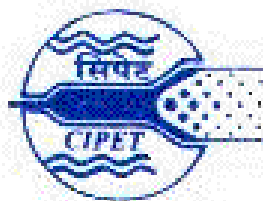


**Hand Book**  
**on**  
**Rules & Regulations**  
**for**  
**Post Graduate Diploma / Post Diploma / Diploma Courses**  
**(Revised Oct. 2016)**



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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 CIPET Institutes at **Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhopal, Bhubaneswarl, 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 Courses**

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 norms of affiliating University

#### (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 norms of affiliating University

#### (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 norms of affiliating University

#### (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 norms of affiliating University

#### (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 norms of affiliating University

#### (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 (Diploma awarded by CIPET)**

**(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 candidates 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](http://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 31<sup>st</sup> 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 Scholarships instituted by Industries, as and when available, 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.

**Under extraordinary and compelling circumstances, with genuine reasons (generally medical grounds), students are being transferred from one CIPET centre to another based on the following procedure and criteria.** The request letter for transfer shall be submitted by the student to the Centre-in-charge along with supporting documents.

- (i)** A Three member committee should be constituted by the Centre-in-charge 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 the genuine cases shall be forwarded by the Centre-in-charge to Head Office with recommendations from the committee.
- (ii)** Parental transfer should not be taken into account for considerations of student transfer. However, the parent illness / terminal illness / death may be considered by the committee and forwarded by the Centre-in-charge to Head Office with all necessary supporting documents.

- (iii) The transfer request of a student may be forwarded during the end of 1<sup>st</sup> year (on or before 31<sup>st</sup> May of every year) and no transfer request should be forwarded to Head Office while pursuing 2<sup>nd</sup> year and 3<sup>rd</sup> year.**
- (iv) The Transfer request is applicable to Diploma / Post Diploma / Post Graduate Diploma courses only and is also subject to availability of vacancy at the new centre.**
- (v) The student should submit his transfer request letter to the Centre-in-charge. Transfer request sent directly to Head Office by the student shall not be entertained.**

## **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 desires to complete the course and satisfies the following conditions:

- (i) Readmission fee of Rs.500/- is payable by the candidate in addition to the semester fees.
- (ii) The candidate should not have exhausted the total period of study permitted to complete the course.
- (iii) 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.
- (iv) 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.
- (v) Last date, usually 7 days after the day of commencement of each semester is being fixed and announced for the readmission of students.
- (vi) 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 candidates 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.

- (vii) The percentage of attendance for the readmitted candidates shall be calculated from the actual date of their readmission.
- (viii) 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 in 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 being debarred in 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**

- (i) 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.
- (ii) 80% attendance is mandatory for appearing in the semester examination.
- (iii) A student having less than 80% attendance in a semester will be demoted and should repeat the same semester in the next academic year.
- (iv) 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 : 540 hours/semester

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

### 2.15 Pattern of Collection of Fees

- 1<sup>st</sup> Week - No Fine
- 2<sup>nd</sup> Week - Fine of Rs. 25/- leviable
- Beyond 2<sup>nd</sup> Week - **The name will be automatically removed from the rolls. Re-admission will be made on payment of Rs. 500/- before the last working day of 3<sup>rd</sup> week, failing which they will be removed from the rolls permanently.**
- Tuition and other fees once paid cannot be refunded. However, refund of deposit may be claimed.

### 2.16 Subject Pattern

- No. of theory subjects : Minimum 2- 6 per semester
- No. of practical subjects : Minimum 2 - 3 including Drawing & Project work per semester
- Total No. of subjects : Minimum 5-9 subjects per semester
- 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	December -January
II & IV	February – June	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 is studying 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 Marksheets 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.**
- (iv) Further, students who are absent from classes for 2 weeks (or more) at a stretch without the prior permission of the Centre-in-charge obtained in writing, will be considered to have left the Institute and will not be permitted to appear for the semester-end examinations.

### **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 date 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 is to be paid within 2 weeks from the date of reopening failing which the name of the student is liable to be struck off the rolls.***

### **3.5 Issue of Hall Ticket / Duplicate Hall Ticket**

- (i) 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.**
- (ii) No candidate will be permitted to write the examination without a valid hall ticket.
- (iii) If a candidate misplaces 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.200/- per paper / practical / seminar / viva

voce) on or before 30<sup>th</sup> November of every year for the supplementary examinations to be held in December -January and on or before 30<sup>th</sup> May for the supplementary examinations to be held in June-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. ***Mere possession of a cell phone during examinations may result in losing the exam.***
- (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 Action to be initiated in case of Malpractices in the Examinations:**

- (i) 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.
- (ii) 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.
- (iii) 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.

- (iv) 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-in-charge with a copy endorsed to Head Office.

