राष्ट्रीय डिज़ाइन संस्थान हरियाणा
National Institute of Design Haryana

Student's Handbook

BACHELOR OF DESIGN (B.DES.)

(ACADEMIC YEAR 2021-22)

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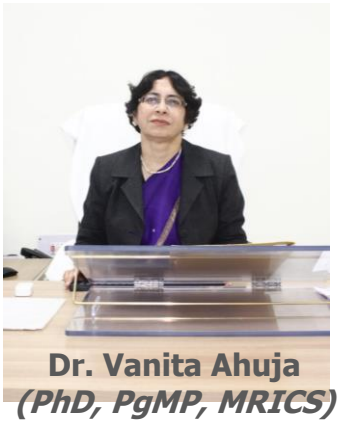


Dr. Vanita Ahuja
(PhD, PgMP, MRICS)
Director

Dear Student,

Welcome to the National Institute of Design, Haryana. NID-H prides itself in offering an inclusive, welcoming campus climate for all students. It gives me great pleasure to introduce you to *Student's Handbook 2021-22,* a compendium of matters related to student life.

In addition to the learning experience, it is a fact that students succeed when they feel secure, healthy, and supported outside the classroom. Consequently, this document is critical to promoting a sense of well-being and security by shaping exemplary relationships between a student and the broader NID-H community.

I request you to read this document carefully and to familiarize yourself with the rules, policies, procedures, and processes concerning your overall living experience at NID-H which is intended to complement your learning experience at NID-H. It is imperative that you understand all aspects outlined in this document and adhere to them at all times. It is your responsibility to understand and abide by these guidelines and expectations. In case of violation of any of these guidelines, ignorance will not be considered an acceptable excuse.

While the documentation of rules, policies, procedures, and processes is extremely thorough, it is the expectation of NID-H that students understand that this manual extends far beyond the institution's policies codified in letter, and extends to an overall spirit of an inclusive campus climate which fosters a sense of community, caring, multiculturalism, and security. Therefore, you are requested to go beyond compliance with these guidelines and take the opportunity to influence student life at NID-H in a responsible manner that is aligned with the spirit of life at NID-H.

I wish you a wonderful student life!

Sincerely Yours,
Dr. Vanita Ahuja

1. ABOUT THE INSTITUTE

National Institute of Design, Haryana, was established on November 15, 2016 as an autonomous institute under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India, to emerge as a global leader in Design Education and Research. The institute aims at becoming the torchbearer for innovative design directions in the industry, commerce and development sectors.
As per the National Institute of Design (Amendment) Bill 2019, National Institute of Design Haryana has been granted status of Institute of National Importance.

The National Institute of Design, Haryana, over the past four years, is gaining national recognition as one of the foremost institutions in the field of design, and as a catalyst for Indian industry and commerce.

In coming time, the Institute's graduates will be active in all sectors of the economy, and many would also have distinguished themselves in diverse fields of design.

National Institute of Design students will be able to easily apply for work permits in Germany now, as NIDs have been included in the Anabin database, Germany.

Design education is more than an attempt to teach a set of technical skills. Design communicates concepts to people; it creates markets and establishes relevance to businesses. It is this diversity of application that makes design a sensitive and a powerful tool of business and industry today. Design is interrelated with technology and science on one hand and social sciences (market, culture, society) on the other.

NID-H provides students with a multidisciplinary environment; they get to know about several design disciplines and subjects from humanities and social sciences as well. This ensures that they leave NID-H as value added young professionals, sensitive to the society and industry prospective.

2. EDUCATION AT NIDH

National Institute of Design is a multidisciplinary institution and has a vision to be recognized for design education excellence. It strives to be a leader in education research and consulting for the industry.
Design is the professional capability of creating and developing concepts and realizing them into products and systems for the mutual benefit of both user and the manufacturer. The design of objects, services, and systems requires the synthesis and knowledge of a variety of disciplines.

Design thinking brings together the finest sensibilities of the arts with the logic of science in an innovative framework. While learning a craft brings students close to materials and material culture, a design attitude and methodology helps them realize larger patterns and connections in the fabric of society.

2.1 Professional Education Programmes

The Professional Education Program at NID has one entry level Bachelor of Design (B.Des.) of four years (8 semesters) duration for school leavers.
The professional education undergraduate Programme in design is of 8 semesters and approximately four years' duration. The Programme has 7 semesters on campus and 6 months of design project work for industry/ government, NGO sector. All students are required to undertake a one-year common foundation program in the first year following which they can branch into various disciplines. At the end of the Bachelor in Design (B.Des.), a student will be awarded a B.Des Degree.

2.2 B. Des.

Based on their performance during Foundation Programme and their choice, the students branch off into the following 3 disciplines.

- **INDUSTRIAL DESIGN**
- **COMMUNICATION DESIGN**
- **TEXTILE & APPAREL DESIGN**

All the programs at B.Des. levels are generalist programs focusing on broad based understanding of the fundamentals of design, relevant skills and acquiring exposure and experience through a structured and instruction-based curriculum. However, the students are encouraged to take independent but well informed design decisions in their final year through project assignments. This helps to inculcate a professional approach.

Teaching methodology incorporates Industry and Field exposure.

3. NATIONAL & INTERNATIONAL LINKAGES

The Institute's effort to create an effective constituency for design promotion continues to draw strength from partnerships with other design related organizations. NID-H is establishing links and collaborations with educational institutions, research and other organizations in India and at global level. Visiting faculty from within India and overseas, regularly associate with the Institute, and have helped enrich the education program.

3.1 Memoranda of Understanding (MoUs)

Currently NID-H has MoUs with following Institutions and Organisations:

- **Indian Institute of Technology (IIT) Roorkee**
- **National Backward Classes Finance Development Corporation**
- **King Mongkut's University of Technology Thonburi (KMUTT), Thailand**
- **Bezalel Academy of Arts and Design, Jerusalem**
- **MSME Technology Centre, Rohtak**

4. RULES & REGULATIONS

4.1 For Students at NID Haryana (Kurukshetra)

a) Students should observe and comply with the rules and regulations of the Institute, which are in force at any given time during their education at NID-H. Infringement of the rules enforced from time to time may render a student liable for disciplinary action.

b) No student will be admitted to NID-H unless he/she has signed this declaration.

c) The culture of learning and working methods in vogue at the National Institute of Design, Haryana make it imperative for a student to be at their place of work or study during contact hours as defined by the Institute from time to time. For these reasons the student is required to attend all classes and tests or examinations which may be conducted by the Institute or its representative, and also appear for the final assessment(s) as may be prescribed by the Institute.

d) A student should not absent themselves from the Institute without the prior permission of the competent authority. In the present scenario when education is being conducted in online mode, then also being in the class is imperative.

e) No association, society or union, which, in the opinion of the Institute, is detrimental to its functioning, shall be formed in the Institute. In this sense, meetings of students will be held at the Institute only for transacting business duly entrusted to various student groups by the Institute or extracurricular activities.

f) Any outside person required to be invited to address or attend meetings in the Institute will require prior written permission of the competent authority of the Institute before such an invitation is extended.

g) A student while on the rolls of the Institute will not at any time indulge in work for any other person, institution or company whatsoever, nor in any occupation, for gain or without gain, without prior permission in writing from the Institute. Working for a specific industry as part of the programme structure will require permission of the Discipline Coordinator. During their period of education at the Institute, students will not secure or try to secure any post without prior permission in writing from the Institute.

h) While working in the Institute, a student will have to operate tools and machines carefully and observe all safety regulations of the area in which they work and see that no injury or harm to themselves and to others, as well as damage to the Institute's property, machinery, etc. is caused.

i) It will be obligatory for the student to join at his/her own cost, the Personal Accident Insurance Scheme as may be approved from time to time. The minimum premium amount shall be that prescribed by the Institute. However, a student may increase the amount of Insurance at his/her cost if he/she so desires. At the beginning of each year the annual premium for personal accident insurance will have to be deposited by each student and this amount will be credited to the Institute's

Insurance Company. It should be understood that all claims and negotiations between the student and the insurance company will be direct and the Institute will in no way be responsible for the same. Each student will indemnify the Institute against all such rights and claims.

j) A student is expected to display utmost respect for property, equipment, buildings and other facilities at the Institute. In case, it is found that a student has caused any damage to the property of the Institute he/she will have to reimburse or make good the damage caused. Decisions regarding the extent of his/her liability on such an account will be at the discretion of the Institute. The student could, at the discretion of the Institute, be asked to withdraw from its Programme /hostel/campus if the damage to property in the Institute's opinion is irreplaceable.

k) The Institute will be entitled to discontinue a student's stay in the Institute if the student's progress is not satisfactory or his/her continuance in the Institute is deemed undesirable. The decisions of the competent authority in the assessment of the student's work and in the matter of discipline will be final. Any financial assistance will cease in such a case from the day the student is asked to withdraw.

l) Even if the student will be required to work on professional practice projects and he/she may, from time to time, be required to undertake partial or complete responsibility for a project, this does not automatically establish the relationship of an employer and employee.

m) In case of any dispute or any matter arising out of or in relation to these terms otherwise would be subject to the exclusive jurisdiction of the courts of Kurukshetra alone.

n) The Institute reserves the right to revise these rules and regulations at any time as per its requirements and also revise the tuition, hostel fees and other fees and charges as deemed fit. Such changes of rules and regulations would be posted on bulletin boards at the Institute or communicated through email systems on its website/portal/intranet.

5. STUDENT REPRESENTATIONS

5.1 Class Representative

A class representative is a responsible, prestigious and challenging position. Students are encouraged to take up this leadership position. To become a representative of the class, a student must have the values of trustworthiness, honesty, transparency and commitment. In each batch of every discipline, there will be a CR and a Deputy CR.

The roles & responsibilities of the CR & Deputy CR are: -

- Class Data Collection & Analysis: For each student for various activities & issues.
- Advocacy: Influencing the student community for positive outcomes with respect to academics, discipline and participation in co-curricular and extra-curricular activities.
- Monitoring: Attendance, timetable, syllabus progress, discipline & related issues.
- Quality Enhancement: By representing the legitimate concerns and problems of classmates and giving feedback to both the classmate and authorities.
- Coordination: With various authorities in the Institute.

The class representative should not deal with:

- Disputes between students and academic/hostel staff members and between individual students (for example, harassment, discrimination and victimization)
- Formal procedures (for example, exam failures, result appeal, academic appeals, individual complaints, disciplinary hearings etc.)
- Financial and funding queries including loan.

5.2 Students Activity Council (SAC)

The Students Activity Council (SAC) is a socio curricular cultural organisation of the Institute that promote activities, healthy academic environment and student friendly services including sports, social and special interest activities along with support and advice on any issue. Expenses incurred by the Committee are met by a fund created by student contributions over the year. The institute also contributes to this fund and other funds from time to time for any special activities or projects. The SAC is a non-political and non-administrative body and is guided by the rules and regulations of NID-H for all its activities and does not have any legal or other status for any matter except as a facilitating body for advising students. The Student Activity Council would function through its various committees, dealing with the canteen, sports, entertainment and through groups which plan social and cultural events on campus. The SAC is revised every year.

From AY 2021-22 SAC comprises following committees and their representatives:

- SAC Sports Committee.
- SAC Cultural Committee.
- SAC Mess Committee.
- SAC Hostel Committee.
- SAC Academic Committee.
- SAC Discipline Committee.
- SAC Treasurer

5.3 Student Placement Representative (SPR)

"The Placement Cell is a Support for the students, with active student volunteer participation in the form of student placement representatives."

From each discipline, there is a Student Placement Representative of 3rd year assisting the Placement Coordinator and forming part of the team or cell conducting the Placement process.

Student Placement Representative (SPR) Guidelines -

- Companies will be contacted by SPR only after approval by Placement Cell and they will inform regularly. Placement cell will assign companies to SPR & ownership will be taken by them.
- They are expected to find out the details about the companies, their profile and all other relevant details while accessing their websites or from the PC or from any other reliable source.

SPR will do the background research of the firm prior approaching
↓
Discussion with PC
↓
Approach to the company if approved by PC
↓
Maintain the communication thread with the company (as ownership should be taken by the respective SPR through domain id only)

- The invitation mail to any organization shall be sent by the student placement representative and senior officials will be contacted by PC only.
- The Expression of Interest (EoI) of the students will be collected, sorted and verified by the SPR of the concerned branch but the final list will be sent to the company officials by the PC for further processing.

- All permissions including those concerning the Guest House, Computer Lab, AV Hall, etc. must be taken well in time.
- All the SPR must be properly dressed during the placement event.
- The SPR must ensure that the online tests are conducted in a fair and smooth manner.
- The SPR members will share the list of eligible candidates, who did not participate in any of the recruitment process, at the end of semester so that the committee can interact with these students and provide counseling if required.
- Confidentiality of the information must be taken care of by each SPR, as undertaking of confidentiality has to be signed that ethical practice is not compromised in any way.
- A week's time will be provided for complete Handover of the Task from the previous SPR team to the next team.
- Other Tasks can also be given if required.

6. STUDENT SUPPORT SERVICES

6.1 Mentor-Mentee System

Mentoring is to support and encourage students to manage their own learning in order that they may maximise their potential, develop their skills, improve their performance and become the persons they want to be. Mentoring is a partnership between two people, Mentor and Mentee, based on mutual trust and respect. A mentor is a guide who can help the mentee to find the right direction, boost confidence, provide guidance and encouragement. They are the role models for the mentees and should counsel and reduce anxiety levels of the young mentees.

a) Mentee's Role:

The mentee must take the initiative to build the relationship with the mentor. The final responsibility for actions taken, as a result of mentoring, lies with the mentee. The mentee student must:

- Have a strong commitment for self-improvement and achievement in professional/ personal areas.
- Be open and receptive to new ideas/learning and willing to apply those to practical situations.
- Be ready to ask for help/guidance and not wait for a formal schedule.
- Readily accept the feedback and act upon it.

b) Road Map:

The mentoring process develops in four phases:

i. ***Establish-*** During the first few meetings, both the mentor and mentee get to know each other and build trust.

ii. ***Elucidate-*** Mentoring program spreads awareness and understanding on various issues - Academic and Professional expand.

iii. ***Engage-*** The mutual trust with the mentor can give the mentee the confidence to challenge the ideas of the mentor, just as the mentor will challenge the mentee's ideas.

iv. ***Evolve-*** This phase is the start of a personal action plan of the mentee to attain his/her goal. The mentee's role is to facilitate the process.

At this stage, the mentor steps back from the formal relationship to discuss together with the mentee how they wish to continue their relationship. The above phases are not

exclusive or time bound. The pace of mentoring depends on the strength of the relationship and the enthusiasm of the mentee. The relationship is not limited to the duration of stay at the Institute and can be a life-long relationship.

c) Benefits of Mentoring Program:

- Helps the mentee gain a better understanding of self.
- Provides an insight into the present and future professional work environment.
- Shows relevance and linkage of the professional environment to their program of studies.
- Assists students to be better equipped to have control over their future.
- Enables students to have a better evaluation of relevant careers and subjects pursued.
- Students get greater understanding about the field or industry of their interest.
- Enhancement of mentees personal and professional skills.
- Students gain greater confidence and self-esteem.
- Students learn about potential career options from someone who has been in their shoes.
- Students obtain practical advice from a different perspective.
- Network with professionals in the students' field of interest and expose them to the professional environment.
- Learn about the operations of a specific company and industry.
- Share their educational and career aspirations with others and get unbiased advice.
- Get encouraged reaching out and attaining their goals.
- Seamless Transition from academic environment to real work life.

d) Meetings & Cohorts:

- Cohort of 7-8 students will be assigned per faculty.
- Every Tuesday Mentor – Mentee meetings would be conducted in the Institute from 4:30 – 5:30 pm.
- Each Mentee would have a chance to meet the Mentor on a fortnightly basis for approx. 15 mins during Tuesday sessions. Apart from this time based on the mutual convenience Mentees may have sessions with Mentors with prior appointment.
- For the Tuesday sessions, appointment slots would be communicated by Mentors to the mentees, so as to avoid time overlapping.
- If a Mentor is going to be on leave on a Tuesday, the Mentor needs to inform the Mentees scheduled for the session for that day and allot them alternate slots for the scheduled meeting.

