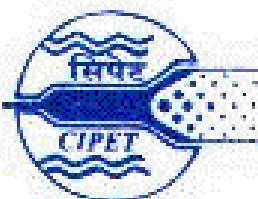


Hand Book

on

Rules & Regulations

for Post Graduate Diploma / Post Diploma / Diploma Courses



Central Institute of Plastics Engineering & Technology
(Dept. of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers)
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1.0 Introduction

1.1 Institute Profile

Central Institute of Plastics Engineering & Technology (CIPET) is a premier National Institution devoted to **Academic, Technology Support & Research (ATR)** for the Plastics & Allied industries in India. First CIPET campus was established by Government of India in 1968 at Chennai and subsequently 14 **CIPET Campuses** have been established by Government of India in the country. Today 15 CIPET Institutes - **Ahmedabad, Amritsar, Aurangabad, Bhopal, Bhubaneswar, Chennai, Guwahati, Hajipur, Haldia, Hyderabad, Jaipur, Imphal, Lucknow, Mysore & Panipat** are contributing through ATR services to the industries in India and abroad. All the centres have adequate infrastructural facilities in the areas of Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Control.

The courses are designed to produce technically trained manpower for ready adsorption in plastics industry. The infrastructure facilities in terms of machinery and equipment are continuously upgraded / modernised to match with the technological development and needs of the industry globally. To keep the industries abreast with the new technological developments and update the skill levels of the personnel working in the industry, short-term programmes, tailor-made programmes, modular training programmes, technical seminars are conducted on Design, Tooling, Plastics Processing, Plastics Testing and Quality Assurance.

1.2 Objectives

- Development of skilled Human Resource for plastics industries.
- Upgradation of technical knowledge through advanced training programmes
- Quality control and standardization of plastics materials and products.
- Technical consultancy and advisory services for enhancing techno-commercial competitiveness of the industries.
- Design and development of moulds, dies for plastics industries.
- Research and Application development in the areas of Plastics Engineering & Technology.

1.3 Activities

Academic, Technology Support and Research & Development

1.3.1 Academic

(a) Regular Long Term Programmes

- Ph.D. Programmes in Polymer Science / Material Science / Plastics Engineering at LARPM CIPET - Bhubaneswar
- Master of Technology in Plastics Engineering / Technology (M.Tech.-PE/PT)
- Master of Engineering in CAD/CAM (M.E. CAD/CAM) at ARSTPS - CIPET, Chennai
- Master of Technology in Polymer Nano Technology (M.Tech. - PNT) at LARPM, CIPET Bhubaneswar.
- Bachelor of Technology in Plastics Engineering / Technology (B.Tech.-PE/PT)
- Bachelor of Technology in Manufacturing Engineering / Technology (B.Tech-Mfg. Engg. / Tech.), CIPET - Chennai, Lucknow, Bhubaneswar, Ahmedabad.
- Master of Science (Tech.) (Material Science Engineering), CIPET Bhubaneswar.
- Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT)
- Diploma in Plastics Mould Technology (DPMT)
- Diploma in Plastics Technology (DPT)
- Post Diploma in Plastics Mould Design (PD-PMD)

(b) Short Term Programmes

- Skill & Technology Upgradation Programmes for Industry
- Tailor - Made Courses
- Modular programmes
- Entrepreneurial Development programmes
- Training for Overseas Nationals

1.3.2 Technology Support Services

CIPET renders Technology Support Services (TSS) to plastics and allied industries in different fields of Plastics Engineering & Technology.

- Testing and standardisation for plastics materials and products
- Material selection for new applications or substitution of conventional material
- Machinery and equipment selection

- Setting up of tool room / processing industries & testing laboratories
- Technical Support to the industry in product design / mould / dies / tools design, product failure analysis with the aid of CAD / CAM / CAE
- Undertaking job works in all the areas of Plastics Engineering & Technology

1.3.3 Research & Development

Two dedicated R&D Wings - LARPM & ARSTPS have been dedicated to the country where integrated Research Programmes are undertaken in the Polymeric Materials & Product Design and Development areas.

1.4 Academic Council

The Academic Council of the Institute shall have the control and general regulation and be responsible for maintenance of standard of instructions, education and examination in the Institute. Academic Council is constituted as an apex academic body in CIPET to infuse the dynamic and flexible requirements in training programmes of CIPET. The Director General shall be the Chairman of the Council.

2.0 Post Graduate Diploma / Post Diploma / Diploma Course

The hand book furnishes the details of Post Graduate Diploma, Post Diploma and Diploma courses offered, centres offering the above courses, mode of admission / readmission, transfers, conduct of examinations, training rules and regulations, etc.

2.1 Description of Courses

The courses are conducted on semester pattern, each year consisting of two semesters.

- (i) Master of Technology in Plastics Engineering / Technology (M.Tech.-PE/PT) - 2 years (4 semesters).
- (ii) Master of Engineering in CAD/CAM (M.E-CAD/CAM) - 2 years (4 semesters).
- (iii) Master of Technology in Polymer Nano Technology (M.Tech.-PNT) - 2 years (4 semesters).

- (iv) Bachelor of Technology in Plastics Engineering / Technology (B.Tech.-PE/PT) - 4 years (8 semesters).
- (v) Bachelor of Technology in Manufacturing Engineering / Technology (B.Tech-Mfg. Engg. / Tech.) - 4 years (8 semesters).
- (vi) Master of Science (Tech.) (M.Sc.Tech. - Material Science Engineering) - 5 years integrated programme.
- (vii) Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT) - 1 1/2 years (3 semesters).
- (viii) Diploma in Plastics Mould Technology (DPMT) - 3 years (6 semesters).
- (ix) Diploma in Plastics Technology (DPT) - 3 years (6 semesters).
- (x) Post Diploma in Plastics Mould Design (PD-PMD) - 1 year (2 semesters).

2.2 Admission in CIPET Course

1. M.Tech. in Plastics Engineering / Technology

Eligible criteria : B.E. / B.Tech. / B.Sc.,Engg. (4 years) in Mechanical / Chemical / Production / Polymer / Plastics Engineering / Technology (or) M.Sc. in Polymer Science / Chemistry with polymer specialization.

