

**ACADEMIC REGULATIONS
STUDENT HAND BOOK**

Dear Student

Welcome to the worldwide fraternity of NIITians.

We are proud to have you with us and it will be our sincere endeavor to fulfill your learning objectives.

During this course, while we guide you through the fascinating world of computers, we will also help you acquire all skills necessary to make you a computer professional.

This Student Handbook has been designed to enable you to make the best use of all the facilities available at NIIT.

We do hope you will have a meaningful learning experience.

With best wishes,

G Raghavan
Head-Individual Learning Solutions

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Student Essentials

1. **Student-Id number:** This is your exclusive 13-digit identity number. You need to quote this number in all your correspondence to avail of services.
2. **Program / Course name:** Name of the Program enrolled for, specially required in order to access student services on www.niitstudent.com
3. **Your name:** Please ensure that your name is correctly spelt. All NIIT official records would be maintained and your certificate will be issued with this name. In case of incorrect spelling, inform the center. Admission to a Program is not transferable to any other individual

4. **Address:** This is your address as per our records. Please update your personal details on www.niitstudent.com if there is any change.
5. **Registration number:** This is your exclusive 13-digit identity number for the program registered. [Registration for a new program will have a different Registration number.] This number needs to be mentioned for all relevant program details and status.
6. **Admission Validity Period:** The last date of the period for which your admission is valid is printed on the Invoice / Identity Card as SOL Date (Statute of Limitation date). The NIIT Centre will not be able to provide any services to the student beyond the period of validity (SOL) of the admission.
Refer to the section on services applicable within SOL.
7. **www.niitstudent.com:** A website exclusively meant for NIIT Students. This student portal provides academic & financial information, various services, customized tests, online help for technical doubts and fun. Here you can share your complaints and compliments with your centre too.
8. **Student Identity Card:** On enrolment, the student is issued an identity card, valid only after it is signed by the Authorized Signatory. Please affix your photo and sign in the space provided as soon as you receive the ID Card. This ID card is valid for use only at the centre issued. Student should carry the ID card, whenever, he/she visit NIIT Centre.

STUDENT IDENTITY CARD

Student ID :
 Student Name :
 Address :
 City :
 Phone : [5]

Student Signature [2] Authorized Signatory [6]

Registration No Course Semester SOL Date Status

Batch Code Semester Code Batch Start Date End Date SSA Sign

Centre Address: [7]

Log on to www.niitstudent.com- An exclusive NIIT Student Portal

Numbers in boxes refer to paragraph numbers above

Tips to protect your enrolment

As a bonafide student of an NIIT Education Centre, you are entitled to receive the following exclusive materials. Even though adequate security measures are taken to protect your interests, please inform cgrsho@niit.com in case you doubt the authenticity of any of the material or suspect that they are illegal reproductions or photocopies.

- 1. Payment Receipts:** For all payments made at NIIT Education Centre, a computerized receipt will be issued. Please ensure that you collect your copy of the receipt. No other receipt form / pay-in-slip is considered as valid proof of payment. The Student should collect and retain the computerized receipt.
- 2. Study Material:** All students are provided with a personal copy of the study material (Student Courseware) during the training program. Courseware is issued to students on payment of Courseware Fee component. Please ensure that you collect your courseware kit. The kit should be original and sealed. On receipt of the same open the pack and verify with the packing slip. In case of any discrepancy, inform the Center Head and get a replacement. Please return the courseware and inform cgrsho@niit.com if the courseware is not original.
- 3. Certificate:** On successful completion of the program, a certificate is issued to the student. The certificate issued by NIIT will carry an NIIT Hologram. Please return the certificate to your centre and inform cgrsho@niit.com if the certificate does not carry the hologram.

NIIT Students exclusive portal –www.niitstudent.com

Visit today!!

1. Program Schedules & Attendance

- 1.1 The complete program schedule for a semester (also called the Detailed Milestone Chart) is provided to the student as part of the first courseware kit. Students are expected to come prepared for the classes.

