श्री माता वैष्णो देवी विश्वविद्यालय
SHRI MATA VAISHNO DEVI UNIVERSITY
Kakryal, Katra-182320, Jammu & Kashmir
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956
registrar@smvdu.ac.in

Ref. No.: SMVDU/AA/31st EC-ATR/20/1152   Date: 17th March., 2020

Notification

Sub: Academic Rules, Guidelines & Regulations.

Consequent upon the approval accorded by the Executive Council of SMVDU in its 31st meeting held on 11th Oct., 2018, the Academic Rules, Guidelines & Regulations, applicable to students admitted from the session 2019-20 onwards to various UG, PG & Integrated programmes at SMVDU is hereby notified for information & compliance.

A copy of the rules is appended herewith.

Registrar

Enclosure: As above

Copy to:

1. All Deans/ HoD's, for information and compliance and circulation among all Faculty Members for strict compliance.
2. Finance Officer, for information.
3. PS to VC, for kind information of the Hon'ble Vice Chancellor.
4. I/c Website, or information and uploading of the same on the University website.
5. Concerned File.

Academic Rules & Regulations

Applicable to students admitted from Session 2019-20 onwards

To

UG, PG & Integrated Programs

श्री माता वैष्णो देवी विश्वविद्यालय

SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Katra, Jammu & Kashmir, India

Section -1

Academic System @ SMVDU

Introduction

Shri Mata Vaishno Devi University (SMVDU) has adopted the Choice Based Credit System, as followed in the Indian Institutes of Technology (IIT) pattern of teaching and examination system since 2004, in its endeavor to attain academic excellence. The University is offering graduate and postgraduate programs since 2004. The university also offers programs leading to award of Ph.D. degree. The programs being offered from the academic session 2019-20 are mentioned below.

The Academic Rules & Regulations mentioned in this document are applicable to students admitted to various UG, PG & Integrated Programs offered by the university from Session 2019-20. Any amendments to these rules, as may be made through the Board of Academic, Research& Consultancy (BARC), Academic Council (AC) or the Executive Council (EC) shall be notified from time to time.

I. **Academic Structure of University**

The Academic Constituents of the SMVD University are as under:

a) Faculty of Engineering consists of the following Schools:

  i. School of Computer Science & Engineering
  ii. School of Electronics & Communication Engineering
  iii. School of Biotechnology (for Engineering Programs)
  iv. School of Mechanical Engineering
  v. School of Architecture & Landscape Design
  vi. School of Energy Management
  vii. School of Civil Engineering
  viii. School of Electrical Engineering
  ix. School of Food Technology

b) Faculty of Management consists of the following Schools:

  i. School of Business
  ii. School of Economics

c) Faculty of Sciences consists of the following Schools:

  i. School of Physics
  ii. School of Mathematics
  iii. School of Biotechnology (for science Programs)

d) Faculty of Humanities & Social Sciences will consist of the following Schools:

  i. School of Languages & Literature
  ii. School of Philosophy & Culture

e) Faculty of Nursing

II. Definition of Academic Session & Semester

The Academic Session is defined as period from July-June e.g. Academic Session 2019-20 will be from July 2019 till June 2020.

Each Academic Session will consist of two regular Semesters identified as Even Semester & Odd Semester. The semester grade sheets as well the transcript at completion of degree will indicate the semester and session accordingly.

There **may also be a Summer Semester** of **4** weeks duration during the summer break period. The summer semester, if held, will be held during the summer break period and will be considered as a part of the previous academic session. There may be an additional fee for registering for the courses in the Summer Semester.

III. Credit System

All Programs of study are defined in terms of their credit requirements. Each course taken by a student as a part of the Program of study, if passed, helps to accumulate credits and once the credit requirement of the Program of study is completed, the degree can be awarded to the candidate, subject to fulfillment of all other relevant requirements.

There may be some Non-Credit Courses and some Credit courses which may be audited as per applicable rules; however, securing the Pass Grade (NP) in these courses will be required.

a. Core Courses, Elective Courses & Open Elective Courses

Each School will have a list of approved **Core Courses & Elective Courses** which will be offered in different semesters as per Program requirements. These courses will be directly related to the concerned school.

In addition to the core courses and elective courses, a student may be required to register for some courses of his/her interest as **Open Elective** courses, which could also be prescribed as core or elective courses for students of any other Program.

b. Course Description& Credits

The structure and credits associated with each course are defined by the (L-T-P) structure which indicates the number of lecture hours /week, number of tutorial hours/week, number of practical hours or studio hours /week to be devoted for the course. One Course Credit shall normally consist of a minimum of 14 contact hours offered during a semester.

> **e.g. BUL 6011 (3-0-2)means that this subject shall have 3 hours of lecture and 02 hours of practical work per week.**

For calculating the number of credits associated with a subject, the following rules apply:
1. Each lecture hour/week contributes one credit.
2. Each tutorial hour/week contributes one credit.

3. Each one hour of lab or studio work contributes 0.5 credit.

E.g. BUL 6021 (3-1-0) means this course is worth 3+1=4 credits.

However, there can be some courses which can be Non-Credit Courses also. In such courses, the student is required to obtain a NP grade to pass the subject but will not earn any credit on passing the course. Passing the course however is mandatory. Project, Colloquium, Seminar, Dissertation, Internship do not have L-T-P associated with them but are defined only in terms of credits.

c. Course Coordinator

Each course being taught has a faculty member who acts as the course coordinator for that course. The course coordinator has the complete responsibility for the conduct of that course including conduct of class-work, timely distribution of assignments, conduct of tutorials, conduct of minor and major tests, awarding of grades and attendance of students.

Sometimes different parts of the course may be taught by more than one faculty member or the same course may be taught in different classes by different faculty members. In such a case the course coordinator has the responsibility of co-ordination amongst the concerned faculty members and has to make sure that a common Question Paper/Assignment is used in all classes. The course coordinator also has the responsibility of ensuring that if a student is continuously absent from the class for more than a week at a stretch, then the Head of the school to which the student belongs is intimated in writing along with the Head of the School which is offering the course.

d. Course Numbering Scheme

SC	T	L	SA	Y
↓	↓	↓	↓	↓
School Code	Course- Type Code	Course Level	Sub-Area (up to-99)	Course No. (up to -9)
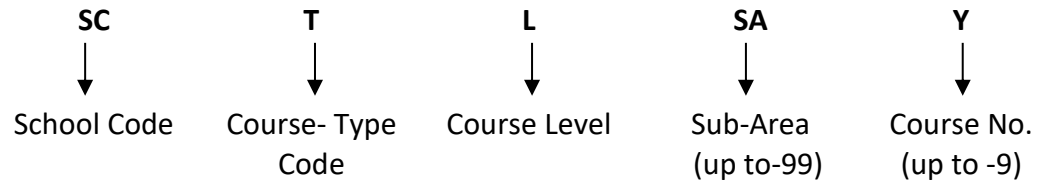
Example: MBA 1st Year Course titled "Introduction to Management" will be numbered as BUL6011 where BUL6011 indicates the following:

BU- School of Business
L- Lecture-based Course
6- Post-Graduate, 1st year Level Course
01- General Management [Sub Area]
                          02: Human Resource
                          03: Marketing Management

Codes for Schools

Code	Name of School
CS	School of Computer Science & Engineering

ME	School of Mechanical Engineering
EC	School of Electronics & Comm. Engineering
EE	School of Electrical Engineering
CE	School of Civil Engineering
EM	School of Energy Management
AL	School of Architecture & Landscape Design
BU	School of Business
SE	School of Economics
PH	School of Physics
MT	School of Mathematics
BT	School of Biotechnology
LN	School of Languages & Literature
PC	School of Philosophy & Culture

Codes for Course Type

L	Lecture Course	C	Colloquium
P	Practical (Lab.) Course	E	Elective
D	Project Based	U	Studio
T	Training	S	Self-Study
N	Non-credit Course	V	Special Topic Lecture

Codes for Level of Course

Code	Level of Course
1	Under-graduate 1st Year Level Course
2	Under-graduate 2nd Year Level Course
3	Under-graduate 3rd Year Level Course
4	Under-graduate 4th Year Level Course
5	Under-graduate 5th Year Level Course
6	Post-graduate 1st Year Level Course
7	Post-graduate 2nd Year Level Course
8	Post-graduate 3rd Year Level Course
9	Pre-Ph.D. Level Course

Each course has a unique course number; however a course which is common to UG/PG programs may have the same number but with different first digit.

E.g. PCL 1067 / PCL 6067 Discourse on Human Virtues   3-0-0 = 3 Credits

e. Definition of Pre-requisite Courses

Some Courses may have a pre-requisite course or courses associated with them. It shall be mandatory for a student to have obtained a pass grade in the pre-requisite courses,

failing which the student will not be eligible for registration for that course. In the case of B.Arch. program, the Architectural Design Course and Building Materials & Construction course, must have clearly defined pre-requisites.

However, as an exception, only in the last two semesters of the degree Program, simultaneous registration of a course along with its pre-requisite course(s) may be allowed in order not to extend the degree Program by an additional semester. However, this exception shall not be applicable to students of B.Arch. program for the Architectural Design Course and Building Materials & Construction course.

Pre-requisites are defined in only those cases where the lack of having passed the previous course will have a direct impact on the student's ability to understand the next course.

IV. Program Structure

The Program structure contains the semester-wise list of Core and Elective Courses as well as the credit requirements for the Open Elective Courses to be registered and passed by the student of a Program for becoming eligible for award of the degree after completing all other requirements.

The Program course structure clearly enlists the Core Courses, Elective Courses and Open Elective Courses which constitute the courses to be studied by the student as part of the degree program. School Elective courses may include courses from other Schools as specified and may be considered relevant to the Program.

Under the Open Elective Course category, a student will be eligible to register for any core or elective course offered by any School other than her/his own School.

Under Open Elective Category:

- PG students will not be eligible to opt for UG courses offered by their own School
- UG students, after having earned 100 credits, will be eligible to register for the PG courses, if so available

Passing the core-courses of a Program is mandatory while in case of an elective course a student can register for same or an alternate elective course, with same or higher credits, being offered by the same School. In case of failure in an Open Elective, the student can register for an alternative Open Elective that may be offered in that semester, with same or higher credits. Student will be required to apply for and seek approval for same.

Internship done by the students of PG Programs in the final semester, in industry or other research institution, duly approved by the Competent Authority, will be considered equivalent to the Major Project/Dissertation credits in that Program.

V. Student

a. Category of Student

A student admitted to any program at the university shall be categorized as below:

1. Regular student
2. Backlog student
3. Casual student

A **Regular student** is a student who is actively pursuing the program and is registered as a student in a regular semester taking regular classes with attendance requirements besides any other applicable requirements.

A **Backlog student** is who has completed the minimum number of registered semesters required for award of the degree program but is still left with some backlog courses which do not require taking regular classes. Such student will register only for backlog courses and is not required to attend classes or stay on the campus. Such students will be required to pay the Backlog fee per course only and require not to pay the other fee heads like Tuition fee, Hostel fee, Annual Fee etc. (Unless the student is permitted to stay in the Hostel wherein Hostel Fee & Mess Fee is to be paid). In case, the backlog course(s) mandatorily requires attending the Classes/Lab, then the student will be required to pay Tuition fee, Annual Fee, Hostel Fee & Mess Fee and will be treated as a **Regular Student**.

A **Casual student** is one who has not been promoted to the next year but can register only for backlog courses in the meantime to meet the credit requirements for continuation of registration and promotion to next year. Such students will be required to pay the Backlog fee per course only and require not to pay the other fee heads like Tuition fee, Hostel fee, Annual Fee etc. and will not be allowed to stay in the hostel. In case, the backlog course(s) mandatorily requires attending the Classes/Lab, then the student will be required to pay Tuition fee, Annual Fee, Hostel Fee & Mess Fee and will be required to stay in the hostel, unless specifically exempted.

b. Entry Number of Students

Each UG & PG student is assigned a unique Entry Number (9 character long) at the time of joining a program of study and this remains the main mode of identification for the duration of the stay in the campus.

19	**X**	**XX* / YY$^#$**	**002**
Year of Joining	Degree Code	Program Code/ School Code	Student Distinctive Number

* For all UG, PG & Integrated students XX (Program Code) will be used

\# For doctoral students YY (School Code) will be used instead of XX (Program Code).

Codes for Degree (X)

Code	Name/Level of Degree
B	Bachelor's Degree

M	Master's Degree
D	Doctoral Degree
I	Integrated Degree

Codes for Schools (YY)

Code	Name of School
CS	School of Computer Science & Engineering
ME	School of Mechanical Engineering
EC	School of Electronics & Comm. Engineering
EE	School of Electrical Engineering
CE	School of Civil Engineering
EM	School of Energy Management
AL	School of Architecture & Landscape Design
BU	School of Business
SE	School of Economics
PH	School of Physics
MT	School of Mathematics
BT	School of Biotechnology
LN	School of Languages & Literature
PC	School of Philosophy & Culture

Code of Program

Code	Program of Study
CS	B.Tech. (Computer Science & Engineering)
ME	B.Tech. (Mechanical Engineering)
IB	B. Tech. (Biotechnology)
EC	B.Tech. (Electronics & Comm. Engineering)
EE	B.Tech.(Electrical Engineering)
CE	B.Tech.(Civil Engineering)
AR	B.Arch. (Architecture)
MS	M.Tech. (Computer Science & Engineering)
MC	M.Tech. (Electronics & Comm. Engineering)
MA	M.Tech. (Manufacturing & Automation)
EM	M.Tech. (Energy Management)
MN	M.Tech. (Mechanical Engineering)
ES	M.Tech. (Energy Systems)
MM	M.Sc. (Mathematics)
BT	M.Sc. (Biotechnology)
PY	M.Sc. (Physics)
MB	M.B.A. (Master in Business Administration)
MP	M.A.(Philosophy)

EN	M.A.(English)
ES	5 Year Integrated M.Sc. in Economics
DP	Ph.D.