6.2 Medical Facilities

The Institute has a medical room equipped with a bed and first aid facility. A doctor is available at the medical room for consultation from 4:00 pm- 5:00 pm. There is no hospitalization facility on campus. In case of emergency, the local guardian is informed and the Institute provides a vehicle to reach the hospital.

All payments pertaining to availing such facilities are required to be borne by the students directly. Mediclaim is compulsory for all students and a student will be required to produce a copy of the original document of Mediclaim at the time of registration. The student has to submit a copy of the Mediclaim at the beginning of every academic year. The Academic Administration/Wardens should be informed of any health problem and the action taken in this regard. In case of medical emergency at night the respective Hostel Warden should be contacted.

6.3 Scholarships/Loans

Education Loans:

All nationalized banks and leading private sector banks provide education loans for studies at NID-H. NID-H is listed in SBI's approved list of Institutes. Interested parents/guardians can approach the nearest branch of SBI bank along with NID-H's Admission Offer letter. The loans are sanctioned as per the Bank's terms and conditions. NID-H does not take any responsibility for the loan taken by the students

Scholarship Grant:

Objectives

The Merit cum Means Scholarship Grant is introduced by NID Haryana from AY 2020-21 onwards. The Grant is available to meritorious students and those from economically weaker section. The objective of the Grant is to provide financial assistance to these students to meet a part of their day-to-day expenses while pursuing higher studies.

Key Features

The key features of the Grant are as follows:

- The scholarship will be given on the basis of meritorious performance of students.
- The scholarship is also available to students of economically weaker section.

How to apply

I. The required documents should be attached along with the form and submitted to the scholarship office of NID Haryana.
II. The students can ask the scholarship office for any clarification during verification phase (if required).

Disbursement

The scholarship will be disbursed to eligible candidates after satisfactory fulfillment of eligibility criteria, document verification and due approval of the Scholarship Approval Committee.

Student would have to deposit the fees as per the prescribed schedule and after approval of the Scholarship Approval Committee scholarship would be disbursed. Scholarship would be disbursed in two equal installments in each semester after student deposits the fees of that semester.

Review and Monitoring

- The annual review of scholarship policy will be conducted by the competent committee. The reviews will be presented to Governing Council for necessary approval.

Types of Scholarships

1. New Admission Topper -Rs. 50,000/- in Foundation year

Criteria:
Scholarship will be given to a new admission student of Foundation Batch with highest open rank in the NID Admission Exam provided that the open rank is 60 or above.

2. 2nd Year

(a) Top Two Rank Students of the Year - 1 Scholarship of Rs. 50,000 and 1 Scholarship of Rs 30,000 in 2nd year

Criteria:

1. Topmost rank Student based on AGPA of Foundation Year- Rs 50,000
2. 2nd Rank Student based on AGPA of Foundation Year- Rs 30,000
3. Total 2 Students would be awarded the Scholarship
4. If more than one Student is in the topmost rank or in the 2nd position, the ranking within them would be finalized by applying following rules- criteria successively as required;

Sub-Criterion Level-1

- Student who has passed maximum number of courses in the first attempt or 2nd attempt with valid reason in Foundation year would be awarded.

Sub-Criterion Level-2

- Student with higher open rank in the NID Admission exam conducted during admission of the batch in which admitted would be awarded.

Note: Sub-Criterion Level-2 will be applied only if found necessary even after applying the Sub-Criterion Level-1

(b) Merit cum Means Scholarship- Rs. 30,000 in 2nd year

Criteria:

1. A student has scored a rank within top 25% ranks in the whole batch of Foundation year pass out students
   AND
   The student has topped amongst the students fulfilling all eligibility criteria prescribed for Economically Weaker Section (EWS) Category as defined by the Government of India except that the student may belong to any community including SC/ST/OBC or General.
2. If a student qualifies for the scholarships (2a) and (2b), the student would be awarded scholarship (2a) and scholarship (2b) would be awarded to next student qualifying for it.
3. If more than one student qualifies for scholarship (2b), Sub-criteria of scholarship (2a) would be applied successively as required.

3. 3rd Year

(a) Topper of the year of each discipline- one student of each discipline ID, CD, TAD.

Rs. 50,000 for each Student

Criteria:

1. Students with highest AGPA in their disciplines in the batch in 2nd year
   AND
   Student has scored AGPA>8 in 2nd year
   AND
   Student has passed all courses in the 2nd year in 1st attempt or 2nd attempt with valid reason.
2. If more than one student qualifies for the scholarship following sub-criteria shall be applied successively as required.

Sub-Criterion Level-1

- Student with higher AGPA in Foundation year would be awarded.

Sub-Criterion Level-2

- Student who has passed maximum number of courses in the first attempt or 2nd attempt with valid reason in Foundation year would be awarded.

Sub-Criterion Level-3

- Student with higher open rank in the NID Admission exam conducted during admission of the batch in which admitted would be awarded.

Note: Sub-Criterion Level-3 will be applied only if found necessary even after applying the Sub-Criterion Level-2 and Sub-Criterion Level-2 will be applied only if found necessary even after applying the Sub- Criterion Level-1

(b) Merit cum Means scholarship- Rs. 30,000/- in 3rd year.

Criteria

1. A student has scored a rank within top 25% ranks in the whole batch of 2nd year pass out students
   AND
   The student has topped amongst the students fulfilling all eligibility criteria prescribed for Economically Weaker Section (EWS) Category as defined by the Government of India except that the student may belong to any community including SC/ST/OBC or General.
2. If a student qualifies for the scholarships (3a) and (3b), the student would be awarded scholarship (3a) and scholarship (3b) would be awarded to next student qualifying for it.
3. If more than one student qualifies for scholarship (3b), following Sub-criteria would be applied successively as required.

Sub-Criterion Level-1

- Student who has passed maximum number of courses in the first attempt or 2nd attempt with valid reason in 2nd year would be awarded.

Sub-Criterion Level-2

- Student with Higher AGPA in Foundation year would be awarded. Sub-Criterion Level-3
  Student who has passed maximum number of courses in the first attempt or 2nd attempt with valid reason in Foundation year would be awarded.

Note: Sub-Criterion Level-3 will be applied only if found necessary even after applying the Sub-Criterion Level-2 and Sub-Criterion Level-2 will be applied only if found necessary even after applying the Sub- Criterion Level-1

(c) Maximum improvement award-Rs. 30,000 in 3rd year

Criteria

1. In the whole batch a student who has maximum improvement in AGPA in the 2nd Year as compared to AGPA of previous AY.
2. If a student qualifies for scholarships (3a), (3b) and (3c), the student would be awarded scholarship (3a) and next qualifying students of scholarships (3b) and (3c) would be awarded those scholarships.
3. If a student qualifies for scholarships (3b) and (3c), the student would be awarded scholarship (3b) and the next qualifying student for scholarship (3c) would be awarded the scholarship.
4. If more than one student is eligible for scholarship (3c) sub-criteria of scholarship (3b) would be applied successively as required.

4. 4th Year

(a) Topper of the year of each discipline- one student of each discipline ID, CD, TAD.

Rs. 50,000 for each Student

Criteria:

1. Students with highest AGPA in their disciplines in the batch in 3rd year
   AND
   Student has scored AGPA>8 in 3rd year
   AND
   Student has passed all courses in the 3rd year in 1st attempt or 2nd attempt with valid reason.
2. If more than one student qualifies for the scholarship following sub-criteria shall be applied successively as required.

Sub-Criterion Level-1

- Student with higher AGPA in 2ndyear would be awarded.

Sub-Criterion Level-2

- Student who has passed maximum number of courses in the first attempt or 2nd attempt with valid reason in 2ndyear would be awarded.

Sub-Criterion Level-3

- Student with higher AGPA in Foundation Year would be awarded.

Note: Sub-Criterion Level-3 will be applied onlyif found necessary even after applying the Sub-Criterion Level-2 and Sub-Criterion Level-2 will be applied only if found necessary even after applying the Sub- Criterion Level-1

(b) Merit cum Means scholarship- Rs. 30,000/- in 4thyear.

Criteria

1. A student has scored a rank within top 25% ranks in the whole batch of 3rd year pass out students
   AND
   The student has topped amongst the students fulfilling all eligibility criteria prescribed for Economically Weaker Section (EWS) Category as defined by the Government of India except that the student may belong to any community including SC/ST/OBC or General.
2. If a student qualifies for the scholarships (4a) and (4b), the student would be awarded scholarship (4a) and scholarship (4b) would be awarded to next student qualifying for it.
3. If more than one student qualifies for scholarship (4b), following Sub-criteria would be applied successively as required.

Sub-Criterion Level-1

- Student with maximum no. of courses passed in 3rdyear in first attempt or 2nd attempt with valid reason would be awarded.

Sub-Criterion Level-2

- Student with Higher AGPA in 2nd year would be awarded.

Sub-Criterion Level-3

- Student who has passed maximum number of courses in the first attempt or 2nd attempt with valid reason in 2nd year would be awarded.

Note: Sub-Criterion Level-3 will be applied onlyif found necessary even after applying the Sub-Criterion Level-2 and Sub-Criterion Level-2 will be applied only if found necessary even after applying the Sub- Criterion Level-1

(c) Maximum improvement award - Rs. 30,000 in 4th year
Criteria

1. In the whole batch a student who has maximum improvement in AGPA in 3rd year compared to AGPA of previous AY.
2. If a student qualifies for scholarships (4a), (4b) and (4c), the student would be awarded scholarship (4a) and next qualifying students of scholarships (4b) and (4c) would be awarded those scholarships.
3. If a student is eligible for scholarships (4b) and (4c), the student would be awarded scholarship (4b) and the next qualifying student for scholarship (4c) would be awarded the scholarship.
4. If more than one student is eligible for scholarship (4c) sub-criteria of scholarship (4b) would be applied successively as required.

Criteria for EWS category as defined by the Government of India presently:

1. Annual family income must be less then Rs. 8 lakhs per annum.
2. Family must not own more than 5 acre of agriculture land.
3. Resident flat area should be below 1000 sq. feet.
4. Residence plots area should be below 100sq. yard if in a notified municipal
5. Residential plots area should be below 200 sq. yard if in a not-notified municipal Proof either income or asset certificate as issued by the competent authority in Govt. or other valid supporting documents.
   These criteria may change as per Govt. Guidelines.

The institute is also registered with NSP (National Scholarship Portal).

6.4 Student Counseling Services

Problems such as anxiety and depression or concerns about relationships, eating disorders, alcohol, or drugs may affect people at one time or another. Although these problems may initially seem minor, they can increase in intensity and interfere with daily life. The institute consults professional counselors and facilitates their meetings with students and also provides facility for counseling services.

7. ID CARD POLICY

a) National Institute of Design, Haryana, issues the Photo ID Card to each & every student, after granting him/her admission, which is valid during his/her period of study in the Institute.

b) The student ID card is for identification purposes only. Each student is mandatorily responsible for the use of his/her student ID Card in the Institute premises, Jury/Exam, in any other academic activity/event or participation in co- curriculum activities held inside/outside the campus.

c) The student must carry their Identity Cards to the Library (Resource Centre) I .T. Labs, and outdoor sketching, research work, education tour or Industrial Visits.

d) The student ID card is not transferable to any other person. Students must ensure that their ID Cards are kept secured and are not deliberately or inadvertently made available for use of any other person.

e) The student ID card must be presented at the request of an authorized person of the Institute. Any student refusing to provide the same may invite disciplinary action against him/her.

f) Alteration, falsification or misuse of the student ID Card is a violation of Students' Code of Conduct and will be dealt accordingly including severe disciplinary action against him/her. Fraudulent use of the student ID Card may also result in criminal charges and/or civil proceedings as deemed fit.

g) A student, who has lost his/her student ID Card, shall file FIR with police and must report the same to the concerned Discipline Coordinator and Academic Administration of the Institute as soon as possible to invalidate the issued card and apply for a replacement by completing the appropriate application form. Until the loss is reported and the old card invalidated, the student may be held responsible for any un-authorized use of that card.

h) Replacement of student ID Card due to loss, damage, theft or change in name will attract a charge as determined by the National Institute of Design, Haryana. In case of request for issue of new ID cards for the reason of address change, an amount of Rs. 100 may be deposited before issuing fresh ID cards. In all other cases Rs. 500 may be charged.

i) Student ID Card is Institute's property. Students would have to return their ID Cards to the Institute for cancellation upon withdrawal / termination or successful completion of studies.

j) Upon completion or ending of studies, the student must no longer use the student ID card for proof of his/her student status for any purpose.

k) For students of admission in 2020 ID cards to be printed and e- cards to be forwarded to students and ID cards in physical form to be issued when they report on-campus. Similar process may be followed for students admitted in 2021.

l) Implementation of wearing of ID card with lanyard for students.

8. INTELLECTUAL PROPERTY RIGHTS

All the students during their time of studies at the institute will hold his/her position in a fiduciary capacity for the benefit of the Institute and will disclose fully to the Institute immediately upon origination or acquisition of any and all inventions, improvements, know-how, processes, methods, formulas, products, compositions, designs, whether or not patentable and whether or not register-able to trade mark, design or copyright, which are made, discovered or developed by students solely or jointly with others or otherwise during the terms of their education and training at the Institute and which may be directly or indirectly useful in, or relate to any research or development programs of the Institute. Intellectual Property Right applies for the composition development, manufacture, production, sale, distribution, application or use of any and all manner of articles or compositions developed, used or sold or suitable for development, use or sale.

At the request of the Institute the student will have to make application in due form for Indian patents and foreign patents on the said inventions, discoveries, improvements, processes, and devices and will assign to the Institute all their rights, titles and interests in and to the said inventions, discoveries, improvements, processes, know-how, devices, and patents and applications therefore or patent thereon. The student will also execute any instruments necessary or which the Institute may deem desirable in connection with any continuations or reissues thereof or in the conduct or any proceeding or litigation in regard thereto.

While as a student, all ideas developed by him/ her will automatically become a property of the institution. In case he/she is working on an industry sponsored project he/she takes into consideration the IPR rules clarification which can be obtained from the coordinator of the IPR cell. Any ownership or transfer of IPR will only be valid if communicated in writing to the concerned authority. Any published material should be routed through NID-H. Students should not, without the expressed prior permission of the competent authorities of the Institute, at any time during the education and training programme, publish any booklet or leaflet or brochure or pamphlet or contribute any article to any review, periodical, newspaper or any media, etc., whether for remuneration or otherwise.

Sponsored projects for NID-H students are in the following three major categories:

Classroom Project:

Classroom projects seek to expose students to a wide variety of real life situations and test their problem solving skills. Learning is the main objective in classroom projects. Considering this aspect, IPR issues should not be pressed to the extent that it makes the

main objective of learning secondary, but at the same time IPR issues cannot be neglected. So in case of classroom projects IPR issues may be taken care of in the following manner:

- In case of commercialization, the sponsoring company will share a determined part of income derived from that IP with the Institute.
- The Institute will give a determined share to the student-creator and the guiding faculty to appreciate their efforts.

