



NATIONAL RAIL AND TRANSPORTATION INSTITUTE

Vadodra, Gujarat – 390004

Ref: NRTI/REG/ADM/FAQ/Stu/V-01

22 Sept 2022

Frequently Asked Questions (FAQs)

Question 1: What are the channels of communication available for the students?

For any academic matter including registration, planning for backlog courses, academic counselling, participation in workshops, conferences etc. students should approach respective Program Coordinator.

The Program Coordinators and the respective programmes is as follows:

Programmes	Program Coordinators
MBA & BBA	Dr. Hari Krishna Gaddam
MSc & BSc	Dr. Sunil Kumar Sharma
B.Tech. - Rail Infrastructure Engineering	Dr. Pradeep
B.Tech. - Rail Systems and Communication Engineering	Dr. Abhilasha Saksena Dr. Jyoti Sharma
B.Tech. - Mechanical and Rail Engineering	Dr. Ram Upadhyay
Faculty Coordinator - (Digital Learning)	Dr. Pradeep Kumar Saroj

For matters requiring suggestion or approval of Program Director/ Dean (Academics)/ Dean (Administration) it will be referred and Students will receive a reply informing the decision through the Program Coordinator.

Designation	Name of the Person
Program Director (MBA & BBA)	Prof. Jitesh Thakkar
Program Director (MSc & BSc)	Prof. R. Edwin Raj
Program Director (B.Tech.)	Dr. Venkat Chintala
Dean Academics	Prof. Jitesh Thakkar
Dean Administration	Prof. C.P. Nanda

Matters requiring further approval would be reviewed in the Faculty Council and the recommendations would be taken up for the approval of the Competent Authority after due administrative process. Student will receive a reply informing the decision from the Office of the Registrar.

For extra-curricular and co-curricular activities – Such as that of Student's Clubs, students can contact members of the Student Affairs Committee –Dr. Ram Krishna Upadhyay and Dr. Jyoti Sharma.

Question 2: How can a student resolve issues related to assessment (marks/grades) of academic performance of a course?

The student should, first, take-up the issue related to assessment (marks/grades) with the concerned course faculty. In case the issue is not resolved at this level, then the student should submit an application to the Program director duly forwarded by Program Coordinator. If the Program Director decides that the matter should be taken up by the Examination Committee, the same shall be forwarded to O/o the Controller of Examinations (CoE). The decision will be informed to the student by the CoE's office.



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Question 3: How can a student apply for funding / research grants for participation in conferences in India/ Abroad?

The pre-requisites to apply for funding / research grant to the university are as follows:

1. Students should have conducted research or developed a prototype/model which can be presented as a benchmark study to represent NRTI at a national/ international platform.
2. Students should have exceptional and consistent academic performance.

Student satisfying the above two conditions can submit his application along with the research paper and letter of acceptance received from the conference to the Program Coordinator/Director which would be reviewed by the Research Advisory Committee (RAC). The recommendations would be referred further for the approval of the Competent Authority. Registrar's office will inform the student about the decision of the competent authority.

The university may or may not extend the partial or full funding support. However, it is mandatory for the student seeking funding / research grant from the university to make a presentation to RRC. The student should also explore the external funding bodies viz., DST, DAE, CSIR, BIRAC etc.

Question 4: Who can be approached in case of any fees/financial aid related issues?

For fee related issues, student can approach to Junior Assistant (Finance) in the O/o the Dy. Finance Officer (DFO). The soft copy of the application can be mailed for tracking to Programme Coordinator/ PD--- Subject line to carry 'Financial Aid'

For financial aid related matters, the Assistant Accountant in the O/o the Dy. Finance Officer (DFO) can be approached. Financial Aid will be determined by the Financial Aid Committee as per the policy.

Question 5: Who can be approached in case of any matter related to the hostel?

Students can contact the respective Deputy Warden/Warden of the hostel. In case, it is not resolved in 3-4 days, the issue may be escalated to the Hostel Management Committee.

Question 6: How can students improve their academic competitiveness in a semester-based system?

Semester-based system provides greater flexibility, structure and adequate time to improve upon academic competitiveness and hence acquiring various employability skills.

Students are advised to focus on the following aspects to improve their academic competitiveness in the semester-based system.

