

# **NOIDA INSTITUTE OF ENGINEERING & TECHNOLOGY**

**(An Autonomous Institute)**

Approved by All India Council for Technical Education (New Delhi)

Affiliated to Dr. A.P.J. Abdul Kalam Technical University, Lucknow (UP)

19, Knowledge Park-II, Institutional Area, Greater Noida, Gautam Buddha Nagar (UP)- 201306



## **STUDENT'S HANDBOOK**

## **1. About Noida Institute of Engineering and Technology, Greater Noida**

Noida Institute of Engineering and Technology (NIET), Greater Noida, is one of the premier Engineering and Management Institutes in the National Capital Region (NCR) of the country. It was established in the year 2001 by eminent visionaries under City Educational and Social Welfare Society of Meerut with a vision to provide value driven education of global dimensions.

The Institute is managed by the City Educational and Welfare Society which runs prestigious education and health organizations viz. NIET (Noida Institute of Engineering and Technology an Autonomous Institution), CVPS (City Vocational Public School), ACTS C- DAC, Pyramid Finishing School, Dayanand Nursing Home, Chandra Sen Charitable Hospital & OM Diagnostic Centre.

Noida Institute of Engineering and Technology, a self-financed institute, offers quality education to students from all corners of the country, and is situated in Greater Noida (a hub of Global MNCs). It is a centre of excellence, imparting technical education and generating competent professionals with a high degree of credibility, integrity and ethical standards. NIET aims at recognizing, respecting and nurturing the creative potential of each student.

The Institute is spread over a sprawling area of 13.85 acres of lush green environs and is affiliated to Dr A P J Abdul Kalam Technical University (formerly Uttar Pradesh Technical University), Lucknow, and is approved by All India Council for Technical Education (AICTE). The Institute is placed in 101-150 rank band (Engineering Category), 151-200 rank band (Overall category) and 101-150 rank band (Innovation Ranking) in National Institute Ranking Framework (NIRF-2024).

NIET has faculty strength of 550 with more than 12000 students on its rolls. With an aim to nurture its student base, an aggressive placement policy is in place. NIET has made tie-ups with many MNCs. These tie-ups not only promise to enhance student employability manifold, but also take the lead in encouraging 'innovative' learning like never before.

StartUp India is a campaign started by our Prime Minister, Mr Narendra Modi, to support the young entrepreneurs. The mission focuses on providing a platform to the new entrepreneurs and their ventures. NIET has made giant strides in establishing this unique start up initiative, wherein, more than ten start-up organizations have opened up base here. This provides a great facility for the students to utilize firsthand exposure to understand the nuances of this concept. Over the years, NIET has achieved very high pass percentages. Today it ranks First in Greater Noida, 8th in entire North India and holds 43rd rank in the country. NIET is the only private institute in India to sign an MOU with world's best Automotive Company "Mercedes Benz". It is also the only Institute in North India which has signed an MOU with the Institute of Engineering, Pune and Cambridge English. NIET has recently been awarded the "Best Engineering Institute for Outstanding Placement", as well as the "Best Education Institute in Asia Award" by WCRC Media.

Accredited by NAAC and NBA, it aims to attain the status of a deemed University, in the near future.

## **2. NIET in Focus**

### **Career Starts Here**

Education in NIET is focused on equipping the youth with the critical skills they need in today's globalized world. Whether they choose to be entrepreneurs or hold careers with leading organizations, their training at NIET gets them started on their goals. That's why we say - **'Career Starts Here'**.

### **What truly sets NIET apart?**

Our unique 360 degree approach, that builds synergy between education and industry and ensures that our programs are completely in sync with the contemporary economic context, sets us apart.

At NIET, students get an environment that opens new world of opportunities, which helps them to make the right choice and ensures that they are ready to start out on their own. They also benefit from a strong, global, alumni network. That's why we say that young people who come to NIET leave with much more than a degree – they take with them a valuable asset that they can count on, all their lives.

## **3. Program Offered**

### **Under Graduate Programs**

- a. B. Tech in Computer Science and Engineering (CSE)
- b. B. Tech in Information & Technology (IT)
- c. B. Tech in Computer Science and Business System (CSBS)
- d. B. Tech in Computer Science and Engineering (Data Science) (DS)
- e. B. Tech in Computer Science and Engineering (Internet of Things) (IOT)
- f. B. Tech in Computer Science and Engineering (AI& ML)
- g. B. Tech in Computer Science and Engineering (Artificial Intelligence) (AI)
- i. B. Tech in Computer Science (CS)
- j. B. Tech in Computer Science and engineering (Cyber Security)
- k. B. Tech in Electronics & Communication Engineering (ECE)
- l. B. Tech in Mechanical Engineering (ME)
- m. B. Tech in Biotechnology (Biotechnology)
- n. B. Tech (Lateral Only) in Programs
- o. BBA
- p. BCA

### **Post Graduate Programs**

- a. M. Tech in Computer Science and Engineering (CSE)
- b. M. Tech (Mechanical Engineering)
- c. M. Tech in Cyber Security (CS)
- d. M. Tech in Artificial Intelligence (AI)

- e. M. Tech in VLSI Design
- f. M. Tech in Biotechnology
- g. M. Tech (CSE) Integrated
- h. MCA Integrated
- i. MCA
- j. MBA
- k. MBA (IEV)
- l. MBA-Integrated

#### **4. Rules for Admission**

##### **4.1 Rules for Admission to B.Tech First Year/ B.Tech Direct Second Year of UG Degree Programs in Engineering**

- i. Admission to B.Tech. First year in 1<sup>st</sup> semester and lateral admission in B.Tech. second year in 3rd semester (for diploma holder/B.Sc. candidates only) will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow.
- ii. Admission on migration of a candidate from any other University to the University is not permitted.

##### **Eligibility for Admission**

- i. **Admission to B. Tech. First Year through Entrance Examination:**  
Eligibility for admission to under graduate courses in First year shall be as per guidelines of All India Council for Technical Education (AICTE) / Related Council and according to the latest U.P. Government notifications/rules.
- ii. **Admission to B.Tech. Second Year through Lateral Entry Scheme:**  
Candidates who have passed 3/4 year Diploma (with minimum 60% marks) from institutions recognized by the U.P. Board of Technical Education in any branch of Engineering/Technology except Agriculture Engineering are eligible for admission to Second year in any branch of Engineering./Technology except Agriculture Engineering.
- iii. Direct admission on vacant seats at institution/college level: The eligibility criteria for direct admission on seats remaining vacant in first year after entrance examination counselling shall be such as may be notified from time to time.
- iv. The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause (i)&(ii) as per the guidelines of AICTE.

##### **4.2 Rules for Admission to PG Degree Programs (M. Tech)**

- i. University shall permit admission to M. Tech. Programmes and award M.Tech. degrees to only such courses those are duly approved by AICTE/Academic Council.
- ii. Admission to M.Tech. Programmes in the first year will only be made through GATE/Entrance test(s) conducted by the University followed by counseling(s).

- iii. Admission on migration of a candidate from any other University to the University is not permitted.
- iv. Reservation in admission to an M.Tech. programme shall be governed by the AICTE/State Government/ Central Government rules. Where such rules are at variance with each other, the decision of Academic Council/Executive Council shall be final.

**Eligibility for Admission**

- i. Eligibility for admission in the M. Tech. Programme shall be the Bachelor's degree in the appropriate branch.
- ii. The Academic Council of the University shall have power to amend or repeal the eligibility criteria laid down at clause (i).

**4.3 Rules for Admission to PG Degree Program (MBA)**

Admission to MBA 1<sup>st</sup> Year in 1<sup>st</sup> semester will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow and also according to latest notification of government of Uttar Pradesh (UP).

**Eligibility for Admission**

- i. Admission to MBA First Year through Entrance Examination: Candidates who have passed a minimum of three years of Bachelors degree or equivalent qualification with at least 50% marks (relaxation for SC/ST candidates of 5%) from a recognized university.
- ii. Direct admission on vacant seats at institution/college level: The eligibility criteria for direct admission are a minimum 3 years Bachelor Degree or equivalent from a recognized university with at least 50% marks or as may be notified from time to time by AICTE/University/Government of Uttar Pradesh.
- iii. The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause (i) as per the guidelines of AICTE.
- iv. Every student admitted to the MBA program shall apply on prescribed form through respective college/institute to the registrar of the university for enrolment with all the necessary document such as migration certificate (in original)/ transfer certificate, as the case may be, and self attested copies of all required academic certificates.

**4.4 Rules for Admission to PG Degree Program (MCA)**

- i. Admission to MCA first year in Ist Semester and lateral admission in MCA Second year in III Semester (for BCA/ B.Sc. (IT)/ B.Sc. (Comp. Sc.) candidates only will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow.
- ii. Admission on migration of a candidate from any other University to the University is not permitted.

**Eligibility for Admission**

- i. Admission to MCA First Year through Entrance Examination: For admission to first year of MCA in any institution affiliated to AKTU, Lucknow, a candidate must have passed

Bachelors degree course of 03 Years minimum duration from any recognized Indian University; or its equivalent, recognized by A.I.U. securing minimum 50% (45% for SC/ST) marks in aggregate. Candidate must have passed Mathematics at 10+2 level or Graduation level.

- ii. Admission to MCA Second Year through Lateral Entry Scheme: For Admission to 2nd year of MCA course (Lateral Entry), in any institution affiliated to AKTU, Lucknow, a candidate must have passed Bachelors degree course of minimum three years duration in BCA, B.Sc (Information Technology/ Computer Science) from any recognized Indian University; or its equivalent, recognized by A.I.U. securing minimum 50% (45% for SC/ST) marks in aggregate. The candidate must have passed Mathematics at 10+2 level or Graduation level.
- iii. Direct admission on vacant seats at institution/college level: The eligibility criteria for direct admission on seats remaining vacant in first year/ Second Year (through Lateral Entry), after entrance examination counseling, shall be such as may be notified from time to time.
- iv. The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause (i), (ii) and (iii), as per the guidelines of AICTE.

#### **4.5 Rules for Admission to 5 Years M.Tech (Integrated) Program**

The subject combination required in the qualifying examination (intermediate examination of U.P. Board or 10+2 level examination or its equivalent) for admission to first year of different courses shall be as follows:

Course Compulsory Subjects for M Tech (Integrated) are Physics & Mathematics and anyone of the Chemistry/ Bio-Technology / Biology / Technical Vocational subject.

#### **Eligibility for Admission**

To first year M Tech (Integrated) candidate must have passed (with/without grace) intermediate examination of U.P. Board or 10+2 level examination or its equivalent with compulsory subjects and one of the optional subjects as given in clause 8.1 and obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together OR passed (with/without grace) Diploma (in Engineering and Technology) examination with at least 45% marks (40% in case of candidates belonging to SC/ST category)

## **5. Enrolment**

### **Enrolment process can be done in following phases:**

- i. Online submission of documents and required details on the university portal within the stipulated time.

- ii. Photocopy of required documents duly signed by the students and verified and signed by the Director of the Institute.
- iii. Verification of uploaded and photocopy set by the university from original documents.
- iv. Submission of the verified documents to the University.
- v. Deposition of Enrolment fee to the university as per the number of approved candidates.

**6. Registration**

6.1 Registration for The UG Programs.

6.2 Registration for Postgraduate Engineering Students.

6.3 Registration for Postgraduate MBA Students.

6.4 Registration for Postgraduate MCA Students.

6.5 Registration for 5 Year Integrated Program In Master of Technology.

6.6 Registration for other programs

(Registration process can be completed through Institute ERP after submission of fee either online or through demand draft in every semester.

