



राष्ट्रीय डिज़ाइन
संस्थान हरियाणा

National Institute
of Design Haryana

Student's Handbook

(ACADEMIC YEAR 2025-26)

BACHELOR OF DESIGN (B.DES.)



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DIRECTOR'S MESSAGE

Dear Students,

Welcome to the Academic Year 2025-26. A new batch of students of admissions 2025-26 have joined NID Haryana community family and I wish Good Luck to all the students for another year of engaging and enriching period with great learning not only in academics but holistically. Institute presents the Student Handbook 2025-26, a compilation of information and guidelines related to the student life at NID Haryana. This handbook is updated every year to present the latest guidelines of the Institute.

I request you all to read this document carefully and to familiarize yourself with the rules/guidelines, policies, procedures, and processes concerning your overall living experience at NID-H which is intended to complement your learning experience at NID-H.

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.

Let's move towards another year of walking together, supporting each other and taking brand NID Haryana ahead with achieving more milestones on the way.

Best Wishes to you all!

Ms. Ramneek Kaur Majithia
Director

1. ABOUT THE INSTITUTE

The **National Institute of Design, Haryana (NIDH)** was established on **15 November 2016** as an autonomous institute under the *Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Government of India*, with the vision of emerging as a global leader in design education and research. The Institute strives to be a torchbearer of innovative design directions for industry, commerce, and the development sector.

Through the **National Institute of Design (Amendment) Bill, 2019**, NID Haryana was conferred the status of an **Institute of National Importance**.

Over the years, NID Haryana has earned national recognition as one of the foremost design institutions, acting as a catalyst for Indian industry and commerce. It is a matter of pride that NID Haryana has been ranked **6th among the top 10 design colleges in India** in the IIRF Rankings, and is committed to excelling further in the years to come.

Graduates of NID Haryana are expected to contribute across all sectors of the economy and distinguish themselves in diverse fields of design. A recent milestone is the inclusion of NIDs in the **Anabin Database (Germany)**, enabling NID graduates to seamlessly apply for work permits in Germany.

Design education at NID goes beyond technical training. Design is a means of communication, a creator of markets, and a driver of business relevance. Its strength lies in its interrelationship with **technology and science** on one hand, and with **markets, culture, and society** on the other.

NID Haryana provides a **multidisciplinary environment**, exposing students to diverse design disciplines, as well as humanities and social sciences. This holistic approach ensures that graduates emerge as **value-driven professionals** who are not only industry-ready but also sensitive to societal needs and perspectives.

2. EDUCATION AT NIDH

The **National Institute of Design** is a multidisciplinary institution with a vision to provide design education that is rooted in values, responsive to social contexts, and committed to improving quality of life. It seeks to prepare **thought leaders** capable of addressing emerging global needs.

Design is the professional ability to conceptualize, develop, and realize ideas into products, services, and systems that serve both users and producers. The process of design requires the synthesis of knowledge from multiple disciplines, including science, technology, humanities, and social sciences.

At NID Haryana, education is primarily **practice-oriented and grounded in learning by doing**. The curriculum emphasizes contextual research and its translation into the design of products, processes, services, and systems. This approach strengthens students' overall **design thinking abilities**, which combine the sensibilities of art with the logic of science to identify broader patterns and connections in society.

In **Academic Year 2021–22**, significant curriculum revisions were introduced with the following objectives:

- To provide **multidisciplinary education** through exposure to sub-disciplines each semester.
- To foster **self-learning courses**, cultivating independent study, critical thinking, and ethical writing practices.
- To shape confident and adaptable professionals equipped to navigate the complexities and paradoxes of contemporary society.

Through this evolving structure, NID Haryana ensures that students graduate as **skilled, confident, and socially sensitive designers** who can address both local and global challenges.

2.1 Professional Education Programmes – Bachelor of Design (B.Des)

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 Programme has 7 semesters on campus and 6 months of design project work for industry/ government, NGO sector etc. or conducted in self sponsored mode. All students are required to undertake a one-year common foundation program in the first year following which based on their performance during Foundation Programme and their choice they can branch into the following three disciplines.

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

At the end of the Bachelor in Design (B.Des.), a student will be awarded a B.Des Degree. 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 Collaborations

The Institute's efforts to promote design excellence continue to gain strength through strategic partnerships with design-related organizations. NID Haryana is actively building collaborations with educational institutions, research bodies, and professional organizations both in India and abroad.

Regular engagement with visiting faculty from across the country and overseas further enriches the academic environment, bringing diverse perspectives and enhancing the quality of the educational programmes.

3.1 Memorandum of Understanding (MoUs)

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

1. King Mongkut's University of Technology Thonburi (KMUTT), Thailand
2. Bezalel Academy of Arts and Design, Jerusalem
3. Indian Institute of Technology (IIT) Roorkee, Roorkee
4. Delhi Skill and Entrepreneurship University, Delhi
5. Haryana Welfare Society for Persons with Speech and Hearing Impairments, Panchkula
6. National Backward Classes Finance Development Corporation
7. MSME Technology Centre, Rohtak
8. Atal Incubation Centre-IIT Delhi Sonipat Innovation Foundation

4. RULES & REGULATIONS FOR STUDENTS

4.1 Code of Conduct for Students

1. **Compliance with Rules**
 - 1.1. Students must observe and comply with the rules and regulations of the Institute, as in force at any time during their education at NID Haryana.
 - 1.2. Violation of these rules shall render a student liable for disciplinary action.
 - 1.3. No student will be admitted without signing the required declarations as part of the admission procedure
2. **Attendance and Participation**
 - 2.1. Students are required to attend all scheduled classes, tests, and examinations, and to appear for final assessments as prescribed.
 - 2.2. In hybrid or online modes of education, attendance in class remains mandatory.
 - 2.3. Absence from the Institute without prior permission from the competent authority is prohibited.
3. **Associations and Activities**
 - 3.1. Formation of any association, society, or union considered detrimental to the Institute's functioning is not permitted.
 - 3.2. Student meetings may be held only for officially entrusted purposes or approved extracurricular activities.
 - 3.3. Invitation to external persons for any event requires prior written approval from the competent authority.

4. **External Engagements**
 - 4.1. Students shall not undertake employment, paid or unpaid, with any person, institution, or company without prior written approval of the Institute.
 - 4.2. Industry-related work forming part of the curriculum requires prior approval of the Discipline Coordinator.
 - 4.3. Students shall not attempt to secure external positions during their study without written permission of the Institute.

 5. **Use of Equipment and Safety**
 - 5.1. Students must operate tools, machines, and equipment with due care and in accordance with safety regulations.
 - 5.2. Any injury to self/others or damage to property resulting from negligence shall attract liability.

 6. **Insurance**
 - 6.1. Joining the **Personal Accident Insurance Scheme** (as approved by the Institute) is mandatory.
 - 6.2. Annual premium must be deposited at the beginning of each academic year.
 - 6.3. Claims and negotiations are strictly between the student and the insurance provider; the Institute bears no responsibility.

 7. **Property and Facilities**
 - 7.1. Students are expected to respect and protect Institute property, equipment, and facilities.
 - 7.2. Any damage caused must be compensated or reimbursed by the student.
 - 7.3. Serious or irreplaceable damage may result in withdrawal from the programme, hostel, or campus.

 8. **Progress and Continuation**
 - 8.1. Continuation of a student at the Institute depends on satisfactory academic performance and conduct.
 - 8.2. The Institute reserves the right to discontinue a student's enrolment if progress is unsatisfactory or conduct undesirable.
 - 8.3. In such cases, financial assistance (if any) shall cease immediately.

 9. **Professional Practice Projects**
 - 9.1. Work on professional practice projects during education does not establish an employer–employee relationship between the student and the Institute.

 10. **Jurisdiction**
 - 10.1. Any disputes arising from these rules shall fall under the exclusive jurisdiction of the courts in Kurukshetra.

 11. **Amendments**
 - 11.1. The Institute reserves the right to revise rules, regulations, tuition, hostel, and other fees as deemed necessary.
 - 11.2. Notifications of changes will be posted on official notice boards, Institute website, or via email.

 12. **Conduct and Behaviour**
-

- 12.1. Students must uphold the dignity and reputation of the Institute through responsible behaviour.
- 12.2. Respect and courtesy must be shown to faculty, staff, peers, visitors, and campus residents.
- 12.3. Prohibited conduct includes:
 - a. Ragging, harassment, or discrimination (strictly prohibited and punishable).
 - b. Substance abuse, alcohol consumption, and smoking on campus.
 - c. Use of mobile phones in classrooms, studios, and laboratories.
 - d. Inappropriate or disruptive behaviour on or off campus.

13. Social Media and Public Communication

- 13.1. Students must refrain from acts of defamation or misrepresentation on social media or in the press.
- 13.2. Dissemination of misleading information, unauthorized communication with the media, or activities tarnishing the Institute's reputation are strictly prohibited.
- 13.3. Violations may invite strict disciplinary action.

14. Intellectual Property and Records

- 14.1. All records, correspondence, documents, or materials related to the Institute's activities that come into the possession of a student during their education remain the property of the Institute.
- 14.2. Such materials must be returned upon demand or upon withdrawal/termination of enrolment.

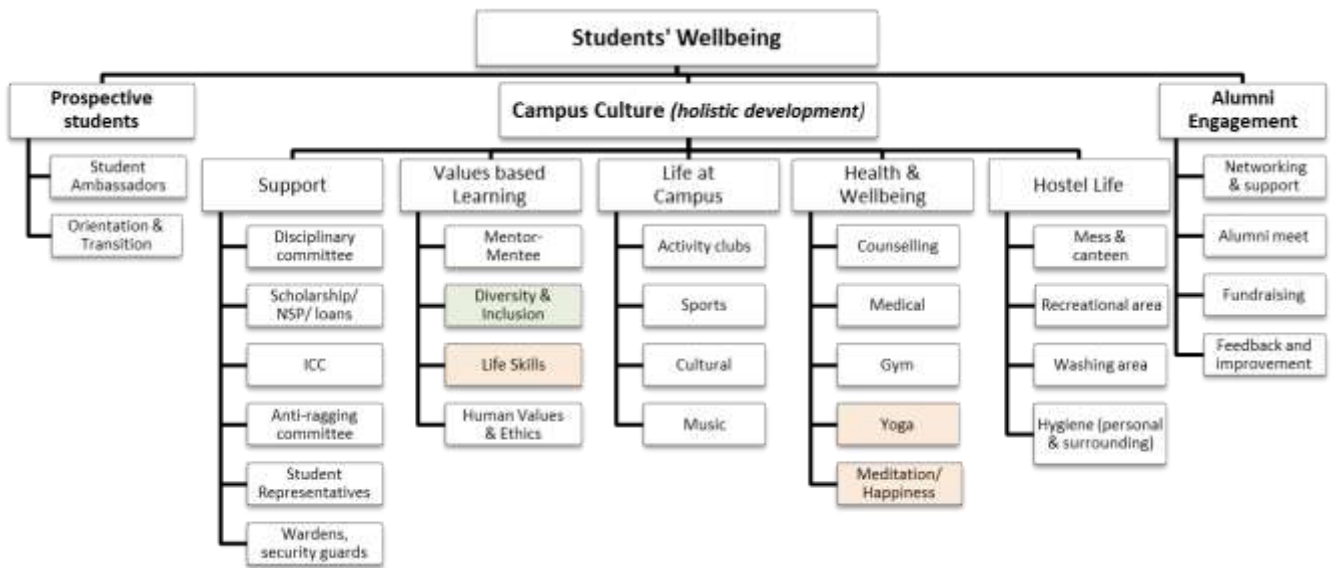
15. Parental Notification

- 15.1. The Institute ordinarily communicates directly with students.
- 15.2. However, in exceptional circumstances (e.g., health emergencies, misconduct, academic failure, or adverse impact on performance), the Institute reserves the right to notify parents/guardians directly.

16. Tradition of Good Conduct

- 16.1. Students are expected to contribute positively to the academic, cultural, and social environment of the Institute.
- 16.2. Participation in unauthorized unions, disruptive activities, or circulation of misleading information is not permitted.
- 16.3. Students must actively maintain the Institute's tradition of good behaviour, academic commitment, and cultural engagement.

5. STUDENT SUPPORT SYSTEM



5. Student Wellbeing

The Student Well-being System follows a structured, system-based approach to ensure the holistic development, support, and overall well-being of students throughout their academic journey. The system comprises multiple interconnected components designed to address academic, personal, social, and health-related aspects of student life.

5.1 Prospective Students

Prospective students are provided with necessary guidance and support to help them transition smoothly into the institution. This includes pre-admission assistance, counselling, and interaction with student representatives.

- a. **Student Ambassadors:** Act as a bridge between prospective students and institute, addressing concerns and facilitating communication.
- b. **Orientation & Transition:** To ease the transition into college life, students are offered orientation programs that introduce them to campus resources, academic expectations, and student support systems.

5.2 Campus Culture & Holistic Development

A positive and inclusive campus culture fosters holistic development. This includes programs and activities that promote ethical values, personal growth, and a sense of belonging among students.

5.2.1 Student Support & Governance

a. Disciplinary Action and Procedures

1. General Principles

- Students who violate Institute policies, procedures, or regulations are subject to disciplinary action.
- Disciplinary action by the Institute is **independent of civil or criminal proceedings**; students remain accountable under local, state, and national laws.
- Violations of laws outside campus may also invoke Institute disciplinary procedures if they affect the Institute community.

2. Disciplinary Committee

- The **Disciplinary Committee** is responsible for administering cases involving violations of Institute rules and non-academic regulations.
- Upon receiving a complaint or report, an **enquiry** is initiated to determine the facts.
- The severity of the violation and findings of the hearing will determine the course of action.

3. Examples of Violations

- **Academic Misconduct:** Cheating, plagiarism, furnishing false information, forgery, or misuse of Institute documents.
- **Disruption of Institute Activities:** Intentional obstruction of teaching, research, administration, disciplinary proceedings, or other authorized activities.
- **Disruptive Behaviour:** Physical abuse, assault, harassment, threats, or self-harm; includes drug or alcohol-related misconduct.
- **Theft or Damage:** Vandalism or theft of Institute property, student artwork, or belongings of community members/visitors.
- **Unauthorized Entry or Misuse:** Entry into restricted areas or improper use of Institute facilities.
- **Non-compliance:** Failure to follow directives issued by Institute officials.
- **Residence Violations:** Breach of hostel/residence rules.
- **Substance Abuse:** Possession, use, or distribution of alcohol or drugs, or violation of laws affecting the educational environment.

4. Authority and Process

- The **Director** is the competent authority for disciplinary action.
- Disciplinary proceedings are initiated upon receipt of a complaint or report.

(a) Summary Proceedings:

- For minor offenses where facts are undisputed (student pleads guilty or does not deny involvement), summary action may be taken after providing the student an opportunity to be heard.

(b) Detailed Proceedings:

- For serious offenses requiring investigation:
 1. A **show-cause notice** is issued to the student(s).
 2. A copy is sent to the parents/guardians.
 3. The student may be granted a personal hearing.
 4. The Disciplinary Committee reviews the case and submits recommendations.
 5. The competent authority approves and issues the final decision.
 6. The decision is communicated in writing to the student and parents/guardians.

