

Ganesh Institute of Engineering and Technology

Student Hand Book



Ganesh Institute of Engineering and Technology (GIET)
At: Bidya Nagar, Jagannath Prasad Bhubaneswar, Dist. Khurda Odisha-751003, India

Index

1. INTRODUCTION.....	7
1.1. OUR COLLEGE MISSION.....	7
1.2. OUR COLLEGE VISION.....	8
1.3. OBJECTIVES	8
1.4. PHILOSOPHY	8
2. ACADEMIC MATTERS	10
2.1. ADMISSION PROCEDURE	10
Diploma.....	11
2.2 ATTENDANCE.....	11
2.3. DRESS CODE	11
2.4. PROCTORIAL SYSTEM.....	11
2.5. PRE-PLACEMENT TRAINING (PPT) CLASS	12
2.6. EXAMINATIONS.....	12
2.7. GUIDELINES FOR FINAL YEAR DIPLOMA PROJECT.....	14
2.8. GUIDELINES FOR SEMINAR	17
2.9. CERTIFICATES / DOCUMENTS.....	18
2.10. STUDENT SCHOLARSHIP.....	19
3.1. DISCIPLINE	20
3.2. DISCIPLINARY COMMITTEE.....	20
3.3. RAGGING	21
3.4. ANTI RAGGING COMMITTEE	22
3.5. STUDENT GRIEVANCE REDRESSAL CELL.....	22
3.6. DO's AND DON'Ts FOR STUDENTS	23
3.7. DOs AND DONTs FOR PLACEMENT.....	24
3.8. INFORMATION TO PARENTS.....	25
4. FACILITIES	27
4.1 MEDICAL FACILITIES	27
4.2 TRANSPORT FACILITIES	27
4.3 LIBRARY FACILITIES	27
4.4 SPORTS FACILITIES	28
5. SPECIAL ACTIVITIES.....	29

5.1	SEMINAR.....	29
5.2	CULTURAL SOCIETY	29
5.3	HOBBY CLUB.....	29
5.4	LITERARY SOCIETY.....	29
5.5	PROFESSIONAL TRAINING AND CERTIFICATION PROGRAMME.....	30
5.6	INSTITUTIONAL PROGRESSIVE FORUM.....	30
5.7	NEW HORIZON.....	35
6.	RULES & REGULATIONS	36
6.1.	LIBRARY RULES.....	36
6.2.	HOSTEL RULES.....	39
6.3.	COMPUTER LAB RULES.....	43
6.4.	RULES FOR BROWSING INTERNET.....	44
6.5.	INTERNET LAB REGULATIONS: FOR CAMPUS HOSTEL STUDENTS (AFTER 9PM.).....	44
7.	INTERNSHIP GUIDELINES FOR DIPLOMA	45
7.1	INTRODUCTION.....	45
7.2	INTERNSHIP PROCESS	47
8.	INCUBATION CENTRE	61
8.1.	SUMMARY	61
8.2.	INTRODUCTION GIET INCUBATION CENTRE – (GIET-IC).....	62
8.3.	GOVERNANCE STRUCTURE.....	63
8.4.	EXECUTIVE COMMITTEE STRUCTURE	64
8.5.	ELIGIBILITY CRITERIA	64
8.6.	INCUBATION ADMISSION PROCESS	65
8.7.	INTELLECTUAL PROPERTY	67
8.8.	INFRASTRUCTURE.....	68
8.9.	SERVICES	69
8.10.	RENT AND CONSIDERATION	69
8.11.	CAMPUS ACCOMMODATION.....	70
8.12.	EQUITY.....	70
8.13.	SEED LOAN	70
8.14.	PERIODIC ASSESSMENT	71
8.15.	BRANDING AS INCUBATED BY GIET- IC.....	73
8.16.	INFORMATION SUBMISSION.....	73

8.17. TENURE IN GIET-IC	73
8.18. VIRTUAL INCUBATION	74
8.19. CONFLICTS OF INTEREST AND CONFIDENTIALITY OF INFORMATION	74
8.20. EXIT (GRADUATE) POLICY.....	75
8.21. AGREEMENTS	75
8.22. JURISDICTION.....	76
8.23. DISCLAIMER.....	76

EXECUTIVE SUMMARY

Introduction

The following document gives details about the institution and how the system works. Ganesh Institute of Engineering and Technology (GIET) established in the year 2008, is Approved by AICTE, New Delhi and is affiliated to SCTE&VT, Odisha. Ganesh Institute of Engineering and Technology (GIET) is one of the premier Engineering Institutions in the state of Odisha. GIET, Bhubaneswar boasts of five Diploma Courses of Engineering.

Academic Matters

GIET follows the guidelines of AICTE, New Delhi, Govt. of Odisha and Director of Technical Education and Training, Cuttack, State Council for Technical Education and Vocational Training for admission into different Diploma courses.

Student Conduct

Discipline is very important in the life of the students so, we at GIET expect a sense of discipline among the students so that they can face the challenges ahead. To look into various aspects towards maintaining discipline in the Institute a 5- member disciplinary committee is in vogue at GIET in case of any kind of breach. Our College is committed to root out the menace of ragging from its campus in full conformity.

Facilities

The college is equipped to provide all sorts of facilities which include Medical, Transport, Sports and Library Facilities.

Special Activities

Seminar is an integral part of our academic activities. We also make sure to enrich the young minds of the students about their culture by conducting various cultural activities.

Rules & Regulations

We at GIET follow certain Rules & Regulations in order to provide a stable and healthy environment for the students, to create a space where everyone can work in peace for the development of the institution. The institution has its own sets of rules and regulations for different sectors.

Internship Guidelines

The main objective of this internship of technical students is to expose them in industrial environment, to let them know about modern technology, to develop project report writing process, to understand the psychology of workers, to develop team spirit, responsibility, ethics etc. We at GIET encourage students to go for internship during the semester break or in case there is long vacations, as Internship is mandatory for every student.

Incubation Centre

The main aim of this Incubation Centre set up at our College is to promote technology-based entrepreneurship and thereby facilitate practical application of knowledge for public use. The Ganesh Institute of Engineering and Technology Incubation Centre, GIET-IC wishes to facilitate the creation of new ideas and inventions that are for the benefit of society. Incubation Centre at GIET, Bhubaneswar is supported by Ganesh Institute of Engineering and Technology (GIET) that funds, mentors and nurtures ideas, startups and entrepreneurs. Virtual incubates can operate from anywhere in India.

1. INTRODUCTION

Ganesh Institute of Engineering and Technology (GIET) established in the year 2008 is one of the premier Engineering Institutions in the state of Odisha. Our Institute boasts of seven Undergraduate Courses of Engineering and four Postgraduate Courses of Engineering, MBA, MCA and three Diploma Courses of Engineering with a total sanctioned intake of nearly 1500 students. The college enjoys an excellent reputation, with majors in Engineering, Computer science and Management studies that top the list of the most rewarding and versatile college degrees. There are many career opportunities, including business, research and development, design, construction, production, programming, sales and management. Our graduates are eagerly recruited by business, industry, state and federal agencies.

GIET is Approved by AICTE, New Delhi vide their letter no.760-82/(NDEG)/ET/2008/02 and is affiliated to SCTE&VT, **Odisha** and SCTE&VT, **Odisha**.

We strongly believe and practice quality education here. As an Engineering and Management student, you will need to commit to attending all classes, completing all assignments, and to studying hard. If you do this, you will get a solid background in engineering and science principles. You will then have the opportunity to apply the knowledge that you have acquired to real-world situations.

Remember: The faculty and staff in the Dean’s office as well as in our all departments are here to help you.

We want you to succeed academically, personally and professionally. If there’s something you don’t understand, ask. We’ll help you find the answer, but you need to take the initiative.

Today’s engineers and computer scientists are skilled individuals whose knowledge is combined with a wide range of experiences and talent. As a student at the GIET College, you are preparing yourself for your professional career and future success through your classes, student professional chapters of engineering and computer science groups, organizations, activities, and internships. Sports, music and engineering student chapters are all excellent ways to meet other students, develop leadership skills, and bolster your resume for your first job. Get involved!

1.1. OUR COLLEGE MISSION

1. M1-To develop the capability of young professionals by enhancing their level of Knowledge.
2. M2- To develop skill and competencies through quality education.

3. M3-To ensure personality development through quality education and training.

1.2. OUR COLLEGE VISION

“To create socially responsible and value-based technical professionals to meet the emerging needs of the industry as well as society.”

1.3. OBJECTIVES

The GIET College's educational objectives are:

1. Our students will be provided with a strong technical and cultural education for their profession or for continued graduate education in an area of specialization.
2. Our graduates will have the ability to work individually and in teams to identify and solve complex engineering and computer science problems and will have developed an understanding of interdisciplinary problem-solving skills and system design.
3. Our graduates will have a multi-disciplinary technical and practical education which prepares them for a rapidly changing world based on the commonality of knowledge that engineering and computer science disciplines provide. This will allow our graduates to be able to continuously meet professional challenges throughout their careers.
4. A firm foundation will have been provided for professional advancement not just through acquired, advanced engineering and computer knowledge, but also through communication, humanity and social science skills, team and group activities and ethical/professional responsibility as engineers and computer scientists.

1.4. PHILOSOPHY

Our philosophy is to provide each advisee with the proper guidance and direction for them to be successful in achieving their educational goals while continuing to raise the tradition of academic achievement in the GIET College. During this advising process, it is our intention to instill in and encourage each student with a passion for academic achievement including intellectual growth throughout life. Our students are the future leaders of tomorrow; we need to provide them with every opportunity to succeed by creating an atmosphere where excellence in thought, dialogue and action is valued and rewarded. Advice is the key to their success! Our approach is to provide creativity and innovation in advising and mentoring of students. Each individual student is unique. We try to develop a strong professional relationship with each advisee in providing academic direction and advice on intellectual and career development. The success of our students, as students and professionals, is integral to the success of the faculty and the GIET College. We communicate with various campus offices to

assist advisees with their academic curricula and career goals. During this process, we have developed a working knowledge of University, College and Department curricular regulations, policies and procedures. It is also one of our tasks to provide students an awareness of educational resources available (i.e., internships, study abroad, honors and learning assistance programs), where appropriate. This allows us to share knowledge about academic policies, procedures, and academic programs, curricula and options for the students. This allows them to make informed decisions about the direction they are taking to meet their educational objectives and their career/life goals.

Effective academic counselling makes good students better!

2. ACADEMIC MATTERS

2.1. ADMISSION PROCEDURE

For Admission into the different Diploma course are carried out by SAMS Odisha follows the eligibility criteria laid by the All Indian Council for Technical Education (AICTE), New Delhi, SCTE&VT and DTET

As per existing guidelines, admission will be through SAMS only. In order to get admission, the student must have to apply in SAMS portal. SAMS will declare the merit list for each institute and after publication of merit list, student need to take admission in the concerned institute.

For details of admission guidelines a students has to follow the guidelines prescribed by the SAMS in its portal <https://skill.samsodisha.gov.in/Website/diploma/Diphome.aspx>

2.2 ATTENDANCE

2.2.1 A candidate shall be required to attain 75% of attendance in classes to become eligible for sitting in end-Semester Examination. The attendance must be attained separately in Theory and Practical classes. The college enforces punitive measures by imposing fines to students who do not attend classes regularly.

2.2.2 Attendance shall be counted from the date of commencement of classes of the subjects a student registers.

2.2.3 Students should bear in mind that there is no law to help him / her in case his / her attendance percentage falls short of the required minimum as stated above. Hence students are advised not to remain absent from classes as this may lead to detention from appearing in Semester Examination.

2.3. DRESS CODE

Dress code has already been introduced in GIET for all students. To give a feeling of identity and dignity the students of a batch are prescribed a dress-code. The Institute allows dresses of specific colours to an individual batch. Both boys and girls shall wear same color uniform from 1st year till they leave the Institution.

- Students of GIET should enter college premises with the uniform prescribed for them.
- Students are not allowed to wear Hawai / Bathroom Chappals while attending classes and official functions.
- Wearing of ear rings or growing long hair by boy students is not allowed.
- Girl students should not wear sleeveless dress, Jean pants, T-shirts and have loose hair.
- The students should maintain decorum befitting the dignity of the Institution.

3.2.1 Describe the assessment processes used to gather the data upon which the evaluation of Course Outcome is based

Y

A)

University Examination is held at the end of each semester, internal tests are conducted twice per semester and two assignments are evaluated per semester. Attainment of Individual CO = Average (67% weightage to University examination+ 20% weightage to internal tests + 3% Quiz +3% surprise test + 7% Assignment)

Course Outcome Assessment processes:

Through University examination for all Theory subjects:
The CO attainment level for each subject is fixed by considering a set value higher than the average performance at the university level. As per the University evaluation criteria, the performance in each subject is awarded grade as

mentioned below:

Grade	Score on 100 percentage points
O	90 and above up to 100
E	80 and above but less than 90
A	70 and above but less than 80
B	60 and above but less than 70
C	50 and above but less than 60

The individual CO attainment level for each subject is fixed by considering a set value of 70 % of the full mark of the question associated with that CO. If 80% or more percentage of students of the program secure more than or equal to set attainment value, then the attainment will be considered as high (3). If 70% to 79% of students of the program secure more than or equal to set attainment value, then the attainment will be considered as medium (2).If 60% to 69% of students of the program secure more than or equal to set attainment value, then the attainment will be considered as low (1).

