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DIRECTOR'S MESSAGE

National Institute of Technology Hamirpur (NITH) extends its warm welcome to all the newly admitted students. Established in the year 1986 as REC Hamirpur, NITH has evolved as one of the leading Centrally Funded Technical Institute (CFTI) of Government of India having status of Institution of National Importance under the Act of Parliament 2007.

Located in Hamirpur district of Himachal Pradesh, NITH enjoys a really scenic environment and pleasant weather. The Institute campus is located on Hamirpur-Awah Devi Road on the outskirts of the Hamirpur town, at a distance of about four kilometers from Hamirpur bus stand. It is well connected by road from Shimla, Dharamshala, Delhi, Chandigarh, Jalandhar, and nearby cities by all-weather road and Deluxe buses are running between these cities and Hamirpur. The nearest broad gauge head is at Una/ Amb (Himachal Pradesh), which is eighty kilometers from Hamirpur. It is about nine hour journey by train from Old Delhi to Una/Amb and frequent bus services available from Una to Hamirpur. From Hamirpur bus stand to NIT campus, taxi services are also available. The nearest airport is at Gaggal Kangra near Dharamshala at a distance of about eighty five kilometers and has direct air link from Delhi.

The campus has an area of 177 Acres in the picturesque surrounding with lush green pine trees, facing snow clad Dhauladhar mountain ranges. The Institute is committed to equity and promoting talent without any prejudice. I would like to conclude by saying to the new entrants to feel pride and privileged to be a part of this Institution. Further it is expected from you to follow and maintain the good tradition of the Institute and make your full efforts to gain knowledge and use the opportunities/facilities in the campus for your overall personality development to become a globally competitive professional and good human being in the society. I am confident that your stay in the campus will be enjoyable and you will achieve high echelon in your career.

Jai Hind, Jai Bharat, Jai Himachal

Prof. L. K. Awasthi
Director

DEAN'S MESSAGE

I would like to welcome the new entrants and their parents to beautiful campus of NIT Hamirpur. It is the hard work of the new comers which has (led) them to get admission at most sought NIT i.e. NIT Hamirpur. This Institute amongst thousands of technical Institute in the country.

NIT Hamirpur has been offering a ranking free environment to new entrants. It is my sincere request of the parents of senior student to advise their wards not to indulge in ragging directly or indirectly and report any such incidence to the authorities immediately. The students must report any such incidence to the hostel staff (Hostel/Mess Attendant, Mess Manager, Hostel Warden) or to Chief Warden (Hostels) or Dean (Student Welfare). Therefore, I will urge the parents of senior students to guide their wards not to indulge in such activities.

NIT Hamirpur is a residential institution and all the students are normally required to stay in hostels separate hostel facilities are available for boys and girls. All the inmates are required to observe hostel timing and hostel rules strictly. Boarders are not allowed to keep motorized vehicles with them in the campus. As per the notifications issued by the law enforcement agencies, entire institution is smoking free zone and the boarders are supposed to abide by this.

The culture, sports and hostel facilities are excellent at NIT Hamirpur. We have good sports ground , an open air theater, indoor sports facilities, Lawn Tennis facility, Billiard facility and separate gymnasium for girl and boy students.

I wish for your comfortable stay in the campus during your academic programme. I strongly believe that you will experience the best ambience in our institute for your fruitful journey in the world of technology.

Prof. N.S. Thakur
Dean (Student's Welfare)

ABOUT THE HOSTELS

National Institute of Technology Hamirpur is a residential institution and all the students are normally required to stay in the hostels. Separate hostel facilities are available for boys and girls students. At present, there are 08 hostels for boys and 04 hostels for girls. Brief details about various hostels are given below:

1. **KAILASH BOYS HOSTEL (KBH)**
    The **Kailash Boys Hostel** has 110 three seated rooms & 94 four seated rooms to accommodate approximately 710 students. The Hostel has a big recreation hall which caters to the needs of indoor games like, Badminton, Table Tennis, etc. The Hostel has furnished Dining Hall, Reading Room, Gymnasium, Sick Room and Guest Room facility also. The hostel is well equipped with basic facilities like LED T.V., Music System, Geysers, Water Coolers, Deep Freezer, etc. A valley ball court in lawn of the courtyard has been developed. Besides this, the internet facility is available in all rooms of the hostel. The hostel also runs a cooperative canteen (4-H food court) for the benefit of all the students.

2. **HIMADRI BOYS HOSTEL (HDBH)**
    The **Himadri Boys Hostel** is newly constructed hostel and started functioning in 2013. The hostel has 82three seated& 116 four seated rooms to accommodate approximately 710 students. The hostel has 07 floors and lift facility is also available in the hostel. This hostel has furnished dining hall facility. The hostel is well equipped with basic facilities like geysers in every bathroom, water cooler and deep freezer. Besides this, the internet and LED facility is also available in of the hostel. The hostel has a big recreation hall which caters to the needs of indoor games like, badminton, Table Tennis, etc. The Volleyball and Basketball Courts are also available in the hostel.

3. **HIMGIRI BOYS HOSTEL (HGBH)**
    The **Himgiri Boys Hostel** is one of the newly constructed hostels and started functioning in 2015. The hostel has 471 single seated and 11 double seated rooms to accommodate approximately 493 students. The hostel has 8 floors along with the lift facility available in the hostel. The hostel has furnished Dining Hall and is well equipped with basic facilities like LED T.V., Geysers in every bathroom, Water Cooler in each floor and Deep Freezer in the dining hall. Besides this, the internet facility is also available in each room of the hostel. The hostel has a big recreation hall which caters to the needs of indoor games like, Badminton, Table Tennis etc. The Volleyball and Basketball Courts are also available in the hostel.

4. **UDAYGIRI BOYS HOSTEL (UDBH)**
    The **Udaygiri Boys Hostel** is a newly constructed hostel and first time allotted to the boarders from this academic session 2019-20. The hostel has 163 three seated rooms to accommodate approximately 489 students. The hostel has 07 floors along with lift facility available in the hostel. This hostel has furnished dining hall facility and is well

equipped with basic facilities like LED T.V., Geysers in every bathroom, Water Cooler and Deep Freezer, etc. Besides this, the internet facility is also available in each room of the hostel. The hostel has a big recreation hall which caters to the needs of indoor games like, Badminton, Table Tennis, etc. The Volleyball and Basketball Courts are also available in the hostel for student's outdoor activity.

5. **NEELKANTH BOYS HOSTEL (NKBH)**

The **Neelkanth Boys Hostel** has 124 four seated, 21 three seated & 3 double seated rooms to accommodate approximately 565 students. This hostel has furnished dining hall facility. The dining hall has also been provided with music system. The hostel is well equipped with basic facilities like LED T.V., Music System, Geysers, Water Coolers, Deep Freezer etc. The Gymnasium in the hostel also attracts the students for work outs. Besides this, the internet facility is also available in each room of the hostel.

6. **DHAULADHAR BOYS HOSTEL (DDBH)**

The **Dhauladhar Boys Hostel** started functioning in 1998. The hostel has 24 triple seated, 91 single seated and 02 guest rooms to accommodate approximately 165 students. Besides this the hostel has a well-furnished Dining Hall, Common Room, Gymnasium, Reading Room and Sick room. The hostel is well equipped with basic facilities like, Geysers, Water Coolers, Deep Freezer, Music System, Plasma T.V., and D.T.H connection etc. The hostel also has Table Tennis table for indoor activity of students. The internet facility is also available in each room of the hostel. A Nescafe booth in front of the hostel premises also provides services in the evening hours to the inmates.

7. **VINDHYACHAL BOYS HOSTEL (VCBH)**

The **Vindhyachal Boys Hostel** started functioning in 2006. The hostel has 166 single seated rooms to accommodate 166 students. The hostel has a furnished dining hall and well equipped with basic facilities such as LED T.V., Geysers in every bathroom, Music System in dining hall, Water Cooler and Deep Freezer etc. The internet facility is also available in each room of the hostel.

8. **SHIVALIK BOYS HOSTEL (SLBH)**

The **Shivalik Boys Hostel** is an oldest hostel and started functioning in 1987.The hostel has 15 six seated and 10 four seated rooms to accommodate approximately 130 students. The hostel is well equipped with basic facilities like LED T.V., Music System, Geysers, Water Coolers, deep freezer etc.

9. **AMBIKA GIRLS HOSTEL (AMBH)**

The **Ambika Girls Hostel** started functioning in 2012. The hostel has 66 double seated, 26 triple seated, 04 four seated and 25 five seated rooms to accommodate approximately 351 students. The hostel has a well-furnished common room cum recreation hall and a dining hall. The hostel is well equipped with all the basic facilities like Plasma T.V., Washing Machine, Geysers, Deep Freezer, Water Coolers, etc. The hostel has furnished dining hall facility with Music System.

10. PARVATI GIRLS HOSTEL (PAGH)

The **Parvati Girls Hostel** started functioning in 1998. The hostel has 54 single seated and 36 triple seated rooms to accommodate approximately 162 students. Besides this, the hostel has well-furnished two guest rooms and a visitor's room. The hostel has a well-furnished common room cum recreation hall and a dining hall furnished with Music System. The hostel is well equipped with all the basic facilities like Plasma T.V., Washing Machine, Geysers, Gymnasium, Sewing Machine, Deep Freezer, Water Coolers, etc. Table Tennis table and Badminton Court is also available in the hostel to cater need of indoor games.

11. MANIMAHESH GIRLS HOSTEL (MMGH)

The **Mani-Mahesh Girls Hostel** started functioning in 2003. The hostel has 167 single seated rooms to accommodate 167 students. The facility of indoor games like Table Tennis and Badminton is available in the hostel. The hostel has a furnished dining hall facility and well equipped with basic facilities like LED T.V. in common room, Geysers in every bathroom, Music System in dining hall, Water Cooler and Deep Freezer. The Internet facility is also available in each room of the hostel.

12. ARAVALI GIRLS HOSTEL (ARGH)

The Aravali Girls Hostel is a newly constructed hostel and started functioning in 2017.The hostel has 30 two seated rooms with attached bathrooms to accommodate approximately 60 students. The hostel is well equipped with basic facilities like LED T.V., Music System, Geysers, Water Cooler and Deep Freezer etc.

A) HOSTEL MANAGEMENT AND RULES

A1. Aims and Objectives of Hostel Management:

1. To create an atmosphere of harmony and co-operation amongst the boarders.
2. To provide the boarders a peaceful and calm environment to enable them to excel in every aspect of their personality development.
3. To create a sense of responsibility amongst the boarders and to inculcate discipline.
4. To provide good quality food for boarders to keep them fit and healthy.
5. There will be one Warden and at least one Assistant Warden for each hostel. All the Wardens and Assistant Wardens will act under supervision and directions of Chief Warden. The Assistant Wardens shall work in agreement with the Warden and must take administrative decisions in consultation with the Wardens. The policy frame work/decision regarding hostels shall be decided by Chief Warden in consultation with Wardens/Assistant Wardens and students' representatives. These decisions will be implemented by the Chief Warden and Wardens/Assistant Wardens. The decision of Chief Warden and Wardens/Assistant Wardens in their respective jurisdictions shall be final. The Warden and Assistant Warden will decide the duties of functionaries in consultation with various student committees from time to time.

A2. Hostel Admission Rules

1. Only regular students of National Institute of Technology Hamirpur shall be allowed to stay in the hostels.
2. Being residential Institute if any student is not interested in staying in the Institute hostel, he/she is required to seek written permission from the Dean (Student Welfare) along with written consent of his/her parents.
3. The student is required to deposit the required fees at the time of admission and thereafter as decided by the authorities from time to time.
4. Rooms will be allotted by the Warden /Assistant Warden as per the policy for allotment of rooms decided in a meeting of Chief Warden and Wardens/Assistant Wardens. Warden of the respective hostels may consider the written request for the change of rooms and decide the same on the basis of merit.
5. The students vacating the hostel will have to clear all the dues and hand over the possession of the room to get clearance certificate from the Warden/Assistant Warden.
6. Students have to comply with the orders of vacation of hostels. No student shall be allowed to over stay in the hostel without prior approval. Borders seeking prior permission from Wardens must apply through the Head of their respective departments/centers.
7. All students will vacate their rooms before proceeding on summer vacation on or before the schedule date as notified.
8. A separate clock room will be made available to keep their belongings while proceeding on vacation. Personal belongings should be placed inside the locked suitcase, trunks/boxes and should bear complete details. The items kept inside the room are to be entered in the note book maintained by the Warden of the Hostel.
9. Students who have kept their belongings in the clock room should positively report on the day of registration and move to their new allotted rooms. Students who come late will not be entertained for any loss of property and will be penalized.
10. Any students desirous of room in summer hostel during the vacation must seek prior permission of the Chief Warden (Hostels).