5. Appeals

- Students may appeal against disciplinary decisions to the **Director**.
- The decision of the competent authority on such appeals shall be final.

Disciplinary Committee: Ensures adherence to institutional policies, promoting a safe and respectful environment.

i) **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.

ii) 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.

iii) Disciplinary Action

Students who violate Institute policies, procedures, and regulations will be subject to disciplinary action. Such action is not a substitute for civil or criminal proceedings; all students, whether on or off campus, also remain subject to local, state and federal laws. Students who violate those laws may be subject to Institute disciplinary procedures.

The Disciplinary Committee administers cases involving violations of Institute policies, procedures, and regulations, violations of non-academic regulations when reported. An enquiry will be initiated to determine the relevant facts. Depending upon the severity of the alleged violation and the results of the hearing, the further course of action will be decided violation may include:

* All forms of dishonesty, whether by act of omission, including but not limited to cheating, plagiarism, knowingly furnishing false information to the Institute, and forgery, alteration, or use of Institute activities.

- Intentional or wanton disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other Institute activities including public service functions, or other authorized activities on Institute premises.
- Disruptive behavior, including but not limited to physical abuse, assault and battery, harassment, or threats to any person on campus or at Institute-sponsored or supervised functions, or which affect any member of the community. This includes drug and alcohol-related behavior, as well as harm to oneself.
- Theft or damage, including vandalism, to premises or property, including Institute or student artwork; or theft or damage, including vandalizing, the property of a member of the Institute/community or visitors.
- Unauthorized entry within the institute or improper use of Institute facilities.

- Failure to comply with directives of Institute officials acting in the performance of their duties.
- Violation of rules governing residence in Institute-owned or controlled property.
- Violation of Institute, local, state and national laws related to the use and / or possession of alcohol and other drugs, and violations of other such laws in a way that affects the Institute community's pursuit of its proper educational purposes.
- The Activity Chairperson (Education) / Director will be the competent authority to take disciplinary action against a student for any offence resulting from the commission or omission of any act related to academic or community life on the campus or outside. Disciplinary proceedings will be initiated upon receiving a complain/report.
- In case of offences which do not warrant any enquiry to establish the occurrence of the incident and the involvement of the person(s) against whom the report/complaint is received, (where the person(s) involved pleads guilty or do not deny his/ her involvement), appropriate summary action will be taken after giving an opportunity of personal audience to the alleged offender(s).
- In case of offences which warrant detailed enquiry/investigations to establish the facts relating to the reported incident and the exact nature of involvement of the person(s), the following procedure will be followed:
 - A show-cause notice will be issued to the alleged offender(s) by the Disciplinary Committee. A copy of the said notice will also be sent to the parents or guardians of the students and Disciplinary Committee will review the matter. An opportunity of personal audience may be given to alleged offender(s).
 - Recommendation of the Disciplinary Committee would be forwarded to Competent Authority for approval.
 - The decision will then be communicated to the student, parents/guardians of the student(s) against whom disciplinary action is contemplated will also be informed of the proposed action.
 - Decision of the competent authority will be communicated to all concerned in writing.
 - An appeal against the decision on disciplinary matters will be referred to the Director.

b. Scholarships and Education Loans

Education Loans

All nationalized and major private sector banks provide education loans for studies at NID Haryana. NIDH is included in the approved list of institutions by the State Bank of India (SBI).

Parents/guardians may approach the nearest SBI branch with the NIDH Admission Offer Letter to apply.

Sanctioning and disbursement of loans are subject to the respective bank's terms and conditions.

The Institute does not bear any responsibility for loans availed by students. Assists students in accessing financial support through scholarships and loans.

A. Scholarship Grant

Objective

Introduced in AY 2024–25, this Grant supports meritorious students and those belonging to the Economically Weaker Section (EWS), with the objective of partially meeting their day-to-day academic expenses.

Key Features

Awarded on the basis of academic merit.

Extended to eligible students from the EWS category.

Application Process

Students must submit the prescribed application form along with required documents to the Scholarship Office.

Clarifications, if any, may be sought during the verification process.

Disbursement

Disbursed to eligible students after document verification and approval by the Scholarship Committee. Students must pay the semester fees as per the notified schedule; the scholarship will be released in two equal installments after fee payment and approval.

Review and Monitoring

The scholarship policy is reviewed annually by the competent committee and submitted to the Governing Council for approval.

Types of Scholarships

(a) Foundation Year (New Admission)

New Admission Topper – ₹50,000 (Foundation Year)

Awarded to the student with the highest All-India Open Rank (≥ 60) in the NID Admission Exam (DAT).

(b) Second Year

Merit Scholarships

Top Rank (based on Foundation Year AGPA): ₹50,000

Second Rank: ₹30,000

If multiple students secure the same rank, the following sub-criteria are applied successively:

Level 1: Student who has passed the maximum number of courses in first attempt (or validly approved second attempt).

Level 2: Student with higher Open Rank in the NID Admission Exam.

Merit-cum-Means Scholarship – ₹30,000

Eligibility:

Students must be in the top 25% of the batch (Foundation Year).

Must be the highest-ranked among eligible EWS students as per Government of India norms.

If the same student qualifies for both Merit and Merit-cum-Means Scholarships, only the Merit Scholarship will be awarded; the Merit-cum-Means Scholarship will be awarded to the next eligible student.

(c) Third Year

Discipline-wise Toppers – ₹50,000 (one student from each discipline: ID, CD, TAD)

Criteria:

Highest AGPA in 2nd Year.

AGPA ≥ 8.0 in 2nd Year.

All courses passed in the 2nd Year in the first attempt (or valid second attempt).

Tie-breakers (applied successively):

Higher AGPA in Foundation Year.

Maximum number of courses passed in first attempt (or valid second attempt) in Foundation Year.

Higher Open Rank in Admission Exam.

Merit-cum-Means Scholarship – ₹30,000

Eligibility: Top 25% of the batch in 2nd Year + Highest-ranked eligible EWS student.

Tie-breakers follow criteria similar to Merit Scholarships.

Maximum Improvement Award – ₹30,000

Awarded to the student showing the greatest improvement in AGPA in 2nd Year compared to the previous year.

(d) Fourth Year

Discipline-wise Toppers – ₹50,000 (one student from each discipline)

Criteria:

Highest AGPA in 3rd Year.

AGPA \geq 8.0 in 3rd Year.

All courses passed in the 3rd Year in the first attempt (or valid second attempt).

Tie-breakers (applied successively):

Higher AGPA in 2nd Year.

Maximum courses passed in 2nd Year in first attempt (or valid second attempt).

Higher AGPA in Foundation Year.

Merit-cum-Means Scholarship – ₹30,000

Eligibility: Top 25% of the batch in 3rd Year + Highest-ranked eligible EWS student.

Maximum Improvement Award – ₹30,000

Awarded to the student with the maximum AGPA improvement in 3rd Year compared to the previous year.

Eligibility for EWS Category (as per Government of India)

Annual family income less than ₹8,00,000.

A family must not own more than 5 acres of agricultural land.

Residential flat area below 1000 sq. ft.

Residential plot area below 100 sq. yards in a notified municipal area.

Residential plot area below 200 sq. yards in a non-notified municipal area.

Proof through valid income/asset certificate issued by competent authority.

(Criteria subject to revision as per Government of India guidelines.)

Other Scholarships

The Institute is registered with the National Scholarship Portal (NSP), enabling students to apply for Central/State Government scholarships, wherever applicable.

IMPORTANT NOTE: Eligibility for the scholarship grant will be extended to individuals who have adhered to the Institute's disciplinary norms and have not been found guilty of any misconduct during the previous academic year.

B. NID Haryana Merit-cum-Means Tuition Fees Support Scholarship (McMTFSS)

Guidelines for Financial Assistance for Students of B. Des Programme at NID Haryana Under McMTFSS

SHORT TITLE / COMMENCEMENT

- a. The policy shall be called "NIDH Merit-cum-Means Tuition Fee Support Scholarship".b.The financial assistance under "NIDH Merit-cum-Means Tuition Fee Support Scholarship" is not an entitlement. It shall be subject to conditions and process prescribed in this policy.c.This policy shall come into force with effect from Academic Year 2024-25

THE PERIOD OF THE SCHOLARSHIP

Eligible students for an Academic Year will receive the scholarship for a period of two semesters of the academic year and it would be applicable only for normal duration of candidature for the B.Des programme which is 4 years candidature from the date of Joining the Institute.

BENEFITS

50% Tuition fee waiver for two semesters.

1. FINANCIAL ASSISTANCE FROM NIDH

- b. NIDH offers Tuition Fees support to needy, deserving and meritorious students, for all the semesters of B. Des Programme fulfilling prescribed criteria. It would be applicable only for normal duration of candidature for the B.Des programme which is 4 years candidature from the date of joining the Institute. The list of students selected for award of scholarship in an Academic Year would be finalized at the start of each Academic Year and in any Academic Year Scholarship would be awarded to maximum 5% students of each batch.
- c. 50% of tuition fees waiver is awarded as Financial Assistance and it is applicable only to those students whose family/guardian's Gross Income from all sources does not exceed Rs.5,00,000/- (Rupees Five Lakh Only) in the last financial year.
- d. 50% of tuition fees awarded as Financial Assistance is linked to the eligible student's Academic Performance, i.e. Annual Grade Point Average (AGPA) of the previous Academic Year and passing in all courses of previous Academic Year for existing students and Percentile in entrance exam for 1st year students.
- e. Applications submitted by the students for Financial Assistance are to be scrutinized by either the Committee constituted by the Institute or a process of application scrutinization may be decided by the individual NIDs as convenient.

2. ELIGIBILITY

In 1st Semester of an Academic Year

- a. For 2nd, 3rd and 4th year students- Students of B.Des Programs, whose parents/guardian's Gross Income from all sources does not exceed Rs. 5,00,000/- (Five Lakh Only) in the last financial year and whose AGPA is 6 or more in the previous Academic Year and who have passed all courses of the previous Academic Year and are within 4 years of candidature from date of joining and who have not violated the Institute's discipline norms or have been found guilty of misconduct in the previous Academic year would be eligible to apply for Financial Assistance from NID Haryana under McMTFSS.
- b. For 1st year students- All 1st year students of B.Des Program whose Parents/Guardian's gross income from all sources does not exceed Rs. 5,00,000 (Rupees Five Lacs only) in last financial year would be eligible to apply for Financial Assistance from NID Haryana under McMTFSS.

In 2nd semester of an Academic Year

Students who were eligible in the 1st semester of the Academic Year and have passed all courses of the 1st semester and have secured 6 SGPA or more in 1st semester of that Academic Year, would be eligible.

3. PROCEDURE OF APPLICATION AND SELECTION OF CANDIDATE FOR AWARD OF SCHOLARSHIPS

- a. In the beginning of the new academic year (usually July/ August), students would be notified to check their eligibility to apply for the Financial Assistance.
- b. Those who are eligible and wish to apply should obtain the prescribed 'Application Form for McMTFSS' (Format A) from the Academic Office.

- c. Students are required to go through these guidelines carefully.
- d. Application Form for McMTFSS' shall be submitted in the Academic Administration Office within the specified time limit, along with necessary supporting documents (duly attested) as indicated in the Form.
- e. The Committee constituted by the Institute for the purpose shall go through all the applications received and will verify the documents submitted. If required by the Committee, interaction may also be conducted with the applicants. A merit list for each batch would be prepared separately for students whose documents are verified to be correct and are found eligible. Maximum top 5% students of each batch from the respective merit lists would be recommended for award of scholarship.
- f. The recommendations of the Committee regarding the award of scholarship on the basis of the criteria defined in the guidelines shall be placed before the Competent Authority for their approval and subsequently the Academic Office will inform the students selected for Financial Assistance for that particular Academic Year. Same process would be followed at the start of each Academic year.

4. METHOD OF FINALISING THE MERIT LIST OF ELIGIBLE CANDIDATES

a. Calculation of points based on which selection is made

A score would be awarded to each student whose documents are verified to be correct and are found to be eligible based on Merit and Means criteria. The break-up is as follows:

- Weightage of parent's income 60%

- Weightage of merit 40%

For 2nd, 3rd and 4th year students

Merit criteria to be considered: AGPA in the previous Academic year.

For 1st year students

Merit criteria to be considered: Percentile in entrance exam divided by 10.

b. Score for Family's/Guardian's income would be provided as follows

Parental Income ceiling per annum

Score

Upto Rs. 1.5 Lakhs

10

Above Rs. 1.5 Lakhs upto Rs. 3 Lakhs

8

Above Rs. 3 Lakhs upto Rs. 5 Lakhs

6

c. Calculation of Final Score (an example)

If the score with respect to Family's/Guardian's income is 8 and AGPA in Previous Academic Year is 7.5 then final score would be:

$$8 (0.6) + 7.5 (0.4) = 7.8$$

If the score with respect to Family's/Guardian's income is 8 and Percentile in entrance exam is 65.4 then final score would be

$$8 (0.6) + (65.4/10) (0.4) = 7.42$$

- d. Max 5% students of each batch from the top of the merit list would be recommended for the scholarship.

5. GENERAL CONDITIONS FOR AWARD OF SCHOLARSHIP

2) Top Up Scholarships

i. A student recipient of financial assistance under McMTFSS may accept more than one scholarship/grant, loan/fellowship in one academic year from NID Haryana or other sources viz. Central/ State Govt./ PSU/ Trusts/ Private entities or persons, provided there is no objection from other sources and these are not in conflict with ordinance or rules of the Institute and the

- total amount of such financial assistance during the academic year including assistance received from NID Haryana put together should not exceed the annual fees paid/ payable to NIDH during that particular academic year. Whenever such financial assistance other than McMTFSS is received, the Institute Academic Administration Department should be informed immediately.
- ii. If external scholarship amount is greater than or equal to the total fee of the particular Academic year, the student may avail external scholarships only and no Financial Assistance from NIDH.
 - iii. If external scholarship amount is less than total fee at NIDH for the academic year, the student may avail the external scholarship plus NIDH McM Scholarship Grant (if applicable) and an additional amount from the McMTFSS that does not make the total Financial Assistance more than the total fee of the academic year.
 - iv. If an outside scholarship is availed after disbursement or waiver of funds under McMTFSS and student has availed more funding support from the Institute, he/she would have to return the extra amount to the Institute.
- 3) The Institute reserves the right to withdraw the scholarship granted, on the following grounds and in such scenario, student would have to return back the scholarship amount disbursed or exempted to him/her for that academic year:
 - a. False information provided in the application
 - b. Violation of Institute discipline and misconduct during the period of award of Financial Assistance.
 - c. Absence of a student from the Institute for more than a month except on medical grounds.
 - d. Securing Semester Grade Point Average (SGPA) less than 6 in 1st semester of the academic year and not clearing all courses of 1st semester.
 - 4) If a student who has availed Financial Assistance under McMTFSS in an academic year and leaves the Institute without completing that academic year, he/she would have to return the Financial Assistance received from the Institute under this scheme during that academic year.
 - 5) If a scholarship awarded to a student for an academic year is withdrawn in the 1st semester due to any point mentioned in Point 2 above, in the 2nd semester in place of that student, the scholarship only for the 2nd semester would be awarded to the next student in the merit list prepared for scholarship for that batch.
 - 6) The rules for the award of the Financial Assistance are subject to change at the discretion of the Institute Authorities (NID Haryana), from time to time as and when required.

