Dhirubhai Ambani
Institute of Information and Communication Technology

DA-IICT Road, Gandhinagar, Gujarat, India 382007.
Tel.:+91 79 6826 1700 | Fax: +91 79 6826 1710 | Web: www.daiict.ac.in

NAAC Accreditation Grade 'A'
Recipient of Centre of Excellence Award by the Government of Gujarat

7.1.10 **The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

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General Service Condition, Employee Conduct Rules and Disciplinary Provisions

Preamble:

Recognizing that human resources are basic to achieving the goal,

DA-IICT considers its PEOPLE to be the real asset in all its endeavors to be a world class Institute by its own right.

Believing in the concept of flexibility, much needed for an Institute which looks forward to be world-class, these policies and rules have been framed. These are intended to be more directional than detailed, rigid and watertight compartment.

A New Class of People:

The PEOPLE of DA-IICT would be talented, committed, innovative and efficient as professionals, and sensitive to the national needs in particular for industrial and economic development.

DA-IICT believes that competent and committed faculty will be the foremost building block in the development of an academic institution, who would enjoy academic freedom and flexibility to create, innovate and implement new frontiers in teaching and learning, focus on research and publications, and to do all that will benefit the student body and the society at large. A high quality, committed and responsive academic related and other staff would provide support for an ideal and conducive environment for achieving excellence in teaching, learning and research activities.

Personnel Policy:

The personnel policy of DA-IICT is governed by its goal of building a world class educational institution with the best of talents from anywhere in the world. DA-IICT is committed to provide opportunity to its People to achieve excellence.

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Believing in providing equal opportunity, DA-IICT shall not discriminate on any basis including caste, creed, religion, nationality, color, and sex. Merit and performance shall be the sole criterion in selection and recognition of employees at all levels.

Discipline and high standards of ethics is an important guiding philosophy at DA-IICT. Personnel at all level are required to appreciate the importance of high standards of conduct in their personal and professional accomplishments. Through their conduct they should strive to emerge as role models to others and the society at large.

Classification of Staff: The different categories of staff of the Institute shall be classified as follows:

Academic and Teaching

- Director
- Chair Professors
- Research Professors
- Professors
- Associate Professors
- Assistant Professors
- Distinguished Professors
- Adjunct Professors.
- Visiting Professors

Other Academic

- Research Associates
- Research Assistants
- Technical Assistants
- Such other posts that may be created to assist in academic activities.

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Academic Related

- Registrar, Dy. Registrar, Asst. Registrar
- Controller of Examination, Joint Controller of Examination
- Librarian, Dy. Librarian, Asst. Librarian
- Data Processing Staff
- System Manager/System Analyst/System Engineer

Administrative and Technical

- Estate Manager/Engineers and other Engineers,
- Other staff members including Secretarial staff, Laboratory and Workshop staff.

Persons appointed to the level of Asst. Registrar/Asst. Librarian and above will be officers of different level. Those below the level of Asst. Registrar/Asst. Librarian in terms of salaries will be supervisory staff. Non-supervisory staff will be those who may be separately declared as such by the Executive Board.

Opportunities for Entrepreneurial Initiative:

As a policy, the Institute would encourage the faculty members to undertake entrepreneurial activities even while working. Such a scheme of dual functions – one in the Class Rooms and Laboratories and the other outside, in the open market – would be a new scheme. Details of such a scheme would be worked out separately for implementation.

Age of Retirement:

For Teaching staff – 65 years

For Non – teaching staff –60 years

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Service Conditions, Conduct Rules, and Disciplinary Provisions:

1.   All employees are subject to the Service Conditions, Conduct Rules, and Disciplinary Provisions laid down in this document.

2.   An employee of the Institute shall devote her/his whole time to the service of the Institute and shall not engage directly or indirectly in any trade or business or any other work which may interfere with the proper discharge of her/his duties, but the prohibition herein contained shall not apply to academic work and consultative practice undertaken with the prior permission of the Director, which may be given subject to such conditions as regards acceptance of remuneration as may be laid down by the Board of Governors.

3.   The appointing authority shall have the power to terminate the services of any member of the staff by giving 3 months' notice or on payment of 3 months' salary in lieu thereof, if on medical grounds, certified by a medical authority nominated by the Board of Governors, her/his retention in service is considered undesirable by such appointing authority.

4.   An employee of the Institute may terminate her/his engagement by giving to the appointing authority three months' notice provided that the appointing authority may for sufficient reasons either reduce this period or call upon the employee concerned to continue till the end of academic session in which the notice is received.

Conduct Rules: Unless the context otherwise requires, "Competent authority" means,
   ➢   "The Board of Governors" in the case of the Director,
   ➢   "The Director" in the case of all other employees.

5.   Every employee shall at all times maintain absolute integrity and devotion to duty and also be strictly honest and impartial in his official dealings.

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6.   An employee shall at all times be courteous in her/his dealings with other members of the staff, students and members of the public.

7.   Unless otherwise stated specifically in the terms of appointment, every staff member is a whole-time employee of the Institute and may be called upon to perform such duties, as may be assigned to her/him by the competent authority beyond scheduled working hours and on closed holidays and Sundays. Such duties shall inter-alia include attendance at meetings of committees to which she/he may be appointed by the Institute.

8.   An employee shall be required to observe the scheduled hours of work, during which she/he must be present at the place of her/his duty.

9.   Except for valid reasons and/or unforeseen contingencies no employee shall be absent from duty without prior permission.

10.   No employee shall leave station except with the previous permission of proper authority, even during leave or vacation.

11.   Whenever leaving the station, an employee shall inform the Head of the Department to which she/he is attached, or Director if she/he is herself/himself the Head of the Department, the address where she/he would be available during the period of her/his absence from station.

12.   Taking part in politics and election:

   i)   No employee shall be member of any political party/similar organization.

   ii)   No employee shall canvass or otherwise interfere or use her/his influence in connection with or take part in any election to legislative body or local authority.

13.   Connection with Press or Radio/TV or Patents:

   i)   No employee shall, except with the previous sanction of the competent authority, own wholly or in part, any newspaper or other periodical/publication.

