ACADEMIC REGULATIONS
STUDENT HAND BOOK

Dear Student

Welcome to the worldwide fraternity of NIITians.

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

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

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

We do hope you will have a meaningful learning experience.

With best wishes,

Amitabh Lahiri
Head – ILS - IT

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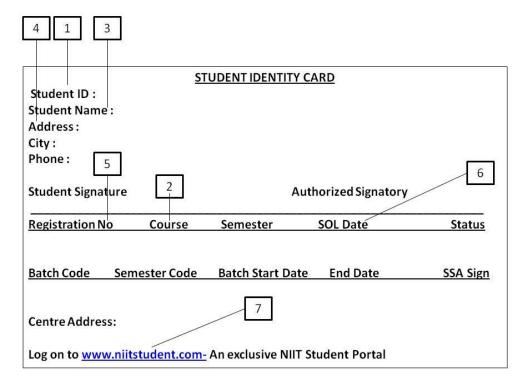|	
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Student Essentials

1. **Student-Id number:** This is your unique and exclusive 13-digit identity number. You need to quote this number in all your correspondence to avail the services.
2. **Program name:** Name of the Program enrolled for, specially required in order to access student services on www.niitstudent.com
3. **Your name:** Please ensure that your name is correctly spelt. All NIIT official records would be maintained and your certificate will be issued with this name. In case of incorrect spelling, inform the center in writing or log the request on www.niitstudent.com. Admission to a Program is not transferable to any other individual.
4. **Address:** This is your address as per our records. Please update your personal details on www.niitstudent.com if there is any change.
5. **Registration number:** This is your unique and exclusive program specific 13-digit identity number. This number needs to be mentioned for all relevant program details and status.
6. **Admission Validity Period:** The last date of the period for which your admission is valid is there on the Invoice / Identity Card as SOL Date (Statute of Limitation date). NIIT Centre will not be obliged to provide any services to the student beyond the period of validity (SOL) of the admission.
   Refer to the section on services applicable within SOL.
7. **www.niitstudent.com:** A portal exclusively meant for NIIT Students. This student portal provides academic & financial information, various services, customized tests, online help for technical doubts and grievance redressal.
   The Login-id and the password is emailed to the student on the email-id given by the student at the time of registration and is also printed on the first invoice-cum-receipt. The login-id is the same as the student-id.
8. **Payment Receipt:** Payment Receipt for program is made available to the student at www.niitstudent.com.
9. **Study Material:** All students are provided with a personal copy of the study material (Student Courseware) during the training program. Courseware is issued to students on payment of Courseware Fee component. Please ensure that you collect your courseware kit. The kit should be original and sealed. On receipt of the same open the pack and verify with the packing slip. In case of any discrepancy, inform the Center Head and get a replacement. For select programs E-Kit (Courseware) will be provided to the students along with netbook (if applicable). For select programs student can opt for using their personal device (netbook/laptop) for academic learning purpose only of recommended hardware configuration.
10. **Certificate:** On successful completion of the program, a certificate is issued online or in physical format to the student. The physical certificate issued by NIIT will carry an NIIT Hologram. . For select programs, student is issued e-certificate & the same will be available on www.niitstudent.com portal.

11. **Student Identity Card:** On enrolment, the student is issued an identity card. S/he is required to affix his/her photo and sign in the space provided. Identity Card is required to resubmit to the NIIT Centre for endorsement by the Authorised Signatory. Student is required to carry the Identity card, whenever, he/she visit NIIT Centre.

Sample of the identity card is given below.

Numbers in boxes refer to respective items mentioned above

1. Program Schedules & Attendance

1.1 The complete program schedule for a semester (also called the Detailed Milestone Chart or Batch Schedule) is provided to the student at www.niitstudent.com portal. Students are expected to come prepared for the classes.

1.2 Attendance of students is recorded and monitored. Student to ensure minimum 75% attendance in a program. A student who is absent for consecutive 3 cycles is designated as a Dropout, and disallowed from further services until re-instated.

1.3 All NIIT programs follow the methodology of education delivery as appropriate for the program. The methodology for a program determines the nature of teaching; the mix between self learning, Instructor led Training, Synchronous

Learning mode and Web based Learning, the pace of the program (normal, slow or accelerated); the nature of appraisals; and the nature of student text & guidance material provided, among others. These educational methods are based on internal research and are proprietary to NIIT. NIIT will decide the educational methodology appropriate for the student, in case a program is available in more than one format.

