

Standard Operating Procedure (SOP)

for

Post Graduate Diploma / Post Diploma / Diploma Courses



CIPET सिपेट
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Central Institute of Petrochemicals 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 Petrochemicals Engineering & Technology (CIPET) is a premier National Institution devoted to **Skill Development Training, Technology Support, Academic & Research (STAR)** for the Petrochemicals/Plastics & Allied industries in India. The first CIPET campus was established by Government of India in 1968 at Chennai and subsequently 44 **CIPET Campus** have been established by Government of India in the country. Today 8 **CIPET:IPT** at Ahmedabad, Bhubaneswar, Chennai, Lucknow, Raipur, Kochi, Jaipur & Murthal, 30 **CIPET:CSTS** at – Ahmedabad, Amritsar, Aurangabad, Baddi, Balasore, Bhopal, Bhubaneswar, Chennai, Chandrapur, Dehradun, Guwahati, Hajipur, Haldia, Hyderabad, Lucknow, Imphal, Jaipur, Madurai, Murthal, Mysore, Raipur, Ranchi, Vijayawada, Kochi, Korba, Agartala, Gwalior, Varanasi, PWMC Guwahati, Navsari 3 **CIPET:SARP** at ARSTPS-Chennai, LARPM-Bhubaneswar & APDDRL-Bengaluru and 3 Sub Centres at Palakkad (Kerala), Tamot (MP) and Paradeep (Odisha) 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, Processing, Testing and Quality Control.

The courses are designed to produce technically trained manpower for ready absorption in Petrochemicals/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, Processing, Testing and Quality Assurance.

1.2 Objectives

- Development of skilled Human Resource for petrochemicals/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 petrochemicals/plastics industries.
- Research and Application development in the area of Petrochemicals/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

Sl.No.	Programme	Name of the Course	Duration
1.	Diploma Level Programmes (DLP)	Diploma in Plastics Technology (DPT)	3 yrs.
2.		Diploma in Plastics Mould Technology (DPMT)	3 yrs.
3.		Post Diploma in Plastics Mould Design with CAD/CAM (PD-PMD with CAD/CAM)	1½. yrs.
4.		Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT)	2 yrs.
5.	Degree Programmes (UG & PG)	B.E. / B.Tech. in Plastics Engineering / Technology	4 yrs.
6.		B.E. / B.Tech. in Manufacturing Engineering / Technology	4 yrs.
7.		B Tech in Petrochemicals Engineering	4 yrs.
8.		B.Tech in Mechanical Engineering	4 yrs.
9.		M.Tech. in Plastics Engineering / Technology	2 yrs.
10.		M.Tech. in Polymer Nanotechnology	2 yrs.
11.		M.E. in CAD/CAM	2 yrs.
12.		M.Sc.in Bio Polymer Science	2 yrs.
13.		M.Sc.in Polymer Science	2 yrs.
14.		M.Sc. in Applied polymer Science	2 yrs.
15.		M.Sc. (Tech.) in Material Science Engineering (Integrated program)	5 yrs.

(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 petrochemicals/plastics and allied industries in different fields of Petrochemicals/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 petrochemicals/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 Petrochemicals/Plastics Engineering & Technology

1.3.3 Research & Development

Three dedicated CIPET:SARP – ARSTPS, LARPM & APDDRL 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)

Sl.No.	Name of the Course	Duration & Semester
1.	B.E. / B.Tech. in Plastics Engineering / Technology	4 years & 8 semester*
2.	B.E. / B.Tech. in Manufacturing Engineering / Technology	4 years & 8 semester*
3.	B Tech in Petrochemicals Engineering	4 years & 8 semester*
4.	B.Tech in Mechanical Engineering	4 years & 8 semester*
5.	M.Tech. in Plastics Engineering / Technology	2 years & 4 semester
6.	M.Tech. in Polymer Nanotechnology	2 years & 4 semester
7.	M.E. in CAD/CAM	2 years & 4 semester
8.	M.Sc.in Bio Polymer Science	2 years & 4 semester
9.	M.Sc.in Polymer Science	2 years & 4 semester
10.	M.Sc. in Applied polymer Science	2 years & 4 semester
11.	M.Sc. (Tech.) in Material Science Engineering (Integrated program)	5 years & 10 semester

*Six semester pattern for lateral entry students in UG programmes

Diploma / Post Diploma / Post Graduate Diploma

Sl.No.	Name of the Course	Duration & Semester
1.	Diploma in Plastics Technology (DPT)	*3 yrs. & 6 semester
2.	Diploma in Plastics Mould Technology (DPMT)	*3 yrs. & 6 semester
3.	Post Diploma in Plastics Mould Design with CAD/CAM (PD-PMD with CAD/CAM)	1½. yrs. & 3 semester
4.	Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT)	2 yrs. & 4 semester

(*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)

Selection and eligibility is according to the norms set out by the Affiliated University. More details regarding admission criteria is available for each course in CIPET website (www.cipet.gov.in)

Undergraduate and Postgraduate programs in Engineering / Technology is offered at all our Institute of Petrochemicals Technology (IPT) centres. These centres are located at Ahmedabad, Bhubaneswar, Chennai, Kochi, Lucknow, Raipur, Jaipur and Murthal. The Degree Courses are affiliated to the respective State Universities in which the IPT is located. These are

- Anna University, Chennai (<http://www.annauniv.edu/>)
- Dr. A.P.J. Abdul Kalam Technical University, Lucknow (<https://aktu.ac.in/>)
- Gujarat Technological University, Ahmedabad (<http://www.gtu.ac.in/>)
- Utkal University, Bhubaneswar (<http://utkaluniversity.nic.in/>)
- Biju Patnaik University of Technology, Rourkela (<http://www.bput.ac.in/>)
- Cochin University of Science & Technology, Kochi (<http://cusat.ac.in/>)
- Visvesvaraya Technological University, Belagavi (<http://vtu.ac.in/>)
- Madras University, Chennai (<http://www.unom.ac.in/>)
- Chhattisgarh Swami Vivekanand Technical University, Bilai (<http://csvtu.ac.in/ew/>)
- Rajasthan Technical University (RTU), Kota, Rajasthan (<https://www.rtu.ac.in/>)
- Deenbandhu Chhotu Ram University of Science and Technology, Murthal (<http://www.dcrustm.ac.in/>)

The B.E. / B.Tech. and M.E. / M.Tech. programs are approved by AICTE.

