

APPLICATION FORM NO.

PROSPECTUS & APPLICATION FORM
FOR
ADMISSION TO COURSES

Year 2013



**NATIONAL INSTITUTE OF ELECTRONICS &
INFORMATION TECHNOLOGY (NIELIT)
KOLKATA**

(Formerly DOEACC Society Kolkata Centre)

**[Under Department of Electronics & Information Technology, Ministry of
Communications & Information Technology, Govt. of India]**

**Jadavpur University Campus
Kolkata – 700 032**

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It gives me pleasure in presenting this prospectus including course brochure for the year 2013 and the Student Code of Conduct.

NIELIT, Kolkata (formerly DOEACC Society, Kolkata Centre), since its inception in 1976, is encouraging, promoting and disseminating knowledge on various aspects of computer training in the areas of Information, Electronics and Communication Technology in the Eastern Region of the country. It is envisaged to bring the most updated global industry relevant computer education within the reach of more and more in the areas of Information, Electronics and Communication Technology.

The centre is a premier organization for Education, Training, R&D and Consulting in IT & Electronics Service Sector. NIELIT, Kolkata has consistently maintained quality so far as imparting education in non-formal sector is concerned. Over the years a large number of IT professionals have received training from NIELIT, Kolkata who are now working in various reputed organizations both in India and abroad. We teach our student to be self-reliant and make them adaptable to advanced and fast changing technology in the computer world.

Our strength is in our qualified and experienced faculties as well as in our well built infrastructure. In our training courses we endeavor to incorporate latest curriculum in sync with the ever changing market demand.

I sincerely hope that this prospectus including the Course Brochure would help in building career and skill development for all categories of students.

*A.K. Chandra
(Director-in-Charge)*

May 31, 2013

NIELIT, Kolkata (formerly DOEACC Society Kolkata Centre) — an Introduction

NIELIT, Kolkata (formerly DOEACC Society Kolkata Centre since 14.12.2002 and prior to that Regional Computer Centre, Calcutta) is one of the oldest IT houses in eastern region imparting IT Education and Training for more than 30 years. The Centre was established in 1976 as a Registered Scientific Society (Autonomous Body) by the Central and West Bengal Governments.

In December 2002, Regional Computer Centre, Calcutta (RCC) was merged with DOEACC Society — An Autonomous Scientific Society of Department of Electronics & Information Technology under Ministry of Communications & Information Technology, Govt. of India. The Society has its Headquarters at CGO Complex, New Delhi and the other Centres are located at Aurangabad, Gorakhpur, Calicut, Imphal, Aizwal, Tezpur (Guwahati), Srinagar (Jammu), Chandigarh (Simla, Lucknow & New Delhi) and Gangtok.

The basic objective of NIELIT Kolkata are described below:

- i. To carry out human resource development related activities in the area of Information Electronics and Communication Technology (IECT) which would enable employment generation and IT-Led economic growth
- ii. Capacity building in IECT and allied fields by providing quality Education
- iii. Capacity building through e-governance to enable Citizen Centric Services
- iv. Empowering through Digital Education by using the services of the Centre, accredited Institutes and CSC's
- v. Develop web based System for delivery of Education & Training.

Location

NIELIT, Kolkata Centre is located in a lush green environment inside Jadavpur University Campus being connected with bus and train services from different corners of the city.

Centre's Thrust Areas

- IT ('O', 'A' & 'B' Level) Courses
- Bio-Informatics ('O', 'A', 'B' Level) Courses
- CHM ('O' and 'A' Level) Hardware & Networking Courses
- Animation and Multimedia ('O' / 'A' Level) (under Progress) courses
- 'CCC' & 'BCC' Course
- Information Security Course
- Corporate Courses as per requirement
- ITES BPO & Call Centre Training Programme
- Several Short Term Courses as per Market demand
- Projects & Consultancy

The Courses — an Overview

NIELIT, Kolkata Centre offers Long-term and Short-term Courses as detailed in the following pages:

National Schemes

DOEACC Scheme provided by NIELIT play a pivotal role in generating competent manpower by utilizing the resources available in the non-formal sector for education in the area of Information Technology and few allied areas. Harnessing the resources available at private computer training institutions to meet the projected manpower requirements assumes greater significance since this sector is better equipped to keep pace with the fast rate of obsolescence in IT and allied Industries.