1.4 In general, the student's continuing and participative interest in education and allied processes is essential to ensure that program objectives are met, and NIIT insists on involved participation by the student.

2. Student Appraisals

2.1 For applicable programs, students would undergo Appraisals — such as course/module tests, project presentations, Verbal assessment – during the program. These Appraisals are administered as per the schedule specified for the program in the Detailed Milestone Chart (Batch Schedule).

2.2 Students are expected to participate in the appraisal in the manner specified. These are particularly useful for students to assess their strengths and weaknesses.

2.3 Deferment or advancement of the scheduled dates of the appraisals is not permitted.

2.4 All module/course tests are conducted on computers and therefore they are paper less test and therefore no pen or paper is used for conducting such test. Upon undergoing the test, the result there of are generated by the relevant assessment system. Test results are available for the student on www.niitstudent.com portal.

2.5 For all Projects / ISAS, the student must collect and retain the Project/ISAS document along with the Assessment Card duly stamped and signed by the Group Leader/Program Coordinator.

2.6 For appraisals, results are put up on the Student Notice Board within 72 hrs and for a minimum of 7 days. The said result is also available at www.niitstudent.com portal and student can access the same to have a print there off.

2.7 A student's overall performance in a semester is based on the weighted aggregate of the score in each of the scheduled appraisal. The weightage structure is as defined from time to time.

2.8 On completion of a semester, student can obtain the Semester Performance Report (SPR) from www.niitstudent.com portal.

2.9 For successful completion of a semester, the student must have obtained a Semester Weighted Average Performance (SWAP) of at least 50%.

2.10   Students are allowed additional attempts to improve their scores in module/course tests through Supplementary Examinations. [Supplementary Examinations are not possible for Projects, ISAS.] The supplementary exam can be taken for any module/course of a semester for which the student has already

completed the Education Delivery. Students can avail 2 free attempts per Career Semester. In addition the student can avail Paid attempts for which he/she should apply within 7 days of program completion and attempt within 30 days of program completion. For Non Career Semester one free attempt per MT can be availed. One paid attempt can be availed per MT. The Test needs to be taken within 30 days of program completion.

2.11   Supplementary examination scores replace the original Module/Course Test scores in all cases for calculation of SWAP.

2.12   NIIT can at its own discretion change the appraisal mechanism and this would be informed to the students by displaying the change on the Student Notice board in the NIIT Centre or putting it up on www.niitstudent.com portal.

2.13   Student is eligible to pursue his/her next higher semester of the program, irrespective of the results of his previous semesters, provided he/she has attended the complete semester and has the minimum required attendance percentage.

3. Certification

3.1 A student's overall performance in a program is the simple average of his/her overall performance in each semester/electives   and is called Cumulative Average Performance (CWAP). [For programs of one semester and other single course programs, the SWAP and CWAP are the same.]

3.2 On completion of a program, the student should retain a copy of PPR (Program Performance Report),that specifies the CWAP obtained by the student. The same can be obtained from www.niitstudent.com portal.

3.3 In order to successfully complete a program and obtain a Certificate, the student must have obtained a CWAP of at least 50%.

3.4 A Certificate of Completion/Participatio*n* is given to students who do not obtain a CWAP of at least 50%, provided the student has attended at least 75% of the scheduled sessions. Certificates of Completion/Participation are also provided for programs where Student Appraisals are not applicable, or are optional.

3.5 A duplicate certificate can be issued on student request only where the original has been lost and upon payment of the Duplicate Document Fee.

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

3.7 For select programs, student is issued e-certificate & the same will be available on www.niitstudent.com portal.

3.8 For select programs, in case CWAP <50%, student is not eligible for a certificate and will be only eligible for SPR.

4. Transfers

4.1 A student is expected to complete the program along with the group of learners (batch) originally assigned. A transfer or a break is not desirable from the viewpoint of effective learning, and NIIT advises strongly against such disruptions. However, in exceptional situations, a student may be permitted — at the discretion of the Centre Head — a facility to transfer from one batch to another, at the same education center or at any other in the same country. The student needs to submit a written request to the Centre Head on the prescribed format, and pay the fees applicable for transfers if permitted.