- (i) **M.E./M.Tech. in Plastics Engineering / Technology – 2 years**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (ii) **M.E. CAD / CAM – 2 years**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (iii) **M.Tech. in Polymer Nano Technology – 2 years**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (iv) **M.Sc. Bio- Polymer Science - 2 years.**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (v) **M.Sc. Polymer Science – 2 years.**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (vi) **M.Sc. Applied Polymer Science – 2 years.**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (vii) **M.Sc. Tech. – Material Science & Engineering - 5 years**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (viii) **B.E./B.Tech. in Plastics Engineering / Technology - 4 years**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (ix) **B.E./B.Tech. in Manufacturing Engineering / Technology - 4 years**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.
- (x) **B.Tech. in Mechanical Engineering - 4 years**
Selection & Eligibility: As per Norms set out by respective affiliated State Universities.

(xi) B.Tech. in Petrochemical Engineering - 4 years

Selection & Eligibility: As per Norms set out by respective affiliated State Universities.

Diploma / Post Diploma / Post Graduate Diploma

(i) Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT) – 2 years

Eligibility criteria: Full time 3-year Degree in Science

Age : No age bar

(ii) Post Diploma in Plastics Mould Design with CAD/CAM (PD-PMD with CAD/CAM) - 1½ years.

Eligibility criteria: 3 year full time Diploma in Mechanical / Plastics / Polymer / Tool /Production / Mechatronics/ Automobile / Tool & Die Making /Petrochemicals / Industrial /Instrumentation Engg / Technology or DPMT/DPT or Equivalent

Age : No age bar

(iii) Diploma in Plastics Mould Technology (DPMT) - 3 years

Eligibility criteria: Full time 10th Std.

Age : No age bar

(iv) Diploma in Plastics Technology (DPT) - 3 years

Eligibility criteria: Full time 10th Std.

Age : No age bar

2.3 How to apply?

CIPET releases its admission notice in all leading English as well as regional newspapers in vernacular language in the month of February/March of every year. There will be an online admission portal linked to CIPET website also (www.cipet.gov.in) to register the application for admission to Post Graduate Diploma/Post Diploma/Diploma programs against the payment as notified in the admission notice. The candidates can register the application through online portal till the last date as notified in the admission notice.

2.4 Admission Regulations

- Admission to all CIPET Diploma & Post Diploma and Post Graduate Diploma, courses will be carried out through a CAT – Online CIPET Admission Test (CAT) conducted at selected places on all India basis and is likely to be conducted on a Sunday in May/June/July every year (exact month and date will be announced through our website or Newspaper).
- 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 Caste	: 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.
General & Others	: 37.5%	
Economically weaker section	: 10%	

2.5 Selection Procedure

Selection for admission to all courses is based on performance in the CIPET Admission Test (CAT). As per online application submitted by the candidate, the CAT hall ticket will be sent to all eligible candidates in advance through their e-mail/bulk sms as indicated in the online application registered by them for appearing CAT.

Based on CAT, the candidates will be selected for admission to the centre where the candidate opted in online application registered by them. The admission call letter/counselling letter will be sent to all selected candidates for admission through their e-mail/bulk sms as indicated in the online application registered by them. The candidate has to take admission at the centre as per admission call letter/counselling letter within the stipulated period as indicated.

Original testimonials of the selected candidates are verified at the selected centre with respect to qualification and category as per data provided by the candidate in online application and declaration forms filled-in triplicate by the candidates and fees will be collected by the centres. On payment of fees by the candidate, the centre will enter admission registration number in the admission register.

On final admission, the hall ticket number will be assigned to all admitted candidates by the Academic Cell, Head Office and the same will be communicated to all centres for their further process.

2.6 Direct Admission

In case of seats remain vacant against AICTE approved intake of respective centre, centre Heads are authorised to carryout admission at centre level as per approved procedure of CIPET by following all admission criteria.

2.7 Admission through Lateral Entry

A student who has completed his/her 10th Standard and 2 Years I.T.I. or equivalent Examination or 10+2 education with Science or Maths background can take up admission directly in second year of diploma course based on availability of seat at the respective centre following all admission criteria.

2.8 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.

2.9 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 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) The readmission fee as equivalent to admission fee 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	:	(2 years duration)	- 4 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/ supplementary 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 against the payment of fee as equivalent to the admission fee 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) No. of practical subjects : Minimum 2 - 3 including Drawing & Project work per semester
- c) Total No. of subjects : Minimum 5-9 subjects per semester
- d) 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	Dec./Jan.
II & IV	February – June	June/July
VI	January – May	May / June

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 are 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 found 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 of the current semester and for the papers in which he / she has not yet passed. It is the duty of the Centre in charge to verify the list of eligible supplementary candidates, 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 exam 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 Head of Academics Cell, CIPET Head Office, T.V.K. Industrial Estate, 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 or not during 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.

Scheme of Internal Assessment

1. The scheme of evaluation will be as follows for the theory and practicals in all the semesters:

Internal Sessional Marks	External Semester Examination Marks	Total Marks
40/50/100/200	60/50/100/200	100/200/300/400

2. The sessional marks for theory will be awarded on the basis of internal assessment made during the semester in the respective theory subject taking into consideration the performance of the student in the assignment/tests/tutorials, attendance and behaviour with the following distribution of marks.