DOEACC Information Technology (IT) Scheme had been formulated by All India Council for Technical Education [AICTE], a Statutory Body under Ministry of Human Resource Development [MHRD] and Department of Electronics and is being implemented by NIELIT (National Institute of Electronics & Information Technology), an Autonomous Scientific Society under Department of Electronics & Information Technology, Ministry of Communications and Information Technology, Govt of India.

INFORMATION TECHNOLOGY (IT) ‘O’/‘A’/‘B’ Level Courses:

Level	Equivalency
‘O’ Level	Equivalent to Foundation level Course
‘A’ Level	Equivalent to Advanced Diploma in Computer Applications
‘B’ Level	Equivalent to MCA Level Course

DOEACC Bio-Informatics (BI) Scheme had been designed and developed by the Society with the active involvement of leading experts from reputed academic institutes and concerned industries. BI is a multidisciplinary subject involving Biological, Mathematical and Computational sciences. Modern Biology and Biotechnology are increasingly becoming quantitative and the knowledge creation is carried out through data driven approach. Accordingly, efforts given in designing the scheme are on IT centric, storing, retrieving, analyzing and visualizing Biological data with an objective to generate related human resource keeping coming demand from academia and industry.

BIO-INFORMATICS ‘O’ / ‘A’ / ‘B’ Level Courses:

Level	Equivalency
‘O’ Level	Equivalent to Foundation level Diploma in Bio-informatics
‘A’ Level	Equivalent to Post Graduate Diploma in Bio-informatics
‘B’ Level	Master’s Degree in Bio-informatics

DOEACC Computer Hardware Maintenance (CHM) Scheme: Manufacturer’s Association for Information Technology (MAIT) set up in 1982 for purposes of scientific, educational and IT Industry promotion has emerged as an effective, influential and dynamic organization. MAIT represents actively Hardware, Training, Design/R&D and the associated service sectors of the Indian Industry.

MAIT is represented on all concerned Govt. of India forums and works in close association with the Dept. of Electronics, Ministry of Communications & Information Technology.

Conception of a new scheme under DOEACC for Hardware courses is a result of the amalgamation of experience of running of existing DOEACC scheme in Computers and of CEDTI Franchisee Scheme. The Scheme has been launched with MAIT. The DOEACC Scheme on Hardware Courses has been worked out jointly with MAIT, initially at two levels:

Level	Equivalency
CHM ‘O’ Level	Diploma in Computer Hardware Maintenance
CHM ‘A’ Level	Advanced Diploma in Computer Hardware Maintenance and Networking

DOEACC Animation and Multimedia Technology (AMT) Scheme has been designed by NIELIT through experts from concerned industry and academia with an objective to generate human resource in the areas of multimedia and animation technology including Computer Graphics Design, Media Development, Web Development, Animation and Gaming etc. for catering to the fast growing Digital Multimedia and Animation Industry. The scheme at present is under active consideration of Department of Electronics and Information Technology (DeitY), Govt. of India and is planned to be launched shortly.

ANIMATION AND MULTIMEDIA TECHNOLOGY Scheme: (Proposed)

Level	Equivalency
AMT 'O' Level	Diploma in Animation and Multimedia Technology
AMT 'A' Level	Advanced Diploma in Animation and Multimedia Technology

DOEACC schemes are recognized by the Govt. for the purpose of employment in Central/State Govt., PSUs etc.

Short-term Courses

The Short-term courses may be utilized in a wide variety of ways. The approach may be to just gain a general knowledge in computers (which, now a days, is essential for any type of job), or acquiring IT knowledge while already in some profession, or being eligible for IT profession by a judicious choice of series of such courses or upgrading knowledge and adapt with new technology by IT professionals, etc. These courses are normally held during 8 AM to 10 AM and 6 PM to 8 PM enabling students and working people to participate.

As the duration of the short-term courses vary widely and demands also change from time to time, we do not fix the course schedules in advance.

Normally, there would be ten to twelve Newspaper advertisements in a year describing the next such available programs.