Max. Age limit : 35 years

2. M.E. CAD / CAM

Eligible criteria : B.E. / B.Tech. (4 years) in Mechanical / Automobile / Manufacturing / Production / Industrial / Mechatronics / Marine / Aeronautical.

Max. Age limit : 35 years

3. M.Tech. in Polymer Nano Technology

Eligible criteria : B.E. / B.Tech. (4 years) in Mechanical, Plastics Engineering / Technology / Polymer / Chemical (or) M.Sc., in Polymer Chemistry / Polymer Science / Physics / Chemistry with Valid GATE score.

Max. Age limit : 35 years

4. B.Tech. in Plastics Engineering / Technology

Eligibility criteria : H.Sc / 10 + 2 (academic stream) with Maths, Physics & Chemistry.

Max. Age limit : 21 years

5. Post Graduate Diploma in Plastics Processing & Testing (PGD-PPT)
Eligibility criteria : 3-year Degree in Science with Chemistry as one of the subjects.
Max. Age limit : 24 years*
6. Diploma in Plastics Mould Technology (DPMT)
Eligibility criteria : X Std. with Maths, Science and English.
Max. Age limit : 19 years*
7. Diploma in Plastics Technology (DPT)
Eligibility criteria : X std. with Maths, Science and English.
Max. Age limit : 19 years*
8. Post Diploma in Plastics Mould Design (PD-PMD)
Eligibility criteria : 3 year Diploma in Mechanical, Plastics Technology, Tool / Production Engineering, Mechatronics, Automobile Engineering, Tool & Die Making, DPMT / DPT (CIPET) or equivalent.
Max. Age limit : 24 years*

* Age limit is relaxable upto 5 years for applicants sponsored by industries, SC/ST category and applicants from North Eastern Region in the case of Diploma / Post Diploma / Post Graduate Diploma Programmes.

2.3 How to apply?

CIPET notifies its admission notice in all leading English as well as regional newspapers in the last week of February of every year and last date for receipt of filled in application will be fixed in the 2nd week of June of every year.

Information Brochure and Application form can be obtained from any of CIPET Centres against payment of prescribed application fee (which would be notified in the Admission Notice) in cash or demand draft in favour of CIPET Corporate, A/c No. 10565622390, payable at Chennai and the form can be downloaded from our Website www.cipet.gov.in

2.4 Admission Regulations

- Admission to all CIPET courses will be carried out through a Joint Entrance Examination (JEE) conducted at selected places on all India basis and is likely to be conducted preferably on second Sunday of July every year.
- Age limit shall be as on 31st July every year. Over-aged candidates will not be considered and hence need not apply. However, age limit is relaxable by five years for sponsored, SC/ST, North-Eastern candidates.
- Sponsored candidates are not eligible for the award of stipend.
- Candidates appearing for entry qualification examination can also apply. Their selection and admission is subject to their eligibility for higher studies on successful completion of the entry qualification and submission of qualification testimonials by the stipulated date.
- No request for change of centre allotted for admission will be entertained during the course of study.
- The provisional selection will be cancelled for the candidate not accepting the allotment of admission within the stipulated time indicated in the call letter and the wait list will be operated to fill the vacancies.
- The Category wise reservation followed for selection of candidates is as below:

SC category	:	15%	
ST category	:	7.5%	
Other Backward Classes	:	27%	
Physically Challenged	:	3%	Horizontal Reservation for Physically Challenged candidates cutting across all sections including SC's, ST's and the Other Backward Classes and the Non - reserved category.

2.5 Selection Procedure

Selection for all courses is based on academic record and performance in the Joint Entrance Examination.

2.6 Dismissal / Termination of students

Centre-in-charge in consultation with Corporate reserves the right to dismissal / terminate any student from the course on grounds of communicable diseases / unsatisfactory performance / lack of attendance / misconduct / ragging.

2.7 Award of Stipend

Limited Stipend is awarded to meritorious students of all courses on merit-cum-means basis (conditions apply).

2.8 Meritorious Scholarship

Industry Endowment Scholarship instituted by Industries are being awarded to meritorious students of all courses.

2.9 Centre Transfers

A student admitted in a particular centre is expected to undergo and complete the full course in the same Centre.

On extraordinary circumstances, with genuine reasons, students are being transferred from one CIPET centre to another centre based on the following procedures and criteria.

1. A 3 member committee should be constituted inclusive of a Medical representative not less than rank of Civil Surgeon / Authorised Medical Attendent (A.M.A.) for examining the genuineness and only those genuine cases be forwarded to Corporate with recommendations.
2. Parental transfer should not be taken into account for considerations of student transfer. However, the parent illness / terminal illness / death may be considered and forwarded, if supported with all necessary documents.
3. The transfer request of a student may be forwarded during the end of 1st year (on or before 30th June of every year) and no transfer should be forwarded to Corporate while pursuing 2nd year and 3rd year.
4. The Transfer request is applicable to Diploma / Post Diploma / Post Graduate Diploma courses only subject to availability of vacancy at the new centre.

2.10 Readmission of Candidates

A student who had discontinued his / her studies in the middle of a semester or who had not appeared for semester examination of current semester of study, can apply and get readmission in the same semester in the subsequent academic years if he / she desires to complete the course and satisfies the following conditions.

- (i) Readmission fee of Rs.500/- is payable by the candidate.
- (ii) The candidate should not have exhausted the total period of study permitted to complete the course.
- (iii) He / she on readmission, should be able to complete his / her full course of study within the stipulated total period. A candidate who had discontinued his / her studies continuously or in spells for more than 3 years shall not be recommended for readmission.
- (iv) A candidate whose petition is pending in any court with respect to his / her admission / examination results / punishments, etc. and who had discontinued the studies shall not be readmitted in the institution without getting the prior permission of the Corporate Training & Planning Cell.
- (v) A last date, usually 7 days after the day of commencement of each semester is being fixed and announced for the readmission of students.
- (vi) Centres can themselves readmit the candidates who apply for their readmission on or before the prescribed due date in the semester in which they had discontinued, if they satisfy all the conditions specified above and send the proposal to the corporate for approval and ratification. Centres may permit such readmitted students to attend the classes, without waiting for the approval of Corporate, after obtaining an undertaking from the candidate to the effect that they will abide by the decision of the Corporate.
- (vii) The percentage of attendance for the readmitted candidates shall be calculated from the actual date of their readmission.
- (viii) The proposal for readmission has to be submitted by the centre-in-charge. The request letter of the student shall be forwarded to the Corporate along with the comments / recommendations of the centre-in-charge. A student seeking readmission with a particular semester should enclose the copy of the call letter in case of first semester or photocopy of his / her mark sheet of the previous semester he / she had completed before discontinuing his / her studies.