Industrial Training

Training with industry is for a period of 4 to 8 weeks. In this students are expected to work on on-going projects or tasks under the client's supervision. Since this training presents the students with a good learning opportunity, any IP generated in this period may belong to the sponsoring Industry.

Graduation project

This is the final and the most important phase of a student's career at NID-H. In accordance with the IPR norms of the Institute the following issues should be addressed during the stages of a Diploma project.

- All rights on one of the design concepts selected will be offered to the sponsor for a stipulated period, (to be decided on case-to-case basis between NID-H and the sponsor. However, this period will not be more than two years). In case of non-utilisation of the selected design concept within this stipulated period, the rights will revert back to the Institute.
- The copyrights (sketches, drawings etc.) of the outcome of the sponsored Diploma project will remain with the Institute.
- Over and above this, any other IPR issue/s, which may arise in the context of a given Graduation project, should be addressed and safeguarded.

Competitions

Participation in competitions is not mandatory but is encouraged through an individual initiative. A student will not be given leave of absence because he/ she is working on an entry for a major competition as part of the programs. However, the institute will decide from time to time on which competitions students will officially represent the institute. Information about national/ international competitions is made available with the Cell in Academic Office.

- In case a student has to share his/her classroom project as a competition entry or publish a paper or share the work, out in public domain by any means, prior approval must be taken from the IPR Committee of the Institute.

- As a first step of the application process, students must submit a detailed application form, sharing the necessary details of competition and participation guidelines duly attached.
- A due reference must be given by the student about the copyright of the Institute while sharing their work once the final approval is received from the Institute.
- In all circumstances, the Copyright of the concept/work must always remain with the Institute.
- The NIDH-IPR cell will analyze and decide on the patentability of a concept/work.
- The concept/work can only be shared as a competition entry once the patent application is filed by the institute.
- Patent application fees must be completely borne by the student.
- Students must provide disclosure in their competition entries mentioning that the concept/work was a part of the classroom project at the NIDH.

Professional Activity

NID-H conducts Consultancy, Industry Programmes and Outreach Programmes, which provide opportunities for professional experience. A student is required to participate in these activities as and when informed by the discipline coordinator or the concerned authority.

Any correspondence addressed to or by the students, by or to the Institute, including press and other copies of such correspondence including emails and all vouchers, books, documents, papers, records (including all notebooks containing notes or records of business or prices of the products dealt in) samples or other papers and documents or effects or articles or property of any nature whatsoever relating to the Institute's business which come into their possession in the course of training shall be the absolute property of the Institute and that they will, at any time during their education and training programme or upon the termination thereof from any cause whatsoever, deliver the same to the Institute on demand and without claiming any lien whatsoever thereon.

9. Equipment issue/return guidelines

9.1 Equipment Issuance Request

- It is important to remember that requests to issue IT equipment can only be made via IT Equipment Requisition Form.
- Students may request for issuing equipment to complete Assignments/Projects and course work only.
- Requests must be made in advance by filling the form. The request form should be submitted one day prior to the issuance.
- Please return the equipment to the IT Department once your requirement is over.
- Discipline Coordinator's Signature on request form is required for issuing any equipment from the IT Department.
- Before giving a request for equipment a student can check the availability of the equipment in the IT Department

9.2 Duration of Usage

- Students are only permitted to issue any equipment like a DSLR Camera for a maximum of 05 days only. Students may not issue such equipment for Saturdays & Sundays.
- Wacom Tablets will not be issued to take away; students are required to work on tablets in the labs only.
- The Tablet Stylus will be issued for a single day usage only. A fine of **Rs. 50 per day** will be charged if not returned on time.
- Students who will take the tablet/stylus outside the lab and not return to the concerned staff after using it in the lab will receive a warning.

Students who have received two warnings will be suspended from issuing Tablets and Stylus for two weeks or for the whole semester.

9.3 Equipment Issuance and Return

The IT Department will issue/return equipment from Monday to Friday (09:00AM to 05:30 PM)

While collecting equipment from the IT Section, you will need:

- To have a complete IT equipment requisition form
- Your current valid student card
- A mobile contact number and valid email ID
- To check the equipment when you pick it up to confirm nothing is missing

- When you get the equipment on the request of IT equipment requisition form, you are agreeing:
  a) To accept financial responsibility for that equipment in case of any damage or misplacing of any part.
  b) That nothing is missing from the kit
  c) To return all the equipment on the mentioned date and time.
  d) That you have read and understood the 'Equipment Issue Guidelines'
  e) That you will abide by the 'Equipment Issue Guidelines'

9.4 Returning Equipment

- Before you return equipment: - Recharge all Battery-Packs, Tidy the Kit and Check if anything is missing.
- Return borrowed equipment to the IT Department at the date and time you have agreed on your Request form
- Do not return equipment to any other person or department.
- Ensure that the equipment is checked and "signed in" as complete and undamaged by the IT In-charge.
- The IT In-charge/ Discipline Coordinator may call you to return the equipment at any time in case of other emergency requirements at institutional level.

9.5 Late submission of Equipment

- Equipment is considered 'late' if it is returned after 5:30 PM on the return date specified on the request form
- If equipment is not returned on time, the student will be contacted and receive an immediate first warning. **And a fine is charged as per followings;**

  i **Rs. 100 per day** on high cost equipment's (DSLR Camera, Zoom Lens, Projector, Speakers, Sound Recorder)
  ii **Rs. 50 per day** on low cost equipment (Pen, Memory Card, HDMI Cable/VGA Cable, Mouse, Extension Boards)

- A new time will be advised by the IT In-charge to return the equipment. Students who return equipment 'incomplete'' will receive a warning and will be required to return the missing item(s) within 24 hours . If the missing item is still not returned on time, the issue will then be escalated to the Discipline Coordinator.
- **Students who have received two warnings and again return equipment 'incomplete' or late will be suspended from issuing any equipment for two weeks or for the whole semester.**

- Students must make a police report and inform the IT In charge immediately, if any equipment is stolen/lost.
- If you cannot return the equipment yourself, a friend or classmate can do this on your behalf; they will need your student card and would need to sign on your behalf with an authorization letter.

9.6 Failure to return

- Equipment not returned within five working days of the return date will be considered 'lost' or 'stolen'. Students will be liable for the total replacement cost of 'lost' or 'stolen' equipment. Students who fail to replace, or reimburse NID-H for 'lost' or 'stolen' equipment may have their course results withheld.

10. IT EMAIL POLICY

NID-H currently utilizes a cloud based email system using institute domain name (nidh.ac.in) pursuant to an agreement between NID-H and Google, Inc. ("Gmail Accounts").

The purpose of this policy is to ensure the proper use of the email system. Electronic mail is a tool provided by the institute and serves as a primary means of communication and to improve education and administrative efficiency.

Users have the responsibility to use this resource in an efficient, ethical and lawful manner.

1. Account creation:

Student accounts are created based on the name as per academic registration records.

Naming convention used is:

[FirstName].[FirstInitial_of_LastName]@nidh.ac.in

For e.g.

Email ID of Steve Jobs will be, "steve.j@nidh.ac.in"

2. Ownership of Email data:

The institute owns all Email Accounts. The Institute also owns data transmitted or stored using the institute Email Accounts.

3. Privacy:

While the institute will make every attempt to keep email messages secure, privacy is not guaranteed and users should have no general expectation of privacy in email messages sent through institute email accounts. Under certain circumstances, it may be necessary for NID-H staff or other appropriate institute officials to access institute email accounts. These circumstances may include, maintaining the system, investigating security or abuse incidents or investigating violations of institute policies.

4. Expiration of Accounts:

Students may leave the institute for a variety of reasons

Students who leave after graduation – Students who leave the institute after completion of their degree or other program may keep their email privileges for three months from the date of conducting of Jury or Re-Jury (Whichever is Final).

Students who leave before graduation – Students who leave the institute without completion of their degree or other program may keep their email privileges for one month from the last attendance date in the institute.

Expelled students - If a student is expelled from the institute, email privileges will be terminated immediately upon the directive of the Academic Head.

5. Appropriate Use and User Responsibility:

Users who use email communications with persons in other countries should be aware that they may be subject to the laws of those other countries and the rules and policies on others systems and networks. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.

In order to prevent the unauthorized use of email accounts, the sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is assumed to have been authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

6. Inappropriate Use:

With respect to Email Account, the exchange of any inappropriate email content outlined below and described elsewhere in this policy, is prohibited. Users receiving such email should immediately contact the IT Section of NIDH.

The exchange of any email content outlined below is prohibited:

- Generates or facilitates unsolicited bulk email;
- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections;
- Violates, or encourages the violation of, the legal rights of others or federal and state laws;
- Is for any malicious, unlawful, invasive, infringing, defamatory, or fraudulent purpose;
- Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- Interferes with the use of the email services, or the equipment used to provide the email services, by customers, authorized resellers, or other authorized users;
- Alters, disables, interferes with or circumvents any aspect of the email services;
- Tests or reverse-engineers the email services in order to find limitations, vulnerabilities or evade filtering capabilities;
- Constitutes, fosters, or promotes pornography;

- Is excessively violent, incites violence, threatens violence, or contains harassing content;
- Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement;
- Improperly exposes trade secrets or other confidential or proprietary information of another person;
- Misrepresents the identity of the sender of an email.

7. Other improper uses of the email system include:

- Using or attempting to use the accounts of others without their permission.
- Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified (including without limitation, phishing, spidering, and harvesting);
- Use of the service to distribute software that covertly gathers or transmits information about an individual;
- Conducting business for profit under the aegis of the Institute.

All other guidelines as per the National level IT policy also apply.

8. IT Guidelines for Software Licenses/Subscriptions

The IT section provides different software subscriptions and licenses to the students for their 04 Year B. Des Program. The IT guidelines for software subscriptions/licenses are as following:

The software subscriptions/licenses would be removed just after the date of conducting the jury or re-jury (whichever is final) of the final year of B.Des Program.

11. HOSTEL FACILITY

The Institute offers separate hostel facilities for boys and girls at the Umri campus. The Institute's hostels in Umri Campus have a capacity to accommodate approximately 400 students. Hostel accommodation is allotted on a double or single shared occupancy. The allotment is based on the criteria drawn up by the Academic Office.

There is a common room for the hostellers with sitting infrastructure, Wi-Fi and indoor game facilities. Gym facility is also provided in the hostel complex.

Laundry services: Separate washing Machines are available for boy's & girl's hostel in adequate quantity.

11.1 Hostel Rules & Regulations

The following rules for NID-H hostels are the outcome of considerable thought. Yet no collection of "rules" can adequately express or contain the self-discipline, and the concern for one's neighbor and one's environment, that are the only real basis for the pattern of campus life to which we aspire at NID-H one that respects equally the individual and the community to which we all belong. These qualities and aspirations do not lend themselves to formal regulations stated in cold print. So perhaps what cannot be said here is as important, if not more important, than the rules and regulations that follow. Still these are of great importance because they provide a framework of common understanding and mutual concern. They should be constantly reviewed and improved. For the rules to succeed in this endeavor, the concept of collective responsibility becomes important, not as a deterrent or punitive action but as a self-regulatory mechanism to assist every individual resident in realizing the full potential in a healthy manner. The Hostel provides basic facilities and security. With the cooperation of all who live here we can further improve upon what we have attempted to do so far. Every resident is invited to participate as actively as he or she wishes in the process of designing and maintaining our living environments. It is our hope that our campus residences will not remain design solutions of bricks mortar and furniture. They should be a symbol of our collective aspirations as students, teachers and staff. A student residence, if it is to succeed , must reflect a real concern among those who use it for the way we live, the way we treat our fellow human beings and birds and animals, and the way we maintain and enhance our ecosystem and environment. While we at NID choose to exercise our freedom to innovate our educational and campus life, we are aware that we have responsibilities to many outside our campus – parents, guardians and others who are closely concerned with the quality of life at NID-H.

i. Hostel accommodation will be allotted only to bonafide undergraduate (B.DES.) students at the Kurukshetra campus, normally on a year-to-year basis, based on the conduct of a student.
ii. Resident students must vacate their room at the end of the academic year.
iii. It is compulsory for all resident students to become members of, and fully subscribe to the mess.
iv. Resident students must observe complete discipline inside the Hostel premises and see no wasteful, improper and destructive use of amenities such as water, electricity, furniture etc. Resident students will have to make good any damage caused to the property of the Hostel.
v. Resident students must not make graffiti and undesirable/lewd drawing and obscene or unsocial markings on the walls, door, fans, and etc. cleanliness should be maintained.
vi. Resident students must switch off lights and fans every time they go out. Water and energy saving habits must be consciously inculcated.
vii. The use of electrical appliances that are potential fire hazards such as irons, heaters, cooking appliances, etc. is prohibited in the rooms. Cooking is prohibited in the rooms. Heavy penalty will be imposed if the rule is violated.
viii. Each resident student will see to it that his/her actions such as loud blaring of music or late night activities such as partying do not cause inconvenience to other resident of the Hostel and to those living in the vicinity of the campus.
ix. Each resident will see that his/her actions should not disturb/breach the privacy of the residents of the campus and people living in the vicinity of the campus.
x. No permission needs to be taken for general use of the recreation room. For holding larger gatherings or celebrations however, permission is required from the Competent Authority.
xi. On holidays, visiting hours at the Hostel are normally from **9:00 am to 9: 00pm.On** working days, the visiting hours are from **7:00 am to 9:00 am**. Visitors must obtain Gate Passes at the Hostel Gate.
xii. Non-resident bonafide students will have access to the Hostel area from **7:00am to 10.00 pm**. Under no circumstances resident students are permitted to allow anyone to stay overnight in their rooms. Breach of this condition will result in the withdrawal of Hostel facilities. Parents are allowed to stay in the hostel for one night as per the guidelines attached ahead.
xiii. Resident students must not keep pets in the Hostels.
xiv. Resident students must not leave money and other valuables in their rooms and for any loss they alone will be responsible. The Institute does not take any responsibility whatsoever in this regard. However, any such loss must be reported immediately to the Hostel Warden(s).
xv. Resident students are permitted to move in and out of the Gates freely until **10.00 pm** when the gates are closed for the night. Thereafter entry/ exit will be in accordance with Night Out/Late Night regulations in force from time to time. The

entrance to the institute will remain open as per the late night working hours approved by the competent authority through coordinators and the faculty of the course.

xvi. **Hostel Residents may avail night outs with the permission of the Warden**. Permission for a night out should be sought in writing, indicating the address with telephone number at which the student will be spending the night. Minor students (below 18 years of age) are allowed night outs with the written consent of their guardians/local guardians.

xvii. **Visits by residents of boy's hostels to girl's hostels (rooms and living areas) and vice versa will not be permitted.**

xviii. Visitors will not be allowed into the rooms and living areas in any of the Hostels. Visitors should meet the hostel residents in the visitors' room. In case parents of resident students wish to visit the rooms, they should obtain permission from the Hostel Warden.

xix. Resident students must not engage any person for service of any kind, without prior permission of the Hostel Warden.

xx. Gambling, possession and use of alcohol, and narcotics anywhere within the Institute/hostel premises are strictly prohibited. This is in accordance with the legal requirements of the State and any breach of this clause under state laws, will be dealt with according to law. In addition, hostel facilities will also be withdrawn forthwith.

xxi. All cases of sickness must be reported immediately to the Warden(s). This is a joint responsibility of the sick student and his/her roommate and those in the adjoining rooms. Any case of emergency or accident should also be immediately reported to the Warden (s). Any kind of infectious illness will call for quarantining outside the campus to avoid spread of disease.

xxii. Resident students must vacate their rooms at the end of the academic year and hand over the rooms to the Hostel Warden only. Before leaving the hostel, a student must pay all the dues and hand over the custody to the hostel warden.

xxiii. In exceptional cases, a student may be permitted to stay in the Hostel during vacation by the Competent Authority.

xxiv. Ragging, in any form, is not accepted. If any student feels that She/ he is physically or mentally harassed by any student or that she/he is a victim of ragging at any time, the same should be immediately brought to the notice of the authorities. In case any student is found indulging in ragging, without intimation to his/her parents, the Institute will initiate stern action including expulsion. An FIR will be lodged against such students, without necessarily informing the students.

xxv. For any wrong/unwanted/illegal act such as attempt to commit suicide etc. on account of depression or for any other reasons, being done/ committed by any resident, the Hostel administration shall not be responsible rather an appropriate

action such as disciplinary action or prosecution as per law shall be initiated against such resident.

xxvi. Hostel Residents will not leave the hostel without filling the leave form available in the Hostel office.

xxvii. Hostel Residents are required to mark their evening attendance before the concerned attendant in the hostel between **09:00 pm to 10:00 pm** every day. If a hostel resident is found absent without leave, strict action will be taken against him/her.

xxviii. Disciplinary action will be taken against students for any breach of these rules or defiance of authority, for causing damage to any person or property and for anti-social or anti-national activities. Students must not cause any discomfort or inconvenience to other fellows or residents on campus.

xxix. The Institute reserves the right to revise these rules and regulations at any time as per its requirements and also revise the tuition, hostel fees and other fees and charges as deemed fit. Such changes of rules and regulations would be posted on bulletin boards at the Institute or through email systems on its website/portal/internet.