A3. Hostel Discipline Rules

1. Every student should stay in the room allotted to him/her. Mutual exchange of rooms after final allotment is not allowed. However, only the Warden/Chief Warden(Hostels) may allow for the same as special case on valid and responsible ground.
2. Boarders should keep their rooms and hostel premises clean.
3. The boarders shall not damage any hostel property.
4. Students should switch off lights, fans etc. when these are not required. For the use of other electric appliances, prior permission of Warden is mandatory.

5. The boarders are not allowed to invite any member of opposite sex to their rooms in the hostels.

6. The boarders are not allowed to accommodate any guests in their rooms. If found, it will be considered as a violation of the hostel discipline rule and some penalty would be charged as decided by the hostel authority.

7. The boarders are not allowed to keep with them any fire arms or weapons even if they possess license thereof.

8. The boarders are not allowed to keep motorized vehicles with them in the campus. However, in exceptional cases e.g. in case of disability, the boarders may use these with prior approval of the Dean (Student Welfare). The research scholars are also not permitted to use motorized vehicles without written permission of Dean (Student Welfare).

9. As per the notifications issued by the Law enforcement agencies, entire Institution is smoking free zone and the boarders are supposed to abide by this.The boarders are not allowed to keep any pets in the hostel premises.

10. The boarders are not allowed to invite undesirable elements to the hostel premises.

11. The boarders are not allowed to cook in the rooms.

12. The boarders are not allowed to stay overnight out of their hostels for any purpose including excursion or picnic. Prior permission of the Chief Warden has to be obtained for any such activities. Violation by the boarders shall be reported to the parents and punitive action may be initiated against the defaulters.

13. The boarders are not allowed to gamble, to consume intoxicants (narcotics, alcohol beverages, smoking etc.) or to have possession of these or be in the influence of these in the hostel premises. The defaulters shall be rusticated from the hostel and will not be re-allotted hostel under any circumstances.

14. Any act of manhandling, group fighting, intimidation or violence, willful damage to property or drunken behavior, both inside and outside the campus constitutes a breach of discipline and is considered a serious offence. In case of any quarrel between boarders or other persons, it should be reported to the Warden for appropriate action.

15. Students should be very careful and should not fall in any kind of temptation for any unlawful activities from outsider or person from inside the Institute. Rules of Government of India for Narcotic Drugs and Psychotropic Substances Act, 1985 and its further amendments will be implemented strictly. Those involved in consuming prohibited items may be handed over to the local Police by the Warden after informing the Chief Warden/ Director.

16. The boarders shall refrain from ragging the junior students in any form and violation of it will be treated as a gross misconduct and shall be dealt with as per anti ragging regulations.

17. The boarders shall not indulge in any act of theft, immoral acts, misbehavior with hostel /mess staff, spread of regionalism, communalism and casteism etc.

18. Spreading rumors, filing false complaints either in written form or through e-mail, if proved, would be considered an act of serious indiscipline.

19. The boarders are required to refrain from indulging any activity leading to cyber-crime. They should not use social web sites to defame others and misuse the internet.

20. The boarders are expected to live in the hostel as a community and with a full sense of responsibility. They should behave with restraint, maintain decorum and should not act in any fashion, which may cause disturbance to anybody. The boarders shall observe 10.00 PM to 6.00 AM as silence hours. The boarders are expected to be in their rooms from 10.00 PM onwards till next morning.

21. Creating any form of sound pollution including playing music loudly is not allowed. Any celebration without permission will be treated as illegal.

22. Clock alarms should be switched off, when not in use. There have been instances when students have set the alarm and gone on long leave, and some of them keep on ringing for hours and spoil the peace of fellow hostellers.

23. Water should be carefully used and not wasted.

24. Wrong entry, improper / lack of entry in exit register, signing on behalf of another person, tampering with the entries, proxy attendance and misguidance of any nature are punishable. Absentees / Late comers (without prior permission from the Warden) will be suitably fined.

25. Students coming late/or remaining absent regularly will be expelled from the Hostel. Such students shall not be readmitted under any circumstances.

26. Collection of donation for any purpose (Religious /otherwise) is also strictly prohibited.

27. The inmates are supposed not to use fire crackers in the corridors or within the hostel buildings. They are also not allowed to spill over water inside the corridors during any festivals.

28. The boarders are not allowed to take any common room or mess property into their rooms without proper issuance of the same.

29. The boarders are not allowed to play out door games in the corridors or within the hostel buildings and are expected not to cause any damage to hostel property while playing in the lawns of the hostel premises. Students are also not allowed to play skating rollers and other such games inside the hostel to prevent breakages and accidents. Sliding along the hand rails/rest of stairs, sitting on the railings and fast running/ climbing down should be totally avoided to prevent accidents.

30. The students are not allowed to convene any meeting in or around the hostel without the permission of Warden/Assistant Warden.

31. Boarders should not go to print media/press in any circumstances without prior permission of the authority.

32. The boarders must abide by the instructions conveyed by the Institute authorities from time to time for smooth functioning of hostels.

33. The Institute/hostel authorities may visit/inspect the room of the boarders any time to ensure proper cleanliness and other discipline related matters. The student cannot object it as a matter of privacy. The student objecting/creating problems during room's inspection may face disciplinary action.

34. The boarders (boys & girls) should report back in the hostel by **9.30 PM daily. Nobody is permitted to leave/enter the Campus after 9.30 PM without permission.** Defaulters may be punished for non-compliance to the timings.

35. Hostel may have their own timings for daily attendance. The boarders have to ensure their attendance.

36. In case of any emergency all the boarders should report the matter to any Institute/Hostel authority or employee on duty.

37. The boarders should avoid keeping costly items like jewelry, electronic gadgets etc. They should ensure proper security of their valuable items such as purse/wallet, debit/credit card (if any), calculators, cell phones, computers, laptops, and books etc. In case of theft or loss of any items it will not normally be possible to carry out any investigation. The boarders are advised to keep their rooms, boxes, suitcases, cupboards, etc., securely locked with good quality locks. The boarders themselves are personally responsible to safeguard their belongings. Any theft of laptop, mobile phone, computer, purse, calculator, wrist watch, wallet or any other valuable item is the sole responsibility of the boarder. Hostel authorities will not be responsible for any theft or damage of such items.

38. While moving out of the hostel premises the boarders must possess their identity cards with them. Prior permission from the Warden/Assistant Warden should be sought before leaving the station.

39. Boarders going out of the campus should ensure proper entry in the in/out register maintained by Security Guard.

40. Boarders have to keep their rooms properly locked while going out of their respective rooms.

41. The boarders are supposed not to visit areas which may endanger their life. They are advised to refrain from taking adventurous trips to river side such as Beas or other watery areas or to take trekking expeditions or any other risky sport which may result in loss of human life. They are also advised not to visit rooftops etc. and endanger their safety.

42. The Warden of the concerned hostel may rusticate the boarder for violating any of the conditions specified in section A3 and A4.

A4. Girls Hostel Specific Rules

In addition to general discipline rules, the boarders of Girls Hostel shall abide by the following rules:

1. All visitors to the hostel including the parents / guardians will have to make necessary entries in the visitor's book available at the hostel entrance with the Security Guard.

2. Visit of men to the Girls hostel is restricted to the timings from 7.00 p.m. to 9.00 a.m.

3. No overnight guests are permitted in a student's room without permission of the Assistant Warden/Warden/ Chief Warden.

4. Entertaining unauthorized guests will be dealt with severe punishment including expulsion from the Hostel.

5. Students should not indulge in practices / activities, which may endanger their own personal safety as well as that of others.
6. Boarders shall be personally responsible for the safety of their belongings.
7. Students should not arrange any picnic outside without specific permission of the Assistant Warden/Warden /Authorities concerned.
8. Every boarder should report back in the hostel before hostel timings, as notified by the hostel/institute authority. However, the PG students may avail the facility of Computer Centre for computational work/labs beyond hostel timings as well, with the consent of the supervisor and prior permission of the Warden/Chief Warden.
9. While going out of campus, proper entries have to be made in OUT-CAMPUS register showing their identity proof to the security guard. Same procedure is required to be followed while returning back to the hostel. (Security guard is fully authorized to ask for your identity proof and report any unlawful act if observed.)
10. Anyone leaving station for going home or for vacations must fill the gate pass and submit to the hostel office for approval of Assistant Warden/Warden and for necessary action.
11. Boarders moving out of hostel must give/fill the contact address and other details of the persons whom they are visiting. They must ensure that the contact numbers (Mobile/land line phone) are genuine and in working order. The PG students visiting to collect data/literature or other related academic work must submit the details and the request through their supervisors.
12. Under-graduate students are not allowed to stay in the hostel after the end semester examination barring those who are registered for summer/winter classes. Extension of overstay may only be allowed under special cases.
13. Maximum three out station passes per month can be issued per boarder by the Warden/Assistant Warden. The boarders are expected to provide the details of the visit viz. reason of visit, place of visit, contact details of the persons at the place of visit. They are also required to return on the specified dates and submit slips signed by their parents as an indication that they stayed with their Parents/Guardian during the weekend holidays/vacations.
14. Guests including parents are not allowed to visit the hostel rooms of their wards. Guests/Parents can meet their wards only at designated place in the hostel between 5.30 PM to 8.00 PM during working days and 8.00 AM to 8.00 PM during holidays.
15. Workers/electrician etc. can visit the girls' rooms only between 10.00 am to 7.00 pm after making proper entries and with the prior permission of the Assistant Warden/Warden.

A5. Anti-Ragging Rules

Ragging in any form is a cognizable offence and severely punishable as per the Supreme Court directives leading to expulsion from the Hostel and the disciplinary action may culminate in his/her expulsion from the Institute as well. The Institute Administration may report incidents of ragging to the Police for taking appropriate action under the law.

UGC Regulations on curbing the Menace of Ragging in Higher Educational Institutions, 2009

- **What Constitutes Ragging?**

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

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

b) Including in rowdy or indiscipline activities by any student or students which cause or likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.

c) Asking any student to do anything at which such student will not in the ordinary course do and which has the effect of causing or generation of a sense of shame, or torment embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.

d) Any act by senior students that prevent, disrupts or disturbs the regular academic activity of any other student or a fresher.

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

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

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

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

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

j) Any act as defined in new UGC/MHRD guidelines.

- **What action if indulge in Ragging?**

a) Suspension from attending classes and academic privileges.

b) Withholding/withdrawing scholarship/fellowship and other benefits.

c) Debarring from appearing in any test/examination or other evaluation process.

d) Withholding results.

e) Debarring from representing the Institution in any regional, National or International meet, tournament, youth festival etc.

f) Suspension/expulsion from the hostel.

g) Cancellation of Admission.

h) Rustication from the Institution for period ragging from 1 to 4 semesters.

i) Expulsion from the Institution and consequent debarring from admission to any other Institution for a specified period. Provided that where the persons committing or abetting the act of ragging are not identified, the Institution shall resort to collective punishment.

j) Police action as per Government of India rules.

A6. Disciplinary Proceedings of Hostel

If the appropriate authority is satisfied that a prima-facie case exists against the boarder he/she may be suspended from the hostel, pending a final enquiry. The outcome of which is to be announced not later than 30 days from such a suspension. In case, the boarder is acquitted or the decision is delayed for more than 30 days, such a suspension may stand revoked.

1. The respective hostel Warden/ Assistant Warden will enquire all the cases of breach of hostel conduct rules pertaining to a hostel and take suitable action.