VI. Class Committee & details of Operation & Responsibilities

i. Every class in every Program will have a **Class Committee** consisting of Faculty and Students. The class committees for the School Program of each semester will be constituted by the Head of the concerned School within the 1st week of the commencement of the semester with a copy to Academic Affairs Section for records.

ii. The constitution of the Class Committee for the School Programs of each semester will include the following members:

   a. Head of School will Chair the Committee.

   b. All Faculty members teaching that class including faculty members from other school.

   c. Four students from the class to be chosen by random selection mechanism (by students among themselves) and to be changed after mid-term. The selected students in each class committee must be given recognition by displaying their names/pictures on the Notice Board of the Hostels, Schools& also on the University Website.

   d. Program Coordinator (B.Tech. Coordinator, M.Tech. Coordinator, M.Sc. Coordinator etc.) of the School.

iii. The responsibilities of the Chairperson of the Class Committee include:

   a. To review periodically the progress of the classes including in terms of syllabus coverage in each course.

   b. To discuss problems concerning curriculum and syllabus, the conduct of the classes as well as non-academic issues concerning students.

   c. To organize the meeting of the Class Committee on the 1st Monday of every month of the semester from 4:00 p.m. onwards. In case of this day being a holiday/exam, the meeting shall be held on the next day.

   d. To prepare the minutes of the meeting with the assistance of Program Coordinator and forward the same to Dean (Academic Affairs) with copy to DQA, through Dean of Faculty. The minutes shall also be circulated to all the class committee members and displayed on the notice board in the School.

VII. Corporate/Industry/External component in conduct of Class work

A minimum of 10% (4 to 5 classes) of syllabus preferably be covered by External Experts from Corporate/Industry Sector/Academia for 5-Year Integrated M.Sc. (Economics), B.Tech. and MBA Programs. Courses, where the students have taken a MOOC Certification, may also be considered as those courses in which the requisite 10% external expert input has been

obtained. Every course coordinator must identify such experts, at the beginning of the semester and finalize in advance the part of the syllabus to be covered by the experts. These experts could also be from among expert members of BoS / DSRCs of Ph.D. students, adjunct faculty & visiting faculty.

VIII. **Time Table**

Prior to the commencement of the semester, a Time table for each program being offered shall be prepared by a Centralized Committee consisting of the Time Table Coordinators of each School and the Dean (AA) as Chairman. Heads of Schools must ensure that the work load distribution of the faculty members, for the forthcoming semester, is done well in advance and is provided to the Time table Coordinator of the School timely so that the Time tables are ready and circulated before the commencement of the semester.

Every effort must be made by each Head of School to ensure that the need for change in the Time Table, once finalized, does not exist.

A slot based Time table approach may be utilized if it improves the overall efficiency of utilization of resources without disturbing the flow of class-work for the students.

IX. **Course File**

A "Course File" shall be maintained for each course at School Level, which shall contain all question papers, quiz(s), answer sheets etc. which shall be got reviewed periodically after every two years by External Experts by inviting them. The feedback of the Experts on the course, its methodology and outcome shall be recorded.

X. **Course Feedback from students**

Feedback from the students, related to the courses being taken by them, during the Semester, is taken twice during the semester, to be arranged by DQA.

Mid-Semester Feedback, is obtained from the students, **within 10 days after completion of the Minor –I exams** and is shared directly with the course coordinator/faculty handling the course. The objective is to ensure that the concerned faculty members can take necessary steps for improvement of the academic process, in time.

End Semester Feedback is obtained from the students, towards the end of the semester and prior to declaration of the result and is shared directly with the administration. Remarks from concerned Head of School and the Vice Chancellor are recorded. The Head of School is required to discuss the feedback obtained from the students with each faculty member, pertaining to the course being taught by her/him, and maintain a record of the steps planned by the faculty member to improve. The Minutes of these proceedings are to be maintained as record in School with copy to DQA and Academic Affairs Section.

XI. **School Council- Details of Operation & Responsibilities**

A School Council shall be constituted in each School at the university, as a Statutory Body of SMVD University, with the constitution of the School Council as under:

i. Head of the School - Chairman

ii. All Faculty Members of the School - Members

iii. Student topper of each batch of UG & PG program (Head of the School shall nominate 1st year student to the Council) – Members.

Council shall meet at-least once in two months and the minutes of meeting be sent to Academic Affairs Section. However, the Council may also meet as and when required. Quorum of the council shall require presence of the Head of School and at-least 50% of the faculty members

The duties and responsibilities of the School Council are as under:

a. Monitoring of issues related to class work and project work.

b. Proposal regarding enchantment of facilities in the laboratories.

c. Monitoring of issues related to Library facilities, Internship opportunities, Placement opportunities, Industrial Visits.

d. Proposal regarding student activities etc.

e. Proposal regarding inviting External Experts, Conduct of Workshops, Seminars etc.

f. Any other matter which benefits the School may also be considered

Section -2

Semester Registration & Attendance Rules @ SMVDU

I. **Semester Registration**

a) **Registration**

Registration in each semester is a mandatory requirement, **failing which the name of the students will be struck off the rolls of the university.** The Registration procedure ensures that the students name is on the roll list of each course that he/she wants to study in a semester. No credit is given if the student attends a course for which he/she has not registered. Registration process is On-line.

i) Registration for courses to be taken in a particular semester will be done according to a specified schedule as indicated in Academic Calendar. The registration process requires both making the choice of courses and paying the applicable fee/fee balance.

ii) On-line Registration System is used to keep track of the courses chosen by each student besides providing information to the student regarding his/her backlog courses. Registration is done twice every Academic Session at the beginning of each semester.

iii) During registration each student is required to indicate clearly the courses she/he is registering for.

iv) Registration can be done for all courses including Core Courses, School Elective courses, Open Elective Courses, Audit Courses, Backlog Courses & for Improvement of Grade in Courses. Each school is required to maintain the list of Core Courses & School Electives (Foundation Courses (compulsory and elective) as stated in the UGC-CBCS guidelines). Each School may also prepare a list of courses which may only be offered as Open Elective to other Schools.

v) Each School shall constitute a Registration Committee, chaired by the Head of School and consisting of faculty members and staff members, as nominated by Head of School.

vi) The **Registration Committee** of the school shall be responsible for the following:

a. Preparation of List of Courses to be offered in the Semester along with backlog courses and equivalent courses, as per Course Structure

b. Arrangements for smooth conduct of registration process in school

c. Checking of Registration Forms, as per the rules in vogue, submitted by the students and updating of Student's files accordingly. The Committee shall check eligibility of the choice of courses submitted by each student and may disallow

registration in a course(s) if eligibility for taking the course is not met. Further, the Head of School shall ensure that the course wise Registration list is sent to Academic Affairs Section & Examination Wing for record, within stipulated time frame along with appropriately filled summary report.

    d. Committee must also check the recommendations received from the Mentors regarding the students on Academic Probation.

vii) The hardcopy of the Registration form, duly signed by the student, complete in all aspects along with proof of payment of all dues, must be submitted by the student in her/his School by the last date of registration. Once this is completed, the task of registration, as required to be done by the student, is deemed to have been completed by the student, subject to verification. However, submission of the choice of courses, as part of Registration, does not mean implicit permission to take the courses registered.

viii) University may allow registration till a particular cut-off date with a late fee and may not allow registration in semester after this cut-off date which is announced prior to the commencement of the semester.

ix) Students, who wish to proceed for summer internship/industrial training during the summer break and whose internship/training is likely to be completed after the last date of registration, are required to seek permission for late registration, without late fee, prior to the commencement of the registration process. The application for this is to be submitted to the concerned Head of School along with the letter from the Company/Institution where the internship/training is to be carried out.

x) Registration of the students from external institutions, who come to the University for Project/Summer Training, will be done in manual mode. Fee chargeable from students of other Institutions/ Universities for their undergoing Summer training/Major Research Project at SMVDU University shall be as under:-

    i. Academic Fee of Rs. 5000/- per month to be paid semester wise.

    ii. Hostel fee/Mess fee as per SMVDU rules.

    iii. Library Security of Rs. 1000/- (refundable) on return of books & taking NDC from the library.

On completion of summer training/ Major Research project the student(s) shall take No Dues Certificate (NDC) from the concerned school(s), sections and Central Library only after which the Certificate may be issued.

However the request of such student(s) must come through Registrar/HoD of the Universities/ Institutions concerned and the proposal must be endorsed by concerned Dean & Head of the School of SMVDU. The above shall however be subject to availability of hostel accommodation as may be verified by the office of Dean of Students Welfare.

b) Pre-registration for each Semester

In addition to the Semester Registration at the beginning of each semester, a **Pre-registration for the forthcoming semester may also be done by each student during the preceding semester in March/October.**

This is beneficial to the students since they are aware of the courses being offered by the Schools in the forthcoming semester.

This also facilitates the School administration to know in advance the courses for which the students wish to register in the forthcoming semester and the number of students registering for each course.

c) Registration Limits in a Semester

A regular student may be allowed to register for at the most 12 additional credits (Backlog courses), beyond the regular courses as per prescribed structure for the semester. However, separate limits will apply for students on Academic Probation.

There is no limit on the number of backlog courses that a Backlog/Casual Student can register, as long as the attendance criteria, if applicable, are not violated.

Normally, a student is allowed to register for only those courses which are offered in a semester by the concerned School, as per Program structure.

d) Registration of Backlog courses in a Semester

Normally, a student is allowed to register for only those backlog courses which are offered in a semester by the concerned School, as per Program structure.

i) In case a student has obtained 'E' or 'F' grade in the course earlier then she/he can register for the course as a backlog, the next time it is offered. In case the same course is being offered in any other program, in any other semester, then the same could be registered by the student, provided the attendance criteria is not violated. Attending classes will be mandatory in such case and the minimum attendance criteria will apply, in case the student had not met the minimum attendance criteria earlier.

ii) In case a student has obtained 'E' or 'F' grade in the course earlier and in case the backlog course has been phased out then:

  a. If the student had completed the minimum attendance criteria earlier in the backlog course, the student will register for the course in which the backlog had been obtained even though it has been phased out. As course has been phased out, no class-work shall be conducted. The concerned Head of School will assign a faculty member who will act as the course coordinator for such course and be responsible for conduct and evaluation of assignments, quiz, and Minor& Major exams.

  b. If the student had not completed the minimum attendance requirement earlier, the Academic Affairs Committee of the school may define an equivalent course

which is being offered currently and the student will be required to register for such course and will be required to attend classes/labs and the minimum attendance criteria shall be applicable.

In case equivalent course is not feasible/ available then the student may be allowed to register for the backlog course and will not be required to take classes for such cases. In such case the concerned Head of School will assign a faculty member who will act as the course coordinator for such course and be responsible for conduct and evaluation of assignments, quiz, and Minor & Major exams.

e) Equivalent/In-lieu Course

The Academic Affairs Committee of the school will recommend the Equivalent/In-lieu course in case of phased out course, as and when required and the same will be got approved/ratified from BoS of the School. The recommendation will be approved by concerned Dean of Faculty and the same will be intimated to Examination Wing.

f) Registration in a course for improvement in Grade:

i. Provision is available for improvement in Grade in a course which a student may have already passed.

ii. Students seeking improvement in Grade(s) C(+), C or D, obtained by them in various Courses and having CGPA less than 7.00 are eligible for applying for improvement in Grade of those courses.

iii. Such Students may be allowed to register for the course for improvement only once subject to the course being offered by the School.

iv. **Final Grade:** If a student is able to improve the Grade, the improved higher Grade will be recorded in the Grade Sheet in the particular Semester, and the Grade obtained earlier will be highlighted in the Transcript. In case a student obtains a lower Grade than the one obtained earlier in the same Course, then the earlier higher Grade will be considered as final grade and the lower Grade will be shown accordingly in the Grade Sheet or Transcript.

v. For the students who have completed the degree requirements and still desire to improve CGPA by re-registering a course in which they have obtained a C (+), C or D Grade, for improvement of Grade, they may be allowed to do so in the Summer Semester of the academic session in which they have become eligible for award of the degree and not after this.

g) Addition, Deletion, Audit and Withdrawal from courses

i) **Add/Drop:** A student has the option to add an Elective (School or Open)/Backlog/Improvement course(s) that he/she has not registered for, or drop an Elective (School or Open)/Backlog/Improvement course(s) for which he/she has already registered for. This facility is normally restricted to the first two weeks of the semester and will require a written application by the student to Head of school whose recommendation will enable unlocking of registration of the student for Add/Drop of

course. Any such request, submitted after completion of first two weeks of commencement of semester and if so recommended by the Head of School will be approved by concerned Dean of Faculty on case to case basis.

ii) **Audit:** Besides registering for courses which are defined as audit courses or non-Credit courses as part of program structure, a student may also apply for changing a registered credit course to an audit course. The application by the student, duly recommended by the Course Coordinator and forwarded by the Head of School must be sent to office of concerned Dean of Faculty within one week of the end of Minor-I exam, who will then permit the auditing based on whether the student is meeting the eligibility criteria as mentioned below:

    a. A student will be permitted to do any number of audit courses over and above the graduation requirements provided she/he can take the classes and meet the minimum attendance criteria.

    b. Audit facility is open to all UG/Integrated students who have completed 90 credits and have obtained a CGPA of 7.50 or more till the previous semester. However, for UG/Integrated students at the most 8 credits can be counted towards the minimum requirement of credits for award of degree. Also for UG/Integrated students, only Elective subjects (School or Open) can be chosen as Audit course.

    c. NP or NF grades are awarded in an Audit Course

    d. Audit facility is open to PG students also provided they have obtained a CGPA of 7.50 or more in the previous semester, however this is limited to Elective subjects (School or Open) only.

    e. In case of UG/Integrated students, the credits of the audit course are counted towards the total credits earned while in case of PG students, the credits of the audited course are not counted as earned credits.

    f. There is no extra fee for taking audit courses.

    g. An attendance criterion applies in courses which are audited.

iii) **Withdrawal:** A student who wants to withdraw from a course should apply within one week of the end of first minor test. A withdrawal grade (W) will be awarded in such cases. In case a student withdraws from a core course, she/he is required to register for the same course the next time it is offered. She/ He will be required to meet the attendance requirement when she/he registers for the course the next time and should carefully consider the feasibility of the same before withdrawing. It is mandatory for a student to clear that course to be eligible for award of degree.