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ii)   No sanction shall be required for broadcast/telecast or any contribution of a purely literary, artistic, scientific or academic character. Prior approval of the competent authority shall be required for any other intervention.

iii)   Subject to the restrictions noted below, members of the staff are at liberty, without any sanction as contemplated above to publish their original scientific academic/ literary work in journals of repute in India and abroad.

14. **Criticism of the Institute:** No employee shall in any radio broadcast/TV telecast or in any document published anonymously or in her/his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:

i)   Which has the effect of an adverse criticism of any current or recent policy or action of the Institute, or

ii)   Which is capable of embarrassing the relations between the Institute and of the Central Government or any State Government or any other institution or organization or members of the public.

Provided that nothing in this paragraph shall apply to any statements made or views expressed by an employee in her/his official capacity or in the due performance of the duties assigned to her/him.

15. **Evidence before Committee or any other authority:**

i.   Save as provided in sub-paragraph (3) below, no employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, committee or authority.

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ii.   Where any sanction has been accorded under paragraph (2.24.4.1) no employee giving such evidence shall criticize the policy or any action of the Institute or the Central Government or any State Government.

Nothing in this paragraph shall apply to:

➤ evidence given at any inquiry before any authority appointed by the Institute, by Parliament or by a State Legislature; or

➤ evidence given in any judicial inquiry; or

➤ evidence given at any departmental inquiry ordered by the Institute authorities.

16.   Unauthorized communication of information: No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official documents or information to any person to whom he is not authorized to communicate such document or information.

17.   Private Trade or employment:

1. No employee shall except with the previous permission of the competent authority, engage directly or indirectly in any trade or business or any private tuition or undertake any employment outside his official arrangement.

2. Provided that the above restrictions shall not apply to academic work and consultative practice undertaken with the prior permission of the competent authority which may be given subject to such condition as regards acceptance of remuneration etc., as may be laid down by the Board of Governors.

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18.   Lending and Borrowing: No employee shall lend money at interest to any person; nor shall he borrow money from any person with whom he is likely to have official dealings.

Criminal Proceedings:

1.   An employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not.

2.   An employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the Institute unless she/he has obtained written permission to that effect from the Head of the Institute.

19.   Vindication of acts and character of employee:

i.   No employee shall except with the previous sanction of the competent authority, have recourse to any Court of Law or to the press for the vindication of any official act, which has been the subject matter of adverse criticism or an attack of defamatory character.

ii.   Provided nothing in this rule shall be deemed to prohibit an employee from vindicating his private character on any act done by him in his private capacity.

20.   Marriage: An employee intending to marry a person who holds citizenship of another foreign country shall inform the Director of the Institute of the same.

21.   Representations: An employee who wishes to put forth any claim, or seek redressal of any grievance or of any wrong done to her/him, shall ordinarily forward her/his case through proper channel, and may not forward such advance copies of application to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months. No employee shall

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ordinarily be signatory to any joint representation addressed to the authorities for redress of any grievance or for any other matter.

22. **Punishment and Appeals:** An employee shall be governed by the provisions of the relevant rules regarding imposition of penalties for breach of any of these rules and preference of appeals against any such action taken against her/him.

23. **Interpretation:** The decision of the Board on all question relating to the interpretation of these provisions shall be final.

24. **Disciplinary Provisions:** The Director, as the competent authority, may place a member of the staff appointed at the Institute under suspension –

    i.   Where a disciplinary proceeding against her/him is contemplated or is pending, or where a case against her/him in respect of any criminal offence is under investigation or trial.

    ii.   Provided that where a member of the staff is detained in custody for a period exceeding forty-eight hours, whether in connection with a criminal offence or under any law for the time being in force providing for preventive detention, such member of the staff shall be deemed to have been placed by the Director under suspension with effect from the date on which she/he was so detained.

    iii.   During the period of suspension, the member of the staff shall be entitled to the payments. However, no payment shall be made unless the staff member furnishes a certificate that she/he is not engaged in any other employment, business or vocation.

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25. **Departmental Inquiry:** The Director, as the competent authority, may institute a Departmental Enquiry and appoint a person to conduct the Enquiry and to submit Report for consideration of the appointing authority.

    i. The Enquiry Officer may be one of the staff members of the Institute or from outside the Institute. The Enquiry Officer shall conduct the enquiry in accordance with the established procedure based on the principle of natural justice.

    ii. On receipt of the Enquiry Report, the same shall be dealt with in accordance with the requirements of law and procedure.

    iii. In a case of interpretation or where it is necessary to remove ambiguity or where the rule is silent in any specific area, the Executive Board/ Board of Governors shall give necessary direction.

26. **Penalties:** The following penalties may for good and sufficient reasons and as hereinafter provided, be imposed on any member of the staff:-

    i) Censure;

    ii) Withholding of increments or promotion;

    iii) Recovery from the whole or part of any pecuniary loss caused to the Institute by negligence or breach of orders;

    iv) Reduction to lower Service, grade or post or to a lower stage in a time scale;

    v) Compulsory retirement;

    vi) Removal from service which shall not be a disqualification for future employment under the Institute;

    vii) Dismissal from service which shall ordinarily be a disqualification for future employment under the Institute.

27. No order imposing on any member of the staff any of the penalties specified at (iv) to (vii) above shall be passed by any authority subordinate to that by which he was

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appointed and except after an enquiry has been held and the member of the staff has been given reasonable opportunity of showing cause of the action proposed to be taken in regard to him.

28. No order imposing on any member of the staff any of the penalties specified at (i) to (iii) above shall be passed by any authority subordinate to that by which he was appointed and unless the member of the staff concerned has been given an opportunity to make a representation to the Appointing Authority.

29. Notwithstanding the above provisions it shall not be necessary to follow the procedure mentioned above in the following cases:

    i. Where an employee is dismissed or removed or reduced in rank on the ground of conduct which has led to his conviction on a criminal charge;

    ii. Where the authority empowered to dismiss or remove the person or to reduce him in rank is satisfied that for some reason to be recorded by that authority in writing, it is not reasonably practicable to give to that person an opportunity of showing cause; or

    iii. Where the Chairman of the Board of Governors is satisfied that in the interests of security of the Country it is not expedient to give to that person such an opportunity.

    iv. If any question arises whether it is reasonably practicable to give to any person an opportunity of showing cause under clause indicated above, the decision thereon of the authority empowered to dismiss or remove such person or to reduce him in rank as the case may be shall be final.