4.2 In case of transfer into a batch at a different Education Centre (i.e., transfer of center), the student is required to provide the following at the Destination Centre, before the incoming transfer request can be processed.

    4.2.1   Evidence of original admission in the form of fee receipts and/or original Invoice and Identity card issued to the student at the source centre (i.e. centre from which the student wishes to take the transfer out).

    4.2.2   Transfer Advice issued by the source centre.

    4.2.3   Payment of any pending and/or differential fee.

4.3 Since fees may vary from one city to another, the student will be bound by the fees payable at the destination center, after a transfer. S/he will pay the difference if the fee at the destination is more than the source center, and in case the fee is less, the excess will be adjusted against the balance fees payable by the student.

4.4 A student transferring into another batch/centre will not receive any program material already issued to the student earlier with the original batch.

4.5 A break from studies (and consequentially a transfer into another batch) is not allowed for more than 3 calendar months, and provided the SOL period remains valid. If a student is on break and does not resume his/her classes, then s/he would be termed as dropout from Break.

4.6 For re-instatement into classes, a student declared as a Dropout has to pay all fees payable till the re-instatement plus an applicable re-instatement fee, have to be paid at this time.

4.7 For students seeking a break or transfer, there is no certainty that seats in the same curriculum, on preferred days and timings, will be available when they resume their studies.

4.8 In cases of students pursuing elective courses, inter center transfers are permitted only post completion of the elective. In case of an exception where a mid-semester transfer has happened and an elective is not available in the destination centre, the student may have to restart with a new elective. The discretion to permit this lies with NIIT.

4.9 If the student is taking an inter-centre transfer because the source centre is not executing the relevant semester the student will not have to pay the inter-centre

transfer fee. The student will need to pay the fee for the remaining part of the program as applicable at the destination centre.

5. Placement Assistance

5.1 NIIT's Placement Assistance facility attempts to place every student under its purview, and provides a minimum number of placement opportunities (interviews) for each student.

5.2 Placement Assistance facility is available to students meeting the following criteria

5.2.1   Pursuing a program for which Placement Assistance as a facility is applicable as per the enrolled program

5.2.2   Should have attended at least 80% of both, Machine room and Class room sessions at the centre.

5.2.3   Completed the semesters successfully for the program registered for, with a Cumulative Weighted Average Performance (CWAP) of at least 70% and a score of >=60% in the Module/Course tests.

5.2.4   Should have a score >=6 on a scale of 10 in communication during the pre-placement interview at the time of registering for placement.

5.2.5   Student will be offered three interview opportunities within 90 days of completing all the programs enrolled for, and after meeting all eligibility criteria.

5.2.6   The job offered to the student can be anywhere in India, and he/she expected to relocate, if required.

5.2.7   On being given a job offer from any organization, NIIT will not be liable to send the student for any more job interviews.

5.2.8   Student shall abide by the academic milestones and all other guidelines governing the execution and completion of the program enrolled for.

5.2.9   Student should clear the applicable Vendor Certification (for Diploma Holders-ITI, POLYTECHNIC and A+/N+/CCNA/CCNP/MCSE).

5.2.10   Student should ensure that in case of any change in the Personal details as furnished at the time of enrolment, it will be the responsibility of the student to ensure updation of the new personal details.

5.2.11   Student should have >= 60% marks in the academics (X, XII, and Graduation) to appear in DQ/Top Organization Interview process or organizations which demand similar intake criteria. For other Organizations, the industry expectation is minimum 50% marks in graduation exams.

5.2.12   In case the GAP (year of Passing) is more than 1 Year after the Graduation, then the student will not be eligible to appear in DQ/Top Organization Interview Process.

5.2.13 Registered for Placement Assistance (by filling in the Placement Registration form) during the last semester of the program.

5.2.14 Less than 27 years of age at the time of completing the program.

5.2.15 Submission of the evidence of successful completion of graduation.

5.2.16 Within the validity period of admission (i.e., SOL has not expired).

5.3 An eligible student can register for Placement Assistance after the completion of the program. Registration for Placement Assistance takes place at the Education Centre, and involves a preliminary eligiility check. The student loses the Placement Assistance facility if Placement Registration is not done on schedule. (Except for students covered under clause 5.4 below).