6. NIDH NORMS FOR RELEASE OF TUITION FEE WAIVER FINANCIAL ASSISTANCE TO ELIGIBLE CANDIDATES

As per NID norms, the scholarship of a student would be released only when the student satisfies the following conditions:

In odd semester or 1st semester of the Academic Year

- The student should have paid fees for the odd semester, then only his/her financial assistance amount of 50% of Tuition Fees would be released in 1st semester after certain formalities being carried out by the Institute which may take usually 4-6 weeks' time.

In even semester or 2nd semester of the Academic Year

- The student would be required to pay only 50% Tuition Fees for the semester, if they have passed all semester courses of 1st semester of that Academic Year and have secured SGPA 6 or above in the 1st semester of that Academic Year. Students need to forward a copy of the Grade Sheet of 1st Semester to the Academic Department for verification. If these eligibility criteria are not fulfilled in the 2nd semester, students would need to submit full tuition fees in that semester. After receipt of the 1st semester Grade sheet, Institutional verification may take a few weeks.

C. **ICC (Internal Complaints Committee)**: Addresses complaints related to harassment and ensures a safe environment for all students.

i) **Internal Complaint Committee (Sexual Harassment)**

- “Sexual Harassment” Unwelcome sexual advances, requests for sexual favors, 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.

ii) 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.

iii) 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 Disciplinary Committee.

d. Anti-ragging Committee Works to prevent ragging incidents and ensures student safety.

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 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 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. 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.
- b) 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.

Anti-ragging Committee: Works to prevent ragging incidents and ensures student safety.

NOTE: ACT DETAILS <https://www.nidh.ac.in/admissions> ISSUED BY ANTI RAGGING COMMITTEE, NID HARYANA

Email of Anti Ragging Helpdesk: - helpdesk.antiragging@nidh.ac.in

e. STUDENT REPRESENTATIONS

Act as a bridge between students and administration, addressing concerns and facilitating communication.

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, appointed every academic year. It is desirable that CR and Deputy CR are changed each academic year and all students get the opportunity to develop their leadership skills.

Eligibility Criteria to be CR or Deputy CR is that students should not have failed in the previous academic year and should not have had any disciplinary action against them in the previous academic year.

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.

Students Representative (SR)

1. Introduction

The Students Representative (SR) body is a non-political and non-administrative platform, functioning under the rules and regulations of NIDH. It has no legal or administrative status, except as a facilitating body to represent and advise students in specific areas. The Institute reserves the right to dissolve the SR at any time if its objectives are not achieved.

2. Constitution and Tenure

- Student Representatives (SRs) are nominated every academic year.
- The tenure of SRs is valid until the completion of the second semester of that academic year.
- In the absence of new nominations, the existing SRs shall continue to function until new appointments are made.

3. Areas of Representation

The Institute shall have Student Representatives and Deputy Student Representatives under the following affairs:

1. Sports Affairs
2. Hostel Affairs
3. Mess Affairs

Note: A student may hold only one post (Representative, Deputy Representative, or Nominee) at a time.

4. Nomination and Selection Process

1. Nominations will be invited 2–3 weeks after the orientation of the Foundation batch each year.
2. The Deputy Registrar (DR) will finalize the list of nominees after reviewing institutions Guidelines.

3. In case of multiple valid nominations for a post, elections may be conducted under the supervision of the DR and Hostel Staff.
4. All appointments shall require the approval of the competent authority.

5. Eligibility Rules

1. A student can hold only one post in a given academic year.
2. Any student against whom disciplinary action has been taken in the current or previous academic year is ineligible.
3. A student who has not been promoted in an academic year cannot serve as SR in the following year.
4. If disciplinary action is initiated against an SR during tenure, the representation shall stand terminated.
5. The Institute reserves the right to withdraw SR nominations, if deemed necessary.

6. Hostel Affairs

Members Functions

- SR (Hostel Affairs)
- Dy. SR (Hostel Affairs)
- Hostel Nominees (2 Students: 1 Male, 1 Female)
- Discuss and represent student concerns related to hostel welfare.
- Coordinate with the DR and hostel staff.

7. Mess Affairs

Members Functions

- SR (Mess Affairs)
- Dy. SR (Mess Affairs)
- Mess Nominees (2 Students)
- Discuss and represent student concerns related to mess and canteen facilities.
- Coordinate with the DR and hostel staff.

8. Year-wise Representation

- SRs: Students from 3rd Year
- Dy. SRs: Students from 2nd Year
- Nominees: Students from 1st, 2nd, or 3rd Year

Student Placement Representative (SPR)

"The Placement Cell (PC) is a Support for the students, with active student volunteer participation in the form of Student Placement Representatives."

From each discipline, from the 3rd year batch, there is representation of SPR 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 each 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. Following process is to be followed:

SPR will do the background research of the firm prior to approaching them

↓ Discussion with PC

↓

Approach the company if approved by PC

↓

Maintain the communication thread with the company (as ownership should be taken by the respective

SPR for communication 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 SPRs must be properly dressed during the placement event.
- The SPRs 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 Tasks from the previous SPR team to the next team.
SPRs need to conduct all tasks as assigned by the PC.

f. Wardens & Security Guards: Responsible for maintaining discipline and security within hostel premises.

5.2.2 Ethical & Value-Based Learning

a. Mentor-Mentee System/Buddy System

Facilitates academic and personal mentoring, helping students receive guidance from experienced faculty or seniors. This is to ensure high academic standards and excellence.

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.

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.

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.

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.

b) Meetings & Cohorts:

- Cohort of 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, mentees are required to seek appointment slots with Mentors and they may have a meeting without appointment only in emergency situations.
- 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.

b. Diversity & Inclusion: Ensures that students from different backgrounds feel welcomed and included in campus life.

c. Life Skills: Programs focused on developing essential life skills such as communication, leadership, and time management.

d. Human values and Ethics

5.2.3 Student Life at Campus

a. Activity Clubs: Various student-run clubs encourage participation in extracurricular activities.

Student Club

The Cultural Clubs for students at NID-H are attuned to help students get most out of their experience while they

are enrolled at the institute for their academic pursuits. These student clubs offer limitless opportunities for student leadership and participation beyond classroom setup and academic program. They provide a great platform to usher-in the distinctive perspectives and life experiences that all students bring to the institute. These clubs are especially aimed at helping students to get involved and find their own role on campus and have holistic academic and personality development.

The following clubs are available for students in Academic year 2025-26

1. Film & Photography Club
2. Social Awareness Club
3. Design Technology Club
4. Cultural Club
5. Entrepreneurship Club

Guidelines of the Student Club:

1. UG students can be part of any one of the clubs.
2. Students should register their name in the respective clubs within the stipulated time as shared by the Student Activity Coordinator.
3. Every club should have one moderator (i.e. Faculty In charge), Student Representative and Treasurer.
4. The club moderator shall be involved in the scheduling of the events of the club and organizing the club meeting.
5. The finance required of the events must be taken prior approvals form Competent Authority.
6. Clubs are required to meet at least one time in every month.

Student Club Structure:

Student Activity Co-ordinator	<p>Student Activities Coordinator is responsible for the development and improvement to student life. Enhances student learning and personal development.</p> <p>Manages the coordination of campus events, including scheduling facilities and event calendar maintenance.</p> <p>Provides support and advice to various clubs and organizations.</p>
Club In-charge (Faculty Member)	<p>Supervising all club events and activities and organization of meetings</p> <p>Overseeing the process of student club event planning</p> <p>Overseeing all student organization purchase requests</p>
Student Representative	<p>Assisting the Club In-charge with the oversight of the student club including event planning,organising the events, etc.</p> <p>coordinating club members and treasurer for planning and organising the club activity.</p>
Treasurer	<p>preparing the annual student club budget</p> <p>monitoring the student club's budget</p>
Club Members	<p>Take an active role in organising the student activity</p>

Appointments:

- 1) The appointments with the counsellor must ideally be sought 48 hours before the desired date. **The student must seek appointments through writing an email to the college counsellor. No Phone call or WhatsApp messaging or call to be done.**

Sessions:

- The presence of only students and counselors must be there in each session.

Missed appointments:

1. No appointment must be cancelled without a prior notice. Missing a scheduled session means a missed chance for another student, which leads to being deprived of the service. If you notify in time, at least a day prior to your appointment, the Counsellor can schedule it for another person. Repeated devaluing of this service may lead to barring the student from this service.
2. Our commitment through appointments needs to be valued.

Important points to be kept in mind:

1. Please note that the sessions with the Counsellor will be fully confidential. It is at the absolute discretion of the student/ individual to continue or discontinue with the sessions, any time he/ she feels the need. The Counsellor must be informed by the concerned student.
2. It is requested that information discussed and shared with the Counsellor be kept confidential and private for the student's own safety and well-being.
3. Everything that is discussed with the Counsellor in the counselling session is kept in the strictest confidence. *If a student is being treated by a Doctor for emotional difficulties, it is important that the student informs him or her about the Counsellor and to the Counsellor about the Doctor.* The Counsellor will not confer with the Doctor without the student's knowledge and permission. If there is convincing evidence that a student intends to harm herself/himself or others, the Counsellor will need to break confidentiality by informing the Authority at the Institute. In case, parents need to be taken into confidence, the Counsellor may do so in consultation with the institute.
4. Students must not invite the Counsellor to join on any social media and even if not invited by a student, the counsellor shall not maintain connection with the students of the Institute on social media.

The endeavor of Counselling Services is to enhance both the emotional as well psychological well-being of students.

b. Sports:

- **Sports Facility** Promotes physical fitness and team spirit through participation in various sports. NIDH encourages students for sport activities and facilitates the students with indoor and outdoor sports facilities. Indoor sports facilities include carrom, chess, table tennis and outdoor sports facilities includes Badminton, Cricket, Football, Volleyball, Basket-ball etc. There are also athletics facilities such as shot put, javelin, etc. in the institute.
- Sports Amenities – Various indoor and outdoor sports facilities are provided to promote recreation and well-being.
- **Roles and Functions**
- **Sports Affairs**
- Members Functions
- • SR (Sports Affairs)
- • Dy. SR (Sports Affairs)
- • Sports Nominees (2 Students)
- • Coordinate all institutional sports activities.
- • Prepare and submit the annual sports program.
- • Liaise with the Faculty-in-Charge (Sports).

c. Cultural:

Cultural Activities: Events and festivals are organized to celebrate diversity and artistic expression.

d. Music:

Music Facility

Encourages students to engage in musical activities and performances.

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.

5.2.4 Health and Wellbeing

a. Counselling Student Counseling Services

Professional counsellors provide mental health support and guidance.

Students Counseling Services are an important part of an institution, helping students maintain their emotional well-being. National Institute of Design Haryana has been actively providing such support to its students. Services can be sought for the following concerns including Anxiety, Behavior issues, Anger and Aggression, Fears & Phobias, Stress Issues, Academic performance. Detailed guidelines would be shared after joining the institute.

Any student below 18 years must have parental consent for accessing the counselling services.

b. Medical

Medical Facility

1. **On-Campus Care:** The Institute provides on-campus medical facilities to ensure timely healthcare access. A medical room equipped with a bed and first-aid supplies is available.
2. **Consultation:** A doctor is available for consultation in the medical room from **4:00 p.m. to 5:00 p.m.** on working days.
3. **Hospitalization:** In case of an emergency, the local guardian is informed and the Institute's ambulance service is used to transport the student to a hospital.
4. **Costs:** All medical expenses (excluding use of the Institute ambulance) are to be borne directly by the student.
5. **Mediclaime Insurance:** Mediclaime insurance is compulsory for all students. A copy of the Mediclaime policy document must be produced at the time of registration and submitted at the beginning of every academic year.
6. **Reporting Health Issues:** Students must inform the Academic Administration or Hostel Supervisor of any health problems and the action taken. In case of a medical emergency at night, the respective Hostel Supervisor should be contacted immediately.
7. **Ambulance Facility:** The Institute provides a **24×7 ambulance service** for emergencies.

c. Gym Facility Helps students maintain physical fitness and a healthy lifestyle.

A fully equipped and AC Gymnasium is provided in the hostel. The gym instructor is available during gym working hours to coach the student

d. Yoga & Meditation Programs that promote mindfulness and mental peace.

e. Medication/Happiness Initiatives to improve emotional well-being and stress management.

5.2.5 Hostel Life & Residential Facilities

1. Introduction

The hostel at NID Haryana is more than just a residence; it is a space built on the principles of mutual respect, self-discipline, environmental awareness, and collective responsibility. While formal rules guide behavior, the spirit of shared living forms the heart of the community.

2. Accommodation and Allotment

- Hostel accommodation is available on a twin-sharing basis for bonafide B.Des. students.
- Allotments are yearly, subject to satisfactory conduct.
- Final-year (8th semester) students during the Graduation Project may stay for a

maximum of 10 days per instance at Rs. 500/day (twin-sharing including mess charges).

- Room changes are not permitted unless approved in writing.
- The hostel authorities reserve the right to reallocate rooms if required.

3. Cleanliness and Maintenance

- Students must vacate rooms for annual maintenance and submit inventory in good condition.
- Solid and liquid waste disposal must follow instructions issued by the Warden/Supervisor.
- Graffiti or inappropriate wall markings are strictly prohibited.
- Maintain cleanliness in personal and common areas.

4. Discipline and Conduct

- Proper decorum must be maintained at all times.
- Loud music, late-night noise, or disturbances are not permitted.
- Personal audio/video equipment that may disturb others is restricted.
- Use of heaters, irons, and cooking appliances in rooms is prohibited.
- Cooking in rooms is not allowed; violations will attract heavy penalties.
- Pets are not allowed in the hostel.
- Alcohol, narcotics, gambling, and similar illegal activities are strictly prohibited.

5. Safety, Security, and Privacy

- Residents must carry valid Institute ID cards.
- Residents are responsible for their personal belongings. Any loss must be reported immediately.
- The hostel is not liable for any self-harm or external incident involving students.
- Entry and exit are permitted up to 10:00 PM.
- Night outs require prior written approval with contact details and parental consent.
- Parents/guardians will be informed via email of late arrivals.

6. Common Areas and Visits

- ◆ Timings for Common Room use will be set by Hostel authorities.
- ◆ Recreation room use for large events requires 15-day advance approval.
- ◆ Visitors allowed:
 - ◆ 9:00 am – 9:00 pm on holidays
 - ◆ 7:00 am – 9:00 am on working days
- ◆ Visitors in rooms are not permitted without Warden's approval.
- ◆ Non-resident students may access the mess/waiting area only.
- ◆ Inter-hostel visits of the opposite gender are strictly forbidden.

