

PREAMBLE

NIET (MCA Institute) is committed to establishing a special living / learning environment for the Institute community, which includes its students, faculty and administrative staff. A student's relationship with the Institute is based on a contractual agreement that the student enters into voluntarily. By joining our Institute community, the student agrees to abide by the policies of the Institute including the Student Conduct Code. Individuals are subject to the Student Conduct Code as long as they are enrolled at the Institute, including break periods and while studying abroad. The Institute conduct system is not a legal system based on the adversarial model used in the courts. Rather, it is a system that seeks to find the truth by ensuring that students charged with violations of the Student Conduct Code know the charges brought against them by whom and have the opportunity to answer such charges before an impartial authority of members of the Institute community. The Institute's conduct system is not a substitute for the criminal justice system or a sanctuary from criminal or civil law. Violations of local, state, and/or federal laws are handled by the respective court systems. Such conduct also may constitute violations of the Student Conduct Code and thus may subject a student to action by the Institute.

Students are responsible for knowing the information, policies and procedures outlined in this document. The policies and regulations of the Institute have been established to support the educational mission and values of the institution. This mission includes providing a safe, special living / learning environment in which students can pursue their education without undue interruption or distraction. For this to be possible, students are expected to be honest; to respect the rights and property of other members of the Institute and the local community; and to conduct themselves in a responsible manner. For many students, the Institute experience means an opportunity for increased freedom. Along with this increased freedom, comes the obligation of handling it responsibly. Students are expected to behave responsibly and will be held accountable for their actions.

The Handbook's rules/guidelines are effective for the 2023-2024 academic year, beginning July, 2023. Changes could be made in this Student's Handbook by NIET (MCA INSTITUTE) management whenever necessary, and shall be effective from the date on which they are formally notified, or on the date specified in the change.

All students pursuing their studies in NIET (MCA INSTITUTE) will be bound by the policies, procedures, and academic regulations contained herein, or issued by the competent authority from time to time.

ABOUT NOIDA INSTITUTE OF ENGINEERING AND TECHNOLOGY (MCA INSTITUTE) GREATER NOIDA

At Noida institute of Engineering & Technology, the Global Accelerated PGDM Programme aims to project the two-way analogy principle i.e. 'Beeja-Jeevaamruthm' which connotes the overall development of the novice from the outset to a serene and meaningful life. This mechanism not only nurtures progressively the rudimentary roots of the individual within but also fosters the ability to protrude out and gleam the entrepreneur skills judiciously subjected to the concept of minimalism and resource efficiency.

The program is designed with a focus to help students find the right career path and make them industry ready as soon as they complete their post-graduation.

The program emphasizes the following:

Designed and managed by the industry - The program is designed by a group of industry professionals who have a rich experience in the corporate world. There are over 50 corporate companies impaneled who help sketch the course curriculum which includes 6 months of paid internship.

Delivered by professionals - The program is delivered by professionals who believe in imparting experiential knowledge rather than theoretical lectures.

Job relevant curriculum - The curriculum is kept in sync with the changing industry requirements and hence the students who enroll for it are provided with the desired skill sets which make them easily employable.

Mission and Vision

The vision and mission of the Institute are as under:

Vision

To be a renowned center of excellence in management studies producing socially responsible and ethical leaders for the Global Market.

Mission

- To provide academic excellence in the futuristic and emerging areas of knowledge, learning, and research.
- To shape the personality of students inclusive of human values, incorporating traits of conviction and action.
- To encourage and develop entrepreneurial spirit and actions capable of solving societal problems through innovative and sustainable business models.
- To develop mindful leaders by collaborating with industry and society.

PGDM Department

The vision and mission of the Department of Post Graduate Diploma in Management are as under:

Vision

To establish PGDM as a preferred choice for producing socially responsible industry-ready management professionals with entrepreneurial zeal.

Mission

- To develop a globally recognized management institute through academic excellence.
- To foster an entrepreneurial and innovative mindset in management professionals.
- To develop highly skilled, globally competent, industry-ready professionals with a high order of critical thinking.
- To instill values and ethics to produce socially responsible leaders.

Program Educational Objectives (PEOs)

The two-year Full-Time PGDM program is designed to meet the following Program Educational Objectives:

- Graduates will be inculcated with academic excellence to apply management theories & practices in a dynamic business environment for the achievement of organizational goals.
- Graduates will develop entrepreneurial and innovative mindsets with analytical and critical thinking abilities to solve complex business problems.

- Graduates will be developed as highly-skilled industry-ready, socially responsible, and value-based leaders to take creative and innovative decisions.
- Graduates will apply economic, legal, and ethical aspects of business to take decisions in a globally competitive environment.

Why NIET (MCA INSTITUTE) PGDM Program

The PGDM program being run by a leading school of management, NIET (MCA INSTITUTE), is a comprehensive two-year program, approved by AICTE with the sole objective to create an industry tray workforce on the successful completion of the program. The program is being developed and overseen by highly experienced professionals of the corporates who emphasize providing empirical and observational knowledge. The innovation model of pedagogical Strat with global outreach interactive program paves the way for beginners to develop managerial skills imbining profound determination and efficiency in order to develop a highly skilled workforce.

FROM THE DESK OF THE CHAIRPERSON

I believe that education has the most critical role to play in the progress of a nation. We realize that our students represent the future of our society and we take our responsibility seriously. We ensure that the rock solid foundation, we help them to build – both in terms of skills and values - will stand them in good stead no matter which career they choose. NIET (MCA INSTITUTE) Greater Noida, has been a pioneer in contributing towards nation building by creating a niche for itself in the field of management education, and has been producing industry ready managers-par-excellence for more than sixteen years. It has earned the respect and goodwill of the industry and the student community.

