



# MANUAL OF POLICIES



An Initiative by  
The Government of  
Andhra Pradesh



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## 1. Document Revision History

Version	Date	Author	Reason for Changes
1.0	15-May-17	Swamy Kuchi / Geetha	Base version of IIDT MoP document
1.1	16-Aug-18	Swamy Kuchi	Amended few incorporations to attendance and grading.

## 2. About IIDT

IIDT is a unique initiative by the Government of Andhra Pradesh which is aimed at unlocking the potential of this enlightened age, and which strives towards enabling the role of digital technologies in innovating for a better future. To this end, the IIDT has set itself the ambitious goal of becoming one of the top 100 Digital Technology Institutions in the world by 2022.

The pedagogy at IIDT makes the students, industry ready. Students at IIDT learn deep digital technologies by solving use cases of the industry with advanced tools. Industry experts across the world mentor students throughout the curriculum.

IIDT is established to provide education in Digital Technology in tune with the rapid progress in the technology with special focus on modern innovative technology initiative like Cloud, Analytics, Mobility, Virtual Reality / Augmented Reality, FinTech, Block chain, Social Media, IoT etc.

### 2.1. VISION

Andhra Pradesh to be the preferred destination for Digital Opportunities in India by 2020.

### 2.2. MISSION

To create professionals, experts and entrepreneurs for the Digital future.

### 2.3. The key differentiators of IIDT

- 2.3.1 A distinctly immersive and highly personal learning environment that fosters growth. With our personalized support and trust, students can challenge themselves more and thus achieve deeper, longer-lasting learning and growth.
- 2.3.2 A modern learning environment that is both globally connected and technologically advanced. Learning at IIDT draws on and is integrated into the world's diversity, dynamism, and innovation.

- 2.3.3 An industry-based pedagogy which gives the exposure to the students in real-life applications and problem solving
- 2.3.4 A cluster of theme-based Centers of Excellence (CoE-s), established by industry leaders in respective domains to:
  - 2.3.4.1 Address the real-life problems and work with student community, to impart training in solving these problems.
- 2.3.5 State-of-the-art digital labs
- 2.3.6 Global Mentor grid for insights into industry trends
- 2.3.7 Partnership with best in respective areas of technology to design and deliver the curriculum
- 2.3.8 Opportunities for internship and placement

### 3. Definitions & Abbreviations

<i>A I S</i>	<i>Academic Information System (Software)</i>
<i>CQPI</i>	<i>Cumulative Quality Point Index</i>
<i>Calendar</i>	<i>Academic Calendar</i>
<i>Component</i>	<i>A component in a course, which carries marks/points for the purpose of evaluation and grading</i>
<i>Elective</i>	<i>Elective course</i>
<i>End- term</i>	<i>End-term examination</i>
<i>Faculty</i>	<i>Internal and external faculty member(s)</i>
<i>Mid-term</i>	<i>Mid-term examination</i>
<i>Mid-term Feedback</i>	<i>The performance report given to the students, halfway through the Term, as to the quality of their performance in various components</i>
<i>Outline</i>	<i>Course outline</i>
<i>QPI</i>	<i>Quality Point Index</i>
<i>PNR</i>	<i>Placement Not Required</i>

### 4. Academic

#### 4.1. Registration

All new students are required to register in person on the Inaugural Day as indicated in the Academic Calendar. The student who fails to register within 3 days, without prior intimation, will be deemed to have left the program.

## 4.2. Curriculum Design

The Academic Calendar will be issued before the commencement of each academic year. Implementations of IIDT Curriculum Committee decisions are subject to action by the Administrative office of Academic and Student Affairs/Provost of IIDT.

IIDT Digital technology courses in the program are designed to:

- (a) IIDT considers industry inputs and aims at equipping the students with the skills and knowledge required for a successful career in their respective Digital technology.
- (b) Develop an integrated view of organisational and digital functioning and an understanding of the interdependencies of subsystems.
- (c) IIDT follows respective partner's course design and make curriculum calendar consistent across all courses. The detailed curriculum design / course can be referred in IIDT\_Course\_Curriculum document.

## 4.3. Attendance

4.3.1 It is mandatory for the students to be regular and punctual in all the classes and maintain 100% attendance. Students stand to lose grades if their attendance drops below 85%. Please note that this 15% absence has been provided to cover cases of illness and/or personal exigencies.