11.2 Hostel Stay for Parents

General Guidelines:

i. The stay only to the parents of a hosteller will be provided for one night only. Any person accompanying the parents would not be accommodated in the hostels.

ii. Check IN & Check OUT timings would be 12 Noon time.

iii. The father of a hosteller has to stay in Boys' Hostel whereas the mother will be facilitated in Girls' Hostel only.

iv. The rent charges @ Rs.500/- per bed/per night have to be paid in advance. The allotted room would be at single occupancy or double occupancy as per the availability. Institute will facilitate the guests with the following to ensure their convenience: Single bed with mattress, a study table, a chair, an Almirah /Cupboard and common washroom.

v. If the roommate of the student agrees to accommodate the parents of the other one in the same room, then the institute has no objection to it. In that case, rent would not be charged. A parent can only stay in the room of their ward or they would have to stay for the night in the room allotted by the warden and rent would be applicable as explained in point iv, above.

vi. Before the parents arrive for the stay their ward staying in the hostel has to get approval of the warden and the hostel review committee in the duly filled up prescribed form. If the parent is staying with the ward in their room the form would be approved only if the signature of the roommate for no objection has been

received on the form. A copy of the photo identity proof of the parent staying in the hostel needs to be attached with the form and the original would be checked at the time of Check IN.

vii. All students and parents are required to follow these established protocols and hostel guidelines.

11.3 Dining

The Student Mess is run by the Institute on a contractual basis and a Students' Mess Committee oversees its operation. Full subscription to the mess facilities is compulsory for all hostel residents. The entire mess charges for each semester will be collected by the Institute in advance along with semester fees in the beginning of the semester.

Timings for the mess are as under:

	Working days	Weekend & Holidays
Breakfast	07:30 to 08:45 a.m.	08:00 to 10:00 a.m.
Lunch	12:30 to 1:30 p.m.	12:30 to 02:00 p.m.
Evening tea and Snacks	04:00 to 04:30 p.m.	04:00 to 04:30 p.m.
Dinner	07:30 to 09:30 p.m.	08:00 to 10:00 p.m.

The mess will serve breakfast, lunch, and dinner for a monthly charge fixed every year by the Student Mess Committee after negotiations with the mess contractor. Monthly mess charges fixed by the Mess Committee will have to be approved by the Institute every year.

Monthly charges fixed will not be applicable to exchange students, visiting students etc., for whom different rates per meal will be applicable. These rates, which will be higher than those of regular subscribers, will be fixed by the Academic Office at the beginning of every academic year. All bonafide students of NID are entitled to the mess services on payment basis.

Night canteen facility is available from 10:00 pm. To 01:00 am. The menu includes cold & hot beverages and snacks/light meals like Maggie, Poha, Sandwich etc.

11.4 Sports Facilities

NID-H encourages students for sport activities and provides facilities to the students for Indoor games like Carrom , Chess, Table Tennis & Outdoor sport activities like Badminton, Cricket, Football, Volleyball , Basket-ball etc. From 2020, Annual Sports day has been initiated.

11.5 Gym Facility

A fully equipped and AC Gymnasium is provided in the hostel. The gym instructor is available in morning and evening hours to coach the students.

11.6 Music Facility

NID-H music facility includes a music room equipped with musical Instruments like Drum set, Acoustic Guitar, Electrical Guitar, Harmonium, Tabla pair, Violin, Piano etc.

11.7 Mail

All posts, couriers, parcels, etc. should be properly addressed as follows:

For the NID-H Campus

Student Name:
Discipline:
Room No., Hostel No.
National Institute of Design, Haryana
Near Vardhman City
Umri, Kurukshetra-136 131

12. POLICIES

12.1 Rules & Regulations for Prevention and Prohibition of Ragging

Ragging in any form is neither acceptable nor is it a part of the Institute's culture. If there is any complaint, the Institute will take stern action against violators of the rules and it is requested that the students immediately report the same in confidence to the Registrar (Academics) or Hostel Warden(s).

The Supreme Court of India, taking cognizance of the ragging incidence in the educational institutions and issued guidelines for institutions to ban ragging.

I. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.

II. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered within the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.

III. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.

IV. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.

V. Any act or abuse by spoken words, emails, snail-mails, blogs, or public insults should be considered within the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others. Coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.

VI. The human rights perspective of ragging involves the injury caused 23 to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

a) For every single incident of ragging a First Information Report (FIR) shall be filed without exception by the institutional authorities with the local police authorities.

b) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

c) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following: -

i. Cancellation of admission
ii. Suspension from attending classes
iii. Debarring from appearing in any test/examination or other evaluation process
iv. With-holding results
v. Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival, etc.
vi. Suspension/expulsion from the hostel
vii. Rustication from the Institution for period ranging from 1 to 4 semesters
viii. Expulsion from the Institution and consequent debarring from admission to any other Institution.
ix. Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

NOTE: ACT DETAILS http://www.himtu.ac.in/pdf/Anti-Ragging-Act.pdf ISSUED BY ANTI RAGGING COMMITTEE, NID HARYANA

12.2 Sexual Harassment Policy

- "Sexual Harassment" Unwelcome sexual advances, requests for sexual favours, and other verbal or Policy physical conduct of a sexual nature constitute sexual harassment when:
- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's instruction, employment, or participation in any Institute activity; or

- Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive Institute environment.

Sexual harassment is a violation of the law and a violation of the Institute's policy. The policy on sexual harassment applies to the conduct of students, faculty, staff and vendors both on campus and Institute-sponsored events and activities. Students who believe that they have been subject to sexual harassment at the Institute are instructed to contact the Registrar. The Institute will investigate the matter promptly and take appropriate steps to equitably resolve the matter.

Sexual harassment is an unwelcomed behavior of a sexual nature that is offensive to students, staff, or faculty. Sexual harassment includes, but is not limited to:
Any type of sexual advances, request for sexual favors, and/or verbal or physical contact is done or made a term or condition of instruction, employment, or any institute activity, or is used as the basis for academic decisions or employment. Any unwelcomed verbal, visual, or physical conduct of a sexual nature, which unreasonably interferes with a student, staff, or faculty member's work or creates a hostile or demeaning employment or educational environment.

Some examples of prohibited harassment include patting, pinching, brushing up against, hugging, cornering, kissing, or any other physical contact considered unacceptable by another individual.

Requests or demands for a sexual relationship: This includes subtle or blatant unwanted flirtations, advances, propositions, expectations, or requests for any type of sexual relationship including using SMS/Mobile and any other electronics devices.

Verbal abuse or teasing that is sexually oriented or based on gender or sexual preference: This includes comments about an individual's body or appearance, off- colour jokes or any other offensive comments, innuendoes, or actions with which someone may be uncomfortable (where such comments go beyond an isolated inoffensive compliment).

Consenting romantic and sexual relationships between faculty/staff and student or between supervisor and employee, while not expressly forbidden, are generally deemed inappropriate, particularly relationships between individuals of unequal status.

In the view of the Institute, the relationship between a student and instructor or staff is that of client and professional. Sexual favors of any consenting relationship may cost in regard to the academic efforts of both faculty member and student. A faculty member or

staff member, who enters into a romantic relationship with a student or a supervisor with an employee where a professional power differential exists, must realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to establish that there has been no violation of the policy on grounds of mutual consent. The Harassment Review Committee investigating a charge of sexual harassment shall be expected, in general to be unsympathetic to a defense based upon consent when the facts establish that a professional faculty/staff-student or supervisor-employee power differential existed within the relationship.

All complaints of harassment will be promptly investigated. The Institute will not tolerate retaliation against any member of the Institute for bringing a complaint or for cooperating with an investigation. When the investigation finds that harassment occurred, the Institute will take prompt corrective and disciplinary action, as it deems necessary and appropriate. This may include, but is not limited to, warning, suspension, and immediate discharge or expulsion from the Institute. Immediate discharge or expulsion may be resorted to when expedient and required.

12.3 Harassment Policy

NID-H is committed to providing its staff, faculty, and students the opportunity to pursue excellence in their academic and professional endeavors. This can only exist when each member of our community is assured an atmosphere of mutual respect, one in which they are judged solely on criteria related to academic or job performance.

The Institute is committed to providing such an environment, free from all forms of harassment and discrimination. Each member of the community is responsible for fostering mutual respect, being familiar with this policy and refraining from conduct that violates this policy.

NID-H will not tolerate any type of harassment or discrimination toward or by any member of the community. All complaints of such behavior will be taken seriously and will be investigated promptly and thoroughly. The Institute prohibits acts of reprisal against anyone involved in lodging a complaint of harassment or discrimination.

Conversely, the Institute considers filing intentionally false report of harassment or discrimination a violation of this policy. It is illegal to harass others on the basis of their sex, age, race, Colour, national origin, religion, marital status, citizenship, disability, or any other status protected by law. Individuals found guilty of harassment or discrimination toward another employee, student, or faculty member will be subject to disciplinary actions up to, and including, immediate termination or expulsion, when appropriate.

Harassment or discrimination can take many forms, including but not limited to slurs, jokes, statements, gestures, electronic communications (including e-mail), pictures or cartoons regarding a student's, faculty members, or employee's race, Colour, religion, gender, national origin, age, marital status, sexual orientation, citizenship, disability, or any other status protected by law. If a student believes that he / she has been discriminated against in grading, financial aid, counseling, and / or support services, and if he / she has exhausted all administrative avenues, the student should bring his / her grievance to the Grievances Redressed Committee and appeal to the Director.

NID-H is committed to its policy of providing equal opportunities regardless of race, Colour, creed, national origin, religion, gender, sexual orientation, marital status, age, disability. This policy applies to all programs, facilities and activities provided by NID-H, including but not limited to admissions, educational program, and employment.

Fundamental to the Institute's mission is the free and open exchange of ideas. It is not, therefore, the Institute's purpose in promulgating this policy to inhibit free speech or the free communication of ideas by members of the academic community.

12.4 Acts of Intolerance

NID-H is a community composed of a wide variety of people with different cultures, racial backgrounds, sexual orientations and many other differences. NID-H values these differences and believes in encouraging the interaction and respect among people who may differ from one another creates a positive learning experience. Intolerant acts that show disrespect for others harm both the victims and the community at large.

Any behavior which victimizes an individual on the basis of the person's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or level of ability or/disability is inappropriate at best, seriously detrimental to the community, and will be addressed.

Such behavior includes, but not limited to, graffiti, defacing NID-H or personal property, harassment, threats, fighting, and disrupting others in the exercise of their rights.
Students who have witnessed or are victims of such behavior should report it to the Academic Office.

12.5 Smoking/ Alcohol/ Drugs/ Narcotics Regulations

Smoking/ Alcohol/ Drugs/ Narcotics etc. are strictly prohibited in entire campus as per the guidelines rules/laws in force.

As per the National Level Guidelines for Educational Institute:

- It is prohibited to sell tobacco products inside the premises and within the radius of 100 yards from educational institutions.
- No smoking, alcoholic drinks, intake of drugs, narcotics or chewing of tobacco is allowed inside the premises of the institution by students/ teachers/ other staff members / visitors.
- If anyone is found involved in any of the above mentioned activities, disciplinary action will be taken against him/her.

12.6 Weapons and Explosives

The possession, maintenance, or use of firearms, and weapons, or explosives of any nature or description (fireworks, any other device of explosive nature, bows and arrows, crossbows, sling shots, guns, ammunition and knives other than those typically used in artwork), or any other weapon, is prohibited on campus. Violators will be subject to disciplinary action.

NID-H is committed to a safe and secure campus. Crime prevention, risk identification, and problem solving are the responsibilities of every member of our campus community. Members of the community must assume responsibility for their own personal safety and the security of personal and Institute property by taking simple, common sense precautions, removing the potential for "crimes of opportunity."

Perhaps the most important element of a campus safety Programme is the assistance of our students, faculty, staff, and guests who report suspicious people or activities to Campus Safety. If you are a victim of, observe, or have knowledge of a crime or other emergency and report immediately to the Security.

13 NID-H RESOURCE CENTRE

Library Rules & Regulations

13.1 General Guidelines

- Without Valid Membership card/ID entry will be restricted in the **Resource Centre.**
- Readers should maintain peace in the library and should not disturb other users in any way.
- Books or other materials taken from the stacks should not be re-shelved by the readers but should be kept on the tables. Please remember that a book misplaced is a book lost forever.
- While entering the **Resource Centre**, readers should leave their personal belongings, such as bags, brief-case, personal books, camera, and parcels outside the Library.
- Readers entering the Resource **Centre** should allow the library/security staff to examine the Membership card/ID.
- Readers should not leave their important materials (like mobile phone, chargers, cameras, laptops, hard disk, own academic work etc.) unattended in the Library, for any loss of this item Library staff is not responsible.
- Smoking, use of mobile phones , water bottles and food items are strictly prohibited.
- Readers should not deface, mark, cut, mutilate or damage **Resource Centre** material in any way. If anyone is found doing so, he/she will be charged the full replacement cost of the material.
- The computer terminals are to be used only for searching of **Resource Centre** resources. Internet browsing, Personal email , chat, etc. are strictly prohibited on these terminals.
- While referring to Archival documents, Use of mobile phones is restricted.
- Photocopying from archival material is strictly restricted. From other material photocopy is discouraged as it damages the spine of the book. However, for academic and research purposes, Photocopy/Photography is permitted on duly signed copyright form. Copyright form is available at the circulation desk.
- Readers leaving the **Resource Centre** should allow the **Resource Centre**/security staff to examine their personal belongings.

a. Guidelines for Issue/Return

- Membership card/ID is to be produced at the circulation counter for issue/return of materials. Members are requested to retain the membership card/ID carefully. In case of loss of /renewal membership card/ID, contact Academic Dept. for issuing a new membership card/ID.

