



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY

Sub Post Office, Katra-182320, Jammu & Kashmir  
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956  
registrar@smvdu.ac.in

Ref No: SMVDU/A&R/14/1898-1914  
Date: 20<sup>th</sup>/02/2014

**NOTIFICATION**

In pursuance to Item No: 20.3.1 sub point 4.3.1.1 of the Minutes of the 20<sup>th</sup> Meeting of Executive Council of SMVDU, approval of the Executive Council is hereby conveyed to the recommendations of the Academic Council for the following modifications in Academic System, Rules & Regulations of SMVDU

**i. Definition of Academic Session & Semester**

*(Applicable from academic Session 2013-14 to all Registered Students of the university)*

The Academic Session is defined as period from July-June e.g. Academic Session 2013-14 will be from July 2013 till June 2014.

Each Academic Session will consist of two regular Semesters identified as **First Semester** (Aug-Dec) & **Second Semester** (Jan-May). e.g. Academic Session 2013-14 **First Semester** (Aug-Dec 2013) & Academic Session 2013-14 **Second Semester** (Jan-May 2014). The semester grade sheets as well the transcript at completion of degree will indicate the semester and sessions accordingly.

There may also be a **Summer Semester** of 8 weeks duration during the summer break period for offering various degree program or other courses as may be required, and/or feasible, in the interest of the students, including providing opportunity to students with backlog of courses to register in the Summer Semester and utilize the vacation period for clearing such courses and/or for some advance courses as permissible. The summer semester will be held during the summer break period i.e. June-July 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.

**ii. Summer Semester**

*(Applicable from academic Session 2013-14 to all Registered Students of the university)*

The **maximum number** of credits that a student would be able to register for, in the Summer Semester will be limited to 12 credits. The syllabus of the courses registered for will not be diluted in any manner and the requisite number of classes will be conducted within the time-frame of the summer semester. The Minor & Major Exams will be conducted during the course of the Summer Semester as per the Schedule.

In case there is a significant number of students having backlog in a particular course, the school may consider offering such course in the Summer Semester and students having obtained 'E' or 'F' grade in the previous semester(s) may register for the course. Attendance requirement in these courses will be applicable as in the regular semester.

Circulate to all Faculty & staff  
+ SECE plc.



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In case of **passing out students**, deficient in total credit requirements up to 12 credits, they may be allowed to register in the Summer Semester upto 12 credits for the backlog courses or other eligible courses in lieu thereof. These courses may be offered on **Self-Study basis** also, if the number of registered students is small (upto five).

**Any Student**, in addition to backlog Courses, if any, will be eligible to register for a maximum of 02 new (fresh) courses during summer semester (subject to upper limit of 12 Credits overall), so as to enable him/her to have more options for taking courses in the subsequent semesters. **Attendance requirement will be applicable for all courses except for those on self-study basis.**

### Self Study Basis

Only a **passing out** student will be eligible for registering for a course on Self-Study basis and 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. A **passing out** student, in this context, will be defined as one who is deficient by not more than 12 credits for completion of the degree.

### iii. Credit System

*(Applicable from academic Session 2013-14 to all Registered Students of the university)*

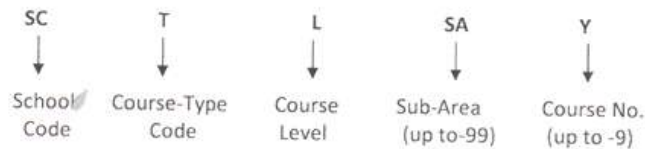
All programs of study are defined in terms of their credit requirements. Each course taken by a student as a part of the program of study helps to accumulate credits and once the minimum credit requirement of the program of study is completed, the degree can be awarded to the candidate, subject to fulfillment of all other relevant conditions. **There may be some Audit (Non-credit) Courses; however, securing the Pass Grade (NP) in these courses will be required. Some such courses are:**

ECSN 103P: Computer Applications for Managers (2-0-2)

MBUN 201P: Basics of French Language (2-0-0)

### iv. Course Numbering Scheme

*(Applicable from Academic Session 2013-14. However students from previous batches will follow the old-methodology of course numbering as mentioned in the Program Structure provided in the Course Booklets for their Batch unless the same is updated)*