Example by considering university, quiz, surprise, internal and assignment:

The attainment calculations will be (67% weightage to University examination+ 20% weightage to internal tests + 3% Quiz +3% surprise test + 7% Assignment) = (67% of 3 + 20% of 2.5 +3% of 3 + 3% of 3 +7% of 3) = 2.90

Process for attainment of CO of all Laboratory courses

Individual CO attainment for each lab courses is evaluated through internal assessment only; which is accepted by University. Out of total 10 experiments =100 percentage points undertaken by students in one Lab. Subject; the experiments associated to each CO are identified. The students' performance in each experiment is evaluated by our lab I/C &Prof. I/C of lab on the basis of

- a. Understanding theory related to experiments (20%)
- b. Test result and Interpretation (30%)
- c. Report (30%)
- d. Experiment work planning and execution (20%)

		<p>e. Thus, the marks secured by each student in each experiment is recorded, which is witnessed by the student.</p> <p>f. Then; average of marks secured by each student for the experiment associated to the particular CO is completed.</p> <p>g. Then target is selected for each CO as 80% points i.e. E grade of SCTE&VT (which is the average result of SCTE&VT) for almost all lab subjects.</p> <p>h. Then the attainment level is 1 i.e (slight/low) when more than equal to 60% and less than 70% students scoring more than average 80% points of marks in the experiments associated to that CO.</p> <p>i. Attainment level is 2 i.e. (moderate/medium) when more than equal to 70% and less than 80% students scoring more than average 80% points of marks in the experiment associated to that CO.</p> <p>j. Attainment level is 3 i.e. (substantial/high); when more than equal to 80% students scoring more than 80% points of mark in the experiments associated to that CO.</p>
	Y	<p>B) The department examination committee consisting of senior faculty members and convened by HOD verifies the quality of the questions put in the internal examination, quiz, surprise test, assignment and also ensures the relevance of the questions towards the attainment of COs. The evaluation process of project and seminar has been well documented and approved through the PAC and subject to revision if necessary. The question papers for the above said tests need to be submitted at the beginning of the semester. The Assessment process used to gather data to evaluate course outcomes has both direct and indirect measures, the measures are listed below and weightage for every measure is shown in table below:</p>

2.4. PROCTORIAL SYSTEM

Proctorial system is prevalent in GIET which helps in developing personal relationship between students and teachers and for timely guidance and advice in academic and other matters. In this system one faculty member is assigned the responsibility of 20 to 30 students and is known as **Proctor** of the said group. The students meet the Proctor at dates and place previously fixed and put forth their difficulties for advice or information regarding the academic performance. Students can discuss their problems with the Proctor who in turn will help them within the guidelines of the Institution.

2.5. PRE-PLACEMENT TRAINING (PPT) CLASS

Apart from academic class PPT class is regularly conducted from 2nd year onwards by the best professional trainers.

Following Rules for PPT class are strictly to be adhered:

- 75% attendance in PPT class is compulsory failing which you will not be allowed to appear in various off and on campus drive.
- Attendance in MOCK Test and MOCK PI session (with formal wear) is mandatory.
- Students whose attendance is below 75% in PPT class may be considered to sit in campus drive subject to the condition that:
 - ❖ He or she has to pay a fine of Rs.1000 per session to make up the stipulated number of class required to achieve minimum attendance percentage (i.e.75%).
 - ❖ He or she has to qualify the pre-placement Test to be conducted exclusively for those defaulter students whose attendance is below 75%.

2.6. EXAMINATIONS

There will be continuous evaluation system for each theory, practical, sessional, design and project papers as per the regulations of the University (SCTE&VT).

Theory Papers

Assessment Tools		Weightage (%)		
Direct Assessment (80%)	Continuous Internal Evaluation	Theory	Theory Internal Assessm ent	20
			Quiz	7
			Surprise test	3
			Assignm ent	3
		Lab	Performa nce	40
			Viva- voce	40
			Record	20
		Project	Phase 1	20
			Phase 2	30
			Phase 3(External Evaluator)	50
		Seminar	Phase 1	30
			Phase 2	30
			Phase 3	30
Phase 4	10			
	University Examination	67		
Indirect Assessment (20%)	Survey	20		

2.6.1 PRACTICAL PAPERS

2.6.1.1 The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.

2.6.1.2 A practical paper shall have 100 percentage points.

2.6.1.3 Each practical / experiment (work) shall have equal percentage point as its weightage.

2.6.1.4 A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.

2.6.1.5 A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours. A practical experiment (work) will be evaluated by an External Examiner appointed by SCTE&VT, based on the following components. The relative weightage of the components are also given below.

2.6.1.5.1	Experiment (work) planning and execution 20
2.6.1.5.2	Results and interpretation 30
2.6.1.5.3	Report 30
2.6.1.5.4	Understanding on the theory related to 20 experiment
2.6.1.5.5	Total 100

2.6.1.6 A candidate has to be informed about the score at the end of a Practical class. The Score shall be sent to the University on the same day.

2.6.1.7 The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).

2.6.1.8 A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.

2.6.1.8.1 College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.

2.6.1.9 Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance. The score for the compensatory test shall be sent to the University giving

reference to the original practical date that the student has missed.

2.7. GUIDELINES FOR FINAL YEAR DIPLOMA PROJECT

Project Work is an important component of Learning in an Engineering College. To ensure full and willing participation of all students and faculties in the project, the following guidelines are to be adhered.

- 2.7.1** The tentative list of Projects shall be notified in the previous semester along with names of the guides.
- 2.7.2** The students shall be advised to discuss with the concerned guides, form groups between themselves and finalize the topic of the project before 3rd internal test of the previous semester. Each group should have 3 to 5 students. The students can as well suggest a Project not included in the list, with the consent of a Faculty (to be mentor) and the concerned HOD.
- 2.7.3** During the semester break/vacation students are expected to work on the projects individually as well as collectively. Consultation session with the guides should be arranged as per mutual convenience. They shall be required to make presentations once soon after reopening of college (following the semester exams), then twice at intervals of approx 4-weeks.
- 2.7.4** Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Project classes, who shall arrange the Project presentation sessions and liaison between other students and teachers. HOD's shall intimate the names of nominees to Dean academic.
- 2.7.5** Students are advised to contact the guides on a regular basis for discussion regarding projects.
- 2.7.6** The Presentation in complete shape has to be submitted to the guides, at least 3 clear days before the scheduled date of presentation. The guide shall intimate his/her comments to the concerned student at least one day prior to the scheduled date of presentation. The project classes shall be exclusively used by each group for presentation of the up-to-date work done in presence of other students and the evaluators. These class timings shall not be used for discussion with the Guide etc. Presentation shall be done using Power Point. It is expected that minimum 6 to 8 groups shall present the work in one session.
- 2.7.7** One faculty shall remain in charge of coordination of each Project Class. He / she shall keep himself / herself regularly updated regarding students who are ready to deliver their presentation, after submission of the soft copy of presentation and Report, at a particular stage of the Project, to the concerned guide and approval thereof.
- 2.7.8** The coordinator shall schedule the presentation by each group of students, keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the guide to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver the presentation in the absence of the concerned guide. The Coordinator is also to ensure that at least two guides

excluding himself / herself are always available during each and every presentation.

The Project Work shall be evaluated in three different stages as follows:

A. Phase-1 (Introductory Talk)

15 Marks

The Power Point Presentation should be of duration of 20-30 minutes & should contain 15-25 slides.

Amongst other things it should have the followings:

1. Name of the Project with Project Supervisor (1 Slide)
2. Name of the Students (1 Slides)
3. Reason for choosing the Project (1-2 Slides)
4. Project Details (6-8 Slides)
5. Requirements & Availability (1-2 Slides)
 - a. Hardware
 - b. Software
6. Materials Availability- cost & Procurement Strategy (1-2 Slides)
7. Lab Equipment's/Faculty (inside or outside the institute) required (1-3 Slides)
8. Future Scope (1-2 Slides)
9. Conclusion (1-2 Slides)
10. Bibliography (1-2 Slides)

B. Phase 2 (Intermediate Evaluation)

30 Marks

The presentation should be of 20-30 minutes duration & should contain 20-40 slides. Amongst other things it should depict the followings:

1. Name of the Project with Project Supervisor (1 Slide)
2. Name of the Students (1 Slide)
3. Progress of Project till date.
 - a. Hardware (Circuit Layout) & its description (2-6 Slides)
 - b. Software (Simulation & Coding) (8-16 Slides)
4. Photographs (4-10 Slides)
5. Difficulties faced if any (1-2 Slides)
6. Probable date of Completion (1 Slide)
7. Conclusion (1 Slide)
8. Bibliography (1-2 Slides)

C. Phase -3 (Final Evaluation)

45 Marks

The power point presentation should be of 30-45 minutes duration & should contain 30-50 slides. Amongst

other things, it should contain the followings:

1. Name of the Project with Project Supervisor (1 Slide)
2. Name of the Students (1 Slides)
3. Reason for choosing the Project (1-2 Slides)
4. Project Details (15-25 Slides)
 - a. Introduction (2-5 slides)
 - b. Aim of the Project (1-2 slides)
 - c. Hardware & software used (2-4 Slides)
 - d. Circuit or software (Code) (3-4 Slides)
 - e. Description (7-10 Slides)
5. Photographs or screen shots (8-14 Slides)
7. Future Scopes (1-2 Slides)
8. Where Project was carried out (1 Slide)
9. Conclusion (1-2 Slides)
10. Bibliography (1-2 Slides)

D. Attendance

10 Marks

Evaluation Method in Each Stage

1. Is the Project substantial & complete in nature 20%
2. Originality 10%
3. Degree of Involvement 20%
4. Presentation 30%
5. Usefulness of work 10%
6. Performance in Q & A session 10%

Competition for Best Project of the Year.

The Final evaluation of all the projects need be completed before 2nd class test of the concerned semester. The best 2 projects of each branch shall then be collected and a competition shall be held. The jury shall consist of an external examiner, 1 Faculty of each branch, and 3,2,&1 representatives of 3rd, 2nd and 1st year students respectively of the college.

A sum Of Rs 3,000/- shall be awarded to the best Project of the year.

2.8. GUIDELINES FOR SEMINAR

Seminar is an important component of learning in an Engineering College, where the student gets acquainted with preparing a report & presentation on a topic. To ensure full and willing participation of all students and faculties in the Seminars, the following guidelines are to be adhered.

- 2.8.1** The tentative list of topics for Seminar shall be notified in the previous semester.
- 2.8.2** The students are advised to discuss with the concerned mentors, and get it approved by the HOD. The entire process should be completed within 5 days of notification on website.
- 2.8.3** The students can as well suggest a topic not included in the list.
- 2.8.4** After expiry of the stipulated period, if a student does not confirm any topic, the HOD shall finalize the topic & intimate the same to such students within another 3 days.
- 2.8.5** During the semester break / vacation, students are expected to work on the Seminars individually.
- 2.8.6** Students are advised to contact the mentors, as and when required, for discussion regarding the Seminars. Consultation session with the mentors should be arranged as per mutual convenience.
- 2.8.7** Two students in each branch shall be nominated as the Secretary & Joint Secretary of the Seminar classes, who shall arrange the Seminar sessions and liaise with other students and faculty. HODs shall intimate the names of nominees to Dean (Academics).
- 2.8.8** The students shall be required to submit the rough draft of the seminar outputs within one week of reopening of college (following the semester exams).
- 2.8.9** Mentor shall make suggestions for modification in the rough draft. The final draft shall be presented by the student within a week thereafter.
- 2.8.10** Presentation schedules will be prepared by different Departments in line with the academic calendar.
- 2.8.11** One faculty shall remain in charge of the coordination of each Seminar Class. He/ she shall keep himself / herself regularly updated regarding students who are ready to deliver the final Seminar after completion of Rough draft and final draft evaluation by the concerned Mentors.

He / she shall schedule the delivery of the Seminar by each student after completion and receipt of the marks of rough and final draft keeping in view the availability of the concerned mentors. In exceptional cases, if a particular mentor is otherwise engaged, the concerned HOD shall arrange the mentor to be free of his / her engagements by providing a substitute. In no case the students shall be allowed to deliver Seminar in the absence of the concerned mentor. The Coordinator is also to ensure that at least two mentors excluding himself / herself are always available during each and every presentation.

2.9. CERTIFICATES / DOCUMENTS

Application for Conduct Certificate / College Leaving Certificate or other certificate should be submitted two days before the date on which the certificates are wanted by the applicant. It should be accompanied by a 'NO DUES' certificate in the prescribed form from different sections of the Institution

2.9.1 For obtaining mark sheet of an examination a candidate should apply stating registration and roll numbers and subjects taken. Discrepancies, if detected in the mark sheet, should be brought to the notice of proper authorities in writing along with a copy of the mark sheet issued. Duplicate mark sheet will be provided

on payment of the prescribed fee.

2.10. STUDENT SCHOLARSHIP

Bonafide students of GIET belonging to SC/ ST category are eligible for Post-Matric Scholarship under the centrally sponsored scheme of Ministry of Tribal Affairs, provided they fulfill certain conditions like:

2.10.1 They must obtain minimum 60% marks in 12th standard Exam.

2.10.2 Specified Income Ceiling / Annum.

Eligible student may contact Scholarship Cell for detailed information.

3. STUDENT CONDUCT

3.1. DISCIPLINE

Discipline is the key to the prosperity of any individual / organization. GIET expects a sense of discipline among its students so that they can face the challenges ahead:

- 3.1.1** Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.
- 3.1.2** Students should take care of the Institutional property such as furniture and fixture, laboratory equipment's, electrical fitting, transport etc. and not cause damage to the same.
- 3.1.3** Students should follow the library rules, laboratory rules, hostel rules, transport rules, uniform rules etc. of the Institution to the letter and spirit.
- 3.1.4** Students should not try to cheat or copy in the examination.
- 3.1.5** Students should preserve the cleanliness of the class room, laboratory, toilet and surrounding as well.
- 3.1.6** Use of the tobacco, alcohol, chewing of beetle leaves and chewing gums etc. are totally prohibited.
- 3.1.7** No students shall be a member of any organization or association not connected with the Institution.
- 3.1.8** Organizing unions or non-academic Association of any form is strictly prohibited.
- 3.1.9** Organizing or attending any unauthorized meeting in the college premises is strictly prohibited.
- 3.1.10** Use of **mobile phones in the academic area is not allowed.**
- 3.1.11** Ragging of any sort is strictly prohibited.
- 3.1.12** Spitting on walls, Stairs and throwing litters in the campus are prohibited.
- 3.1.13** **Deviation to any of the above shall be treated as an act of indiscipline and disciplinary action against the students will be taken.**

3.2. DISCIPLINARY COMMITTEE

To look into various aspects towards maintaining discipline in the Institute a 5- member disciplinary committee is in vogue at GIET. In case of any breach of discipline reported by student / Faculty / Hostel staff, Departmental Head or Warden / Student Welfare Officer must report the matter to the said committee so that earliest remedial measures can be taken.