## 7. Fees

### B.Tech Programs

<b>FEE STRUCTURE FOR SESSION 2024-2025 (FEES IS IN INR)</b>						
S. No.	FEE	B.TECH	B.Tech (Lat.) All Branches	M.Tech (Integrated) in CSE	SEM ESTE R-I	SEMESTER -II
1	TUITION FEE*	1,18,400	95,900	1,18,400	59000	59400
2	EXTERNAL EXAM FEE	7,500	7,500	7,500	7,500	
3	INTERNAL EXAM FEE	4,000	4,000	4,000	4,000	
4	SECURITY (Refundable)(One Time)	5,000	5,000	5,000	5,000	
5	REGISTRATION FEE INCLUDING (LMS/e-content) (One Time)	4,800	4,800	4,800	4,800	
6	STUDENT WELFARE (One Time)	5,000	5,000	5,000	5,000	
7	TBL (One Time)	8,600	6,800	8,600	8,600	
8	Department Society & Outresearch Activity	7,600	5300	7,600	7,600	
9	Career Planning & Technical Grooming	7,800	5,400	7,800	7,800	
10	Earnest Money against Training & Placement	5,000	5,000	5,000	5,000	
11	Institute Industry Interface	5,400	3,800	5,400	5,400	
<b>TOTAL FIRST YEAR FEE</b>		<b>1,79,100</b>	<b>1,48,500</b>	<b>1,79,100</b>	<b>119700</b>	<b>59400</b>
<b>TOTAL FIRST YEAR FEE (One- time Payment @ 5% off)</b>		<b>1,70,100</b>	<b>1,40,400</b>	<b>1,70,100</b>		
<b>FROM NEXT YEAR ONWARDS</b>		<b>1,55,700</b>	<b>1,26,900</b>	<b>1,55,700</b>	<b>96,300</b>	<b>59400</b>
<b>FROM NEXT YEAR ONWARDS (One- time Payment @ 5% off)</b>		<b>1,47,600</b>	<b>1,20,600</b>	<b>1,47,600</b>		
#University Pre- Registration has to be paid/done by Student						



BUS FEES STRUCTURE** FOR SESSION 2024-25			FOR ONLINE PAYMENT OPTION
S. No.	ROUTE	FEES	For online Payment go to our website <a href="http://www.niet.co.in">www.niet.co.in</a> and select online fees payment option.
1	MOHAN NAGAR/ANAND VIHAR/ GHAZIABAD (ANNUAL)	38,700	
2	NOIDA (ANNUAL)	35,100	
3	EAST DELHI	Rs.38700 (annual) or 4500 (month)	
4	BULANDSHAHR (AC COACH)-ANNUAL	54,000	
5	SIKANDRABAD (AC COACH)-ANNUAL	45,000	
Demand Drafts in favour of NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA payable at NEW DELHI			
<p>** The bus fees may be subjected to change as per the petrol/diesel/CNG rates.  *Fees of the institute is likely to be revised on the recommendations of the fee committee of U.P. Govt. If the fee is revised, students will be liable to pay the differential amount to the institute immediately.</p>			

### M.Tech Programs

FEE STRUCTURE FOR SESSION 2024-2025 (FEES IS IN INR)		
S. No.	FEE	M.Tech
1	TUITION FEE*	81500
2	EXTERNAL EXAM FEE	10000
3	INTERNAL EXAM FEE	4000
4	SECURITY (Refundable)(One Time)	10000
5	REGISTRATION FEE INCLUDING (LMS/e-content) (One Time)	3900

6	STUDENT WELFARE (One Time)	5000	
7	Usage Charges	18850	
8	Other Fee	1750	
TOTAL FIRST YEAR FEE		135000	
FROM NEXT YEAR ONWARDS		116100	
#University Pre- Registration has to be paid/done by Student			
BUS FEES STRUCTURE** FOR SESSION 2024-25			FOR ONLINE PAYMENT OPTION
S.No.	ROUTE	FEES	For online Payment go to our website <a href="http://www.niet.co.in">www.niet.co.in</a> and select online fees payment option.
1	MOHAN NAGAR/ANAND VIHAR/ GHAZIABAD (ANNUAL)	38,700	
2	NOIDA (ANNUAL)	35,100	
3	EAST DELHI	Rs.38700 (annual) or 4500 (month)	
4	BULANDSHAHR (AC COACH)-ANNUAL	54,000	
5	SIKANDRABAD (AC COACH)-ANNUAL	45,000	
Demand Drafts in favour of NOIDA INSTITUE OF ENGINEERING AND TECHNOLOGY, GREATER NOIDA payable at NEW DELHI			
<p>** The bus fees may be subjected to change as per the petrol/diesel/CNG rates.</p> <p>*Fees of the institute is likely to be revised on the recommendations of the fee committee of U.P. Govt. If the fee is revised, students will be liable to pay the differential amount to the institute immediately.</p>			

## **8. Scholarship (Samaj Kalyan Vibhag)**

The eligible candidates can apply for financial assistance (Scholarship) through District Social Welfare Department's portal i.e. <http://scholarship.up.gov.in> or <https://scholarships.gov.in/>  
Only verification of the attached documents is responsibility of the Institute.

## **9. Rules for Change of Branch**

- i. Change of branch may be allowed against the vacant seats in the following two stages, provided criteria at following sub clauses is satisfied: (a) In first year, after the last date of admission to the B.Tech. Ist semester, on the basis of merit of entrance examination on vacant seat subject to clause (ii). (b) In the second year, on the basis of merit at the B.Tech. first year examination for those who are pass without any carry over paper subject to clause (ii).
- ii. After change of branch, number of students in branch(s) shall neither increase over the intake approved by A.I.C.T.E. nor it will decrease below 75% of intake approved by A.I.C.T.E.
- iii. Change of branch facility is not applicable to following: - (a) Candidates admitted in B.Tech. Biotechnology courses. (b) Candidates admitted in second year of B.Tech. courses as per clauses (ii).
- iv. The change of branch if allowed will become effective from B.Tech. 3<sup>rd</sup> semester.
- v. The Branch change process must be completed by 30th August of each academic session. Further change of branch shall not be permitted.

## **10. Duration of Courses**

### **10.1 B.Tech**

- i. Total duration of the B.Tech. Course shall be 4 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by A.I.C.T.E. from time to time
- ii. The student admitted to 1st year B.Tech shall complete the course within a period of seven academic years from the date of first admission, failing which he/she has to discontinue the course. The students admitted under lateral entry scheme (2nd Year B.Tech) shall complete the course within a period of six academic years from the date of first admission, failing which he/she has to discontinue the course
- iii. A candidate, who has failed twice in first year due to any reason (either due to his/her nonappearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such permission but the maximum time allowed for completing the course will remain the same as in clause (ii).
- iv. The minimum credit requirement for B.Tech degree is 160 credits.

## **10.2 M.Tech**

- i. Total duration of M.Tech. Programme shall be 2 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by A.I.C.T.E. from time to time.
- ii. The student admitted to M.Tech. Programme shall complete the course within a period of four academic years from the date of first admission, failing which he/she has to discontinue the M.Tech. Programme.
- iii. A student, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further.
- iv. The minimum credit requirement for M. Tech. degree is 72 credits. The lower and upper limit for course credits registered in a semester by a full time students are: **Lower limit - 12 Credits, Upper limit - 22 Credits.**

## **10.3 MBA**

- i. Total duration of the MBA course shall be 2 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by AICTE from time to time.
- ii. The student admitted to 1st year MBA shall complete the course within a period of four academic years from the date of first admission, failing which he/she has to discontinue the course.
- iii. A candidate, who has failed twice in first year due to any reason (either due to his/her nonappearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such permission but the maximum time allowed for completing the course will remain the same as in clause (ii).
- iv. A student who wishes to temporarily discontinue the program and continue the same subsequently, has to obtain prior permission from the Registrar of University by applying the director/head of the college or institute. Such student has to take admission to the same semester again from where he/she discontinued. However, the student shall be required to complete the program as per clause 17.2.

## **10.4 MCA**

- i. Total duration of the MCA Course shall be 3 years, each year comprising two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by A.I.C.T.E. from time to time.
- ii. The student admitted to 1st year MCA Course shall complete the course within a period of five (05 Years) Academic Years from the date of first admission, failing which he/she has to discontinue the course.
- iii. The students admitted under Lateral Entry scheme (2nd Year of MCA Course) shall complete the course within a period of Four (04) academic years from the date of first

admission, failing which he/she has to discontinue the course.

- iv. A Student, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such permission but the maximum time allowed for completing the course will remain the same as in clause (ii) and (iii).
- v. The minimum credit requirement for MCA Degree is 144 credits.

### **10.5 M.Tech (Integrated)**

For admission to first year of M Tech (Integrated) candidate must have passed (with/without grace) intermediate examination of U.P. Board or 10+2 level examination or its equivalent with compulsory subjects and one of the optional subjects as given below:

#### **Compulsory Subjects : Physics & Mathematics**

Anyone of the Following: Chemistry/ Bio-Technology / Biology / Technical Vocational subject and obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the above subjects taken together OR passed (with/without grace), Diploma (in Engineering and Technology) examination with at least 45% marks (40% in case of candidates belonging to SC/ST category).

## **11. Academic Regulations**

### **11.1 Semester System**

Every student is required to register for the next semester at the beginning of the semester.

### **11.2 Academic Calendar**

Academic calendar is prepared for every semester and shared with all the stakeholder via Notice and posted on the institute website also.

### **11.3 Course Code**

As per evaluation scheme of the program

### **11.4 Teaching Scheme/Evaluation Scheme**

B.Tech. 1<sup>st</sup> year refer section C

### **11.5 Course Credit System/Structure**

as per evaluation scheme of the course available on the Institute website

### **11.6 Minimum Requirement for award of Degree**

As per the examination ordinance of the institute and guidelines for respective

programs

### **11.7 Credits**

As per the examination ordinance of the institute and guidelines for respective programs

### **11.8 Credits Transfer**

**As per the examination ordinance of the institute**

### **11.9 Industrial Training / Internship (2 week / 4 weeks)**

As per evaluation scheme of the course

## **12. Student Policies**

- Mentor Mentee scheme
- Student Skill Development
- Bright Student Development Program (BSDP)
- Non Performing Student Development Program (NSDP)
- Tuition Fees Waiver Scheme for Economically Weak Students
- Medical Reimbursement for Hosteller Students
- Aavishkar Bhoomi Scheme
- Campus Wide Quality Improvement Program (CWQIP)
- Weak Students Development Program (WSDP)
- Hostel Management Committee
- Food Committee
- Women Grievance Redressal Cell
- Student Counsellor
- Student Grievance Redressal Cell (SGRC)
- Anti-Ragging committee
- Proctorial Boards
- Examination committee

**Note: The details regarding these policies are available at institute website [www.niet.co.in](http://www.niet.co.in).**

### **12.1 Detention**

12.1.1 Every student is required to attend all the lectures, tutorials, practicals and other

prescribed curricular and co-curricular activities. The attendance can be condoned up to 15% for extra-curricular and co-curricular activities.

12.1.2 A further relaxation of attendance up to 10% can be given on the basis of medical ground after providing valid documents.

12.1.3 No student will be allowed to appear in the end semester examination if he / she do not satisfy the overall average attendance requirements of Clause Nos. 12.10.1, and 12.10.2. and such candidate(s) shall be treated as detained.

12.1.4 In each semester, the attendance shall be counted from the date of admission in the college or start of academic session whichever is later.

#### **12.1.5 Year Back**

The Year back rules will be followed as per ordinance the ordinance of Noida Institute of Engineering and Technology, affiliated to Dr APJ Abdul Kalam Technical University, Lucknow.

#### **12.1.6 Summer Training**

The Summer Training is a necessary component of Curriculum. The guidelines regarding duration of training and evaluation will be in compliance with the suggestions made by Board of Studies of the Particular Course.

### **13. Discipline**

#### **13.1 Code of Conduct and Campus Discipline**

- a. The Code shall be called the NIET Students' Code of Conduct.
- b. This Code indicates the standard procedures and practices of the Noida Institute of Engineering & Technology, Greater Noida for all the students.
- c. All students are bound to abide by this Code and the rights, responsibilities including the restrictions flowing from it.
- d. The Institute's endeavor is to administer student discipline that is egalitarian, conscientious, and expeditious
- e. This Code shall be displayed in the Institute website.

#### **13.2 Jurisdiction**

The Institute shall have the jurisdiction to take cognizance of all acts of misconduct including incidents of ragging or otherwise that may take place on the campus or its precincts thereof. The Institute shall be guided by the proximity of the reason for misconduct in connection with the affairs of the Institute than the actual location of misconduct.

#### **13.3 Ethics and Conduct**

1. At the time of admission, every student is required to sign a statement abiding by this Code.
2. Every student should strive to be regular and try completing his/her studies in the Institute within the prescribed tenure.

3. In the event, a student is forced to discontinue studies for any legitimate reason; such student may be relieved from the Institute subject to the written consent of the Dean/Director.
4. As a result of such relieving, the student shall be required to clear pending hostel/mess dues and if the student had joined the Institute on a scholarship, the said grant shall be revoked.
5. Every student shall uphold academic integrity, respect all persons and their rights and property and safety of others etc.
6. All students must refrain from indulging in any and all forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation.

#### **13.4 Academic Integrity**

1. Every member of the Institute both employees as well as students shall bear responsibility for ensuring that the highest standards of academic integrity.
2. As an institution of scientific and technological education and research, the Institute values academic, intellectual and ethical integrity. The Institute shall endeavor to duly acknowledge academic contribution. Violations of academic integrity shall constitute a serious misconduct.
3. Any failure of academic integrity shall be treated as a threat to both the reputation of the Institute and the degrees awarded to the students.
4. The following list is indicative and not exhaustive : Every student is required to-
  - a. Ensure proper citations.
  - b. Acknowledge and cite use of the ideas, results, material or words of others.
  - c. Ensure all work submitted are produced only with permissible materials or authorized collaborations.
  - d. Obtain data or results by ethical means and report them without suppressing any results inconsistent with his or her interpretation or conclusions.
  - e. Treat other students in an ethical manner, respect their integrity and right to academic progress without interference.
  - f.

#### **13.5 Misconduct**

A student who commits misconduct shall be liable to be dealt with in accordance with the provisions of these Rules.

1. For the purpose of these Rules without prejudice to the general meaning of the term, the following acts and omissions shall constitute misconduct and the term 'habitual' shall mean as defined here in above.
2. Willful insubordination or instigation thereof, disobedience or instigation thereof whether alone or in combination with another, of any lawful and reasonable instruction of any member of the Faculty.