7. Attendance and Leave

- Evening attendance is mandatory between 10:00 PM–11:00 PM.
- Absence without approved leave will lead to disciplinary action.
- Leave forms must be filled before leaving the campus.

8. Vehicles and Traffic

- Students are not permitted to keep motorized vehicles (except bicycles).
- Students above 18 can apply for two-wheeler permission with proper documents.
- Speed limit on campus: 20 km/h.
- Unauthorized vehicles will be penalized.

9. Additional Administrative Rules

- Hostel authorities may conduct spot checks in any room without prior notice.
- No notices/posters can be displayed without permission.
- Hostel authorities reserve the right to revise rules, fees and fines.
- Drone use in hostel premises is banned without written approval.

10. Health and Emergency

- Report all emergencies or illnesses to the Warden/Supervisor immediately.
- Infectious diseases may require off-campus quarantine.
- Institute is not responsible for incidents occurring outside the campus.

11. Ragging and Anti-Social Behavior

- Ragging is strictly prohibited and punishable with expulsion and legal action.
- Any anti-social or disrespectful activity will invite disciplinary and legal action.

Other points

a. Mess & Canteen

1. Mess

- **Compulsory for Residents:** Mess is compulsory for all residents.
- **Mess Usage:** Food must be consumed within the mess premises. In case of emergencies, used utensils must be returned immediately; they should not be left unattended.
- **Mess Timings & Etiquette:** Residents must adhere to the scheduled mess timings and maintain proper etiquette while using the facilities.
- The student mess is operated by the Institute on a contractual basis.
-

2. Mess Timings

- **Breakfast:** 8:00 AM to 9:00 AM
- **Lunch:** 1:00 PM to 2:00 PM
- **Evening Snacks:** 4:30 PM to 5:00 PM
- **Dinner:** 8:00 PM to 9:00 PM

3. Canteen Timings

- The canteen operates from **9:00 AM to 10:00 PM.**

4. Charges

- **Regular Residents:** The entire mess charges for the semester will be collected in advance by the Institute.
- **Non-Residents (e.g., Exchange Students, Visiting Students):** Separate meal rates, which are higher than regular subscribers, will apply. These rates will be determined by the Academic Office at the beginning of each academic year.

a. Recreational area:

Facilities Provided

1. Each room will have, Bed with mattress, chair and table, Cupboards, Curtains, Fan, and tube light and LED bracket light
2. The following facilities are available within the hostel premises for the convenience and well-being of students:
3. Wi-Fi Connectivity – High-speed Wi-Fi is accessible across the hostel premises for

academic and personal use.

4. Geysers – Geysers are installed in bathrooms to provide hot water during winter.
5. Television in the Common Room – A television is available in the common room for entertainment and information.
6. Induction Stove (in designated areas) – Induction stoves are permitted only in designated pantry areas for safe food heating.
7. Medical Facility with 24x7 Ambulance Service – Medical support and ambulance service are available round-the-clock for emergencies.
8. First Aid Box – First aid kits are placed in accessible locations for minor injuries.
9. Fire Extinguishers/ Safety – Fire extinguishers are installed in all hostel buildings for safety compliance.
10. Water Coolers – Purified drinking water is available through water coolers placed at accessible points.
11. Additional notes:
12. Air coolers are permitted with a written undertaking.
13. Extra fans are not allowed.
14. Hostel furniture must not be moved out without permission.
15. Residents are not allowed to take common articles into the room.

b. Washing Area:

1. Washing Machines – Self-service washing machines are available to meet students' laundry needs.

c. Hygiene(personal & surroundings)

Sanitary Napkin Disposal Machine in the Girls' Hostel – A sanitary napkin disposal machine is installed in the girls' hostel to ensure hygiene.

Provides nutritious meals with a focus on hygiene.

d. Mail

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

Student Name:

Discipline:

Room No.:

Hostel No.:

National Institute of Design, Haryana

Umri, Kurukshetra-136 131

Note: Violations of any rule will lead to disciplinary/legal action. Rules are subject to revision by the institute/authority.

Stay in Hostel 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 Almira /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.

5.3 Alumni Engagement

- a. **Networking & Support:** Alumni help current students with career guidance and mentorship.
- b. **Alumni Meet:** Events that foster engagement between past and present students.
- c. **Fundraising Initiatives:** Alumni contribute to institutional development and scholarships.
- d. **Feedback & Improvement:** Alumni input is used to enhance student experiences and institutional policies.

Benefits/ Conclusion

The Student Well-being System is a multi-faceted approach aimed at ensuring student success, personal development, and overall satisfaction. By incorporating various aspects such as academic support, ethical learning, student governance, well-being programs, and alumni engagement, this system creates a holistic and enriching campus environment.

6. SOPs for Refund of the Security Deposit of the Graduated Student

- a. An application for refund of security deposit may be obtained from the graduated student at the time of convocation/candidature termination. The Student may submit the application digitally, Physically along with No Dues form for refund of SD to Academic Administration.
- b. The online no dues form & Application format shall be available on the Website.
- c. For the offline process an authorized representative can submit the form on behalf of the student on authorization letter / undertaking with valid photo ID.
- d. Declaration by the students to the effect that the information furnished in the application form is true, complete and correct to the best of his/her knowledge and belief. Also, a declaration with effect to recovery of pending/chargeable dues or any excess payment/amount recoverable found later on at any stage, shall be obtained from the student along with prescribed time period related thereto.
- e. Original receipt shall be collected in respect of claim preferred and in case of non-availability of original receipt an affidavit in stamp paper of Rs.10/- about the facts with declaration that if the receipt in original found later no claim will be made in this behalf in future and shall be applicable from new batches from 2023 onwards. For present batches undertaking will be taken in case of non-availability of original receipt about the facts with declaration that if the receipt in original found later no claim will be made in this behalf in future .
- f. Various particulars related to details required for remittance shall also be obtained from the student along with documentary evidence in respect of details i.e. Cancelled Cheque/signed copy of first page of the Pass Book containing details of account holder/signed copy of bank statement.
- g. Statement with effect to endowment/contribution of the security amount for specific purpose to

- the institute may also be included.
- h. The application so obtained will be processed from Academic Administration to the Accounts Section through proper Channel for processing of the refund.
 - i. For NO DUES status of all passed out students for Student Security Deposit, all concerned departments will issue consolidated NO DUES / DUES certification on the processing of Academic Administration after receiving the application.
 - j. The Concerned department will verify and forward the Application to Finance along with a consolidated report of no dues.
 - k. The Finance will cross check all financial details and process the payment on collection of applications.
 - l. Timelines for consideration of claims may also be prescribed to the students.

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 by 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/address will attract a charge of Rs. 300 by the National Institute of Design, Haryana.
- i. Student ID Card is the 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. Implementation of wearing of ID cards with lanyards for students.
- k. In case of validity of ID Card has expired and the prescribed program duration is not over, student has to submit his/her expired ID Card along with filled up form for re-issue of ID Card mentioning reason for re-issue of ID Card. The Institute may issue ID Cards providing validity as per the duration of the remaining program.

8. INTELLECTUAL PROPERTY RIGHTS

All the students during their time of studies at the Institute will hold their position in a fiduciary capacity for the benefit of the Institute. They will disclose fully to the Institute immediately upon origination or acquisition of any 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 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 an application in due form for Indian 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 of any proceeding or litigation in regard thereto.

While as a student, all ideas developed by him/ her will automatically become the 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 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 of 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 the 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 the 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 student 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 Graduation project.

- All rights on one of the design concepts selected will be offered to the sponsor for a stipulated period, (to be decided on a 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 Graduation 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 a 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 the 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 or design registration application is filed by the Institute.
- 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 comes 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. IT SERVICES

IT Services comprise of NIDH local area network internet access, intranet portals (like Koha etc), email account on institute domain (nidh.ac.in) and access to various Softwares. Internet access (Wired and Wireless) in campus through UTM (Unified Threat Management), Software's License Server and Intranet Portals (Like Koha), Access to IT labs will be available to bona fide students only

The users of the Information and Technology Section are required to abide by the regulations of the IT Section. In case any student is found using the IT facilities in an illegitimate manner and abusing the facilities, he/ she will be disconnected from all IT Services.

9.1 IT LABS

There are Four (04) Common IT Labs in the campus which are available for any discipline for lecture/practice by students based on Systems and Equipment's requirement (Like iMac, Cintiq, Workstations etc) for a course. The Lab timings will be as per institute policy.

- Common IT Lab 1 (Workshop Block) - (Combination of iMac, Workstations and Cintiq)
 - Common IT Lab 2 (Room 115, FF, Academic Block) - Only Workstations (Windows OS) and Printing, scanning and plotter facilities'
 - Common IT Lab 3 (Room 120, FF, Academic Block) - (Combination of iMac, Workstations and Cintiq)
 - Common IT Lab 4 (Room 222, SF, Academic Block) - Only Workstations (Windows OS) Rules and Regulations for IT Labs
1. Every Student must make an entry in the register while entering in the Computer Lab and at the time of exit from the lab.
 2. Before leaving the lab, students must close all programs positively and keep the desktop blank.
 3. Internet facility is strictly for Educational/Study purposes only.
 4. Playing games on computer in the lab is strictly prohibited.
 5. Eating/drinking inside the computer labs is strictly prohibited.
 6. Silence must be always maintained in the lab.
 7. DO NOT leave your personal belongings in the computer lab. The staff is not responsible for items left behind.
 8. Listening to music, videos, or other multimedia or audio content must be done through headphones.
 9. Do not install any software in systems in IT Labs without permission.
 10. Websites including Chat rooms, Instant Messaging (IM), Social and Adult sites are strictly prohibited.
 11. Students can come or sit in the IT lab only if he or she has to use IT lab facilities or IT lab services.
 12. In case of damage of any computer system/peripheral or any other equipment or IT resources by any student, the amount for the same will be recovered from the security deposit submitted by the student.

9.2 Internet and Wi-Fi Access

The IT section provides a login id for two devices to each student for accessing the internet and Wi-Fi at the time when student gets admission in the institute. The internet in IT labs are provided through LAN on the computer systems of the labs. Students are required to login through their id for accessing the internet in the labs. Students will be held responsible for any activity done online or on a local network using their internet login id.

The wireless access (Wi-Fi) service are available at hostels, Studios and IT Labs wherever Wi-Fi coverage is available of the campus to facilitate the mobile network connectivity. This service allows users to access campus-computing facilities from their laptop and portable computer devices. To access this facility, students are required to use WAP key in your device/ laptop (which will be provided by IT section) followed by login through their id.

Intranet Portal:

Intranet portal (Koha etc.) can be accessed only from NIDH campus (Not outside NIDH local area network). Please type IP Address in the address bar of the Internet browser and sign in using the login name and password given to you.

9.3 Equipment Issue/Return

A student may request to issue Tablet and Stylus to complete Assignments/Projects and course work only.

- Both the Tablets and Stylus will not be issued to be taken 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.
- 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.
- 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.
- 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.
- When students get the equipment on the request they are agreeing to accept financial responsibility for that equipment in case of any damage, theft or misplacing of any part.
- Students must inform the IT in charge immediately, if any equipment is stolen/lost. 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.
- In case of damage, student will get that repaired from authorised service centre of OEM (Original Equipment Manufacturer).

9.4 IT Email Policy

The IT section provides institute domain email ID to the students at the time when the list of new admitted students in an academic year received from the admission cell of NIDH. Student will have to sign letter of undertaking available with IT Section. NIDH mail is used for sending, receiving messages and files via the internet for classroom schedule, community announcements and other Institutional notices and circulars.

Policy

NIDH currently utilizes a cloud based email system using institute domain name (nidh.ac.in) pursuant to an agreement between NIDH 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 NIDH 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,

the email id would be de-activated after convocation OR completion of 06 years of enrolment of student in NIDH, whichever is earlier.

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.

9.5 Software Licenses/Subscriptions:

The IT section provides different software subscriptions and licenses to the students for their 04 Year B.Des Program for academic purposes only. Some of the Software licenses are cloud based (Like Adobe Creative Cloud Suite, MS365 Apps, Google Apps including gmail etc) which are issued to the students on their domain email id and some of the software are provided in the IT labs through network license manager. Apart from these license types some of the software are free for educational institutes and they are accessed from the institute identity of a student.

Software Usage Guidelines:

The intention of Software Usage guidelines is to ensure appropriate use of software and compliance with existing enterprise agreements and open source by all members of NIDH including faculty, staff and students.

Education License for students only allow use for the approved students activities i.e activities related to student coursework at the Enterprise (Institute) and not for other purposes. Students are not allowed to use an education license for advertising, marketing, promotional and decorative purposes for another enterprise/organization.

Students will not use/install any pirated software on any computer systems of NID and are responsible for any such pirated software installed by them on the NID computer systems.

In case any student is found using the software in an illegitimate manner, or outside of academic purpose he/she is liable for disciplinary action.

The access to adobe creative cloud suite and other software would be withdrawn just after students submit their Endorsed Final Graduation Project report.

In case the student will require adobe creative cloud access for re-work after GP Jury on the final document, the access will be granted for 01 week on request of the student and approval of the respective Faculty Guide.

9.6 How to use the Printing facility?

The IT Section is equipped with Color/Black printing facilities through chargeable basis at Common IT Lab 2, Room No 115 First Floor Academic Block.

The printing Timings are:

Monday to Friday: 11:00 AM to 01:00 PM and 03:00 PM to 05:00 PM.

Users can view detailed printing charges on the IT Sections notice board.

9.7 Helpdesk:

Students can visit IT Lab 3, Room No. 120, First Floor Academic Block for IT related queries. Or Email at helpdesk.it@nidh.ac.in.

10. ISSUE AND RETURN GUIDELINES- COMMUNICATION DESIGN (CD) DISCIPLINE

10.1 Equipment Issuance Request

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

- Before giving a request for equipment a student can check the availability of the equipment in the CD Department.

10.2 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.
- **Students who have received two warnings will be suspended from issuing the CD Equipment for two weeks or a whole semester.**

10.3 Equipment Issuance and Return

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

While collecting equipment from the CD Department, you will need:

- To have a complete CD equipment requisition form
- Your current valid student card
- A mobile contact number and valid email ID
- Check the equipment when you pick it up to confirm nothing is missing
- When you get the equipment on the request of the CD 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'

10.4 Returning Equipment

- Before you return equipment:- Recharge all Battery-Packs, Tidy the Kit and Check if anything is missing.
- Return borrowed equipment to the CD Department on 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 CD Equipment In-charge.
- The CD Equipment In-charge/ CD-Discipline Coordinator may call you to return the equipment at any time in case of other emergency requirements at the institutional level.

10.5 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 the followings:**
 - I. **Rs. 100 per day** on high-cost equipment (DSLR Camera, Zoom Lens, Projector, Speakers, Sound Recorder)
 - II. **Rs. 50 per day** on low-cost equipment (Memory Card, etc.)
- A new time will be advised by the CD Equipment 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 CD 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 a whole semester.
- Students must make a police report and inform the CD Equipment 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.