There are huge challenges in today's global and highly competitive markets and we have to ensure that our students are ready for them. To sustain in a highly competitive environment, we ensure human resource that is highly skilled and well trained in several functional areas. Our students are well trained in several functional areas. Our students are well groomed to enter a complex working world. They have also been educated beyond their core disciplines. The students, faculty members and staff of NIET (MCA Institute) are second to none, and due to their interminable synergistic efforts, NIET (MCA Institute) has been bestowed with professional acclaim, glory and renown by the corporate and non- corporate honchos.

I congratulate the students, faculty members and staff for their pious, sincere and dedicated efforts and for collectively making NIET (MCA Institute) the best institute of higher education. I would also like to thank the generations of parents who have entrusted us with the care and education of their children. It is their faith and belief in NIET (MCA Institute) that has helped us to come this far.

It is our unwavering commitment to the highest quality education that has speeded us on this journey.

“The global economy is powered by knowledge and knowledge workers”

Dr Sarojini Agarwal

Chairperson

FROM THE DESK OF THE MANAGING DIRECTOR

Education deficits can hinder a society in isolation, but in a globalized world these deficits can be even more detrimental to a country's economy and development. By merging many national markets into one global market, globalization increases the competitive pressures faced by an individual, companies and societies.

Due to Globalization, organizational transformation is taking place in various sectors. It is a challenging issue for the dynamic business environment to look for competent and creative professionals.

The students at NIET (MCA Institute) are well-equipped to perform effectively in any environment. They have been groomed to be experts in their respective fields with leadership qualities, positive attitude, loyalty and integrity to the organization. The institute has made a special provision for the personality development of its students and for enriching their communication skills by establishing a separate school for this task. Additionally, the Career Management Cell, works hard continuously for the proper placement of students in reputed companies and it has been showcasing encouraging results. Positive thinking, hard and dedicated work will enable our students to open the doors of success to whichever venture they aspire to enter.

Well, action speaks louder than words and we are a good instance for this maxim. We have been awarded many accolades for the placements we provide to our students. These awards prove the quality of the overall development that we have been imparting to the students.

My best wishes to all the members of the NIET (MCA INSTITUTE) family.

“To treat the patients and to impart education both are divine works”

Dr O P Agarwal

Managing Director

FROM THE DESK OF THE ADDITIONAL MANAGING DIRECTOR

**“Education is the most powerful weapon which you can use to change the world” -
Nelson Mandela**

Not long ago, education merely meant the transfer of knowledge from the teacher to the taught. Today, education is much more than that – after all, if it is just knowledge that you are after there is enough of it and more on the World Wide Web. It has been estimated that the entire body of knowledge is doubling about every three years. To keep pace with this explosive growth is quite impossible.

Educating youth without placement assistance is of no use today, which is why NIET (MCA Institute) Career Management Cell is working proactively in assisting students for various current and future prospective job opportunities. We organize our facilities to Train & Place students as per their aptitude and follow the principle that “Education can’t be used to its fullest without placements” and work around this principle.

In these changing times, the skills required by the professionals managing the industry are also changing. This is where NIET (MCA Institute) has pitched in. Since its inception, we at NIET (MCA Institute) have been striving hard to impart the requisite knowledge and inculcate a new set of skills and attitude in our students, keeping in mind the latest developments taking place globally. Our biggest strength lies in being proactive in learning the real world applications of concepts by interacting with the industry in the form of industrial visits, seminars, internships and live projects.

The arrangement ensures that the students give their best. This has helped to inculcate in the students a mindset that prepares them for the challenging corporate world. I am proud of what we at NIET (MCA Institute) have achieved within a short span of time and look at the future with optimism and confidence.

I wish a very successful career ahead to all the students of NIET (MCA Institute) and feel confident that they will make significant contributions to the organizations they join.

Dr Neema Agarwal

Additional Managing Director

FROM THE DESK OF THE EXECUTIVE VICE PRESIDENT

“When you know better you do better” - Maya Angelou

Today, the business environment is highly turbulent and dynamic; wherein the age old rule of “survival of the fittest” dominates. The promising force that can help the organizations to survive and grow in such environment, by effectively coping with the ever changing demands, is the human resources with “can do” outlook. So we are glad to present batches of professionals in varied disciplines from NIET (MCA Institute), who have it in them to survive as well as flourish in this competitive world with confidence and zeal, to grow and let the organizations, where they serve to transcend new heights of success.

Pyramid Finishing School provides training to the students according to the industry requirements, giving individual student a 360 degree improvement, not only in the areas like soft skills, life skills, technical skills and etiquettes but also exposing the students to time management, team-work and project management. In the pioneer study conducted at NIET (MCA Institute), it was observed in the study that the population (those who studied this amalgamated curricula), when they reached their fifth and seventh semesters, to face the placement drives, showed a stupendous rise in placement figures by 400% as compared to the control group (those who were not subjected to the additional finishing school curriculum).

As a diamond acquires its true worth after experiencing immense heat and hard times, our students have attained their true worth after rigorous training, assiduous preparation and dedication. They are sincere, committed, with clear academic as well as career orientation.

Moreover, in the existing high velocity churning of engineering students, there is an emerging need to bridge the industry – academia gap to improve the quality of students and make them industry ready. In order to address this need, we at NIET (MCA Institute), have organized many HR Conclaves to discuss the future trends and nurture the leaders for tomorrow.

