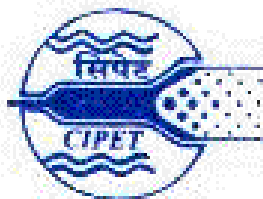


Hand Book
on
Rules & Regulations
for
Post Graduate Diploma / Post Diploma / Diploma Courses



Central Institute of Plastics Engineering & Technology

(Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers) Govt. of India.

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1.0 Introduction

1.1 Institute Profile

Central Institute of Plastics Engineering & Technology (CIPET) is a premier National Institution devoted to **Skill Development Training, Technology Support, Academic & Research (STAR)** for the Plastics & Allied industries in India. The first CIPET campus was established by Government of India in 1968 at Chennai and subsequently 22 **CIPET Campus** have been established by Government of India in the country. Today 22 CIPET Institutes at **Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhopal, Bhubaneswar - I, Bhubaneswar – II, Chennai, Guwahati, Hajipur, Haldia, Hyderabad, Jaipur, Kochi, Imphal, Lucknow, Madurai, Murthal, Mysore, Raipur & Vijayawada** are contributing through STAR services to the industries in India and abroad. All the centres have adequate infrastructure facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Control.

The courses are designed to produce technically trained manpower for ready absorption in plastics industry. The infrastructure facilities in terms of machinery and equipments are continuously upgraded / modernised to match with the technological development and needs of the industry globally. To keep the industries abreast with the new technological developments and update the skill levels of the personnel working in the industry, Short-Term Programme, Tailor-made Programme, Modular Training Programme, Skill Development Programme, Entrepreneur Development Programme, Training for Overseas Nationals, Technical seminar are conducted on Design, Tooling, and Plastics Processing Plastics Testing and Quality Assurance.

1.2 Objectives

- Development of skilled Human Resource for plastics industries.
- Upgradation of technical knowledge through advanced training programmes
- Quality control and standardization of plastics materials and products.
- Technical consultancy and advisory services for enhancing techno-commercial competitiveness of the industries.

- Design and development of moulds, dies for plastics industries.
- Research and Application development in the area of Plastics Engineering & Technology.

1.3 Activities

Academic, Technology Support, Research and Skill Development

1.3.1 Academic

(a) Regular Long Term Programmes

- Ph.D. Programs in Polymer Science & Technology / Material Science / Plastics Engineering at LARPM CIPET - Bhubaneswar
- Master of Technology in Plastics Engineering / Technology (M.E./M.Tech.-PE/PT)
- Master of Engineering in CAD/CAM (M.E.-CAD/CAM) at ARSTPS - CIPET, Chennai
- Master of Technology in Polymer Nano Technology (M.Tech. - PNT) at LARPM, CIPET - Bhubaneswar.
- M.Sc. (Bio-Polymer Science) at CBPST - CIPET Kochi.
- M.Sc. Polymer Science at CIPET Ahmedabad, Bhubaneswar and Kochi.
- Master of Science (Tech.) (Material Science & Engineering) at CIPET Bhubaneswar.
- Bachelor of Engineering/Technology in Plastics Engineering / Technology (B.E./B.Tech.-PE/PT)
- Bachelor of Engineering/Technology in Manufacturing Engineering / Technology (B.E./B.Tech-Mfg. Engg. / Tech at CIPET - Chennai, Lucknow, Bhubaneswar and Ahmedabad.
- Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT)
- Post Graduate Diploma in Plastics Testing & Quality Management (PGD-PTQM)
- Post Diploma in Plastics Mould Design with CAD/CAM (PD-PMD with CAD/CAM).
- Diploma in Plastics Mould Technology (DPMT)
- Diploma in Plastics Technology (DPT)

(b) Short Term Programmes

- Skill & Technology Upgradation Programmes for Industry
- Tailor - Made Courses
- Modular programmes
- Entrepreneurial Development programmes
- Training for Overseas Nationals
- Govt. Sponsored Programs

1.3.2 Technology Support Services

CIPET renders Technology Support Services (TSS) to plastics and allied industries in different fields of Plastics Engineering & Technology.

- Application development & applied research in all disciplines of Polymer Science & Technology
- Testing and standardisation for plastics materials and products
- Setting up of plastics based industry from concept to commercialisation stage
- Design & Development moulds & dies
- Material selection for new product development
- Machinery and equipment selection
- Setting up of Tool Room / Processing Industries & Testing Laboratories
- New trends in plastics processing technology
- Technical Support to the industry in product design / mould / dies / tools design, product failure analysis with the aid of CAD / CAM / CAE
- Training programs on measurement of uncertainty in Testing Laboratory.
- Consultancy services on implementation of Quality Management System (QMS)
- Setting up of laboratory as per ISO / IEC – 17025 & NABL criteria
- Undertaking job works in all the areas of Plastics Engineering & Technology

1.3.3 Research & Development

Two dedicated R&D Wings - LARPM & ARSTPS have been dedicated to the country where integrated Research Programmes are undertaken in the Polymeric Materials & Product Design and Development areas.

2.0 Post Graduate Diploma / Post Diploma / Diploma Course

The hand book furnishes the details of Post Graduate Diploma, Post Diploma and Diploma courses offered at CIPET centres, mode of admission / readmission, transfer, conduct of examinations, training rules and regulations, etc.

2.1 Description of Courses

The courses are conducted on semester pattern, each year consisting of two semesters.

UG/PG Degree (Degree awarded by Affiliating State University)

- (i) Master of Technology in Plastics Engineering / Technology (M.Tech.-PE/PT) - 2 years (4 semesters).
 - (ii) Master of Engineering in CAD/CAM (M.E-CAD/CAM) - 2 years (4 semesters).
 - (iii) Master of Technology in Polymer Nano Technology (M.Tech.-PNT) - 2 years (4 semesters).
 - (iv) M.Sc. (Bio-Polymer Science) – 2 years (4 semesters).
 - (v) M.Sc. Polymer Science – 2 years (4 semesters).
 - (vi) Master of Science (Tech.) (M.Sc.Tech. – Material Science Engineering) – 5 years integrated programme (10 semesters)
 - (vii) *Bachelor of Engineering/Technology in Plastics Engineering / Technology (B.E./B.Tech.-PE/PT) – 4 years (8 semesters).
 - (viii) *Bachelor of Engineering/Technology in Manufacturing Engineering / Technology (B.E./B.Tech-Mfg. Engg. / Tech.) – 4 years (8 semesters).
- *(Six semester pattern for lateral entry students in UG programmes)

Diploma / Post Diploma / Post Graduate Diploma

- (i) Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT) – 1½ years (3 semesters).
 - (ii) Post Graduate Diploma in Plastics Testing & Quality Management (PGD-PTQM) – 1½ years (3 semesters).
 - (iii) Post Diploma in Plastics Mould Design with CAD/CAM (PD-PMD with CAD/CAM) - 1½ year (3 semesters).
 - (iv) Diploma in Plastics Mould Technology (DPMT) – 3 years (6 semesters).
 - (v) Diploma in Plastics Technology (DPT) – 3 years (6 semesters).
- (Four semester pattern for lateral entry students in Diploma programs)

2.2 Admission criteria to CIPET Courses

UG/PG Degree (Degree awarded by Affiliating State University)

- (i) M.E./M.Tech. in Plastics Engineering / Technology – 2 years

Eligibility criteria: B.E. / B.Tech. / B.Sc.,Engg. (4 years) in Mechanical / Chemical / Production / Polymer / Plastics Engineering / Technology (or) M.Sc. in Polymer Science / Chemistry with polymer specialization.