2. In case of seriousness of breach of conduct rules, the Warden of concerned hostel may request Chief Warden to constitute a committee to enquire and take suitable action, defined under Disciplinary Penalties.

3. In case of the inter hostel disputes /conflicts, a committee headed by Chief Warden will take appropriate action after enquiry.

4. Director/Dean (Student Welfare) may also appoint a committee for enquiry into breach of hostel rules.

5. While conducting the final enquiry, the concerned authority will ensure that opportunity is given to the boarder to present his/her view point. After the decision is conveyed to the boarder, he/she may request the concerned authority for its review.

6. An appeal for pardon, remission, mutation, reprieve, and respite shall be with the Chief Warden/ Dean (Student Welfare) or Director as the case may be.

7. Chief Warden may review action taken by Warden and action taken by Chief Warden may be reviewed by Dean (Student Welfare).Director may review any decision taken by hostel authorities without assigning any reason.

8. Any body found guilty of violating hostel rules by authorities of concerned hostel or that of other hostels may be awarded punishment by such authority. All Wardens shall honor such decision (s).

A7. Punishment for Indisciplinary Action

A boarder found to have violated any of Conduct & Discipline rules would be punished accordingly. Warden and Assistant Warden are empowered to impose following penalties on the defaulters violating the hostel rules:-

1. May issue written/verbal warning.

2. May place conduct on probation.

3.   May ask to tender verbal/written public apology.
4.   May ask to do community service.
5.   May impose a fine up to a sum of Rs. 5000/- or more as deemed fit.
6.   May call his/her parents.
7.   May ask to compensate for any loss individually or jointly.
8.   May expel for a period of up to six months or more from hostel.
9.   May debar from representation in events at hostel level.
10. In case of serious violation pertaining to Hostel Discipline Rules (13 to 18) or in any other serious offence committed by any boarder, Warden/Assistant Warden may refer the case to Chief Warden. In such cases, Director/Dean (Student Welfare) may also constitute an enquiry Committee. The punishment to defaulters may include:
  i.   Fine up to a sum of Rs. 10000/- or higher as deemed fit.
  ii. Expulsion from hostel temporarily or permanently.
  iii. Referral to Institution Board of Discipline/Police.
  iv. Debarring from participation in placements carried out by Institute Placement Cell.
  v.   Debarring from receipt of scholarship from any agency.
  vi. Debarring from representation in events at Institute level.
  vii. Expulsion from Institute temporarily/permanently.

A8. Ambulance Facility Rules

1.   The facility of ambulance is available to all the boarders of the hostel without any charges on the recommendations of Chief Warden/Warden of concerned hostel if:
  a)   The case is referred by the Medical Officer of the Institute to District Hospital.
  b)   The case is referred by District Hospital authority to outside Hamirpur.
  c)   In case of emergency (or during late night hours), the boarders can use ambulance facility to visit Institute Health Centre or District Hospital as the case may be, and approval for the same may be sought next day. For such cases, boarders have to inform the Security Guard on duty and should ensure the entry in the register.
2.   Boarders availing ambulance facility, have to make the detailed entry in the register available with ambulance driver.
3.   Chief Warden will be the Controlling Officer of the ambulance.
4.   Any misuse of ambulance, if proved, would invite stringent action against the defaulter.

B) MESS MANAGEMENT AND RULES

B1. Aims and Objectives of Mess Management

1. Each hostel has a mess to cater food and other eatables which will be run on cooperative basis for the boarders of the hostel and all boarders have to join the mess compulsorily.
2. There will be a Mess Committee consisting of students' representatives with one of the student acting as Mess Secretary. The mess committee will be responsible for looking after the mess affairs under the guidance of Warden/Assistant Warden.
3. Mess Committee will decide the Mess Menu with consent of all the boarders, detail of bulk purchases related to mess and salary of the mess staff.
4. The co-operative committee consisting of Mess Committee and Warden/Assistant Warden or his nominee, shall carry out all mess related purchase. The receipt of provision will be entered into a stock register after verification from the Mess Committee Members or persons authorized by Mess Committee. The daily ration for cooking will be issued by Mess Secretary/Mess Committee Members. The Mess Committee will ensure the quality of food and proper delivery of the mess material as per orders. All vouchers will be signed by the Mess Secretary/ Mess Committee Members. The hostel account and balance sheet would be prepared at the end of every month in consultation with Mess Committee. The Warden will operate the bank account of the hostel. All the accounts will be audited by the Auditors to be appointed with the approval of the Director. All financial transactions related to mess will be carried out by the Warden.

B2. Mess Admission Rules

1. Any absence of a student will be taken into account only if he/she has taken prior permission of the Warden/Assistant Warden. Otherwise the student (s) will be charged for the whole period of their absence. The boarders shall also go through the rebate rules applicable.
2. Mess charges will be divided proportionately amongst members. Only those students who take all the meals in the mess will be eligible to proportional division. All others will be charged standard guest rates for each meal, which will be fixed from time to time. This will also be applicable in case of day scholars.
3. Students shall have to take their meals in the Dining Hall and in no case meals will be served in their rooms. In case of illness, sick diet will be provided to the members under advice of Institute Medical Officer and the sick diet may be served in the room.

B3. Mess Discipline Rules

1. The boarders are advised to be in proper dress while entering in the dining hall of the hostel.

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2. The boarders should stick to the timing of Breakfast/Lunch/Dinner as displayed from time to time by the Hostel Authority.
3. List of students who have not deposited the mess advance will be notified. Such students may not be considered eligible for allotment of rooms in the ensuing semesters.
4. List of students passing out from the institute but having mess bill/any other dues pending against them will be notified/ displayed. Such students have to ensure no dues clearance from the concerned hostel authority before leaving the institute.

B4. Mess Bill Rules

1. All the boarders are required to deposit a mess advance (as decided by the Institute from time to time) at the time of registration for each semester. This amount is required for purchasing all eatables required for preparing food in the mess, electricity/water bill and disbursing monthly wages of the mess workers etc.
2. Students have to deposit the excess mess bill within a week of such notice issued by hostel authority.

B5. Mess Rebate Rules

1. Attendance record of each boarder would be maintained in attendance register of hostel.
2. Minimum five days mess off at a time would be allowed in a month.
3. Boarders would not be allowed to avail mess off for more than 20 days in a semester; however, students proceeding on official visits to other Institutes/organizations shall have exemption of this limit.
4. To avail mess off facility, a boarder is required to seek permission of Warden and should inform hostel authority in writing two days in advance before leaving the hostel.
5. The rebate in mess bill may be given to individual student on request. The Warden and Mess Committee of the hostel, keeping in view the income of family and living standard of concerned students, shall take decision in this regard.

C)   STUDENT FUNCTIONARY COMMITTEES

All the hostels will have student's functionary committees for the smooth   functioning of the hostel and mess.

C1. Student Hostel Committee
- Hostel Secretary
- Hostel Joint Secretary
- Two Members

C2. Student Discipline Committee
- Discipline Secretary
- Discipline Joint Secretary
- Two Members

C3. Student Common Room Committee
- Common Room Secretary
- Common Room Joint Secretary
- Two Members

C4. Student Mess Committee
- Mess Secretary
- Mess Joint Secretary
- Two Members

D)   HOSTEL FUNCTIONARIES AND CONTACT NUMBERS

Hostel Office/Name	Designation	Name	Office No.	Mobile No.
CWH OFFICE	Chief Warden (Hostels)	Dr. Vijay Kumar Bansal	254850	9418023387
Kailash Boys Hostel (KBH)	Warden	Dr. Kalyan Sunder Ghosh	254802	8894768802
Vindhyachal Boys Hostel (VBH)	Warden	Dr. Manoranjan Ray Bharti	254855	9418534246
	Asstt. Warden	Dr. Suket Kumar	254855	9882279730
Dhouladhar Boys Hostel (DBH)	Warden	Er. Vinod Sharma	254822	9418026145
	Asstt. Warden	Dr. Manoj Kumar Sinha	254822	9718693607
Neelkanth Boys Hostel (NBH)	Warden	Dr. Kalyan Sunder Ghosh	254860	8894768802
HIMGIRI BOYS HOSTEL (HGBH)	Warden	Dr. Pardeep Singh	254803	7018315851
HIMADRI BOYS HOSTEL (HDBH)	Warden	Dr. Pardeep Singh	254810	7018315851
UDAYGIRI BOYS HOSTEL (UGBH)	Warden	Dr. Pardeep Singh	--	7018315851
Ambika Girls Hostel & Parvati Girls Hostel (AGH & PGH)	Warden	Dr. Vandna Sharma	254842 254845	9882721138
Mani Mahesh Girls Hostel & Aravali Girls Hostel (MMGH & ARGH)	Warden	Dr. Amanjeet Kaur	254832	9418026647
	Asstt. Warden	Dr. Bharti Kaul	254832	9882146027
Satpura Hostel (SH)	Warden	Dr. Kalyan Sunder Ghosh	--	8894768802

E)   IMPORTANT EMERGENCY CONTACT NUMBERS

Sr. No.	Name & Designation	Phone No. (O)	Phone No. (R)	Mobile No.
1.	Prof. Lalit Kumar Awasthi, Director	01972-254001	01972-254421	94180-94770
2.	Dr. Yogesh Gupta, Registrar	01972-254011	01972-254133	94181-32010
3.	Prof. N. S. Thakur, Dean (SW)	01972-254008	01972-254729	94181-58544
4.	Dr. Vijay Kumar Bansal, Chief Warden (Hostels)	01972-254314	--	94180-23387
5.	Dr. Kalyan Sunder Ghosh, Warden, Kailash Boys Hostel	01972-254104	01972-254747	88947-68802
6.	Dr. Vandna Sharma, Warden, Ambika Girls Hostel	01972-254920	01972-254921	98827-21138
7.	Dr. Karthikeyan Gokulachandran, IPS SP, Hamirpur	01972-224358	01972-224357	

Annexure-1
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HOSTEL ADMISSION FORM

1. **Name of the Hostel Allotted:** _____

2. **Name of the Student (Block Letters)**_____

3. **Father's Name** _____

4. **Branch**_____

5. **Registration No.**_____

6. **Date of Birth**_____

7. **Blood Group** _____

8. **State of Domicile**_____

9. **Country and Nationality**_____

10. **Permanent Address for Correspondence**

```
_____
_____
```

Photograph

Pin Code _____

11. **E-mail ID and Mobile Number (s)**

Father: _____ _____

Mother: _____

Student: _____

NAME AND ADDRESS OF LOCAL GUARDIAN:

Two addresses of authorized Visitors (Along with Photographs) should be provided. These persons will only be authorized to visit the hostel in case of necessity.

1. Name of the guardian_____

   Relation with Student_____

   Occupation_____

   Address_____

   _____

   E-mail & Mobile No. _____

   Photograph

2. Name of the guardian_____

   Relation with Student_____

   Occupation_____

   Address_____

   _____

   E-mail & Mobile No. _____

   Photograph

It is to certify that all the entries made by me are correct and as per the record.

Date: **Signature of Student**

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HOSTEL UNDERTAKING FORM

I………………………….………….(S/o)/(D/o)…………………………….………………
solemnly affirm and declare that:
1. I will obey the hostel/institute rules and will maintain proper discipline.
2. I will not indulge in any act of indiscipline and will not damage any hostel/institute property.
3. I will not use any motorized vehicle within the NIT campus during my study period.
4. I will not indulge in ragging directly or indirectly.
5. I shall abide by any other guidelines notified by the Institute/hostel authorities.
6. In case of violation of rules, by me, I shall abide by the decision taken by the Institute/hostel authorities.

Date: Signature of Student: (…………………………………….)
                              Email & Mobile No. of Student: (…………….……….)

Undertaking by Parent/Guardian

I…………………………….Father/Mother/Guardian of Mr./Ms……………………………,
solemnly affirm and declare that my son/daughter/ward will abide by all rules and regulations of hostel as per undertaking given by him/her.

Date: Signature of Parent/ Guardian: (…………………………)
                    Email & Mobile No. of Parent/ Guardian: (…………………………...)

