

Rules and Regulations
for
B.Tech | M.Tech | MBA | MCA
(EFFECTIVE FROM ACADEMIC SESSION 2019-20)

Version: 1.0



National Institute of Science & Technology (Autonomous)
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DEFINITIONS

- (a) "University" means Biju Patnaik University of Technology (BPUT)
- (b) "Institute" means National Institute of Science & Technology (Autonomous) (NIST)
- (c) "NIST " means National Institute of Science & Technology (Autonomous) (NIST)
- (d) "Commission" means University Grants Commission (UGC)
- (e) "AICTE" means All India Council for Technical Education
- (f) "Statute" means NIST (Autonomous) Statute, 2018
- (g) "Academic Autonomy" means freedom granted by the University to the Institute in all aspects of conducting its academic programmes for promoting academic excellence
- (h) "Autonomous Institute" means National Institute of Science & Technology (Autonomous) (NIST) conferred autonomy in pursuance to Clause 13.4 of Gazette Notification of University Grants Commission (Conferment of Autonomous Status Upon Institutes and Measures for Maintenance of Standards in Autonomous Institutes) regulations, 2018 dated 12th February, 2018,
 - (i) "Regular Students" means students who are admitted to
 - i. B.Tech. Programmes after 10+2 or equivalent,
 - ii. M. Tech. programmes after B.Tech/MCA or equivalent.
 - iii. MCA and MBA programmes after graduation or equivalent.
 - (j) "Lateral Entry" means students who are admitted to the third semester Engineering/ MCA (second year) programme after completing Diploma Course in the respective discipline
 - (k) "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.
 - (l) "Course" means a subject either theory or practical identified by its title and code number.
 - (m) "OIS" means Online Information System, the ERP system that is run in the Institute.
 - (n) "HoD" means Head of the Department
 - (o) "Faculty Mentor" serves as a mentor to the students. The responsibilities is defined in section 2.5
 - (p) "BoS" means Board of Studies
 - (q) "DAC" means Departmental Academic Committee
 - (r) "UGPEC" means Undergraduate Programme Evaluation Committee
 - (s) "PGPEC" means Postgraduate Programme Evaluation Committee
 - (t) "DPC" means Departmental Project Committee
 - (u) "XDC" means Examination Disciplinary Committee

1. Introduction

- 1.1 The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of Bachelor of Technology (B.Tech.), Master of Technology (M.Tech.), Master of Computer Applications (MCA) and Master of Administration (MBA).
- 1.2 Disciplines: The disciplines in which courses of study are available and degrees are offered are:
- A. Bachelor of Technology in
 - (i) Civil Engineering (CE)
 - (ii) Computer Science & Engineering (CSE)
 - (iii) Electronics & Communication Engineering (ECE)
 - (iv) Electrical Engineering (EE)
 - (v) Electrical & Electronics Engineering (EEE)
 - (vi) Information Technology (IT)
 - (vii) Mechanical Engineering (ME)
 - B. Master of Technology in:
 - (i) Computer Science & Engineering (CSE)
 - (ii) Electronics & Communication Engineering (ECE)
 - (iii) VLSI and Embedded Systems Design (VES)
 - (iv) Wireless Communication Technology (WCT)
 - (v) Electrical Engineering (EE)
 - C. Master of Computer Application (MCA)
 - D. Master of Business Administration (MBA)

New disciplines may be added in future with approval of the Competent Authority.

- 1.3 The provisions of these regulations shall also be applicable to any new discipline(s) that is (are) introduced from time to time and added to the list in Section 1.2.
- 1.4 The Governing Body of the Institute may change any or all parts of these regulations at any time.
- 1.5 Other regulations including those for supplementary/Summer courses, whenever necessary, may be framed and implemented by the Governing Body.

2. Admission

- 2.1 Admissions to different courses of the NIST (Autonomous) shall be based on criteria decided by University in accordance with the stipulations of AICTE/ UGC/ State Govt. modified as necessary from time to time.