Age limit: As per University norms

- (ii) M.E. CAD / CAM – 2 years
- Eligibility criteria: B.E. / B.Tech. (4 years) in Mechanical / Automobile / Manufacturing / Production / Industrial / Mechatronics / Marine / Aeronautical.
- Age limit: As per University norms
- (iii) M.Tech. in Polymer Nano Technology – 2 years
- Eligibility criteria: B.E. / B.Tech. (4 years) in Mechanical, Plastics Engineering / Technology / Polymer / Chemical (or) M.Sc., in Polymer Chemistry / Polymer Science / Physics / Chemistry with Valid GATE score.
- Age limit: As per University norms
- (iv) M.Sc. Bio- Polymer Science - 2 years.
- Eligibility criteria: B.Sc. degree with chemistry as main / subsidiary subject with minimum 50% marks.
- Age limit: As per University norms
- (v) M.Sc. Polymer Science – 2 years.
- Eligibility criteria: B.Sc. degree with chemistry as main / subsidiary subject with minimum 50% marks.
- Age limit: As per University norms
- (vi) M.Sc. Tech. – Material Science & Engineering - 5 years
- Eligibility criteria: H.Sc / 10 + 2 (academic stream) with Maths, Physics & Chemistry.
- Max. Age limit: 21 years
- (vii) B.E./B.Tech. in Plastics Engineering / Technology - 4 years
- Eligibility criteria: H.Sc / 10 + 2 (academic stream) with Maths, Physics & Chemistry.
- Max. Age limit: 21 years
- (viii) B.E./B.Tech. in Manufacturing Engineering / Technology - 4 years
- Eligibility criteria: H.Sc / 10 + 2 (academic stream) with Maths, Physics & Chemistry.
- Max. Age limit: 21 years

Diploma / Post Diploma / Post Graduate Diploma

- (i) Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT) - 1½ years
- Eligibility criteria: 3-year Degree in Science with Chemistry as one of the subjects.
- Max. Age limit: 25 years*
- (ii) Post Graduate Diploma in Plastics Testing & Quality Management (PGD-PTQM) - 1½ years
- Eligibility criteria: 3-year Degree in Science with Chemistry, Physics & Mathematics.
- Max. Age limit: 25 years*
- (iii) Post Diploma in Plastics Mould Design with CAD/CAM (PD-PMD with CAD/CAM) – 1½ years.
- Eligibility criteria: 3 year Diploma in Mechanical, Plastics Technology, Tool / Production Engineering, Mechatronics, Automobile Engineering, Tool & Die Making, DPMT / DPT (CIPET) or equivalent.
- Max. Age limit: 25 years*
- (iv) Diploma in Plastics Mould Technology (DPMT) - 3 years
- Eligibility criteria: X Std. with Maths, Science and English.
- Max. Age limit: 20 years*
- (v) Diploma in Plastics Technology (DPT)- 3 years
- Eligibility criteria: X std. with Maths, Science and English.
- Max. Age limit: 20 years*

* Age limit is relaxable upto 5 years for SC/ST and applicants from North Eastern Region.

2.3 How to apply?

CIPET releases its admission notice in all leading English as well as regional newspapers in the month of February of every year. Last date for receipt of filled-in application is mentioned in CIPET website, application form and in the Newspaper.

Information Brochure and Application form can be obtained from any of CIPET Centres against payment of prescribed application fee (which would be notified in the Admission Notice) in cash or demand draft in favour of CIPET, Payable at Chennai and online application through Website www.cipet.gov.in

2.4 Admission Regulations

- Admission to all CIPET Diploma & Post Diploma and Post Graduate Diploma, courses will be carried out through a Joint Entrance Examination (JEE) conducted at selected places on all India basis and is likely to be conducted on a Sunday in June every year (exact month and date will be announced through our website or Newspaper).
- Age limit shall be based on 31st July every year. Over-aged candidates will not be considered and hence need not apply. However, age limit is relaxable by five years for SC/ST & North-Eastern candidates.
- Candidates appearing for entry qualification examination can also apply. Their selection and admission is subject to their eligibility for higher studies on successful completion of the entry qualification and submission of qualification testimonials by the stipulated date.
- No request for change of centre allotted for admission will be entertained during the course of study.
- The provisional selection will be cancelled for the candidate not accepting the allotment of admission within the stipulated time indicated in the call letter and the wait list will be operated to fill the vacancies.
- The Category wise reservation followed for selection of candidates is as follows:

➤ Category	Percentage Allotted	
Scheduled Cast	: 15%	
Scheduled Tribe	: 7.5%	
Other Backward Classes + Minority	: 27%	
Physically Challenged	: 3%	Horizontal Reservation for Physically Challenged candidates cutting across all sections including SC/ST and the Other Backward Classes and the Non - reserved category.

2.5 Selection Procedure

Selection for all courses is based on academic record and performance in the Joint Entrance Examination.

2.6 Dismissal / Termination of students

Centre-in-charge in consultation with Head Office reserves the right to dismiss / terminate any student from the course on grounds of communicable diseases / unsatisfactory performance / lack of attendance / misconduct or ragging..

2.7 Award of Stipend

Limited Stipend is awarded to meritorious students of all courses on merit-cum-means basis (conditions apply).

2.8 Meritorious Scholarship

Industry Endowment Scholarship instituted by Industries are being awarded to meritorious students of all courses.

2.9 Centre Transfer

A student admitted in a particular centre is expected to undergo and complete the full course in the same Centre.

On extraordinary circumstances, with genuine reasons, students are being transferred from one CIPET centre to another centre based on the following procedure and criteria. The request letter shall be submitted to the Centre Head along with supported documents.