- 1.2 Attendance of students is recorded and monitored. Though NIIT does not normally stipulate minimum attendance norms, irregular attendance may lead to the student's admission being canceled. A student who is absent for calendar duration of 21 days is designated as a Dropout, and disallowed from further services until re-instated.
- 1.3 All NIIT courses follow the methodology of education delivery as appropriate for the course. The methodology for a course determines the nature of teaching; the mix between self-learning, Instructor led Training, Computer based Training and Web based Learning the pace of the course (normal, slow or accelerated); the nature of student appraisals; and the nature of student text & guidance material provided, among others. These educational methods are based on internal research and are proprietary to NIIT. NIIT will decide the educational methodology appropriate for the student, in case a course is available in more than one format.
- 1.4 In general, the student's continuing and participative interest in education and allied processes is essential to ensure that course objectives are met, and NIIT insists on involved participation by the student.

2. Student Appraisals

- 2.1 For applicable programs, students would undergo Student Appraisals — such as tests, project presentations, Verbal assessment -- during the program. These Student Appraisal instruments are administered as per the schedule specified for the course in the Detailed Milestone Chart.
- 2.2 Students are expected to participate in the appraisal instruments in the manner specified. These are particularly useful for students to assess their strengths and weaknesses.
- 2.3 There is no re-examination, and deferment or advancement of the scheduled dates is not permitted.
- 2.4 All module tests are conducted online on computers, and the results are generated thereafter. It is the student's responsibility to collect and retain the scorecard generated by the Online Testing System, duly stamped and signed by the Group Leader/Course Coordinator.
- 2.5 For all Projects / ISAS appraisals, the student should ensure to collect and retain the Project/ISAS document along with the Assessment Card duly stamped and signed by the Group Leader/Course Coordinator.
- 2.6 For all appraisals, results are put up on the Student Notice Board within a day and for a minimum of 7 days. Student can also access www.niitstudent.com to know the appraisal scores. Student should retain the score card generated by the Online Testing System. Students are expected to apprise themselves of their performance.
- 2.7 A student's overall performance in a semester is based on the weighted aggregate of the score in each of the scheduled student appraisal instruments. The weightage structure is as defined from time to time.

- 2.8 On completion of a semester, student should retain a printed copy of SPR (Semester Performance Report). The same can be obtained from niitstudent.com.
- 2.9 For successful completion of a semester, the student must have obtained a Semester Weighted Average Performance (SWAP) of at least 50%. It is the responsibility of the student to get 50% as SWAP.
- 2.10 Students are allowed additional attempts to improve their scores in module tests through Supplementary Examinations. [Supplementary Examinations are not possible for Projects, ISAS.] The supplementary exam can be taken for Module Test 1 / Module Test 2 or both of any semester for which the student has already completed the Education Delivery. Students can avail 2 Free attempts per Career Semester – for MT1 or MT2. In addition the student can avail Paid attempts for which he/she should apply within 7 days of program completion and attempt within 30 days of program completion. For Non Career Semester one free attempt per MT can be availed. One paid attempt can be availed per MT. The Test needs to be taken within 30 days of the Request date
- 2.11 Supplementary examination scores replace the original Module Test scores in all cases for calculation of SWAP.
- 2.12 NIIT can at its own discretion change the appraisal mechanism and this would be informed to the students by displaying the change on the Student Notice board in the NIIT Centre or putting it up on www.niitstudent.com.
- 2.13 Student is eligible to pursue his/her next higher semester of the program, irrespective of the results of his previous semesters, provided he/she has attended the complete semester and has the minimum required attendance percentage.

3. Certification

- 3.1 A student's overall performance in a program is the simple average of his/her overall performance in each semester and is called Cumulative Average Performance (CWAP). [For programs of one semester and other single course programs, the SWAP and CWAP are the same.]
- 3.2 On completion of a program, the student should retain a printed copy of PPR (Program Performance Report), that specifies the CWAP obtained by the student. The same can be obtained from www.niitstudent.com.
- 3.3 In order to successfully complete a program and obtain a Certificate, the student must have obtained a CWAP of at least 50%.
- 3.4 A Certificate of Participation is given to students who do not obtain a CWAP of at least 50%, provided the student has attended at least 75% of the scheduled sessions. Certificates of Participation are also provided for programs where Student Appraisals are not applicable, or are optional.
- 3.5 A duplicate certificate can be issued on written request only where the original has been lost, subject to the Centre Head's approval and upon payment of the Duplicate Document Fee.

- 3.6 For Career programs, if the overall CWAP for the registered program is < 50%, the student would be awarded a graded certificate for the highest program upto which he/she had obtained a CWAP \geq 50% , and a certificate of participation for the remaining semesters in which he/she had obtained a SWAP < 50%.