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 bonafide students with the University/Institute as per University regulations before commencement of instruction in First Semester and for Lateral entry students in Third 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 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 join the Institute along 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 or indiscipline.
- 2.3 At the time of admission, the student is required to provide the following documents:
 - (i) A certificate for proof of age (Birth certificate or Board certificate).
 - (ii) Pass certificate and grade card (or mark sheet) of the qualifying examination.
 - (iii) College / School leaving certificate.
 - (iv) Migration certificate. (If applicable)
 - (v) OJEE Allotment Slip
 - (vi) OJEE Verification Slip
 - (vii) JEE Rank card or equivalent (if applicable)
 - (viii) Reservation Category certificate (if applicable)
 - (ix) Affidavit such as anti-ragging and others as suggested by AICTE.
- 2.4 A provisional admission may be given if any of the certificates is not produced. It has 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 duration: Odd semester (July - November) and Even semester (January - April). In addition, a Summer Semester (May - July) may be offered in specific subjects at the discretion of the Academic Council under special circumstances.
- 3.2 The OJEE selected candidates must report at the Institute as 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 Principal, in capacity of Chairman Academic Council, may announce suspension of classes when the situation so demands. Such suspended classes may or may not be compensated on a weekend/holiday as per decision of the Principal.

4. Course Structure

- 4.1 The duration of the course leading to B.Tech. degree will ordinarily be four years. Duration of MCA, M.Tech and MBA are of three years, two years and two years respectively.
- 4.2 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.
- 4.3 The general structure of courses is as follows:
- 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. 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.
 - c. All courses will have a credit count. Teaching of courses will be calculated in terms of credits.
 - d. Every course shall be taught by a single 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.
 - e. Large classes, e.g., those of first year courses, will be divided into several sections, each section being taught by one teacher. [A single teacher may handle more than one section 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.
 - f. 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.
- 4.4 The prescribed coursework for B.Tech. shall be grouped under the following components -
- (i) Engineering Sciences (ES)
 - (ii) Professional Core Course (PCC),
 - (iii) Professional Elective Course (PEC),
 - (iv) Open Elective Course (OEC)
 - (v) Basic Sciences (BSC)

- (vi) Humanities and Social Science including Management (HSMC)
- (vii) Project, Seminar, Internship (PSI)
- (viii) Mandatory courses (MC)

The prescribed syllabus for M. Tech. program is of 102 credits and has the following components:

- (i) Program Core
- (ii) Program Elective
- (iii) Open Elective
- (iv) Research Methodology & IPR
- (v) Audit Courses
- (vi) Lab
- (vii) Project & Seminar

The prescribed syllabus for MCA program is of 106 credits and has the following components:

- (i) Core Courses (Information Technology)
- (ii) Core Courses (Management)
- (iii) Core Courses (Mathematics)
- (iv) Laboratories
- (v) Seminar & Project

The prescribed syllabus for MBA program is of 102 credits and offers dual specializations with the following specializations:

- (i) Human Resource Management
- (ii) Marketing
- (iii) Finance
- (iv) Operations

The composition of the components follows the guidelines set by AICTE from time to time.

Professional electives will be taken from a list prescribed by the department, 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 (will be taken from a list prescribed by the department) of the Institute. They will generally be, but not limited to, broad based courses that will widen the knowledge base of the students. Starting from 2nd year a B.Tech. student will study 6 professional electives and 6 open electives in their career.

- 4.5 In the first semester of B.Tech., there shall be a 21-day 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:

- (i) Physical Activity
 - (ii) Creative Arts
 - (iii) Universal Human values
 - (iv) Literary
 - (v) Proficiency Module
 - (vi) Lectures by Eminent People
 - (vii) Visits to Local Area
 - (viii) Familiarization to Dept./Branch & Innovations
- 4.6 The curricula 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.
- 4.7 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.
- 4.8 In addition to regular course work, a B. Tech student must carry out a major project in final year under the guidance of one or two supervisors. The Project work will carry three credits in 7th semester and six credits in 8th semester.
- 4.9 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 Placement Cell. Detail about this can be found in Summer Training/ Industrial & Research Internship section.
- 4.10 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 be present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar/ OIS.

The registration process has 5 components:

- (i) Should be eligible for registration.
- (ii) Pre-Registration for the said semester, to be done during the previous semester.
- (iii) 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.
- (iv) Payment of semester fees including any unpaid dues of past semester(s), and
- (v) 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 Institute. In deserving cases, particularly students receiving an external scholarship or a bank loan, the Institute may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his result for the semester will remain withheld and he will not be in a position of registering for the next semester, unless specifically approved by the Principal.

