No fear on our campus.

**Say no to Ragging**.