

Academic Regulations

(Applicable to students admitted from Academic Year 2025)

Revision – V

FACULTY OF ARCHITECTURE DESIGN PLANNING AND TECHNOLOGY

Proposed and discussed in ACC Meeting held on 03/09/2025

Approved in BOS meeting dated 04/09/2025

Approved in Faculty of Architecture, Design, Planning and Technology dated 04/09/2025



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Program Regulations

Faculty of Architecture, Design, Planning and Technology

The Program Regulations proposed and drafted by **Academic and Curriculum Committee (ACC)** of **Faculty of Architecture, Design, Planning and Technology** in the meeting held on 03-09-2025 and recommended to '**BOARD OF STUDIES**' for approval.

Prof. Vishal Shah <u>Chairman-Architecture,</u> Academic and Curriculum Committee	 <u>Sign</u>	Prof. Bhavna Vimawala <u>Chairman-Interior Design,</u> Academic and Curriculum Committee
Prof. Niraj Naik <u>Chairman-Planning,</u> Academic and Curriculum Committee	 <u>Sign</u>	Prof. Jasmine Kaur <u>Chairman-Fine Arts,</u> Academic and Curriculum Committee
Place of the meeting Sarvajani University Office		

The proposed Program Regulations were approved by **Board of Studies (Architecture, Design and Planning)** under the Faculty of Architecture, Design, Planning and Technology in the meeting held on 03-09-2025 and was recommended to the '**FACULTY**' for approval.

Prof. Persi Engineer Chairman, BOS - Architecture, Design and Planning	Place of the meeting Sarvajani University Office	 <u>Sign</u>
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The Program Regulations were approved by the **Faculty of Architecture, Design, Planning and Technology** in the meeting held on 04-09-2025 and was recommended to '**ACADEMIC COUNCIL**' for approval.

Prof. Persi Engineer Chairman & Dean, Faculty of Architecture Design Planning & Technology	Place of the meeting Sarvajani University Office	 <u>Sign</u>
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The Program Regulations were approved by the '**Academic Council of Sarvajani University**' in the meeting held on - -2025.

Mr. Ashish Desai Member-Secretary, Academic Council & Registrar, Sarvajani University	Place of the meeting Sarvajani University Office	 <u>Sign</u>
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- The approved Regulations is with effect from the Academic year 2025-26.



PROGRAMME REGULATIONS

For Implementation in Sarvajani University Constituent College
MITRAJ Sarvajani Institute of Design Planning and Technology

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Short title and Commencement

1. These Regulations shall be called the “Regulations for the Award of Bachelor of Architecture (B.Arch.), Bachelor of Interior Design, B.ID (Hons.) Degree; Bachelor of Interior Design, B.ID (Hons. With research) Degree, Bachelor of Visual Arts BVA (Hons.), Bachelor of Visual Arts BVA (Hons. With Research) (with Major and Minors) as Undergraduate Degrees, & Master of Architecture (Urban Design), M.Arch. (UD) (with/without Minors), Master of Planning (Urban & Regional Planning), M.Plan. (URP) (with/without Minors), Master of Interior Design (M.ID) (with/without Minors), Master of Design (M.Des.) (with/without Minors), and Master of Visual Arts MVA (with/without Minors).
2. They have been evolved, drafted and implemented after deliberations in and approvals from the Academic Council and the Board of Studies and are subject to change/modifications after the consent and approval of the academic council.
3. This revised version shall be applicable for students enrolling for all of UG & PG Degree Programs offered by AAERT & The SSB Faculty of Architecture, Sarvajanic Colourtex School of Interior Design, Sarvajanic School of Fine Arts and Sarvajanic School of Planning under MITRAJ Sarvajanic Institute of Design Planning and Technology(IDPT) (formerly known as IDPT-SCET) at the Sarvajanic University from the Academic Year 2025-26 onwards.

Definitions

- I. “ABC” means Academic Bank of Credit
- II. “Academic Council” means Academic Council of the Sarvajanic University
- III. “Academic Year” means two consecutive (one odd + one even) semesters constitute one academic year
- IV. “ACC” means Academic Curriculum Committee, a sub-committee of Board of Studies (BoS) to plan and implement policies for the UG program
- V. “Authority” means the Government of Gujarat or Sarvajanic University or Board of Studies, as applicable
- VI. “B.Arch.” means Bachelor of Architecture, “B.ID” means Bachelor of Interior Design, BVA means Bachelor of Visual Arts as Undergraduate Degrees, & “M.Arch. (Urban Design)” means Master of Architecture (Urban Design), “M.Plan. (URP)” means Master of Planning (Urban & Regional Planning), “M.ID” means Master of Interior Design, “M.Des.” means Master of Design and “MVA” means Master of Visual Arts as Post Graduate Degrees awarded by the University.



- VII. "BoS" means Board of Studies for Faculty of Architecture, Design, Planning & Technology (FADP&T)
- VIII. "CCE" means Continuous and Comprehensive Evaluation (Formative)
- IX. "CGPA"/ "CPI" means Cumulative Grade Point Average (CGPA)/Cumulative Point Index It is a measure of the overall cumulative performance of a student's overall semester. The CGPA/CPI is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places
- X. "COE" means Controller of Examination
- XI. "COURSE" means a unit of teaching that typically lasts one academic term, and is led by one or more instructors (teachers or professors). A course usually covers an individual subject.
- XII. "Credit Point" means the product of grade points and the number of credits for a course.
- XIII. "Credit" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week
- XIV. "Dean" means the head of a faculty of the university
- XV. "Detained" means the candidate who has taken the admission to the University as a regular student but has not been permitted to appear in the examination due to a shortfall of attendance or any other valid reasons.
- XVI. "EOI" means Expression of Interest
- XVII. "ERP" means Enterprise Resource Planning Software
- XVIII. "Government" means Government of Gujarat
- XIX. "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale.
- XX. "Institute" means MITRAJ Sarvajani Institute of Design Planning & Technology (IDPT) (formally known as IDPT-SCET)
- XXI. "Letter Grade" means an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P, F, Ab (Absent)
- XXII. "OSD" means Officer on Special Duty (for exam department in this particular document) in association with Sarvajani University, appointed to perform and monitor all exam-related tasks like- the appointment of paper setter, the appointment of an examiner, procurement of question papers, coordination with the University to



- generate hall tickets, exam form filling, list of students pending with exam fees, exam forms and other necessary details, at the college as well as the university
- XXIII. “Principal” means the Principal or In-charge Principal of MITRAJ Sarvajanik Institute of Design Planning & Technology (IDPT) (formally known as IDPT-SCET)
- XXIV. “Program” means a combination of courses and/or requirements to be completed that lead to a degree or certificate
- XXV. “Regulations” means Regulations for the Award of Under Graduate Degree (with/without Minors) & Post Graduate Degrees (with/without Minors)
- XXVI. “Regulatory Body” refers the regulatory bodies like the All-India Council for Technical Education (AICTE), Council of Architecture (COA), University Grant Commission (UGC), Institute of Town Planners of India (ITPI) etc.
- XXVII. “Semester” means 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester(Winter) may be scheduled from July to December and even semester(Summer) from January to June.
- XXVIII. “SGPA”/ “SPI” means Semester Grade Point Average (SGPA) and Semester Point Index (SPI) respectively. It is a measure of the performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- XXIX. “SEE” means Semester End Evaluation (Summative Evaluation)
- XXX. “Transcript” means the certificate issued based on grades earned by all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with the SGPA of that semester and CGPA earned till that semester
- XXXI. “UG”, means Undergraduate Degree program; “PG” means Post Graduate Degree Programme
- XXXII. “UGC” means University Grants Commission
- XXXIII. “University Transfer Admission” means students having completed First- or Second year at another college/ university admitted directly in the second or third year of the university program
- XXXIV. “University” means Sarvajanik University (SU)



PREAMBLE

1. Admission Regulations

- General Flow of Admission:

- i. Sarvajanik University shall upload details of all programs offered at Constituent College of Sarvajanik University along with eligibility for admission and will float a form for all aspiring students, namely Expression of Interest (EOI) by the month of February every year. The students will fill up all relevant data as asked and submit EOI to Sarvajanik University. These EOI shall be available to all aspiring students and the public at large through a link provided on Sarvajanik University's website and all constituent Colleges' websites.
- ii. Based on this EOI, the Sarvajanik University -ERP will prepare a database for all students aspiring in all programs offered at Sarvajanik University. This database shall be available to all Constituent Colleges through ERP.
- iii. The Constituent College shall further contact each of these aspiring students through Email, SMS, phone call or any other possible way and guide / counsel them for admission.
- iv. All students after receiving the results of their qualifying examinations shall fill up forms along with prescribed fees for admission; for students who already had applied as EOI their data shall be directly fetched by ERP and after entering the relevant marks, the student will submit the application forms for admission. The university and all its Constituent Colleges will put up a detailed schedule of admission rounds along with dates and shall complete the admission procedure as per norms laid by Sarvajanik University.
- v. All admissions shall be done with fair means, and transparency after declaring the merit list of applicants and the entire admission process shall be done through ERP as per norms and rules prescribed by Sarvajanik University like
 - Declaration of Merit list
 - Document verification as and when required
 - Allocation of admission as per the choice of students through multiple rounds
 - Allotment of admission letter
 - Course/program-wise orientation program at Sarvajanik University
 - Final enrolment of students with all processes of enrolment number, I card after payment of fees finalized by the university authority and /or fees Regulatory Committee (FRC) of Government of Gujarat.



1.1 Application Form for Pre-Admission

- 1.1.1 All new students intending to study at Sarvajanik University for the first time and those intending to be admitted must apply through EOI on ERP. All the applicants must meet all the eligibility criteria mentioned below, to be eligible to get admission.
- 1.1.2 Applicants whose admission to the Program is approved will appear on the merit list and upon acceptance of admissions, students will be enrolled in the Program of Sarvajanik University.
- 1.1.3 Eligibility criteria for students aspiring to take admissions at Sarvajanik University must follow the below-mentioned criteria.

1.2 Eligibility Criteria

Name of the Constituent College		MITRAJ SARVAJANIK INSTITUTE OF DESIGN PLANNING AND TECHNOLOGY- IDPT-SCET-SU								
Sr . No	Name of Program	Relevant Stream	AIU-recognized University (for PG) / Board for UG (Gujarat board, CBSE, ISCE, OPEN Board, other state board or any other recognized Authority)	Qualification Required (10 th , 12 th , Diploma, Graduate, Post Graduate)	Minimum Passing Marks				Other exams/ Competitive exams to be clear	Remark
					Open	OBC/ SEB C	SC/ ST	Others		
1	Bachelor of Architecture	Science (PCM), Diploma in any stream with Mathematics OR As per Council of Architecture revisions from time to time.	Gujarat board, CBSE, ICSE, OPEN Board, other state board or any other recognized authority	12 th Science (PCM)/ 3 Years Diploma in any stream with Mathematics	45% (Ref.No.CA/5 /2024/ Academic/revised Eligibility, dated 8th July, 2024) OR As per	As per the reservation policy of the Central Government or the respective state Gover	As per the reservation policy of the Central Government or the respective state Gover	-	National Aptitude Test in Architecture (NATA) by CoA / JEE as per Council of Architecture revisions from time to time	PCM in 12 th / Mathematics as compulsory subject in Diploma All notifications issued from time to time by



					Council of Architecture revisions from time to time.	ment s OR As per Council of Architecture revisions from time to time	s OR As per Council of Architecture revisions from time to time			Council of Architecture and Admission Committee for Professional Courses (ACPC) will be applicable over and above the mentioned eligibility criteria for B.Arch. & M.Arch. (UD) programme
2	Master of Architecture (Urban Design)	Architecture/ Urban Design	AIU-recognized University	1. Bachelor of Architecture (Recognized by The Council Of Architecture) 2. Bachelor's Degree in Urban Design	50%	45%	45%		PGETA by CoA and/or PG CET by ACPC or Entrance Test by Institute / University.	All notifications issued from time to time by Council of Architecture and Admission Committee for Professional Courses (ACPC) will be applicable over and above the mentioned eligibility criteria for B.Arch. & M.Arch. (UD) programme
3	Bachelor of Interior Design	Science, Commerce, Arts/ Diploma in any stream	Gujarat board, CBSE, ICSE, OPEN Board, other state board or any other recognized Authority	12 th , Or Three Years Diploma in any stream.	Passing Marks	Passing Marks	Passing Marks	-	Entrance Exam conducted by the Institute / University	-



4	Master of Interior Design	Architecture/ Interior Design/ Urban Design/ Design/ Civil Engineering	AIU-recognized University	Graduation or Diploma (12+4) 1. Bachelor of Architecture (Recognized by The Council of Architecture) 2. Bachelor of Interior Design 3. Bachelor of Interior Architecture 4. Bachelor of Furniture Design 5. Bachelor of Design 6. Bachelor of Engineering (Civil) 7. Bachelor of Technology (Civil) 8. Bachelor's Degree in Urban Design/ Urban Planning 9. Diploma in Furniture Design/ Interior Design/ Interior Architecture /Product Design/ Textile Design (12 + 4)	Passing Marks	Passing Marks	Passing Marks		Entrance Exam or Group Discussion or interview conducted by the Institute / University	-
5	Master of Design	Graduate from Any Discipline	AIU-recognized University	1. Four or more years of	Passing Marks	Passing Marks	Passing Marks		Entrance Exam or Group	The interpretation of the eligibility

				Bachelors' degree or 2. Professional Diploma in Design (NID/CEPT) or equivalent of a Four years programme after 10+2 or 3. BFA/BVA (Four years professional programmes after 10+2) Or 4. Masters Degree or equivalent degree as decided by the University OR 5. Three Years degree from any recognized University + One year of Certificate/ Diploma Course from any recognized authority/body/professional organization or 1 year of Filed Experience of relevant field					Discussion or interview conducted by the Institute / University	criteria shall be at the discretion of the Dean.
6	Bachelor of Visual Arts	Science, Commerce, Arts/ Diploma in any stream	Gujarat board, CBSE, ICSE, OPEN Board,	12th or Three Years Diploma in any stream.	Passing Marks	Passing Marks	Passing Marks		-Entrance Exam conducted by the Institute / University	

			other state board or any other recognized Authority						y	
7	Masters of Visual Arts	Bachelor's Degree in Visual Arts (BVA/BFA) with specialization in Painting/Sculpture/ Applied Arts or equivalent	AIU-recognized University	Bachelor's Degree in Visual Arts/Fine Arts (BYA/BFA) (12+4)	Passing Marks	Passing Marks	Passing Marks		Entrance Exam or Group Discussion or interview conducted by the Institute / University	-
8	Master of Planning (Urban & Regional Planning)	Architecture/ Urban Planning/ Urban Design /Civil Engineering/ Economics/ Geography/ Sociology/	AIU-recognized University	1. Bachelor of Architecture (Recognized by The Council of Architecture) 2. Bachelor's Degree in Urban Design 3. Bachelor's Degree in Planning (B.Plan.) 4. Bachelor's Degree in Civil Engineering 5. Master's Degree in Economics/ Sociology/ Geography	50%	45%	45%		PGCET by ACPC or Entrance Exam by Institute / University.	All notifications issued from time to time by ACPC, AICTE & Institute of Town Planners, India (ITPI) will be applicable over and above the mentioned eligibility criteria for M.Plan. (URP) programme.

Table No: 1. Eligibility Criteria

- 1.2.1 Candidates must have passed the relevant qualifying examination as per the mentioned table no.1. and/or as prescribed by Sarvajani University from the recognized education board Viz. GSEB (Gujarat board), CBSE, ICSE, OPEN Board (NIOS), IB, other state board or any other recognized authority for UG Programmes and AIU recognized University for the PG programmes.



1.2.1.1 NRI students who have passed their relevant qualifying examination or equivalent from foreign nations and are recognized in India by AIU are also eligible to apply for EOI and admissions at Sarvajanik University.

1.2.2 Candidates from the streams as approved by Sarvajanik University shall be eligible to apply for admission.

1.2.3 Programme/Degree/Nomenclature other than mentioned above for eligibility, shall be subjected to approval of core committee of admission for respective programmes in accordance with the Sarvajanik University Guidelines.

1.3 Admission Criteria

1.3.1 Students shall be given admission based on the merit prepared from the result of class 12/Diploma/Graduation and Entrance/Competitive Exam score as applicable as per norms of the University.

1.3.2 The final allocation of quota for different categories (boards/states etc.) will be decided by the admission committee. The admission committee may change the quota of students allotted to different categories from time to time at its discretion.

1.3.3 The ratio of caste-based quota, physically Handicapped and other than the regular quota category, shall be as decided by the Board of Management/ Competent authority of Sarvajanik University.

Table No. 1.3.3.1 According to quotas: -

Sr. No	Name of the Institute	Program	In-take	Open	S C	S T	SEBC	EWS (Super-nume-rary)	Sports/ cultural , service (Super-nume-rary)	Physically handi-capped, ex-service man	Tot al
01	MITRAJ Sarvajanik Institute of Design Planning & Technology	B.Arch.	80	As per ACPC							90
02	MITRAJ Sarvajanik Institute of Design Planning & Technology	M.Arch. (UD)	20	As per ACPC							22
03	MITRAJ Sarvajanik Institute of	B.ID	60*	31	4	9	16	6	2	2	70

	Design Planning & Technology										
04	MITRAJ Sarvajanik Institute of Design Planning & Technology	M.ID	20	11	2	3	4	2	-	-	22
05	MITRAJ Sarvajanik Institute of Design Planning & Technology	M.Des.	20	11	2	3	4	2	-	-	22
06	MITRAJ Sarvajanik Institute of Design Planning & Technology	BVA	50*	26	4	7	13	5	1	2	58
07	MITRAJ Sarvajanik Institute of Design Planning & Technology	MVA	30*	16	2	4	8	3	-	-	33
08	MITRAJ Sarvajanik Institute of Design Planning & Technology	M. Plan (URP)	20	As per ACPC							24

Note: Guidelines from ACPC from time to time will be applicable for Sr. No. 1, 2 & 8

*Subject to change as directed and approved by Sarvajanik University/Statutory Bodies/ Authorities as applicable.

Table No. 1.3.3.2 According to Board

Sr. No	Name of the Institute	Program	Intake	Gujarat Board	Other Board	Total	Remark
01	MITRAJ Sarvajanik Institute of Design Planning & Technology	B.Arch.	80	As per ACPC	As per ACPC	80	-
02	MITRAJ Sarvajanik Institute of Design Planning & Technology	M. Arch. (UD)	20	-	-	20	-
03	MITRAJ Sarvajanik Institute of Design Planning & Technology	B.ID	60	36	24	60	-
04	MITRAJ Sarvajanik Institute of Design Planning & Technology	M.ID	20	-	-	20	-
05	MITRAJ Sarvajanik Institute of Design Planning & Technology	M. Des.	20	-	-	20	-

06	MITRAJ Sarvajani Institute of Design Planning & Technology	BVA	50	30	20	50	-
07	MITRAJ Sarvajani Institute of Design Planning & Technology	MVA	30	-	-	30	-
08	MITRAJ Sarvajani Institute of Design Planning & Technology	M. Plan. (URP)	20	-	-	20	-

Note: The intake for the other board should be all-convertible to the Gujarat board and vice versa if any vacant seats are there.