Corporate Courses:

Apart from the courses open to public as detailed in the following pages, we offer tailor-made courses for Government Departments, Industrial and Commercial houses and Academic Bodies. In the year 2012, we have conducted such courses for -

- Training of DOEACC 'O' Level Course in IT and Computer Hardware Maintenance (CHM-O) for SC/ST Jobseekers sponsored by Director General, Employment & Training (DGET), Govt. of India
- Training of Defense Personnel
- Minority Communities Training Under the sponsorship of WBMDFC for the different courses
- Training of Kolkata Municipal Corporation (KMC) personnel in AutoCAD/AutoLISP

It may please be noted that -

- the Courses are full-time unless mentioned otherwise
- Polytechnic Diploma, in general, is treated as equivalent to Bachelor's Degree
- Students doing their Graduation are sometimes allowed in courses meant for graduates

Course Admission time as have been mentioned in the next pages are generally kept under schedules, but sometimes it varies because of certain constraints beyond our control.

General Terms & Conditions:

1. Shift from one course to another is strictly not permissible.
2. In any circumstances, no candidate will be allowed to change batch of a course, for which he has taken admission, to another batch of the same course.
3. Course Material for Courses offered under DOEACC Scheme does not include books.
4. New rates are applicable for existing students also.
5. No Course fee for SC/ST candidates will be charged subject to following:
 - 5 (a) The candidates belonging to SC or ST categories will be required to produce the Original Caste/Tribe Certificate issued by a Competent Authority in the prescribed format as given in Annexure-II. The Scheduled Caste / Tribe Certificate issued by the following Authorities in the prescribed form as given in Annexure-II for SC(s) / ST(s) will be accepted as proof in support of the candidate's claim as belonging to the Scheduled Caste or Scheduled Tribe.
 - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner;
 - (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate;
 - (iii) Revenue Officer not below the rank of Tahasildar; and
 - (iv) Sub-Divisional Officer of the area where the candidate and / or his family normally resides
 - 5 (b) The SC/ST Candidates have to attach copy of Caste / Tribe Certificates duly attested by a Gazetted Officer along with his / her office address and preferably office phone no. along with the Application Form and other documents.
 - 5 (c) The undertaking in Annexure-III is also to be attached by the SC/ST Candidates at the time of admission. Such undertaking will be countersigned by the parent / guardian if the student is below 18 years.
 - 5 (d) NIELIT, Kolkata Centre may verify the Caste/Tribe Certificate submitted by a student through the proper channels and if such verification reveals that the claim to belong to Scheduled Caste or Scheduled Tribe, as the case may, is false, such student will be expelled forthwith without assigning any further reason and without prejudice to

such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. The Director/Director-in-Charge, NIELIT, Kolkata Centre shall be the final deciding authority for verification of a particular SC/ST Certificate upon specific recommendation of the concerned Admissions Authorities.

5 (e) **Caution Money: Caution Money (Refundable) will be charged for SC/ST Candidates for the courses wherever applicable. Caution Money will be refundable once the course is over and subject to the condition that NIELIT, Kolkata Center did not suffer any pecuniary loss due to the student.**

6. Certificates have to be collected within 3 months from completion of the course.
7. Discount available for down payment of fees for certain courses.
8. Installment facilities are available for a few courses.
9. Course Fee / Installment to be paid prior to the start of each course (Module/Semester/Year as applicable).
10. Service Tax extra as levied by the Government (currently 12.36% will be applicable to all courses except IT ('O'/'A'/'B' Level) courses only.
11. Refund of course fee will not be allowed, unless the course is cancelled by the Centre itself
12. In case a candidate deposits the fee for a particular batch of a course and wants to withdraw it before the starting date of the batch, a 20% cancellation fee will be deducted and remaining 80% would be returned to the candidate. Also concerned Service Tax may be refunded, subject to extant rules.
13. Course Fees given in this booklet are as per prevailing rate as on 01-01-2012 and may get changed any time as per decision of appropriate authorities.
14. Library caution deposit will be refunded against clearance form Library and producing related money receipts.
15. Resources like classroom, lab faculty, library books etc. are available only to students attending regular theory or lab classes as per schedule of respective courses.