5.4 Deferment of the Placement Assistance facility is allowed only for those who have not completed graduation. Such students must register for Placement Assistance within 3 months of completing graduation, provided the SOL has not been reached.

5.5 Students are given opportunities based on their technical skills and personality attributes. Students registered for Placement Assistance are required to regularly attend the Placement Contact time held at centers. This is essential for NIIT to facilitate the recruitment process between the student and the potential employer.

5.6 Students of other Nationalities other than India and Nepal shall not be entitled to any placement assistance unless he/she holds a valid VISA and work permit, as the case be, to that effect.

5.7 A student is deemed to be Placement Assisted when at least one of the following outcomes is fulfilled:

5.7.1 Selected after going through the selection process of a company or offered placement at the organization where the student was undergoing Professional Practice.

5.7.2 Provided with 3 selection opportunities (aptitude or technical testing or interviews).

5.7.3 Has been in the Placement Assistance process for over 6 months subject to 3 selection opportunities having been given.

5.7.4 Does not show continuing and participative interest in the Placement Assistance Process.

5.8 Complete cooperation with industries offering placements and with the placement officials of NIIT, on the part of the student, is essential.

6. Professional Practice (Applicable for GNIIT students only)

6.1 GNIIT students are provided with Industry Orientation Service during the first three semesters. As part of this service, students receive an additional GNIIT Industry Orientation courseware kit and one contact session in each semester.

6.2 Since the Professional Practice (PP) components interface heavily with professional organizations and require prior planning for each student, students are required to exhibit the commitment and discipline as appropriate for a professional workplace. Therefore, students are expected to maintain high

standards of attendance, punctuality and regularity. Failure to abide by these commitments may result in cancellation of enrolment in the PP semesters on disciplinary Grounds with forfeiture.

6.3 Students can begin Professional Practice only if they fulfill the following eligibility criteria:

6.3.1   Completed all earlier semesters (in normal pace)with a Cumulative Weighted Average Performance (CWAP) of at least 60%

6.3.2   Documentary evidence of having successfully completed at least 10+2+3 years of formal education. The 3-year degree must have 10+2 as the entry-level requirement.

6.3.3   Less than 26 years of age at the start of PP.

6.3.4   In good academic standing with no financial dues at NIIT

Note: In case of programs under CCC, besides above mentioned points, Student must have also completed Graduation with >= 50 % marks and completed NIIT Semesters with SWAP >= 60%

6.4 Students who meet eligibility criteria are required to start their Professional Practice immediately after completion of last semester before PP or as NIIT deems fit. Student may defer his PP semesters. However, no deferment of PP is allowed for students who meet eligibility criteria.

6.5 A student who does not meet the eligibility criterion mentioned in 6.3.2 above, must defer the start of PP until this criterion is met, but must start PP within 3 months of fulfillment of criterion mentioned in 6.3.2 above. The student must apply to the Center Head for this deferment in the prescribed format, not later than 3 months after the start of last semester before PP.

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

6.7 No refund will be allowed after commencement of last semester before PP.

7. Amendments

7.1 NIIT reserves the right to change any or all the regulations from time to time. Changes that affect students will be communicated to the students through the Student's Notice Board at the NIIT Education Centres (for a minimum of 1 month) and/or on www.niitstudent.com portal. It is the responsibility of students to educate themselves about the changes communicated.

7.2 In its endeavor to offer the latest curriculum to students, NIIT keeps pace with emerging technologies and changing requirements of industry, and updates its program contents from time to time. Such Curriculum changes are communicated to students periodically. In the event of the student opting to shift to the latest curriculum / or where it is mandatory to do so, the student would be required to pay the migration fee as is applicable.

8. Student Feedback and Grievance Redressal

8.1 NIIT actively seeks, appreciates and acts upon feedback from students about its services. Students' feedback on the conduct and coverage of modules is sought by holding formal feedback sessions during the course of the program. Students are encouraged to register their feedback at the www.niitstudent.com portal.

8.2 A Customer Grievance Redressal System exists at all NIIT education centers, and students can post their request/grievance online at www.niitstudent.com portal.

8.3 Students can approach any NIIT centre staff member for assistance and guidance. If necessary, the student may contact the Territory Head or Regional Head of NIIT operations in that area.