Table No. 1.3.3.3 According to Stream (If applicable)

Sr. No	Name of the Institute	Program	Intake	Stream (You can add as per the eligibility)		Total	Remark
				Science	Commerce		
01	MITRAJ Sarvajani Institute of Design Planning & Technology	B.Arch.	80	80	N.A.	-	Only PCM group and 10+3 Diploma (Any stream) with Mathematics as compulsory subject
02	MITRAJ Sarvajani Institute of Design Planning & Technology	M. Arch. (UD)	20	N.A.	N.A.	-	No stream wise quota is applicable
03	MITRAJ Sarvajani Institute of Design Planning & Technology	B.ID	60	N.A.	N.A.	-	No stream wise quota is applicable
04	MITRAJ Sarvajani Institute of Design Planning & Technology	M.ID	20	N.A.	N.A.	-	No stream wise quota is applicable
05	MITRAJ Sarvajani Institute of Design Planning & Technology	M.Des.	20	N.A.	N.A.	-	No stream wise quota is applicable
06	MITRAJ Sarvajani Institute of Design Planning & Technology	BVA	50	N.A.	N.A.	-	No stream wise quota is applicable
07	MITRAJ Sarvajani Institute of Design Planning & Technology	MVA	30	N.A.	N.A.	-	No stream wise quota is applicable
08	MITRAJ Sarvajani Institute of Design Planning & Technology	M.Plan. (Urban & Regional Planning)	20	N.A.	N.A.	-	No stream wise quota is applicable

Note: The intake for the streams shall be convertible.

Table No: 1.3.3.1, 1.3.3.2, 1.3.3.3: Intake of program



1.4 Preparation of Merit List

Merit list for B.Arch., M.Arch. (UD) & M.Plan. (URP) Programmes shall be prepared by ACPC (Admission Committee for Professional Course) as the admissions will be done at state level, through ACPC. Merit list for the admission to B.ID, BVA, M.ID, MVA and M.Des. Programmes shall be prepared by the institute, as per the following guidelines and as directed by the Sarvajanic University:

- 1.4.1 Merit list for the admission to respective programs shall be prepared by the Institution based on the admission criteria decided by the Admission Committee and can be changed from time to time as prescribed by the University.
- 1.4.2 Merit list for the respective programs shall be prepared considering academic performance in the respective qualifying examination as per eligibility criteria (50% weightage) and performance in Entrance Exam or Group Discussion or Interview conducted by the Institute / University, as applicable. (50% weightage)
- 1.4.3 The merit list shall include only those candidates who have filled out the admission form and have fulfilled the eligibility criteria/requirements for admission, including appearing and clearing of Entrance Exam or Group Discussion or Interview conducted by the Institute / University.
- 1.4.4 If there is a tie in the performance of students in the respective category, merit will be prepared using the tiebreaker formulated for each program by Concerned Institution at Sarvajanic University. The tie breakers shall be as mentioned below:
 - (a) **First Tie breaker:** Marks of Entrance Exam or Group Discussion or Interview (as applicable)
 - (b) **Second Tie breaker:** Marks of English/ Major Language
 - (c) **Third tie breaker:** Date of Birth (Who is older in age will get the priority)
- 1.4.5 Candidates have to collect their admission form/ERP Process /Admission Letter through ERP, get their documents verified and secure their admission after paying fees.

1.5 Document Verification Process

- 1.5.1 Candidates must bring the following documents during document verification to secure a seat at Constituent College.
 - Passport-size photograph
 - Mark sheet of Class 10 (Original and 1 photocopy)
 - Mark sheet of Class 12 (Original and 1 photocopy)
 - Degree Certificate /Provisional Degree Certificate for P.G. Programmes



- Marsheets / Transcripts of UG programme for Admission in PG Programme
- APAR ID
- Caste certificate (1 photocopy) (if applicable)
- Non-Creamy Layer Certificate (SEBC candidates) (1 photocopy) (if applicable)
- Minority certificate (1 photocopy) (if applicable)
- School Leaving Certificate (1 photocopy)
- Adhar card Copy
- EWS Certificate (if applicable)
- Person with Disability Document/ Certificate (if applicable)
- Income certificate (format from ACPC) (if applicable)
- Any other document as required

1.6 Other University Transfer Admission

- i. The transfer from another university is allowed only in the UG/PG courses as per provisions in Table no. 1.6.1.
- ii. Upon accepting the transferred students in the concerned academic year and course, the total number of students should not exceed the total sanctioned intake.
- iii. The inter-university transfer will not be entertained in the Tuition Fee Waiver (TFW) category. The student with a TFW category in previous university who wishes to transfer to any faculty of Sarvajanic University will be considered under the normal category and has to pay the full fees as decided by the Fee Regulatory Committee and/or Sarvajanic University
- iv. Applicants interested in transfer must have cleared/passed all the subjects in all semesters at the earlier university i.e. such student shall not have any standing backlog etc.
- v. Students with any backlog or any pending credits to be acquired from a previous institution/university may not be transferred to Sarvajanic University.
- vi. The syllabus of all the course types of all the previous semesters of both the universities (earlier and Sarvajanic University) shall be evaluated for equivalence. If the syllabus is found to be equivalent at an acceptable level then the committee may recommend the transfer to the University. The committee for recommending the transfer after evaluating the equivalence shall comprise of Dean of Faculty, Principal, HOD of the department offering program, dean-academics at the institute and at least 4 senior faculties, with a minimum of two from the respective/relevant branch/domain where the applicant is



seeking admission. The transfer shall be considered final only after the approval by the Hon'ble Provost.

- vii. The committee may suggest/recommend additional courses to satisfy the equivalence, to meet the prerequisites and/or the required credits. The committee can also recommend/suggest exemptions for certain courses wherever applicable. The applicant needs to earn total minimum credits for earning a degree as mentioned in UG/PG program regulation including their accepted credits at Sarvajanic University by the committee.
- viii. The applicant can undertake the course recommended by the committee from the online open-source platforms or as a self-study mode but needs to pass the evaluation/exam suggested by the committee or the University. (At least 50% of Semester Study at Sarvajanic University)
- ix. A Student who is admitted under this category needs to fulfil the attendance criteria from the day he/she is admitted to the institute. The transfer/admissions under this mode in a given semester are to be discouraged after 4 weeks of the commencement of the semester unless otherwise seen justified and after pre-approval of University authorities.
- x. Student must apply for the transfer in the prescribed format with necessary details/documents like
 - No Objection Certificate from the earlier university on the letterhead with the signature and stamp of the Principal/Director/Head of the Institute with the name of the signatory printed below the signature. The dean/registrar may waive off the requirement of such NOC if the previous university refuses to issue NOC to the student opting for transfer to our university. (Optional)
 - Transfer Certificate/Migration Certificate / AIU equivalence (as applicable). (Optional)
 - Copy of the letter of approval from AICTE/UGC/COA/BCI for the respective institute/university, if required.
 - Details of the Program in which the student is enrolled in the earlier university.
 - Curriculum/Syllabus of the program of the earlier university.
 - Grade Sheets/Results of all semesters at the earlier university.
 - Standard 10th /12th Mark sheets/ Undergraduate mark sheets.
 - Diploma mark sheets (if applicable).
 - Mentioning the Course/Program in which the student wants to enroll at Sarvajanic University.



Table No. 1.6.1. University Transfer Criteria

Sr.No.	Name of the Program/Course	Admission in the Semester/ Year	Merit to be considered	Minimum Eligibility Criteria	Remark
01	Bachelor of Architecture	Upto Third Year (Fifth Semester)	Yes	Clear all subjects till previous semester	Year wise
02	Master of Architecture (Urban Design)	Upto 2 nd Sem	Yes	Clear all subjects till previous semester	Semester wise
03	Bachelor of Interior Design	Upto 5th Sem	Yes	Clear all subjects till previous semester	Semester wise
04	Master of Interior Design	Upto 2 nd Sem	Yes	Clear all subjects till previous semester	Semester wise
05	Master of Design	Upto 2 nd Sem	Yes	Clear all subjects till previous semester	Semester wise
06	Bachelor of Visual Arts	Upto 5th Sem	Yes	Clear all subjects till previous semester	Semester wise
07	Master of Visual Arts	Upto 2 nd Sem	Yes	Clear all subjects till previous semester	Semester wise
08	Master of Planning (URP)	Upto 2 nd Sem	Yes	Clear all subjects till previous semester	Semester wise

Note: Council of Architecture guidelines issued from time to time will be followed for Sr. No. 1 & 2 and AICTE / ITPI guidelines issued from time to time will be followed for Sr. No. 8.

1.7 International Students Admission

The UGC uses the term International Students to refer to (a) Foreign students, i.e. those students who hold passports issued by foreign countries including people of Indian origin who have acquired the nationality of foreign countries, and (b) Non-Resident Indian (NRI) students, i.e. those NRI students who have passed the qualifying examinations from schools or colleges in foreign countries and schools or colleges situated in foreign countries even if affiliated to the Boards of Secondary Education or Universities located in India.

However, it does not refer to those NRI students studying in schools or colleges situated in India and affiliated to the Boards of Secondary Education or Universities located in foreign countries, or those qualifying examinations from Boards or Universities located in foreign countries as external students and dependents of NRIs studying in India.

(http://www.ugc.ac.in/new_initiatives/policydecisions.html).



The Sarvajanik University, Surat, Gujarat (India) subscribes to the meaning of the term International Students as UGC does and holds it as final and binding unless it is changed by the UGC.

1.7.1 Eligibility Criteria of International Students

- The eligibility for admission to different programs can be checked in detail from the prospectus of the university and or from the respective prospectus/program regulations prepared by the constituent colleges. Sarvajanik University will consider only those students who have qualified from foreign Universities or Boards of Higher Education recognized as equivalent by the Association of Indian Universities (AIU) as eligible for admission.
- Prospective applicants are advised to apply to The Evaluation Officer, Association of Indian Universities, AIU House, 16 Comrade Indrajit Gupta Marg, New Delhi – 110 002, or by e-mail (evaluation@aiuweb.org), and must get the equivalence/eligibility certificate from AIU.
- Foreign examinations which are recognized as equivalent to +2 by AIU are also mentioned on the website of AIU which may be verified by the student personally.
- Further to note, there may be International students who may join any Constituent College at Sarvajanik University for partial study/ short period only as the case may be for International exchange students. There may also be students who may do a partial study of any Constituent Colleges of Sarvajanik University for the purpose of a dual degree if offered by any Constituent Colleges under a specific MoU signed between two institutions. In such cases, the regulations/norms for credit transfer/approval/recognition or any other academic requirement shall be as per the conditions specified in MoU. All such conditions and MoU shall be approved by Sarvajanik University and signed independently/jointly with Sarvajanik University.
- All such MoUs shall be dealt with case to case based on the merit of such an International program/exchange program.

1.7.2 Document Required for Admission to UG Program

- Final School (12 years of schooling required) Examination Mark sheet
- Passing Certificate from the School Board, if any
- Copy of the Passport
- AIU equivalence, if applicable



1.7.3 Document required for admission to PG Program

- Final School (12 years of schooling required) Examination Mark sheet
- Passing Certificate from the School Board, if any
- Bachelor's Degree Mark sheet
- Bachelor's Degree Passing Certificate
- Copy of the Passport
- AIU equivalence, if applicable
- Students must have a student visa at the time of reporting at the university.

2. Enrolment Regulations

2.1 Academic Calendar

2.1.1 The university with due deliberations with all deans of all faculty of Sarvajanic University and heads of institutions will declare the academic calendar for all programs before the start of the academic year. The academic calendar declared by Sarvajanic University will have all suggestive dates for teaching, examinations, exam form filling dates, dates for appointment of all paper setters, students' festivals, vacations etc. The suggested academic calendar will indicate periods/dates for all academic and non-academic activities. All the constituent colleges are supposed to follow the suggested dates and for any change needed for any activities, the concerned DEAN or head will in writing submit the request for change of dates/schedule citing reasons. Only after due approval from the university, the change shall be applicable and intimated to staff and students.

2.1.1.1 Each Academic Session shall consist of two regular semesters.

2.1.1.2 Each semester normally begins with the scheduled classes and will end with end-semester examinations. Continuous In-semester Evaluation will be done during the semester with different modes as approved in respective regulations for each respective program.

2.1.2 Each regular semester shall normally consist of a minimum of eighteen (18) working weeks out of which fifteen (15) weeks would be for teaching OR as prescribed by UGC and/or by concerned regulatory bodies.

2.1.3 Detailed academic planning will be done as per the academic events scheduled in the prescribed academic calendar of Sarvajanic University. Further specific dates and deadlines will be declared for Registration/Enrollment, Late Registration,



Commencement of classes, Adding and Dropping of Courses, Submission of Documents, Examinations, and Vacations as specified in the Sarvajanic University.

2.1.4 Summer Term

- a) Departments shall have the flexibility to conduct Summer Term during the summer break for the backlog courses as per the Academic Calendar.
- b) The Summer Term shall be utilized primarily to conduct remedial classes to facilitate the students to attend the courses in which they have Backlogs and can also be used for offering additional courses/workshops/RSP to regular students opting for Honors / Minors for gaining additional credits over and above the curriculum credit framework, or to regular students falling short of any course credits as part of the curriculum credit framework.
- c) The Institute may offer special courses/ as part of the summer term. The courses offered as part of the summer term can be considered as part of the curriculum credit framework or over and above the curriculum credit framework.
- d) Contact hours for the credits offered should be maintained in the summer term and it shall also be necessary to fulfil the requirements of CCE and SEE for all the courses like in the main semester.
- e) For UG Programme, a Special Summer Term shall be offered to the 4th Year/ 5th year students, those who are remaining with only less than required credits to complete the prescribed UG Degree requirements in the current Academic Year.
- f) Courses planned for the Summer Term shall be announced by the Dean Academics in each year, well before the conclusion of the even semester. Students intending to avail of this facility shall have to register for the courses offered by paying the prescribed fees within the stipulated time.
- g) It shall be the responsibility of the Department to plan in advance the faculty and non-teaching staff requirements to conduct the Summer Term and take necessary steps including the institutional approvals for organizing the same.
- h) A student who is either dropped or detained in a course during the main semester is not allowed to register for that course in summer term.
- i) A separate Semester Grade Report shall be issued reflecting the gained grades of the courses appeared for the Summer Term.

2.2 Registration and Enrolment

- 2.2.1 All Programs shall be open to all prospective students irrespective of their sex, race, caste, class, religion, profession or gender identity.



- 2.2.2 The eligible students qualifying through selection criteria and admitted through the prescribed admission process will be enrolled on any Program only upon receiving prescribed enrolment fees.
- 2.2.3 Students from other than the Gujarat board/NRI will be required to get an eligibility certificate from Sarvajani University to get admission to the college.
- 2.2.4 A student entering the institute through transfer/ lateral admission, from any other college who desires to join any Program, must produce a Transfer/Migration Certificate in the prescribed format.
- 2.2.5 Students are required to renew their admission in the next semester at the beginning of each semester/term by filling out the registration/enrolment form along with full semester fees or by filling out the examination form along with prescribed exam fees, in case of detention or withdrawal.

2.3 Late Registration and Enrolment

- 2.3.1 For bonafide reasons, students may be permitted to register/enroll late in a semester upon payment of a late registration/enrolment fee; subject to the condition that it does not surpass the deadline prescribed by the Academic Calendar of Sarvajani University nor violate the minimum attendance criteria set up by the university.

2.4 Enrolment Number Scheme for regular and transfer/Lateral Admitted students

Institute Code	Year of Admission	Degree	Degree of Specialization	Number representing Student*
1	2	3	4	5
DP	25	BR	AR	001 (For Regular 1 st Year Admission Students)
DP	25	MR	UD	001 (For Regular 1 st Year Admission Students)
DP	25	BI	ID	001 (For Regular 1 st Year Admission Students)
DP	25	MI	ID	001 (For Regular 1 st Year Admission Students)
DP	25	MI	DE	001 (For Regular 1 st Year Admission Students)
DP	25	BV	VA	001 (For Regular 1 st Year Admission Students)
DP	25	MV	VA	001 (For Regular 1 st Year Admission Students)
DP	25	MP	UP	001 (For Regular 1 st Year Admission Students)
*Branch /Program Transfer: 701 and on				
*Diploma to Degree: 801 and on				
*University Transfer: 901				

Table No.2.4.1 Enrollment Number Scheme

- 2.5 **Withdrawal:** Students can withdraw himself/herself from an exam or a term due to whatever reasons and student can join again in the upcoming cycle of academics. In this case, the student's enrollment number shall remain the same. The same terminology and rules shall be applied in case of leave of absence for medical reasons.



2.6 Suspension of enrollment / Termination of enrollment:

- 2.6.1 The enrolment of any student shall be terminated or suspended later, in case; the student had supplied false information or suppressed some relevant information while securing admission at the institute.
- 2.6.2 All students enrolled at Sarvajanik University have to abide by the code of conduct for the students of the university. The Institute reserves the right to terminate the enrolment of the student if the student has been found guilty of:
- violating the code of conduct, or
 - Ignoring the code of conduct or
 - indulging in any misconduct/misbehavior against the prescribed norms
- 2.6.3 In all the above cases students may have a Suspension of enrollment ranging from a short-term duration to a year suspension along with other types of disciplinary actions (Penalty, Assignment submission, Project, Rejection of exam papers, decrement in grade etc.) and Termination of enrollment which lead to students to cancellation of admission.
- 2.6.4 In case of termination of enrolment, there will be no refund of any kind of fees, whatsoever, paid by the student to the institute or the Sarvajanik University.
- 2.6.5 The registration/enrolment of any student may be cancelled or changed during the semester according to the norms laid down by the institute or Sarvajanik University from time to time.

2.7 Transfer/ Migration Certificate: The University shall provide a Migration certificate on demand to students if they wish to get it for their admission purposes. However, it may not be compulsory for the students seeking admission to our university programs to submit the transfer/ Migration certificate to Sarvajanik University.

3. PROGRAM AND CREDIT REGULATIONS + PROGRAM SPECIFICATION

3.1 Program Durations

MITRAJ Sarvajanik Institute of Design Planning and Technology (IDPT)							
Sr. No	Name of Program	Title/ specialization	In-take	Eligibility Criteria	Name of Regulatory Body -if any	Duration	Max. Duration
1	Bachelor of Architecture	Architecture	80	As per 1.2 of Regulations	CoA	5 years (10 Semesters)	8 Years
2	Masters of Architecture (Urban Design)	Urban Design	20	As per 1.2 of Regulations	CoA IUDI	2 years (4 semesters)	4 years



3	Bachelor of Interior Design	Interior Design	60	As per 1.2 of Regulations	UGC IIID	4 years (8 Semesters)	7 Years
4	Master of Interior Design	Interior Design	20	As per 1.2 of Regulations	UGC IIID	2 years (4 semesters)	4 years
5	Master of Design	Design (Furniture Design/ Communication Design/ Graphics & Visual Arts)	20	As per 1.2 of Regulations	UGC IIID	2 years (4 semesters)	4 years
6	Bachelor of Visual Arts	Visual Arts (Painting/ Sculpture/ Applied Arts)	50	As per 1.2 of Regulations	UGC	4 years (8 Semester)	7 Years
7	Master of Visual Arts	Visual Arts (Painting/ Sculpture/ Applied Arts)	30	As per 1.2 of Regulations	UGC	2 years (4 semesters)	4 years
8	Master of Planning (URP)	Urban & Regional Planning	20	As per 1.2 of Regulations	AICTE ITPI*	2 years (4 semesters)	4 years

Table No 3.1.1 Program Durations

In case a student is failing to complete the UG Degree Program Requirements within the stipulated time will lead to the cancellation of his/her admission from the Institute forthwith. After the cancellation, in future, if the student wishes to pursue the degree again, they will have to take re-admission to the program

Note:

1. For Sr. No. 2., Institute of Urban Designers, India (IUDI) being a National level Professional body for Urban Designers, it is recommended to get recognition/ affiliation of IUDI to help students avail benefits in professional field by the recognition of IUDI.
2. For Sr. No. 3 & 4, it is recommended to follow the norms laid out by Council of Architecture as BID & MID are design oriented courses. Indian Institute of Interior Designers (IIID) being a National Professional body for Interior Designers, it is recommended to get recognition/ affiliation of IIID to help students avail benefits by the recognition of IIID.
3. For Sr. No. 8., Institute of Town Planners (ITPI) being a National Professional body for Town Planners, it is recommended to get affiliation of ITPI to help students avail benefits in professional field by the recognition of ITPI.



