

ORDINANCES AND REGULATIONS
OF
ADVANCED DIPLOMA COURSES



NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY
HATIA, RANCHI - 834 003 (JHARKHAND)

1. Introduction

1.1 The **National Institute of Foundry and Forge Technology, Ranchi**, hereafter referred to as the **Institute**, offers three-semester (18 months) advance diploma courses leading to the award of Advanced Diploma in Foundry Technology or Forge Technology (ADC) of the Institute.

The objective of these courses is to develop personnel suitable for the fast growing Foundry and Forge industries in the country. The course is industrially-oriented and is designed to impart professional specialization in the concerned fields. The programme has been designed to provide adequate exposure to the students in all the subjects relevant to Foundry / Forge Technology through lectures, laboratory and workshop practices, seminars, technical film shows and extensive training in industries.

The Govt. of India has granted recognition to the Advanced Diploma in Foundry/Forge Technology awarded by the Institute for the purpose of recruitment to posts and services under the Central Government where specialized training in the field of Foundry/Forge Technology is the prescribed qualification. *The Advanced Diploma awarded by the Institute is, however, not equivalent to a degree in engineering.*

1.2 The Dean (Academic), Chairman Academic Affairs and Course Coordinator will be responsible for admissions and smooth running of the ADC courses.

2. Admissions

2.1. General aspects

- 2.1.1 The medium of instruction, examinations, seminars and project reports will be in English.
- 2.1.2 The ADC courses are full-time, residential courses. All students are required to reside in the hostels to which they are allotted at the time of admission. However, re-allotment of rooms may be made at later stages for administrative reasons.
- 2.1.3 In each course, seats shall be reserved as per prevalent Government of India norms.
- 2.1.4 In all matters concerning the selection of candidates, decision of Director or his/her nominee, viz. Chairman, ADC Admissions Committee shall be final.
- 2.1.5 In addition to satisfying the conditions given in the information brochure for ADC admissions, the selected candidates should satisfy other requirements as indicated in the

admission offer letter. Only then, they will be admitted to the ADC courses, after payment of prescribed fees. However, if any of these requirements are found to be violated by the candidate at any time, his/her admission may be revoked by the Director.

- 2.1.6 The Institute reserves the right to cancel the admission of any student and ask him/her to discontinue the studies at any stage of the program either due to unsatisfactory academic performance or unsatisfactory attendance in classes or indecent behavior or any other reason, as the case may be.
- 2.1.7 If the number of students admitted to any particular course in a session is less than the minimum number fixed by the Institute, that course will not be offered in that session. The students admitted thereto will be required to change over to another course offered by the Institute for which they may otherwise be eligible. In such cases, however, the candidates may withdraw their candidature and will be entitled to full refund of fees paid.

2.2. Category of students

- 2.2.1 **Regular students:** Candidates meeting the eligibility requirements (Section 2.3) may seek admission under this category. They are eligible for financial assistance as per the rules (Section 9).
- 2.2.2 **Regular students (Sponsored):** Candidates who are permanently employed in reputed R&D organizations, companies associated with foundry/forging and/or manufacturing of engineering products and reputed educational institutions, may apply for admission under this category. These candidates are required to apply through their employer.
- 2.2.2.1 He/she should meet the eligibility requirements (Section 2.3) and have at least two years of experience in the field relevant to the ADC course for which the application is made.
- 2.2.2.2 The sponsoring organization must specifically undertake to relieve him/her for the full duration of the course with full pay and allowances.
- 2.2.2.3 At the time of joining the Institute, a sponsored candidate selected for admission shall produce certificates in a prescribed form from the employers to the effect that
- (a) The applicant has been in service there for at least a period of 2 years;
 - (b) The applicant has been officially released from duties for purpose of joining the course and that he/she will draw full pay during their period of study; and
 - (c) The applicant's services are retained with the employers.