1	Minimum one assignment for every unit of theory content-Total of minimum 5 assignments-Average marks of best of 3 assignments	12/15/30
2	Minimum one periodical test for every unit of theory content-Total of minimum 3 periodical tests during The semester-Average marks of best of 2 tests	20/25/50
3	Attendance to be awarded proportionately for securing 80% and above during the entire semester period	04/05/10
4	General Behaviour	04/05/10

3. The sessional marks for practical will be awarded on the basis of internal assessment during the semester in the respective practical taking into consideration the performance of the student in the tests, knowledge acquired, maintenance of records, viva voce, attendance, behaviour, etc.

(1)	Viva Voce/Test	20%
(2)	Attendance/Punctuality	10%
(3)	General Behaviour/Attitude	10%
(4)	Course-In-Charge/Practical-In-Charge may equally distribute marks on number of exercises on specific practical subjects.	60%

Within an exercise, these marks would be awarded based on:

(i)	Observation table	20%
(ii)	Record book	20%
(iii)	Procedure	20%
(iv)	Machine-equipment details/concepts	20%
(v)	Operational knowledge-viva (for individual practical)	20%

- 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 400 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.

Regulations for conduct of Semester Practical/Dissertation Evaluation/Viva Voce Examination

1. Semester Practical/Dissertation Evaluation/Viva Voce Examination shall be conducted only upon completion of course study during the stipulated examination period.
2. Students shall appear for the practical examination only on the allotted date/batch. But in the event of their inability to appear on the allotted day on account of medical or other genuine reasons, they may be permitted to appear along with any other batch on another day during the stipulated period at the discretion of the practical incharge. However, such students shall have to obtain prior permission for the change of date from the concerned practical incharge/ internal examiner.

3. All students shall appear for the dissertation evaluation/viva voce examination on the scheduled date and time as stipulated by the Head Office.
4. In the event of students failing to appear for Practical/Dissertation Evaluation/Viva Voce Examination on the scheduled date it will be marked as **“absent”** in the evaluation sheet and the defaulters shall have to appear for the supplementary examination in the following semester to clear the arrears.
5. As done in the case of theory examinations, the attendance statements of students (LT/F-20A) pertaining to Practical/Dissertation Evaluation/Viva Voce Examination shall be furnished to Academics for records.
6. Upon completion of evaluation, the job done/end product of the students shall be stored for a period as stipulated in QMS.
7. On completion of practical examination and its evaluation, the statement of marks duly signed by the practical incharge, course incharge and external examiner if any, may be forwarded through centre incharge to Directorate of Academics, Head Office.

Guidelines for Scheme of Evaluation of Seminar Presentation by students

a.	Approach/Concept of conducting practicals (Includes mention of essential tool/machinery/equipments/observations/result analysis, precautions etc.)	40%
b.	Safety, handling and housekeeping	10%
c.	Product/Job evaluation (Would be course specific as in case of mould making practicals. Sizing, profile cutting, assembly and actuation of mould.)	40%
d.	Viva Voce Examination	10%

Guidelines for Evaluation of External Practical Examination

a.	Approach/Concept of conducting practicals (Includes mention of essential tool/machinery/equipments/observations/result analysis, precautions etc.)	40%
b.	Safety, handling and housekeeping	10%
c.	Product/Job evaluation (Would be course specific as in case of mould making practicals. Sizing, profile cutting, assembly and actuation of mould.)	40%
d.	Viva Voce Examination	10%

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 Transfer / Migration Certificate

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

3.11 Award of Diploma

- (i) A trainee will be eligible for the award of diploma only upon successful passing of 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.

3.12 Issuance of Diploma Certificate– Procedure

1. There are Five security features in CIPET Diploma certificates in addition to serial number printed on the back of each of the Diploma certificates:
 - a) Micro Text
 - b) Water Marking
 - c) UV Printing
 - d) Five colour (Rainbow printing)
2. Based on the previous and current year data relating to the number of final year students, the number of certificates to be printed is estimated. The certificates are printed by a specified printer, selected confidentially based on the credential .
3. On receipt of printed certificates from the printer, the officials nominated by the academic cell carry out a random check of the certificates to ensure the inclusion of security features and to ascertain the quality of paper and printing on the certificates in the presence of the printer and Head, Administration Department, CIPET Head Office. The number of certificates required for printing as per number of students eligible for the award Diploma is then requisitioned from Administration Department.

4. The Consolidated Marks Checklist including class awarded to candidates eligible for award of diploma through both Regular & Supplementary Examinations is prepared by the Academic Cell. Each data entered in the Consolidated Marks checklist is tallied with the Statement of Marks (internal) received from the Centres and Statement of Marks(external) prepared and submitted by the examiners for ensuring that no errors have crept in during consolidation and that accuracy has been maintained.
5. Based on the checked and authenticated Consolidated Marks Checklist, the name of the awardees and class secured by each is entered course-wise and centre-wise in a Diploma Certificate Register maintained by the Academic Cell.
6. Based on the above register, the name and class of awardees are printed on the diploma certificates by the Academic Cell. After printing of diploma certificate, the student details printed on the certificates are checked and verified with the authenticated consolidated marks checklist and countersigned by the Head of the Academic Cell. The Diploma Certificate Serial number is then entered in the Register against the name of each of the awardees.
7. The Diploma Certificates thus verified by the Head of the Academic Cell are then handed over to the Director General's Personal Secretary along with the register. After thorough verification at Director General's office, the facsimile stamp of Director General's signature is affixed on the certificates by his Personal Secretary who is the sole custodian of the afore-mentioned facsimile stamp of Director General's signature.
8. Finally, the Diploma Certificates are affixed with the facsimile stamp bearing the signature of the President, Governing Council by the Director General's Personal Secretary who is the sole custodian of the afore-mentioned facsimile stamp of President, Governing Council's signature.