3. Participation in an illegal or unjustified strike or abetting, inciting, instigating or acting in furtherance thereof, whether alone or in combination with others.
4. Theft, fraud or dishonesty in connection with the Institute's property or theft of another student or employee's property within the Institute.
5. Giving bribes or any other illegal gratifications to any employee in any manner whatsoever.
6. Habitual absence from attending classroom or lab sessions without permission or absence without permission.
7. Frequent or Habitual late attendance.
8. Collecting contributions for any purpose whatsoever at any time without the permission of the Dean/Director of the respective Institution.
9. Engaging in trade within the Institute without the written permission of the Dean of the respective Institution.
10. Drunkenness or riotous, disorderly, indecent or improper behavior, use of abusive language, threatening, intimidating, coercing or interfering with the work of other students / employees, assault or threat of assault either provoked or otherwise within the Institute or the commission of any act subversive of good and proper behavior within the Institute.
11. Habitual negligence or neglect of instructions.
12. Habitual breach of any rules or instructions for the maintenance and operation of any department or the maintenance of the cleanliness of any portion of the Institute.
13. Causing damage, whether willful or due to irresponsible actions or damage due to negligence or carelessness to any property of the Institute or within the Institute or any instigation or abetment thereof.
14. Disclosing to any unauthorized person any information in regard to the processes or any interests of the Institute which may come into the possession of a student.
15. Gambling within the Institute.
16. Smoking within the Institute.
17. Possession or consumption of alcohol or narcotic drugs or psychotropic substances within the campus.
18. Failure to observe duly notified safety instructions or normal safety precautions or interference with any safety device or equipment installed within the Institute.
19. Marking attendance of any student other than his / her own.
20. Declared and being carried in the registers of police as a bad character or conviction by any court of law for any criminal offence.
21. Registration of any criminal case for any act directly or indirectly connected with the Institute.
22. Doing private or personal work, within the Institute with or without tools or materials belonging to the Institute without prior written permission of the Dean of the respective

Institute.

23. Distribution or exhibiting within the Institute handbills, pamphlets, posters or causing to be displayed by means of signs or writing or other visible representations any matter without the previous written sanction of the Dean/Director of the respective Institute.
24. Willful falsification, defacement or destruction of any records of the Institute, whether maintained by himself or by any student or employee of the Institute.
25. Knowingly making false or misleading statements or misrepresentations.
26. Possession of any weapon in the Institute.
27. Failure to report damage or defects noticed in machinery, equipment and processes.
28. Applying for leave or seeking ratification of absence for reasons found to be false.
29. Spitting in the Institute.
30. Refusal to wear or show the identity card.
31. Threatening any student / employee alone with others or through any outsider.
32. Willful or deliberate misuse of any amenity provided by the Institute.
33. Gaining admission by impersonation or by production of false identity card or fake certificates.
34. Any conduct that is likely to endanger the life or safety of any student or employee of the Institute.
35. Habitual overstaying sanctioned leave without sufficient grounds and satisfactory explanation or leaving the premises when leave is refused.
36. Refusal to receive any written order or other lawful or proper communications served in accordance with these Rules.
37. Making malicious statements against the Institute or its Officers through either verbal, printed materials, electronic means or online internet / intranet facilities.
38. Sexual harassment.
39. Causing any disruptive activity within the Institute in any manner whatsoever.
40. Being a member of any outfit banned by the Government of India.
41. Unauthorized possession, carrying or use of any weapon, ammunition, explosives, or potential weapons, fireworks.
42. Unauthorized possession or use of harmful chemicals and banned drugs.
43. Parking a vehicle in a no parking zone or in an area earmarked for parking other types of vehicles.
44. Theft or unauthorized access of any academic work.
45. Interacting, on behalf of the Institute, with media representatives or inviting media persons on to the campus without the permission of the Registrar.
46. Unauthorized recording of audio or video lectures in class rooms or actions of other students, faculty, or staff without prior written permission.

47. Providing audio and video clippings of any activity on the campus to media without prior written permission.
48. Causing hindrance or interfering or intruding in the privacy of any individual within the Institute.
49. Passing disparaging remarks hurting sentiments of others in any manner.
50. Carrying Mobile Phone or any Electronic device to the Examination Halls, including and not limited to handing over such phones / devices to invigilators for safe custody.

### **13.6 Anti- Ragging**

The 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 shall apply mutatis mutandis( will equally apply to both) to the Institute and the students and any violation thereof shall invite action in accordance with the said Regulations. The Anti-Ragging Committee as may be constituted for the purpose more fully provided for in the Regulations shall deal with matters pertaining to Ragging.

- a. A student found guilty by the committee will attract punishments as provided for under the said Regulations.
- b. An Appeal against any Order of punishment shall lie to The Director and his decision shall be final and binding.

### **13.7 Sexual Harassment**

The UGC (Prevention, Prohibition and Redressal of Sexual Harassment of Women Employees & Students in Higher Educational Institutions) Regulations,2015, shall apply mutatis mutandis( apply equally to both) to the students of the Institute.

### **13.8 Disciplinary Committee**

- a. Complaints of misconduct shall be dealt with by the Disciplinary Committee.
- b. The Director shall constitute the Enquiry Committee which may be of One Enquiry Officer or more than one Officers as the case may require.
- c. The Enquiry Officer / Committee shall generally be a Professor of the Institute other than the one to which the student belongs to.
- d. The Enquiry Officer / Committee shall follow procedure in accordance with principles of natural justice affording reasonable opportunity for the student to defend himself.
- e. The proceedings shall be treated confidential for all purposes and shall not be disclosed to any person not connected with the Enquiry without any express order from a Court of competent jurisdiction.
- f. Publication of whole or a part of the proceedings in any manner whatsoever is strictly prohibited.

### **13.9 Disciplinary Action**

The competent authority (Director on the recommendations of Proctorial Board) may impose one or more of the following punishment based on severity of committed offence on any student(s) found guilty of any of the acts of indiscipline or misconduct and violation of General Rules and Regulation of the Institute.

- Suspension from the Institute For a specific period.
- Admonition / Reprimand and submission of bond or affidavit on Rs 10/- stamp paper duly notarized.
- Deduction of Marks
- Fine up to Rs. 20,000.
- Recovery of any kind, such as scholarship/fellowship, any dues cost of damages etc.
- Withdrawal of any or all facilities available to a student.
- Rustication up to four semester period and/or declaring the entire NIET Campus out of bounds.
- Expulsion from the Institute and/or hostel.
- Logging of FIR with the Police.
- Fine up to Rs. 50,000(In case of Ragging as per Supreme Court ruling).
- In case of denial of misconduct, the Enquiry Officer / Committee shall call upon the Student to appear before such Officer / Committee. The Officer / Committee shall record its proceedings, statement of witnesses, etc.
- The student proceeded against shall be free to give statement, produce witnesses on his behalf.
- No student proceeded against shall engage any third person or Advocate to defend him in the Enquiry.
- The Enquiry Officer / Committee shall submit its Report within 90 days of commencement of proceedings to the Director of the Institute.
- Before imposing any punishment, the Registrar shall provide a copy of the Enquiry Officer / Committee's Report and call upon the student proceeded against to submit in writing his statement of defense.

### **13.10 General Guidelines for Implementation of Punishments**

- No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Proctorial or any other committee after following the normal procedure and providing due opportunity to the student to defend himself/herself.
- Student found guilty in any in-disciplinary activity by the Proctorial board.
- However, if a student improves his/her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/she can apply

to the Proctorial board to remove the "Warning If board is satisfied with the improvement, they may remove such warnings from the student's profile.

- In case the Managing Director/ Director/Dean or any competent authority is of the opinion that on the basis of the available material and evidence on record. a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other enquiry.
- In case of any dispute with regard to the interpretation of any of these Rules the matter shall be referred to the Managing Director/ Director /Dean, whose decision thereon shall be final.
- The Management is not responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the Institution-owned or leased property.

The student understands and agrees to accept all risks of such losses or damage

The Registrar of the Institute shall be the Authority to impose the following punishments prospectively on any student

- a. **Interim Suspension**– A student may be suspended for a specified period of time pending enquiry into allegations of misconduct which will entail prohibition on participating in student related activities, classes, labs, programs etc. However, the student shall not be prohibited from writing exams; presenting Dissertations or Projects; attending Viva Voce; during such Interim Suspension. Such interim suspension shall not be treated as Punishment on the student until a final decision on the misconduct is arrived at.
- b. Any student on whom a criminal case is registered shall be liable for suspension. The decision of the Registrar shall be final and binding. Such suspension shall not be treated as Punishment on the student until a final decision on the misconduct is arrived at.
- c. **Warning** – Indicating that the action of the delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action
- d. **Restrictions** – Reprimanding and Restricting access to various facilities on the campus for a specified period of time, including and not limited to restricting access to hostel facilities.
- e. **Community Service** – Ordering the Student to do certain community services within the Institute campus or outside the campus for a specified period of time.
- f. **Suspension** – Student shall be imposed with punitive suspension for a specified period, not exceeding 15 days which will entail prohibition on participating in student related activities, classes, labs, programs etc.
- g. **Expulsion** – In case of an extreme situation the institute may decide to recommend for expulsion to the Vice chancellor
- h. **Monetary Penalty**– a) A student may be imposed with monetary penalty of one time

fine/suspension or forfeiture of scholarship/fellowship for a specific time period. b) Student may be warned and imposed a refundable bond (monetary fine with a time line) with a commitment to mend his/her behavior / activities, which may be returned after expiry of specified period based on his/ her conduct during the period

### **13.11 Appeal**

If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the Registrar who may after affording an opportunity of hearing the student, may:

- Retain the punishment imposed;
- Refer the case back to the committee for reconsideration.
- The decision of Registrar shall be final and binding
- 

### **13.12 Grievance Redressal Committee**

Any student of the Institute aggrieved by any acts not relating to Ragging or Sexual Harassment, may approach the Grievance Redressal Committee of the Institute.

### **13.13 Amendment**

The Institute shall amend any provision contained in this Code prospectively. No amendment shall be deemed effective unless approved by a Resolution by the Board of Management of the Institute.

### **13.14 Anti-Ragging Measures at NIET**

#### **The Institute**

#### **What is Ragging (Punishable Actions?)**

- Any conduct by any student or students whether by words spoken or written, or by any act which has the effect of teasing, treating or handling a fresher or any other student with rudeness.
- Indulging in rowdy or in undisciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which that student will not do in the ordinary course, and which can cause or generate a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.

- Any act of financial extortion or forceful expenditure burdened upon a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- Abetment to ragging
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Physical or psychological humiliation
- All other offences following from the definition of “Ragging”.

### **13.15 Measures to avoid Ragging**

- Anti-Ragging committee is established and is fully responsible to ensure that all Anti-Ragging rules, regulations and measures are strictly followed. Chairperson and Members of the committee can be contacted by the students 24X7, if required.
- Anti-Ragging squads take a round of the campus and hostel several times in a day to prevent any incident of Ragging.
- A roster of nominated faculty members (male for boys and female for girls’ hostel) is established, who stay in the hostels in the night to monitor the student activities.
- All students and their parents are required to submit duly assigned notarized affidavit, affirming that they/their ward will not participate in any type of ragging activity.

- Hoardings providing warning messages, Order of Hon'ble Supreme court of India, and contact details of NIET officials are displayed all around the campus.
- Members of the Proctorial board can be contacted 24X7.
- Dean Student Welfare can be contacted 24X7.

### **13.16 Rules of Computer Lab**

#### **General**

- After entering the Computer Lab, students should approach the System Administrator/Lab In-charge. A logbook of machine usage will be maintained and it is the duty of each user to complete all columns (their name, roll no., login time and the purpose) in it while entering the Computer Lab.
- Students should mark and sign when they log in and leave the lab.
- Students should complete their work within the allocated time.
- System Administrator will have full authority to enforce discipline.
- System Administrator may cancel a reserved slot, where it becomes necessary in the wake of a higher priority assignment.
- Visiting/ regular faculty can reserve the slot for a class demonstration. The reservation of time can be done at least one day in advance up to a maximum of 7 days in advance.
- To facilitate storage of data and to conserve the hard disc space, students should take a back-up of all their files on their own storage devices and delete the files from the hard disc.
- Computer stationery will not be made available by the Institute. Students must make their own arrangements. Printing facility does not form part of computer use.
- Students should maintain discipline and keep silence in the lab.
- Students will not be allowed in the computer lab during class and during break(s).
- The free time on the computer is available in slots of 60 minutes to the students on first come first served basis, depending upon project priority and subject. No two slots will be given to the same student on the same day. However, if the system is free, the permission from the staff on duty is essential to avail the time.
- Director's office, Library, CCR and Office PCs will be used only by the respective staff and faculty.
- The user can contact System Administrator for backup.
- Students are not allowed to change the wallpaper or any taskbar setting. Those who are found guilty will be debarred from the lab for at least one week.
- Laptop or mobile charging inside the lab is not allowed.
- For laser printouts, students must purchase print coupons from accounts department prior to printing. These coupons with the seal are valid till their final



placement. Printouts can be taken between 10 am to 6 pm.

- For internet related complaints in their rooms, students have to write or lodge a complaint in the complaint register in Lab-1. The engineer will visit the hostel between 4-6 pm every day.