Due to their sincerity and devotion, the demand for our students has been constantly on the rise. We are confident of receiving the same kind of overwhelming support from the prospective employers.

Raman Batra

Executive Vice President

FROM THE DESK OF THE DIRECTOR

I am extremely happy to know that NIET (MCA Institute) is publishing a brochure regarding placements of students of NIET (MCA Institute). Placement activities in an engineering institution play a vital role in developing the overall growth and personality of the students. At NIET (MCA Institute), we have the unique activities of Pyramid Finishing School (PFS) which caters to the development of good communication skills and personality growth of the students. I am confident that the students will definitely get a good impetus for their overall career growth with all the activities of the placement department. In the last two years, established engineering organizations, including multinationals and core engineering companies, visited NIET (MCA Institute) campus for campus interviews and offered jobs to NIET (MCA Institute) students. I am confident that with its sincere efforts the placement department will touch new heights in the near future.

I wish success to the Career Management Cell (CMC) which looks after the placement activities of NIET (MCA Institute) students.

“Innovation distinguishes between a leader and follower”

Dr Pramod Pathak

Director

HELPLINE

In case of an emergency the following persons can be contacted:

SI NO	NAME	APPOINTMENT	MOBILE NO
1	Dr Pramod Pathak	Director	9334009001
2	Mr. Narendra Sahai	Chief Proctor	9278468411
3	Mr. Manoj Kumar	Deputy Registrar	9560823536
4	Anshuman Singh	Chief Warden	9999849048
5	Vikrant Mallik	Warden, Plot no 19	9289519467
6	Brijesh Tripathi	Resident Warden, Plot no 19	9411646699
7	Mrs Ranjana Singh	Warden, Girl's Hostel	9318347530
8	Ms. Sanjay Raghav	Resident Warden, Girls Hostel	
9	Reception	-	0120-2328132
10	Mr. Vinay Tiwari	Chief Librarian	9210304909
11	Dr. Sarita Srivastav	Convenor (WGRC Cell)	9582323781
12	Mr Jitendra	Finance Officer	7976631715
13	Dr R K Chaubey	Dispensary	9313243642

DISCIPLINE RULES AND CODE OF CONDUCT

Discipline Rules

- Students shall behave with dignity and courtesy inside and outside the Institute
- Students should wear **Identity card inside the campus** and also when attending any meetings outside the campus. **I-Card is to be worn round the neck and this drill is compulsory.** Any violation of these orders will lead to disciplinary action.
- There is no prescribed uniform, except as may be required on certain occasions Students shall however observe strict modesty in their dress.
- As per the orders of the honorable Supreme court of India, Ragging is banned a punishable offence
- Use of mobile phones inside the class is strictly prohibited. Talking or playing with the mobile in the class may lead to disciplinary action.
- Students are not allowed to leave the Institute premises during the Institute timings. In case of an emergency they can go out after the issuing of a Gate-Pass duly signed by Head/Deputy Head of their Department and countersigned by the Director.
- Students shall not entertain visitors without prior permission, inside the campus.
- Students are expected to read notices/circulars displayed on the Institute notice board. Ignorance, due to not having read any notice/circular displayed, shall not be accepted as an excuse for failing to comply with the directions contained in it.
- Refrain from possessing, consuming or distributing alcohol, harmful drugs, narcotics, gutkas, chewing gums and smoking cigarettes. Any violation of these orders will lead to disciplinary action.
- You are a key member of NIET (MCA INSTITUTE) and keeping the premises clean and tidy is your responsibility. Do not scribble on the desks or on the walls of the Institute and hostel. Do not spit or throw bits of paper inside the campus.
- Do not smear colored powder and splash color water in the guise of festivals and functions on or during any other occasion in the hostel or Institute campus.

- Do not possess firecrackers or Arms of any kind in the hostel or Institute campus. Explosion of firecrackers during festivals or for any other celebrations is also strictly prohibited.
- Switch-off the lights, fans and ACs, when not in use.
- Students are forbidden from entering the Institute office during unspecified hours.
- Students are advised not to harm the reputation of the Institute or individual (fellow students and institute staff) through social and electronic media.
- Respect the Institute property. Destroying or damaging the institute property is punishable. Students should not destroy/ damage/ deface, remove the institute property, disturb or injure a person under the pretext of celebrating/inducting/pledging or for any other reason like rivalry etc. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.
- It is unlawful for any person to mutilate any tree, shrub, or herbaceous plant or remove any identification sign or tag or signage attached to it.
- Students are not allowed to convene any kind of meeting in the campus or any sort of fund collection without the specific permission of the HOD/ Director or to circulate/display any kind of notice among students or on black boards or on notice board without the written permission of the HOD/ Director. No information or report should be sent to press or broad-casting agencies and placement companies without the permission and approval of the HOD/ Director.
- Do not be a part of any union or group or organization. Any move to form unions or groups of any type unauthorized by the Management and the Director is an offense. Students are strictly forbidden from engaging themselves in any political or other activities. Gathering in groups at roads, entrance, exit, pathways, gardens etc, is strictly prohibited.
- Inform the Institute of any changes in personal details or address or mobile through Registrar.
- All vehicles should be parked in the allotted place. No vehicle will be allowed to enter the institute premises without NIET (MCA INSTITUTE) stickers. Students coming by two wheelers have to compulsorily wear a Helmet. Vehicles found parked in unauthorized places shall be impounded.