9. All Diploma Certificate counterfoils are maintained in the Academic Cell at Head Office. In case any diploma certificate is cancelled for some reason (for e.g. due to printing error), it is stamped CANCELLED and stored in a file and the same is mentioned in the Register maintained at Academic Cell.
10. The diploma certificates with all details are sent to the respective CIPET Centres for issuing to the students. Issue details and receiving signature of the students are maintained in a 'Diploma Certificate Issue' Register at each Centre.

3.13 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 / 2 / 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 / 2 / 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, on successful completion of the course (irrespective of getting any percentage of marks) will be declared to have passed in Second Class.

3.14 Issue of Mark Sheets / Diploma Certificates

Before issuing the 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.

3.15 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 Training, payable at Chennai or and submit the

same to the Head Office through his / her Centre of study within the stipulated time (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 – III - Application Form for Retotalling of Answer Scripts**
- Annexure – IV - Application Form for Getting Photocopy of Answer Scripts**
- Annexure – V - Application Form for Revaluation of Answer Scripts**

The payment can be made through net banking also in the form of NEFT/RTGS/IMPS in CIPET Head Office Bank Account.

CIPET bank details for payment are given below:

Name of the Bank	State Bank Of India
Name of the Account	CIPET – Training
Branch Name	Guindy Branch, Chennai-600032
Branch Code	4327
Current A/c No	33003659524
IFS Code No.	SBIN0004327

If candidate paid through online, please provide the following information for verification and further process at our end: If payment is made through bank challan, attach a copy of challan.

1. Name of the bank :
2. Branch Name / City / State :
3. Bank code number :
4. Amount paid (Rs.) :
5. Transaction ID / Challan No. :
6. UTR Number :
7. Name of the candidate :
8. Course & Hall Ticket Number :
9. Telephone No. / Mobile No. :
10. Alternate contact / Mobile No. :

3.16 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.500/- per mark sheet & for issue of diploma certificate, **Rs.2000/-** if the course of study is within last 10 years including present Academic Year from the date of request **and Rs.4000/-** if the course of study is beyond 10 years including present Academic Year from the date of request in the form of demand draft drawn in favour of CIPET Training, payable at Chennai. An amount of Rs.100/- will be charged extra if certificates are 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. The payment can be made through net banking in the form of NEFT/RTGS/IMPS in CIPET Head Office Bank Account as indicated in Point No.3.15.

No correction will be made in the certificates based on Gazette Notifications for change of name, initials, etc. GST @18% is payable along with the above fees for completed students.

3.17 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.500/- for each Duplicate Mark sheet and for Duplicate Diploma Certificate, **Rs.2000/-** if the course of study is within last 10 years including present Academic Year from the date of request **and Rs.4000/-** if the course of study is beyond 10 years including present Academic Year from the date of request to be drawn in favour of CIPET Training, 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.

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. The payment can be made through net banking in the form of NEFT/RTGS/IMPS in CIPET Head Office Bank Account as indicated in Point No.3.15.

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

GST @18% is payable along with the above fees for completed students.

3.18 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 is - **Rs. 1000/- (per course) if course of study is within the 10 years including current Academic Year from the date of request and Rs.2000/- (per course), if the course of study beyond 10 years including the current Academic Year from the date of request** in the form of Demand Draft in favour of CIPET Training payable at Chennai.
- The fee prescribed for the issue of transcript is Rs.300/- per semester in the form of Demand Draft in favour of CIPET Training 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. 200/- (per course)

The payment can be made through net banking in the form of NEFT/RTGS/IMPS in CIPET Head Office Bank Account as indicated in Point No.3.15.

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

GST @18% is payable along with the above fees.

3.19 Cancellation of Certificates

CIPET, can withdraw / cancel / withhold Mark sheets, 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.

3.20 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.

3.21 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 Training, payable at Chennai.

3.22 Guidelines on Fee Refund / Return of Original Certificates/Documents

CIPET strictly follows guidelines of AICTE/UGC (Vide No. AICTE Public notification Advt. No. PGRC/08(06)/2017 and UGC notification dtd October 2018 in respect of students cancelling their admission at any point of time on refund of fees and return of Original Certificates / Documents (Refer Annexure-IX).

CIPET is not retaining the student's original academic and personal certificates, like, mark-sheets, school leaving certificates and other such documents, at the time of submitting admission form, but the submission of self-attested copies thereof shall be mandatory. CIPET physically verify the originals at the time of admission of the student in his/her presence and return them immediately after verification about their authenticity and the attested copies are kept for record. In case of any suspicion over the authenticity or genuineness of a certificate, reference may be made to university or the Board which issued the certificate to the student and the admission be subjected to the authentication.

In the event of a student/ candidate withdrawing before the starting of the course, the entire fee collected from the student, after deduction of the processing fee of not more than Rs.1000/- (Rupees one thousand only) shall be refunded /returned by CIPET. If a student leaves after joining the course and if the vacated seat is consequently filled by another student by the last date of admission, CIPET refund the fee collected after a deduction of a processing fee of not more than Rs.1000/- (Rupees one thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, CIPET shall refund the security deposit and return the original documents. CIPET do not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund alongwith return of certificate shall be completed within 7 days.

3.23 Insurance claim by the Students

CIPET is collecting fee from students towards their insurance. If necessity arises for the claim of insurance the students/Parents/ Guardians can contact the insurance Agency as provided by the concerned CIPET Centre. In case any difficulty in claiming the insurance the students/Parents/Guardians can contact the Training I/c or Administrative Officer of the concerned CIPET Centre.