#### **Do's**

- Make your lab in and out entries in the lab log-book.
- Use your own Login ID and Password.
- Check the machine. If not in order, immediately report to the staff on duty.
- Ensure that your storage devices are virus-free

#### **Don'ts**

- Don't shutdown / lock computer. You can only log off the PC.
- Don't shift machine from one place to another.
- Don't use virus-infected storage devices.
- Don't delete other user's files.
- Don't waste computer stationery.
- Don't use machine beyond your allotted time. x
- Don't take any manual out of the lab.
- Don't play games.
- Don't bring bags/folders etc. into the lab.
- Don't talk loudly in the lab; maintain silence.
- Don't use any type of instant Messenger.
- Don't use cellular phone in the lab.
- Don't use Facebook, Google-Chat, Yahoo messengers inside a lab.
- Don't eat or drink in the lab.

#### **Penalty**

Any student found breaking the above rules in computer lab may be debarred from both the labs at least for one month or may have to pay a penalty of Rs.500/- or both.

#### **Policy on Use of Internet by Students, Staff and Faculty**

- Email & Password Creation:
- IT department creates email-id of new students.
- The email-id consists of (first name, last name plus the year of passing, @NIET mail). For example abc.efg18@NIET.ac.in.
- The password assigned initially must be changed on the first login.
- In case the password is forgotten, an IT person in the computer lab must be contacted, with the ID-Card of the user.

### **13.17 Rules of Computer Lab**

#### **Code of Conduct**

- All residents are required to maintain standards of behavior expected from

students of a prestigious Institution such as ours. They are expected to behave courteously and fairly with everyone both inside and outside the campus.

- All residents are required to carry their valid Identity Cards issued to them by the Institute.
- All residents are required to maintain at least 75% class attendance to appear in session tests as well as in university examination.
- The rooms, common areas and surroundings should be kept clean and hygienic. Notices shall not be pasted on walls and walls should not be scribbled on.
- All the girl students are expected to be in the hostel before 7.00 p.m. If any student wishes to be away from the hostel during the weekend, holidays or any other time, she has to take prior permission from the Warden.
- Rooms are allotted to each student on his/ her personal responsibility. He/she should see to the upkeep of his/ her room, hostel and its environment. Students should bring to the notice of the Maintenance office, through the Warden, all routine maintenance work (Civil, Carpentry and Electrical), if any, to be carried out in their rooms.
- Students should co-operate in carrying out maintenance work and vacate their rooms completely when the Hostel Management requires the rooms for this purpose. On such occasions, the management will try to provide alternate accommodation. If any maintenance work is to be carried out when the room is under occupation, it is the occupant's responsibility to make the room available for the same.
- The students should not screen pirated/ unauthorized/unlicensed movies in their computers and common rooms. Any violation will be dealt with severely. Punishment for the same will be decided by authorities.
- The resident of the room is responsible for any damage to the property in the room during his/ her occupancy and will be required to pay the estimated penalty for the damage as applicable. He/she is required to fill in the inventory of the furniture and other items available and hand over the furniture & other materials in good condition when he/she changes/vacates the room/hostel.
- In case of damage or loss of hostel property the cost will be recovered from the students responsible for such damage or loss, if identified, or from all the students of the hostel, as decided by the Hostel Management.
- The resident shall not move any furniture from its proper allotted place and also not damage them in any way. If there are any additional items other than the above belonging to the hostel in a room, the occupant of the room shall hand them over to the Warden, failing which he/she will be charged a penal rent as decided by the Hostel Management.
- The resident shall not remove any fittings from any other room and get them fitted in his/her room.

- Ragging of students admitted to the Institute is totally banned. Any violation of this by the students will be dealt with severely.
- For your understanding, ragging which is CRIMINAL & NON-BAILABLE offence is defined in legal parlance as, “display of noisy, disorderly conduct doing any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear, shame or embarrassment to a student in any academic Institution and includes: Teasing, abusing, or playing practical jokes on or causing hurt to a fellow student; or asking any student to do any act or perform something which such a student in the ordinary course, will not be willing to do”.
- Fresher’s are encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, may also be punished suitably along with offenders.
- When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
- All senior students, hostellers and day scholars, are required to sign an Anti-Ragging Undertaking form.
- Smoking and consumption of alcoholic drinks and/ or narcotic drugs in the hostel premises is strictly prohibited. Students shall not enter the hostel premises in intoxicated state and should not possess such materials. Severe action will be taken if any resident is found to violate this, resulting in expulsion from hostels and rustication from the Institute. Hostel zone is a smoke-free zone in the Institute. Students should not smoke inside the hostel/ room/ common room/ dining hall/ toilets/ corridors/ terrace etc. Depending on the case, the management reserves the right to take direct disciplinary action, amounting to even expulsion at short notice from the hostel.
- Employing unauthorized persons for personal work such as washing clothes, etc. is not permitted. Members of the mess staff should not be asked to enter the hostel premises on any account.
- Any student who is found to be indulging in undesirable activities such as physical assault, damage to property, etc. will be liable to the following punishments:
  - He/ she will be expelled from the hostel.
  - A record of his/ her misconduct will be made in the personal file.
  - The cost of damage will be fully recovered from him/ her together with penalty.
  - He/ she will also be fined commensurate with the offence committed as decided by Hostel Management.

- The privilege of appearing for campus interviews may be denied, when he/ she reaches the pre final year/ final year.
- No recommendations will be given to him/ her for studies abroad.
- Any student found hosting/ harboring an offender will also be liable to the punishments mentioned in above point.
- Residents should not participate in any anti-national, anti-social or undesirable activity in or outside the campus. The visit of a person of the opposite sex to the hostel is restricted to common room and lounge.
- Playing loud music in the hostel is not permitted and will be considered as a misconduct which is also liable for punishment as decided by Hostel Management.

#### **Use of electrical/ Electronics items**

- The use of electrical appliances such as immersion heater, electric stove/ heater/induction/kettle/iron is forbidden in any of the rooms allotted for residence. Private cooking in the hostels/ students' rooms is strictly forbidden. Such appliances, if found will be confiscated and a fine will also be imposed.
- The uses of audio systems which may cause inconvenience to other occupants are not allowed. The use of personal TV, VCR and VCD/ DVD is prohibited. The students should not hire objectionable CDs from outside.
- When the students go out of their room, they should switch off all the electrical/ electronic appliances, and keep it locked (at all times). Violation will attract suitable penalty and punishment as decided by authorities.

### **13.18 Library Rules & Regulations**

#### **Timings**

Monday – Friday : 9:00 AM to 7:00 PM

Saturday – Sunday : 9:00 AM to 5:00 PM

Library remains closed on official holidays.

#### **Circulation Rules: Books Issuing Procedure:**

- Take the books or documents you want to borrow together with your Institute ID card to the issue desk i.e. Circulation Counter.
- The date by which you must return each book is stamped on the label inside it. You may be asked to return your books earlier if these are needed by some other users.
- You are responsible for all books issued against you. Do not pass them on to other people.
- You will not be able to borrow books if you have overdue books or unpaid fines above Rs 500

**Books Borrowed - Limitations and Duration:** On ID Cards

Category	No. of Books	Duration
B.Tech	02	10 days
M.Tech	04	10 days
MCA	03	10 days
MBA	04	15 days
PGDM	08	15 days
B.Pharma	03	10 days
M.Pharma	04	10 days
Faculty	05	01 Month
Staff	02	01 Month

**Note: (Reference books, Magazines/ Journals cannot be issued for outside of the library).  
TBLS Scheme (Text Book loan Scheme): The TBLS is implemented in the following Department.**

Category	No. of Books	Duration
B.Tech	(Recommended by Deptt.) Semester	Semester
MBA	(Recommended by Deptt.) Semester	Semester
MCA	(Recommended by Deptt.) Semester	Semester

**Overdue Charges:**

**Textbooks/General Books: Rs.5.00 per Day**

- Borrowing facilities are given only to the members of the library. Books or other documents may be borrowed only against the ID Card issued to individuals.
- The holder of the ID Card is responsible for any book issued against the ID Card, as per the library records.
- At the time of deposition of overdue fine for documents, you must collect receipt for the payment from the Account Office Desk.
- Same Book will not be renewed even if there is no demand for the said book.
- During the examinations, books and publications issued for 10 days will not be extended.
- The librarian can recall books and publications at any time if a need arises.

**If member loses a book against his/her ID Card, the penalty will be as follows:**

- He/she shall give written information to the Librarian.
- He/she will have to replace the book lost. In addition, he/she will pay a fine. If the relevant book is not easily available in the market, then the loser would pay double the current cost of the book.

### **General Rules:**

- All Library users must sign in/out register lying with the attendant at the gate.
- While entering the library, users should leave their personal belongings such as bags, personal books etc. at the counter reserved for this purpose. Users leaving the library should permit the library staff to examine their personal belongings, if asked.
- NIET library follows an open book system, books and other material taken from the library stacks should not be re-shelved by the readers. These should be handed over to the library staff on duty. Remember, a book misplaced is a book lost, until traced.
- The member would satisfy himself/herself before leaving the issue counter as to whether the book is in sound condition or not. Otherwise he/ she may be responsible.
- Users of the library should not deface, mark, cut, mutilate or damage the reading material in any way. Persons doing so are liable to be fined heavily, apart from being asked to pay the cost of the damage. In case a person repeats the offence second time, his/her ID card would be impounded and the membership terminated summarily.
- All members are requested to behave with decency and decorum. Any irregularities may kindly be brought to the notice of the Chief Librarian for necessary action.
- Decent dress code is needed inside the library. Wearing half knickers is prohibited inside the library.
- If library issued books are brought into the library it has to be submitted. If any student is found indulging in the process of book hiding, stealing, or mutilating, he/she will be fined accordingly.

**Discipline:** Please help us to maintain a disciplined working environment by not eating or drinking in the library, and respecting the needs of other readers by being quiet. If you are disturbed by noisy readers, please inform us. Smoking and use of cell phones in the library are strictly not allowed.

**Book Hiding:** Minimum fine of Rs.250 plus suspension of ID cards for a period of one month. On re-occurrence of the act, minimum fine will be Rs.500.

**Book Damaging:** Minimum fine of Rs.500 plus suspension of ID cards for a minimum period of one month. On re-occurrence of the act, minimum fine will be Rs.1000.

**Book Stealing:** Minimum fine of Rs.1000 or actual cost of the book plus suspension of ID card for a minimum period of one Semester. On re-occurrence of the act minimum fine will be Rs.10,000 and other disciplinary action as deemed fit.

**Misbehavior with Library Staff:** Minimum fine of Rs.1000. On re-Occurrence of the

act, minimum fine will be Rs.5000.

### **13.19 NIET rules on gender sensitization against sexual harassment**

#### **Gender Sensitization**

This works in creating awareness about gender issues and working towards creating equilibrium where both men and women can work together with a sense of personal security and dignity.

#### **Background**

- Sexual harassment is a human rights violation, an infringement on life and liberty and a serious form of gender-based discrimination. Such behaviour is an affront to dignity, gender, equality, and fundamental rights.
- Sexual harassment is contrary to anti-discrimination provisions in the Constitution of India: Article 15: “Prohibition of discrimination on grounds of religion, race, caste, sex, or place of birth” and Article 19 (1)(g): Right to freedom which upholds a woman’s right “to practice any profession, or to carry on any occupation, trade or business”.
- Sexual Harassment is an offence under The Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 No. 14 of 2013 Section 3(1): No woman shall be subjected to sexual harassment at any workplace.
- Educational Institutes are bound by the same Act (Section 2 (o) work place includes (ii) any private sector organization or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organization, unit or service provider carrying on commercial...distribution or service.”) Following this, NIET is committed to uphold the constitutional mandate ensuring the above-mentioned human rights of all those who fall within its jurisdiction. It is with this object that these rules have been framed.

#### **Objectives and Scope of the Rules against Sexual Harassment**

- These rules restate the commitment of NIET to create and maintain a community suitable i.e. free of all sexual harassment, for its entire member so that they can work together in harmony.
- In framing the rules and procedures the Spirit of Sexual Harassment of Women at Workplace Act 2013 and the Supreme Court judgment have been followed. These Rules and Procedures apply to all the students, academic staff, faculty members, non-teaching staff, officers of NIET, the members of the authorities and the committee of NIET as well as to service providers and outsiders.
- In order to implement these Rules, a Women Grievances Redressal Cell (WGRC) has been formed whose composition is described below.

### **Definitions of Sexual Harassment**

- Sexual Harassment in the given context is described in The Sexual Harassment of Women at the Workplace Act 2013 in Paragraph 2(n) as: “sexual harassment” includes any one of the following unwelcome act or behavior:
  - physical contacts and advances
  - a demand or request for sexual favours
  - making sexually colored remarks
  - showing pornography
  - any other unwelcome physical, verbal or non-verbal conduct of a sexual nature;
- Within NIET the definition of the above applies to both men and women and also includes harassment by a member of another member of the same sex.
- The key expression in the above definition is ‘unwelcome’ which indicates the unwanted and non-consensual nature of the behavior in question.
- The overwhelming dominant form of sexual harassment is that committed by men against women. However, it could also be committed by women against men or occur between persons of the same gender.