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

9. Services applicable within SOL and Time Norms

Services	Time Norm
Education Delivery	Within SOL
Student Appraisal	As part of Education Delivery and within SOL
Supplementary Exam	Supplementary request to be submitted with 7 days post module/course test and take exam not later than 1 month of Program Completion & within SOL
Mid-Semester Break	Not permitted
End-Semester Break	up to a maximum of 3 months & within SOL
Professional Practice	Is part of Education Delivery. For undergraduates not later than 3 months from the date of Graduation &within SOL
Placement Assistance	During the last semester of the program. For Undergraduates, not later than 3 months from the date of Graduation & within SOL

10. Fees and Other Details

10.1   The schedule of fees payable by a student is available in the Payment Plan. The due dates for the installment are confirmed for the programs. Payment plan is available to the student at www.niitstudent.com portal.

10.2   All fees are payable at the education center where the course/semester is being delivered.

10.3   Students will have to pay the Admission Status Change Fee for any change in program status e.g. change of program (upgrade/downgrade), change of batch. This fee is payable for each change during the program duration.

10.4   Students are required to pay the Transfer Fee if the change of batch (transfer) desired is to another centre. This is in addition to the Admission Status Change Fee.

10.5   Students who upgrade their program are required to pay Upgrade Fee for each semester upgraded beyond the current program. This is in addition to the Admission Status Change Fee.

10.6   In case of a dishonor of cheque, a Cheque Bounce Fine would have to be paid by the student. In addition to this, all rules applicable to a fee defaulter would apply and the student will have to remit the due fee in cash.

10.7   In case of a Curriculum Change, a student who wishes to changeover to the new curriculum may have to pay a Migration Fee per semester (if applicable)

10.8   The following table gives the details of the fees payable for various services.

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

Re-instatement Fee	Rs. 500
Migration fee	As applicable
Physical Certificate fees *(for programs where e-certificate is applicable)*	Rs. 500

** Additionally Service Taxes as applicable

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

11. Electives

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

11.1   The methodology for delivering these elective courses could be different from that of the normal semesters

11.2   In order to do the elective course the student might be assigned a different batch from that of the normal semester batch.

11.3   The selection of the Elective courses should begin at the appropriate and prescribed time as indicated in the semester milestone

11.4   The Elective courses and its contents may vary from time to time. Electives may be changed/altered/removed and substituted by new elective courses as per changing technology and industry requirements and at the sole discretion of NIIT.

11.5   Electives will have an appraisal and there will be a weight age attached to the same towards semester completion.

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

12. Anti Ragging Measures

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

13. Norms and services for programs under CCC Curriculum

13.1   Terms and Conditions for NetBook/Laptop/Tablet:

13.1.1   Netbook/Laptop/Tablet is an integral part of the program and should be used only for learning and self-education purposes.

13.1.2   Since the digital courseware shall be downloaded in the Netbook/Laptop/Tablet, Student shall be responsible for security and upkeep including the hardware and software installed in the Netbook/Laptop/Tablet.

13.1.3   In an event of malfunctioning of the netbook/Laptop/Tablet, student may contact nearest service centre of the manufacturer for support.

13.1.4   The netbook/Laptop can only have the genuine Operating System(Microsoft Windows 7 Starter Edition or later version of Microsoft desktop OS) , software having being duly licensed by the respective vendor and updated with all the security patches & updates, service packs, Hotfixes and OS updates released by Microsoft from time to time.

13.1.5   In case the Netbook (procured from NIIT) is lost, stolen or damaged beyond repairs, student shall be obliged to procure another netbook from NIIT by making payment of the then price of the netbook and also a sum of Rs 1000 as handling charge. It is made clear that delay, if any, in procurement of the netbook shall adversely affect the education delivery i.e. the services to be provided to the student and NIIT shall not be responsible on account of the same.

13.1.6   The Laptop/Netbook/Tablet will need to be inducted into NIIT system before the commencement of the batch for the program, registered.

13.1.7   The Laptop/Netbook/Tablet should have a licensed Antivirus installed and updated with the latest updates. In the absence of these updates, the academic learning software (Cloud Courseware system) and digital courseware may face technical issues and NIIT is not responsible for the same.

13.1.8   In an event the registered Laptop/Netbook/Tablet is changed due to natural malfunctioning or technology obsolescence, NIIT provides a one-time facility to register another new device.