**Example:** MBA 1<sup>st</sup> Year Course titled "Introduction to Management" will be numbered as follows:



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- BU : School of Business,  
L : Lecture-based Course  
6 : Post-Graduate, 1<sup>st</sup> year Level Course  
01 : General Management [Sub Area]  
02: Human Resource  
03: Marketing Management  
04: Finance  
2 : Course Number

Schools Codes

Code	Name of School
CS	School of Computer Science & Engineering
ME	School of Mechanical Engineering
AL	School of Architecture & Landscape Design
BU	School of Business
PH	School of Physics
MT	School of Mathematics
EC	School of Electronics & Comm. Engineering
EM	School of Energy Management
BT	School of Biotechnology
LN	School of Languages & Literature
PC	School of Philosophy & Culture
XX	New Schools (new codes)

Course-Type Codes

Code	Course-Type	Code	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

Course Level Code

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	Pre-Ph.D. Level Course

*Roop A. Kaur*



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v. Core Courses, Elective Courses & Open Elective Courses  
(Applicable from Academic Session 2013-14 onwards)

Each School will have a list of approved **Core Courses & Elective Courses** which will be offered in different semesters as per Program requirements.

In addition to the core courses and elective courses, a student will 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.

vi. Definition of Pre-requisite Courses  
(Applicable from Academic Session 2013-14 onwards)

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 this course.

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.

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.

vii. Program Structure  
(Applicable from Academic Session 2013-14)

The Program structure will contain the semester-wise list of Core & 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 will clearly enlist the Core Courses, Elective Courses and Open Elective Courses in the Program structure. School Elective courses may include courses from other Schools as specified & 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 his/her own School or an additional elective course of 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

*1. Sark. Kaur*



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Passing the core-courses of a program will be mandatory while in case of an elective course a student will have to register for same or an alternate elective course being offered by the same School.

viii. **Methodology for Assigning Entry Number to UG/PG Students & Ph.D. Scholars**

(Applicable from Academic Session 2013-14, however since admitted students of 2013-14 have already been assigned Entry Numbers as per old pattern, the new methodology will apply to students admitted in Session 2014-15 & onwards)

Each UG & PG student will be assigned a unique Entry Number (8 characters) at the time of joining a program of study and this will remain the main mode of identification of each student. The new entry number codes will be applicable from next session 2014-15.

13	X	XX <sup>S</sup> / YY <sup>E</sup>	002
Year of Joining	Degree Code	Program / School Code Code	Student's Distinctive Number

§ For all UG & PG students XX (Program Code) will be used in the Entry Number,  
£ For doctoral students YY (School Code) will be used instead of XX (Program Code).

**Degree Codes (X)**

Code	Name of School
B	Bachelor's Degree
M	Master's Degree
D	Doctoral Degree
I	Integrated Dual-Degree

**Program Codes (XX)**

Code	Program of Study
CS	B.Tech. (Computer Science & Engineering)
ME	B.Tech. (Mechanical Engineering)
IB	B. Tech. (Industrial Biotechnology)
EC	B.Tech. (Electronics & Comm. Engineering)
AR	B.Arch.
MS	M.Tech. (Computer Science & Engineering)
MC	M.Tech. (Electronics & Comm. Engineering)
MA	M.Tech. (Manufacturing & Automation)
EM	M.Tech. (Energy Management)
MM	M.Sc. (Mathematics)
BT	M.Sc. (Biotechnology)
PY	M.Sc. (Physics)
MB	M.B.A.
MP	M.A.(Philosophy)
EN	M.A.(English)
DP	Ph.D.

*Roop A. Lauer*



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Schools Codes (YY)

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LN	School of Languages & Literature
PC	School of Philosophy & Culture

ix. **Re-definition of Grading System**  
(Applicable from Academic Session 2013-14 onwards)

1. The range of the Marks for assignment of grades has been changed and brought at par with the national standard.
2. 'E' grade has been introduced for the Marks range 26-35
3. S & U grades have been introduced
4. The description of performance has also been changed 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	

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



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

The change in grades from A to A+, A(-) to A, B to B+, B(-) to B, C to C+, C(-) to C would be applied to the 2013-entry students and not to earlier batches in order to avoid confusion in their transcripts (all semester's consolidated Grade Sheet). However, the rest of the grading system about range of marks and corresponding grades would be applicable to all the students.