4. Transfers

- 4.1 A student is expected to complete the course along with the group of learners (batch) originally assigned. A transfer or a break is not desirable from the viewpoint of effective learning, and NIIT advises strongly against such disruptions. However, in exceptional situations, a student may be permitted — at the discretion of the Centre Head — a facility to transfer from one batch to another, at the same education center or at any other in the same country. The student needs to submit a written request to the Centre Head on the prescribed format, and pay the fees applicable for transfers if permitted.
- 4.2 In case of transfer into a batch at a different Education Centre (i.e., transfer of center), the student is required to provide the following at the Destination Centre, before the incoming transfer request can be processed.
- 4.2.1 Evidence of original admission in the form of fee receipts and/or original Invoice and Identity card issued to the student at the source centre (i.e. centre from which the student wishes to take the transfer out).
- 4.2.2 Transfer Advice issued by the source centre.
- 4.2.3 Payment of any pending and/or differential fee.
- 4.3 Since fees may vary from one city to another, the student will be bound by the fees payable at the destination center, after a transfer. S/he will pay the difference if the fees at the destination is more than the source center, and in case the fees is less, the excess will be adjusted against the balance fees payable by the student.
- 4.4 A student transferring into another batch/centre will not receive any program material already issued to the student earlier with the original batch.
- 4.5 A break from studies (and consequentially a transfer into another batch) is not allowed for more than 3 calendar months, and provided the SOL period remains valid. If a student is on break and does not resume his/her classes, then he/she would be termed as dropout from Break.
- 4.6 For re-instatement into classes, a student declared as a Dropout has to submit a written application to the Centre Head explaining reasons for absence. Reinstatement is solely at the discretion of the Centre Head, based on student performance and conduct till that stage. All fees payable till the re-instatement, plus an applicable re-instatement fee, have to be paid at this time.
- 4.7 For students seeking a break or transfer, there is no certainty that seats in the same curriculum, on preferred days and timings, will be available when they resume their studies.
- 4.8 In cases of students pursuing elective courses, inter center transfers are permitted only post completion of the elective. In case of an exception where a

mid-sem transfer has happened and an elective is not available in the destination centre, the student may have to restart with a new elective. The discretion to permit this lies with NIIT

- 4.9 If the student is taking an inter-centre transfer because the source centre is not executing the relevant semester the student will not have to pay the inter-centre transfer fee. The student will need to pay the fee for the remaining part of the program as applicable at the destination centre

5. Placement Assistance

- 5.1 NIIT's Placement Assistance facility attempts to place every student under its purview, and provides a minimum number of placement opportunities (interviews) for each student.
- 5.2 Placement Assistance facility is available to students meeting the following criteria
 - 5.2.1 Pursuing a program for which Placement Assistance as a facility is applicable as per the programme enrolled for
 - 5.2.2 Completed the program registered for, with a Cumulative Weighted Average Performance (CWAP) of at least 70%.
 - 5.2.3 Registered for Placement Assistance (by filling in the Placement Registration form/ Placement Portal) during the last semester of the program.
 - 5.2.4 Less than 27 years of age at the time of completing the program.
 - 5.2.5 Submission of the evidence of successful completion of graduation.
 - 5.2.6 Within the validity period of admission (i.e., SOL has not expired).
- 5.3 An eligible student can register for Placement Assistance by applying on placement portal after the completion of the program. Registration for Placement Assistance takes place at the Education Centre, and involves a preliminary eligibility check. The student loses the Placement Assistance facility if Placement Registration is not done on schedule. (except for students covered under clause 5.4 below).
- 5.4 Deferral of the Placement Assistance facility is allowed only for those who have not completed graduation. Such students must register for Placement Assistance within 3 months of completing graduation, provided the SOL has not been reached.
- 5.5 Students are given opportunities based on their technical skills and personality attributes. Students registered for Placement Assistance are required to regularly attend the Placement Contact time held at centers and/or Placement Office. This is essential for NIIT to facilitate the recruitment process between the student and the potential employer.
- 5.6 A student is deemed to be Placement Assisted when at least one of the following outcomes is fulfilled:

- 5.6.1 Selected after going through the selection process of a company or offered placement at the organization where the student was undergoing Professional Practice.
 - 5.6.2 Provided with 3 selection opportunities (aptitude or technical testing or interviews).
 - 5.6.3 Has been in the Placement Assistance process for over 6 months subject to 3 selection opportunities having been given.
 - 5.6.4 Does not show continuing and participative interest in the Placement Assistance Process.
- 5.7 Complete cooperation with industries offering placements and with the placement officials of NIIT, on the part of the student, is essential.