•

### **14. Women Grievance Redressal Policy**

- In order to maintain safety and security for the girl students and women employees, a cell has been constituted for redressal of grievances. The WGRC stays alert and active to prevent any sexual abuse towards the students and female workers. If the students face any harassment on the campus, they can complain to the women grievance cell. The cell members look into the issues, gather the evidence, and take necessary action against the guilty.
- Director / Deans / HODs also assist regularly in attending to these problems. The cell maintains the records of the grievances, actions recommended and taken and the settlement of the grievances. The cell is headed by a senior lady faculty member (the Convener) and six faculty members, who form the core group. The Director and the Proctor are the ex-officio members of this Core group. Each department has at least one faculty member representative, as part of the larger body of WGRC.
- Complaints can be made, in writing, to the Director/ Convener or any of the other members or in the complaint box placed at strategic locations in the hostel/ outside the WGRC Convener’s Office. Boxes are opened once a month and checked. Any grievance found in it is scrutinized and necessary actions are immediately taken by the cell. In case of emergency, the Director sets up a committee and the problem are attended to, immediately. The cell has resolved all difficulties amicably ever since it was set up in 2012



## **14.1 WGRC Cell**

There are various problems faced by female members in an organization. Especially, due to the lack of awareness amongst females, they become an easy target of harassment and face problems. The Cell is required to work in the direction of providing help to any female complaining of discrimination, either gender discrimination or otherwise, any kind of abuse, loneliness, peer pressure, insecurity and/or inferiority complex in terms of physical appearance, hostel issues, harassment from room-mates, adjusting and adopting to the new environment, etc.

### **Roles and Responsibilities**

The members are to ensure that no act or incident as mentioned hereinabove, and reported is ignored. The members must go to the roots of the harassments faced by students/ faculty members and sort out the matter harmoniously. The members to ensure that the students feel free to discuss such issues and rest assured that the members shall be by them to tackle such issues, such as;

- To prevent sexual harassment and to promote the general well-being of female students/employees of the Institute.
- To provide the healthy and safe environment in the Institute for the female students/employees.

To provide guidelines for the Redressal of grievances related to sexual harassment of female students/employees of the institution

### **Complaint Procedure**

Any female who wants to file a complaint can do so by writing an application to the Chairperson of WGRC. In case of Sexual harassment the complainant shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.

A member who feels that she has been harassed is strongly urged to immediately bring the subject to the attention of a member Women's Grievance Redressal Committee. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in confidential manner as compatible with a thorough investigation of the complaints.

### **Discipline**

Any member found to have harassed another member or guest will be subject to appropriate disciplinary procedure action, including reprimands, suspension or termination of membership.

- A person committing sexual harassment may also be held legally liable for his or her actions under applicable law.
- Institute will endeavor to protect members, to the extent possible, from reported harassment by non-members such as from invited guest, hosting organization, vendors and other parties who have organizational contact with our members.

### **Complaint and Redressal Mechanism**

Complaint of harassment will be promptly and carefully investigated and Investigation will include interview with all relevant persons, including the aggrieved and other potential witnesses in the case of sexual harassment and decision on grievances to be taken at a fairly senior level.

After hearing of complaints, the committee shall take appropriate decision and then same is communicated to the complainant if required. If any student filing a complaint is not satisfied with the decision of the committee then she can make appeal before the Director of the Institution. The women grievance redressal committee shall take rational decisions to discharge its duties/responsibilities for a smooth and efficient functioning of the Institute and to monitor, or the overall discipline.

### **Punishment for Sexual Harassment**

Harassment shall subject the accused to disciplinary action up to and including expelling from Institute. However, if in fact it is determined through the course of investigation, that the incident and thus the accusation were fabricated, the complainant will face severe disciplinary action up to and including expelling from the Institution as per the prevailing rules of the Government sexual harassment policy.

**Note: The Gazette notification Registered No. D. L. 33004/99 Part-II, Section 3-Sub-section(i) Dated December 9, 2013 should be referred as base guideline.**

### **List of Members WGRC Cell:**

#### **Women Grievance Redressal Committee**

<b>S. N.</b>	<b>Name of the Member</b>	<b>Details of Member</b>	<b>Designation</b>
1.	Dr Ghazala Naaz	Convener	Languages (HOD)
2.	Dr Rupa Mazumder	External Member	Dean, Pharmacy
3.	Dr Manish Kaushik	Member	Dean (DSW)
4.	Mr Rakesh Singh	Member	Chief Proctor
5.	Concerned Head/ Female Faculty Nominated by Head of the Concerned Department	Member	Professor
6.	Dr Zeba Mehdi Naqvi	Secretary	Assistant Professor, English
7.	Ms. Ayushika Singh	Student, CSE-DS, 4 <sup>th</sup> Yr.	Students Representative

## **15. Student Grievance Redressal Cell**

The grievances are received promptly through:

1. Suggestion / Complaint Box
2. Email: [director@niet.co.in](mailto:director@niet.co.in), [sgrc.niet@gmail.com](mailto:sgrc.niet@gmail.com)
3. The students can approach the administrator authorities at any point of time.

Academic grievance is received from classes by personal visits, meeting with class representatives, feedback mechanism etc. In the previous academic session some students approached Dean, Academics with a grievance that there is not proper circulation of air in the classroom. The matter was reported to the department of projects and planning for necessary action. All the classrooms were fitted with additional fans as needed.

**The SGRC comprises the following members:**

S. No.	Name	Details	Designation
1	Dr. Vinod M. Kapse	Director of Institute	Chairman
2	Dr. Ghazala Naaz, Professor	Senior Faculty members nominated by Director	Member
3	Dr. Manish Kaushik, Asst. Professor		Member
4	Mr. Rakesh Kumar Singh, Asst. Professor		Member
5	Mr. Shivam Singh, Student of ME	Student	Special Invitee

The term of members and special invitee of SGRC is Two years.

## **16. Mentoring**

### **16.1 Mentor Mentee Policy**

Mentoring is to support and encourage students to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be. Mentoring is a partnership between two people, Mentor and Mentee, based on mutual trust and respect. At NIET, mentoring encourages students to take guidance and develop partnerships with four types of mentors.

All Mentors jointly collaborate towards the development of the student through a process of experiential guidance and learning.`

#### **Mentor's Role**

A mentor is a guide who can help the mentee to find the right direction, boost confidence, provide guidance and encouragement. They are the role models for the mentees and should counsel and reduce anxiety levels of the young mentees.

#### **Mentee's Role**

The mentee must take the initiative to build the relationship. The final responsibility

for actions taken, as a result of mentoring, lies with the mentee. The mentee must:

- Have a strong commitment for self-improvement and achievement in professional/personal areas.
- Be open and receptive to new ideas/learning and willing to apply those to practical situations.
- Be ready to ask for help/guidance and not wait for a formal schedule.
- Readily accept the feedback and act upon it.

### **Road Map**

The mentoring process develops in five phases:

- **Establish:** During the first few meetings, both the mentor and mentee get to know each other and build trust.
- **Elucidate:** Mentoring programme spreads awareness and understanding on various issues - academic and professional.
- **Expand:** The mutual trust can give the mentee the confidence to challenge the ideas of the mentor, just as the mentor will challenge the mentees ideas.
- **Engage:** This phase is the start of a personal action plan of the mentee to attain his/her goal. The mentor's role is to facilitate the process.
- **Evolve:** At this stage the mentor steps back from the formal relationship to discuss together with the mentee how they wish to continue their relationship

### **Benefits of mentoring programme.**

- a) Helps the mentee gain a better understanding of self
- b) Provides an insight into the present and future professional work environment
- c) Show relevance and linkage of the professional environment to their programme of studies
- d) Assist students to be better equipped to have control over their future
- e) Enable students to have a better evaluation of relevant careers and subjects pursued
- f) Get greater understanding about the field or industry of their interest
- g) Enhancement of mentees personal and professional skills
- h) Gain greater confidence and self-esteem
- i) Learn about potential career options from someone who has been in their shoes
- j) Obtain practical advice from a different perspective
- k) Network with professionals in the students' field of interest and expose them to the professional environment
- l) Learn about the operations of a specific company and industry
- m) Share their educational and career aspirations with others and get unbiased advice
- n) Encouragement to reach out and attain their goals
- o) Seamless Transition from academic environment to real work life

## **16.2 Psychological Counselor**

Psychological counseling is given to the students by a trained counselor. In case of any emergency, parents are informed about their wards and they can also take appointments with the HOD/Director to discuss matters pertaining to their wards. Parents-teacher meeting is organized from time to time to discuss the various issues associated with the student's growth.

## **17. Amenities and Facilities Available on the Campus**

### **17.1 Health Care**

- i. The campus Health Centre operates on round the clock basis and caters to the students, faculty members and staff.
- ii. The Health Centre comprises of a resident doctor.
- iii. The Health Centre has a treatment room and pharmacy. To handle emergencies, NIET vehicle or an ambulance on call from Yatharth Hospital are available in the Health Centre on round-the-clock basis. NIET has tied up with Yatharth Hospital in Greater Noida for referral cases and specialist treatment on a discounted basis.
- iv. Health Centre also issues health advisory emails on a regular basis to the entire NIET community.

### **17.2 Food and Beverage Facilities**

#### **Dining Hall**

The food services are made available in the dining hall of the University on self-service basis. The dining hall for the students is located at Boys and Girls Hostel complex. The dining hall has four services including Breakfast, Lunch, Evening Snacks and Dinner for all students residing on the campus. Only vegetarian meals are served. A state-of-the-art kitchen with the best equipment ensures that a wide array of the cuisines can be prepared well. The food is served under hygienic conditions.

Breakfast	8.00 am – 9:00 am
Lunch	12:30 pm – 1:30 pm
Evening Snacks	5.00 pm – 5:45 pm
Dinner	8.00 pm – 9:00 pm

**Contact person for Dining Hall Services:** Mr. Ajay Mob No 9927017272.

### **17.3 Laundry**

NIET has employed Haier Limited as the integrated laundry service provider on the Plot 14 campus. The campus services include washing and drying. Outside Laundry facility is available to all students residing at Plot No 19 campus.

**17.4**     **Courier Service**

A courier service is also available in the campus. The Courier Desk is located at the Reception area. The representatives of the DTDC courier agency are available to provide the services.

**17.5**     **Student's Common Rooms**

The students' common rooms are located in Chandrasen and Sarojini Hostels, T2, Ground Floor. There are indoor sports facilities such as Table Tennis, Carrom etc and many other board games. The common rooms are equipped with television. There are provisions for arranging small birthday parties with the prior approval of the Chief Warden. The common rooms are manned by one attendant round-the-clock for any assistance. The rules and regulations of the common room are available with the attendant/ U Hall staff and needs to be followed by all the students.

**17.6**     **Guest House Services**

The Institute has guest house facility at Plot No 14 and Plot N. 19 for the Guests. In order to book these facilities, Chief Warden is to be informed.

**17.7**     **Facilities Management Service**

The Institute operates the housekeeping services for the clean and hygienic environment within the NIET Campus. There is a routine cleaning service of the entire Campus.

**17.8**     **Bank / ATM**

There is a Union Bank outlet inside the Campus to cater to the needs of students and faculty members. Union Bank has set up an ATM machine in the campus.

**17.9**     **Gymnasium**

A well-equipped, state-of-the-art gymnasium is available for students at NIET campus. Male/Female students have the facility to work out under the guidance of a well-qualified fitness trainer/ Sports Officer at specified hours.

**Timings**

**Morning-**

For Boys 6.00 AM to 8.30 AM

For Girls 6.00 AM to 8.30 AM

**Evening**

For Boys 5.30 PM to 9.00 PM

For Girls 5.30 PM to 9.00 PM

Fees for Gym would be Rs. 600/- per person per month

### **17.10 Cafeteria**

The students may contact Cafeteria for Birthday Celebration Packages especially worked out for them and an Indian Sweet Corner at Cafeteria to serve a variety of fresh in-house prepared sweets.

**Timings: 09:30 a.m. to 10:30 p.m**

## **18. Extra Curricular Activities**

### **18.1 Sports & Games**

Sports and fitness activities are an integral component of NIET. Under the supervision of qualified coaches, the students engage in regular practice sessions in order to fulfill their aspirations of wearing university colors/jerseys. Special emphasis is given on improving not only wellness component and lifestyle of students but also to instill in them the qualities of team cohesion and sportsman-spirit.

At NIET, students develop leadership and team skills, pursuing their interests through diverse activities. From Sports and Debates to the famed NIET Band, the various clubs and teams reflect the wide range of personal and professional interests of our vibrant student community. Activities are student – driven, and new initiatives are always welcomed.

From cricket to basketball, athletics to yoga, students can stay fit in any way they choose. Excellent coaching facilities allow them to hone their skills. NIET teams have won many accolades for their performance on the sport field. NIET started the Marathon Club where students and other citizens of Greater Noida actively participate.

A good number of Indoor /Outdoor Games and Sports facilities are available at both the Campuses. Other than sports conduit its affiliated clubs i.e., Football Club, 22 Yards Cricket Club are also available. The service of a full-time Sports Officer is available who takes care of Sport and Gymnasium facilities at both the campuses.