FOR OFFICE USE

Room No. and Hostel Allotted:
Mess Fee Details: Bank: SBI Collect/DD /Challan No.:   Date: Amount : Rs.
List of Inventory issued :   (i) One Bed   (ii) One Study Chair   (iii) One Almirah Wooden/Steel (iv) Any Other….
   Signature of Assistant Warden/ Warden

I have received the above mentioned furniture in my room. I shall be responsible for any loss and I will hand over these items before leaving the hostel room.

Date: **Signature of Student**

Annexure-3

AFFIDAVIT BY THE STUDENT (Anti-Ragging)
(To be submitted to the Hostel authority)

1.   I_____S/o / D/o _____ have carefully read and fully understood the law prohibiting ragging and the directions of the Honorable Supreme Court and Central/ State Government in this regard.

2.   I hereby undertake that:-
   * I shall not indulge in any misbehavior or an act that may come under the definition of Ragging.
   * I shall not participate in or abet or propagate ragging in any form in and outside the institute.
   * I shall not hurt anyone physically or psychologically or cause any harm to others.
   * I shall take proper permission from the Hostel Warden/Assistant Warden whenever I have to go out of the Hamirpur town.
   * I shall not visit dangerous places and shall never venture out to take bath in any river following near the Hamirpur town or other places during the complete course.
   * I shall not take hard drink in the Hostel and shall not come in an inebriated condition to the hostel.
   * I shall not smoke in the hostel, within Institute campus/ public places.
   * I shall not go to press without prior permission of hostel authority.
   * If I am caught violating any hostel rule, I may be expelled from the hostel without any warning and enquiry. At the same time disciplinary action may also be initiated against me at the Institute level.

3.   I hereby agree that if I am found guilty in any aspect of ragging or violating any one of the above statements, I may be punished as per the provisions and/or as per the law in force.

Signed on this day of_____month of _____ year _____.

Signature_____

Correspondence Address:. _____

_____

_____

Annexure-4

AFFIDAVIT BY THE PARENTS/GUARDIAN
(To be submitted to the Hostel authority)

1. I_____ Father /Mother /Guardian of _____
   have carefully read and fully understood the law prohibiting ragging and the
   directions of the Supreme Court and the Central/ State Government in this
   regard as well as the Regulation on curbing the menace of ragging.
2. I assure you that my son/ daughter /ward will not indulge in any act of
   ragging.
3. I hereby agree that if he/she found guilty of any aspect of ragging he/she
   may be punished as per the Provisions of Regulations mentioned above /or
   as per the law in force

Signed on this_____ day of _____month
of_____ year_____

Full Name_____

Correspondence Address

_____

_____

Signature_____

Permanent Address

_____

_____

Annexure-5

AFFIDAVIT BY THE STUDENT (Undertaking)
(To be submitted to the Hostel authority)

I_____S/o,D/o_____studentof
B.Tech/B. Arch./M.Tech./ M.Arch./ M.Sc/ MBA/ Ph.D _____ year_____,
hereby solemnly affirm and undertake to abide by following instructions/directions:

1. I understand that I am not permitted to keep and use any motorized vehicle inside as well as outside the campus of NIT Hamirpur without prior permission.
2. I will not indulge in smoking, consumption of pan masala, gutkha, drugs, narcotics and alcoholic beverages in the Institute / Hostel Camp us. If any of the above items is found in my possession or in my room or if I would be found intoxicated, then I shall be liable to sever disciplinary action.
3. I shall not use social websites for spreading misinformation about others and nor will I tarnish the image of others. I shall not indulge in any activity leading to cyber crime.
4. I shall never involve myself in any groupism leading to destruction, quarrel, disturbing peace, harmony & academic ambience of the Institute.
5. I shall never involve in any groups based on cast, creed, region, religion, state, district etc.
6. I will neither indulge in any mob activities, violence of any kind with fellow students & employee's and security staff, nor possess any type of weapons and explosives.
7. I understand that I am not permitted to carry mobile phone in the class room premises.
8. I will not use external speakers along with my computers, if any, and cause disturbance to others in the Hostel.
9. I will not allow any of my relatives, family members & friends to stay in my room without permission.
10. I shall always abide by the rules and regulations of NITH hostels failing which I shall be liable to punishment including expulsion / rustication from the hostel / Institute as may be awarded by Institute. The Institute decision will be absolute final and binding and no appeal will be admissible against it.

In witness whereof, I have fixed my signature on this undertaking.

Date: Place: ....

(Signature of Witness/Parent/Guardian)

Name ………………………………………..…..
Address..……….……… ………………………………………………….……….…………
Email/Phone No………………………………………………….... Date ……..………….

Signature of the Student

Name of the student ....…Year….......………….………
Branch/Semester……………………………………………………….................
Name of the NITH Hostel and Room No (if allotted) ……………………..…................
Mobile No…………………………………………..………………………………………

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Annexure-6

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

Dated …………....

HOSTEL LEAVING FORM

I…………………………………S/o………………………………...is a student in
B. Tech. …………………………..…….. year, Reg. No …….……………………..
of Nit, Hamirpur and reside in room no ……………………………………...of the Hostel
…………..……………………………………………….I may be permitted to leave the
Hostel on ………………………………….form date/ timing ……………………………
………………………………to date & timing ………………………

Signature of the Parent/ Guardian   **Signature of the Student**

Mobile No …………………………   **Mobile No.…………………**

Relation with student

Signature & Name of Assistant Warden

Annexure-7

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

Dated ………..………..

HOSTEL RESIDENT CERTIFICATE

Certified that

Mr./Mrs.……………………………………………………Son/Daughterof……..……

………………………………………….........…………………………… Registration

No.…………………………..

B.Tech.…………... year, Branch …………………………………….. is residing in the

Room no ………………........................ of ……………………………… Hostel during

the session ………………………………..

Signature & Name of Assistant Warden   Signature & Name of Warden

Annexure-8

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

Dated ………..................

MESS FEE CERTIFICATE

Certified that Mr./Ms.…………………………………………………..…………………

………………………..……..Son/daughter of...

Reg. No…………………………….. B. Tech.

………………………………...year, Branch ……………………………..……….…………is

residing in Room No. …………………………………………………………….of

…………………………………….. Hostel of the Institute and his/her mess fee is

Rs.…………………………………………………….……………per semester as

per mess fee structure for the academic session……………………………………

Signature & Name of Assistant Warden   **Signature & Name of Warden**

Annexure-9

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

Dated …………......

FORMAT FOR LEAVE OR MESS REBATE

Name…………………………Reg. No..

Name of Hostel ……………………………………………….............................

Room No. ………………………......Mob. No. …………………………………….

Purpose of leave ……………………………………………………………………

Period of leave: Form ……………………….. To ………………………….……….……

Signature of Student

Note:
1. Mess rebate will not be applicable for less than 5 days students must inform the hostel authority at least one day before.
2. This format should be deposited in the Warden's Office.

Signature & Name of Assistant Warden

Ordinances

For

Bachelor Programmes

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर-177005 (हिमाचल प्रदेश),भारत
National Institute of Technology Hamirpur
Hamirpur–177 005 (Himachal Pradesh), India
http://www.nith.ac.in

Ordinances

For

Bachelor Programmes
(B.Tech./B.Arch./Dual Degree)

राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर-177005 (हिमाचल प्रदेश),भारत
National Institute of Technology Hamirpur
Hamirpur – 177 005 (Himachal Pradesh), India
http://www.nith.ac.in

Preface

The Bachelor Programmes of NIT Hamirpur are governed by these Ordinances. The provisions contained in these Ordinances govern the policies and procedures on the admission of students, registration for courses, imparting instructions of courses, conducting examinations, evaluation and award of degree based upon performance of students.

These Ordinances shall supersede all the earlier set of rules & regulations of the Institute, with all the amendments thereto, and shall be binding on all the Bachelor Programme students.

The cases of the students admitted in earlier years, shall be dealt appropriately and carefully, so as to ensure that they are not subjected to any unfair situation whatsoever, although they are required to conform to these Ordinances.

It shall be ensured that all the policies and procedures given in these Ordinances are adhered to and implemented without any change and with all fairness. While handling an issue, if there is no specific provision, the same shall be dealt suitably.

It is in the interest of the student that he/she should be fully familiar with the academic system of the Institute and provisions contained in these Ordinances.

Table of Contents

1.   BACHELOR PROGRAMMES AND OBJECTIVES

The Institute offers the Bachelor Programmes (B.Tech./B.Arch.) and Dual Degree Programmes in the branches as enlisted in Annexure **(Annexure: BG-01)** or any other branch as approved by Board of Governors (BOG) on the recommendation of SENATE from time to time. The number of seats in each branch of Programme shall be decided by the BOG on recommendation of SENATE or as per the directions of Ministry of Human Resource Development (MHRD) issued from time to time. A student in the Dual Degree Programme shall be governed by Bachelor Ordinances until he/she registers for M.Tech. Dissertation (up to 8th semester). After the student registers for M.Tech. Dissertation, Master Ordinances shall become applicable.

The objectives of the Bachelor/Dual Degree Programmes at the National Institute of Technology Hamirpur are as follows:
- To develop the engineering, architectural, scientific and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations and academia
- To provide opportunity to students to learn about cutting edge technologies
- To be a role model and leader of educational institutions in the country
- To provide a broad grasp of the fundamental principles of the technological, architectural, scientific and managerial methods through its curriculum
- To provide an innovative ability to solve new and open problems
- To provide a capacity to learn continually and interact with multi-disciplinary groups
- To develop the students with a capability for free and objective enquiry, courage and integrity, awareness and sensitivity to the needs and aspirations of society and doing independent developments in their chosen areas

With above objectives in mind, the Bachelor/Dual Degree Programmes are designed to include components like theory and practical course works, seminars and projects, through which a student can develop his/her concepts and intellectual skills. The procedures and requirements stated in the Ordinances embody the philosophy of ensuring highest standards of academic and research performance at the Institute for Bachelor/Dual Degree Programmes. Within this general framework, the various Departments may impose such additional requirements as will serve their particular academic goals with the approval of SENATE. It shall be ensured that all the ordinances listed in this document are adhered to and implemented without any change and with all fairness. While considering an issue, if the Bachelor Ordinances do not specifically cover something, the same shall be forwarded by Departmental Bachelor Programme Committee (DBPC) to the Chairman, Senate through the SENATE Bachelor Programme Committee (SBPC) for consideration and further decision. The decision of the Chairman, Senate with regard to rulings related to Bachelor Ordinances shall be final.

2.   ACADEMIC BODIES FOR BACHELOR PROGRAMME

The Institute shall have different academic bodies so as to plan and handle the academic matters pertaining to Bachelor/Dual Degree Programmes.

2.1   Office of the Dean (Academic)
The office of the Dean (Academic), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the SENATE and other Academic bodies. Its functions are as follows:

i. Receives, processes and maintains all records relating to Bachelor, Master and Doctoral Programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes.
ii. Disseminates information pertaining to all relevant academic matters.
iii. Issues necessary Memoranda/Orders related to Academics.
iv. Acts as a channel of communication between the students, Departments and other Academic bodies of the Institute.

Academic Section also assists the Academic bodies and its subcommittees in their functioning. Dean (Academic) is the main functionary who ensures the smooth functioning of the academic programmes as approved by the SENATE, executes the policies and decisions of the SENATE and other Academic bodies, and ensures that all records and files are maintained. The Bachelor Programme Section of the Office of Dean (Academic) assists the SBPC in its functioning and updates/maintains the records related to Bachelor Programme.

2.2 Standing Committee of the Senate

A Standing Committee of Senate (SCOS) shall assist the Chairman, Senate in academic matters within the purview of the SENATE which are urgent in the interest of the Institute from time to time. The composition of the SCOS shall be as under:

1.	Dean(Academic)	Chairperson
2.	Dean (Student Welfare)	Member
3.	Chairperson, Senate Bachelor Programme Committee (SBPC)	Member
4.	Chairperson, Senate Master Programme Committee (SMPC)	Member
5.	Chairperson, Senate Doctoral Programme Committee (SDPC)	Member
6.	Registrar	Secretary

The Chairman, Senate shall mark the academic matters of urgent nature to the Chairperson/ Secretary of above Committee for discussion and the recommendations of above Committee shall be put up to the Chairman, Senate for consideration and approval. The approved matter will be implemented and further ratified in the next SENATE meeting.

