Academic Bye - Laws
(UNDER GRADUATE PROGRAMME)

(Approved in the 33rd Meeting of Academic Council held on 4th December, 2021)

अष्टदाँ प्रान्तभूमिः प्रज्ञा

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY
Deemed to be University u/s 3 of the UGC Act, 1956
Under the Ministry of Education, Govt. of India
Nirjuli - 791 109, Arunachal Pradesh

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NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY

NERIST

अष्टदाँ प्रान्तभूमिः प्रज्ञा

CONTENT

About The Institute

North Eastern Regional Institute of Science and Technology (NERIST) is a unique Institute of its kind in the Country. It was established in 1983 by Govt. of India and its foundation stone was laid by former President Late Giani Zail Singh on 4th March, 1984. It is located in a picturesque valley at the foothills of the Eastern Himalayas and is situated at Nirjuli in the Papum Pare district of Arunachal Pradesh on National Highway 415 and is about 390 km away from Guwahati and 10 km from Banderdewa, the entry Gate to the Capital complex, Itanagar, Arunachal Pradesh. The Capital town, Itanagar is about 20 km away from the Institute. The Institute is fully residential, and is spread over 500 acres of land.

In the 1st Meeting of NERIST Society held on July 19, 1983, the "Project Report for NERIST" was accepted and subsequently, the Institute was set up initially as a project[1] of the North Eastern Council, Shillong to provide a system of education to create technical manpower at various levels for the development of the North Eastern Region of the Country. Its approach was to encourage a policy for vocational training at the +2 level and to allow only motivated students to go for the Degree level while others go out of the Institute to serve the people.

The Institute is autonomous, fully funded and controlled by the Ministry of Education (MoE), New Delhi. The Institute was notified[2] as Deemed to be University on 31st May, 2005 under section 3 of the UGC Act, 1956. The Institute is governed by a Board of Management (BoM) that comprises of the representatives of the MoE, Govt. of India, the 8 (eight) beneficiary North Eastern States and eminent educationists.

The alumni of the Institute not only occupy important positions in the North Eastern region, but a number of them are working in premier industries and institutions of the country and abroad.

For more information, please visit to the website **http://nerist.ac.in** and or contact at the following telephone / fax number(s):

Director	:	(0360) 2257584/2258534, Email: director@nerist.ac.in
Registrar	:	(0360) 2257446 (Tel.)/ 2257470 (Fax), Email: registrar@nerist.ac.in
EPBX	:	(0360) 2257401 – 2257410 (10 lines)
FAX	:	(0360) 225833.

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(1)   *F.25-1/81-T.5, G.O.I, Min. of Education, New Delhi, 12th Sept, 1985*
(2)   *F.9-15/2002-U.3, Govt. of India, Min. of Human Resource Development (now Ministry of Education) dated 31st May, 2005, Department of Secondary & Higher Education, Shastri Bhavan, New Delhi*

The Institute Logo

The Institute's emblem was adopted by the NERIST Society [3]. The original idea of this emblem was derived from Lotus and Sun by Shri Rajesh Thiam, former student of this Institute from Manipur and developed into an artistic symbol by Shri Vijay T. Choudhari, New Delhi.

Lotus, the symbol of pristine purity of the Vedas and that of peace in Buddha's teachings, is symbolically shown to hold the mighty source of life, enlightenment and energy at its core. The eight North Eastern States are seen knotted together to form a 'mechanical' worm, depicting the achievement of a golden confluence of technology with the faculties of higher learning and enlightenment.

The motto depicted in the Logo

Means: **The Confluence, the Region of Eight States**

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(3)   Held on14th October, 1988

1.1 Establishment of Departments of teaching
[U/s 26 (a) of NERIST MoA, 2005]

1.1.1 The following Departments of teaching have been established in the Institute:

(1) Department of Agricultural Engineering

(2) Department of Civil Engineering

(3) Department of Computer Science and Engineering

(4) Department of Electronics and Communication Engineering

(5) Department of Electrical Engineering

(6) Department of Mechanical Engineering

(7) Department of Forestry

(8) Department of Chemistry

(9) Department of Mathematics

(10) Department of Physics

(11) Department of Humanities and Social Sciences

1.1.2 Any other Department/Centre may be established by the Institute to meet its aims and objectives as per the MoA.

1.1.3 Each Department may run Under Graduate, Post Graduate and Ph.D. programmes, in its respective area(s) as approved by the Academic Council from time to time.

1.1.4 Each Department shall be placed under the charge of Head of the Department.

1.1.5 The medium of instruction in the Institute shall be English.

1.2 Halls of Residence
[U/s 26 (a) of NERIST MoA, 2005]

The Institute is envisaged to be fully residential. The following hostels have been established and maintained by the Institute for providing accommodation to the bonafide students. Every student is required to reside in the hostel unless otherwise permitted to reside outside. Hostel Rules are given in Appendix-A.

Hostel Capacity

1.	Tirap	-	124
2.	Pare	-	124
3.	Dibang	-	124
4.	Panyor	-	124
5.	Kameng (Double Storied)	-	254
6.	Lohit (Double Storied)	-	260
7.	Siang (For Girls) (Double Storied)	-	260
8.	Kurung - Paniu (PG Boys) (Double Storied) (For Post Graduate Students & Research Scholars)	-	250
9.	Subansiri (PG Girls) (Triple Storied)	-	250
10.	Brahmaputra (Double Storied)	-	416
	Total Capacity	-	**2186**

1.3 Establishment of Special Centers [U/s 26 (a) of NERIST MoA, 2005]

1.3.1 The following Centres of studies have been established in the Institute:

1. Centre for Appropriate Technology & Rural Development
2. Centre for Management Studies

1.3.2 The Institute may establish any other Centre to meet its aims and objectives as per the MoA.

1.3.3 Each Centre shall be placed under the charge of the Head of the Centre.

1.4 Admission and Enrolment of Students to the Institute [U/s 26 (b) of NERIST MoA, 2005]

1.4.1 Without prejudice to the provisions of Memorandum of Association and rules of the Institute, no student shall be eligible for admission to any undergraduate course of study under this Institute unless s/he has passed the qualifying examination or examinations of Board or University as prescribed by this Institute.

1.4.2 The Institute shall admit eligible candidates to its various programmes of study viz, Under Graduate Programmes (Certificate, Diploma and Degree Modules), Post Graduate Programmes and Ph.D Programmes through Entrance examinations/tests and or interviews conducted by the Institute.

1.4.3 The conduct of entrance test and declaration of result for admission to various Undergraduate Modules in accordance with the rules of Institute shall be entrusted to NERIST Entrance Examination Committee (NEE Committee). The composition and functions of NEE Committee shall be governed by NEE rules (**Appendix-B**). These rules may be modified on approval of Academic Council / Board of Management.

1.4.4 The distribution of seats for the established undergraduate courses of study in Engineering / Technology & Forestry shall be made as per the reservation policy of respective North-Eastern States and All-India reservation quota applicable to SC/ST/OBC/General/ Handicapped categories/EWS, as given in Academic Regulations of the Institute (**Appendix C**).

The reservation criteria for admission to other programmes would be laid down by Academic Council/Board of Management as and when required.

1.4.5 Notwithstanding anything aforesaid, the admission of a candidate shall be subject to

i. Submission of a migration/school leaving certificate from the concerned Board or University.

ii. Good conduct certificate from the Principal of School/College last studied, and ;

iii. Medical fitness certificate.

1.5 Courses of Study and award of Degrees, Diplomas and Certificates [U/s 26 (c) and (d) of NERIST MoA, 2005]

The Courses of study are offered under two streams:

(i) Engineering /Technology Stream and

(ii) Applied Science stream.

The AICTE approved [4] courses of study which may lead to the award of the Certificate, Diploma, B. Sc/M. Sc/B.Tech/M. Tech/MBA Degrees in accordance with the provisions of rules and regulations of the Institute are as hereunder:

1.5.1 Certificate

(i) Agricultural Engineering

(ii) Civil Engineering

(iii) Electrical Engineering

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(4)   *1st AICTE approval was given vide no. F.29-1/8 III/RC-CHK/93, dated 20.6.1994 and last approval was given vide no. F. No. Eastern /1-43664974567/2024/EoA Date: 23-Mar-2024.*

(iv) Electronics and Communication Engineering

(v) Mechanical Engineering

1.5.2 Diploma

(i) Agricultural Engineering (AE)

(ii) Civil Engineering (CE)

(iii) Electronics and Communication Engineering (ECE)

(iv) Electrical Engineering (EE)

(v) Mechanical Engineering (ME)

1.5.3 Bachelor of Technology (B. Tech)

(i) Agricultural Engineering (AE)

(ii) Civil Engineering (CE)

(iii) Computer Science and Engineering (CSE)

(iv) Electronics and Communication Engineering (ECE)

(v) Electrical Engineering (EE)

(vi) Mechanical Engineering (ME)

1.5.4 Bachelor of Science [B.Sc (Hon.)]

(i) Forestry (FO)

1.6 Fees for Admission to the Courses of Study, Examination of Degrees, Diplomas and Certificates
[U/s 26 (e) of NERIST MoA, 2005]

(i) The fee structure shall be as approved by the Academic Council and BoM of the Institute and shall be notified from time to time.

(ii) The fee structure will be increased every alternate year by 10% [5] and any new fee may be charged as decided by Institute authority from time to time. The latest fee structure has been revised during 2022[6].

(iii) The fee shall be deposited by the students on the day of Registration as per notification issued by the Institute.

(iv) The fees shall be paid through Online Mode.

(5) *2nd Academic Council Meeting held on 29th April, 2007.*
(6) *35th Academic Council Meeting held on 5th November, 2022.*

(v) If a student does not register for admission on the specified/notified date and time, s/he shall be charged a fine as decided by the competent authority of the Institute from time to time, for late registration on two specified dates.

(vi) The Director or on his behalf any other officer to whom power has been delegated, may on the recommendation of Dean (Academic) waive the late fine on genuine grounds.

(vii) After completion of a course of study or withdrawal from the Institute, security deposits or caution money shall be refunded to a student subject to submission of application in prescribed format by the student, after deduction of all dues, fines and other claims against him.

(vii) If a student does not claim the refund of Security deposit/Caution money within one year (reckoning with date of result/withdrawal) of passing or withdrawing from the Institute, the money will be treated as donated to the Institute.

(ix) An employee of the Institute who is admitted to a course of study in the Institute shall be required to deposit all the fees except hostel mess advance. However, if an employee joins the mess, s/he shall pay the entire hostel and mess dues.

1.7 Institution and Prescription of the conditions for the Award of Fellowships, scholarships, Studentships, Medals and Prizes
[U/s 6 (f) of NERIST MoA, 2005]

The institute has instituted award of Gold Medals to it's passed out UG students as per Clause 2.16.

The Institute has the provisions for awarding Medals and distributing Prizes/Certificates to outstanding Sports persons, Artists etc., and NCC-cadets through Gymkhana and NCC Unit of the Institute respectively.

1.8 Controller of Examinations (CoE)

(i) The Controller of Examinations shall be a whole-time salaried officer of the Institute and shall be appointed by the Board of Management on recommendation of a selection committee. S/he shall exercise his powers and duties under the immediate directions of the Director.

(ii) The Controller of Examinations shall receive salary in such scale of pay as may be prescribed or revised from time to time. **S/he shall be of Professor Grade with at least 02 years of experience in academic administration.** The Controller of

Examinations shall retire on attainment of 65 years of age, which may be extended to a maximum of six months only in case s/he is due to retire in the currency of semester or his substitute has not joined. (However, in the absence of a regular CoE, the Director may entrust the responsibilities of CoE among senior faculty members of the Institute).

1.9 Appointment of Question paper setters, Examiners, Conduct of Examination, Approval & Publication of Results
[U/s 26 (g) of NERIST MoA, 2005]

1.9.1 The Course Coordinators, as per Clause 2.5.3.1) act as the Question Paper-setters and Examiners. Other faculty members involved in handling the course are also associated with the evaluation process.

1.9.2 The question paper for the End-Semester Examination will be set by the Course Coordinator. The End-Semester Examination question papers shall be moderated by the Question-paper Moderation Board (QMB) of the concerned Department.

The required number of Question papers after moderation shall be submitted by the Course Coordinators to Controller of Examinations in strictly confidential sealed envelopes within a specified date.

1.9.3 **Question-Paper Moderation Board (QMB) shall comprise of -**

(i)	Head of the Department	Chairperson
(ii)	One Internal Subject expert	Member
(iii)	One External Subject expert	Member
(iv)	Course Coordinator	Member

Functions of the Question Paper Moderation Board

The Board shall ensure that the question paper has been set strictly in accordance with the syllabus and as per the Academic Regulations of the Institute. The Board may,

(i) Delete question(s) set from outside the syllabus and make necessary corrections and substitutions, if required.

(ii) Remove ambiguity in the language of a question, if any.

(iii) Moderate some or all questions giving ample opportunity to candidates with average and exceptional capabilities.

(iv) Ensure proper distribution of marks to each question or part(s) thereof, duration, modify the questions and correct errors, in this regard.

(v) The decision of the QMB will be final and binding on the question setter.

1.9.4   Ordinarily Course Coordinator, who is the Paper-setter, shall act as an Examiner. In case, the Course Coordinator is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner by the HoD. The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Mid-Semester Examination, tests/quizzes/assignments etc. and End Semester Examination in the format for the breakup of marks provided for the purpose. S/he shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected.