- 2.2.2.4 These candidates are not eligible for any financial assistance from the Institute.
- 2.2.3 The categories vide 2.2.2 will be considered only if vacancies exist after selecting candidates vide 2.2.1. The total number of seats in these categories, however, shall not exceed 10% of the total number of approved seats in each course.

2.3. Eligibility for admission

- 2.3.1 The eligibility criteria for each course shall require the approval of Academic Council before its implementation. Such criteria will be mentioned in the admission notification.
- 2.3.2 The candidates must have secured a minimum of 50% marks in the qualifying examination (Diploma in Metallurgical/Mechanical/Production Engineering/B. Sc. degree with Physics, Chemistry and Mathematics).
- 2.3.3 Relaxed criteria of 45% marks will be applicable to candidates belonging to SC/ST category.
- 2.3.4 The candidates whose results of the qualifying examination are awaited may also be considered for admission, subject to rule 2.4.7.

2.4. Admission procedure

- 2.4.1 Admission announcements for ADC courses will be made for all the categories (Section 2.2). The applications for admission to ADC courses will be considered only in prescribed form.
- 2.4.2 The applications will be scrutinized by a Committee recommended by the Coordinator and only such candidates who meet the stipulated requirements will be called for written test.
- 2.4.3 All admissions to ADC courses shall be recommended by the duly constituted admissions committee.
- 2.4.4 The admissions committee shall be appointed by the Coordinator with approval of the Director.
- 2.4.5 Admissions to different ADC courses may be recommended solely based on performance in the written test.
- 2.4.6 To encourage reserved category candidates to pursue ADC courses, the requirements for their admission have been set separately as per Govt. of India guidelines (refer 2.3.3).

- 2.4.7 The selected candidates would be required to accept the offer of admission by paying the prescribed fee on or before the specified last date. In case a candidate fails to do so, the offer of admission may stand withdrawn and will be offered to candidates in the waiting list, if any, in the order of merit.
- 2.4.8 Selected candidates who have completed all formalities of the qualifying examination before the last date of admission but unable to produce the certificate in proof of having passed and secured the specified minimum marks may be provisionally admitted to the course. Such candidates will be required to produce the evidence of his/her having passed the qualifying examination within 60 days from the date of admission. No extension will be allowed beyond this period under any circumstances and his/her admission will be cancelled. No further information in this regard will be given to the candidate.

3. Structure of the ADC courses

- 3.1 Each ADC course will consist of: (a) core courses, (b) elective courses and (c) project work. The student may be required to give one or more seminars and undergo industrial/practical training during the course.
- 3.2 The complete course will have duration of three semesters (18 months). The academic programmes in each semester may consist of course work and/or project work approved by the Academic Council.
- 3.3 Each ADC course will have a curriculum and syllabi, approved by the Academic Council.
- 3.4 Credits based evaluation will be followed. The credits will be assigned to each subject based on the following general pattern:
- (a) One credit for each lecture period;
 - (b) One credit for each tutorial period;
 - (c) One credit for practical session of two hours period;
 - (d) Credits for the seminar, project work and industrial/practical training will be as specified in the curriculum approved by the Academic Council.
- 3.5 Electives will have to be taken from the subjects offered by the department concerned in that particular semester from among the list of approved courses.

4. Semester registrations

- 4.1 Only those students will be permitted to register, who have
- (a) Paid all required fees, such as tuition fee, seat rent, etc.
 - (b) Cleared all Institute and hostel dues of the previous semester.
 - (c) Has maintained the SGPA requirement during earlier semester(s) as mentioned in rule 7.7.8.
- 4.2 Semester registration shall be as per the Institute's academic calendar and it is solely the responsibility of the student.
- 4.3 A new entrant, who is awaiting the results of his/her qualifying examination, shall be allowed to register provisionally on submission of a certificate from his/her institution certifying that he/she has appeared in the final of qualifying examination including all papers in theory, practical, project, oral, etc.
- 4.4 A student who is unable to register in the scheduled period given for registration may be permitted to register on payment of late fee that is Rs.200/-per day for first 7 days of delay in registration and thereafter Rs.300/- per day subject to a maximum amount of Rs. 6000/- only. In case the student fails to register within thirty days from the date of commencement of classes then he/she has to discontinue the semester and repeat the semester in next academic year.