3.1.1 Specialization Offered in Bachelor of Visual Arts.

Before enrolling for the 2nd year, three specializations will be offered to students in Painting/ Sculpture/ Applied Arts. Students will be allotted the specialization based on choice filling and merit list will be prepared based on the result of 1st year.

The distribution of intake in specialization is as follows:

Sr. No	Name of Program	Title/ specialization	Max. Seats available for enrolled students in 2 nd Year.	Remarks
1	Bachelor of Visual Arts	Painting	33%	
2		Sculpture	33%	
3		Applied Arts	34%	

Note: Institute can change the specialization seat matrix from time to time based on the interest and career preference of students and job/ work opportunities in the field. Dean is authorized to take appropriate decisions.

3.1.2 Double Major and Minor Certification Programme

- **Double Major Certification Programme:**

- a) To Align with the Choice based and Liberal education vision of Sarvajanic University, and to encourage excellence in academics at par with the Global standards, IDPT offers Major and Double Major degree for the Under Graduate students.
- b) Major discipline is the main focus (Core) Dominant subject and the degree will be awarded in that discipline i.e in case of 4 years programme of Bachelor of Interior Design, the degree shall be awarded as Bachelor of Interior Design (Honors)/ Bachelor of Interior Design (Honors with Research), where major discipline is Interior Design and likewise for Visual Arts & Architecture.

In case a student wish to opt for Double Major Degree, he/she must select the specialized course from the pool of courses listed under the major discipline. A student must additionally secure a minimum 40% of total credits from the second major discipline courses in order to be awarded a double major degree. In short, student can opt two major (core) subjects as per their own choices.

- c) The student opting for double majors shall have a minimum CGPA of 5.5 up to 2nd Semester and should have earned all the credits of all the courses up to 2nd Semester. Also, the student must have cleared studio courses without Backlog exams.

- **Minors Certification Programmes**

- a) Minor Certification programme shall be offered based on the regulations from NEP/UGC/KCG. A student opting for Minors certification program will have to secure



10% to a minimum of 16 additional credits for 4 years / 5 Years UG Program and minimum of 10 additional credits for 2 years PG Program. (Over and above the mandatory credits). Students are eligible to apply for minors certification programme offered by any other discipline/Stream other than the parent discipline.

- b) For the Bachelor programme, the student shall have a minimum CGPA of 5.5 up to 2nd Semester and should have earned all the credits of all the courses up to 2nd Semester, i.e the enrolment into the Minors certification programme shall be in 3rd Semester. *
- c) For Post Graduate programmes the student shall have a minimum CGPA of 5.5 in 1st Semester and should have earned all the credits of all the courses of semester i.e the enrolment into the Minors certification programme shall be in 2nd Semester.*

*Subject to change for B.Arch. Programme, as per the guidelines of CoA

The following clauses will be applicable for both the Double Majors and Minor certification programme:

- a) UG and PG students opting for the Double Majors / Minor Certification programme will have to pay additional fees as decided by the institute/university from time to time.
- b) Students will have to complete all the modules/courses for the Double Majors / Minor Certification programme within the stipulated academic calendar as published by the University from time to time. In case a student is not able to complete the additional courses to earn mandatory credits required for minor certification, the result of the student will be withheld including the main (Major) programme result. Degree certificates with minor certification will only be issued if the mandatory credit requirements of the major and minor certification programme are fulfilled by the students.
- c) In case student is not able to earn the mandatory credit required for Double Majors / Minor Certification programme in the stipulated time, and is willing to complete the same by taking additional classes, he/ she will have to enroll for the same by paying additional fees as decided by the institute/university from time to time.
- d) In case the student is not willing to continue with the Double Majors / Minor Certification programme, only a regular major degree certificate will be issued. Post the issue of such a degree certificate, the student cannot re-enroll for the Double Majors / Minor Certification programme.
- e) Students should take permission of registration for the Double Majors / Minor Certification programme from the Dean. A committee for the same consisting of Dean, Pro-Dean and subject experts will be constituted by the university for the admission process.



- f) The same committee will also decide from time to time on the areas/subjects/topics of the Double Majors / Minor Certification programme to be offered based on the interest of the student and availability of expertise. The syllabus and exam scheme for such programmes will be approved from time to time by the ACC, BoS, Faculty and submitted to university for the final approval in the Academic Council.
- g) The courses offered may be Semester Long Courses, Consolidated Modules or online courses from platforms like NPTEL/Swayam/Coursera/Purdue Next/ Hunarshala/ TERI/ IIHS/ Earth Institute, Auroville, etc. A pre-approval of the course from the Dean/Committee is mandatory. In the case of Online courses, the examination schedule of such courses will be followed.
- h) Modules will be offered independent of semester / exam schedule and the duration of Modules will be dependent on Credits and Contact hours applicable for the course. The evaluation of modules will be conducted by Course Faculty and necessary marksheets of the evaluation will be submitted on completion of the course to institute's administration, which in turn will be forwarded to the University for the result notification.

3.2 Multiple Entry and Exit (As per NEP 2020)

NCrF Credit Levels	Year/ Semester	Name of Degree Award	Exit policy (Minimum Criteria)
B.Arch.			
4.5	1/2	UG Certificate in Elementary Visual Studies.	First year and have secured 54 credits + 4 Credits of Summer Internship
5.0	2/4	UG Diploma in Building Science*	Second year and have secured 108 credits + 4 Credits of Summer Internship
5.5	3/6	UG Degree – Bachelor of Science (Building Science) *	Three years, securing 162 credits + 4 Credits of Summer Internship
6.0	4/8	Bachelor of Science (Architecture)*	Four-year degree program with 208 credits, including 18 credits of Professional Training offered in VIIIth sem + 4 Credit of Summer Internship
6.0	5/10	Bachelor of Architecture	Five-year degree program with 260 credits, including 18 credits of Professional Training offered in VIIIth sem + 4 Credit of Summer Internship
B.ID (Hons.) & B.ID (Hons. With Research)			
4.5	1/2	UG Certificate in Elementary Visual Studies.	First year and have secured 48 credits + 4 Credits of Summer Internship
5.0	2/4	UG Diploma in Fundamentals of Interior Design	Second year and have secured 100 credits+ 4 Credits of Summer Internship
5.5	3/6	UG Degree – Bachelors of Arts in Interior Design*	Three years, securing 146 credits including 4 Credits of Summer Internship



6.0	4/8	Bachelor of Interior Design (Honors) & Bachelor of Interior Design (Honors with Research)	Four-year degree program with 190 credits - 190 credits, including 4 Credit of Summer Internship and 12 credits of OJT or Research Project (For Honors students or Research student respectively)
BVA (Hons.) & BVA (Hons. With Research)			
4.5	1/2	UG Certificate in Elementary Visual Studies.	First year and have secured 44 credits + 4 Credits of Summer Internship
5.0	2/4	UG Diploma in Fundamentals of (Painting/Sculpture/ Applied Arts)	Second year and have secured 96 credits + 4 Credits of Summer Internship
5.5	3/6	UG Degree – Bachelors of Arts in (Painting/Sculpture/ Applied Arts)	Three years, securing 146 credits including 4 Credits of Summer Internship
6.0	4/8	Bachelor of Visual Arts (Honors) (Painting /Sculpture / Applied Arts) & Bachelor of Visual Arts (Honors with Research)	Four-year degree program with 190 credits - 190 credits, including 4 Credit of Summer Internship and 12 credits of OJT or Research Project (For Honors students or Research student respectively)

Table No. 3.2.1 Multiple Entry and Exit for Under Graduate Program

NCrF Credit Levels	Year/ Semester	Name of Degree Award	Exit policy (Minimum Criteria)
M.Arch. (UD) (With or Without Minors)			
6.5	1/2	PG Diploma in Architecture (Urban Design)	First year and have secured 44 credits + 4 Credits of Summer Internship
7.0	2/4	Master of Architecture (Urban Design)	Second year and have secured 90 credits including 4 Credits of Professional Training
M.I.D. (With or Without Minors)			
6.5	1/2	PG Diploma in Interior Design	First year and have secured 44 credits + 4 Credits of Summer Internship
7.0	2/4	Master of Interior Design	Second year and have secured 90 credits including 4 Credits of Summer Internship
M.Des. (Specialization) (With or Without Minors)			
6.5	1/2	PG Diploma in Design (Furniture / Product / Lighting)**	First year and have secured 44 credits + 4 Credits of Summer Internship
7.0	2/4	Master of Design (Furniture / Product / Lighting)**	Second year and have secured 90 credits including 4 Credits of Summer Internship
MVA (Specialization) (With or Without Minors)			
6.5	1/2	PG Diploma in Arts (Painting / Sculpture / Applied Arts)**	First year and have secured 44 credits + 4 Credits of Summer Internship
7.0	2/4	Master of Visual Arts (Painting / Sculpture / Applied Arts)**	Second year and have secured 90 credits including 4 Credits of Summer Internship



M.Plan. (URP) (With or Without Minors)			
6.5	1/2	PG Diploma in Planning (Urban & Regional Planning)	First year and have secured 44 credits + 4 Credits of Summer Internship
7.0	2/4	Masters of Planning (Urban & Regional Planning)	Second year and have secured 90 credits including 4 Credits of Professional Training

*Non-Professional Diploma/ Degree / Certificate

** Specialization offered by the institute may vary as per the need as and when required.

Table No. 3.2.2 Multiple Entry and Exit for Post Graduate Program

Note:

1. Guidelines issued from time to time by CoA/ AICTE/ ITPI / UGC will be applicable.
2. Specializations offered from time to time at the UG & PG programme by the University / Institute duly approved from the Academic Council will be available to the students and the same will be mentioned in the marksheet & Degree Certificate.

Students who are opting for exits at any level can re-enter the program where they had left off. They can re-enter either in the same or different HEIs within three years of exit and complete the degree program within the stipulated maximum period of N+3 years from the date of admission to the first-year UG program, and N +2 years from the date of admission to the first-year PG program (From KCG Document) or as explained in the program regulations respectively, where N stands for Total Duration of the Programme.

3.3 Change of program:

- a) Change of program by the students in the same college or with other colleges of our university is permissible only in accordance with the eligibility criteria mentioned by UGC and/or respective regulatory bodies.
- b) If the number of students in a particular discipline as on the last instructional day of the First year is less than the sanctioned strength, then the vacancies in the said disciplines can be filled by transferring students from other disciplines subject to eligibility. All such transfers will be allowed on the basis of merit of the students. The final decision will be at the discretion of the University. All students who have successfully completed the first Year of the course will be eligible for consideration for change of discipline subject to the availability of vacancies and as per eligibility norms. The equivalence committee will decide upon the requirement of the bridge course (if any) to establish eligibility of students for change of program.

Sr. No.	Name of Programme	Can change discipline to:	After	Remarks
1	Bachelor of Architecture	B.ID / BVA	1 st year	Bridge Course to be offered as required.
2	Bachelor of Interior Design	BVA	1 st year	Bridge Course to be offered as required.
3	Bachelor of Visual Arts	B.ID	1 st year	Bridge Course to be offered as required.
4	Master of Architecture (Urban Design)	M. Plan (URP)	1 st Sem	No Bridge Course required.
5	Master of Architecture (Urban Design)	M.I.D. / M.Des.	1 st Sem.	Bridge Course to be offered as required.
6	Master of Interior Design	M.Des.	1 st Sem	Bridge Course to be offered as required.
7	Master of Design	M.I.D	1 st Sem	Bridge Course to be offered as required.
8	Master of Visual Arts	M.I.D./ M.Des.	1 st Sem	Bridge Course to be offered if required.
9	Masters of Planning (Urban & Regional Planning)	M.Arch. (Urban Design)	1 st Sem.	B.Arch. UG Degree mandatory for the change. No Bridge course required.
10	Masters of Planning (Urban & Regional Planning)	M.I.D. / M. Des.	1 st Sem.	Bridge Course to be offered if required.

Table 3.3.1: Change of Discipline

3.4 Credit

3.4.1 **Credit:** This is a unit by which the coursework is measured. It determines the number of hours of instruction required per week over the duration of a semester (Minimum 15 weeks/90 days).

Component	Credits	Student Contact Hours
Lecture / Studio	1	15 hrs.
Tutorial / Studio	1	15 hrs.
Practical /lab work/ community engagement /services /fieldwork	1	30 hrs.
Seminar/internship / Field practice/ Project	1	30 hrs.

Table No. 3.4.1 Credit

As per Council of Architecture Guidelines:

“While calculating credits the following guidelines shall be adopted, namely: -

- 1 lecture period or hour shall have 1 credit;
- 1 lab/workshop or studio exercises or seminar periods or hours shall have 1 credit and
- 1 design studio or construction studio or project or thesis period or hour shall have 1 credit.

For Practical training, total number of credits shall be specified for one semester only.



Note: Interior Design being a design-oriented course, Guidelines in part/ full as prescribed from time to time by Council of Architecture (CoA) will be followed for effective curriculum and learning.

3.4.2 Credit Per Program

Sr. No	Name of Program	Total Credit		Remarks
		Auditable	Non-Auditable	
1	Bachelor of Architecture	254	6	260 total
2	Masters of Architecture (Urban Design)	90	-	
3	Bachelor of Interior Design	190	-	
4	Master of Interior Design	90	-	
5	Master of Design	90	-	
6	Bachelor of Visual Arts	190	-	
7	Master of Visual Arts	90	-	
8	Masters of Planning (Urban & Regional Planning)	90	-	

Table No. 3.4.2.1 Credit per Program

3.4.3 Program Credit Structure

B.ARCH. & M. ARCH (UD)

Sr no.	Broad Category of Courses	Minimum Credit Requirement			
		4-Year UG Program (Bachelor of Science - Architecture)	5-Year UG Program (Bachelor of Architecture)	2 Year PG Programme (Masters of Architecture-Urban Design)	2 Year PG Programme (Masters of Architecture of Urban Design)
1	Major (Core) + Professional Training	94	130	55+4	55+4
2	Minor Stream	40	48	12	14
3	Multi-Disciplinary	12	12	4	4
4	Ability Enhancement Courses	32	36	5	3
5	Skill Enhancement Courses	16	20	6	6
6	Value Added Courses common for all UG	14	14	4	4
7	Research Project/ Dissertation	-4	-	-	-
	Total Credit requirement	208	260	90	90 + 12 (Minors)



B.ID & M.ID, M.Des.

Sr no	Broad Category of Courses	Minimum Credit Requirement						
		3-Year UG Program (Bachelor's Degree)	4-Year UG Program (Bachelor's Degree-Honors)	4-Year UG Program (Bachelor's Degree-Honors with Research)	2 Year PG Program (Master of Interior Design)	2 Year PG Program (Master of Interior Design with Minors)	2 Year PG Program (Master of Design)	2 Year PG Program (Master of Design with Minors)
1	Major (Core) + Summer Internship	68+4	92+4	92+4	66	66	66	66
2	Minor Stream	34	42	42	12	12	12	12
3	Multi-Disciplinary	12	12	12	02	02	02	02
4	Ability Enhancement Courses	10	10	10	02	02	02	02
5	Skill Enhancement Courses	10	10	10	04	04	04	04
6	Value Added Courses common for all UG	08	08	08	04	04	04	04
7	Research Project/ Dissertation	-	12 (OJT)	12 (Research Project)	-	-	-	-
	Total Credit requirement	146	190	190	90	90	90	90 + 12 (Minors)

BVA & MVA

Sr. No.	Broad Category of Courses	Minimum Credit Requirement				
		3-Year UG Program (Bachelor's Degree)	4-Year UG Program (Bachelor's Degree-Honors)	4-Year UG Program (Bachelor's Degree-Honors with Research)	2-Year PG Program (Master's in Visual Arts)	2-Year PG Program (Master's in Visual Arts) with Minors
1	Major (Core) + Summer Internship	72+4	96+4	96+4	50	50
2	Minor Stream	30	38	38	20	20
3	Multi-Disciplinary	12	12	12	4	4
4	Ability Enhancement Courses	10	10	10	4	4
5	Skill Enhancement Courses	10	10	10	4	4
6	Value Added Courses	08	08	08	4	4



	common for all UG					
7	Research Project/Dissertation	-	12 (OJT)	12 (Research Project)	4	4
	Total Credit requirement	146	190	190	90	90 + 12 (Minors)

M.PLAN. (URP)

Sr no.	Broad Category of Courses	2 Year PG Programme (Masters of Planning- Urban & Regional Planning)	2 Year PG Programme (Masters of Planning- Urban & Regional Planning with Minors)
1	Major (Core) + Professional Training	55+4	55+4
2	Minor Stream	14	14
3	Multi-Disciplinary	4	4
4	Ability Enhancement Courses (AEC)	3	3
5	Skill Enhancement Courses (SEC)	6	6
6	Value Added Courses common for all UG	4	4
7	Research Project/ Dissertation	-	-
	Total Credit requirement	90	90+ 12 (Minors)

Table No. 3.4.3.1 Program Credit Structure

3.5 Course Code Structure Scheme

Degree Program (Bachelor)	Faculty	Specialization	Version of Curriculum	Course type	Semester	Subject
1	1	2	1	1	1	2
Alphabet	Alphabet	Alphabet	Number starting as 1	Number	Number	Number
PROGRAMME SPECIFIC COURSE CODES						
B	R	AR	2	1	1	01
M	R	AR	2	1	1	01
B	I	ID	4	1	1	01
M	I	ID	2	1	1	01
M	I	DE	1	1	1	01
B	V	VA	4	1	1	01
M	V	VA	1	1	1	01
FOUNDATION (COMMON) COURSE CODES*						
B	F	DE	1	1	1	01
B	F	GN	1	1	1	01
B	F	EL	1	1	1	01
M	F	DE	1	1	1	01
M	F	GN	1	1	1	01
M	F	EL	1	1	1	01

*Will be offered across disciplines and across all years from a pool of subjects created as a part of the annexure updated from time to time by the institute. This is as per the Institutes ideology of Interdisciplinary & Trans-disciplinary learning. All these courses are VERSION 1 courses.



Table No. 3.5.1 Course Code Structure Scheme

Course	Code
Major (Core) (MJR)	1
Minor Stream (MNR)	2
Multi-Disciplinary (MDC)	3
Ability Enhancement Courses (AEC)	4
Skill Enhancement Courses (SEC)	5
Value Added Courses common for all UG (VAC)	6
Summer Internship (INT)	7
Research Project/Dissertation (OTH)	8

Table No. 3.5.2 Course Type with Code for UGC Recognized Programs

Programs recognized under various regulatory bodies shall provide necessary details and program structure as per university guidelines.

3.6 Assessment Heads

	Continuous and Comprehensive Evaluation (CCE)- Formative	Marks	Remarks
1	Mid Semester Examination	40% (of total)	
2	Quiz (At the end of each module)		
3	Assignment (Class Assignment / Home Assignment) / Seminar / Jury/Presentation / Poster presentation/ or any other component designed by the instructor Assessments		
4	Live/ Practical Assignment (One per course) Case Study / Role Play/ Statistical Report/Analysis/ Portfolio Building / Field Assignment		
5	Attendance	10% (of total)	Passing head 50%
	Total Continuous and Comprehensive Evaluation (CCE)-Marks	50% (of total)	
	Semester End Evaluation (SEE)-Summative		
1	Semester End Evaluation (SEE)- (Theory, Viva, Jury)	50% (of total)	Passing head 50%
	Total Semester End Evaluation (SEE)- Marks	50% (of total)	Passing head 50%

Assessment Heads and Examination Pattern must be in line with the guidelines of Regulatory bodies – if any. Colleges can elaborate the above pattern under the same shelter like internship pattern, seminar, quiz conducting pattern, Midterm examination pattern etc... Mode of evaluation shall be based on course delivery and aspects to be assessed.