- Sub lending of **Resource Centre** material is strictly prohibited.
- On specific project/classroom/presentation related works, the AV materials can be issued to the Discipline Lead/Coordinator.
- The borrower may return or renew the book on or before the due date. For renewing, a book is to be presented at the counter. Renewal is not permitted if reserved by another member.
- The **Resource Centre** can recall material from the members even before the due date, if required by any Resource Centre members.
- A borrower going on any kind of leave will have to return all borrowed material before leaving the campus/City.
- Borrowing privileges are given only to the Students who are registered in the library.
- Books can be issued to the borrowers only against the Institute ID Card.
- Books can be issued up to 7.00 pm on Weekdays. Books cannot be issued on Institute holidays.
- Reference books are not issued out of the library to anybody
- Unbound issues of journals, periodicals are not issued out of the library to anybody
- Newspapers are not issued out of the library to anybody
- Technical reports are not issued out of the library to anybody.

b. Loss of Resource Centre Material

- For the loss of material, the person is responsible whosoever has been issued the material.
- In case of loss of books/AV and any other materials, which are available in the market the member will have to replace the same with processing charges 100/Rs. In the case that out of print books /or any other material is not available in the market, a member will have to pay ten times the original purchase price (Equivalent to Rs. value, or the value decided by the Resource Centre Panel as the case may be).

c. Fine & Borrowing Privileges

Members are expected to return the issued items within the due date, if failing to pay a fine as per the rules mentioned below is to be paid. The fine per day is 2 Rs per book.

- Accumulated fine will be recovered at the time of "No Dues clearance".

Category/ Patron Type	**Number of issue Material**			**Duration of issue**			**Fine per Day**
	Books	AV Materials	Periodicals	Books	AV Materials	Periodicals	
Students	2	To be used within the RC only		14 days	Nil	Nil	2.00

d. New Arrival

The books added in the Resource Centre are on display for a week under the New Arrival Section. These books will not be issued for a week and after a week the books will be shelved. An e-mail notification is sent to the community when we will display New Arrival Books.

You may make a reservation, if it is issued after display.

e. Copyright Restrictions

All users of the Resource Centre resources must respect the copyright in works that are accessible through computers connected to NID Haryana and Libraries networks. No copyrighted work may be copied, published, disseminated, displayed, performed, or played without permission of the copyright holder except in accordance with fair use or licensed agreement. This includes all copyrighted material. NID Haryana may terminate the network access of the users who are found to have repeatedly infringed.

Photocopy of printed materials is not allowed without permission. Printed materials will be used by the students only as study materials. It shall not be recreated or shared with anyone else outside of the Institution.

14. Credit and Evaluation at NID HARYANA:

I. Credit system at NID Haryana

NID HARYANA follows a credits-based evaluation system.

'Credits 'are the quantitative parameter associated with courses that simultaneously indicate.
a) the relative importance of those courses with respect to each other, and b) the amount of study time that is expected to be devoted to those courses by students. They are supposed to be a unit of academic currency by which work in various courses in a programme can be compared to and traded with each other. To maintain parity with international academic convention, a course is assigned one (1) unit of credit for every 15 hours of teacher-guided work engagement it requires from the student.

NID HARYANA's way of handling courses is to do them in sequence, one course at a time, undivided attention to every course. Students are therefore immersed in only a single course at any time and are expected to give their day's entire time to the current course alone. Counting 6 hours as the typical duration that a teacher can give per day to a class (side-by-side with her other responsibilities in research, project consultancy, and administration), a course that runs for a week (5 working days) would count for 30 hours of teacher-guided attention from the students. If 15 hours count towards one credit, this weekly dedication of 30 hours equates to a student earning 2 credits for the course per week.

For design project courses, where the student is expected to apply all her learning from every course to the project she has chosen, the student's time involvement is expected to be much larger. The expectation is that the student matches the 6 hours that the teacher spends in guiding her, with another 6 hours of her own productivity, or at least produces work of quantity and quality that would come from such time dedication. Design Project courses therefore are weighted to reflect expenditure of 60 hours of work per week or the delivery of corresponding results, earning the student 4 credits per week. This implication of course category upon course credits is reflected in Table 1.

1. Course categories

Based on their nature and methodology, all courses offered in a particular programme are classified into 5 broad categories (abbreviated as indicated):

I. Skill (SK)
II. Theory (TH)
III. Studio (SD)
IV. Research and Field Work (RW)
V. Design Project (DP)

The credits that courses of each category carry and the required minimum learning hours for each category is listed in the table below:

Category (Code)	Credit factor	Learning hours per week
Skill (SK)	2	30 hrs
Theory (TH)	2	30 hrs
Studio (SD)	2	30 hrs
Research & Field work (RW)	2	30 hrs
Design Project (DP)	4	60 hrs

Table 1: Course categories and credit factors

In the flowchart and the timetable of each programme, the category and credit units are indicated against each course title.

As explained above, courses of Design Project category are deemed to be twice as important as others since they are the courses in which the student applies all the knowledge and skills she has learnt in other courses. They, therefore, carry a credit factor of 4. Courses of all other categories carry a credit factor of 2. Students are thus expected to spend an additional 30 study hours every week on Design Projects.

2. NID's Grading scale

NID's grading system utilises a combination of letter grades and numeric grade points whose correspondence and significance is given in the table below:

Letter Grade	N	D-	D	D+	C-	C	C+	B-	B	B+	A-	A	A+	S
Numeric Grade Point	0	1	2	3	4	4.5	5	6	6.5	7	8	8.5	9	10
Quality reflected	Negligible	Deficient			Compliance			Bright			Admirable			Superlative
Pass/Fail	Fail				Pass									

Table 2: NID HARYANA's grading scale

This table is to be used only in converting from letter grades to numeric grades, not vice versa.

II. Twofold evaluation: coursework and jury

At NID HARYANA, a student's academic work is evaluated both at subject level and at overall level. The former refers to course teachers evaluating the students' works done in their individual courses and the latter refers to evaluation by a jury panel of the student's collective performance in all courses that semester.

1. Course evaluation

Evaluation of a course is reported by a combination of a) the status of Pass/Fail and b) the Course Grade Point, a number between 0 and 10 specified to two decimal places.

A student is awarded a Pass status in a course only if she/he meets the following two conditions:

1. Attendance of minimum 80% unless absence is due to any one of the reasons given in section *Valid reasons for absence* below in which case the minimum attendance acceptable is 50%.
2. Grade point of 4.0 or above in the course.

The grade point for a course with attendance less than 80% (50% for valid reasons) is automatically to 0 (zero) corresponding to grade 'N'.

Valid reasons for absence

a. Medical condition of student
b. Humanitarian emergency conditions such as death, accident, or serious illness of a loved one
c. Institute-sanctioned participation in professional activities such as conferences, seminars, workshops, etc.
d. Participation in institute-sanctioned exchange programs
e. *Network error or connectivity issues (included for online courses)*

Handling cases of irregular presence (50% to 80%) in course evaluation

Any student having presence of less than 80% but more than 50% (allowed with a reason for absence covered under those listed in section *Valid reasons for absence*) shall not get a grade exceeding 7.0 (B+) on Attempt 1. In case the student fails to submit the proof of valid reason for absence, she will be given 0 (Zero) corresponding to grade 'N'.

The request for the consideration of absence under valid reason is to be sent within two weeks of the completion of the course through the Discipline Coordinator. Please refer Annexure 8 for the SGRC case submission form for the students.

Additional Course Evaluation Opportunity

All course with grade point less than 5.0 (C+) will be allowed for one additional course evaluation opportunity (2nd Attempt) to be availed before the last semester jury of that particular academic year.

- The student shall not be entitled to any teaching inputs; she must make the second attempt on self-study alone.
- The content of work to be submitted for evaluation may be limited to the additional work done after the 1st Attempt.

The grade that the student gets on attempt 2 may not exceed 5.0 (corresponding to 'C+' grade) and the grade credited will be reflected in transcripts as attempt 2.

For the courses conducted in online mode in the academic year 2020-2021, students will also get chance to improve their grades in the courses by re-working on the assignments and submissions up to one semester after start of on campus classes. Students of VII semester would need to successfully complete all the courses before the start of the graduation project.

Documents required for claiming validity of absence

- ***Attendance affected by medical conditions of student:***
  A letter signed by a Registered Medical Practitioner attesting to the condition claimed by the student and mentioning need for absence as recorded by NID HARYANA
- ***Attendance affected by humanitarian emergency conditions such as death, accident, or serious illness of a loved one:***
  Student must petition the case to the Student Grievances Redressal Committee (SGRC) through Discipline coordinator. Merit of each case shall be individually considered by the SGRC.
- ***Attendance affected by institute-sanctioned participation in professional activities such as conferences, seminars, workshops, etc.*:**
  Student must obtain permission from Discipline Coordinator for missing a course for participating in the activity and for receiving a chance to get a grade on the missed course. The Discipline Coordinator shall discuss merit of each request with Director and arrive at a joint decision, and the decision, shall be placed on record on the Academic activity form.
- *Attendance affected by participation in institute-sanctioned exchange programs*:
  Official letter showing award of exchange opportunity.
- ***Any condition other than the ones above which the student considers worthy of sympathetic consideration*:**
  Student must petition her case to the (SGRC) through Discipline Coordinator. Merit of each case shall be individually decided by the SGRC.

- The SGRC shall put up its recommendations to the Director for further consideration and decision.
- *In case of irregularity during online classes offered in the Covid-19 pandemic, student will have to furnish all the documents as stated above.*

Any of the requests/documents mentioned above must be approved by Director

i. Course Evaluation Parameters

Each category of course has a pre-defined set of evaluation parameters, differing in identity and in number as given in the table below.

(for online courses adaptation of parameters has been done for Skill courses conducted in online mode)

Sl. No.	Course category	Evaluation Parameters (with weightage)
1.	Skill (SK) (for online course)	i Application (20%) ii Detailing and sensitivity (30%) iii *Skills exploration (15 %)* iv Basics of design principles (10%) v *Quality of outcome and documentation (15%)* vi Perseverance, attendance, and time management (10%)
2.	Skill (Sk) for on campus courses	i Application (20%) ii Detailing and sensitivity (30%) iii Skills exploration (30 %) iv Basics of design principles (10%) v Perseverance, attendance, and time management (10%)
3.	Research and Field Work (RW)	i Research and comprehension (30%) ii Meta-cognition and critical thinking (20%) iii Perception, observation, and sensitivity (15%) iv Motivation and self-management (10%) v Attentiveness, awareness, and empathy (10%) vi Quality of outcome and documentation (15%)
4.	Theory (TH)	i Conceptual clarity and comprehension (35%) ii Reflective thinking (25%) iii Communication (20%) iv Attendance and time management (10%) v Participation (10%)
5.	Studio (SD)	i Conceptual clarity and comprehension (20%) ii Exploration and Improvisation (30%) iii Problem-solving and lateral thinking (20%) iv Originality and visualisation (20%) v Teamwork, participation, and time management (10%)

6.	Design Project (DP)	i. Research and comprehension (15%) ii. Design process (15%) iii. Exploration and visualization (10%) iv. Originality and innovation (15%) v. Quality of output and documentation (15%) vi. Project management (10%) vii. Values, ethics, and concerns (10%) viii. Interaction and participation (10%)

Table 3: Evaluation parameters for various course categories

ii. Computation of Course Grade Point

The course grade point is computed by the formula:

Course grade = $(GP_1 * w_1) + (GP_2 * w_2) + \ldots + (GP_n * w_n)$ where GP_1, GP_2, …, GP_n are the numeric grade points corresponding to the letter grades awarded by the teacher against the evaluation parameters that apply for the category of that course, and w_1, w_2, …, w_n are the weightages of those evaluation parameters (as given in Table 3).

2. Jury evaluation

Evaluation of a student by a jury is reported as a single number between 0 and 10 and specified to two places of decimal, called the Jury Grade Point Average (JGPA).

i. Jury Evaluation Parameters

There are 4 evaluation parameters in NID HARYANA's semester juries: Process, Product, Presentation, and Attitude. At present these carry weightages as follows:

Criterion	Weightage
Product	40%
Process	30%
Presentation	20%
Attitude	10%

Table 4: Evaluation parameters for jury

ii. Computation of Jury Grade Point Average

The JGPA is computed by the following formula:

JGPA = (GPproduct* wproduct) + (GPprocess* wprocess) + (GPpresentation* wpresentation) + (GPattitude* wattitude)

where the various GPs are the numeric grade points corresponding to the letter grades awarded by the jury panel against the 4 evaluation parameters given in Table 4, and the w's are the weightages of those parameters.

iii. Holding juries with pending course evaluations

A jury shall NOT be held when all course evaluations are not in.

III. Evaluation measures at NID -Haryana

The following measures of evaluation are used at NID HARYANA to describe performance at various levels:

1. Course grade point
2. Course Grade Point Average (CGPA)
3. Jury Grade Point Average (JGPA)
4. Semester Grade Point Average (SGPA)
5. Annual Grade Point Average (AGPA)
6. Total (cumulative) Grade Point Average

These are described below.

1. Course Grade Point

This is explained in the section on *Computation of Course Grade Point*.

2. Courses Grade Point Average (CGPA)

At the end of each semester, a student's combined performance in the courses she has done that semester is reported as her CGPA, which is a number between 0 and 10 obtained as the weighted average of the grade points that she has received in the individual courses, where the credits for each course are used as the weights.

i. Calculation

Let there be n courses in a semester: $Course_1$, $Course_2$, … ,$Course_n$

Let these *n* courses have credits $Credit_1$, $Credit_2$, … ,$Credit_n$, respectively. These credits are declared in NID's course curriculum.

Let the grade points the student has obtained in these *n*courses be: GP_1, GP_2, … ,GP_n. These course grade points are as defined in the computation in the section on *Computation of Course Grade Point*, and are numbers between 0 and 10.

Then the Courses Grade Point Average is computed using the following formula:

$CGPA = (GP_1 * Credit_1 + GP_2 * Credit_2 + … + GP_n * Credit_n) / (Credit_1 + Credit_2 + … + Credit_n)$

3. Jury Grade Point Average (JGPA)

At the end of each semester, a student's overall performance in that semester is reported as her JGPA, a number between 0 and 10 that is obtained from jury's evaluation.

i. Calculation

The evaluation is explained in the section *Computation of Jury Grade Point Average*.

4. Semester Grade Point Average (SGPA)

The Semester Grade Point Average reflects the student's overall performance in the semester. In computing the semester's overall progress measure, the total of the course grades counts for 60% and the jury grade for 40%.
Let the Courses Grade Point Average for a given semester be CGPA and the Jury Grade Point Average be JGPA.

Then, Semester Grade Point Average SGPA = 60% CGPA + 40% JGPA

The SGPA is a number between 0 and 10 rounded off to the two places of decimal.

5. Annual Grade Point Average (AGPA)

Let the SGPAs for the two semesters in one academic year be $SGPA_1$ and $SGPA_2$
Then,
Annual Grade Point Average AGPA = Average ($SGPA_1$, $SPGA_2$), rounded off to the two places of decimal.

The Annual Grade Point Average is the measure that determines whether the student has passed or failed a particular academic year. The implications of the AGPA are therefore more consequential then those of the SGPA.

6. Total Grade Point Average

The cumulative performance index of a student is the Total GPA that is the simple average of SGPAs of all completed semesters.

Total Grade Point Average = Average ($SGPA_1$, $SGPA_2$..., $SGPA_n$), rounded off to the two places of decimal.

IV. Evaluation reports at NID HARYANA

Every student is entitled to a printed copy of the following reports:

a. Course reports, for every course she does at NID HARYANA
b. Jury report, for every semester jury she gives at NID HARYANA
c. Semester report, for every semester she spends at NID HARYANA
d. Annual report, for every academic year she spends at NID HARYANA
e. Transcript for her cumulative performance at NID HARYANA for the semesters completed.