2.11 Time limit to complete the Diploma Course

The following time limit has been prescribed to complete the Diploma Courses and pass all the subjects pertaining to the course:

PGD-PPT	:	(11/2 years duration)	- 3 1/2 years
DPMT / DPT	:	(3 years duration)	- 5 years
PD-PMD	:	(1 year duration)	- 3 years

However, on extreme unavoidable circumstances the Manager (Training), Corporate may decide and give a maximum of two additional chances to the deserved students on request after exhausting the prescribed time limit. But no candidate can claim the additional chance as a matter of right.

2.12 Procedure for completing the Diploma Course

- (i) The candidates on completion of studies in each semester should necessarily register himself / herself for the examinations of all the subjects of the current semester as well as for all the arrear subjects of all the previous semesters and shall appear for the semester examinations.
- (ii) 80% attendance is mandatory for appearing in the semester examination.
- (iii) A student having less than 80% attendance in a semester will be demoted and should repeat the same semester in the next academic year.
- (iv) Candidates will not be permitted to discontinue the course of study for a duration of more than three years during any part of their course of study. For candidates for whom continuous break in study is less than or equal to three years, permission of the Corporate is necessary to continue the course and appear in the examination.

2.13 Eligibility to continue in the next higher semester

Carry over system has been followed in which the students are being permitted to continue their studies in the next higher semester even if they do not pass in the lower semester examinations.

2.14 Working day / Hours

Duration of the programmes for each semester

Sl.No.	Programme	Duration
1.	Theory & Practical classes	20 Weeks
2.	Examinations (Theory / Practical / Semester / Supplementary)	3 Weeks

Working days : 5 days / week

Working hours : 40 hours / week

Theory / Practical : As stipulated in the syllabus framed from time to time.

2.15 Pattern of Collection of Fees

- | | | | |
|----|-----------------------------|---|---|
| 1. | 1 st Week | - | No Fine |
| 2. | 2 nd Week | - | Fine of Rs. 25/- leviable |
| 3. | Beyond 2 nd Week | - | The name will be automatically struck off from the rolls. |

Re-admission will be made on payment of Rs. 500/- before the last working day of 3rd week, failing which they will be removed from the rolls.

Subject Pattern

- | | | |
|--------------------------------|---|---|
| (i) No. of theory subjects | : | Minimum 3 - 4 per semester |
| (jj) No. of practical subjects | : | Minimum 2 including Drawing & Project work per semester |
| (iii) Total No. of subjects | : | Minimum 5-6 subjects per semester |
| (iv) Medium of Instruction | : | English |

3.0 Semester Examinations – Exam Pattern

Semester Examinations for all the Diploma courses are being conducted in the following pattern:

Semester	Span of study	Examination
I, III, V & VII	August – December	January
II, IV, VI & VIII	February – June	July

3.1 Conduct of Semester Examinations

Every semester, the schedule of examinations is being displayed in the CIPET website well in advance and exhibited in the Notice Boards of all CIPET Centres.

The semester examinations are conducted in the centres where the students study the course. The old students also have to appear for their supplementary examinations in the same centre only and change of centre if sought, are permitted upon request well in advance. (One month before the commencement of supplementary examinations)

Officials from other centres are appointed as External Examiners for the effective supervision of the examinations to ensure that examinations are conducted without any lapse, in a free and fair manner giving no room for any malpractice.

The answer papers are evaluated by the identified examiners after assigning dummy numbers and the results published within 40 days (approx.) subject to prevailing conditions after the examinations are over. The results of the examinations with All India Rank list are being published in the CIPET website and the centre-wise consolidated results are sent to all the centres by email. The individual mark sheets of the candidates will be printed and sent to the centres within 60 days from the date of publication of results. All Mark sheets and Diploma certificates are distributed to the candidates through the respective CIPET centres and will not be issued directly to the candidates from Corporate. The centres shall not direct any of their students to Corporate Training & Planning Cell for getting their grade sheets / certificates directly. The centres should maintain records for the issue of mark sheets and certificates to the students with the date of issue, register number of candidates, signature of students, etc. in accordance with QMS as per ISO 9001 : 2008 standards.

3.2 Requirements of Examinations and Attendance

- (i) Semester examinations will be conducted at the end of each semester.
- (ii) A candidate will be permitted to appear for the semester examinations for a subject / practical only if he / she secures atleast 80% of attendance during the said semester period and his / her conduct has been satisfactory.
- (iii) Trainees who have secured less than 80% attendance are not eligible to appear for the semester examinations under any circumstances.

3.3 Reasons for disqualifying a student from appearing in Semester examinations

- (i) A student who has failed to acquire the minimum required percentage of attendance during the semester of study or discontinued his / her studies in the middle of the semester and who have not paid the examination fee in time shall not be permitted to appear for the semester examinations.
- (ii) A student who had paid the examination fee in time, but do not have enough attendance in the course of study, shall not be permitted to appear for the semester examination. Such candidates, however, will be permitted to write the supplementary examinations of previous semester / years, if any, using the same hall ticket. While issuing the hall ticket to such candidates, the centre-in-charge of the institution has to score out the column pertaining to the current semester all papers and mention in the hall ticket as "Supplementary papers only".
- (iii) A student who had exhausted the maximum permitted time limit of 2 years from the date of completion of course of study shall not be permitted to pay the fee or appear for the examinations, unless otherwise notified.
- (iv) A regular student, who had been expelled from the centre on disciplinary measures shall not be permitted to register / appear for semester examinations.
- (v) A student could not claim eligibility to appear for the examination on the ground that he / she had received the hall ticket from the Institution. The centre-in-charges will issue the hall tickets only for those, who satisfies all the conditions specified in 3.2.

