STUDENT ACADEMIC POLICY

Version No.: 11/08/2014

(Applicable to students undergoing Credits based programs)

Welcome Message

Dear Student,

I am delighted you are seeking to choose NIIT in your pursuit of professional excellence and welcome you to a community of learners and professionals who are here to help you excel.

You are about to embark on an incredible journey and we are here to make it the best. We would like to ensure that later in life, when you look back upon this time, you can say, 'those were the best days of my life'. In addition to the learning services at the NIIT Centre, you will have plenty of these available on the Cloud Campus as well. On this campus, you will learn by interacting not just with the Instructor at your NIIT Centre, but also with experts across India; Practice your concepts with online support; Revise lectures with Lesson on Demand and brush up on the practical application of concepts, sitting at home. Learn from your peers, invite them to join a group and have a discussion on the BuddyNet Learning service of the Cloud Campus. Take charge. Be a part of a system that is truly built around you. Be a part of the Cloud Campus.

I invite you to take advantage of all that we have to offer – attend classes and discussions, ask questions, know your Instructor, use all the resources available on the Cloud Campus, make friends and have fun while you learn. Remember, your success depends not just on what NIIT has to offer you but also on your commitment to make the most of the learning opportunities available. If you need any support, assistance or guidance, do not hesitate to ask.

On behalf of everyone at NIIT, I welcome you and wish you a bright and successful future.

All the best.

Amitabh Lahiri
President,
Individual Learning Solution, NIIT

ABOUT NIIT

NIIT is a leading Global Talent Development Corporation. The company, which was set up in 1981 with a dream to bring 'computers and people together', has today grown to be amongst world's leading talent development companies that offer learning solutions to Individuals, Enterprises and Institutions across 40 countries. NIIT's training solutions in IT, Banking, Finance and Insurance, Knowledge Process Outsourcing (KPO), Business Process Management (BPM), Executive Management Education, Vocational Skills, School Learning Solutions and Communication and Professional Life Skills have fostered millions of learners since inception. NIIT's expertise in learning content development, training delivery and education process management makes it the most preferred training partner worldwide.

Few faces of NIIT family are:

1. **Individual Learning Solutions (ILS)** division of NIIT focuses on helping individual learners build and accelerate their careers. ILS offers an array of programs for the undergraduates, graduates and working professionals in a variety of domains. Its unique offering of Cloud Campus enables individual learners to get connected with the peers and the instructor and learn through this collaboration.

2. **NGuru** is a holistic solution for schools that utilises the appropriate technology as backbone and encompasses all the possible components required to meet the present and future learning needs of a school. NIIT NGuru suite consists of Interactive Classrooms for teachers, Math lab, Mobile Science Lab, IT Wizard, Learning lab for students and Quick School, an Education Resource Planning solution for the school management. NIIT in association with IGNOU offers Certificate Program in Chess as Mind Booster, a first-of-its-kind joint certification program to enable development of young minds through chess.

3. **IFBI's** offerings are designed in the context of modern-day banking, insurance and financial services by developing competencies in four dimensions: domain, technology, application and customer service.

4. **Uniqua** offers outsourcing of training solutions for the BPM industry that reduces cost and time to enhance productivity and performance. The company Source-Train-Hire solutions for on-boarding, outcome-based performance improvement models for floor support and role-based learning paths for leadership development have been constructed keeping the specific needs of the BPM industry in mind.

5. **Yuva Jyoti** is an initiative of NIIT through an engagement with National Skill Development Corporation, the Government of India. It offers vocational training programs, which have been conceived to create the skilled workforce and make them employable. Some such programs are Essential IT Skills, Spoken English and Personality Development, Showroom Retail – In Store Promoter, Data Entry Skills, CRM Domestic Voice (BPO), etc.

6. **NIIT Foundation (NF)** is a not-for-profit education society, which has the mandate to reach the unreached, uncared and unattended to ensure inclusive development in India. NF runs a number of programs that positively impact the deprived citizens through various educational interventions. The current programs include District Learning Centers (DLCs) for imparting employability among rural youth, Career Development Centers (CDCs) for skilling and employing urban-slum youth and Playground Learning Stations (PLS)/ Hole-in-the-Wall.

7. **NIIT University (NU)**, located in Neemrana, Rajasthan, offers a range of bachelor's, master's and PhD programs in engineering and management. It is equipped with the state-of-the-art, technology-enabled teaching and a strong research-focused curriculum, some of which originated in NIIT's incubation lab, viz. Centre for Research in Cognitive Systems (CRCS) at the IIT Delhi campus. In a short span of time, since it started in 2009, NU has received several awards for excellence and for being a green campus.

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INDIVIDUAL LEARNING SOLUTIONS

This division of NIIT offers learning solutions to the people from all walks of life, from school kids who can come and enrol for a short-term summer vacation course to a senior citizen who wishes to be acquainted with the nuances of the IT world. The various segments are:

1. **School students** enrol for short-term programs to gain exposure in the required domains. Some examples of the programs targeted for these are Mobile Application Development, Programming in C and C# and Programming using .NET.

2. **College students** pursue NIIT program along with their degree program and get 'first day ready for the job'. NIIT's flagship career program **GNIIT** is one such program. Each year, GNIIT enables thousands of students to become the 'first choice of recruiters' in the IT and non-IT domains. Its unique, 12-month professional practice enables students to experience a live working environment. NIIT also offers **Edgeineers** series of programs that help engineering students and graduates get acquainted with high-end technologies and gain an edge over their peers. A few examples of the programs available are Programming in .NET, Programming in Java, Programming using PHP and MySQL.

3. **Fresh graduates** pursue accelerated diploma programs that shape them into the professionals whom employers can bank upon. These programs ensure that students gain a proper understanding of all critical concepts while honing their soft skills. A popular program in this category is PGPIT (Postgraduate Program in IT), which is a compact, high-paced program covering all critical skills a fresh IT graduate is expected to have for a successful career.

4. **Working Professionals**, especially middle and senior executives, register for Management Programs offered in the areas of Marketing, Sales, Finance, Operations, HR, Law, Brand and Advertising, International Marketing, International Business, Strategy, General Management, Digital Marketing, Business Analytics, Taxation and IT. NIIT has the academic alliances with some of India's most renowned institutions, including many IIMs, for these programs that are delivered by eminent Instructors over NIIT's path-breaking satellite-based Synchronous Learning Technology network.

5. **For all others**, NIIT offers IT awareness programs to equip people with basic IT skills, thereby bridging the digital gap. Housewives, school and college students and senior citizens can enrol for NIIT's **Swift** range of programs to learn the basics of computers so that they become techno-literate and are able to keep pace with the changing time.

The details of various programs offered by NIIT are available on www.niitcloudcampus.com. These details may also be received from the nearby NIIT Centre where one may seek to be counselled by the counsellors as well.

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OUR VISION

VALUES, MOTIVES AND BELIEFS

WE, NIIT, BELIEVE THAT OUR GROWTH IS THE DERIVATIVE OF THE GROWTH OF EACH ONE OF US. IT IS THE DUTY OF EACH ONE OF US TO ESPOUSE AND GIVE ACTIVE EFFECT TO THE VALUES, MOTIVES AND BELIEFS WE STATE HERE

NIIT IS PEOPLE

WE HAVE POSITIVE REGARD FOR EACH ONE OF US

WE WILL FOSTER CAREER-BUILDING BY CREATING OPPORTUNITIES THAT DEMAND LEARNING, THINKING AND INNOVATION FROM EACH ONE OF US.

WE EXPECT EACH OF US TO CONTRIBUTE TO THE PROCESS OF ORGANISATION BUILDING AND THUS DERIVE PRIDE, LOYALTY AND EMOTIONAL OWNERSHIP.

WE RECOGNISE THE NECESSITY OF MAKING MISTAKES AND RISK-TAKING WHEN IT CONTRIBUTES TO THE LEARNING, INNOVATION AND GROWTH OF EACH ONE OF US.

NIIT IS QUALITY AND VALUE

EACH OF US WILL ENSURE THAT IN ANY ASSOCIATION WITH SOCIETY, SOCIETY BENEFITS SUBSTANTIALLY MORE THAN:
(a) WHAT SOCIETY GIVES TO US.
(b) WHAT SOCIETY WOULD GAIN FROM ANY OTHER SIMILAR ASSOCIATION

WE WILL MEET ANY AND EVERY COMMITMENT MADE TO SOCIETY IRRESPECTIVE OF ANY COST THAT MAY HAVE TO BE INCURRED.

WE WILL ENSURE OUR PROFITABILITY, LONG-TERM GROWTH AND FINANCIAL STABILITY, THROUGH THE PROCESS OF DELIVERING THE BEST, BEING SEEN AS THE BEST AND BEING THE BEST.

WE WILL BE FAIR IN ALL OUR DEALINGS AND PROMOTE HIGH STANDARDS OF BUSINESS ETHICS.

NIIT IS A MISSION

WE WILL GROW IN THE RECOGNITION AND RESPECT WE COMMAND, THROUGH PIONEERING AND LEADING IN THE EFFECTIVE DEPLOYMENT OF TECHNOLOGY AND KNOW-HOW.

WE WILL SEEK TO PLAY A KEY-ROLE IN THE DIRECTIONS AND DEPLOYMENT OF TECHNOLOGY AND KNOW-HOW FOR THE BENEFIT OF MANKIND.

NIIT

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CHAPTER I – PRELIMINARY

1. Commencement:

   1.1 Subject to Subsection 1.2, this Academic Policy is effective from **11**th day of August, 2014 till the time it is superseded by its subsequent version.

   1.2 Section 12 shall be effective at a later date and the same shall be notified.

2. Definitions:

   2.1 **Assessment** means various forms of tests that are conducted to evaluate the learning objective so achieved by a Student in the Course.

   2.2 **Attendance** means physical attendance of the Contact Sessions by a Student.