6. Professional Practice (Applicable for GNIIT student only)

- 6.1 GNIIT students are provided with Industry Orientation Service during the first three semesters. As part of this service, students receive an additional GNIIT Industry Orientation courseware kit and one contact session in each semester.
- 6.2 Since the Professional Practice (PP) components interface heavily with professional organisations and require prior planning for each student, students are required to exhibit the commitment and discipline as appropriate for a professional workplace. Therefore, students are expected to maintain high standards of attendance, punctuality and regularity. Failure to abide by these commitments may result in cancellation of enrolment in the PP semesters on disciplinary grounds with forfeitures.
- 6.3 Students can begin Professional Practice only if they fulfill the following eligibility criteria:
 - 6.3.1 Completed all earlier semesters (in normal pace)with a Cumulative Weighted Average Performance (CWAP) of at least 60%
 - 6.3.2 Documentary evidence of having successfully completed at least 10+2+3 years of formal education. The 3-year degree must have 10+2 as the entry-level requirement.
 - 6.3.3 Less than 26 years of age at the start of PP.
 - 6.3.4 In good academic standing with no financial dues at NIIT
- 6.4 Students who meet eligibility criteria are required to start their Professional Practice immediately after completion of Semester 4 or as NIIT deems fit. Student may defer his PP semesters by applying on the placement portal . However, no deferment of PP is allowed for students who meet eligibility criteria.
- 6.5 A student who does not meet the eligibility criterion mentioned in 6.3.2 above, must defer the start of PP until this criterion is met, but must start PP within 3 months of fulfillment of criterion mentioned in 6.3.2 above. The student must apply to the Center Head for this deferment, not later than 3 months after the start of Semester 4.

6.6 The facility of transfers to another center/city is not available after the completion of semester 4. However, NIIT at its discretion may assign the student to another center/city for completing the Professional Practice.

7. Amendments

- 7.1 NIIT reserves the right to change any or all the regulations from time to time. Changes that affect students will be communicated to the students through the Student's Notice Board at the NIIT Education Centres (for a minimum of 1 month) and/or on www.niitstudent.com. It is the responsibility of students to educate themselves about the changes communicated.
- 7.2 In its endeavor to offer the latest curriculum to students, NIIT keeps pace with emerging technologies and changing requirements of industry, and updates its course contents from time to time. Such Curriculum changes are communicated to students periodically. In the event of the student opting to shift to the latest curriculum / or where it is mandatory to do so, the student would be required to pay the migration fee as is applicable.

8. Student Feedback and Grievance Redressal

- 8.1 NIIT actively seeks, appreciates and acts upon feedback from students about its services. Students' feedback on the conduct and coverage of modules is sought by holding formal feedback sessions during the course of the program. Students are encouraged to register their feedback at the www.niitstudent.com site.
- 8.2 A Customer Grievance Redressal System exists at all NIIT education centers, and also online at www.niitstudent.com.
- 8.3 Students can approach any NIIT centre staff member for assistance and guidance. If necessary, the student may contact the Territory Head, Regional Head or Zonal Head of NIIT operations in that area.

However, in case satisfactory redressal is not received, the student may escalate the grievance to cgrsho@niit.com

9. Services applicable within SOL and Time Norms

Services	Time Norm
Education Delivery	Within SOL
Student Appraisal	As part of Education Delivery and within SOL
Supplementary Exam	Not later than 1 month of Program Completion & within SOL

Mid-Semester Break	Not permitted
End-Semester Break	up to a maximum of 3 months & within SOL
Professional Practice	Is part of Education Delivery. For undergraduates not later than 3 months from the date of Graduation & within SOL
Placement Assistance	During the last semester of the program. For Undergraduates, not later than 3 months from the date of Graduation & within SOL