10.6 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.

11. RESOURCE CENTRE

The Resource Centre operates under the aegis of NID Haryana, serves as the backbone of the academic and research institute. It represents a modern, multifaceted approach to managing diverse resources—human, print, digital, and more—in a seamlessly integrated manner. At the Resource Centre we have treasured wealth of knowledge showcasing the best collection of books, periodicals and other non-book resources from all corners of the world.

The collective strength of all resources at the Resource Centre is aimed at giving the Centre the power to provide services under one roof with online facilities to students and faculties.

11.1 General Guidelines [Rules and Regulations]

- Without Valid Membership card/ Institutional ID card entry will be restricted in the Resource Centre.
- Readers/Members 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/members, it should be kept on the tables.
- All Readers/Members are requested to keep their personal belongings at the Property Counter at their risks. The library is not responsible for loss or damage.
- Readers/Members are requested to handle the Library reading materials with utmost care. Mutilation, writing, scribbling, marking, cutting pages will be severely dealt with. If anyone is found doing so, he/she will be charged the full replacement cost of the material.
- Use of mobile phones, water bottles and food items are strictly prohibited.
- The computer terminals are to be used only for searching of Resource Centre resources. Internet browsing, personal e-mail, chat, etc. are strictly prohibited on these terminals.
- Photocopying from archival material is strictly restricted. From other material photocopy is discouraged as it damages 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/Members leaving the Resource Centre should allow the Resource Centre /security staff to examine their personal belongings

a. Guidelines for Circulation

- All issue & return of Library materials are handled from the Circulation Desk during its working hours.
- Membership card/ Institutional ID is to be produced at the circulation counter for issue/return of materials. Members are requested to retain the membership card/ Institutional ID carefully. In case of loss of /renewal membership card/ Institutional ID, contact Academic Dept. for issuing

a new membership card/ Institutional ID as per Institutional guidelines.

- On specific project/classroom/presentation related works, the AV materials can be issued to the Discipline Lead/Coordinator/Course Faculty.
- The borrower is requested to check the books & other reading materials thoroughly for missing pages, chapters, any damages, markings etc. before borrowing.
- The Resource Centre can recall material from the members even before 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.
- Readers/Members are held responsible for all items issued on their name, until they are returned by the respective members to the Library.
- No book can be issued to the user more than twice consecutively.
- A book which is already borrowed by one reader, another reader needing the same, can reserve the book from the software. As soon as the book is returned, an email will be sent to the reader that the book is available. Readers can get it issued within a period of one day, else it will be issued to other users.
- CD/DVD may be issued by the faculty members for one day after the signature of their coordinator.

b. Loss of Resource Centre Material

- If a Readers/Members loses a library book, then he/she has to make an application informing the Librarian about the loss of the book and comply with the library rules, as follow:
- Replace the lost book by a new copy (latest one), and pay a processing fee of Rs. 100/- and overdue charges, if any, as per the library rules.
- If Readers/Members are not able to replace the new book then he/she has to pay the double amount of the procured price of the lost book and an amount of Rs. 100/- as processing fee and the overdue charges, if any.

c. Fine & Borrowing Privileges

- If a book is not returned to the Library within the stipulated time, an overdue charge of Rs.2 per volume per day is charged.

S. No	Category/Patron Type	Number Books	Duration of Issue	Reference Material	Duration of Issue	Periodicals	Fine Per Day (Rs.)
1	Students	2	14 Days	Nil	Nil	Nil	2
2	Faculty Members (Regular/On Fixed Tenure//Rolling Contract)	5	30 Days	1 (One Book)	Over Night	Nil	2
3	Admin Staff (Regular)	5	30 Days	Nil	Nil	Nil	2

4	Contractual Faculty (Contract with Consolidated Salary)	2	14 Days	Nil	Nil	Nil	2
Note	Contractual Faculty (Contract with Consolidated Salary) will have to deposit security money (Rs 1000). This security money will be returned at the time of No -Dues.						
5	Visiting Faculty	Reference facilities can be used in the Resource Centre only with invitation letter and photo ID proof, no borrowing facility is available.					

Note: -

1. On the request of the faculty members, only those reference books whose value is up to Rs 5000/ will be issued, books worth more than Rs 5000/ can be read only in the Resource Centre and will not be issued.
2. If the reference book is not returned even after overnight, then a fine of Rs 50 will be charged for each day.

d. New Arrival

The books added in the Resource Centre are on display for a week. 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. Readers/Members may make a reservation, it is to be issued after display.

e. Copyright Restrictions

All readers 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.

12. Credit and Evaluation Guidelines:

B. Des Program Academic Year 2025-26

1. Credits system

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, with 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 his/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 his/her learning from every course to the project he/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 him/her, with another 6 hours of his/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.

For any course having duration of more than a week, Course Anchor may plan Interim evaluation(s) with weightage of each interim evaluation and final evaluation aligned with the course duration for which work is evaluated in each evaluation. It would be informed to students at the start of the course'. For implementation, if interim evaluation is planned it would be shown in the session plan and also reflected in the evaluation sheet. Student would be awarded a Pass Grade as per Clause.

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)
- VI. Self Learning Credit Courses (SLCC)

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
Self Learning Credit Courses (SLCC)	2	One Semester

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 the 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 he/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.

1.2 Self Learning Credit Courses (SLCC) Guidelines

Conduct of SLCC Courses

- Each SLCC Course would have a Course Abstract.
- In a semester when an SLCC course is floated, the course details regarding topics/ area of study, deliverables etc. would be finalised by the Course Anchor and floated in the previous semester.
- Discipline Coordinator would be the Course Anchor for the specified Seminar Course for the semester of a particular discipline.
- For the Seminar Course of Foundation program the Mentors of the students would also be the Faculty Guides for the students for their Seminar Courses and students could discuss with their Faculty Guides during a time mutually suitable or convenient.
- A briefing session regarding the SLCC Course would be conducted by the Course Anchor latest by the 15th week of classes of the previous semester.
- Students would have to register for their SLCC Courses before the Jury of the previous semester. For registration a Google form would be circulated for students.
- Evaluation would be conducted in the form of presentation and document submission before the end semester Jury of the semester for which SLCC course is floated.
- Panel for the Jury would comprise two faculty members of the discipline.
- Report format would be shared with students.

Credits and Evaluation

An SLCC course to be conducted during a semester would earn 2 credits i.e. it is assessed that student would require 30hrs of self-study for the course during the semester.

Parameters of Evaluation would be same as defined in Credit and Evaluation Guidelines for Research and Field Work courses.

SLCC course would be considered similar to other courses for evaluation and requirement for passing. If a student does not get pass CGPA in an SLCC Course he/she would have to re-register for the course in subsequent semester(s) and repeat the course.

Plagiarism

The SLCC report/ document must be written in students own words. However, if required to cite the words of others, all the debts (for words, data, arguments and ideas) have to be appropriately acknowledged.

It is mandatory that each project report shall be checked for plagiarism through software in the Resource Centre before submission. The content which is based on existing published work must come from properly quoted material and from the references cited section. After checking the accuracy of the citations and references of such content the plagiarism report should not return similarity index of more than 15% in any circumstance. Report submission is to be accompanied with the Similarity Index report.

1.3 Grading scale

NID's grading system utilizes 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.

2. 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.

2.1 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 he/she meets the following two conditions:

2.1.1 Attendance of minimum 75% 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%.

2.1.2 Grade point of 4.0 or above in the course.

The grade point for a course with attendance less than 75% (50% for valid reasons) is automatically to 0 (zero) corresponding to grade 'N'.

2.2 Valid reasons for absence

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

Handling cases of irregular presence (50% to 75%) in course evaluation

Any student having presence of less than 75% 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, he/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/Discipline Lead.

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 Academic year.

- The student shall not be entitled to any teaching inputs; he/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.

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:*
Students must petition the case to the Valid Reasons Verifications Committee for Attendance (VRVCA) through Discipline coordinator/Discipline Lead. Merit of each case shall be individually considered by the VRVCA.
- *Attendance affected by institute-sanctioned participation in professional activities such as conferences, seminars, workshops, etc.:*
Students must obtain permission from the Discipline Coordinator/Discipline Lead 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/Discipline Lead 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 his/her case to the (VRVCA) through Discipline Coordinator/Discipline Lead. Merit of each case shall be individually decided by the VRVCA.
- The VRVCA 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 Discipline Coordinator/Discipline Lead.

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)

	Course category	Evaluation Parameters (with weightage)
	Skill (SK) (for online course)	i. Application (20%) ii. Detailing and sensitivity (30%)

		<p>iii. <i>Skills exploration (15 %)</i></p> <p>iv. Basics of design principles (10%)</p> <p>v. <i>Quality of outcome and documentation (15%)</i></p> <p>vi. Perseverance, attendance, and time management (10%)</p>
	Skill (Sk) for on campus courses	<p>i. Application (20%)</p> <p>ii. Detailing and sensitivity (30%)</p> <p>iii. Skills exploration (30 %)</p> <p>iv. Basics of design principles (10%)</p> <p>v. Perseverance, attendance, and time management (10%)</p>
	Research and Field Work (RW)	<p>I. Research and comprehension (30%)</p> <p>ii. Meta-cognition and critical thinking (20%)</p> <p>iii. Perception, observation, and sensitivity (15%)</p> <p>iv. Motivation and self-management (10%)</p> <p>v. Attentiveness, awareness, and empathy (10%)</p> <p>vi. Quality of outcome and documentation (15%)</p>
	Theory (TH)	<p>i. Conceptual clarity and comprehension (35%)</p> <p>ii. Reflective thinking (25%)</p> <p>iii. Communication (20%)</p> <p>iv. Attendance and time management (10%)</p> <p>v. Participation (10%)</p>

	Studio (SD)	<ul style="list-style-type: none"> i. Conceptual clarity and comprehension (20%) ii. Exploration and Improvisation (30%) iii. Problem-solving and lateral thinking (20%) iv. Originality and visualization (20%) v. Teamwork, participation, and time management
	Design Project (DP)	<ul style="list-style-type: none"> 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%) vii. 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 = $(GP_1 * w_1) + (GP_2 * w_2) + \dots + (GP_n * w_n)$ where GP_1, GP_2, \dots, 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, \dots, w_n are the weightages of those evaluation parameters (as given in Table 3).

2. 3 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:

$$\text{JGPA} = (\text{GP}_{\text{product}} * \text{w}_{\text{product}}) + (\text{GP}_{\text{process}} * \text{w}_{\text{process}}) + (\text{GP}_{\text{presentation}} * \text{w}_{\text{presentation}}) + (\text{GP}_{\text{attitude}} * \text{w}_{\text{attitude}})$$

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.

3. Evaluation measures at NID -Haryana

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

- i. Course grade point
- ii. Course Grade Point Average (CGPA)
- iii. Jury Grade Point Average (JGPA)
- iv. Semester Grade Point Average (SGPA)
- v. Annual Grade Point Average (AGPA)
- vi. Total (cumulative) Grade Point Average These are described below.

3.1 Course Grade Point

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

3.2 Courses Grade Point Average (CGPA)

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

3.2.1 Calculation

Let there be n courses in a semester: Course₁, Course₂, ... ,Course _{n}

Let these n courses have credits Credit₁, Credit₂, ... ,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: GP₁, GP₂, ...

,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:

$$\text{CGPA} = (\text{GP}_1 * \text{Credit}_1 + \text{GP}_2 * \text{Credit}_2 + \dots + \text{GP}_n * \text{Credit}_n) / (\text{Credit}_1 + \text{Credit}_2 + \dots + \text{Credit}_n)$$

3.3 Jury Grade Point Average (JGPA)

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

3.3.1 Calculation

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

3.4 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.

3.5 Annual Grade Point Average (AGPA)

Let the SGPA₁ and SGPA₂ for the two semesters in one academic year be SGPA₁ and SGPA₂. Then, Annual Grade Point Average $AGPA = \text{Average}(SGPA_1, SGPA_2)$, 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 than those of the SGPA.

3.6 Total Grade Point Average

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

Total Grade Point Average = Average (SGPA₁, SGPA₂..., SGPA_n), rounded off to the two places of decimal.

4. Evaluation reports at NID HARYANA

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

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

5. 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 six 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.

6. 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 his/her graduation project.

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

6.1 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, he/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 he/she is free to do so voluntarily) to provide any more teaching inputs to the student. The student must redo the work on his/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. Handling 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/discipline lead, 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/discipline lead, 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 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 the student's responsibility.

Process of Discipline allocation and Sub-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.

All the clauses of discipline allocation are also applicable to the Sub-discipline allocation. Detailed Guidelines of steps taken in the process would be shared with students.

6.2 Evaluation within disciplines

A. Handling 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. Handling 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.

e. The provision of additional semester jury evaluation in odd semesters.

This will be applicable to Semester 1, 3 and 5 for B. Des, for those students who score a Jury Grade Point Average (JGPA) of less than 5.0. The maximum grade that such a student gets on attempt 2 will not exceed 5.0 (corresponding to 'C+' grade) and the grade credited will be reflected in the transcript as 'Attempt 2'. This is applicable from Academic Year 2021-22.

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

A student may appear no more than twice in a 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 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.

Students will have to clear the backlog courses from the previous year as well as improve the AGPA as required before the end of the VII semester jury.

6.3 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.

6.4 Evaluation of Graduation project

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

- a. The student has obtained a Pass status in all courses in her/his 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.

6.5 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/discipline lead on individual basis. On reviewing nature of concerns, Discipline Coordinator/Discipline Lead will forward the grievances note to the Activity Chairperson (Education). All the requests for approval to Director will come through Activity Chairperson (Education).

13. GRADUATION PROJECT AND AWARD GUIDELINES

a. Graduation Project Guidelines

The Graduation Project for Bachelor of Design (B.Des.)

The culmination of the students' academic tenure at the National Institute of Design is marked by the submission of a degree project, which is a substantial investigation in the field of design on a topic closely allied to their discipline of study. This degree project is meant to offer the outcome of a full-scale professional design assignment with both application and implementation potential. Introduced with an aim to conform to the root philosophy of pedagogy of NIDH of 'learning by doing', this degree project is every student's moment to shine in the real-world arena of client service.

What constitutes the Graduation Project?

During the last semester (8th Semester) of the programme at NIDH, the students of Bachelor of Design work on a Graduation Project, their final academic assignment. It offers the student an opportunity to demonstrate his/her ability to provide professional services to clients as an independent design professional. Thus, the Graduation Project is a full-scale demonstration of an independent client service conducted within the stipulated time frame of 4–6 months.

A student's Graduation Project brief, time, finance, and other practical concerns are some other parameters for consideration by the client. It is through the Graduation Project and subsequent documentation of the same that this investigation takes place. A jury comprising faculty members and external experts evaluates the students' performance in the Graduation Project, and successful completion of Graduation leads to student being eligible for award of degree. The Graduation Project is an opportunity for students to demonstrate their expertise as independent practitioners of design. The project could be Industry sponsored or in self sponsored mode.