3.4 Payment of Examination Fees

A candidate appearing for the semester examination should remit the prescribed fee for all the papers in which he / she had not yet passed. Even though edit lists of arrear papers are being sent by Corporate with respect to each regular student of the

centre, it is the duty of the centre to verify, in each case, the papers he / she had already passed before accepting the application and fee from the candidate. The mark sheets / certificates received by a candidate without appearing for all the arrear subjects will be cancelled on a later date when the mistake is detected. Further, such concerned officials, who authorize to receive the fee from the candidates leaving one or two failed subjects and submit the list to Corporate without proper verification will be liable for appropriate administrative action. The examination fee with the application has to be collected by the centre from the students upto the last dates prescribed by Corporate. The candidates have to obtain the receipt from the centre with the date of payment mentioned, for the examination fee paid, without fail and keep them safe with them for verification when necessity arises.

All fees from second semester onwards are to be paid within 2 weeks from the date of reopening.

3.5 Issue of Hall Tickets / Duplicate Hall Tickets

Hall Tickets will be issued to all those who had registered themselves for the examination by paying the prescribed examination fee within the prescribed time limit. Before issuing the hall tickets to the candidates, the centre-in-charge / training-in-charge should verify the eligibility of the candidates to appear for the examination. The hall tickets shall not be issued to candidates who do not have the minimum required attendance in the current semester.

No candidate will be permitted to write the examination without a valid hall ticket.

If a candidate had lost the hall ticket issued to him, on request, he / she may be issued with a duplicate hall ticket at the centre on payment of a fee of Rs.25/-.

3.6 Guidelines for private candidates appearing in Supplementary Examination

(i) The private candidates who have completed the course of study, but have arrear/s to clear, have to apply in the prescribed application form (Annexure – II) along with the supplementary fees (Rs.150/- per paper / practical / seminar / viva voce) on or before 10th December of every year for the supplementary examinations to be held in January and on or before 10th June for the supplementary examinations to be held in July of every year.

(ii) The private candidates shall have to clear their arrears subject / practical / seminar / viva voce within a period of two years from the date of completion of their course study, failing which he / she will not be eligible for any more attempts.

All correspondence in this regard must be addressed to Manager (Trg.), CIPET Corporate, Guindy, Chennai – 600 032.

Annexure - II - Application Form for Appearing in Supplementary Examination

3.7 Acts of Malpractice in Examinations and Punishments awarded

A candidate indulging in any of the following acts in the examination hall will be considered as committed malpractice in the examination and booked for the same.

(1) Possession of printed / photocopy / written materials pertaining / not pertaining to the day's examination, or pertaining to the examination already appeared by the candidate in the form of book or loose sheets that have been either made use of or not made use of in the examination.

(2) Possession of Programmable Calculators, Mobile Phones, Pagers, Organizers, Digital memory pad etc. with / without matters related to the day's examination stored in them and made use of them or not in the examination.

(3) Writing any matter, formula, definitions, sketches, pertaining / not pertaining to the day's examination, in any part of the candidate's body, dress, instrument box, calculator cover, wall, table, drawing board, question paper, hall ticket etc. and made use of them or not in the examination.

(4) Writing any appeal to Examiner offering money or any irrelevant matters in the answer book, attaching money in answer books and giving contact address, telephone numbers etc.

(5) Writing the register number anywhere in the answer book or additional sheets other than in the fly slip.

(6) Enclosing empty additional sheets, wasting the exam stationery unnecessarily.

(7) Writing the examination without valid hall ticket.

(8) Noting down the answers of problems in his / her question paper before leaving the Hall.

(9) Tearing off sheets from the answer book

(10) Keeping with them Tables, Hand books, Code books etc. which are not permitted in the examination hall.

(11) Talking with neighbours, showing signs or signals to others in the hall / verandah.

(12) Copying from printed / handwritten bits / sheets / books etc. in the examination.

(13) Exchanging with neighbors hall tickets, question papers, scales, calculator, instrument box etc. with any formula, answers, sketches, hints related to the day's examination written on them.

(14) Showing the answer book / additional sheet to the neighbours or allowing them to copy.

(15) Giving / Getting the main answer book or additional sheet to / from neighbor for copying.

(16) Writing cine songs, stories, poems or drawing sketches irrelevant to the subject in the answer book or additional sheet.

(17) Writing the examination even after the final bell, not obeying to hall superintendent's instructions.

(18) Striking off all the pages including the correct answers written by him / her in the answer book, when being caught for any act of malpractice.

(19) Telling the answer or formula related to any of the question to others writing the same examination.

(20) Inserting pre-written additional sheet(s) having matters related to the subject of the day's examination into the main answer book.

(21) Replacing the answer book supplied in the hall by pre-prepared answer book brought by the candidate himself / herself or got from outsiders.

(22) Writing answers in main answer book or additional sheets from outside the hall and passing the same to any candidate writing the examination for replacement / attachment.

(23) Refusing to give written statement, refusing to receive show cause notice, absenting from enquiries, running away from examination hall when caught for any malpractice, trying to destroy the evidences by tearing / swallowing / erasing / throwing away the bits, materials etc.

(24) Writing filthy / indecent / vulgar words or sketching obscene figures etc in the answer book or additional sheets attached.

(25) Acts of threats, violence, creating disturbance inside / outside the examination hall, preventing other candidates from entering the hall. Misbehavior with the supervising staff etc.

(26) Repetitive action of malpractice either in the same sitting or in different sittings in the course of his / her study.

(27) Taking away with him / her the written answer book, without handing over the same to the Hall Superintendent.

(28) Trying to take away or damages other candidate's answer book

(29) Violating any other special rules / regulations prescribed by the Examiners.

(30) Impersonation – Arranging some other person to write the examination for the candidate (or) attempting to write the examination for somebody else.

(31) Assaulting Physically or attempting to attack any examination staff while being caught / booked for any malpractice.

(32) Causing damages to examination records.

(33) Arranging outside persons to terrorize the examination staff.