13.1.20 Internet connectivity is required for smooth academic learning experience of the enrolled course and the student should subscribe / use the existing internet access in personal capacity, for this purpose. NIIT is not responsible for any inadequacies in the academic learning experience due to non-availability/non- functioning of internet connectivity by the service provider.

13.2   Digital Courseware and academic software usage by students

Digital Courseware is an IPR owned by NIIT Ltd. Additionally, the academic software provided by NIIT is an IPR owned by respective vendors / software service providers

13.2.1 Digital courseware is issued to the student on www.niitstudent.com and is personalized with the student-id, registration number and other details as deemed appropriate. The student will download the digital courseware as and when prompted for or indicated by the CCS software on the registered device used for academic learning purpose.

13.2.2 Each digital courseware has been allotted to the student for personal use for the course / program registered at NIIT education centre. This digital courseware / academic software will not be shared / sold / leased/given access to any other unauthorized person.

13.2.4 Software provided by NIIT Centre / NIIT Ltd. like Cloud Courseware software, digital courseware, learning software etc. is only for Education Purposes and cannot be used for any commercial purposes

13.2.5 The netbook reading software 'CCS' is not to be uninstalled / deleted / altered.

13.2.6 Student shall not:

- decompile, reverse engineer, or otherwise attempt to derive the source code of provided academic softwares or any underlying algorithms, user interface techniques, or other ideas embodied in Software; or

- tamper with, or attempt to circumvent or disable, any License Key (this includes, for example, resetting the CPU time in order to extend the License Term or using a false host ID number or additional virtualized copy(ies) of the host ID number to enable unauthorized copies of a License Key); or

- Distribute any copy of Software (or Documentation)

13.3   Additional norms for programs offering cloud services

13.3.1 Since the courseware format of the program is Digital, transfer to a batch (within centre/inter centre) using physical courseware format will not be permitted.

13.3.2 Apart from CR and MR training, student is advised to get benefitted from the additional services over cloud as detailed in section 13.5

13.4   Following terms and conditions are also applicable for students registered for GNIIT/GNIIT Series under CCC

13.4.1 Admission to the program is based on the Class X / XII scores as per the admission criterion.

13.4.2 Eligibility for fresh admission is determined by an Online English test. The result of the English test will determine whether the candidate is eligible to join GNIIT or GNIIT with or without additional English program. The result of the English test will be RED/AMBER/GREEN Band. In case applicant secures

Amber band, S/he shall have to undergo English program to enable himself/herself for GNIIT program.

13.4.3 Student shall have to successfully complete the English program before commencement of second semester.

13.4.4 Student shall have to undergo a Pre-course Profiler Assessment prior to the start of Semester 1 of the program, else will not be able to access services on the student portal – www.niitstudent.com portal.

13.4.5 Student shall not be entitled to the option of Accelerated delivery in the program

13.4.6 As a matter of general rule, use of the mobile phone inside the classroom or machine room is totally prohibited. However to enable the student to be benefitted from the SLT, the same is permitted for the limited purpose of using the same in connection with SLT. Student is permitted to use only the mobile phone which is registered with NIIT and that too for sending his/her queries to remote online faculty for his programs using SLT via projection mode.

13.5   Deliverables over Cloud

The following services will be offered to the students under the Collaborative Learning Management System

- **Knowledge Bytes** – It contains additional technical knowledge related to the respective module/course student is learning in a relevant semester.
- **Review Test/Cycle Test** - It is chapter wise review test/concept test which is meant to test students's own understanding level of the modules learnt during a relevant semester.
- **Post** – It is a discussion forum which enables student/faculty to participate in a technology discussion
- **CLAB** – It is a virtual lab which enables students to carry out practical learning related to a relevant semester even when he is physically away from the centre.
- **NIITiM Chat** – It is a chat engine meant for valid NIIT students which helps them to connect with their peers for 1:1 or group chat. In respect of their learning . Students can also connect up their faculty or the expert faculty on a given subject/topic using technology chatrooms.

STUDENT OBLIGATIONS

1.0 Curriculum

1.1 Programs offered under the FUTURZ curriculum are normally intended for those who seek to develop or enhance their careers/skills through Information Technology.

1.2 Details of contents of programs and associated obligations of the NIIT centre are available through the "What NIIT Gives You" document, which is available on the portal www.niitstudent.com portal.