In case a student withdraws from a School Elective/Open Elective course she/he has a choice to either register for the same course the next time it is offered or to register for some other elective course being offered this time or next time, of the same category. The student is required to meet the attendance requirement when she/he registers for the same elective the next time or takes a new elective this time or the

next time. **She/ He should be careful in considering the feasibility of meeting the attendance criterion before withdrawing.**

h) Minimum strength of students for Floating of an Elective:

An elective course shall be floated by a School in a semester only if at-least 15% (rounded to next whole number) of the total strength of the class has opted for the Course. However, in case where class strength is <=20, the elective course shall be floated if at-least 05 students opt for the Course. Maximum limit will be 50% of the class strength with preference given to students based on their CGPA (with students not having backlog given preference).

For Open Electives, a minimum of 10 students need to register for the course to run. Maximum strength allowed in Open Elective in a class is 90 students.

i) Last Week of the Semester as Revision Week

The Last Week of each semester other than Summer Semester is declared as "Revision Week" wherein focus should be on revision and/or recapitulation.

j) Registration in Summer Semester

The **maximum number** of credits that a student can register for, in the Summer Semester, is limited to 12 credits. The Minor & Major Exams are conducted during the course of the Summer Semester as per the Schedule.

Registration in Summer Semester is only open to those students who are on the verge of passing out the program and are deficient in total credit requirements up to 12 credits for award of degree. Such students may be allowed to register up-to 12 credits for the backlog courses or other eligible courses in lieu thereof or for improvement in grade of a course, if so eligible. However, only those backlog courses can be registered in which the student has met the minimum attendance criteria earlier. The registered courses can be taken on Self-study basis where attendance requirement shall not be applicable in the summer semester. However, the registered student will be required to submit all the assignments and appear in the Minor & Major Exam and complete all other course related requirements as communicated by the course coordinator. Registration in Major Project, Dissertation and Project/Thesis is not allowed in the Summer Semester.

Further, for students of B. Architecture, registration in the core studio based courses (Architecture Design, Building Materials & Construction) & Thesis/Dissertation is not allowed in the summer semester.

II. Attendance in a Semester

a) For the purpose of attendance calculation, every scheduled lecture, practical/studio class is counted as one unit irrespective of the number of contact hours. Attendance record

shall be maintained by the concerned faculty for all lectures, tutorials and practical/studio held.

b) For the purpose of calculating the percentage attendance of a student, the Theory (L&T) and Lab/Studio (P) sessions are counted together for a course (Under one course code).

$$\% \text{ Attendance in course} = \frac{\text{No. of L+T+P Sessions attended by the student in the course}}{(\text{No. of L+T+P Sessions actually held in the Semester for the course} - \text{No. of L+T+P sessions exempted for the student})}$$

$$\% \text{ Attendance in P Component of course} = \frac{\text{No. of P Sessions attended by the student in the course}}{(\text{No. of P Sessions actually held in the Semester for the course} - \text{No. of P sessions exempted for the student})}$$

c) Attendance for students in 1st Semester of their program will be from date of joining the program. Normally, Attendance for a student is counted from the date of commencement of classes. In exceptional cases, the date of counting of attendance may be the date of registration of the student, as per approval granted by competent authority.

d) Attendance for Colloquium, Mini Project, Major Project, Dissertation, Project, Thesis, Vice-Voce and Seminar is normally not counted unless otherwise specified by the concerned Course Coordinator at the beginning of the semester.

e) Exemption in attendance shall be given to the students in the following circumstances:

   I. For students permitted to attend the placement process within/outside the campus

   II. For students permitted to represent the university at competitions in Sports, Cultural, Debates and other curricular and extra-curricular activities.

   III. For students permitted to attend or present their paper at conference, attending Workshop, Seminar, symposium etc. within/outside the campus

However, all the above exemption put together in a semester can't be more than 10% of the total classes held (L+T+P). Exemption is provided in the form of reduction of the number of classes conducted i.e. the denominator in % attendance is reduced.

III. **Absence during the semester**

   a) A student must inform the Head of the School and Dean of the Faculty immediately of any instance of continuous absence from classes.

b) A student who is absent due to illness or any other emergency, up to a maximum of 2 weeks, should approach the course coordinator for make-up quizzes, assignments and laboratory work that he may have missed.

c) A student who has been absent in the minor test due to illness should approach the course coordinator for re-conduct of Minor test which may be allowed by Dean of Faculty under specific circumstances. **(See Section on Re-conduct of Minor Exam)**

d) In case of absence on medical grounds or other special circumstances (Death in immediate family (Grand Parents, Parents, Real sibling), accident/medical situation of self/Parent leading to inability to take Major exam, Placement test/interview)immediately prior to the commencement of Major examination or during the major examination period, the student can apply for I-grade. A minimum attendance of L+T+P= 60% (additional criteria of at-least 60% attendance in the Lab/Studio component) is required to be eligible for consideration of award of I grade in case of Credit Course and 75% in case of Non-Credit/Audit Course. **(See Section on Re-conduct of Major Exam)**

e) In case the period of absence on medical grounds is more than 20 working days during the semester, a student may apply for withdrawal from the semester, i.e. withdrawal from all courses registered in that semester**.**

f) If a student is continuously absent from the institute for more than four weeks without notifying the Head of the school, his/her name will be removed from university's rolls. It is the responsibility of the Head of the School to inform Academic affairs section regarding this issue.

IV. **Minimum Attendance Criteria for Appearing in Major Examination**

a) Students are expected to attend every lecture, tutorial and practical/studio class. However, keeping in view issues like late registration, medical exigencies, issues in the family and any other exigencies including marriages etc., the minimum attendance requirement normally will be L+T+P= 75% (additional criteria of at-least 60% attendance in the Lab/Studio component)attendance in the course registered.

b) However, a student with 60%<= L+T+P attendance < 75% and additional criteria of at-least 60% attendance in the Lab/Studio component in a course, if applicable (Credit course and non-audited course) during the semester is allowed to sit for the Major Exam in that course, however in such case the grade awarded in the course will be one lower than the grade actually earned based on the marks obtained.

In case of Audit course/non-credit course, the minimum attendance requirement shall continue to be L+T+P attendance =75% (additional criteria of at-least 60% attendance in the Lab/Studio component) and a student having attendance less than this shall not be allowed to take the Major Exam and in such case the 'NF' grade shall be awarded.

c) A student with L+T+P attendance<60% or with attendance in the Lab/Studio component<60% in a course (wherever applicable) is not allowed to appear in the Major Exam of that course and a Fail grade is awarded ('E' or 'F' as per the total marks

obtained or 'NF' for audit/non-credit course). The student is required to re-take/re-register the course as backlog course as and when it is offered again. Criteria for registration of backlog courses is as defined in Section 2, Sub Section I (d).

d) In case of courses where theory component (L/T) and Lab/Studio components are defined together under a single Course Code, an additional attendance criteria for the Lab/Studio component is also taken into consideration along with sub clause (a), (b) & (c) above. It is also mandatory for the student to obtain separately at-least 60% attendance in the Laboratory/Studio component in such course, failing which the student is not allowed to take the Major exam and a pass grade can't be awarded.

e) Grant of relaxation in attendance requirements for Students actively involved in Start-Up.

    i. Grant of relaxation shall be up-to 10%, to students actively involved in Start-Up activities.

    ii. Grant of relaxation shall be based on the recommendations of the following Committee:

        1. Dean of concerned faculty to which student belongs
        2. Head of School to which student belongs
        3. CEO SMVDU-TBIC
        4. Dean(Academic Affairs)
        5. Dean(R&D)

    iii. The Committee shall assess the report of CEO-SMVDU-TBIC regarding the progress of the start-up in terms of milestones like registration of company, filing of patent etc. besides the time being devoted by the student towards the start-up.

    iv. Further, the project work done by such student, as a part of his start-up, might also be considered towards Minor/Major Project, upon the recommendations of the above proposed Committee / Hon'ble Vice Chancellor.

    v. If a student who is actively involved in Start-Up, leaves the program in-between, while not having obtained the Migration Certificate from the University, and in case he/she wishes to re-join the program, the request shall be considered by the aforementioned Committee and recommendations may be made to the Hon'ble Vice Chancellor in this regard. In case the student is allowed to re-join the program, he/she will normally be required to complete the same within the maximum time limit for completion of degree as defined under University rules with the time counted from the original date of admission to the program. Such students shall also be considered for relaxation in attendance upon re-joining, on the recommendations of the Committee.

    vi. Hon'ble Vice-Chancellor shall have the discretion in all matters pertaining to such cases including exemption in attendance beyond the previously mentioned limit and grant of additional time to complete the program.

V. Mechanism for Allowing Internship by B.Tech. students in Final Semester

Following is the policy with respect to Internship to be done by B.Tech. Students, in their final semester, where such provision is available in the program structure:

a. B.Tech. Students will be allowed for Internship offered only in IITs/IISc./Industry.

b. AAC of the School will examine the request of the student(s) and accord approval accordingly. Option for doing the Internship at PSUs will be given preference by the AAC.

c. The request of the student must be accompanied with the following:

    i. Official Letter for award of Internship.

    ii. Project details.

    iii. Details of Internal Supervisor and his consent.

d. A supervisor, from the organization where the student will pursue Internship, will also be recognized as external supervisor. The Internal supervisor will remain in contact with the external supervisor to keep a monthly check on the progress of the student.

e. The Internal Supervisor is required to visit at-least once, the place where student is doing Internship and check the progress of the student and submit a report accordingly. The concerned Faculty Members will be provided with 2nd Class AC fair OR Air Fare, whichever is less. Interaction using Skype/Similar Media shall also be accepted.

f. Hostel & Mess fee will be refunded, for the duration of the Internship, to the students who are allowed to proceed for Internship, after producing the Internship Certificate.

Further, it may also be noted that any request of the student for the above mentioned tasks, shall only be entertained if submitted in the attached notified formats.

VI. Registration of MOOC Courses (SWAYAM) for Credit Transfer under MOOCs

UGC (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016 for Credit Transfer under MOOCs, The guidelines on the subject matter are as under:

    i. At-least 20% of the courses in each semester may be covered under MOOC mode on SWAYAM.

    ii. The Academic Affairs Committee of each School, in every November & June, may check the availability of courses on SWAYAM website which may be relevant to the Program being offered and the courses being offered under the Programs in the forthcoming semester.

    iii. The Academic Affairs Committee may then recommend the course/courses to be taken by its students (not more than one course to be offered on MOOC basis for a class in a given semester) taking into consideration the commencement date, duration, relevance and coverage of the course.

iv. In case the course offered on SWAYAM has no credits associated with it, the credits of the equivalent course in the Program structure of the degree Program offered by the School is to be considered.

v. In case the student has registered for MOOC course on SWAYAM/NPTEL under the category of **Open Elective/School Elective** during the Semester registration, then no class-work shall be conducted at the university and it will be mandatory for the student to pass the course and obtain certification to be eligible for award of the credits associated with it towards the degree Program. No evaluation shall be done for this course in the university examination. The marks obtained by the students in the Certification examination, shall be considered (in percentile form) for award of Grade. Certification fee shall be borne by the student.

vi. In case of non-Elective (Open/School) Courses, if the student has registered for MOOC course as directed by concerned course coordinator to be done along with a regular course registered during the Semester, then the classes shall be held for the regular course and the faculty member will also cover the contents of the MOOC course in the class to an extent. The marks obtained by the students in the SWAYAM examination will count towards the marks set aside for Quiz/Assignment, as decided by course coordinator. In this case, Minor& Major exams shall be conducted by the Course Coordinator as per Academic Calendar of the University, unless there is a conflict.

vii. Similar methodology may also be followed for Blended MOOCs courses offered by IIT Mumbai & other IITs/NITs.

viii. 12 additional credits required for award of Honors Degree/Minor/Major Area Specialization in B.Tech., may be obtained by passing MOOC's based NPTEL/SWAYAM course(s) in addition to School Core/ School Electives being offered for the M.Tech. Program of that School. The additional courses from MOOC should not be the courses already studied. Academic Affairs Committee of each School, in every November & June, may check the availability of courses on SWAYAM/NPTEL website which may be allowed towards counting for credit required for award of /Minor/Major Area Specialization in B.Tech., and recommend the same for approval of the Competent Authority. The student needs to obtain the pass certificate (SWAYAM/NPTEL) for award of the credit. Certification fee shall be borne by the student.

The credit equivalence of the MOOC Courses, as defined by AICTE is as under (unless modified by AICTE/UGC later which may be followed then):

Course Duration (SWAYAM/NPTEL)	Credit Equivalence
12 Weeks	3 Credits
8 Weeks	2 Credits
4 Weeks	1 Credit

VII. **Dealing with Cases of suspension of student due to Misconduct**

a. If a student is suspended during a semester after registering himself/herself and if the period of suspension covers the end of the semester then his/her registration for that semester shall stand cancelled.

b. The suspended student may not be allowed to register in any semester till the end of suspension period and subsequent to this can only. The student will not be promoted to the next semester after completion of suspension period and will rejoin the same semester in the next session.

c. The Mess Charges paid by such students, if any for the suspension period may be adjusted in the subsequent semester provided that the period of suspension is more than 07 days.

d. Hostel Charges/Tuition Fee, Annual Fee & Onetime charges may not be adjusted/ refunded and the student shall be required to pay the same as applicable in subsequent semester.

e. The courses missed by the student, in the semester in which she/he was suspended will be treated as backlog courses

f. The period of suspension shall not count towards the minimum or maximum time period requirement for award of degree

VIII. **Semester Withdrawal**

If a student is absent for more than 20 continuous teaching days in a semester **on medical grounds**, then he/she may apply for withdrawal from that semester, i.e. withdrawal from all courses registered in that semester. A student can also choose to withdraw from a semester for the following reasons:

1) Industrial internship

2) Disciplinary action

3) **Extra-ordinary situation which renders the student unable to continue studies in the immediate future on any genuine and justifiable ground**

Application for semester withdrawal must be made as early as possible and latest before the start of the major tests. No applications for semester withdrawal will be considered after the major tests have commenced.