- a) A Three member committee should be constituted inclusive of a Medical representative not less than the rank of a Civil Surgeon / Authorised Medical Attendent (A.M.A.) for examining the genuineness and only those genuine cases be forwarded to Head Office with recommendations.
- b) Parental transfer should not be taken into account for considerations of student transfer. However, the parent illness / terminal illness / death may be considered and forwarded with all necessary supported documents.

- c) The transfer request of a student may be forwarded during the end of 1st year (on or before 31st May of every year) and no transfer should be forwarded to Head Office while pursuing 2nd year and 3rd year.
- d) The Transfer request is applicable to Diploma / Post Diploma / Post Graduate Diploma courses only, subject to availability of vacancy at the new centre.

2.10 Readmission of Candidates

A student debarred his / her studies in the middle of a semester or who has not appeared for semester examination of current semester of study can apply and get readmission in the same semester in the subsequent academic year if he / she desire to complete the course and satisfies the following conditions.

- a) Readmission fee of Rs.500/- is payable by the candidate.
- b) The candidate should not have exhausted the total period of study permitted to complete the course.
- c) He / she on readmission should be able to complete his / her full course of study within the stipulated total period of time. A candidate debarred his / her studies continuously or in spells for more than 2 years shall not be considered for readmission.
- d) A candidate whose petition is pending in any court with respect to his / her admission / examination results / punishment, etc. and who had debarred the studies shall not be readmitted in the institution without getting the prior permission of the Head Office Academic Cell.
- e) Last date, usually 7 days after the day of commencement of each semester is being fixed and announced for the readmission of students.
- f) Centres can themselves readmit the candidates who apply for their readmission on or before the prescribed due date in the semester in which they had debarred, if the candidate satisfy all the conditions specified above and send the proposal to the Head Office for approval and ratification. Centres may permit such readmitted students to attend the classes, without waiting for the approval from Head Office, after obtaining an undertaking that they will abide by the decision of the Head Office.
- g) The percentage of attendance for the readmitted candidates shall be calculated from the actual date of their readmission.

- h) The proposal for readmission has to be submitted by the centre-in-charge. The request letter of the student shall be forwarded to the Head Office along with the comments / recommendations of the centre-in-charge. A student seeking readmission with a particular semester should enclose the copy of the call letter in case of first semester or photocopy of his / her mark sheet of the previous semester he / she had completed before debarred his / her studies.

2.11 Time limit to complete the Diploma Course

The following time limit has been prescribed to complete the Diploma Courses and pass all the subjects pertaining to the course :

PGD-PPT / PGD/PTQM	:	(1 ½ years duration)	- 3 ½ years
PD-PMD with CAD/CAM	:	(1 ½ year duration)	- 3 ½ years
DPMT / DPT	:	(3 years duration)	- 5 years

However, on extreme unavoidable circumstances the In-charge Academic Cell, Head Office may decide and give a maximum of two additional chances to the deserving students on request even after the prescribed time limit has been exhausted. But no candidate can claim the additional chance as a matter of right.

2.12 Procedure for completing the Diploma Course

- a) The candidate on completion of studies in each semester should necessarily register him / her self for the examinations of all the subjects of the current semester as well as for all the arrear subjects of all the previous semesters and shall appear for the semester examinations.
- b) 80% attendance is mandatory for appearing in the semester examination.
- c) A student having less than 80% attendance in a semester will be demoted and should repeat the same semester in the next academic year.
- d) Candidates will not be permitted to discontinue the course of study for duration of more than three years during any part of their course of study. For candidates for whom continuous break in study is less than or equal to three years, permission of the Head Office is necessary to continue the course and appear in the examination.

2.13 Eligibility to continue in the next higher semester

Carry over system has been followed in which the students are being permitted to continue their studies in the next higher semester even if they do not pass in the lower semester examinations.

2.14 Working day / Hours

Duration of the programmes for each semester

Sl.No.	Programme	Duration
1.	Theory & Practical classes	18 Weeks
2.	Examinations (Theory / Practical / Seminar / Viva voce/ Supplementary)	3 Weeks

Working days : 5 days / week

Working hours : 30 hours / week

Theory / Practical : As stipulated in the syllabus framed and revised from time to time.

2.15 Pattern of Collection of Fees

- a) 1st Week - No Fine
- b)
- c) 2nd Week - Fine of Rs. 25/- leviable
- d)
- e) Beyond 2nd Week - The name will be automatically Removed from the roll Re-admission will be made on payment of Rs. 500/- before the last working day of 3rd week, failing which they will be removed from the rolls.

Subject Pattern

- a) No. of theory subjects : Minimum 2- 6 per semester
- b)
- c) No. of practical subjects : Minimum 2 - 3 including Drawing & Project work per semester
- d) Total No. of subjects : Minimum 5-9 subjects per semester
- e)
- f) Medium of Instruction : English

3.0 Semester Examinations – Exam Pattern

Semester Examinations for all the Diploma courses are being conducted in the following pattern:

Semester	Span of study	Examination
I, III & V	August – December	January
II & IV	February – June	July
VI	January – May	May

3.1 Conduct of Semester Examinations

Every semester, the schedule of examinations is being displayed in the CIPET website well in advance and exhibited in the Notice Boards of all CIPET Centres. The semester examinations are conducted in the centre where the student study the course. Course completed students also have to appear for their supplementary examinations in the same centre and change of centre if sought, are permitted upon request well in advance. (One month before the commencement of supplementary examinations)

Officials from other centres are appointed as External Examiners for effective supervision to conduct the examinations and ensure that examinations are conducted without any room for any malpractice.

The answer papers are evaluated by the identified examiners after assigning dummy numbers and the results published within 40 days (approx.) subject to prevailing conditions after the examinations are over. The results of the examinations are being published in the CIPET website and the centre-wise consolidated results are sent to all the centres by email. The individual mark- sheets of the candidates will be printed and sent to the centres within 60 days from the date of publication of results. All Mark sheets and Diploma certificates are distributed to the candidates through the respective CIPET centres and will not be issued directly to the candidates from Head Office. The centres shall not direct any of their students to Head Office Academic Cell for getting their grade sheets / certificates directly. The centres should maintain records for the issue of mark sheets, certificates with the date of issue, register number, signature of candidates , etc. in accordance with ISO standards.

3.2 Requirement for Examination and Attendance

- (i) Semester examinations will be conducted at the end of each semester.
- (ii) A candidate will be permitted to appear for the semester examinations for a subject / practical only if he / she secure minimum 80% of attendance during the said semester period and his / her conduct has been satisfactory.
- (iii) Trainees who have secured less than 80% attendance are not eligible to appear for the semester examinations under any circumstances.