V. Maximum duration of study allowed at NID HARYANA

The maximum duration within which the student is required to complete the study will not be more than eight years from the year of joining. The student shall be allowed to take Academic Break only once during the entire period of study, during which no resources of the Institute will be used by the student. The committee formed by the Institute will consider the academic break based on the reasons furnished by the student with necessary supporting documents as required.

VI. Evaluation at different phases at NID HARYANA

The academic journey of a student of B. Des program at NID HARYANA has four phases:

1. a Foundation period of 2 semesters spent on campus.
2. a period of 5 semesters spent on campus in the discipline of the student's choice.
3. A period of 6-8 weeks of internship in some industry off-campus.
4. the last semester spent—usually off-campus—on her graduation project.

Evaluation in each of these phases is done as explained below.

1. Evaluation within Foundation

Evaluation within the Foundation is guided by the following rules:

A. Handling course Grade Points in Foundation:

i. For every course in which the student evaluates to a Grade Point below 5.0 (C+) by the course teacher, she shall be allowed a maximum of ONE additional attempt, this to be executed anytime up to the jury of Semester 2

ii. The teacher shall not be required (although she is free to do so voluntarily) to provide any more teaching inputs to the student. The student must redo the work on her own.

iii. The grade point obtained on additional course evaluation, shall be marked as "Grade obtained on second attempt" on the student's transcript and shall qualify for a grade no higher than 5.0 (C+).

B. Handing Fails in Foundation Year:

a. By the end of second semester, if the student has an Annual GPA less than 5.0 and has more than 2 Fail courses with GPA less than 4.0, *the student is to be declared Fail in the Foundation Year* and asked to repeat the year. It is entirely the student's responsibility to avail of additional evaluation opportunities to ensure that no more than 2 courses remain un-cleared and maintain AGPA of 5.0 by the end of 2nd semester (Refer point d. for more clarity).

b. **Pass in AGPA but has fail courses with GPA less than 4.0**

By the end of second semester, if the student has an Annual GPA of more than 5.0 but has Fail courses with GPA less than 4.0, the student shall be given a grace opportunity for additional courses evaluation (3rd Attempt) to pass all fail courses not later than two weeks before the beginning of next academic year.

The grade that the student gets on attempt 3 may not exceed 5.0 (corresponding to 'C+' grade) and the grade credited will be reflected in transcripts as attempt 3.

c. **Fail in AGPA but pass in the courses:**

By the end of second semester, if the student has an Annual GPA less than 5.0 but has no Fail courses with GPA less than 4.0, the student shall be given a grace opportunity for a combined additional jury evaluation, conducted not later than two weeks before the beginning of next academic year.

The combined additional jury comprising of the discipline coordinator, one discipline faculty and an external member will be approved by the Director. The grade that the student gets in a combined additional jury may not exceed 7.0 (corresponding to 'B+' grade) and the grade credited will be reflected in transcripts.

For students who have passed in all courses but end up with an AGPA less than 5.0, a 2-week window shall be offered after the Foundation Year result is declared to rework and get re-evaluated up to 2 courses to bring up the AGPA. In this scenario, there shall be no additional jury, only a coursework evaluation. The student, however, still may not score AGPA 5.0.

d. **Failing in the AGPA as well as in the courses:**

By the end of second semester, if the student has an Annual GPA less than 5.0 and has 2 or less than 2 Fail courses with GPA less than 4.0, the student shall be given a grace opportunity for additional courses evaluation (3rd Attempt) to pass the courses not later than two weeks before the beginning of next academic year.

The grade that the student gets on attempt 3 may not exceed 5.0 (corresponding to 'C+' grade) and the grade credited will be reflected in transcripts as attempt 3. The student shall also be given a grace opportunity for a combined additional jury evaluation, conducted not later than two weeks before the beginning of next academic year.

The combined additional jury comprising of the discipline coordinator, one discipline faculty and an external member will be approved by the Director. The grade that the student gets in a combined additional jury may not exceed 7.0 (corresponding to 'B+' grade) and the grade credited will be reflected in transcripts.

For such students (as mentioned in points b., c., and d., above), Foundation Year shall be marked "Passed on second attempt" on their transcripts when they do pass.

After evaluation of all correctional attempts, if the student's AGPA in Foundation Year still comes out to be less than 5.0 then the student must repeat Foundation Year.

If a student remains with a Fail in even a single course after all correctional evaluation attempts as outlined above have been availed of, *the student shall not be allowed to enter Year 2 and MUST repeat the Foundation Year regardless of AGPA*.

C. Maximum number of attempts at Foundation before being asked to leave

A student may appear no more than twice in Foundation Year. If the student fails the second time also, the student shall be asked to leave the institute.

D. Conditions of passage from Foundation to discipline:

A student qualifies to go from the Foundation Year to a discipline of choice in Year 2 only on the conditions that after availing of all the additional evaluation opportunities available, as necessary, the student,

a. has obtained a Pass in every course in Foundation Year, *i.e.*, has a GPA of more than 4 in all courses, and

b. has obtained an AGPA above 5.0 in Foundation Year.

A student may thus have passed in every course but would be considered Fail in the Foundation Year if AGPA is less than 5.0. If a student remains with a Fail in even a single course after all correctional re-evaluation attempts as outlined below have been availed of, *the student shall not be allowed to enter Year 2 and MUST repeat the Foundation Year regardless of AGPA*. If the student has not availed of correctional mechanisms, that is student's responsibility.

Process of Discipline allocation

Progress into disciplines of their choice is made competitive, based strictly upon their academic performance in the Foundation Period. The discipline they go into is awarded to them according to their indicated choices and their academic performance in their Foundation Year as measured by their AGPA and course status.

The discipline allotment will be done within one week of declaration of Foundation Programme results. Those students who take correctional attempts after declaration of Foundation Programme results, for clearing the fail courses/obtaining more than 5.0 AGPA in Foundation Year, will be required to choose one of the UG disciplines having vacant seats.

2. Evaluation within disciplines

A. Handing course Grade Points in discipline

- For every course in which the student evaluates to a Grade Point below 5.0 (C+) by the course teacher, the student shall be allowed a maximum of ONE additional attempt, this to be executed anytime up to the jury of Semester 2 of that academic year.
- The teacher shall not be required (although the teacher is free to do so voluntarily) to provide any more teaching inputs to the student. The students must redo the work on their own.
- The grade point obtained on additional course evaluation, shall be marked as "Grade obtained on second attempt" on the student's transcript and shall qualify for a grade no higher than 5.0 (C+).

B. Handing Fails in discipline years

a. Failing in AGPA and is failing in more than two fail courses:

By the end of second semester of the discipline year, if the student has an Annual GPA less than 5.0 and has more than 2 Fail courses with GPA less than 4.0, *the student is to be declared Fail in the Discipline Year* and asked to repeat the year. It is entirely the student's responsibility to avail of additional evaluation opportunities to ensure that no more than 2 courses remain un-cleared and maintain AGPA of 5.0 by the end semester of that academic year.

b. Failing in more than two courses but pass in AGPA:

By the end of second semester of the discipline year, if the student has an Annual GPA of more than 5.0 but has more than two Fail courses with GPA less than 4.0, the student shall be given a grace opportunity for additional courses evaluation (3rd Attempt) to pass the courses not later than two weeks before the beginning of next academic year. The grade that the student gets on attempt 3 may not exceed 5.0 (corresponding to 'C+' grade) and the grade credited will be reflected in transcripts as attempt 3.

c. Failing in AGPA but is passed in all the courses:

By the end of second semester of the discipline year, if the student has an Annual GPA less than 5.0 but has no Fail courses with GPA less than 4.0, the student shall be given a grace opportunity for a combined additional jury evaluation, conducted not later than two weeks before the beginning of next academic year.

The combined additional jury comprising of the discipline coordinator, one discipline faculty and an external member will be approved by the Director. The grade that the student gets in a combined additional jury may not exceed 7.0 (corresponding to 'B+' grade) and the grade credited will be reflected in transcripts.

d. Failing in AGPA as well as in two or less than two courses:

By the end of second semester of the discipline year, if the student has an Annual GPA less than 5.0 and has 2 or less than 2 Fail courses with GPA less than 4.0, the student shall be given a grace opportunity for additional courses evaluation (3rd Attempt) not later than two weeks before the beginning of next academic year.

The grade that the student gets on attempt 3 may not exceed 5.0 (corresponding to 'C+' grade) and the grade credited will be reflected in transcripts as attempt 3.

The student shall also be given a grace opportunity for a combined additional jury evaluation, conducted not later than two weeks before the beginning of next academic year. The combined additional jury comprising of the discipline coordinator, one discipline faculty and an external member will be approved by the Director.

The grade that the student gets in a combined additional jury may not exceed 7.0 (corresponding to 'B+' grade) and the grade credited will be reflected in transcripts.

For such students (as mentioned in points b., c., and d., above), Discipline Year shall be marked "Passed on second attempt" on their transcripts when they do pass.

After evaluation of all correctional attempts, if the student's AGPA in a Discipline Year still comes out to be less than 5.0, then the student must repeat Discipline Year.

If a student remains with a Fail in more than two courses after all correctional re-evaluation attempts as outlined above have been availed of, the student shall not be allowed to enter the next year and MUST repeat that particular Discipline Year regardless of AGPA.

C. Maximum number of attempts in particular Discipline Year before being asked to leave

A student may appear no more than twice in particular Discipline Year. If the student fails the second time also, the student shall be asked to leave the institute.

D. Conditions of passage from one Discipline Year to next year:

A student qualifies to go from One Discipline Year to next year only on the conditions that after availing of all the additional evaluation opportunities available, as necessary, the student

a. Has not more than to 2 fail courses with GPA less than 4 and has Pass in every other course in that Discipline Year,
b. has obtained an AGPA above 5.0 in that Discipline Year.

A student may thus have passed in every course but would be considered Fail in the Discipline Year if AGPA is less than 5.0. If a student remains with more than 2 Fail courses after all correctional evaluation attempts as outlined below have been availed of, the student shall not be allowed to enter *Next Year and MUST repeat the Discipline Year regardless of AGPA*.

If the student has not availed of correctional mechanisms, that is student's responsibility.

E. Prescription for spending Repeat year

If a student obtains an AGPA of less than 5.0 or has more than 2 fail courses, after all correctional attempts are availed of, the student must repeat the entire year with the junior batch. NID's standards do not consider minimal performance in all subjects acceptable. Improvement across the board, in all courses, is called for, which is possible only by redoing the courses.

F. Evaluation of 7th Semester within Discipline

Since 4th year (B.Des) has only one semester of coursework (excluding Graduation project), for the purposes of credit and evaluation, this semester will be treated as a Discipline Year and all the conditions of credit and evaluation minimum standards that are applicable for Discipline Years are also applicable for 7th Semester (B.Des) except that AGPA will be replaced by SGPA, since it is a semester.

3. Evaluation of Internship

A certificate from the industry or firm where the student did her internship is required stating the period over which the internship was done.

The coordinator of the discipline shall sign on a course completion report for the internship if in order.

4. Evaluation of Graduation project

A student is considered qualified to register for her graduation project only when

a. The student has obtained a Pass status in all courses in her entire academic career at NID HARYANA, *i.e.*, there are no courses in which the student has a Fail grade, and GPA of 4.0 or less
b. The student has a Cumulative (Total) GPA of 5.0 or more.

Evaluation of the graduation project is governed by Graduation project norms.

5. Addressing to the student's grievances for online classes:

Students can bring about their individual concerns (for online classes) through academic administration to the discipline coordinator on individual basis. On reviewing nature of concerns, Discipline Coordinator will forward the grievances note to the Academic team comprising of all the faculty members at NID Haryana for addressing the concerns of the students.

Note: Updated Credit and Evaluation guidelines will be shared with you.

15. ONLINE TEACHING GUIDELINES

Student Guidelines for Online Classes

Covid-19 pandemic has resulted in unprecedented disruption across all industries, with the education sector being no exception. No one is certain about how much and how long the impact of the pandemic will last on the global economy. In such a difficult time society and industries have been forced to opt for a decentralized approach i.e. work from home. Similarly, the educational institutions across the country have also been adopting the online mode of delivery and instructions, ensuring that the learning continues, and students do not suffer.

To make the whole experience of Online Teaching stress-free and engaging, we are sharing some tools & instructions

a) Take care of yourself

As a first step, do not neglect your physical and mental health. Stay at Home safely and follow all the safety Guidelines issued by the Government & Administration.

b) Semester Plan Details

The Time Plans of the current & the upcoming Semester shall be provided to you by your discipline coordinator before the commencement of the semester. This will provide you a glimpse of the course line-ups, important events, and holidays.

c) Course Curriculum Document

You are required to go through your Course Curriculum Document which shall be provided to you by your Discipline Coordinator. This document shall provide you important information about your courses like Course Objective, Duration, Methodologies, Learning outcomes & Assessment submission guidelines.

d) Online Course

Treat your online classes the same way you would a face-to-face class. In online teaching, only the mode of course delivery is adapted whereas the course Intent remains unadulterated. Your enthusiastic participation & dedication throughout your course module will be extremely crucial for successful completion.

e) Technology Requirements

Your Faculty/Instructor shall keep you informed about the technological requirements for Video-calls & Online collaborations depending on the nature of the course. NIDH follows a dual platform (Google Classroom/Microsoft Teams) approach to keep the Online Learning experience simple and stress-free. For any IT related support, you can get in touch with our IT Team at: ***it@nidh.ac.in***

f) Study Space at Home

Set up a dedicated learning environment for studying. By completing your work there repeatedly, you will begin to establish a routine. Setting up a regular workspace will also help you to stay organized.

When setting up your study space, make sure you have:

- High-speed internet connection (preferably 1mbps or more)
- Laptop/Desktop PC with a webcam
- Noiseless space for a distraction & disturbance free learning experience.
- The required books, materials, and software for the course
- Headphones for listening to lectures or discussions.

g) Discipline & Time Management

Good time management skills and work discipline are extremely important for you so that you can prioritize tasks and are able to complete the work and assignments on time. Creating weekly and daily plans will allow you to become more organized, confident, and learn more effectively.

h) Attendance

You must follow the attendance policy of **minimum 80 % attendance** to qualify for the course evaluations. For absence due to medical reasons or any other valid reason for absence as listed in the 'Credit and Evaluation Guideline', you must inform your course faculty and submit a valid medical certificate or other related document to your discipline coordinator within two working days.

i) Amenities & Library Services

- **Library:** NIDH Library offers access to a huge set of eBooks & online Journals to you. With subscribed services like Bloomsbury and National Digital Library of India, you can have free access to thousands of books. You are encouraged to use these facilities as much as possible.

- **IT Labs:** IT Department provides you the access to the necessary tools & software required for your classes. You shall get free access to GSuite, Microsoft Office 365, Adobe CC Suite, Rhinoceros, Solidworks , Autodesk, Miro etc. For any difficulties to access these facilities, you can get in touch with the IT Team of NIDH.

j) Course Submission

Submissions for course assignments must be done with strict compliance with the instructions provided by the Faculty/Instructor.

k) Students Grievances

You can bring about your individual concerns through academic administration through a discipline coordinator on an individual basis. On reviewing the nature of concerns, the Discipline Coordinator will forward the grievances note to the Academic team comprising of all the faculty members at NID Haryana for addressing the concerns of the students.

16. ACADEMIC CALENDAR 2021-22

Academic Calendar (Foundation Programme)

राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के
डी पी आई आई टी अधीन एक सांविधिक संस्था
Institute of National Importance
Statutory Institute under the DPIIT
Ministry of Commerce and Industry, Government of India

Reference No.NIDH/Acad./2021/..602... **Date. ..08/09/2021..**

CIRCULAR

Subject: - Academic Calendar Foundation Program 2021-22.