The application for withdrawal on Medical Grounds must be supported by a Medical Certificate issued by a duly registered Medical practitioner along with copies of relevant prescriptions, Medical Test reports etc. The opinion of the Medical Officer of the University will be obtained in this case.

The application for withdrawal will be considered for approval by the Vice-Chancellor if recommended by the Head of the School & Dean of the Faculty.

In case a student seeks Semester Withdrawal, then this will result in withdrawal for a semester only and the student may be allowed to register in the subsequent semester, in case the student is in the final year of the program. However, the student may be allowed

to register for only those courses in the subsequent semester, besides backlog courses, for which the pre-requisite condition is met. However, in either case, this period of withdrawal will not be counted towards the maximum time limit for completion of degree. The period of withdrawal can't be more than one year after which the student's admission will be cancelled.

In case the student seeking semester withdrawal is not from the final year, he/she will be required to register in the same semester in the next session and can't be promoted to the next semester till then.

In case the student seeking semester withdrawal in the 1st year (Either 1st or 2nd Semester), she/he will be required to start afresh with the program and re-join from the 1st Semester again with the next succeeding batch. Courses passed earlier shall not be counted.

Comprehensive coverage of the course for B.Tech.

The Faculty member should ensure comprehensive coverage of the course, each course, where number of theory classes in a week is 3 (and no tutorial), may have one additional tutorial class a week, irrespective of the credit assigned to such course and the same be reflected in the Time-Table.

IX. **Monitoring & Performance Improvement of academically weak students**

  i. If a student fails to earn an SGPA > 5.0 in any semester, then he/she will be considered as not doing well academically and will be put on **Academic Probation.**

  ii. Such student(s) shall be monitored continuously in all aspects including attendance in classes, special tutorials, labs, meeting with Special Advisor, Mentor etc. and the report of same will be provided by the Special Advisor to the Head of School on monthly basis.

  iii. Such student(s) in each batch will be put under a **Special Advisor** (Faculty Member nominated by the AAC of the School at the beginning of an Academic Session/Semester), who is expected to monitor the students in a personalized manner. Normally, not more than 5-8 students would be assigned to a Special Advisor.

  iv. A joint meeting of the Special Advisors of each School will be held with Dean of Faculty, Head of concerned School and Dean Academics at the beginning of each semester for coordination of the advising process.

  v. A student on Academic Probation is expected to be in close contact with the Advisor by meeting him/her at least once every week for the entire period during which the student continues to remain on Academic Probation. Special Advisors will be invitees to the School Student Committee meetings.

  vi. Special Advisor in consultation with the parents and student counsellor, if required, will make a student-specific academic plan. The Special Advisor is expected to:

   • Closely interact with the weak student and his/her parents
   • Formulate individualized Academic Plan

- Manage and track counseling process of the student, if any, in coordination with the Associate Dean, Students Welfare.
- Approve their registration
- Manage the recommendation/appeal for termination/continuation process in consultation with concerned Head of School & Dean of concerned Faculty

vii. At the time of registration for a semester, the student will meet his / her Special Advisor, if possible with parents, to

- Help identify specific problems and ways to mitigate the same including identification & recommendation regarding remedial classes to be taken by the student formulate academic plan and target(s) for the semester
- Help the Head of the School in the processing of the student's appeal against termination, if applicable approve the registration of the student.

viii. The student on academic probation for the first time may also meet the Student Counsellor during this period, if needed. The Student Counsellor can provide professional help in identifying and resolving problems. Student Counsellors' input will be available to the Special Advisor. During the add-drop period, the student, preferably along with his/her parents, should come and meet the Counsellor.

ix. While considering any appeal from a student on Academic Probation for continuation of his/her registration, the following factors will also be considered:

- Whether he/she has met his/her Advisor and Counsellor at the scheduled times on a regular basis
- Whether he/she is regular in help sessions including remedial classes.

x. Registration of a student on academic probation will not be approved for the next semester if he/she does not comply with the process of meeting the Special Advisor and Counsellor as per schedule. He/ she will then be required to withdraw from the semester.

xi. The number of theory courses (in case of course including Theory & Lab content in same Course Code, it will be treated as Theory course) in a regular semester (including regular & backlog), for which a student on Academic Probation may be allowed to register, will be restricted to 04 (including regular & backlog courses).

xii. A student on probation will not be permitted to contest/be nominated for any position of responsibility. However, he/ she will be permitted to participate in extra-curricular activities in a restricted fashion only on specific recommendation of his / her Special Advisor and Head of School.

xiii. Once put on Academic Probation, a student will continue to be on Academic Probation for a minimum of two semesters even if he/she meets the academic requirement to be not classified as being on academic probation, at the end of the first semester. However, in the succeeding semester, the restriction on the number of theory courses that can be registered may be waived off by Dean (Academic

Affairs) on the recommendation of Special Advisor seconded by Head of School through Dean of Faculty. The student will be removed from academic probation only after meeting the academic requirements, for not being placed on academic probation, in two successive semesters.

xiv. The parents of the students on Academic Probation should be closely involved by the parent School in the progress of the student and must be intimated sufficiently in advance regarding the Parent-Teacher meeting.

Section -3

Evaluation System @ SMVDU

I. **Evaluation System**

The objective of the examination system at SMVDU is to expose students to continuous evaluation rather than focus only at semester end exams. This system ensures that the students develop the ability to study regularly and do not need to put any extraordinary work towards the end of the semester. This system also puts the onus on students to perform consistently and not study in a sporadic manner. The system encourages the use of assignments to inculcate the spirit of self-learning in the students besides developing ability to solve practical problems.

During the course of a semester, which is generally of 90 working days, a student is evaluated in the following manner:

1. Students are given a minimum of two assignments by the faculty member, which they are required to submit on specified dates. These assignments carry marks which contribute to the total obtained for that subject.
2. Students are required to sit for three tests, which are conducted after 30, 60 and 90 working days approximately. These are called **Minor I, Minor-II and Major** exam.
3. Faculty members may assign weight age to quiz, presentations or any similar activity besides the two assignments. **However this should be notified in writing by the Course Coordinator at the beginning of the Semester to the students, Head of School, Academic Affairs Section & Examination Wing.**
4. The above mentioned structure may vary in the B. Architecture program in specific courses which will be duly notified by the Head of the School at the beginning of the relevant Semester

At the end of the semester, the faculty member assigns a grade to each student depending upon the performance of the student in that course in minor tests, assignments, major test, quiz, presentations etc. Using the grades that are assigned to each student in each course, the CGPA and the SGPA are calculated.

II. **Evaluation pattern in terms of Minor & Major Exams, Assignments & Quiz**

Following two evaluation methods, in terms of weight age of Minor & Major Exams and Assignments & Quiz are available and a faculty member has the flexibility to choose one of the two mechanisms, which the faculty member must inform and notify to the students, at the commencement of the semester, with a copy of the notification to Head of School, Dean (AA) & Examination Wing:

Marks Head	Method A(Marks)	Method B(Marks)
Major Exam	50	40

	40 (20 each)	40 (20 each)
Minor-I & II Exams	40 (20 each)	40 (20 each)
Assignments / Presentations/ Quiz (Marks) – At least 02 Assignments	10	-
Assignments / Presentations (Marks) – At least 02 Assignments	---	10
Two Surprise Quiz (Two best of the minimum three quiz to be taken into account) (Marks)	---	05
One Announced Quiz (Marks)	---	05
Total	**100**	**100**

The notification must convey the weightage, as one of the two methods above, along with the exact break-up of the number of assignments/presentations and their weightage. This notification must be issued by the faculty member on the first teaching day of each semester and the Head of School must ensure that the summary of all such certificates, for all courses being offered by the School, duly signed by each concerned faculty member and the Head of School is sent to the Examination Wing and Academic Affairs Section at-least two weeks prior to the commencement of Minor-I exams.

III. **Evaluation Indices**

The performance of a student is evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA) which is the Grade Point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit courses and courses in which S/Z grade is awarded, registered for in the particular semester:

$$SGPA = \frac{\sum_{Semester} (\text{Earned credits} \times \text{Grade point}) \text{ for all course except audit, I, W \& S/Z grade courses}}{\sum_{Semester} (\text{Registered Course credits}) \text{ except audit \& S/Z grade courses}}$$

The CGPA is calculated on the basis of all pass grades, except audit courses and courses in which S/Z grade is awarded, obtained in all completed semesters.

$$CGPA = \frac{\sum_{All\ Semester} (\text{Earned Course credits} \times \text{Grade point}) \text{ for all course except audit, I, w, \& S/Z grade courses}}{\sum (\text{Earned Course credits}) \text{ except audit \& S/Z grade courses} \quad All\ Semester}$$

An example of these calculations is given below:

<u>Semester –I</u>

Course No	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured= 2 x 5
(1)	(2)	(3)	(4)	(5)	(6)
PHL 1031	4	C(+)	4	6	24
MTL 1021	4	C	4	5	20
MEL 1114	3	A(+)	3	10	30
PCL 1067	3	B(+)	3	8	24
ECL 1010	3	F	0	0	0
EML 1012	4	B	4	7	28
PHP 1021	1.5	B(+)	1.5	8	12
CSP 1022	1.5	C(+)	1.5	6	9

Credits registered in the semester (total of column 2 excluding W grades courses) = 24

Earned credits in the semester = (total of column 2- credits lost due to F/ W/I)) = 24-3=21

Points secured in this semester (total of column 6) = 147

$$\textbf{SGPA} = \frac{\text{Points secured in the semester}}{\text{Credits registered excluding S/Z, I grade courses}} = \frac{147}{24} = \textbf{6.125}$$

$$\textbf{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit, I \& S/Z grade courses}} = \frac{147}{21} = \textbf{7.0}$$

As can be seen the denominator for CGPA is not same as for SGPA because the student got 'F' grade and thus did not earn the credit.

At end of Semester –II for same student

Course No	Course Credits	Grade Awarded	Earned Credits	Grade Points	Points Secured= 2 x 5
(1)	(2)	(3)	(4)	(5)	(6)
ECL 1030	4	C(+)	4	6	24
MTL 1023	4	C	4	5	20
CSL 1038	3	A(+)	3	10	30
PCN 1011	4	B(+)	4	8	32
ECL 1040	3	F	0	0	0

ECP 1022	2	B	2	7	14
PHP 1021	1.5	B(+)	1.5	8	12
CSP 1022	1.5	C(+)	1.5	6	9

Credits registered in the semester (total of column 2 excluding W grades courses) = 23

Earned credits in the semester = (total of column 2- credits lost due to F/ W/I) = 23- 3 = 20

Points secured in this semester (total of column 6) = 141

Cumulative points secured as of date (total of points secured in previous semesters and current semester) = 147 + 141= 288

$$\textbf{SGPA} = \frac{\text{Points secured in the semester}}{\text{Credits registered excluding S/Z, I grade courses}} = \frac{141}{23} = \textbf{6.13}$$

$$\textbf{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit, I\& S/Z}} = \frac{288}{21+20} = \textbf{7.02}$$

IV.   Grading System

Absolute grading system is followed and the range of the Marks for assignment of grades is as follows:

Grade	Points	Description of Performance	Marks Assigned
A+	10	Outstanding	> 90
A	9	Excellent	> 80 to 90
B+	8	Very Good	>70 to 80
B	7	Good	>60 to 70
C+	6	Fair	>50 to 60
C	5	Poor	>40 to 50
D	4	Marginal	>35 to 40
E	3	Fail	>25 to 35
F	0	Fail	0-25
I	-	Incomplete	
NP	-	Audit Pass	
NF	-	Audit Fail	
W	-	Withdrawal	
X	-	Continued	
S	-	Satisfactory	
U	-	Unsatisfactory	
Z	-	Non Completion of Course Requirement – for Ph.D. only	

As the University is following Absolute Grading System, the CGPA to percentage equivalence is obtained by multiplying CGPA by ten (10.0)

Appearing in Major examination is a mandatory requirement for award of any pass grade in any course.

The description of the grades is as below:

- **A(+) & A Grade:**

  ´A (+)´ grade stands for Outstanding achievement while A for Excellent performance.

- **B(+) & B Grade:**

  ´B (+)´ grade stands for Very Good performance while B for Good performance.

- **C(+) & C Grade:**

  'C (+)' grade stands for Fair while C for Poor.

- **D Grade:**

  The 'D' Grade stands for Marginal performance; i.e. it is the minimum passing grade in any course.

- **E & F Grades**

  The 'E' & 'F' grades indicate failing in a course. The student will be required to register for the failed course as a backlog course and pass it to earn the credits. **See Sub-Section on Registration of Backlog courses in Registration Section.**

  Further 'E' or 'F' grade obtained in any course will be recorded permanently on the Semester Grade Sheet as well as the Transcript. The grade is not counted in the calculation of the CGPA; however, this is counted in the calculation of the SGPA.

- **S & U Grades**

  The 'S' grade denotes satisfactory performance in Ph.D. thesis work whereas 'U' denotes unsatisfactory performance in Ph.D. thesis work.

- **I Grade**

  An 'I' grade denotes incomplete requirements in any L (lecture), P (practical), V (Special Module) category course. In case of absence on medical grounds or other special circumstances (Death in immediate family (Grand Parents, Parents, Real sibling), accident/medical situation of self/Parent leading to inability to take Major exam, Placement test/interview)immediately prior to the commencement of Major examination or during the major examination period, the student can apply for I-grade. A minimum attendance of 60% (additional criteria of at-least 60% attendance in the Lab/Studio component, if applicable) is required to be eligible for consideration of award of I grade in case of Credit Course and 75% in case of Non-Credit/Audit Course. **(See Section on Re-conduct of Major Exam)**

- **NP or NF Grade**

  These grades are awarded in a Non-credit course or in a credit course that the student is permitted to audit. (See sub-section on Audit of a Course under the Registration Section for rules regarding auditing a course).

  The audit pass (NP) Grade is awarded if the student's attendance in L+T+P >= 75% (additional criteria of at-least 60% in Studio/Lab component, if applicable) in the class and he/she has obtained at least pass marks i.e. 36 marks. If either of these requirements is not fulfilled, the audit fail (NF) grade is awarded. Both NP and NF grade do not contribute any points towards calculation of CGPA/SGPA.