30. Appeal:

    i. A member of the staff aggrieved by any order imposing penalty passed by the Director against him shall be entitled to prefer an Appeal to the Executive

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Board/Board of Governors against the order. A member of the staff aggrieved by any order passed by the Executive Board/Board of Governors against her/him inflicting a penalty on him shall be entitled to prefer an appeal to the President of the Institute against the order.

ii.   No appeal under this shall be entertained unless it is submitted within a period of three months from the date on which the appellant receives a copy of the order appealed against. Provided that the Appellate Authority may entertain an Appeal after the expiry of the said period, if he is satisfied that the Appellant has sufficient cause for not submitting the appeal in time.

iii. The authority to whom an appeal against an order of the Director imposing penalty may, on its own motion or otherwise, call for the records of the case in a disciplinary proceeding, review any order passed in such a case and pass such order as deemed fit as if the member of the staff concerned had preferred an appeal against such order.

iv.   Provided that no action under this sub-paragraph shall be initiated more than six months after the date of the order to be reviewed.

v.   Notwithstanding anything contained in these Rules, the President may, on her/his own motion or otherwise after calling for the records of the case, review any order which is made under this Rule or is appealable thereunder, and

i)   confirm, modify or set aside, the order,

ii)   impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order,

iii) remit the case to the authority which made the order or to any other authority directing such further action or enquiry as he considers proper in the circumstances of the case, or

iv)   pass such other orders as he deems fit; provided that an order imposing or enhancing a penalty shall not be passed unless the person concerned

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has been given an opportunity of making any representation which he may wish to make against such enhanced penalty;

vi. The decision of the final appellate authority shall be final.

vii. When a member of the staff of the Institute who has been dismissed, removed or suspended is re-instated, the authority competent to order the re-instatement shall consider and make a specific order:

viii. Regarding the pay and allowances to be paid to the member of the staff of the Institute for the period of his absence from duty, and

ix. Whether or not the said period shall be treated as a period spent on duty.

x. Where such competent authority holds that the member of the staff of the Institute has been fully exonerated, or in the case of suspension, that it was wholly unjustified, the member of the staff of the Institute shall be given full pay to which he would have been entitled had she/he not been dismissed, removed or suspended, as the case may be, together with any allowance of which she/was in receipt prior to her/his dismissal, removal or suspension.

xi. In other cases, the member of the staff of the Institute shall be given such proportion of such pay and allowances as the competent authority may prescribe.

xii. Provided that the payment of allowances shall be subject to all other conditions under which such allowances are admissible.

xiii. In case of exoneration and restatement, the period of absence from duty shall be treated as a period spent on duty for all purposes.

xiv. In other case, the period of absence from duty shall not be treated as a period spent on duty unless such competent authority specifically directs that it shall be so treated for any specified purpose.

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Student Code of Conduct and DAC Guidelines

DA-IICT is a professional institute of academic excellence. A positive and successful learning environment provides opportunities for students to practice good citizenship in the larger society and to practice respectful dissent. These are the practices and qualities that the Student Code of Conduct encourages.

The Student Code of Conduct serves as a reference and working guide when attempting to resolve student disciplinary issues. This document is intended to represent minimum guidelines only; students should be aware of the fact that the absence of a specific policy, statement, procedure or provision should not be interpreted to be a waiver of such item by the Disciplinary Action Committee (DAC). Following enumerates of some possible indiscipline activities and possible action towards offenders.

1. **Students found involved in any of following activities will be immediately expelled from the institute:**
   - Ragging.
   - Possession or consumption of any form of intoxicant (like narcotic drugs, alcohol, etc.).
   - Sexual harassment.
   - Criminal activity.
   - Use or possession of firearms and weapons.
   - Gambling or betting for money or other items of value.

2. **Following is the indicative list of other acts of indiscipline:**
   - Smoking.
   - Improper behavior with any student, faculty member or staff.
   - Violation of Institute / Halls of Residence (HoR) rules.
   - Damage, defacement, or destruction of any private or Institute property.
   - Theft.
   - Violation of any traffic rule within the campus.
   - Causing disturbance or discomfort to co-residents.
   - Visiting HoR of opposite gender.
   - Violation of the computing practices of DA-IICT, including but not limited to, the misuse of DA-IICT computers or computer network (like bypassing firewall / security system of the internet in an unauthorized manner, sending offensive email, etc.).
   - Disruption or obstruction of teaching, research, administration, or other DA-IICT activities.
   - Failure to appear and/or report to DAC in conjunction with any disciplinary matter, at the time specified.

   In these acts of indiscipline, based on the severity of offence, the offender will be liable to the disciplinary action, which will include one or more punishments from the ones stated later in this document.

Procedure

Any student who has been adjudged guilty by DAC will be put on the <u>Disciplinary Probation</u> with immediate effect and it will last till his/her graduation. His/her parents will be also be called by DAC to the Institute and informed of the punishment rendered to the student.

Disciplinary Probation prohibits a student from participation in any activity of the Institute/Student Clubs, and representation of the Institute in any event/activity outside the Institute. The student also ceases to be a member of any Student Club/Committee, if any. If a student under Disciplinary Probation commits any offence, it will be treated very severely.

Explanation of Punishments

Expulsion from the Institute:

The offender is asked to permanently leave the institute; the parents are called and the student is handed over to them.

Academic Suspension for a Semester(s):

The offender is suspended for a specified number of academic semester(s).

Expulsion from Hall of Residence (HoR):

The offender is asked to vacate the room from HoR. In such cases, the student is allowed to continue academics but is not allowed to stay in the HoR. He/she can visit the Institute premises only between 0800 to 2100 hrs on all days (including weekends/holidays). Entry is to be made at the register (kept with the security at the main gate) while coming/leaving DA-IICT campus. The student is not allowed to enter the HoR for any reason at any time.

Restitution:

This is typically done if a student is found guilty in any kind of infrastructure damage. In such cases, student may be asked to repair or replace the damaged thing, in addition to some other penalty/punishment.

Suspension of Privileges:

Certain privileges are withdrawn like Teaching Assistantship (TA), if any.

Community Service:

The offender is assigned a specific number of hours of community/social service at DA-IICT under a mentor. The idea behind this is to make the student realize the offence while not penalizing the parents due to consequent financial burden, otherwise.