- Students who are not availing the bus facility but caught traveling in bus will be charged with full bus fee as fine.
- Day scholars are not allowed to enter the Hostel without the permission of the Chief-Warden.
- While attending Institute functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

Conduct Rules for Students

The following activities come under indiscipline and misconduct.

- All acts of violence and all forms of mob activities such as Gheraos, sit-ins (Dharna), slogan shouting or any variation of the same which disrupt the normal academic and administrative functioning of the Institute and/or any act which incites or leads to violence.
- Gheraos, laying siege or staging demonstrations around the residence of any member of the NIET (MCA Institute) community or any other form of coercion, intimidation or disturbance of right to privacy of the residents of the campus.
- **Sexual proposition/advancements, sexually graphic comments of a body, unwelcome touching, patting, pinching, leering or persistent offensive or sexual jokes and/ or vulgar comments.**
- Eve-teasing or disrespectful behavior or any misbehavior with a girl student, woman staff member/visitor. Ragging in any form is prohibited.
- Ragging in any form is a bad conduct and is strictly prohibited. Various details regarding ragging has been given latter.
- Committing forgery, tampering with the Identity Card or Institute records, impersonation, misusing Institute property (movable or immovable), documents and records, tearing of pages, defacing, burning or in any way destroying the books, journals, magazines and any material of the library or unauthorized photocopying or possession of library books, journals, magazines or any other material.
- Furnishing false certificates or false information in any manner to the Institute.

- Arousing communal, caste or regional feeling or creating disharmony among students.
- Using insulting, inciting, threatening language when talking with fellow students inside or outside the campus. Students talking or behaving in any manner inside or outside the institutions in a way that would bring disrepute to the institution.
- Use of abusive, defamatory or derogatory language against any member of the Institute.
- Causing or colluding in the unauthorized entry of any person into the Campus or in the hostel. Accommodating unauthorized guests or other persons in hostels.
- Indulging in acts of gambling, possessing or consuming or distributing alcohol, harmful drugs, illegal narcotics, gutkas and smoking cigarettes in the Institute premises.
- Misusing institute resources and facilities such as library, laboratories, software, computers and internet or causing any type of damage to the internet and computer security system of the Institute.
- Harming reputation of the Institute or individual (fellow students and institute staff) through social or electronic media.
- Not disclosing one's identity when asked to do so by a faculty member or employee of the Institute who is authorized to ask for such identity.
- Improper behavior while on tour or excursion.
- Violation of security and safety rules notified by the Institute.
- Any other offence under the law of the land.
- Any intimidation or insulting behavior towards a student, staff or faculty or any other person.
- Any other act which may be considered unlawful by the Chairman/Director/Dean or any other competent authority to be an act of violation of discipline and conduct.

Punishment for Indiscipline, Misconduct or Violation of General Rules and Regulations.

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

- Suspension from the Institute for a specific period.
- Admonition/ Reprimand and submission of bond or affidavit on Rs. 10/- stamp paper duly notarized
- Deduction of Marks
- Fine up to Rs. 20,000/-.
- Recovery of any kind, such as scholarship/fellowship, any dues, cost of damages etc.
- Withdrawal of any or all facilities available to a student
- Rustication up to four semester period and/or declaring the entire NIET (MCA Institute) Campus out of bounds
- Expulsion from the Institute and/ or hostel
- Logging of FIR with the Police
- Fine up to Rs. 50,000/-. (In case of Ragging as per Supreme Court ruling).

General Guidelines for Implementation of Punishments

- No punishment shall ordinarily be imposed on a student unless he/she is found guilty of the offence for which he/she has been charged by a Proctorial or any other inquiry committee after following the normal procedure and providing due opportunity to the student to defend himself/herself.
- Students found guilty in any in-disciplinary activity by the Proctorial board, one “Warning” will be marked against his/her profile. Further if number of such warnings exceed to 3 during his/her entire course, he/she will be automatically debarred from the campus placement and hostel if he/she is a hosteller. Further warnings may result in expulsion from the Institute.

- However, if a student improves his/ her conduct, behavior, attendance, percentage of marks and takes keen interest in student welfare, he/ she can apply to the Proctorial board to remove the "Warning". If board is satisfied with the improvement, they may remove such warnings from the student's profile.
- In case the Managing Director/ Director/ Dean or any competent authority is of the opinion that on the basis of the available material and evidence on record, a prima facie case exists against a student, he may order suspension of the student including withdrawal of any or all facilities available to a bonafide student pending Proctorial or any other inquiry.
- In case of any dispute with regard to the interpretation of any of these Rules the matter shall be referred to the Managing Director/ Director/ Dean, whose decision thereon shall be final.
- The Management is not responsible for the loss, theft, or damage of any personal property owned, operated, or possessed by the student, guest(s), parents, or family members which may be held, located or stored in any residence unit or anywhere else on the Institution-owned or leased property. The student understands and agrees to accept all risks of such losses or damage.