DOEACC National Schemes

A) O/A/B Level courses in Information Technology (IT) under the DeitY-AICTE Scheme:

Sl. No.	Course Name	Eligibility	Duration	Course Fees
01.	'O' Level	10+2 / ITI	1 Year (480 hrs.)	Rs. 11500/-
02.	'A' Level /B-I	'O' Level / Graduate/ Polytechnic Diploma	1 Year (1200 hrs.)	Rs. 23000/-
03.	'B' Level (B-II & B-III)	'A' Level / B-I	2 Years (2400 hrs.)	Rs. 22000/- (Per year)

(Admission open throughout the year)

B) O/A/B Level courses in Bio-Informatics :

Sl. No.	Course Name	Eligibility	Duration	Course Fees
01.	'O' Level	10+2 / ITI	1 Year (480 hrs.)	Rs. 10000/- *
02.	'A' Level	Graduate	1 Year (1200 hrs.)	Rs. 22000/- *
03.	'B' Level	Graduate	3 Years (2760 hrs.)	Rs. 22000/- * (Per year)

(Admission opens in Feb/Aug. Service Tax is additional, as applicable)

C) 'O' Level Course in Hardware (DOEACC and Manufacturers Association for Information Technology (MAIT) Approved) Courses:

Sl. No.	Course Name	Eligibility	Duration	Course Fees
01.	CHM 'O' Level	10+2 (Science)/ITI (Electrical / Electronics/ Instrumentation	1 Year (600 hrs.)	Rs. 8000/- *
02.	CHM 'A' Level	CHM 'O' pass / Diploma in Electrical / Electronics/ Instrumentation/ 2nd Year B.Sc with Physics / Electronics /IT	1 Year (1320 hrs.)	Rs. 18000/- *

* Service Tax, as applicable, is additional

For installment facilities or discount available last page may please be seen.

Short-term Courses:

◆ (Course fees for all Short term courses are exclusive of Caution Money (Refundable) which is Rs.500/-)

A) Basic Courses

Sl. No	Course Name	Course Contents	Eligibility	Duration (in hours)	◆ Course Fees
01.	Communication English & Computer Basics	English grammar, Letter writing, Phonetics, Tongue twister, MS DOS & WIN, 'C' MS Office, Internet	Madhyamik / CBSE/ICSE or Equivalent	100 hrs.	Rs. 4000/-
02.	IT for Beginners	Basics of Computes, Windows, MS-Office, E-mail, HTML, PhotoShop	Madhyamik / CBSE/ICSE or Equivalent	(72 hrs.) (3days/week)	Rs. 4000/-
03.	Programming through C under UNIX/ LINUX, Data structures	C, Commands of LINUX/UNIX, VI-Editor, Concept of Data structures	(10+2) / Polytechnic	(72 hrs.) (3days/week)	Rs.3000/-
04.	Certificate Course in Computers for Beginners	Basics of Computers, Windows, Word, Excel, C, C++, PowerPoint, Internet & E-mail	Madhyamik / CBSE/ICSE or Equivalent	(72 hrs.) (3days/week)	Rs.4000/-
05.	ITES BPO & Call Centre Training	English Grammar, Sentence Construction, Thought Clarity, Extempore, Voice & Accent Training	10+2 and above (Graduate preferred)	(100 hrs.)	Rs. 6000/- (†)
06.	Bridge Course on Mathematics †	Basic Mathematics, Algebra, Complex No. Calculus, Permutation, Combination, Binomial theorem	Graduates preferably Science Graduate	(60 hrs.) (2 days/Week)	Rs. 4000/-

† Science graduates not studied Mathematics at Higher Secondary (10+2) Level and interested to get admission for DOEACC Bio-Informatics courses, are advised to complete the course successfully before taking admission.

(†) Rs. 6500/- in two installments.

B) Advanced Level Courses

Sl. No	Course Name	Course Contents	Eligibility	Duration (in hours)	Course Fees
01.	VB.Net & Web Development	Basic Data types, Debugging & Error Handling, .Net Frame-work, Threading, Accessing Database, ASP.Net Web Application	10+2	(120 hrs.) (4days/week)	Rs.6000/-
02.	Computer Hardware, Networking & PC Maintenance	OS, Computer Architecture, RAM, Processor, Display Cards, FDD, HDD, Monitor, Printer	10+2	(72 hrs.) (3days/week)	Rs.5000/-

B) Advanced Level Courses (Cond...)