### **18.2 Student Welfare Committee**

The institute has a student welfare committee which is headed by Dean Students Welfare, which provides a platform through which students can voice their opinions, suggestions, complaints and demands for themselves and institute's betterment. Student welfare Committee (SWC) is a non-profitable, apolitical welfare association, by the students of NIET and for the students of NIET under which various clubs are formed to organize various co-curricular and extra co-curricular activities in the institute. Co-curricular and extra-curricular activities like technical, literary, sports, and cultural activities enhance the confidence, encourage self-belief, motivate to work in team and give a strong sense of achievement.

Student Welfare Committee comprises of Dean Student Welfare, Assoc Deans (SW), Faculty Coordinator (SW) & Student Coordinators from Each Department. The list of clubs are as under.

### **18.3 Clubs of NIET**

#### **Sports Club**

Sports have always been in the heart and soul of all NIETians. Students develop leadership and team skills, pursuing their interests through diverse sports activities at NIET. Students are involved in various sports activities like cricket, football, volleyball, basketball and indoor activities throughout the academic session. A mega annual sports fest is organized every year in the campus in which the entire sports fraternity gathers to celebrate the spirit of sports and discover the talent within themselves and among each other. Sports Club comprises the following clubs:

- Athletics Club (Running, Jumping, Shotput, Javelin Throw)
- Kabaddi Club
- Cricket Club
- Basketball Club
- Volleyball Club
- Football Club
- Carrom
- Yoga Club
- Badminton Club
- Table Tennis
- Chess Kho-Kho
- Dodge Gaming - eSports Club

#### **Cultural Clubs (5)**

- **Juventas (Contemporary Dance Club):** The NIET Dance Club has been an integral part of our college community, providing students with a platform to express their creativity and enhance their dance skills. The club was established with the aim of promoting dance as an art form and encouraging students to embrace diverse dance styles. Juventas aims to further elevate its impact, nurturing a community of passionate dancers and leaving an indelible mark on the college's cultural landscape.
- **Harmonics (Music Club):** Harmonics is representing the official Music club or Society for students in our college. The motto of our club is to bring up talented musicians from our college up to the stage and engage the audience for an awesome musical experience.
- **Kathputliyan (Theater Club):**  
Kathputliyan is the place where the stage is the canvas and storytelling is the passion! Kathputliyaan, vibrant college theater club, is a haven for those who believe in the transformative power of the performing arts. Founded on the belief that every story deserves to be told and every emotion deserves to be expressed, It is group of dedicated and enthusiastic individuals who come together to create magic on the stage.



- **Nritya Bhakti (Traditional Dance Club):**  
Celebrates diversity and cultural appreciation through classical, folk, and many dance forms. Club performances embody the rich heritage it cherish and proudly share with community.
- **Cypher (Rap singing club):**  
Cypher aims to offer a space where students can explore and express their talents in dance, rap, and beatboxing. It fosters celebrating and elevating hip-hop culture at NIET and emerge as a vibrant hub for emerging artists!

### **Hobby Clubs (5)**

- **Sang Rachna (Editorial Club):**  
A club dedicated to vibrant expression and impactful communication, empowering individuals to channel their voices through poetry, scripting, stand-up comedy, anchoring, and technical writing. Club's mission is to cultivate public speaking skills, enhance literary and technical talent, and inspire confidence in every participant.
- **Kalakriti (Fine Arts and Paint Club):**  
The Kalakriti Club is a vibrant community dedicated to art, craft, and decor. It provide a platform for students to express their creativity through workshops, exhibitions, and collaborative projects. Open to all skill levels, Kalakriti club fosters artistic skills and inspires creativity. Additionally, it enhance campus life by decorating events and beautifying blank spaces across the campus.
- **Conventus (Model United Nations):**  
This club serves as a premier platform for aspiring leaders and communicators. Focused primarily on organizing Model United Nations conferences and debate competitions, it also host a range of core events, including anchoring, guest speaker sessions, and author meet-ups featuring prominent figures from the literary world. Additionally, Conventus club provide a welcoming space for passionate writers of both creative and technical genre regardless of language.
- **Spectrum (Videography Club):**  
Spectrum is a creative hub for those passionate about cinematic shooting, editing, graphic designing, and photoshoots. Spectrum club brings together like-minded individuals who thrive on visual storytelling, transforming ideas into captivating visual experiences. Whether it's capturing the perfect shot, designing striking graphics, or crafting a compelling narrative through editing, Spectrum is where creativity meets precision.
- **Megapixels (Photography Club):**  
Megapixels is a community of passionate photographers committed to exploring the art of capturing moments. Open to all, from seasoned pros to curious beginners, megapixels offer hands-on workshops, exciting outings, exhibitions, photo walks, and editing challenges that inspire growth and foster learning. Through regular discussions, contests,

critique sessions, and collaborative projects, members have the chance to sharpen their skills and connect with others who share a love for visual storytelling.

### **Social Clubs (5)**

- **Khushiyan Baaton Club (A Socio-Welfare Club):**

The Khushiyan Baaton Club is the lifeblood of social welfare initiatives. KBC as a social welfare club, hosting a diverse array of events and activities that not only enrich the college experience but also contribute meaningfully to society. Whether through cultural festivals or social welfare programs, we strive to make a lasting impact both within and beyond our campus.

- **Green Gold Society (Environmental Club):**

The Green Gold Club is an environmental awareness group dedicated to promoting sustainable practices and eco-consciousness. Through nature walks, workshops, and community projects, members work to inspire positive environmental change, advocate for conservation, and raise awareness about pressing ecological issues. The club fosters unity in protecting our planet.

- **Hope In Darkness (A mental wellness club):**

The HID-Hope In Darkness Club promotes mental health awareness and personal growth, offering a supportive space for open dialogue. HID spread awareness creatively, using diverse art forms beyond conventional methods, empowering students to develop strong communication skills and build healthy relationships.

- **Jetsetters (Youth Tourism Club):**

Jetsetters is a vibrant and dynamic tourism club of Noida Institute of Engineering and Technology committed to unveiling the mesmerizing tapestry of India's rich heritage and diverse landscapes, Jetsetters is more than just a club - it's a journey of discovery, connection, and adventure. Jetsetters club is aligned with the visionary goals of the Indian government to propel the nation's tourism sector to new heights, Jetsetters is at the forefront of this transformative movement. With unwavering enthusiasm and a deep-seated passion for exploring the hidden gems and historical treasures that India proudly boasts, club has been orchestrating captivating heritage walks that breathe life into the nation's captivating narratives.

- **Alma-mater Club (An Alumni Interaction Club):**

Alma Maters is the official alumni club of Noida Institute of Engineering and Technology (NIET). Established with the sole purpose of fostering enduring connections among our graduates, the Alma Maters club serves as a vibrant community for our esteemed alumni to stay engaged, share experiences, and collaborate in meaningful ways.

## Technical Club (23)

- **EmergeX (Emerging technologies)**  
Our college club brings together students from exciting fields like AI, Machine Learning, IoT, Data Science, and Biotechnology. We organize workshops, projects, and events to help you learn and work with the latest technologies. It's a great place to explore new ideas and grow with others!
- **CodeChef NIET Chapter:**  
Coding is more than just writing lines of code; it's a powerful tool for problem-solving and creativity. When we code, we create solutions that can change the world, allowing us to express our ideas in unique and impactful ways.
- **Signodes: IoT Club**  
The Signodes(IoT Club) is an initiative taken to encourage the students of the institute in the Internet of Things and related domains. The main idea is to develop new skills and help students to gain knowledge in the IoT field and also work on various related domains. This will also facilitate peer to peer learning among the students.
- **AEROBOTS CLUB:**  
Aerobots Club focus on activities related to design, construction and operation of robotic devices that can navigate and perform specific tasks. It empower students to innovate with drones and robots by providing them with advanced technology, tools and resources to make them self capable to Innovate.
- **Reboot: CodeEncoder club**  
Reboot Club is a flourishing consortium of eager folks committed to fostering innovation, advancing technical expertise, and uncovering cutting-edge technology. Peers can connect, collaborate, and emit their imaginative capabilities in a variety of STEM disciplines with Reboot Club. Reboot Club's mission is to foster a dynamic environment that encourages innovation, creativity, and technical excellence among peers. Our vision is to empower folks to become technology leaders and shape the future through their skills, knowledge, and ideas. Let's push the boundaries of innovation and inspire the next generation of technical pioneers.
- **ProNetiX Club:** The ProNetiX Club enhances technical skills and logical thinking through workshops and hands-on activities. By hosting problem-solving challenges and guest lectures from industry professionals, it empowers members to develop their skills. Community outreach initiatives and networking events foster a supportive environment for meaningful connections.

- **ISTE Club (Indian Society of Technical Education)**  
 The NIET Student Chapter of the Indian Society for Technical Education (ISTE) focuses on enhancing technical education and professional skills among students. Through seminars, workshops, and collaborative projects, it fosters innovation, problem-solving, and leadership, preparing students for dynamic careers in engineering and technology.
- **Technocrafts Club**  
 A club by IT Department students of NIET for technical events.
- **CodeTronics**  
 A club of electronics and communication engineering focused for technical events of the department.
- **IETE (Electronics and Telecommunication Engineers) Students' Forum**  
 The NIET Student Chapter of the Institution of Electronics and Telecommunication Engineers (IETE) is dedicated to advancing knowledge in electronics, telecommunications, and related fields. It organizes technical workshops, seminars, and hands-on projects, enabling students to gain practical skills and connect with industry experts in the field.
- **GDSC (Google Developers Student Club)**  
 Google Developer Student Clubs (GDSC) is a program by Google for university students to learn and practice mobile and web development skills. The program aims to provide an opportunity for students to gain practical experience and enhance their knowledge of various Google technologies, as well as to connect with other like-minded students and professionals in the tech industry.
- **Geeks for Geeks NIET Chapter:**  
 GeeksforGeeks student Chapters are University based community chapters for students interested in Computer Science and other core technical competencies. By joining the GeeksforGeeks student Chapters, students will have the opportunity to grow their knowledge in a peer-to-peer learning environment and learn building effective and optimized solutions for local businesses and their community as per the latest technology trends.
- **CloudShastra:**  
 CloudShastra, our CS departmental club, is dedicated to fostering knowledge and hands-on experience in cloud computing and the latest technological advancements. We organize engaging events, from cloud architecture design and development challenges to trending tech competitions, helping students build essential skills. Our club also hosts

insightful tech talks, inviting industry experts to guide and inspire students on cutting-edge innovations. CloudShastra aims to be a vibrant platform where students explore, learn, and grow in the ever-evolving tech landscape.

- **The Metaverse Club**

The NIET Greater Noida Metaverse Club fosters innovation in AR, VR, and MR, providing a dynamic space for students to explore and develop cutting-edge immersive technologies. Through hands-on projects and collaborative learning, members gain skills to shape the future of digital interaction and virtual experiences.

- **Design Thinkers Club**

The Design Thinking Club is a dynamic hub for creative minds, problem-solvers, and future leaders. We unite to tackle real-world challenges using innovative design thinking. Together, we drive positive change and empower our community through collaboration and bold ideas.

- **Cyberinvaders (Cybersecurity):**

CyberInvaders is NIET's premier cybersecurity club, dedicated to empowering students with knowledge and skills in digital security. The club organizes workshops, hackathons, and training sessions to develop expertise in ethical hacking, threat analysis, and cybersecurity defense strategies.

- **InnoMinds Club:**

InnoMinds, the CS department's tech club, is a hub for innovation and creativity. We explore cutting-edge tech, host talk shows, and work on designing. We are all about collaboration and shaping the future of technology!

- **CSI Students Chapter**

The NIET Student Chapter of the Computer Society of India (CSI) connects students with a nationwide network of tech professionals, providing resources and events in software development, computing, and IT innovations. Through workshops, hackathons, and industry collaborations, it empowers students to excel in the ever-evolving tech landscape.

- **Ekume Club:**

Ekume is a departmental club of CSE-R. We organize technical events scaled with the trending technology. Our vision is to organize events that are mapped with the latest technology so that you can apply your learning to practical settings.

- **PratibiMBA**

PratibiMBA is NIET's core business club, focused on HR, Finance, Marketing, and Economics. It offers students a platform to develop real-world skills through case studies, simulations, and expert sessions, fostering a deep understanding of business fundamentals and strategic thinking.

- **NEXUS Club (AI Club)**

The NEXUS Club at NIET is an AI-focused community where students dive into the world of artificial intelligence and machine learning. Through workshops, projects, and

expert talks, members explore AI applications, algorithms, and innovations, building the skills to drive future advancements in technology.

- **Tech Entrepreneurship and Collaboration Club**

The Tech Entrepreneurship and Collaboration Club at NIET, Greater Noida, is a hub for aspiring entrepreneurs and innovators. It encourages students to turn ideas into viable ventures through mentorship, networking, and collaborative projects, focusing on tech-driven solutions and startup culture.

- **The Stage (Personality development club):**

The Stage aims to provide a medium to our members to enhance their interpersonal skills, build confidence and a liberty to express themselves creatively. Our club organizes impromptu speaking sessions and various workshops that include various personality carving activities. We also believe in bringing together various artforms and ideas to help our members in having a holistic growth.