(34) Leaving the examination hall with the question paper of the day's examination before the expiry of the period prescribed by the Examinations (normally 45 minutes from the commencement of exam), in spite of the warning by Examiners.

(35) Causing damage to the belongings of Examiners as an act of vengeance.

The following action to be initiated in case of Malpractices in the Examinations:

(i) The candidate is found copying from any book, manuscript brought by him / her or by any other certificate inside the examination hall, if caught red-handed, he / she should be sent out and shall not be permitted to appear for any subsequent examinations.

(ii) If the candidate copies from another examinee seated either in front row, or back row, from their written answer books, or found eliciting information on question papers, if caught red-handed the candidate found copying and also the candidate aiding him to copy, both of them should be sent out and shall not be permitted to appear for any other subsequent examinations.

(iii) If a trainee is found soliciting assistance in practical examinations from other trainees or CIPET staff to carry out the practical work exam piece on his / her machine or in other machine he / she shall not be allowed to continue / complete the practicals and also shall not be entitled to appear for theory examinations to follow subsequently.

(iv) The candidate found copying should sign in the answer book admitting that he / she was found copying by the examiner and the Invigilator / Examiner should certify if the answer book enclosing the copied material that he / she is found copying and these answer books should not be sealed along with other answer books but ought to be sent to Corporate along with a report of the concerned invigilator / examiners.

In all the above cases, the concerned trainees shall be issued with a Memo by Centre Heads with a copy endorsed to Corporate.

3.8 Internal Assessment / Semester Examination Evaluation

- (i) Semester examination will be conducted at the end of each semester both in theory and practicals / seminar / project / viva voce.
- (ii) The scheme of evaluation is through internal assessment and semester examination.
- (iii) The internal assessment / sessional marks for each subject / practical is awarded on the basis of continual evaluation of each trainee by the concerned faculty for a maximum of 20 / 40 / 50 / 100 marks accordingly.
- (iv) In case a student fails in internal assessment of one subject, he / she will be allowed to improve his / her performance by giving additional assignments / tests before commencement of Semester Examination.
- (v) In case a student fails in internal assessment of more than one subject, he / she will not be allowed to appear in semester examination and will be required to repeat the semester.
- (vi) In case a student fails in external examination, the maximum marks for supplementary examination will be 60 for each subject. For overall result, the previous internal assessment marks will be added.
- (vii) Semester examinations are conducted for each subject / practical for a maximum of 30 / 60 / 100 marks accordingly.
- (viii) Seminar / Project Viva Voce examination are conducted for a maximum of 100 marks.
- (ix) A trainee who fails in any subject is ought to appear for the supplementary examination to clear the arrear/s and is allowed to continue the course of study without any break as such.
- (x) However, he / she shall have to clear the arrear subject/s within a period of two years from the date of completion of the course. Failing which, he / she will not be eligible

to appear for the supplementary examinations after the period of two years as stipulated above.

3.9 Passing requirements

- (i) A trainee is declared to have passed the examination in a subject if he / she secures not less than 40% marks in theory and 50% marks in practicals, seminar, project work and viva voce examinations both in internal assessment (for theory subjects and practical only) and semester examination of the total prescribed maximum marks.

3.10 Issue of Course Completion Certificate

Course Completion certificate will be issued to the trainees only on successful completion of (passing all subjects) all semester excepting the final semester. A trainee, who has arrear/s in the previous semester/s is not eligible for the Course Completion certificate.

3.11 Issue of Transfer Certificate

Transfer Certificate will be issued to the outgoing trainees against request.

3.12 Award of Diploma

- (i) A trainee will be eligible for the award of diploma only upon successful passing all subjects of all semesters.
- (ii) Failed candidates will be eligible for the award of diploma only upon successful passing of arrear subject/s of all semesters within two years from the date of completion of the course. Otherwise, they are not eligible for award of diploma.

3.13 Issue of Diploma Certificate

Diploma Certificates will be issued to the passed out candidates only on request in the prescribed application form along with a fee of Rs.100/- (Rs 160/- in case the Diploma Certificate is required by post) in the form of Demand Draft to be drawn in favour of CIPET Corporate, A/c no. 10565622390 payable at Chennai along with the Photocopy of course completion / grade sheets / provisional certificate.

Obtaining Diploma Certificate

Applications for obtaining diploma certificate will be accepted only after two months from the date of publication of semester / supplementary examination results in CIPET Website.

Annexure – III - Application Form for Issue of Post Graduate Diploma / Post Diploma / Diploma Certificate

3.14 Classification of successful trainees

A successful trainee who secures an aggregate of not less than 80% marks in all the semesters is declared to have passed in First Class with Distinction provided the trainee passes all the semester examinations in first attempt with no conditional pass in any theory subject/s.

A successful trainee who secures an aggregate of not less than 60% marks in all the semesters is declared to have passed in First Class provided the trainee passes all the semester examination in first attempt with no conditional pass in any theory subject/s.

All other successful trainees will be declared to have passed in Second Class.

3.15 Issue of Mark Sheets / Diploma Certificates

Before issuing the Provisional / Diploma certificate to the candidate concerned, the centre-in-charge / training-in-charge of the centre should personally verify his/ her mark sheets of all semesters to confirm that the candidate had passed in all subjects of all years / semesters.

3.16 Retotalling / Revaluation of Examination Answer scripts

In respect of courses, any candidate can apply for retotalling of his / her answer script of any theory paper he / she had appeared, if he / she does not satisfy with marks awarded to him / her in the paper. First the candidate has to fill in the prescribed application form and remit necessary fee (Rs.100/- per paper) for retotalling by way of demand draft in favour of CIPET Corporate, A/c no. 10565622390, payable at Chennai and submit the same to the Corporate through his / her Centre of study within the last date prescribed (generally 15 days from the date of publication of results). Candidates who still do not get satisfied with retotalling results can apply for revaluation of his / her answer script. First, the candidate has to fill in the prescribed application form and remit necessary fee (Rs.200 + Rs.60/- if called by post) for getting the photocopy of answer script by way of demand draft and submit the same to Corporate Office through his / her

centre. The photocopy of the answer script will be sent to the candidate directly from the Corporate Office within 15 days from the date of receipt of application.