1.3 In its endeavor to offer the latest curriculum to students, NIIT keeps pace with emerging technologies and changing requirements of industry, and updates its program contents from time to time. Curriculum changes are put up on the Student Notice Board and/or www.niitstudent.com for a period of 1 month.

1.4 Select programs are available at select centres / cities.

2.0 Admission

2.1 Admission to programs offered by the NIIT centre is governed by specified eligibility criteria and selection norms, whose details are available with the Front Office. The student is expected to participate in the selection/eligibility-assessment process, in order to ensure appropriate enrolment and ease of future learning. One step in the selection process is for the student to complete the "Application for Enrolment" document. Fulfillment of minimum eligibility criteria is necessary but not sufficient for admission.

2.2 Some programs assume that the student has completed some academic prerequisites. While the NIIT center will inform the candidate of these prerequisites and help to assess the student, ultimately it is the student who needs to be sure that he possesses the prior knowledge required for admission into a program.

2.3 Admission to a Program is not transferable to any other individual.

2.4 Enrolment Agreement: The "Admission Form" is the Enrolment Agreement (hereinafter referred to as the Agreement) between the applicant and the NIIT Centre. This Agreement constitutes and expresses the entire agreement and understanding between the NIIT Centre and the student in reference to all mailers herein referred to, all previous discussions, promises, representations, and understandings relative thereto, if any, had between the parties hereto, being herein merged. All student services are being provided by the NIIT centre. Certain common services are being provided by NIIT Limited for the benefit of all the NIIT Centres and their students. However, such service does not create any privity of contract between NIIT limited and the students.

2.5 Before completing the enrolment process, students are required to go through and understand the contents of the program, NIIT's obligations as stated in the "What NIIT Gives You" document, and the Student's Obligations as stated in this document. A student who has registered for a program is assumed to have understood these documents.

2.6 **Facility to book a seat prior to admission:** A student may book a seat in a particular batch by paying the applicable non-refundable Booking Fee. This seat will be reserved for the student till 30 days from the date of booking (or till the specified Booking Expiry date) or 48 hours before the scheduled start of the batch (whichever is earlier), and the student must have completed his/her admission process by then. Note that the fees prevailing at the time when the admission process is completed will be the fees due from the student, notwithstanding any booking done earlier.

2.7 Validity of Admission: Normal expiry of admission occurs upon the completion of the student's program, with the certificate having been awarded. Cancellation of admission can take place for disciplinary reasons, as explained in item 7 below. Unless normally expired or cancelled, a student's admission to a program remains valid till the expiry of a period known as the Statute of Limitation. Typically, for Career programs, this period is one-and-a-half times the normal program duration.

2.8 The NIIT center will not be able to provide any services to the student beyond the period of validity (SOL) of the admission. To clarify further, no obligation of the NIIT center shall survive beyond the period of validity.

2.9 In exceptional situations, a student may request for a downgrade of his/her program to a lower program than the originally registered one. This downgraded program cannot be lower than the highest semester already commenced by the student. Students are required to apply to the Center Head for downgrade, with reasons. Such a request, if permitted, will result in downgrade of the program on payment of applicable admission status change fee.

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

3.0 Fees

3.1 A student registering for a program at an NIIT centre has to pay the applicable elements of the following fee components prior to admission: Registration Fee, Admission Fee, Tuition Fee and Courseware Fee.

3.2 The Total Fee is applicable for the Program and domain registered for and is subject to change in case the student wishes to pursue a different domain at the end of semester 2 for programs under CCC, as may be applicable for the enrolled program.

3.3 For some programs, the entire amount of Tuition and/or Courseware fees is not collected prior to admission. For such programs where the deferred payment facility is available, the student is provided a payment plan for

payment of balance Tuition and Courseware Fee. The student is required to make these payments as per the plan. This payment plan may be revised if the student changes batch or alters the pace of the program.

3.4 Deferred-payment fee installments are due on the **1st** of the month. A grace period is granted up to the **7th** day (next working day in case **7th** is a holiday) of the month to pay the fee due.. No late fee is charged during the grace period.

Students who fail to pay their fees by the **7th** of the month are charged a late fee of Rs.100/- up to the **10th** of the month (next working day if **10th** is a holiday). A student whose fee payments are not up-to-date on the **10th** of a month will be termed a Fee Defaulter and automatically struck off the rolls. Such a student will not be allowed to avail of any further services.