SAROJINI HOSTEL (PLOT NO-19)

S.No	Type of Room	Room Rent plus other charges (in Rs)	Mess Advance (in Rs)	Medical Insurance (in Rs)	Total Without Security (in Rs)	Security (for new students only) Refundable	Air Conditioner (AC) Charge	Total With Security (in Rs)
1	Three Seater	42,900	28,600	500	72,000	5,000	-----	77,000
2	Three Seater	42,900	28,600	500	72,000	5,000	31200	1,08,200

CHANDRA SEN HOSTEL(PLOT NO-19)

S.No	Type of Room	Room Rent plus other charges (in Rs)	Mess Advance (in Rs)	Medical Insurance (in Rs)	Total Without Security (in Rs)	Security (for new students only) Refundable	Total With Security (in Rs)
1	Single Seater	60,200	28,600	500	84,700	5,000	94,300
2	Two Seater	52,500	28,600	500	77,000	5,000	86,600
3	Three Seater Attached	52,500	28,600	500	77,000	5,000	86,600
4	Three Seater	42,900	28,600	500	67,400	5,000	77,000

ATTENDANCE RULES AND EXAMINATIONS

Attendance Rules

Minimum attendance during the semester in the class in each course has to be at least 75%.*.

Examinations

Eligibility of Students to Appear in the Mid-term / Trimester Examination

- Every student is required to attend all (100%) the lectures, tutorials and practicals conducted during the each Trimester.
- The attendance can be condoned up to 15% on medical grounds i.e. Minimum 85% attendance is required to appear in Mid term exam as well as Trimester examinations.

Eligibility of Passing

To pass in a Theory Subject/Practical/Project reports, student must score 30% marks in internal assessment as well as end trimester examination separately and aggregate (internal + end trimester) marks must be 40% in each subject.

Eligibility for Promotion

- There shall not be any restriction for promotion from first Trimester to second Trimester and second Trimester to Third Trimester.
- For promotion from 3rd Trimester to the next 4th Trimester (i.e. First year to Second Year) the student has to secure minimum 50% credits in each Trimester (first three Trimester) and do not have more than 5 back paper.

Award of Sessional Marks

Mid-term	Teacher Assessment	Attendance	Total Internal Assessment
20 Marks	10 Marks	10 Marks	40 Marks

- There will be one Midterm/sessional test in a trimester. Mid term will be of 20 marks for each subject. It is 50% of total Internal assessment marks of that subject.
- Teacher Assessment marks (10 marks) will be awarded on the basis of Tutorials/Assignments/Quizzes/GD etc for each subject. It will be 25% of Internal assessment marks of that subject.
- Attendance will be of 10 marks. It is 25% of total Internal assessment marks of that subject.

Carry Over (Backlog) Examinations

Carry Over Examinations will be conducted for Back papers (Backlog). Students will have 02 attempts to clear a back paper failing so degree may not be awarded.

Grading System

The obtained marks would be converted into grades as following:

Level	Outstanding	Excellent	V. Good	Good	Above Average	Average	Poor	Fail
Letter Grade	A+	A	B+	B	C+	D+	D	E
Grade Points	10	9	8	7	6	5	4	00
Range of (%) Marks	(90-100)	(80-89)	(70-79)	(62-69)	(55-61)	(46-54)	(40-45)	(0-39)

Cumulative Grade Point Average (CGPA)

The performance of a student will be evaluated in terms of Cumulative Grade Point Average (CGPA) at the scale of 10.

CGPA=

$$\frac{\sum (\text{Course credits} \times \text{Grade point}) \text{ for courses with pass grade except audit courses}}{\sum (\text{Course credits}) \text{ of courses with pass grade except audit courses}}$$

Award of Degree

The student shall be awarded PGDM Degree on successful completion of all Trimesters (06 Trimesters) of the course.

ANTI RAGGING MEASURES AT NIET (MCA INSTITUTE)

What is Ragging (Punishable Actions)

- Any conduct by any student or group of students whether by words spoken or written, or by any act which has the effect of teasing, treating or handling a fresher or any other student with rudeness.
- Indulging in rowdy or in undisciplined activities which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- Asking any student to do any act which that student will not do in the ordinary course, and which can cause or generate a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of a fresher or any other student.
- Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or fresher.
- Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person.
- Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
- Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of colour, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background.
- Abetment to ragging
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation

- Physical or psychological humiliation
- All other offences following from the definition of “Ragging”.

Measures to avoid Ragging

- Anti-Ragging committee is established and is fully responsible to ensure that all Anti-Ragging rules, regulations and measures are strictly followed. Chairperson and Members of the committee can be contacted by the students 24X7, if required.
- Anti-Ragging squads take a round of the campus and hostel several times in a day to prevent any incident of Ragging.
- A roster of nominated faculty members (male for boys and female for girls hostel) is established, who stay in the hostels in the night to monitor the student activities.
- All students and their parents are required to submit duly assigned notarized affidavit, affirming that they/their ward will not participate in any type of ragging activity. A copy of the format to be submitted is available in the admission office.
- Hoardings providing warning messages, Order of Hon’ble Supreme court of India, and contact details of NIET (MCA INSTITUTE) officials are displayed all around the campus.
- Members of the Proctorial board can be contacted 24X7.
- Dean Student Welfare can be contacted 24X7.

Anti Ragging Committee

S. No.	Member	Designation	Position	Contact Details
1	Dr. Atul Sharma	Professor	Chairman	9818697979
2	Mr. Narendra Sahai	Assistant Professor	Member	9278468411
3	Mr. Narendra Pratap Singh	Assistant Professor	Member	8630070417
4	Mr. Abhishek Sharma	Assistant Professor	Member	9810733611
5	Dr. Anjali Saluja	Assistant Professor	Member	7015198572
6	Mr. Deshratan	Assistant Professor	Member	7065770540

7	State Authorities	DM GB Nagar	Member	9454417564
8	Police Department	SI Knowledge Park Police Station	Member	9870395069

NIET (MCA INSTITUTE) RULES ON GENDER SENSITIZATION AGAINST SEXUAL HARASSMENT

Gender Sensitization

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

Background

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

uphold the constitutional mandate ensuring the above-mentioned human rights of all those who fall within its jurisdiction. It is with this object that these rules have been framed.