   2.3 **Award/Title** is the title conferred to a Student in the form of a printed document upon completion of the Program and meeting the other required prerequisites for conferring the same.

   2.4 **Batch** is launched to facilitate execution of a Course or a Semester. A Batch is identified with its unique Batch Code, and its other properties are days and timings of execution, start and end date, Instructor's name who conducts the batch and a date-wise Learning Plan. Students are allocated a Batch to complete the learning of a Course or a Semester as the case may be.

   2.5 **Candidate** means a person interested in taking admission into an NIIT Course or Program.

   2.6 **Certificate** is the printed document issued to the Student upon completing the Course and meeting the required prerequisites as applicable for completion of the said Course.

   2.7 **Cloud Campus** is the virtual campus of NIIT, which you access through your Learning Portal to get benefitted from various unique features thereof that enable your learning at every step.

   2.8 **Cloud Services** are the learning enablers available on Cloud Campus accessed through the Learning Portal.

   2.9 **Course** is the smallest autonomous unit of offering to the Candidate at the NIIT Centre. Each Course has defined learning objectives that the Student attains upon its completion.

2.10   **Course Dropped** means if a student leaves the Course without completing it. In such case, the Grade assigned to the Course is termed 'CD'.

2.11   **Course Waiver** means if a Student has extensive academic or professional experience that is equivalent to the learning imparted by one or more of the Courses of a Program that she wishes to pursue, then in such an event NIIT recognises the same by waiving off such Courses. The waived Course can be replaced with another Course of the same number of credits.

2.12   **Credit** is a basic measure of Student's workload. It is a standard metric for specifying the number of hours of learning effort that a Student is expected to put in while completing a Course.

2.13   **Credit Transfer** means if a Student has already completed a Course from NIIT or another recognised institute that is equivalent to the learning imparted under one or more Courses of a Program that the Student wishes to pursue, then in such an event NIIT recognises the time and effort put in by the Student. It is deemed as if the student has completed the course as part of the Program and earned the corresponding number of Credits thus eliminating the need to do the said Course again.

2.14   **Email Address** is the email address supplied by the Student in the Admission Form at the time of Admission or updated by the Student on the Learning Portal, whichever is later. All communications are mailed to the Students on the Email Address only.

2.15   **Fee** is the amount that a Student pays to NIIT for taking admission into a Course/Program. The same does not include Admission Fee and Fee for specific services as mentioned in **Schedule-I**. The Fee is exclusive of the applicable taxes like service tax, VAT, etc.

2.16   **Learning Plan** is the date-wise schedule of Sessions that a student is expected to attend and complete to attain the objectives of the Course. The Learning Plan is relevant and specific to a given Batch and the same is available for reference on the Learning Portal.

2.17   **Learning Portal** is the online portal, **www.niitstudent.com**, for the Students to access certain online services including the Cloud Services. It also provides ease of access to certain information and documents to the Student. Learning Portal also

contains certain information including this Academic Policy for access by the public at large.

2.18 **Mandatory Assessment** means the Assessment that needs to be mandatorily attempted by the Student in order to complete the Course. There may be more than one Mandatory Assessment that the Student may be required to attempt in a given Course.

2.19 **NIIT Centre** means the NIIT Centre where a Student has taken Admission in a Course or a Program or the other NIIT Centre where she may be transferred. However, the respective liability of these NIIT Centres towards the Student shall be limited only to the extent of the Fee received by them from the Student.

2.20 **Placement Assistance** is a facility extended to a Student, upon attainment of the stated prerequisites, where NIIT prepares her for and provides her with minimum three interview opportunities to get employed with a prospective employer.

2.21 **Program** is a pre-defined combination of Courses leading to attainment of the competencies essential for a specific job role as also conferring Award/Title.

2.22 **Program Architecture** defines the Courses and their suggested sequence in a Program. It also defines the total Credits the Program is made up of.

2.23 **Semester** is a pre-designed execution plan of Courses that are grouped logically, to be completed in a specified time period.

2.24 **Session** is the smallest unit of pre-ascertained time period of learning in a Course to be undergone by a Student. It is represented in a Learning Plan, which comprises of Contact and Self-Paced Sessions. Contact Sessions are to be attended in person at the NIIT Centre. For the purpose of Contact Session, the NIIT Centre shall, apart from the premises wherein it is located, mean and include all such other locations, whether physical or virtual, where the Contact Session may be delivered. Self-Paced Sessions are completed outside the NIIT Centre on the Learning Portal at one's own convenience keeping in view the Learning Plan.

2.25 **Statute of Limitation or SOL** is the maximum duration in which a Student is required to successfully complete the Program and avail all services associated with it including Certificate and Placement Assistance. NIIT is not obliged to provide any services to a Student beyond the SOL.

2.26 **Student** means a Candidate who, after meeting the eligibility criteria and clearing the Tests and/or Interview, has taken admission into an NIIT Course or a Program.

2.27 **Supplementary Assessment** is a re-attempt of the Mandatory Assessment of a Course. This is an additional attempt provided to a Student to improve the Grade attained in a Course, if cleared, or clear a Course if not cleared.

3. Interpretation:

   Wherever the context so requires, words and expressions in this Academic Policy shall be interpreted as under:

   3.1 Words in the singular include the plural meaning and words in the plural include the singular meaning.

   3.2 References to days, months or years shall mean calendar days, months or years unless stated to the contrary.

   3.3 References to clauses or schedules mean clauses or schedules to this Academic Policy.

   3.4 Headings are for reference only and do not affect the meaning of this Academic Policy.

   3.5 Reference to the word 'you' or 'Your' shall be interpreted as either the Candidate or the Student as the context may require.

   3.6 Reference to one gender shall be interpreted as the reference to the other genders as well.

CHAPTER II - ACADEMIC STRUCTURE

4. Program Architecture:

   4.1 A Program comprises of Core and Disciplinary Courses and can also have Elective Courses and Professional Skills Courses. The 'Core Courses' form the backbone of academic design of a Program and usually do not change with the changes in the technology or the domain. They instil the fundamental skills you require for the understanding of a domain.

   4.2 The other Courses mentioned previously are detailed as under:

      4.2.1 **Disciplinary Courses** provide the essential understanding, knowledge and skills in the chosen domain. They help you attain skills to fulfil the current and future industry demands.

      4.2.2 **Elective Courses** help you attain advanced skills for the job profiles you are interested in. You have the choice of going deeper into your selected domain or gaining parallel skills by doing Elective Courses of other domains.

4.2.3 **Professional Skills Courses** help develop critical workplace skills that a working professional is expected to have from day one. These Courses help create well-rounded professionals.

4.3 You may refer to the Learning Portal for the Program Architecture. This Program Architecture may be revised or supplemented at regular intervals.

5. Credit-Based Academic System:

5.1 NIIT follows Credit-Based Academic System. Credits are calculated by taking into consideration multiple modes of learning and learning interactions, such as Lectures, Lab Work, Assignments, Self-study, E-learning, etc. Hence, each Course has pre-defined Credits to denote the measure of the effort required to be put in to complete the Course. You may refer to Learning Portal for the Credits of the respective Courses. The Credits may be revised or supplemented at regular intervals.

5.2 Based on your specific areas of interest, the Credit-Based Academic System allows you to choose the set of Courses among the Courses available.

6. Performance:

6.1 Your academic performance in a Course is reported through the Grade, which is denoted by a capital letter of English alphabet. Grade is determined using an absolute grading system that converts the marks obtained on a scale of 0-100 into its corresponding Grade. Each Grade has its respective Qualitative Meaning, which describes the Grade obtained in the qualitative term. Each Grade also has a Grade Point associated with it, which makes it easier to calculate the cumulative performance in a Program, as described in the following table.

6.2 The following table describes the percentage score achieved in a Course and corresponding Grade with its qualitative meaning and the Grade Point:

Where Applicable	Percentage	Grade	Qualitative Meaning	Grade Point
All Courses	85–100	A	Outstanding	10
	75–84.99	A-	Excellent	9
	65–74.99	B	Good	8
	55–64.99	B-	Fair	7
	40–54.99	C	Average	6
	25–39.99	D	Deficient	4

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	0–24.99	E	Exposed	2

6.3 How to calculate CGPA?

6.3.1 Your performance in a Program is the accumulation of the performances in the Courses that the Program is made up of. The same is known as 'Cumulative Grade Point Average' or 'CGPA', a globally accepted norm. It is calculated up to two decimal places by truncation in the range of 2 to 10 and not by rounding off. The CGPA is arrived at, based on the following formula:

$$CGPA = \frac{c_1 g_1 + c_2 g_2 + c_3 g_3 + ---- + c_n g_n}{c_1 + c_2 + c_3 + ---- + c_n}$$

where 'c' stands for Credits and 'g' stands for the Grade Point achieved in each Course.

6.3.2 An illustrative example of arriving at the CGPA as per the preceding formula is as under:

Example: Assume you are undergoing a Program that comprises of 10 Courses. The marks scored in each Course are mentioned in the column 'Percentage', the equivalent Grade Point is also listed and the Course Credits so accumulated are mentioned thus.

Course Details	Percentage	Grade	Grade Point	Course Credits
Course 1	83	A-	9	4
Course 2	74	B	8	3
Course 3	92	A	10	3
Course 4	50	C	6	3
Course 5	64	B-	7	1
Course 6	44	C	6	3
Course 7	72	B	8	3
Course 8	68	B	8	3
Course 9	50	C	8	3

Course 10	45	C	6	1

Cumulative Grade Point Average will be calculated as:

CGPA = (4*9 + 3*8 + 3*10 + 3*6 + 1*7 + 3*6 + 3*8 + 3*8 + 3*8 + 1*6) / 27 = 211/27 = **7.81**

The CGPA, thus achieved, is 7.81.

Normally, the minimum CGPA required to successfully complete the Program is 6. It may, however, differ in case of certain Programs.