3.3 Reasons for disqualifying a student from appearing in Semester examinations

- (i) A student who has failed to acquire the minimum required percentage of attendance during the course of study or discontinued his / her studies in the middle of the semester and who has not paid the examination fee in time shall not be permitted to appear for the semester examination.
- (ii) A student who has paid the examination fee in time, but does not have enough attendance in the course of study, shall not be permitted to appear for the semester examination. Such candidates shall however, will be permitted to write the supplementary examinations of previous semester / years, if any, using the current semester hall ticket. While issuing the hall ticket to such candidates, the centre-in-charge of the institution has to score out the column pertaining to the current semester of all papers and mention in the hall ticket as "Supplementary papers only".
- (iii) A student who has exhausted the maximum permitted time limit of 2 years from the date of completion of course of study shall not be permitted to pay the fee or appear for the examinations, unless otherwise notified.
- (iv) A regular student, who has been expelled from the centre on disciplinary measures shall not be permitted to register / appear for semester examinations.
- (v) A student cannot claim eligibility to appear for the examination on the ground that he / she had received the hall ticket from the Institution. The centre-in-charges will issue the hall tickets only for those, who satisfies all the conditions specified in 3.2.

3.4 Payment of Examination Fees

A candidate appearing for the semester examination should remit the prescribed fee for all the papers in which he / she has not yet passed. Even though edit lists of arrear papers are being sent by Head Office with respect to each regular student of the centre, it is the duty of the Centre in charge to verify, in each case, the papers he /

she had already passed before accepting the application and fee from the candidate. The mark sheets / certificates received by a candidate without appearing for all the arrear subjects will be cancelled on a later date when the mistake is detected. Further, such concerned officials, who authorize to receive the fee from the candidates leaving one or two failed subjects and submits the list to Head Office without proper verification will be liable for appropriate administrative action. The examination fee with the application has to be collected by the centre from the students upto the last dates prescribed by Head Office. The candidates have to obtain the receipt from the centre with the date of payment.

All fees from second semester onwards to be paid within 2 weeks from the date of reopening.

3.5 Issue of Hall Ticket / Duplicate Hall Ticket

Hall Ticket will be issued to all those who had registered themselves for the examination by paying the prescribed examination fee within the prescribed time limit. Before issuing the hall ticket to the candidates, the centre-in-charge / training-in-charge should verify the eligibility of the candidates to appear for the examination. **The hall ticket shall not be issued to candidates who do not have the minimum required attendance in the current semester.**

No candidate will be permitted to write the examination without a valid hall ticket.

If a candidate had lost the hall ticket, on request, he / she may be issued with a duplicate hall ticket at the centre on payment of a fee of Rs.25/-.

3.6 Guidelines for course completed candidates appearing in Supplementary Examination

- (i) The course completed candidates who have completed the course of study, but have arrear/s to clear, have to apply in the prescribed application form (Annexure – II) along with the supplementary fees (Rs.250/- per paper / practical / seminar / viva voce) on or before 10th December of every year for the supplementary examinations to be held in January and on or before 10th June for the supplementary examinations to be held in July of every year.
- (ii) The course completed candidates shall have to clear their arrears subjects / practical / seminar / viva voce within a period of two years from the date of completion of their course of study or after permitted additional chances on approval of Head

Office to the deserving students on request even after the prescribed time limit has been exhausted, failing which he / she will not be eligible for any more attempts.

All correspondence in this regard must be addressed to Principal Director (Academics) , CIPET Head Office, Guindy, Chennai – 600 032.

Annexure - II - Application Form for Appearing in Supplementary Examination

3.7 Act of malpractice in examinations and punishment awarded

A candidate indulging in any of the following act in the examination hall will be considered as committed malpractice in the examination and booked for the same.

- (i) Possession of printed / photocopy / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that have been either made use of or not made use of in the examination.
- (ii) Possession of Programmable Calculator, Mobile Phone, Pager, Organizer, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not use of them in the examination.
- (iii) Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not use of them in the examination.
- (iv) Writing any appeal to examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving their contact address, telephone numbers etc.
- (v) Writing the register number anywhere in the answer book or additional sheets other than in the fly slip.
- (vi) Enclosing empty additional sheets, wasting the exam stationery unnecessarily.
- (vii) Writing the examination without valid hall ticket.
- (viii) Noting down the answers of problems in his / her question paper before leaving the hall.
- (ix) Tearing off sheets from the answer book
- (x) Keeping Tables, Hand books, Code books etc. which are not permitted in the examination hall.
- (xi) Talking with others, showing signs or signals to others in the hall / verandah.

- (xii) Copying from printed / handwritten bits / sheets / books etc. in the examination.
- (xiii) Exchanging hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them.
- (xiv) Showing the answer book / additional sheet to the nearby students or allowing them to copy.
- (xv) Giving / Getting the main answer book or additional sheet to / from nearby students for copying.
- (xvi) Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.
- (xvii) Writing the examination even after the final bell, not obeying to hall superintendent's instructions.
- (xviii) Striking off all the pages including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.
- (xix) Telling the answer or formula related to any of the question to others writing the same examination.
- (xx) Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.
- (xxi) Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.
- (xxii) Writing answers in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.
- (xxiii) Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.
- (xxiv) Writing filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.
- (xxv) Acts of threats, violence, creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall. Misbehavior with the supervising staff etc.
- (xxvi) Repetitive action of malpractice either in the same sitting or in different sittings in the course of his / her study.

- (xxvii) Taking away with him / her written answer book, without handing over the same to the Hall Superintendent.
- (xxviii) Trying to take away or damage other candidate's answer book
- (xxix) Violating any other special rules / regulations prescribed by the Examiners.
- (xxx) Impersonation, arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.
- (xxxi) Assaulting physically or attempting to attack any examination staff while being caught / booked for any malpractice.
- (xxxii) Causing damages to examination records.
- (xxxiii) Arranging outside persons to terrorize the examination staff.
- (xxxiv) Leaving the examination hall with the question paper of the day's examination before the expiry of the period prescribed by the Examination (normally 45 minutes from the commencement of exam), in spite of the warning by Examiners.
- (xxxv) Causing damage to the belongings of Examiners as an act of vengeance.

3.7.1 The following action to be initiated in case of Malpractices in the Examinations:

- a) The candidate is found copying from any book, manuscript brought by him / her or by any other certificate inside the examination hall, if caught red-handed; he / she should be sent out and shall not be permitted to appear for any subsequent examinations.
- b) If the candidate copies from another examinee seated either in front row, or back row, from their written answer books, or found eliciting information on question paper, if caught red-handed the candidate found copying and also the candidate aiding him to copy, both of them should be sent out and shall not be permitted to appear for any other subsequent examinations.
- c) If a trainee is found soliciting assistance in practical examinations from other trainees or CIPET staff to carry out the practical work exam piece on his / her machine or in other machine he / she shall not be allowed to continue / complete the practicals and also shall not be entitled to appear for theory examinations to follow subsequently.
- d) The candidate found copying should sign in the answer book admitting that he / she was found copying by the examiner and the Invigilator / Examiner should certify if the answer book enclosing the copied material that he / she is found copying and these answer books should not be sealed along with other answer books but ought to be sent to Head Office along with a report of the concerned invigilator / examiner.