The approved system of Grading is, however, to be applied to new students only as the new Grading Pattern cannot be applied to existing students as they have already been issued Grade sheets for the courses already cleared by them in the previous semesters.

• **E & F Grades**

The 'E' & 'F' grades indicate failing in a course. A student has to repeat all core courses in which she/he obtains E or F grade, until a passing grade is obtained. In case of elective courses in which E or F grade has been obtained, the student may take the same course or any other course from the same category.

In case of 'E' grade, a student will have to complete all requirements, except for attendance requirement, with respect to the course when registered again, as applicable to all other fresh students. However, in case of 'F' grade awardees, the attendance requirement will also apply.

- This system shall also be applicable to 2<sup>nd</sup> year and older students, for whom the attendance requirement for the backlog courses ('F' grade), will not apply.

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

In case a core course ceases to exist in the process of revision of the curriculum, the nearest substitute course will have to be done by a student having backlog in the old course.

In case there are significant number of students having backlog in a particular course, the School may offer such course in the Summer semester and students having obtained 'E' or 'F' grade may register for the course during the Summer Semester.

• **S & U Grades**

The 'S' grade denotes satisfactory performance in Ph.D. thesis work whereas 'U' denotes unsatisfactory performance in Ph.D. thesis work. 'S' grade will also be assigned for satisfactory completion of NSS.

• **I Grade**

An 'I' grade denotes incomplete requirements in any L (lecture), P (practical), V (Special Module) category course. It may be awarded to a student if he/she has not fulfilled all the



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requirements of the course due to absence on medical grounds or exceptional circumstances. In case of absence on medical grounds or other exceptional circumstances, before or during the major examination period, the student can apply for I-grade. 75% attendance in a course is necessary for being eligible for request of I- Grade in that course. An Application requesting 'I' grade should be made at the earliest but not later than the last day of major tests. The application should be made to the Director of the School of the student's program who will recommend the same to the Dean of the College/Faculty for grant of approval depending on the merit of the case. The Dean will further process the request through AR(A&R) 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. The 'I' grade will then be converted to a regular grade.

- x. Requirements for Continuation and Conditions for Termination of Admission in all Programs  
(Applicable from Academic Session 2013-14 to all Registered Students)

At the completion of the first two semesters attended by a student (excluding Semester Withdrawal), 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.

The provisions pertaining to stopping the student with excess backlogs for one year and treating them as backlog students have been dropped.

The students can register in the forthcoming semester for courses based on the Time-Table constraints and pre-requisite requirements. Attendance requirement will be applicable as specified in Attendance rules.

- xi. Requirements for Award of Degree  
(Applicable from Academic Session 2013-14 to all Registered Students. However, the requirement of registering for NSS as a course will apply only to UG students of Batch 2013 onwards)

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. 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.

In case of passing out students deficient in total credit requirements up to 12 credits, they may be allowed to register in the Summer Semester upto 12 credits for the backlog courses or other eligible courses in lieu of these courses. These courses could be registered and studied on Self-Study basis also. In case there are significant number of





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course in the Summer Semester for which attending the classes will be a requirement. This will also apply to students who are not on the verge of passing out.

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.	7 Years
Full Time Master's Degree Programs (M.Sc., M.A., M.B.A., M.Tech. etc.)	3 Years
Part Time Master's Degree Programs [e.g. M.Tech.(EM)]	4 Years

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

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 or PG degree.

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

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 6<sup>th</sup> semester for B.Tech. and during 7<sup>th</sup> semester for B. Arch. program. Practical training duration is a minimum of 8 weeks for B.Tech. & 100 working 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 are required to enroll for NSS in the first year. This requirement should be completed in one year. If, however, a student is not able to complete this requirement in the first year, he/she must complete it by the end of the 2nd year (4th semester). An S or X grade will be awarded to each student for NSS which requires 40 hours per semester of time devoted to NSS activities. Concerned students will have to register for NSS as a Non-credit Course. The grade obtained will be displayed on the grade sheet.

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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., 4 Semesters for Full-Time PG Courses and 6 Semesters for Part-Time PG courses such as M.Tech.(EM)-Part Time to be eligible for award of degree. Withdrawal Semester & Summer Semester do not count towards this.