However, this Graduation Project must be done with academic rigor incorporating systematic inquiry and informed design decisions. The phrase 'systematic inquiry' implies the presence of a structure and method by which the student must carry out his/her Graduation Project. The Graduation Project should reflect the thought leadership manifested through creativity and innovation. The Graduation Project should lead to new knowledge creation and should align with the broader objectives of the Institute.

The Graduation Project reflects the student's ability to:

- Apply his/her learning to current practices in the process of creating new forms of products, processes, services, and systems
- Analyze and refine his/her ideas in an iterative manner on the basis of a critique
- Evaluate/reflect upon the creative processes he/she has followed

Presently Graduation Project Manual 2021 is applicable. In case any amendments, shall be informed.

Academic Calendar for 8th Semester Students for Academic Year 2025-26		
Sr. No.	Event	Day/Dates
1	Graduation Project Registration Week	29th December, 2025 to 02nd January 2026
2	Last Date of Graduation Project Registration	2nd January, 2026
3	Interim Review	1 st Week of March 2026
4	Endorsement Date for Four Months Graduation Project	30 th April, 2026
5	Graduation Project Jury for Four Months Graduation Project	4 th Week of May, 2026
6	Extension Date for Four Months Graduation Project	30 th June, 2026
7	Endorsement Date for Four Months Graduation Project with Extension*	30 th June, 2026
8	Graduation Project Jury for Four + Two Months extended Graduation Project and Six Months Graduation Project	4 th Week of July, 2026
9	Endorsement Date for Six Months Graduation Project	30 th June, 2026
10	Extension Date for Six Months Graduation Project	31 st August, 2026
11	Endorsement Date for Six Months Graduation Project with Extension*	31 st August, 2026
12	Graduation Project Jury for Six + Two Months extended Graduation Project	4 th Week of September, 2026

Note:

* If a student fails to register for a Graduation Project and get the Graduation Project documents endorsed in the given time frame then the student will have to register for 8th Semester in the next Academic Year with the junior batch. The student will have to pay the applicable Tuition Fees for that Semester of the related Academic Year.

* Extension will be approved only for students with genuine issues as per mentioned provisions in the Graduation Project Manual Guidelines.

* Last Date of Graduation Project Registration will be considered as GP Registration Date for GP Registrations done during GP Registration Week.

* If the Graduation Project document endorsement date falls on Saturday/Sunday and Holidays, then the next working date will be considered.

* If any event falls on Saturday/Sunday and Holidays, then the next working date will be considered.

Award Guidelines

GRADUATION PROJECT:

NID-H provides students with a multidisciplinary environment where education is conducted in the design disciplines of Industrial Design, Communication Design, and Textile and Apparel Design. This ensures the graduating students are equipped with the necessary skill sets, and abilities to thrive in their professional practice as aspirant young designers.

The Professional Education Program at NID H, Bachelor of Design (B.Des.) program is spread across four years, with 2 semesters in each academic year. The Programme offers 7 semesters on on-campus learning and the final semester of the GRADUATION DEGREE PROJECT to be conducted as a sponsored industry project. The same could be taken up with a design studio or any organization, consulting on a government scheme, or for an NGO. Outside of these, the student may opt for a self-sponsored project. This project is planned to be a substantial investigation in the field of design on a topic related to their discipline of study and is meant to offer the outcome of a full-scale professional design assignment with both application and implementation potential. Introduced with an aim to conform to the philosophy of NIDH teaching pedagogy of 'learning by doing', this degree project is every student's moment to shine in the real-world arena. On submission of the Graduation Project Document and successful completion of the jury with 'passing' grades as per the Credit and Evaluation Clause IV, the student is awarded the Bachelor of Design(B.Des) Degree.

To acknowledge and appreciate student's performance and academic excellence, the following awards are announced as Convocation Awards which shall be awarded during the Convocation Ceremony every year.

CONVOCATION AWARDS

The annual awards shall be initiated from the convocation being conducted from the year 2022 onwards. A Graduating Batch for a convocation ceremony is specified as the batch of students who attended the courses of the seven semesters consecutively from the commencement of their academic programme since the year of admission and after the previous convocation held.

Best Graduation Project Award:

The graduation project orients the students to the needs and demands of professional practice in the design industry. By the end of the graduation project, a student must demonstrate a high degree of synthesis and self-evaluation ability. The student must demonstrate an ability to bridge theory and practice effectively toward desired outcomes as a sensitive and empathetic designer. This award acknowledges students' academic rigor and ability to take informed decisions amidst challenges while conducting the Graduation Degree Project and is awarded for each discipline separately for a graduating batch and following are the awards under this category:

- 1) BEST GRADUATION PROJECT IN INDUSTRIAL DESIGN,**
- 2) BEST GRADUATION PROJECT IN COMMUNICATION DESIGN and**
- 3) BEST GRADUATION PROJECT IN TEXTILE AND APPAREL DESIGN.**

Academic Excellence Award

This award honors the best academic performance amongst students of a graduating batch, consecutively from 1st semester to 7th semester as per the academic program structure. The academic performance shall be governed by the Credit and Evaluation clauses of the consecutive passing years from 1st to 4th year. This award encourages academic excellence and appreciates the ability to stay focused, determined and consistent across the 7 semesters.

AWARDING PROCESS AND ELIGIBILITY CRITERIA

Best Graduation Project in each Discipline (Industrial Design, Communication Design, Textile, and Apparel Design)

Awarding process:

Step 1:

For each discipline, Graduation Projects with the three highest JGPA (Jury Grade Point Average) of the Graduation Project Jury would be shortlisted.

In case of a tie of grades for two or more students at the third highest JGPA, all students with the three highest JGPA would be considered. In case there is a tie of grades in the first two ranks, only students with the first two ranks would be considered.

Step 2:

For each discipline, a common Jury Panel shall review the shortlisted graduation degree projects based on submitted documents, presentations, and other details submitted to the GP coordinator. Evaluation parameters shall be the same as those in the Graduation Project Jury. The Awards Jury panel would include one internal faculty member and two external members. This would exclude Faculty Guides and Industry guides for the shortlisted projects as well as the External panel members invited for the Graduation Project Jury. For each discipline, the student with the highest JURY GRADE POINT by the Award Jury Panel shall be awarded the BEST GRADUATION PROJECT AWARD for the respective discipline. This shall be conducted for each batch of students and disciplines respectively.

Step 3:

In case of a tie between two students for the highest grade in the Awards Jury, both students shall share the award.

Eligibility Criteria: For shortlisting for the Best Graduation Project Award:-

- The student must be eligible to graduate with his/ her Graduating Batch (as specified in Point 2).
- The student must complete the Graduation Project jury successfully and submit the final document with CDs (as prescribed) a minimum 4 weeks before the convocation date.

Academic Excellence Award

Awarding Process

The Academic Performance would be defined by the TGPA (Total Grade Point Average) achieved by a student for 7 semesters successively. This includes the 6 semesters until 3 academic years and the 7th semester of the 4th year as defined in the Credit and Evaluation Guidelines.

In case of two or more students having the highest TGPA up to two decimal points, the following sub-criterion would be applicable: -

Sub-criterion 1:

The student who has not repeated an academic year or 7th semester would be eligible.

Sub-criterion 2:

The student who has a minimum no. of 2nd attempts would be eligible.

Sub-criterion 3:

The student who has maximum times scored highest AGPA for 1st, 2nd and 3rd years of candidature and SGPA of 7th semester shall be considered.

3.2.1 Eligibility Criteria:

For a student to be considered for the Academic Excellence award, the student must graduate with their Graduating Batch (as specified in Point 2). If the student of a graduating batch with the highest TGPA does not graduate with the batch, the graduating student with the next TGPA would be considered for the award and the above process would be followed.

AWARD:

Each awardee shall be awarded a Certificate and a Medal.

14. ONLINE TEACHING GUIDELINES

Student Guidelines for Online Classes

At the time of Covid-19 Pandemic, NID Haryana had opted for conducting courses online like educational institutions across the country so as to ensure that the learning continues, and students do not suffer.

Some of the courses conducted in an online format were very fruitful in terms of student learning outcomes as well as engagement. The Institute will, therefore, continue to invite senior as well as expert Industry personnel based in an online mode in case they are not available to physically travel to the Institute.

Therefore, 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 safe 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. Before the commencement of the module, you shall receive the details on the courses like mode of conduction, studio no., teaching plan etc.

c) Course Curriculum Document

You are required to go through your Course Curriculum Document which shall be provided to

you by the academics section. 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 through session plan 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.

g) Studio spaces on campus:

When students are on campus even if the class is being conducted in an online mode, you shall be allotted a studio for the same. During the online session, each student is expected to login with their individual domain ID and keep their cameras switched on.

Attendance will be taken by the faculty at the given time and it is crucial for all the students to be available for the same. In a very rare instance of network disruption or a technical glitch, a student will be marked present in the class if he/she had logged in the same. The presence in the class will be verified from the login details of the students.

h) 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.

i) 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.

j) Amenities & Library Services

- **Library:** NIDH Library offers access to a huge set of eBooks & online Journals to you. With subscribed services like JSTOR, Bloomsbury, Magzte 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.

k) Course Submission

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

l) Students Grievances

You can bring about your individual concerns through the discipline coordinator on an individual basis and it would be reviewed by the Activity Chairperson (Education).

Channel of communication is as below:

i. DL/DC

ii. Vice ACP(E), if no response from DL after follow ups.

iii. Director, if no response from Vice ACP(E) after follow ups.

15. ACADEMIC CALENDAR FOR AY 2025-26



राष्ट्रीय डिजाइन National Institute
संस्थान हरियाणा of Design Haryana

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

Ref.No. NIDH/AA/01/15/2025/...7075...

Date...02/05/2025

Subject: Academic Calendar Foundation Program, ID, CD & TAD Disciplines for the Academic Year 2025-26.

Approved Academic Calendar for the Foundation Program, ID, CD & TAD Disciplines for the Academic Year 2025-26 is appended below for information of all.

ODD Semester (18 teaching Weeks)		
Sr. No.	Event	Day / Dates
1.	Orientation Week	07th - 12th July 2025 Monday to Saturday
2.	Commencement of Classes ID, CD, TAD (SEM 3/5/7) and Foundation Program (SEM-1)	14 th July 2025, Monday
3.	Discipline Meeting	09 th Week of the Semester
4.	Life Skills Week	20 th - 24 th October 2025 (01 week) / Input Week Diwali (Deepawali) on 20 th October 2025
5.	Fee Structure (would be shared with students)	24 th Oct 2025, Friday
6.	Last day of Classes	21 st November 2025
7.	Foundation Day Celebration	15 th November 2025, Saturday
8.	Discipline Juries ID, CD, TAD (SEM 7) ID, CD, TAD (SEM 5) ID, CD, TAD (SEM 3) Foundation (SEM 1)	01 st - 03 rd December 2025 26 th - 28 th November 2025 26 th - 28 th November 2025 01 st - 04 th December 2025
9.	Last of Fee Submission	16 th January 2026, Friday
Even Semester (18 teaching Weeks)		
10.	Commencement of Classes ID, CD, TAD (4th & 6th Sem.) and Foundation Program (2nd Sem.)	08 th December 2025, Monday
11.	Winter Vacations	29 th December 2024 - 16 th January 2026 (03 weeks)
12.	Discipline Meetings	09 th Week of the Semester
13.	Annual Sports Event "Josh"	2 nd week of February 2026
14.	ID Design Week	3 rd week of February 2026 (Tentative)
15.	Bharat Text Design Week	3 rd week of April 2026 (Tentative)
16.	Pune Design Festival Week	February/March 2026 (Tentative)
17.	Life Skills Week	2 nd - 06 th March 2026 (1week) Holi on 03 rd March 2026
18.	Convocation Week	16 th - 20 th March 2026 (Tentative) / Input Week
19.	Last day of Classes	08 th May 2026

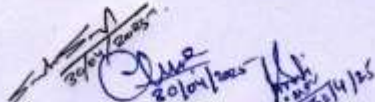
एन आई डी हरियाणा, राष्ट्रीय राजमार्ग 44, ग्राम उमरी, कुरुक्षेत्र, हरियाणा - 136131, भारत
NID Haryana, National Highway 44, Village Umri, Kurukshetra, Haryana - 136131 India
फ़ोन Phone: 01744-278101, 278103 ई-मेल e-mail: info@nidh.ac.in यूआरएल url: www.nidh.ac.in

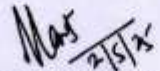


राष्ट्रीय डिजाइन National Institute
संस्थान हरियाणा of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के वाणिज्य एवं उद्योग मंत्रालय के
डो पी आई आई टी अर्थात् एक वाणिज्यिक संस्था
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Ministry of Commerce and Industry, Government of India

20.	Discipline Juries ID, CD, TAD (SEM 6) ID, CD, TAD (SEM 4) Foundation (SEM 2)	13 th May - 15 th May 2026 13 th May - 15 th May 2026 18 th May - 21 st May 2026
21.	Internship Week	18 th May 2026 - 10 th July 2026 (08 weeks)
22.	Summer Vacation ID, CD, TAD (SEM 6) ID, CD, TAD (SEM 4) Foundation (SEM 2)	18 th May 2026 - 10 th July 2026 (08 weeks) 18 th May 2026 - 10 th July 2026 (08 weeks) 22 nd May 2026 - 10 th July 2026 (08 weeks)
ODD Semester- AY 2026-27		
23.	Semester Commencement ID, CD, TAD (SEM 3/5/7) & Sem 1st (Foundation)	13 th July 2026, Monday


20/04/2025
20/04/2025
20/04/25
Discipline Lead's/Coordinators
(Foundation, ID, CD, TAD)


21/5/25
Officiating ACP (Education)
& Vice-ACP (Education)

Copy to: -

1. All Departments/Sections.
2. All Notice Boards
3. Institute Website.

एन आई डी हरियाणा, राष्ट्रीय राजमार्ग 44, ग्राम उमरी, कुरुक्षेत्र, हरियाणा - 136131, भारत
NID Haryana, National Highway 44, Village Umri, Kurukshetra, Haryana - 136131 India
फ़ोन Phone: 01744-278101, 278103 ई-मेल e-mail: info@nidh.ac.in यूआरएल url: www.nidh.ac.in

16. APPROVED HOLIDAY OF THE INSTITUTE FOR THE YEAR 2025 :



राष्ट्रीय डिजाइन संस्थान हरियाणा
National Institute of Design Haryana

राष्ट्रीय महत्व का संस्थान
भारत सरकार के प्राणिकत्व एवं प्रवर्धन मंत्रालय के
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Institute of National Importance
Statutory Institute under the DPIT
Ministry of Commerce and Industry, Government of India