- 5.2 Registration of students in each semester will be organized by the Academic Section. The registration will be done in respective departments; the subject details being verified by the HoD and then by the Batch Coordinator. Payment of dues etc. will be verified by the Account Section. An appropriate semester registration form will be used for the purpose.

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 Institute. 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, to be approved by the Principal. However, under no circumstances, even with approved leave, late registration after 45 calendar days from the scheduled date of registration is allowed. A student must repeat the semester in the following year. 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.

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

- (i) completed their pre-registration
- (ii) cleared all Institute and Hall dues of the previous semester(s)
- (iii) paid all prescribed fees for the current semester during the period notified (unless otherwise permitted)
- (iv) not been debarred from registering for a specified period on disciplinary or any other ground
- (v) satisfied the academic requirements
- (vi) not been struck off the rolls of the Institute.

- 5.5 To be able to register in the 2nd year (3rd semester) and continue his/her study in the Institute at the end of 1st year, a student must

- (i) Not have more than two backlogs in both semesters after the publication of all results including Remedial Examinations.

- (ii) 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.

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. Principal 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.

The programme must be completed within 7 years for B.Tech, 5 years for MCA and 4 years for MBA and M.Tech. courses.

- 5.6 While registering for 3rd, 5th or 7th semester, a student may register for backlog papers of 1st, 3rd or 5th semester respectively and while registering for 4th, 6th or 8th semester, he/she may register for backlog papers of 2nd, 4th or 6th semester respectively. 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. 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 can be promoted to next year with maximum two backlogs in the previous year.

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 8 semesters of study but has a few F grades still left, he may appear those in the appropriate odd/even semesters. The entire programme must be completed within 7 years for B.Tech, 5 years for MCA and 4 years for MBA and M.Tech. courses.

- 5.7 A student can register for a full suite of courses of the 5th, 6th, 7th and 8th semester provided he/she has obtained at least D Grade in all subjects of 1st, 2nd, 3rd and 4th semester respectively; i.e., for registering in the full list of courses of any semester beyond 4th semester, a student must have cleared ALL courses studied two years earlier. If he still does not clear papers due two years earlier, he has to register for those paper(s) in the appropriate semester and after successfully passing the examination, he can be allowed to register in the next academic session.

In case of elective courses, he may change the courses if he so desires provided he has to register for the semester and attend all the classes and fulfill all the requirements of a regular student. The Faculty Mentor will help him in selecting courses for registration considering the students' academic ability.

He will, however, be ineligible for medals and prizes, which are based on academic performance.

- 5.8 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.

- 5.9 After the completion of scheduled tenure of the course, if a student has backlog, he must register as mentioned in clause 5.7.
- 5.10 Those who have been awarded 'F' grade need to register for the course and attend classes as per rules.
Those who have been awarded 'M' grade cannot register/appear examination in the same academic year. However, they can register for the same in the subsequent academic year based on the Examination Disciplinary Committee(XDC).
- 5.11 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 items 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.
- 5.12 Change of branch may be accorded 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.
- 5.13 Institute shall constitute a committee (Branch Change Committee) with the Principal 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. Institutional decision on the matter shall be final. The college shall intimate the decision on branch change within seven calendar days starting of the 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 notice in Bulletin Board, through e-mail or through the social network sites used. Attendance will be counted for the subject class hold.

- 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 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, Seminars etc.) is compulsory. A student shall be debarred from appearing at an examination or, if (s)he 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 Institute calendar and time table. However, to provide for exigencies, absence to the extent of 25% (approx.) of scheduled number of classes in every subject will be condoned as a matter of routine.
- b) In deserving cases, a further relaxation of 15% (approx) (i.e., 40% of scheduled number of classes) may be made by UGPEC; but the student's grade will be reduced by one step. However, a 'D' grade will not be reduced to 'F'.
- c) 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 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 $(A > 3 * S \text{ and } A \leq 5 * S)$ 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.

- d) 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.
- e) The institute will fix a cutoff date before every examination to compute the missed classes.
- f) In case there are truly exceptional circumstances, the Principal 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 Head of the Dept. on recommendation of the appropriate authority.