Sl. No	Course Name	Course Contents	Eligibility	Duration (in hours)	◆ Course Fees
03.	Interactive Multimedia Design	Designing of Web page using Dreamweaver, Image editing, Digital audio, Digital video, Animation Concepts, 2D Animation using Flash, Basic 3D modeling and 3D Animation using 3D Max	10+2	(144 hrs.) (3days/week) (4-6) p.m. / (6-8) p.m.	Rs.15000/- (†)
04.	Certificate Course in Advanced Programming	Basics of Computer, Windows, MS-Office, JAVA Script, HTML, DHTML, C, C++, Internet & E-mail	10+2	(120 hrs.) (3days/week)	Rs.6000/-
05.	Programming through C, C++	C, C++	10+2	(120 hrs.) (3days/week)	Rs.6000/-
06.	Web hosting with Joomla	Concepts on OOP, Advanced DB, Templates, OOP in PHP, CMS - Introduction, Components, Joomla - Case Study	10+2 and knowledge of PHP	(48 hrs.) (3days/week)	Rs. 5000/-
07.	Advanced Financial Accounting	Concept of job costing, point of sales, excise duty, payroll, manufacturing inventory, security level & auditing share accounting using Tally ERP 9	10+2 with knowledge of Financial Accounting	(36 hrs.) (3days/week)	Rs. 2500/-

(†) may be paid in 3 installments (i.e. 8000/- + 4000/- + 3500/- respectively)

C) Courses for Professionals

Sl. No	Course Name	Course Contents	Eligibility	Duration (in hours)	◆ Course Fees
01.	Oracle with JAVA	SQL, PL-SQL, J2EE Framework, JSP, Servlet, Core JAVA, JDBC, Servlets	B.Sc /Engg. Dip./Degree	(192 hrs.) (4days/week)	Rs.9000/-
02.	Information Security (IS)	IS Basics, Cyber Attack, CERT Concept, IT Act 2000, Secured OS & LINUX, Cyber forensics secured Networking Infrastructure and Basic Security Tips & Tools	MCA/ B. Tech, Legal, Financial or ICT Professionals	(60 hrs.) (full time)	Rs. 6000/-
03.	Computer Aided Design & Drawing using AutoCAD/ LISP	2D, 3D, Administrative & Controlling Tools, Advance features with Auto LISP programming	Engg. Dip./ Degree/ ITI Trained	(114 hrs.) (3days/week)	Rs. 6500/ -
04	Introduction to Finite Element Analysis using ANSYS	Introduction to FEA ANSYS and its interfaces ANSYS basics and general FEA analysis procedures Structural Analysis Thermal Analysis Modal Analysis	Engg. Degree/ Diploma	(80 Hrs.) (3days/week)	Rs.7000/-

C) Courses for Professionals (Contd..)

05	Web Development using PHP & MySQL	HTML, CSS, JavaScript, AJAX, MySQL, PHP	B.Sc /Engg. Dip./Degree	(144 hrs.) (3days/week)	Rs. 7500/-
06	Financial Accounting	Basic of Computer, Tally, FACT, Accord, Real Accounts, Taxation with VAT	10+2	(96 hrs.) (3days/week)	Rs.6500/-

For Short Term Courses, Admission open throughout the year and notified through press advertisements (Ananda Bazar Patrika) and Centre's Website (www.doeackol.in) from time to time.

Placement & Industry Interaction

NIELIT, Kolkata-

- regularly provides information to students regarding placement opportunities in different Organizations.
- keeps interaction with Industries and Academic Institutions for Project Placement.

Seminars & Educational Lectures

To keep students informed about latest on Information Technology, the Centre tries to organize Seminars and Lecture Meetings.

Publicity & Promotional Efforts

The Centre announces courses through leading dailies and its website (www.doeackol.in). Also information in this regard is available at the Reception Desk and Centre's Notice Boards throughout the year.

Success Rates

On the average,

- ↳ 80% to 90% in short-term Courses
- ↳ 50%-55% in DOEACC Modules ('O' / 'A' / 'B' Level)

Excellent Lab Facility

The Centre is having Labs where students can interact with Computer on 1:2 sharing basis as per class schedule. It provides an opportunity for hands on learning and developing confidence in working environment.

Faculty & Professionals

The Centre is having very qualified professionals looking after different activities including Project and day to day courses. Faculty support is also provided from University, Academic Institutions and Industries on requirement basis.

Project and Academic Certificate

Students are given Project guidance and support from the Centre, as far as practicable, on regular basis for fulfilling the criteria for getting Academic Certificates in DOEACC 'O', 'A', 'B' Level courses.