### **3.8 Internal Assessment / Semester Examination Evaluation**

- (i) Semester examination will be conducted at the end of each semester both in theory and practicals / seminar / project / viva voce.
- (ii) The scheme of evaluation is through internal assessment and semester examination.
- (iii) The internal assessment / sessional marks for each subject / practical / seminar / project 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.
- (iv) In case a student fails in internal assessment of one subject/practical, he / she will be allowed to improve his / her performance by giving additional assignments / tests before commencement of Semester Examination.
- (v) 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.
- (vi) 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.
- (vii) Semester examinations are conducted for each subject / practical for a maximum of 30 / 60 / 100 / 200 marks accordingly.
- (viii) Seminar / Project Viva Voce examination are conducted for a maximum of 100 marks.
- (ix) 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.

- (x) 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**

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.

### **3.14 Classification of successful trainees**

- (i) 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.
- (ii) 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.
- (iii) All other successful trainees will be declared to have passed in Second Class.
- (iv) 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 are still not 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



reevaluation 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 reevaluated by a panel of evaluators and the revised marks will be intimated to the candidate. The candidates who secure more marks in the reevaluation 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 reevaluation are permitted to retain their original marks. The reevaluation system is not applicable for the practical subjects. Request for photocopy of the reevaluated answer script will not be entertained.

#### **Important Note**

Applications for Retotalling / Reevaluation 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 Reevaluation 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.100/- per mark sheet & Rs.300/- 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**

Authentication / Verification of Mark Sheets / Diploma Certificates are done after collecting the following 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 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 Students Leaving the Course**

Students who wish to leave Institute for any reason will be given a TC only on payment of all fees payable for the remaining semesters and clearing any other dues. Such students have to return any scholarship, stipend or financial assistance given to them.

#### **4.0 Conduct, Discipline and other related matters**

Students are subject to rules of conduct and behaviour framed by the authorities of CIPET. The students are advised to keep themselves aware of the Institute rules. They are also advised to go through detailed Hostel rules and Prevention of Ragging rules given separately. ***Ignorance of rules shall not be an excuse for violation.***

Ragging means '***Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student.***

As per the order of the Supreme Court of India, ragging is strictly banned by the institution and any one found indulging in ragging is likely to be punished appropriately with punishment which may include expulsion from the institution or suspension from the institution or class for a limited period or fine with a public apology.

Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious institute.

Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and visitors of the Institute, and good behavior to fellow students.

Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; use of abusive and offensive language: disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.

#### **4.1 Conduct and Discipline Rules and Guidelines**

- (i) Students must be punctual and must maintain discipline at all times in the institute premises both in theory and practical classes and in their hostels. Maintaining cleanliness on campus is also essential.

- (ii) The institute takes note of serious misbehaviour, insubordination, habitual tardiness, irregular work habits or obscenity which is punishable by fine, suspension or dismissal.
- (iii) ***The institute is declared an alcohol – smoke – drug – pan – tobacco – khaini - gutka - pan masala - free area and offenders face stern action and even expulsion.***
- (iv) Misbehaviour outside the institute, besides affecting the reputation of the institute, has an impact on the student community. The institute reserves the right to take such action and make such rules as are necessary in the interest of the general student community to deal with such misbehaviour.
- (v) The students are required to wear CIPET Identity Card and CIPET uniform and black safety shoes to the institute on all institute working days. Failure to wear the CIPET identity card and CIPET uniform, once issued, will be treated as misconduct and such students may be barred from entering the campus and class room.
- (vi) Use of mobile phones is forbidden inside the academic blocks.
- (vii) The students are warned that they must follow all the safety regulations while conducting practicals in the laboratories and the management is not responsible for any physical damage or mishap that might occur out of students' negligence.
- (viii) Students must not join any club or society or involve in any engagements that would interfere with the studies without prior written permission of the Centre-in-charge.
- (ix) Students are forbidden to organize and attend any meeting within the Institute premises, or collect money for any purpose or to circulate among the students any notice or petition of any kind or paste it on the Institute notice board without the written permission of the Centre-in-charge.
- (x) Active participation in politics is not compatible with the academic life of students and as such students are not expected to indulge in public activities which are of a political nature.
- (xi) CIPET Centres conduct Students Grievance Redressal Committee meetings regularly for addressing the problems being faced by the students and for resolving their complaints. Hence, students will not be permitted to make complaints in a body or present any collective petition but are welcome to present their case, if any, either individually or through their proper representatives.