4.3.2 The grade deduction will be followed as per the table mentioned below :

Attendance Range	Grade Reduction
86% - 100%	No Grade Loss
81% - 85%	Less one Grade Point
71% – 80%	Less two Grade Points
Below 70%	Not Eligible for Placements

4.3.3 If a student puts in less than 70% attendance in more than 3(three) papers during a Term, he/she will not eligible for placements.

4.3.4 Students will be required to pay Rs. 15,000/- for repeating each paper. If the student is required to extend his/her stay at the hostel to complete all the papers, then he/she will also have to bear the hostel charges as applicable during that year.

4.3.5 Individual faculty members may, at their discretion, assign some weightage to attendance and class participation in the evaluation of the course. In such an event, absenteeism on the part of the student may adversely affect both the components, namely, 'attendance' and the consequential 'class participation', if any.

4.3.6 The faculty may, at one's discretion, administer make-up tests/assignments only to those students who remained absent with prior permission. However, for the purpose of calculating the number of classes missed, there is no distinction between leave sanctioned or not sanctioned, or not applied for leave. The total classes missed would be used for calculating the grade deduction.

4.3.7 Absenteeism will be pardoned in the following cases, with prior intimation to the faculty/admin office:

- a) When students are sent for placements or are participating in a Placement process held on campus.
- b) When students have been assigned some official work on behalf of the college.
- c) When students are selected to represent IIDT in competitive events held in other institutes / organizations (with prior approval from IIDT Admin Office).

#### **4.4. Scheduling of Classes**

The institute operates on a 5-day per week schedule. Classes are held Monday through Friday from 9 am to 5 pm. No classes are scheduled on a regular basis outside this time period. Lecture / tutorial classes are usually scheduled between 60 – 90 minute slots. Lab classes are usually scheduled between 90 - 180 minute slots and usage of lab facility can be of student convenient time. Workshops, Guest Lectures, Classes can be held on Saturday and Sundays, with prior intimation.

IIDT can deliver about 30 – 50 % classes across all courses through online using our Digital classrooms to give National and International exposure to our students.

The detailed curriculum design / course can be referred in IIDT\_Course\_Curriculum document.

#### **4.5. Code of Discipline**

The Institute attaches great importance to integrity, honesty and discipline. A sense of responsibility and a high degree of maturity are expected from all the students inside or outside the campus as befitting future Digital Professional.

*4.5.1 Mobile Phone Usage - A student sitting in class cannot use his/her mobile phones while the class in progress. Breach of this rule will lead to the confiscation of the phone for 7 days by the administration.*

*4.5.2 The following commissions and/or omissions on the part of students will constitute breach of discipline/acts of misconduct:*

- Absence from the campus without prior permission from the administration office;
- Absence/ Mass absence from classes;
- Creating disturbance in the class and/or instigating others to such act;
- Delayed entry into the class, leaving the class room without permission, being inattentive;
- Copying in any form in the assignments or in any examination;
- Permitting, whether willfully or otherwise, a co-student to copy from one's own answer book or document or material;
- Food and drinks are not permitted in the class.
- Laptop is permitted in the class only when there is specific requirement in the class and instructed by the instructed.

- It is expected that students will respect the sanctity of the class room and avoid inappropriate attire, sitting postures and talking out of turn in class.
- Impersonation or proxy submission of assignments, reports and other documents to the faculty;
- Reporting fictitious data for empirical study or in the dissertation or assignments;
- Sub-standard performance in the Internship project, resulting in adverse feedback from the company guide;
- Smoking and Drunkenness strictly prohibited in the campus;
- Violent, disruptive or noisy behavior that adversely effects other residents; (like playing loud music which may disturb other residents who wish to study)
- Damage to the property of the Institute;
- Theft or fraud or dishonesty;
- Leveling false and baseless allegations against any Associate of the Institute;
- Doing, or causing to do any act, which is likely to adversely affect the relations of the Institute with its customers;