Objectives and Scope of the Rules against Sexual Harassment

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

Definitions of Sexual Harassment

- Sexual Harassment in the given context is described in The Sexual Harassment of Women at the Workplace Act 2013 in Paragraph 2(n) as: “sexual harassment” includes any one of the following unwelcome act or behavior:
 - i. physical contacts and advances
 - ii. a demand or request for sexual favours
 - iii. making sexually coloured remarks
 - iv. showing pornography
 - v. any other unwelcome physical, verbal or non-verbal conduct of a sexual nature;
- Within NIET (MCA Institute) the definition of the above applies to both men and women and also includes harassment by a member of another member of the same sex.
- The key expression in the above definition is ‘unwelcome’ which indicates the unwanted and non-consensual nature of the behaviour in question.

- The overwhelming dominant form of sexual harassment is that committed by men against women. However, it could also be committed by women against men or occur between persons of the same gender.

Women Grievance Redressal Cell

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

Women Grievance Cell

S. N.	Name of the Member	Details of Member	Designation
1	Dr. Sarita Srivastav	Professor	Convener
2	Mr. Amit Yadav	Assistant Professor	Member
3	Ms. Anita Menon	Assistant Professor	Member
4	Dr. Niyati	Assistant Professor	Member
5	Ms. Parul Puri	Assistant Professor	Member

6	Ms. Gunjan Saxena	Assistant Professor	Member
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GUIDELINES FOR PLACEMENT

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

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

Young, vibrant and dynamic CMC team tirelessly works towards the seamless integration of industry and academia 24*7,365 days. It leaves no stone unturned to ensure that the students get placed in the Corporate.

PLACEMENT ASSISTANCE

- Support for final placement is provided by the Institute to students. This activity is done under the aegis of the Career Management Cell (CMC). Periodically, students are informed through the students groups’ mail ID as well as through the CMC notice board about summer/ final placement opportunities. Students are advised to be on the lookout for relevant information either about summer internships or final placement.
- Students should be aware that actual placements would depend upon the general economic and industry scenario, the academic and non-academic competencies including good communication skills and soft skills developed by each student as well as the cultural fit of each student vis-a-vis the company, as determined by the recruiters.
- While every effort will be made to enable each student to compete effectively for positions offered by companies, the actual conversion of the opportunity into a concrete placement is the sole responsibility of

the student. The Institute, therefore, does not guarantee that a particular student shall be placed for final or summer internship irrespective of the student's performance parameters.

- Students should study the job description (JD) conveyed by companies thoroughly and prepare accordingly.
- Once the particulars of interaction session from the recruiter is notified by the CMC with the date, time and classroom number for the process, students should be seated in the classroom 15 minutes before the scheduled time. Those who report late will not be permitted to participate in the process.
- The major components of the placement (summer or final) process, are written/online test, group discussion, personal interview, personality profiling etc. Apart from thorough domain knowledge, recruiters expect students to be totally updated on current national, economic and political world developments, especially those affecting the economy and the impact of such events on the industry or business for which the recruitment is taking place (the ability to connect the dots).
- The recruiter expects to see depth of understanding, analytical skills and originality in student responses, whether it be group discussion or personal interview. Another important quality that a student should develop is up-to-date general awareness, and the ability to connect the dots i.e. the ability to connect recent events / changes to the relevant industry or company. Needless to add that a good CGPA and proficiency in some extracurricular activity such as “active club” participation will be a very valuable add-on for the student. Students should try to upgrade themselves through extensive reading, especially financial and general newspapers besides studying course curriculum and last but not the least, by regularly attending the class lectures, guest lectures, workshops and seminars organized by NIET to provide value to future employers. The student would also be well advised to take advantage of free online extra certificating from Course, to strengthen their CVs.
- Please remember that companies are looking for proactive, energetic, diligent, well-rounded personalities who have indisputable integrity with high energy. The recruiter also needs to sense the “hunger” for the job on offer from the candidate through the body language and attitude.
- NIET will encourage and assist all students to emerge as credible brands in their own right who are sought after by the corporate.

AMENITIES AND FACILITIES AVAILABLE ON THE CAMPUS

Health Care

The campus Health Centre operates on round the clock basis and caters to the students, faculty members and staff.

The Health Centre comprises of a resident doctor.

The Health Centre has a treatment room and pharmacy. To handle emergencies, NIET vehicle or an ambulance on call from Yatharth Hospital are available in the Health Centre on round-the-clock basis. NIET has tied up with Yatharth Hospital in Greater Noida for referral cases and specialist treatment on a discounted basis.

Health Centre also issues health advisory emails on a regular basis to the entire NIET community.

Food and Beverage Facilities

Dining Hall

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

Breakfast 8.00 am – 9:00 am

Lunch 1:00 pm – 2:00 pm

Evening Snacks 5.00 pm – 5:45 pm

Dinner 8.00 pm – 9:00 pm

Contact person for Dining Hall Services

Mr. Ajay Mob No 9927017272

Laundry

NIET (MCA Institute) campus services include washing and drying. Outside Laundry facility is available to all students residing at Plot No 19 campus.

Courier Service

A courier service is also available in the campus.