7. Framework of Award/Titles:

    7.1 The following table lists the Award/Titles or Awards you may be conferred depending on the CGPA you attain, the Courses you complete, the Credits you accumulate, the segment that you belong to and the Prerequisites you claim.

Segment	Prerequisites	Min Credits	Award/Title
WORKING PROFESSIONALS	Graduate + minimum 2 years of work experience OR 12th pass with minimum 4 years of work experience	24	Professional Diploma / Advanced Diploma / Professional Program
	Graduate + minimum 1 year of work experience OR 12th pass with minimum 3 years of experience	12	Professional Certificate
GRADUATES		24	Postgraduate Diploma / Postgraduate Program
		12	Postgraduate Certificate
		108	GNIIT (Hons)
		96	GNIIT
UNDERGRADUATES		60	ANIIT (Hons)
		48	ANIIT
		36	Higher Diploma
		24	Diploma
		12	Certificate
ALL	Applicable for all standalone courses irrespective of the segment	1 - 11	Course Certificate

    7.2 In addition to the minimum number of Credits to be earned to attain these Awards /Titles, you may be required to pursue the prescribed number of Courses from various categories like Core, Disciplinary, Elective and Professional Skills. Furthermore, there may be a minimum number of Credits to be earned from each

such category to become eligible for the Title. These details can be found in the Program Architecture of each Program available on the Learning Portal. You may also speak to the Counsellor at the NIIT Centre if you need any further details on this. Also refer to Section 15 for more details.

8. Learning:

   8.1 NIIT keeps innovating its instructional design and delivery methodology in line with the content to be delivered, target audience and learning styles to be addressed.

   8.2 This delivery methodology helps seamlessly blend the Instructor-led Classroom-based learning, Virtual Classrooms and Online Learning including the Cloud Services. The delivery methodology used at NIIT at present is called the Cloud and Collaborative Learning Model (CCLM). This pioneering initiative takes learning beyond the traditional Student-Teacher relationship. It addresses the needs of lifestyle of today's generation and learning style.

   8.3 Be a part of the Cloud Campus and enjoy studying with your peers. For more details, refer to **Annexure-A**.

   8.4 Learning Evaluation:

      8.4.1 NIIT uses competency-based assessments to evaluate your learning curve. The evaluation focuses on a specific knowledge and skill set to be achieved through the Course and enables you to make reasonable judgments with respect to your achievement or non-achievement of the same.

      8.4.2 Learning Evaluation is implemented using a Continuous Monitoring and Assessment System. This system provides you feedback at regular intervals showing your performance curve, thereby helping you identify your strengths and development areas. Refer to Subsection 9.8.

9. Course:

   9.1 As defined earlier, Course is the smallest autonomous unit of learning within a Program. A Course may be available as a standalone offering or can be part of a Program offered by NIIT. The Courses that constitute a Program are defined in the Program Architecture. These Courses may be logically combined into one or more Semesters.

   9.2 You have a choice of registering for a Semester and completing the Courses it comprises in a defined time frame or registering for respective Courses and complete them individually as per your convenience.

9.3 Additionally, you may follow the Program Architecture and complete the Courses as defined or you may carve your own path and select the Courses as per your interest. However, as explained earlier, to attain a specific Award/Title, apart from the minimum number of Credits to be earned, you may also be required to pursue a prescribed number of Courses from various categories like Core, Disciplinary, Elective and Professional Skills.

9.4 Registration: Depending upon your choice, you must register either for a Semester or for a Course. You will be assigned a Batch upon registration. Each Batch has its identifiers like a unique batch code, start date and date-wise execution plan. You are expected to complete the Semester or Course as per this plan, which is also referred to as the Learning Plan. Refer to Subsection 9.6.

9.5 Education Delivery:

9.5.1 Each Course will be delivered using the appropriate education delivery methodology, keeping in view the requirements of the Course and optimisation of the learning. Thus, respective Courses may have different education delivery methodologies. These methodologies have been devised considering the following factors:

A. Nature of learning, which is a mix of Self-Learning, Instructor-Led Training, Practice/Labs, Synchronous Learning and Web-Based Learning

B. Distribution between learning through Contact Sessions at the NIIT Centre and Self-Paced Sessions

C. Types of assessments

D. Nature of learning material provided to you

The Education Delivery Methodology decided for a Course is reflected in its Learning Plan. Refer to Subsection 9.6 for details.

9.5.2 For the reasons stated in the preceding Sub clause, you will be required to follow your Learning Plan in accordance with the methodology that may be adopted by NIIT for the delivery of services to you. NIIT reserves the right to decide the said methodology that is most appropriate for you in case the Course is available in more than one format.

9.6 Learning Plan:

9.6.1 The Batch you are assigned follows a defined execution plan, which is referred to as the Learning Plan. You can refer to the same on the Learning Portal. Please note that you are required to refer the Learning Plan from time to time and follow the same to complete the prescribed learning.

9.6.2 While the Learning Plan is standardised across Batches, the instructor may decide to include additional Session(s) depending on the profile of the Students that make up your Batch. Such revisions will be displayed on the Learning Portal and you need to keep yourself updated with the changes.

9.6.3 NIIT reserves the right to change the Learning Plan, anytime during the execution of the Semester or the Course, in the interest of better education delivery.

9.7 Attendance:

9.7.1 You need to be regular in your studies and prepared to take surprise tests or quizzes at a short notice. Your continuing and participative interest in the learning processes is essential to ensure that Course objectives are met. You are required to demonstrate involved participation at your end.

9.7.2 Your Attendance in the Batch you attend is recorded and monitored. The same is important because you must attend the Sessions regularly and appear for the Assessments as per your Learning Plan. In case you wish to take leave due to exigencies like illness, you must inform your Instructor and cover up the missed Sessions before the next Session you attend, to ensure continuity in the learning. For this, you can take help of the respective features of Cloud Campus as well. However the said covering up shall not be considered for calculating your Attendance.

9.7.3 You are required to attend at least 70% of the Sessions of a Course, failing which you will not be entitled to any Certificate for the Course or the Program, as the case may be. In such case the Grade assigned to the Course is 'NC' (Not Cleared), you will need to 'Repeat a Course' as per Subsection 9.11.

9.8 Assessments:

9.8.1 Your performance in a Course is evaluated through Assessments. You will be required to attempt the Assessments associated with the Course as per the dates mentioned in the Learning Plan. A Course may have multiple Assessments associated with it and they are classified under the following two categories:

A. Continuous Assessments: As the name indicates, these Assessments occur continuously during the execution of the Course to frequently evaluate your knowledge and skills as you move along. These Assessments count towards your Course performance. Hence, it is important that you attempt these Assessments as per the dates mentioned in your Learning Plan and score well. Speak to your instructor to know the details of these assessments associated with the Course you are undergoing. Cycle Tests and Proctored Machine Rooms Test (PMR) are two examples of Continuous Assessments.

    I. In case of Cycle Tests:
(a) You are allowed more than one attempt for each.
(b) You need to attempt it within 48 hours of the Assessment date to be awarded timeliness marks, i.e. the pre-defined marks for attempting it on time.
(c) You will be allowed multiple attempts but the average score of the first two attempts is considered as the final score.

    II. In case of PMR:
(a) You get only one attempt for each.
(b) It needs to be attempted on the date specified in the Learning Plan and does not have any timeliness marks associated with it.
(c) The score attained in a PMR is considered as the final score.

    III. Please note that there may be more such tests like the Cycle Test and PMR, which NIIT may decide to implement in the interest of your learning.

    IV. The aforesaid are the instances and the actual requirement may differ depending on the Course.

B. Summative Assessments: As the name suggests, these Assessments test your cumulative knowledge and skills gained while doing the Course. Each Course will have at least one Summative Assessment conducted after the entire Course content has been covered. Assignment and Course test are two such examples.

9.8.2 There may be more such tests that may be part of either Continuous Assessment or Summative Assessment which NIIT may decide to implement in the interest of your learning.

9.8.3 Each Assessment, whether Continuous or Summative, is defined as Mandatory or Non-Mandatory for the Course it is associated with. You need to attempt these Assessments accordingly. Please note that if you fail to attempt the Mandatory Assessment, the Course shall be considered incomplete and the Grade 'NC' (i.e. Not Cleared) shall be assigned to you. As far as Non–Mandatory Assessments are concerned, though you will not be disqualified, the marks obtained in such Assessments contribute to the Course Performance. Refer to the next Subsection for more details.

9.9 Course Performance:

9.9.1 Please Refer to Subsection 6.2 that describes the Grade along with its qualitative meaning and the Grade Point associated with the percentage score achieved in a Course.

9.9.2 A Grade is assigned to you only when you complete the Course. A Course is considered complete only when your Attendance is at least 70% and you have attempted all Mandatory Assessments. You need to achieve the minimum Grade of 'C' to clear the Course. This may, however, vary from Course to Course and if that the case be, the same will be communicated to you appropriately.

9.9.3 You can view or monitor your performance any time in a Course through Course Performance Report (CPR). CPR is made available on the Learning Portal after the result of the first Assessment of the Course is declared. This report shows your performance in all the Assessments of a Course along with their weightages attained, at any given point in time.

9.9.4 You will be informed through email when your CPR gets generated. For detailed information on CPR, refer to the attached **Annexure-B**.

9.10 Improvement of Grades/Supplementary Assessment:

9.10.1 NIIT provides you with additional opportunities to improve the Grade achieved by you in a Course or clear a Course by taking Supplementary Assessment. Supplementary Assessment is essentially a re-attempt of the Mandatory Assessment of the Course. You may attempt the Supplementary Assessment in any one of the following situations:

A. You have cleared the Course, but you wish to improve the Grade attained.

B. You have not cleared the Course and wish to clear the Course.

9.10.2 You are allowed TWO attempts of the Supplementary Assessment, irrespective of the number of Mandatory Assessments that the Course has. While applying for the Supplementary Assessment, you will be required to mention the specific Mandatory Assessment that you want to attempt.