*4.5.3 Sexual Harassment: Any unwelcome sexually determined behavior, such as:*

- Physical contact
- A demand or request for sexual favours
- Sexually coloured remarks
- Showing pornography
- Any other physical, verbal or non-verbal conduct of a sexual nature.
- A committee has been constituted by the Management to consider and address complaints of sexual harassment. The administrative office of the institute, one faculty member and two students are the members of the committee. The policy is committed to creating a healthy working environment that enables to work without fear of prejudice, gender bias and sexual harassment. The Institution believes that all members have the right to be treated with dignity. Sexual harassment is a grave offence and is, therefore, punishable.
- A student, who is alleged to have committed an act of misconduct as aforesaid will be directed to show cause against disciplinary action and will be given an opportunity to present his case. The Administrative office may, after giving a hearing to the student and after conducting such investigation as is deemed fit and proper in the circumstances, impose such punishment as is deemed fit and proper.
- Punishments include warning or imposition of fine or down-gradation up to grade “F” or withholding of the Certificate or expulsion from the Institute. While imposing punishment, the Administrative office

will take into account the nature and gravity of misconduct, the circumstances of the case, and the impact of the misconduct on general discipline inside the campus or on the reputation, image and standing of the Institute.

4.5.4 Anti-Ragging: Any unwelcome Anti-Ragging determined behavior, such as:

- Abetment to ragging;
- Criminal conspiracy to rag;
- Unlawful assembly and rioting while ragging;
- Public nuisance created during ragging;
- Violation of decency and morals through ragging;
- Injury to body, causing hurt or grievous hurt;
- Wrongful restraint;
- Wrongful confinement;
- Use of criminal force;
- Assault as well as sexual offences or unnatural offences;
- Extortion;
- Criminal trespass;
- Offences against property;
- Criminal intimidation;
- Attempts to commit any or all of the above mentioned offences against the victim(s);
- Threat to commit any or all of the above mentioned offences against the victim(s);
- Physical or psychological humiliation;

Provided that the Head of the institution shall forthwith report the occurrence of the incident of ragging to the District Level Anti-Ragging Committee and the IIDT Head. Provided further that the institution shall also continue with its own enquiry initiated under clause 9 of these Regulations and other measures without waiting for action on the part of the police/local authorities and such remedial action shall be initiated and completed immediately and in no case later than a period of seven days of the reported occurrence of the incident of ragging.

## 4.6. Grievance Resolution

- 4.6.1 Any student, having a grievance, may submit a written application to the Administrative office setting out all the circumstances and/or details therein clearly. The grievance application should be signed by the student concerned.
- 4.6.2 Anonymous applications/petitions/letters will not be entertained or attended to under any circumstances.
- 4.6.3 If a student, having obtained grade “C”+ or “C” or “F” in any course, feels that he has been unfairly discriminated against in evaluation/grading or has become a victim of subjectivity or internal inequity, he can make a representation to the Administrative office within seven days after receiving the grade. No grievance shall lie, if the student has obtained any grade above “B”.
- 4.6.4 The representation should set out all the circumstances and grounds, and should be accompanied by all the relevant documents in support of the allegation. If the Administrative office is satisfied that the representation is not frivolous or vexatious, and that there is a prima



facie case, he may constitute a Committee in consultation with the area concerned and get the papers re-examined.

- 4.6.5 In all such cases, however, the onus of proving such discrimination, subjectivity or internal inequity, as the case may be, lies squarely on the student concerned. If, at any time during investigation, it is found that the allegations are mala fide or wild or without substance, the student concerned will expose himself to the risk of extreme punishment of expulsion from the institute as provided herein.

#### 4.7. Loan Process

International Institute of Digital Technology (IIDT), State Government of Andhra Pradesh, incorporated under Andhra Pradesh Electronics & IT Agency (APEITA) to impart education in Digital Technology through defined PG courses.

The Andhra Bank will act as IIDT's preferred financier on non-exclusive basis for financing Students of the Institute for pursuing studies at the Institute. The said preferred status of ANDHRA BANK means working in close co-ordination with IIDT for timely providing loans to the student in accordance with the Education Loan scheme of ANDHRA BANK. IIDT will provide an admission letter for students who have selected through the process. The Andhra Bank will setup counters for a week at IIDT campus for students who wants avail the loan.