In all the above cases, the concerned trainee shall be issued with a Memo by Centre Head with a copy endorsed to Head Office.

3.8 Internal Assessment / Semester Examination Evaluation

- a) Semester examination will be conducted at the end of each semester both in theory and practicals / seminar / project / viva voce.
- b) The scheme of evaluation is through internal assessment and semester examination.
- c) The internal assessment / sessional marks for each subject / practical is awarded on the basis of continual evaluation of each trainee by the concerned faculty for a maximum of 20 / 40 / 50 / 100 / 200 marks accordingly.
- d) In case a student fails in internal assessment of one subject, he / she will be allowed to improve his / her performance by giving additional assignments / tests before commencement of Semester Examination.
- e) In case a student fails in internal assessment of more than one subject, he / she will not be allowed to appear in semester examination and will be required to repeat the semester in the next academic year.
- f) In case a student fails in external examination, the maximum marks for supplementary examination will be 60 for each subject. For overall result, the previous internal assessment marks will be added.
- g) Semester examinations are conducted for each subject / practical for a maximum of 30 / 60 / 100 / 200 marks accordingly.
- h) Seminar / Project Viva Voce examination are conducted for a maximum of 100 marks.
- i) A trainee who fails in any subject has to appear for the supplementary examination to clear the arrear/s and is allowed to continue the course of study without any break as such.
- j) However, he / she shall have to clear the arrear subject/s within a period of two years from the date of completion of the course. Failing which, he / she will not be eligible to appear for the supplementary examinations after two years as stipulated above.

3.9 Passing requirements

- (i) A trainee is declared to have passed the examination in a subject if he / she secures not less than 40% marks in theory and 50% marks in practicals, seminar, project work and viva voce examinations both in internal assessment (for theory subjects and practical only) and semester examination of the total prescribed maximum marks.

3.10 Issue of Course Completion Certificate

Course Completion certificate will be issued to the trainees only on successful completion of (passing all subjects) all semester except the final semester. A trainee, who has arrear/s in the previous semester/s, is not eligible for the Course Completion certificate.

3.11 Issue of Transfer / Migration Certificate

Transfer / Migration Certificate will be issued to the outgoing trainees by the centre against request.

3.12 Award of Diploma

- (i) A trainee will be eligible for the award of diploma only upon successful passing all Subjects of all semesters in the prescribed time duration.
- (ii) Failed candidates will be eligible for the award of diploma only upon successful Passing of arrear subject/s of all semesters within two years from the date of completion of the course. Otherwise, they are not eligible for award of diploma.

3.13 Issue of Diploma Certificate

Diploma Certificates will be issued to the passed out candidates. Students may collect the diploma certificates from the Centre concerned.

Obtaining Diploma Certificate

Applications for obtaining diploma certificate will be accepted only after four months from the date of publication of semester / supplementary examination results in CIPET Website.

Annexure – III - Application Form for Issue of Post Graduate Diploma / Post Diploma / Diploma Certificate

3.14 Classification of successful trainees

A candidate will be declared to have passed in First Class with Distinction if he/she secures not less than 75% marks in all semester put together and passes (including Conditional Pass) in all the above semesters in the first appearance and completes all papers within the stipulated period of study of 1½ / 3 years as applicable, without any break.

A candidate will be declared to have passed in First Class if he/she secures not less than 60% marks in all semester put together and completes all papers within the stipulated period of study of 1½ / 3 years as applicable, without any break.

All other successful trainees will be declared to have passed in Second Class.

All debarred candidates who have taken re-admission and are successful in completing the course (irrespective of getting any percentage of marks) will be declared to have passed in Second Class.

3.15 Issue of Mark Sheets / Diploma Certificates

Before issuing the Provisional / Diploma certificate to the candidate, the Centre-in-charge / Training-in-charge of the centre should personally verify his/ her mark sheets of all semesters to confirm that the candidate had passed in all subjects of all semesters.

3.16 Retotalling / Revaluation of Examination Answer scripts

In respect of courses, any candidate can apply for retotalling of his/her answer script of any theory paper he/she had appeared, if he/she is not satisfied with marks awarded to him/her in the paper, the candidate has to fill in the prescribed application form and remit necessary fee (Rs.100/- per paper) for retotalling by way of demand draft in favour of CIPET, payable at Chennai and submit the same to the Head Office through his / her Centre of study within the last date prescribed (generally 10 days from the date of publication of results). Candidates who still do not get satisfied with retotalling results can apply for revaluation of his / her answer script, the candidate has to fill in the prescribed application form and remit necessary fee (Rs.200 +(Rs.100/- for postage charges) for getting the photocopy of answer script by way of demand draft and submit the same to Head Office through his / her centre. The photocopy of the answer script will be sent to the candidate directly from the Head Office within 10 days from the date of receipt of application.

After going through the script, if the candidate desires for revaluation of his / her answer script, he / she has to fill the application form enclosed with the photo copy, pay the revaluation fee (Rs.400/- per paper) by way of demand draft as specified above and submit to Head Office through his / her centre of study within the prescribed date. After expiry of the last date, the script will be revaluated by a panel of evaluators and the revised marks will be intimated to the candidate. The candidates who secure more marks in the revaluation will have to surrender their original mark sheets to the Head Office to get corrected mark sheets. Those who get lesser / same marks in the revaluation are permitted to retain their original marks. The revaluation system is not applicable for the practical subjects. Request for photocopy of the revaluated answer script will not be entertained.

Important Note

Applications for Retotalling / Revaluation of Examination Answer scripts of received after the prescribed due dates will not be entertained by Head Office, Academic Cell.

- Annexure – IV - Application Form for Retotalling of Answer Scripts**
- Annexure – V - Application Form for Getting Photocopy of Answer Scripts**
- Annexure – VI - Application Form for Revaluation of Answer Scripts**

3.17 Corrections in Mark Sheets & Diploma Certificate

The application for any correction in the certificate or mark sheets should reach Head Office, Academic Cell within 60 days from the date of issue along with the original defective certificate.