The breakup of Marks and Grade-sheet duly signed by the Course Coordinator and Head of the concerned Department/Centre shall be sent to the Controller of Examinations within the stipulated date in strict confidence.

1.9.5   All examinations of the Institute shall be conducted in accordance with the Academic Regulations framed for the purpose and modified from time to time by the Institute Authority.

1.9.6   Subject to the Rules and Regulations framed and approved by Academic Council and Board of Management, the Controller of Examinations shall be responsible for all arrangements for the smooth conduct of examinations and all matters connected therewith.

1.9.7   The Centre Superintendent of an examination centre shall have the disciplinary control over the candidates appearing in the examination at the centre. S/he shall have the power to expel and refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s). Any such action taken shall be immediately reported to the Controller of Examinations. The Controller of Examinations shall place all such cases of malpractice and indiscipline in the examination to the Examination Board of the Institute (EBI).

1.9.7.1 Composition of EBI

(i)	Dean (Academic)	Chairperson
(ii)	All Heads of the Department or their nominees	Member
(iii)	Controller of Examinations	Member-Secretary

Centre Superintendent/Invigilators or any other official may be invited to the meeting of the Board, on the approval of Chairperson (EBI).

1.9.7.2 Functions of EBI

(i)   To award punishment for malpractices during the examination.

(ii)   To recommend the cases of gross indiscipline and misbehavior during the examination to the Institute's Disciplinary Committee.

(iii)   To suggest measures for improvement in discipline/conducting examination.

(iv)   To consider request(s) for showing of End-Semester or Supplementary examination answer scripts of aggrieved students.

(v)   To show the evaluated answer scripts to the students in the presence of the Course Coordinator and make necessary changes, if any, in marks, grades and examination result.

1.9.7.3 Powers of EBI

The EBI shall be empowered to

(i)   award 'FA' grade for malpractices and 'M' grade on valid ground(s).

(ii)   recommend to the Director for the award of upto three black dots as per the Institute norms for an act of indiscipline in the examination or misbehavior with an invigilator/official engaged in the examination.

(iii)   recommend issue of warning to a student for improvement in his/her behaviour.

(iv)   arrange scrutiny for marking of unchecked questions or part(s) thereof and totaling of marks in an answer script.

1.9.8   On approval of the Director, the Controller of Examinations shall notify the name(s) of Centre Superintendents for different days and time of the examination who shall be responsible for overall discipline and smooth conduct of examination.

1.9.9   The Controller of Examinations may engage other staff required to conduct the examinations. He shall arrange the handing over of Examination Answer-script in sealed envelopes to Examiners/Evaluators immediately after the examination.

1.9.10   If a **candidate falls sick** or is suffering from a contagious disease and wishes to appear at the Examination on notified date and time, special arrangements may be made by the Controller of Examinations at the request of the candidate subject to the production of evidence in support of such illness, duly certified by Medical officer in-charge of the Institute/other recognized Hospitals in the Capital Complex of Arunachal Pradesh, and countersigned by the MO, NHU, provided that for such special arrangements, the candidate shall pay additional fee per paper fixed by the Institute from time to time.

1.9.11   The End-Semester with practical examination shall be jointly conducted by the Course-Coordinators, one external and one internal examiner. In case, the external examiner is not available, another internal examiner will be added to the committee to conduct the practical examination(s).

1.9.12 The evaluation of dissertation/field report, viva-voce examination in subjects where applicable, shall be conducted as per provisions in the Academic Regulations of the Institute.

1.9.13 The Centre Superintendent, Question Paper Setters, Invigilators, Examiners/Evaluators, Tabulators and Assistants shall be paid honorarium as decided by the Institute from time to time, for the End Semester/Supplementary/"I" grade/Practical examinations and project evaluation as may be applicable.

The internal and external examiners shall be paid honorarium and allowances as applicable.

A person shall not accept any of the above examination related works of a question paper in which his/her relative is appearing. An invigilator will not perform invigilation duty in the room/hall/laboratory etc. where his/her relative is writing the examination.

1.9.14 Notwithstanding anything contrary to the provisions contained herein above, the Director shall have the power to order such actions, as s/he may consider necessary in order to ensure fair and smooth conduct of the Institute examinations.

1.9.15 The Grades/Marks from the Grade-sheet/Marks-list shall be tabulated by Tabulators appointed for the purpose. They shall be primarily responsible for correct entries in the tabulation sheets of Grades/Marks and calculation of Grade Point Average (GPA/CGPA) in accordance with the Academic Regulations of the Institute. They shall be assisted by Assistants in tabulation work and preparation of Result.

1.9.16 The Result prepared by the Tabulators and Controller of Examinations shall be presented to the Result Moderation Board (RMB) of the Institute. The RMB of each Department shall comprise of:

(i)	Director	Chairman
(ii)	Dean (Academic)	Member
(iii)	All Heads of the Department	Member
(iv)	Registrar	Member
(v)	Controller of Examinations	Member Secretary

(At least four members shall constitute the Board)

1.9.17 **Power & Functions of the Result Moderation Board (RMB)**
(i) The Result Moderation Board may moderate the result of a student submitted by the Controller of Examinations.

(ii) The RMB may award a maximum grace mark of 3 in a semester to a student for passing the subject or improving the semester grade in a way that benefits the highest possible credits.

SL No.	L	T	P	Credit	Theory Marks		Practice Marks	
					Total	Passing	Total	Passing
1	2	0	2	3	67	23.45	33	11.55
2	2	0	4	4	50	17.5	50	17.5
3	3	0	2	4	75	26.25	25	8.75
4	4	0	2	5	80	28	20	7.0
5	3	1	2	5	80	28	20	7.0
6	2	0	6	5	40	14	60	21
7	1	0	4	3			100	35
8	*All theory courses				100	35	—	—
9	*All Practice courses				—	—	100	35

1.9.18   On the approval of the Director, the moderated result shall be published by the Controller of Examinations on a specified date in the Academic Calendar.

1.9.19   Notwithstanding anything above, the Director may quash the result of a candidate, if ~
   (i)   S/he has used unfair means in the examination.
   (ii)   a mistake is found in the result of the candidate.
   (iii) S/he has willfully suppressed any important information pertaining to his/her admission in the Institute.

1.9.20   In view of the provision at 1.9.7.2 (iv) and (v), no evaluated answer script of the end semester examination shall be given out on RTI request.

1.9.21   All evaluated answer script of the end semester examination will be destroyed/disposed off after six months from the date of publication of the result.

1.10   Academic Calendar

The curricular and extra-curricular activities during a semester are planned in advance and are listed in the Academic Calendar. This Calendar provides details of the dates of registration, teaching schedule, examinations, declaration of results, holidays, breaks, vacation etc., and all concerned must adhere to the specified dates in the calendar for each activity.

1.11.   Student's feedback

Student's feedback will be taken by the Heads of all Departments, course wise and teacher wise, from each semester for helping improvement in the teaching learning process.

Academic Regulation for under Graduate Programmes

Academic Regulation for Under Graduate Programmes of NERIST

2.1   Admission

2.1.1   General

The modular structure of UG curriculum at NERIST consists of two independent modules in Engineering & Technology stream and one independent module in Applied Science as given below:

(a)   Engineering & Technology Stream

(i)   Certificate/Diploma Module

(ii)   Degree Module

b)   Degree Module (Applied Science Stream)

Each module is terminal. A candidate desirous of taking admission to any module must apply in the prescribed application form in the manner as notified for the same. Applications not conforming to the specified format, time and fee (if any) shall be summarily rejected.

2.1.2   Duration of a Module

Under normal circumstances, a student is expected to complete the requirements of a Module in two academic years for Certificate and one additional academic year for Diploma Module. Degree Module of Technology is of four academic years for the vertical entrants after Certificate or new entrants through NEE-II/JEE; and three years after Diploma in Engineering. The period is four years for Degree Module in Forestry after 10 + 2 (PCB). However, academically weak and deficient students, who are unable to pass in the required number of courses in normal duration, may be allowed a maximum of additional one year for Certificate and Diploma Modules and two years for Degree Module excluding the withdrawal period.

2.1.3   Reservation criteria:

Admission through Entrance Examination is discipline-wise, with the following seat allocation.

Open merit	7% for permanent residents of eight North Eastern (NE) states. 3% seats reserved for physically disabled (PD) with loco motor disability (disability being more than 40% and less than 75%).
State quota	10% seats for each of the eight NE States as per the reservation policy of the respective state.

All India Merit	10% with reservation of SC/ST/OBC as per the Government of India reservation policy.
Economically Weaker Section	As per OM F.No. 12-4/2019-U1 dated 17th January, 2019 of Department of Higher Education, MHRD, New Delhi.

A candidate can apply for admission to any Module through one of the above categories only, as per eligibility.

If a student/candidate wishes to withdraw from the Institute immediately after taking admission but before starting of the classes, the entire fee(s) collected from the student, after deduction of the processing fee of Rs.1000.00 (Rupees one thousand) only, shall be refunded by the Institute to the student. The Institute shall also return the School Leaving Certificate and Migration Certificate in original to the student.

2.1.4 Admission to a Module

NERIST Entrance Examinations, known as NEE-I, II & III are held every year in April/May at the notified centers for admission to the Certificate and Degree Modules respectively. Admission notification with intake capacity is published in the newspapers as well as Institute's website (www.nerist.ac.in) in the month of December/January every year.

2.1.4.1 Certificate Module (Technology)

Sanctioned seats : 220

Eligibility : A candidate must have passed Class 10 with Science and Mathematics for Engineering and Technology stream.

Age : Not more than 19 years (24 years in the case of SC/ST and PD; 22 years in the case of OBC and women) as on 1st August in the year of admission.

2.1.4.2 Diploma Module (Technology)

Admission to Diploma Module is through Vertical Mobility only.

A candidate who has cleared all the prescribed courses for the Certificate of NERIST, but has obtained a CGPA less than 6.50 out of 10 is continued in the third year of the Diploma Module in respective discipline, provided there is no disciplinary case pending against him/her.

2.1.4.3 Degree Module (Technology)

(a) Through Vertical Mobility

A candidate who has passed the Certificate of NERIST is eligible for admission to the Degree Module in the respective discipline provided the candidate has obtained a CGPA of 6.50 or more out of 10.00, and there is no disciplinary case pending against him/her and the candidate has cleared the Certificate Module within the specified period.

In addition to seats in the respective disciplines, students can join Computer Science & Engineering as per the provisions of Clause 2.4.2 of the UG regulations.

(b) Through Lateral Entry

Some seats out of the total number of sanctioned seats (discipline-wise) are filled by Lateral Entry through NEE-II/JEE and NEE-III for admission into Degree module. The candidates selected through NEE-III shall be admitted in the second year of the Degree Module. The admission notification is published in the newspapers in the month of December every year. A candidate can apply for admission through Lateral Entry by one of these entrance examinations:

[i] Through JEE

Eligibility : A candidate must have qualified JEE Mains.

Age : Not more than 23 years (28 years in the case of SC/ST/PD; 26 years in the case of OBC & Women) as on 1st August in the year of seeking admission.

[ii] Through NEE-II

Eligibility : A candidate must have passed 10+2 (PCM) or 10+2 (PCMB) or 10+2 Vocational/Base Module from NERIST/SLIET

Age : Not more than 23 years (28 years in the case of SC/ST/PD; 26 years in the case of OBC & Women) as on 1st August in the year of seeking admission.

[iii] Through NEE-III (For admission to 2nd Year of the Degree Module).

Eligibility : A candidate must have passed 3 years' Diploma in the respective or allied disciplines, as detailed in the NEE Information Brochure with 60% marks in aggregate, taking the marks of all the three years together, or NERIST Diploma with CGPA $\geq$ 6.0 out of 10.00.

Age : Not more than 30 years (35 years in the case of SC/ST and PD; 33 years in the case of OBC and women) as on 1st August in the year of seeking admission.

(c) Sponsored Candidates with Diploma for admission to 2nd Year of Degree Module

One seat for each of the eight NE states as per the roster of discipline maintained at the Institute, and one for NERIST technical staff, is reserved for in-service sponsored candidates every year. The sponsored candidates are exempted from appearing in the entrance examination, provided they fulfill the minimum prescribed academic qualification of 60% marks in aggregate.

Age: Not more than 40 years (45 years in the case of SC/ST and PD; 43 years in the case of OBC & Women) as on 1st August in the year of seeking admission.

2.1.4.4 Degree Module (Forestry)

There are 33 seats in the discipline which are filled through an entrance examination [known as NEE-II (PCB/PCMB].

Eligibility : A candidate must have passed 10+2 (PCB/PCMB), or its equivalent.

Age : Not more than 23 years (28 years in the case of SC/ST/PD; 26 years in the case of OBC & Women) as on 1st August in the year of seeking admission.

2.2 Registration

2.2.1 General

All students are required to register themselves for every semester online through ERP and submit the semester registration form in person with the Academic Office on the date of registration as notified in the Academic Calendar of the Institute on or before they start attending classes. If a student is expelled from the institute on disciplinary ground, s/he shall not be permitted to register. No student shall be allowed to attend the classes or given credit for attendance in a Module before the date of valid registration. Under no circumstances, registration will be allowed after the last date of registration. However, a student suspended or withdrawn for a specified period has to pay the semester fees.

2.2.2 Clearance of Dues

The students, except at the time of first entry in NERIST, should obtain "No Dues" Certificate from the following after the last semester examination is declared.

(a) Hostel dues

(b) Library dues

(c) Institute dues

(Laboratories/workshops, Finance, Gymkhana, NCC, NSS etc.)