3.3. RAGGING

Ragging by any student/students of the Institute in any form is strictly prohibited. The college is committed to root out the menace of ragging from its campus in full conformity with The Honourable Supreme Court's guidelines.

3.3.1 Ragging in a broad sense implies:

3.3.1.1 Forcing a student to perform some action against his / her will.

3.3.1.2 Physical violence of any kind against the student.

3.3.1.3 Any act that has an

adverse/humiliating/degrading/traumatizing/intimidating/harassing impact on the mental, emotional or psychological health of the victim.

3.3.2 The Honourable Supreme Court's directions on ragging are comprehensive & legally binding. There is little scope to grant any benefit of doubt to an individual found guilty of this offence. It is the bounden duty of every person studying or working in GIET to be fully acquainted with the UGC's ruling on the subject so that the provisions contained therein are not violated at any cost. Ignorance of rules cannot be accepted as an excuse for any lapse in perpetrating/abetting/condoning/overlooking an act of ragging.

3.3.3 Each student & his/her parent is mandatorily expected to acquaint oneself with the UGC's guidelines on ragging. Admission to the college shall be deemed to be valid only upon comprehensive & total acceptance of the provisions contained therein. An undertaking in the form of affidavit shall be submitted separately by the student & the parent/guardian at the time of admission.

3.3.4 Following measures shall be enforced in respect of boarders residing in GIET hostels.

3.3.4.1 No senior student is permitted to enter into juniors' hostel/room students under any pretext without the prior knowledge of concerned authority. Nor is any senior student permitted to invite any junior to his / her hostel or room without prior explicit permission.

3.3.4.2 No junior student is permitted to enter into Hostels meant for senior student under

any pretext without the prior consent of designated authority.

3.3.4.3 No junior student is permitted to invite senior student to his / her hostel under any pretext without obtaining permission for the same.

3.3.5 All instances of ragging must be reported by anyone who is privy to that knowledge irrespective of whether he/she is a student/member of teaching or non-teaching staff. Non-reporting amounts to direct abetment which is as severe an offence as ragging itself. A complaint of Ragging must be submitted in writing to any of the following at the earliest opportunity:

3.3.5.1 Proctor/Hostel Superintendent/ SWOs/ Dean Administration

3.3.5.2 HODs/ Dean Academics/ Vice-Principal / Principal.

3.3.5.3 Any member of the Anti-ragging squad/cell/committee

3.4. ANTI RAGGING COMMITTEE

A standing Anti Ragging Committee shall be constituted in accordance with UGC guidelines to sensitize the environment on the menace of ragging & prevent its occurrence in the institution. Its tenure and jurisdiction has been clearly defined under the rules. Each reported incident of ragging shall be investigated in detail & the defaulters punished with the appropriate degree of severity commensurate with the merits of each case. Where warranted FIR shall be filed with the local police authority.

3.5. STUDENT GRIEVANCE REDRESSAL CELL

3.5.1 OBJECTIVES

The objective of the Grievance Redressal Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the Institute.

3.5.2 SCOPE

The Cell deals with grievances received in writing from the students about any of the following matters:-

Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.

Financial Matters: Related to dues and payments for various items from library, hostels etc.

Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport etc.

3.5.3 FUNCTIONING

The cases are attended promptly on receipt of written grievances from the students in the

attached Performa. (Annexure –I)

The cell formally meets to review all cases, prepare a statistical report about the number of cases received, attended to and the number of pending cases, if any which require direction and guidance from the higher authorities.

3.5.4 PROCEDURE

3.5.4.1 The setting up of the Grievance Redressal Cell (GRC) for students is widely publicized.

3.5.4.2 The students are encouraged to put grievance in the format attached and drop it in the boxes placed at conspicuous locations.

3.5.4.3 The GRC will act upon those cases which have been forwarded along with the necessary documents.

3.5.4.4 The GRC will take up only those matters which have not been solved by the different departments.

3.5.4.5 Grievances related to fees etc. will be taken up only if the relevant financial documents like Demand drafts etc. are attached.

3.5.5 EXCLUSIONS

The Grievance Redressal Cell shall not entertain the following issues:

3.5.5.1 Decisions of the Executive Council, Academic Council, Board of studies and other Administrative or Academic Committees constituted by the University.

3.5.5.2 Decisions with regard to award of scholarship, fee concessions, medals etc.

3.5.5.3 Decisions made by the University with regard to Disciplinary matters and misconduct.

3.5.5.4 Decisions of the University about admissions in any courses offered by the Institute.

3.5.5.5 Decisions by competent authority on assessment and examination result.

3.6. DO's AND DON'Ts FOR STUDENTS

3.6.1 DQs

3.6.1.1 All students of GIET should enter college premises with the uniform prescribed for them.

3.6.1.2 Students should attend all the classes and must maintain perfect discipline in the class room.

3.6.1.3 Every student will be placed under the charge of a Proctor who shall ordinarily be member

of teaching staff. The student shall meet the Proctor at least once in a week or as many times as necessary and discuss his/her difficulties and problems.

- 3.6.1.4** The student shall furnish such information to the Proctor as are required for the maintenance of the Proctorial record.
- 3.6.1.5** The students should maintain decorum befitting the dignity of the Institution.
- 3.6.1.6** Student should be courteous and behave properly with members of faculty, employees of the Institution and other students.
- 3.6.1.7** Students should take care of the Institution property such as furniture and fixture, laboratory equipment, electrical fittings, transport etc.
- 3.6.1.8** Students should preserve the cleanliness of the classroom, laboratory, toilet and surrounding as well.
- 3.6.1.9** The students must inform immediately the concerned authority such as Proctor /Coordinator/HOD /Dean Administration/ Principal at any time if they face any type of ragging.
- 3.6.1.10** Students should always carry their ID-Cards and produce before the authorities whenever required.

3.6.2 DON'Ts

- 3.6.2.1** Ragging of any sort is strictly prohibited.
- 3.6.2.2** Students should not cause any damage to Institutional property such as laboratory equipment, electrical fittings, furniture and fixtures, transport facilities etc.
- 3.6.2.3** Spitting on walls, stairs and throwing litters in the campus are prohibited.
- 3.6.2.4** Students should not try to cheat copy or indulge in any sort of malpractices during the course of any examination.
- 3.6.2.5** Students should avoid Hawaii/Bathroom slippers while attending classes and official functions.
- 3.6.2.6** **Using of mobile phones in the academic area is not allowed.**
- 3.6.2.7** Consumption of tobacco, alcohol, chewing of betel leaves etc. is totally prohibited.
- 3.6.2.8** Students are not allowed to enter the library when they have scheduled class work.
- 3.6.2.9** Students should not bring outsiders into the college campus unless and otherwise desired by the college administration.
- 3.6.2.10** Misbehavior of a student in the classroom or any of the college meeting or during matches or athletic meet, or any other function is liable to be punished with a fine or expulsion or both.

3.7. DOs AND DONTs FOR PLACEMENT

3.6.3 DQs

- 3.6.3.1 Students should attend placement drives with formal dresses.
- 3.6.3.2 They should bring college I-card & Registration card.
- 3.6.3.3 All students must carry attested copies of certificates along with latest resume in a plastic folder.
- 3.6.3.4 They should maintain discipline, dignity, decorum etc. until they reach college premises.
- 3.6.3.5 They should properly respond the calls of the authorities.

3.6.4 **DON'Ts**

- 3.6.4.1 Don't wear Casual Dresses.
- 3.6.4.2 Chewing of Pan, Ghutka, Smoking, Consumptions of Alcohol or any narcotic drugs are strictly prohibited.
- 3.6.4.3 Using vulgar, filthy and obscene language while traveling during campus drive is strictly prohibited.
- 3.6.4.4 Spitting in the bus, damaging properties, tearing of seats, shouting in the Bus, Misbehaving with the staff including Bus Staff are highly objectionable. Such case shall be referred to the authorities for necessary action.
- 3.6.4.5 **Switch off** the mobiles during Written Test, Pl & Corporate Presentation.

N.B. Violations of the above rules & regulations, shall invite disciplinary action; which may lead to debarring from attending campus interviews in future.

3.8. INFORMATION TO PARENTS

GIET, one of the premiere Technical Institutes of Orissa, aspires to generate technocrats par excellence and tries to impart quality education for producing adorable, responsible citizens who can bring name and fame to our beloved country. The parents have a stellar role to perform for nurturing the hidden talent of the students and blossoming them to their full capability.

All parents are requested to:

- 3.6.5 Have a strict follow up on the attendance of their wards in various semesters in classes and the Institution.
- 3.6.6 Have regular interaction with management / ward regarding the concerned student's academic progress.
- 3.6.7 Advise their wards regarding the value of discipline and punctuality towards building a meaningful career.
- 3.6.8 Contact the Proctor, Head of the Department and Principal if their ward is not progressing academically.

- 3.6.9** Make it a point to respond to letters if any issued by the Institutions.
- 3.6.9.1** Ensure timely deposit of college fee. All payments are to be made in the form of Demand Draft in favor of **Ganesh Institute of Engineering and Technology / GIET**, payable at Bhubaneswar. For Net Banking, payment may be made to SBI-collect A/C No. 34722357313, IFSC Code – SBIN0016589.

Cash payments upto Rs. 500/- per day per person is allowed. **Cheques are not accepted.**

- 3.6.10** Sign an undertaking at the time of admission that they are prepared to abide by the rules and regulations of the Institution.
- 3.6.11** The wards must not be pampered by giving them unnecessarily big amount of pocket-money.
- 3.6.12 The decision of the management on all matters regarding the Institution shall be binding on student and parent.**

4. FACILITIES

4.1 MEDICAL FACILITIES

Health of our students is our important concern. GIET, Bhubaneswar offers the facility of a part-time medical Doctor stationed in the Institution premises. Consultancy fee for staff & students is free. Hostels are regularly visited by Doctors, Director / Principal/ Dean and Warden. Ambulance Facility is also there to attend all medical problems.

4.2 TRANSPORT FACILITIES

The institute provides transport facilities to all its students. The administrative Officer looks after the facility on a day to day basis. The commuters must follow the following rules:

- 4.2.1** The bus will stop and pick-up students only at the specified stops.
- 4.2.2** Students must wait at those specified stops to board the bus.
- 4.2.3** Students must travel by the bus allotted to the route concerned. They must not change their bus number or routes.
- 4.2.4** Decency & discipline must be maintained in the bus.
- 4.2.5** Smoking and consumption of tobacco, alcohol etc. in the bus are strictly prohibited.
- 4.2.6** Ragging of any form is strictly prohibited.
- 4.2.7** Students must take proper care of the items like seats, lights, glasses etc. Any damage will be paid for by the users.
- 4.2.8** Students must behave politely with the transport staff.
- 4.2.9** Violation of any of these rules shall bring strict disciplinary action into the students.
- 4.2.10** Any suggestion related to the transport services should be submitted to the Transport Manager /Dean Academic.

4.3 LIBRARY FACILITIES

4.3.1 FACILITIES AVAILABLE TO THE STUDENTS

- 4.3.1.1** Books issued on weekly basis
- 4.3.1.2** Reference section open for long hours.
- 4.3.1.3** Photocopy
- 4.3.1.4** Spiral Binding & Lamination
- 4.3.1.5** Digital Library & E- Resources

4.3.1.6 CD & DVD Library

4.3.1.7 Web OPAC to search the book

4.3.1.8 Magazines & Journals and back volumes

4.4 SPORTS FACILITIES

The institute has physical facilities for outdoor and indoor games. Regular programme are carried out under the guidance of a qualified physical training instructor. The students actively participate in Inter-college / Inter-university level sports / games meets. Sportspersons are encouraged and honored with awards, prizes, certificates.

As this Institute is a Co-education College, there is no gender discrimination and the Institute allows both the boys and girl students to participate in intra and Inter-institutional sports competitions and cultural activities. Moreover for off-campus visits the institute sends one or more lady faculty members to accompany the team of participants. Students are always encouraged to participate in various sports activities.

The institute provides for outdoor and indoor games. It has appointed a trainer to train the students.

Some of the facilities available in the Institute are:

4.3.2 Separate playground are available in the campus for

4.3.2.1 Foot-ball

4.3.2.2 Cricket

4.3.2.3 Volley ball

4.3.2.4 Basket ball

4.3.2.5 Badminton

4.3.3 As part of the indoor games, following facilities are available for the students

4.3.3.1 Table-tennis

4.3.3.2 Chess.

4.3.3.3 Carrom etc.

5. SPECIAL ACTIVITIES

5.1 SEMINAR

Seminar is an integral part of academic activities. Every department, under the guidance of a senior faculty member carries out various activities such as:

- 5.1.1** Inviting experts / guests from outside for talk on various subjects.
- 5.1.2** Arranging faculty's seminar internally
- 5.1.3** Conducting students' seminar, personality development programme etc.

5.2 CULTURAL SOCIETY

Cultural Activities enrich the young minds with vigour and vitality. To take care of such activities GIET has a cultural society headed by a senior Faculty member and supported by student representatives.

5.3 HOBBY CLUB

To develop the innate talents of students in extra-curricular activities, GIET has introduced a concept of Hobby club in which 13 fields like Vocal music, Guitar, Key Board, Drum, Dance, Tabla, Fine Arts, Robotics, Software development, Electronics club, Animation, literary club and sports are included. On every Saturday, the last two periods are devoted for the hobby club, in which invited mentors from outside guide the students. In-house faculty mentors monitor and co-ordinate the activities of each club.