## **18.4 Cultural Clubs**

- Juventas: Dance Club
- Harmonics: Music Club
- Kathputliyan: Theater Club
- Nritya Bhakti: Traditional Dance Club

### **Dance Club**

NIET dance club is a great platform to bring students together who share the love of dancing. Members have fun enhancing their skills while enjoying their passion for dancing. The dance club has helped many students to overcome their fears and bring out their inner talent. Dance club believes in “dancing to express” and organizes various theme-based events regularly to let the members express their thoughts on various social causes.

### **Music Club**

Music club of NIET is a club that encourages and promotes all kinds of music. The club provides an inclusive platform for exchange of musical ideas, appreciation of music and to encourage musical development. Various musical events are organized by the club on a regular basis which gives a great platform for the club members to showcase their talents. The music club also represents our Institute in various cultural festivals and local competitions outside. The vision of the club is to create quality music to promote and support music related activities to increase the love for music.

### **Theatre Club**

Theatre is not just something we present to an audience to entertain them, for us it's a way of life or rather it's a way to change life. The theatre club of NIET comprises both

street and stage sections namely *Kathputliyaan* and *The Jokers* respectively, both of which have carved a huge reputation for the Institute in esteemed theatre circuits. Apart from this, NIET is home to multiple independent theatre groups, which are regularly and happily mentored by the clubs and its founding groups.

#### **Editorial Club**

The editorial club was formed in order to bring out the inner qualities of the students so that they can excel in extra-curricular activities. This club organizes debates and symposia where the students can have a basic platform to come up and speak so that they can overcome their stage fear while facing the audience.

#### **Green Gold Club**

The club was formed in order to promote the environmental advantages and benefits among the group of people. It mainly deals with the plantation because of the threat caused by the depletion of Ozone layer. It organizes various plantation programs in and around Greater Noida and spreads the awareness about greenery and the healthy benefits which are obtained from nature.

#### **Kalakriti – Fine Arts & Paint Club**

The club is an amalgamation of all the amazing and creative artists of NIET. The club plays a major role in every event conducted in the campus by creating beautiful posters, banners and art work. The club also organizes multiple events such as poster making competition and similar other events to keep the art and the artist active throughout the year.

#### **Megapixel – Photography Club**

NIET has photography club named MEGAPIXEL to cover all the extra – curricular activities as well as academic activities. It was established in 2015. The club organizes events from time to time for the students. We have skilled team of students, which are keenly interested in capturing the random moments happening in the Institute campus.

#### **Khushiyan Baaton Club**

NIET students always take part in social activities. Under *Khushiyan Baaton* Club students spreads happiness among underprivileged kids in and around the campus. The members of the club frequently visit orphanages and old age homes to spend valuable time with the inmates. Members organize various camps such as cloth donation, stationary distribution and sweet distribution camp from time to time.

### **18.5 Infrastructural Facilities**

- **Playground (Cricket, Football)** 1 in no. (Plot no. 19, NIET Campus Ground Size 9153 Sqm).
- **Basketball Court** 3 in no. (One at Plot No.19, Campus Ground Size 91ft X 43 Ft, One at Girls Hostel Size 84 ft X 41 ft, Plot No. 14, Size 84 X 38 Ft).
- **Volleyball Court** 2 in no. (One at Plot No. 19, Campus Ground + One at

Plot No. 14 Campus Ground).

- **Badminton Court** 4 in no. (One at Plot No. 19, C Block Boys Hostel and one at Sarojini Girls Hostel + two at Plot No. 14 Campus Ground).
- **Gymnasium (Boys + Girls)** 1 in no. (Plot no. 14, NIET Campus Ground Size 400 sqm).
- **Indoor Games (Chess + TT + Carrom)** 3 in no. (One at Plot No. 19, C Block Boys Hostel and one at room Sarojini Girls Hostel + One at Plot No. 14 OM boys Hostel).
- **Student Activity Centre.** 1 Room (Room No. 106 B).
- **Music Room.** 1 Room (Room No. 306).

## **19. Institution's Innovation Council (IIC)**

### **About IIC**

Ministry of Human Resource Development (MHRD), Govt. of India has established 'MHRD's Innovation Cell (MIC)' to systematically foster the culture of Innovation among all Higher Education Institutions (HEIs). The primary mandate of MIC is to encourage, inspire and nurture young students by supporting them to work with new ideas and transform them into prototypes while they are informative years.

MIC has envisioned encouraging creation of 'Institution's Innovation Council (IICs) across selected HEIs. A network of IICs are established to promote innovation and entrepreneurship in the Institution through multitudinous modes leading to an innovation promotion ecosystem in the campuses. A network of more than 950 IICs were established on 21st November 2018.

### **Major Focus**

- To create a vibrant local innovation ecosystem.
- Start-up supporting mechanism in HEIs.
- Prepare institute for Atal Ranking of institutions on innovation achievements framework.
- Establish function ecosystem for scouting ideas and pre-incubation of ideas.
- Develop better cognitive ability among students.

### **Function of IIC**

- To conduct various Innovations, IPR and entrepreneurship-related activities prescribed by Central MIC in time bound fashion.
- Identify and reward innovations and share success stories.
- Organize periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators.
- Network with peers and national entrepreneurship development organizations.
- Create an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students.
- Organize Hackathons, idea competition, mini-challenges etc. with the



involvement of industries.

### **Features**

IIC is a unique initiative of MHRD Innovation Cell and is different from other existing models, it aims at streamlining and strengthening the innovation and startup ecosystem in HEIs campuses in the following ways:

- **Breaking isolation and enhancing coherence and synergy** among departments, centers, units, student bodies at the institute. It derives experts and resources from different departments and ecosystem enablers from outside the institute in a planned manner to promote and support innovation and startup programs on campus. IIC being a faculty-expert-student council, also comprises of representatives from institute, industry, alumni, financial institutes, incubation unit and intend **to give guidance and directional support** to council and student team to achieve the desired result by **deriving support and expertise from member organizations and facilitating resource mobilization**.
- IIC ensures **to overcome seasonality nature of functioning of EDC and other centers and ensures round the year activities in the campus** to give exposure & multiple opportunities for students and faculties to take part and understand the importance of Innovation, inculcating entrepreneurship skill and mindset and encouraging taking startup as an alternative career option.
- To engage **key stakeholders (Student, Faculty, and Institute) in an effective manner and developing healthy competition among IICs to carry out round the year activities** in synchronization with other similar bodies such as incubation units and pre-incubation centers –start-up cell and IEDC units, etc. IIC portal is built with monitoring, evaluation and reward system by capturing the efforts being carried out at IIC/institute level.

### **IIC 2.0 Features**

Based on our experience and suggestions from various IICs in IIC 1.0 following changes are being incorporated in IIC 2.0 **Bringing homogeneity and addressing the challenge of non-synchronization of academic calendar** in higher educational institutes spread across the country, because of non-homogenous academic timings many IICs either miss calendar activities or fail to conduct activities in time. To overcome this challenge, an annual calendar plan with more flexibility is being introduced as part of IIC2.0. Therefore, **Introduction of a Semester based approach for preparing and advising annual calendar plan for IICs**. MIC recommends IICs to develop/adopt learning modules with suggestive pointers as learning objectives for the prescribed annual calendar activities. Learning module will bring more standardization and quality improvement in the activities delivered by IICs.

**Accommodating of activities related to innovation and entrepreneurship promotion** being carried out by Institute in their campuses. Therefore, we are introducing new ways allocating scores and Star (\*) to IICs by devising a differential

weight age system based on the categorization of activities into three major types. IICs now have the option to undertake activities/events of their choice and based on their capabilities and resource availability. These categories are:

- **MIC Prescribed Annual Calendar Plan activities/Programs** – IICs have the option to select and organize a certain minimum number of activities in a quarter as prescribed in annual calendar plan from the pool of activities in the calendar. Institutes are encouraged to do a greater number of activities from calendar beyond the prescribed minimum. It is expected that institutes which are in the *emerging phase* of the innovation ecosystem- will follow the calendar plan vividly. IICs are now allowed to upload the reports for these activities in the portal and will be eligible to get score on quarterly basis. Completing the minimum number of prescribed activities in the calendar can earn maximum of 50% weightage.
- **Self-Directed Activities/Programs:** IICs are encouraged to plan their own activities apart from IIC calendar for promoting entrepreneurship and innovation in their campuses. They may have collaborations with different agencies, departments, and Industries for organizing seminars, competitions, workshops, training sessions relevant to entrepreneurship and innovation.
- **MIC Directed Activities/Events:** MIC is going to launch and bring various programs for IICs from time to time to enhance the skill and mentoring capacity of IIC members on ideation, innovation, entrepreneurship, and startup.
- **Monthly Report Submission, Quarterly Score allocation, and report generation:** IICs will have to submit the report of activities at the end of every month; the scores will be allotted to IICs on a quarterly basis.
- **Approach to Increase Portfolio of activities-IIC** may adopt approach of following “3C” principle in the process of devising short-term and quarterly action plan development.
- **Convergence:** Keeping in mind that, there are many programs/schemes already being implementation by various central govt and state govt. agencies as major ecosystem enabler focusing on higher educational institutes. IIC are advised to align the activities of various centers and departments within the institute and also to explore and adopt convergence approach to devise short term assignments to direct these programs and pass benefits to students and faculties of IIC-institute.
- **Collaboration:** IICs are also advised to devise new programs by collaborating with govt, non-govt, and private players where ultimate beneficiaries will be students and faculties of IIC-institute.
- **Connect/Refer:** This mode may be adopted to channelize the benefits of programs by various agencies. IIC can network with other IICs to carry out programs related to Innovation and entrepreneurship.

## **20. Transport Facility**

NIET is providing transport facility to the staff and students from various places like **Ghaziabad, Noida, Delhi, Bulandshahr, and Sikandrabad** on actual basis cost. Institute is running its own buses as well as hired contract-based buses in order to get better connectivity to the Institute and ensure smooth transportation.

### **20.1 Transportation Rules and Regulations for the Students**

- The Transport facility is optional and is based on first-come-first-served basis
- All the instruction given by the authorities are to be followed by the users
- Ragging of any kind is banned in the buses. If found guilty, then action according to the norms will be taken.
- Faculty/Staff member will be available in the bus as a route-in-charge and is responsible for the safety and well-being of everyone aboard the bus and has the authority to maintain order on the bus.
- In the absence of the route in charge the bus driver is responsible for the safety and well-being of everyone aboard the bus and has the authority to maintain order on the bus.
- Users(Staff/Students) are required to reach their respective stands five minutes before the scheduled time.
- Buses will stop only at the designated stops and no other stop will be considered.
- Produce ID card when demanded by authority in bus.
- Any student behavior which may distract the driver/ any indisciplinary act may result in the suspension of bus privileges.
- In case the card is lost, then do get a duplicate card issued and inform the authorities in written.
- During exams the change in route timings will be notified to all the concerned users.
- In case of any breakdown/malfunction of the bus, alternate arrangements will be made if possible, but in no case reimbursement/compensation shall be paid.
- Any student who is not the member of the bus found availing bus facility without permission will have to deposit the bus fees for the whole year.

### **20.2 Policy for a availing transport facility**

- Transport facility is allotted on first-come-first-served basis.
- To avail bus facility students have to fill the bus form duly signed by them and their parents and submit it to the transport-in-charge and on approval from the transport-in-charge they are allowed to deposit bus fees in the form of DD/ online payment.
- Then a bus pass is issued to the students.

### **20.3 Transport Fee Refund Policy**

The refund of transport fee deposited by the student to avail the bus facility shall be

governed by the following policy laid down as below:

Fee once paid is not refundable. But, the student can get refund of the transport fee in the following cases:

- On withdrawal of admission
- Shifting to NIET campus hostel

## **21. Guidelines For Placement**

### **‘Educating youth without placement assistance is of no use today.’**

It is in vain to impart education if it cannot be utilized to its fullest, and NIET CMC realizes that it is imperative to provide various current and future job opportunities to the students. Regular trainings and placement drives are organized for students as per their aptitude and interests.

Young, vibrant and dynamic CMC team tirelessly works towards the seamless integration of industry and academia 24x7, 365 days. It leaves no stone unturned to ensure that the students get placed in the Corporate.

#### **21.1 Placement Assistance**

- Support for final placement is provided by the Institute to students. This activity is done under the aegis of the Career Management Cell (CMC). Periodically, students are informed through the student’s groups’ mail ID as well as through the CMC notice board about summer/ final placement opportunities. Students are advised to be on the lookout for relevant information either about summer internships or final placement.
- Students should be aware that actual placements would depend upon the general economic and industry scenario, the academic and non-academic competencies including good communication skills and soft skills developed by each student as well as the cultural fit of each student vis-a-vis the company, as determined by the recruiters.
- While every effort will be made to enable each student to compete effectively for positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of the student. The Institute, therefore, does not guarantee that a particular student shall be placed for final or summer internship irrespective of the student’s performance parameters.
- Students should study the job description (JD) conveyed by companies thoroughly and prepare accordingly.
- Once the particulars of interaction session from the recruiter is notified by the CMC with the date, time and classroom number for the process, students should be seated in the classroom 15 minutes before the scheduled time. Those who report late will not be permitted to participate in the process.
- The major components of the placement (summer or final) process, are written/online test, group discussion, personal interview, personality profiling etc. Apart from thorough domain knowledge, recruiters expect students to be totally updated on current national, economic and political world developments,

especially those affecting the economy and the impact of such events on the industry or business for which the recruitment is taking place (the ability to connect the dots).