- a) Medical leave: Details regarding Medical leave is described in "Policy on Medical leaves". Penalty can be imposed on the students producing false medical documents. The Faculty mentor will monitor and approve leaves under this category.
- b) Family calamity: Principal 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 will monitor and approve leaves under this category.
- c) 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.
- d) Any student deputed for official work on behalf of Institute, or to participate in competitions like TechFest/CulturalFest have to take permission from SAC Coordinator beforehand. Such leaves will be approved by the SAC Coordinator. Unauthorized participation in TechFest/CulturalFest outside the Institute may be considered as indisciplinary action and the case will be dealt by DC.
- e) Any Student participating in seminar, conferences held in India or abroad have to take permission from R&D Coordinator beforehand. Such leaves will be approved by the R&D Coordinator.
- f) If a student is engaged in placement programme inside or outside the institute, their leaves will be approved by the T & P coordinator.
- g) Ordinarily leave must be sanctioned by Faculty Mentor before the student leaves the campus. In case of emergency a student may leave campus without prior approval, but must inform Faculty Mentor over telephone/email at the first available opportunity.

7. Examinations

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 of grading among all courses.

a) For arriving at a grade obtained by a student for a particular subject, initially a 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 Weight

Teacher's Assessment (T.A.) 20%

Mid-Semester Examination 30%

End-Semester Examination 50%

A student must secure at least 30% mark in the End-Semester Examination.

7.2 The Examination Section will centrally conduct the Mid-semester and End-semester Examinations in respect of theory subjects.

(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 mobile phones are forbidden. Any exception to these provisions must be specially approved by the Academic Council.

(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) (b)The answer scripts will be dispatched by the Mid-Semester examination unit to the Subject Teacher (Examiner) on the same day or on the immediate next working day of the examination. If the concerned examiner is not available on that day, the copies will be handed over to the respective HoD or Department office 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 able to appear in the Mid-Semester Examination due to exceptional reasons, may be allowed to appear in Special 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 Classes and examinations will be conducted before the start of the next academic session.

- 7.3 A student will be permitted to appear in an examination, only if he/she has:
- (i) Attendance record as per section 6.3 of these regulations in theory and laboratory classes and has completed the assignment works given.
 - (ii) Paid all Institute and Hall dues of the semester.
 - (iii) Not been debarred from appearing in the examination as a result of disciplinary proceedings or on recommendation of the subject teacher.
 - (iv) 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

- (i) Attendance at lecture/tutorial/laboratory classes in that subject has not been satisfactory during the period, and/or,
- (ii) Performance in the assignment works in that subject during the semester has not been satisfactory.

Any student debarred from appearing any examination (Mid-Semester or End-Semester) are not allowed to appear in any such examination. However they may register for the courses in the Remedial classes and Examinations that are conducted in Summer Semester.

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, 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.

7.7 Appearing both at the Mid-Semester and End-Semester Examination of theory courses is compulsory. Normally, if a student fails to appear in the Mid-Semester Examination without any valid reason he/she should get zero for that component. If his case is examined and cleared as per Clause 8.4(ii)(b), the student will be permitted to sit for Alternative Mid-Semester examination in the same year. 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 a 95% attendance in the course.

7.8 If a student misses the End-Semester Examination due to 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 Principal, through his faculty mentor and Head of the Department for permitting him to appear at the Remedial Examination, subject to fulfilling of attendance requirement.

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

7.9 A Sub-committee of the Under-graduate Programme & Evaluation Committee (UGPEC) consisting of the following members shall examine all applications for Special 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 Sub-Committee for examinations

- (i) The Principal -Chairman
- (ii) The Course Coordinator -Secretary
- (iii) The Batch Coordinator -Member
- (iv) HoD of the Student -Member
- (v) Faculty Mentor of the student -Invitee

- 7.10 The student will be given an 'I' grade (Incomplete) till the Special Mid-semester and Remedial Examinations are conducted.
- 7.11 In case of prolonged illness of a student, if he/she misses both the End-Semester Examination and its Remedial Examination, if any, 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 Institute shall provide sick room facility within the Institute 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 at 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 result is 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/rechecking-cum-photocopy 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 lab 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 photocopy 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 due to poor attendance 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.

Rechecking/Rechecking-cum-Photocopy

- 7.19 Students can apply for rechecking which is applicable only for end semester examination theory papers. It is not applicable to Mid Semester / practical exams.

After publication of the End Semester results, a student wish to opt for rechecking / rechecking-cum-photocopy shall apply to Controller of Examination in the prescribed format along with the necessary fees. This process will be done through OIS.