After going through the script, if the candidate desires for revaluation of his / her answer script, he / she has to fill the application form enclosed with the photo copy, pay the revaluation fee (Rs.400/- per paper) by way of demand draft as specified above and submit to Corporate through his / her centre of study within the prescribed date. After expiry of the last dates, the script will be revalued by a panel of valuers and the revised marks will be intimated to the candidates. The candidates who secure increase in marks in the revaluation have to surrender their original mark sheets to the Corporate Office to get revised mark sheets. Those who get lesser / same marks in the revaluation are permitted to retain their original marks. The revaluation system is not applicable for the practical subjects.

Request for photocopy of the revalued answer script will not be entertained.

Applications received after the prescribed due dates will not be entertained by Corporate Training & Planning Cell.

- | | |
|------------------------|---|
| Annexure – IV - | Application Form for Retotalling of Answer Scripts |
| Annexure – V - | Application Form for Getting Photocopy of Answer Scripts |
| Annexure – VI - | Application Form for Revaluation of Answer Scripts |

3.17 Corrections in Mark Sheets & Diploma Certificates

The application for any correction in the certificates or mark sheets should reach Corporate Training & Planning Cell within 60 days from the date of issue along with the original defective certificates.

The candidate has to pay the correction fee of Rs.100/- (Rs 160/- in case the corrected mark sheet / diploma certificate required to be sent by post) per mark sheet / certificate by way of demand draft and send the same through the centre-in-charge.

The candidate should enclose a photocopy of his / her X Std. Mark sheet as a proof for the corrections required. The name of candidate or name of the Father / Mother of the candidate (spelling and initials) and the date of birth will be printed in the mark sheets as in the X standard mark sheet only.

No correction will be made in the certificates based on Gazette Notifications for change of names, initials, date of birth, etc.

3.18 Issue of Duplicate Mark Sheet / Diploma Certificate

Duplicate Mark Sheet / Diploma Certificate will be issued upon production of the following:

- (i) Request letter along with a copy of any credential in support of course studied or a photocopy of mark sheet / diploma certificate, if possible.
- (ii) Demand Draft for Rs.100/- for Duplicate Mark sheet and Rs.200/- for Duplicate Diploma Certificate to be drawn in favour of CIPET Corporate, A/c no. 10565622390, payable at Chennai.
- (iii) In case the Duplicate Mark sheet / Diploma Certificate required to be sent by post, a postal charge of Rs 60/- is payable in the form of demand draft.
- (iv) Declaration in a non-judicial stamp paper of value of Rs.10/- in the prescribed format.
- (v) Those who lost the Diploma Certificate / Mark sheets during transit, etc., has to make a Police complaint in the nearest Police Station and should submit the Certificate / FIR issued by them. Those who lost the same in the fire accidents, etc., should produce a certificate from the concerned Revenue Department officials. In the case of retrieval of the original certificate, duplicate certificate has to be surrendered immediately.

Annexure – VII - Application Form for Getting of Duplicate Diploma Certificate

Annexure – VIII - Application Form for getting Duplicate Mark sheet.

Annexure – IX - Declaration Format (Affidavit).

3.19 Verification of Certificates

Authentication / Verification of Mark Sheets / Diploma Certificates are done after collecting the following charges.

- The fee prescribed for the issue of genuineness / authentication / verification - Rs. 500/- (per candidate).
- The fee prescribed for providing attested copies of transcripts / mark sheets - Rs. 10/- (per copy / per transcript)

The certifying / verification authority vests with Corporate Training & Planning Cell.

3.20 Cancellation of Certificates

CIPET, can withdraw / cancel / withhold Mark sheets, Provisional / Diploma Certificates already issued to a candidate on the following grounds :

- (i) for involvement of the candidate in any of malpractice in the semester examinations such as impersonation, replacing the answer book / additional sheets of other candidates, conveying malpractice materials into the examination hall, helping other candidates for copying etc.
- (ii) for writing the examination, illegally; i.e., without the minimum required attendance, without eligibility, to appear for the examination, without paying the examination fee, without getting the hall ticket.
- (iii) for sparing / giving his / her mark sheets / certificates to other persons for any kind of misuse / duplicating / forgery etc.
- (iv) for making any kind of unauthorized corrections in the certificates.

The mark sheets / certificates issued, by mistake, to unsuccessful candidates will be cancelled when it is found, without any prior notice or explanation. Ineligible candidates cannot claim to retain such certificates and should return the same. The centre-in-charge of the institution, shall not issue such certificates to the ineligible candidates, but surrender them to the Corporate for cancellation. Getting back the issued certificates from such ineligible candidates will be the responsibility of the centre-in-charge concerned.

3.21 Revision of Fees

The fees, penalties and charges mentioned in various places of this hand book are subject to revision by CIPET management from time to time. The candidate has to pay the amount as per the existing rates of the day.

3.22 Mode of Payment of Fees

All fees related to examinations and certificates have to be paid by the candidate in the form of Demand Draft / Pay Order obtained from any one of the nationalized bank drawn in favour of CIPET Corporate, A/c no. 10565622390, payable at Chennai. The service charge for obtaining Demand Draft shall not be deducted from the amount to be paid to the Corporate. The amount paid by challan through sub-treasuries will not be accepted.

3.23 Conclusion

The Centre-in-charge, Officers and students have to go through the rules and regulations carefully and follow them scrupulously to avoid unnecessary correspondences, legal complications etc. The Corporate Training & Planning Cell can amend, revise, alter or cancel any of the above rules by a resolution in its meeting with due approval of Competent Authority. In case of disputes in interpretation of any of the above rules, the decision of the Competent Authority will be final.