1. Study the courses in greater detail with tutorials and hands-on exercises.
2. Register for various competence building courses at digital platforms like NPTEL, Coursera, edX, Udemy as part of self-learning. This should strengthen the skill and knowledge of the students in the domain of their respective specializations.
3. Students should enrol for professional certificate courses offered by CILT, ICAI, ICWA, IAI, IITs, IIMs.



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4. Undertake experiential learning through internship, field visits, industrial visit, etc.
5. Students should work on various projects which includes design, development and testing of prototypes.
6. Students should strengthen their soft skills such as presentation, public speaking, facing interview, etc. which are very essential for getting a placement.

Question 7: How can a student do an audit course?

Number of students to be permitted for an audit course depends upon the class size and the nature of the course offered by a programme. Only the approved Audit course will be reflected in the Final Transcripts as Pass or Fail. The audit course(s) will not be accounted for CGPA calculation. Student can enrol for those courses by filling the prescribed form with due recommendation of program coordinator. The respective Programme Director will approve the Audit course(s) in consultation with the Programme Coordinators. The approved forms are to be submitted to the Academic Office (Dy. Registrar) with a copy to O/o CoE.

Question 8: What is the policy on offering/selecting Elective Courses?

- The students may indicate their preferred Elective Courses at least one month before closure of the previous Semester
- The respective Program Director will decide the list of Elective Courses to be offered for the next Semester.
- The final list of Electives that will be offered in the semester will be shared with the students a week before the commencement of the Semester.
- The students shall indicate their choice Electives (from the final list) in the course registration form and submit the same to the O/o Dy Registrar, with the endorsement of the Prog Coordinator.
- The O/o the Dy Registrar will send the details of Registration to the O/o CoE.

Question 9: Which Office should be approached for issue of Bonafide, Migration Certificate and matters related to External Scholarship Scheme application/verification?

Ans. Office of the Deputy Registrar shall be approached for all such matters.

Question 10: Who should be approached for the matters related to admissions/ admission withdrawals, Identity Card, Library Card, or such forms/certificate attestation, etc.?

Ans. Office of the Deputy Registrar shall be approached for all such matters.

Question 11: Who should be approached for infrastructural issues related to the classrooms/hostel, mess?

Ans. Complaint registers shall be kept in the Hostel office as well as in the college office to register the complaints regarding these issues, which will be checked by the Junior Engineer. Status of the complaint shall be updated in that register itself. The Hostel Management Committee and Infrastructure Management Committee shall oversee this process. In addition, the students may communicate the issue by mail to wardens, putting cc to respective Programme coordinator and PDs with the Subject of the mail as, 'Hostel Issue'/ 'Class room issue' / 'Mess issue' in subject line.



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Question 11: Who should be approached for Railway Concession Forms, Reservation Assistance etc.?

Ans. The office of the DC/HR shall be approached for these matters.

Question 12: How can a student report their grievance?

Ans. Student can submit an application to the Chairperson of the Students' Grievance Redressal Committee (SGRC). Constitution of SGRC is available in NRTI website.

Question 13: How can a student share their constructive and innovative suggestions for enhancing the academic competitiveness of the program?

Ans. Students are encouraged to share constructive and innovative suggestions to Program Director and Faculty member concerned.

Question 14: How can a student share their concern about teaching/lab faculty in a particular course?

Ans. We have a structured feedback mechanism to express your observation initially after 1/3rd hours of classwork for immediate course correction and also at the end for a course for fine tuning for the next batch of students. Moreover, students can share their genuine concerns, if any with the Program Director and the confidentiality of the matter will be maintained.

Question 15: Whom shall students' clubs' approach to organize university level events?

Ans. If a student club/cell is planning to organize university level event/program, they have to submit a written application to the Professor-in-Charge of Student Affairs. The same will be forwarded to the Dean Administration for permission with full details including budget. Approval will be accorded after due administrative process.

Question 16: Whom shall students' clubs' approach to organize program/class level events?

Ans. They have to submit an application to their respective Program Director, duly forwarded by the Program Coordinator or the faculty who is in-charge of that event with full details, including budget if any.



Registrar

NB:

- Matters of Academic nature are required to be submitted in writing to PC/PD/Dean Academics.
- Matters of Administrative nature are to be submitted in writing to the Dean Admin/Registrar/Deputy Registrar/DC-HR/DFO depending on the nature. These matters should also be brought to the notice of PC/PD/Dean (Acad) by mail.