5. Attendance

- 5.1 The faculty handling a subject must finalize the attendance, 5 working days before the commencement of end semester examinations. Copies of the same should be sent to the Coordinator and Head of the Department concerned.
- 5.2 A minimum of 70% attendance shall be required by a student in each subject, in both theory and practical. The particulars of all students who have attendance less than 70% in that subject must be announced in the class by the concerned faculty.
- 5.3 No relaxation may be considered on any other ground including medical. However, students may be allowed to avail leave on medical ground only, beyond the permissible limit at the discretion of Director of the Institute.
- 5.4 Students having less than 70% attendance in any subject (in both theory and practical) shall be debarred from appearing in the end semester examination of that semester and shall not

be allowed to continue the course. However, they may be allowed to continue afresh in the same semester from which they were debarred along with next batch of students.

6. Rules to deal with the cases of students found using unfair means in the examination

6.1 In case any student is found using unfair means in written/practical examination in any subject of the semester for which the examinations are in progress, he/she will be expelled from the course he/she is studying. However, such students may be re-admitted to the next course from beginning of the concerned semester during which he/she was expelled from. For example, if a student was found using unfair means during the examinations of second semester of the course, he/she may be re-admitted from the beginning of second semester of next course in the series. The same will be applicable to supplementary examinations also.

7. Assessment procedure

7.1 There will be continuous assessment of student's performance throughout the semester and grades will be awarded on the basis of following:

- (a) Internal marks, mid and end semester examinations in the case of theoretical subjects;
- (b) Comprehensive viva-voce;
- (c) Laboratory/design/workshop, thesis/project, seminars, dissertation and viva-voce.

7.2 Comprehensive viva-voce committee will be constituted by the head of the department consisting of members from faculty of the concerned department and two faculty members from allied department(s).

7.3 Seminar assessment committee will be formed by the head of the department with members as in 7.2 and the seminar guide as additional member.

7.4 The head of concerned department offering the course will be responsible for the conduct of comprehensive examination and seminar assessment and forwarding of marks to the Course Coordinator.

7.5 Tests and examinations

7.5.1 For lecture/lecture and tutorial based subjects, a minimum of two sessional assessments will be made during the semester. The sessional assessment may be in the form of periodical tests, assignments or a combination of both, whichever suits the course best.

The assessment details, will be announced in the class by the teacher right at the beginning of the semester.

- 7.5.2 There will be one end semester examination of 3 hours duration in each lecture based subject.
- 7.5.3 The evaluation of project work will be taken up only after the student completes all the core as well as elective course requirements satisfactorily. In the case of projects, a viva-voce examination will be conducted at the completion of the project work.

7.6 Allocation of marks for different courses

- 7.6.1 Lecture and laboratory based courses will have 50 marks for mid semester examination, 50 marks for internal assessment, 100 marks for end semester examinations and 100 marks for practical assessment.
- 7.6.2 Lecture and tutorial based courses will have 50 marks for mid semester examination, 50 marks for internal assessment, 100 marks for end semester examinations.
- 7.6.3 Only laboratory based courses will have 100 marks for the practical assessment.
- 7.6.4 Internal assessment marks are to be awarded in the following pattern:

- (a) Assignments :
 - Submission by due date : 20%
 - Late submission : 0% to 16%
- (b) Attendance :
 - 100% attendance : 20%
 - 75% attendance : 16%
- (c) Performance in class : 20%
- (d) Class tests : 40%

The internal marks awarded by the concerned faculty should be submitted to the Course Coordinator within 3 days from the last working day of semester.

7.7 Grades and performance indices

- 7.7.1 For the purpose of indicating the performance of a student, the Institute awards letter grades in each course for the students.