Table No.3.6.1 Assessments Heads

The Teaching and Learning guidelines as per Point No. 5 of Appendix A of Council of Architecture will be followed in principle for B. Arch. Course.

“Teaching and learning methods –

1. The contents of the courses as listed in Table shall be taught in an application- oriented manner on a scientific and design basis. The course contents shall be taught and learned in lectures, seminars, labs or workshops, studio exercises and design projects, internships and study tours.



2. Lectures are held to teach basic connections and the systemization of theoretical knowledge and the methodology of scientific work. Specific subjects are presented in a well-structured form, incorporating new research results. The results shall be evaluated through periodic assessment of sessional work or an end semester examination or both.
3. In Seminars the contents shall be taught in dialogue and discussion phases between the teacher and the student. The results shall be evaluated through periodic assessment of sessional work and/ or end semester examination or both.
4. In labs or workshops the contents of the course shall be delivered through hands on work and experiments. The results shall be evaluated through periodic assessment of sessional work or end semester examination or both.
5. In studio exercises the teachers shall take the lead to provide tasks and offer guidance for solutions finding. The students shall work either individually or in groups. The results shall be prepared on the basis of presentation through drawings; models and reports and evaluated through periodic assessment and an end semester examination or viva-voice.
6. In design studios or construction studios or projects the students contribute to the processing, analysis and the solving of problems of direct professional practice, attended by faculty(s) entitled to conduct the studio and examine. The results shall be prepared on the basis of presentation through drawings; models and reports and evaluated through periodic assessment and finally by a jury or panel.
7. In Professional Training, the students shall engage in work with a professional and train specifically under architects (registered with the Council of Architecture)/Interior Designers (Preferably Associate member of IIID-Institute of Indian Interior Designers)/Artists, as approved by the Institute and for the specific period as per the university schedule. The results shall be periodically assessed by the mentor under whom they are assigned and present their portfolio in front of a jury or panel at the end of the training period.
8. Outcome of Summer Internship will be evaluated by the appointed mentor/ examiner on the basis of parameters set by the Institute based on the project/activity/apprenticeship/mentorship selected by the student/group of students.
9. Related Study Programme (RSP)- Study Tours / Independent Study Programme (Online Courses/ Workshops/Design Competition, etc.) are mandatory requirement of and will have to be done by the students in semester/ year break as per the academic calendar.



Necessary prior approval will have to be taken from the course validation committee for the same.

10. In B.Arch. Program, RSP is included as non-audited but mandatory credit in 2nd, 4th and 6th semester; and students with prior approval from the institute will have to complete 3 Nos. of RSP for its credits in the respective semester to become eligible for graduation certificate. Each RSP will carry a weightage of 2 Credits and every year 1 RSP will be granted. Students will have to earn credits of all the 3 mandatory RSP before registering for Final Year.
11. In the B.ID and BVA programs, RSP is a non-credit but mandatory requirement for the award of the degree, and each student must complete two RSPs during the four-year program.

4. Examination Regulations

4.1 Min. requirements/ eligibility to appear in Semester End Evaluation:

- Students must be enrolled for the program run by the institute/constituent college.
- Students must have paid all due semester tuition fees as prescribed by the university.
- No candidate shall be eligible to register for the Semester End Evaluation: unless he/she possesses the minimum attendance as prescribed in the regulations for each program. Students not having a minimum of aggregate 75% attendance in the semester, (after giving all relaxations for valid activities, participation in events, illness etc. as per specified rules of institutes) shall not be allowed to register for SEE. The students must also have completed all obligatory academic requirements like attending all classes, submitting all assignments as asked, and appearing for periodic tests, exams, practical etc. as prescribed in the curriculum.
- Students must have paid requisite examination fees as prescribed by the university to appear for the examinations.
- Students should not be facing any disciplinary actions taken by the Constituent College against him/her.

4.2 Examination System – Flow of Examination

- Sarvajanic University will conduct examinations through Sarvajanic University examination centers at the institutions. Evaluation reports of these exams will be provided to the university upon completion, either through online submission or in soft copy along with a printed signed copy. The institutions shall conduct all exams



as specified in the approved university regulations/curriculum. Continuous evaluation shall be done at the institute level, while all term-end theory exams / Jury/ Viva will be conducted by the university.

- The university has appointed OSDs in all constituent colleges, especially for examinations, these OSDs will in association with Sarvajanik University-EXAM staff perform and monitor all exam-related tasks like- the appointment of paper setter, the appointment of an examiner, procurement of question papers, coordination with the University to generate hall tickets, exam form filling, list of students pending with exam fees, exam forms and other necessary details, at the college as well as the university.
- Institute-level exams shall be conducted by the institute according to the approved regulations, scheme and syllabus by the university. Institutes will maintain records of all examinations/evaluations and produce them when requested by the university.
- The University Semester End Evaluation shall be conducted for theory/practical papers / Jury/Viva (courses)/Project/ Dissertation as per the requirements of the program regulations and curriculum. The guidelines set by the Academic Council shall be followed for the conduct and evaluation of such examinations.
- The Controller of Examinations and the exam section team shall be responsible for conducting all examinations of all the Constituent colleges. They shall be responsible for preparing, scheduling, conducting examinations, and handling all other related matters. The Controller of Examinations shall make all earnest efforts to ensure that all examination-related activities are conducted as per the scheduled academic calendar.
- The appointment orders for setting the question papers and examiners will be issued by the Controller of Examinations as per recommended by the respective Dean of the faculty. Appointment of Question Paper Setters and examiners for each SEE examination (Theory / Jury / Viva / Seminar / Workshop {whatever is applicable}) of all courses of the program, shall be made by the Controller of Examinations as per the list of paper setters/examiners suggested by the Dean of Faculty. The Dean, preferably will suggest regular staff of the college/Subject Expert, after due approval from Sarvajanik University authority. Accordingly, the paper setting and assessment orders shall be issued to faculty members. Further

there are various designs based, drawing based, arts based, electives, liberal study courses offered in Architecture, Planning, Interior Design and Visual Arts programs that require JURY to be conducted as final mode of examination, which reviews and evaluates the student's work as a part of University Exam (Semester End Evaluation), as also mentioned in the approved exam scheme and academic regulations.

Hence the SU-exam department will issue orders for all the courses (also for the courses, in which, JURY to be conducted as final mode of examination) as per the approved exam scheme and syllabus. (Annexure 3 Examination)

- Examination notifications will be made by publishing the Semester End Evaluation timetable as per the academic calendar issued by the University, well in advance to the commencement of Examination, to be published on university website. Institutes will also be notified, and the timetable shall be posted on the college notice board and website. The timetable will include the date of the examination, course name, time, program name, semester, and exam name (e.g., S2023 or W2024).
- Students will submit the Examination form within the prescribed timeframe i.e., between the 8th to 12th week from the starting day of the semester/term by paying the necessary fees online or in person with the process as laid by the university.
- Eligible candidates who meet the prescribed minimum attendance requirements during the semester and possess the other minimum qualifications prescribed in the program regulations shall be allowed to fill up the University Semester End Evaluation form. Students shall also be allowed to fill up the examination form with the anticipation of meeting the minimum criteria. If later found ineligible, their form will be cancelled and the term will not be granted.
- All examinations of the year/semester shall be conducted as per the approved academic and examination calendar.
- The final list of eligible students for the university Semester End Evaluation shall be forwarded to the registrar-SU by the Deans/Principals of institutes along with the list of ineligible students for cancellation of their examination forms.
- After receiving the final list of students, the block arrangement for the examination will be done collectively by the examination center, OSDs and university. The eligible candidates shall be issued hall tickets.



- The Controller of Examinations shall have the right to cancel the hall ticket issued in the name of any candidate for misconduct or if it is found that the candidate is ineligible to appear in the examination. Such students may be allowed to present their case to the university authorities.
- The Dean of the faculty/Principal will be the center in charge of the exam center. The Sarvajanic University exam coordinator and the team at the institute – OSDs will conduct the examination. Senior and junior supervisors, stationary supervisors, assessment coordinators and the team for the assessment of answer books shall be appointed at the institute by the Dean/Principal of the institute.
- Detailed guidelines if any for all activities shall be prepared and shared with the team responsible for all exam work by the Controller of Examinations after approval from the university authorities.
- Results shall be prepared program-wise and semester-wise with the help of assessment coordinators at the institute for the university. The Controller of Examinations will notify the results within the specified period.
- Rechecking, Reassessment, Interim Backlog, Re-examination and Backlog examinations will be carried out as per the detailed guidelines provided by the university to the institutes.
- Provisional Grade sheets will be issued to students by the Controller of Examinations only after the final semester results are prepared based on regular exam results, reassessment results, remedial, Reexamination results and Interim Backlog/ Backlog examination results.
- If any errors are found or clarifications are needed, students can initially approach the institute and then the university. The Controller of Examinations shall handle the case for any errors in the notified results and will take action based on the merit of the case.
- Transcripts and degree certificates will be issued to students, as per the process defined by the university.
- Please ensure that the information is accurately implemented according to the guidelines provided by the university.

AMENDMENT:

As per Resolution No. AC16_2 of the 16th Academic Council meeting held on 19th December 2024, Interim Backlog Examination will be applicable to students who are



admitted in the academic year 2024-25 onwards instead of Remedial Examination. The regulations regarding the Interim Backlog Exam are mentioned in 4.12.

4.3 Assessment pattern

- There shall be an assessment/evaluation of all the students attending the course. Courses could be lecture courses, studio courses, laboratory, tutorials, experiential learning, online courses, Open and Distance Learning Courses or a combination of the above. This evaluation shall be done in two heads (as per the course type and nature of the course in some cases only one head may exist), as under.
- **Continuous and Comprehensive Evaluation (CCE):** The CCE shall be done by the course faculty throughout the semester. This shall include components like sincerity in attending classes/class tests/ timely submissions of assignments/self-learning attitude/solving advanced problems/ assignments/projects/open book tests/ weekly/fortnightly class tests including surprise tests/ homework assignments/ flip class discussions/ problem-solving/ group discussions/ quiz/ seminar/ mini-project/ juries and other means.
- **Semester End Evaluation (SEE):** Semester End Evaluation (SEE) covers written / oral(jury/viva) examinations conducted by the university. For written examinations, the University-appointed Paper Setters/Examiners shall draw question papers and accordingly, randomly selected papers shall be provided to the exam centers. Few Courses may have Jury/Viva/Practical instead of theory papers as per the nature and type of course and/or as mentioned in the curriculum. For higher semesters of the program (preferably for the final year and pre-final year), for such types of courses also, university shall appoint internal/external examiner/examiners who may conduct Jury/Viva/Practical Exam.
- CCE shall be conducted exclusively by the course faculties, the components of CCE and their weights to conclude CCE marking/grading as per the program curriculum, must be declared in advance at the beginning of the semester, to maintain transparency in its operation.
- The course faculties shall also preferably solve the questions asked in the tests at the tutorial sessions (if applicable) for the benefit of weak students and declare the evaluation results in time, as notified in the Academic Calendar.
- The course faculty shall also show the assessed answer scripts/submission/Assignments and awarded marks to the students for the CCE



component, during pre- announced schedule only, before submission of the final marks to the Controller of Examinations.

- The Institution may define appropriate examination modes for the CCE examinations for those students who may have remained absent for CCE due to valid reasons like Medical, Participation in events etc. as acceptable to the institute.
- The Institutes shall maintain a high standard in CCE and SEE examinations whichever is applicable.
- Continuous evaluation marks/grades (CCE) awarded by course faculties should be displayed and shared with students at the end of the semester, preferably in the last week of the semester and only thereafter to be submitted to the university.
- The declaration of final results of the courses attended by a student in a semester shall preferably be declared before the commencement of the next term/semester as per the Academic Calendar.
- Question Papers used for CCE and SEE should:
 - Cover all the modules of the course syllabus uniformly as per the approved curriculum description;
 - Should be unambiguous and free from any defects/errors must Emphasize knowledge testing, problem-solving and quantitative methods;
 - Contain adequate data/ other information on the problems asked;
 - Must have clear and complete instructions for the students.
 - May take into consideration Bloom's Taxonomy or any other relevant models as recommended by the University and align the questions to one or more Course outcomes (COs) as per the philosophy of Outcome Based Education (OBE).
- The guidelines mentioned above are indicative of minimum standards of evaluation. However, the institutes are encouraged to follow innovative schemes of evaluating the students for CCE, after disclosing the scheme to the students well in advance and in accordance with institute and university norms.
- For MOOC/SWAYAM/ONLINE courses, the performance assessment shall be conducted either by the Course faculty or by the MOOC/SWAYAM/ONLINE platform as approved by the dean of faculty at the time of offering the course to students. An equivalent grading pattern may be followed if needed in line with the university norms or as mentioned in the program curriculum/syllabus. Every

semester Institute will provide a list of courses with their evaluation scheme that a student can opt for in accordance with the approved curriculum. The respective dean of faculty and academic council should approve such a list.

- External examiners, as the case may be, should be selected from empaneled examiners of those course/courses. The Dean of faculty will decide norms for eligibility and accordingly will create a panel. Such external examiners should be appointed for courses of higher semesters. The Dean of faculty will recommend examiners to draw question papers or to conduct Jury/Viva and evaluate them.
- In the case of other modes of assessment, such as a seminar, or comprehensive viva-voce, Jury, the assessment shall be made by a group of evaluators appointed by the Head of the department. Evaluation components should include technical content, presentation skills, organization of presentation prepared, understanding, report-making skills, ability to answer questions etc. Grades will be submitted in this case by the Head of the department or a faculty member nominated by the head of the department. It is mandatory to appoint an External Examiner for final year design/art studio courses for SEE. For other courses it is optional to appoint an external examiner for SEE after due recommendation from HOD/ Dean.
- In case of absence from an examination, the student shall be required to intimate the reasons for absence to the Class Teacher on or before the day of SEE through a proper channel. Prior intimation, preferably, in the form of an application is necessary. In the case of a student representing the institute at the national/state level competition/event, prior permission must be taken from the HOD/Dean of faculty/ Principal of the institute.
- In the case of a student's absence in the SEE examination, due to medical reasons, the institute can recommend to the university to permit students for Re-Examination if the Principal/Dean is convinced of the severity of the sickness.
- The student who is permitted to remain absent due to reasons like representing the institution/university then he may be allowed to appear for Re-Examination and the student shall be awarded the same grade as gained by him/her in the Re-examination, without lowering any grades. His/her SGPA shall be re-calculated based on the grade received in the Re-examination.



- All the other students who have failed in their regular SEE examination shall be allowed to appear for Interim Backlog/Backlog Examination as per applicable norms/University Provisions.
- The hall tickets for SEE examinations shall be made available to each student, provided the student's examination form is approved and accepted. Hall tickets will specify students' details, course names, and database for examinations. It shall be mandatory for a student to present an identity card and the Hall ticket for Term-end Examinations.
- For the evaluation of project work and seminar, separate evaluation guidelines can be specified by the institute in the curriculum of respective programs.
- Any artwork displayed in periodic or annual visual arts exhibitions shall be evaluated by the designated Security Committee in the interest of preserving the Institution's reputation.
- Any act, behavior, or expression—whether verbal, written, or otherwise—that may damage the reputation of the Institute shall be deemed a serious offense. The Institute reserves the right to take strict disciplinary action, including but not limited to suspension, expulsion, or legal proceedings, as deemed appropriate.

4.4 Criteria for granting terms.

- Students shall be assigned specified term work, he/she has to complete during the semester.
- Students must clear at least 50% courses evaluation components for continuous assessments to get their term accepted. e.g.

Sr. No	Number of Courses	50%(No of Subject Cleared)	Remarks
1	5	2	
2	6	3	
3	7	3	
4	8	4	
5	9	4	

- Students have to attend all classes and attain the required minimum attendance criteria of 75% as specified by the University. Other criteria for partial exemption/relaxation from attendance like medical leave / any other reasons specified by the University shall constitute a maximum of 10% of total attendance of the term.
- If the institute does not grant the term then the student shall repeat as a detained student, the entire semester again, next year when it will be offered by the institute.
- For the students, whose term is not-granted, all continuous evaluations including attendance will become 'null and void'.



4.5 Examination Passing Criteria

Passing criteria for each component of the evaluation (Continuous and Comprehensive Evaluation (CCE)- and Semester End Evaluation Passing (SEE)) will be 50 % (as specified by statutory body/Sarvajanik Univeresity) for all undergraduate programs and postgraduate programs, unless and until it is specified in approved program regulation.

Scheme-1

Sr. No	Heads	Passing Criteria (mention marks)	Remarks
1	Continuous and Comprehensive Evaluation (CCE)-	50%	Being a design course and with foundation Year being common between B.Arch., B.ID and BVA., 50% passing criteria is followed keeping aligned the provisions of Council of Architecture.
2	Semester End Evaluation (SEE)	50%	

Table No. 4.5.1 CCE and SEE Passing Criteria

4.6 Academic Progression Rules (Revised Academic Progression rules for all UG and PG programs as applicable from Academic Year 2025-26)

The Academic Council, in its 19th meeting held on 22nd August 2025 (Resolution No. AC19_15) has approved the revised Progression Norms for all Programmes of Sarvajanik University. These Norms are based on the detailed deliberations in the meeting of the Principals and Deans held on 18th August 2025, where it was agreed that Progression should be made more liberal while ensuring that Academic Standards are maintained. This was further ratified through Resolution No AC19_15 of the 19th Academic Council meeting. (SU/20250825/0676 dated 25/08/2025)

These Norms shall be applied with immediate effect for the progression of students into AY 2025-26 and will be applicable retrospectively to the students of all current batches of the University.

Promoting To Year	Promotion Eligibility to next year		
	First Year Direct Admit	Second Year Lateral Entry	Third Year Direct Admit
Second Year	At least 50% credits cleared out of the total assigned First Year credits	-----	-----
Third Year	Condition 1: At least 80% credits cleared out of the total assigned First year credits. At least 60% credits cleared out of the total assigned Second year credits. Or Condition 2: All courses of First year cleared.	At least 50% credits cleared out of the total assigned Second year credits	-----



	At least 50% credits cleared out of the total assigned Second year credits. <i>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</i>		
Fourth Year	Condition 1: All courses of First year cleared. At least 80% credits cleared out of the total assigned Second year credits. At least 60% credits cleared out of the total assigned Third year credits. Or Condition 2: All courses of First & Second year cleared. At least 50% credits cleared out of the total assigned third year credits. <i>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</i>	Condition 1: At least 80% credits cleared of the total assigned Second year credits. At least 60% credits cleared of the total assigned Third year credits. Or Condition 2: All courses of Second year cleared. At least 50% credits cleared of the total assigned Third year credits. <i>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</i>	At least 50% credits cleared out of the total assigned Third year credits
Fifth Year	Condition 1: All courses of First & Second year cleared. At least 80% credits cleared out of the total assigned Third year credits. At least 60% credits cleared out of the total assigned Fourth year credits. Or Condition 2: All courses of First, Second & Third year cleared. At least 50% credits cleared out of the total assigned Fourth year credits. <i>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</i>	Condition 1: All courses of Second year cleared. At least 80% credits cleared out of the total assigned Third year credits. At least 60% credits cleared out of the total assigned Fourth year credits. Or Condition 2: All courses of Second & Third year cleared. At least 50% credits cleared out of the total assigned Fourth year credits. <i>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</i>	Condition 1: At least 80% credits cleared out of the total assigned Third year credits. At least 60% credits cleared out of the total assigned Fourth year credits. Or Condition 2: All courses of Third year cleared. At least 50% credits cleared out of the total assigned Fourth year credits. <i>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</i>

Table No. 4.6.1 Academic Progression/Promotion Eligibility Conditions

NOTE:

For B.Arch. Programme, a candidate shall not be permitted to enroll for the tenth Semester Architectural Design Thesis or Dissertation or Project Course unless he has successfully completed Professional Training or Internship.