#### 4.8. Fee Structure

- 4.8.1 All fees are to be paid as per the schedules specified in the offer letter. The payment mode is via online / debit / credit and e-Challan in favor of International Institute of Digital Technology through IIDT website. Cash will not be accepted.
- 4.8.2 All fees must be paid in two installments. A late payment fee, as decided by the Financial Controller, will be charged in case of payments made after the due date.
- 4.8.3 The fees/charges stipulated may be revised by the Institute without notice.

#### 4.9. Refund of Fees

- 4.9.1 No fee paid to the Institute, is refundable. This applies in case of dismissal from the Institute, as well as to any kind of withdrawal (voluntary or otherwise) from the Institute's rolls.

### 5. Examination & Assessment

#### 5.1 Grading System

- 5.1.1 A six-point grading system is used for evaluation. The 6 grades and their corresponding quality points are given below:

Rating	Fail	Average		Good		Excellent	
Grade	F	C	C+	B	B+	A	A+
Quality Points	0	1	2	3	4	5	6
Equivalent Marks	0-39	40-49	50-59	60-69	70-79	80-89	90-100

- 5.1.2 The faculty has the discretion of modifying the cut-offs for different grades. However, the cut-offs given above should be the maximum, i.e. a faculty can give a lower cut-off from what has been specified above and not a higher cut-off.
- 5.1.3 The index of a student's performance in each Term is the GPA. It is derived by averaging the quality points secured by a student in all the courses of the Term.
- 5.1.4 The index of a student's overall performance is the CGPA, which is the weighted average of the successive terminal GPAs.
- 5.1.5 Incomplete grade ("I" grade): A faculty would award an "I" grade if a student fails to complete the academic requirements of the course. An incomplete grade would require a student to repeat the course the next time it is offered by paying an additional amount of Rs. 15,000/- for each incomplete course. A student is not eligible for the successful completion of the Post Graduate Program with an "I" grade in any course.

## 5.2 Examination Rules

- 5.2.1 Students should report at the examination venue at least 15 minutes before the scheduled time and take their seats according to the randomized roll number/chart. Students will not be permitted into the examination venue after the question paper is distributed.
- 5.2.2 Students are expected to equip themselves with pen, pencil, ruler, eraser, calculator (if permitted by the Faculty Member) etc. Borrowing of books, study material, calculators etc. is strictly prohibited in the examination venue.
- 5.2.3 On entering the examination venue, each student should collect the answer booklet from the invigilator. Answer booklets are not exchangeable.
- 5.2.4 Students must fill the particulars on the cover page of answer booklet before proceeding to attempt any question. The same is the case with every additional booklet used.
- 5.2.5 A student must not refer to any book, paper or other notes, unless it is an open book examination.
- 5.2.6 Except for essential communication with the invigilator, a student is not permitted to communicate in any form with anyone else during the examination. Passing or receiving information in any form or peeping into the answer books of others during the examination constitutes misconduct and is strictly prohibited. A student, who assists or abets giving or passing of information, in any form whatsoever, will be considered as guilty and punishable as the one receiving it.
- 5.2.7 Students must stop writing, as soon as the invigilator signals the end of the time allotted for the examination.
- 5.2.8 Students are not allowed to leave the examination venue during the examination, without the express permission of the invigilator.
- 5.2.9 Answer books should be handed over to the invigilator once the student finishes the examination. It is the sole responsibility of the student to ensure that his/her answer book is promptly handed over to the invigilator.

5.2.10 Any violation of the norms of examination will be considered a serious offence and an act of misconduct and will be severely punishable.

5.2.11 Students have to deposit their cell phones to the invigilator prior the start of the examination. In case any student is found having his/her mobile phone(s) in parson, he/she needs to submit his/her answer script and leave the hall. He/ she will get an "F" for the component. In addition, he/ she will be liable for penalties which the Faculty Academic Council deems it.

### 5.3 Evaluation

5.3.1 Every faculty, while giving the course outline, will indicate the criteria for evaluation at the beginning of the Term.

5.3.2 The components for evaluation of a course may, in general, include a combination of attendance, quizzes, assignments, fieldwork, level of class participation, mid-term, end-term, etc. There will be a minimum of three components.

5.3.3 The decision of the faculty regarding grades or any segment of evaluation will be final. A student who needs clarification of on his/her grades may discuss with the faculty concerned within a week of receiving the grades.

5.3.4 Faculty will give feedback to students periodically on their performance through written comments on answer sheets or through individual meetings.