Counseling:

A student under Disciplinary Probation can be mandated to meet the counselor.

Disciplinary Action Committee (DAC)

Dean (Students), Convener (ex-officio)
Warden, HOR-Men, Member (ex-officio)
Warden, HOR-Women, Member (ex-officio)
Deputy Registrar, Member (ex-officio)
Faculty Member (nominated by Director, DA-IICT)
Two Student (Boy & Girl) Representatives (nominated by DAC)

Dhirubhai Ambani Institute of Information and Communication Technolgy

UG Orientation Program [BTech 2017 Batch]

1-Aug-2017 (Tuesday)	10:00-12:30	12:30-14:00	14:00-15:45	16:00-17:00
	General Orientation of students who registered on 31-July-2017 **Open to Parents & Guests** **(Venue: Lecture Theatre-1)** Welcome Address by the Director Introduction of Faculty & Admin Staff Dean (Academic Programs) Dean (R&D) & Dean (Students) Convenor - Placement Committee Executive Registrar **Q&A**	**LUNCH BREAK**	**Life on Campus** Session Chair: Dean (Students) Warden, HOR-Women (Prof. Shweta Garg) Warden, HOR-Men (Prof. Gagan Garg)	**Resource Centre Orientation followed by visit**
			Venue: Lecture Theatre-1	

2-Aug-2017 (Wednesday)	11:15-13:15	13:15-14:30	14:30-16:00	16:00-17:00
	General Orientation of students who registered on 1-Aug-2017 **Open to Parents & Guests** **(Venue: Lecture Theatre-1)** Director Faculty & Admin Staff Introduction Dean (Academic Programs) & Dean (R&D) Dean (Students) Convenor - Placement Committee Executive Registrar **Q&A**	**LUNCH BREAK**	**Life on Campus** Dean (Students) Warden, HOR-Women (Prof. Shweta Garg) & Warden, HOR-Men (Prof. Gagan Garg)	**Resource Centre Orientation followed by visit**
			Venue: Lecture Theatre-1	

ALL STUDENTS

3-Aug-2017 (Thursday)	10:00-11:00	11:15-12:30	12:30-14:00	14:00-15:45	16:00-17:00
	Cyber Sensitization Invited Talk Speaker: Advocate Manan Thakker	**Gender Sensitization** Introduction of Gender Cell Session by: - Prof. Binita Desai - Prof. Shweta Garg - Dr. Nandini Banerjee (Counselor)	**LUNCH BREAK**	**Academics and Related** Dean (Academic Programs) - Introduction of UG Committee - Academic Requirements - Controller of Examination - Parents portal (parents.daiict.ac.in) - Q&A	Special Session on BTech (Hons. in ICT with Minor in Computational Science) **Prof. Bhaskar Chaudhuri Prof. Mukesh Tiwari**
	Venue: Lecture Theatre-1			**Venue: Lecture Theatre-1**	

ALL STUDENTS

4-Aug-2017 (Friday)	10:00-12:30	12:30-14:00	14:00-15:45	16:00-17:00
	Peer Orientation Student Body Government (SBG) members **Introduction of all clubs and extra-curricular activities available on campus** Guided Tour of the Campus (Sports facility, Lab, CEP, Faculty Blocks, Admin Block, OAT, Campus Conveyances, Sick Room facility, Cafeteria)	**LUNCH BREAK**	**E-Campus, Registration Process** Executive Registrar Deputy Registrar Assistant Registrar	**Tea Hosted by the Director** **All Fresh Students (UG & PG)** Faculty, Staff and Parents are invited
	Venue: Lecture Theatre-1		**Venue: Lecture Theatre-1**	**Venue: Student Activity Centre**

REGULAR CLASSES COMMENCE ON 8-AUG-2017 (TUESDAY) IN LECTURE THEATRE-1 STARTING 8 AM

Dhirubhai Ambani Institute of Information and Communication Technolgy

PG Orientation Schedule (2017-18)

	10.00 -12.00		13.00-14.00	14.00-16.00		16.00-17.00	
26-07-2017 (Wednesday)	**General Orientation** **Venue: Lecture Theatre-1** Director / Dean (Academic Programs) / Dean (R&D) / Dean (Students) / Convenor - Placement Comm. / Executive Registrar		**LUNCH BREAK**	**E-Campus, Registration Process** **Venue: Lecture Theatre-1** Executive Registrar / Deputy Registrar / Assistant Registrar		**Campus Tour** Resource Centre visit / Sports Activity Centre (SAC I, II) visit	PhD, MTech students / MSc(IT), MDes(CD) students

	10.00-11.00	11.00 - 12.00		14.00-16.00		16.00-17.00	
27-07-2017 (Thursday)	**Placement Committee Interaction** All PG students **Venue: Lecture Theatre-1** Coordinator: Prof. Asim Baneerjee	**SBG Representative Meet** All PG students **Venue: Lecture Theatre-1** Coordinator - SBG Convenor	**LUNCH BREAK**	**Program Orientation** PhD and MTech students **Venue: Mini Auditorium (CEP Building)** — Coordinators: Prof. M Tiwari, Prof. V Sunitha, All instructors of First semester; MSc(IT) students **Venue: CEP 110** — Coordinators: Prof. Saurabh Tiwari, All instructors of First semester; MDes(CD) students **Venue: MMD Studio CEP Building** — Cocordinator: Prof. Binita Desai, Prof. V Pandya, Prof. M Mazumdar		**Campus Tour** Resource Centre visit / Sports Activity Centre (SAC I, II) visit	MSc(IT), MDes(CD) students / PhD, MTech students

	10.00-12.00			14.00-15.00	15.00-16.00	16.00-17.00	
28-07-2017 (Friday)	**Teaching Assistant-ship Orientation** PhD and MTech students Coordinators: Prof. M Tiwari, Prof. V Sunitha **Venue: Mini Auditorium(CEP Building)** **Lab Visit** MSc(IT) and MDes(CD) students		**LUNCH BREAK**	**TA-ship preference** PhD and MTech students **Venue: 2103, Faculty Block 2** Prof. M. L. Das (PG Convenor)	**Gender Sensitisation** All PG students **Venue: Lecture Theatre-1** Coordinator: Prof. Shweta Garg Dr. Nandini Banerjee	**Interaction with PGC** All PG students **Venue: Lecture Threatre-1** Coordinator: Prof. M L Das	