5.4 LITERARY SOCIETY

Unique activities have been carried out in GIET to inculcate the literary talents of the students and to make them updated with day to day affairs on business, economy, society, polity literature, and technology, current affairs on national and international importance. They are mentioned below

5.4.1 **Wall Magazine** is a platform where the literary talents of students can be showcased and as a medium, through which campus happiness could be better known. The articles are being newly-issued in every 15 days. It has become a success with the active co-operation of students. The wall magazine covers areas like ENIGMA: Stories, Poems (Literature), BIZZFUZZ: Business market happening, FROLIC: Sports, Science & Technology, Coat the Wall: Paintings, Run the Fun: Jokes, Quote of the week: Quotations, Movie Mania: Box Office, Myth Vs Fact, Mount the Fount: Research article, Culture & Heritage: Cultural Segment, Out of the Box, Health Watch and Book Review.

5.4.2 Every morning it travels either on a small piece of paper or in the mind of a student, who by making a small effort to place that on a white board specifically meant for it at the entrance gate of the college reaches the minds of the approximately 1500 members of **GIET** family instilling them to look within. It's a thought (Golden Words/Quotes) that becomes "**Thought for the Day**" at **GIET**.

5.4.3 "**The Day Today**": Often people live through a day without having any clue about its significance to mankind. It is not for any ordinary reason that sometimes people resolute to observe a specific day of a year as a commemoration to some significant event of the past. Here at **GIET**, such days don't pass by without the acknowledgement of all its members. On such important day, a write up and quiz has been read and discussed in each class.

5.4.4 **Fun Quiz**: Regularly e-mail has been sent to students and staff-members on interesting facts, picture, article, quotations on daily basis. It has been done in **GIET** to make the **GIET** community updated.

5.4.5E-magazine: Each month an e-magazine Oasis has been uploaded in the website of **GIET** which covers articles, poems, stories on varied interest contributed by both students and staff-members of **GIET**.

5.5 PROFESSIONAL TRAINING AND CERTIFICATION PROGRAMME

The Institute floats professional courses on IBM-DB2, RAD, ORACLE and BEC. We are also tied up with professional bodies like Purple Leap, Confidence Factory, You Succeed and Co-Cubes for better employability of the Students. Infosys campus connect programme is a very recent addition to the above purpose.

Students have to get a certification either through the College or from any outside service provider in the following area, to be eligible to sit for our Campus interviews:

- i) ORACLE / ROBOTICS / JAVA / DOT NET
- ii) Regular training in SOFT SKILL

5.6 INSTITUTIONAL PROGRESSIVE FORUM

Every great accomplishment that one witnesses around oneself, may it be an engineering marvel or any masterpiece by an artist, must have had its roots in great thoughts/ideas. 'An Idea can change a Life (or say Lives)' goes a popular buzz. Yet an Idea that finds the right forum to pitch in has got a higher probability to affect changes than an idea that does not find a right forum.

And within a college, who else can propose a better idea that all students would appreciate other than the student themselves. Majority of the students generally fail to realize that he/she is

already an inseparable part of an organization where his/her performance, contribution or behaviour can shape up things to make it better.

To allow the student play an indispensable role in shaping up an Institute, beyond the boundaries of the classroom, Institutional Progressive Forum (IPF) is established at GIET.

5.6.1 THE CONCEPT

IPF has been established to provide students with a forum to air their views, opinions or ideas for the larger interest of the Institute and to channelize the energies and innovative ideas of the students & staff for improvement of the institute and community. IPF functions through 15 different committees that comprise of student members & faculty mentors.

The structure, functions & modus operandi of the constituent Committees has kept evolving so as to make it more relevant in the present context, realistic, measurable, executable & controllable.

IPF is functional at GIET since October 2009 & over these years the involvement of student & staff members has been praiseworthy considering the initial progress and achievements of different committees.

5.6.2 AIMS

5.6.2.1 To inculcate Positive and Progressive thinking into the mind-sets of the Staff & Students of the college.

5.6.2.2 To channelize the energies and innovative ideas of the students & staff for improvement of the self as well as the institute and the community.

5.6.2.3 To ensure proper implementation of the policy of the institute by becoming a channel of communication between the faculties and students.

5.6.2.4 Ensure proper utilization and distribution of facilities provided by the institute.

5.6.3 List of Committees

- 5.6.3.1** Academic Committee
- 5.6.3.2** Industry Interface Committee
- 5.6.3.3** Seminar Committee
- 5.6.3.4** Social Responsibility Committee
- 5.6.3.5** Research & Development-cum-Consultancy Committee
- 5.6.3.6** Library Committee
- 5.6.3.7** Disciplinary Coordination Committee
- 5.6.3.8** Cultural Committee
- 5.6.3.9** Campus Beautification- cum- Sanitation Committee
- 5.6.3.10** Hostel Committee
- 5.6.3.11** Health Committee
- 5.6.3.12** Sports Committee
- 5.6.3.13** Industrial Visits Committee
- 5.6.3.14** Literary Committee
- 5.6.3.15** Technical Wizard Committee

5.6.4 FUNCTIONS

5.6.4.1 Academic Committee

The objectives of this committee are to recommend the Principal and Faculty regarding the day-to-day Academic activities, and suggest feasible means for its improvement. It works as an interface between the Student Community & the Faculty in all academic matters.

5.6.4.2 Industry Interface Committee

- 5.6.4.2.1 The Committee shall assess the training needs of Students in conformity with the Market trends. Help choose the most suitable Trainers available in the respective fields.
- 5.6.4.2.2 Assist in conducting Training Programs (such as Pre-Placement Training classes), developing Industry-Institute Interface, assisting in obtaining Internship opportunities, act as a Liaison between students and organizations.
- 5.6.4.2.3 Develop and maintain Student Database, collect resumes, short-list them, suggest modifications so as to suit to the requirements of the Industries.
- 5.6.4.2.4 Help in arranging On-Campus & Off-campus interviews including hospitality and logistic support.

5.6.4.3 Seminar Committee:

- 5.6.4.3.1 This committee shall plan, organize and conduct Seminars, Workshops, Conferences and other developmental programs.
- 5.6.4.3.2 Coordinate and arrange Guest lectures on varied subjects including Spirituality and extend hospitality and logistic support for its conduct.
- 5.6.4.3.3 Organize Intra-college competitions & help to select students to be sponsored for different Seminars, Technical or Management Fests or other academic activities.

5.6.4.4 Social Responsibility Committee:

- 5.6.4.4.1 Shall comply to the Social Responsibilities of the institute and propose new initiatives to reach out to the society e.g. conducting blood donation camp, organizing & participating in demonstrations on important days like World Aids Day, Earth day, reaching to the affected people during flood & natural calamities, initiating afforestation programs.
- 5.6.4.4.2 Help identify scope for the students to get involved in different events of relevance.

5.6.4.5 R & D- cum-Consultancy Committee:

- 5.6.4.5.1 Encourage the spirit for taking up Research activities.
Collect Information about various Conferences, & promote them for participation by students. Promote Innovative ideas by organizing events, such as Paper presentations and finding feasible ways to implement them.
- 5.6.4.5.2 Collecting and disseminating information about various Projects going on at Premier Institutes to arouse interest of the students.
- 5.6.4.5.3 Actively managing the on-going R&D Projects of GIET and search for consultancy opportunities.

5.6.4.6 Disciplinary Coordination Committee:

The committee will help ensure discipline inside the college including proactive anti-ragging measures, shall oversee that the utilities and installations of the college are not damaged, frame Rules and Regulations and quantum of punishment for infringement of minor rules (to be further approved by Faculty IC /Principal / Dean Admin) like not wearing uniform & Identity cards, not providing thumb impression when entering or leaving the College, disturbing the classes etc. This Committee may form subcommittees or task forces to oversee compliance.

5.6.4.7 Industrial Visit Committee:

The objective of this committee Coordinating and helping in arranging- Industrial visits & conducting of study tours.

5.6.4.8 Campus Beautification-Cum-Sanitation Committee:

The objectives of this committee are

- 5.6.4.8.1 Shall make recommendations to ensure hygiene of the food served in the canteen, shops inside the campus etc.

5.6.4.8.2 Propose ideas for campus beautification and maintenance.

5.6.4.8.3 Help in measures to keep the atmosphere of the college clean.

5.6.4.9 Library Committee:

5.6.4.9.1 Shall suggest actions to ensure effective & maximum utilization of Library resources.

5.6.4.9.2 Shall help in maintaining discipline and decorum in the Library and upkeep of its resources.

5.6.4.9.3 Build-up, upkeep and utilization of e-library that contains Reading materials, Videos and Photographs of the college functions and associated activities.

5.6.4.10 Cultural Committee:

5.6.4.10.1 Shall be responsible to organize different Cultural programs in the college.

5.6.4.10.2 Shall ensure smooth functioning of all Music and Fine-art Clubs.

5.6.4.10.3 Shall remain in charge of all Pujas, display of Art inside the college.

5.6.4.11 Hostel Committee:

5.6.4.11.1 To ensure proper functioning of the hostels. Any problem inside the hostel or inconvenience faced by the students and staff including damage to the fittings and appliances are to be sorted out & brought into notice by this committee.

5.6.4.11.2 Recommend measures to mitigate health problems of the students.

5.6.4.12 Health Committee:

5.6.4.12.1 Will be responsible to take care of the health issues of the students.

5.6.4.12.2 One of the committee member should accompany the patients to the hospital for providing administrative support.

5.6.4.13 Literary Committee:

5.6.4.13.1 Help conducting all literary activities including competitions.

5.6.4.13.2 Help publishing, and circulating

5.6.4.13.2.1 Quarterly News Letters,

5.6.4.13.2.2 Wall Magazine

5.6.4.13.2.3 e-Magazine

5.6.4.13.2.4 Thought of the Day

5.6.4.14 Sports Committee:

5.6.4.14.1 Help Organize and conduct different inter and intra sports tournaments/competitions.

5.6.4.14.2 Help maintain the Students Common rooms, Play grounds.

5.6.4.14.3 May conduct awareness sessions, yoga sessions for the students.

5.6.4.14.4 Shall be in charge of organizing Independence Day and Republic Day celebrations.

5.6.4.15 Technical Wizard Committee:

Shall help in development of Electronics club, Robotics club etc. Help in Maintenance of college and student websites. Help in-house development of software.

5.7 NEW HORIZON

The institute publishes a quarterly Newsletter called “**NEW HORIZON**” which contains, among others news related to various achievements of students, their participation in various Seminars / Conference / Workshop and other commendable deeds. Any student can contribute through their correspondent of the department in the said Newsletter.

6. RULES & REGULATIONS

6.1. LIBRARY RULES

▪ ADMISSION TO THE LIBRARY

- A student has to show Identity Card while entering the library.
- Before entering the library, every student shall enter his / her name, Roll No, section and time in the gate Register.
- Personal books and belongings except papers and note books shall be deposited at the property counter.
- Students are not allowed to enter the library when they have scheduled class work.
- Outsiders are not allowed into the library without prior permission.

▪ WORKING TIMINGS

- Reference section - Flexible hours for working day and Holidays
- Issue section - 9.00 AM To 5.30 PM on working day
- Xerox Section - 8.00 AM To 8.00 PM. both on working day and holiday

▪ CONDUCT WITHIN THE LIBRARY

- Silence should be strictly observed inside the library.
- Spitting, smoking, sleeping, gossiping inside the Library or putting one's leg on the library furniture is strictly prohibited.
- Combined, group study / discussion is not allowed in the reading room.
- The library premises shall not be used for any purpose other than reading.
- No person shall write on books, journals & periodicals, either for the purpose of correcting an error or otherwise, make any marking on publications belonging to the library, underline words and sentences therein, tear pages or any other thing which can damage above documents.
- Personal books, photocopied materials etc. are not allowed inside the library
- If any publication is lost / damaged on account of disfiguring, any page or graph / picture is removed by a reader, he / she must replace it by a new copy or pay three times the cost of that volume and pay any fine that may be imposed on him / her by the authorities.
- If someone loses a book, he / she must report the matter to the Librarian on the same day. Otherwise late fine will be added with the amount payable for the lost book.
- If one volume of a set is lost by the user, the whole set shall have to be replaced.

- Before leaving the library each person shall return the books/ documents taken for reference / reading in the reference counter.
- Users are requested to allow search of person at library exit gate while leaving the Library.

▪ **BORROWING PRIVILEGES**

- A student has to get enrolled as a member of the Library.
- Library card will be issued to the member. The library card will be valid for one academic year and shall be renewed in the beginning of the subsequent year.
- Documents will be lent to a borrower only against the Library card.
- No of books issued to the student:

CLASS	NO OF BOOKS ISSUED	MAXIMUM ISSUE DAY
I st year Diploma	02	07 days
II nd Year Diploma	02	07 days
III rd Year Diploma	03	07 days

- Student shall have to return the book(s) within a period of seven days (including last day) failing which he / she shall have to pay the following fines per day per book from the 7th day of issue of books.

FROM DAY	TO DAY	FINE / DAY /BOOK
7 th	13 th	1/-
14 th	20 th	2/-
21 st	27 th	4/-
28 th	onwards	8/-

N B: immediately after 28th days, disciplinary action will be taken against the defaulter

▪ **LENDING LIBRARY**

- The College Library is equipped to lend costly text books to the students. At a nominal annual subscription which is subject to change, a student can draw in an academic year books whose printed cost taken together does not exceed 4 times the amount of annual lending library subscription as applicable to him/her. It is also clarified that not more than 4 books at any one time and not more than 4 books per semester can be drawn by a student.

- If a student having subscribed does not avail the Lending Library facilities partially or fully, the residual unused portion of the subscription shall be adjusted against his/her college dues for the current or the next academic year. In case no dues are outstanding, the balance amount shall be directly refunded to the student. Modalities of calculating the unused amount shall be as under; Amount of Annual Subscription

- : a

Total Printed cost of books drawn during the academic year - : b

Amount to be refunded - : a- (b/4)

- A student wishing to draw books (number not exceeding 4 at a time and 4 per semester) whose combined printed cost is more than 4 times the annual subscription, may do so by paying the excess amount i.e.,(b-4a) at the times of drawing the books.
- Lending Library book issues shall confine to following norms.
 - Not more than 4 books can be drawn at any one time.
 - Total number of books standing against a student's name at any one time shall not exceed 4.
 - Not more than 4 books can be drawn in a semester.
 - Total printed costs of the books drawn in an academic year shall not exceed 4 times the amount of annual subscription except for circumstances elucidated at para 3 above.