- **W Grade**

  A 'W' grade is awarded in a course where the student has opted to withdraw from the course. No points are associated with W grade.

- **X Grade**

  The 'X' grade is awarded for incomplete work in Independent Study, Mini Project, Minor Project, Major Project or Dissertation based on the application of the student. On completion of the work, X grade can be converted to a regular grade within the first week of the next semester. Otherwise, the student will be awarded 'X' grade on a permanent basis and it will appear in his/her grade card. Further, the student will be required to register afresh for the course in the next semester. The credits of the course will be counted towards his total load for the semester.

  In case of Major Project part I, the student will not be permitted to register for Major Project part II simultaneously as Major Project Part I is a pre-requisite for Major Project Part II. A student can be awarded 'X' grade only once in a course.

- **S & Z Grades**

  The 'S' grade denotes satisfactory performance and completion of a course (Also used for Ph.D. student to denote satisfactory performance). The 'Z' grade is awarded for non-completion of the course requirements, and the student will have to register for the course until he/she obtains the 'S' grade.

V. Re-conduct of Minor Exams

In case a student fails to appear in any Minor Exam due to exceptional circumstances then re-conduct of the missed Minor Exam may be allowed by **Head of School (offering the course) on the recommendation of the course coordinators.** However, the application **for re-conduct of Minor Exam must be received within 07 working days after the end of Minor Exams.**

The Minor Exam should usually be re-conducted before the next Minor or Major Exam whichever is earlier.

VI. Re-conduct of Major Exams

In case of absence on medical grounds or other special circumstances (Death in immediate family (Grand Parents, Parents, Real sibling), accident/medical situation of self/Parent leading to inability to take Major exam, Placement test/interview)immediately prior to the commencement of Major examination or during the major examination period, the student can apply for I-grade. A minimum attendance of 60% (additional criteria of at-least 60% attendance in the Lab/Studio component) is required to be eligible for consideration of award of I grade in case of Credit Course and 75% in case of Non-Credit/Audit Course.

Application requesting I- grade should be submitted by the student at the earliest but not later than the last day of major tests. The application is to be addressed to the Head of the School to which the student belongs, who after due scrutiny and assessment will provide recommendation to the Dean of the Faculty for grant/rejection of approval depending on the merit of the case. The Dean will further process the request through Examination Wing for grant of approval from the competent authority. Once approved, the information will be passed on to the course coordinators also. The student should complete all course requirements within 10 days of the last date of Major tests and the Course coordinator shall announce the date of Major exam which should be within two weeks of the commencement of next semester. Upon completion of all course requirements, the 'I' grade is converted to a regular grade (A to F, NP or NF).

VII. Evaluation Methodology for Courses with both Theory & Lab/Studio Component

a) Each component viz. Theory & Lab will separately be evaluated out of 100 marks each.

b) Depending upon the weightage of the Credit of the Theory & Lab component in the course, the weightage of marks obtained in theory & lab component will be combined to get a final score out of 100. Grade will be awarded based on this score.

c) Attendance requirement rules apply and can be seen in the Registration Section

VIII. Evaluation Methodology for Practical Component of Course

a) The Lab component shall be evaluated out of a total of 100 Marks by the concerned faculty. No external examiner shall be involved.

b) 30 Marks shall be assigned to the Semester Performance Record

c) 40 Marks shall be assigned to the Performance of the Practical Work in the Major Exam

d) 30 Marks shall be assigned to the Vice Voce conducted in the Major exam.

IX. Evaluation Methodology for Studio Component of Course

a) The studio component shall be evaluated out of a total of 100 Marks.

b) In courses where jury evaluation is done at the end of the semester, the following will apply:

i.   50 marks shall be awarded by course coordinator on basis of studio work during the semester

ii. 50 marks shall be awarded by the external jury at the end of the semester

c) In courses where jury evaluation is not done at the end of the semester, the following will apply:

i.   100 marks shall be awarded by course coordinator on basis of studio work during the semester

X.   Evaluation Methodology for Final Semester Project / Dissertation / Internship

The evaluation methodology for the Final Semester Project/Dissertation of UG, PG & Integrated programs (besides B.Arch. program) is as follows:

a. The weightage to be followed for evaluation of the Final Year Project/Dissertation shall be as laid down below:

Name of Program	Mid-Term Evaluation by School Level Committee	Evaluation by External Examiner	Evaluation by Guide & Co-Guide	Total
M.Tech. / M.Sc. / B.Tech. / M.B.A./ M.A. / Integrated	10 Marks	60 Marks	30 Marks	100 Marks

b. The mid-term evaluation shall be carried by the Committee(s) to be constituted by the HoD concerned which shall comprise of 02-03 faculty members (Intra-School) with every effort being made to ensure that a student is not evaluated by a committee consisting of the student's guide.

c. In case a student is awarded more than 85% marks by his Guide (out of 30) then a Committee, constituted at School level by the Head of School, as mentioned earlier for mid-term evaluation will evaluate if the student has done sufficient work to justify the award of the high marks. The Committee may take into cognizance the Project Journal, progress reports, mid-term evaluation report, quality of publications etc. for this purpose.

d. The upper limit on the number of dissertation/Project Reports to be evaluated by each external examiner is as below:

Name of Program	Maximum Project Reports / Dissertation to be evaluated by Each External Examiner
M.Tech.	03
M.Sc./ MBA/ M.A./ Integrated Degree	15
B.Tech.	08
B.Arch.	Panel of 2-3 External Experts for 40 students

e. The Head of Schools shall send a List of Examiners for approval of Competent Authority, well in time, before conduct of the evaluation process. The List of examiners should be approved/ ratified by the BoS of the concerned School.

XI. Re-evaluation of Course

a) Student must see the evaluated answer sheets of Minor & Major exams as per the dates mentioned in the Academic Calendar and discuss her/his performance in the evaluated answer sheet with the concerned faculty member to get the doubts clarified regarding the evaluation.

b) Student is required to sign on the top cover of the evaluated answer sheet thus confirming that the answer sheet has been discussed with the faculty member and the student has clarified her/his doubts regarding the evaluation.

c) In case the student is still not satisfied with the evaluation of her/his answer sheet even after discussion with the concerned faculty member then she/he can request for reevaluation of her/his Major answer script by submitting an application to the Head of School (to which the student belongs) along with re-evaluation fee of Rs. 2000/- for per paper, in which re-evaluation is sought, within 15 days of the date of showing the answer script. The request of re-evaluation is only admissible for the written component of the course (i.e. Answer scripts of the Major exams and does not cover Viva-Voce / Project demonstration or Jury evaluation by external expert)

d) The request for re-evaluation will be forwarded to the Examination wing, through Head of School & Dean of Faculty, who will get the answer sheet re-evaluated in confidential manner from external examiner(s), after seeking approval of the competent authority.

e) The result shall be amended accordingly.

XII. Withholding of Result

If the student has not paid fees to University/ College at any stage, or has pending dues against his name due to any reason whatsoever, or if any case of indiscipline is pending against him, or if the student has not submitted the Semester feedback or if there is any ambiguity in the grades of the student, the result of the student may be withheld, and she/he will not be allowed to go into the next higher Semester. The Award or issue of the Degree may also be withheld in such cases.

XIII. Evaluation of Result for students admitted through Lateral Entry Scheme

For the students who are admitted to a program through Lateral Entry Scheme, the calculation of CGPA will count the credits and points earned by the student after her/his joining the B.Tech. Program in the 3rd semester. The credit requirement for award of Degree for such students will be less by the number of credits of 1st year in the program structure of the B.Tech. program of the batch in which the student has joined. This will be applicable for the students who have joined the B.Tech. program through Lateral Entry Scheme.

XIV. **Guidelines for handling Plagiarism Cases**

The plagiarism policy of the university is as given below and must be adhered to by all relevant students and faculty members:

1. Curbing Plagiarism

   i. University shall declare and implement the technology based mechanism using appropriate software so as to ensure that documents such as thesis, dissertation, publications or any other such documents are free of plagiarism at the time of their submission.

   ii. The mechanism as defined at (i) above shall be made accessible to all engaged in research work including student, faculty, researcher and staff etc.

   iii. Every student submitting a thesis, dissertation, or any other such documents to the University shall submit an undertaking indicating that the document has been prepared by him or her and that the document is his/her original work and free of any plagiarism.

   iv. The undertaking shall include the fact that the document has been duly checked through a Plagiarism detection tool approved by the University.

   v. University shall develop a policy on plagiarism and get it approved by its relevant statutory bodies/authorities. The approved policy shall be placed on the homepage of the University website.

   vi. Each supervisor shall submit a certificate indicating that the work done by the researcher under her / his guidance is plagiarism free.

   vii. University shall submit to INFLIBNET soft copies of all Masters, Research program's dissertations and thesis within a month after the award of degrees for hosting in the digital repository under the "Shodh Ganga e-repository".

   viii. University shall create Institutional Repository on institute website which shall include dissertation / thesis / paper / publication and other in-house publications.

2. Similarity checks for exclusion from Plagiarism

The similarity checks for plagiarism shall exclude the following:
   a. All quoted work reproduced with all necessary permission and/or attribution.

   b. All references, bibliography, table of content, preface and acknowledgements.

   c. All generic terms, laws, standard symbols and standards equations.

   Note: **The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only and shall not have any similarities. It shall exclude a common knowledge or coincidental terms, up to fourteen (14) consecutive words.**

3. Levels of Plagiarism

Plagiarism would be quantified into following levels in ascending order of severity for the purpose of its definition:

    i.   Level 0: Similarities up to 10% - Minor similarities, no penalty

    ii.   Level 1: Similarities above 10% to 40%

    iii.   Level 2: Similarities above 40% to 60%

    iv.   Level 3: Similarities above 60%

4. **Detection/Reporting/Handling of Plagiarism**

If any member of the academic community suspects, with appropriate proof, that a case of plagiarism has happened in any document, he or she shall report it to the School Academic Integrity Panel (SAIP). Upon receipt of such a complaint or allegation the SAIP shall investigate the matter and submit its recommendations to the University Academic Integrity Panel (UAIP) of the University.

The authorities of University can also take *suo moto* notice of an act of plagiarism and initiate proceedings under these regulations. Similarly, proceedings can also be initiated by the University on the basis of findings of an examiner. All such cases will be investigated by the UAIP.

5. **School Academic Integrity Panel (SAIP)**

   a) All Schools in University shall notify a SAIP whose composition shall be as given below:

      i.   Chairman - Head of the School

      ii.   Member - Senior academician from outside the School, to be nominated by the Vice Chancellor.

      iii.   Member - A person well versed with anti-plagiarism tools, to be nominated by the Head of the School.

      The tenure of the **members in respect of points 'ii' and 'iii' shall be two years. The quorum for the meetings shall be 2 out of 3 members (including Chairman).**

   b) The SAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff.

   c) The SAIP shall have the power to assess the level of plagiarism and recommend penalty (ies) accordingly.

   d) The SAIP after investigation shall submit its report with the recommendation on penalties to be imposed to the UAIP within a period of 45 days from the date of receipt of complaint / initiation of the proceedings.

6. **University Academic Integrity Panel (UAIP)**

i. University shall notify a UAIP whose composition shall be as given below:

   a) Chairman - Pro-VC/Dean/Senior Academician of the University, to be nominated by the Vice Chancellor.

   b) Member - Senior Academician other than Chairman, to be nominated by the Vice Chancellor.

   c) Member - One member nominated by the Vice Chancellor of University from outside the University.

   d) Member - A person well versed with anti-plagiarism tools, to be nominated by the Vice Chancellor.

   The Chairman of SAIP and UAIP shall not be the same. The tenure of the Committee members including Chairman shall be three years. The quorum for the meetings shall be 3 out of 4 members (including Chairman).

ii. The UAIP shall consider the recommendations of SAIP.

iii. The UAIP shall also investigate cases of plagiarism as per the provisions mentioned in these regulations.

iv. The UAIP shall follow the principles of natural justice while deciding about the allegation of plagiarism against the student, faculty, researcher and staff of University.

v. The UAIP shall have the power to review the recommendations of SAIP including penalties with due justification.

vi. The UAIP shall send the report after investigation and the recommendation on penalties to be imposed to the Vice Chancellor within a period of 45 days from the date of receipt of recommendation of SAIP/ complaint / initiation of the proceedings.

vii. The UAIP shall provide a copy of the report to the person(s) against whom inquiry report is submitted.

7. Penalties

Penalties in the cases of plagiarism shall be imposed on students pursuing studies at the level of Masters and Research programs and on researcher, faculty & staff of the University only after academic misconduct on the part of the individual has been established without doubt, when all avenues of appeal have been exhausted and individual in question has been provided enough opportunity to defend himself or herself in a fair or transparent manner.

7.1 Penalties in case of plagiarism in submission of thesis and dissertations

University Academic Integrity Panel (UAIP) shall impose penalty considering the severity of the Plagiarism.

i. Level 0: Similarities up to 10% - Minor Similarities, no penalty.

ii. Level 1: Similarities above 10% to 40% - Such student shall be asked to submit a revised script within a stipulated time period not exceeding 6 months.

iii. Level 2: Similarities above 40% to 60% - Such student shall be debarred from submitting a revised script for a period of one year.

iv. Level 3: Similarities above 60% -Such student registration for that program shall be cancelled.

Note 1: Penalty on repeated plagiarism- Such student shall be punished for the plagiarism of one level higher than the previous level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative.

7.2 Penalties in case of plagiarism in academic and research publications

I. Level 0: Similarities up to 10% - Minor similarities, no penalty.

II. Level 1: Similarities above 10% to 40%

i. Shall be asked to withdraw manuscript.

III. Level 2: Similarities above 40% to 60%

i. Shall be asked to withdraw manuscript.

ii. Shall be denied a right to one annual increment.

iii. Shall not be allowed to be a supervisor to any new Master's, Ph.D. Student/scholar for a period of two years.

IV. Level 3: Similarities above 60%

i. Shall be asked to withdraw manuscript.

ii. Shall be denied a right to two successive annual increments.

iii. Shall not be allowed to be a supervisor to any new Master's, Ph.D. Student for a period of three years.