Annexure-1

THE LIST OF CLOSED HOLIDAYS

Sl.No.	Holiday	Date	Day
01	Makar Sankranti/Magha Bihu/Pongal/ Hazarat Ali's Birthday	14 th January 2025	Tuesday
02	Republic Day	26 th January 2025	Sunday
03	Maha Shivratri	26 th February 2025	Wednesday
04	Holi	14 th March 2025	Friday
05	ID-UL -FITR	31 st March 2025	Monday
06	Mahavir Jayanti	10 th April 2025	Thursday
07	Good Friday	18 th April 2025	Friday
08	Budha Purnima	12 th May 2025	Monday
09	IDUL ZUHA (Bakrid)	07 th June 2025	Saturday
10	Muharram	06 th July 2025	Sunday
11	Independence Day	15 th August 2025	Friday
12	Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad)	05 th September 2025	Friday
13	Mahatma Gandhi's Birthday	02 th October 2025	Thursday
14	Dussehra	02 th October 2025	Thursday
15	Diwali (Deepawali)	20 th October 2025	Monday
16	Guru Nanak's Birthday	05 th November 2025	Wednesday
17	Christmas Day	25 th December 2025	Thursday

एन आई डी हरियाणा, राष्ट्रीय राजमार्ग 44, वाम - उमरी, कुरुक्षेत्र, हरियाणा - 136131, भारत
NID Haryana, National Highway 44, Village - Umri, Kurukshetra, Haryana - 136131 India
फोन Phone: 01744 - 278101, 278100 ईमेल e-mail: info@nidh.ac.in यूआरएल url: www.nidh.ac.in

16. Committees constituted for AY 2025-26

S.No.	Tasks	Responsibilities
A	RTI	Assigned to
1	CPIO	Chief Administrative Officer
2	First Appellate Authority	Registrar
3	Transparency Officer	Controller of Finance & Accounts
B	Nodal Officer	Assigned to
1	Admissions	Registrar
2	All India Survey of Higher Education (AISHE)	Deputy Registrar
3	Association of Indian Universities (AIU)	Deputy Registrar
4	Chief Information Security Officer (CISO)	Mr. Trilok Raj Chouhan
5	Digi Locker	Coordinator C&E
6	Disaster Risk Reduction	Chief Administrative Officer
7	Membership Incharge (IHC, WDO, etc.)	Deputy Registrar
8	MSME	Mr. Trilok Raj Chouhan
9	National Scholarship Portal	Deputy Registrar
10	OLO/ Rajbhasha Adhikari	Dr. Vikas Indoria
11	One Nation One Subscription (ONOS)	Head Librarian
12	Public Grievances Portal	Chief Administrative Officer
13	RTI	AO (Establishment)
14	SHE Portal	Internal Complaint Committee (In-Chair)
15	Study In India	Deputy Registrar
16	Swachhata Abhiyan	Senior Engineer
C	Lead	Assigned to
1	Credit & Evaluation	Mr. Dharmendra Kumar
2	Information Technology	Director
3	Integrated Design Services	Mr. Trilok Raj Chauhan
4	International Relations	Director
5	Knowledge Management	Head Librarian
6	Public Relation Officer	Chief Administrative Officer
7	Research & Publication	Dr. Shruti Singh Tomar (Research) & Ms. Mayuri Das Biswas (Publication)
8	Student Wellbeing	Dy. Registrar
9	Overall Lead of Clubs	Mr. Ravi Shanker
D	Vice-Chair	Assigned to
1	Education	Dr. Shruti Singh Tomar

2	Outreach, Industry & Online Programs	Ms. Mamta Gautam
E	Education - Discipline Lead/Discipline Coordinator	Assigned to
1	Communication Design Discipline	Mr. Trilok Raj Chauhan
2	Foundation Program	Ms. Swati Singh
3	Industrial Design Discipline	Mr. Trilok Raj Chauhan
4	Textile & Apparel Design Discipline	Dr. Shruti Singh Tomar
F	Lab Incharge	Assigned to
1	BIS, AR/VR, AI new	Ms. Mamta Gautam
2	Communication Design	Mr. Trilok Raj Chauhan and Supported by Mr. Govind (Lab Assistant)
3	Dyeing & Weaving	Mr. Dharmendra Kumar and Supported by Ms. Rajbala (T.A) and Mr. Mohit (Lab Attendant)
4	Industrial Design	Mr. Trilok Raj Chauhan and Supported by Mr. Raman (Carpenter) and Mr. Sukhbir (Fitter)
5	Sewing & Pattern Making	Mr. Ravi Shanker and Supported by Mr. Rohit Kumar (T.A)
G	Coordinator	Assigned to
1	Alumni Relations	Ms. Mamta Gautam
2	Counselling Services	Mr. Ravi Shanker
3	Graduation Project	Mr. Dharmendra Kumar
4	Mentor-mentee/ Buddy system	Ms. Swati Singh

H	Faculty In-Charge	Assigned to
1	Cultural Club	Mr.Ravi Shanker
2	Design Tech Club	Mr.Trilok Raj Chauhan
3	Entrepreneurship Club	Ms. Mamta Gautam
4	Film & Photography Club	Mr.Trilok Raj Chauhan
5	Information Technology	Mr.Dharmendra Kumar
6	Library	Ms. Swati Singh
7	Social Awareness Club	Ms.Swati Singh
8	Sports & Wellness	Mr. Ravi Shanker
I	Incharge	Assigned to
1	Design and Material Resources	Ms. Mamta Gautam
2	Foundation Day, Convocation	Registrar
3	Hostels, Mess, Canteen and Guest House	Deputy Registrar
4	Orientation Day	Nodal Officer- Admission
J	CELLS	
1	Graduation Project Cell	Chair: GP Coordinator Member: Mr. Ravi Shanker and Mr. Trilok Raj Chauhan Support Staffs: DEOs (Mr. Vivek Vinayak, Mr. Kaka Singh and Mr. Pawan Saini)
2	Placement and Incubation Centre	Chair: Mr. Trilok Raj Chauhan Member: Mr. Ravi Shanker, Ms. Mamta Gautam and Mr. Dharmendra Kumar Support Staff: Mr. Kuldeep (DEO)
3	Publication Cell	Chair: Ms. Mayuri Das Biswas Member: Vice-Chair (Outreach, Industry & Online Programs), Dr. Shruti S Tomar, Mr. Trilok Raj Chauhan, Student Representatives Support Staff: Mr. Govind (Lab Assistant)
4	Research & IPR Cell	Chair: Dr. Shruti S Tomar Member: Ms. Mayuri Das Biswas and Mr. Trilok Raj Chauhan Support Staff: Mr. Shakti Saini (DEO)
K	COMMITTEES	
1	Academic Grievance Redressal Committee	<i>To be nominated (As and when required)</i>
2	Anti Ragging Committee & Squad	Chair: ACP (Edu.) Member: Hostel In-Charge, DL/DC-Foundation, Mr. Ravi Shanker and Chair-Students Welfare Committee Secretary: Mr. Trilok Raj Chauhan Support Staff: Hostel Supervisors (Mr. Deepak

		and Ms. Kulwant Kaur)
3	Disciplinary & Ethics Committee	Chair: Head Librarian Member: Deputy Registrar, All DLs/DCs Convenor: DL/DC- Foundation Support Staff: Mr. Parmod (DEO)
4	Internal Complaints Committee	Chair: Head Librarian Member: Deputy Registrar, Dr. Shruti Singh Tomar Convenor: Ms. Swati Singh External Expert: <i>To be nominated</i>
5	Scholarship Committee	Chair: Registrar Member: ACP (Edu.), Dy. Registrar, All DLs/DCs Secretary: Coordinator C&E Support Staff: Mr. Kaka Singh (DEO)
6	Security & Crisis Management Committee	Chair: CAO Member: CFA, Hostel In-Charge, ACP (Edu.) and Chair-Students Welfare Committee Technical Member: Senior Engineer (L,B&M) and Assistant Engineer-IT Secretary: AO (Establishment) Support Staff: Mr. Deepak (Hostel Supervisor)
7	Students Welfare Committee	Chair: Registrar Member: Dy. Registrar, Mr. Ravi Shanker, Mr. Trilok Raj Chauhan, SAO (Mr. Anand Kanojia), Senior Engineer (L,B&M), Assistant Engineer-IT As and When Required: Student Representatives Secretary: Head Librarian Support Staff: Hostel Supervisor (Ms. Poonam and Mr. Deepak)

18. IMPORTANT CONTACTS:

Director's Office

Sl. No.	Name	Designation	E-mail id
1	Ms. Ramneek Kaur Majithia	Director	director@nidh.ac.in
2	Mr. Hemant Singh Bisht	Technical Assistant (IT)	pstodirector@nidh.ac.in, info@nidh.ac.in
3	Mr. Shakti	DEO	pstodirector@nidh.ac.in, directoroffice@nidh.ac.in

Foundation Discipline

Sl. No.	Name	Designation	E-mail id
1	Ms. Swati Singh	Designer & Foundation Program Coordinator	dl-dc.fnd@nidh.ac.in

Communication Design Discipline

Sl. No.	Name	Designation	E-mail id
1	Mr. Trilok Raj Chauhan	Senior Technical Instructor & Discipline Coordinator	dl-dc.cd@nidh.ac.in trilok.c@nidh.ac.in
2	Mr. Gobind Sharma	Workshop Assistant	cdlabs@nidh.ac.in

Textile & Apparel Design Discipline

Sl. No.	Name	Designation	E-mail id
1	Dr. Shrutisingh Tomar	Designer & Discipline Coordinator	dl-dc.tad@nidh.ac.in
2	Mr. Ravi Shankar	Associate Senior Designer	ravi.s@nidh.ac.in
3	Mr. Dharmendra Kumar	Designer	dharmendra.k@nidh.ac.in
4	Mr. Mohit Kumar	Lab. Attendant (TAD)	tadlabs@nidh.ac.in
5	Ms. Rajbala	Technical Assistant (TAD)	
6	Mr. Rohit	Technical Assistant (TAD)	

Industrial Design Discipline

Sl. No.	Name	Designation	E-mail id
1	Mr. . Trilok Raj Chouhan	Senior Technical Instructor & Discipline Coordinator (ID)	dl-dc.id@nidh.ac.in
2	Ms. Mamta Gautam	Associate Senior Designer	
4	Mr. Raman Taneja	Carpenter, ID Workshop	idworkshop@nidh.ac.in
5	Mr. Sukhbir Singh	Fitter, ID Workshop	

Academic Administration Department

Sl. No.	Name	Designation	E-mail id
1	Mr. Sandeep Singh Bhatia	Registrar	registrar@nidh.ac.in
2	Dr. Vikas Indoria	Dy. Registrar	dy.registrary@nidh.ac.in
3	Mr. Parmod Kumar	DEO	registraroffice@nidh.ac.in
4	Mr. Varun	DEO	academicsoffice@nidh.ac.in

Credit & Evaluation Section

Sl. No.	Name	Designation	E-mail id
1	Mr. Dharmendra Kumar	Designer & Lead C & E	results@nidh.ac.in 2attempt@nidh.ac.in
2	Mr. Kaka Singh	DEO	
3	Mr. Kuldeep Singh	DEO	

Education Section

Sl. No.	Name	Designation	E-mail id
1	Dr. Shruti Singh Tomar	Vice Chair (Edu.)	viceacp.education@nidh.ac.in
2	Mr. Vivek Vinayak	DEO	academics@nidh.ac.in
3	Mr. Bhupender	DEO	
4	Ms. Priyanka Sharma	DEO	transportation@nidh.ac.in academics@nidh.ac.in

IT Section

Sl. No.	Name	Designation	E-mail id
1	Ms. Ramneek Kaur Majithia	Director & Incharge of IT	it@nidh.ac.in
2	Mr. Dharmendra Kumar	Faculty IT-Incharge	
3	Mr. Amrinder Singh	Assistant Engineer (IT)	
4	Mr. Pankaj Chauhan	Technical Assistant	
5	Mr. Balkar Singh	Lab. Attendant	

Hostel Section

Sl. No.	Name	Designation	E-mail id
1	Dr. Vikas Indoria	Dy. Registrar & Incharge	dy.registrar@nidh.ac.in
2	Ms. Kulwant Kaur	Hostel Supervisor (Girls Hostel)	hostels@nidh.ac.in
3	Ms. Poonam Chaudhary	Hostel Supervisor (Girls Hostel)	
4	Mr. Deepak Parashar	Hostel Supervisor (Boys Hostel)	
6	Ms. Luxmi Khatak	Attendant (Girls Hostel)	
7	Mr. Jiwan Singh	Attendant (Boys Hostel)	

Library/ Resource Centre

Sl. No.	Name	Designation	E-mail id
1	Ms. Mayuri Das Biswas	Head Librarian	headlibrarian@nidh.ac.in
2	Mr. Sukarmpal	Library Assistant	library@nidh.ac.in
4	Ms. Bharti	Library Attendant	

Accounts Department

Sl. No.	Name	Designation	E-mail id
1.	Sh. Sunilkumar U	Controller of Finance & Accounts I/c	cfa@nidh.ac.in
2.	Mr. Anand Kanojia	Senior Accounts Officer	sao1@nidh.ac.in
3.	Mr. Ravinder Singh	Senior Accounts Officer	sao2@nidh.ac.in
4	Mr. Pawan Kumar	DEO	accounts@nidh.ac.in
5	Mr. Robin Saini	DEO	

General Administration Department

Sl. No.	Name	Designation	E-mail id
1	Sh. Sunilkumar U	Chief Administrative Officer	cao@nidh.ac.in
2	Ms. Anjali Gupta Maurya	Administrative Officer	a01@nidh.ac.in
3	Mr. Vikram Singh	DEO	admin@nidh.ac.in security@nidh.ac.in
4	Ms. Charu Rani	DEO	estt@nidh.ac.in
5	Ms. Preet pal Kaur	DEO	purchase@nidh.ac.in

Land, Building & Maintenance

Sl. No.	Name	Designation	E-mail id
1	Er. Shiwendu Kumar	Sr. Engineer (L, B & M)	se@nidh.ac.ins
2	Mr. Ankit Dhiman	DEO	estate@nidh.ac.in
2	Mr. Sunny Panchal	Electrician	
3	Mr. Sandeep Kumar	Electrician	
4	Mr. Sanjeev Kumar	Electrician Helper	
5	Mr. Pardeep Kumar	Electrician Helper	
6	Mr. Sohan Kumar	Mason	
7	Mr. Harbans	Carpenter	
8	Mr. Sanjeev Kumar	Plumber	

Other contacts:

Sr. No.	Name of the Committee	emails
1	Internal Complaint Committee	helpdeskicc@nidh.ac.in
2	Anti ragging Helpdesk	<u>helpdesk.antiragging@nidh.ac.in</u>
3	Student Counselling services	studentcounsellingservices@nidh.ac.in
4	Placement Cell	placements@nidh.ac.in
5	Disciplinary Committee	Disciplinary committee
6	Sports Committee-	sports@nidh.ac.in
7	Film and Photography	<u>filmandphotographyclub@nidh.ac.in</u>

19. FORMS:



राष्ट्रीय डिजाइन National Institute
संस्थान हरियाणा of Design Haryana

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

NATIONAL INSTITUTE OF DESIGN KURUKSHETRA

UNDERTAKING FOR USING AIR COOLER BY NID-K STUDENTS.

I..... Son / Daughter.....
Course Year..... request for permission to
use AIR COOLER in my room of Boys/Girls hostel of NID-H.