10. Fees and Other Details

- 10.1 The schedule of fees payable by a student is specified in the Payment Plan provided to the student at the time of enrolment. The payment dates are confirmed for the ongoing semester of the student, and provisional for subsequent semesters based upon the expected start-date of subsequent semesters. These provisional dates shall change to confirmed dates based on actual start-dates of subsequent semesters, whenever a new semester starts, and the Payment Plan is revised. The student should ensure that s/he has obtained the revised Payment Plan after the start of every new semester.
- 10.2 All fees are payable at the education center where the course/semester is being delivered.
- 10.3 Students will have to pay the Admission Status Change Fee for any change in program status e.g., change of program (upgrade/downgrade), change of batch. This fee is payable for each change during the program duration, beginning from 48 hours prior to the scheduled start date of the first batch.
- 10.4 Students are required to pay the Transfer Fee if the change of batch (transfer) desired is to another centre. This is in addition to the Admission Status Change Fee.
- 10.5 Students who upgrade their program are required to pay Upgrade Fee for each semester upgraded beyond the current program. This is in addition to the Admission Status Change Fee.
- 10.6 In case of a dishonour of cheque, a Cheque Bounce Fine would have to be paid by the student. In addition to this, all rules applicable to a fee defaulter would apply and the student will have to remit the due fee in cash.
- 10.7 In case of a Curriculum Change, a student who wishes to changeover to the new curriculum may have to pay a Migration Fee per semester (if applicable)
- 10.8 The following table gives the details of the fees payable for various services.

Prospectus / Application Fee	Rs. 0
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Admission Fee	Rs. 500
Booking Fee (minimum)	Rs. 200
Admission Status Change Fee	Rs. 500
Transfer Fee	Rs. 500
Late Fee (Between 8th and 10 th of a month)	Rs. 100
Cheque Bounce Fine	Rs. 500
SOL Extension Fee	Rs.1000
Duplicate Document Fee	Rs. 100
Re-instatement Fee	Rs. 500
Migration fee	As applicable

** Additionally Service Taxes as applicable

10.9 The applicable fees for student services are available with the Student Counselors at NIIT Education Centres.

11. Electives

Certain Programs also offer Electives which the student is required to pursue and is a mandatory part of semester completion. These elective courses will have to be pursued simultaneously with the normal semesters

- 11.1 The methodology for delivering these elective courses could be different from that of the normal semesters
- 11.2 In order to do the elective course the student might be assigned a different batch from that of the normal semester batch.
- 11.3 The selection of the Elective courses should begin at the appropriate and prescribed time as indicated in the semester milestone
- 11.4 The Elective courses and its contents may vary from time to time. Electives may be changed/altered/removed and substituted by new elective courses as per changing technology and industry requirements and at the sole discretion of NIIT.
- 11.5 Electives will have an appraisal and there will be a weight age attached to the same towards semester completion

- 11.6 In cases of programs with multiple electives, each elective must be completed before commencing the next one and all of them should be completed before commencement of PP

12. Anti Ragging Measures

As per directions of Hon'ble Supreme Court of India, ragging is prohibited. If any incident of ragging comes to the notice of NIIT, the concerned student shall be given liberty to explain his conduct and if his explanation is not found satisfactory, he shall be liable to forfeit his admission without refund of any fees that he may have paid at NIIT Education Centre.

STUDENT OBLIGATIONS

[Reproduced from the Application for Admission —Futurz Form completed by the student at the time of enrolment.]

ILB.SOB.01:04

Effective from. 1 Dec 2011

1.0 Curriculum

- 1.1 Programs offered under the FUTURZ curriculum are normally intended for those who seek to develop or enhance their careers through Information Technology.
- 1.2 Details of contents of courses and associated obligations of the NIIT centre are available through the "What NIIT Gives You" document, which can be found on the site www.niitstudent.com.
- 1.3 In its endeavor to offer the latest curriculum to students, NIIT keeps pace with emerging technologies and changing requirements of industry, and updates its course contents from time to time. Curriculum changes are put up on the Student Notice Board and/or www.niitstudent.com for a period of 1 month. In the unlikely event that a student has an objection to these changes, he is required to inform the Centre Head in writing within this period.
- 1.4 Select programs are available at select centres / cities.

2.0 Admission

- 2.1 Admission to programs/courses offered by the NIIT centre is governed by specified eligibility criteria and selection norms, whose details are available with the Front Office. The student is expected to participate in the selection/eligibility-assessment process, in order to ensure appropriate enrolment and ease of future learning. One step in the selection process is for the student to complete the "Application for Enrolment" document. Fulfillment of minimum eligibility criteria is necessary but not sufficient for admission.
- 2.2 Some courses/programs assume that the student has completed some academic prerequisites. While the NIIT center will inform the candidate of these prerequisites and help to assess the student, ultimately it is the student who needs to be sure that he possesses the prior knowledge required for admission into a course/program.