Library

The Centre is having a well equipped Library for students having around 10,000 books.

Website

A website — www.doeackol.in has been launched. Information pertaining to Education (General and Special Courses) and all other activities will be available here.

Payment Scheme for Course Fees of Courses offered by NIELIT:

Sl. No.	Level	Installments			Down payment with discount	
		Total	1 st installment	2 nd installment		
01.	DOEACC (IT)	O	Rs. 12500/-	Rs. 6500/-	Rs. 6000/-	Rs. 11500/-
	A	Rs. 25000/-	Rs. 12500/-	Rs. 12500/-	Rs. 23000/-	
	B	Rs. 24000/- (per year)	Rs. 12000/-	Rs. 12000/-	Rs. 22000/- (per year)	
No Service Tax will be charged for IT Courses						
02.	Hardware & Networking	CHM-O	Rs. 9000/-	Rs. 5000/-	Rs. 4000/-	Rs. 8000/-
		CHM-A	Rs. 20000/-	Rs. 10000/-	Rs. 10000/-	Rs. 18000/-
Service Tax as applicable for Hardware & Networking Courses (Currently Service Tax is 12.36%)						
03.	Bio-informatics	O	Rs. 11000/-	Rs. 6000/-	Rs. 5000/-	Rs. 10000/-
		A	Rs. 24000/-	Rs. 12000/-	Rs. 12000/-	Rs. 22000/-
		B	Rs. 24000/- (per year)	Rs. 12000/-	Rs. 12000/-	Rs. 66000/-
Service Tax, as applicable, for Bio-Informatics Courses (Currently Service Tax is 12.36%)						

Additional Fees:

1.	Registration Fees (*)	Rs. 500/-
2.	Exam Fees (Theory) Per Paper	Rs. 500/-
3.	Exam Fees (Practical) Per Paper	Rs. 300/-
4.	Caution Money (Refundable)	Rs. 1000/- for 'O'/'A'/'B' Level (IT) & Bio-Informatics Courses

(*) Validity for 5 years from the date of Registration

- **IT (O/A/B Level) Courses are exempted from Service Tax. For other Courses Service Tax is applicable on Course fees and all other fees and has to be paid additionally as applicable (currently it is 12.36%).**
- **Registration for a course or for a level (O/A/B) of a course can not be altered once admission (i.e. fees submission) is taken.**
- **An examination fee, once submitted, is not refundable under any circumstances.**
- **Course fee will be refunded (as per norm) through Cheque / Bank transfer.**

CODE OF CONDUCT
for
STUDENTS OF THE CENTRE

CODE OF CONDUCT

for

STUDENTS OF THE CENTRE

1. Principles :

This code of conduct has been formulated to provide a clear statement of the Centre's expectations with respect to students in respect of academic matters and personal behavior.

NIELIT, Kolkata recognizes and values the diversity of students' experiences and expectations, and is committed to treat students, both academically and personally in a fair and transparent manner. All students in return, are required to comply both the requirements set down in this code of conduct.

2. Coverage :

This code of conduct applies to all full and part time students of NIELIT Kolkata, in respect of all actions and activities relating to or impacting on the NIELIT Kolkata or its students and employees.

3. Definitions :

In this code of conduct **student** means all full and part time students whose names are enrolled at NIELIT Kolkata.

Employee means all officers and staff of NIELIT Kolkata (including full time & part time Faculty / employees, Contract Employees, Lab Assistants, Casual staff), and Employees from other organizations, working for the Centre.

4. Personal Conduct :

All students must

- 4.1 Treat all employees (as defined above) with respect, dignity, impartiality, courtesy and sensitivity.
- 4.2 Maintain a co-operative and collaborative approach to interpersonal relationship.
- 4.3 Ensure that they do not act in a manner that unnecessarily or unreasonably impedes the ability of other students, employees and vendors working with the Centre.
- 4.4 Ensure that they do not become involved in or encourage discrimination against or harassment of employees or other students.

5. General Rules and Code of Conduct for Students :

In keeping with the tradition of the institution, all student of NIELIT Kolkata are required to maintain discipline and decorum in the building / campus and refrain from any activity that can tarnish the reputation of the institution. Violation of this will result in inviting appropriate disciplinary action. Following rules are to be strictly maintained by the students:

- 5.1 Avoid any activity or behavior that unfairly provide advantage or disadvantage to any student academically.