For B.ID. Programme, a candidate shall not be permitted to enroll for the eighth semester unless he has successfully completed Professional Training or Internship

- If 50% or 60% or 80% credits result in a fraction number, then it should be rounded to an integer for considering criteria. e.g.



Sr. No	Total Credits	50%	60%	Remarks
1	40	20	24	
2	44	22	26	
3	46	23	28	

4.7 Credit Transfer: is a process by which credits are recognized by the concerned awarding body and mutual acceptance of credits between two entities. The credit would be given for every kind of learning which are of each qualification and these credits can be accumulated in the Academic Bank of Credits (ABC). ABC shall enable an individual to digitally keep a record of all the learning acquired and accumulated in terms of credit points throughout life in a common account irrespective of types of learning i.e. academic, vocational training or experiential.

4.8 Grading System and Evaluation and Computation of CGPA and SGPA

The university shall follow the award of letter grades and the corresponding grade points to the students based on their performance at the end of every semester, as given in the following Table.

Grade	Grade Points	Marks (in %)	Description of performance
O	10	91-100	Exceptional
A+	9	81-90	Outstanding
A	8	71-80	Excellent
B+	7	61-70	Very Good
B	6	56-60	Good
C	5	51-55	Fair
P	4	50	Pass
F	0	<50	Fail
Ab	0	Absent	Absent

Table no. 4.8.1 Letter Grades and Grade Points

These are prevailing standards and details are attached as in ANNEXURE'1.

- An 'O' grade stands for exceptional achievement. The 'P' grade stands for Pass performance, i.e., it is the minimum passing grade in any course. The minimum % of marks for the award of the 'P' grade is 50%.
- The student must secure at least 50% marks in all the passing heads say CCE & SEE as defined in program regulations, otherwise, he/she will be awarded the F grade.

Description of performance	Grade Points	Grade	% of marks
Exceptional	10	O	91-100
Outstanding	9	A+	81-90
Excellent	8	A	71-80
Very Good	7	B+	61-70
Good	6	B	56-60
Fair	5	C	51-55
Pass	4	P	50
Fail	0	F	<50
Absent	0	Ab	Absent

Table No. 4.8.2 conversion of marks secured to GRADE. (Must be as per UGC Guidelines)

- iii. Marks obtained in passing heads like CCE, SEE are converted into grades as per the Table 4.8.2.
- iv. Final course grade point and grade earned by students in the course, as per example, is calculated as shown in Table 4.8.1 and Table 4.8.2. Course grade is calculated as weighted grade point of course as $(SEE*50/100 + CCE*50/100)$ sum of two components. Such a number is rounded to decide the course grade. Course components as specified in the curriculum of the program will decide the course grade and formula to be used. 4.8.3 and 4.8.4

Sr. No.	Theory (SEE-50)			Theory (CCE-50)		
	Marks obtained (50)	Grade	Grade Point	Mark's obtained (50)	Grade	Grade Point
1	SEE	SEE	SEE	CCE	CCE	CCE
e.g.	46	O	10	32	B+	7

Table No. 4.8.3 Marks obtained in the exam converted into Grades and points.

Re no.	Courses having theory components only (SCHEME-1)	
	Weighted grade point	Grade
1	$= (SEE*50/100) + (CCE*50/100) = 8.5$ will be up converted as 9	Letter grade of Grade point
e.g.,	9	A+

Table No. 4.8.4 Calculation of course grade from sub-component of the course using weighted grade point

- v. A student is considered to have completed a course successfully and earned the credits if the student secures a letter grade other than C or higher. Letter grade 'F' in any course implies failure in that course.



- vi. The following academic term drop out, term not granted, detained, left/cancellation admission, form withdrawal has been adopted as per resolution no. AC17_6 of the 17th Academic Council meeting of Sarvajanik University held on 08/01/2025.(
- vii. The performance of a student is evaluated in terms of two indices, viz. the Semester Grade Point Average (SGPA)/ Semester Performance Index (SPI), which is the Point Average for a semester, and Cumulative Grade Point Average (CGPA)/Cumulative Performance Index(CPI), which is the Grade Point Average for all the completed semesters, at any point of time.
- viii. A Semester Grade Point Average (SGPA)/Semester Performance Index (SPI) shall be computed for all the students in a Department for each semester, as follows:

$$SGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_nG_n}{C_1+C_2+C_3+\dots+C_n}$$

Where, n is the number of courses registered during the semester, Ci is the number of credits allotted to a particular course and Gi is the grade points corresponding to the grade awarded to the student for the course.

- ix. A Cumulative Grade Point Average (CGPA)/ Cumulative Performance Index(CPI) shall be computed for all the students in a Department at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{C_1G_1 + C_2G_2 + C_3G_3 + \dots + C_MG_M}{C_1+C_2+C_3+\dots+C_M}$$

Where M is the number of courses registered up to that semester, Ci is the number of credits allotted to a particular course and Gi is the grade points corresponding to the grade awarded to the student for the course.

- x. CGPA calculated based on semesters for which degree is awarded and will be considered and accordingly to decide classes to be awarded, it will be identified as CGPA Degree (CGPAD). The degree shall be awarded to the students on the basis of CGPA of all the semester's performance in the examination.

CGPA < 5.5	: Pass Class
5.5 <= CGPA < 6.5	: Second Class
6.5 <= CGPA < 7.1	: First Class
7.1 <= CGPA	: First class with distinction

- xi. Whenever, a student appears in a backlog course in any semester, the lower of the two grades obtained by him/her in the course shall be ignored in the computation of CGPA



- from that semester onwards and the students shall be given the benefit of a higher grade.
- xii. Both the SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such for ease of presentation. Whenever the CGPAs are to be used for the purpose of determining the merit ranking in a group of students, only the rounded off values shall be made use of.
- xiii. The transitional grade NA shall be awarded in two cases:
- I. If a student has satisfactory attendance in the classes, and has satisfactory performance in all components of the Continuous In-semester evaluations as per assessment criteria.
 - II. Not having sufficient progress to submit the project work, as per guidelines for project evaluation.
- xiv. When a student gains the grade 'NA' (and for WD) for any course during a semester, the SGPA for that semester and the CGPA at the end of that semester shall be tentatively calculated considering FF-graded course(s). The SGPA and CGPA for that semester shall be finally recalculated after conversion of grade 'NA' to the appropriate grade as obtained after passing the respective course(s).
- xv. Following two grades, P(Passed) and NP (Not Passed) for Mandatory non-auditable credit (MD) course may be used as per academic requirements for the program and should be specified in program regulations. Obtaining a PP shall be a mandatory requirement to qualify for the Degree if it is specified in program regulations.
- xvi. It shall be open to each student to take additional courses for audit as specified in the approved curriculum with the concurrence of the Class teachers and department head. Students having a CGPA ≥ 5.5 and acquiring all the stipulated previous credits shall be normally encouraged to take such courses. While the performance of the student in audit courses shall be included in the Semester Grade Report in the form of AUDIT if the student meets all the criteria required for passing the course, they do not contribute to the SGPA or CGPA of the concerned student.
- xvii. It shall be open to each student to take additional courses leading to Honors/Minors certification as specified in program regulations. Legitimate criteria must be kept for them for enrolment in regulation. Unless it is not specified in regulation, the criteria should be, Students with no standing backlogs in the previous semesters and having a CGPA ≥ 5.5 shall be normally encouraged to take such courses. The performance of

the student in Honors / Minors courses shall be included as per guidelines given separately in program regulations.

- xviii. The answer scripts of SEE shall not be shown normally to the students. However as per the resolution no AC19_15 of 19th Academic Council meeting held on 22nd Aug. 2025 student may apply for viewing of their answer books strictly as per the approval guidelines. The process will be carried out only on the submission of the prescribed answer book viewing request form with in the stipulated time frame (Annexure 5)

4.9 Withholding of Grades:

The grades of a student in a semester shall be withheld and not declared if the student fails to pay the dues to the Institute or has disciplinary action pending against him/her.

4.10 Gracing Norms for UG and PG Program

The following gracing criteria shall be applied to all programs at the university. Gracing shall be given to students in two parts.

Part: A

- Where a candidate fails in any Continuous & Comprehensive Evaluation (CCE), University Semester End Evaluation/Jury/Viva (SEE), Regular, Interim Backlog, Backlog, Re-examination, his/her failure in that theory head of passing shall be condoned by 5% of maximum marks of corresponding passing heads.

University Maximum External Theory Marks	Maximum Grace Marks to be given for passing in one or more course; Up rounded 5% of maximum marks
60	3
30	1.5 up rounded to 2
50	2.5 up rounded to 3
100	5

Table No. 4.10.1 Gracing Norms Part A

Part: B

- Part B shall be applicable when a student appears at the Continuous & Comprehensive Evaluation (CCE), University Semester End Evaluation/Jury/Viva (SEE), Regular, Interim Backlog, Backlog, Re-examination, examination of UG/PG/PGD programs and if he/she is unable to clear all the courses of the respective semester even after applying the above Part –A. This shall be applicable with the following conditions:
- Even after applying Part A, if the student is unable to clear the semester by only one course of the semester (failing in just one course), then only Part B shall be applicable in that one course.



- Part B will be applied only if, after applying this, the student will be able to fully pass the semester (except noncredit courses) while appearing in either regular exam.
- Under Part-B, the failure in any one course of the University Theory Examination/Jury/Viva head of passing shall be as condoned as follows:

CGPA	Maximum Grace Marks to be given for passing of course
9 or above	Up rounded 16% of maximum marks of head
8 or above & below 9	Up rounded 15% of maximum marks of head
7 or above & below 8	Up rounded 13% of maximum marks of head
6 or above & and below 7	Up rounded 11% of maximum marks of head
5 or above & and below 6	Up rounded 10% of maximum marks of head
4 or above & and below 5	Up rounded 8% of maximum marks of head

Table No. 4.10.2 Gracing Norms Part B

- While applying Part – B in any subject/head it is mandatory to apply for part B only and not with Part A. It means that if the student is given the benefit of gracing through Part B, then subsequently the gracing criteria mentioned in Part A should not be applied.
- The maximum grace marks as per the above table will be considered as per the CGPA secured by the candidate in the previous year's result declared for the previous season examination (Summer/Winter) conducted by the University. In the case of the first semester, the students' result of the current semester (SGPA) (prior to gracing through Part B but after gracing of Part A) shall be considered in place of CGPA for applying the gracing criteria for Part B. (Same criteria shall be applied (if required) for the student who is admitted to our university through a lateral entry or those who transferred from other institutions, and their gracing may be done according to their result of the previous exams even if their result is from the previous university from where they have been transferred to SU.)

4.11 Rechecking and reassessment

- The reassess/recheck appeal shall be made after the declaration of the final result of term-end examinations within the specified time limit, along with payment of prescribed fees for reassessment/rechecking. Recheck or reassess provision is applicable only for SEE and not allowed for CCE.
- Rechecking shall be a verification process for whether all questions are assessed or not and whether the total is computed correctly or not.
- Reassessment shall be checking of answer sheets again and marks computed a renewed. In this process of reassessment, revision of marks is done only if variation is



found 10% of maximum marks or more, and no change in case less than 10% variation is found. The change shall be applied and all the records, including the Semester Grade Report, shall be corrected soon thereafter. More details regarding rechecking and reassessment are provided in ANNEXURE 2.

4.12 Re-Exam, Interim Backlog and Backlog Exam

As per Resolution No. AC16_2 of the 16th Academic Council meeting held on 19th December 2024, Interim Backlog Examination will be applicable to students who are admitted in the academic year 2024-25 onwards instead of Remedial Examination. The regulations regarding the Interim Backlog Exam as follows:

Eligibility: All the students whether fail or absent in the Regular Examination of that particular Examination session will be eligible for the Interim Backlog Examination.

Also, Interim Backlog Examination are allowed to only those students who were found eligible, whose term was granted and who were eligible for appearing in the Examination and who have filled up their examination form with prescribed fees for the Examination. All the students, whose term is not granted earlier or who decided to take a drop or who have not filled up their examination form with prescribed fees shall not be eligible for Interim Backlog Examination.

Note:

- 1) The Interim Backlog Examination is only available to students for the subject(s) in which they either failed or remained absent in the immediate past regular examination, specifically the immediate past regular summer exam or immediate past regular winter exam.
- 2) The Examination fees, standard of conducting the exams as well as evaluation norms of interim backlog examination will be the same as backlog exams
- 3) The re-examination for eligible students will be conducted as previously.

The following students shall study and appear for examination as per the programme curriculum and programme regulations applicable to the respective new batch:

- 1) University Transfer students
 - 2) Degree to Diploma students
 - 3) Students who are detained/failed and rejoin a new batch
 - 4) Students who opt to drop out and rejoin a new batch
- At the end of every semester, the students can appear for the backlog examinations of all the failed theory/Jury/Viva courses (SEE) of earlier semesters. The students have



to apply for the backlog examination and shall pay the fees as prescribed by the university.

- Re-examination is only for the students who have not attended the term-end examination (For any odd or even semester) due to reasons permitted by the university like representation of the University by the student at various levels (Sports, Cultural, and Co-Curricular activity etc.), such permissions for absence should be pre-approved by the university on recommendations by the respective heads/deans. Students with Medical Severity and/or injury that may have occurred in the institution/university campus where the university may be responsible for the occurrence of mishap shall also be granted permission for Re-exam by the university after properly ascertaining the reasons for such mishaps/sickness. Such incidents may be recommended for re-exam by the heads/dean. Students allowed or specially permitted by Deans/Principal; then, shall be given permission to apply for any number of courses (courses for which they have not appeared due to genuine reasons) in Re-Examination. For such re-exams, students do not have to pay any additional fees.
- The standard of conducting the Re-examination shall be the same as the normal SEE of the main semester.
- Re-exam approval on valid reasons should be entertained just once in the entire course duration/ Semester unless it is permitted by the Dean /Principal under special circumstances.
- In case of students' examination record like backlog etc. is from the older version of the curriculum due to any approved revision of curriculum by Academic Council and Whenever the structure/ Curriculum of the respective program changes and/or in case of non-availability of the failed course(s) for re-registration, the equivalent course(s) in the new structure/ Curriculum shall be decided/Proposed by the respective board of studies and faculty and shall be approved by Academic council.

4.13 Guidelines against Unfair means/ Malpractice

4.13.1 Student shall be entitled to have following punishments if he/she is found practicing unfair means or malpractice during conduction of examinations. Students are advised not to indulge in such act.

Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
1	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person),	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full.



	paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc., which could be of help or assistance to him in answering any part of the question paper.	The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs. (Two thousand Five Hundred Rupees) shall be imposed.
2	A student is found writing text, figures etc. on question paper and deliberately reveal his/her identity or intentionally makes irrelevant symbols, sketches etc. in answer book.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs (Two thousand Five Hundred Rupees) shall be imposed.
3	Found copying using any of the material mentioned in 1 above.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would NOT be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4000 Rs (four Thousand Rupees) shall be imposed.
4	The behavior of a student on being caught is unsatisfactory/not cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions. (1. A student attempts to discard, destroy and throw away his/her supplementary, question paper or any examination related prohibited material upon being caught. 2. A student deliberately found leaving the examination hall without submitting the answer book to block supervisor.)	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10000 Rs. (Ten Thousand Rupees) shall be imposed for all the students found copying. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the UFM committee.
5	Possession of another student's answer book or answer sheet with evidence of copying. (Student impersonates any other student in connection during examination.)	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidate found copying would NOT be allowed to appear for the examination of the cancelled paper in the subsequent chance.



		3. The other candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 4. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed for both the students.
6	Possession of another student's answer book or answer sheet. 1. A student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours.	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidates would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 5000 Rs. (five Thousand Rupees) shall be imposed for both the students.
7	Found having written a request for favors in an answer paper.	1. Annulment of the performance of students in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 1000 Rs. (One Thousand Rupees) shall be imposed.
8	Tampering/ interfering/ scratching with University Seal, or answer book or other stationery used in the examinations at any stage. A student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UFMC's recommendation.
9	Impersonation in any form at the University/College/Institute exam	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance.
10	Smuggling in/out of blank answer book/ answer sheet 1) To use as copying material. 2) Written answer book sheet based on the question paper set at the examinations.	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full.

	3) Written outside exam hall and inserting it with other answer book or any other insertions in the answer book. 4) Written answer book sheet and forging the signature of the invigilator thereon	2. The candidate would not be allowed to appear for the examination of the cancelled paper in the subsequent chance two chances. 3. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed.
11	Identical answers in the answer books reported by the Chairman/ Chief Examiner during valuation.	1. Annulment of the performance of both students in the particular paper at the University/College/Institution exam in full. 2. Candidates found copying would NOT be allowed to appear for the examination of the cancelled paper in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying.
12	Insertion of currency notes in exam paper or attempting to bribe any official of the University	1. Annulment of the performance of the student in the particular paper at the University/College/Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4,000 will be imposed, and the currency recovered would be deposited into the University account.
13	Repeat instances of involvement in UFM.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Debarment from exams would be decided by the UPMC. 3. A fine of INR 10,000 shall be imposed.
14	Involvement in multiple types of UFM in the same instance	1. Punishment in terms of annulment and debarment to be decided by the UPMC. 2. A fine would be imposed totaling the applicable fines for all applicable types of malpractices for which the candidate has been found guilty.
15	UFM in case of practical exam/dissertation/project/Jury/Viva	To be dealt with at par with punishments of the theory exams.
16	If a student is found guilty of plagiarism of a thesis/dissertation/project work/design studio project during the period of assessment	1. Resubmission of thesis/ dissertation/ project work in case of Ph.D/ Masters students, with the entire process of review conducted fresh. 2. Reduction in grade awarded would be decided by the UPMC. 3. Deferment of submission would be decided by the UPMC.
17	If a Candidate who is awarded PhD from the University is found guilty of plagiarism by the University	The degree awarded shall be withdrawn by the University.



18	If a student is found guilty of influencing the supervisor or any member of the adjudication committee or panel for viva voce or resorting to any UFM.	1. Reduction in grade awarded would be decided by the UPMC. 2. Punishment and fine would be decided by the UPMC.
19	Combination of more than 5 all the above UFM Norms.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UPMC's recommendation.

Table no. 4.13.1 Punishment Details for Unfair Means

4.13.2 All other type of offences, misconduct, and unfair means not mentioned above, shall be presented to Disciplinary Committee for Examination. Controller of examination in accordance to the norms of Sarvajanik University shall decide process of formation of Disciplinary Committee for Examination, taking evidence etc. Disciplinary committee should comprise of exam coordinator, TWO senior faculty members, and a representative of SU exam section.

4.14 Answer sheet viewing guidelines:

As per 19th Academic Council meeting on 22nd August 2025 by Resolution No. AC19_15 regarding Answer Book Viewing, students may apply for viewing of answer book strictly as per the approved guidelines. The process will be carried out only on submission of the prescribed answer book viewing request form with in the stipulated time frame.

5. Code of Conduct and Ethics for Students

5.1 Object

All students must know that it is mandatory for them to abide by this Code of Conduct and Ethics and the rights, responsibilities including the restrictions flowing from it. This code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and providing a system that promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.