- 2.3 Admission to a Program is not transferable to any other individual.
- 2.4 Enrolment Agreement: The “Application for Admission” is the Enrolment Agreement (hereinafter referred to as the Agreement) between the applicant and the NIIT Centre. This Agreement constitutes and expresses the entire agreement and understanding between the NIIT Centre and the student in reference to all mailers herein referred to, all previous discussions, promises, representations, and understandings relative thereto, if any, had between the parties hereto, being herein merged. All student services are being provided by the NIIT centre. Certain common services are being provided by NIIT Limited for the benefit of all the NIIT Centres and their students. However, such service does not create any privity of contract between NIIT limited and the students.
- 2.5 Before completing the enrolment process, students are required to go through and understand the contents of the program/course, NIIT’s obligations as stated in the “What NIIT Gives You” document, and the Student’s Obligations as stated in this document. A student who has registered for a program is assumed to have understood these documents.
- 2.6 **Facility to book a seat prior to admission:** A student may book a seat in a particular batch by paying the applicable non-refundable Booking Fee. This seat will be reserved for the student till 30 days from the date of booking (or till the specified Booking Expiry date) or 48 hours before the scheduled start of the batch (whichever is earlier), and the student must have completed his admission process by then. Note that the fees prevailing at the time when the admission process is completed will be the fees due from the student, notwithstanding any booking done earlier.
- 2.7 Track Confirmation: Admission to any track offered under IEC is only provisional. The student needs to confirm the track in writing before completion of the first semester I before the semester 2 courseware component is due for payment. However, for students who fail to confirm the track in time, the provisional track assigned during admission will be deemed to have been confirmed by the student. The final approval on the same lies with NIIT.
- 2.8 Change of track is not permitted on commencement of Second Semester.
- 2.9 Validity of Admission: Normal expiry of admission occurs upon the completion of the student’s program/course, with the certificate having been awarded. Cancellation of admission can take place for disciplinary reasons, as explained in item 7 below. Unless normally expired or cancelled, a student’s admission to a program remains valid till the expiry of a period known as the Statute of Limitation. Typically, for Futurz programs, this period is one-and-a- half times the normal program duration.
- 2.10 The NIIT center will not be able to provide any services to the student beyond the period of validity (SOL) of the admission. To clarify further, no obligation of the NIIT center shall survive beyond the period of validity.
- 2.11 In exceptional situations, a student may request for a downgrade of his program to one smaller than originally registered. This downgraded program cannot be lower than the highest semester already commenced by the student. Students are required to apply in writing to the Center Head for downgrade, with reasons. Such a request, if permitted, will result in downgrade of the program on payment of applicable admission status change fee.

- 2.12 In case of unanticipated situations at a Center or in case a program or a part of it is not available at a center, the student will be transferred to the nearest NIIT centre for conduct of the program.

3.0 Fees

- 3.1 A student registering for a program at an NIIT centre has to pay the applicable elements of the following fee components prior to admission: Application Fee, Admission Fee, Tuition Fee and Courseware Fee.
- 3.2 The Total Fee is applicable for the Program and Track registered for and is subject to change in case the student wishes to pursue a different track at the end of semester 1, as may be applicable for the enrolled program.
- 3.3 For some courses/programs, the entire amount of Tuition and/or Courseware fees is not collected prior to admission. For such programs where the deferred payment facility is available, the student is given a payment plan for payment of balance Tuition and Courseware Fee. The student is required to make these payments as per the plan. This payment plan may be revised if the student changes batch or alters the pace of the program.
- 3.4 Deferred-payment fee installments are due on the **1st** of the month. A grace period is granted up to the **7th** day (next working day in case **7th** is a holiday) of the month to pay the fee due.. No late fee is charged during the grace period. Students who fail to pay their fees by the **7th** of the month are charged a late fee of Rs.100/- up to the **10th** of the month (next working day if **10th** is a holiday). A student whose fee payments are not up-to-date on the **10th** of a month will be termed a Fee Defaulter and automatically struck off the rolls. Such a student will not be allowed to avail of any further services.
- 3.5 All fees are payable by cash/local cheque/demand drafts. Outstation cheques are not accepted. Credit Cards may be accepted at select centers.
- 3.6 Students are required to collect and retain the computerized receipts with Registration number and other program details, for every fee payment.