2.3 Senate Bachelor Programme Committee (SBPC)

The Senate Bachelor Programme Committee (SBPC) shall assist the SENATE in all academic matters related to the Bachelor/Dual Degree Programmes which operates through the Departmental Bachelor Programme Committees (DBPCs).

2.3.1 Constitution of the SBPC

The SBPC shall have the following composition and tenure of its members and Chairperson shall normally be of two years.

1.	A Faculty nominated by the Chairman, Senate	Chairperson
2.	Convener, DBPC from all Academic Departments	Members
3.	Immediate former Chairperson, SBPC (if not otherwise a member)	Member
4.	Chairperson, SMPC	Member
5	Faculty nominated by Chairman, Senate	Member
6.	Faculty nominated by Chairman, Senate	Member Secretary
7. & 8.	Two Bachelor Students (one boy and one girl from third year to be nominated by the Dean (Academic))	Members

2.3.2 Functions and Jurisdiction of SBPC

The functions of the SBPC primarily consist of general policy determination, coordination and review, but the SENATE shall retain the power of final decision. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the various academic Departments concerned while recommending a case to the SENATE. This Committee shall be assisted by the DBPCs of various Departments.

The SBPC shall have jurisdiction in the following matters concerning the Bachelor/Dual Degree Programmes of the Institute:

1. Recommendation of new bachelor programmes
2. Recommendation of new course curriculum
3. Recommendation of new course proposal
4. Recommendation for desirable modification of courses already approved
5. Recommendation for modification of the credit value of courses, if any
6. Recommending the cases of continuation/extension/termination/cancellation of students
7. Continuous evaluation of academic performance of programmes
8. Recommendation for award of Degrees
9. Other related matters as may be referred to it by the SENATE

2.4 Departmental Bachelor Programme Committee (DBPC)

Each academic Department shall have a Departmental Bachelor Programme Committee (DBPC) for dealing the academic matters of Bachelor/Dual Degree Programmes of the Department.

2.4.1 Constitution of the DBPC

The DBPC shall have the following constitution:

1.	Chairperson, DBPC	Head of the Department (Ex-officio Chairperson)
2.	Convener, DBPC	To be nominated by Head of the Department
3.	Convener, DMPC	Member (Ex-officio)
4.	*Additional Members	
	i. One Professor, if available (otherwise Associate/Assistant Professor)	Member
	ii. One Associate Professor, if available (otherwise Assistant Professor)	Member
	iii. One Assistant Professor	Member
	iv. One Professor/Associate Professor from other Department	Member
5. & 6.	Two Bachelor Students (from third year to be nominated by the HoD)	Members

In case there are not sufficient faculty members in a particular Department, Chairman, Senate may nominate faculty from other Departments of the Institute as member of the DBPC.

The DBPC shall be proposed by the HoD in consultation with the DFB (Department Faculty Board) and shall be approved by the Chairperson, SBPC. The term of the Committee shall be two years, preferably, starting from the month of July. The student members shall not participate when the cases of academic evaluation of the concerned students are being considered, although the students' opinion might be sought prior to taking any decision.

2.4.2 Responsibilities of DBPC

Following are the responsibilities of Departmental Bachelor Programme Committee (DBPC):

1. Monitoring and maintaining quality of teaching and study materials to students
2. Proposing and implementing new courses and programmes of study
3. Attending and advising/counseling in the academic problems of students
4. Recommending the cases of continuation/extension/termination/cancellation of students
5. Coordination of grade submission to the Academic Section
6. Acting as Student Grievance Committee for Bachelor Programme students
7. Any other work assigned to it by SBPC/SENATE

The Chairperson, DBPC is expected to hold the Committee meetings regularly and to keep record of its decisions. DBPC shall meet at least two times in an academic semester.

3.   ACADEMIC SESSION AND ACADEMIC CALENDAR

All the academic activities and other important co-curricular and extra-curricular events of the Institute shall follow a structured timeline as per Academic Session and Academic Calendar.

3.1   Academic Session
The Academic Session of the Institute is divided into two semesters each of approximately eighteen weeks duration. The semester timeline is defined in the Academic Calendar and is broadly the following:

Semester I (Odd Semester): July to December.
Semester II (Even Semester): January to June.

Each regular semester (odd and even) shall be for thirteen weeks for academic instructions. Generally, the last two weeks of each semester shall be earmarked for the End Semester Examination (ESE) and one week during the semester for Mid Semester Examination (MSE).

3.2   Academic Calendar
The exact dates of all the important events, such as orientation, registration, late registration, commencement and end of the classes, submission of documents, examinations, submissions of grades, vacation, mid-semester break, etc., during the Academic Session shall be specified in the Academic Calendar of the Institute. The SENATE shall approve the Academic Calendar prior to start of each Academic Session.

4.   ADMISSION IN BACHELOR PROGRAMME

4.1   Admission Procedure
The admissions to various Bachelor Programmes (B.Tech., B.Arch. and Dual Degree) shall be made once in a year normally during June-July.

4.1.1   Centralized Counseling
The admissions to various Bachelor Programmes (B.Tech., B.Arch. and Dual Degree) shall be made through centralized counseling process/bodies notified by the Ministry of Human Resource Development (MHRD), Government of India from time to time. The admissions shall be made on the basis of performance in all India level examination conducted by agency notified by the MHRD, Government of India from time to time. All the details are normally made available on the website of these bodies/agencies and candidates are required to follow the

prescribed procedure. After the completion of centralized seat allotment, the candidates are required to report in the Institute.

4.1.2 Cultural Exchange Programme
In addition to the seats through centralized counseling, few seats may be offered exclusively to foreign nationals under the "Foreign Nationals Scheme". Candidates to these seats are nominated by the Ministry of External Affairs (MEA), Government of India and the Indian Council for Cultural Relations (ICCR).

4.1.3 DASA Scheme
Admissions of Foreign Nationals/Persons of Indian Origin (PIOs)/Non-Resident Indians (NRIs)/Overseas Citizen of India (OCI) can be made in Engineering/Architecture under Direct Admission of Students Abroad (DASA) scheme of the MHRD. The seats under this scheme are over and above the sanctioned seats. The admission process is handled by some coordinating institute who is entrusted the responsibility by the MHRD to coordinate the process of admission to premier technical institutions in India under this scheme.

4.1.4 Study in India Programme
In addition to the above, few seats may be offered for overseas students under the "Study in India" Programme of the Ministry of Human Resource Development, Government of India.

4.2 Reservation Policy in Admission
Reservation policy as prescribed by Government of India/MHRD from time to time shall be applicable.

4.3 Change of Branch
Normally a student admitted to a particular branch of the Engineering in B.Tech./Dual Degree Programme will continue studying in that branch till completion. However, as an incentive for excellent academic performance in the first two semesters, a limited number of students admitted through Centralized Counseling may be allowed for change from one branch of Engineering to another **(Annexure: BPP-02)**. This scheme may continue/discontinue as decided by the SENATE from time to time. Such changes shall be permitted, in accordance with the provisions laid down hereinafter:

1. The applicants may be allowed a change in branch/programme, strictly in order of inter se merit, subject to the limitation that the actual number of students (category-wise) in the third semester, in the branch to which transfer is made, does not exceed the sanctioned annual intake in particular category (OP, EWS, SC, ST, OBC-NCL, OP-PwD, EWS-PwD, SC-PwD, ST-PwD, OBC-PwD) for that branch (number sanctioned by the SENATE as intake in the branch for particular year of entry of the applicants). Also, change of branch shall be allowed from OP-PwD, EWS-PwD, SC-PwD, ST-PwD and OBC-PwD to OP, EWS, SC, ST and OBC-NCL, respectively, if no PwD applicant is available in particular category (OP, EWS, SC, OBC-NCL, ST), however, vice versa is not allowed.
2. Only those students will be considered eligible for change of branch/programme after the second semester, who have
   (a) Completed all the credits prescribed in first two semesters of their studies in their first attempt and without any supplementary examination.
   (b) Obtained a CGPI not lower than 7.5 (applicable to all categories), at the end of second semester.
3. Applications for a change of branch/programme must be made by intending eligible students in the prescribed form. The Academic Section shall invite for applications at the end of second semester of each academic year and the completed forms must be submitted by the last date specified in the notification.

4. Students may enlist their choices of branch/programme, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.

5. Students admitted to B.Tech./Dual Degree programme are eligible for consideration for a change of branch to any engineering programme (B.Tech. or Dual Degree). Transfer/change from B.Tech./Dual Degree to B.Arch. and vice versa is not permitted.

6. Change of branch/programme shall be made strictly in order of inter se merit of the applicants in particular category (OP, EWS, SC, ST, OBC-NCL, OP-PwD, EWS-PwD, SC-PwD, ST-PwD, OBC-PwD). For this purpose, the CGPI obtained at the end of the second semester shall be considered. In case of a tie, the JEE (Main) rank of the applicants will be considered.

7. All changes of branch/programme made in accordance with these rules will be effective from the third semester of the applicants concerned. No change of branch/programme shall be permitted after this.

8. All changes of branch/programme will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/programme offered.

4.4   Withdrawal of Admission

The Institute will consider request for withdrawal of admission anytime during the academic year after the closure of admission process for that particular programme, if such request is made in accordance with the following prescribed rules:

1. A student admitted to any of the B.Tech./B.Arch./Dual Degree programmes offered by the Institute may apply for withdrawal of his/her admission at any time during the academic year of admission or later.
2. Application for withdrawal must be made in the prescribed format **(Annexure: BPP-03)** duly signed by the student and his/her parent/guardian.
3. The application must be routed through the concerned Department.
4. Refund of fee to such students shall be made as per Institute refund policy on receipt of duly completed No Dues form.

4.5   Cancellation of Admission

All admitted students shall submit copies of their mark-sheets, transfer/migration certificate, etc. of the qualifying examination and other documents by the last specified date for the purpose in Admission Information Brochure/Academic Calendar. Chairman, Senate on recommendation of Dean (Academic) may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Chairman, Senate may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

5.   REGISTRATION IN BACHELOR PROGRAMME

A student is mandatorily required to register in every semester in person as per schedule mentioned in the Academic Calendar for the courses that he/she intends to pursue in that semester after depositing the requisite fee. The registration will be coordinated at the Department level under the supervision of HoD of respective Department.

5.1   Registration Procedure

1. The registration process involves payment of fees and clearance of outstanding dues (if any), signing of the Registration Roll in person, and submitting a duly filled/completed Registration Card. This process may be partially/completely online.

As a special case, the B.Arch. students during Office Training of one semester as per approved scheme may be relaxed the condition of in person registration and they may be allowed to do the needful with regard to registration before leaving the Institute Campus for Office Training. Such cases must be recommended by the DBPC, Department of Architecture.

2. All the students excluding those who are on sanctioned Semester Leaves shall continue to register in the following semesters till they complete their programme.

3. The candidates admitted to the Institution in their first year in any programme are required to submit certificates/documents of having passed the qualifying examination and other documents by the last date given in the Admission Information Brochure/Academic Calendar to get their registration regularized.

The sole responsibility for Registration shall rest with the student concerned.

5.2 Late Registration

If for any compelling reasons beyond the control of an individual, a student is unable to register on the scheduled day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar (which is generally about one week from the date of registration). Any student registering late shall have to pay Late Fee as decided by the SENATE from time to time. However, in genuine cases supported by the authenticated documents, the Late Fee can be waived off by the Dean (Academic) on the recommendation of the concerned HoD on case to case basis.