5.3.5 If a student has missed a mid-term or an end-term on account of authorized absence, he/she should approach the faculty concerned for administering a make-up examination and notify the administration office accordingly. Any re-examination will take place solely on the faculty member's discretion.

5.3.6 If, for any reason, the student fails to avail himself/herself of the opportunity to make-up the missed examination(s), he/she will be finally awarded "0" grade for that course or for that segment of evaluation.

5.3.7 A student, who has obtained an "I" grade should complete the requirements of the course to the satisfaction of the faculty within 4 (four) weeks from the date on which the grade is announced or, where the course falls in the last term, within a week of the completion of the last term, failing which he/she will be required to repeat the course full length, as and when offered by the faculty. It should be clearly understood that the student will not be entitled to receive the successful completion of the Post Graduate Program until he/she completes the requirements stipulated here-in-before.

5.3.8 Students are required to strictly adhere to the deadlines prescribed for the submission of all written assignments, projects, and reports as late submission would impact the final grade.

5.3.9 If a written assignment is overdue for more than one week, the faculty may refuse to accept the assignment and award a "0" grade to the student concerned for that segment of evaluation.

5.3.10 Re-evaluation of examination/term paper is permitted. However, on a written re-evaluation request, the faculty member concerned may at his discretion re-value the answer book, and submit the revised grade, if any, before the publication of the same by the admin Office.

## 5.4 Re Checking

Rules of 'Verification of Marks' and 'Rechecking':

- 5.4.1 For 'Verification of Marks' and 'Rechecking', student must apply within 7 days after declaration of the results.
- 5.4.2 'Verification of Marks' includes whether all questions attempted by the candidate have been assessed and this assessment is included in overall performance sheet of the candidate for assigning grade. Whether there is totaling/calculation mistake in marks/grade.
- 5.4.3 'Rechecking' means the answer paper will be completely reevaluated.
- 5.4.4 During 'Rechecking', if difference is less than 15% of max. marks of subject, (i.e. if total marks are 70 marks, then 10 marks of difference, if the paper is of 80 marks then 12 marks of difference and if the paper is of 100 marks then 15 marks of difference) no change of marks will be declared. But if the difference is more than 15%, then change will be effective.
- 5.4.5 'Rechecking' is permitted only in University Theory Exam.
- 5.4.6 No 'Rechecking' will be done for Internal Assessment like Mid- Semester Exam, Viva, Practical, and Term Assessment component of the subject and also there will be no 'Rechecking' for Dissertation Exam.
- 5.4.7 Student failing in more than two subjects will not be eligible to apply for 'Rechecking'.
- 5.4.8 'Rechecking' can be applied for maximum two subjects per semester.
- 5.4.9 He/ She shall abide by revised result even if it is adverse.
- 5.4.10 The result of the student revised on account of 'Rechecking' shall not entitle the student for medal/prize.
- 5.4.11 'Rechecking' is permitted in all semesters of all courses.
- 5.4.12 A student can apply for 'Rechecking' for his own answer books only.
- 5.4.13 For 'Rechecking' no fee shall be returned irrespective of whether the marks have changed or not.

## 5.5 Mid-term Feedback and Final Communication of Grades

- 5.5.1 Faculty will communicate mid-term feedback prior to the end-term.
- 5.5.2 The admin Office will announce the grades through Internet (AIS: Academic Information System) as and when received and the students concerned should promptly check their grades through AIS. No change in grade will be allowed, once the grades are published.

## 5.6 Certificates & Transcripts

- 5.6.1 At the end of the year of the Program, Certificates for the Post graduate Programs will be awarded to those students who have fulfilled all the conditions and requirements for the award, and who have been approved by the Faculty Council and Board of Governors for the Certificate.

5.6.2 The Certificates will be conferred at the Institute's Convocation.

5.6.3 The final transcripts will be given along with the Certificate during the Convocation provided the student has cleared all the dues of the Institute.

## 5.7 Medals for Academic Excellence

For outstanding academic performance, medals are presented to the student at the time of the Convocation, subject to the condition that the student qualifying for the medal has not violated the academic discipline of the program at any time during the academic year.