The candidate has to pay the correction fee of Rs.300/- per mark sheet & Rs.1000/- for diploma certificate by way of demand draft in favour of CIPET, payable at Chennai.. Rs.100/- to be added if certificates required by post. The candidate should enclose an attested photocopy of his / her X Std. Mark sheet as a proof for the corrections required. The name of candidate or name of the Father / Mother of the candidate (spelling and initials) will be printed in the mark sheet & diploma certificate based on X Std mark sheet only.

No correction will be made in the certificates based on Gazette Notifications for change of name, initials, etc.

3.18 Issue of Duplicate Mark Sheet / Diploma Certificate

Duplicate Mark Sheet / Diploma Certificate will be issued upon production of the following:

- (i) Request letter along with a copy of any credential in support of course studied or a photocopy of mark sheet / diploma certificate, if possible.
- (ii) Demand Draft for Rs.300/- for Duplicate Mark sheet and Rs.1000/- for Duplicate Diploma Certificate to be drawn in favour of CIPET, payable at Chennai.
- (iii) In case the Duplicate Mark sheet / Diploma Certificate required to be sent by post, a postal charge of Rs 100/- is payable in the form of demand draft.
- (iv) Declaration in a non-judicial stamp paper of value of Rs.10/- issued by First Class Magistrate / Notary Public in the prescribed format given in annexure IX.
- (v) Those who have lost the Diploma Certificate / Mark sheets during transit, etc., have to make a Police complaint in the nearest Police Station and should submit the Certificate / FIR issued by them. Those who lost the same in the fire accidents, etc., should produce a certificate from the concerned Revenue Department officials. In the case of retrieval of the original certificate, duplicate certificate has to be surrendered immediately.

Annexure – VII - Application Form for Getting of Duplicate Diploma Certificate
Annexure – VIII - Application Form for getting Duplicate Mark sheet.
Annexure – IX - Declaration Format (Affidavit).

3.19 Verification of Certificates and issue of Transcript

Authentication / Verification of Mark Sheets / Diploma Certificates are done after collecting the following charges. Also, based on request of the students along with photocopy of mark sheet, the transcript is issued against the charges.

- The fee prescribed for the issue of genuineness / authentication / verification - Rs. 500/- (per candidate) in the form of Demand Draft in favour of CIPET payable at Chennai.
- The fee prescribed for the issue of transcript is Rs.100/- per semester in the form of Demand Draft in favour of CIPET payable at Chennai and Rs.100/- to be added if certificates required by post.
- The fee prescribed for providing attested copies of transcripts / mark sheets - Rs. 10/- (per copy / per transcript)

The certification / verification authority vests with Head Office, Academic Cell.

3.20 Cancellation of Certificates

CIPET, can withdraw / cancel / withhold Mark sheets, Provisional / Diploma Certificates already issued to a candidate on the following grounds:

- (i) for involvement of the candidate in any malpractice in the semester examinations such as impersonation, replacing the answer book / additional sheets of other candidates, conveying malpractice materials into the examination hall, helping other candidates for copying etc.
- (ii) for writing the examination, illegally; i.e., without the minimum required attendance, without eligibility, to appear for the examination, without paying the examination fee, without getting the hall ticket.
- (iii) for sparing / giving his / her mark sheets / certificates to other persons for any kind of misuse / duplicating / forgery etc.
- (iv) for making any kind of unauthorized corrections in the certificates.

The mark sheets / certificates issued, by mistake, to unsuccessful candidates will be cancelled when it is found, without any prior notice or explanation. Ineligible candidates cannot claim to retain such certificates and should return the same. The centre-in-charge of the institution, shall not issue such certificates to the candidates, but surrender them to the Head Office for cancellation. Getting back the issued certificates from such ineligible candidates will be the responsibility of the Centre-in-charge concerned.

3.21 Revision of Fees

The fees, penalties and charges mentioned in various places of this hand book are subject to revision by CIPET management from time to time. The candidate has to pay the amount as per the existing rates of the day.

3.22 Mode of Payment of Fees for course completed students

All fees related to certificates have to be paid by the course completed candidate in the form of Demand Draft obtained from any one of the nationalized bank drawn in favour of CIPET, payable at Chennai.

3.23 Refund of fees

The refund of fees to the students is as per AICTE norms. The public notice of AICTE for refund of fees is given in Annexure-X.

3.24 Conclusion

The Centre-in-charge, Officers and students have to go through the rules and regulations carefully and follow them scrupulously to avoid unnecessary correspondences, legal complications etc. The Academic Cell can amend, revise, alter or cancel any of the above rules by a resolution in its meeting with due approval of Competent Authority. In case of disputes in interpretation of any of the above rules, the decision of the Competent Authority will be final.

4.0 ANNEXURES

ANNEXURE - I

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
LIST OF CIPET CENTRES

CIPET Centre	Code	Tel. No. Office	Fax
Director General, CIPET Head Office, TVK Industrial Estate, Guindy, Chennai – 600 032. E-mail : cipethq@vsnl.com Web site : www.cipet.gov.in	044	22254780 22254783 22254784	22254735
Head – HLC - CIPET, Thiru.vi.ka Industrial Estate, Guindy, Chennai – 600 032. E-mail : Chennai@cipet.gov.in	044	22254701	22254707
Head – HLC – CIPET, Plot No.630, Phase IV, GIDC, Vatva, Ahmedabad – 382 445. E-mail : cipetahmd@gmail.com	079	40103901	40083905 / 06
Head – CIPET, P.O. Rayon & Silk Mills, Adjacent to GND University, Amritsar – 143 104. E-mail: cipetamritsar@gmail.com	0183	2258938	2258671
Head – CIPET, “G” Sector, J.K. Road, Govindpura Industrial Area, Bhopal – 462 023. E-mail : cipet.bhopal@gmail.com	0755	2684769	2689041
Head – HLC – CIPET, B-25, CNI Complex, Patia P.O., Bhubaneswar – 751 024. E-mail : cipetbbsr@gmail.com	0674	2743767 2743462 2743464	2743863
Head – CIPET, S-3/79, Sector - A, Zone - B, Mancheswar Indl. Estate, Bhubaneswar - 751 010. E-mail : cipetsat@gmail.com	0674	2588392	2587874
Head – CIPET, IDA Phase II, Cherlapally, Hyderabad – 500 051. E-mail: cipethyderabad@yahoo.co.in	040	27263750	27264051