## **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, CIPET Head Office can amend, revise, alter or cancel any of the above rules by a resolution in its meeting with due approval of the Competent Authority. In case of disputes in interpretation of any of the above rules, the decision of the Competent Authority will be final.**

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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**  
**LIST OF CIPET CENTRES**

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

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



Head – CIPET, Advanced Tooling & Plastics Product Devt. Centre (ATPDC), Near Samathuvapuram, Thiruvathavur, Madurai - 625110. E-mail : atpdc.cipetmdu@gmail.com	<b>0452</b>	2424227 2424277	-
Head – CIPET, Advanced Plastics Processing Technology Centre (APPTC), Plot No.A, IDCO, Bampada Industrial Area,Balasore -756 001. Email : apptcbcls@gmail.com	<b>06782</b>	653213	<b>211161</b>
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	<b>0484</b>	2547740 2557750	<b>2551740</b>
Head – CIPET, Industrial Area Bhanpuri, Near Urkura Railway Station, Bhanpuri, Raipur - 493221 (Chhattisgarh) Email : cipetraipur@gmail.com	<b>771</b>	6555512	-
Head – CIPET, Inside - Baddi Technical Training Institute (BTTI),EPIP Phase-I, Jharmajri, Baddi, Dist: Solan, Himachal Pradesh - 173205 Email: baddicipet@gmail.com	<b>01795</b>	271177	-
Head – CIPET, VACDC Campus, Block-12, CR-15, New Auto Nagar, Kanuru, Vijayawada-520007. Email: cipetvijayawada@gmail.com	<b>0866</b>	6548777	<b>2542852</b>

**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.	Years of Study (From..... To.....)	:	
5.	Centre Studied	:	
6.	Year of Completion of Course Study	:	
7.	Details of arrear paper / semester-wise / no. of paper / practical / seminar / viva voce	:	(i) (ii) (iii) (iv) (v) (vi) (vii) (viii) (ix) (x)
8.	Whether would like to appear for Odd or Even Supplementary Exams	:	
9.	Details of Supplementary Examination Fee:		
	(i) By Demand Draft- DD No. with Date	:	
	Amount	:	
	<i>Demand Draft to be drawn in favour of CIPET and Payable at Chennai.</i>		
	(ii) By Cash - Receipt No. with Date	:	
	Amount	:	
10.	Mobile Number	:	

**Date:** \_\_\_\_\_ **Signature of the Candidate** \_\_\_\_\_

**Note:** Rs.200/- per paper / practical / seminar / viva voce

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**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**

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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**

**APPLICATION FORM FOR RE-TOTALLING 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 answers 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' and Payable at Chennai)	:	
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.

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**ANNEXURE - V**

**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' and Payable at Chennai)	:	
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.

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**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' and Payable at Chennai)	:	
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.

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**CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY**

**APPLICATION FORM FOR GETTING OF DUPLICATE DIPLOMA CERTIFICATE**

1.	Name of the Applicant <i>(in CAPITAL LETTERS) in full as entered in the Mark sheets / Diploma issued by CIPET.</i>	:	
2.	Address	:	
3.	Name of the Centre wherein he/she qualified for the award of Diploma	:	
4.	Name of the Course	:	
5.	Register number, month and year in which he/she secured a final pass	:	
6.	Results of the final year examinations / class secured	:	
7.	Serial Number of the original Diploma/Certificate	:	
8.	Particulars of fees remitted: a) Amount b) D.D. Number (c) Name of the bank from which the D.D. has been drawn	:	
9.	Circumstances under which the original Diploma Certificate was lost.	:	
10.	Steps or efforts taken by the applicant to recover the loss of Diploma/Certificate.	:	
11.	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.

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## CENTRAL INSTITUTE OF PLASTICS ENGINEERING &amp; 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.	:	
2.	Address	:	
3.	Name of the Centre wherein he/she qualified for the award of Diploma	:	
4.	Name of the Course	:	
5.	Register number, month and year in which he/she secured a final pass	:	
6.	Results of the final year examinations / class secured	:	
7.	Semester / Serial Number of the original Mark Sheet	:	
8.	Particulars of fees remitted: (a) Amount (b) D.D. Number (c) Name of the bank from which the D.D. has been drawn	:	
9.	Circumstances under which the original Mark Sheet was lost.	:	
10.	Steps or efforts taken by the applicant to recover the loss of Mark Sheet.	:	
11.	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 (mark sheet) in support of course studied or a photocopy of Diploma Certificate, if possible is to be enclosed along with the application form.

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**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

**TIME TABLE**  
(Options are indicative only)  
I, II, III, IV, V & VI Semester

Course:

Semester:

Option - I	Morning Shift (I <sup>st</sup> Shift)					
Day / Time *	06.30-08.00am	Breakfast	08.30-10.00am	10.00-11.30am	11.30am-01.00pm	With break for Breakfast
		07.00-8.30am	08.30-10.00am	10.00-11.30am	11.30am-01.00pm	Without break for Breakfast

Option - II	General Shift (II <sup>nd</sup> Shift)							
Day / Time			10.00-11.30am	11.30am-01.00pm	Lunch	02.00-03.30pm	03.30-05.00pm	With break for Lunch
			10.00-11.30am	11.30am-01.00pm	01.00pm-02.30pm	02.30-04.00pm		Without break for Lunch

Option - III	Evening Shift (III <sup>rd</sup> Shift)								
Day / Time	With break for Evening tea				02.00-03.30pm	03.30-05.00pm	05.00-06.30pm	Tea	07.00-08.30pm
	Without break for Evening tea				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 is indicative only and can be altered at the discretion of the Centre-in-charge in consultation with Head Office