In exceptional cases of Industrial Training/Internship outside India, Chairman, Senate may give prior permission to a student for late registration without Late Fee provided that the case is recommended by the concerned DBPC based on genuineness and this permission is obtained before proceeding for Industrial Training/Internship. However, the maximum period of late registration cannot exceed three weeks after initial date of registration (i.e. date without Late Fee) specified in the Academic Calendar. In this case, it will be the sole responsibility of the student to maintain requisite level of attendance requirement and his/her attendance shall be counted from the Last Date of Late Registration (i.e. date with Late Fee) mentioned in the Academic Calendar. Only in very exceptional cases, a student may be allowed to register after Last Date of Late Registration with the permission of Chairman, Senate on the recommendation of concerned HoD and Dean (Academic) on case to case basis.

5.3 Changing Registration of Elective Courses

The last date for changing registration of elective courses will be the last date of late registration as specified in the Academic Calendar and no change will be allowed after this date. The final list of registered candidates in a particular elective course will be sent by concerned HoD to Academic Section for record.

5.4 Cancellation of Registration

Registration in a semester shall stand cancelled at any stage, if the student fails to fulfill the laid down criteria for registration in that semester. The concerned DBPC is supposed to recommend such cases for the approval of Chairman, Senate through Chairperson, SBPC and Dean (Academic).The Dean (Academic) will issue the notice for cancellation of registration after approval.

5. COURSES OF STUDY FOR BACHELOR PROGRAMME

6.1 Course Curriculum

The B.Tech./B.Arch./Dual Degree course curriculum shall consist of course structure and course syllabi. Further course structure consists of list of core and elective theory courses and practical courses in basic sciences,

engineering sciences, humanities and social sciences, and management sciences. In addition, there are course components on seminar and major project. The electives consist of a set of professional electives and open electives. The Departments may organize educational tours and training as well. Each student is required to register for the courses specified in course structure of respective branch. The course curriculum of a programme consisting of course structure and course syllabi shall be approved by the SENATE from time to time on the recommendation of the SBPC, duly forwarded and recommended by the DBPC.

At National Institute of Technology Hamirpur, the medium of instructions in all the courses shall be English only.

6.2   Semester Load
A student shall register for theory and practical courses in every Semester as per the approved course structure of respective programme and branch. Each course carries a weight in terms of credit units depending upon the nature of the course (theory/practical) which, in turn, is determined by the number of contact hours (lectures and tutorials) and laboratory hours that a student is expected to devote per week. Each course along with its weight in terms of credits shall be shown in approved curriculum. Only approved courses of a course curriculum shall be offered during any Semester.

6.3   Audit Courses
A student may audit a course in addition to the prescribed academic load requirement with the permission of the concerned Head of the Department. There will, however, be no obligation on the part of Department to reschedule the time table if any clash arises. Under this arrangement, the student is simply auditing the course and the grade awarded to him/her in that course shall be entered in his/her Grade Card, but shall not be considered for SGPI/CGPI calculations.

6.4   Framing/Modification of Course Curriculum
A new course curriculum or modification to existing course curriculum in terms of changes in course structure and course syllabi require approval of the SENATE before implementation. The proposal shall first be recommended by the concerned DBPC. Thereafter, Convener, DBPC will send the recommendation to the Chairperson, SBPC who will put the case in the SBPC meeting for deliberation. The recommendations of the SBPC along with comments/suggestions shall be put up in the SENATE for approval through Dean (Academic). If a meeting of the SENATE is not scheduled before implementation of modified curriculum, then Chairman, Senate may approve the proposal which shall be ratified in the next SENATE meeting.

6.5   Starting of New Bachelor Programme
Any new bachelor programme leading to B.Tech./B.Arch./Dual Degree has to be proposed by a committee constituted by the Director at the Institute level specifying the full details of facilities available (both the manpower and the infrastructure), scope/acceptability of the programme, proposed intake, course structure and syllabi, etc. Generally, the Committee shall have following composition:

1.	Dean (Academic)	Chairperson
2.	Chairperson, SBPC	Member
3.	One closely related HoD (nominated by Chairman, Senate)	Member
4.	Two professors of the Institute (nominated by Chairman, Senate	Members
5.	Two external experts from industry and/or academia (nominated by Chairman, Senate)	Members

The proposal shall be further deliberated in the SBPC and recommendations along with comments/suggestions shall be sent to the SENATE through Dean (Academic) for approval. After approval, the case shall be further recommended by the SENATE to the Board of Governors (BOG) for final approval.

7. EVALUATION AND GRADING SYSTEM FOR BACHELOR PROGRAMME

7.1 Evaluation System

The evaluation of a student in a particular course shall be based on his/her performance in Continuous Semester Assessment (tutorials, assignments, class tests, quizzes, laboratory work, viva, etc.), Mid Semester Examination and End Semester Examination. The complete transparency shall be maintained in evaluation system. The evaluation of answer sheets of Mid Semester Examination, quizzes and class tests and home assignments shall be done within reasonable time and shown to the students. The answer sheets of the End Semester Examination will also be shown to the students after evaluation within reasonable time as per the Schedule of Academic Calendar. Similar practices shall also be followed during supplementary examination.

For each course, there will be a Course Coordinator (CC) appointed by Head of respective Department. The course coordinator shall be responsible for setting the question paper, maintaining its secrecy, evaluating and awarding the grades. For the courses, where more than one faculty members are involved in teaching, one of them shall be appointed as course coordinator by Head of respective Department but question paper will be set by Course Coordinator in consultation with associated faculty members and evaluation shall be done by the concerned associated faculty members.

7.1.1 Evaluation of Theory/Practical/Drawing/Studio Courses

The weightage of various components for award of Grades in Theory/Practical/Drawing/Studio Courses shall be as under:

A. Courses Having Lectures/Lectures and Tutorials

SN	Component	Weightage
1.	Continuous Semester Assessment (Based on performance in assignments/quizzes/tests/tutorials, etc.)	20%
2.	Mid Semester Examination	30% (1½ Hours)
3.	End Semester Examination	50% (03 Hours)

B. Courses Having Practicals

SN	Component	Weightage
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	60%
2.	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	40%

C. Courses of Engineering Workshop/Architectural Workshop/Engineering Graphics

SN	Component	Weightage
Continuous Evaluation		
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs/drawings, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	60%
End Semester Evaluation		
1.	Minor Practice Test (Written)	20% (01 Hour)
2.	End Semester Examination (Based on quality of job/drawing/project)	20% (03 Hours)

D. Courses Having Lectures, Tutorials and Practicals

SN	Theory Component (Overall Weightage: 80%)		Practical Component (Overall Weightage: 20%)	
1.	Continuous Semester Assessment (Based on performance in assignments/quizzes/ tests/tutorials, etc.)	20%	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features, etc.)	60%
2.	Mid Semester Examination	30% (1½ Hours)	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	40%
3.	End Semester Examination	50% (03 Hours)		

E. Studio Courses Having Lectures and Drawings in B.Arch.

SN	Component	Weightage
1.	Continuous Semester Assessment (Based on quantity and quality of experiments/jobs, skills in handling equipment, performance in viva/tests, accuracy of outcomes/features/design problems, etc.)	80%
2.	End Semester Examination (Performance in practical/job/test/quiz/viva, etc.)	20%

The schedule for the Mid Semester Examination and End Semester Examination shall be prepared by Associate Dean (Examination and Evaluation) in consultation with Dean (Academic). All the examinations shall be usually held during the period specified in the Academic Calendar of respective Academic Year.

7.1.2 Evaluation of Major Project

The Major Project (Stage-I and Stage-II) shall normally be evaluated on the basis of quality of work carried out, the reports submitted, contents and presentation. The Convener, DBPC shall act as Coordinator of all project groups. Formation of Major Project (Stage-I) groups shall be done during sixth semester or as per approved scheme by the DBPC along with allotment of guide(s) to each group. Generally, the same group shall continue in the Major Project (Stage-II) during eighth semester or as per approved scheme under the supervision of already allotted guide(s).

For B.Arch. Major Project the Convener, DBPC shall act as Coordinator of all projects. Formation of project groups and allotment of guide(s) shall be done in the semester previous to the semester in which the project is floated as per the approved scheme.

Each project shall be evaluated twice i.e. during Mid Semester and End Semester by a Committee as per the schedule mentioned in Academic Calendar. The Evaluation Committee(s) shall be constituted by the concerned HoD as per modality decided by the concerned Department or at the Institute level.

The weightage of various components for evaluation of project shall be as under:

SN	Component	Weightage
1.	Mid Semester Evaluation (to be awarded by the Committee)	20%
2.	End Semester Evaluation (to be awarded by the Committee)	40%
3.	Evaluation by the Project Guide	40%

7.1.3 Evaluation of Industrial/Onsite/Office Training

B.Tech./Dual Degree students are required to undergo 4-6 weeks of Industrial/Onsite Training after the end of sixth semester (during summer vacations). B.Arch. students are required to undergo one semester Office Training outside the Institute as per approved scheme. The evaluation and award of grades for Industrial/Onsite/Office Training shall

be done by Evaluation Committee(s) constituted by HoD as per modality decided by the concerned Department or at the Institute level.

The slots for evaluation/presentation for the Industrial Training undertaken by the students shall be mentioned in the Time Table of the concerned Department in the semester immediately following the Training. The Evaluation Committee(s) shall evaluate the students during these slots. Interested B.Tech./B.Arch./Dual Degree students may also undergo Industrial Training/Internship after second/fourth/sixth (for B.Arch. only) semester (during summer vacations) for which No Objection Certificate (NOC) may be obtained from the concerned HoD. However, there shall not be any evaluation for this Industrial Training/Internship and also it will not be mentioned in the Grade Report Card of the student.

7.1.4 Evaluation of General Proficiency

General Proficiency (GP) shall be based on the participation, performance in various co-curricular activities and conduct of the student during the entire duration of the programme. The evaluation and award of grades for General Proficiency (GP) shall be done by Eva luation Committee(s) constituted by HoD as per modality decided by the concerned Department or at the Institute level.

7.2 Grading System

The Institute follows absolute grading system. A student shall be awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are eight letter grades: A, AB, B, BC, C, CD, D and F. The correspondence between letter grades, grade points (on a 10 point scale), percentage marks and academic performance is given below:

Letter Grade	A	AB	B	BC	C	CD	D	F
Grade Points	10	9	8	7	6	5	4	0
Marks (%)	≥ 80	<80 & $\geq$70	<70 & $\geq$60	<60 & $\geq$50	<50 & $\geq$45	<45 & $\geq$40	<40 & $\geq$30	<30
Academic Performance	Outstanding	Excellent	Very Good	Good	Average	Below Average	Marginal	Fail

The following are the general guidelines for the award of grades:

1. All evaluations of different components of a course announced in the Course Plan shall be done in terms of marks for each student.
2. The marks of various components shall be added to get total marks secured on a 100-point scale.
3. For any course, the above table will be used to award grades corresponding to the secured marks.
4. A student, who does not appear in the End Semester Examination for any reason, shall be awarded F grade irrespective of his/her performance in the Continuous Semester Assessment.
5. The concerned teacher shall award and submit the final grades online and also forward a copy of these grades to the HoD for onward transmission to Academic Section as per the schedule mentioned in Academic Calendar.

7.3 Grade Point Index (GPI)

The method of grading is an integral part of the course structure prescribed for Bachelor Programme. A student shall be issued Grade Point Index (GPI) on the basis of his/her performance in opted courses of study. The GPI shall be computed Semester-wise as well as in a cumulative manner at the end of each semester.

The SGPI (Semester Grade Point Index) is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. For example, if the grades awarded to a student are G_1, G_2,…, G_m in courses (say, m) with corresponding credits C_1, C_2,…, C_m, the SGPI is given by

$$SGPI = \frac{C_1G_1 + C_2G_2 + ... + C_mG_m}{C_1 + C_2 + ... + C_m}$$

Similarly, the CGPI (Cumulative Grade Point Index) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/supplementary examination. It is computed in the same manner as the SGPI, considering all the courses (say, n), and is given by

$$CGPI = \frac{\sum_{i=1}^{n} C_iG_i}{\sum_{i=1}^{n} C_i}$$

Note: NIT Hamirpur has not evolved any formula to convert the CGPI into percentage. However, for the purpose of employment or requirement of any external body that NIT Hamirpur Bachelor student wishes to join, the CGPI may be notionally converted to percentage by multiplying the CGPI with 10. This is applicable to all Bachelor Students since adoption of Grading System for Bachelor Programmes. Moreover, the Institute shall not issue any separate certificate/document in this regard.