Note 1: Penalty on repeated plagiarism - Shall be asked to withdraw manuscript and shall be punished for the plagiarism of one level higher than the lower level committed by him/her. In case where plagiarism of highest level is committed then the punishment for the same shall be operative. In case level 3 offence is repeated then the disciplinary action including suspension/termination as per service rules shall be taken by the University.

Note 2: University shall create a mechanism so as to ensure that each of the paper publication/thesis/dissertation by the student, faculty,

researcher or staff of the University is checked for plagiarism at the time of forwarding/submission.

Note 3:   If there is any complaint of plagiarism against the Vice Chancellor, a suitable action, in line with these regulations, shall be taken by the Controlling Authority of the University.

Note 4:   If there is any complaint of plagiarism against the Head of School/Authorities at the University level, a suitable action, in line with these regulations, shall be recommended by the UAIP and approved by the Competent Authority.

Note 5:   If there is any complaint of plagiarism against any member of SAIP or UAIP, then such member shall excuse himself / herself from the meeting(s) where his/her case is being discussed/investigated.

The above is applicable w.e.f. the date of Gazette Notification i.e. 23rd July, 2018.

XV.   Quality Check of Major Examination Question Paper

External evaluation component shall be introduced by sending about 20% of all Major Examination question papers from each School, along with the syllabus of concerned course, after the conduct of Major Examination to External Experts for the purpose of needed feedback on the standard of the question paper, balanced coverage of topics etc. for rightful use by the Course Coordinators as well as the University Authorities.

XVI.   Un-Fair Means Cases

a) Unfair Means & Misconduct by Students during Exams

The following actions performed by any student during the course of his/ her examination shall be termed as unfair means/misconduct by the candidate:-

1. Copying from or referring to any material other than the question paper or answer book of the candidate himself during the course of examination. The material could be a piece of paper/cloth, calculator, mobile phones, benches in the examination hall/ labs or different parts of the human body such as hands, arms, feet etc.

2. Bringing to the examination hall any material with the intention to use it in attempting the questions or performing some experiments in the labs during the course of examination.

3. Taking help from the peer examinees in the form of verbal conversation or seeing /showing the answer book of/ to other examinees with or without their consent.

4. Taking/ providing help in performing the experiments in the lab or fields during the course of exam.

5. Refusal to obey the orders of the Faculty Invigilator.

6. Misbehaving or creating disturbance of any kind in and around the examination hall or organizing a walk out or instigating other to walk out.

7. Impersonating or misrepresenting any other candidate in connection with the examination.

8. Smuggling in an answer book or continuation sheet or taking out or arranging to send out the question paper or an answer book or a continuation sheet or replacing the answer book, its inner sheets, or continuation sheets during or after the examination with or without the connivance of the staff on duty in connection with the examination.

9. Forcing his entry into examination hall for the purpose of taking the examination even after being told that he/she is not eligible to sit in the examination.

10. Possessing a lethal weapon or fire arm or coming in drunken condition to the examination hall.

11. Engaging in any other act or omission which creates the tendency to disrupt the orderly conduct of the examination.

b) Preventive Measures (Do's & Don'ts)

The following is a list of Do's & Don'ts for Students sitting for an exam:

1. The students must not possess any material with them other than the ones permitted which could be of any help in the course of examination.

2. The students should search their pockets and seats (on & around) and if any such material is present, the same should be placed outside the exam hall/ room.

3. The students are not allowed to bring mobile phones in the examination hall

4. The students should be asked to sit as per the seating plan prepared by the invigilator.

5. The students are not allowed to converse/talk to their peers during the course of examination. In case of any difficulty/ requirement, the student may raise his/ her hand to indicate his intention to converse with the faculty in charge on invigilation duty.

6. The students must not try to refer to the answer book/ question paper of their peer examinees.

7. The students are not allowed to leave the exam hall during the first 90 minutes of their examination for the purpose of attending to the toilets or otherwise.

8. Although the use of calculators becomes essential to answer the questions for many engineering and science subjects. However there are still many subjects where the use of calculator is not required. The paper setter should clearly mention on the question paper whether the calculator is required to be used in the exam hall or not. Accordingly an announcement whether the calculator is allowed or not should be made by the invigilator.

9. The students should place their I-cards on their tables(it is mandatory for the students to carry their I-cards during any exam)

10. The students may be allowed to enter the examination hall/ room not more than 10 minutes before the start of examination.

11. The students may not be allowed to appear for the examination after 30 minutes of the start of the examination.

12. In case a student is found conversing/ talking to his/her peers during the course of examination for the first time, the faculty member may ask for his/ her seat to be changed but if he/she continues to do it, a UMC case may be recorded against the student.

13. In case a student behaves in a hostile manner or creates a ruckus and disturbs other students or there is a mass protest by the students inside the exam hall, the faculty member will report the matter immediately to the Head of the concerned Schools and the Dean of the Faculty.

14. The students may not be allowed to leave the exam hall before half of the time allowed for exam is over.

c) **Procedure to Deal a Case pertaining to the Use of Unfair Means/Misconduct during the examination**

If a student is caught using unfair means during the course of his/ her examination by the invigilator or any other member of faculty on examination duty, the following sequence of steps must be taken:

1. The answer book and the material used for unfair means will be confiscated by the invigilator and a statement to the effect may be got recorded from the student who possessed the material and was taking help from the same. In case the student refuses to record such a statement, then the invigilator may record that the student had refused to record such a statement.

2. The invigilator will give a new answer booklet to the student if the student intends to continue his/her exam. Otherwise the student may be allowed to leave the exam hall after half of the time allowed for exam is over.

3. At the end of the examination, the invigilator will submit the case in the prescribed form along with both the answer books and the confiscated material to the Head of the School to which the subject belongs, after recording his own statement regarding the use of unfair means by the

student. However, if the material used for Unfair Means is like the desk or some part (s) of the human body or is some oral conversation between peer examinees and can't be attached with the answer book of the student then the invigilator may call the Head of the School to which the student belongs so as to make him witness the case.

4. The use of unfair means case shall be discussed by the UMC Committee where by the student shall be given a chance to defend his/ her case before the committee. The case shall be presented by the concerned invigilator, before the UMC committee. The UMC committee constituted shall consist of the following :

    i. Dean of the Faculty to which the student belongs as Chairman
    ii. Head of the School to which the student belongs
    iii. Head of the School to which the Subject Coordinator belongs
    iv. Subject coordinator
    v. Concerned Invigilator as Presenter
    vi. AR(Examination) as Secretary

5. The notice relating to the date & time of hearing of the case shall be sent to the candidate through the Head of the School to which the candidate belongs. If the service of the notice is not affected due to the fault of the candidate, the committee shall proceed ex-parte. In case delay is caused in the service of the notice for no fault on the part of the candidate, a new date of hearing shall be fixed by the committee.

6. The UMC committee shall submit its recommendations for consideration and approval by the Vice Chancellor at the earliest.

7. The UMC Committee may observe the following guidelines for the purpose of awarding punishment to the student. Secretarial assistance for this purpose may be provided by the Examination Wing.

If the candidate was found having in his/her possession or accessible to him/her papers, books or notes which do not relate to the subject of examination and which could not possibly be of any assistance to him , no action may be taken against the candidate, otherwise,

    i. In case of first such offence by the student, the student be awarded zero marks only in the concerned examination such as minor 1 or minor 2 or major and a warning letter be issued to the student, warning him to desist from such activities and in case of repetition of such as an offence, a more stringent action including expulsion from university may be taken against him/ her. A copy of the Warning Letter be sent to the parents of the student

    ii. In the case of second such offence, the student be failed in the subject in which the student was caught using unfair means irrespective of the fact whether he is caught during Minor or Major exam of the subject. A warning letter be issued to the student and a copy be sent to his/her parents.

iii. In the case of 3rd subsequent offense, the student be failed in all the subjects registered by the student during that semester. A warning letter with copy to his/her parents may also be issued.

iv. In case a student still indulges in such an offence after case iii above, strict action as deemed fit including expulsion from university may be taken against the student.

v. For unfair means/ misconduct of the nature specified by A(5) to A(11) above, the committee shall have the right to recommend to the Competent Authority, a disqualification for the candidate from passing or from appearing in University examinations for a period of up-to 3 years depending upon the gravity of the case. The period of disqualification shall commence from the session in which the candidate is found to have committed the misconduct.

d) Remedial Measures

The remedial measures include the punishments and counseling given to the students who are caught using unfair means so that they don't repeat the offence during the course of their studies. The following steps are recommended to be taken:-

1. The punishment as recommended by the UMC Committee and approved by the Vice- Chancellor as per Para (C) above may be given to the student.

2. The student should be counseled by his faculty-mentor so as to persuade the student not to indulge in such malpractices in future.

3. The faculty-mentor may recommend that the faculty member teaching the subject may give some extra time to the student so that the student is enabled to understand and pass the subject.

e) Appeal against Punishment awarded by UMC

A candidate aggrieved by the punishment awarded to him/her may prefer an appeal to the Vice Chancellor within forty five days from the date of the order. Provided further that the Vice-Chancellor may entertain an appeal after the expiry of the said period if he is satisfied that the appellant has sufficient justification for not preferring the appeal in time.

Section -4

Promotion & Conditions for Termination of Admission @ SMVDU

This section provides the rules pertaining to Promotion of the students from one year to another during their pursuance of the degree program in which they are registered. The requirements for continuation of admission, after completion of 1st year are also detailed.

I. **Requirements for Promotion and Conditions for Termination of Admission for B.Tech., B.Sc.(Nursing) & Integrated Program**

Time Frame	Program	Condition for continuation of admission and promotion**	Choice available to Student	Action based on Choice
At end of 1st Year (Semester 1 & 2)	B.Tech./ B.Sc. (Nursing) /Integrated	The student is required to earn 60% of the total credits as per Course Structure, failing which his/her admission in the Program will stand terminated and his/her name struck from the rolls of the Program. However, if the same student has earned at least 80% of the Credits (as per Course Structure) in either of the first two semesters attended by him/her then his/her admission will not be terminated.	Choice 1*	Student accepts termination of admission and her/his name is struck of the rolls of the university. Student submits NDC and fee refund, as under rules is processed.
			Choice 2*	If so applied by the student, permission can be granted to the student to re-register in the 1st year one more time and start afresh **(Year Drop)**. Previously earned credits are not counted and the student starts afresh. If student at end of this additional year, again does not meet the condition for continuation of admission then her/his admission is **terminated with no further chance**. The rules and the program structure of the new batch will be applicable while the Entry Number of the student will remain unchanged.
At end of 2nd Year (Semester 1 to 4)		If a student has not successfully passed 75% of the Cumulative Credits (Total Credits of 1st & 2nd Year as per Course Structure) then she/he will not be allowed to register for the 5th Semester.	--	In this case she/he will be required to register as a casual student for a period of one year **(Year Drop)** and will be required to register for backlog courses/improvement in Grade only to meet the minimum credit requirement for promotion.
At end of 3rd Year (Semester 1 to 6)		A student who has a backlog course from 1st Year B.Tech. Program will not be allowed to register for final year of B.Tech. Program.	--	In this case she/he will be required to register as a casual student for a period of one year **(Year Drop)** and will be required to register for backlog courses/improvement in Grade only.
At end of 4thYear (Semester 1 to 8)		**Only for Integrated programs** At the end of the 4th Year, the student is required to earn at-least 75% of the Cumulative Credits (Total Credits of 1st, 2nd, 3rd & 4th Year as per Course Structure) and carry no backlog from 1st or 2nd Year, failing which she/he	--	In this case she/he will be required to register as a casual student for a period of one year**(Year Drop)** and will be required to register for backlog courses/improvement in Grade only

		will not be allowed to register for 9th Semester.		

*Student is required to submit her/his choice in writing to the Head of School prior to the commencement of the next academic session, failing which the action as per Choice 1 will be initiated by the university.
**Examination Section, shall notify, the list of students who are not eligible for continuation of admission along with the declaration of result.

II. Requirements for Promotion and Conditions for Termination of Admission for 2 Year PG Program MBA, M.Tech., M.Sc. & M.A. Program

Time Frame	Program	Condition for continuation of admission and promotion**	Choice available to Student	Action based on Choice
At end of 1st Year (Semester 1 & 2)	2 Year PG Program M. Tech. / M.Sc. / M.A. / MBA	The student is required to earn 60% of the total credits as per Course Structure, failing which his/her admission in the Program will stand terminated and his/her name struck from the rolls of the Program. However, if the same student has earned at least 80% of the Credits (as per Course Structure) in either of the first two semesters attended by him/her then his/her admission will not be terminated.	Choice 1*	Student accepts termination of admission and her/his name is struck of the rolls of the university. Student submits NDC and fee refund, as under rules is processed.
			Choice 2*	If so applied by the student, permission can be granted to the student to re-register in the 1st year one more time and start afresh **(Year Drop)**. Previously earned credits are not counted and the student starts afresh. If student at end of this additional year, again does not meet the condition for continuation of admission then her/his admission is **terminated with no further chance**. The rules and the program structure of the new batch will be applicable while the Entry Number of the student will remain unchanged.

*Student is required to submit her/his choice in writing to the Head of School prior to the commencement of the next academic session, failing which the action as per Choice 1 will be initiated by the university.
**Examination Section, shall notify, the list of students who are not eligible for continuation of admission along with the declaration of result.

III. Requirements for Promotion and Conditions for Termination of Admission for B.Arch. Program

Time Frame	Program	Condition for continuation of admission and promotion**		Action based on Choice
At end of 1st Year (Semester 1 & 2)	B.Arch.	The student is required to earn at-least 60% of the total credits as per Course Structure, failing which his/her admission in the Program will stand terminated and his/her name struck	Choice 1*	Student accepts termination of admission and her/his name is struck of the rolls of the university. Student submits NDC and fee refund, as under rules is processed.