9.10.3 You need to apply online on the Learning Portal for the Supplementary Assessment and pay the applicable Fee. You must apply for the first attempt of the Supplementary Assessment ('First Attempt') within four days from the date of display of the CPR on the Learning Portal in pursuance to the last Assessment undertaken by you, and attempt it within seven days of submission of the application. Similarly, you must apply for the Second Attempt of the Supplementary Assessment ('Second Attempt') within four days of the result declaration of the First Attempt and appear for it within seven days of submitting the application.

9.10.4 In case you apply for the First Attempt but do not attempt it as per the preceding timelines, you lose the same. However, you may then apply for the Second Attempt within fifteen days of declaration of the Course result and attempt it within seven days of application. In case you fail to apply for the Second Attempt on time or fail to attempt it on time, you lose the Second Attempt as well.

9.10.5 The highest score obtained amongst all attempts taken will be considered to arrive at the Grade of the Course. If you still do not clear the Course, you will need to pursue the Course again. Refer to Clause 11 (Repeat a Course) for details.

9.10.6 Your result of the Supplementary Assessment will appear in the CPR as well.

9.11 Repeat a Course:

9.11.1 You will need to repeat a Course in case you have not cleared it even after availing the additional opportunity provided to you through Supplementary Assessment.

9.11.2 You may also repeat a Course in case of having been declared 'Course Dropped'. Repeating a Course may be required not only to clear the same but also to meet the prerequisites for commencing the subsequent Courses in case you have taken admission in a Program. It may also be required in case you want to pursue a subsequent Course that requires you to have cleared the instant Course as a precondition.

9.11.3 While repeating a Course, you will be treated at par with the other Students doing the Course for the first time. Nothing will be carried forward from the earlier Course record.

9.11.4 You will be assigned a new Registration Number for the repeat of a Course.

9.11.5 You will be required to pay the applicable tuition fees in lump sum.

9.11.6 You should pursue only one additional Program – either a Degree Program or an NIIT program (of <24 hours/week duration) – while repeating a Course. This is to ensure that you are able to devote the required time while repeating a Course. The aforesaid provision to repeat a Course is, however, subject to the following further conditions:

A. You will not be entitled to repeat a Course in case the upgrade of the said Course has been introduced or the said Course has been withdrawn by NIIT.

B. You will be entitled to repeat a Course provided that there is sufficient time left as far as expiry of the SOL is concerned. If not, then you shall have to apply for SOL Extension as mentioned in Subsection 13.8.

9.11.7 The conditions mentioned in the preceding Sub clause B shall not be applicable in case you have taken Admission in a Course only and want to repeat the same. In case you do not repeat the Course, due to any reason, whatsoever, you may opt to apply on the Learning Portal for Course Participation Certificate and, accordingly, the same shall be issued to you by NIIT, subject to Section 15.

10. Program Performance:

10.1 You may view the performance summary of all the Courses that are a part of the Program you are pursuing in a report called Program Performance Report (PPR), which is made available on the Learning Portal. A Course will appear in PPR only after you have completed the Course, i.e. the CPR of a Course is 'FINAL'.

10.2 You may refer to **Annexure C** for more details and a sample of PPR.

CHAPTER III - ACADEMIC NORMS AND PROCESSES

11. Admission:

11.1 Admission Process:

For the purpose of Admission, Programs can be broadly classified into two categories on the basis whether placement assistance is provided or not. These are called 'Program with Placement Assistance' and 'Program without Placement Assistance'.

11.1.1 Program with Placement Assistance:

A. You are required, at the time of Admission, to have passed Class XII or an educational curriculum of 10 + 2 recognised and implemented by a statutory body, with a minimum of 50% score or equivalent CGPA.

B. Some Programs may specify additional eligibility criteria to be met. In such a case, you would be eligible to seek Admission only upon meeting such additional criteria.

C. The preceding eligibility criterion does not entitle you for Admission. As an eligible candidate, you will be required to undergo the 'English Test', 'Interview' and, if the case be, 'Additional Test'. It is only after the outcome thereof that you become entitled or not entitled to get Admission.

D. In view of the aforesaid Tests and Interview, you are required to go through the following selection process to qualify for the Admission:

STEP 1: Appear for and score GREEN in the English Test that checks your Listening and Reading Comprehension Skills.

STEP 2: Appear for and clear the Interview that checks your Spoken English skills.

STEP 3: If the case be, additionally, appear for and clear the Additional Test.

E. There may be certain eventualities when you may not be able to clear the aforesaid English Test and Interview in the manner so mentioned in the preceding clause. In that event, the following will be applicable to you:

I. In case you score GREEN in the English Test but do not clear the Interview, you will be deemed to be eligible for the Admission to the Program. However, you will be simultaneously and

mandatorily required to take Admission in the Course meant for improving your spoken English skills.

II. In case you score **AMBER** in the English test, you will be admitted to the Program subject to the condition that you take Admission in the Course meant for improving your English skills. The Program shall commence only after you complete the said Course with minimum Grade of 'B'. If you fail to achieve the said Grade 'B', your Admission to the Program will be cancelled.

III. In case you score **RED** in the English test, you will not be eligible to take Admission in any Program with Placement Assistance. To become eligible for the Program, you will first need to register, complete and clear the Course meant for improving your English skills with minimum Grade of B and follow the Selection Process from STEP 2 onwards as described in the preceding Item D.

11.1.2 Program without Placement Assistance:
A. These are the Programs in which NIIT does not provide any placement assistance to you. These Programs do not require you to meet the eligibility criterion as mentioned in the preceding Clauses 11.1.1(A) and 11.1.1(B) except that you will be required to undergo Interview. However, there may be some other eligibility criteria, which you are required to meet in order to seek admission. For example, a course on Advanced Java may specify that you should have completed a Course on Basic Java. You may be required to produce the certificate as a proof.

B. Meeting the eligibility criteria does not entitle you for Admission. As an eligible candidate, you will be required to undergo the Interview. It is only after the outcome thereof that you become entitled or not entitled to get Admission.

C. In view of the aforesaid Interview, you are required to go through the following selection process to qualify for the admission:

I. Appear for and clear the Interview that checks your overall English skills.
II. Additionally, appear for and clear any Additional Test associated with the Program/Course.

D. In case you do not clear the Interview, you will be required to take Admission in the Course meant to improve your English Skills and complete it before seeking Admission for the Course/Program you want to pursue.

11.2 Admission Documentation:

11.2.1 To apply for an NIIT Program or a Course, you are first required to fill up a 'Pre-Application Form'. You may download the same from the Learning Portal apart from obtaining it at the NIIT Centre. This Form captures all required details, such as your personal details that include your name, age, educational qualifications, etc., and also why you wish to enrol for the Program you are interested in. After you submit the same, NIIT's Counsellor will go through your profile and engage in a discussion with you to understand your Course or Program-related requirement and offer the most suitable one. The Counsellor will also share with you all the details of the Program or Course including Content, Fee, Minimum Eligibility Criteria, Selection Norms, etc.

11.2.2 You will be required to undergo the Admission process detailed in Subsection 11.1. Upon outcome of the Admission process, you may proceed with the Admission by filling a document called 'Admission Form'. You are also required to submit the necessary self-attested documents including, but not limited to, educational qualifications, age proof, experience certificate, three passport size photographs, etc. In case you are a Foreign National, you will be required to additionally submit self-attested documents including, but not limited to, your Passport, Student Visa, FRRO Registration Certificate, address proof of your accommodation in India, etc.

11.2.3 Miscellaneous:

Without prejudice to the other provisions of Academic Policy, please note the following:

A. Admission to a Course/Program is not transferable to any other individual.

B. 'On behalf' Admission is not allowed for a Student who is a major, i.e. attained 18 years of age.

C. Your Admission will be governed by the Academic Policy.

D. You are required to fill the correct details in the Admission Form and read all Sections of the same before signing at the appropriate places.

E. All Student services are provided by NIIT at NIIT Centres. Certain common services may be provided by NIIT for the benefit of all NIIT Centres and its Students. However, rendering such service does not create any liability or obligation for NIIT Ltd. towards you. It is only the NIIT Centre which is responsible to provide services to you.

F. Facility to book a seat prior to Admission is available. You may book a seat for a particular Program in a particular batch by paying the applicable non-refundable Booking Fee. This seat will be reserved for you 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 you must complete your Admission process by then. Note that the fee prevailing at the time when the Admission process is completed will be the Fee applicable to you, notwithstanding any booking done earlier.

G. You will be allotted a unique Student ID post your Admission. You need to use this ID for all future transactions with NIIT. This ID is unique to you and is yours for lifetime. You will be recognised at NIIT with this ID even post completion of your Program. If you ever come back to NIIT for any future requirement, this ID will help retrieve all past information. Using the same Student ID, you will be able to register for additional Programs.

H. Your Student ID is also used as the Login ID to access the Learning Portal.

I. At the time of Admission, you will also be provided with the Batch details of the Batch into which you are being admitted. This will include the Batch Code, Start Date, Batch Days and Timings and the Instructor's name.

J. If you take Admission in a Program with Placement Assistance or in GNIIT or in a Program in which Internship is associated and it is certain or likely that you will be ineligible to receive the Placement Assistance or PP or Internship because of crossing the age limit prescribed for receiving the same, NIIT shall not be held liable for the same. It will be assumed that you have foregone the said Placement

Assistance or PP or Internship, as the case be. In case of GNIIT Program or the Programs with Internship, you will be certified in terms of Clause 15.2.2.

11.2.4 Specific Conditions for Foreign Nationals:

In case you are a citizen of any other country than India except Nepal and Bhutan, the following conditions shall additionally be applicable to you:

A. You must hold a valid Passport issued by the country you are a citizen of.

B. You must hold a valid Student Visa issued by Indian embassy, high commission or consulate, as the case be. Please note that you cannot seek Admission on any Visa except a Student Visa.