Approved Academic Calendar for the Foundation Program 2021-22 is appended below for information please.

FIRST Semester (18 WEEKS)		
Sr. No.	**Event**	**Day / Dates**
1	**Orientation Program**	09th & 10 September 2021 (Thursday & Friday)
2	**First Semester Commencement**	Monday, 13th September 2021
3	**Discipline Meeting**	09th Week of the Semester
4	**Foundation Day Week**	15th November 2021 (Monday)
5	**Foundation Juries**	25th, 27th & 28th January 2022
6	**First Semester Ends**	Friday, 28th January 2022
7	**Winter Vacation (02 weeks)**	31st January 2022 to 13th February 2022
Second Semester (18 Weeks)		
1	**Second Semester Commencement**	Monday, 14th February 2022
2	**Discipline Meetings**	09th Week of the Semester
3	**Interim Break**	18th April 2022 to 24th April 2022 **(Tentative)**
3	**Foundation Juries**	29th June 2022 to 01st July 2022
4	**Second Semester Ends**	01st July 2022
5	**Summer Vacation**	04th July 2022 to 31st July 2022

Faculty Meetings would be conducted in Alternate Months.

07.09.21
Academic Coordinator

7/9/21
Registrar (I/C)

Copy to:-

1. All Discipline Coordinators (ID,CD,TAD)
2. All Departments/Sections.
3. All Notice Boards
4. Institute Website.

एन आई डी हरियाणा, सरकारी पॉलिटेक्निक भवन उमरी, कुरुक्षेत्र, हरियाणा - 136131 भारत
NID Haryana, Government Polytechnic Building at Umri, Kurukshetra, Haryana - 136131 India
फोन Phone: 01744-278101, 278103 ई-मेल e-mail: info@nidh.ac.in युआरएल url: www.nidh.ac.in

Academic Calendar (ID, CD, TAD)

राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के
डी पी आई आई टी अधीन एक सांविधिक संस्था
Institute of National Importance
Statutory Institute under the DPIIT
Ministry of Commerce and Industry, Government of India

Reference No.NIDH/Acad./2021/..375... **Date. ...09/07/2021**

CIRCULAR

Subject: - Academic Calendar ID/CD/TAD Disciplines 2021-22.

Approved academic calendar for the ID, CD & TAD Disciplines for Academic Year 2021-22 is appended below for information of all.

ODD Semester (18 WEEKS / REMAINING WEEKS as applicable)		
Sr. No.	**Event**	**Day / Dates**
1	**Semester Commencement** ID, CD, TAD (SEM 5/7) ID, CD, TAD (SEM 3)	 Monday, 02nd August 2021 Monday, 09th August 2021
2	**Discipline Meeting**	9th Week of the Semester
3	**Diwali Break**	01st November 2021 to 05th November 2021
4	**Foundation Day**	15th November 2021 (Monday)
5	**Discipline Juries** ID (SEM 3) / CD (SEM 3) / TAD (SEM 3) ID (SEM 5) / CD (SEM 5) / TAD (SEM 5) ID (SEM 7) / CD (SEM 7) / TAD (SEM 7)	 20th & 21st December 2021 16th & 17th December 2021 22nd & 23rd December 2021
6	**Winter Vacation** ID (SEM 3) / CD (SEM 3) / TAD (SEM 3) ID (SEM 5) / CD (SEM 5) / TAD (SEM 5)	 22nd December 2021 to 09th January 2022 20th December 2021 to 02nd January 2022
Even Semester (18 Weeks)		
1	**Semester Commencement** ID, CD, TAD (SEM 4) ID, CD, TAD (SEM 6)	 10th January 2022 3rd January 2022
2	**Discipline Meetings**	9th Week of the Semester
3	**Interim Break**	One Week in February/March **(Tentative)**
4	**Discipline Juries** ID (SEM 4) / CD (SEM 4) / TAD (SEM 4) ID (SEM 6) / CD (SEM 6) / TAD (SEM 6)	 26th, 27th May 2022 19th, 20th May 2022
5	**Summer Vacation** ID (SEM 4) / CD (SEM 4) / TAD (SEM 4) ID (SEM 6) / CD (SEM 6) / TAD (SEM 6)	 30th May 2022 to 15th July 2022 23rd May 2022 to 15th July 2022

Faculty Meetings would be conducted in Alternate Months.

Vanita Ahuja

Academic Coordinator for 09/07/2021 **Registrar (I/C)**

Copy to:-

1. All Discipline Coordinators (ID,CD,TAD)
2. All Departments/Sections.
3. All Notice Boards
4. Institute Website.

एन आई डी हरियाणा, सरकारी पॉलिटेक्निक भवन उमरी, कुरुक्षेत्र, हरियाणा - 136131 भारत
NID Haryana, Government Polytechnic Building at Umri, Kurukshetra, Haryana - 136131 India
फोन Phone: 01744-278101, 278103 ई-मेल e-mail: info@nidh.ac.in युआरएल url: www.nidh.ac.in

17. COURSE STRUCTURE

The curriculum has been revised to impart more inter-disciplinary education and to improve documentation and comprehensive skills of students. Revised curriculum would be shared with the students.

18. APPROVED HOLIDAYS OF THE INSTITUTE FOR THE YEAR 2021

Holidays of the Institute for the period 01.07.2021 to 31.12.2021			
Sl. No.	**Holiday**	**Date**	**Day**
1	IDU'L ZUHA	21st July 2021	Wednesday
2	Independence Day	15th August 2021	Sunday
3	Muharram	20th August 2021	Friday
4	Janmashtami	30th August 2021	Monday
5	Mahatma Gandhi's Birthday	02nd October 2021	Saturday
6	Dussehra (Vijay Dashmi)	15th October 2021	Friday
7	Prophet Mohammad's Birthday (ID-E-MILAD)	19th October 2021	Tuesday
8	Diwali (Deepavali)	04th November 2021	Thursday
9	Guru Nanak's Birthday	19th November 2021	Friday
10	Christmas Day	25th December 2021	Saturday
Holidays of the Institute for 2022 would be informed subsequently			

19. NID-H LIST OF COORDINATORS AND COMMITTEES FOR THE AY 2021-22

a. Academic Administration Research & Outreach:

Director	:	Research and Institutional Consultation Guidance
Registrar In- Charge	:	Mentor Mentee Coordinator
Registrar I/C	:	International Relations Coordinator
Dr. Shruti Singh Tomar	:	Academic Coordinator
Mr. Dharmendra Kumar	:	Credit and Evaluation Coordinator
Ms. Mamta Gautam	:	Foundation Discipline Coordinator
Mr. Ravi Shanker	:	Textile and Apparel Design Discipline Coordinator
Mr. Nachiketa Charkhwal	:	Industrial Design Discipline Coordinator
Mr. Bharat Parmar	:	Communication Design Discipline Coordinator
Ms. Swati Singh	:	TAD – Co Discipline Coordinator
Ms. Surabhi Khanna	:	ID - Co Discipline Coordinator
Mr. Ravi Kumar Parmar	:	CD - Co Discipline Coordinator
Ms. Shruti Singh Tomar	:	Foundation Discipline Coordinator – Backup
Mr. Nachiketa Charkhwal	:	ID & Ceramic Workshop and ID IT Lab In-Charge
Ms. Swati Singh	:	Weaving Lab In-Charge
Mr. Dharmendra Kumar	:	Dyeing Lab In-Charge
Mr. Ravi Shanker	:	Sewing Lab In-Charge
Mr. Ravi Kumar Parmar	:	CD IT Lab and CD Sound Studio & Dark Room In-Charge
Ms. Swati Singh	:	Newsletter In-Charge
Mr. Bharat Parmar	:	Photography In-Charge
Ms. Surabhi Khanna	:	Placement, Internship Coordinator
Mr. Ravi Kumar Parmar	:	Graduation Project Coordinator

b. Disciplinary Committee:

Dr. Vikas Indoria	:	In Chair
Ms. Mamta Gautam	:	Member
Ms. Nachiketa Charkhwal	:	Member
Mr. Ravi Kumar Parmar	:	Member
Ms. Swati Singh	:	Member

c. Mess Review Committee:

Mr. Sunil Kumar U, C.A.O	:	In Chair
Mr. Manish Shrivastava, A.O (E)	:	Member Secretary
Mr. Ravinder Singh (SAO)	:	Member
Mr. Indrajit Singh, Hostel Warden (Male)	:	Member
Hostel Warden (Female)	:	Member

d. Hostel Review Committee:

Mr. Ravi Shanker	:	In Chair
Dr. Vikas Indoria (DR)	:	Member
Mr. Manish Shrivastava, AO (E)	:	Member
Mr. Dharmendra Kumar	:	Member
Hostel Warden (Male)	:	Member
Hostel Warden (Female)	:	Member

e. Web Presence Committee:

Mr. Ravi Kumar Parmar	:	In Chair
Dr. Vikas Indoria (DR)	:	Member
Mr. Amrinder Singh, AE (IT)	:	Member

f. IT Committee:

Registrar In – Chair	:	In Chair
Dr. Shruti Singh Tomar (AC)	:	Member
Mr. Ravi Kumar Parmar (Head, W.P.C.)	:	Member
Mr. Ashish Chobey, AO (P)	:	Member
Mr. Anand Kanojia (SAO)	:	Member
Mr. Amrinder Singh, AE (IT)	:	Member Secretary

g. Library Advisory Committee:

Library Head	:	In-Chair
Ms. Surabhi Khanna	:	Member
Mr. Bharat Parmar	:	Member
Mr. Dharmendra Kumar	:	Member

h. Anti-Ragging Committee:

Ms. Mamta Gautam	:	In Chair
Mr. Nachiketa Charkhwal	:	Member
Mr. Ravi Shanker, Hostel In – Charge	:	Member
Ms Swati Singh	:	Member
Mr. Indrajit Singh, Hostel Warden (Male)	:	Member
Hostel Warden (Female)	:	Member

i. Student Grievances Redressal Committee:

Dr. Vikas Indoria(DR)	:	In Chair
Dr. Shruti Singh Tomar (AC)	:	Member
Ms. Surabhi Khanna (SCC)	:	Member
Mr. Ravi Kumar Parmar(GP – C)	:	Member
Mr. Dharmendra Kumar (C – C&E)	:	Member

j. Sexual Harassment Committee:

Ms. Mamta Gautam	:	In Chair
Dr. Vikas Indoria (DR)	:	Member
Dr. Shruti Singh Tomar	:	Member
Ms. Swati Singh	:	Member
Ms Geetika Jasuja	:	External-Member
Principal (DAV School)		

k. Cultural And Sports Committee:

Mr. Ravi Shanker	:	In Chair
Mr. Ashish Chobey, Ao (P)	:	Member
Mr. Indrajit Singh, Hostel Warden (Male)	:	Member
Dr. Hemlata Thakur	:	Member

l. Students Counseling Services /Committee:

Ms. Surabhi Khanna	:	In Chair
Dr. Vikas Indoria(DR)	:	Member
Dr. Shruti Singh Tomar	:	Member
Mr. Ravi Kumar Parmar	:	Member

m. Patent Committee:

Dr. Vikas Indoria(DR)	:	In Chair
Mr. Anand Kanojia (SAO)	:	Member
Mr. Nachiketa Charkhwal	:	Member
Ms. Surabhi Khanna	:	Member
Ms. Swati Singh	:	Member

n. Swacchata Programs Committee:

Mr. Shiwendu. SE (LB & E)	:	In Chair
Mr. Manish Shrivastava, AO (E)	:	Member
Mr. Indrajit Singh, Hostel Warden (Male)	:	Member

20. IMPORTANT CONTACTS

20.01 Director's Office

Sl. No.	Name	Designation	E-mail id
1	Dr. Vanita Ahuja	Director	director@nidh.ac.in
2	Mr. Hemant Singh Bisht	P.S. to Director	pstodirector@nidh.ac.in

20.02 General Administration Department

Sl. No.	Name	Designation	E-mail id
1	Mr. Sunilkumar U	Chief Administrative Officer	sunil.u@nidh.ac.in
2	Mr. Vikram Singh	D.E.O (PA to CAO)	
3	Mr. Manish Srivastava	Administrative Officer	manish.s@nidh.ac.in
4	Ms. Charu Rani	D.E.O.	
5	Ms. Shiwani	D.E.O.	

20.03 Purchase & Store Section

Sl. No.	Name	Designation	E-mail id
1	Mr. Ashish Chobey	Administrative Officer	ashish.c@nidh.ac.in
2	Ms. Preetpal Kaur	D.E.O.	

20.04 Estate & Maintenance Section

Sl. No.	Name	Designation	E-mail id
1	Er. Shiwendu Kumar	Sr. Engineer (L, B & M)	shiwendu.k@nidh.ac.in
2	Er. Rahul Madan	Assistant Engineer	estate@nidh.ac.in
3	Mr. Sunny Panchal	Electrician	
4	Mr. Rishipal	Plumber	
5	Mr. Sandeep Kumar	Electrician / Helper	
6	Mr. Sanjeev Kumar	Electrician / Helper	

20.05 Academic Administration Department

Sl. No.	Name	Designation	E-mail id
1	Dr. Vikas Indoria	Deputy Registrar	vikas.i@nidh.ac.in
2	Ms. Tavinda Gauhar	Associate Faculty (TAD)	academics@nidh.ac.in
3	Mr. Vivek Vinayak	D.E.O.	
4	Mr. Shakti Saini	D.E.O.	
5	Mr. Kaka Singh	D.E.O.	

20.06 Graduation Project & Placement Cell

Sl. No.	Name	Designation	E-mail id
1	Mr. Ravikumar Parmar	Senior Design Instructor	ravikumar.p@nidh.ac.in
2	Ms. Surabhi Khanna	Faculty	placements@nidh.ac.in

20.07 IT Section

Sl. No.	Name	Designation	E-mail id
1	Mr. Amrinder Singh	Assistant Engineer (IT)	it@nidh.ac.in
2	Mr. Rahul Sharma	Jr. Programmer	
3	Mr. Pankaj	Technical Assistant	
4	Mr. Balkar Singh	Lab. Attendant	
5	Mr. Dilbag Singh	Library Attendant	

20.08 Hostel

Sl. No.	Name	Designation	E-mail id
1	Mr. Indrajit Singh	Warden (Boys Hostel)	hostels@nidh.ac.in

20.09 Accounts Department

Sl. No.	Name	Designation	E-mail id
1	Mr. Abhay Sahney	Controller of Finance & Accounts	abhay.s@nidh.ac.in
2	Mr. Anand Kanojia	Senior Accounts Officer	anand.k@nidh.ac.in
3	Mr. Ravinder Singh	Senior Accounts Officer	ravinder.s@nidh.ac.in
4	Mr. Pawan Kumar	D.E.O. (PA to CFA)	accounts@nidh.ac.in
5	Mr. Robin Saini	D.E.O.	