■ **OTHER RULES**

- Books are not transferable to other accounts.
- Loss of Library Cards shall be reported immediately to the Librarian. A duplicate Library card may be issued by payment of Rs.30.00 and a color passport size photograph for the card. The borrower shall be solely responsible for misuse of the lost card, specifically for all books issued against the card before the loss of the same was reported.
- If any student disfigures / removes the barcode / call number label of the books or library / identity card an amount of Rs.10.00 (per level) will be imposed as fine.
- The Principal /Dean/ HOD / Librarian have the right to stop the facilities of the library including issue of books at any time to any or all the borrowers.
- Books will be issued only on production of Library Card and Identity Card.
- Reference Books, Rare Books and periodicals are not to be issued.
- All borrowers shall secure a "No dues certificate" from the library after clearing all the dues while leaving the college.
- Any case of misbehavior or discourtesy by the staff or unwillingness to provide service shall be reported to the Librarian.

■ **IDENTITY CARD**

Identity Card of an individual student is handed over to him / her from GIET Office during the start of concerned student's academic career at GIET; **This is a very important document and must be preserved with utmost care.** However if the Identity Card (I-Card) is lost, a procedure as given below is to be carried out:

- For issuing a duplicate I-Card, a student has to write an application to the Principal.
- After getting approval from the Principal the student has to get a FIR copy (from the police station) or get an affidavit from the notary.
- He / She has to submit the application along with FIR / Affidavit to the Librarian.
- After receiving the 'NO-DUE' Certificate from the Librarian he / she is required to deposit Rs. 200.00 (Rs Two hundred) in the Account Section.
- The student must submit the money receipt in the library and collect the I-Card in a day or two.

6.2. HOSTEL RULES

These rules are applicable to all the hostellers of the Institutions.

■ **A ADMISSION**

- A student shall be eligible for admission to a hostel only after his / her admission to the college.
- All applications for admission to a hostel shall be made in the prescribed form and addressed to the Principal / Director of the college. Seat shall be allotted by the Warden / Director.
- Once admitted, a student shall be allotted to any one of the hostels of the college. Boarders are not allowed to change their room / hostel without written permission from the authority. However the authority may change the room / hostel of any boarder at any point of time on disciplinary grounds.
- A student shall not be entitled to retain accommodation in the hostel beyond his / her tenure of the course. However, a student who has submitted his/ her thesis may be permitted to retain hostel accommodation till his / her final Viva-voce test. This is subject to payment of usual rent and availability of hostel accommodations, provided he / she actually resides in the hostel.
- A student wishing to get College Leaving Certificate has to get his / her all hostel related dues cleared.

■ **WITHDRAWAL**

- After allotment, application for withdrawal from the hostel shall not be entertained unless the same is countersigned by the Father / Guardian of the student and the Principal /Director / Dean through student welfare officer (SWO) /Superintendent/ Matron as the case may be. Such application shall be entertained only after hostel dues have been cleared and a certificate to this effect is obtained from SWO / Hostel Superintendent / Matron and Warden.
- While finally vacating the hostel, the boarder must hand over the charge of room along with the hostel properties issued to him / her, obtain a NO OBJECTION CERTIFICATE from the SWO / hostel superintendent / matron and warden.

▪ **STUDY HOURS**

A boarder must observe study hours between 06:30pm – 07:30pm in the evening & after dinner i.e. 09:00-10:30pm (for girls) 06:30-08:30 in the evening & after dinner i.e. 10:00-11:00pm (for boys). He / she must also observe strict silence during these hours. Playing musical instruments, radio, tape recorder or creating any kind of noise or disturbance during study hours is strictly forbidden. Boarders found violating the same are liable for disciplinary action

REPORTING TIME

- All the boarders should reach their respective hostels before 6.30 PM to maintain study hours.

However in the case of girls the following shall be the reporting time at Hostels:

- | | | |
|----|--|----------------|
| A) | 1st March to 30th September | 6.30 PM |
| B) | 1st October to 28/29th February | 6.00 PM |

▪ **LEAVE OR ABSENCE**

- For leave or absence from hostels or leaving headquarters, the boarder shall obtain prior written permission from the respective Superintendent or Warden and the same should be submitted to the SWO.
- In case of girls the boarders shall also obtain written permission from Superintendent or Warden. The same should be submitted to the Matron.
- Absence from the hostel beyond 6.00PM without prior permission of the Superintendent or Warden is considered as an act of gross indiscipline and misconduct and would invite heavy punishment. Such cases must be brought to the notice of the Dean / Principal by Matron / SWO.

Repeated violation may lead to expulsion from the hostel and College

■ C SECURE OF HOSTEL PROPERTY

- Boarders will be responsible for the safe upkeep of their rooms and the furniture and fittings provided to them. Damage or breakage of any hostel property will invite heavy punishment. Such cases must be reported immediately to the SWO / Matron.
- Any loss or damage caused to the Hostel property by any student must be made good by him / her. In case of un-identifying the offenders, who actually caused such loss or damage, collective fine may be imposed on all of them.
- Students are expected to keep their rooms neat and tidy and maintain cleanliness all through. Spitting on walls, furniture, doors, etc. should be avoided and these should not be defaced with pencil / chalk marks, posters etc. or by indiscriminate driving of nails etc.

■ ELECTRICITY

- Use of electrical appliances like heaters, iron, table lamps, music system, etc. without permission is punishable. Anyone using immersion heater or other type of heater may be fined Rs 5000/- and such appliance may be confiscated.
- Cooking inside the room in the hostel is not allowed. Any body found cooking in his/ her room is liable to be severely punished.

■ SECURITY

Boarders are advised not to keep any valuables in their rooms. They should take care of their personal belongings, and should be kept under lock and key. The college shall not be responsible for any loss on account of theft or carelessness.

■ VISITORS OR GUESTS

No visitor is allowed into the hostel after 6 PM. Friends of opposite sex are not allowed into rooms at any hour. Visitors can meet boarders at the appointed place in the premises. A boarder keeping guest without permission of the hostel Superintendent / Warden is liable for punishment.

■ MMEDICAL ASSISTANCE

All cases of illness should be reported at once to the SWO / Matron, who will refer the matter to the warden. In case of emergency the boarder may be removed from the hostel till his / her recovery.

■ MESS

- Boarders shall not remove common room articles, dining hall utensils, furniture and other articles of hostel from their respective places.
- Mess charges must be paid regularly and immediately within 10 days of announcement of dues. **Mess is compulsory.** No food is served in the rooms of the boarders. However, on medical grounds, and on advice of the Doctor, he / she may be allowed taking food in the respective room with the knowledge of SWO / Matron.
- The Boarder should behave properly to the hostel and Canteen staffs.

▪ **DISCIPLINE**

- A boarder shall be liable for expulsion from the hostel, if he / she is in the habit of staying away without permission or is negligent in studies or is found guilty of misconduct or indiscipline, by the Principal / Dean on recommendation of the SWO / Matron and warden.
- Ragging of any kind in the hostel is an offence and hence prohibited. Anybody detected in the act of ragging or reported for indulging in ragging will be liable for severe punishment. Such a student may be expelled by the Principal. Such cases shall be reported to the police for necessary action in view of the decision of the apex court.
- The boarder must not take intoxicating drinks or any kind of intoxicants or indulging in gambling in the hostels or outside. For rowdy and indisciplined behaviour a boarder is liable to be expelled from the college.
- Any meeting to be held in the hostel premises should have the prior approval of the Principal / Dean, who may give approval if such meeting if concerned with hostel affairs only.
- No boarder is allowed to keep any fire arms, lethal weapons, poison or intoxicants of any kind in the hostel. In case, any body found with said items, disciplinary action as deemed fit shall be taken by the authority.
- All kinds of shouting, violent demonstration, knocking or any other act of movement or behavior, which is likely to cause disturbance or annoyance to the boarder's/ neighbors, are strictly prohibited.
- Quarrels and disputes with fellow boarders should be avoided. Boarders must not take the law into their own hands but must report all quarrels and disputes to the SWO / Matron immediately.
- All the boarders must attend the class regularly in the college. Boarders are not supposed to be in the hostels, if their class work is going on.
- Every boarder must be acquainted with all rules and regulations of the hostel. He / she must observe these rules strictly. Ignorance of rules will not be considered as an excuse.

- A boarder found guilty of having committed breach of any of these rules shall be punished.
- These rules may be changed, modified or altered at any time by the college.

6.3. COMPUTER LAB RULES

▪ Dos

- Student should sign in the Lab-monitoring sheet.
- Student should prepare the program code before coming to the lab for the respective current assignment.
- Student should work in the respective student directory only.
- Student has to ask the faculty or lab assistant doubts regarding coding errors found during compilation and execution time.
- Student should submit the lab records after completion of every assignment and get it signed by the concerned faculty.
- Student should attend the lab on time & submit I-card before entering to the lab.
- Student should maintain discipline and decorum inside the lab.
- Student should shut down the system properly, unless otherwise specified, before leaving the lab.
- Student should shut down the system as well as monitor five minutes after the power failure.

▪ DO N'Ts

- Students should not tamper the system files.
- Students should not delete or modify other files and folders.
- Students should not handle other utilities and equipment except the allotted systems.
- Student should not carry bags in the lab.
- Students should not leave the lab during the lab time without the permission of the faculty or lab assistant.
- Students should not talk to other students in the lab hours.

6.4. RULES FOR BROWSING INTERNET

- Students should bring their ID card along with Internet Browsing token.
- Students are allowed for minimum of 30 minutes and maximum of 1 hour at a time.
- Students should not open more than one site at a time.
- Students should use the net for mailing and for browsing the sites related to educational document only.
- Students may avail the internet Facility on first come first serve basis.
- Violation of rules and misuse of the net will be viewed seriously leading to punishment.

6.5. INTERNET LAB REGULATIONS: FOR CAMPUS HOSTEL STUDENTS

(AFTER 9PM.)

- Student shall book the slot in advance for slots after 09 P.M.
- Student shall bring the I-Card (Specially issued for the purpose of library) during booking and usage time.
- Students shall not chat.
- Students shall use the net for educational purpose only and shall not open unauthorized sites.
- Students found violating the regulations shall be liable to severe punishment.
- Students shall come in normal dress.

7. INTERNSHIP GUIDELINES FOR DIPLOMA

7.1 INTRODUCTION

The main objective of this internship of technical students is to expose them in industrial environment, to let them know about modern technology, to develop project report writing process, to understand the psychology of workers, to develop team spirit, responsibility , ethics etc..

By undergoing internship, a student can develop the practical skill, can select his/ her career, can know the importance of time management & team spirit, can grade his/ her CV during interview for a job. One Diploma. student to undergo 600 to 700 hours of internship during his/ her course i.e.- full time 1 month of training at the end of 1 st. year, 2 nd. Year & 3 rd. year during summer vacation. However a student can undergo part time internship training for same hours during each semester (subject to condition).

AFTER 1 ST. YEAR .

One month Internship during summer vacation

Total Credit – As per Affiliating University SCTE&VT

A student can undergo 1 month training :--

- At other institution as IIT or GIET Or,
- Soft skill training at GIET, Bhubaneswar Or,
- One month training/ contribution at GIET Incubation center/ GIET Innovation cell/ GIET Entrepreneurship cell . Or,
- One month learning at Departmental Lab/ workshop of GIET Or,
- Doing Consultancy or Research project work of GIET as assistant.

For above training, the certificate to be issued by concerned program head or Cell incharge.

The performance evaluation shall be as under.

Total Marks: 100

The break-up of marks as follows:

- Internal Guide Evaluation: 20 Marks
- External Guide/ Program head/ Cell incharge Evaluation: 20 Marks

- Internship Report : 20 Marks
- Presentation & Viva: 40 Marks

One month Internship during summer vacation from any one category as detailed below.

Total Credit – As per Affiliating Body SCTE&VT

(A) Innovation/ IPR/ Entrepreneurship Category.

- A student can undergo **one** month training at IIT/ GIET center of excellence. Or,
- Can compete in innovation competition as hackathon etc..Or,
- Can work in startup for development of new product or business plan Or,
- Can work in GIET - Innovation council for business, technical expos, IPR workshop etc..
Or,
- Can work in family business to gain work experience.*

(B) INTERNSHIP Category.

A student can undergo training on Live projects with Industry or Government or PSU or NGO Or any micro- small- medium enterprise Or on line work.

(C) RURAL INTERNSHIP Category.

With a long time goal, a team of students to work for development of nearby village people under any one of following activity program as :-

- Sustainable water management
- Low cost sanitation facility.
- To improve quality of life by technical means.
- Solution for energy conservation.
- Efficient garbage disposal.
- Doubling of village income.
- Improving the education quality of village.

(D) NSDC Skill Course Category.

A student can undergo short term training course of NSQF Level 3 or 4 or 5 for 1 month.

For all above internship category, the certificate to be issued by concerned Program Head/ Skill training center Head/ Industry Supervisor. But in case of “Family Business” the certificate cum undertaking to be provided by the parents. Further in case of ‘Rural Internship’ the certification to be done by Faculty mentor, NSS Head and T & P cell head.

For all above category the performance evaluation shall be as under.

Total Marks: 100

The break-up of marks as follows:

- Internal Guide Evaluation: 20 Marks
- External Guide/ Program head/ Cell in charge Evaluation: 20 Marks
- Internship Report : 20 Marks
- Presentation & Viva: 40 Marks

7.2 INTERNSHIP PROCESS

- Students shall be guided by T & P Head for choosing a type of Internship and about the importance of Internship.
- PPT to be regularly provided by T & P cell on CC/ TI/PI.
- For Internship related issues, each section shall have 2 or 3 student coordinator (one as leader), who will report to Department/ Branch Faculty coordinator who will report to T & P head.
- Each student to request for Internship training to T & P Officer in prescribed “Student Internship Program Application Form” through concerned branch faculty coordinator.
- T & P cell to forward the students request to concerned Cell/ Industry/ NGO/ PSU/ Government etc. for slot allocation and do the necessary official works for approval before training starting date.
- If for one industry/ cell/ program more students are interested, then GIET shall scrutiny the students on basis of interview or CGPA.