C. Your Admission in a Program shall be subject to your furnishing duly attested copy of the FRRO Registration Certificate preferably on the day of Admission, or within two working days along with the self-attested copy of the address proof of your accommodation in India.

D. In case you fail to produce the documents mentioned in the preceding statement, your Admission shall ipso facto stand cancelled and you shall forfeit the Fee paid to NIIT.

E. Your Admission shall automatically stand cancelled if your Passport and/or Student Visa and/or FRRO Registration are/is deemed invalid, cancelled, withdrawn or not renewed. In that event, you shall forfeit the Fee paid to NIIT.

F. Once in every three months from the date of your registration with FRRO, you shall confirm to the NIIT Centre in writing that you have valid FRRO Registration to stay in India as a Student. In case you fail to do the same, your Admission may be cancelled. In that event you shall forfeit the Fee paid to NIIT.

G. You will not be entitled to Placement Assistance or Professional Practice or Internship, even if the same is associated with the Program you have registered for.

H. You must complete the Program at the NIIT Centre where you have taken Admission. You cannot seek Transfer to any other centre.

I. If you fail to complete the Program within the period of your valid stay in India or for any reason whatsoever, which is not attributable to NIIT, you shall be entitled to get the Certificate only if it is possible as per applicable Program Policy to the extent you have successfully completed the said Program.

J. If you have got the Student Visa on the basis of documents provided by NIIT, then it is your responsibility to ensure that you report and seek Admission at an NIIT Centre. The Visa endorsed on the name of NIIT or obtained on the basis of NIIT documents cannot be used for any other purpose like employment, etc.

K. If you have come to India on a Student Visa mentioning the NIIT Program, NIIT shall not be obliged to issue 'No Objection Certificate' to you. You shall not be allowed to concurrently take Admission in or transfer to any other educational institution, provided, however, that NIIT may issue No Objection Certificate if the said Admission does not prejudicially affect your Admission with NIIT in any manner.

L. A citizen of Nepal or Bhutan shall only be required to submit self-attested copy of Passport, and if he/she is entering India from China, then additionally the self-attested copy of his/her Visa as well.

12. Credit Transfer or Course Waiver:

12.1 It is possible that you have already done one or more Courses of the Program you are enrolling for, either from NIIT or from other institute(s) recognised by the relevant industry or by any statutory body and/or have cleared certain Certification Examinations conducted by Intellectual Property Right owners like Microsoft, Oracle, Cisco, etc., and/or you possess the required experience, which is relevant to the Courses and the said Courses and/or Certification and/or Experience form part of the Program that you are seeking to get Admission in. Acknowledging this, NIIT allows you to take benefit by applying for Credit Transfer or Course Waiver and not repeat the said Courses that you have already undergone.

12.2 Notwithstanding Clause 1, the applicability of Credit Transfer or Course Waiver varies from one Program to another. It is possible that though you may have already cleared a Course or a Certification, you may not be entitled to Credit Transfer or Course Waiver in as much as the Program's objective and architecture has rendered the said Course or Certification obsolete or irrelevant.

12.3 The extent of Credit Transfer or Course Waiver varies from one Program to another.

12.4 Credit Transfer:

12.4.1 The courses for which Credit Transfer is given will be shown in the PPR, but no Grade or Grade Points will be assigned for these Courses. Thus, these Courses will not be used for the CGPA calculation and their Credits will also not be counted in the total Credits of the Program.

12.4.2 You will not be required to pay the Course fee of the Course(s) for which Credits are transferred.

12.5 Course Waiver:

12.5.1 Course Waiver will not reduce the number of Courses constituting the Program. Instead, a waived Course is replaced by another Course of the same number of Credits. There may be a specified list of Courses from which you can choose the alternate Course(s). This enables you to add another Course to meet your specific goals. Courses that can be waived off may differ from one Program to another.

12.5.2 The Courses waived will appear in the PPR, but no Grades or Grade Points are assigned for these Courses. Therefore, these will not be used for the CGPA calculation of the Program. Please note that except that your previous experience will reflect by way of the Courses shown to have been waived in your PPR, you will not be entitled to any other benefit or advantage.

12.6 To claim for the Credit Transfer or Course Waiver, you are required to submit the self-attested copies of the relevant Certificates including the Course Certificate, Certifications and Experience Certificate. In addition to the Admission related terms and conditions mentioned in Section 11, you may further be asked to undergo Additional Tests to enable NIIT in evaluating your knowledge and/or skills. You will need to pay the Fee for these Tests.

12.7 However, all Students who hold Certificates issued by a Recognised Institute as stated before or a well-known and Reputed Organisation or of NIIT shall be exempted from giving the test.

12.8 So far as a 'Recognised Institute' or a 'Reputed Organisation' is concerned, NIIT keeps updating the list of such entities from time to time based on their credentials, market presence, etc. However, NIIT's decision in case of dispute shall be final.

13. Deliverables:

13.1 ID Card: After Admission, you will be issued an Identity card (ID Card). This card is issued to you to facilitate access to NIIT Centre where you are admitted. You should return the said ID Card after you have completed your Course/Program or your SOL has expired, whichever is earlier. You must carry your ID Card to the NIIT Centre and produce it when asked to do so. ID Card is the only physical proof that the security guard at the entrance gate of the NIIT Centre will accept to permit you to enter the premises.

13.2 Learning Material:

13.2.1 Subject to other Terms and Conditions, you will be provided the Courseware (or Study Material) in a Digital form. The same is also referred to as 'Cloud Courseware'. The Courseware is strictly for your own use only and you cannot copy or replicate the same in any manner.

13.2.2 The Courseware may be provided to you in the form of access to the same on the Cloud Campus or downloading the same as mentioned in Clause 13.2.3 or the printed Courseware. Please note that you will be entitled to receive the Courseware in only one of the said form. However, you may opt to additionally purchase the Courseware in other form, if available.

13.2.3 Please note that the Courseware is crucial for your learning and, therefore, you must receive the same in due time. You are required to take the following steps to download the Courseware:

A. You must have the device, i.e. laptop, netbook, notebook, tablet, or such similar devices of the suitable configuration ('Your Device') as may be specified by NIIT.

B. You will be required to register Your Device with NIIT using the 'Device Registration Utility' available on the Learning Portal. Please note you can register maximum of two numbers of Your Device.

C. Upon registering Your Device, you may download the Courseware from the Learning Portal.

13.2.4 The Courseware shall be issued to you only when you have paid the Fee as per your Fee plan and after the Session you first attended for the Course. Courseware, once issued, is non-returnable, irrespective of the fact whether you have downloaded it or not.

13.2.5 You may additionally opt for a physical copy of the Courseware, if available, with the Program/Course you are pursuing, at an additional cost.

13.3 Learning Portal:

13.3.1 The Learning Portal is available to be accessed by you. The Student ID so provided to you at the time of Admission is the default login ID for the Learning Portal. The initial password is mailed to you at the time of Admission. Please note that upon accessing the Learning Portal for the first time, you are immediately required to change the initial password.

13.3.2 Depending upon the requirement of a Course or Program, as the case may be, the Learning Portal shall provide you the following services:

A. Access to different services available on the NIIT Cloud campus.

B. Facility to apply online for various services like Supplementary Assessment, Lower Program Certificate, etc.

C. Access to various performance reports like CPR and PPR.

D. View of the personal, academic and financial information relating to you.

13.3.3 Please note that if you wish to update your personal information, you may do so under the section 'Update Profile'. Certain personal information like your mobile no. and Email Address are indispensable for your learning, and in case you have provided incorrect personal information or the information provided by you has become outdated, you may not receive the necessary information that may be required in turn to receive any or all services from NIIT. In that event, NIIT shall not be liable for the same.

13.3.4 Please note that the documents and credentials made available on your Learning Portal bear the same degree of genuineness and authenticity as in case of the printed form thereof. The information relating to you is the one that is either supplied by you or by the NIIT Centre.

13.3.5 Certain features of the Learning Portal to enable you apply for different purposes, like those provided in Subsection 16.4, Clauses 9.10.3, 9.11.7, 11.2.1 and Sub clause 15.2.2(C), etc., are expected to be made available in near future. Therefore, till the said enablement you may apply to the NIIT Centre for the same.

13.3.6 Your access to the Learning Portal will be governed by the terms and conditions which are available on the Learning Portal.

13.4 Fee Plan:

13.4.1 You can pay your Fee either in lump sum at the time of Admission or in instalments as per the Payment Plan that may be provided to you at the time of your Admission. In case of instalment, you will be required to pay the same on or before the due dates so mentioned in your Invoice cum Receipt.

13.4.2 Please note that the Fee is exclusive of the applicable taxes and you will be required to pay the same in addition to the Fee.

13.4.3 In case you make payment through cheque and the same is dishonoured, you will be required to pay the applicable cheque bounce charges. You shall have to deposit the said payment in cash. Additionally, all rules applicable to a Fee defaulter would become applicable to you as well.

13.4.4 You need to pay your Fee at the NIIT Centre where the Course or Program is being delivered. You will be handed over a computerised receipt post the Fee payment. You must retain all Fee Receipts till your Course/Program is completed and may be asked to produce the same in case of any discrepancy that you report. Please note that manual receipts will not be considered as valid in case of any dispute.

13.4.5 As stated earlier, you may retrieve the payment plan, Invoice cum receipt, etc., from the Learning Portal.

13.4.6 Apart from the Fee, there are additional fixed fees for certain specific services as mentioned in **Schedule-I**.

13.5 Break:

13.5.1 This is a facility extended to you that allows you to take a break from your learning at the NIIT Centre and address your needs to attend to your other academic or career pursuits in life. For example, you may want to take a break to prepare and appear for college exams. Break can ONLY be applied after completion of a Course and prior to joining the next Course. Therefore, Break is applicable only if you have taken admission in a Program.

13.5.2 You will be required to submit the 'Break Form' in the manner as may be prescribed from time to time. Once your application is approved, you will

be declared as a 'BREAK' Student and consequently you will not be entitled to attend Sessions.