Dhirubhai Ambani Institute of Information and Communication Technolgy

PG Orientation Schedule (2018-19)

	10.00 -12.00		13.00-14.00	14.00-16.00		16.00-17.00	
20-07-2018 (Friday)	**General Orientation** **Venue: Lecture Theatre-1**		**LUNCH BREAK**	**E-Campus, Registration, Examinations Process** **Venue: Lecture Theatre-1**		**Campus Tour**	
	Director			Executive Registrar Deputy Registrar Assistant Registrar Controller of Examinations		**Resource Centre visit**	PhD, MTech students
	Dean (Academic Programs)						
	Dean (R&D)					**Sports Activitity Centre (SAC I, II) visit**	MSc(IT), MDes(CD) students
	Dean (Students)						
	Convenor - Placement Comm.						
	Executive Registrar						

	10.00-11.00	11.00 - 12.00		14:00-16:00		16.00-17.00	
23-07-2018 (Monday)	**Placement Committee Interaction**	**SBG Representative Meet**	**LUNCH BREAK**	**Program Orientation**		**Campus Tour**	
	All PG students **Venue: Lecture Theatre-1** Coordinator: **Prof. Asim Baneerjee**	All PG students **Venue: Lecture Theatre-1** Coordinator - **SBG Convenor**		PhD and MTech students **Venue: Mini Auditorium (CEP Building)**	Coordinators: **Prof. Arnab Ray** **Prof. Aditya Tatu** All instructors of First semester	**Resource Centre visit**	MSc(IT), MDes(CD) students
				MSc(IT) students **Venue: CEP 110**	Coordinator: **Prof. Manish Khare** All instructors of First semester		
				MDes(CD) students **Venue: MMD Studio CEP Building**	Cocordinator: **Prof. Binita Desai** Prof. Vishvajit Pandya Prof. Madhumita Mazumdar	**Sports Activitity Centre (SAC I, II) visit**	PhD, MTech students

	10.00-12.00		14.00-15.00	15.00-16.00	16.00-17.00
24-07-2018 (Tuesday)	**Teaching Assistant-ship Orientation**	**LUNCH BREAK**	**TA-ship preference**	**Gender Sensitisation**	**Interaction with PGC**
	PhD and MTech students Coordinators: **Prof. Arnab Ray, Prof. Aditya Tatu** **Venue: Mini Auditorium(CEP Building)**		PhD and MTech students **Venue: 2103, Faculty Block 2** Prof. Maniklal Das (PG Convenor)	All PG students **Venue: Lecture Theatre-1** Coordinator: **Prof. Shweta Garg** Dr. Nandini Banerjee Ms. Nitu Singh Bhadauria	All PG students **Venue: Lecture Threatre-1** Coordinator: **Prof. Maniklal Das** All PG Coordinators
	Lab Visit				
	MSc(IT) and MDes(CD) students				

NOTE: 27th July 2018@4 PM at SAC I: All students are invited for High Tea hosted by the Director

DHIRUBHAI AMBANI INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Orientation 2018 - UG Programs

25th July 2018 (Wednesday)	**10:00 - 12:30**
	General Orientation
	(Open to Parents and Guests)
	Venue: Lecture Theatre - 2 (Live relay for Parents and Guests in Lecture Theatre - 3)
	Coordinated by: Convenor of UG Committee
	Agenda: Welcome and Introductory Remarks
	Address by:
	  - Director, Deans, Convenor of Students Placement Committee,
	   and Executive Registrar
	Introduction of:
	  - Members of Faculty, Members of Administrative Staff
	Q&A
		12:30 - 14:00
		L B
		U R
		N E
		C A
		H K
			14:00 - 16:30
			Academics and Related
			(Open to Parents and Guests)
			Venue: Lecture Theatre - 3
			Coordinated by: Convenor of UG Committee
			Agenda: Introduction to Academic Processes
			Session by:
			  - Members of UG Committee
			  - Controller of Examinations
			
			Introduction to Parents Portal (parents.daiict.ac.in)

26th July 2018 (Thursday)	**10:00 - 11:30**
	Life on Campus
	Venue: Lecture Theatre - 3
	Coordinated by: Dean of Students
	Agenda: Introduction to Hostel Facilities
	Session by:
	  - Warden, HoR-Women
	  - Warden, HoR-Men
		11:30 - 12:30
		Resource Centre - Orientation and Visit
		Venue: Resource Centre
		Coordinated by: Librarian
		Agenda: Introduction to Resource Centre
		Session by:
		  - Staff of Resource Centre
			12:30 - 14:00
			L B
			U R
			N E
			C A
			H K
				14:00 - 16:30
				Peer Orientation
				Venue: Lecture Theatre - 3
				Coordinated by: Dean of Students
				Agenda: Introduction to Extra-curricular Activities
				Session by:
				  - Members of the Student Body Government
				  - Representatives of Student Clubs
				Tour of:
				  - Sports facility, Gym, Lab, CEP, Faculty blocks, Admin block, OAT,
				   Campus stores, ATM facility, Sick room facility, Cafeteria

27th July 2018 (Friday)	**10:30 - 11:30**
	Gender Sensitization
	Venue: Lecture Theatre - 3
	Coordinated by: Convenor, Gender Cell
	Agenda: Introduction to Gender Cell
	Session by:
	 - Prof. Binita Desai
	 - Prof. Shweta Garg
	 - Dr. Nandini Banerjee (Counselor)
	 - Ms. Nitu Singh Bhadauria (Counselor)
		11:30 - 12:30
		Cyber Sensitization
		Venue: Lecture Theatre - 3
		Coordinated by: Prof. Anil Roy
		Agenda: Introduction to Cyber Laws
		Session by:
		  - Mr. Manan Thakker, Advocate
			12:30 - 14:00
			L B
			U R
			N E
			C A
			H K
				14:00 - 15:45
				E-Campus
				Venue: Lecture Theatre - 3
				Coordinated by: Executive Registrar
				Agenda: Introduction to Registration Processes
				Session by:
				  - Staff of Registrar's Office
					16:00 - 17:00
					Tea Party
					Venue: Student Activity Centre
					Coordinated by: Director's Office
					Agenda: Tea hosted by Director
					Session for:
					  - First year UG and PG Students
					