- One student can arrange internship at its own, but he/ she has to submit one undertaking stating about not requirement of GIET help for Internship. However the confirmation letter to be submitted to T&P cell via Faculty mentor before training start date.
- On joining at Internship, each student to e-mail GIET regarding joining.
- During Internship, the concerned GIET Faculty mentor shall visit 2 to 3 times to concerned industry/ Institution/ cell/ etc...to evaluate the performance of student. If found absent (without prior information) , his/ her entire training shall be cancelled.
- A student can avail 1 day leave during 1 month of internship.
- At the end of Internship, the student to collect Certificate from concerned industry/ skill center/ cell etc. .in the prescribed format attached and submit the same to college along with project report, daily diary, certified attendance sheet etc..
- All students undergoing internship shall be insured for health & Safety.
- Concerned Industry supervisor/ Program coordinator shall evaluate the DPR regularly (copy attached).
- During internship, a student to maintain the prescribed “ daily training diary or Log book” and the same to be signed by Industry supervisor/ program supervisor/ or concerned officer daily. During surprise visit of GIET faculty mentor to training place, the same diary shall be verified by mentor.
- In daily training diary (format attached) a student to record the information gained, knowledge gained, plot drawings & sketches, organization information, technology, working principle etc. .regularly.
- At the end of training , the student to submit the prescribed attendance report (copy attached) to GIET.

For reference of students and all concerned the prescribed format of Student Internship Program Application form, Internal guide evaluation sheet, Supervisor Evaluation sheet, Internship report evaluation sheet, presentation & Viva Evaluation sheet, Request letter from GIET, Relieving letter

of student , Students daily diary/ daily log book, Students feedback form, Students attendance sheet are attached here with.

These are the following content should be there in a perfect Internship report:

- **Cover Page:** It should contain Company/Organization/Institution Name, College name, Internship topic, Student's name, Registration number, Branch & year.
- **Attachment of Internship Certificate:** Received from the Organization/Institution.
- **Table of Contents**
- **Industry Profile**
- **Company profile**
- **Internship Objective:** What do you intend to learn, acquire and clarify through this internship? Try to use concrete, measurable terms in listing your learning objectives under knowledge & understanding and skills.
- **Job Description:** Describe in as much detail as possible your role and responsibilities while on your internship. List duties, project to be completed, deadlines, etc. How can you contribute to the organization/site of internship?
- **Daily Log/Daily Diary:** The format has been added below.
- **Supervision:** Describe in as much detail as possible the supervision to be provided/needed at the work site. List what kind of instruction, assistance, consultation you will receive from whom, etc.
- **Statistics or any information presentation through Figures & technical tools:** Pie Charts, Tables, column, bar etc.
- **Evaluation Forms:** These forms are needed to be attached; Internal Guide evaluation Form, External guide evaluation Form, Student evaluation form, Internship report evaluation form, Evaluation form for Presentation & Viva, Attendance sheet.
- Findings & Conclusion
- Annexure & Reference

STUDENT INTERNSHIP PROGRAM APPLICATION

Complete and submit to the TPO/ Internship Program Coordinator/Faculty Coordinator. Type or write clearly.

1. Student Name:			
2. Campus Address:		Phone:	
3. Home Address:		Phone:	
3a. Student email address:			
4. Academic Concentration	5. Internship Semester: _____ Year.		
6. Overall GPA:			
9. Internship Preferences			
	Location	Core Area	Company/ institution
Preference-1			
Preference-2			
Preference-3			
<p>Faculty mentor Signature: _____ Date: _____</p> <p>Signature confirms that the student has attended the internship orientation and has met all paperwork and process requirements to participate in the internship program, and has received approval from his/her Advisor.</p>			
<p>Student Signature: _____ Date: _____</p> <p>Signature confirms that the student agrees to the terms, conditions, and requirements of the Internship Program</p>			

INTERNAL GUIDE EVALUATION

Student's Name:	Branch & YOP:
Company/Organization Name:	
Internship Topic:	Registration No.:

Score		Criteria	Remarks		
Given	Max				
	5	Type of Organization	Industrial Internship	Training under State Gov. Organization/Central Gov. organization/NSDC/International Certification course	Training in private Institution
			5 marks	4 marks	3 marks
	5	Selection of topic	Fulfilling the long term objective & course curriculum		
	2	Sincerity	Seriousness during the Internship		
	3	Attendance at the time of Internship			
	5	Paid Internship	Whether students was getting any stipend during internship		
	20				

Additional Comments if any: _____

Signature of the Internal Supervisor.....

Designation.....

SUPERVISOR EVALUATION

Student's Name:	Branch & YOP:
Company/Organization Name:	
Internship Topic:	Registration No.:

Score Given	Parameters	Needs Improvement	Satisfactory	Good	Excellent
		2 Marks	3 Marks	4 Marks	5 Marks
	Behavior				
	Performs in dependable manner				
	Cooperate with co-workers and supervisor				
	Shows interest in work				
	Learn quickly				
	Shows initiative				
	Produces high quality products				
	Accepts responsibilities				
	Accepts criticism				
	Demonstrates organizational skills				
	Uses technical knowledge and expertise				
	Shows good judgment				
	Demonstrates creativity/originality				
	Analysis problem effectively				
	Communicates well				
	Writes effectively				
	Has a professional attitude				
	Gives a professional appearance				
	Is punctual				
	Uses time effectively				
Secured-	Total-100 marks				

Total Marks awarded out of 20 = $(20/100) * (\text{secured marks}) =$

Additional Comments if any:

Signature of the Internal Supervisor

Designation.....

INTERNSHIP REPORT EVALUATION

Student's Name:	Branch & YOP:
Company/Organisation Name:	
Internship Topic:	Registration No.:

Score		Criteria	Remarks	Excellent	Good	Fair	Poor
Given	Max						
	3	Structure & Style	In terms of errors, punctuations, presentation of report, spelling mistakes & writing skills				
	3	Critical perspective	Shows considerable critical thinking about information acquired from various sources. Able to critically discuss and independently evaluate information and to come to own conclusions.				
	6	Content	In terms of having daily log/daily diary. Introduction to company, elaboration of topic, results & conclusions.				
	4	Use of figures and tables	Information should be clearly represented using technical tools & figures. If secondary data has been used, reference should be given.				
	2	Thesis Binder	Spiral Binding or Hard binding				
	2	Attachment of Certificate	Internship certificate which is received from the company				
	20						

Additional Comments if any:

Signature of the Internal Supervisor

Designation.....

PRESENTATION & VIVA EVALUATION

Student's Name:	Branch & YOP:
Company/Organisation Name:	
Internship Topic:	Registration No.:

Criteria	Score	
	Max Marks	Given
Is the Internship substantial and complete in nature	10	
Proper planning for Presentation	5	
Effectiveness of presentation	5	
Quality of content presented	5	
Relevance of internship for career objectives	5	
Depth of knowledge and skills(Q & A session)	10	
Total Marks	40	

Additional Comments if any: _____

Signature of the Internal Supervisor.....
Designation.....

REQUEST LETTER FROM INSTITUTE TO INTERNSHIP PROVIDER

Date:

To

The General Manager (HR)

.....

.....

Subject: REQUEST FOR 04/06 WEEKS Summer Internship Program of Diploma

Dear Sir,

Our students have undergone internship training in your esteemed Organization in the previous years. I acknowledge the help and the support extended to our students during training in previous years.

You must be aware that AICTE has made internship mandatory for all technical education students, In view of the above, I request your good self to allow our following students for practical raining in your esteemed organization. Kindly accord your permission and give at least one-week time for students to join training after confirmation.

S. No.	Name	Roll No.	Year	Discipline

If vacancies exist, kindly do plan for Campus/Off Campus Interview for batch passing out students in the above branches.

A line of confirmation will be highly appreciated.

Sincerely,

Internship Coordinator
Ganesh Institute of Engineering and Technology (GIET)

RELIEVING LETTER OF STUDENT ISSUED BY THE T & P DEPARTMENT

To

.....

Subject: Relieving letter of student and Industry.

Dear Sir,

Kindly refer your letter/e-mail dated..... on the above cited subject. As permitted by your good self the following students will undergo Industrial Internship in your esteemed organization under your sole guidance & directions:

S.No.	Name of Students	Roll No.	Branch

This training being an essential part of the curriculum, the following guidelines have been prescribed in the curriculum for the training. You are therefore, requested to please issue following guidelines to the concerned manager/Industrial Supervisor.

1. Internship schedule may be prepared and a copy of the same may be sent to us.
2. Each student is required to prepare Internship diary and report.
3. Kindly check the Internship diary of the student daily.
4. Issue instruction regarding working hours during training and maintenance of the attendance record.

You are requested to evaluate the student performance on the basis of grading i.e. Excellent, Very Good, Satisfactory and Non-Satisfactory on the below mentioned factors. The performance report may please be forwarded to the undersigned on completion of training in sealed envelope.

S.No.	Name of Students	Evaluation Ranking
A	Attendance and general behavior	
B	Relation with workers and supervisors	
C	Initiative and efforts in learning	
D	Knowledge and skills improvement	
E	Contribution to the organization	

Your efforts in this regard will positively enhance knowledge and practical skills of the students, your cooperation will be highly appreciated and we shall feel obliged.

The students will abide by the rules and regulation of the organization and will maintain a proper discipline with keen interest during their Internship. The students will report to you on datedalong with a copy of this letter.

Yours sincerely,

Training & Placement Officer

STUDENT’S DAILY DIARY/ DAILY LOG (SHOULD BE FILLED BY THE STUDENT)

DAY-1		DATE		
Time of arrival		Time of Departure		Remarks
Department/Division		Name of finished Product		
Name of HOD/ Supervisor Withe-mailid				
Main points of the day				

ATTENDANCE SHEET

(For 4 years Degree Program / Diploma / MCA. & MBA)

Name & Address of Organization

Name of Student																															
Roll. No																															
Name of Course																															
Date of Commencement of Internship:																															
Date of Completion of Internship:																															

Initials of the student

Month & Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

Note :

1. Attendance Sheet should remain affixed in Daily Training Diary. **Do not remove or tear it off.**
2. Student should sign/initial in the attendance column. Do not mark 'P'
3. Holiday should be marked in **Red Ink** in attendance column. Absent should be marked as '**A**' in **Red Ink**.

Signature of Company internship supervisor

With company stamp/ seal

Name : _____

Contact No. : _____

STUDENT FEEDBACK OF INTERNSHIP

TO BE FILLED BY STUDENTS AFTER INTERNSHIP COMPLETION & SHOULD BE ATTACHED WITH THE REPORT

Student Name: _____ Date: _____

Industrial Supervisor: _____ Title: _____

Supervisor Email: _____ Internship is: _____ Paid Unpaid _____

Company/Organization: _____

Internship Address: _____

Faculty Coordinator: _____ Department: _____

Dates of Internship: From _____ To _____

Please fill out the above in full detail

This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Given me the opportunity to explore a career field					
Allowed me to apply classroom theory to practice					
Helped me develop my decision-making and problem-solving skills					
Expanded my knowledge about the work world prior to permanent employment					
Helped me develop my written and oral communication skills					
Provided a chance to use leadership skills (influence others, develop ideas with others, stimulate decision-making and action)					
This experience has:	Strongly Agree	Agree	No Opinion	Disagree	Strongly Disagree
Expanded my sensitivity to the ethical implications of the work involved					

Made it possible for me to be more confident in new situations					
Given me a chance to improve my interpersonal skills					
Helped me learn to handle responsibility and use my time wisely					
Helped me discover new aspects of Myself that I didn't know existed before					
Helped me develop new interests and abilities					
Helped me clarify my career goals					
Provided me with contacts which may Lead to future employment					
Allowed me to acquire information and/ or use equipment not available at my Institute					

In the Institute internship program, faculty members are expected to be mentors for students. Do you feel that your faculty coordinator served such a function? Why or why not?

How well were you able to accomplish the initial goals, tasks and new skills that were set down in your learning contract? In what ways were you able to take a new direction or expand beyond your contract? Why were some goals not accomplished adequately?

In what areas did you most develop and improve?

What has been the most significant accomplishment or satisfying moment of your internship? What did you dislike about the internship?

Considering your overall experience, how would you rate this internship? (Circle one).

(Satisfactory / Good /Excellent)

Give suggestions as to how your internship experience could have been improved. (Could you have handled added responsibility? Would you have liked more discussions with your professor concerning your internship? Was closer supervision needed? Was more of an orientation required?)

8. INCUBATION CENTRE

8.1. SUMMARY

The goal of Ganesh Institute of Engineering and Technology Incubation Centre (GIET-IC) is to promote technology based entrepreneurship and thereby facilitate practical application of knowledge for public use. GIET-IC wishes to facilitate the creation of new ideas and inventions that are for the benefit of society. To this end, GIET-IC has adopted this Incubation Policy to provide guidance and management structure to facilitate development of entrepreneurship.

Incubation Centre at GIET, Bhubaneswar is supported by *Ganesh Institute of Engineering and Technology (GIET)* that funds, mentors and nurtures ideas, startups and entrepreneurs. Virtual incubates can operate from anywhere in India.

The scope of this document is to define the policies and procedures for the operational matters related to the GIET-IC. It covers the following processes:

- 1) Introduction
- 2) Governance Structure
- 3) Eligibility Criteria
- 4) Incubation Admission Process
- 5) Intellectual Property
- 6) Infrastructure
- 7) Services
- 8) Rent And Consideration
- 9) Campus Accommodation
- 10) Seed Loan
- 11) Periodic Assessment
- 12) Incubation Branding
- 13) Information Submission
- 14) Tenure
- 15) Virtual Incubation
- 16) Conflicts Of Information And Confidentiality Of Information
- 17) Exit(Graduate) Policy
- 18) Agreements

- 19) Disclaimer
- 20) Annexures

The policy is subject to periodical review and amendments. It will be the responsibility of the companies admitted to GIET-IC to update themselves from time to time on amendments in Incubation policy and procedures. GIET reserves the rights to make an exception of all or any of the terms of policy for a particular company or a promoter on a case to case basis.