This should be produced at the time of registration. The Institute dues and current semester's fees should be paid through Online Mode only. Students at the time of first entry to the Institute have to submit the documents in original along with attested copies as mentioned in their admission letters/call letters. All original documents except Migration Certificate, Transfer Certificate & Medical Certificate shall be returned to the concerned student after verification.

2.2.3 Lower and Upper limits for courses registered

(a) A student will be allowed to register for a minimum of 15 credits and a maximum of 28 credits in a semester. However, the lower limit is not applicable to students who do not clear a Module within specified normal duration in any module.

(b) In case the maximum number of credits in a semester is such that it does not permit a student to take any parallel pending course without exceeding the 28 credits limit, s/he may be allowed to take only one parallel pending course in that semester.

(c) In addition to the listed courses of the semester, every student is required to register in ED (Extra-Curricular and Discipline) Course in the last semester of every Module of Technology Stream. **The Grades of ED courses are awarded by the Dean (Students' Affairs) as given in Clause 2.10.1.5.**

2.2.4 Course Advisors

The Course Advisors are appointed by the Department to help the students in the registrations of courses in every semester. All students must consult their Course Advisors and get the course registration sheets signed by them at the time of registration.

2.2.5 Procedure of Registration

(a) Each student is required to do the Course registration online as per the Academic Calendar or the notification issued by Academic Section.

(b) Students are advised to contact the respective Course Advisor for finalizing their courses.

(c) A student is allowed to register for a parallel course if s/he has secured "F", FA or "I" grade in that course and the course is being offered in the current semester subject to Clause 2.2.3 (a) above. Registration in a course with FA grade is subject to the requirement of attendance and availability of slots in the Time Table.

(d) The course registration sheets signed by the student and countersigned by his/her Course Advisor along with fees payment receipts and anti-ragging undertaking must be submitted to the Academic Section by the student himself/herself as per the dates notified in the Academic Calendar.

(e) **In-absentia registration**

In exceptional case, when a student is not able to present himself/herself for registration due to serious illness leading to hospitalization or due to other extraordinary circumstances, the registration may be done *in absentia* by parents/guardians along with proof with the explicit approval of Dean (Acad).

2.2.6 Late Registration

Late Registration under normal circumstances is not permitted. However, under exceptional circumstances, it may be allowed with the permission of Dean (Acad.), as specified in the Academic Calendar on payment of prescribed late fee. No student shall be allowed to register after the expiry of the notified last date of late registration.

2.2.7 Termination of Registration

2.2.7.1 Grounds for termination

The registration of a student in a module may be terminated on any of the following grounds:

a) Misconduct or breach of discipline, on the recommendation of the Institute's Disciplinary Committee and approval by the Director.

b) On having been found to have produced false documents or having made false declaration at the time of seeking admission.

c) On having been found to pursue regular studies and/or correspondence courses in any other college, University or an educational institution.

d) On having been found to be concurrently employed and performing duty or carrying out business.

e) For not registering in a semester without prior permission from the Institute.

f) Continuous unauthorized absence in a semester for more than 25 working days and there being no application from the student for Withdrawal.

g) For registering in a semester without being eligible for registration in that semester.

2.2.7.2 Termination on shortage in earned credits

The registration of a student in a Module shall automatically stand terminated if s/he fails to earn

a) 20 credits at the end of second semester of the first year in Certificate Module in Technology.

b)   25 credits at the end of second semester of the first year, 50 credits at the end of second semester of the second year and 75 credits at the end of second semester of third year in the Degree Module.

c)   In each of the above, earned credits will be calculated after Supplementary Examinations.

 (**Note: -** In case a student is permitted to withdraw from a semester in an academic year, the credits earned shall be counted at the end of the second semester (i.e. Jan – May semester) irrespective of his/her resumption of studies.)

2.3   Withdrawal

2.3.1   Withdrawal from a Semester

In case of serious illness, a student may be permitted by the Dean (Academic) to withdraw from a semester provided:

a)   S/he was duly registered for the semester but was unable to attend classes continuously for a period of more than 25 working days in that semester and had intimated about it to the DR/AR (Academic).

b)   The application for such a Withdrawal in the prescribed form will be submitted to the Dean (Academic) through the Course Coordinator and HoD concerned at least one week before the commencement of the End Semester Examination. Such a student will be allowed to register only in the corresponding semester of next academic year, provided s/he has applied for Withdrawal within the specified normal duration of his/her entry in that Module. Also, a student cannot register in a higher semester, if s/he has withdrawn from a lower semester.

c)   A student can withdraw only twice in a module. The period of withdrawal shall not be counted in calculating the duration of stay in a module.

2.3.2   Withdrawal from the Academic Programme of the Institute

A student can withdraw from the institute on a written request to the Director giving valid reasons to the satisfaction of authorities at any time and the student will be issued institute leaving certificate/Migration Certificate on submission of the "**No Dues**" certificate. However, such a student once formally released may seek admission only through the laid down admission procedure for the new entrants.

The withdrawal from a Semester or the Institute will be notified by the Deputy Registrar/ Assistant Registrar (Academic) with copies to all concerned.

2.4 Change of Discipline

2.4.1 At Certificate Level

a) A student may be allowed to change his/her discipline at the end of the first semester in the Certificate Module if vacancies exist in the desired discipline provided that s/he secures a CGPA of 9.50 or more out of 10.00. In case there is a tie, the marks obtained in the order of Mathematics/Physics/Chemistry in NEE-I will be considered to decide the ranking of the student.

b) Not more than two students from a discipline shall be permitted to change over to other disciplines in one session.

c) The change of discipline as above is not permitted to those who have withdrawn from a semester or availed make-up test or Supplementary Examination.

2.4.2 At Degree Level (to CS only)

A total of 11 seats are available in Computer Science and Engineering at the Degree level for vertical mobility. NERIST certificate holders may opt to join Computer Science and Engineering, on merit decided by the CGPA and as per the following quota:

PRC holder: 1, State quota: 8 (one for each NE state), All India-1 and EWS-1

Total: 11 seats

Not more than two students from a discipline shall be permitted to change the discipline in one session.

2.5 Courses

The courses are floated as per the approved curricula of the institute. Any modifications in the course structure or details of the courses are made with the prior approval of the Academic Council of the Institute which considers the proposal after it has been prepared/submitted by the Board of Studies (BoS).

2.5.1 Course Code

All courses offered by the Institute under Certificate/Diploma and Degree programmes are denoted by codes comprising two letters and five digits in that sequence. The letter symbols of the Departments are as follows:

AE - Agricultural Engineering

CE - Civil Engineering

CS - Computer Science and Engineering

CY - Chemistry

EC - Electronics & Communication Engineering

EE - Electrical Engineering

FR - Forestry

HS - Humanities and Social Sciences

MA - Mathematics

ME - Mechanical Engineering

PH - Physics

MB - Management

MO - MOOCs

In addition, courses of Engineering Science are floated with ES code.

The five digits of the number used for denoting a course have the following descriptions:

- The first digit from the left stands for the module.

- The second digit from the left stands for the year.

- The third digit 1 or 2 from left stands for the odd or even semesters respectively for regular courses.

- The third digit "0" from the left represents an elective course.

- The fourth and fifth digits from the left represents course numbers of which 00 to 50 are for theory or courses with major theory component and 51 to 99 are for practice or courses with major practice component.

  Thus, AE-11101 and CE-21101 denote course codes for Certificate and Degree Modules respectively.

The following course numbers are fixed and are applicable to all the Departments:

MYS89   —   Seminar

MYS99   —   Project

MYS79   —   Industrial Training

MYS77   —   Audit Course

MYS88   —   Extra-Curricular Activities and discipline Grade

(M stands for Module, Y stands for Year and S stands for Semester)

2.5.2 Course Credits

Lecture/Tutorial: One hour per week per semester will be equivalent to one credit. Extra tutorials, wherever applicable, do not carry any credits.

Practice: Two hours per week per semester or part thereof will be equivalent to one credit. If the number of practice hour is an odd number and more than one, then the credits equivalent to the next higher even number of hours will be assigned. For example, 3 hours of practice will carry 2 credits. Five hours of practice will carry 3 credits and so on.

2.5.3 Course Coordinator/Instructor

2.5.3.1 Course Coordinator

Each course has a Course Coordinator who has full responsibility for conducting the course, coordinating the work of the other teachers involved in teaching that course, holding the test, quizzes etc., practical examination and evaluating the answer-scripts. In case of any difficulty, the students should approach the Course Coordinator for advice and clarification.

2.5.3.2 A teacher of a course other than the Course Coordinator is called a Course Instructor. He will assist the Course Coordinator in teaching, holding test, quizzes, practical examination etc. and evaluating the answer-scripts.

2.5.4 Academic Calendar

The curricular and extra-curricular activities during a semester are planned in advance and are listed in the Academic Calendar, which is approved by the Academic Council. This Calendar provides details of the dates of registration, teaching schedule, withdrawal, examinations, declaration of results, holidays, breaks, vacation etc., and all concerned must adhere to the specified dates in the Calendar for each activity. Any change in the Academic Calendar must be ratified by the Academic Council.

2.5.5 Audit Courses

The audit courses specified in a curriculum shall not be counted towards calculation of GPA or CGPA of a student. However, the student must register for these courses and have satisfactory performance.

2.5.6 Massive Open Online Courses (MOOCs)

The institute recognizes SWAYAM-NPTEL MOOCs for Open Electives for the B. Tech degree programmes of the Departments of AE, CE, CSE, ECE, EE and ME respectively. Thus, in addition to regular courses offered by various Departments, students have to choose MOOCs

from SWAYAM-NPTEL for Open Electives – I and III with required credit. The MOOCs chosen by the students should not have similar content as in regular/audit/elective courses of the degree programme of the Department. Heads of the Department shall approve the MOOCs chosen by the students for Open Electives. The students have to share the information/data regarding registered MOOCs to the SPOC, NERIST Local Chapter so that he can assess the performance of the students in Examinations. SWAYAM-NPTEL courses cleared by the student shall not be recognized if he/she do not share the information/data to the Institute. If more than 10 students register in a course, a mentor shall be appointed by the Heads of the Department for monitoring the academic progress of the students. Mentors shall be guided by the SPOC, NERIST Local Chapter for operation of the SWAYAM-NPTEL courses. Institute's grading system will be followed for awarding grade of SWAYAM-NPTEL courses. The MOOCs may be cleared in preceding semester or currency of the semester as per curriculum of the Department so that the SGPA or CGPA can be calculated on time. If the student fails to submit the completion certificate of MOOCs before the grade submission date as per the Academic Calendar, he/she will be awarded 'I' Grade. Such 'I' Grades may be converted to valid Grade if the student submits the course completion certificate before the start of the next semester registration.

2.5.7 Parallel Course(s)

These are courses in which a student has obtained F, FA or I grade during the regular semester and which can be cleared in a subsequent semester within specified duration of a Module. These courses are concurrently done by the student along with regular courses subject to attendance requirement as given in Clause 2.6.6, for FA grade subject to the fulfillment of all the requirement of continuous evaluation. A student will not be promoted to (n+2)th year in the Degree Module if s/he has failed courses of nth year.

2.6   Attendance

2.6.1 Attendance Requirements

Every student must attend classes regularly. **A student should have a minimum of 75% attendance overall in lectures and tutorials and separately in laboratory, workshops and drawing classes held in each course in which the student has registered, failing which s/he may be debarred from appearing in the End Semester Examination. Attendance is not compulsory in a parallel course provided that the student had completed the attendance requirement in the course in an earlier semester.**

2.6.2 Calculation of Attendance

Attendance in a course shall be counted from the date of commencement of classes of the semester. However, if a student has registered late, his/her attendance shall be

counted from the actual date of registration. The percentage of attendance shall be calculated on the basis of total number of classes held in the course in the semester.

2.6.3 Concession

A student who has been absent for short period due to valid reasons (Clause 2.6.4) shall get an additional concession of 10% in attendance in each course in a semester. Under no circumstances, the actual attendance should fall below 65% of the total classes held.

2.6.4 Valid reasons for absence

The valid reason for absence may be any of the following

i)   Student's illness

ii)   Absence on account of interview/test for higher studies or job.

iii) Participation in a cultural/sports event in the interest of the Institute or the State.

iv)   Any other ground which has been found acceptable by the Director for a particular case.

2.6.5 Procedure for availing concession

For availing concession in attendance, a student shall have to formally apply to each of the Course Coordinators concerned within 2 days of his/her resumption of the classes. All such applications should be accompanied by necessary documents in support of his/her claim.

In case of illness, a medical certificate from the NERIST Medical Officer or a Government Medical Officer or a Registered Medical Practitioner should invariably be produced. In all cases, the certificate must either be issued by NERIST Medical Officer or must be countersigned by him. If the student was absent from the hostel during the period of illness, the Warden concerned and the Chief Warden should certify the period of absence. In case, a student requires to go out of NERIST for treatment, s/he must get his/her case referred by the NERIST Medical Officer and intimate to the Controller of Examinations through the Warden before leaving the hostel.

Before availing concession on grounds other than illness given in Clause 2.6.4 (ii) and (iii), the student shall have to apply to the Controller of Examinations through the respective In-charges/Heads of the Department along with necessary documents. Also on return to the Institute, s/he shall be required to inform the Controller of Examinations about his/her participation with documentary evidence, within a week. Controller of Examinations shall notify the list of students permitted under such conditions with copies endorsed to Course Coordinators and HoDs.