					Parents, Faculty and Staff are invited

30th July 2018 to 3rd August 2018 (Monday to Friday)	**Regular Lecture Hours**	**15:00 - 17:00** **Interaction Sessions** **Venue:** Lecture Theatre - 3 **Interactions with:** - Alumni, Counselors, Entrepreneurship cell (DCEI), Gender cell, Mentors

Dhirubhai Ambani Institute of Information and Communication Technolgy

Orientation Schedule for PG Programs (2019-20)

	10.00 -12.00		13.00-14.00	14.00-16.00		16.00-17.00	
24-07-2019 (Wednesday)	**General Orientation** Venue: Lecture Theatre-1		**LUNCH BREAK**	**E-Campus, Registration, Examinations Process** Venue: Lecture Theatre-1		**As Per Below Instruction**	
	Director Dean(Academic Programs) Dear (R & D) Dean(Students) Faculty Convenor(Placement)			E-Campus and Registration 14:00 - 15:30 Examinations Process 15:30 - 16:00	Executive Registrar Assistant Registrar Deputy Registrar Controller of Examinations	**Open House** Venue: CEP Conference Room	PhD & MTech students Dean (R&D), Dean-AP, Program Coordinators
						Sports Activitity Centre visit	MSc(IT), MDes(CD) students
	10.00-11.00	11.00 - 12.00	13:00-14:00	14:00-16:00		16.00-17.00	
25-07-2019 (Thursday)	**Placement Committee Interaction**	**SBG Representative Meet**	**LUNCH BREAK**	**Program Orientation**		**As Per Below Instruction**	
	All PG students Venue: Lecture Theatre-1 Coordinator: **Prof. Asim Baneerjee**	All PG students Venue: Lecture Theatre-1 Coordinator - **SBG Convenor**		PhD and MTech students **Venue: Mini Auditorium (CEP Building)**	Coordinators: **Prof. Arnab Ray Prof. Aditya Tatu** All instructors of First semester	**Resource Centre visit**	MSc(IT), MDes(CD) students
				MSc(IT) students **Venue: CEP 110**	Coordinator: **Prof. Manish Khare** All instructors of First semester	**Sports Activitity Centre visit**	MTech students
				MDes(CD) students **Venue: MMD Studio CEP Building**	Cocordinator: **Prof. Vishvajit Pandya** Prof. Binita Desai Prof. Madhumita Mazumdar	**Interaction with Director** Venue: Board Room, Director's Office	PhD students
	10.00-12.00		13:00-14:00	14.00-15.00	15.00-16.00	16.00-17.00	
26-07-2018 (Friday)	**Teaching Assistant-ship Orientation & Preference**		**LUNCH BREAK**	**Resource Centre Visit**	**Gender Sensitisation**		
	PhD and MTech students **Venue: Mini Auditorium(CEP Building)** Coordinators: **Prof. Maniklal Das, Prof. Aditya Tatu**			PhD, MTech students	All PG students **Venue: Lecture Theatre-1** Coordinator: **Prof. Shweta Garg** Dr. Nandini Banerjee Ms. Nitu Singh Bhadauria		
	Lab Visit						
	MSc(IT) and MDes(CD) students						

Tea hosted by the Director: Friday, 2nd August 2019 in SAC@4 PM

DHIRUBHAI AMBANI INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Orientation 2019 - UG Programs

	10:00 - 12:30	12:30 - 14:30	14:30 - 17:00

31st July 2019
(Wednesday)
	General Orientation
	(Open to Parents and Guests)
	Venue: Lecture Theatre - 2 (Live relay for Parents and Guests in Lecture Theatre - 3)
	Coordinated by: Convenor of UG Committee
	Agenda: Welcome and Introductory Remarks
	Address by:
	   - Director, Deans, Convenor of Students Placement Committee,
	     and Executive Registrar
	Introduction of:
	   - Members of Faculty, Members of Administrative Staff
	Q&A
		L B
		U R
		N E
		C A
		H K
			Academics and Related
			(Open to Parents and Guests)
			Venue: Lecture Theatre - 2 (Live relay for Parents and Guests in Lecture Theatre - 3)
			Coordinated by: Convenor of UG Committee
			Agenda: Introduction to Academic Processes, Scholarships, e-campus, NAD
			Session by:
			   - Members of UG Committee
			   - Controller of Examinations
			   - Deputy Registrar
			   - Assistant Registrar
			   Introduction to Parents Portal (parents.daiict.ac.in)

	10:00 - 12:00	12:00 - 12:30	12:30 - 14:30	14:30 - 16:30

1st August 2019
(Thursday)
	Life on Campus
	Venue: Lecture Theatre - 3
	Coordinated by: Dean of Students
	Agenda: Introduction to Hostel Facilities
	Session by:
	   - Warden, HoR-Women
	   - Warden, HoR-Men
		Resource Centre - Orientation
		Venue: Lecture Theatre - 3
		Coordinated by: Librarian
		Agenda: Introduction to Resource Centre
		Session by:
		   - Staff of Resource Centre
			L B
			U R
			N E
			C A
			H K
				Gender Sensitization
				Venue: Lecture Theatre - 3
				Coordinated by: Convenor, Gender Cell
				Agenda: Introduction to Gender Cell
				Session by:
				   - Prof. Binita Desai
				   - Prof. Shweta Garg
				   - Dr. Nandini Banerjee (Counselor)
				   - Ms. Nitu Singh Bhadauria (Counselor)

		16:00 - 17:00
2nd August 2019 **(Friday)**	**BOOT CAMP**	**Tea Party** **Venue:** Student Activity Centre **Coordinated by:** Director's Office **Agenda:** Tea hosted by Director **Session for:** - First year UG and PG Students **Faculty and Staff are invited**

3nd August 2019 **(Saturday)**	**BOOT CAMP**

		14:30 - 17:00

5th August 2019
to
9th August 2019
(Monday - Friday)
	Regular Lecture Hours	**Interaction Sessions**
		Venue: Lecture Theatre - 3
		Session for:
		   - Student Body Government, Student Clubs and Campus Tour on 5th August
		   - Entrepreneurship cell (DCEI) on 6th August
		   - Student Placement Cell and Alumni on 7th August
		   - Cyber Sensitization on 8th August
		   - Counselors on 9th August