5.2 Conduct and Ethics

- This Code shall apply to all kinds of conduct of students that occur on the Institute premises including in university sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
- At the time of admission, each student must sign a statement accepting this Code and by giving an undertaking that he/she shall be regular and must complete his/her studies in the Institute.
- Institute believes in promoting a safe and efficient climate by enforcing behavioral standards. All students must uphold academic integrity, respect all persons and their rights and property and safety of others; etc.
- All students must deter from indulging in any forms of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputation substantially. The various forms of misconduct include:
 - Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, color, region, language, disability, or sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
 - Any act of disrespect or insubordination or physical or mental mistreatment towards any staff members of the institute under any circumstances intentionally damaging or destroying Institute infrastructure or physical property or property of other students and/or faculty members
 - Any disruptive activity in a classroom or an event sponsored by the Institute
 - Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
 - Participating in activities including Organizing meetings and processions without permission from the Institute
 - Accepting membership of religious or terrorist groups banned by the Institute/Government of India
 - Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to law or policy.
 - Unauthorized possession or use of harmful chemicals and banned drugs
 - Possessing, consuming, distributing, selling of alcohol or any such addictive substances in the Institute and/or throwing empty bottles on the campus of the Institute

Parking a vehicle in a no-parking zone or area earmarked for parking another type of vehicles

- Rash driving on the campus may cause any inconvenience to others
- Theft or unauthorized access to others resources
- Misbehavior at the time of student body elections or during any activity of the Institute.
- Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- Students are not expected/ permitted:
 - To interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities.
 - To either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
 - To provide audio and video clippings of any activity on the campus to media without prior permission.
- Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulging in any such related activities having grave ramifications on the reputation of the Institute.
- Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tamper, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- Damage to, or destruction of, any infrastructure or property of the Institute, or any property of others on the Institute premises.
- Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition.



5.3 Breach of code of conduct

If there is a case against a student for a possible breach of code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

- i. **WARNING-** Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action. **RESTRICTIONS** -Reprimanding and restricting access to various facilities on the campus or classes for a specified period of time.
- ii. **COMMUNITY SERVICE** - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.
- iii. **MONETARY PENALTY-** May also include suspension or forfeiture of scholarship/fellowship for a specific time period.
- iv. **SUSPENSION-** A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.
- v. **EXPULSION** - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.
- vi. **INELIGIBILITY TO REAPPLY** for admission to the Institute for a period of three years, and
- vii. **WITHHOLDING THE GRADE CARD** or degree certificate for the courses studied or work carried out.

5.4 Appeal

- If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the principal. The principal may decide on one of the following:
- Accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this



Code which is commensurate with the gravity of the proved misconduct, Or Refer the case back to the committee for reconsideration.

- In any case, the principal's decision is final and binding in all the cases where there is possible misconduct by a student.

5.5 Academic Integrity

- Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.

5.6 Anti-Ragging

- The Institute has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.
- The Anti-Ragging Committee, as constituted and headed by the principal shall examine all complaints of anti-ragging and come out with recommendations based on the nature of the incident. The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.
- A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti- Ragging Committee:
 - i. Suspension from attending classes and academic privileges.
 - ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - iii. Debarring from appearing in any test/ examination or other evaluation processes.
 - iv. Withholding results.
 - v. Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
 - vi. Suspension/ expulsion from the hostels and mess.
 - vii. Cancellation of admission.

- viii. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- ix. In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment. 6.6.3.10. If need be, in view of the intensity of the act or ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities

5.7 Sexual Harassment

- The Institute's Policy on prevention and prohibition of sexual harassment at workplace, 2016 shall be applied. Students should note that "sexual harassment" includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:
 - i. Physical contact and advances
 - ii. A demand or request for sexual favors
 - iii. Making sexually colored remarks; or
 - iv. Showing pornography
 - v. Any other unwelcome physical, verbal or non-verbal conduct of sexual nature
- Where such conduct amounts to misconduct, appropriate disciplinary action should be initiated by the Anti-Sexual harassment committee in accordance with those rules.
- Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the institute shall initiate appropriate action in accordance with law by making a complaint with the appropriate authority.

5.8 Student Grievance Redressal

Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarized herein above can approach the Student Grievance Redressal cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognizance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

5.9 Mobile Phone policy

- This policy aims to ensure an effective teaching and learning environment in the institute. Phones can disrupt effective teaching and learning. Institute expects that



phones shall be switched off and kept in bags during the classes to avoid disrupting teaching and learning.

- Students must not indulge in any active or passive usage of the phones during the classes in the college. This means that phones must not be used for: Making calls, checking the time, Texting or used as a calculator.
- Mobile phones/headphones etc. must not be visible at all during the classes. Equipment must be switched off and stored in the students' bag.
- Headphones must not be worn during or between lessons, for reasons of safety and courtesy. Where appropriate, an individual member of staff may give permission for the use of a device for a specific educational purpose.
- Students must not use phones or MP3 players to broadcast music or transfer inappropriate material. No device should be used in the school to photograph or video students or staff without the authority of the principal. 6.9.5. If there is an emergency that requires communication with home, students must speak to a member of staff who will deal with the matter.
- In an emergency, parents/guardians should call the institute office and a message will be taken immediately to the student.
- In case, if students fail to adhere to the above-mentioned rules, their mobile phones will be confiscated immediately for thirty days by any staff member who detected the violation. If the student needs to their device earlier than thirty days, they shall pay a fine as the per the rules mentioned below:
- The student who needs the device on the same day as of confiscation, they shall pay a ₹500 fine in the college administration office along with an apology letter.
- The student who needs the device after 7 days of confiscation, they shall pay a ₹300 fine in the college administration office along with an apology letter.
- If a student persists to breach the rules as laid out in this policy, then the parents/guardians and the student will be requested to attend a meeting with the principal to discuss the issue.



ANNEXURE 1 Range of percentage for awarding the Grades for each component and Overall Course Grades

A. The range of percentage for awarding the grade is mentioned in the last column.

Grades	Percentage range
O	91-100
A+	81-90
A	71-80
B+	61-70
B	56-60
C	51-55
P	50
F	<50

B. Course grade point will be derived from the weighted average of grades scored in each passing head of that course and by up rounding the weighted average number.

Weighted Grade Point range for the course	Up-rounded grade point	Letter grade for the course
>9	10	O
>8	9	A+
>7	8	A
>6	7	B+
>5.5	6	B
>5	5	C
>=4	4	P
<4	0	F



ANNEXURE 2 Guidelines for Rechecking/ Reassessment

- i. For reassessment, students must apply within 3 working days after the declaration of the results or within the timeline given by the university.
- ii. If a student who has applied for reassessment is declared as "Pass" in the main assessment, the following criteria shall be applied
 - a. During the first reassessment, if the difference is less than 10% of the maximum marks for the course (e.g., if the total marks are 60, then less than 6 marks of difference), no second reassessment will be conducted, and no change of marks will be made.
 - b. However, if the difference is equal to or greater than 10%, a second reassessment will be conducted, and the final result will be the average of the best two marks obtained in the Regular Exam, Reassessment, and Second Reassessment of the course.
- iii. If a student has applied for reassessment and was declared as "Fail" in the main assessment, the following criteria shall be applied
 - a. During the first reassessment, if the student passes or becomes eligible to pass based on the given criteria, or if the difference is equal to or greater than 10%, a second reassessment will be conducted.
 - b. The final result will be the average of the best two marks obtained in the Regular Exam, Reassessment, and Second Reassessment of the course.
- iv. During the first reassessment, if the student is found to fail and the difference is less than 10% of the maximum marks of the course that the student can score, no second reassessment will be conducted. However, if during the first reassessment, the student is found to fail and the difference is equal to or greater than 10% of the maximum marks of the course, a second reassessment will be conducted. The result will be the average of the best two marks obtained in the Regular Exam, Reassessment, and Second Reassessment of the course.
- v. However, the result shall not be revised if it is adverse in reassessment.
- vi. Reassessment is permitted only in University Theory Exams and is not allowed for Internal, Viva, Practical, project evaluation, SEE, CCE components, Term Work, different phases of PG Dissertation exams, etc.
- vii. Reassessment for a maximum of 3 courses for a given semester is allowed, irrespective of the number of failures of the student in that particular semester.
- viii. Rechecking is allowed for as many courses as the student wishes.

- ix. The result of the student revised on account of reassessment shall not entitle the student to a medal/prize if it has already been awarded.
- x. Re-assessment and Rechecking are permitted in all semesters.
- xi. A student can apply for rechecking & and reassessment of his/her answer books only.
- xii. For reassessment and rechecking, no fee shall be refunded irrespective of whether the results are changed or not.
- xiii. The fees for rechecking, reassessment, and re-examination are Rs. 150/-, Rs. 300/-, and Rs. 750/- per course, respectively, and may change from time to time as determined by the university.
- xiv. A student declared failed with grade 'F' will have to repeat the Thesis / Dissertation, on the same topic or a new topic, in a subsequent academic year along with regular students. Upon successful completion, the student shall be awarded Grade based on the improved performance.



Annexure 3 Setting question paper and Evaluation

- All paper setters once received the order from university shall have to send question paper(s) of mentioned course(s) in orders to the exam department, at the beginning of each examination session, whether summer or winter.
- At the beginning of each examination session, the university /Examination department shall receive three question papers for each course of every offered program whose exam shall be conducted. Three Question papers will be received preferably from three different paper setters and if not available then from the single/two paper setters, with specific codes like S23_R, S23_B etc., in single cover type "C" as per given guidelines. For Jury-Viva mode of examination in SEE, **the examiner will submit the SEE Criteria Sheet to OSD in advance/prior to the day of exam , The SEE sheet should contain Aim, Objectives, Deliverables and Expected outcome of the Design Project work/ assignment along with evaluation criteria. OSD will forward the same to University office for record purpose after completion of regular examination of all courses.**
- Controller of Examinations can cancel the appointment of any Question Paper Setter or Examiner in case of any misappropriation or willful negligence of duties on the part of the Question paper setter or examiner and the matter shall be reported to the authority of Sarvajanik University. Any request for cancellation of appointment as a paper setter or assessment examiner can be approved and the subsequent name of the paper setter or examiners can be appointed as per the advice of the Dean of faculty.
- Separate guidelines for setting up the question paper, instructions to the paper setter and method of submission of the question paper can be devised by the controller of examination time to the prevailing guideline is as per ANNEXURE 1
- One question paper shall be arbitrarily selected using a computer, by Sarvajanik University authorities out of available three/or more sets from previously received question papers. The process shall be carry out preferably the day before the actual examination. Selected question papers of all courses shall be separated and sent to exam centers at various institutes. On each selected question paper envelope, the Time, Date and Exam name sticker shall be pasted, which was kept empty by the paper setter as per the template.

A. The question papers for the **Semester End Evaluation** may adhere to the following guidelines. By following these guidelines, the question papers can effectively evaluate students' understanding, application, and critical thinking skills in line with the prescribed curriculum.

- i. **Coverage of Course Curriculum:** The question papers must cover the entire Course Curriculum as per the weightage of the modules specified in the approved curriculum of the program.
- ii. **Assessment of Learning Outcomes:** The questions should be framed in a manner that properly assesses the Learning Outcomes of the course. This includes evaluate the student's ability to recall information, understand the course material, apply concepts in real-life situations, analyze, evaluate and create information.
- iii. **Application of Revised Bloom's Taxonomy:** The University Term End Examinations shall aim to examine various levels of cognitive learning as per the Revised Bloom's Taxonomy specified in the approved curriculum. The questions should aligned with these cognitive levels, include knowledge recall, comprehension, application, analysis, evaluation, and creation.
- iv. **Analytical and Applied Questions:** The question paper should include analytical and applied questions that encourage original thinking and the application of theory. This helps assess the student's ability to analyze information, think critically and apply their knowledge to practical scenarios.
- v. **Adequate Choice for Students:** The paper setters should provide adequate choice to the students while answering the questions. Approximately 30% of the questions (by weightage) can be of a compulsory type, where students must answer them, while the remaining questions should offer options for students to choose after.

B. Please ensure that the question papers align with below mentioned guidelines for a comprehensive and fair assessment of the students' knowledge and abilities.

- i. Each question paper must contain the name of the examination, the name of the Course, the total marks assigned, the duration of the paper, the question paper code and special directions, if any. The format of the Question paper for each faculty/course shall be forwarded to the paper setter along with the paper setter order.
- ii. The marks assigned to each question shall be noted against the question on the question papers except when it is stated that all questions carry equal marks. The



maximum marks for the whole paper shall also be noted at the top of each question paper.

- iii. All the question papers shall be complete in respect of headings and directions to candidates, if any and in form.
- iv. All the pages shall be numbered.
- v. Any “special direction to candidates” and instructions regarding the answering of different sections in different answer books, the number of questions to be answered or the choice amongst them shall be specific, precise and free from ambiguity.
- vi. No question shall be set calling for a declaration of religious or political belief on the part of the candidate.
- vii. Information regarding drawing sheets, squared paper, tables and charts if any to be supplied to the candidates may be given in the question paper itself to avoid wastage and delay.
- viii. Questions must be set with relation to the prescribed program of study and the contents recommended in approved curriculum.
- ix. Questions shall not be a mere reproduction from text books or from earlier examinations of Universities.
- x. The question shall not be vague or farfetched, or beyond the standard prescribed and shall be evenly distributed over the whole program of study and the books prescribed.
- xi. The paper setter shall also provide the answer key for each question paper. The answer key should be detailed in case of numerical questions, and should indicate scoring parameters in case of theoretical questions.
- xii. The paper-setter shall personally deposit the question paper in a sealed envelope –or method prescribed by the University office.

C. Following is required to submit by paper setters in hard copy:

- i. **Small Cover A:** One set of Question Paper, as per the predefined template of the question paper (should not be handwritten) printed on good quality paper, sealed in an envelope. Ensure that there is a blank space as specified in the template, specifically for Exam Date, Time, and Exam name shown in red text. The copy should be clearly legible.
- ii. **Small Cover B:** One set of a) Analytics document and b) Answer key for the set question paper, undertaken by the paper setter as per the provided format.



- iii. **Larger Cover C:** Both envelopes A and B should be sealed and kept in a third envelope (Larger Cover C). This envelope should be delivered in person or in a group from institutes to the Sarvajanic University examination section.

D. The following information should be printed/written on the envelopes (in case of non-availability of printed covers). The blue color specifies variable fields that need to be appended as per the target details:

Sarvajanic University		K
		
Program name: Bachelor of Architecture * Semester: 1		
Course Code: MGMB19105 Set: S23_Y (keep only one) Course Name: Managerial Communications (MC)		
Name of the Paper setter: Ms. Swapna Nair Name of institute : S. R. Luthra Institute of Management		
Kindly Tick one Envelope Contents: (Question Paper ☐ / Answer key-analytics-undertaking ☐ / Both ☐) Cover Opened by(Name and sign): _____ Date and Time: _____		



ANNEXURE 4



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SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

Circular

To:
The Principals and Deans
All Constituent Colleges of Sarvajani University.

Subject: Implementation of External Examiner Guidelines
(Applicable to UG & PG Programs)

Dear Sir/Madam,

As part of strengthening academic quality and ensuring transparency in assessment, the University has framed **External Examiner Guidelines (Applicable to UG & PG Programs)**. These guidelines outline the eligibility, appointment process, and responsibilities of external examiners for practical courses. The same has been approved in the **19th Academic Council** meeting held on 22nd August 2025 by **Resolution No. AC19_15**.

You are hereby requested to **propose a panel of eligible external examiners for all applicable practical courses under your institute** as per the attached guidelines. Please ensure that the nominated examiners meet the prescribed criteria regarding qualifications, experience, geographical proximity, and independence.

Kindly submit the proposed panel in the prescribed format to the undersigned **on or before 15th September 2025** to facilitate timely approval and appointment. We seek your kind cooperation in implementing this academic process effectively.

Attachment: External Examiner Guidelines (UG & PG Programs)

Note: - For any clarification, feel free to reach out at exam@sarvajanikuniversity.ac.in.

With Regards,

SU/20250825/0687
Dt. : 25/08/2025




I/c. Registrar
Sarvajani University,
Surat.

Encl: The External Examiner Guidelines at Sarvajani University and the format for the External Examiner Board.





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info@sarvajanikuniversity.ac.in

External Examiner Guidelines

(Applicable to UG & PG Programs)

1. Purpose & Scope

External Examiners play a vital role in providing independent assurance that academic standards, assessment practices, and student achievements meet Sarvajani University's benchmarks. Their involvement ensures fairness, transparency, and alignment with institutional and regulatory requirements.

These guidelines apply to all **Undergraduate (UG)** and **Postgraduate (PG)** programs of Sarvajani University.

Deans and Principals of all constituent institutes are requested to propose a panel of external examiners to form the External Examiner Board for all applicable practical courses.

2. Appointment & Eligibility Criteria

- **Qualifications & Experience**

- An External Examiner must meet at least one of the following criteria:
 - Hold an academic position at or above the program level (e.g., Assistant Professor, Associate Professor, Professor).
 - Possess a minimum of 10 years of relevant professional experience in the subject area.
- Additionally, the examiner should have recent examining experience relevant to the role.

- **Geographical Proximity**

- The primary institution or workplace of the External Examiner must be located within 200 km of the Sarvajani University campus to ensure feasible participation.
- If the location exceeds 200 km, prior approval from the Provost is mandatory.
- Travelling Allowance (TA) will be provided as per the prevailing University norms.





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info@sarvajanikuniversity.ac.in

- **Independence & Conflicts of Interest**

- The examiner must not hold any conflicting affiliations, including close professional, contractual, or personal relationships with faculty or students, recent employment at the appointing institution, or reciprocal examining arrangements.

- **Term of Appointment**

- The appointments of external examiner shall be for three years, extendable by one additional year in exceptional cases.

3. Onboarding & documentation.

- The University shall issue a formal appointment letter to the External Examiner, document and verify all required professional and personal records, and require submission of all travel-related documents in the prescribed format to claim TA/DA.

4. Key Responsibilities & Duties

External Examiners play an essential role in ensuring that the assessment of practical subjects is fair, transparent, and aligned with the University's academic standards. The following responsibilities apply to all appointed examiners for Undergraduate (UG) and Postgraduate (PG) programs:

- Review University guidelines, course syllabus, marking criteria, and practical assessment rubrics if any.
- Observe and evaluate students' performance in practical examinations objectively.
- Award marks based on consistency, fairness, and established University standards.
- Maintain confidentiality of examination content and student performance
- Discuss borderline cases to ensure fair judgement.





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ANNEXURE 5

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R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India

Contact: 9979102021/9712930321

Email: admin@sarvajanikuniversity.ac.in

info@sarvajanikuniversity.ac.in

Circular

**Subject: Circulation of Approved Guidelines & Request Form for Viewing
of Answer Books**

This is to inform all constituent colleges, principals, and concerned departments that the *Instructions & Guidelines for Viewing of Answer Book* as well as the *Answer Book Viewing Request Form* have been approved in the 19th Academic Council meeting held on 22nd August 2025 by Resolution No. AC19_15.

Henceforth, students may apply for viewing of their answer books strictly as per the approved guidelines. The process will be carried out only on submission of the prescribed *Answer Book Viewing Request Form* within the stipulated time frame.

All colleges and principals are hereby requested to ensure wide circulation of these guidelines among students and to implement the same in letter and spirit.

With Regards,

SU/20250902/0726

Dt. : 02/08/2025



I/c. Registrar
Sarvajani University,
Surat.

- Encl:** 1. Instructions & Guidelines for Viewing of Answer Book.
2. Answer Book Viewing Request Form.