			Choice 2*	If so applied by the student, permission can be granted to the student to re-register in the 1st year one more time and start afresh **(Year Drop)**. Previously earned credits are not counted and the student starts afresh. If student at end of this additional year, again does not meet the condition for continuation of admission then her/his admission is **terminated with no further chance**. The rules and the program structure of the new batch will be applicable while the Entry Number of the student will remain unchanged.
At end of 2nd Year (Semester 1 to 4)		If a student has not successfully passed at-least 75% of the Cumulative Credits (Total Credits of 1st & 2nd Year as per Course Structure) then she/he will not be allowed to register for the 3rd year of B.Arch. program.		In this case she/he will be required to register as a casual student for a period of one year **(Year Drop)** and will be required to register for backlog courses/improvement in Grade only to complete the requirement for promotion.
At end of 3rd Year (Semester 1 to 6)		A student who has a backlog course from 1st four semester i.e. till 2nd Year of B.Arch. program will not be allowed to register for 4th year of B.Arch. program.		In this case she/he will be required to register as a casual student for a period of one year **(Year Drop)** and will be required to register for backlog courses/improvement in Grade only to complete the requirement for promotion.
At end of 4th Year (Semester 1 to 8)		At the end of the 4th Year, the student is required to earn at-least 75% of the Cumulative Credits (Total Credits of 1st, 2nd, 3rd & 4th Year as per Course Structure) with no backlog from 1st to 3rd year otherwise she/he will not be allowed to register for the 5th year of B.Arch. program.		In this case she/he will be required to register as a casual student for a period of one year **(Year Drop)** and will be required to register for backlog courses/improvement in Grade only to complete the requirement for promotion.

*Student is required to submit her/his choice in writing to the Head of School prior to the commencement of the next academic session, failing which the action as per Choice 1 will be initiated by the university.
**Examination Section, shall notify, the list of students who are not eligible for continuation of admission along with the declaration of result.

In case, where the student who is facing termination of admission avails the opportunity to register afresh in the 1st Semester (Choice 2), she/he will be required to pay all necessary fee except the Security Deposit & One Time Charges, which the student would have paid already, as per the fee structure of the new Batch.

Section -5

Degree Award Requirement Rules @ SMVDU

I.   **Award of Degree**

A set of requirements are stipulated which are to be successfully completed by the student before she/he can be considered eligible for award of a degree. The requirements are listed as below:

1. Earned Credits

The earned credit requirements for award of degree are equal to the credits of all courses as defined in the Program structure which may be higher than the minimum credit requirement for award of degree as shown in table below. It is mandatory to pass all courses mentioned as a part of the course structure of that particular Program including non-credit courses, if any, for award of degree. The minimum credit requirement for award of the various programs is as given below:

Sr.	Program	Minimum Credit Requirement for Batch Admitted in 2019
1.	B.Tech. / B.Tech. (Lateral)	160 / 170 (Batch 2018) – Total Credits in program structure for 1st year for Batch 2018 for the particular stream.
2.	B.Arch.	220
3.	Integrated M.Sc.(Economics)	200
4.	M.Sc. (Biotechnology, Physics, Mathematics)	90
5.	M.A.(Philosophy, English)	80
6.	M.Tech. (ECE, CSE, ME, ES)	80
7.	MBA	90

2. Maximum Period for Completion of Degree

The maximum period for completion of Degree is as below:

Program	Max. Period for Completion of Degree*
B.Tech.	6 Years
B.Arch. / Integrated Master's	7 Years
Full Time 2 Years Master's Degree Programs (M.Sc., M.A., M.B.A., M.Tech. etc.)	3 Years

* The period of Semester Withdrawal/Suspension is not to be counted towards the maximum time limit for completion of degree.

Provision of Mercy Chance:

A provision of '**Mercy Chance**' exists as a form of relief for such students who fail to complete the degree requirements within the maximum permissible time period.

The provision of Mercy Change is as under:
   i.   The student shall make an appeal to the Head of the concerned School for providing a Mercy Chance within a period of one month from the date of declaration of the results.
   ii. Only one mercy chance shall be given.
   iii. Number of backlog courses of the student should not be more than five.
   iv. No separate examination shall be conducted for the student who is permitted to avail the Mercy Chance. The Student(s) shall have to appear in the examinations as per the normal/regular schedule of examinations as provided in the Academic Calendar of the University.
   v.   Minimum required CGPA (for award of degree) should have been obtained by the candidate in the courses other than the backlog course(s).
   vi. Head of the concerned School shall examine every such case with reference to the above mentioned conditions to see whether the case is worthy of consideration for the Mercy Chance and if so, the case will be re-examined by the Dean of the concerned Program/Faculty and forwarded with clear recommendation – **favorable or unfavorable**– to the Competent Authority for further necessary action.

The provision of Mercy Chance shall be however granted only in very rare cases under extra-ordinary circumstances only.

3. Cumulative Grade Point Average (CGPA) Requirement

A student must obtain a **minimum Cumulative Grade Point Average (CGPA) of 5.0 at end of the Program for being eligible for award of any UG, PG or Integrated degree.**

Students not meeting the above conditions after completion of required credits in the degree Program may be permitted to register for additional elective courses under any category to improve the CGPA, as well as register for improvement in Grade in eligible courses, within the maximum time limit for completion of that Program.

4. **Practical Training**

   A student of the 4-year B.Tech. Program and 5-year B. Arch. Program must complete the prescribed number of days of practical training to the satisfaction of the concerned School. This training will be normally undertaken in the summer vacation following the 6th semester for B.Tech. and during 7th semester for B. Arch. Program. Practical training duration is **of 6-8 weeks for B.Tech. &120 days for B.Arch.** Training should be carried out preferably in industry or R&D institutions in India or recognized architectural offices for B.Arch. course. Practical training may also be taken in any academic institution of national importance.

5. **NSS**

   All undergraduate students (Including 1st Semester Integrated program students) are required to enroll for NSS in the 1st semester in the first year. They will be deemed to have qualified the NSS requirement on completion of 40 hours of time devoted to NSS activities in 1st semester (Awarded 'NP' grade) failing which like other courses, it will be rendered as backlog and 'NF' grade will be awarded. Concerned students will register for NSS as a Non-credit course. Grade obtained will be displayed on the grade sheet.

6. **Minimum Number of Academic Semesters**

   A student is required to register for at-least 8 semesters for B.Tech., 10 Semester for B.Arch. and Integrated program, 4 Semesters for Full-Time PG Programs to be eligible for award of degree. Withdrawal Semester/Suspension period and Summer Semester do not count towards this.

7. **Publication of Research Papers for award of MBA and M.Tech. Degree**

   It is mandatory for the students of M.Tech. & MBA to publish a Research Paper (at-least one paper – in Journal (Not Paid journal) or Conference (in National/International Society)) before appearing for final evaluation of Project/Dissertation to be eligible for award of degree (Applicable to the students admitted from the Academic Session 2016-17). Further, acceptance of the paper by the Conference/Journal shall be deemed to be sufficient action for meeting the requirement.

8. **Requirement for passing Comprehensive Exam for B.Tech./B.Arch. Students**

   It is mandatory for the students of B.Tech. /B.Arch. Program, admitted from the Academic Session 2018-19 onwards, to pass the Comprehensive exam, modeled on the pattern of GATE exam and conducted after 6th/7th/8th Semester for B.Tech. & 8th /9th /10th Semester

for B.Arch., to be eligible for award of degree while it is optional for the students admitted prior to the Academic Session 2018-19 to take this exam. The particulars of this exam shall appear on the grade sheet of the student (No credits) and the pass-marks shall be 25%. However, the particulars of this exam shall appear on the grade-sheet only in the instance when the student has passed the exam.

It is mandatory for the student to complete successfully each of the criterion mentioned at **Points 1-8 (As applicable)** above for award of degree. Failure to complete any one of the above requirements, within the maximum time period allowed for completion of degree program, will make the student **in-eligible** for award of Degree and his/her admission will be terminated and no degree will be awarded.

Note: Student is required to submit No Dues certificate, as per prescribed format, to the Head of School who shall forward the same to Examination Section for onward processing.

II. <u>Award of B.Tech. Honors</u>

Students who earn CGPA of 7.50 or more with no active backlogs, after completion of 2nd year of the B.Tech. Program, shall be eligible for applying for enrollment to the B.Tech.(Honors). Once their request is approved, these students shall be required to earn at-least 12 additional credits from among the School Core/ School Electives being offered for the M.Tech. Program of that School, over and above the requirement of minimum credits for award of the B.Tech. degree.

Further the student must achieve a CGPA of 7.50 or more at the completion of the Program to be eligible for award of B.Tech.(Honors) degree. In case the student is not able to secure a CGPA of at-least 7.50, he/she will be eligible for award of normal B.Tech. degree provided all other degree requirements have been met.

A student, who had earlier applied for pursuing the B.Tech.(Honors) degree after completion of 2ndYear, may choose to apply for withdrawing from the same at any point and may continue with the B.Tech. Program without Honors degree option. The additional credits earned till then for the courses from M.Tech. Level will continue to remain in the record of the student; however, they will not contribute towards the award of the B.Tech. degree Program. In case the student has a backlog in any of the M.Tech. Level courses in which he had registered earlier, then passing the paper will be mandatory requirement to be eligible for award of the B.Tech. degree provided all other degree requirements have been met.

12 additional credits required for award of Honors Degree, may be obtained by passing MOOCs based NPTEL/SWAYAM course(s) in addition to School Core/ School Electives being offered for the M.Tech. Program of that School. The additional courses from MOOC should not be the courses already studied. Academic Affairs Committee of each School, in every November & June, may check the availability of courses on SWAYAM/NPTEL website which may be allowed towards counting for credit required for award of Honors Degree and recommend the same for approval of the Competent Authority. The student needs to obtain the pass certificate (SWAYAM/NPTEL) for award of the credit. The credit equivalence of the Courses is as under:

Course Duration (SWAYAM/NPTEL)	Credit Equivalence
12 Weeks	3 Credits
8 Weeks	2 Credits
4 Weeks	1 Credit

III. **Minor/Interdisciplinary Area Specialization**

A student who clears all the first year courses as per Program structure of the B.Tech. Program, with CGPA 8.0 and above will be permitted to register for additional course(s), beyond the regular courses in that semester as per Program structure, from third semester onwards. Further, such student(s) will be permitted to register for these additional courses in each subsequent semester provided student has cleared all courses for which he/she has registered till then and his / her CGPA is 8.0 or above.

With this mechanism, such student will be able to accumulate additional credits beyond the prescribed credit requirements of the B.Tech. degree.

Student can then use these additional credits for the purpose of opting for obtaining a Minor/Interdisciplinary Area Specialization, thus adding value to the Degree Program. This Minor/Interdisciplinary Area Specialization will be reflected in the Transcript of the student, on successful completion of the requirements by the end of Degree Program. The student will be required to apply in writing, to HoD, for opting for this specialization.

Student is eligible for recognition of Minor/Interdisciplinary Area Specialization on passing at-least 5 additional courses (of 3 or more Credits each) from the set of prescribed courses for the purpose by the concerned School. The set of courses required to be taken, by student of other School, to obtain Minor/Interdisciplinary Area Specialization will be clearly defined by each School for the benefit of the students.

If any course of a Minor / Interdisciplinary area overlaps with any core course or elective course of the student's Program, then that course will not count towards the Minor Area course requirements. In such a case, the requirement of at-least 5 additional courses must be completed by taking other courses of the specialization. The student(s) is allowed to take MOOCs based NPTEL/SWAYAM courses as additional courses to be done for acquiring Minor/Interdisciplinary Area Specialization. Academic Affairs Committee of each School, in every November & June, may check the availability of courses on SWAYAM/NPTEL website which may be allowed towards counting for credit required Minor/Interdisciplinary Area Specialization and recommend the same for approval of the Competent Authority. Further, it was recommended that the Open Elective Course(s) can be done by the students under NPTEL/SWAYAM courses and the same will be considered towards credit requirements for award of Degree. However, the student needs to obtain the pass certificate (SWAYAM/NPTEL) for award of the credit. The credit equivalence of the Course(s) are as under:

Course Duration (SWAYAM/NPTEL)	Credit Equivalence
12 Weeks	3 Credits
8 Weeks	2 Credits

4 Weeks	1 Credit

In case, a student wishes to withdraw from opting for recognition of Minor/Interdisciplinary Area Specialization then these additional courses/credits earned will be clearly demarcated on the Transcript and will not count towards calculation of CGPA at completion of degree requirements.

IV. Guidelines regarding Issuance of Degree Certificate

1. Issue of Degree Certificate

Degree Certificate is issued to students on the Convocation ceremony falling after their passing-out. Students are required to ensure that they have cleared all pending dues, if any and have also paid the Degree Fee. Students are required to attend the convocation, on the said date and time to receive the degree certificate.

2. Issue of Degree Certificate in absentia

However, in case there is a requirement of the degree certificate prior to the holding of the next convocation ceremony, the following are the guidelines for issuing a degree certificate in absentia:

i.   that in all such cases, where the award of degree has been requested by the student before the actual convocation ceremony, provided sufficient reasons exist for the same, (as ascertained by the University), the award of degree must be recommended by the Vice-Chancellor, in the capacity as Chairman of the Academic Council, in case no meeting of the Academic Council is planned in the immediate future.

ii. that all such cases shall be put-up in the next meeting of the Academic Council for information of the decision.

iii. that all such cases must be reported in the next meeting of the Executive Council.

iv. that the award of the degree may be allowed in-absentia, also.

3. Issue of Duplicate Certificates

1. Student seeking issuance of duplicate Grade Sheet /Transcript / Provisional Passing Certificate / Degree Certificate due to loss / damage shall make such request in designated format along with the following documents and applicable fee:
    i.   An affidavit from 1st class magistrate on Rs. 100/- stamp paper (as per approved format).

    ii. Copy of FIR from Police Station of the area, where certificate is lost.

iii. Cutting of advertisement (as per approved format), published in newspaper (local), informing that the applicant is applying for issue of duplicate Grade Sheet /Transcript / Provisional Passing Certificate / Degree Certificate and objection (if any) to be communicated to Registrar SMVDU, Katra within a period of 01 month.

iv. Photocopy of Grade Sheet/ Transcript/Provisional Passing Certificate/Degree certificate, if available.