2.6.6 FA Grade

A student having shortage of attendance is awarded FA grade. Such a student is not allowed to appear in the End Semester Examination as well as Supplementary Examination of that course. In case such a student is found to have appeared in the Examination, his/ her Answer Scripts shall be cancelled and shall not be evaluated. If considered necessary, disciplinary action may be initiated against such a student.

2.7 Conduct and Discipline

2.7.1 General

A student shall conform to the highest standard of discipline and shall conduct himself/ herself within and outside the precincts of the Institute in a befitting manner. The student shall have the seriousness of purpose and shall, in every way, train himself/herself to acquire proficiency in the career s/he has chosen. The students shall show due courtesy and consideration to teachers, wardens, officers and functionaries of the Institute, and concern for their fellow students.

In case a student, receiving scholarship/stipend from any source, is found to indulge in misconduct or indiscipline, the Institute authority can recommend or stop payment of scholarship/stipend of such a student.

All instances of misbehavior or gross misconduct, other than reprimand, shall be reported to the Institute's Disciplinary Committee. The Institute reserves the right to award black dots, rusticate or expel any student from the Institute for a given period of time or forever on the recommendation of the Institute's Disciplinary Committee.

2.7.2 Award of Punishment for Indiscipline during Examination

A candidate shall not use unfair means during any examination. A candidate shall not possess Notes, Books, Mobile Phones, papers (blank or written), programmable calculators or any other material related to the course in the examination hall. S/he shall not write anything on his/her instruments, body parts, clothes, table or desk, etc. A candidate shall not help other examinee through conversation, consultation, by handing over paper(s) or Answer Scripts and impersonation.

The above malpractices or any other such acts not mentioned herein committed by a candidate shall be a punishable act under these regulations:

a) The Center Superintendent will forward all cases of indiscipline in the examination to the Controller of Examinations, who in turn will report the matter to the Examination Board of the Institute (EBI).

b) The Examination Board of Institute (EBI) shall have the powers to recommend the punishment for malpractices, like use of unfair means, copying through audio-visual devices/gadgets and misbehavior by an examinee during the examination etc. as per Clause 1.9.7.3.

The Examination Board of the Institute may recommend cases of misbehavior with and threatening to an invigilator to the Institute's Disciplinary Committee (IDC) for additional punishment.

c) The Examination Board of the Institute shall scrutinize the "I" grade applications under Clause 2.10.1.4 presented by Controller of Examinations, and award "I" grade for cases considered genuine. In case of dispute the decision of Chairman of the EBI shall be final and binding.

d) The decision of Examination Board of the Institute (EBI) shall be implemented by the Controller of Examinations.

2.8 Academic Requirements

2.8.1 Credit Requirements

In order to qualify for the award of Certificate, Diploma and Degree, a student must successfully complete all the prescribed courses for each module. The student must obtain at least an "E" Grade in each of the courses including the Audit Courses. Audit Courses, however, are not considered for calculation of GPA/ CGPA.

2.8.2 Earned Credits

A student shall earn credits in a course if s/he secures an "E" or higher Grade. A student who has obtained F, FA or I Grade in any course shall not earn any credit in that course.

2.8.3 Warning for unsatisfactory performance

If a student has passed in less than 15 credits in the first semester of a Module, the Academic Section shall issue a warning letter to the student advising him/her to improve academic performance. A copy will also be sent to his/her parents/guardian.

2.9 Examination and Evaluation

2.9.1 Question Paper Setting

(a) In order to have continuous evaluation of the performance of the students, the Institute has a system of a Mid Semester Examination, an End Semester Examination, and teacher's evaluation through Quizzes, Assignments, Class Tests etc. spread over the semester. The Mid Semester and End Semester Examinations for the Theory

components shall be centrally conducted by the Examination Cell. The Course Coordinators with the help of Course Instructors shall conduct and evaluate other Tests like Class Tests/Quizzes/Assignments/Practice components.

(b) The duration of the Mid Semester and End Semester Examination for the Theory component shall be of two and three hours respectively. The duration of Quizzes, Tests and Practical Examinations shall be decided by the concerned Course Coordinator.

(c) The Quizzes/Class Tests/Assignments must be completed before the last day of teaching in the Semester and these should be evenly spread over the entire semester. There shall not be any Makeup examination for the missed Quizzes/Class Tests.

(d) The pattern of theory question papers shall be as under:

(i) There will be three questions in mid semester examination and five questions in end semester examination.

(ii) Each question will be of 10 marks and can have maximum three sub questions.

(iii) In mid semester examination, one question will be compulsory and remaining two questions will have choices from the same unit of the syllabus.

(iv) In end semester examination, two questions will be compulsory and remaining three questions will have choices from the same unit of the syllabus.

(v) A duly constituted Moderation Board shall moderate the question papers of the End Semester Examination except for the Supplementary Examinations.

(e) The weight age of various components of evaluation shall be as follows:

(i) For courses having only Lecture Classes and Tutorial

Teacher's Evaluation (Quizzes, Home Assignments, Class Tests, etc.)	20%
Mid Semester Examination	30%
End Semester Examination	50%

(ii) For courses having only Laboratory/Workshop/Drawing Classes

Internal Assessment of Practice component including jobs/ experiments/mid semester examination/ lab records/drawing sheets	50%
End Semester Examination with viva voce	50%

A course having L-T-P distribution with only one credit for Theory and two or more credits for Practice component shall also come under this category. Evaluation of Theory component shall be done along with the practice.

(iii) For courses having Lecture as well as Laboratory/Workshop/Drawing classes

The weight age of evaluation of Theory and Practice components shall be according to the ratio of credit distribution between the two. For example, if a course has L-T-P: C distribution as 3-0-2:4, then all components of evaluation of Theory shall have a total weightage of 75% and all components of evaluation of Practice shall have a total weightage of 25%. Further, the evaluation of Theory and Practice shall follow the weightage distribution along the distribution of category (i) and (ii) respectively.

(iv) For projects

Evaluation of work by Project Supervisor	35%
Evaluation of Project Report by Project Supervisor	15%
Evaluation of Project Work by Project Evaluation Committee	35%
Presentation and Viva-Voce by Project Evaluation Committee	15%

The evaluation committee for Projects shall comprise of the Project Coordinator and all Project Supervisors of the Department.

(f) The question papers for practical examination shall be set by Course Coordinator in consultation with the Course Instructor(s).

(g) The question papers shall be answered by the candidate in English.

(h) The Paper Setter shall be guided as to the scope of the subject of examination by the syllabus prescribed; the paper set shall be such that a candidate, fairly well prepared in the subject can reasonably be expected to answer it within the time allotted. The questions in each subject shall be fairly distributed over the entire syllabus.

2.9.2 Moderation of Question Paper

Moderation of Question Papers of End Semester Examination shall be governed by the provisions given in Clause 1.9.3.

2.9.3 Admission to Examination

a) Examination schedule will be notified by the Examination Cell. No change whatsoever in the schedule shall be made after the notification is issued, except for unforeseen circumstances.

b) Only relevant design codes, design handbooks, data books, tables and charts permitted by the Course Coordinators are allowed with prior information to the Controller of Examinations by the Course Coordinator.

c) Students must bring their Admit Cards to the examination hall and produce them on demand by the invigilator(s). Students are not allowed to bring mobile phones and smart watches inside the examination hall. The students shall refrain from adopting unfair means during the examinations and anyone found indulging in such activities will be penalized. All cases of indiscipline must be reported to the Centre Superintendent/ Controller of Examinations by the invigilators immediately for necessary action. A statement by the student must be recorded in the Answer Script and countersigned by the invigilators.

d) If a student is found using unfair means in the examination, s/he shall be awarded the following penalty by the Examination Board of the Institute (EBI):

(i) FA grade will be awarded, if found copying or using any other unfair means during the theory or practical examination.

(ii) If a student is caught using unfair means for second time during the entire period of his/her studies in a module, s/he shall be expelled from the current semester.

(e) If a student falls sick during the Mid Semester and End Semester Examinations, s/he should immediately contact the Controller of Examinations seeking permission to appear in the examination in sick room on the recommendation of the NERIST Medical Officer as per the rules of the Institute.

2.9.4 Make-up for Mid Semester Examination

Students missing Mid Semester Examination in any of the courses (Theory Component only) during regular semester on valid grounds (as per Clause 2.6.4) may apply for Make-up Examination in those courses. Application for Make-up Examination duly forwarded by the Course Coordinators should be made in the prescribed format and submit to the Controller of Examinations within the date specified in the Academic Calendar. The Examination Board of the Institute shall consider all such applications and the Controller of Examinations shall notify the cases cleared by the Board. The concerned Course Coordinators shall conduct the examination of all such students at least one month before the End Semester Examination. These examinations shall be of two hour duration and should cover the topics taught in that course till the date of the Make-up Examination.

2.9.5 Make-up for End Semester Examination

A candidate is allowed for Make-up Examination if:

(a) S/he fails to appear at the centrally conducted End Semester Examination in a particular course (Theory component only) on valid grounds (as per Clause 2.6.4).

For this the student shall have to apply for "M" Grade through the Course Coordinator in the prescribed format as per the notification of the Controller of Examinations. This Grade will be awarded by the Examination Board of the Institute (EBI). For Practice components and examinations conducted by the Course Coordinator, the "M" Grade shall be awarded by the Course Coordinator.

Or

His/her project work/seminar/industrial training is found unsatisfactory by the Department and the student is asked to repeat or improve upon it. In such cases, "I" Grade shall be awarded by the Course/Project/Departmental training Coordinator.

(b) A student who has secured "M" Grade(s) in the End Semester Examination may appear in the "M" Grade Examination(s) of the course(s). Subject to other rules of the examination, the "M" Grade Examination shall be governed by the following rules:

(i) A candidate will be required to fill up an application form within three days from the date of declaration of "M" Grade with the prescribed examination fee per subject for theory as well as practice courses or practice component of a paper.

(ii) The examination for the first semester courses will be conducted within a week from the last date of late registration in the month of January. Whereas, the examination for the second semester courses will be conducted within two weeks from the date of declaration of "M" Grade in the month of May-June, as notified in the Academic Calendar. The examination of theory papers will be centrally conducted.

(iii) The moderated question papers for the examination will be submitted by the concerned Departments to the Controller of Examinations by a specified date.

(iv) The marks obtained in the "M" Grade Examination shall be counted as the marks for the End Semester Examination, in deciding the Grade in that course. If a student fails to appear in the examination, for any reasons, grading in that paper will be done by marking zero in the End Semester Examination. However, the entry in the mark-list shall reflect as **ABSENT** in the break-up of marks.

(v) The examination for practice courses and practice components will be conducted by the Course Coordinator/Course Instructor/other faculty member duly authorized by the Head of the Department.

(c) "I" grade obtained under (a) above can be converted into a valid grade if the student resubmits the project or delivers the seminar or completes the industrial training within an extended period as recommended by the Course/Project/Departmental Training Coordinator and approved by the Head of the Department, in consultation with the In-charge, Training and Placement.

(d)   For conversion of "I" Grade in project /seminar/ industrial training, a student shall have to register in the following semester if the "I" Grade is not converted to a valid Grade at least one day before the date of semester registration. The result may be declared within the semester.

2.9.6 Supplementary Examination

The following rules shall govern the conduct of the Supplementary Examinations.

a)   A student can appear in maximum two papers in first year and four papers in the subsequent years of a programme.

b)   Only those students who have obtained "I" Grade as per Clause 2.10.1.3 or "F" Grade will be permitted to appear in the Supplementary Examination.

c)   A student holding "F" Grade will appear for the Theory as well as Practice component of the examinations. For "I" Grade student will appear in the examination for the failed component only.

d)   The marks assigned for the examination will be the sum of the marks of Mid Semester Examination and End Semester Examinations in that paper.

e)   Marks of all other components will be carried forward from the immediate previous attempt in that course.

f)   The examination may be conducted by the end of June every year.

g)   A student having FA grade shall not be allowed to appear in the Examination.

h)   Every student shall be required to pay prescribed examination fee per subject at the time of application for the Supplementary Examination.

i)   Examination shall be conducted as per the schedule centrally published. The question paper for the examination shall be submitted by the Departments in advance to the Examination Section by the specified date in Academic Calendar.

j)   The conduct of examination and evaluation for a Practice course as well Practice component of a course will be carried out by the Course Coordinator or Course Instructor or any other teacher of the Department.

2.10   Evaluation of Answer Scripts

Course Coordinators of every course will return the evaluated Answer Scripts of Quiz, Assignment, Class Test and Mid Semester Examination to the students as per Academic Calendar. Further, s/he will notify the marks obtained by the students in different components of evaluation, except the End Semester Examination, in a course, as per Academic Calendar. Normally, the Answer Scripts of the End Semester Examination and the marks shall not be shown to the students.

Letter Grade	Grade Point	Range of Marks(%)	Description of Grade
S	10	86-100	Excellent
A	09	76-85	Very Good
B	08	66-75	Good
C	07	56-65	Fair
D	06	46-55	Average
E	05	35-45	Pass
F	00	<35	Fail
FA	00	—	Fail due to attendance shortage
I	00	—	Incomplete

In a Practical examination, the laboratory note book of the candidate shall also be inspected by the examiner who shall take it into consideration along with the candidates' performance at the Practical examination. A note book which has not been signed at frequent and regular intervals by the teacher, under whom the candidate worked, shall not be accepted.

2.10.1 Grading (Modified vide Notification No. Acad/Not/Cir/Order/2015 dated 14th August, 2015)

The Institute has a 10-point Grading Scale as detailed below:

Note: Courses with "F", "FA" and "I" Grades are to be repeated.