## 6. Internship & Placements

### 6.1 Internship

6.1.1 Some of the IIDT programs will have an Internship component.

6.1.2 Internship provides students an opportunity to apply their knowledge and sharpen their skills in the real business world. It also gives students industry exposure that helps them plan their career.

6.1.3 The duration of the internship and the evaluation pattern is different for each course offered by IIDT. The specifications will be provided to the respective students at the time of commencement.

6.1.4 A student, who does not complete the Internship Project satisfactorily, and who does not comply with the requirements, will have to do another Internship Project before becoming eligible for successful completion of the Post Graduate Program.

6.1.5 Students will be entitled to receive the Certificate only after completing the internship satisfactorily.

6.1.6 As a matter of policy, the academic work of the students must take precedence over placement and in no case will it be subordinated to placement. Academic activities must not be affected for placement activities.

### 6.2 Placements

The Placement Office will assist the students in finding suitable internship assignments in the programs that include an internship and assist suitable placements.

#### **Eligibility:**

**Attendance:** Students need a minimum attendance of 70% in each course to be eligible for the internship/ placement process of IIDT.

**Grades:** In order to be eligible for internship/ placement process, he/she must have at least

**2.50** At the end of term 1.

**3.00** At the end of term 2.

**3.50** At the end of terms 3 & 4.

**Conduct:** Students who have poor disciplinary records and/ or have disciplinary cases pending against them are not allowed to attend the campus interviews.

**Constraints:** In case a student has constraints regarding minimum salary, place of work, profile/ domain etc, he/ she need to articulate these constraints before the beginning of the placement process. The CV of the candidate will not be sent to any company that falls within the constraints, and will be sent to all the companies that fall outside the constraints.

**Opt-out:** In case a student wishes to opt out of the placement program, he/ she is required to sign a 'Placement Not Required' (PNR) form.

**Resume:**

The placement cell will, through the placement committee, circulate a common format of the resume which the candidates will have to fill out; any other format would not be accepted by the institute. These resumes are required to be updated as and when necessary, based on the courses covered, the projects undertaken, and the job description of the recruiting company. Customized or Company specific resumes may have to be filled and submitted as and when required.

If a student is found furnishing incorrect information on his/ her resume, the student will be barred from any further participation in the placement process.

**Certificates:**

Students need to furnish copies of their certificates, mark-sheets, offer letters and release letters relating to their academic and professional career to the placement cell before the start of the placement season.

**Attendance and Participation:**

It is mandatory for all students of the batch to attend all pre-placement talks, irrespective of whether the student is part of the interview process or not. Students are required to stay in the college/ premises where the placement process is being held for the entire duration of the selection process. Students who have registered and consented, but are absent for either the pre-placement talk or the selection process, will be barred from attending any further processes.

**Dress code and Discipline:**

Students are required to come in formals and should maintain strict discipline during the process of interview. Students who come in casuals will not be permitted to attend the interview. Students who do not report at the schedule time and who indulge in misconduct of any kind will be barred from the placement process.

**Job Offer/Appointment Letter:**

IIDT follows a one-student-one offer policy. Students who have received a job offer are not permitted to appear for interviews by other companies. Students whose selection is pending or who have not received a confirmation email/letter from the company are allowed to appear for further on-campus and off-campus interviews. Students need to complete the academic requirements of the program before joining their respective recruiters.

## **7 Student Services**

### **7.1 Hostel**

Students' safety and security is Institute's concern. Students are therefore, required to adhere to the following rules strictly:

- 7.1.1 The students staying on the campus are advised to enter required particulars in the register kept at the main gate while they go out of the campus after 8.00 pm and while they come in.
- 7.1.2 All the students will have to return to hostel / campus by 8 pm.
- 7.1.3 Students will have to seek permission of the Administrative Officer, in the prescribed form, prior to leaving the campus for a night out. This approval has to be sought well in advance and the Administrative Officer reserves the right to refuse permission.
- 7.1.4 A student cannot take more than 8 (eight) night-outs in a term, excluding the designated holidays, which will be duly updated in our academic calendar, failing which disciplinary action will be taken.
- 7.1.5 On return, students will be required to report to Administrative Officer and sign in the register where all the details are maintained.
- 7.1.6 Visitors to students must leave the premises before 9.00pm.
- 7.1.7 The students are required to keep the hostels neat and clean. Their co-operation in its maintenance and overall up keep is sought. Security of student belongings is their own responsibility. The students have to make sure that they lock their rooms properly whenever they leave their rooms.
- 7.1.8 Painting / coloring on the walls, windows or doors of the hostel room/office/class rooms is not permitted.
- 7.1.9 Parties/Celebrations on Campus/Hostels should be as per Institute's norms with preapproval. The institute may authorize surprise inspections of the hostel.
- 7.1.10 Students must seek permission prior to leaving station, to the Admin Office, at least 3 days in advance and may only leave campus on receipt of sanction.
- 7.1.11 Students will be required to carry their ID cards when out of campus.
- 7.1.12 Breach of any of these guidelines will amount to misconduct.