Courier Desk

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

Students' Common Rooms

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

Guest House Services

The Institute has guest house facility at Plot No 14 Campus complex. Total 21 Nos. of Executive rooms (AC) can be availed by the parents and guests, subject to their availability. The charges are Rs 250/- per day. These facilities can be booked. In order to book these facilities, Chief Warden is to be informed. The bookings entirely depend upon the availability of rooms.

Facilities Management Services

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

Contact persons: Mr Anil Sharma, Mob No 9718321415, Mr Pawan Ojha, Mob No 8920459106, Mr Dharam Pal, and Mob No 9971614508.

Bank/ATM

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

Library Facilities

The libraries at NIET (MCA Institute) occupy over 14,000 square feet area and provide students access to a vast repository of resources, including books and periodicals. The peaceful and sunlit areas provide ideal study spaces. The libraries remain open until midnight on all days. During the examinations, they remain open for 24 hours. Completely automated library management systems make it possible to borrow books at any time of the day or night, as well as make reservations online. Multiple copies ensure that resources are easily available for reference in the library. Trained staff are always at hand to assist students.

Library Rules and Regulations

- You must carry your ID card with you if you want to borrow books from Library.
- Take the books or documents you want to borrow together with your ID card to the circulation Counter.
- Overdue Charges: Text Books/General Books Rs.5.00 per Day
- Student have to pay overdue charges in the account department.
- If the Book lost by Student he/she will have to replace the lost book or student can pay the cost of books to the library, If the relevant book is not easily available in the market,
- All Library users must sign in/out register lying with the attendant at the gate.

- Current Awareness Service.
- Content Management Service.
- Redding Room (24x7).
- Book of the day.
- Current Information Display on Notice Board.
- OPAC (online public access catalogue): This service user can search the library books by Author, Title, Publisher, in ERP.

TBLS Scheme (Text Book loan Scheme): The TBLS is implemented in the following Department. The student will be entitled to have on loan one text book per subject for the whole semester

<u>Category</u>	<u>No. of Books</u>	<u>Duration</u>
PGDM	(Recommended by Deptt.) Semester	Trimester

Overdue Charges:

- Text Books/General Books: Rs.5.00 per Day
- Borrowing facilities are given only to the members of the library. Books or other documents may be borrowed only against the ID Card issued to individuals.
- The holder of the ID Card is responsible for any book issued against the ID Card, as per the library records.
- At the time of deposition of overdue fine for documents, you must collect receipt for the payment from the Account Office Desk.
- Same Book will not be renewed even if there is no demand for the said book.
- During the examinations, books and publications issued for 10 days will not be extended.
- The librarian can recall books and publications at any time if a need arises.

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

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

General Rules:

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

Book Hiding	Minimum fine of Rs.250 plus suspension of ID cards for a period of one month. On re-occurrence of the act, minimum fine will be Rs.500.
Book Damaging	Minimum fine of Rs.500 plus suspension of ID cards for a minimum period of one month. On re-occurrence of the act, minimum fine will be Rs.1000.
Book Stealing	Minimum fine of Rs.1000 or actual cost of the book plus suspension of ID card for a minimum period of one Semester. On re-occurrence of the act minimum fine will be Rs.10,000 and other disciplinary action as deemed fit.
Misbehavior with Library Staff	Minimum fine of Rs.1000. On re-Occurrence of the act, minimum fine will be Rs.5000.

SPORTS & GAMES

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

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

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

Facilities

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

(MCA Institute) campus. Male/ Female students have the facility to work out under the guidance of a well-qualified fitness trainer/ Sports Officer at specified hours.

Gym Timings

Timings at Campus Gym	Morning
	06:00 AM to 08.30 AM (Boys)
	06.00 AM to 08:30 AM (Girls)
	Evening
	05:30 PM to 09.00 PM (Girls)
	05:30 PM to 09:00 PM (Boys)

Fees for Gym would be Rs. 700/- per person per month.

Cafeteria

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

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

STUDENT CLUBS AND COMMITTEES

Student Welfare Committee

The institute has a student welfare committee which is headed by Dean Students Welfare, which provides a platform through which students can voice their opinions, suggestions, complaints and demands for themselves and institute's betterment. Student welfare Committee (SWC) is a non-profitable, apolitical welfare association, by the students of NIET (MCA INSTITUTE) and for the students of NIET (MCA

INSTITUTE) under which various clubs are formed to organize various co-curricular and extra co-curricular activities in the institute. Co-curricular and extra-curricular activities like technical, literary, sports, and cultural activities enhance the confidence, encourage self-belief, motivate to work in team and give a strong sense of achievement.

Student Welfare Committee comprises of Dean Student Welfare, Assoc Deans (SW), Faculty Coordinator (SW) & Student Coordinators from the Department.

Clubs under Prabandhan:

1. **Quiz Club:** Quiz Club offers a unique and exciting way to motivate, inspire, and enlighten students in their quest for knowledge and provide them with the opportunity to learn about the happenings in global business scenarios through different types of Quizzes organized all-round the year.
2. **Toast Master Club:** Toast Master club aims to enhance the soft skills and professional communication of students. various activities like Extempore, Group discussions, Debates and Presentations are organized under this club.
3. **HR Club:** HR club offers an integrated platform to the students to make them more employable and efficient in handling people's issues in organizations. Different HR activities like Mock Interviews for Selection, Role plays related to Grievance handling, Compensation issues, Performance appraisal and Quiz to enhance HR related current affairs are organized to develop creativity and practical approach in students.
4. **Marketing Club:** Marketing Club aims to provide a platform for students to develop solutions to market-related problems and apply their theoretical knowledge in an artificial business environment. Different activities are conducted to keep students updated with the global business arena, wherein they develop innovative 4 P's, Brand names, promotional strategies and unique market offerings. To inculcate marketing knowledge that empowers students to provide thought-provoking solutions for the needy.
5. **Finance Club:** Finance Club helps in making the members strong in the fundamentals of financial system by conducting activities in the areas of Banking, Share markets, Insurance, Corporate Finance. Organizing activities such as Debates, Executive Interaction, News analysis and presentation, Budget session are periodically conducted to serve its members.