13.5.3 Break is allowed for a maximum period of three months. It is your responsibility to contact the NIIT Centre and get yourself registered into the Batch of the next Course that you want to get into, after you come back from Break. Once you do the same, your status gets changed to 'Valid'.

13.5.4 If you do not report back within the said three months, your status will change to BDOUT (meaning dropout from Break). However, in case if you want to continue with the Program after expiry of the said three months, you will be required to pay 'Admission Status Change Fee'. Notwithstanding the Break, your Program needs to be completed within the SOL period. In case your SOL expires while you were on Break, you will first need to get it extended. You may refer to Section 13.8 (SOL Extension) for details.

13.6 Transfer:

13.6.1 Transfer is the facility/provision where either you apply for transfer or you may be required to be transferred to another NIIT Centre, known as 'Destination Centre' from the NIIT Centre where you took Admission, also known as 'Source Centre'. Please note that you may apply for Transfer only in case of exceptional situations, thereby excluding your subjective convenience.

13.6.2 Transfer can ONLY be applied after completion of a Course and prior to joining the next Course. However, in case you apply for Transfer at a time when the Course is yet to complete, you will have to repeat the course at the Destination Centre.

13.6.3 To apply for Transfer, you will be required to submit the 'Application Form' in the manner as may be prescribed from time to time and pay the relevant fee mentioned in Schedule-I. Upon submission, the same shall be processed and a document called 'Transfer Advice' shall be issued to you.

13.6.4 In case if you have made excess payment as compared to the Courseware and Services delivered to you by the Source Centre, the said excess payment will be returned to you by the Source Centre.

13.6.5 Upon issuance of the Transfer Advice by the Source Centre, you will be required to submit the following documents at the Destination Centre:

A. The self-attested copy of Fee Receipt in case of lump sum Fee or Fee receipts as well as the Payment Plan in case of instalment
B. The self-attested copy of ID Card
C. Transfer Advice in original
D. Any other document that may be required

13.6.6 You will also be required to pay the aforesaid excess payment to the Destination Centre. However, please note that since the Fee may vary from one NIIT Centre to another, you will be bound by the Fee payable at the Destination Centre, after a transfer. You need to pay the difference if the Fee at the Destination Centre is more than the Source Centre. In case the Fee is less, you will be required to pay accordingly.

13.6.7 You will be allotted a fresh Batch as per the available date and timing at the Destination Centre and accordingly you may resume your learning.

13.6.8 Please note that NIIT may decide to transfer you to a Destination Centre without any extra cost to you in the circumstances like shifting of NIIT Centre, withdrawal of execution right of the NIIT Centre, closure of NIIT Centre due to Force Majeure or due to expiry of its license, etc., of the NIIT Centre. In that event, you hereby authorise the NIIT Centre to transfer you to a Destination Centre(s).

13.7 Refund and Downgrade:

13.7.1 All the specific types of fees, as detailed in Schedule-I, as also the Repeat Course fee, are not refundable.

13.7.2 Ordinarily, the Fee has two components, the Courseware Fees and the Tuition Fees. The Courseware is either developed by NIIT of its own or is supplied by the third-party Intellectual Property owners or both. In either of the case, the Courseware is developed or procured after investing substantial sum by NIIT. The moment Courseware is issued to you, its price is credited to either the internal stakeholders or the said third parties or both. Similarly, the tuition fee is charged from you to provide services. NIIT Centre being a private enterprise has to solicit the resources by way of dedicating the classrooms, computers and other equipment and the teaching faculties for a Batch, which is assigned to you. Therefore, withdrawing your Admission causes loss to NIIT Centre.

13.7.3 For the reasons mentioned in the preceding clause, refund of Fee is not possible. However, in exceptional circumstances and provided that the

request for refund has been made two days prior to the Batch commencement date, the same may be allowed.

13.7.4 If your Admission is cancelled due to the fact that you fail to clear the Course in English with required Grade [Refer to Clause 11.1.1(E)(II)], then in that event the Fee shall be refunded back to you.

13.7.5 In case if you have taken Admission in a Program and you do not want to pursue the same, you may opt to apply for 'Downgrade' of your Program. However, you may be permitted to do so in terms of the following:

A. Your application for Downgrade will be considered only after you have completed the current Course of the Program.

B. You will be allowed to Downgrade for a Program that is lower than the one you had taken Admission in.

C. NIIT will confer the highest possible Award/Title based on the Courses completed by you and subject to Section 15.

D. If the Program Architecture of the Program, in which you have taken Admission, does not allow pre-mature exit and is conferring Award/Title accordingly, then in that event Downgrade shall not be allowed.

E. If Downgrade results in refund of Fees, such Fees will be refunded to you within one month of the permission to Downgrade.

F. Application fee, Admission fee, Supplementary Assessment fee and Repeat Course fee are non-refundable.

13.7.6 You may apply for Downgrade/Refund on the Learning Portal.

13.7.7 If you are allowed to Downgrade, then in that event the excess Fee shall be refunded to you. Also you will be certified in terms of Subsection 15.1 and Clause 15.2.2 in case you have taken Admission in the Course or the Program, respectively.

13.8 SOL extension:

13.8.1 SOL Extension is applied and granted to enable you to receive all services associated with the Program. It is also granted to facilitate you to Repeat a Course or successfully clear the same.

13.8.2 You may apply for extension of SOL in terms of the process so prescribed and pay the applicable fee mentioned in Schedule-I. However, the decision to extend the SOL lies solely with NIIT. The said decision is taken based upon the bona fide, discipline and decorum, timing and availability of the Course for the extended period, etc.

13.8.3 SOL can be extended maximum three times. However, it will not be extended more than once on the ground of repeating a Course.

14. Professional Practice/Internship:

14.1 GNIIT is the flagship Program of NIIT. The Program, inter alia, comprises of two semesters (referred to as PP1 and PP2) of a unique training program wherein you get an opportunity to work with the third-party organisations (in short PP Site) and accordingly get real-life work experience. The same makes you industry ready and is referred to as Professional Practice (in short PP). Since the PP interfaces with PP Site and require prior planning for you, you are required to exhibit the commitment and discipline as appropriate for a professional environment.

14.2 Particularly, you will be required, while undergoing PP at the PP Site, to adhere to the rules and regulations of the PP Site including but not limited to the attendance, working hours, security norms, usage of infrastructure, etc. Failure to abide by the said rules and regulations may lead to the cancellation of your PP. Please note that NIIT has no say in the aforesaid rules and regulations; therefore it will not be responsible or answerable to you in respect of any grievance in relation to the same.

14.3 Following are the eligibility criteria that you must meet in order to undergo the PP:

14.3.1 You should have completed and scored >= 50% in Graduation.

14.3.2 You should have completed all the earlier courses and obtained minimum CGPA of 7.0, if score in class XII is >=60%, and minimum CGPA of 7.5, if score in class XII is >=50% but <60%.

14.3.3 You should have cleared all professional skills Courses with minimum grade of B- (including Spoken English Course).

14.3.4 You must be of less than 26 years of age at the start of PP.

14.3.5 You should have paid the entire Fee and there must not be any pending dues against you.

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14.3.6 You should be within the validity period of admission (i.e. SOL has not expired).

14.3.7 Your attendance should be >= 70% in all the Courses completed.

14.3.8 There must not be any act of indiscipline on your part as on the date of applying for the PP.

14.4 The aforesaid eligibility criteria have been laid to determine your eligibility or non-eligibility. Furthermore, your entitlement to undergo PP shall be in terms of the following requirements:

14.4.1 You will be required to complete the necessary formalities at the NIIT Centre, which includes submitting the PP application as well as the self-attested copy of your certificate of Class X, Class XII and Graduation.

14.4.2 You will be required to submit the aforesaid PP application immediately after you have completed the last Course of the Program. Please note that deferment of PP is not allowed except that you do not meet the eligibility criteria as mentioned at Clauses 14.3.1 and 14.3.2 subject to the maximum period of six months.

14.4.3 In case of deferment, you must apply to the Centre's Career Guidance Executive or Centre Head for this deferment in the prescribed format, not later than three months after the start of the last Course.

14.4.4 If you are directed to do so by the NIIT Centre, then you must attend the 'Grooming Session' and/or 'PP Contact Session'. These Sessions are conducted to refurbish your knowledge and to prepare you for the purposes of PP Interview (as mentioned later) and they are conducted by NIIT free of cost. Therefore, not attending these Sessions shall be taken as an act of indiscipline.

14.4.5 Though it is NIIT's endeavour to get you opportunities to undergo PP with the PP Sites located in or around the city or place where the NIIT Centre is located, however, the same may not be possible at times. Accordingly, it is made clear that you are required to undergo PP anywhere in India.

14.4.6 As there are different facets of the GNIIT Program, there can be many types of work profile and you may be required to execute one of them at the PP

Site. Accordingly, the nature of work done by you at the PP Site is as per its requirement. Therefore, it will not be open for you to selectively opt for a particular kind of work profile to undergo the PP.

14.4.7 You are required to constantly be in touch with the NIIT Centre and keep accessing the Learning Portal and mailbox of your Email address to receive information relating to your PP so that you act upon the same at the earliest. Again not acting upon such information shall be taken as an act of indiscipline.

14.4.8 You must act upon the directions given to you by the NIIT Centre and/or for that matter other concerned persons with regard to the PP. Any intentional or negligent non-abidance of the said direction shall constitute indiscipline.

14.4.9 You are required to strictly adhere to the aforesaid directions and to act upon the aforesaid information. If it is found that you have not adhered to or acted upon the information, then you will be liable to forfeit the PP at your own risk and consequences.

14.4.10 The facility of transfers to another Centre/city is not available after the completion of last Course before PP. However, NIIT, at its own discretion, may assign another Centre/city to you for completing the PP.