8.2. INTRODUCTION GIET INCUBATION CENTRE – (GIET-IC)

Incubation Centres (ICs) are considered to be promising policy tools that support innovation and technology oriented entrepreneurial growth. They have emerged as sound platforms to bring about economic development in any economy. They help mitigate several avoidable risks in an early stage start-up thereby increasing the rate of success of start-ups as well the time taken to gain traction. During the past decade as in several parts of the developed and developing world, the concept of business incubator has taken root in India.

With the recommendations of the National Expert Advisory Committee, Incubation Centre (*hereafter referred as the IC*) has been established at *Ganesh Institute of Engineering and Technology (GIET), Bhubaneswar* (*hereafter referred to as the Host Institution*). Incubation Centre is defined as GIET-IC and the following defined objectives:

- i. To setup a vibrant startup ecosystem so as to align itself with our country's major policy initiatives of Make in India and Start-up India; Stand-up India.
- ii. To set up incubator facilities, provide cost effective infrastructural support and value added services to startups like mentoring, legal, financial, technical, intellectual property related.
- iii. To support GIET in creating a platform to nurture creativity, innovation and entrepreneurial skills of faculty and students.
- iv. To provide a platform for speedy commercialization of technologies developed by GIET or by any other academic/technical/R&D institution or by an individual.
- v. To build a close and pragmatic collaboration between the educational institutions, research institutions, management institutions on the one hand and industry and other user organisations on the other.
- vi. To facilitate the dissemination of information by organising conferences, seminars, lecture series, workshops and boot-camps, hackathons etc.

- vii. To generally do and perform all the above acts and such other things as may be deemed incidental or conducive to the attainment of the above objects or of any of them or any allied objects or which may advantageously or conveniently be combined with the programme of the Society in a profitable way.

GIET extend its valuable support to the faculty, students and alumni of GIET college by providing incubation facility to the young minds with ideas and innovation in various field of science and technology. The goal of this incubation program at GIET campus is to promote these creators to come up with the start-up ideas that can solve some real-world problems and make them be a great entrepreneur in the future. This initiative of ours will provide them opportunities for skill development and aid creation of a new venture.

This document contains policy and procedures for operational matters related to GIET-IC and cover the following processes:

8.3. GOVERNANCE STRUCTURE

Except the ex-officio members, the remaining members will serve for a period of up to three years, and can be re-appointed for further periods. The Director, GIET will nominate the initial Executive Committee Governing Body, which will make subsequent appointments. In addition to its above members, the Executive Committee Governing Body may invite experts in legal, finance, audit, IPR, and other such areas, to its meetings as needed. It may also constitute subcommittees including such outside experts for specific tasks when needed.

The initial Executive Committee Governing Body is as follows

- I. Principal, Ganesh Institute of Engineering and Technology(GIET)
- II. Head Research, Ganesh Institute of Engineering and Technology(GIET)
- III. AO(HR) , Ganesh Institute of Engineering and Technology(GIET)
- IV. Chief Co-ordinator(MSME/Incubation/Start-up/Entrepreneurship), GIET
- V. SPOC(MSME/Incubation/Start-up/Entrepreneurship), GIET
- VI. Head (Training and Placement), GIET
- VII. President -GIET Alumni Association
- VIII. Nominee-1
- IX. Nominee-2
- X. Nominee-3

8.4. EXECUTIVE COMMITTEE STRUCTURE

The following will be the structure of the Executive Committee

- 1) Principal, Ganesh Institute of Engineering and Technology (GIET)
- 2) Head Research, Ganesh Institute of Engineering and Technology(GIET)
- 3) AO(HR) , Ganesh Institute of Engineering and Technology(GIET)
- 4) Chief Co-ordinator(MSME/Incubation/Start-up/Entrepreneurship), GIET
- 5) SPOC(MSME/Incubation/Start-up/Entrepreneurship), GIET
- 6) Head (Training and Placement), GIET
- 7) President -GIET Alumni Association
- 8) Governing Body Nominee-1
- 9) Governing Body Nominee-2
- 10) Governing Body Nominee-3
- 11) Student nominee from all branches including BSH

8.5. ELIGIBILITY CRITERIA

Admission to GIET – IC(*Ganesh Institute of Engineering and Technology – Incubation Centre*)is open to

- [1] The existing Student, research scholars of GIET
- [2] The alumni of GIET host institution
- [3] Universities/Institutions having R&D collaboration with GIET
- [4] Faculty/Staff of GIET (current or retired)
- [5] Others those deemed suitable for incubation from search procedures or refers from GIET-IC partners and stakeholders.

The applicant can apply throughout the year. The proposals for incubation must meet with one or more of the following parameters:

- i) Proposals which will have social and strategic impacts
- ii) Proposals with potential for large resource generation and/or impact value
- iii) Proposals with Intellectual Properties (IP) generated within GIET and transferred to the company for a consideration

- iv) Proposals with IP belonging to faculty, staff, student or alumni (created outside GIET)
- v) Proposals with potentials for strong identifiable involvement or interaction with GIET faculty with/without usage of GIET facilities

It is expected that the application will be in line with the StartUp India and StartUp Odisha recognition style. Priority will be given to the applications which are already recognized by StartUp India or StartUp Odisha.

Applications for admission to GIET-IC will be made in the name of registered unlisted companies within the meaning of the Companies Act, 1956. If a company has not been registered, an application may be made in the names of all promoters/ founders; however, the promoters/ founders must ensure that the company is registered within a period of three months from the date of approval of the application for admission in GIET-IC.

In case if the applicant or one of the promoter of the company is existing student of the host institute, He need to obtain NoC from his concerned department and has to attach the same along with the application form.

8.6. INCUBATION ADMISSION PROCESS

STAGE 1: Submit Executive Summary/ Business Plan

At the opening level, the potential incubatees for admission in GIET-IC will be required to submit a prequalifier form for admission in Incubation Centre. After initial screening and eligibility check, applicants will be invited for

an initial meeting with the GIET-IC management. Upon affirmative preliminary assessment, applicants will have to submit an application Form and detailed proposal consisting of:

- i) Business Plan
- ii) Details of IP/ technology based on which a company is proposed to be promoted/ founded. In case the IP/ technology is developed at GIET, a copy of letter of approval from GIET for transfer of / licensing of/ permission to use IP in favour of prospective incubate companies.

The business plan must cover all aspects including: company description, value proposition, products and services, market and competition analysis, revenue model, milestones and timelines, development and marketing plan, organizational structure, core team, risk analysis, funding requirements and projected financials. Applicants may give such additional information as they think would help in the assessment of their proposal.

Based on the documents submitted, the Business Plan will be screened by the GIET-IC team for assessing the suitability of the proposal for further evaluation by expert members regarding its potential for incubation. Detailed scrutiny including financial and technical due diligence of the proposal shall then be carried out by the expert members for evaluation of the proposal. The expert members would be invited/ identified depending on the nature of the proposal. Applicants may be invited with their teams to make a presentation on their proposal. In order to enable the expert members to take an appropriate decision, members may ask for any additional information from the applicants and/or revision in the proposal. Submissions to GIET-IC will be treated with utmost confidentiality.

Some representative criteria to be applied for evaluation (but not limited to these):

- i) Strength of the product idea in terms of its technology content, innovation, timeliness and market potential
- ii) IP already generated and the potential of the idea for IP creation
- iii) Profile/Strength of the core team/promoters
- iv) Funds requirement and viability of raising finance
- v) Time to market
- vi) Break-even period
- vii) Commercial potential, demand and requirement in India
- viii) Scalability

STAGE 2: Presentation to Executive Committee of GIET-IC

If the initial evaluation of the business plan / executive summary is positive, GIET-IC will arrange a meeting with the company founders, during which the company will be expected to present a PowerPoint presentation describing critical aspects of the business plan to the evaluation committee. The presentation will be followed by Q&A session. After the presentation, a final decision will be made regarding the company's entry into the incubator. The company will be informed of the final decision after the presentation.

GIET-IC will have a sole discretion whether to admit or reject a proposal for incubation and the decision of GIET-IC in this regard shall be final. GIET-IC is not bound to give any reason in case a proposal is rejected.

8.7. INTELLECTUAL PROPERTY

Intellectual Property (IP) can be a patent, copyright, design registration, developed product, algorithm, software or computer program, technique, process, formulation or other such invention. Submissions to GIET-IC are treated with utmost confidentiality. Care is also taken in case of partial information used for validation and reviewing purposes.

GIET-IC and the incubatee may agree on sharing rights for any IP created during incubation.

The foregoing shall also apply to:

- Pre-existing IP already created at GIET, or created in association with GIET
- Improvements and derivative works carried out on pre-existing IP, whether from GIET or from other sources

Applicants need to provide IP details as per format given below:

IP Description	Owner	Sharing of IP-Agreement details

IP for incubation purpose will be assessed based on the following details:

1. Whether any seed grant (from public or private sources) has been used in developing the technology which will go into the product(s) of the proposed company.
2. If yes, details of the understanding with the funding agency in terms of sharing of the IP.

3. Whether any people other than the applicants have worked on the technology and if their work will be incorporated in the product(s). If yes, whether such other person has a right in IP ownership.
4. If the IP is developed at GIET-IC, whether any GIET, Bhubaneswar infrastructure (hardware, testing setup, instrumentation, computing resources, processes) has been used in developing the technology that will go into the product(s).
5. If the IP is developed at GIET-IC, whether any consultancy projects were executed in the proposed area.
6. A statement from the “owners/ innovators/ creators” of IP to the effect that they are the “owners/ innovators/ creators” of IP as the case may be.

Applicants, who are current faculty or students and alumni of GIET, Bhubaneswar aspiring for incubation shall first obtain necessary permission and approval from the Institute for transfer / licensing to use IP in favour of prospective incubatee companies in the Business Incubator intended to be promoted/ supported by the inventor.

The companies or promoters/founders will pay consideration in lieu of the transfer / licensing of / permission to use IP in their favor, which will be decided by GIET-IC

IP transfer/ IP licensing/ permission to use IP will be in favor of only the registered companies.

8.8. INFRASTRUCTURE

Upon admission to GIET-IC, the following infrastructural facilities will be offered to the incubatee companies on an individual basis, apart from a set of shared/ common infrastructure mentioned hereinafter:

- i) Office space (12SFT x 10SFT)
- ii) Internet connection (10MBPS)
- iii) Personal Computers (as per availability)
- iv) Standard Furniture as decided by GIET-IC

Besides, GIET-IC will facilitate the incubatee companies to access departmental laboratories and other resources of Host Institution for their products development purposes. Access to departmental resources is possible through Head of the Respective Department of GIET and usage of such resources should be with permission of the concerned department to avoid conflict with departmental activities and objectives. Further usage of such resources shall be on commercial basis and in conformity with the policies of Host Institution.

Apart from company specific infrastructure as stated above, GIET-IC will provide certain facilities be shared by all incubatee companies which would include:

- i) Laser Printing
- ii) Photocopier
- iii) Scanner
- iv) Teleconferencing facilities
- v) Meeting/Conference room with projection equipment
- vi) GIET Library facilities
- vii) GIET Pantry facilities
- viii) GIET Recreational facilities
- ix) Common secretarial pool/staff depending on availability of such staff with GIET-IC

8.9. SERVICES

In addition to physical infrastructure, GIET-IC intends to provide other support and services including:

- i) Mandatory Mentoring Support: Technology and Business
- ii) HR services
- iii) Intellectual Property (Copyrights, Trade Marks, Patent) filings
- iv) Training/Conferences/Workshops & Entrepreneurship meets
- v) Seed Funding support
- vi) Governmental Agency funding
- vii) Networking and linkages with GIET Alumni for mentorship, funding, technical expertise and market access
- viii) Venture capitalists / Angels / Investors Introductions
- ix) Meetings with visitors of GIET (such as alumni, VCs, industry professionals)
- x) Showcasing GIET incubated companies through networking and events

The incubatee will be assigned a Mentor by the Host Institution.

8.10. RENT AND CONSIDERATION

In lieu of support and services provided by GIET-IC, Nominal Rent for the incubatee companies will be guided by the following norms:

- i) Office space (12 SFT x 10 SFT) with 1 workstations – ₹100/- pm

- ii) Office space (12 SFT x 10 SFT) with 2 workstations – ₹200/- pm
- iii) Additional workstation space – as per existing market rate per month

The incubatee firms/companies will be subject to consideration on following accounts to the extent applicable:

- Monthly rent/ facilities charge at discounted rate for physical infrastructure to be paid to the IC
- Policy for usage of GIET department's laboratory facilities

8.11. CAMPUS ACCOMMODATION

Subject to availability, an incubatee may be provided with campus accommodation, on a payment basis. Incubatee will have to pay the monthly rent as per the norms of the host institution.

8.12. EQUITY

In lieu of support and services to be provided by GIET-IC/ GIET, the incubatee companies may be subject to consideration in the form of equity and/or revenue sharing of the respective companies. The percentage of equity and revenue sharing will be decided by GIET-IC and is to be given in favour of GIET-IC or GIET. The indicative range of the equity holding by GIET-IC or GIET will be 3-8%

8.13. SEED LOAN

GIET-IC in order to promote innovation and entrepreneurship may provide seed loan at nominal interest rate of 5% per annum subject to the availability of funds/ grants/ schemes meant for this purpose. Seed loan will be sanctioned only to the registered companies and shall be based on merits of each company. Promoters / founders whose companies are not registered at the time of application shall not be eligible to apply for seed loan until their companies are incorporated. Further, admission to GIET-IC shall not automatically entitle the companies to seed loan.

The provision kept for Seed loan in a financial year is kept as

[1] Upto INR 1 lakh per Financial year for the students of GIET from the college corpus fund.

[2] Upto INR 1 lakh per Financial year for the alumni of GIET from the GIFAA funds.

The total loan money can either be given to single application or be divided among different applications.

The applicant can apply for the seed loan throughout the year but the processing of the application will take place twice a year [March to April and October to November].