4.0 Methodology:

- 4.1 Unless otherwise stated, the medium of Instruction for all courses is English. Select courses may be available in regional languages.
- 4.2 Each session of instructions/practice is normally of one hour 50 minutes duration, unless otherwise specified.
- 4.3 The student's continuing and participative interest in the education and allied processes is integral to fulfilling the deliverables of the program/course satisfactorily.
- 4.4 Students are expected to maintain 100% attendance for all sessions scheduled for the batch in order to get the full benefit of the program.
- 4.5 Student Parents/guardian may be informed in case of irregularity of attendance. If there is a continuous absence for 21 calendar days or more, the student will be termed as Dropout.

5.0 Course Material

- 5.1 NIIT centers provide NIIT's proprietary course material to students in original, sealed packs. Normally, students do not require to consult any other text or reference book beyond this specially-designed courseware. Courseware could be in the form of books, CDs or access to websites. Courseware once issued is not returnable /

replaceable. Students should check the courseware at the time of receiving it. Courseware will be issued to the students at the time of paying courseware fees.

- 5.2 NIIT courseware is protected under copyright; and reproducing it in any form or by any means is illegal. Please ensure that you have received the original, sealed courseware or a copy of Digital courseware as the case may be.

6.0 Identity Card

- 6.1 Each student is issued an Identity Card by the center, which is valid only at that center. In case a student takes a transfer to another centre, the student needs to collect a new ID card at the destination centre.
- 6.2 An Identity card is valid only if it contains the student's name, batch code, registration number, SOL expiry date, program, and a recent photograph, and is stamped and signed by an authorized NIIT center official.
- 6.3 Normally, entry to an NIIT center or receipt of material will require production of the Identify Card. Students need to produce the Identity card on demand by personnel authorized by NIIT centre.
- 6.4 In case of loss of Identity Card, the student may request for a duplicate Identity Card, subject to the approval of the Centre Head, and on payment of the "Duplicate Document" fees.

7.0 Cancellation of Admission

- 7.1 It is expected of students to adhere to the norms of discipline and decorum within the premises, or at the Professional Practice (PP) site. Non-adherence to these norms may lead to admission being cancelled and may further result in being barred from attending any program at any of the NIIT Education centers or continuing PP elsewhere.
- 7.2 Failure to display continuing and participative interest in education and allied services by the student, may also lead to cancellation of admission.

8.0 Refunds

- 8.1 Application fee and admission fee are non-refundable
- 8.2 Refunds of tuition fees are possible in full if the student wishes to withdraw from a course/program registered, at least 2 days prior to the scheduled start date of the program/course. The courseware fees (including IOK) will be refunded only if the courseware is returned unopened and undamaged. In case of Digital courseware , there is no refund of the courseware fee if it has been already issued to a student.
- 8.3 Refunds arising out of requests in 8.2 above will be refunded to the student within 7 days of the request
- 8.4 Other than pre-course-commencement, students may also be entitled to refunds through downgrade (see 2.9 above). The courseware fee (including IOK) is refundable only for the uncommenced semesters and if the courseware is returned without being damaged or opened. In case of Digital courseware , there is no refund of the courseware fee if it has been already issued to a student. If any approved downgrade request results in refund of fees, such fee will be refunded to the student within 1 month of the approval
- 8.5 No other fee is refundable
- 8.6 All Refunds will be done at the Center.

9.0 Communication

- 9.1 Any relevant changes will be communicated to the students by the faculty, the Students' Notice Board at the NIIT Education centre and/or www.niitstudent.com.

The student must ensure that he consults these media for news and updates regularly.

9.2 The student must ensure that he accesses www.niitstudent.com on a regular basis

10.0 General

10.1 This agreement is between NIIT centre and the student and is for the benefit of NIIT centre and the Student only. No right or liability shall accrue to any person other than the NIIT centre and the Student under this agreement

10.2 **Force Majeure:** The NIIT center shall not be liable for delay or failure in performance of any of its obligations under the Agreement when such delay or failure arises from events or circumstances beyond the reasonable control of the NIIT Centre (including, without limitation, acts of God, fire, flood, war, explosion, sabotage, terrorism, embargo, civil commotion, acts or omissions of any government entity, supplier delays, communications or power failure, equipment or software malfunction, or labor disputes).

10.3 **Limitation of Liability:** The liability of the NIIT center towards the students is limited only to the extent of the fee paid by them. To clarify further, the NIIT center shall not be liable to the students for punitive, exemplary, special, indirect, or consequential damages, including, without limitation, lost profits