7.4   Improvement in CGPI

A student who has passed all the requisite courses of a programme but fails to score minimum requisite CGPI for the award of degree, may be allowed to improve

1. By appearing in Supplementary Examination in the course(s) where he/she has scored D grade(s), provided he/she is allowed to continue in the programme as per Clauses of Section 8. Marks in Continuous Semester Assessment and Mid Semester Examination shall remain same as per the previous record.
2. Continuous Semester Assessment and Mid Semester Examination of the course (theory, practical, minor/major project, etc.), where he/she has secured D grade and has less than 50% marks in these components (reduced marks in case of attendance is less than 75%). However, the student will only be allowed to register after completion of minimum residential requirement given in Clause 8.2 (four years in case of B.Tech. and five years in case of B.Arch./Dual Degree). This registration will be allowed along with students of regular semester at that point of time where this course is floated (odd semester or even semester). The requests of the student to resolve any clash in Time Table and allotment of hostel will not be entertained. Marks secured by the student in Continuous Semester Assessment and End Semester Examination during this semester registration will be counted for awarding the grade.

7.5   Supplementary Examination

There shall be a Supplementary Examination every year during June-July as per the schedule mentioned in Academic Calendar. The weightage of Supplementary Examination will be same as for End Semester Examination of respective subject. Following are the eligibility criteria to appear in Supplementary Examination:

1. A student who registered for a course during the regular semester and who got F grade after appearing in the End Semester Examination.
2. A student who registered for a course during the regular semester, but, could not appear in the End Semester Examination.
3. A student who has earned D grade in a course and is eligible for improvement of CGPI as per Clause 7.4.

7.6   Grade Report Card and Transcript

A Grade Report Card (GRC) shall be issued to each student who is not having any course with F grade at the end of the semester. A duplicate copy, if required, can be obtained on payment of the prescribed fee. A student with F grade in one or more courses may get hardcopy of his/her semester result verified by the Academic Section on request **(Annexure: BPP-04)**.

Transcript contains the record of the grades obtained in each and all Courses, Projects, Seminars, etc. registered by a student during his/her entire Bachelor Programme. It also includes the courses which have been repeated and/or replaced. Transcript can also be obtained on payment of the prescribed fee. The Grade Report Card and Transcript of a student can be withheld by the Institute if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

8.   ACADEMIC PERFORMANCE REQUIREMENTS FOR BACHELOR DEGREE

B.Tech./B.Arch./Dual Degree student is required to complete successfully all prescribed courses of the approved Course Structure of concerned Department and attain a minimum prescribed CGPI. The minimum CGPI requirement for award of B.Tech./B.Arch./Dual degree is 5.0 with no F grade in any course.

8.1   Attendance Requirement

Attendance in all classes (lectures/tutorials, laboratories, etc.) is compulsory. All B.Tech./B.Arch./Dual Degree students are normally required to have full (100%) attendance in each theory/laboratory course. However, a student having deficient attendance on account of illness, participation in extra-curricular and co-curricular activities or any other genuine ground, can be given attendance relaxation to the maximum extent of 25%.

If the attendance is less than 75%, then the marks obtained in Continuous Semester Assessment (CSA) will be reduced in proportion of deficient attendance less than 75%. Therefore, if the student has secured Marks_CSA in Continuous Semester Assessment, his/her marks shall be reduced to Marks_R.

Such attendance shortage cases (i.e. less than 75%) shall be dealt as under:

1. A student having attendance less than 75% but higher than or equal to 50% in a course will be allowed to appear in End Semester Examination of that course and his/her reduced marks shall be computed as
$$\text{Marks\_R} = \text{Marks\_CSA}\left(1 - 2 \times \tfrac{75 - \%\text{Attendance}}{100}\right).$$

2. A student having attendance less than 50% in a course will not be allowed to appear in End Semester Examination of that course and will be declared fail in that course. However, the student may appear in the next Supplementary Examination to be conducted by the Institute. His/her reduced marks shall be computed as
$$\text{Marks\_R} = 0.5 \times \text{Marks\_CSA}.$$

8.2   Minimum and Maximum Duration Requirement

The following table lists the minimum residential and maximum duration allowed in the Bachelor Programmes for graduation. To satisfy the minimum residential period requirement, registration must be over consecutive semesters. Maximum duration is counted from the student's first registration date.

Programme	Minimum Residential Period	Maximum Duration of the Programme
B.Tech.	4 Years	6 Years from 1st Registration
B.Arch.	5 Years	7 Years from 1st Registration
Dual Degree	5 Years	7 Years from 1st Registration

8.3   Performance Through Carry Over System

The Institute shall follow carry over system for promotion of students to next semester with rider on result of the regular examination held at the end of fourth semester. A student will be allowed to register in fifth semester provided he/she attains minimum CGPI of 4.0 after Supplementary Examination held at the end of fourth semester. Non-fulfillment of this condition shall result in termination of the programme on the recommendation of DBPC, Chairperson, SBPC and Dean (Academic) and with final approval of Chairman, Senate. Dean (Academic) will issue the Termination letter and the student will not be allowed to register in fifth semester.

The hostel facility shall not be made available to a student after he/she completes minimum residential period of four years for B.Tech. and five years for B.Arch./Dual Degree in the programme.

A candidate getting CGPI less than 4.0 at the end of second semester (including Supplementary Examination) is to be issued advisory note by the Head of concerned Department in the beginning of third semester. Such student and his/her parent/guardian have to give undertaking to the Head of Department in person that the student will be serious in his/her studies and responsibility of clearing the backlog shall be solely of the student and no relaxation will be entertained with regard to the following:

1. Adjustment of Time Table slot
2. Date sheet of Mid/End Semester Examination/Supplementary Examination
3. Attendance benefit

8.4   Academic Performance Requirement for Continuation

A student shall be promoted to next higher semesters of Bachelor programme as per following guidelines:

1. A student shall not be allowed to register for fifth semester of B.Tech./B.Arch./Dual Degree programme, if his/her CGPI is less than 4.0 (even after availing Supplementary Examination) at the end of fourth semester.
2. A student shall not be allowed to continue in the B.Tech./B.Arch. programme if he/she is unable to complete all the courses within maximum allowed duration of the programme
3. In case of Dual Degree, the maximum allowed duration to achieve minimum CGPI of 5.0 for B.Tech. Degree is six years (i.e. at par with B.Tech. students). In case of Dual Degree, all exceptions to the above conditions will be dealt with as per following:
    (a) If a student passes the required courses for B.Tech. with CGPI less than 5.0, then the student will be permitted to improve the CGPI as per the provisions under Clause 7.4. In case B.Tech. CGPI of 5.0 or more is achieved within the stipulated duration of six years, the student will be eligible for award of B.Tech. Degree and in case the same is not achieved, no degree (B.Tech. or M.Tech.) will be awarded to the student.
    (b) If a student passes required courses for Dual Degree Programme with B.Tech. CGPI of 5.0 or more but M.Tech. CGPI less than 6.0, the student will be permitted to improve the M.Tech. CGPI as per the provisions in Master Ordinances. In case, M.Tech. CGPI of 6.0 or more is achieved within the stipulated duration mentioned in Clause 8.2, the student will also be eligible for award of M.Tech. Degree.

9.   PROCEDURE FOR AWARD OF BACHELOR DEGREE

9.1   Requirement for Degree

A student shall be deemed to qualify for Bachelor Degree of the Institute, if he/she has

1. Passed all the prescribed courses with no courses having F grade
2. Attained the minimum required CGPI of 5.0 at the end of the programme
3. Completed the residential requirements as per Clause 8.2

4. Satisfied all the requirements specified by the concerned Department, if any
5. Satisfied all the requirements specified by the SENATE and the Ordinances

In addition, the student should have paid all the dues to the Institute and Hostels

9.2 Award of Degree

A student, who completes all the academic requirements specified in Clause 8.4 and Clause 9.1, shall be eligible for the award of Bachelor Degree. Names of such students shall be recommended by the SENATE to the Board of Governors (BOG) for the award of the appropriate Degree in the ensuing Convocation. The Degree shall be awarded only after the BOG accords its approval. However, a student eligible for the award of Degree may be issued the Provisional Degree Certificate (PDC) before the Convocation.

9.3 Termination of Programme

The Programme of a student shall stand terminated if he/she is not able to achieve minimum CGPI requirement as mentioned in Clause 8.4 within maximum permissible duration for the Programme as given in Clause 8.2. The Dean (Academic) will inform the concerned HoD to issue Termination Letter to the student. The concerned HoD will issue the Termination Letter to the student with intimation to his/her parents and Dean (Academic).

In rare exceptional cases on the basis of recommendation of duly constituted committee, the SENATE may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree even if he/she has satisfactorily completed all the academic requirements from time to time.

9.4 Withdrawal of Degree

Under extremely exceptional circumstances, where any gross violation of the graduation requirements is detected at a later stage, the SENATE may recommend to the BOG for the withdrawal of Degree already awarded.

10. HOLIDAYS, VACATIONS AND SEMESTER LEAVE

A Bachelor student shall be entitled for vacations and other leaves given in this Section.

10.1 Holidays and Vacations

Bachelor students are entitled to avail mid-semester breaks, winter breaks and summer breaks as specified in the Academic Calendar. They are also entitled for holidays mentioned in the Academic Calendar and declared by the Institute from time to time.

10.2 Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete his/her studies without any break. However, for bona-fide reasons and/or in exceptional circumstances, a student may be allowed to avail leave **(Annexure: BPP-05)** for two semesters with prior approval of Chairman, Senate on the recommendation of the DBPC, the SBPC and the Dean (Academic). Such semester leave shall not exceed two semesters during the entire period of the academic programme (applicable to B.Tech./B.Arch./Dual Degree students).

Except for medical reasons, such leave would not normally be sanctioned before a student has completed first year of study. In no case, the total duration of the programme (given in Clause 8.2), shall exceed the maximum permissible duration.

Though, a semester leave hypothetically means a leave for one semester only, but due to the fact that courses/subjects offered in odd and even semesters in particular branch of Engineering/Architecture are mutually exclusive and also there is requirement of studying the courses/subjects of a semester before allowing a student to register for the courses/subjects of next semester, so, leave for one semester will result in semester leave of two consecutive semesters in one stretch. Therefore, a student will be required to apply leave for two semesters and if approved, the student will be allowed to register for the semester (i.e. the semester in which he/she had discontinued for availing the leave) during next academic year and has to attend the regular classes.

Registration fee already paid at the time of semester registration by the student shall be forfeited. However, if such leave is approved before the semester registration, the student needs not to register during the semester of leave.

10.3 Absence without Sanctioned Leave
Absence without sanctioned leave or any intimation for more than four weeks continuously in a semester may result in the cancellation of registration for that semester on the recommendation of the DBPC, the SBPC and the Dean (Academic), and approval of Chairman, Senate.

11. CONDUCT AND DISCIPLINE RULES

Students shall conduct themselves within and outside the precincts of the Institute in a manner befitting the students of an Institute of National Importance.

11.1 Code of Conduct
Each student shall conduct himself/herself in a manner befitting his/her association with an Institute. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the faculty members, administrators, officers and employees of the Institute, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), willful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behavior and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute. In all such matters, duly constituted committee(s) shall decide upon the penalties to be imposed.

11.2 Disciplinary Actions and Related Matter
Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as Reprimand, Disciplinary Probation, Fine, and Debarring from Examinations, Withdrawal of Scholarship and/or Placement Services, Withholding of Grades and/or Degrees, Debarring from Residency, Cancellation of Registration of the Semester and even Expulsion from the Institute.
For indiscipline of a student in a class, the course coordinator/teacher may

i.   Debar him/her from few subsequent classes for which he/she shall not be liable to get relaxation in attendance/favourable consideration in mercy appeal, and
ii. Report the matter to Dean (Student Welfare) for necessary disciplinary action.