- 7.7.2 A student is deemed to have completed a course successfully if he/she secures a letter grade other than F.
- 7.7.3 A course successfully completed cannot be repeated for obtaining better grades.
- 7.7.4 The grades will be awarded on the basis of total marks obtained in the course using the following criteria:

$\geq 90.0\%$	Ex
$\geq 80.0\%$ and $< 90.0\%$	A
$\geq 70.0\%$ and $< 80.0\%$	B
$\geq 60.0\%$ and $< 70.0\%$	C
$\geq 50.0\%$ and $< 60.0\%$	D
$\geq 35.0\%$ and $< 50.0\%$	P
$< 35.0\%$	F

These letter grades and their corresponding points on a 10 point-scale is given below:

Ex = 10; A = 9; B = 8; C = 7; D = 6; P = 5; and F = 0

- 7.7.5 A student having F grade in any subject shall appear in the supplementary examination of that subject, which will be conducted only for written portion of the subject and it will be held within about 5 weeks after the announcement of results of a semester. For the students appearing in the supplementary examination, the grade in the supplementary examination will be awarded as Follows:

A grade be considered as B

B grade be considered as C

C grade be considered as D

D grade be considered as D

- 7.7.6 If a student fails to clear a subject in supplementary examination also, he/she will have to repeat the semester the next academic year.
- 7.7.7 The rule 7.7.5 is not applicable if a student earns F grades in more than two subjects in any semester. He/she shall not be permitted to continue the course. However, he/she may be re-admitted to the course in the next academic year.
- 7.7.8 Notwithstanding rules 7.7.5 and 7.7.6, if a student fails to secure a SGPA of 5.5, he/she will have to repeat the semester subject to the condition mentioned in Article 8.2.

7.8 Declaration of results and issue of grade cards

7.8.1 The letter grades awarded to the students in each subject will be displayed on the notice boards of the academic section soon after the final approval of Director of the Institute.

7.8.2 Grade cards will be issued to the students at the end of each semester that will contain the following:

(a) Course number, name of the course and the credits for each course registered in the semester.

(b) Performance in each subject by the letter grade obtained, vide rule 7.7.4.

(c) Semester grade point average (SGPA).

7.8.3 The Semester Grade Point Average (SGPA) will be calculated by the formula:

$$SGPA = \frac{\sum C_i \times GP}{\sum C_i}$$

where, C_i is the credits for course, GP is the grade points obtained in that course and $\sum C_i$ is the sum of credits of all courses in that semester. For the Cumulative Grade Point Average (CGPA), a similar formula is used except that $\sum C_i$ is the sum of credits of all courses in all the semesters.

7.8.4 No SGPA will be awarded if a student earns one or more F grades. The SGPA for that particular semester in which the student earns F grades will be computed when he/she clears the subjects in the supplementary examination.

7.8.5 No class/division/rank will be awarded to the students at the end of the ADC course.

7.8.6 The Institute shall follow the following conversion between CGPA and % Marks.

$$\% \text{ Marks} = (CGPA - 0.5) * 10.0$$

8. Maximum duration of the course

8.1 The duration of the ADC Programmes (Foundry Technology and Forge Technology) are of 18 months each.

8.2 A student admitted to ADC programme must complete the course (Foundry Technology and Forge Technology) within 2½ (two and a half) years.

9. Financial assistance

- 9.1 The Institute provides financial assistance of Rs.1000.00 to all students of regular category from the date of joining the course. The duration of financial assistance shall be up to three semesters or 18 months provided the student maintain the SGPA of 5.5 & above.
- 9.2 Students admitted through sponsored category are not eligible for financial assistance.

10. Requirements for the award of advanced diploma

- 10.1 A student shall be declared to be eligible for the award of Advanced Diploma, if he/she
- (a) Successfully completes the prescribed core and elective courses and the thesis;
 - (b) Clears all dues to the Institute, Library and Hostel;
 - (c) Has no disciplinary action pending against him/her;
 - (d) Secures a minimum CGPA of 5.5.