3.24 Hostel Rules & Regulations

A. ADMISSION

- 1.1 Application for admission to the Hostel shall be made in the prescribed form to the Centre Incharge/Hostel Warden.
- 1.2 Every Student before admission to the hostel must submit an undertaking duly signed by him/ her and Parent/Guardian in writing that he/she will abide by the rules of the hostel and he will submit to any disciplinary action imposed on him by the authorities.
- 1.3 After admission, no Student shall leave the hostel.
 - (a) without the written request application from his father or guardian
 - (b) without the permission of the Warden.
- 1.4 At the end of each hostel year, existing hostlers who are desirous of returning to hostel, shall, before they proceed on vacation, submit an application for readmission. But cannot claim as a matter of right for readmission to hostel for the succeeding year/s.

B LODGING

- 2.1 Allotment of rooms shall be made by the Warden and shall be strictly adhered.
- 2.2 No room shall be occupied by a Student without payment of room-rent inclusive of electricity charges for the whole year at the time of admission.
- 2.3 No Student shall be admitted to the hostel for boarding without the production of the room rent receipt.
- 2.4 Hostlers must occupy the room allotted to them and do not change rooms without the permission of the Hostel Warden. Violation of this rule will result in the expulsion of the concerned hostlers from the hostel.

- 2.5 Hostlers may be shifted from one room to another by the Hostel Warden without assigning any reason.
- 2.6 Hostel furniture shall not be removed from one room to another under any circumstances. Hostlers are responsible for the care of furniture and fittings in their respective rooms. The cost of furniture and fittings will be recovered from them in case of “damage or loss” to the hostel property.
- 2.7 Hostlers are not expected to use extra electrical fittings in their rooms.
- 2.8 All hostlers are expected to be in their rooms by a reasonable stipulated time in the night, unless specially permitted by the Hostel Warden.
- 2.9 No hostler shall absent himself from the hostel without prior permission of the Hostel Warden. If a hostler finds it necessary to leave the hostel on private affairs, he/she shall report for his/her absence in writing to the Hostel Warden (the reasons) before his/her departure.
- 2.10 Guests of hostlers are permitted to stay in the hostel only for three days with prior permission of the Warden.
- 2.11 All guests of the hostlers who stay overnight in the room of the hostler shall enter their names in the Guest Register and ensure that prior permission from the Warden is obtained.
- 2.12 All guests of hostlers may go to the room of the hostler only after they sign in the guest register.
- 2.13 Lady guests are not permitted entry to the gents hostel block.
- 2.14 No guest who is ill or who has come for medical treatment shall be permitted to stay in the hostel.
- 2.15 The hostler who wants a guest to stay in his/her room for any period, subject to rules in force at that time, may be required to pay service charges as may be fixed from time to time.
- 2.16 The hostel management does not accept any liability for the property left in the rooms.

C. BOARDING

- 3.1 The mess charges per month shall be based on the dividing system maintained by the Mess Managing Committee shall be monitored and approved by Hostel Warden.

- 3.2 Charges for extra items in the mess shall be fixed periodically by the Mess Committee in consultation with the Hostel Warden and shall be approved by the Hostel Warden.

D. DEFAULTERS

- 4.1 Hostlers shall pay their mess charges along with the establishment charges on or before the 10th of every month. Thereafter a fine of Rs.5/- (five) per day will be levied upto the 15th of that month. Those who fail to pay the dues by 15th will not be permitted to take food in the mess and will be notified as defaulters and their advance will get adjusted towards the mess dues. Such defaulters can be re-admitted only after payment of readmission fee and mess deposit again. They will also be required to produce a written undertaking to the effect that they will not be at default again in future in payment of dues.
- 4.2 Habitual defaulters may be required to bring their parents/ guardians for a personal assurance regarding regular payment.
- 4.3 A defaulter who does not settle his dues within one month after being declared a defaulter is liable to be expelled from the hostel.

E. REDUCTION OF MESS CHARGES

- 5.1 Outmess may be claimed for a minimum of 5 days at a time and maximum of ten days permissible per semester unless it is on medical grounds or other extraordinary circumstances.
- 5.2 Outmess form must be submitted to the hostel authority atleast 3 days in advance and sign in the outmess register. Mere information left with the cooks/colleagues in the mess will not be accepted.
- 5.3 If any hostler takes food in the mess, when he has applied for outmess, the outmess gets cancelled and a fine of Rs.25/- will be collected from the hostler.
- 5.4 Transferring of mess account or any part thereof to any other hostler's account is not permitted.

F. MEAL TIMINGS AND RESTRICTIONS

- 6.1 The meal timings will be decided by the Hostel Warden with the concurrence of the Centre In charge.
- 6.2 Such of the members who wish to have late dinner should leave prior intimation in the special register maintained in the Office. Rs.2/- will be collected as Service Charges for this arrangement (Per head).
- 6.3 No meals will be served after 10.30 p.m. under any circumstances.
- 6.4 Meals should be taken only in the Dining Halls. Meals should not be taken to the rooms or to any other place.

G. COMPETENT AUTHORITY

The Head of the Institute (Centre Incharge) shall be the competent authority responsible for the interpretation and enforcement of the hostel rules. His decision shall be final and binding.

H. MANAGEMENT OF THE HOSTEL

Besides, officials for hostel administration and student representatives will be elected to help in the smooth functioning of the hostel.

I. BLOCK REPRESENTATIVES

- 9.1 The hostlers of each block shall elect from among themselves one Block Representative.
- 9.2 The Block representative shall help the Hostel Warden of the Block in their duties.

J. MESS ASSISTANT/MESS REPRESENTAIVE

The hostlers of mess shall elect from among themselves Mess Representatives from each course and form the Mess Committee for the management of the mess.

K. HOSTEL COMMITTEE

The housekeeping of the hostel, management of the mess and the related activities shall be managed and maintained by the Mess Committee. The Hostel Warden will be the Chairman of the Hostel Committee.