Conversion formula = % of mark = 10 x (SGPA or CGPA) – 5

CGPA < 7.0 – "II" Class; CGPA $\geq$ 7.0 – "I" Class and CGPA $\geq$ 9.0 – "I" Class with Distinction

(a) A student must secure a minimum of 35% marks in Theory and Practice components of a course separately for passing a subject. If a student has an aggregate of 35% or more but has secured less than 35% marks in anyone of the components, s/he will be awarded "I" - Grade. Such an "I" - Grade can be cleared either by appearing in the Supplementary Examination or by registering in a parallel pending course in a regular semester by repeating only that component in which s/he has obtained less than 35% marks.

(b) If a student fails to appear in the End Semester Examination or Supplementary Examination, his/her Grade shall be prepared by assuming zero mark in that examination, however the entry shall reflect as "**ABSENT**" in the break-up of marks.

2.10.1.1   F Grade

If a student has secured "F" Grade in a course in the current semester, s/he can clear the course either by appearing in the Supplementary Examination (as per Clause 2.9.6) or by registering as a parallel pending course in a regular semester.

2.10.1.2 FA Grade

If a student fails to meet the attendance requirements as per the Clause 2.6.1, s/he shall be awarded FA grade. Such students will be required to fulfill the attendance requirements in a regular semester by registering the course as a parallel pending course.

2.10.1.3 "I" Grade

An incomplete grade ("I" - Grade) shall be awarded to a student if s/he fails to secure at least 35% marks in one component of a course having Theory and Practice components, provided s/he has secured 35% marks or more in aggregate.

Or

His/her project work/seminar/industrial training is found unsatisfactory by the Department and the student is asked to repeat or improve upon it. In such cases, "I" Grade shall be awarded by the Course/Project/Departmental Training Coordinator.

2.10.1.4 Conversion of "I" Grade

'I' Grade is converted into a valid Grade as under:

A student who gets "I" Grade as per Clause 2.10.1.3 may appear in the Supplementary Examination or repeat that course as a parallel pending course in a regular semester.

2.10.1.5 Grading of Extra Curricular Activities and Discipline

A student shall be required to secure at least "E" Grade in two credits allocated to Extra-Curricular Activities and Discipline in each module. These two credits shall be compulsory for every student in Technology Stream and shall count towards his/her CGPA. Award of this Grade shall be based on his/her general behavior, discipline, character and efforts towards National or Social Service and integration of student community and performance in cultural, literary, social, games and sports activities. The Grades shall be awarded by the Dean (SA) on the basis of marks of concerned Wardens forwarded by Chief Warden, Chairman (Gymkhana), N.C.C Officers/NSS Coordinator and the concerned Heads of the Department.

A student must opt either for NCC or for NSS during the first year of every Module. For evaluation/grading of ED the following norms shall be followed:

Extra-Curricular Activities

Categories	Functionaries	Marks
I	Chairman, Gymkhana	25
	NCC Officer/NSS coordinator	25
II	**Discipline, Character & Behaviour**	
	Head of the Department	15
	Warden	10
	Chief Warden	10
	Dean (SA)	15
	Total	**100**

The Head of the Department, Chairman Gymkhana, Chief Warden, and Wardens (through the Chief Warden) may award the marks for their assessment and furnish the same to the Dean (Students' Affairs) confidentially by the last day of teaching in the last semester of the Module. However, the marks for NSS/NCC activities are to be sent to the Dean (Students' Affairs) by the end of first year. Dean (Students' Affairs) shall award the Grades which will be sent to the Controller of Examinations for further processing of the results. "F" Grade will be awarded to a student in case of his/her **proven guilt after an inquiry leading to his/her expulsion from the Institute**. The ED Grades shall be reviewed for students registering for courses in the grace period of the Module.

2.11   Training and Study Tours

2.11.1. Industrial Training/Field Training

(a)   All students of third year Degree Module of Technology shall have to undergo an Industrial/Field Training for minimum four weeks during the summer vacation in partial fulfillment of their curriculum. The training carries two credits.

(b)   The students shall have to produce a certificate issued by the competent authority of the training centre along with a training report duly signed by the training supervisor and verified by the respective Training Coordinator of the Department.

(c)   In case, a student fails to undergo the training for some reason during the summer vacation after the third year of Degree Module in Technology, s/he will be required to do so after the final examination and his/her results in the final examination will remain withheld till such time s/he undergoes the industrial training and completes the requirement satisfactorily.

(d) Training for the students in various centers/organizations will be arranged by the Institute. The Institute will not provide TA/DA or any other financial assistance for this purpose.

(e) Students are free to opt for any training centre recognized by the Institute but they are encouraged to undergo the training at such an organization (preferably where they intend to seek jobs) away from their home town. In case of number of seats offered by a particular organization being less than the number of students seeking allotment, selection will be made on the basis of CGPA of the student.

(f) Direct applications by students seeking training facilities in a firm can be forwarded by the Institute only if open seats requested by the T & P Cell of the Institute to the firm are not available. However, such centers must have been approved by the Institute.

2.11.2 Study Tours

(a) Study Tour for Applied Science Stream

For students of Degree Module in Forestry, the study tour is conducted during the winter break in the pre final year. The tour is an integral part of the curriculum and carries three credits. Each student shall furnish a tour report at the end of the tour.

(b) Study Tour of Students of Degree Module of Technology Stream

Students may undertake a study tour during the winter in the pre final year which shall be restricted to a particular region of the country with a cluster of industries centered around two or three locations instead of the perambulatory excursion tours all over the country. Each student shall furnish a tour report at the end of the tour.

(c) Reimbursement of expenditure

Each student undertaking study tours shall be entitled for sleeper class concessional train fare for to and fro journey. In addition, each student undertaking the tour shall get a lump sum tour allowance of Rs.500/- per day to cover expenditure on accommodation, local travel, medical exigencies, entrance fee, etc. *[As approved by 35th Academic Council held on Nov. 5, 2022 vide Notification No. Acad/35thAC/ATR/2022 dated 28th December, 2022.]*

The following operational norms shall govern the tour:

a) The study tour shall be the responsibility of the individual Department.

b) The Department shall depute a teacher to escort the students. If no teacher is available from the concerned Department, a teacher from other relevant Technology Department and Senior Technical Staff can also be allowed to escort the students.

c) If the participation of the students from a Department is less than 50%, the tour for that year for the Department concerned shall be cancelled.

d) The Department shall encourage participation of the academically weak students.

e) Planning for the tour shall be initiated well in advance preferably in July every year. Places of visit and industries to be visited should be identified and contacted by the Department, and if the responses from the organizations are not at all favorable, the tour shall be cancelled for that Department.

f) Each student opting to join the tour must deposit caution money of Rs.500/- to the Institute, which is refundable to the student after completion of the tour.

g) In case the study tour is cancelled due to unavoidable circumstances, the concerned Department shall arrange at least two to three trips on holidays/Saturdays and Sundays to industries in the neighboring States.

h) Tours must be completed before the normal schedule of registration in the following semester.

i) Number of days of travel should be kept minimal, allowing more time for visits.

j) Tour plan shall be finalized by the T & P Counselor of the respective Departments.

2.12   Results

2.12.1 Preparation, submission of marks list, tabulation and moderation of Grades

a) The Course Coordinator shall prepare the breakup of marks, Grades through ERP and submit it to the Controller of Examinations through the Heads of the Departments. Corrections, if any, must be authenticated by the Course Coordinators.

b) The break-up of marks prepared by the Course Coordinators shall be checked by the tabulators. They shall also check the Grades in the tabulation sheets.

c) The Grades so prepared through ERP shall be sent to the Result Moderation Board for moderation.

2.12.2 Approval of Results

The final results shall be submitted to the Director through Dean (Academic) for approval. The approved results shall be published by the Controller of Examinations.

2.13   Evaluation of Performance

The performance of the student in a Module is evaluated in terms of two indices, viz. the Semester Grade Point Average (which is the average grade point for a semester)

and Cumulative Grade Point Average (which is the average grade point for all the semesters completed). The SGPA or CGPA will be computed as under:

SGPA or CGPA = [∑ (Course Credit x Grade Point)] / [∑ (Course Credits)]

2.14 Redressal of Grievances

A candidate aggrieved by the evaluations of his/her Answer Scripts may apply to Controller of Examinations who will present the case(s) to the Examination Board of the Institute (EBI) for consideration as per the rules.

2.15 Grade Card, Certificate and Degree

The issue of Grade Cards, Certificates and Degrees to a candidate shall be subject to completion of all requirements under the Rules and Regulations of the Institute.

2.15.1 Issue of Grade Cards and Provisional Certificates.

Subject to completion of all requirements, the Examination Section shall issue Grade Cards to the students under the seal and signature of Controller of Examinations.

The Examination Section will also issue Provisional Certificates and other related certificates required by students from time to time.

2.15.2 Issue of Certificates and Degrees (Original)

Subject to completion of all requirements, Base and Diploma Module Certificates will be issued by Examination Cell under the signatures of Dean (Acad) and Controller of Examinations.

All Degrees with Institute seal will be signed by the Director and issued from Examination Section.

The Degrees can be obtained at the Institute's Convocation in person or afterwards by post. In addition to above, Rank Certificate may be issued to the students as per requirement.

2.15.3 National Academic Depository (NAD)

All students must register to NAD Portal before completion of a Module and submit the NAD ID/Aadhaar Number to the Academic Office. A digital copy of all Degree Certificates shall be uploaded to the National Academic Depository (NAD) by the Institute.

2.16 Award of Medals

Medals are awarded at the time of Convocation by the Institute to the branch-wise topper of Certificate and Degree (ET and Applied Science) students. A Committee recommends the names based on the following criteria:

(i) The student should have highest CGPA (minimum 8.00 CGPA or 75% marks) (without 'I', FA or F grade) among the pass out students in the year. *[As approved by 35th Academic Council Meeting held on 05.11.2022]*

(ii) In case there is a tie, the SGPA of the last semester will be taken into account. In case there is still a tie, SGPA of preceding semester will be considered.

(iii) The students appearing in Make-up Test and Supplementary Examinations or those having withdrawn from a semester shall not be considered.

(iv) The student should not have been awarded any **BLACK DOT** or expelled from the Institute.

(v) The students should not have been awarded grace marks by the Moderation Board for passing.

2.17 Definitions

2.17.1 Module

An independent component of educational programme in operation at NERIST leading to an academic qualification.

2.17.2 Batch

The year in which a student has taken admission in NERIST in a particular Module.

2.17.3 Stream

A broad category or an area of study. There are two Streams available at NERIST:

(i) Applied Science and

(ii) Engineering and Technology

2.17.4 Discipline

A branch within an area of study like Agricultural Engineering (AE), Civil Engineering (CE) and Computer Science & Engineering (CS), etc.

2.18 Abbreviations

AR	Assistant Registrar
DR	Deputy Registrar
ED	Extra-Curricular Activity and Discipline

Dean (Acad)	Dean, Academic
Dean (SA)	Dean, Students' Affairs
HMC	Hostel Management Council
EBI	Examination Board of the Institute
SGPA	Semester Grade Point Average
CGPA	Cumulative Grade Point Average
PRC	Permanent Residence Certificate
RBM	Result Moderation Board
CoE	Controller of Examinations
QMB	Question Paper Moderation Board

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Hostel Rules,
Discipline among
Students

A.0 **Maintenance of Discipline among the students and the condition of Residence and Health of Students of the Institute**
[U/s 26 (h) and (j) of NERIST MoA, 2005]

A.1 **Hostel Management Council (HMC): Its functions**

(a) Hostel Management Council (HMC) is an autonomous body where Chief Warden is the ex-officio Chairman who is under direct control of Director and all Wardens of all the Hostels are the members of the body.

(b) Accommodation of Students in Hostels.

(c) Mess Facility & Staff Management.

(d) Purchase of Perishable and Non-Perishable Items.

(e) Accounting of Students' Deposits and Hostel Expenditure.

A.1.1   The Institute is envisaged to be fully residential. 1st Hostel of the Institute was started from the year 1986 and named as Hostel Block A and thereafter one by one all the hostels were started with the name as Hostel Block B, C, D, E, F, G and H. Out of these 8 (eight) hostels, 6 hostels (Block A, B, C, D, E and F) are for Under Gradate Boys Hostel, Hostel Block H is only for Post Graduate Boys Hostel and Hostel Block G is meant for Under Gradate Girls Hostel. In 2015 and 2017 two big hostels came up and they are named as Subansiri and Brahmaputra hostels respectively. Subansiri Hostel is for Post Graduate Girls Hostel and Brahmaputra Hostel is meant for all Ph.D/Research scholars and new admission in all modules. However, the Hostel names were changed *[**Approved in the 33rd Academic Council meeting held on 4th December, 2021] and*** renamed after the names of the rivers of Arunachal Pradesh which serve as the identity of the State and are as follows:

Sl. No.	Present Hostel name	Renamed
1	Hostel Block A	Tirap
2	Hostel Block B	Pare
3	Hostel Block C	Dibang
4	Hostel Block D	Panyor
5	Hostel Block E	Kameng
6	Hostel Block F	Lohit
7	Hostel Block G	Siang
8	Hostel Block H	Kurung-Paniu

Each hostel is self-contained with amenities such as reading room, a lounge, a dining hall with mess, indoor and outdoor games facilities. Hostels rooms are adequately furnished. The Administrative head of each hostel is Warden, who is a faculty member, appointed by the Director of the Institute.