A company desirous of getting seed loan may submit an application for seed loan on admission in GIET-IC. Sanction of seed loan will be decided based on the eligibility criteria as decided by GIET-IC. It would be also subject to the terms stipulated under specific grant or scheme as the case may be. Though seed loan may be sanctioned, disbursement shall be linked to the milestones. One of the criteria for approval of the seed loan will be to help the company reach a level of maturity in terms of product development or go-to-market stage. Preference will be given to companies with strong commitment and contribution from their promoters. GIET-IC will have sole discretion to sanction or reject an application for seed loan and the decision of GIET-IC in this regard shall be final. GIET-IC is not bound to give any reason in case an application for seed loan is rejected.

Processing of Loan Application

The loan applications of the existing students will be scrutinized through concerned Department Academic Committee and Executive Committee for Incubation.

The loan applications of the alumni will be scrutinized through GIET Alumni Association and Executive Committee for Incubation

8.14. PERIODIC ASSESSMENT

GIET-IC will evaluate the performance of incubatee firms/companies, who are required to submit information to the GIET-IC on a quarterly basis in a prescribed format. Additionally, incubatee firms/companies may also be subject to annual assessments.

Firms/companies who have availed a seed loan additional checks will be done on the financial health of the company in terms of its order booking, expenses, profitability, utilization of seed money loan for the specified purposes and its ability to repay the loan They must submit a Utilisation Certificate duly certified by an auditor, and

will also be subject to periodic audit. Any undisbursed portion of the seed grant may be adjusted subject to the performance of the firm/company.

Incubatee firms/companies have to submit their annual reports within a period of 30 days from the date of their approval along with minutes of their Board Meetings and AGMs

Periodic assessment would vary depending on the stage of incubation the company is in. Some representative criteria for evaluation are:

A. Ideation / Innovation stage

- Concept development / Opportunity spotting
- Product Development
- Market assessment / Competition analysis
- First level Business Planning / Business Modeling
- Founding Team
- Intellectual property protection
- Seed Funding

B. Pre-Market Stage

- Proof of Concept/ Prototyping
- Product Development and enhancement
- Financial Assistance Required
- Test marketing
- Full scale business planning including production, sales and sourcing

C. Implementation Stage

- Full scale Business Planning
- Pitching for Venture Funding
- Scaling up operations
- Large scale commercialization
- Mature Team Formation

D. Exit stage

- Going National / Global
- Exit options for GIET-IC
- Full scale business Graduation
- Post incubation Survival

The incubatee may be asked to provide more frequent updates to GIET-IC.

8.15. BRANDING AS INCUBATED BY GIET- IC

Firms/companies incubated at GIET through the IC may apply for permission to brand themselves as “GIET Incubated Firms/Companies” or “Incubated by GIET”. Conditions on terms of use of such branding will be defined in the signed incubation agreement.

8.16. INFORMATION SUBMISSION

Incubatee firms/companies will submit information to GIET-IC about all material changes or developments taking place in their firms/ companies from time to time. Such information could be (but not limited to) change in name of the firm/company, change in business or product profile, change in directors, promoters, partners or shareholders, acquisition of a new office, additional equity or debt investments. GIET-IC may require incubatee firms/companies to submit other information as it deems fit. Prior concurrence of the GIET-IC should be obtained for effecting such changes.

8.17. TENURE IN GIET-IC

Companies will be permitted to stay in GIET-IC, to begin with, for a period of 18 months that may be extended to another 12 (6+6) months after review at each stage. A nominal monthly charge will be levied to a company for this period of 30 months. GIET-IC may, at its own discretion, permit companies to extend their stay further for a maximum period of another 12 months, for which they will have to pay the charges at the prevailing market rate to be decided by GIET-IC.

8.18. VIRTUAL INCUBATION

Virtual Incubation is a concept of incubation that allows an incubatee to be part of an incubator without being physically located at incubator's premises. GIET-IC is open to virtual incubation and will extend all support as made available to other incubatees that would be physically located.

Virtual incubators will have to pay INR ₹1000/year as the registration fee.

8.19. CONFLICTS OF INTEREST AND CONFIDENTIALITY OF INFORMATION

When a person plays two separate roles in two different positions and he/she uses one position for his/ her personal benefit in the other role, a situation leading to conflict of interest arises. GIET-IC endeavours to draw a line between appropriate and inappropriate interactions among its board members, employees, mentors, consultants, affiliates, incubatee firms/ companies, their employees, persons connected to them or their promoters, employees and staff, various service providers and suppliers.

Conflicts between private interests and official responsibilities of all stakeholders must be handled in a transparent manner, and GIET-IC considers full voluntary disclosure as the best mechanism for managing conflicts of interest.

Since situations leading to conflicts of interests are inevitable, a transparent policy, based on full disclosure of relevant information by the concerned parties, and discouraging their influence on decisions and activities to avoid personal benefit to them, is appended hereto as the following guidelines are suggested for management of actual or potential conflict of interests and to address disputes arising out of conflict of interests and maintenance of confidentiality:

- i) Appropriate disclosure of the conflicting situations involved in a decision or transaction
- ii) Abstaining from participating in decision making process or transactions involving such situations
- iii) Obtaining appropriate approvals to avoid conflicts
- iv) Reporting of the breach of the policy without deliberate intention or knowledge.

The policy is not exhaustive, and hence situations having potentials for conflicts of interest though not covered in the policy will nonetheless be subject to the policy. The policy makes all stakeholders related to GIET-IC and Incubatee firms/companies aware that no one should use his/ her position in one role for the personal gains in the

other role, and when necessary, explicit permission of relevant stakeholder may be obtained. Appropriate judgment should be applied by all concerned parties while assessing the genuineness of conflicting interests.

This policy also deals with maintenance of confidentiality of proprietary information. A committee may be set up by GIET-IC to resolve any dispute over such situation causing conflicts of interests.

Further during the process of incubation, certain proprietary information may also be exchanged between various parties which are of confidential or sensitive nature. The confidentiality of such information needs to be maintained.

8.20. EXIT (GRADUATE) POLICY

Incubatee firms/companies will leave the incubator under the following circumstances:

- i) Completion of stay for 18 months, unless the stay is extended by GIET-IC
- ii) Underperformance or unavailability of the business proposition: criteria for the same will be decided and applied by GIET-IC on the case to case basis.
- iii) Irresolvable disputes between promoters/ founders. GIET-IC will decide the position or point when disputes are deemed to be irresolvable.
- iv) When the company enters in an acquisition, merger or amalgamation deal or reorganization deal resulting substantially a change in the profile of the company, its promoters, directors, shareholders, products or business plans, or when a company plans for a public issue.
- v) Change in promoters'/ founders' team without concurrence of GIET-IC.
- vi) Any other reasons which GIET-IC may find it necessary for an incubatee company to leave.

Notwithstanding anything written elsewhere, GIET-IC decision in connection with the exit of an incubatee company shall be final and shall not be disputed by any incubatee company.

8.21. AGREEMENTS

The following agreements are required to be signed by the companies to the extent applicable:

- i) Service Agreement: Between GIET-IC and Incubatee company for admission of the company to GIET-IC.

- ii) Loan Agreement: Between GIET-IC and Incubatee company on sanction of seed loan to the incubate companies.
- iii) Equity Agreement: Between GIET-IC and Incubatee company for GIET-IC equity holding in the Incubatee company
- iv) Transfer of Technology/Technology License Agreement: Between GIET & an incubatee company for transfer of technology from GIET in favour of incubatee companies
- v) Usage of Host Institution Lab Resources: Between GIET & an incubatee company for usage of departmental resources of GIET by the incubatee company as per the prevailing policy of GIET

8.22. JURISDICTION

All the agreements to be signed by Host Institution will have the jurisdiction of the Civil Courts at Khurda District and shall be governed by appropriate laws in India. The Institute may consider including Arbitration clause and UNCITRAL rules in case of international technology licensing.

8.23. DISCLAIMER

The incubatee firm/company will understand and acknowledge that GIET-IC intends to provide support and services to the Firm/Company in good faith to pursue its objective to promote entrepreneurship by converting innovative technologies developed in the Institute to commercialization by incubating and supporting new enterprises. It is understood that by agreeing to provide various supports and services, GIET-IC does not undertake responsibility for:

- a. Ensuring success of an incubatee firm/company, its products/ process/ services or marketability.
- b. Ensuring quality of support and services provided by GIET-IC to the complete satisfaction of the Incubatee firm/companies or their promoters/ founders.
- c. Ensuring quality of services of the consultants engaged by the incubate firm/companies through the GIET-IC network. Incubatee firms/ companies will have to apply their judgements before getting in to a relationship with them.

The incubate firms/companies will understand and agree that GIET-IC or their employees shall not be held liable for any reason on account of the above.

The policy is subject to periodical review and amendment. GIET-IC reserves the right to make exceptions to the terms of the policy where justified for a particular company or promoter on a case by case basis.

Annexure –A-1

Pre Qualifier Form for Incubation Centre at GIET

1. Name of the Applicant:
2. Address of registered office:
3. Authorized capital:
4. Share/Equity distribution:
5. Name of Directors and Promoters:
6. Name of Mentor (if any):
7. BUSINESS/ IDEA DETAILS:
8. Title of your Business/Technology proposal for Incubation:
9. Brief Description of the Product/Services/Technology business you plan to incubate:
10. Have you interacted with the concerned department and has they consented to collaborate with you?
11. Infrastructure requirement for space, workstations or PCs:
12. List any special requirements for usage from the college:
13. Specify requirement of Mentoring and other professional services/ support:

14. Indicate how your business might benefit from access to Gandhi Institute For Engineering's human and physical resources:

15. Have you prepared a Business Plan? If yes, please submit a copy.

16. Please indicate your sources of funds

17. Profile of your Company

(Type of business, details as the date of registration, etc. , membership of stock exchange if any, key personnel/associates, specific achievements, etc.)

18. Profile of Directors and Promoters: (Attach brief resume)

19. Please give names and addresses of up to 3 referees who are acquainted with your career profession/achievement.

20. Any other detail which would help in evaluating your proposal:

Declaration:

I/We hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be held liable for it.

Signature

Annexure –A-2

Application for Incubation Centre at GIET

1. Name of the Applicant :
2. Name of existing / proposed company (if any) :
3. Names and details of the Founding Team (attach resume) :
4. If registered, give Registration No. and details :
5. Contact Address :
6. Contact Phone No(s) :
7. Contact E-Mail ID :
8. Website (if any) :

GENERAL DESCRIPTION OF BUSINESS

- 1) Describe your proposed business (products / services) in brief highlighting the following :
 - a) Strength of the product/service idea in terms of its technology content, innovation, timeliness and market potential
 - b) Value Proposition
 - c) IP already generated and the potential of the idea for IP creation
 - d) Extent of involvement of GIET, Bhubaneswar faculty, alumni, employees and students
 - e) Strength of the core business team
 - f) Funds requirement and viability of raising finance
 - g) Break-even period
- 2) What unmet market need or demand your products /services fulfill?
- 3) How IP has been generated and future plans for further R&D on the IP: (Modus operandi viz. Consultancy / Sponsored Research / Projects etc.)
- 4) Does your business require any governmental or regulatory approvals?

- 5) Describe management and technological expertise of your key personnel, experience that relates to your product / services and the length of that experience (attach resumes)
- 6) Details of your potential customers.
- 7) Details of market research activities for the product / service that have been performed.
- 8) Details of your major competitors.
- 9) What are your competitive advantages?
- 10) Describe your pricing strategy.
- 11) Promotional activities of your products/ services.
- 12) Distribution methodology.
- 13) Who are your major suppliers?
- 14) Break even sales volume and time frame thereof.
- 15) Investment requirements for first two years (with source of finance, if any)
- 16) Cash flow projection for first two years of operation
- 17) Current balance sheet and income statement, if available. If not, specify reasons
- 18) Major risks attached to your business.
- 19) Job creation (Project in minute detail for first two-year period)
- 20) Any other factors for consideration.

FACILITIES REQUIREMENTS IN GIET-IC

- 1) Why do you want to locate in the GIET-IC?
- 2) Infrastructure requirement for space, workstations /PCs etc.
- 3) List any special requirements for usage of GIET, Bhubaneswar laboratory facilities:
- 4) Indicate how your business might benefit from access to GIET's human and physical resources.
- 5) If accepted as an incubate, when would you want to start occupancy in the incubator?
- 6) How many total employees will be occupying space? (Give year-wise projection for both full-time and part-time employees).

- 7) If you are currently occupying a facility give details of the area occupied in square feet with Rent in Rs. and Utilities cost in Rs.
- 8) What is the duration of Incubator support that you contemplate to avail?
- 9) Specify requirement of Mentoring and other professional service / support that you envisage from the Incubation Centre. (Please tick the following and give specific details)
 - a. IP portfolio Management Assistance
 - b. Marketing Assistance
 - c. Business Plan Development
 - d. Links to other Higher Education institutions
 - e. Business Training Programs
 - f. HR Support
 - g. Business Etiquette
 - h. Other Management Assistance
 - i. Any Other

HOW GIET-IC WILL BENEFIT THROUGH YOUR BUSINESS INCUBATION:

Explain in details how the institute and especially the students will be benefited through your proposed start-up company incubated at GIET-IC.

Declaration:

I/We hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/We am/are aware that I/We may be held liable for it.

Signature

Annexure –A-3
NOC for Incubation Centre at GIET
(Permission for engaging in commercial activity by student)

(Please note that this permission can be withdrawn by the Institute if the applicant breaches any conditions imposed by the Institute)

1. Name, Address, E-mail, Mobile:.....
2. Contact Details of Parents:.....
3. Department:Program: Year:..... SPI:
4. Commercial activity proposed:
5. Number of Hours per month expected towards this activity:
6. Name, Brand of product/service or company:
7. Applicant's role:
8. Other person(s) involved:

I..... *(Name of the student)* declare that I have read and understood all the rules and regulations regulating the commercial activities applicable to students. I agree to abide by them. I also undertake to repay dues of GIET, Bhubaneswar or GIET Incubation Centre.

.....
Signature
Name:
Date:

Endorsement by the Parent/Guardian

.....
Name:
Date:

Recommended

.....
Head of the Department
Date & Seal