L. GENERAL

- 12.1 Visitors are not permitted to stay in the hostel after 7.00 p.m.
- 12.2 Hostlers shall not leave the headquarters without prior permission of the warden and in such cases, they should get prior permission and intimate their contact address and telephone numbers.
- 12.3 Hostel perfects may be nominated from amongst the hostlers by the Hostel Warden to assist the warden in the supervision of the hostel. Such nominations cannot be claimed as a matter of right.
- 12.4 The room of any hostler can be inspected at any time by warden or any member of the institute staff, who has been authorised to carry out such inspection by the authorities.
- 12.5 No notice shall be put on the Hostel Notice Board by any hostler and no hostler shall raise any subscription in the hostel on any account.
- 12.6 Room furniture, electric fittings, etc. are required to be maintained by the hostlers in good condition. At the time of allotment of seat and leaving the hostel for the semester break, every hostler must take over/hand over the hostel property carefully in good condition.
- 12.7 Hostlers shall vacate their rooms during semester break and under no circumstances, special permission shall be granted for over stay.
- 12.8 Hostler should check the fittings in his/her room at the time of occupation and take over the fittings, furniture in writing, which are returnable upon vacation of the room. Any loss or damage will be borne by the concerned hostler.
- 12.9 Hostlers will personally and collectively responsible for any loss or damage to the hostel furniture, mess utensils or other fittings in the common places.
- 12.10 Employment of private servant is not allowed in the hostel.
- 12.11 Hostler will be completely responsible for his/her belongings. The institute will not be held responsible for any loss incurred due to his/her negligence or any other reason whatsoever.
- 12.12 Non-regular and non-institute students wishing to appear for institute examinations may be allowed to stay in the hostel only if they obtain prior written permission from the Warden and undertake to abide by the hostel rules.

12.13 Every hostler shall provide himself with lock, key, bucket and mug. The hostlers are to have their own electric bulbs in their respective room.

12.14 Hostlers are advised not to keep any valuable items, particularly cash, in their rooms. The institute will not hold any responsibility for the loss of any valuable item.

M. DISCIPLINE

13.1 Hostlers shall not remain absent from their hostels during night between 10.30 p.m. to 6.00 a.m. without prior permission of the warden. In such cases, they should satisfy the authorities by providing document evidences.

13.2 Hostler will carry his/her identity card whenever he/she goes out of the hostel. Such Identity card shall be produced to the Security on demand. Failure to carry identity card will be viewed seriously and the hostler shall be fined upto Rs.25/- for such negligence.

13.3 Institute will not be responsible for acts of students which lead to the disturbance of public peace and tranquillity or cases of law and order in which they are knowingly or unknowingly involved in or outside the Institute premises.

13.4 Students not on hostel rolls are not eligible to stay in the Institute Hostel.

13.5 Involvement in agitational tactics viz., strike, gheroe, will be viewed serious and the hostler will be expelled from the hostel. In addition, their names will be removed from the rolls of the institute.

13.6 Hostlers should not create nuisance to fellow hostlers/guests and they should maintain absolute discipline.

13.7 Involvement in ragging of junior hostlers inside the hostel will be viewed very seriously and the erring hostler will be expelled from the hostel as well as from the rolls of the institute.

3.25 CODE OF CONDUCT & DISCIPLINE

DISCIPLINE

The Students are expected to maintain a high standard of discipline.

1. The following are deemed to be acts of discipline:
 - i. Disregard of orders and instructions of the members of the institute staff.
 - ii. Disregard of institute/hostel rules, orders and notices.

- iii. Improper use of institute property.
 - iv. Irregular attendance and unauthorised absence from classes and hostel.
 - v. Lack of punctuality in attendance, in payment of all dues and in other matters where dates and time for any duty, functioning or obligation are prescribed.
 - vi. Persistent neglect of studies and assignments.
 - vii. Habitual idleness.
 - viii. Failure to wear the prescribed uniform during working hours.
 - ix. Failure to produce identity card on demand by a member of staff, warden etc. at any time and place within the institute/hostel.
 - x. Recourse of false or fraudulent statement or acts.
 - xi. Recourse of unfair means in tests & examinations.
 - xii. Possession of stolen properties, committing theft, engaging in consumption of drugs, in gambling and drinking and such other activities.
 - xiii. Unsportsman – like behaviour in indoor and outdoor games.
 - xiv. Noisy, boisterous, disorderly and disrespectful behaviour in and outside the institute.
 - xv. Ragging of junior Students in and outside the institute.
 - xvi. Taking part in demonstration strikes, in and outside the institute.
 - xvii. Failure to report indiscipline cases to the institute authorities.
2. Students shall be responsible for the machines/equipment allotted to them and ensure their proper utilisation and upkeep.
 3. Students shall be responsible for all books, apparatus, tools, instruments, materials etc. issued to them.
 4. Students shall observe all safety precautions. The institute is not responsible for accidents of whatever nature in the institute, hostel, workshop, laboratory and playground.
 5. No society, association or club shall be formed by the Students without the prior permission of the Centre-in-Charge.
 6. No meeting shall be convened and no person shall be invited to address any meeting in the institute/hostel premises without the prior permission of the Centre-in-Charge.
 7. A Student who is found to have committed any act of indiscipline is liable to any one or more of the following punishments:
 - (i) Warning (ii) Censure (iii) Fine (iv) Reduction/cancellation of stipend (v) Recovery in part or full of losses or damages to the institute property or property of others caused by the delinquent Students (vi) Suspension from availing of any of the institute amenities and services or from classes (vii) Removal, Rustication or expulsion from the Institute, hostel or mess (viii) Withholding or character certificate. Ragging of junior Students will invariably lead to expulsion from the hostel and/or institute.

The punishments are liable to be inflicted summarily at the discretion of the Centre-in-Charge whose decision shall be final.

8. 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.
9. Academic Grievance Redressal Committee (AGRC) is formed as per AICTE norms. The procedure for handling grievance for Students/Faculty/Stakeholders as per AICTE norms is hosted in our website.