20.10 Foundation Discipline

Sl. No.	Name	Designation	E-mail id
1	Ms. Mamta Gautam	Associate Senior Faculty (Foundation)	mamta.g@nidh.ac.in

20.11 Communication Design Discipline

Sl. No.	Name	Designation	E-mail id
1	Mr. Bharat Parmar	Associate Senior Faculty (CD)	bharat.p@nidh.ac.in
2	Mr. Ravikumar Parmar	Senior Design Instructor	ravikumar.p@nidh.ac.in

20.12 Textile & Apparel Design Discipline

Sl. No.	Name	Designation	E-mail id
1	Mr. Ravi Shankar	Associate Senior Faculty (TAD)	ravi.s@nidh.ac.in
2	Ms. Shruti Singh Tomar	Faculty (TAD)	shruti.t@nidh.ac.in
3	Ms. Swati Singh	Faculty (TAD)	swati.s@nidh.ac.in
4	Mr. Dharmendra Kumar	Faculty (TAD)	dharmendra.k@nidh.ac.in

20.13 Sewing, Weaving & Dyeing Lab

Sl. No.	Name	Designation	E-mail id
1	Mr. Mohit Kumar	Lab. Attendant (TAD)	
2	Ms. Rajbala	Workshop Assistant (TAD)	
3	Mr. Rohit	Technical Assistant (TAD)	

20.14 Industrial Design Discipline

Sl. No.	Name	Designation	E-mail id
1	Mr. Nachiketa Charkhwal	Faculty (ID)	nachiketa.c@nidh.ac.in
2	Ms. Surabhi Khanna	Faculty (ID)	surabhi.k@nidh.ac.in

20.15 Wood & Metal lab, Clay & Ceramics Lab

Sl. No.	Name	Designation	E-mail id
1	Mr. Vivek Ramesh Sharma	Senior Technical Instructor	vivek.r@nidh.ac.in
2	Mr. Anil Kumar	Associate Senior Technical Instructor	
3	Mr. Vikash Kumar	Workshop Attendant	

20.16 Library/ Resource Centre

Sl. No.	Name	Designation	E-mail id
1	Dr. Hemlata Thakur	Sr. Assistant Library	library@nidh.ac.in
2	Mr. Sukhrampal	Library Assistant	
3	Mr. Subhash Chand	Library Attendant	

21. FORMS

a. Annexure-1

राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

IT Equipment Requisition Form

Issue Date: .....
Return Date: .....

Student Name: ..... Course: .....
Discipline: ..... Semester: ..... Contact No: .....
Email ID: .....

S.no.	Equipment	Specifications, if any / Make and Model with Serial Number	Please Check (√)
1	DSLR Camera		
	Accessories Details		
	Zoom Lens		
2	HDMI Cable		
3	Projector		
	Accessories Details		
4	Speakers		
5	Sound Recorder		
6	Others		

Declaration / Undertaking by the Student

1. I, hereby, declare that, the entries made by me in the Requisition Form are complete and true to the best of my knowledge and based on records.
2. I acknowledge that equipment's provided to me is to enhance my studies and learning in my College/Department. I will not allow anyone else to use this equipment.
3. I, checked the equipment at the time of issue and confirmed that nothing is missing and all is in working condition.
4. That if the Equipment is damaged or unusable or any other technical fault arises in the same, I will report the same to the Concerned Authorities in this regard.
5. That I will keep the Equipment away from food and drink items at all the times, and store it in a clean location. I will not leave the Equipment which is issued to me, where it might be accidentally damaged.
6. That If any damage/ or loss occur due to any reason I will be liable for the total replacement cost of 'lost' or 'stolen' equipment. In case of damage I will get that repaired from authorized service center of OEM. (Original Equipment Manufacturer)
7. That I will return the Equipment to the IT Section at any time, when called upon to do so by the IT In-charge /Coordinator.
8. I will be liable to pay fine (**mentioned overleaf**) if I return the equipment after return date mentioned in the form.

Date: / / Student's Signature

Signature
Discipline Co-ordinator

Signature
IT In-Charge (On Issue)

Signature
IT In-Charge (On Return)

b. Annexure- 2

राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

Resource Centre

MEMBERSHIP FORM FOR
STUDENTS

Paste
(Not to Pin)
Passport Size
Photograph

Batch Y Y Y Y – Y Y

Membership No.
(To be filled by office)

Issue Date D D M M Y Y Y Y

PERSONAL INFORMATION (USE CAPITAL LETTERS ONLY)

First Name

Middle Name

Surname

PRESENT ADDRESS

Village/ Town/ City

State **Pincode**

Mobile

Email Id

PERMANENT ADDRESS

Village/ Town/ City

State **Pincode**

Country

Sign by Applicant

FOR OFFICE USE ONLY

Recommendation by

Official Remarks

Head of Resource Centre **Head of Department** **Chief Administrative Officer**

c. Annexure- 3

NATIONAL INSTITUTE OF DESIGN HARYANA
KURUKSHETRA - 136131

Requisition Form for Accommodation of Parents of a Student staying in the hostel

Date: _____

Student's Name	
Student's Discipline and Semester	
Student's Hostel and Room No.	
Name of the Parent(s) to stay	
Relationship with the Student	
Address of the parent as per Photo ID Proof (Photocopy of the Photo ID Proof to be attached)	
Contact Number & E-Mail	
Purpose of the Visit	
Number of the Guests	Male Female
Consent of the Roommate for sharing the Room (if applicable) (Signature)	
Arrival Date & Time	
Departure Date & Time	
Signature of the Student	
Forwarded By Assistant Warden	Recommended By Warden
Approved By Chair Hostel Review Committee	
Occupancy Location (BH/GH, Single/Double, Room No.)	
Amount paid (Rs.)	
Signature of Parent(s) at the time of Check in	

Note: – Terms & Conditions as per the NID Haryana Policy.
– All rights reserved by the Administration of the NID Haryana for accepting/rejecting of the application.

d. Annexure- 4

Student's Hostel Undertaking Form

Photo

Name……
Roll NO……..**Room No**……
Branch……
Ph.NO.& E-mail……
Father's Name……..**Ph. No**……
E-mail ……
Mother's Name……Ph. No……
Address…… ……
……
……

The information filled is correct & my parents are aware of it & it's my responsibility to Inform hostel administration about change in Phone No. & Address if any.

Student's Signature ***Parent's Signature***

UNDERTAKING BY THE RESIDENT

I …….. have gone through and read over the disciplinary rules and I have understood the same in the complete perspective. I shall comply with the rules and in case of any violation on my part, I shall be liable for consequences as per the aforesaid rules. Further, I authorize the hostel as well as the institute administration that in the violation of this undertaking, appropriate disciplinary action including my expulsion from the hostel and institute can be done/taken.

Dated…….. Name……

UNDERTAKING BY THE PARENT/GUARDIAN OF RESIDENT

I…….. have gone through and read over the disciplinary rules and I have understood the same in the complete perspective. My ward shall comply with the rules and in case of any violation on her/his part, she/he shall be liable for consequences as per the aforesaid rules. Further, I authorize the hostel authorities that in the event of any violation by my ward, appropriate disciplinary action including her/his expulsion from the hostel and institute can be done/taken. I have no objection in case my ward seeks permission to leave/enter the hostel premises for the purposes referred in clause26 (Hostel timing rules) beyond regular hostel timings and in case any accident or fatality that may occur during such period, the responsibility does not lie with the Hostel Authorities. Further, for any wrong act committed by my ward as referred in clause 25 (Hostel Rules) of the aforesaid rules, the Hostel administration shall not be responsible.

Name……..

E-mail Id: ……..

Signature……..

Checked and verified by Hostel Supervisor

Warden (Boys) Warden (Girls)

e. Annexure- 5

STUDENT LEAVE FORM

NATIONAL INSTITUTE OF DESIGN - HARYANA

Leave Application Performa for Hostel Girls / Boys
Only Government and Saturday/Sunday Holidays

Name of Student.....

Parents /Guardian Name.....

Course Name .....

Year ..... Month ..... Semester .....

Discipline ..... Room No .....

Leave required from .....To .....

Reason.....

Leave Address.....

Contact No. Parents / Guardians.....

Name of the Parents / Guardians.....

Personal Contact No.....

Date ..... Time Out ...../.....

Undertaking: I am leaving during the Institute/ Hostel leave time at my own responsibility.

Applicant Signature

Warden Signature

Confirmed with the Parents Yes / No

Discipline Coordinator

NOTE: 48 HRS NOTICE IN ADVANCE

f. Annexure-6

TO: ALL NEW ENTRANTS

Kindly fill in the details below and return this form to the Institute along with your acceptance letter.

1. Name of the Student :_____

2. **Father's Name** :_____

a) Profession : _____

b) Office Address : _____

_____

Mobile : _____

Tel (Landline) : _____

c) E-mail ID : _____

d) Residential Address : _____

_____

3. Mother's Name : _____

a) Profession : _____

b) Office Address : _____

_____

Mobile : _____

Tel (Landline) : _____

c) E-mail ID : _____

d) Residential Address :_____

_____

_____

Date: __ / __ /_____ Signature of the Student

DECLARATION

I hereby pledge and solemnly affirm that as a student of NID-Haryana I shall strictly observe all rules and regulations laid down by the Institute from time to time and will conform to the high standard of discipline expected to me and will conduct myself at all times in a manner that will do credit to the Institute. I will ensure to my utmost ability that my behaviour, through courtesy and consideration to employees, students, faculty and visions and others connected with the Institute, will promote the co-operation of all concerned to achieve the Institute's philosophy, aims and objectives.

I fully understand and agree that the Institute will have the right to ask me to leave the Institute during the course of my academic career if my performance or conduct be judged by the Institute to be unsatisfactory. I also understand and agree that the decisions of the Institute's Director in this regard are final.

_____

Date: ___ / ___ /_____ Signature of the Student

STUDENT'S INDEMNIFICATION

I hereby indemnify the Institute against all rights and claims by myself, my dependents, next of kin or other legal representatives for compensation or damage arising out of personal injury, death by accident of myself during the course of my education and training at the Institute.

_____ _____

Signature of the Parent/ Guardian **Signature of the Student**

Date: ___ / ___ / _____ Place : _____

UNDERTAKING

Ragging, in any form is not accepted, if any student feels that he/she is physically or mentally harassed by any student or that he/she is a victim of ragging at any point of time, the same should be immediately brought to the notice of the authorities. In case any student is found indulging in ragging, without intimation to the parents, the Institute will initiate stern action, including expulsion. An FIR will be lodged against such students, without necessarily informing the parents.

We accept these Rules and Regulations of NID-Haryana agree to abide by them.

_____ _____

Signature of the Parent/ Guardian **Signature of the Student**

Date: __ / __ / _____ Place : _____

g. Annexure-7

MEDICAL EXAMINATION REPORT

1. Name in Full :
2. Date of Birth & Age :
3. Blood Group :
4. Vaccination – Small-pox Marks :
5. History of following ailments
   a) Cough, Asthma, Pneumonia, Pleurisy, Tuberculosis, Spitting of blood :
   b) Appendicitis, Jaundice, Diarrhoea, Dysentery, Sprue, Kidney trouble, Piles, Diabetes :
   c) Typhoid, Malaria :
   d) Fits, Paralysis, Rheumatism, Pyorrhoea, Syphilis, Hydrocele, Hernia :
6. Lungs :
7. Figure and Physical Development
   a) Height :
   b) Weight :
8. Heart
   a) Pulse, rate and character :
   b) Blood Pressure, Systolic, Diastolic :
9. Digestion
   a) Tongue-teeth & gums :
   b) Liver, Spleen, Tonsils :
10. Marks of skin disease on skin surface :
    a) Glands :
    b) Physical Defects :
11. Nervous System
    a) Any indication of Vertigo, Epilepsy, Paralysis, Tremors :
    b) Headache & other Neuralgic Affection :
    c) Eyes: Reaction of Pupils, glasses :
    d) Deafness or discharge from ears :
12. Urine Examination :
13. Females
    Menstrual period regular? :
14. Accidents :
15. Remarks :

_____

Signature of the Medical Officer

Date: ___/___/_____ (Seal)

h. Annexure-8

राष्ट्रीय डिज़ाइन संस्थान हरियाणा National Institute of Design Haryana

APPLICATION FORM FOR SGRC GRIEVANCES FOR VALID REASONS FOR ABSENCE

Date: _____/_____/20_____

Academic Year 20_____- 20_____

Student's Name _____

Roll No. _____ Discipline _____

Semester _____ Course _____

Course Duration From _____ to _____

Course Faculty Name _____

Valid Reason for absence (Attendance as per Credit & Evaluation 50% - 80%):

Sr.No.	Reason	Yes / No
a.	Medical condition of student	
b.	Humanitarian emergency conditions such as death, accident, or serious illness of a loved one	
c.	Institute-sanctioned participation in professional activities such as conferences, seminars, workshops, etc.	
d.	Participation in institute-sanctioned exchange programs	
e.	Network error or connectivity issues (included for online courses)	

Statement / Description, if any

_____

_____

_____

_____

Documents attached (Name of Documents like medical certificate, participation details etc.)

_____

_____

_____

_____

Date:_____/_____/20_____ Signature of Student

Recommendations by Discipline Coordinator(s) (Recommended / Not Recommended) with justification

_____

_____

_____

_____

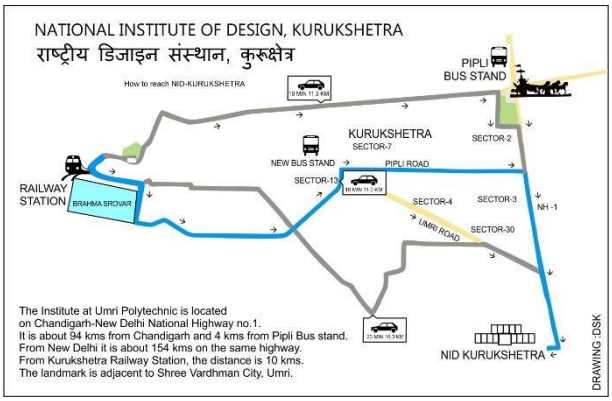
Date:_____/_____/20_____ **Discipline Coordinator**

Academics
Received on Date: _____/_____/20_____ By: _____

22. AROUND THE NID- HARYANA

Kurukshetra is a holy city with religious heritage. NID-Haryana is a located in the Transit Campus of Government Polytechnic Building, Umri, Kurukshetra, 100 meters away from National Highway-No, -1, and Kurukshetra City is about 08 km from NID- Haryana.

***Reaching NID Haryana** -



By Rail

NID-Haryana is 6 Kms from the Railway Station.

Kurukshetra is an important Railway Junction and Kurukshetra is also well connected by Buses and Auto Rickshaw and Ola services are available in the city.

By Air

Delhi Airport is about 190 Kms & Chandigarh 100 Kms. Taxis and Airport Buses are available.

By Road

ISBT Delhi is about 170 Kms. Chandigarh about 100 Kms. Panipat about 70 Kms. Karnal about 35 Kms. Round the clock bus services are available.

Languages - English, Hindi and Punjabi

Hospital - Government Polyclinic Hospital 3 Kms

Government Ayurvedic Hospital, Kurukshetra 5 Kms.

Ambulance No 102

Pharmacy - Apollo Pharmacy and other pharmacist are available in the city

Police station - **Police Station, Pipli,** Kurukshetra 4 Kms from NID- Kurukshetra

Dispensary	-	In House First-Aid facilities timings are between 4-5 p.m.
Banks & ATM	-	At Umri Chowk 2 km from NID Haryana Campus
Post Office	-	Sector-3, Kurukshetra
Weather	-	Warm, Spring and cold
Monsoon	-	June, July, August (modern rains) and in December
Winter	-	November- February (Low temp around 4-12 degree C)
Summer	-	April-August (Peak 40-44 degree C)
Shopping	-	Kurukshetra city, Shopping Centre
Food	-	Mostly Punjabi, South Indian and Chinese Cuisine
Travel around	-	By Auto Rickshaw, Buses in Kurukshetra
Entertainment	-	Shopping Malls and Cinema halls in Kurukshetra
Site Seeing	-	More Historical monuments/Places
Medical Facilities	-	Good number of Hospitals in Kurukshetra
Stationery	-	In the Kurukshetra City
Toiletries & Cosmetics	-	In the Kurukshetra City
Other interests	-	City of Temples and Gurdwaras
Hotels	-	Many hotels Budget-star Hotels in Kurukshetra