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info@sarvajanikuniversity.ac.in

Instructions & Guidelines for viewing of Answer Book

In order to uphold **transparency** and maintain the **integrity** of the examination system, Sarvajani University provides a facility for students to view their assessed answer books, subject to the following terms and conditions:

1. Eligibility

- Only students whose results have been officially declared by the University are eligible to apply.
- This facility is applicable **exclusively** for *University Theory Examinations only*.

2. Application Procedure

1. The student must submit an online application in the **prescribed format** within **five (5) days** from the date of declaration of the Re-assessment result.
2. The application must be accompanied by:
 - Proof of fee payment (non-refundable) of **Rs. 2000/- per answer book**.
 - Copy of the result.
 - Hall Ticket.
 - Valid Photo ID.
3. A hard copy of the application form along with the above documents must be submitted to the **SU Examination Section** within the stipulated time.
4. **Incomplete applications** will be summarily rejected. Fees paid will neither be refunded nor adjusted.

3. Viewing Process

- The University will schedule the viewing session **within five (15) working days** of receiving the application.
- The viewing will take place in the presence of a duly constituted committee comprising:
 - Subject Expert.
 - OSD (Assessment Coordinator).
 - SU Examination Section Representative.





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info@sarvajanikuniversity.ac.in

- Only the concerned student is permitted to attend the viewing session.
- No accompanying persons, including parents, guardians, or legal representatives, will be allowed.

4. Code of Conduct During Viewing

- Students must carry the relevant question paper only; no pens, pencils, books, notes, mobile phones, cameras, or electronic gadgets are permitted.
- **Original Hall Ticket** and **valid Photo ID** are mandatory for identification before entry.
- Students are prohibited from damaging, defacing, or removing answer books. Any such act will invite disciplinary action under the University's *Unfair Means* regulations.
- The entire process will be conducted under **CCTV surveillance**.

5. Scope of Verification

The committee shall verify:

- Accuracy of transferring question-wise marks to the cover page.
- Correctness of total marks calculation.
- Whether all questions/parts have been assessed.
- Any other matter deemed necessary by the committee.

6. Post-Viewing Action

- If discrepancies are found, the committee may recommend correction of marks and/or reassessment.
- A formal report will be submitted to the University by the committee.
- Any rectification in results shall be subject to the recommendation of the committee and approval of the Provost.
- Any revised marks/grades will be communicated to the student through the Dean/Principal of the concerned college/institute and updated grade sheet shall be issued for the same.
- The prevailing University regulations, as amended from time to time, shall apply to all applicants.
- All rights in this matter are reserved with the Sarvajani University, and its decisions shall be final and binding.





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info@sarvajanikuniversity.ac.in

Answer Book Viewing Request Form

Enrollment No.		Date of Request	
Student Full Name			
Institute Name			
Program			
Mobile Number		Email	
Details for Answer book Viewing			
Name of Exam		Type of Exam	
W-2025		Regular / backlog / Remedial / Int. Backlog	
Semester		Date of Result	
Notification No. of Result			
Sr. No.	Course code	Course Name	Course Name
Fees / Course		Total Fees	
2500		2500* =	
Sign. Of Applicant:		Date:	
Forwarded through			
Principal / Dean / Director		Institute Stamp	
For Office Use			
Total Fees		Mode	
Rs. _____		☐ Cash ☐ Online	
Transaction ID / Ref. No.			
Document Proceed by	Name	Designation	Signature

Note : 1) Applicant is requested to attach the copy of the result

Approved by,
Hon'ble Provost
Sarvajani University



ANNEXURE 6



Admin SU <admin@sarvajunikuniversity.ac.in>

Committee to discuss and define academic terms

1 message

jayesh desai <jayesh.desai@sarvajunikuniversity.ac.in>

7 October 2024 at 13:50

To: Admin SU <admin@sarvajunikuniversity.ac.in>, Registrar SU <registrar@sarvajunikuniversity.ac.in>

Please find attached initial draft report of Committee to discuss and define academic terms.

Regards,

Dr. Jayesh N. Desai

 **Academic definitions committee submission.docx**
19K



Terminology	Condition	Results / Examinations	Semester in/out	Fees Refund		ERP Status	Backlog exams
				Tuition Fees	Exam Fees		
Drop out	- Student has paid fees/not paid fees and not attending classes and not fulfilling regular /academic requirements of semester. He/she has not updated college about any intentions - Student has paid fees attended classes and fulfilled regular academic requirements of semester, but not filled exam form.¹	Academic records are to be declared based on the last term granted / exam appeared. Records to be archived for 2 years.	- If a student seeks re admission within 2 years, enrolment can be activated based on archived results / term granted after considering progression rules. Provided students had not joined any institution for adding academic credit. - If a student seeks readmission within 2 years but has added academic credits—his/her readmission will take place as per lateral admission / transfer admission policy and a new enrolment number will be generated. - If a student seeks readmission after 2 years— in all circumstances new admission will be considered as per lateral admission / transfer admission policy or multiple entry-multiple exit and new enrolment number will be generated.	No refund of fees except for first Sem students. Fees shall be refunded to first semester students as per refund policy of SU/ UGC time to time	No refund of Fees	to be finalised in consultation of ERP Vendor	1. See notes below for backlog of students who have 'Drop ed out' or 'left/A dmissi on cancel led'
Left / Admission cancel	Student has paid fees/not paid fees and not attending classes and not fulfilling regular academic requirements of semester. He/she has informed college about unwillingness to continue further studies.						

Terminology	Condition	Results / Examinations	Semester in/out	Fees Refund		ERP status	Backlog exams
				Tuition Fees	Exam Fees		
Withdrawal	As per SU office NAD does not accept any other symbols other than approved symbols for ABC Id. In this background it was resolved to remove 'Withdrawal' and its symbol 'Wd' from academic terms. Instead students withdrawing from exams will be marked 'Ab' in mark-sheet.						
Term not granted	Student has not fulfilled minimum attendance requirements and/or failed to fulfil academic requirement of the semester.	All previous semesters/ examinations can be declared	progression not allowed to next semester till the semester of withdrawal / term not granted is cleared	no refund	no refund		Allowed to appear for all previous backlogs examinations
Detained	Student whose term was granted but failed to fulfil sufficient requirements for progression to enter in the next semester / year.	All previous semesters/ examinations can be declared	progression not allowed until sufficient credits and other academic requirements for progression is met with.	100 % refund of fees or carry forward fees to the next term when student becomes eligible for progression.	to refund	Detained	Allowed to appear for all previous backlogs examinations

Note

- Entry of CIE should have been done by the institute in ERP at the time of granting the term. (in case students term granted but drops out of appearing for examination)
- Backlog exams for 'Drop out' and 'Left/Cancelled'
 - In case of 'Drop out' Previous backlog exams are permitted.
 - In case of 'Left/Cancelled' permission can be given on case to case bases as per 'Dean/Principal's recommendation. Particularly student who have left and taken admission in other University will not be allowed backlog.





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SU/20250403/019

Date: 03rd April 2025

MINUTES

The 17th Academic Council of Sarvajani University was held on **Wednesday, 08th January 2025 at 11:00 AM** at the Conference Room, Sarvajani University.

The following members remained present.

1	Prof. Dr. Kiran Pandya (Hon'ble Provost, SU and Chairman, Academic Council)
2	Mr. Ashish Desai (I/c Registrar and Member-Secretary)
3	Dr. Hiren Patel , Dean, Faculty of Engineering and Technology, SU
4	Prof. Persi Engineer , Dean, Faculty of Architecture, Design, Planning and Technology, SU
5	Dr. Jayesh Desai , Dean, Faculty of Management, SU
6	Dr. Banti Shah , Dean, Faculty of Commerce, SU
7	Dr. Bhadresh Dalal , Dean, Faculty of Law, SU
8	Dr. Divya Mehta , Dean, Faculty of Humanities, SU
9	Dr. Jimmy Kapadia , Teacher from University nominated by the Provost
10	Dr. Jay Bergi , Teacher from University nominated by the Provost
11	Shri K. R. Desai , Eminent academician from outside the University nominated by the President
12	Mr. Jayesh Pushtiwala , Invitee
13	Mr. Girish Solanki , Invitee

Dr. Chaulami Desai, Dean, Faculty of Science, **Dr. Shikha Samaiya**, Dean, Faculty of Arts, and **Dr. Pruthul Desai**, Eminent academician from outside the University nominated by the President were granted leave of absence.

Hon'ble Provost Prof. Dr. Kiran Pandya extended greetings and welcomed all Hon'ble members of the Academic Council to the meeting.

Thereafter the proceedings of the meeting were conducted by I/c Registrar, Mr. Ashish Desai.





Agenda No. AC17_5

To take note of and approve the letter received from SCTCC regarding Proposal for Certificate Course titled "Executive Programme in Banking."

Resolution No. AC17_5

The letter received from SCTCC regarding the Proposal for the Certificate Course titled "Executive Programme in Banking" was noted. The members principally approved that SCTCC may proceed with starting the Certificate Course titled "Executive Programme in Banking." It was further decided that the certificate to be issued to the students must be approved by the university at the earliest before the announcement of the course.

(Encl. No. 6)

Agenda No. AC17_6

To discuss and approve the report of committee regarding the definition the 5 following academic terms (1) Drop Out (2) Term Not Granted (3) Detained (4) Left/Cancellation of admission (5) Form Withdrawal.

Resolution No. AC17_6

The report of the committee regarding the definitions of the following academic terms:

- (1) Drop Out
- (2) Term Not Granted
- (3) Detained
- (4) Left/Cancellation of Admission
- (5) Form Withdrawal

was presented, discussed, and subsequently approved by the Academic Council.

(Encl. No. 7)

Additionally, it was resolved to form a committee consisting of the following members for the purpose of overseeing the implementation of these terms in the ERP system:

- Dr. Jayesh Desai
- Dr. Jayesh Pushtiwala (ERP Committee Convener, SU)
- Dr. Bhadresh Dalal
- Mr. Ashish Desai, I/c Registrar, SU

The committee will ensure the appropriate integration and application of these definitions in the ERP system.

Agenda No. AC17_7

To take note of and approve the details of intake and seat matrix for the 2024-25 admission process.

Resolution No. AC17_7

The Academic Council noted the intake and seat matrix for the 2024-25 admission process as submitted by all constituent colleges.



ANNEXURE 7 Sarvajanik University - Divyangjan Policy



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Sarvajanik University

Divyangjan Policy

Sarvajanik University - Divyangjan Policy



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Mission

Right of Persons with Disabilities Act, 2016 prohibits discrimination against individuals with physical and mental disabilities. Sarvajanik University (SU) is against all kinds of discrimination on any grounds including disability. Sarvajanik University (SU) intend to advance a comprehensive and inclusive teaching and learning environment in which incapacitated students and employees are not distraught or treated unfavourably. All the authorities of the University are striving in order to extending a helping hand towards the differently abled so as to make sure about the Benefits of grounds programs, administrations, and activities. These guidelines apply to all the Students, Faculty and Staff of the University.

Objectives

- To create inclusive culture to avoid discrimination, exploitation and exclusion of disabled students and staff from all spheres of work and education.
- To create suitable regulatory mechanism for effective delivery of services to Disable Students and Staff of the University.
- To ensure implementation of all legislations with respect to persons with disabilities.
- To provide accessible and inclusive education at the University.
- To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.

Disability

Disability is a term that includes motor and sensory limitations (e.g., mobility, vision, or hearing impairments). It also includes disabilities resulting from chronic illnesses and syndrome, invisible disabilities, such as psychological and emotional disorders, learning disabilities, heart disease, diabetes, asthma, arthritis, epilepsy, Acquired Brain Injuries (ABI), and Acquired Immune Deficiency Syndrome (AIDS) are also included in the term disability. Many disabilities vary in degree and type of limitation; therefore, accommodations must also vary and should be tailored to the needs of the individual.

Qualified Person with Disability

The expression "qualified individual with a disability" alludes to a person with a disability who is qualified to participate in any given university program or activity.



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With regard to enrolment, a certified individual with a disability must fulfil the scholastic guidelines required for affirmation and meet the scholarly necessities set up for any given course, degree, or certificate program. With respect to employment, training, work assignments, and promotion, a qualified individual with a disability must be able to perform the minimum essential functions of the job. However, relaxation shall be allowed as per the Government rules.

Accessibility

Providing access means making all the University services, activities and the benefits thereof, fully available to qualified people with disabilities. The University should provide various provisions in creating a disabled friendly campus. The University administration and faculty members should ensure appropriate/reasonable accommodations for each person with a disability and be willing to resolve access problems. The campus should be barrier free and accessible for persons with differently able. The following principles of accessibility will be strictly observed:

- All activities and events must be accessible to differently abled students and staff.
- To ensures the awareness programs for university administrators to accommodate special needs of disabled students.
- To provide equal access to library facilities to students with disabilities.
- To ensure representation of all types of disabilities listed in Rights of Persons with Disabilities Act, 2016 and other government regulations.

Scribes For Examination

There are some students who feel difficult to take the examination and they need scribes with them. The University provides or allows the students to take the help of scribes in the examination as per guidelines issued by UGC vide notice no.: F. No. 6-2/2013 (SCT), dated: 14th January, 2019.

In which, the following guidelines are to be followed:

- a) The blind student may select the scribe.
- b) The scribe need not have a qualification lower than that of the student, provided that the scribe should not have the qualification (with the same optional and languages) pertaining to the examinations, which the student is writing (for ex: a student who has completed B.A. or M.A. can be a scribe for the student who is taking B. Sc. Examinations).



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- c) A physically disabled/blind/hearing impaired candidate and the scribes for such a candidate shall be allowed an extra time of 20 minutes per hour.
- d) As the hearing-impaired students are having language problems, possibilities of grammar mistakes, mistakes in building the sentences are there. Hence, the answer papers shall be identified separately and evaluated with additional care.

Facilities Available for Employee and Students

- a) **Physical Facilities:** The University provides special facilities for the differently abled students and persons to provide them opportunities to acquire quality education and to bring them into the main stream of the society. The University has a social responsibility and perception that differently abled students should be respected and treated as a normal human being.
- b) **Ramp/Rails:** The University has a special facility of ramp and rails for the differently abled students. The main entrances and exits clearly identifiable and easily accessible and it can accommodate wheelchair users. Steps and ramps have hand railings and the entrance permitting access to a conveniently located lift.
- c) **Rest Rooms:** Separate toilets are available for people with disabilities. They are clearly identifiable and accessible. The doors are wide enough and lockable from inside and releasable from outside. There is enough manoeuvring space inside. All floor surfaces are slip resistant. Mirrors, flushing arrangements, dispensers mounted at appropriate heights.
- d) **Provision for Lift:** Parking for people with disabilities is available near the building. This is easily accessible to cross-disability groups equally. Accessible indoor parking spaces are located close to the lift. The doors should be wide enough to accommodate wheelchair users and the space inside is sufficient for them. Appropriate heights control panels and the large buttons are embossed. Visual and audible signals indicating the arrival at different floors is available.

The Policy will be reviewed as per the requirement from time to time.





Appointments of Amanuensis for Writing Examination

- (1) Amanuensis shall be provided on request made by the student to the Head of Department/Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported with a Medical Certificate from authorized Medical Officer under the following cases:
 - (a) Candidates having impairment of movement in arms and hands can read independently but have problem in writing.
 - (b) locomotors impaired and cerebral palsy students.
 - (c) Sudden illness rendering the candidate unable to write.
 - (d) an accident involving injury rendering the candidate unable to write
- (2) The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- (3) The Examination Sub-Committee shall select suitable amanuensis from an institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- (4) A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- (5) The amanuensis shall be paid an honorarium as prescribed by the University from time to time.
- (6) No extra fee shall be charged from the student for providing the facility of amanuensis.
- (7) For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one-hour extra time shall be worked out on the basis of twenty minutes per one- hour criteria.





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ANNEXURE 8

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Circular

Subject: Implementation of the modified Unfair Means (UFM) norms

This is to inform all constituent colleges, principals, and concerned departments that the **modified Unfair Means (UFM) norms** for handling examination-related UFM cases have been approved in the 19th Academic Council meeting held on 22nd August 2025 by Resolution No. AC19_15.

Henceforth, if any student is found indulging in UFM during University examinations, the **Unfair Means Committee (UFMC)** will conduct an inquiry and decide the punishment as per the approved rules.

All colleges and principals are hereby requested to strictly implement these guidelines and ensure that students are made aware of the same.

With Regards,

SU/20250825/0688
Dt. : 25/08/2025




I/c. Registrar
Sarvajani University,
Surat.

Encl: The modified Unfair Means (UFM) norms.



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Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
1	Possession by a candidate or having access to books, notes (on any paper, question paper, hall ticket, ruler or on the person), paper, another student's answer book or any other material, whether written, inscribed, engraved or electronic or any other devices such as cell phones, digital diary, programmable calculator, pen scanner, Bluetooth equipment, smart watches etc., which could be of help or assistance to him in answering any part of the question paper	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs. (Two thousand Five Hundred Rupees) shall be imposed.
2	A student is found writing text, figures etc. on question paper and deliberately reveal his/ her identity or intentionally makes irrelevant symbols, sketches etc. in answer book.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. The student shall be awarded grade F in that course. 2. Candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 2500 Rs (Two thousand Five Hundred Rupees) shall be imposed.
3	Found copying using any of the material mentioned in 1 above.	1. Annulment of the performance of the student in the particular paper at the University/ College/ Institution exam in full. 2. Candidate would NOT be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4000 Rs (four Thousand Rupees) shall be imposed.





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Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
4	The behavior of a student on being caught is unsatisfactory/no cooperative or the student uses resistance/violence against the Invigilator or any person on examination duty or consistently refuses to obey the instructions. (1. A student attempts to discard, destroy and throw away his/her supplementary, question paper or any examination related prohibited material upon being caught. 2. A student deliberately found leaving the examination hall without submitting the answer book to block supervisor.)	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10000 Rs. (Ten Thousand Rupees) shall be imposed for all the students found copying. 4. Depending on the gravity of the offence, the case may be referred to the Police and permanent debarment from exams may be considered on the recommendation of the UFM committee.
5	Possession of another student's answer book or answer sheet with evidence of copying. (Student impersonates any other student in connection during examination.)	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidate found copying would NOT be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. The other candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 4. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed for both the students.





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Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
6	Possession of another student's answer book or answer sheet. 1. A student is found giving or receiving assistance in answering the question paper to or from any other student/person in the examination hall or outside during the examination hours.	1. Annulment of the performance of the both students in the particular paper at the University/ College/ Institution exam in full. 2. Candidates would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 5000 Rs. (five Thousand Rupees) shall be imposed for both the students.
7	Found having written request for favors in answer paper.	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 1000 Rs. (One Thousand Rupees) shall be imposed.
8	Tampering/ interfering/ scratching with University Seal, or answer book or other stationery used in the examinations at any stage. A student changes contents of the evaluated answer scripts or adds contents in the evaluated answer script or changes marks assessment inside and or outside of answer script or forges signature of the Course Instructor/Invigilator while showing answer script to the student after evaluation.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UFMC's recommendation.





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Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
9	Impersonation in any form at the University/College/Institute exam	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Candidates would NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance.
10	Smuggling in/out of blank answer book/ answer sheet 1) To use as copying material. 2) Written answer book sheet based on the question paper set at the examinations. 3) Written outside exam hall and inserting it with other answer book or any other insertions in the answer book. 4) Written answer book sheet and forging the signature of the invigilator thereon	1. Annulment of the performance of student in the particular paper at the University/ College/ Institution exam in full. 2. The candidate would not be allowed to appear for the examination of the cancelled paper in the subsequent chance two chances. 3. A fine of INR 5000 Rs. (Five Thousand Rupees) shall be imposed.
11	Identical answers in the answer books reported by the Chairman/ Chief Examiner during valuation.	1. Annulment of the performance of both students in the particular paper at the University/College/Institution exam in full. 2. Candidates found copying would NOT be allowed to appear for the examination of the cancelled paper in the immediate subsequent chance. 3. A fine of INR 10000 Rs (Ten Thousand Rupees) shall be imposed for all the students found copying.