3.26 Anti Ragging Committee

1. Measures for Curbing Ragging :
 1. Every student shall submit two Affidavits at the time of admission, one signed by the student and the other signed by the parent.
 2. A student shall not be admitted unless and until the Affidavits mentioned in Rule 1 are submitted.
 3. The CIPET Centres take necessary steps to sensitize students, parents, authorities about the gravity of ragging. A committee consists of Centre Head, Senior officers and faculty members are constituted at centre level to curb the ragging activity in the campus and hostel.
 4. This committee will monitor the measures taken by the CIPET Centres for prevention of ragging, will look into the specific instances of ragging and complaints of ragging; and suggest appropriate action / punishment against individuals who indulge in ragging.

3.27 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 PETROCHEMICALS ENGINEERING & TECHNOLOGY
LIST OF CIPET CENTRES

CIPET Centre	Code	Phone No. Office
Director General, CIPET Head Office, TVK Industrial Estate, Guindy, Chennai – 600 032. e-Mail ID : dgoffice@cipet.gov.in Web site : www.cipet.gov.in	044	22254780 22254783 22254784 22254785
Head – IPT - CIPET, Thiru.vi.ka Industrial Estate, Guindy, Chennai – 600 032. e-Mail ID : chennai@cipet.gov.in	044	22254710
Head – IPT – CIPET, Plot No.630, Phase IV, GIDC, Vatva, Ahmedabad – 382 445. e-Mail ID : ahmedabad@cipet.gov.in	079	40103902
Head – CIPET CSTS, P.O. Rayon & Silk Mills, Adjacent to GND University, Amritsar – 143 104. e-Mail ID : amritsar@cipet.gov.in	0183	2258938
Head – CIPET CSTS, “G” Sector, J.K. Road, Govindpura Industrial Area, Bhopal – 462 023. e-Mail ID : bhopal@cipet.gov.in	0755	2684769
Head – IPT – CIPET, B-25, CNI Complex, Patia P.O., Bhubaneswar – 751 024. e-Mail ID : bhubaneswar@cipet.gov.in	0674	2743767
Head – CIPET CSTS, S-3/79, Sector - A, Zone - B, Mancheswar Indl. Estate, Bhubaneswar - 751 010. e-Mail ID : mcti@cipet.gov.in	0674	2588392
Head – CIPET CSTS, IDA Phase II, Cherlapally, Hyderabad – 500 051. e-Mail ID : hyderabad@cipet.gov.in	040	27264040

Head – IPT – CIPET, B – 27, Amausi Indl. Area, Lucknow – 226 008. e-Mail ID : lucknow@cipet.gov.in	0522	2437645-6
Head – CIPET CSTS, No. 437/A, Hebbal Industrial Area, Mysore – 570 016, Karnataka. e-Mail ID : mysore@cipet.gov.in	0821	2511903
Head – CIPET CSTS, C – 12, Industrial Estate, Takyalpet, Imphal – 795 001. e-Mail ID : imphal@cipet.gov.in	0385	2054310
Head – CIPET CSTS, City Centre, Debhog P.O., District - Purba Medinipur, Haldia – 721 657. e-Mail ID : haldia@cipet.gov.in	03224	255534
Head – CIPET CSTS, EPIP Complex, Hajipur Industrial Area, Hajipur – 844 102. e-Mail ID : hajipur@cipet.gov.in	06224	277424 275316
Head – CIPET CSTS, NH-31, P.O: Changsari, Kamrup District, Guwahati – 781 101. e-Mail ID : guwahati@cipet.gov.in	-	9957193628
Head – CIPET CSTS, SP-1298, Sitapura Industrial Area, Phase – III, Tonk Road, Jaipur – 302 022. e-Mail ID : jaipur@cipet.gov.in IPT Jaipur – cipetiptjaipur@cipet.gov.in	0141	2770264 / 65 / 66
Head – CIPET CSTS, DCRUST Campus, 50 th Mile Stone, NH-1 Murthal, Sonapat Dt. – 131 039 e-Mail ID : murthal@cipet.gov.in	0130	2203005
Head – CIPET CSTS, Plot No. J – 3/2, MIDC Industrial Area, Chikalthana, Aurangabad – 431 006. e-Mail ID : aurangabad@cipet.gov.in	0240	2478301 / 302

<p>Head – CIPET CSTS, Near Periyar Samathuvapuram, Thiruvathavur, Madurai - 625110. e-Mail ID : atpdc.madurai@cipet.gov.in</p>	0452	2424227 2424277
<p>Head – CIPET CSTS, Plot No.A, IDCO, Bampada Industrial Area, Balasore -756 056. e-Mail ID : apptc.balasore@cipet.gov.in</p>	06782	255112 / 113 / 114 / 115 / 116
<p>Head – IPT – CIPET, HIL Colony, Edayar Road, Pathalam, Eloor, Udyogamandal P.O. Eloor, Udyogamandal P.O., Kochi – 683 501. e-Mail ID : kochi@cipet.gov.in</p>	0484	2547740 2541750
<p>Head – IPT – CIPET, Industrial Area Bhanpuri, Near Urkura Railway Station, Bhanpuri, Raipur – 493 221 (Chhattisgarh) e-Mail ID : raipur@cipet.gov.in</p>	0771	6673002
<p>Head – CIPET CSTS, Plot No-198/201, Near Biogenetic Pvt. Ltd., Jharmajri, Baddi, Dist: Solan, Himachal Pradesh – 174103 e-Mail ID : baddi@cipet.gov.in</p>	01795	271177
<p>Head – CIPET CSTS, Survey No.377, Surampalli (V) Gannavaram (M), Krishna Dist., Vijayawada – 521 212 e-Mail ID : vijayawada@cipet.gov.in</p>	0866	2971466
<p>Head – CIPET CSTS Rubber Park Area, Bhudjungnagar, Sub-Division Mohanpur, Agartala, Tripura-799 008. e-Mail ID : agartala@cipet.gov.in</p>	0381	2310080
<p>Head – CIPET CSTS Hehal, Ranchi - 834005, Jharkhand e-Mail ID : ranchi@cipet.gov.in</p>	0651	2511118