Rechecking fee: Rs.500 per subject

Rechecking-cum-photocopy fee: Rs. 600 per subject

After rechecking, the final grade shall be published as per the maximum among original grade and rechecked grade subject to down by one grade, if any applicable.

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

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 OIS.

- 7.21 For assigning marks in Teacher's Assessment (T.A.), performance in home assignments, quizzes, surprise test 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 in the teaching plan by the teacher at the beginning of the semester.

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.

- 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.

Comprehensive Viva-voce

- 7.26 The Comprehensive Viva-voce is aimed to assess 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 10 experts from own department and other departments. Such committees' evaluation is final.

Remedial Examination

- 7.31 If any student fails in any examination in an academic year, then he/she has to register for Remedial Classes and Remedial Examination that is normally conducted in the Summer Semester.
- 7.32 If the number of F grade or S grade holders in a subject taught in odd or even semester is large (typically 10 or more), a department may re-offer the course during the summer vacation. When a remedial class is offered, it will be compulsory for all students who have secured an 'F' grade in that subject.
- 7.33 If the number of F grade or S grade holders in a subject taught in odd or even semester is less than 10, then DAC will assign a faculty
- 7.34 There will be no further alternative mid-semester in that course.
- 7.35 Students who are absent in End-semester examination on medical, family calamity or any other reason may sit in the corresponding exams of the remedial examination, without attending classes if they satisfy the attendance requirement in the main semester. The cases of such students must be approved the respective DAC.
- 7.36 Fees for remedial classes and/or examinations per subject are Rs.5000.
- 7.37 The remedial classes will be identical in scope and manner of execution to the corresponding courses of regular semesters, except that the number of class hours per week shall be higher and total number of classes somewhat less than that in the normal semester.
- 7.38 The result of remedial examination will be published within 10 days of completion of examination or start of the next session, whichever is earlier.

Project Work

- 7.39 The project is an important component of the Institute's undergraduate programmes. It gives an opportunity to the student to express his/her creative talents and prepare for his/her future career.
 - (i) B.Tech. Project work will carry 3 credits in pre-final and 6 credits in final semesters.
 - (ii) MCA Project work will carry 3 credits in pre-final and 8 credits in final semesters.

- (iii) M.Tech. Project work will carry 10 credits in pre-final and 16 credits in final semesters.
- 7.40 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 Institute 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, singly 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.
- 7.41 The Departmental Academic Committee will assign research topics to students at the beginning of the final year mandatorily, 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 complete the process. HOD's decision will be final and finding on all faculty and student.
- 7.42 Each B.Tech./MCA project topic will be taken by team of one or two 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 needs to be defined clearly by the supervisor. Each M.Tech. project will be assigned to a single student.
- 7.43 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.
- 7.44 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.
- 7.45 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.
- 7.46 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.

7.47 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:

- (i) Rewriting of report and submission for evaluation, (I grade)
- (ii) Extension of time for completion of the work (the time duration is to be specified), (I grade)
- (iii) Complete repetition of the project in the following year. (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, F or Ex grade, the HOD will record the strength and weakness of the project work and send to Dean (Academic) for record and review.

7.48 On completion of the examination process a student shall submit three sets of loose copies of the thesis (plus one for each additional student doing the same project or additional supervisors) to the Head of the Department who will forward the same to the Academic office for hard binding (one for the student, one for the Central Library and one for the Departmental Library). The student is also required to submit two electronic copies of the thesis in prescribed format (PDF) to the HOD after uploading in the e-thesis. The paper and electronic copies of the thesis will be archived in Institute and Departmental libraries and will be distributed by the Institute through Internet and other means.

7.49 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 generated in project shall be distributed equally among the students, record will also be eligible for medals & prizes.

7.50 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 Requirement

- 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 :

Degree	Credits
B.Tech.	164
M.Tech.	68
MCA	106
MBA	102

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

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

The medals and awards awarded by the Institute basing on academic performance are the following:

- **Institute Gold Medal for Best Graduate(B.Tech, M.Tech, MCA 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 Institute.
- **Silver Medal for the Graduate with B.Tech Degree**
This is a Silver Medal awarded to the student securing highest CGPA among all recipients of B.Tech degree of individual branches other than the Gold Medalist.
- **Institute Gold Medal for the Best Postgraduate (M.Tech.)**
This is a Gold Medal awarded to the student securing highest CGPA among all recipients of M.Tech. degree considering all specializations of the passing out batch of the Institute.