It is mandatory for the student to complete successfully each of the criterion mentioned at Point 1-6 above for award of degree. Failure to complete any one of the above requirements will make the student in-eligible for award of Degree and his/her admission will be terminated.

xii. Semester Registration

(Applicable from Academic Session 2013-14 to all Registered Students)

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 for courses to be taken in a particular semester will be done according to a specified schedule as indicated in Academic Calendar. During registration each student is required to indicate clearly the courses he is registering for. Registration after due date or in absentia will be allowed only in rare cases at the discretion of Dean of the Faculty, subject to the approval of the Vice Chancellor. In case of illness or absence during registration, a student should intimate the same to his/her course advisor and the Dean. 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 the semester in August/January.

Semester Registration will be mandatory for the Summer Semester for all PhD scholars and students of full-time M.Tech. program. Students from any other program wishing to stay back during the Summer Semester are also required to register for the Summer Semester.

Registration of the students from external institutions, who come to the university for Project/Summer Training, will be done in a different mode.

The Registration for Summer Semester will be done in the last week of May.

xiii. Pre-registration for each Semester

(Applicable from Academic Session 2013-14)

In addition to the Semester Registration at the beginning of each semester (August/January), a Pre-registration for the forthcoming semester is also required to be done by each student during the preceding semester in March/October.

D. A. Hall



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xiv. **Registration Limits in a Semester**  
(Applicable from Academic Session 2013-14)

A student may be allowed to register for as many mandated and/or backlog courses as he/she can attend or register for as per the Time-Table constraints during each regular semester. However, each student will have to register for a minimum of 12 credits in a regular semester unless the number of credits required for the award of degree is less than 12 and/or it is due to constraints of Time Table or courses offering.

A student will not be allowed to register for more than 12 credits in the Summer Semester.

xv. **Slot System for Time Table**  
(Applicable from Academic Session 2013-14)

A slot based centralized Time Table will be devised in every semester of every academic session. The objective is to enable the students to have the flexibility to opt for elective courses being offered by Schools other than their own and enable the Schools to design the Time-Table based on Pre-Registration information submitted by students.

xvi. **Attendance Rule**  
(Applicable from Academic Session 2013-14)

All the students are expected to attend every lecture, tutorial and practical class. However, to account for late registration, sickness or other contingencies, the minimum attendance requirement will be 75% of the classes actually held. For the purpose of attendance calculation, every scheduled practical class will count as one unit irrespective of the number of contact hours. Attendance record will be maintained by the concerned faculty for all lectures, tutorials and practicals held.

A student with less than 75% attendance but more than 60% attendance in any course during the semester shall be allowed to sit for the Major Exam, however he will be awarded a grade one lower than the grade actually earned by him/her based on the marks obtained.

A student with less than 60% attendance will not be allowed to appear in the Major Exam and will be awarded Fail grade ('E' or 'F' as per the total marks obtained). The student will be required to re-take the course i.e. register for the course and attend all classes. In case of audit / non-credit courses NP grade will be changed to NF if attendance is less than 60%.

xvii. **Semester Withdrawal**  
(Applicable from Academic Session 2013-14)

If a student is absent for more than 20 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:



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- 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, and if recommended by BUGS /BPGS & approved by the Vice-Chancellor.

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 Director 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. 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.

xviii. Re-conduct of Minor Exams  
(Applicable from Academic Session 2013-14)

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 the Dean of the College/Faculty on the recommendation of the Course Coordinator and the Director of the School offering the course. 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.

XX. Evaluation Methodology for Courses with Theory & Lab Component  
(Applicable from Academic Session 2013-14)

For courses which consist of both theory & Lab component e.g. "ECSL 208B Introduction to Data Structures (2-0-2)" the evaluation methodology will consist of evaluation of Theory component and Lab component separately out of 100 marks each initially. After this, the marks obtained in the two components will be merged together (out of 100 marks) in the ratio of the credits of the theory and lab component.

A. Kaur



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From among the above-mentioned modifications in Academic System, Rules and Regulations, those directly concerning the students will be applicable to 2013-entry and subsequent students, whereas these are also applied to 2<sup>nd</sup> year and older students (with 2012-entry and older students).

This issues with the approval of the Hon'ble Vice Chancellor.

*Deepa Kaur*  
20.2.14  
Registrar

Copy to:

1. All Deans/Directors/Director I/c for information
2. AR(A&R) for information
3. I/c Website for information and uploading of the same on the University website.
4. PS to VC for the information of HVC.
5. Concerned file