4.0 ANNEXURES

ANNEXURE - I

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

LIST OF CIPET CENTRES

	Code	Tel No. Direct	Tel No. Office	Fax
Director General, CIPET Corporate, TVK Industrial Estate, Guindy, Chennai – 600 032. E-mail : cipethq@vsnl.com Web site : www.cipet.gov.in	044	22253040	22254780 22254783 22254784	22254787
Deputy Director, CIPET - Chennai, TVK Industrial Estate, Guindy, Chennai – 600 032. E-mail : cipetchn@eth.net	044	22254710 Mob: 9677123881	22254701 to 22254706	22254707
Deputy Director, CIPET - Ahmedabad, Plot No.630, Phase IV, GIDC, Vatva, Ahmedabad – 382 445. E-mail : cadcipetahd@gmail.com	079	25832267/ Mob: 96625 17001	40083901	25835236
Chief Manager (Project), CIPET - Amritsar, P.O. Rayon & Silk Mills, Adjacent to GND University, Amritsar – 143 104. E-mail: cipet_asr@sancharnet.in	0183	2258671 Mob: 9356026602	2258938	2258671
Chief Manager (Project), CIPET - Bhopal, Sector “G”, Govindpura Industrial Area, Bhopal – 462 023. E-mail : cipet.bhopal@gmail.com	0755	2684769 Mob: 7566177001	2687454	2689041
Chief Manager (Project), CIPET - Bhubaneswar, B-25, CNI Complex, PO – Patia, Bhubaneswar – 751 024. E-mail : cipetbbsr@gmail.com	0674	2743767 Mob: 9337126604	2743462 2743767	2743863
Manager (Project), CIPET - Bhubaneswar Unit - II, S-3/79, Sector - A, Zone - B, Mancheswar Indl. Estate, Bhubaneswar - 751 010. E-mail : cipetsat@gmail.com	0674	2588203 Mob : 9437111344	2588087	2587874

Chief Manager (Project), CIPET - Hyderabad, Post Bag No.3, CIDA Phase II, HCL Post, Hyderabad – 500 051. E-mail: cipethyderabad@yahoo.co.in	040	27264040	27263750 27264043	27264051
	Mob: 9959333412			
Deputy Director, CIPET - Lucknow, B – 27, Amausi Industrial Area, Lucknow – 226 008. E-mail : cipetlko@satyam.net.in	0522	2437646	2436910	2436227
	Mob: 9335206644			
Deputy Director, CIPET -Mysore, 437/A, Hebbal Industrial Area, Mysore – 570 016, Karnataka. E-mail : cipetmys@sancharnet.in	0821	2511903	2510618	2510990
	Mob: 9342126609			
Project Officer, CIPET - Imphal, C – 12, Industrial Estate, Takyalpet, Imphal – 795 001. E-mail : cipetim@gmail.com	0385	2223158	2449158	2452870
	Mob: 9862027422			
Deputy Director, CIPET - Haldia, City Centre, P.O. Debhog, Dist : Purba Medinipur, Haldia – 721 657. E-mail : cipet.haldia@gmail.com	03224	255404	255444	253016
	Mob: 9332310305			
Chief Manager (Project), CIPET - Hajipur, EPIP Complex, Hajipur Industrial Area, Hajipur – 844 101. E-mail : cipetpat@sancharnet.in	06224	277424	273515	275316
	Mob: 9386744652			
Deputy Director, CIPET - Guwahati, P.O. Changsari, Dist. : Kamrup Guwahati – 781 101. E-mail : cipe_ghy@rediffmail.com	0361	2680747	2680622	2680281
	Mob: 9957193628			
Manager (Project), CIPET - Jaipur, SP-1298, Sitapura Industrial Estate, Phase – III, Tonk Road, Jaipur – 302 022. E-mail : cipet_jaipur@yahoo.co.in	0141	3239784	-	2770736
	Mob: 9351351778			
Manager (Project), CIPET - Panipat, G.T.Road, Sewah Gaon, Panipat – 132 108, Haryana. E-mail: cipetpanipat@gmail.com	0180	3297993	-	2565097
	Mob: 9466146001			

Manager (Project), CIPET - Aurangabad, Plot No.1-B/1 (Meltron Building), MIDC Industrial Area, Chikalthana, Jalna Road, Aurangabad – 431 210. E-mail : cipet_abd@rediffmail.com	0240	3206636	-	2476626
	Mob: 9325687901			
Chief Manager (TS), CIPET - Madurai, Advanced Tooling & Plastics Product Development Centre, 35/1, 2 nd Floor, Paddy & Flower Market Complex, Mattuthavani, Madurai - 625 007. E-mail : atpdc.cipetmadurai@gmail.com	0452	2586677		
	Mob: 9677123894			

ANNEXURE – II

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
APPLICATION FORM FOR APPEARING IN SUPPLEMENTARY EXAMINATION

(For Private Candidates)

1.	Name of the Candidate	:	
2.	Hall Ticket No.	:	
3.	Course	:	
4.	Year of Study	:	
5.	Centre Studied		
6.	Year of Completion of Course Study	:	
7.	Details of arrear paper / semester-wise / no. of paper / practical / seminar / viva voice	:	
8.	Whether would like to appear for Odd or Even Supplementary Examinations	:	
9.	Details of Supplementary Examination Fee	:	
	(i) By Demand Draft No.		
	Amount		
	Date		
	Demand Draft to be drawn in favour of CIPET Corporate, A/c no. 10565622390, payable at Chennai	:	
	(ii) By Cash		
	Receipt No.		
	Amount		
	Date		

Date:

Signature of the Candidate

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

ANNEXURE - III

APPLICATION FORM FOR ISSUE OF POST GRADUATE DIPLOMA / POST DIPLOMA / DIPLOMA CERTIFICATE

[illegible]

It is to certify that the information furnished above are true and correct. I shall be fully responsible in case any of the above information is found incorrect.

Please find enclosed herewith a Demand Draft bearing No. _____ dated _____ drawn on _____ Bank for Rs.100/- (Rs. 160/- if required to be sent by post) in favour of **CIPET Coporate, A/c no. 10565622390, payable at Chennai** towards issue of my POST GRADUATE DIPLOMA / POST DIPLOMA / DIPLOMA CERTIFICATE.

Please arrange to issue my certificate.