- The recruiter expects to see depth of understanding, analytical skills and originality in student responses, whether it be group discussion or personal interview. Another important quality that a student should develop is up-to-date general awareness, and the ability to connect the dots i.e. the ability to connect recent events / changes to the relevant industry or company. Needless to add that a good CGPA and proficiency in some extracurricular activity such as “active club” participation will be a very valuable add-on for the student. Students should try to upgrade themselves through extensive reading, especially financial and general newspapers besides studying course curriculum and last but not the least, by regularly attending the class lectures, guest lectures, workshops and seminars organized by NIET to provide value to future employers. The student would also be well advised to take advantage of free online extra certificating from Course, to strengthen their CVs.
- Please remember that companies are looking for proactive, energetic, diligent, well-rounded personalities who have indisputable integrity with high energy. The recruiter also needs to sense the “hunger” for the job on offer from the candidate through the body language and attitude.
- NIET will encourage and assist all students to emerge as credible brands who are sought after by the corporate.

## **21.2 Placement Rules**

### **NIET Campus Placement SOP**

#### **Categorization of Recruiters**

The recruiters are categorized in three basic domains: –

#### **Type 1 Industry – “Must - Attend Recruiters”**

Any student from the eligible branch(es) allowed by the recruiter, must participate in the Placement process of Type 1 recruiters, subject to his/her fulfilment of the eligibility criteria notified by the recruiter(s). In case if he/she does not appear for these, they would be debarred from campus placement tests of next 3 consecutive companies.

#### **Type 2 Industry - “May-Attend Recruiters”**

Any unplaced student or a student with offer(s) in Type 1 industry\*, may participate in placement process, subject to his/her fulfilment of the eligibility criteria notified by the recruiter(s). **It’s not a compulsion to apply for the “may attend companies” but if a student has**

**applied and not appeared for process, he/she would be debarred from campus placement process of 3 consecutive companies. If repeated, then from 10 consecutive companies.**

### **Type 3 Industry- “Dream Recruiter”**

students from eligible branch registered on the ERP Portal, except for the students who have secured a **PPO (Pre-Placement Offer)** or **have landed a dream job**, shall be allowed to participate in the process. Dream Offer / PPO will be the final offer for any student. He/she will not be allowed to sit for further placement processes. Dream job declaration shall be at the discretion of CMC Division. The processes where recruiters share a slot and a student is offered placement by all the recruiters in the shared slot, the student will have the option to select any one offer. A mail of regret must be sent by the student to the recruiter duly forwarded by CMC Division.

<b>NOTE*</b>
<ul style="list-style-type: none"><li>● <b>If a student gets placement offer after an internship when he/she is already placed through an on-campus placement drive, the acceptance of the same will be on the discretion of CMC (Career Management Cell) in consultation with the company where the student is already placed.</b></li><li>● <b>A candidate who already got placement must be allowed to sit for a company which offers a package of 1.5X times the prior one.</b></li></ul>



### **Six Months / One Year Internship Programme**

All the eligible and registered students can participate in the internship process, irrespective of holding any FTE offer, if they have not secured any internship offer.

It is mandatory to accept the Internship offer along with the FTE offer, if any, from the same organization.

### **Summer Internship Programme (SIP)**

If a student gets an on-campus summer internship offer, he/she will not be allowed to sit for any further internship process. It is mandatory to do the internship with the same organization.

\* Full Time Employment (FTE)

### **Notes**

- The student who registers for any placement or internship process and does not appear for the same will be debarred from placement and internship facility.
- Placement and Internship facilities are constrained by Macroeconomic factors.
- CMC Division reserves the right to take decision in the benefit of the stakeholders.
- Placement of any student is not a claim / right. Institute shall provide open platform to all the eligible students as per placement guidelines.

- Placement guidelines is subject to change and Career Management Cell (CMC) has the authority and right to change, add, delete or modify the guidelines from time to time based on the inputs, feedback and experience.
- Violation of any placement / internship guidelines shall attract disciplinary action.

**Few points worth mentioning:**

1. Students are required to come in Formal Dress Code and keep their Identity Cards with them at the time of appearing in the selection process and shall produce the same on being asked for either by the selection team members or the placement office team.
2. The students must comply with the results of any recruitment process / tests conducted during the process, and no request for divulging individual feedback/ marks are entertained. The recruiter should never be contacted by the applicants in this regard.
3. The choice of Campus/Degree/Branch for a particular placement process is recruiter's prerogative and Career Management Cell Division neither interferes nor influences the choice. Students are strictly prohibited from requesting for inclusion of their Campus/Degree/Branch etc. A recruiter may not allow particular campus or branch based on their own policies and wisdom. We honor their decisions in this regard.
4. CMC division never shortlists the eligible students unless being requested by the recruiter to do so based on some objective parameter that deemed suitable by the recruiter. CMC division does not employ any eligibility criteria, it is a policy decision set by the recruiter, based on the parameters like available resources, vacancies available, norms of the organisation etc.
5. CGPA 5.99 is not equivalent to 6.00.
6. Onboarding of placed students solely depends on the medical fitness prescribed by the company.
7. The time allowed to apply for a process is sometime even less than 6 hours and the students are expected to respond with agility. When the notice period is short, we try to disseminate the news among the students with the best of our ability, but the students must take the onus to respond within the time. We expect the students to be present on the campus during the official working days and anyone who is out of campus should keep in touch with their batch to be appraised of the placement activities happening on the campus.
8. Any student who still manages to fail to register, must wait till the next recruitment process, if any.
9. Every registered student is required to be present during the placement procedure of any company.
10. Placement office takes the responsibility of centrally receiving all the offer letters, distribution of the same as well as sending the acceptance letters to the companies.
11. The female students who are in the process should stay within the stipulated place past the hostel in-time hours. Permission Letter should be issued by the CMC Division which must be collected by the female students while going back to their hostels.

12. Students are required to keep all their Necessary Documents (copies of all certificates / grade cards etc.), minimum 5 copies of Resume, 5 passport size photographs with them at the time of campus placement. No requests for printing of resumes / documents will be entertained by the CMC division.
13. Students should carry blank rough sheets and required stationery with them during a test and should carry it back when the test is over.
14. While attending the Written / Online test, students should not carry any valuable items including cell phone/ important documents as they will not be allowed to take these items inside the Examination Hall / Computer Lab and must leave them outside at their own risk. Training and Placement division shall not take any responsibility for any damage/ loss or theft.
15. The request for attendance must be submitted to Dean Office within a week from the last date of process. Confirmation for the participation in the process will be provided to only those students who submit their attendance at the time of the process.
16. No-Dues clearance from CMC will be given only when the candidate submits a copy of the FTE offer letter.

## **22. Awards & Accolades**

Meritorious students of respective branches/ programs are awarded with the Academic Achievement Awards (Monetary awards) by the Institution. The list of awards are given on the next page.



## List of Academic Achievement Awards



# Noida Institute of Engineering & Technology, Greater Noida

## *Academic Achievement Awards*



### B.Tech 1<sup>st</sup> year

B. Tech 1<sup>st</sup> Year Topper in all Branches  
B. Tech 1<sup>st</sup> year 2<sup>nd</sup> topper in all branches

Rs. 10000/- (Dr. O.P. Agarwal Award)  
Rs. 5000/- (Dr. O.P. Agarwal Award)

### B.Tech 2nd, 3rd Year

Branch wise Toppers  
Year wise Toppers

Rs. 5000/- each (Dr. Sarojini Agarwal Award)  
Rs. 10000/- each (Shri Chandrasen Agarwal Award)

### B.Tech 4<sup>th</sup> Year

Overall Topper of all the branches of B.Tech  
Overall Topper of the Branch  
Overall Girl Topper of all the branches of B. Tech

Rs. 10000/- each (Shri. Chandrasen Agrawal Award)  
Rs. 5000/- each (Dr. Sarojini Agarwal Award)  
Rs. 10000/- each (Shri Chandrasen Agarwal Award)

### M.Tech

Overall Topper of all the branches of M.Tech  
M. Tech 1<sup>st</sup> year topper in all branches

Rs. 5000/- each (Shri Dayanand Gupta Award)  
Rs. 5000/- (Dr. O.P. Agarwal Award)

### M.Tech/MBA/MCA (Integrated)

Year wise Toppers  
Overall Girl Topper -of M.Tech.(Integrated)

Rs. 5000/- each (Smt. Vidyavati Award)  
Rs. 5000/- each (Shri. S. M. L. Batra Award)

### MBA/BBA

Year wise Toppers  
Overall Girl Topper

Rs. 5000/- each (Shri. Dayanand Gupta Award)  
Rs. 5000/- each (Shri. Dayanand Gupta Award)

### MCA/BCA

Year wise Toppers  
Overall Girl Topper

Rs. 5000/- each (Shri. Fakir Chand Award)  
Rs. 5000/- each (Shri. Fakir Chand Award)

### **23. Issue of College Certificate**

- **Issue of Institute Leaving Certificate**

Institute leaving certificate can be issued by the Registrar from Counter No. 1, after receiving an application from the student along with printout of result and photocopy of their Photo Identity Card.

- **Issue of Institute Bonafide Certificate**

College bonafide certificate can be obtained from Counter No. 1, after receiving an application on given format from the student along with photocopy of their Photo Identity Card.

- **Issue of Document Verification Certificate**

Result and other document can be verified on Counter No. 2, only after either producing their original document or verification done online.

- **Issue of Duplicate Mark Sheet And TC**

Duplicate Marksheet and Migration can only be obtained from Dr. A.P.J. Abdul Kalam Technical University portal. Click here :  
<https://erp.aktu.ac.in/WebPages/StudentServices/frmssdashboard.aspx>

- **Issue of Transcript**

The transcript will be issued by Registrar Office on request only. The student will have to submit the requisite fee and No Dues Certificate to get the Transcript.

- **Passing Certificate / Provisional Degree**

- Passing certificate can be obtained from Counter No. 1, after receiving an application on given format from the student along with photocopy of their Photo Identity Card.
- Provisional Degree Certificate for those Students who have been awarded division in current academic session may download their PDC and get it signed by Institute director from following link:  
<https://erp.aktu.ac.in/WebPages/Public/Students/Reports/rptPrintStudentPDC.aspx>.  
Degree Certificate can be received from Counter No. 3, after producing No Dues Certificate from concerned departments.

- **Award of Degree and Degree Certificate**

Course Completion Certificate is issued by the Registrar from Counter No. 1, after receiving an application from the student along with printout of result and photocopy of their Photo Identity Card.

**24. Transitory Regulations**

Transitory regulations are circulated through ERP Mail system and Notice board time to time.

**25. Research & Development**

The R&D Projects Evaluation and Funds Mobilization committee is committed to stimulate and encourage faculty members and students to make constructive contribution towards research and development.

Scope of R&D Projects Evaluation and Funds Mobilization committee:

- It constantly facilitates students and faculty members to apply their intellectual capacity upon delivering of high-quality research.
- The committee aims at encouraging people to come out with their new ideas and opinions in the form of research papers, articles, case studies, reviews etc. and present/publish them at National and International level.
- In addition to this, the committee motivates the faculty members to obtain research grants from various funding agencies, register as University Research Guides, chair sessions in seminars and conferences and much more.
- The committee encourages and support organization of Faculty Development Programmes, Workshops, Management Development Programmes, Symposium, Conferences and Seminars.

**26. Various Academic Bodies**

- a) Governing Body
- b) Composition of Academic Council /Academic Board
- c) Finance Committee
- d) Examination Committee
- e) Board of Studies

**27. Helpline (In Case Emergency the Following Persons Can Be Contacted):**

S.N.	Name	Appointment	Mobile No.
1	Dr Vinod M. Kapse	Director	9899446607
2	Mr Krishna Kumar	PA to Director	8802628870
3	Dr. Manish Kaushik	Dean Student Welfare	9958455050
4	Prof Rakesh Kumar Singh	Chief Proctor	9811779273
5	Dr. K P Singh	Registrar	9873007561
6	Mr Dilip Kumar	Deputy Registrar	997163305
7	Prof Rajneesh Pandey	Dean, 1 <sup>st</sup> year	9999849048
8	Prof Vikrant Mallik	Warden, Plot no 19	9289519467
9	Mr. Uday Bhan	Warden, Plot no 14	6397438668
10	Mr. Abhishek Shortir	Warden, Plot no 15	9759665465
11	Mrs. Ranjana Singh	Warden, Girl's Hostel	9891273816
12	Reception	-	0120-2328132
13	Mr. Vinay Tiwari	Librarian	9210304909
14	Dr Ghazala Naaz	HOD (WGRC Cell)	9873431809
15	Mr Sanjeev Gupta	Finance Officer	9599930604
16	Dr Ravi Sharma	Physician	9718772677

*Always remember small steps can make a big difference!*