A.1.2   The mess facility to the students is highly subsidized as the salary expenditure of mess staff is borne by the Institute in addition to other facilities provided to them like LTC, Medical reimbursement etc.

A.1.3   The non-perishable items for hostel mess are purchased by HMC from Arunachal Pradesh State Co-operative whereas the perishable items are purchased by mess committees under the administrative control of Warden of the Hostel.

A.1.4   A student is required to pay Mess fee per semester, as prescribed by the competent authority from time to time, Hostel Mess Establishment charge of Rs.500/- per Module and one-time Caution money of Rs.3000/- (Rs. 1500/- will be refundable and Rs. 1500/- non-refundable) in favour of Chairman, HMC through online mode.

A.1.5   For the management of hostel mess, cleanliness, etc., Cooks, Cook Helpers and other appropriate manpower are provided by the Institute.

A.1.6   Gardeners and sweepers are provided by the I.E. Office as per requirement of the hostels.

A.2   Hostel Rules for Students

A.2.1   Accommodation of students in Hostels is done through hostel ERP only, once room is allotted at the time of admission/counseling shall not be changed by any means. Only bonafide students of Institute and research staff, if vacancy exists, as may be permitted by the Chairman, HMC will be given accommodation in the Hostel. Allotment of hostel rooms is made at the start of the July-Dec semester every year for one academic session only, i.e., from the start of class of July-Dec semester to the end of Jan-May semester examination, excluding special examination, if any. For P.G. Programmes, the allotment is valid up to the end of the last semester. For Research Scholars the allotment is up to the tenure of the fellowship/submission of Ph.D. thesis or as may be decided by Guide/HOD/Dean. At the expiry of the allotment period, the allotment stands cancelled automatically. In case the room is not handed over after expiry date or a student is absent from hostel for 10 days or more without prior permission to the hostel Warden, the possession of the room will be taken by the Warden concerned, and hostel administration will not be responsible for loss or damage of personal belongings of the student, if any.

A.2.2   **Ragging is totally banned in the Institute**. **Ragging inside or outside the campus is viewed as serious offence and is forbidden. Anyone indulging in ragging is liable to be summarily expelled**. Every year the institute constitutes an Anti-ragging committee as well as an Anti-Ragging Squad nominated by the Director of the institute.

A.2.3   It is the responsibility of the students to safeguard all the properties including furniture, fittings and different gadgets of the hostel. For damage or loss of any Institute property from room, the occupant(s) will be directly responsible and elsewhere it will be collective responsibility of hostel occupants. The hostel administration will recover the loss individually or collectively as the case may be. In this respect, the decision of the Warden will be final.

A.2.4   Students should wear proper dresses in the hostel. They **must keep their identity cards with them.** The students should keep only such items as required for beddings, clothing, dress and study purposes, in their rooms.

A.2.5   **The student must not be involved directly or indirectly, in fighting, gambling, anti-social activities, strike, picketing, gheraos, fasts, arousing of the sentiments of the students' body and the public. Use of outside agency for redressal of grievances or possession or consumption of alcoholic drink, intoxicating drugs, will be viewed as serious offence; and s/he would be summarily expelled.**

A.2.6   Students should not keep valuable and costly items in their rooms. They are to deposit extra cash in Bank.

A.2.7   Use of audio-equipment in hostels is acceptable only if it is not objectionable to other residents.

A.2.8   Screening of films/video shows in the hostel is strictly prohibited.

A.2.9   Students should not display obscene posters or calendars, wall writings, etc. in the rooms or anywhere in the hostel.

A.2.10   Students should not transfer articles, fittings, furniture or gadgets from common room, dining hall etc. to their rooms or any other place.

A.2.11   Students are expected to share the duties involved in keeping the hostels and campus clean and tidy and in running their messes.

A.2.12   **Male Students should not remain absent from their hostels during the night between 9.00 p.m. and 5.00 a.m. without prior permission of the Warden and female students should remain inside their hostel between 7.00 p.m. and 5.30 a.m. If a girl student requires remaining absent from the hostel beyond the prescribed limit, she must obtain a written permission from warden under information to Chief Warden**.

A.2.13   Visitors are not permitted to stay in the hostels after 8 p.m. The guests of students are not allowed to stay in the hostels except with the prior permission of the Warden.

A.2.14   Male visitors are not permitted to enter the Girls' Hostel. However, parents or guardians are permitted to meet their wards in the **Visitor's Room from 4.30 p.m. to 7.00 p.m. with** written permission from the Warden only.

A.2.15   Female visitors are not allowed in the Boys Hostels. However, parents and visitors can meet the student in the **Common Room/Visitors Room from 4.30 p.m. to 8.00 p.m. only.**

A.2.16   Each student is supplied with a cot, a chair, a table, and electric ceiling fan for the safety of which he or she will be responsible. No extra furniture or electrical fittings are allowed in the rooms without the prior permission of the Warden. Each student shall be completely responsible for his/her belongings. The Institute shall not be responsible for any loss or damage to property belonging to the residents of the hostels.

A.2.17   Two students will have to share a room in the hostel and shifting of rooms or readjustment of seats will be done only with the written permission of Warden.

A.2.18   Students shall not leave the hostels without the prior permission of the Warden. They shall apply to the Warden stating reasons of leaving and address of destination. Students who leave without application and permission shall be deemed to be missing and police authorities/parents may be intimated as such.

A.2.19   The room of any student can be inspected at any time by the Warden or any member of the Institute staff, so authorized.

A.2.20   At the end of each semester a student shall vacate the room and hand over the charge of the room including all items on the inventory to the Caretaker or any other official of the Hostel authorized by the Warden. Any student desirous of retaining his/her room on genuine ground during the vacation must seek prior permission of the Warden.

A.2.21   Every student residing in the Hostel must compulsorily join the co-operative mess attached to the Hostel. **Individual cooking and messing is not permitted.**

A.2.22   The cost of the food is to be met by students themselves. Mess fee advance should be paid during registration through hostel ERP only, delay in payment will attract fine of Rs. 500/- [Approved *in the 33rd Academic Council meeting held on 4th December, 2021]* and also disciplinary action as deemed fit. A Mess Committee, comprising of 18 student members (two from each state and all India) is elected/nominated by the students in each hostel. The Chairman of the Mess Committee is Warden of the concerned Hostel and the Secretary of the Committee is one of the nominated/elected members. The term of a Mess Committee is one academic year. In case of delay in the formation of a new committee at the expiry of the term of previous committee, the HMC takes care of the mess requirement until new mess committee is formed.

A.2.23   The Mess Committee shall meet at least once a month and more often, if necessary.

A.2.24   The proceedings of the meetings of the Mess Committee shall be duly recorded in a register and be approved by the Warden and a copy be sent to Dean (SA) and Chairman, HMC.

A.2.25   The Mess Committee shall determine the menu in the mess. The Warden will ratify the menu thus drawn.

A.2.26   The Mess Committee will act as an advisory body and report to the Warden about the quality of food and on the general cleanliness in and around the messes. The Mess Committee will also bring to the notice of the Warden and Chairman (HMC) about the quality of service given by the Mess Staff.

A.2.27   The Mess Committee shall ensure that the Common Room facilities (i.e., TV, furniture, items of indoor games, etc.) are properly maintained and are not removed.

A.2.28   Entertaining guests for breakfast, lunch, tea and dinner can be done only with prior information to Caretaker/Mess Manager. The rates to be charged for above shall be as fixed by the Mess Committee from time to time with the prior approval of the Warden. Mess Committee will ensure that only bonafide boarders and their guests eat in the hostel mess. A guest shall not be allowed to take food for more than three days in a hostel mess.

A.2.29   The Mess Manager shall convene a General Body meeting if there is a requisition for such a meeting from more than 50% resident members of the Hostel. The quorum for a General Body meeting shall be two-third of resident members present.

A.2.30   Any change in rules suggested by General Body must be examined by Dean (SA) before being ratified by the Director in order to become effective.

A.2.31   The Caretaker with the assistance of the Mess Committee shall ensure that the mess staff prepares items according to the menu given by the Mess Committee. Any variation to this should be brought to the notice of Warden for necessary action.

A.2.32   Food shall not be served in the hostel rooms. However, as a special case on the advice of a Doctor, sick members may be served food in their rooms.

A.2.33   Rebate on mess charges will be given for absence from the mess for three or more consecutive days for which due prior intimation should be given to the Warden. In case of emergency, when the above procedure cannot be followed, intimation of the absence may be conveyed at the earliest opportunity to the Warden, who may consider the request for rebate according to the merit of the case.

A.2.34   There shall be a Hostel Prefect in every hostel. S/he will be elected from amongst the pre-final year students of each hostel. He is to ensure overall peace and harmony within the hostel and will report to the Warden if need arises. A Black dotted student cannot become prefect.

A.2.35 The mess will remain open normally during the following hours:

Item	Working days	Sunday and Holidays
Breakfast	7: 00 a.m. - 8:00 a.m.	7:30 a.m. - 9:00 a.m.
Lunch	12:00 p.m.- 1:30 p.m.	12:30 p.m. - 2:00 p.m.
Tea	4:30 p.m.- 5:30 p.m.	4:30 a.m. - 5:30 p.m.
Dinner	7:30 p.m.- 9:00 p.m.	7:30 a.m. - 9:00 p.m.

In case of any dispute, the decision given by the Director shall be final and binding.

A.2.36 All the Hostels are provided with internet facilities with wifi. Hostel boarders are strictly advised to use the internet facilities of hostels/institute judiciously for academic purposes only. Misuse of internet facilities which attracts gross violation of the provision of IT act 2000 is completely banned. Any violations of the provision of the IT ACT by boarder will be dealt with disciplinary proceedings under Clause A.4.2 of the Academic bye-laws (UG, PG & Ph.D Programmes) of the institute besides proceedings under appropriate provision of Cyber Laws.

A.2.37 For convenience of all bank transactions such as Hostel fee deposits, refund of Hostel caution money and Hostel mess advance fees, etc., if any, every student is required to open a bank account in SBI NERIST Branch (Code No. 18744) compulsorily.

VIOLATION OF ANY OF THE ABOVE RULES WILL ATTRACT DISCIPLINARY ACTION

A.3   Disciplinary Committee

Institute has a standing disciplinary committee consisting of the following members:

Dean (SA)	Chairman
Chief Warden	Member
Concerned Warden	Member
Concerned HOD	Member
President or Secretary (SUN)*	Member
Deputy/Assistant Registrar (Academic)	Member Secretary

*SUN – Students' Union of NERIST

A.3.1   Conduct and Discipline

A student shall conform to the highest standard of discipline and shall conduct himself/herself within and outside the precincts of the Institute in a befitting manner. The student shall have the seriousness of purpose and shall, in every way, train himself/herself to

acquire proficiency in the career s/he has chosen. The students shall show due courtesy and consideration to Teachers, Wardens, Officers and functionaries of the Institute and concern for their fellow students.

The residential students of a hostel are expected to be considerate to mess workers, help the sick fellow students, show modesty and mutual respect for one another. They should cooperate with the Institute authorities, when appealed to do so, in an emergent situation.

All instances of misbehavior or gross misconduct involving punishment, other than reprimand shall be reported to the Institute's Disciplinary Committee. **The Institute reserves the right to rusticate or expel any student from the Institute for a given period of time or forever on the recommendation of the Institute's Disciplinary Committee on the reasons considered sufficient by it.**

A.3.2   Rules Governing Maintenance of Discipline and Grievance Procedure

Definition

For the purposes of these Rules, unless there is anything repugnant in the subject or context:

(i)   **Authority** means the Academic Council, the Director, the Deans, Heads of Departments, CoE, Chairman (HMC), teachers, officers and other similar authorities contained in the Bye-Laws/Rules of the Institute.

(ii)   **Director** means the Director of the Institute.

(iii)   **Officer** includes Registrar, Deputy Registrars, Assistant Registrars, Medical Officer, Sports Officer, Section Officer, Security Officer, Estate Officer, Hostel Warden, NCC Officer, Coordinator (NSS), Librarian, Assistant Workshop Superintendent and includes such others as may be notified to be officers.

(iv)   **Registrar** means the Registrar of the Institute.

(v)   **CoE** means the Controller of Examination of the institute

(vi)   **Chairman (HMC)** means the Chairman of Hostel Management Council of the institute

(vii)   **Institute** means the North Eastern Regional Institute of Science and Technology, Nirjuli, Itanagar, Arunachal Pradesh.

(viii)   **Student** means a candidate registered or admitted for undergoing a course of study and/or research at the Institute.

(ix)   **Assistant Registrar (HMC)** means the Assistant Registrar of Hostel Management Council of the institute

(x)   **Teacher** means a Professor, Associate Professor or Assistant Professor of the Institute.

A.3.3   Recognition of Exemplary Conduct

1. A teacher or officer of the Institute may at any time make a confidential report to the Director about an act of exemplary good conduct by a student, which in his/her opinion deserves recognition.

2. Every recommendation for recognition of exemplary good conduct shall be considered by the Academic Council, which, if it is satisfied that the conduct deserves recognition, may award a Certificate of Exemplary Conduct with or without monetary reward.

3. (i) The report recommending recognition shall precisely state the facts of the case and the reasons for the recommendation.

    (ii) The Certificate shall succinctly describe the conduct for which it is issued.

    (iii) Save in exceptional cases for stated reasons, the Academic Council shall grant a certificate of Exemplary Conduct only if the performance and conduct of the student is otherwise satisfactory.

4. Any certificate granted aforesaid may be withdrawn for sufficient cause but only after giving the recipient an opportunity to be heard.