I Undertake the following during the use of air cooler in the hostel.

1. I will be responsible for its installation and maintenance.
2. I will take all the required precautions while using air cooler.
3. I will be responsible for safeguarding hostel property while using it.
4. When not in use I will remove the air cooler and place the same in the carton/plastic bag and seal it off. When asked to vacate the room/leaving the campus, the responsibility to keep the air cooler lies with me.
5. If left in the common area and not removed even after notice from hostel authority the institute is free to remove and dispose of it without prior notice.

(Model details:)

Signature of the student

Name of the Student
Room No:
Date:

Warden, NID-H (Boys/Girls)



Resource Centre

MEMBERSHIP FORM FOR STUDENTS

Batch

Membership No.
(To be filled by office)

Issue Date



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



राष्ट्रीय डिजाइन संस्थान हरियाणा National Institute of Design Haryana

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

NO DUES CERTIFICATE

Please select the stage:

- GP Registration GP Jury Convocation
 Candidature Termination Candidature Withdrawal Student Security Deposit

It is certified that there is No Dues towards Mr/Ms. _____
bearing Roll No. _____ of semester _____ in _____
Discipline of Bachelor of Design (B. Des) of National Institute of Design Haryana, Kurukshetra, as mentioned
below against the concerned Department/Section/Workshop.

Sr. No.	Department/Section Name	Lab/Workshop Attendant / Hostel Staff Signature	Signature of the Head of Department / Section
1	ID Workshops		
2	Textile Sewing Lab		
3	Textile Weaving Lab		
4	Textile Dyeing Lab		
5	CD Labs/Workshops		
6	Hostel (Boys/ Girls)		
7	Sports/ Music Incharge		
8	Library		
9	I.T. Department		
10	Administration/Estate		
11	Accounts Section		
12	Credit & Evaluation Cell		
13	Academic Administration		
14	Academics Section		

Dated:

Signature of Student



NATIONAL INSTITUTE OF DESIGN, HARYANA

FORMAT FOR STUDENT SECURITY DEPOSIT REFUND

S.No	Particulars	
1	Name of the Student	
2	Fathers Name	
2	Enrolment No.	
3	Course & Discipline	
4	Year of Admission	
5	Ground for Refund	
6	No dues Status of student Security Deposit	
7	Amount of the Refund Claim	
8. Account Details for Refund:		
Declaration by the Student		
A. I would like to amount to be adjusted by the Institute towards pending dues .		
B. The entire / balance amount payable may be refunded in the following Bank Account:		
Bank Details for Refund: (Self attested copy of the cross cheque / passbook)		
a	Name of Account Holder	
b	Account Number	
c	Name of Bank	
d	Branch	
e	Branch Code	
f	IFSC Code	
Address for Future Correspondence:		
I hereby declare that all above details are true, complete, and correct to the best of my knowledge and belief and there is nothing dues against me in the institute. If any due is reported against my name, I will refund the same to the institute.		
Also, I have enclosed the following for process the claim Enclosure:		
1. Original receipt/ an affidavit for loss of original receipt for batches 2023 & onwards/ undertaking for batches till 2022		
2. No dues for student security deposit.		
3. Self-attested copy in support to bank particulars.		
		Signature of the Student
Date :	Place :	

Application received in Academic Administration on



राष्ट्रीय डिजाइन 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

Paste your
latest
Photograph

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: _____

I also declare that I am not suffering from any seriously contagious ailment including psychology related symptoms.

Date: ___/___/___

Signature of the Student



राष्ट्रीय डिजाइन National Institute
संस्थान हरियाणा of Design Haryana

राष्ट्रीय महत्व का संस्थान
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Ministry of Commerce and Industry, Government of India

ANTIRAGGING UNDERTAKING BY THE CANDIDATE / STUDENT

1. I, _____

S/o, D/o, of Mr./Mrs/Ms _____

have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and the Central/State Government in this regard.

2. I have read the UGC Regulations* on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

3. I hereby undertake that.

- I will not indulge in any behavior or act that may come under the definition of ragging,
- I will not participate in or abet or propagate ragging in any form,
- I will not hurt anyone physically or psychologically or cause any other harm.

4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Note: 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.

Date:

Signature:

Name:

ANTIRAGGING UNDERTAKING BY PARENT / GUARDIAN

1. I, _____

F/o, M/o, G/o have carefully read and fully understood the law prohibiting ragging and the directions of the Supreme Court and Central/State Government in this regard as well as the UGC Regulations* on Curbing the Menace of Ragging in Higher Educational Institutions, 2009.

2. I assure you that my son/daughter/ ward will not indulge in any act of ragging.

3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the UGC Regulations mentioned above and/or as per the law in force.

Date:

Signature:

Name:



DECLARATION

I Admitted to of NID, Haryana 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 from 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 visitors and others connected with the Institute, will promote the co-operation of all concerned to achieve the Institute's philosophy, aims and objectives. I will not indulge in any undesirable activity that may tarnish the image of NIDH.

I will abide by above undertaking and all instructions given from time to time by the Institute. I fully understand that if I am found violating the rules / regulations at any time or my performance or conduct found to be unsatisfactory I am liable to be debarred from the course or subject to any other suitable action as deemed by the NID Haryana Authority.

Date:

Signature of the Student

Place:

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: _____



राष्ट्रीय डिजाइन National Institute
संस्थान हरियाणा of Design Haryana

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

Student's Hostel Undertaking Form

Name (in block letter).....
Blood Group:
Date of Birth:
Country and Nationality:
Registration No./Enrolment No.:
Discipline/Course:
Phone No.:
Email ID:
Father's Name..... Ph. No.....
E-mail
Mother's Name..... Ph. No.....
E-mail
Address with Pin Code:



It is certified that the information filled is correct and as per records & it's my responsibility to inform hostel administration about change in Phone No. & Address if any.

Student's Signature

Verification by Parent's

UNDERTAKING BY THE RESIDENT

I have gone through various norms and read 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 various norms and read 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 clause 25 (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 Management. 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.

Email ID:

Mobile No.:

Name:

Signature:

Checked and verified by Hostel Supervisor

Room No. Allotted:

List of Inventory issued:

Hostel Warden Signature

एन आई डी हरियाणा, राष्ट्रीय राजमार्ग 44, ग्राम - उमरी, कुरुक्षेत्र, हरियाणा - 136131, भारत
NID Haryana, National Highway 44, Village - Umri, Kurukshetra, Haryana - 136131 India
फ़ोन Phone: 01744 - 278101, 278100 ईमेल e-mail: info@nidh.ac.in यूआरएल url: www.nidh.ac.in



राष्ट्रीय डिजाइन 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 वाणिज्यिक संस्था
Institute of National Importance
Statutory Institute under the DPIT
Ministry of Commerce and Industry, Government of India

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, Diarrhea, Dysentery, Sprue, Kidney trouble, Piles, Diabetes
 - c) Typhoid, Malaria
 - d) Fits, Paralysis, Rheumatism, Pyorrhea, 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)



राष्ट्रीय डिजाइन संस्थान हरियाणा National Institute of Design Haryana

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

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 times and store it in a dry, clean location at a moderate and suitable temperature. I will not leave the Equipment, which is issued to me, where it might be accidentally damaged.
6. That If any damage/ or loss occurs 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 the authorized service center of OEM (Original Equipment Manufacturer).
7. That I will return the Equipment to the CD Department / Section at any time when called upon to do so by the Section In-charge / Coordinator.
8. I will be liable to pay a fine (**mentioned overleaf**) if I return the equipment after the 'Return date' mentioned below.

Date: / /

Student's Signature

Signature
Course Faculty

Signature
Discipline Co-ordinator

Signature
Lab In-charge (on issue)

Signature
Lab In-charge(on return)

For official Purposes Only

Remarks	
----------------	--

Details of fine:

- i. Rs. 100 per day on high-cost equipment (DSLR Camera, Zoom Lens, Lights, Tripods, Stand, Sound Equipment & Sound Recorder)
- ii. Rs. 50 per day on low-cost equipment (Memory Card, XLR Cable/ Cable, Extension Boards)



CD Equipment Requisition Form (For the use during the Courses)

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	XLR Cable		
3	Light & Stand		
	Accessories Details		
4	Tripod		
5	Sound Recorder		
6	Sound Equipment		
7	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 the equipment 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 have checked the equipment at the time of issuing and confirmed that nothing is missing and all the things are in working condition.



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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 times and store it in a dry, clean location at a moderate and suitable temperature. I will not leave the Equipment, which is issued to me, where it might be accidentally damaged.
6. That If any damage/ or loss occurs 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 the authorized service center of OEM (Original Equipment Manufacturer).
7. That I will return the Equipment to the CD Department / Section at any time when called upon to do so by the Section In-charge / Coordinator.
8. I will be liable to pay a fine (**mentioned overleaf**) if I return the equipment after the 'Return date' mentioned below.

Date: / /

Student's Signature

Signature
Course Faculty

Signature
Discipline Co-ordinator

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Lab In-charge (on issue)

Signature
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Remarks

Details of fine:

- i. Rs. 100 per day on high-cost equipment (DSLR Camera, Zoom Lens, Lights, Tripods, Stand, Sound Equipment & Sound Recorder)
- ii. Rs. 50 per day on low-cost equipment (Memory Card, XLR Cable/ Cable, Extension Boards)

NATIONAL INSTITUTE OF DESIGN, HARYANA

Kurukshetra – 136131

Requisition Form for Accommodation – Parents of Hostel Students

Date: _____

Student's Name	
Discipline & Semester	
Hostel & Room Number	
Name of Parent(s)	
Relationship to Student	
Address (as per Photo ID)	
Contact Number & Email	
Purpose of Visit	
Number of Guests (Male / Female)	
Consent from Roommate (if applicable)	
Arrival Date & Time	
Departure Date & Time	
Student's Signature	
Occupancy Details (BH/GH, Room No)	
Amount Paid (Rs.)	
Parent's Signature (Check-in)	

Approval Flow:

Hostel Supervisor _____

Warden _____

Hostel In-Charge _____

General Guidelines

- Only parents of hostel students may stay for one night. Accompanying persons are not allowed.
- Check-In/Out Time: 12:00 Noon (both).
- Accommodation: Fathers in Boys Hostel, Mothers in Girls Hostel.
- Charges: ₹500 per night (inclusive of GST), paid in advance. Rooms are subject to availability. Basic furniture provided.
- Room Sharing: If the roommate consents, parents may stay in student's room free of charge.
- Approval: Submit filled form with ID proof. Original ID must be shown at check-in.

Note: All terms are governed by NID Haryana policies. The administration reserves the right to accept or reject any application.



राष्ट्रीय डिजाइन संस्थान हरियाणा National Institute of Design Haryana

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भारत सरकार के प्राणिक्य एवं उद्योग मंत्रालय के
डी पी आई आई टी अधीन एक सार्वभिक संस्था
Institute of National Importance
Statutory Institute under the DPIIT
Ministry of Commerce and Industry, Government of India

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 fromTo

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



APPLICATION FORM FOR VRVCA GRIEVANCES FOR VALID REASONS FOR ABSENCE

Date: ____/____/20____

Academic Year 20____ - 20____

Student's Name _____

Enrolment No. _____ Discipline _____

Semester _____ Course _____

Course Duration From _____ to _____

Course Anchor Name _____

Course Faculty Name _____

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

Sr.No.	Reason	Yes / No	Dates	
			From	To
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: _____



Form for Reissue of I-Card for the Student of NID Haryana

1) Please read the form carefully and fill the following details clearly:

a) Name	:	g) DOB	:
b) Enrolment No.	:	h) Father Name	:
c) Discipline	:	i) Mother Name	:
d) Semester	:	j) Blood Group	:
e) Batch	:	k) Emergency Contact No.	:
f) Program	:	l) Email	:
m) Permanent Address :			
.....			

2) Reason for requesting issue of the duplicate I-Card (✓)

a) Update in Photo/ details	<input type="checkbox"/>	b) Renewal	<input type="checkbox"/>
c) Damaged	<input type="checkbox"/>	d) Lost/theft:	<input type="checkbox"/>

3) If the previous identity card is lost, please fill the following details:

Place of lost :

Date of lost :

(Please attach a copy of FIR filed with police)

Declaration: I hereby declare that if the previously issued I-card is recovered, the same will be returned to Registrar office.

Date:

Signature of the applicant

(Note: For payment option please contact to Registrar Office at email id registraroffice@nidh.ac.in and attach the payment receipt after successful transaction. The amount deposited for Id-card will not be refunded in any case.)

FOR REGISTRAR OFFICE USE ONLY

Tariff for re-issue of Students' I-Cards

Updation of Card (Any reason) :Rs. 300/-
Lost/Damaged/Renewal

DEO

Deputy Registrar

Registrar

NATIONAL INSTITUTE OF DESIGN, HARYANA

Kurukshetra – 136131

Requisition Form for Accommodation – Graduation Project Students

Date: _____

Student's Name	
Father's Name	
Mother's Name	
Address (as per Photo ID)	
Contact Number & Email	
Discipline & Semester	
Purpose of Stay	
Accommodation Required (BH/GH)	
Duration (Max. 10 Days)	
Number of Students (Male / Female)	
GP Guide Name	
Discipline Lead / Coordinator	
Arrival & Departure Date & Time	
Student's Signature	
Room Type (BH/GH, Room No.)	
Roommate Name (if applicable)	
Amount Paid	
Check-In Signature	
Check-Out Signature	

Approval Flow:

Hostel Supervisor _____

GP Guide / GP Cell Coordinator _____

Hostel In-Charge _____

General Guidelines

- Only 8th semester GP students are eligible.
- Check-In/Out Time: 12:00 Noon (both).
- Accommodation: Boys in Boys Hostel, Girls in Girls Hostel. Double occupancy. Limited amenities.
- Charges: ₹500 per day(twin sharing including mess charges), paid in advance.
- Stay Duration: Max 10 days as recommended by GP Guide or Coordinator.
- Approval: Submit filled form with ID proof. Original ID must be shown at check-in.

Note: All terms are governed by NID Haryana policies. The administration reserves the right to accept or reject any application.

20. AROUND NID HARYANA

Kurukshetra is a holy city with religious heritage. NID-Haryana is located in the Umri, Kurukshetra, 100 meters away from National Highway-No 44, and Kurukshetra City is about 06 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
Stationery	- Shop in the campus for specified hours and shops in the Kurukshetra City
Other interests	- City of Temples and Gurdwaras
Hotels	- Many hotels Budget-star Hotels in Kurukshetra

*Reaching NID Haryana



- By Rail

NID-Haryana Campus is 6 Kms from the Railway Station.

Kurukshetra is an important Railway Junction and Kurukshetra is also well connected by Buses and Auto Rickshaws 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. Ambala Cantt. about 45 Kms. Round the clock bus services are available.

Languages

English, Hindi, Haryanvi and Punjabi

Pharmacy

Apollo Pharmacy and other pharmacist are available in the city

Police station

Police Station, Pipli, Kurukshetra 4 Kms from NID Haryana