14.4.11 Please note that:
A. Once selected for a PP Site, NIIT's liability to facilitate you with further PP Interviews shall cease; therefore, you must complete your PP at the said PP site only. Dropping out/quitting PP in between may lead to forfeiture of GNIIT certificate.

B. You will be required to contact your Professional Practice Coordinator (also called as PP Coordinator) at NIIT for any assistance required while doing PP. You must submit the respective marks to the PP Coordinator towards end of the fifth month of starting the PP1 and PP2.

14.5 PP is provided to you by facilitating your interview with the PP site (PP Interview). For the said purpose, NIIT reaches out to the PP Sites and takes their inputs to identify the relevant software and technology. It accordingly revises the syllabus and contents of the Courses and Programs. Furthermore, NIIT remains in touch with the PP Sites to facilitate your PP at their workplace.

14.6 Please note that NIIT's liability to provide the PP to you is, in fact, to facilitate you with three PP Interviews. Typically, NIIT does so by scheduling your PP Interview with the PP Sites and by informing you in advance. Accordingly, you are required to participate in the PP Interview.

14.7 Failure to turn up for the PP Interview shall be counted towards the number of PP Interviews facilitated by NIIT for you.

14.8 In case you fail to clear all the three PP Interviews, NIIT shall no longer be liable to facilitate you with any more PP Interview. In that event, you will forfeit the PP and accordingly your GNIIT Program will be automatically downgraded in accordance with Section 13.7.

14.9 If you drop out or leave the PP Site without due permission or if you have been asked to quit on the disciplinary ground, then in that event you will forfeit your PP.

14.10 Internship is provided in case of certain Programs in which you are required to work as an 'Intern' with a third-party organisation for a period of six months. It is only after successful completion of your Internship that your Program is deemed to be completed.

14.11 The terms and conditions governing the Internship shall be the same subject to the necessary changes being applicable in the context. Thus, to elaborate, the eligibility criteria, the conditions attached to PP and NIIT's liability to provide three Interview opportunities are applicable in case of Internship also.

14.12 PP or Internship does not mean employment or job. Therefore, the same must not be misconstrued as employment guarantee or job guarantee.

15. Certification:

15.1 Course:

15.1.1 Subject to you having achieved the minimum of Grade 'C' and at least 70% Attendance, you will be issued a 'Course Graded Certificate' in case you have taken Admission in a Course. However, NIIT will be liable to issue the Certificate only after you have paid the entire Fee.

15.1.2 If you fail to achieve the minimum of Grade 'C' but provided that your Attendance in the Course is >= 70%, then you will be issued a 'Course Participation Certificate'.

15.1.3 If your Attendance falls short of 70% of the Course, then in that event you will not be entitled to any Certificate whatsoever.

15.1.4 Either of the aforesaid Certificates will be issued to you only after you have taken up the Supplementary Assessment or Repeat a Course or after expiry of the period during which you could have opted for the same.

15.2 Program:

15.2.1 You will be awarded the Title for the Program you took Admission in, subject to the following pre-conditions:

A. You have paid the entire Fee.

B. You have obtained the Grades as applicable, to clear the Courses.

C. Your Attendance is >=70% in each of the Courses.

D. You have met the Credit requirements for the Award/Title subject to the condition that the same is met on the basis of Credit accumulated out of the Core, Disciplinary and Elective courses in accordance with the requirements laid down in the Program Architecture.

E. You have obtained the minimum CGPA as applicable for the Program.

F. Any specific requirements applicable, e.g. graduation degree for conferring the GNIIT title.

G. Any specific pre-condition laid down by the Technology Partner of NIIT in case of the Program offered in alliance with them.

H. You have met the Academic prerequisites as may be required in case of certain Programs.

15.2.2 If you fail to either meet the Credit requirement or obtain the CGPA, then in that event you may opt for the Supplementary Assessment or Repeat a Course. In case you do not opt for the same in the prescribed period, NIIT will proceed as follows:

A. If you have failed to clear the Program, but have cleared the requisite Courses so as to entitle you for award of the Title of the Lower Program, then the Lower Program Certificate (LPC) will be awarded.

B.   If you are entitled to more than one LPC, then the LPC of your choice will be awarded. However, you will be required to apply on the Learning Portal to exercise the choice.

C.   Apart from award of the LPC, if you are entitled to the Course Graded Certificate(s) and/or the Course Participation Certificate(s), then the same shall be awarded to you in accordance with Terms and Conditions laid in Subsection 15.1.

16. Placement Assistance:

16.1 Placement Assistance is available for selected Programs only. The Program Architecture of a given Program does mention whether Placement Assistance is associated or not associated with the Program.

16.2 Placement Assistance is provided subject to meeting certain criteria. You must have:

A.   Completed a Program with which Placement Assistance is associated. Completed and scored >= 50% in Graduation.

B.   Obtained the minimum CGPA of 7.0 if score in class XII is >=60% and minimum CGPA of 7.5 if score in class XII is >=50% and <60%.

C.   Cleared all professional skills evaluations with minimum grade of B- (including Spoken English course).

D.   Not crossed the age limit of 27 years as on the date of Admission.

E.   Paid the complete Fee.

F.   Been within the period of SOL.

16.3 If you are eligible, then you will be required to register for Placement Assistance by filling the Placement Registration Form within 30 days of completing the last Course of the Program and hand over the same to the Career Guidance Executive at the NIIT Centre. You may lose the Placement Assistance facility if the Registration is not done on time.

16.4 In case you are not eligible for Placement Assistance, you are allowed to upload your resume on the Placement section in the Learning Portal, which may help you in getting the employment opportunity with prospective Employers and if an employer wishes to hire you, you may be contacted by him/her directly. NIIT will not offer any personalised service to you.

16.5 Deferment of the Placement Assistance is not allowed in any case whatsoever, except that you are yet to complete your Graduation. However, even in that case, the deferment is allowed only up to a maximum period of six months.

16.6 Please note that:

16.6.1 You will be required to regularly attend the Placement Contact Session at the NIIT Centre to facilitate your recruitment.

16.6.2 You will be facilitated with three interview opportunities with six months of registration for Placement. These interview opportunities will be based on your technical skills and personality attributes.

16.6.3 Once selected by an employer, NIIT's liability to facilitate you with further Placement Assistance shall cease.

16.7 Though it is NIIT's endeavour to provide you such Placement Assistance so that you get placed with an employer who employs you to work in or around your hometown or the city or place of your choice, the same may not be possible many times. Accordingly, it is made clear that you may be required to relocate anywhere in India for the job opportunity provided to you through Placement Assistance.

16.8 You will be deemed to be Placement Assisted when at least one of the following occurs:

16.8.1 You are offered placement by a prospective employer.

16.8.2 You are facilitated with three interview opportunities.

16.8.3 You fail to turn up for any of the aforesaid interview opportunity.

16.8.4 You fail to get selected by prospective employer in the three placement opportunities provided to you.

16.9 NIIT does not engage in the practice of extending employment guarantee or job guarantee. Placement Assistance is provided to you only by way of 'helping hand'. Therefore, the same must not be misconstrued as employment guarantee or job guarantee.

16.10 Students of other Nationalities other than India and Nepal shall not be entitled to any Placement Assistance.

16.11 You will be required to adhere to the rules and regulations of the prospective employer including but not limited to the attendance, working hours, security norms, usage of infrastructure, etc. Similarly, the nature of work done by you with

your prospective employer is as per its requirement. NIIT has no say in these rules and regulations and nature of work profile. Therefore, NIIT will not be responsible or answerable to you in respect of any grievance in relation to the same.

17. Communication:

    17.1   To keep you informed and updated about your learning, and other services, NIIT Centre may communicate with you in any of the following manners:

       17.1.1 Send an SMS on your registered mobile number.

       17.1.2 Send a mail on your registered email address.

       17.1.3 Send a postal mail/Courier on the postal address supplied by you in the Admission Form or if the case be, as updated by you on the Learning Portal.

       17.1.4 Post a notice on the Student Notice board at the NIIT Centre.

    17.2   Feedback: NIIT is a customer-centric organisation and, therefore, your feedback is important for us. The same enables us to keep inventing newer methodologies to implement the efficient processes so that the services delivered at the NIIT Centre are at par and in terms of your expectations from NIIT as a brand. You may provide your feedback as and when a link to that effect appears on the Learning Portal.

        Moreover, NIIT conducts Surveys for its students to gauge Customer Satisfaction. Your response to the same will help us identify our strengths and development areas. Do participate in such surveys and help us improve the services imparted to you.

    17.3   Grievance: A robust Customer Grievance Redressal System exists at all NIIT Centres. In case of any grievance, you may, at the first place, speak to your 'Centre Head' or 'Head of the Centre' at the NIIT Centre. You may also lodge your grievance on the Learning Portal.

CHAPTER IV - MISCELLANEOUS

18. Amendments: NIIT reserves the right to change, alter, modify, improvise, amend or substitute the Terms and Conditions of this Academic Policy on the basis of its review from time to time. The changes are necessitated in view of NIIT's perennial research and development in the methodologies, pedagogy, etc., as also in view of the industry requirements, vis-à-vis the Courses and Programs. However, the changes that affect your material rights, except those relating to the Academic aspects, shall not be changed unless you consent for the same.

19.Discipline:

    19.1 In addition to the Terms and Conditions mentioned elsewhere in this Academic Policy, you are required to adhere to the norms of discipline and decorum not only within the premises of NIIT Centre but also at PP site and Internship site. Non-adherence to the same may result in consequential penal action against you depending upon the degree of your involvement and seriousness of the act or omission on your part. In a fit case, your Admission can even be cancelled.

    19.2 For the purpose of this Subsection, indiscipline shall include, but not be limited to, misbehaviour, nuisance, brawl, use of unfair means at the time of Assessments, being drunk, having consumed Narcotics substances, ragging other Students or Candidates and indulging in any act or omission which amounts to discouraging/demeaning/hampering the academic atmosphere at the NIIT Centre.