RULES OF COMPUTER LAB

General

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

- The user can contact System Administrator for backup.
- Students are not allowed to change the wallpaper or any taskbar setting. Those who are found guilty will be debarred from the lab for at least one week.
- Laptop or mobile charging inside the lab is not allowed.
- For laser printouts, students must purchase print coupons from accounts department prior to printing. These coupons with the seal are valid till their final placement. Printouts can be taken between 10 am to 6 pm.
- For internet related complaints in their rooms, students have to write or lodge a complaint in the complaint register in Lab-1. The engineer will visit the hostel between 4-6 pm every day.

Do's

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

Don'ts

1. Don't shutdown / lock computer. You can only log off the PC.
2. Don't shift machine from one place to another.
3. Don't use virus-infected storage devices.
4. Don't delete other user's files.
5. Don't waste computer stationery.
6. Don't use machine beyond your allotted time.
7. Don't take any manual out of the lab.

8. Don't play games_lab computers.
9. Don't bring bags/ folders etc. into the lab.
10. Don't talk loudly in the lab; maintain silence.
11. Don't use any type of instant Messenger.
12. Don't use cellular phone in the lab.
13. Don't use Facebook, Google-Chat, Yahoo messengers inside a lab.
14. Don't eat or drink in the lab.

Penalty

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

Policy on Use of Internet by Students, Staff and Faculty

Email & Password Creation:

- IT department creates email-id of new students.
- The email-id consists of (first name. last name plus the year of passing@niet.co.in
- The password assigned initially must be changed on the first login.
- In case the password is forgotten, an IT person in the computer lab must be contacted, with the ID-Card of the user.

Hostel

While students can choose to be day scholars, we believe that campus living encourages independence and helps the students to develop the ability to adapt. The leafy NIET (MCA Institute) campus offers delightful spaces for study, sports, and social interaction. The excellent residential facilities are carefully designed according to the international standards. Three hostels on the campus offer well-

ventilated and comfortable rooms with separate hostels for girls and boys. Rooms are available on single/double/multi-sharing basis.

Common recreational areas develop a sense of camaraderie and foster long term bonds. The modern cafeteria, with its kitchen and airy patio is equipped to serve hundreds of students every day. Stringent, round-the-clock security arrangements and a doctor on call ensure that all student needs are attended to.

General Rules :

- The Student is required to disclose all past medical history. Any nondisclosure of past medical history is at the risk of the student.
- Room allotment shall be done by the authorities. Students shall not interchange their room with another into vacant room/ bed without prior written permission from the Rector/ Warden. The Rector/ Warden have the right to shift any student from his/her room to another room in the hostel.
- The student shall not bring any extra furniture or other fixture in the room.
- Electric appliances shall not be permitted in the room, defiance of which shall enable the Rector/ Warden to confiscate the gadget forthwith.
- The lights in the bathroom should be used only as and when necessary and shall be switched off, when the bathroom is not in use.
- The Hostel Wardens or any other Officials of the Institute along with Security Guards may at their discretion inspect /check any room or student's belongings living there in any time of the day or night.
- Students expelled from the Institutes will also be expelled from the hostel.
- Attendance fills between 9:00 to 10:00 pm every night. After such prescribed time, the student is not allowed to go out of the hostel. Going out of the hostel will lead to a disciplinary action.
- The student shall take prior permission of the Warden /Rector for celebrating any festivals. Birthday celebration not allowed in hostel. There should not be any kind of discomfort to other students. No outside guest or interference of any kind will be allowed.

- The students will always carry their hostel Identity cards when moving out of the Campus, so that in case of an emergency/accident the Institute can be contacted and informed. The student's not carrying Identity card with him/her will be reported to the Warden for action.
- No food will be served in the rooms of the hostel for any student unless a certificate is produced from the Medical Officer to the effect that the students' condition requires the food to be served in their rooms.
- Students are not permitted to cook any food on their own accord in the messes or in their rooms.
- A Mess Committee comprising of Rector, Warden, Faculty and students of concerned hostel will be constituted. The mess committee will decide the menu, check food quality from time to time.
- Guests are allowed in mess only with prior permission and on payment of charges applicable.

MENTORING

- Mentoring is provided for the overall development of the students after analyzing the problems, if any, faced by a student. Mentoring helps students to get over their difficulties with their studies.
- All students are periodically counseled by mentors. Career guidance is also being offered to the academically Non-Performer.
- Mentors have to maintain a database of the individual's parents/guardians, addresses, contact numbers, and marks of the individual student.
- The parents are always informed about the progress as well as problems of the students, if any.

S. No.	Type of Mentoring	No. of Students per Mentor	Frequency of Meeting	Records
1.	Professional Guidance	15-25 Students per Mentor (Approx.)	End of the first year	Student progress report (SPR)
2.	Career Advancement		Need-based	
3.	Course wise Specific		Need-based	
4.	Overall Development		Trimester	