11.3   Unfair Means

The Instructor/Invigilator(s)/Member(s) of Observer Committee may bring cases of unfair means to the notice of the Dean (Academic) along with all the supporting evidences (**Annexure: BPP-06**).

Unfair means shall comprise of following:

i.   Copying from the papers/mobile/electronic gadgets/other sources
ii.   Possession of the relevant material
iii.   Gross indiscipline in examination hall

All such cases shall be looked into by Unfair Means Committee (UMC) consisting of the following:

1.	Dean (Academic)	Chairperson
2.	Dean (Student Welfare)	Member
3.	Chairperson, SBPC	Member
4.	Chairperson, SMPC	Member
5.	Chairperson, SDPC	Member
6.	Concerned HoD	Member
7.	Associate Dean dealing with Examinations, if any	Member
8.	Deputy Registrar/Assistant Registrar of the Academic Section	Convener

UMC shall meet within reasonable time after Mid Semester/End Semester/Supplementary Examination. The Committee shall give opportunity to the student concerned and recommend the punishment. The UMC may decide the level of punishment as deemed suitable, on case to case basis and ensure that consistency is maintained while handling similar cases.

The recommendations of the Unfair Means Committee shall be implemented after getting the approval of the Chairman, Senate.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position, and seeking reconsideration of the decision.

11.4   Stay at Hostel

The Dean (Student Welfare), the Chief Warden, the Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or Rules and Regulations pertaining to the Hostels.

Any major violation of the Code of Conduct by an individual or by a group of students can be referred by the authorities to a Board of Discipline (BOD). Constitution of the Board of Discipline (BOD) shall be as under:

1.	Dean (Student Welfare)	Chairperson
2.	Chief Warden (Hostel)	Member
3.	Concerned HoD	Member
4.	Concerned Warden	Member
5.	Associate Dean dealing with Student Discipline & Counseling, if any	Member
6.	Deputy Registrar/Assistant Registrar of the Student Section	Convener

A student, teacher or other functionary of the Institute can report case of misconduct of student to this Committee for consideration. Further, in very exceptional circumstances, the Director may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a group of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the SENATE for its final decision.

11.5   Appeal Against Termination

A student whose programme is terminated/cancelled on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration through the DBPC and the SBPC **(Annexure: BPP-07)**. While making the appeal, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The SENATE shall take a final decision after considering all the available inputs. However, the Chairman, Senate may not entertain any further appeal for review unless substantial additional information is brought to his/her notice. The SENATE normally shall not entertain the appeal more than two times from the same student.

12.   AWARD OF STIPENDS AND SCHOLARSHIPS

A number of Stipends and Scholarships are awarded to the students of Bachelor programme according to the rules and procedures laid down by the awarding agencies and/or Institute from time to time.

These Stipends/Scholarships shall be liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information.

13.   AWARD OF PRIZES AND MEDALS

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the SENATE may award a number of Prizes and Medals, established by the Institute on its own or through endowments/grants made by donors, with the approval of the Board of Governors.

The SENATE shall determine the general policy regarding recommendations for the award of different types of Prizes and Medals available to Institute students. The detailed norms and conditions for the award of various Prizes and Medals (contained in the brochure entitled "Rules and Procedures for Prizes and Medals" of the Institute) shall be framed by the SENATE from time to time.

14.   INTERPRETATION OF CONTENTS OF BACHELOR ORDINANCES

14.1   General

These Ordinances shall be in force immediately after the approval of the SENATE/BOG NIT Hamirpur. Notwithstanding anything contained in these Ordinances, all categories of students/candidates shall be governed by the Rules and Regulations framed by the SENATE in this behalf and in force from time to time. Also, the SENATE reserves the right to modify/amend without notice, the curricula, procedures, requirements and rules pertaining to its Bachelor Degree Programmes.

14.2   Interpretations

Any doubt or dispute arising about the interpretations of the Rules & Regulations shall be referred to the Chairman, Senate whose decision shall be final.

14.3   Waiver of Requirements in Special Cases

The procedures and requirements stated in these Ordinances, other than those in Clauses covering Eligibility, Admissions and Academic/Programme Requirements may be waived in special circumstances by the Chairman,

Senate on the recommendation of SBPC and comments of Dean (Academic). All such exceptions shall be reported to the SENATE for ratification.

14.4   Jurisdiction

These ordinances set out the procedure and requirements of the B.Tech./B.Arch./Dual Degree programmes of study that fall under the jurisdiction of the SENATE, NIT Hamirpur. Further, any legal dispute arising from this set of Ordinances shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

Annexure

Bachelor Programmes

Bachelor of Technology (B.Tech.): 4 Years (8 Semesters)

Branch	Department
Chemical Engineering	Chemical Engineering
Civil Engineering	Civil Engineering
Computer Science & Engineering	Computer Science & Engineering
Electrical Engineering	Electrical Engineering
Electronics & Communication Engineering	Electronics & Communication Engineering
Materials Science & Engineering	Materials Science & Engineering
Mechanical Engineering	Mechanical Engineering
Mathematics and Computing	Mathematics and Scientific Computing
Engineering Physics	Physics and Photonics Science

Bachelor of Architecture (B.Arch.): 5 Years (10 Semesters)

Branch	Department
Architecture	Architecture

Dual Degree Programmes

Dual Degree (B.Tech. and M.Tech.): 5 Years (10 Semesters)

Branch	Department
Computer Science & Engineering	Computer Science & Engineering
Electronics & Communication Engineering	Electronics & Communication Engineering

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NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of HRD)

Application for Academic Matter

Name of Student	
Roll Number	
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree
Department	
Mobile and Email	Mobile:	Email:

Description of the Request/Problem

Date: **Signature of the Student**

For Official Use	
Application Received On:	Signature of Dealing Assistant

Remarks/Decision of HoD

Signature of HoD
Date:

Forwarded for Necessary Action (Convener DBPC / Dealing Assistant / _____)

Application for Change of Branch

Name of Student								
Roll Number								
Department								
Gender (tick ✓ appropriate)	Male				Female			
Programme (tick ✓ appropriate)	B.Tech.				Dual Degree			
Present Branch (tick ✓ appropriate)	CE	CH	CS	EC	EE		ME	MS
Mobile and Email	Mobile:			Email:				

Category (tick ✓ appropriate)	OP	EWS	SC	ST	OBC-NCL	OP-PwD	EWS-PwD	SC-PwD	ST-PwD	OBC-PwD

JEE (Main) Application Number										
Category of Admission (tick ✓ appropriate)	OP	EWS	SC	ST	OBC-NCL	OP-PwD	EWS-PwD	SC-PwD	ST-PwD	OBC-PwD
JEE (Main) Rank [Enclose Proof]	CRL:					Category Rank:				

B.Tech. Result [Enclose Proof]	**SGPI: First Semester**	**SGPI: Second Semester**	**CGPI (at the end of Second Semester)**

Order of Preference of Branches (use appropriate Branch Code*)

1	2	3	4	5	6

Date: **Signature of the Student**

For Official Use
Recommendation of HoD
Signature of HoD   Date:
Application Received On: Signature of Dealing Assistant (Academic Section)
Recommendation from Academic Section / Committee
Signature
Branch Allotted   **:** Yes / No
If Yes, Allotted Branch   **:**
Roll Number   **:**   Signature of Dean (Academic)

*Branch Codes:

CE: Civil Engineering	EE: Electrical Engineering	MS: Materials Science & Engineering
CH: Chemical Engineering	EC: Electronics & Communication Engineering	
CS: Computer Science & Engineering	ME: Mechanical Engineering	

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Application for Withdrawal of Admission

Name of Student	
Roll Number	
Department	
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree
Present Semester	
Mobile and Email (of the Student)	Mobile: Email:
Address	
Mobile (of Parent/Guardian)	
Reasons of Withdrawal	

Declaration

I would like to withdraw my admission from NIT Hamirpur. I request to refund the fee/dues paid as per the Institute refund rules.

Date: **Signature of the Student**

Consent of Parent/Guardian

                                         Signature of Parent/Guardian
                                         Date:

For Official Use	
Recommendation of Department	
Signature of Convener DBPC Date:	Signature of HoD Date:
Application Received On:	Signature of Dealing Assistant (Academic Section)
Recommended by Dean (Academic)	
Approved by Chairman, Senate	

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Application for Issuing Certificates/Documents

Name of Student	
Roll Number	
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree
Department	
Semester	
Mobile and Email	Mobile: Email:

Certificate(s)/Document(s) Required (tick ✓ appropriate)	- Bonafide Certificate - Duplicate Grade Report Card (GRC)[Enclose FIR for Loss] - Attested/Verified Copy of Semester Result (Mention Semester Number(s) _____) - No Objection Certificate - Character Certificate - Migration Certificate - Transcript - Any Other (give Description) _____ _____ _____

Date: **Signature of the Student**

For Official Use
Recommendation of Department
Signature of HoD Date:

Application Received On:	Signature of Dealing Assistant (Academic Section)
Dealing Assistant	Superintendent	DR(Academic)

Annexure: BPP-05
Clause 10.2

Application for Semester Leave

Name of Student	
Roll Number	
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree
Department	
Previous Registration Detail	Semester: Date:
Mobile and Email	Mobile: Email:
Reasons for Semester Leave	
Period of Leave	From _____ to_____

Declaration
I would like to avail leave during the above mentioned period. I understand that the registration fee already paid for present semester shall be forfeited as per the Institute rules.
Date: **Signature of the Student**

Recommendation / Endorsement of Parent/Guardian
Signature of Parent/Guardian Date:

For Official Use	
Recommendation of Department	
Date of DBPC Meeting (held for Discussion of Case):	
Signature of Convener DBPC Date:	Signature of HoD Date:
Application Received On:	Signature of Dealing Assistant (Academic Section)
Date of SBPC Meeting (held for Discussion of Case):	
Signature of Chairperson, SBPC Date:	Signature of Dean (Academic) Date:
Chairman, Senate	

Form for Reporting Cases Regarding Use of Unfair-Means

Note:
- One form should be used for one case only
- Please send one question paper along with the case(s)

(A) To be filled in by the Instructor/Invigilator(s)/Member(s) of Observer Committee:

1. Name of Examination : ....

2. Name of student : ....

3. Registration No. : ....

4. Programme/Branch : ....

5. Room No. : ....

6. Subject/Paper in which the student is suspected or reported to have used or attempted to use unfair means or shown disorderly conduct

Subject Code	Subject Name

7. Date and time of incident : ....

8. Type of Unfair Means :

    i. Copying from the paper/material

    ii. Possessing materials leading to Unfair-means

    iii. Copying from the answer booklet of neighbouring student

    iv. Misbehaved with invigilator

Date………………   Signature and Full Name of the Instructor/Invigilator(s)/Member(s) of Observer Committee

(B) Student's Statement:

I have read the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against me as given in column **A** and submit the following statements:

(i) I undertake that this statement has been given by me under no pressure or fear.

(ii) Do you agree with the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee made against you? **Yes/No**

(iii) If you agree with the report, then:

    (a) What explanation have you to offer for possessing/using the unfair-means or for your misconduct/disorderly conduct as mentioned in the report?

    (b) Have any other thing to say, by way of self-defence or clarification?

(iv) If you do not agree with the report then give your explanation, if any, in your defence against the report of the Instructor/Invigilator(s)/Member(s) of Observer Committee.

(Signature of Student)

(C) Statement of Witness, if any:

Statement of Witness, if any, in case the student denies the allegations of the Instructor/Invigilator(s)/Member(s) of Observer Committee or refuses to give his/her statement on the spot or runs away from the examination hall without giving his/her statement.

Name and Signature of Witness

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Application for Mercy Appeal Against Termination

Name of Student		
Roll Number		
Programme (tick ✓ appropriate)	B.Tech. / B.Arch. / Dual Degree	
Department		
Semester		
Mobile and Email	Mobile:	Email:
Reasons of Mercy (attach Proof)		

Date: **Signature of the Student**

Recommendation of the Convener, DBPC:

Signature with date

Remarks of HoD:

Signature with date

Observations of Chairperson, SBPC:

Signature with date

Decision of Chairman, Senate

Signature with date

Recorded in Academic Section