Head – HLC – CIPET, B – 27, Amausi Indl. Area, Lucknow – 226 008. E-mail : cipetlko2@gmail.com	0522	2437645-6	2436227
Head – CIPET, No. 437/A, Hebbal Industrial Area, Mysore – 570 016, Karnataka. E-mail : cipetmys1@gmail.com	0821	2304847	2510990
Head – CIPET, C – 12, Industrial Estate, Takyalpet, Imphal – 795 001. E-mail : cipetim@gmail.com	0385	2413523	2413899
Head – CIPET, City Centre, Debhog P.O., District - Purba Medinipur, Haldia – 721 657. E-mail : cipet.haldia@gmail.com	03224	255534	253016
Head – CIPET, EPIP Complex, Hajipur Industrial Area, Hajipur – 844 101. E-mail : cipetpatna@gmail.com	06224	277424 273515	275316
Head – CIPET, P.O: Changsari, Kamrup District, Guwahati – 781 101. E-mail : cipet_ghy@rediffmail.com	0361	2130104 6013167	2680281
Head – CIPET, SP-1298, Sitapura Industrial Area, Phase – III, Tonk Road, Jaipur – 302 022. E-mail : cipet_jaipur@yahoo.co.in	0141	2770264/5/6	2770736
Head – CIPET, DCRUST Campus, 50 th Mile Stone, NH-1 Murthal, Sonapat Dt. – 131 039 Email: cipetmurthal@gmail.com	0130	2203005	2203010
Head – CIPET, Plot No. J – 3/2, MIDC Industrial Area, Chikalhana, Aurangabad – 431 006. E-mail : cipetabad@gmail.com	0240	2478301	2478333

Head – CIPET, Advanced Tooling & Plastics Product Devt. Centre (ATPDC), Near Samathuvapuram, Thiruvathavur, Madurai - 625110. E-mail : atpdc.cipetmdu@gmail.com	0452	2424227 2424277	-
Head – CIPET, Advanced Plastics Processing Technology Centre (APPTC), Plot No.A, IDCO, Bampada Industrial Area,Balasore -756 001. Email : apptcbls@gmail.com	06782	653213	211161
Head – HLC – CIPET, Centre for Biopolymer Science and Technology (CBPST) A unit of CIPET, Old JNM Campus, FACT Township, Eloor, Udyogamandal P.O., Kochi - 683501.. Email : cbpst2012@gmail.com	0484	2547740 2557750	2551740
Head – CIPET, Industrial Area Bhanpuri, Near Urkura Railway Station, Bhanpuri, Raipur - 493221 (Chhattisgarh) Email : cipetraipur@gmail.com	771	6555512	-
Head – CIPET, Inside - Baddi Technical Training Institute (BTTI),EPIP Phase-I, Jharmajri, Baddi, Dist: Solan, Himachal Pradesh - 173205 Email: baddicipet@gmail.com	01795	271177	-
Head – CIPET, VACDC Campus, Block-12, CR-15, New Auto Nagar, Kanuru, Vijayawada-520007. Email: cipetvijayawada@gmail.com	0866	6548777	2542852

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR APPEARING IN SUPPLEMENTARY EXAMINATION

(For Course Completed Candidates)

1.	Name of the Candidate	:	
2.	Hall Ticket No.	:	
3.	Course	:	
4.	Year of Study	:	
5.	Centre Studied		
6.	Year of Completion of Course Study	:	
7.	Details of arrear paper / semester-wise / no. of paper / practical / seminar / viva voice	:	
8.	Whether would like to appear for Odd or Even Supplementary Examinations	:	
9.	Details of Supplementary Examination Fee	:	
	(i) By Demand Draft No.		
	Amount		
	Date		
	Demand Draft to be drawn in favour of CIPET (Payable at Chennai)	:	
	(ii) By Cash		
	Receipt No.		
	Amount		
	Date		
10.	Mobile Number	:	

Date:

Signature of the Candidate

ANNEXURE - III

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

**APPLICATION FORM FOR ISSUE OF POST GRADUATE DIPLOMA / POST DIPLOMA /
DIPLOMA CERTIFICATE**

1.	Name of the Student (in CAPITAL letters as recorded in the School Testimonials)	<input type="text"/> <input type="text"/> <input type="text"/>
2.	Course	<input type="text"/>
3.	Hall Ticket Number	<input type="text"/>
4.	Father's Name (in CAPITAL letters)	<input type="text"/> <input type="text"/> <input type="text"/>
5.	Date of birth	<input type="text"/> <input type="text"/> <input type="text"/>
6.	Name of the centre studied	<input type="text"/>
7.	Year of enrollment in CIPET	<input type="text"/>
8.	Year & Month of passing	<input type="text"/> <input type="text"/>
9.	Percentage of marks	<input type="text"/> • <input type="text"/>
10.	Address for communication (For despatch of certificate)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> PINCODE: <input type="text"/>

It is to certify that the information furnished above are true and correct. I shall be fully responsible in case any of the above information is found incorrect.

Date:

Signature of the Candidate

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR RETOTALLING OF ANSWER SCRIPTS

1. Name of the Candidate :
2. Hall Ticket Number :
3. Mobile Number :
4. E -Mail ID of candidate :
5. Name of the Centre in which studying / studied :
6. Course of Study :
7. Whether retotalling is required for semester or supplementary examination answer scripts. :
8. Name of the subject/semester for which retotalling is required :
9. Marks obtained :
10. Amount paid : Rs.100/-
11. Demand Draft No. and Date (Drawn in favour of CIPET) :
12. Name of the Bank and Branch :
13. Postal Address to which the retotalling results to be sent. :

Date :

Signature of the Candidate

Important Note:

1. Separate application should be submitted for each paper.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR GETTING PHOTOCOPY OF ANSWER SCRIPTS

1. Name of the Candidate :
2. Hall Ticket Number :
3. Mobile Number :
4. E -Mail ID of candidate :
5. Name of the Centre in which studying / studied :
6. Course of Study :
7. Whether photocopy is required for semester or supplementary examination answer scripts. :
8. Name of the subject/semester for which photocopy of answer script is required :
9. Marks obtained :
10. Amount paid : Rs.200/-
11. Demand Draft No. and Date (Drawn in favour of CIPET) :
12. Name of the Bank and Branch :
13. Postal Address to which the photocopy of answer script should be sent if needed by post. :

Date :

Signature of the Candidate

Important Note:

1. Separate application should be submitted for each paper.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR REVALUATION OF ANSWER SCRIPTS

1. Name of the Candidate :
2. Hall Ticket Number :
3. Mobile Number :
4. E -Mail ID of candidate :
5. Name of the Centre in which studying/studied :
6. Course of Study :
7. Whether revaluation is required for semester or supplementary examination answer scripts. :
8. Name of the subject/semester for which revaluation is required :
9. Marks obtained :
10. Amount paid : Rs. 400/-
11. Demand Draft No. and Date (Drawn in favour of CIPET) :
12. Name of the Bank and Branch :
13. Postal Address to which the revaluation results should be sent. :

Date :

Signature of the Candidate

Important Note:

1. Separate application should be submitted for each paper.
2. Only those candidates who obtained photocopy of answer script are eligible to apply for revaluation.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR GETTING OF DUPLICATE DIPLOMA CERTIFICATE

1. Name of the Applicant (in CAPITAL LETTERS) in full as entered in the Mark sheets / Diploma issued by the CIPET (with address) :
2. Name of the Centre where in he/she qualified for the award of Diploma. :
3. Name of the Course :
4. Register number, month and year in which he/she secured a final pass :
5. Results of the final year examinations/ class secured :
6. Serial Number of the original Diploma/Certificate :
7. Particulars of fees remitted
(a) Amount :
(b) D.D.Number :
(c) Name of the bank from which the D.D. has been drawn :
8. Circumstances under which the original Diploma Certificate was lost. :
9. Steps or efforts taken by the applicant to recover the loss of Diploma/Certificate. :
10. Mobile Number

Date :

Signature of the Candidate

Note:

1. The candidate has to pay a fee of Rs.1000/- (Rs. 1100/- if required to be sent by post) in the form of demand draft drawn in favour of CIPET, Payable at Chennai.
2. The Original Certificate issued by the Police / revenue Department regarding the loss / damage has to be enclosed with the application.
3. Copy of any credential in support of course studied or a photocopy of Diploma Certificate, if possible is to be enclosed along with the application form.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR GETTING DUPLICATE MARK SHEET

1. Name of the Applicant (in CAPITAL LETTERS) in full as entered in the Mark sheets / Diploma issued by CIPET (with address) :
2. Name of the Centre where in he/she qualified for the award of Diploma :
3. Name of the Course :
4. Register number, month and year in which he/she secured a final pass :
5. Results of the final year examinations / class secured :
6. Semester / Serial Number of the original Mark Sheet :
7. Particulars of fees remitted
(a) Amount :
(b) D.D.Number :
(c) Name of the bank from which the D.D. has been drawn :
8. Circumstances under which the original Mark Sheet was lost. :
9. Steps or efforts taken by the applicant to recover the loss of Mark Sheet. :
10. Mobile Number :

Date:

Signature of the Candidate

Note:

1. The candidate has to pay a fee of Rs.300/- (Rs. 400/- if required to be sent by post) in the form of demand draft drawn in favour of CIPET, from any nationalised bank, payable at Chennai.
2. The Original Certificate issued by the Police / Revenue Department regarding the loss / damage has to be enclosed with the application.
3. Copy of any credential (**marksheet**) in support of course studied or a photocopy of Diploma Certificate, if possible is to be enclosed along with the application form.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

DECLARATION FORMAT (AFFIDAVIT)

**Declaration form for the loss of Post Graduate / Post Diploma / Diploma
Certificates to be given in a Non-judicial stamp paper of value of Rs.10/-)**

I son / daughter of
Shri / Smt.....residing
at

hereby affirm and declare that I have irretrievably lost my
.....

certificate issued to me by the Central Institute of Plastics Engineering & Technology,
Chennai in the year In the event of the above mentioned certificate / Diploma
being found subsequently I hereby undertake to return the duplicate issued.

SIGNATURE

SIGNED BEFORE ME

DATE:

First Class Magistrate / Notary Public

PLACE:

Office Seal

**PUBLIC NOTICE (Annexure-IV)
Advt. No.AICTE/Legal/04(01)/2007**

Sub: Instructions to Technical Institutions, Universities including Deemed to be Universities imparting Technical Education regarding matters concerning charging of fees, refund of fees and other student related issues.

All India Council for Technical Education (AICTE) has been empowered interalia under section 10 (n) of AICTE Act to “take all necessary steps to prevent commercialization of technical education”. In compliance with the provisions under AICTE Act and in the light of directions of Govt. of India issued under section 20 (1) of AICTE Act vide Letter No. (U.1 (A) Section), it has been decided to issue instructions to the Technical institutions, Universities including Deemed to be Universities imparting Technical Education in the matters concerning students.

Whereas it has come to the notice of the AICTE that Technical Institutions and Universities including Deemed to be Universities, are admitting students to technical education programmes long before the actual starting of an academic session; collecting full fee from the admitted students; and, retaining their school/institution’s leaving certificates in the original;

And Whereas, Institutions and Universities are also reportedly confiscating the fee paid if a student fails to join by such dates;

And, Whereas, certificates in original are being detained by institutions and Universities to force retention of admitted students;

And, Whereas the time-limit for students to join the courses/programmes is also being advanced in some cases unrealistically so as to pre-empt students/candidates from exercising other options of joining other institutions of their choice.

In the event of a student/ candidate **withdrawing before the starting of the course**, the wait listed candidates should be given admissions against the vacant seat. The entire fee collected from the student, after a deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) shall be refunded and returned by the Institution/ University to the student/candidate withdrawing from the programme. It would not be permissible for Institutions and Universities to retain the School/Institution Leaving Certificates in original. Should a student leave **after joining the course and if the seat consequently falling vacant has been filled by another candidate by the last date of admission, the Institution must return the fee collected with proportionate deductions of monthly fee and proportionate hostel rent, where applicable.**

Any violation of instructions issued by the AICTE, shall call for punitive action including withdrawal of approval and recognition of erring institutions and Universities. AICTE shall on its own or on receipt of specific complaints from those affected take all such steps as may be necessary to enforce these directions.

(Dr. K. Narayana Rao)
Member Secretary

TIME TABLE

(Options are indicative only)

I, II, III, IV, V & VI Semester

Course:

Semester:

Option - I	Morning Shift (I st Shift)				
Day / Time *	06.30-08.00am	Breakfast	08.30-10.00am	10.00-11.30am	11.30am-01.00pm
		07.00-8.30am	08.30-10.00am	10.00-11.30am	11.30am-01.00pm

Option - II	General Shift (II nd Shift)					
Day / Time		10.00-11.30am	11.30am-01.00pm	Lunch	02.00-03.30pm	03.30-05.00pm

Option - III	Evening Shift (III rd Shift)					
Day / Time		02.00-03.30pm	03.30-05.00pm	05.00-06.30pm	Tea	07.00-08.30pm
		02.00-03.30pm	03.30-05.00pm	05.00-06.30pm	06.30-08.00pm	

Monday											
Tuesday											
Wednesday											
Thursday											
Friday											
Saturday											

Working days per week: 5 days (Monday to Friday); Saturday: Extra Classes; Lunch Time (for students): 1.00 to 2.00pm

Class hours per day: 6 hours

Duration of each theory class: 90 min

No. of weeks per semester: 18 (Theory and Practical classes) + 3 (Theory and Practical Examinations) + 1 (extracurricular activities)

* Time table can be altered at the discretion of the Centre In charge in consultation with Head Office