A.3.4   Grievance Procedure

Grievances against legislative action directly affecting students:

1. A draft of all rules and regulations related to hostel management (including amendments thereof) directly affecting students shall be notified by the respective authority through a notice put on the General Notice Board of the Institute, and a student shall be entitled to submit, within the stipulated time, a Memorandum commenting on the provisions contained therein.

2. The concerned authority shall take every such Memorandum into consideration and shall thereafter frame such provisions as it may deem fit and proper.

3. If in the course of implementation of any Rule or Regulation, any authority whether *suo moto* or on the representation of any student, feels that there is need to amend any provision thereof it shall forward its recommendation to the Academic Council whose decision thereon shall be final.

A.3.5   Grievances against administrative action directly affecting students in academic matters

1. A student who feels aggrieved by an administrative action in academic matters (including admission, pursuing regular course of study, examination, promotion,

payment of dues, grant of financial assistance, free ship or scholarship) shall first take it up with the Deputy/Assistant Registrar (Academic) who shall look into the matter or have it looked into expeditiously. If, the student concerned is not satisfied with the action taken, he may make a representation in the matter to the Dean of Student Affairs. A student aggrieved by the decision of the Dean of Student Affairs may appeal to the Director who shall consider the same in consultation, if necessary, with the Heads of Department.

2. A student aggrieved by the decision of the Director may appeal to the Academic Council whose decision thereon shall be final.

A.3.6   Grievances against administrative actions in matters of discipline

1. Any student who is rusticated or expelled, or is suspended for a period exceeding 15 days under these rules, may make a written representation to the Director, within seven days of the notification of the disciplinary action. The representation shall be made through the authority that took the disciplinary action and the said authority shall forward the representation to the Director ordinarily within three days of its receipt, together with its comments and relevant documents or materials, if any.

2. The Director shall, on the receipt of such representation, enquire the cause by such a Committee (consisting of senior faculties) as he may appoint. The Committee shall, on the basis of the records and evidence available to it, consider the representation expeditiously and make recommendations to the Director in a written report.

3. The Director is empowered to take decision which may be placed in the Academic Council for its ratification subsequently.

A.3.7   Grievances against administrative actions directly affecting students in other matters

1. A student who feels aggrieved by an administrative action directly affecting students in any other matter, may make a representation to the concerned Head of Department or the Chairman, Hostel Management Council who shall expeditiously pursue the matter for further action.

2. A person aggrieved by such a decision may make a written representation to the Director within seven days of notification of the disciplinary action. The representation shall be made through the authority, which took the disciplinary action, and the said authority shall forward the representation to the Director ordinarily within three days of its receipt, together with its comments and relevant documents or materials, if any.

3. The Director shall, on the basis of the records available to him, pass appropriate orders, which shall be final.

A.3.8 Grievances against the conduct of clerical or subordinate staff

1. A student who feels aggrieved by the conduct of a clerical or subordinate staff may make a representation to the person immediately in charge of such personnel, who shall expeditiously take a decision in the matter.

2. A student who feels aggrieved by a decision may appeal to the Head of the concerned department or the Registrar as the case may be, whose decision thereon shall be final.

A.3.9 Grievances against lack of welfare facilities

A representation about lack of welfare facilities shall be made to Dean (SA), who shall consider the matter and submit recommendation expeditiously to the Director whose decision thereon shall be final.

A.3.10 Grievances against fellow students

1. Without any prejudice to the provisions relating to disciplinary action, a student who is aggrieved by the conduct of a fellow student may make a representation to the Student's Welfare Committee, which shall decide the matter expeditiously.

2. The Student's Welfare Committee shall not proceed with any case of student's indiscipline in case any authority has started disciplinary proceedings, if the Student's Welfare Committee has conducted partial enquiry, all papers relating to such enquiry shall be sent to the concerned authority for further consideration.

A.4.0 Acts of indiscipline and disciplinary procedure

Condemnation of Acts of indiscipline and action thereon:

A.4.1 An 'Act of indiscipline' includes

(a) An act punishable under any law for the time being in force;

(b) Misconduct (including ragging) or **criminal offence** or an act violative of any rule of discipline or of any provision of the Rules and Regulations of the Institute;

(c) An act in **breach of an agreement or undertaking** or direction or failure or refusal to obey instructions or direction of any authority;

(d) Resorting to mass bunking of classes, tests or examinations and of other compulsory activity of the Institute;

(e)   Non-payment of Institute dues and other dues including mess and canteen charges;

(f)   An act which interferes with personal liberty of another, or subjects another to indignity or involves physical violence or use of abusive language;

(g)   Dissemination and assertion of any false statement, whether with a view to bring into disrepute to another person or to question the impartiality of his/her action or to impute malice or to create public opinion against him/her or with any other malicious motive;

(h)   An act which hampers (whether through pressure or threats or other improper ways) the discharge of duties or exercise of free discretion (wherever so vested) by persons entrusted with the task of performing such duties or exercise of such discretion;

(i)   Collection of funds for any student programme, project or activity without permission of appropriate authority;

(j)   Organizing of a procession or meeting without permission of the appropriate authority, or participation therein;

(k)   Use of agitational means including strikes, picketing, gheraos, fasts, arousing of the sentiments of the students' body and the public, or use of any outside agency for redressal of grievances;

(l)   Destruction or defacing of Institute property and breaking into any Institute building or premises, and rowdy or other forms of misbehaviour;

(m)   An act which disrupts the running of the Institute or environment conducive to the pursuit of knowledge of harmonious relationship between different people living in the Institute Campus;

(n)   An act which brings the Institute (and its teachers, officers or authorities) into disrepute;

(o)   An act attempting to commit an act of indiscipline, abetting an act of indiscipline, inciting others to commit an act of indiscipline or causing others to do an act of indiscipline, individually or in collusion with others;

(p)   Refusal to give evidence or establish or reveal identity, when required; and

(q)   Such other acts as may be notified by the Institute authorities from time to time.

A.4.2   Disciplinary action may comprise of one or more of the following:

(A)   Disciplinary Action of Category I

(i)   An order rusticating a student for a stated period, under intimation to other universities in India;

(ii)   An order expelling a student from the Institute whether for all time to come or for a stated period under intimation to other universities in India;

(iii)   An order suspending a student for a period exceeding 15 days; whether from all activities of the Institute, Departments or Hostel, or only from specified activities.

AWARD OF BLACK DOTS

With a view to improve general discipline among the students, a scheme of awarding black dots depending upon the severity of the act of indiscipline has been in operation. The scheme provides for accumulation of black dots up to a maximum of 6 (six) dots resulting in expulsion from the Semester/Institute. The scheme also provides for improvement resulting in removal of dots.

(a)   The maximum number of black dots which can be awarded, shall be 6 (six) depending upon the severity of the act of indiscipline.

(b)   If a student accumulates 6 (six) black dots for different acts of indiscipline, it will result in a punishment leading to expulsion for one semester, or for one year or from the Institute.

(c)   The award of black dots shall also affect the extra-curricular and discipline (ED) Grade out of the marks assigned to Chief Warden, HoD and Dean (SA). The award of each black dot shall carry a fine of Rs.1000/-.

(d)   In case after the award of black dots, a student shows marked improvement in overall discipline, the concerned student may make an appeal through the same authority on whose recommendation the case was considered and the black dot was awarded, i.e., Chief Warden/HoD/Controller of Examinations etc., to get his case placed before the Disciplinary Committee for removal of black dots. Even if the black dots are removed, the corresponding fine @ Rs. 1000/- per dot is not refundable.

(e)   The black dots shall be awarded to a student by the Director on the recommendation of the Examination Board of the Institute/Inquiry/Disciplinary Committee.

Explanation

(i)   Rustication means debarring the student from studying in any university, college or educational institution.

(ii) Expulsion means debarring the student from studying in the Institute.

(B)   Disciplinary Action of Category II

(i)   An order suspending a student for a period not exceeding 15 days whether from all activities of the Institute, Departments or Hostel or from specified activities;

(ii)   An order directing a student to pay fine up to but not exceeding Rs. 100/;

(iii) An order directing entry of adverse remarks in the character roll of a student.

(C)   Disciplinary Action of Category III

    (i)   An order directing a student to vacate the premises and prohibiting him/her from re-entering the same for a period not exceeding 3 days;

    (ii)   An order directing a student to cease and desist from indulging in any act of indiscipline;

    (iii)   An order warning a student.

A.4.3   A student who has been rusticated or expelled or directed to vacate any premises, shall be deemed to be a trespasser if s/he remains in, or enters the premises, without prior permission during the period of operation of the order.

A.4.4   The disciplinary jurisdiction under these Rules shall extend from the date on which a candidate applied for admission to the Institute to the date on which the student receives his/her degree/diploma/certificate or the date on which his migration certificate is issued whichever is earlier;

Provided that a candidate who is not admitted to the Institute (or in the case of a casual student, to an examination), the jurisdiction shall not extend beyond a period of three months from the date of rejection of his application unless he was enrolled in the Institute.

A.4.5   **Disciplinary Procedures**

    (i)   It shall be the duty of the authorities empowered under these rules to take disciplinary actions, to maintain discipline among the students within the sphere of its authority.

    (ii)   (a)   If in the opinion of any authority circumstances so demand, it may direct the erring student to cease and desist from indulging in an act of indiscipline and warn him that if he does not obey the directions, disciplinary action will be taken against him.

        (b)   If, despite the warning, the erring student continues to indulge in the said or any other act of indiscipline, the authority may, within the limitations of its own powers take such action as it deems fit and proper. Provided that, if, in the opinion of the authority the relevant act of indiscipline deserves disciplinary action, which, it is not, empowered to take, it shall refer the matter to the Director and, subject to the limitation of its own powers, may take such interim disciplinary action as it deems fit and proper.

        (c)   Except, as aforesaid, disciplinary action may not be taken without serving a show-cause notice on the erring student and without giving him a hearing in person.

(iii) Wherever a superior authority has initiated disciplinary proceedings, a person subordinate to it shall not initiate any further proceeding in the matter; or, if he has already initiated proceedings, such proceedings shall be suspended and the matter reported to the said authority together with all relevant materials.

(iv) Where two or more authorities have concurrent jurisdiction and one of them has already initiated disciplinary proceedings, the other authorities shall not initiate further proceedings in the same matter but shall send their reports (together with all relevant materials) to the authority, which first initiated the proceedings.

(v) (a) Nothing in these provisions shall be deemed to affect the power of an authority to review its orders or to suspend the operation of a disciplinary action taken by it until the erring student commits another act of indiscipline.

    (b) Nothing in these provisions shall be deemed to affect the power of appropriate authorities to withdraw a Degree/ Diploma/ Certificate/ Scholarship/ Assistantship/Medal or any other recognition/award/assistance/ facility granted to a student, and the concerned authorities, bodies or persons may take such action, whether in addition to the disciplinary action taken under these provisions or otherwise as they deem fit and proper.

A.4.6 Disciplinary Authorities:

1. (a) The Director is empowered to take any disciplinary action against any student in respect of any act of indiscipline, whether committed within the Campus or elsewhere.

    (b) The Dean (SA) is empowered to take disciplinary action against any student in respect of any act of indiscipline committed within the campus.

2. (a) The Heads of Department are empowered to take any disciplinary action, other than those of Category I aforesaid against any student in respect of any act of indiscipline committed within the premises of their respective departments or in the vicinity thereof.

    (b) If the Head of a Department is of the opinion that the relevant act of indiscipline deserves any of the disciplinary action of Category I, s/he shall refer the matter to the Director and subject to the limitation of his/her own power, may take such interim disciplinary action, as s/he deems fit and proper.

3. (a) The teachers and /or the Officers (Gymkhana/NSS/NCC etc.) of the Institute are empowered to take any of the disciplinary actions of category III aforesaid against any student of their respective department in respect of any act of in discipline committed within their respective sphere of activity.

(b)   If a teacher is of the view that the relevant act of indiscipline deserves any of the disciplinary actions of Categories I or II, s/he shall refer the matter to the concerned Head of Department and, subject to the limitations of his/her own power, may take such interim disciplinary action as s/he deems fit and proper.

4.   (a)   The Chief Warden cum Chairman Hostel Management Council is empowered to take any disciplinary action, other than those of Category I aforesaid, against any student in respect of any act of indiscipline committed within or in the vicinity of a hostel/hall and against any other resident of a hostel for any act of indiscipline committed within or outside the hostel/hall premises.

(b)   If the Chief Warden/Chairman, HMC is of the opinion that the relevant act of indiscipline deserves any of the disciplinary actions of Category I aforesaid, he shall refer the matter to the Director for necessary action and, subject to the limitations of his own power, may take such interim disciplinary action as he deems fit and proper.

5.   (a)   The Hostel Wardens are empowered to take any of the disciplinary actions of Category III aforesaid against any student in respect of any act of indiscipline committed within or in the vicinity of their respective hostels and against any other resident of their respective hostels in respect of any act of indiscipline committed within or outside the hostel premises.

(b)   If a Hostel Warden is of the view that the relevant act of indiscipline deserves any of the disciplinary actions of Categories I or II aforesaid, he shall refer the matter to the Chief Warden/Chairman, HMC for necessary action and, subject to the limitations of his own powers, the Chief Warden may take such interim disciplinary actions as he deems fit and proper.

6.   (a)   Not withstanding anything aforesaid, the Librarian, the Assistant Workshop Superintendent and the Medical Officer are empowered to direct any student to vacate the Library/Workshop/Dispensary premises (as the case may be) and to prohibit entry of any student for a period not exceeding seven days for any act of indiscipline committed within or in the vicinity of the said premises.