Head – CIPET CSTS Plot No.: 107/43, Chavan Colony, Theerthroop Nagar, Near WCL Quarters, Chandrapur – 442 401 e-Mail ID : chandrapur@cipet.gov.in	-	Mobile Nos. 9112252204/ 7888097397
Head – CIPET CSTS Textile Technology Dept. Building, Near Women Polytechnic, Padav, Gwalior – 474 007 e-Mail ID : gwalior@cipet.gov.in	0751	2456515, 2369369
Head – CIPET CSTS Haridwar Road, Post-Bhaniyawala Doiwala, Dehradun-248 140 Uttarakhand e-Mail ID : dehradun@cipet.gov.in	0135	2695075
Head – CIPET CSTS CIPET, Araji No.69, 34BT PAC, Inside KPS Group Campus, Bhullanpur, Varanasi-221108. e-Mail ID : varanasi@cipet.gov.in	-	9840649574

CENTRAL INSTITUTE OF PETROCHEMICALS 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 Head Office (Payable at Chennai)	:	
	(ii) By Cash		
	Receipt No.		
	Amount		
	Date		
10.	Mobile Number	:	

Date:

Signature of the Candidate

CENTRAL INSTITUTE OF PETROCHEMICALS 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 Head Office) :
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 PETROCHEMICALS 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 Head Office) :
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 PETROCHEMICALS 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 Head Office) :
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 PETROCHEMICALS 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.2000/- if the course of study is within 10 years including current academic year from the date of request (Rs.2100/- if required to be sent by post) and Rs.4000/- if the course of study is beyond 10 years including current academic year from the date of request (Rs.4100/- if required to be sent by post) in the form of demand draft drawn in favour of CIPET Training, 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 PETROCHEMICALS 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.500/- (Rs. 600/- if required to be sent by post) in the form of demand draft drawn in favour of CIPET Training, 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 PETROCHEMICALS 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 Petrochemicals 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

AICTE PUBLIC NOTICE

Advt. No. PGRC/08(06)/2017



ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

(A STATUTORY BODY OF THE GOVERNMENT OF INDIA)

Nelson Mandela Marg, Vasant Kunj, New Delhi – 110070

Ph : 011 - 29581000 Website : www.aicte-india.org

PUBLIC NOTICE

All India Council for Technical Education (AICTE) has been empowered inter alia under section 10(n) of AICTE Act to "take all necessary steps to prevent commercialization of technical education". It has come to the notice of the Council that:

- Some of the AICTE approved Technical Institutions 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 original;
- Some Institutions are also reportedly confiscating the fee paid, if a student fails to join by such dates.
- Certificates in original are being detained by institutions to force retention of admitted students.
- 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.
- Some of the Institutes are not following the AICTE prescribed pay scales, salary of faculty & staffs are not paid timely.

AICTE REFUND POLICY

In the event of a student/candidate withdrawing before the starting of the course, the entire fee collected from the student, after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) shall be refunded/returned by the Institution. It would not be permissible for Institutions to retain the School / Institution Leaving Certificates in original. If a student leaves after joining the course and if the vacated seat is consequently filled by another student by the last date of admission, the Institution must refund the fee collected after a deduction of the processing fee of not more than ₹1000/- (Rupees One thousand only) and proportionate deductions of monthly fee and proportionate hostel rent, where applicable. In case the vacated seat is not filled, the Institution should refund the security deposit and return the original documents. Institution should not demand fee for the subsequent years from the students cancelling their admission at any point of time. Fee refund along with the return of Certificates should be completed within 7 days.

PENALTY CLAUSE

Institutions not following guidelines issued by the Council regarding refund of fee on cancellation of admission or delaying refunds shall be liable to any one or more of the following punitive actions by the Council:

- Fine for non-compliance of refund of fee levied against each case shall be twice the total fee collected per student
- Suspension of approval for supernumerary seats, if any, for one Academic Year
- Reduction in "Approved Intake"
- No admission in one/more courses for one Academic Year
- Withdrawal of approval for Programme/Course

WHOM TO APPROACH

In exercise of the powers conferred upon it under clause 1 of section 23 of the AICTE Act, 1987 (52 of 1987), All India Council for Technical Education (AICTE) has framed the AICTE (Establishment of Mechanism for Grievance Redressal) Regulations, 2012 and has notified those Regulations vide notification F.No. 37-3/Legal/2012 dated 25-05-2012. A copy of the Regulations is available on the AICTE web portal www.aicte-india.org>Bureau>Administration>Rules & Regulations.

These Regulations provide for (1) Establishment of a **Grievance Redressal Committee** in each technical Institution approved by the AICTE; and (2) Appointment of **Ombudsman**, by the affiliating Universities for the purpose of redressal of grievance of the students, parents and others.

Accordingly, all AICTE approved Institutions/Affiliating Universities shall comply with the above Regulations. They shall publish detailed information, including name, addresses etc. regarding constitution of the Grievance Redressal Committee, the OMBUDSMAN and its registry etc., in their website (public domain), prospectus and Notice Boards for wide publicity.

All aggrieved students, their parents & others may henceforth approach the Grievance Redressal Committee (GRC) of the institution in the first instance; and if they are not satisfied with the decision of the committee, they may send their appeal to the "OMBUDSMAN" directly. The 'OMBUDSMAN' shall exercise its powers to hear those grievances and ensure its disposal within one month of the receipt of the appeal."

All the AICTE approved institutions and affiliating Universities are directed to comply the above instructions.

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	Break fast	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**