### **7.2 IT Services & Infrastructure**

- 7.2.1 Institute provides 24X7 Internet connectivity for Institute's mission of education, instruction, learning, research and administrative, community services.
- 7.2.2 Each hostel room is equipped with Wi-Fi is accessible within the Wi-Fi range.
- 7.2.3 Students are provided with round the clock IT support. To avail IT support students may take their laptop to IT support room.

- 7.2.4 Video Conferencing facility can be availed by the student only on prior permission from concern area head.
- 7.2.5 At any given condition, maintaining and safeguarding electronic data, including email is wholly user's responsibility.
- 7.2.6 It is students' responsibility to cover their laptop or other equipments under insurance.

### **7.3 Internet Usage Guidelines**

- 7.3.1 Accessing, downloading or transmitting file(s)/images/videos/songs that contain material of pornographic, racist or extreme political nature, or which incite violence, hatred or any illegal activity, or are considered as obscene, threatening, harassing materials are banned and will invite strict action from the institute.
- 7.3.2 Attaching and transmitting files (or programs) that contain illegal/unauthorized material by email is prohibited.
- 7.3.3 Accessing computers (hacking), accounts, files, or information belonging to others without their knowledge and explicit consent is a serious offence.
- 7.3.4 Accessing the internet using the institute's bandwidth for commercial activity, personal advertisement, solicitations, or promotions, such as hosting of commercial websites, or email broadcasts of commercial promotions is not allowed.
- 7.3.5 The institute does not authorize the use of pirated or illegal software including but not limited to operating system, application software and anti-virus software.
- 7.3.6 Violation of any of these rules constitutes breach of discipline and will invite penal measures commensurate with the gravity of the infringement.
- 7.3.7 The defaulting student will be liable to indemnify the institute, any other student/s or any third party of any losses/damages caused due to his act of indiscipline.

## **8 General**

The Administration of IIDT reserves the right to change at any time, the requirements for admission or graduation, content of courses, fees charged, awards and regulations affecting students, or make any other suitable modification, should they be deemed necessary in the interest of the students, the Institute or the profession.

### **8.1 Students Affairs Council (SAC)**

This committee is a forum for periodic discussion with the Associate Administrative office and/or Administrative office on issues affecting the student body in general, in the following fields: Curriculum; (b) Teaching (including evaluation system); (c) Academic Discipline; (d) Extra and Co-curricular Activities; (e) Physical Facilities.

Issues relating to individual students are specifically excluded from the purview of this committee.



## **8.2 Extra Curricular Activities**

The Institute offers scope for extra-curricular activities, like sports and games, gym, common room facility, debating forum, quiz contests, dramatics etc. All these activities are organised and managed by students.

## **8.3 Cheating and Plagiarism**

IIDT has a zero tolerance policy regarding cheating and plagiarism. Penalties for cheating and/ or plagiarism are harsh and can lead to expulsion from the Institute in cases which are serious. Past penalties have included the following penalties or a combination of them:

- 8.3.1 Debarment from participation in the Placement program.
- 8.3.2 In case a student has been placed, informing the company which selected him/her regarding this act of cheating/ plagiarism.
- 8.3.3 Ineligibility to receive a Medal for Academic Distinction in case the student was otherwise qualifying for the same.
- 8.3.4 Ineligibility to participate in the Convocation procession of the Batch.

## **8.4 Non-Discrimination Policy**

IIDT does not discriminate in its educational programs or activities on the basis of race, colour, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, gender, sexual orientation, genetic information, or any other characteristic protected under applicable law(s).