11. Conduct and Discipline

- 11.1 Students shall conduct themselves within and outside the campus of the Institute in a manner befitting 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. Residential Requirement

- 12.1 The Institute 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-VI.

13. Fees and Refunds

- 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 Institute 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 Institute revises the fee structure in the middle of a programme, a student is obliged to comply.

The fees will be collected under the 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 dues in time. Students permitted to stay outside have to pay part of 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 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 mid-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 register in two consecutive semesters his name will be struck off the rolls.

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 of B.Tech., M.Tech, MCA and MBA on admission. It will also be made available on the Institute's web site. Not possessing a copy, however, shall not exempt a student from complying with these regulations.
- 14.2 The Course Coordinators is authorized by the Institute to issue formal certificates of studentship and Expenditure Certificate.
- 14.3 On publication of final results a student will be issued a provisional certificate and an Institute leaving-cum-migration-cum-conduct certificate signed by Course Coordinator on behalf of the Principal.

15. Summer Training/Industrial & Research Internship

B.Tech. and MCA:

- 15.1 There shall be mandatory one-month summer training at the end of 1st, 2nd and 3rd year of B. Tech. and 1st and 2nd year of MCA. The objective of the summer training is to allow the students to get exposure of current and advanced technologies in relevant fields. The students are advised to undertake that during the summer breaks.
- 15.2 Students have to get the clearance from the Placement Cell before they proceed for training. The Placement Cell will decided which trainings would be beneficial for students, help them in obtaining placement in competitive industries. The selection of such companies/ laboratories at top Institutes are at the discretion of Placement Cell.
- 15.3 The 3rd year B.Tech. students are encouraged to go for internship in reputed companies, technical institutions in India and abroad. These internships have to be approved by the Placement Cell beforehand. The Placement Cell may help the deserving students in obtaining the internships at suitable places.

- 15.4 The 3rd 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 repute (such as from MOOCs, Coursera, Udemy etc). Such recommended courses and organizations will be published by the Placement Cell and students can choose from that list only. If any deviation in this case, that must be approved by the Placement Cell.
- 15.5 All students, whose trainings are approved by the Placement Cell 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.

MBA:

- 15.6 There shall be mandatory two-month industrial training at the end of 1st year. The objective of the summer training is to allow the students to get exposure of current and advanced practices in markets/industries. The students are advised to undertake that during the summer breaks.
- 15.7 Students have to get the clearance from the Placement Cell before they proceed for training. The Placement Cell will decide which trainings would be beneficial for students, help them in obtaining placement in competitive industries. The selection of such companies/ laboratories at top Institutes are at the discretion of Placement Cell.
- 15.8 All students, whose trainings are approved by the Placement Cell and successfully completed the same, are allowed to present a Technical Seminar on their work in the subsequent semesters.

16. Internship in Final Semester

Internships are educational and career development opportunities, providing practical experience in a field or discipline. They are structured, short-term, supervised placements often focused around particular tasks or projects with defined timescales. An internship may be compensated, non-compensated or some time may be paid. 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:

1. The students whose internships in final semester are approved by DAC/DPC and Placement Cell are required to register for online courses in lieu of Open Elective papers, if any mentioned in the syllabus.
2. The DAC will publish a list of courses from different online platforms such as MOOCs, Coursera, Udemy etc. Students are allowed to register for such courses only.
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.
4. The students have to submit the course completion certificate such as submission of assignments, quizzes and examination, if any.
5. The Examination Section will conduct one final examination of 100 marks during the Final Semester Examination.

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 Principal 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 :
- A 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 35% marks in the end semester examination 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. These students can register for the Remedial Classes and Examination. Rules are stated in 'Examination' section.
- 18.2 In the case where a student appears in remedial examination, the conversion from marks to grade would be done applying by one step down in the 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:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

Where 'n' is the number of subjects registered for in a semester, 'ci' is the number of credits allotted to a particular subject, and 'gi' 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:

$$CGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

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, 'ci' is the number of Credits allotted to a particular subject si and 'gi' is the grade point carried by the letter corresponding to the grade awarded to the student for the subject si. CGPA and SGPA will be rounded off to the second place of decimal

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. APPENDIX-II (Guidelines For Project Diary)