Signature of the Candidate

List of enclosures :

1. Copies of mark sheets of all semesters / Provisional Certificate / Course Completion Certificate.
2. Demand Draft.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR RETOTALLING OF ANSWER SCRIPTS

1. Name of the Candidate :
2. Hall Ticket Number :
3. Mobile Number :
4. E -Mail ID of candidate :
5. Name of the Centre in which studying / studied :
6. Course of Study :
7. Whether retotalling is required for semester or supplementary examination answer scripts. :
8. Name of the subject/semester for which retotalling is required :
9. Marks obtained :
10. Amount paid : Rs.100/-
11. Demand Draft No. and Date (Drawn in favour of CIPET Corporate, A/c No. 10565622390, payable at Chennai). :
12. Name of the Bank and Branch :
13. Postal Address to which the retotalling results to be sent. :

Date :

Signature of the Candidate

Important Note:

Separate application should be submitted for each paper.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR GETTING PHOTOCOPY OF ANSWER SCRIPTS

1. Name of the Candidate :
2. Hall Ticket Number :
3. Mobile Number :
4. E -Mail ID of candidate :
5. Name of the Centre in which studying / studied :
6. Course of Study :
7. Whether photocopy is required for semester or supplementary examination answer scripts. :
8. Name of the subject/semester for which photocopy of answer script is required :
9. Marks obtained :
10. Amount paid : Rs.200/- + Rs.50/- (Postal Charges if needed by post)
11. Demand Draft No. and Date (Drawn in favour of CIPET Corporate A/c No. 10565622390, payable at Chennai). :
12. Name of the Bank and Branch :
13. Postal Address to which the photocopy of answer script should be sent if needed by post. :

Date :

Signature of the Candidate

Important Note:

1. Separate application should be submitted for each paper.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR REVALUATION OF ANSWER SCRIPTS

1. Name of the Candidate :
2. Hall Ticket Number :
3. Mobile Number :
4. E -Mail ID of candidate :
5. Name of the Centre in which studying / studied :
6. Course of Study :
7. Whether revaluation is required for semester or supplementary examination answer scripts. :
8. Name of the subject/semester for which revaluation is required :
9. Marks obtained :
10. Amount paid : Rs. 400/-
11. Demand Draft No. and Date (Drawn in favour of CIPET Corporate A/c No. 10565622390, payable at Chennai). :
12. Name of the Bank and Branch :
13. Postal Address to which the revaluation results should be sent. :

Date :

Signature of the Candidate

Important Note:

1. Separate application should be submitted for each paper.
2. Only those candidates who obtained photocopy of answer script are eligible to apply for revaluation.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR GETTING OF DUPLICATE DIPLOMA CERTIFICATE

1. Name of the Applicant (in CAPITAL LETTERS) in full as entered in the Mark sheets / Diploma issued by the CIPET (with address) :
2. Name of the Centre where in he / she qualified for the award of Diploma. :
3. Name of the Course :
4. Register number, month and year in which he / she secured a final pass :
5. Results of the final year examinations / class secured :
6. Serial Number of the original Diploma / Certificate :
7. Particulars of fees remitted
 - (a) Amount :
 - (b) D.D.Number :
 - (c) Name of the bank from which the D.D. has been drawn :
8. Circumstances under which the original Diploma Certificate was lost. :
9. Steps or efforts taken by the applicant to recover the loss of Diploma / Certificate. :

Signature of the Candidate

Note:

1. The candidate has to pay a fee of Rs.200/- (Rs. 260/- if required to be sent by post) in the form of demand draft drawn in favour of CIPET Corporate, A/c no. 10565622390, Payable at Chennai.
2. The Original Certificate issued by the Police / revenue Department regarding the loss / damage has to be enclosed with the application.

3. Copy of any credential in support of course studied or a photocopy of Diploma Certificate, if possible is to be enclosed along with the application form.

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

APPLICATION FORM FOR GETTING DUPLICATE MARK SHEET

1. Name of the Applicant (in CAPITAL LETTERS) in full as entered in the Mark sheets / Diploma issued by the CIPET (with address) :
2. Name of the Centre where in he / she qualified for the award of Diploma. :
3. Name of the Course :
4. Register number, month and year in which he / she secured a final pass :
5. Results of the final year examinations / class secured :
6. Semester / Serial Number of the original Mark Sheet :
7. Particulars of fees remitted
 - (a) Amount :
 - (b) D.D.Number :
 - (c) Name of the bank from which the D.D. has been drawn :
8. Circumstances under which the original Mark Sheet was lost. :
9. Steps or efforts taken by the applicant to recover the loss of Mark Sheet. :

Signature of the Candidate

Note:

1. The candidate has to pay a fee of Rs.100/- (Rs. 160/- if required to be sent by post) in the form of demand draft drawn in favour of CIPET Corporate, A/c no. 10565622390, from any nationalised bank, payable at Chennai.
2. The Original Certificate issued by the Police / Revenue Department regarding the loss / damage has to be enclosed with the application.

3. Copy of any credential in support of course studied or a photocopy of Diploma Certificate, if possible is to be enclosed along with the application form.

ANNEXURE – IX

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY

DECLARATION FORMAT (AFFIDAVIT)

**Declaration form for the loss of Post Graduate / Post Diploma / Diploma
Certificates to be given in a Non-judicial stamp paper of value of Rs.10/-)**

I son / daughter of Shri /

Smt.....residing at

hereby affirm and declare that I have irretrievably lost my

.....

certificate issued to me by the Central Institute of Plastics Engineering & Technology,

Chennai in the year In the event of the above mentioned certificate / Diploma

being found subsequently I hereby undertake to return the duplicate issued.

SIGNATURE

SIGNED BEFORE ME

DATE:

First Class Magistrate / Notary Public

PLACE:

Office Seal

TIME TABLE

I, III, V & VII Semester of 2010 - 11

Course :

Semester :

Day / Time	9.00 - 10.00	10.00 - 11.00	11.00 - 12.00	12.00 - 1.00	1.30 - 2.30	2.30 - 3.30	3.30 - 4.30	4.30 - 5.30
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

II, IV, VI & VIII Semester of 2010 - 11

Day / Time	9.00 - 10.00	10.00 - 11.00	11.00 - 12.00	12.00 - 1.00	1.30 - 2.30	2.30 - 3.30	3.30 - 4.30	4.30 - 5.30
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

Working days : Monday to Friday

Timing : 9.00 a.m. to 5.30 p.m.

Lunch Time : 1.00 p.m. to 1.30 p.m.