11. Discipline

- 11.1 Every student shall observe the discipline and decorous behavior both inside and outside the campus and should not indulge in any activity that will bring down the prestige of the Institute.
- 11.2 Students shall show due respect to the faculty of the Institute and wardens of the hostels. Proper courtesy and consideration should be extended to the employees of the Institute and of the hostels and Gymkhana. They shall also pay due attention and courtesy to the visitors of the Institute.
- 11.3 Ragging in any dimension is a criminal and non-bailable offence in our country. The current State and Central legislations provide for stringent punishment including imprisonment. Once the involvement of a student is established in ragging, the offending student will be dismissed from the Institute and will not be admitted into any other Institute in the country. Avenues also exist for collective punishment, if individuals can not be identified in this inhuman act.
- 11.4 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
- (a) Ragging.
 - (b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.

- (c) Willful damage or stealthy removal of any property / belongings of Institute, hostels and of fellow students.
- (d) Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drug.
- (e) Adoption of unfair means in the examinations.
- (f) Mutilation or unauthorized possession of library books.
- (g) Noisy and unseemly behavior, disturbing studies of fellow students.

11.4.1 Commensurate with the gravity of the offence, the punishment may be reprimand, fine, expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute.

11.5 For an offence committed in the following cases, the authority to reprimand or impose fine or take any other suitable measure shall vest with the persons indicated:

- (a) Department or classroom Head of the department
- (b) Hostels Chief hostel warden
- (c) Elsewhere Dean (Students)

11.6 All cases involving punishment other than reprimand shall be referred to the Conduct and Discipline Committee, constituted by the Director from time to time, by the Chairman Academic Affairs.

11.7 The composition of the Conduct and Discipline Committee shall be as follows:

- (a) Dean (Students) Chairman
- (b) Chief Hostel Warden Member
- (c) Warden of hostel concerned Member
- (d) Head of concerned department Member
- (e) Chairman, Gymkhana Member
- (f) One member, nominated by Director Member (On rotation basis, every two years)
- (g) Assistant Registrar (Academic) Member-Secretary

11.8 The committee will enquire into the charges and recommend suitable punishment to the Dean (Academic), if the charges are substantiated. The Dean (Academic) will consider the recommendation of the committee for appropriate action.

11.9 The student may appeal to the Director, whose decision will be final.

- 11.10 Cases of adoption of unfair means in an examination shall be dealt with by the head of the department concerned in consultation with the invigilators and the paper-setter. The head of the department shall recommend appropriate measures in each case to the Director who shall award the punishment.
- 11.11 The head of the department may debar a student from appearing in an examination on any of the following grounds, if his/her
- (a) Attendance in the lecture/tutorial/practical/workshop/design/field visits/ project and seminar classes during the semester has been unsatisfactory;
 - (b) Performance in the laboratory/workshop/design etc. and work done during the semester/project has not been satisfactory;
 - (c) Conduct in the classes or in the Department/Centre has been unsatisfactory or the student has attempted to adopt unfair means at the examination;
- 11.12 A student may also be debarred from appearing at an examination if there is a written report from the Chief Hostel Warden to the effect that the student
- (a) Has not cleared the outstanding dues in the hostel;
 - (b) Has been involved in an act of misconduct or indiscipline;
 - (c) Has been involved in any such activity, which is/amounts to detrimental towards reputation and interests of the department/Institute.

12. Use of powered vehicles

- 12.1 The students living in the Institute hostels are not allowed to use powered vehicles, namely two-wheelers and four-wheelers.
- 12.1.1 Exemption may be allowed on written permission from the Chairman Academic Affairs and Chief Hostel Warden, in case of persons with disabilities only.
- 12.2 One time excuse may be allowed for violation of 12.1 with a penalty of Rs. 500.00. The name of such student and the registration number of the vehicle will be noted down in the register.
- 12.2.1 If a student continues to use the same vehicle or different vehicle or the vehicle (in the register, vide 12.2) being used by any other student, including scholars (even those residing in married scholar's accommodation), will lead to a penalty of Rs. 5000.00 for every instance.