(b)   If the Librarian or the Assistant Workshop Superintendent or the Medical Officer, whether *suo moto* or on the report of subordinates, is of the opinion that the relevant act of indiscipline deserves any further disciplinary action he shall refer the matter to the Director for necessary action and, subject to the limitations of his own powers, may take such interim disciplinary action as he deems fit and proper.

7. (a) The Registrar, the Deputy Registrar and the Assistant Registrar are empowered to direct any student to vacate the office premises for any act of indiscipline committed within or in the vicinity of the said premises.

   (b) If the Registrar or Deputy Registrar or an Asst. Registrar, whether suo moto or on the report of subordinates is of the opinion that the relevant act of indiscipline deserves any further disciplinary action, he shall report the matter to the Director for necessary action and subject to the limitations of his own powers, may take such interim disciplinary action as he deems fit and proper.

   (c) If the Assistant Registrar (HMC) is of the opinion that the relevant act of indiscipline deserves any further disciplinary action, he shall report the matter to the Chairman (HMC) / Chief Warden for necessary action and subject to the limitations of his own powers, may take such interim disciplinary action as he deems fit and proper.

8. (a) The Sports Officer and the Coaches are empowered to direct any student to vacate the playground and to prohibit entry of any student on the playground for a period not exceeding seven days for act of indiscipline committed on the playground or in the vicinity thereof.

   (b) If the Chairman (Gymkhana) / NSS coordinator/NCC Officer/ Sports Officer, whether *suo moto* or on the report of others, is of the opinion that the relevant act of indiscipline deserves further disciplinary action, he shall report the matter to the Director for necessary action, subject to the limitation of his own powers, may take such interim disciplinary action as he deems fit.

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Norms and Guidelines Relating to NERIST Entrance Examination (NEE)

B.0   Norms and Guidelines Relating to NERIST Entrance Examinations (NEE)

B.1.   Criteria for Appointment of NEE Committee Chairman and Members

B.1.1   NEE Chairman

(i)   The Director will appoint the Chairman amongst the willing Professors and Associate Professors keeping seniority in view.

(ii)   The tenure of the Chairman will be a maximum period of two years only starting with effect from August 1st or completion of admission for NEE, whichever is later.

(iii)   The Chairman will not have any other major responsibility.

(iv)   The Chairman will have to declare that his/her wards and close relatives/associates are not appearing in the NEE during his/her tenure.

B.1.2   NEE COMMITTEE

(i)   Besides the Chairman, NEE Committee shall have four Members of faculty member appointed by the Director, in consultation with the Chairman, NEE. The Deputy Registrar (Academic) / Assistant Registrar (Academic) shall be ex-officio Member Secretary. The tenure of the Committee is for a period of 2 years, i.e., co-terminus with the tenure of the Chairman.

(ii)   Out of the four NEE Committee Members, two Members would be from Engineering Departments (on rotation) as follows:

     (a)   One Member from CS/EC/EE

     (b)   One Member from AE/CE/ME

(iii)   The other two Members would be from Physics/Chemistry/Mathematics/Humanities and Social Sciences/Forestry Departments (on rotation) having not more than one from a single Department.

(iv)   The members shall have to declare that their wards and close relatives/ associates are not appearing in NEE during their tenure.

B.1.3   CO-OPTION

In case no body expresses willingness to become Chairman/Member (NEE Committee), or the Chairman/Member decides to leave the Committee, the Director may appoint, or Co-opt as per Clause B.2 (i) and (ii).

B.2 RULES AND PROCEDURES FOR CONDUCTING NEE WITH DETAILS OF RESPONSIBILITIES, POWERS, DUTIES AND PREVILEGES OF VARIOUS FUNCTIONARIES

B.2.1 NEE ADVERTISEMENT IN NEWSPAPERS

The advertisement of NERIST Entrance Examinations (NEE) will be released during the month of December/January. The Deputy Registrar (Academic) / Assistant Registrar (Academic), in consultation with the Chairman (NEE) and on approval of the Director, will send the advertisement to newspapers.

B.2.2

(a)   The Entrance Examination dates shall be fixed on Saturday and Sunday in the month of April/May.

(b)   Application forms shall be finalized by the Chairman, NEE in consultation with the NEE Committee.

B.2.3 ISSUE OF NEE ONLINE APPLICATION FORMS

The NEE application forms shall be made available ONLINE to the candidates from the 2nd week of January. The candidates will be given at least one and a half month's duration for submitting forms online. The Deputy Registrar (Academic) / The Assistant Registrar (Academic) in consultation with the Chairman (NEE) and the Director will see that the online application is open in time.

B.2.4 SCRUTINY OF APPLICATION FORMS

The Scrutiny of applications will be carried out by ONLINE.

B.2.5 DESPATCH OF ONLINE ADMIT CARDS TO CANDIDATES

The Member Secretary (NEE) / Deputy Registrar (Academic) / Assistant Registrar (Academic) will issue admit cards ONLINE to all the eligible candidates normally by the end of March / 1st week of April.

B.2.6 SELECTION OF EXAMINATION CENTRES AND CENTRE SUPERINTENDENTS

At least one Examination Centre shall be selected for each of the eight NE States in their capital town provided the number of candidates exceeds 50 in that particular centre. Multiple Examination Centres may be selected for the State of Assam such as Silchar, Tezpur, Dibrugarh/Tinsukia, North Lakhimpur etc. and Arunachal Pradesh such as Itanagar, Naharlagun, Nirjuli, Pasighat, Bomdila, Ziro, Aalo etc. The Centre(s) shall be

finalized well in advance by the Member-Secretary, NEE, in consultation with Chairman NEE and approval of Director. Inclusion of any other centre within or outside NE region may be decided by the Competent Authority. Centre Superintendent of each Examination Centre shall be decided by the Competent Authority of Institution.

B.2.7 APPOINTMENT OF CENTRE REPRESENTATIVES

Maximum two Centre Representatives may be selected for each Centre. The Director shall appoint Centre Representatives (CR's) from a list of suitable candidates prepared by the Chairman (NEE) well in advance, and arrangements for advance of TA/DA be made accordingly by Chairman, NEE and Deputy Registrar (Academic) / Assistant Registrar (Academic).

B.2.8 APPOINTMENT OF PAPER SETTERS AND MODERATORS

The appointment of Question Paper Setters, Moderators shall be done confidentially by the Director among the list of names proposed/recommended by the Chairman (NEE). Alternatively, the Director may authorize the Chairman (NEE) for the appointments.

B.2.9 RECEIVING QUESTION PAPER MANUSCRIPTS, MODERATION AND PRINTING

Minimum two sets of Question Papers are to be printed. The Paper Setters will hand over the manuscripts directly to the Chairman (NEE). The Question Paper moderation and printing will be independently carried out by the Chairman (NEE) under strict confidentiality. Out of the two sets of printed Question Papers (under sealed cover), the Director will mark the sealed envelope to be used in the Examination.

B.2.10 SUPPLY OF ROLL LIST, QUESTION PAPERS AND DUPLICATE ADMIT CARDS TO CENTRE REPRESENTATIVES

The Member-Secretary, NEE will provide roll lists, duplicate admit cards and blank answer scripts, to Centre Representatives, while Question Papers in sealed packets will be handed over to the Centre Representatives by the Chairman (NEE) for each Examination Centre.

B.2.11 RECEIPT OF SIGNED ROLL SHEETS AND USED QUESTION PAPERS

After the conduct of Entrance Examination, the Chairman (NEE) will receive the signed roll sheets and unused Question Papers and used and unused OMR answer scripts with proper accounts of the concerned Centre through the respective Centre Representatives.

B.2.12 EVALUATION AND RESULT PREPARATION

Evaluation and Result preparation process shall be done by the Chairman (NEE). The computerized NEE results of successful candidates for counselling/admission shall be uploaded in the NERIST Website and the same results shall be communicated to each of the concerned Directorates for Higher and Technical Education of the NE States. Intimation letters shall be immediately issued to concerned candidates by the Member Secretary (NEE) for counselling/admission.

B.2.13 OPERATION OF WAITING LIST FOR NEE

Prior to advertisement, the Director considering infrastructural facilities, shall decide the number of available seats for admission. And accordingly, NEE committee shall publish the selection list as per the number of available seats with a waiting list of 200% of this number for all the State Quotas as per the reservation criteria in respect of NEE-I, NEE-II (Technology and Forestry) and NEE–III. An extended waiting list of 100% for candidates from Arunachal Pradesh will be published to fill in the vacant seats of other States in respect of NEE-I, NEE-II (Technology and Forestry) and NEE-III. The remaining vacancies, if any, may be filled up from open merit list following the cut off marks.

[As approved by 24th Academic Council vide AC.24.02 (AC.23.06) held on May 6, 2017.]

B.2.14 FEE AND HONORARIUM

Fee and honorarium as decided by the Academic Council/Board of Management from time to time will remain effective.

B.2.15 OVERALL RESPONSIBILITY

Although the various functionaries involved in discharging their responsibilities have been identified in Clauses B.2.1 to B.2.14, the overall responsibility for making NEE a success rests with the Director, NERIST. The Director, NERIST is free to intervene in the NEE matters in emergency only and may take appropriate action.

B.2.16 PRESERVATION OF ANSWER SCRIPTS

The Answer Scripts of NEE will be preserved for one year from the date of examination.

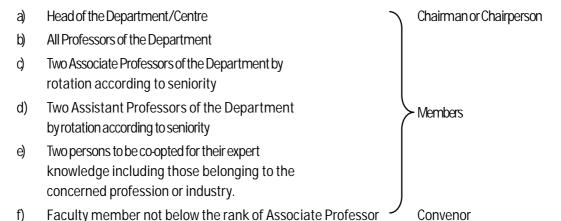❑ ❑ ❑ ❑

C.0   Composition, Powers and Functions of Board of Studies for Under Graduate Programmes.

C.1   Composition, Powers and Functions of Board of Studies for UG programmes

There shall be one Board of Studies (BoS) for each Department of the Institute.

C.1.1   Composition

a) Head of the Department/Centre   Chairman or Chairperson

b) All Professors of the Department

c) Two Associate Professors of the Department by rotation according to seniority

d) Two Assistant Professors of the Department by rotation according to seniority   Members

e) Two persons to be co-opted for their expert knowledge including those belonging to the concerned profession or industry.

f) Faculty member not below the rank of Associate Professor   Convenor

Term of Office: The term of the nominated members of Board of Studies shall be 3 years.

C.1.2   Powers and Function

a) To coordinate teaching activities in the Department for both UG studies.

b) To finalize the UG course(s) of studies recommended by the Department and submit the same to the Board of Under-Graduate Studies (BUGS) for consideration and recommendation to Academic Council.

c) To recommend to the BUGS and/or Academic Council for creation and abolition of UG teaching posts, opening of new course of UG studies, abolition of courses, changing/ modification of UG Syllabi and all other works related to UG studies (curriculum development).

d) To consider schemes for the advancement of standard of teaching and to submit such proposals to the Academic Council through BUGS.

e) To perform all other functions which may be prescribed by the Academic Bye laws, and to consider all such matters as may be referred to it by the BUGS, Academic Council, Board of Management or the Director of the Institute from time to time.

f)   The Board of Studies shall meet at least once in a year with the approval of the Director. Special meeting, if and when necessary, may also be convened by the Chairman.

g)   Presence of at least 50% of the BoS Committee members with atleast one external member present will form the quorum of the meeting.

C.2   Composition, powers and Functions of the Board of Under-Graduate Studies (BUGS)

There shall be a Board of Under-Graduate Studies in the Institute.

C.2.1   Composition

1.	Dean (Academic)	-	Chairman
2.	Chairman/Convenor of the Departmental BOS (UG)	-	Member
3.	Controller of Examinations	-	Member
4.	Two persons nominated by the Chairman, Academic Council (for a term of thre.e years)	-	Member
5.	Deputy/Assistant Registrar (Academic)	-	Non-Member Secretary

C.2.2   Power and Function

The functions of the BUGS shall consist primarily of general policy determination for the undergraduate programmes in the Institute, coordination and review, but the Academic Council shall retain the power of final review. In discharge of its responsibilities, the BUGS shall make full use of the appraisals and recommendations of the various academic department concerned. The BUGS shall be assisted by the Departmental feedback through the HoDs.

The Board of Under-Graduate Studies shall

a)   Translate the academic plans and proposals related to Under-Graduate programmes of Studies of the Institute into action. It shall play a pivotal role for advancement of teaching and development of infrastructures related to undergraduate courses.

b)   Coordinate teaching, seminar and project works amongst Departments.

c)   Consider and recommend the proposals for creation and abolition of teaching posts and programmes of Studies received from the Departments to the Academic Council.

d) Recommend the list of examiners for practice/practical courses submitted by the HoD.

e) Perform all other functions as may be prescribed under Academic Bye laws and as may be directed by the Academic Council and Board of Management from time to time.

C.2.3 Meeting of BUGS

a) The meeting of BUGS shall be convened as and when required and last meeting, if any, at least 10 days ahead of Academic Council meeting.

b) The Chairman of the Academic Council reserves the right to accept or reject the proposal recommended by the BUGS.

c) Presence of at least four members will form the quorum for the meeting.

Term of Office: The term of the nominated members of **Departmental Under-Graduate Studies** shall be 3 years.

C.3 Terminology

BUGS   Board of Under Graduate Studies

AC   Academic Council

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