Dhirubhai Ambani Institute of Information and Communication Technolgy

Orientation Schedule for PG Programs (2020-21)
Virtual platform - Google Meet

	10.00 -12.00		15.00-17.00	
11-08-2020 (Tuesday)	**General Orientation for MSc (DS) & MSc(IT)** Director Dean(Academic Programs) Dean(Students) Faculty Convenor(Placement) **Google Meet Link:** https://meet.google.com/erj-epme-bqc		**General Orientation for MTech(ICT), MTech(EC), MDes(CD), PhD** Director Dean(Academic Programs) Dean(R&D) Dean(Students) Faculty Convenor(Placement) **Google Meet Link:** https://meet.google.com/erj-epme-bqc	
	10.00-12.00		15:00-16:00	16:00-17:00
13-08-2020 (Thursday)	**Program Orientation**		**Registration, E-Campus and Examinations**	**SBG Representative Meet**
	PhD and MTech students Google Meet Link: meet.google.com/xnu-zvtt-mfg	Coordinators: **Prof. Aditya Tatu** **Prof. Yash Vasavada** **Prof. Arnab Ray** MTech instructors of First semester	All PG students Coordinators: **Executive Registrar** **Deputy Registrar** **Assistant Registrar** **Google Meet Link:** https://meet.google.com/erj-epme-bqc	All PG students Coordinator - **SBG Convenor** **Google Meet Link:** https://meet.google.com/erj-epme-bqc
	MSc(DS) and MSc(IT) students Google Meet Link: meet.google.com/wwo-msiu-oiu	Coordinator: **Prof. Saurabh Tiwari** **Prof. Bhaskar Chaudhury** MSc(DS), MSc(IT) instructors of First semester		
	MDes(CD) students Google Meet Link: meet.google.com/gwg-iyrk-icm	Cocordinator: **Prof. Vishvajit Pandya** Prof. Binita Desai Prof. Madhumita Mazumdar		
	10.00-12.00		15.00-16.00	16.00-17.00
14-08-2020 (Friday)	**Teaching Assistant-ship Orientation & Preference**		**Placement Committee Interaction**	**An Introduction to the Gender Cell at DA-IICT**
	PhD and MTech students Coordinators: **PG Convenor, MTech Coordinator** **Google Meet Link:** https://meet.google.com/erj-epme-bqc		All PG students Coordinator: **Prof. Yash Agarwal** **Google Meet Link:** https://meet.google.com/erj-epme-bqc	All PG students Coordinator: **Prof. Binita Desai**, **Prof. Shweta Garg** **Google Meet Link:** https://meet.google.com/erj-epme-bqc

NOTE: STUDENTS PARTICIPATION IN ALL SESSIONS ARE COMPULSORY. NOTE DOWN THE PROGRAM-WISE SESSION FOR YOUR PARTICIPATION and JOIN THE SESSION 5 MINUTES BEFORE IT STARTS.

To participate the sessions, you require email-id of daiict domain and join the indicated meeting link of respective sessions after login to Gmail account with your daiict email-id.

DHIRUBHAI AMBANI INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Orientation 2020 - UG Programs

Venue: Use the Link of Event Address and Event Password to enter the virtual venue at daiict.webex

10th November 2020 (Tuesday)	10:00 - 11:30	15:00 - 16:30
	Event Address: https://daiict.webex.com/daiict/onstage/g.php?MTID=e0cf74bbd91ade0490f223f87ed12a910 **Event Password: btech2020-event1**	**Event Address:** https://daiict.webex.com/daiict/onstage/g.php?MTID=ef334ae0a427fd2fce8b776f82f2e9ce0 **Event Password: btech2020-event2**
	General Orientation	**Program Orientation**
	Coordinated by: Convenor of UG Committee	**Coordinated by:** Convenor of UG Committee
	Agenda: Welcome and Introductory Remarks	**Agenda:** Introduction to Academics at DA-IICT
	Address by: - Director, Deans, Convenor of Student Placement Cell, Executive Registrar **Introduction of:** - Members of Faculty - Members of Administrative Staff	**Session by:** - Members of UG Committee - Controller of Examinations

11th November 2020 (Wednesday)	10:00 - 11:30		15:00 - 16:30	
	Event Address: https://daiict.webex.com/daiict/onstage/g.php?MTID=e2d9fddac976c104f44e37c72ab32f991 **Event Password: btech2020-event3**		**Event Address:** https://daiict.webex.com/daiict/onstage/g.php?MTID=e95f484ecbc99877efd032d04289b771d **Event Password: btech2020-event4**	
	Online Academic and Resource Management		**Societal Sensitization**	
	Coordinated by: Registrar	**Coordinated by:** ICT Convenor and Librarian	**Coordinated by:** Convenor of Gender Cell	**Coordinated by:** Dean Students
	Agenda: Introduction to e-Campus, Scholarships, NAD	**Agenda:** Introduction to Intranet and Resource Center	**Agenda:** Gender Sensitization	**Agenda:** Introduction to Counseling Services
	Session by: - Deputy Registrar - Assistant Registrar	**Session by:** - Systems Administrator - Lab Staff - Staff of Resource Centre	**Session by:** - Members of Gender Cell	**Session by:** - Counselors

12th November 2020 (Thursday)	10:00 - 11:00	15:00 - 16:30	
	Event Address: https://daiict.webex.com/daiict/onstage/g.php?MTID=e2ebeeb7e9af076e9e807d2a28cb132ee **Event Password: btech2020-event5**	**Event Address:** https://daiict.webex.com/daiict/onstage/g.php?MTID=e53d6004500b15de25d208852410236cf **Event Password: btech2020-event6**	
	Cyber Sensitization	**Extra-curricular Activities at DA-IICT**	
	Coordinated by: ICT Convenor	**Coordinated by:** Chairman, Executive Council of DCEI	**Coordinated by:** Dean Students
	Agenda: Introduction to Cyber Law	**Agenda:** Introduction to DCEI	**Agenda:** Introduction to SBG, Student Committees and Clubs
	Session by: - Mr. Manan Thakkar, Advocate	**Session by:** - Members of DCEI	**Session by:** - Members of SBG

Dhirubhai Ambani Institute of Information and Communication Technology, Gandhinagar