- 19.1 The Project Diary constitutes the bonafide record of project work carried out by undergraduate and postgraduate students of NIST.
- 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 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 once every week.
- 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 is continued by a student of the following batch, the supervisor may choose to give it to those students for the sake of continuity. Projects with supervisor intellectual material may be sent to Departmental Library for permanent archival.
- 19.10 The students who do work worth publishing and/or patenting are advised to proceed with those activities. The IPR Cell of the Institute will organize 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 Institute, the Superintendents of the Halls of Residence, other Officers. Proper courtesy should also be extended to the employees of the Institute 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 institute 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 Institute 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:
- Furnishing false statement of any kind in the form of application for admission or for award of scholarship or prizes etc.
 - Furnishing false statement to the Disciplinary Committee, or willfully withholding information relevant to an enquiry.
 - 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.
 - Physical or mental harassment of freshers through physical contact or oral abuse.
 - Getting involved in a brawl or fight with persons inside/outside the Institute, either alone or in a group, irrespective of who had initiated the conflict.
 - Willfully damaging or stealthily removing any property belongings of the Institute, Hall or fellow students.
 - Adoption of unfair means in the examinations.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - 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 Principal.
 - Mutilation or unauthorized possession of library books.
 - Not cooperating with faculty, officers or security personnel investigating a potential disciplinary issue.
 - Resorting to noisy and unseemly behavior, disturbing studies of fellow students.

- Disturbing in drunken state or otherwise an incident in academic or student function or any other public event.
- Not obeying traffic rules on campus, not following safety practices or causing potential danger to oneself or other persons in any way.
- Displaying lack of courtesy and decorum, resorting to indecent behavior anywhere within or outside the campus.
- Not intimating his/her absence to the Superintendent of the hall before leaving station.
- Failure in recording biometric attendance at night in Halls of Residence.
- Getting involved in an activity that violates state or national laws.

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

- (i) Reprimand,
- (ii) Additional work in the institute,
- (iii) Debarment from student activities and selections, captaincy of sports teams, club activities.
- (iv) Debarment from medals and prizes,
- (v) Partial (one month or one semester) or complete debarment from campus placement,
- (vi) Reduction in grade in one or more courses,
- (vii) Award of X grade in one or more courses,
- (viii) Expulsion from the Hall of Residence,
- (ix) Rustication for a specified period, or
- (x) Outright expulsion from the Institute.

Punishments under items (5) to (9) 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 measure. 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.

Disciplinary Committee

- 20.9 There is a standing Disciplinary Committee consisting of faculty members of NIST and headed by a Chairperson appointed by the Institute. 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 Principal for necessary action.
 - c) Proof of guilt need not necessarily be at the same level as necessary 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 Principal, at his discretion may take additional measures keeping in mind long term issues and impact on other aspects of Institute management. The Principal in capacity of Chairman, Academic Council may make minor changes in the nature of punishment awarded or reduce the level (as per item 4 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 Principal, the Chairman, Disciplinary Committee will bring out appropriate orders with copies to the parents / guardians of the student.
 - f) If the Principal 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 classed as 'crimes' rather than acts of indiscipline will be reported to the state authorities; they include such acts as causing serious injury to fellow students or others, causing major damage to Institute property, being involved in activities prejudicial to national security or to that maintaining communal harmony etc.
- 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 :
- (i) To prevent sexual harassment and to promote the general well-being of female students, teaching women staff of the college.
 - (ii) To provide appropriate working conditions in respect of work, leisure, health and hygiene to further ensure that is no 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.
 - (iii) To provide guidelines for the redressal of grievances to sexual harassment of female students, teaching and non-teaching women staff of the college

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 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.
- 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 OIS.
- 20.15 Any act of the indiscipline and steps taken by the Principal 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 Principal, 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 Principal. 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 Principal 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 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.

- 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 Institute fees.
- 21.5 There shall be no system of partial payment. The Institute 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 Institute 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 Institute. In deserving cases, particularly students receiving an external scholarship or a bank loan, the Institute may permit deferment of payment of fees beyond the date notified with a late fee. If a student fails to pay the fees, his result for the semester will remain withheld and he 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 Institute (e.g., failure of computer system), the Academic Council can approve refund of the late fees collected.