3.5 All fees are payable by cash/local cheque/demand drafts. Outstation cheques are not accepted. Credit Cards may be accepted at select centers.

4.0 Methodology:

4.1 Unless otherwise stated, the medium of Instruction for all programs is English. Select programs may be available in regional languages.

4.2 Each session of instructions/practice is normally of one hour 50 minutes duration, unless otherwise specified.

4.3 The student's continuing and participative interest in the education and allied processes is integral to fulfilling the deliverables of the program satisfactorily.

4.4 Students are expected to maintain 100% attendance for all sessions scheduled for the batch in order to get the full benefit of the program.

4.5 Student Parents/guardian may be informed in case of irregularity of attendance. If there is a continuous absence for nine sessions or more, the student will be termed as Dropout.

5.0 Program Material

5.1 NIIT centers provide NIIT's proprietary programs material to students in original, sealed packs. Normally, students do not require to consult any other text or reference book beyond this specially-designed courseware. Courseware could be in the form of books, CDs or access to websites. Courseware once issued is not returnable / replaceable. In case of physical courseware, students should check the courseware at the time of receiving it. Courseware will be issued to the students at the time of paying courseware fees.

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

6.0 Identity Card

6.1 Each student is issued an Identity Card by the center, which is valid only at that center. In case a student takes a transfer to another centre, the student needs to collect a new ID card at the destination centre.

6.2 An Identity card is valid only if it contains the student's name, batch code, registration number, SOL expiry date, program, and a recent photograph, and is stamped and signed by an authorized NIIT center official.

6.3 Normally, entry to an NIIT center or receipt of material will require production of the Identify Card. Students need to produce the Identity card on demand by personnel authorized by NIIT centre.

6.4 In case of loss of Identity Card, the student may request for a duplicate Identity Card, subject to the approval of the Centre Head, and on payment of the "Duplicate Document" fees.

7.0 Cancellation of Admission

7.1 It is expected of students to adhere to the norms of discipline and decorum within the premises, or at the Professional Practice (PP) site. Non-adherence to these norms may lead to admission being cancelled and may further result in being barred from attending any program at any of the NIIT Education centers or continuing PP elsewhere.

7.2 Failure to display continuing and participative interest in education and allied services by the student, may also lead to cancellation of admission.

8.0 Refunds

8.1 Application fee and admission fee are non-refundable

8.2 Refunds of tuition fees are possible in full if the student wishes to withdraw from a program registered, at least 2 days prior to the scheduled start date of the program. The courseware fees (including IOK) will be refunded only if the courseware is returned unopened and undamaged. In case of Digital courseware/netbook , there is no refund of the courseware/netbook fee if it has been already issued to a student.

8.3 Refunds arising out of requests in 8.2 above will be refunded to the student within 7 days of the request

8.4 Other than pre-course-commencement, students may also be entitled to refunds through downgrade (see 2.9 above). The courseware fee (including IOK) is refundable only for the uncommenced semesters and if the courseware is returned without being damaged or opened. In case of Digital courseware , there is no refund of the courseware fee if it has been already issued to a student. If any approved downgrade request results in refund of fees, such fee will be refunded to the student within 1 month of the approval

8.5 No other fee is refundable

8.6 All Refunds will be done at the Center.

9.0 Communication

9.1 Any relevant changes will be communicated to the students by the faculty, the Students' Notice Board at the NIIT Education centre and/or www.niitstudent.com. The student must ensure that S/he consults these media for news and updates regularly**.**

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

10.0   General

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

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

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

Glossary:

CCC	Cloud Centric Curriculum
CGRS	Customer Grievance Redressal System
CR	Class room
CWAP	Cumulative Weighted Average Performance
ILT	Instructor Led Training
IOS	Industry Orientation Session
ISAS	Information Search and Analysis Skills
MR	Machine room
MT	Module Test
PP	Professional Practice
PPR	Program Performance Report
SHB	Student Handbook
SOL	Statute of Limitation
SPR	Semester Performance Report
SWAP	Semester Weighted Average Performance
WBT	Web Based Training
WNGY	What NIIT Gives You
CCS	Cloud Courseware System
IPR	Intellectual property rights
SLT	Synchronous Learning Technology