Orientation Schedule for PG Programs(2021-22)

10:00 – 12:00	15:00 – 17:00	
General Orientation	**Program Orientation**	
All PG Students Director Dean(Academics) Dean(Research) Dean(Students) Executive Registrar Faculty Convenor(Placement) Webex Link: https://daiict.webex.com/meet/pg_convenor	**PhD and MTech students** Webex Link: https://daiict.webex.com/meet/saurabh_t	**Coordinators:** Prof. Arnab Ray Prof. Saurabh Tiwari Prof. Priyanka Singh
	MSc(DS) students Webex Link: https://daiict.webex.com/meet/bhaskar_chaudhury	**Coordinator:** Prof. Bhaskar Chaudhury
	MSc(IT) students Webex Link: https://daiict.webex.com/meet/manish_khare	**Coordinator:** Prof. Manish Khare
	MDes(CD) students Google Meet Link: meet.google.com/smi-ffxy-tjv	**Cocordinator:** Prof. Vishvajit Pandya

10 August 2021 (Tuesday)

10:00 – 12:00	15:00 – 16:00	16:00 – 17:00
Teaching Assistantship Orientation	**Registration and E-Campus Examinations**	**Introduction to the Student Body Government(SBG)**
PhD and MTech [GATE & Non-GATE] Students **Coordinator:** PG Convenor Webex Link: https://daiict.webex.com/meet/pg_convenor	**All PG students** **Coordinator:** Executive Registrar Controller of Examination Webex Link: https://daiict.webex.com/meet/pg_convenor	**All PG students** **Coordinator:** SBG Convenor Webex Link: https://daiict.webex.com/meet/pg_convenor

11 August 2021 (Wednesday)

10:00 – 11:00	11:00 – 12:00	11:00 – 12:00	15:00 – 16:00	16:00 – 17:00
Research/Internship Opportunities		**Resource Center Orientation**	**Introduction to Gender Cell at DAIICT**	**Interaction with Counsellors at DAIICT**
Phd and MTech Students Webex Link: https://daiict.webex.com/meet/saurabh_t	**Coordinator:** Dean Research	**All PG Students** **Coordinator:** Mr. Manish Mankad Webex Link: https://daiict.webex.com/meet/pg_convenor	**All PG students** **Coordinators:** Prof. Binita Desai, Prof. Shweta Garg Webex Link: https://daiict.webex.com/meet/pg_convenor	**All PG students** **Coordinators:** Prof. Nandini Banerjee Webex Link: https://daiict.webex.com/meet/pg_convenor
M.Sc(DS) and M.Sc(IT) Students Webex Link: https://daiict.webex.com/meet/manish_khare	**Coordinators:** Prof. Bhaskar Chaudhury, Prof. Manish Khare			

12 August 2021 (Thursday)

10:00 – 11:00	11:00 – 12:00	11:00 – 12:00	15:00 – 16:30	16:30 – 17:00
Meet the Instructors		**Placement Committee**	**Meet the Alumni**	**Open House**
Phd and MTech Students Webex Link: https://daiict.webex.com/meet/saurabh_t	**Coordinators:** Prof. Saurabh Tiwari, Prof. Priyanka Singh	**All PG students** **Coordinator:** Faculty Convenor (Placement) Webex Link: https://daiict.webex.com/meet/pg_convenor	**All PG students** **Coordinators:** Prof. Saurabh Tiwari, Prof. Arnab Ray Webex Link: https://daiict.webex.com/meet/pg_convenor	**All PG students** **Coordinator:** PG Convenor Webex Link: https://daiict.webex.com/meet/pg_convenor
M.Sc(DS) Students Webex Link: https://daiict.webex.com/meet/bhaskar_chaudhury	**Coordinator:** Prof. Bhaskar Chaudhury			
M.Sc(IT) Students Webex Link: https://daiict.webex.com/meet/manish_khare	**Coordinator:** Prof. Manish Khare			

13 August 2021 (Friday)

- Participation of students in all sessions is mandatory.
- You do not need to install any software in order to join Webex Meetings.

DHIRUBHAI AMBANI INSTITUTE OF INFORMATION AND COMMUNICATION TECHNOLOGY

Orientation 2021 - UG Programs - 21st and 22nd October 2021
Venue: Use the Link of Event Address and Event Password to enter the virtual venue
Individual event links can also be accessed through the program URL: https://daiict.webex.com/daiict/onstage/g.php?PRID=8ee6b8d8ac311c18f913e6ee4988a00d

	10:00 - 12:30	14:30 - 17:00	
21st October 2021 (Thursday)	Event Address: https://daiict.webex.com/daiict/onstage/g.php?MTID=e0897b398d0de181d4cb80a2ec8f73af1 Event Password: event1	Event Address: https://daiict.webex.com/daiict/onstage/g.php?MTID=e6d5842666c4e0ddd13ab3604dafebad2 Event Password: event2	Event
	General Orientation	**Online Academic and Resource Management**	
	Coordinated by: UG Committee	**Coordinated by:** Registrar	**Coordinated by:** ICT Convenor and Librarian
	Agenda: Welcome and Introductory Remarks	**Agenda:** Introduction to e-Campus, Scholarships, NAD	**Agenda:** Introduction to Intranet and Resource Center
	Address by: - Director, Deans, Convenor of Student Placement Cell, Executive Registrar **Introduction of:** - Members of Faculty - Members of Administrative Staff	**Session by:** - Deputy Registrar - Deputy Registrar (ADD)	**Session by:** - Systems Administrator - Lab Superintendent - Librarian

	10:00 - 12:30	14:30 - 17:00
22nd October 2021 (Friday)	Event Address: https://daiict.webex.com/daiict/onstage/g.php?MTID=eb4cac85f8daaa16a002f2dde96eb141c Event Password: event3	Event Address: https://daiict.webex.com/daiict/onstage/g.php?MTID=e7570b5151b80bdcedcb4517a083131f7 Event Password: event4 Event
	Program Orientation	**Meet Your Course Instructors**
	Coordinated by: UG Committee	**Coordinated by:** UG Committee
	Agenda: Introduction to Academics at DA-IICT	**Agenda:** Introduction to the Courses of Semester-I
	Session by: - Members of UG Committee - Controller of Examinations	**Session by:** - Course Instructors