22. APPENDIX-V (Conduct Rules For Residents of Halls Of Residence)

Following are the detailed rules governing residence requirements of students:

- 22.1 NIST 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 or outside the Institute by the boarders is strictly forbidden. Non-compliance with the rules shall attract financial penalty and other disciplinary measures as decided by the Institute 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 of Rs.80 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.
- 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 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 NIST 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 written permission of the Principal 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 - 9PM. 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)

- 23.1 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 penalised 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.
- 23.2 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.
- 23.3 In addition to the standard discount, UG and PG students attending class or laboratory based courses can be sanctioned leave against medical prescription of "rest from classes" or on ground of hospitalisation (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 hospitalisation (with referral), Principal 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.
- 23.4 "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 "hospitalisation" for the purpose of medical leave.
- 23.5 Under very special circumstances, hospitalisation 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 Principal. In such cases, the student must convince the Principal 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.

- 23.6 In all cases, an application for medical leave must be accompanied by all relevant medical document - 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.
- 23.7 Medical leave applications must be filed within 2 weeks of joining the classes. Delayed applications may be considered on merit with approval of Principal only. But in no case, a medical leave application will be considered after the student has registered for the next semester.
- 23.8 In all cases of medical leave, the student shall need to make a formal application.
- 23.9 Except for hospital treatment without referral, or a delayed application DAC shall be the authority for sanction of all Medical leaves.
- 23.10 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 National Institute of Science and Technology (NIST) Student Life program provides opportunities and supports extra-curricular programming 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 club faculty coordinators to execute the clubs at NIST.

24.1 Purpose

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

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

24.2 Privileges

Student clubs and organizations are allowed:

- To communicate and disseminate information through campus media
- To get assistance from staff in planning and conducting programs

- To use campus facilities, services, building and properties in conformity with faculty Coordinator.

24.3 Membership and Establishment

- The students can enroll themselves only after the first year of B.Tech and during First Year of MTech, MBA, MCA etc.
- 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.
- 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.
- The membership of the members will be valid until they maintain 75% in all subjects and it will be renewed after every semester, at the beginning of the new semester.
- The club faculty coordinators are directed to maintain a very clean and strict follow up and action of this time to time.
- The clubs can absorb 10 candidates maximum as core members of the club, and if they need may enroll more as a part of the forum on event or interest basis.
- The forum members will not be able to avail the privileges as the core members.
- The club office bearers are directed to enroll new members anytime through a very neat and standard procedure with the approval of the Club faculty coordinator.

24.4 Events and Organization

- The clubs must design events basically to promote their sector focus and any advance developments in the same.
- Every club must do at least three events during a semester and at least 5 with maximum of 6 events a year apart the TECHFEST Events.
- 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.
- The club events can only be designed after the academic hours i.e 3:30 PM of the working days.
- 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.
- For the events after official (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.
- The events must be including few team building (club members), Outreach programs, intra and inter college level.

- After every event, the office bearers must submit a press release of the event at the PR at NTCS within 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. Any club event of a club is missed to be published on the institute social media pages will not be allowed to conduct the next event.
- The clubs are advised to take membership under various forum, society, association etc to enhance their performance and participation at national and international level.
- 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 signatories from the BCs and Club Faculty Coordinators).
- The outside participation of students will be for limited chances 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 to be 75% in all subjects.
- 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 to 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.

24.5 Funding and Expenditures

- Events must be sponsored by relevant sponsors, forums, society conceptually, execution out sourcing or monitorial.
- The Tech-Fest 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.
- The sponsorship fund ll 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.
- The sponsorship fund will be submitted at sponsorship coordinators which will be deposited in ISTE accounts during the TECHFEST.
- The club office bearers have to make a detail of sponsorship funding and expenditure of their events in specific heads after which the money ll be reimbursed to them.
- 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.

24.6 Club Administration

- 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.
- 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.

- The faculty coordinator must ensure the active participation of the members in the event organisation 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.
- 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 OIS notice.
- 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.
- 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.
- The faculty coordinators must maintain the dignity of looking equally at all club members and reach out to help them any point of time.

OUR VISION

Focused on high quality teaching, creative innovation, entrepreneurship, and universal partnership

OUR MISSION

A research institute committed to academic excellence, fundamental research and innovation, nurturing global citizens and collaborative engagement

CORE VALUES

Belief: in respect, integrity, compassion, diversity, and teamwork

Excellence: in academics and research

Encouragement: for freedom of thought, expression, and view point

Spirit: of community, nation building, inclusive growth, and recognition of individual uniqueness

Truth: in the pursuit, dissemination, and application of knowledge