    19.3 The decorum shall ordinarily mean not indulging in any act or omission like attired inappropriately, being drunk, having consumed Narcotics substances, chewing Gutkha or tobacco, smoking and having indulged in any act or omission which prejudicially affects/demeans/damages the academic atmosphere at the NIIT Centre.

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Annexure-A
CLOUD CAMPUS
(Refer to Subsection 8.3)

Cloud Campus provides you with the following features that enable learning and help you learn from your peers and stay connected with the Instructor even after the class.

1. Cloud Classrooms: They enable you to learn by interacting not just with Instructor at the NIIT Centre, but also with experts from across India. Live interactive classrooms are powered by Synchronous Learning Technology, a real-time communication tool that facilitates live interaction between Instructor who is in another geographic location and you. This way, you can direct any questions you have to your Instructor, who will answer them in the class.

2. Cloud Courseware: It is an intelligent digital device enabled Courseware to help you learn on the go. It gives you access to your personal IPR protected content, secured to your netbook, laptop or tablet. It allows you to highlight, create annotations, take notes and share them with your Instructor and classmates. Its dynamic nature allows NIIT to send you plug-ins to include new content or reading material.

3. Anywhere Lab: It allows you to practice the application of concepts you have learnt in class, no matter where you are. The hint system lets you seek help while solving problems. In addition to this, you can chat with experts to seek answers to your queries.

4. Lesson on Demand: This allows you to catch up on classes you have missed and revise previous lectures from anywhere.

5. Online Assessments: At the NIIT Cloud Campus, you can continuously improve your performance with online practice tests. These include cycle tests and sample tests, to name a few.

6. BuddyNet Learning: This lets you hang out with the best students on the cloud to boost your scores. You can solve group assignments using services like blogs, discussion forums and groups. You may also chat with your friends online.

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Annexure-B

COURSE PERFORMANCE REPORT
(Refer to Clause 9.9.4)

1. You may view the CPR of the Course that you are currently pursuing, the CPR status will, however, be INTERIM. As the name indicates, this is an interim report as all Assessments are not yet over or the Grade is not yet generated.

2. The status of the CPR becomes Provisional once the Grade for the Course is generated. You may view the Grade achieved in the Course in the CPR at this stage. The Grade will remain Provisional for four days to allow you to apply for Improvement of Grade if you have cleared the Course, or to allow you to apply for the Supplementary Assessment in case you have not cleared it. If you do apply, this report will remain 'PROVISIONAL' till these Assessments are conducted and the result is declared as per the timelines defined in Subsection 9.10. You may also contact the Centre Head or Head of Centre of the NIIT Centre in case of any clarifications within five days of availability of the Provisional CPR. Apart from the Grade mentioned in Subsection 6.2, you may be assigned any one of the following two b(2) Grades in the Provisional CPR:

    2.1 Grade 'I' indicates **INCOMPLETE COURSE**: In case any mandatory Assessment has not been attempted, this Grade will be assigned to the Course. It is your responsibility to attempt the mandatory Assessment and clear the Course as per the norms defined in Subsection 9.10.

    2.2 Grade 'GA' indicates **GRADE AWAITED**: The NIIT Centre may withhold your result before the Grade is published; hence, the Grade will appear as 'GA'. This can typically happen in a situation when your result is awaited for any reason including, but not limited to, the fact that the evaluation is yet to be completed or that you have indulged in a certain act of indiscipline or violated the decorum and accordingly the action against you is awaited.

    Please note that the aforesaid Grades 'I' and 'GA' are relevant only in the case of Provisional CPR and the same get converted into other Grades when the Final CPR is made available.

3. The status of the CPR becomes Final after four days of provisional CPR having been made available. However, if you apply for the Supplementary Assessment within this period, then the Final CPR gets generated in accordance with the timelines prescribed

for Supplementary Assessment. Please note that once the Final CPR gets generated, you will not be entitled to take the Supplementary Assessment under any circumstance.

4. Apart from the Grade mentioned in Subsection 6.2, you may be assigned any of the following Grades in the Final CPR:

    4.1 Grade 'NC' indicates Not Cleared: The Grade 'I' appearing in the Provisional CPR gets substituted by Grade 'NC' in the Final CPR. The Grade NC means that you have not cleared the Course. This Grade is typically assigned if you have not used the Supplementary assessment(s) to appear for the unattempted mandatory assessments.

    4.2 Grade 'CD' indicates Course Dropped: This Grade is assigned to you if you are dropped out of the Course.

    4.3 Grade 'RC' indicates Registration Cancelled: This Grade is assigned to you if for any reason your admission into the Course/Program is cancelled.

5. Please note that the Grade 'GA' appearing in the Provisional CPR may also get substituted into the aforesaid Grades 'RC' and 'NC' in the following manner:

    5.1 GA will be replaced by a Grade as mentioned in the Subsection 6.2, once the same has been assigned to you.

    5.2 GA will be replaced by NC in case the NIIT Centre has decided not to assign any Grade to you due to your failure to adhere with the terms and conditions of this Academic Policy.

    5.3 GA will be replaced by RC in case the NIIT Centre has decided to cancel your registration.

6. In case you have attempted the Supplementary Assessment or repeated a Course, the same shall reflect in the following manner in the CPR:

    6.1 For every Supplementary Assessment taken, the result will appear in a new row in the CPR.

    6.2 A new CPR will be issued for the Course with an appropriate indication to the effect that the Course is repeated by you.

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SAMPLE OF FINAL CPR:

NIIT

Course Performance Report

CPR ID: <CPR ID>
Finalized on: Oct 22, 2013
Report Status: FINAL

Program Enrolled for: Diploma in .Net Technologies
Student ID: S130020100890   **Registration No:** R130020101235
Name: Debashish Banerjee   **Course Completion Date:** Oct 10, 2013

Course Code	Course Name	Credits	Weekly Tests	Practical(s)	Assignment(s)	Course Project	Course Test 1	Course Test 2	Final Exam	Total Course Marks	Grade
										Assessment Components	
	Weightages		*20*	*20*	*NA*	*NA*	*NA*	*NA*	*60*		
CIT	**Logic Building and Effective Problem Solving**	3	8.96	12.14					25	46.1	C

Notes:
- Students are requested to notify the Centre Head of any discrepancy in the statement within 5 days of result declaration.

This document was electronically generated on 24.10.2013 and does not require any signature.

% Marks	Letter Grade	Grade Point
85 - 100	A	10
75 – 84.99	A-	9
65 – 7.99	B	8
55 – 64.99	B-	7
40 – 54.99	C	6
26 – 39.99	D	4
0 – 24.99	E	2

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Annexure-C

PROGRAM PERFORMANCE REPORT

(Refer to Subsection 10.2)

1. PPR is Provisional when you are undergoing the Program and will continue to remain so till you complete all the Courses of the Program. It will show the CGPA and Credits achieved at any given point in time based on the Courses completed till that point.

2. Provisional PPR becomes Final upon completion of the Program. The Final PPR will reflect your overall performance in the Program through the Credits and the CGPA attained. Courses where Supplementary Assessments have been undertaken will appear with an appropriate indication. Courses that have been repeated will also appear with an appropriate indication. If a Course is repeated more than once, then those many rows will appear in the PPR.

3. PPR may also be converted to Final in the following cases:
   3.1 Discontinued Program (DP): If you discontinue your Program due to any reason, you would be reported as 'Discontinued Program'. All the Courses that are not completed will be marked as 'CD' – Course Dropped.
   3.2 Registration Cancelled (RC): If your registration in a program needs to be cancelled due to any reason, you will be reported as 'Registration Cancelled' in the Program. All the Courses that are not completed will be marked as 'RC' – Registration Cancelled.

4. The words 'Discontinued Program' or ' Registration Cancelled' will appear at the end in a new row in the PPR.

****

SAMPLE PROGRAM PERFORMANCE REPORT

NIIT

PPR ID: <Temp ID>

Report Status: PROVISIONAL

Generated on: Oct 31, 2013

Program Enrolled for: ANIIT

Student ID: S130020100890   **Name:** Smita Sanyal

Registration #	Course Code	Course Name	Course Start Date	Course Completion Date	Credits	Grade
R130020101235	CIT 1045	COURSE 1*	Apr 5, 2013	June 15, 2013	4	A-
R130020101235	DIS 1078	COURSE 2		July 6, 2013	3	A-
R130020101235	PROF 1010	COURSE 3		July 17, 2013	3	A
R130020101235	DIS 1090	COURSE 4		Sept 15, 2013	3	C
R130020101235	DIS 1091	COURSE 5		Aug16, 2013	1	B-
R130020101235	CIT 1050	COURSE 6		Oct 22, 2013	2	E
R130020101235	CIT 1050	COURSE 6**		Oct 22, 2013	2	C
R130020101235	DIS 1092	COURSE 7		Oct 25, 2013	3	B

Cumulative Credits   :   19

Cumulative Grade Point Average (CGPA)   :   8.1

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Notes:

- * indicates that student has taken supplementary attempt(s) for a mandatory assessment component. For more details, refer to the corresponding Course Performance Report.
- *** indicates that the student has repeated the course and all the assessments were conducted again for the course and a new 'Course Performance Report' was issued.*

This document was electronically generated on Oct 31, 2013 and does not require any signature.

Letter Grade	Grade Point
A	10
A-	9
B	8
B-	7
C	6
D	4
E	2

Schedule-I

ADDITIONAL FIXED FEE

(Refer to Clause 13.4.6)

Fixed fees payable in addition to the Fee:

SL	Items	Amount (Rs)
1.	Admission Fee	500
2.	Booking Fee (minimum)	1000
3.	Admission Status Change Fee	500
4.	Transfer Fee	500
5.	Late Fees (Between 8th and 10th of a month)	100
6.	Cheque Bounce Charges	500
7.	SOL Extension Fee	1000
8.	Duplicate Document Fee	100
9.	Supplementary Assessment Fee	1000

NB: The aforesaid fees are exclusive of applicable taxes.

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