2. Application Fee is required to be submitted prior to submission of application:

   a. Grade Sheet: Rs. 100/
   b. Transcript: Rs. 500/-
   c. Provisional Passing Certificate: Rs. 500/-
   d. Degree certificate: Rs. 3,000/-

3. The approving authority for applications pertaining to issue of duplicate Grade Sheet /Transcript / Provisional Passing Certificate is the concerned Section Head of Academic Affairs Section & Examination Wing while in case of issue of duplicate Degree Certificate the approving authority is the Vice Chancellor.

4. The information regarding issue of duplicate Degree Certificate is placed before the Executive Council in its subsequent meeting.

5. The standard processing time for issuance of duplicate Degree Certificate is within 30 working days and 10 working days for issuance of duplicate Grade Sheet/ Transcript / Provisional Passing Certificate, from the date of receipt of application, subject to all requisite & correct documents and fee being attached with the application.

Section -6

Scholarships & Medals @ SMVDU

The university emphasizes the importance of Academic Merit and recognizes the same by awarding various Scholarships to the students of the university.

I. **Scholarships based on performance in Competitive Exams awarded at time of admission (Applicable for B.Tech. / B.Arch. / MBA)**

The guidelines for award of Scholarship to meritorious students, at the time of admission, based on the performance in various competitive exams is as below:

a) **B.Tech. Eligibility for Scholarship Payable:** Up-to 30,000 AIR(CRL) in JEE (Mains) Examination Full Tuition Fee waiver for first 05 semesters Above 30,000 & up-to 50,000 AIR(CRL) in JEE (Mains) Examination Full Tuition Fee waiver for first 04 semesters Above 50,000 & up-to 1,00,000 AIR(CRL) in JEE (Mains) Examination Full Tuition Fee waiver for first 03 semesters. The student has to maintain a minimum CGPA of 7.50 with no backlogs in each semester.

b) **B.Arch. Eligibility for Scholarship Payable:** Up-to 500 AIR(CRL) in JEE (Mains) examination Full Tuition Fee waiver for first 05 semesters Above 500 & up-to 1500 AIR(CRL) in JEE (Mains) examination Full Tuition Fee waiver for first 04 semesters Above 1500 & up-to 3000 AIR(CRL) in JEE (Mains) examination Full Tuition Fee waiver for first 03 semesters. The student has to maintain a minimum CGPA of 7.50 with no backlogs in each semester.

c) **MBA Eligibility for Scholarship Payable:** Above 85 percentile in CAT Full Tuition Fee waiver for 1st year & 50% Tuition Fee waiver for 2nd Year 80 to 85 percentile in CAT Full Tuition Fee waiver for 1st year 75 to 80 percentile in CAT 50% Tuition Fee waiver for 1st year. The student has to maintain a minimum CGPA of 7.50 with no backlogs in each semester.

d) **MBA Eligibility for Scholarship Payable**: Above 90 percentile in MAT/CMAT Full Tuition Fee waiver for 1st year & 50% Tuition Fee waiver for 2nd Year 85 to 90 percentile in MAT/CMAT Full Tuition Fee waiver for 1st year 80 to 85 percentile in MAT/CMAT 50%

Tuition Fee waiver for 1st year. The student has to maintain a minimum CGPA of 7.50 with no backlogs in each semester.

II. **Scholarships based on performance in Semester - Student Merit Cum Means Scholarship Scheme (SMMSS)- Applicable to all UG, PG & Integrated programs**

The guidelines for award of Scholarship to meritorious students, based on their performance in the Semester is as below:

1. Students enrolled in all fulltime degree programs and any future programs are eligible for SMMSS.

2. A student is required to obtain a minimum SGPA of 8.50 or above in the previous semester exam and must have registered for all the courses in that particular semester as per program structure and should not have any backlog.

3. SMMSS will be awarded to top 10% meritorious students as per the following scheme:

   i. For class strength of 60 students

For a class strength of 55 to 60 students	= 6 students
For a class strength of 45 to 54 students	= 5 students
For a class strength of 35 to 44 students	= 4 student
For a class strength of 25 to 34 students	= 3 student
For a class strength of 15 to 24 students	= 2 student
For a class strength of less than 15 students	= 1 student

   ii. For class strength of 90 students

For a class strength of 85 to 90 students	= 9 students
For a class strength of 75 to 84 students	= 8 students
For a class strength of 65 to 74 students	= 7 students
For a class strength of 55 to 64 students	= 6 students
For a class strength of 45 to 54 students	= 5 students
For a class strength of 35 to 44 students	= 4 student
For a class strength of 25 to 34 students	= 3 student
For a class strength of 15 to 24 students	= 2 student
For a class strength of less than 15 students	= 1 student

4. Every student covered under this scheme will be given semester Tuition and Hostel fee waiver of the annual tuition fee for the semester concerned in the following manner:

   i. For class strength of 60 students the following scheme will be implemented:

   First = waiver of 100 % of the semester tuition & hostel fee
   Second = waiver of 75 % of the semester tuition & hostel fee
   Third = waiver of 50 % of the semester tuition & hostel fee
   Fourth = waiver of 30 % of the semester tuition & hostel fee
   Fifth = waiver of 20 % of the semester tuition & hostel fee
   Sixth = waiver of 10 % of the semester tuition & hostel fee

   ii. For class strength of 90 students the following scheme will be implemented:

   First = waiver of 100 % of the semester tuition & hostel fee
   Second = waiver of 75 % of the semester tuition & hostel fee

   Third = waiver of 50 % of the semester tuition & hostel fee
   Fourth = waiver of 30 % of the semester tuition & hostel fee
   Fifth = waiver of 20 % of the semester tuition & hostel fee
   Sixth = waiver of 10 % of the semester tuition & hostel fee
   Seventh = waiver of 8 % of the semester tuition & hostel fee
   Eighth = waiver of 6 % of the semester tuition & hostel fee
   Ninth= waiver of 5 % of the semester tuition & hostel fee

5. In case more than one eligible student is having same SGPA, then all such students will be eligible for full scholarship amount corresponding to their position in the class and the amount will not be distributed equally among them.

6. The Head of Schools will prepare the list of students, within 10 days of declaration of result (result lists to be provided by Examination Section), eligible for award of scholarship under SMMSS based on the Semester performance while also consulting the eligible student's files to check if any there is any reason which may render them ineligible for award of scholarship or be eligible for partial scholarship only. The list, shall be forwarded through Dean of concerned Faculty to Academic Affairs Section for further processing.

7. The Academic Affairs Section shall send the lists of eligible students to Chairman SMMSS (Dean of Students Welfare) who will provide recommendations regarding the listed students for award of scholarship, while also consulting the record of students to see if any disciplinary action has been taken/is being taken or is pending against these students which may render them ineligible for award of scholarship under SMMSS.

8. On receipt of recommendations from Chairman SMMSS, notification for release of scholarship amount will be issued by the Academic Affairs Section, after seeking due approval from competent authority.

9. Prior to the release of scholarship, the Finance Section will obtain an affidavit from the students (as per attached format) wherein students will declare information about any other source from where they may be getting scholarship either partial or full (with details of scholarship amount), as the case may be.

10. If any discrepancy is noted at any later stage or if it is found at any stage that the student has withheld the relevant information, disciplinary action may be initiated against the student concerned which shall also include recovery of the scholarship amount as well as applicable fine.

11. A student who comes from a very poor background and secures a CGPA of 9.00 and above shall be given 100% assistance. However, applicants of SMMSS under 'Poor Background' shall have to provide proof of their monthly income as on date, so as to ascertain their eligibility under the above scheme. Only, candidates having family gross annual income of Rs. 2,00,000/- (Two Lacs only) or below, shall be considered hailing from 'Poor Background'.

12. All other students admitted to PG programs other than MBA, shall not be eligible for the benefit of SMMSS in their 1st semester.

13. For becoming eligible for assistantship under SMMSS, student awardees shall have to maintain highest SGPA besides no loss of the registered credits to receive the benefits of the scheme on a continuous basis.

The scholarship, in current form, is applicable from the Academic Session 2017-18.

III. **Scholarship Scheme for Meritorious Girl(s) students "Shakti"**

The guidelines of the Scholarship Scheme for Meritorious Girl(s) students "Shakti" sponsored by Dr. Ramesh & Ms. Irene Jolly (family Scholarship), areas under:

1. The Scholarship will be applicable to only Girl Students of B.Tech. program of the University.

2. The Scholarship amount payable in every year will be Rs. 1.20 Lakh i.e. Rs. 30,000/- per student per semester.

3. The Scholarship will be based on the performance of the students in the Semester examination, measured by their SGPA.

4. Top two girl students of B.Tech. program (Students taking the exams in the Final Semester of the B.Tech. program will not be eligible), based on their SGPA, will be eligible for the Scholarship.

5. The eligible girl students, having the highest & 2nd highest SGPA in each semester, subject to the SGPA of 8.50 or more with no backlogs, will be eligible for the scholarship.

6. The Girl students, already getting scholarship under any other scheme of the University including SMMSS and its variations including Scholarships granted at time of Admission based on performance in Competitive exam, with equivalent or higher scholarship amount will not be eligible.

7. The eligible Girl students will be required to apply for the Scholarship, within 15 days of declaration of semester result.

8. In case an eligible girl student does not apply for the scholarship or is found to be ineligible for it, the next in line applicant girl student, based on SGPA secured will be considered for the Scholarship.

9. The University will forward a list of eligible applicants every semester to the Sponsor. The final choice of the two girl students, out of the list of eligible students, provided in order of merit, will rest with the Sponsor.

10. In case, based on their SGPA, more than 2 girl students become eligible for the award (In case of common SGPA value) then the distribution of the Scholarship amount will depend upon the sponsoring agency.

The scholarship is applicable from Dec.-May, 2018 semester.

IV. **Medals, Prize & Certificate**

The university awards various Prizes/Medals/Certificates at the Convocation which are based on the performance of the student during her/his stay at the campus while pursuing the degree program. The guidelines regarding these are as below:

1. **Chancellor's Gold Medal** - To be awarded to two (02) students of the highest CGPA amongst B.Tech. and MBA pass-out batch.

2. **Vice Chancellor's Gold Medal** -To be awarded to the best all-rounder of the University with minimum CGPA of 9.00 and who has contributed significantly to discipline & integrity of the university and took active part in sports, culture and other extra- curricular activities.

3. **University Gold Medal** -To be awarded in all disciplines to students with highest CGPA in UG/PG disciplines and where the class strength is at least of 30 students.

4. **Certificate of Distinction** - To be given to eligible graduating students of year in each degree programs of study in different Schools on the parameters given below:

   (i) Academic performance: CGPA 8.00 & above (80% weightage)

   (ii) Co-curricular & extracurricular activities (20% weightage) to be given as per the score obtained from the following *"Award Points Table"* providing the guidelines for awarding points to the students towards their participation in different extracurricular & co- curricular activities as follows :

      (a) Presenting paper in Conference and Seminars/Workshops.

      (b) Participation in Curricular activities.

(c) Participation in Sports.

(d) Participation in Debate/Quiz.

In order to qualify for **"Certificate of Distinction"**, a student must have participated in at least two (02) out of the four (04) activities as mentioned above, In addition to the required academic performance. Further the participation may be at Local, State, National and International level &allocation of points for different activities at different levels would be as given in following Award Points Table:

Award Points Table

S. No.	Event	Max Pts.	Level of Achievement/ Participation	Maximum Points for Level of Participation			
				Level of Participation			
				Local	State	National	International
1	Presenting paper in Conference and Seminars. If best paper awardees:	40	Best paper	4	12	24	40
			Paper Presentation	3	9	18	30
2	Participation in Sports	20	1st Prize	2	6	12	20
			2nd Prize	1.5	4	8	15
			3rd Prize	1	3	6	12
			Participation	0.5	2	4	8
3	Participation in Debate / Quiz/ Conference (without presentation)	20	1st Prize	2	6	12	20
			2nd Prize	1.5	4	8	15
			3rd Prize	1	3	6	12
			Participation	0.5	2	4	8
4	Participation in Cultural Activities	20	1st Prize	2	6	12	20
			2nd Prize	1.5	4	8	15
			3rd Prize	1	3	6	12

			Participation	0.5	2	4	8
5	Maximum points (if Best Paper & First prize in each activity)			**10**	**30**	**60**	**100**
Note:	Summation of all points for prizes in any individual activity at the local level, State level and National level shall not exceed the total points for that activity at State level, National level and International level respectively.						

The Award consisting of a cash prize of Rs. 10, 000/-(Rupees ten thousand only) & certificate of award to be given to each eligible student.

5. **Infosys Foundation prize for excellence**

   Award cash prize of Rs.5000/- each to the pass-out toppers of each PG Program of SMVD University for the year as instituted by the Infosys Foundation and a certificate.

6. **Shri Mata Vaishno Devi Shrine Board Medal**

   To be awarded to one (01) UG & one (01) PG student funded by SMVDSB with weightage for academic & co-curricular/extracurricular activities as follows:

   (a) Academic performance requirement: CGPA 8.0 & above (50% weightage).

   (b) Co-curricular & extracurricular activities (50% weightage) to be given on the basis of points/score obtained by the student as per the Award Points Table.

   The Award consisting of a cash prize of Rs. 50, 000/-(Rupees fifty thousand only), a gold medal & certificate of award to be given to one (01) UG & one (01) PG student.

7. **Shri Mata Vaishno Devi Shrine Board Medal**

   To be awarded to the Best Girl Student of the Year funded by SMVDSB with weightage for academic & co-curricular/extra-curricular activities as follows:

   (a) Academic performance requirement: CGPA 8.0 & above (50% weightage).

   (b) Co-curricular & extra-curricular activities (50% weightage) to be given on the basis of points/score obtained by the student as per the Award Points Table.

   The Award consisting of a cash prize of Rs. 50, 000/-(Rupees Fifty thousand only), a gold medal & certificate of award to be given to Best Girl student of the Year.

Note: All Rules & Regulations as given in this booklet may be revised by the university for the purpose of streamlining and improving quality of academic system in the university. Any revisions made will be notified by the university separately and shall be applicable as and when notified.