- 5.2 Read necessary official correspondences, meant for students, at the Notice Board on regular basis.
- 5.3 Register (applicable to NIELIT students only) themselves at the earliest. Necessary help may be obtained from the Registration Office at Ground Floor.
- 5.4 Clear all the fees within scheduled time to avoid any embarrassment and / or penal action.
- 5.5 Record complaints, if any, in the concerned Register lying with the Reception. Authority will see to solve them as far as practicable at the earliest. They can not disturb activities of the Centre, faculty or others with their complaints. They can meet Faculty, Co-ordinator or others with prior appointment only for explaining their views in a cordial way.
- 5.6 Speaking loudly, using microphones within the Centre / Campus, indecent language or behavior, sitting on desk or using the chair of faculty, writing indecent and / or objectionable things on board in absence of faculty, damaging assets of the Centre are not allowed. Violation of the guidelines will attract penalty including suspension of students.
- 5.7 Ragging in any form or time is banned in the Centre.
- 5.8 Smoking and use of alcohol are strictly prohibited.
- 5.9 All students are required to maintain the environment clean and not to litter the building & campus.
- 5.10 Vehicles (Two or Four Wheelers) should be parked keeping open the front of main gate.
- 5.11 Identity Card should always be kept by the students and produce on demand by the Security. Non-production of the same will lead to suitable action.
- 5.12 Pasting posters and / or writing on class room walls / corridor walls, doors, windows, toilets, are strictly banned.
- 5.13 Indulging in any act of sexual harassment of any student not allowed.
- 5.14 Bringing any political or other influence in matter pertaining to a student's career, fees concession / waiver or any other favour not allowed.
- 5.15 Strike, Picketing, Gherao are totally banned in the Institute. Any such act may attract appropriate penal action.
- 5.16 Using Mobile Phone or equivalent in the Classroom / Lab will not be allowed. These are to be switched off while entering the classroom or lab. If any student is found using the same or it is heard ringing while class / lab is going it will be forfeited.

6. Laboratories :

- 6.1 All students are required to attend laboratory classes as per schedule and the Centre is not liable to compensate any absence due to reason whatsoever.

- 6.2 Students should enter Lab and use equipments as per schedule. They will not be allowed other than schedule time in the Lab under any circumstances.
- 6.3 Records should be brought and instructions should be followed accordingly.
- 6.4 A congenial atmosphere should be maintained in the Laboratory Classes.
- 6.5 Misbehavior with Students / Staff will not be entertained in labs and, if any, it will be seriously dealt with.
- 6.6 Use of any personal media / equipment like CD, Pen Drive, etc. will not be allowed.
- 6.7 Use of internet for purpose other than academic or career advancement related activities is banned. Viewing Pornographic Sites or sites playing against social and national interest will be treated as a very very serious offence.

7. Examination :

- 7.1 Malpractice of any kind will not be allowed during all the Theory / Practical Examinations conducted at the Centre round the year.
- 7.2 Students who indulge in copying from neighbors with Papers Bits / Books / Notes / Calculators, etc., will be severely dealt with.
- 7.3 Students can not carry any mobile phone or equivalent in the examination hall. If any student is found using the same or heard them ringing during examination inside the examination hall he / she will be expelled from the rest of the examination period and the equipment will be forfeited.
- 7.4 All DOEACC Examinations are conducted by an independent body managed by a Committee. The Committee is represented by Professionals from different Academic Institutes / Universities / Centre of Excellence. The committee looks after the day-to-day activities of the system. It cannot be controlled nor has been formed to control for someone's benefit but to manage the Examination in a fair way and in a unbiased manner.
- 7.5 Any student can only forward his / her view(s) through the respective Wing Heads to the Centre Head who may forward them to the Examination Committee for its consideration but such forwarding does not guarantee the implementation of the observations. The committee has the liberty to consider / reject the observations based on merit of each such case.
- 7.6 The Course Co-ordination Group may conduct internal examination for improvement of the students and reduce communication gaps between students & faculty members with respect to teaching.
- 7.7 The Venue of Examination, the Examination Supervisor, Conductance of Examination, etc. is totally controlled by the Examination Committee and the Centre has no right to make any addition / alteration to them.