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Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
12	Insertion of currency notes in exam paper or attempting to bribe any official of the University	1. Annulment of the performance of the student in the particular paper at the University/College/Institution exam in full. 2. The candidate would be allowed to appear for the examination of the cancelled paper in the subsequent chance. 3. A fine of INR 4,000 will be imposed, and the currency recovered would be deposited into the University account.
13	Repeat instances of involvement in UFM.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. Debarment from exams would be decided by the UFMC. 3. A fine of INR 10,000 shall be imposed.
14	Involvement in multiple types of UFM in the same instance	1. Punishment in terms of annulment and debarment to be decided by the UFMC. 2. A fine would be imposed totaling the applicable fines for all applicable types of malpractices for which the candidate has been found guilty.
15	UFM in case of practical exam/dissertation/project	To be dealt with at par with punishments of the theory exams.





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Sr. No.	Unfair Means adopted by the Examinee	Type of Punishment
16	If a student is found guilty of plagiarism of a thesis/dissertation/project work during the period of assessment	1. Resubmission of thesis/ dissertation/ project work in case of Ph.D/ Masters students, with the entire process of review conducted a fresh. 2. Reduction in grade awarded would be decided by the UPMC. 3. Deferment of submission would be decided by the UPMC.
17	If a Candidate who is awarded PhD from the University is found guilty of plagiarism by the University	The degree awarded shall be withdrawn by the University.
18	If a student is found guilty of influencing supervisor or any member of adjudication committee or panel for viva voce or resorting to any UFM.	1. Reduction in grade awarded would be decided by the UPMC. 2. Punishment and fine would be decided by the UPMC.
19	Combination of more than 5 all the above UFM Norms.	1. Annulment of the performance of the student in the particular semester/session at the University/College/Institution exam in full. 2. The student will NOT be allowed to appear for the examinations of the cancelled semester/session in the immediate subsequent chance. 3. A fine of INR 10,000 will be imposed on all students found copying. 4. Depending on the seriousness, the case may be referred to the Police and permanent debarment from exams may be considered, based on the UPMC's recommendation.



Unfair Means (UFM) Policies For Visual Arts Practical Exams

1. Plagiarism / Copying Work

- Submitting artworks, designs, or projects that are directly copied from others (peers, internet, or professional artists) without acknowledgment.
- Passing off printed, digital, or traced images as original work.
- Reproducing images from Google, Pinterest, or stock photos without modification or acknowledgment.

Forgery of Styles

- Claiming a copied painting style or composition (e.g., Van Gogh, Hussain, Bhatt) as one's own creation without citation or context.

2. Unauthorized Assistance

- Taking help from someone else during studio exams, live practical, or juries.
- Using outside professionals, craftsmen, or digital tools to make your work without disclosure.

3. Misrepresentation of Work

- Submitting old assignments, previously graded projects, or others' work as fresh exam submissions.
- Presenting collaborative work as entirely individual.

4. Use of Prohibited Materials

- Bringing in pre-prepared stencils, printed materials, or ready-made art objects where originality is expected.
- Using AI-generated or digital works where the exam is for manual/practical execution (unless permitted).
- Submitting AI-generated or heavily filtered digital artworks without disclosure.



5. Unethical Alterations

- Altering artworks after submission or jury without permission.
- Tampering with evaluation sheets, marks, or signatures.
- Printing a digital image and claiming it was painted or drawn by hand.
- Mixing digital and manual work without telling the examiner.

6. Misconduct During Examination

- Disturbing others in the studio or attempting to exchange drawings, notes, or references.
- Hiding or damaging someone else's work to gain advantage.

7. False Documentation

- Forging attendance, certificates, or signatures on practical logbooks, internship reports, or portfolios

General Guidelines to Stay Safe

- Always produce **original, self-created work**.
- Keep a **process record / progress file** (sketches, references, drafts) to prove originality.
- Take only **permitted reference material** inside the exam/studio.
- Be transparent if outside resources/tools are used (e.g., photography references, screen-printing technicians).
- Follow the **time, material, and conduct rules** strictly as given by the institution.



ANNEXURE 9



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Circular

Subject: Circulation of Approved SQUAD – Rules and Regulations at Sarvajanik University

This is to inform all constituent colleges, principals, and concerned departments that the document on ***SQUAD – Rules and Regulations at Sarvajanik University*** — containing the *Rules and Regulations*, the *Squad Member Examination Reporting Format*, as well as the *Remuneration Format and Rules for Squad Members* — has been approved in the 19th Academic Council meeting held on 22nd August 2025 by Resolution No. AC19_15.

The Sarvajanik University shall constitute **Squad teams for surprise assessment and fair conduct of examinations** at all constituent institutes/colleges/centers of the University. Henceforth, all examination-related squad duties shall be carried out strictly in accordance with the approved rules and prescribed formats.

The detailed procedure for execution of squad visits shall be carried out by the University Examination Section as per the enclosed document.

With Regards,



SU/20250902/0727
Dt. : 02/08/2025


I/c. Registrar
Sarvajanik University,
Surat.

- Encl: 1. The SQUAD – Rules and Regulations at Sarvajanik University.**
2. The Squad Member Examination Reporting Format.
3. The Remuneration Format and Rules for Squad Members.



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SQUAD - Rules and Regulations at Sarvajani University

The Sarvajani University shall constitute Squad teams for surprise assessment and fair conduct of examinations at all constituent institutes/colleges/centers of Sarvajani University.

1. The Squad team members shall be responsible to observe and report the fair conduct of University Examinations at various examination centers individually and collectively.
2. The SU shall constitute the respective Squad team which is required to visit the given exam center. The squad team shall ensure confidentiality about their appointment and visit to the respective institute.
3. The Squad team is required to visit the center as and when appointed on the given date and time by the University.
4. The Squad team shall maintain strict confidentiality about examination materials, squad strategies, and any incidents observed and do not discuss examination content or security details with unauthorized individuals.
5. The Squad team examination report along with remuneration form is required to be submitted to Sarvajani University (COE office) on the same day of the visit.
6. Block arrangement may be left to the Institute / Colleges as per their infrastructure availability.
7. The team shall inspect the following:
 - a. Seating arrangement in Blocks as per instruction given by exam coordinator & Form A.
 - b. Ensure that junior supervisors are not carrying any devices like mobile phone, tablet, earphone etc. or any reading material with them during their invigilation duties.
 - c. Inspect the examination halls for any materials or devices that could aid in UFM criteria.
 - d. The Squad team is authorized to inspect any of the student during the examination.
 - e. The Squad team must ensure strict adherence to all UFM (Unfair Means) norms, and in the event of any violation, ensure that the prescribed action is promptly taken by the center within the stipulated time.





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- f. Sufficient light and ventilation in the block.
 - g. Adhering to the schedule of the examination time table.
-
8. **Conflict of Interest:** In case Squad members are assigned to halls where their own students, relatives, or acquaintances are present, they must inform the SU exam section immediately upon receiving the order of Squad duty.
 9. Any other anomalies found in the examination center, shall immediately report over phone- If it is of serious nature to the University immediately and followed by submitting the report at the end of Examination Day or earlier.
 10. As per observation, and inspection, if any UFM is found, the squad should file action against the student/Supervisors/center. If it is against student then it should be forwarded through institute exam conduction coordinator and center in charge, along with UFM docket.

Frequency of Visit:

The Squad team must be given orders to visit the respective exam as and when required for all External Regular and Backlog (including interim) examinations for which exam schedules are notified.

Squad Team:

Position	Role
Chairperson	Head of the Squad Committee (Faculty of Associate Professor or Professor level)
1 Senior Faculty	Regular / Permanent faculty with minimum 10 years of experience
Members (3-4)	Regular / Permanent faculty.





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Execution at SU level

- Deans/Principals shall be requested to give 5-6 names of faculties for Squad visit as per squad team mention above who can work as chairperson and also 4-5 names of senior faculties, Regular faculties who can work as team members of the squad.
- The SU Exam controller shall constitute the Squad team in advance from the date of commencement of exams at respective centers for the visit.
- Squad visit orders shall be issued preferably 2 days prior to the visit and telephonic confirmation shall be made for the same. If the exam controller / SU feels that there is a need for prompt inspection then a squad can be constituted for prompt visit.
- The members of Squad team shall report at SU on the given date and time to proceed for the visit, if they are not specifically permitted.
- The Squad team examination report along with remuneration form (if applicable) is required to be submitted to SU on the same day of the visit.
- Action to be taken at SU, based on the report of the squad.
- Recommendations are sent to the provost based on the report of the squad. Once it is approved and confirmation given by provost action will be initiated by the exam section to student/institute/supervisors/coordinators.





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Remuneration Format and Rules for Squad Members

- Squad team members must submit a duly signed Squad Member Examination Report to claim remuneration on the same day to the SU Exam Section.
- All the payments shall be made by SU through bank transfers only.
- Each member of Squad team shall be given an honorarium fixed by the SU for their visit.
- Since no constituent college of SU is beyond 3 kms area, no Traveling allowance (TA) shall be provided.

Remuneration Claim –Form

Name of Squad Member	
Designation	
Institute / Department	
Mobile Number	
Bank Account Number	
Bank Name & Branch	
IFSC Code	

Duty Performed	
Centre Name(s)	
Date(s) of Duty	
Number of Sessions	

Declaration:

I hereby declare that the information provided is true and accurate to the best of my knowledge.
I have performed my assigned examination duties honestly and as per university guidelines.

Signature of Squad Member: _____

Date: _____





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ANNEXURE 10

SARVAJANIK UNIVERSITY

SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

Circular

To:
The Principals and Deans
All Constituent Colleges of Sarvajani University.

Subject: Implementation of Revised Progression Norms for All Programs

Dear Sir/Madam,

This is to inform you that the Academic Council, in its 19th Meeting held on **22nd August 2025 (Resolution No. AC19_15)**, has approved the revised Progression Norms for all programs of Sarvajani University. These norms are based on the detailed deliberations in the meeting of the Principals and Deans held on 18th August 2025, where it was agreed that progression requirements should be made more liberal while ensuring that academic standards are maintained. This was further ratified through Resolution No. AC19_15 of the 19th Academic Council meeting.

These norms shall be applied with immediate effect for the progression of students into AY 2025-26, and will be applicable retrospectively to the students of all current batches of the University.

Accordingly, the **revised Progression Norms** (as per *Enclosure*) are to be implemented across all constituent colleges without exception.

You are requested to circulate this information among faculty, staff, and students of your college at the earliest.

With Regards,



SU/20250825/0676
Dt. : 25/08/2025


I/c. Registrar
Sarvajani University,
Surat.

Encl: The revised Progression Norms for all programs of Sarvajani University.



**SARVAJANIK
UNIVERSITY**

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SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

Promoting To Year	Promotion Eligibility to next year	
	First Year Direct Admit	Second Year Lateral Entry
Second Year	At least 50% credits cleared out of the total assigned First Year credits	-----
Third Year	<u>Condition 1:</u> At least 80% credits cleared out of the total assigned First year credits. At least 60% credits cleared out of the total assigned Second year credits. <u>Or</u> <u>Condition 2:</u> All courses of First year cleared. At least 50% credits cleared out of the total assigned Second year credits. <u>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</u>	At least 50% credits cleared out of the total assigned Second year credits
Fourth Year	<u>Condition 1:</u> All courses of First year cleared. At least 80% credits cleared out of the total assigned Second year credits. At least 60% credits cleared out of the total assigned Third year credits. <u>Or</u> <u>Condition 2:</u> All courses of First & Second year cleared. At least 50% credits cleared out of the total assigned third year credits. <u>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</u>	<u>Condition 1:</u> At least 80% credits cleared of the total assigned Second year credits. At least 60% credits cleared of the total assigned Third year credits. <u>Or</u> <u>Condition 2:</u> All courses of Second year cleared. At least 50% credits cleared of the total assigned Third year credits. <u>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</u>





**SARVAJANIK
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

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Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

Promoting To Year	Promotion Eligibility to next year	
	First Year Direct Admit	Second Year Lateral Entry
Fifth Year	<u>Condition 1:</u> All courses of First & Second year cleared. At least 80% credits cleared out of the total assigned Third year credits. At least 60% credits cleared out of the total assigned Fourth year credits. <u>Or</u> <u>Condition 2:</u> All courses of First, Second & Third year cleared. At least 50% credits cleared out of the total assigned Fourth year credits. <u>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</u>	<u>Condition 1:</u> All courses of Second year cleared. At least 80% credits cleared out of the total assigned Third year credits. At least 60% credits cleared out of the total assigned Fourth year credits. <u>Or</u> <u>Condition 2:</u> All courses of Second & Third year cleared. At least 50% credits cleared out of the total assigned Fourth year credits. <u>Student will be allowed to progress if he/she fulfils any of the above 2 conditions.</u>



ANNEXURE 11



**SARVAJANIK
UNIVERSITY**

INCLUSIVE | INTEGRATED | INNOVATIVE

SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

Circular

Subject: Circulation of Approved Guidelines for Extension of Term at Sarvajani University

This is to inform all constituent colleges, principals, and concerned departments that the **Guidelines for Extension of Term at Sarvajani University** as well as the **Term Extension Request Form** have been approved in the 19th Academic Council meeting held on 22nd August 2025 by Resolution No. AC19_15.

Henceforth, all requests for extension of term shall be made strictly in accordance with the approved guidelines and by submitting the prescribed *Term Extension Request Form* within the stipulated timeline.

All colleges and principals are hereby requested to circulate these guidelines among the concerned stakeholders and ensure compliance.

With Regards,



SU/20250908/0737
Dt. : 08/09/2025

I/c. Registrar
Sarvajani University,
Surat.

**Encl: 1. The Guidelines for Extension of Term at Sarvajani University.
2. Term Extension Request Form.**



**SARVAJANIK
UNIVERSITY**

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SARVAJANIK UNIVERSITY

R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India

Contact: 9979102021/9712930321

Email: admin@sarvajanikuniversity.ac.in

info@sarvajanikuniversity.ac.in

Guidelines for Extension of Term

All Deans, Principals, and Students of the constituent colleges of Sarvajani University are hereby informed of the Term extension policy applicable to all ongoing programs:

Enrolment Validity Structure

Program Duration (N Years)	Enrolment Validity	Total Validity (Years)
1	N+1	2
2	N+2	4
3	N+2	5
4	N+3	7
5	N+3	8

Sr. No.	Program	Actual Duration	Max. Duration Permitted
1	IMCA	5	7

Students shall be eligible for term extension *only for the purpose of clearing backlogs after expiry of the enrolment validity* under the following conditions:

1. All terms of the program have been granted as per respective program regulations.
2. The student has *appeared in all semester examinations (CCE, SEE & other internal and external component) during the valid term.*
3. The student has studied all semesters/years of the program.

Important Guidelines

- Term will be granted for the period of *one year* only.
- Only **backlog subjects** can be cleared under term extension.
- On successful clearance, the student shall be eligible for the **award of the degree.**
- A term extension fee of **Rs. 5000** shall be applicable.
- During the extended period, the student shall be considered as a **private student** and **no awards, ranks, or merit recognition** will be granted to such students.
- For any queries, kindly contact Exam Section – SU office.

All constituent colleges are directed to **communicate this policy** to students and ensure timely **implementation of necessary procedures.**





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**SARVAJANIK
UNIVERSITY**

ANNEXURE 12

SARVAJANIK UNIVERSITY
R.K. Desai Marg, Athwalines, Surat - 395001, Gujarat, India
Contact: 9979102021/9712930321
Email: admin@sarvajanikuniversity.ac.in
info@sarvajanikuniversity.ac.in

SU/20250719/0535

Dt. 19th July 2025

To
All Principals/Deans,
Constituent Colleges/Institutes,
Sarvajanik University.

Subject: Issuance of Prerequisite Course Clearance Certificate for University Transfer Students
as per Academic Council Resolution No. AC17_8.2

Dear Sir/Madam,

This is to inform you that as per Resolution No. AC17_8.2 of the 17th Academic Council Meeting, the implementation of the Prerequisite Course Clearance Certificate for University Transfer Students has been noted and approved.

The resolution states:

"As per Resolution No. AC11_19(g) of the 11th Academic Council meeting, it is mandatory for University Transfer Students to complete all prerequisite courses in order to be awarded the final degree certificate. The format of the Prerequisite Course Clearance Certificate for University Transfer Students was shared with all members. After due deliberation, the format was noted and approved. It was further resolved that the certificate will be issued on the college's letterhead and will be endorsed by the University through the Dean of the respective faculty."

In line with the above, you are hereby requested to issue the Prerequisite Course Clearance Certificate to students upon completion and clearance of all prerequisite courses.

Please ensure the following:

- The certificate must be prepared on the official letterhead of the college/institute.
- The certificate must be endorsed by the Program Coordinator or Principal of the respective college, and also by the Dean of the respective faculty for university recognition.
- A serial number-wise record of all issued certificates must be maintained at the institute level.
- A copy of each issued certificate must be shared with the University from time to time for record-keeping.

Thank you for your cooperation.

Warm Regards


I/c Registrar,
Sarvajanik University.



Enclosure: Format of the Prerequisite Course Clearance Certificate.

College Letter Head

PREREQUISITE COURSE CLEARANCE CERTIFICATE

To Whom It May Concern

This is to certify that **Name of the student**, bearing Enrollment Number **Enrollment Number**, was admitted to the **Name of Program** program at **Sarvajanik University** in the academic year **Admission Year**, through university transfer. As per the Curriculum Equivalence Committee's report at the time of admission and the **Resolution No. AC11_19 (g)** of the 11th Academic Council meeting dated 3rd January 2023, the student was required to complete the following prerequisite courses to fulfill the academic requirements necessary for the award of the final degree certificate:

Course Name	Semester	Course Code	Completion Status/Result (Yes/No)

We confirm that the student has successfully completed all the prerequisite courses listed above, as required by the Curriculum Equivalence Committee, and is now eligible to receive the final degree certificate upon the completion of the remaining academic requirements.

This certificate is issued at the request of the student for academic and administrative purposes.

Program Co-ordinator/Principal
Name of the College

Dean
Name of the Faculty

Statement No. : _____

Date. : _____



ANNEXURE 13



वास्तुकला परिषद Council of Architecture

(वास्तुविद् अधिनियम, 1972 के अंतर्गत भारत सरकार का एक स्वायत्त सांविधिक निकाय)
(An Autonomous Statutory Body of Government of India, under the Architects Act, 1972)

Ref. No.CA/5/2024/Academic/Revised Eligibility
July 08, 2024

1. TO ALL SECRETARIES OF HIGHER/TECHNICAL EDUCATION IN STATES/UTS OF INDIA
2. TO ALL DIRECTORS OF TECHNICAL EDUCATION IN STATES/UTS OF INDIA
3. TO ALL THE HEADS OF ARCHITECTURAL INSTITUTIONS IMPARTING RECOGNIZED ARCHITECTURAL QUALIFICATIONS IN THE COUNTRY
4. TO ALL THE UNIVERSITIES AWARDDING B.ARCH./M.ARCH. DEGREE IN THE COUNTRY

Sub:- Amendment/ Relaxation in eligibility criteria for admission into 1st year of 5-year B.Arch. degree programme from the academic session 2024-2025 onwards – reg.

Dear Sir/Madam,

It is informed to all concerned that the Council of Architecture, with the approval of the Central Government, has amended / relaxed the eligibility for admission to 1st year of 5-year B.Arch. Degree Course as prescribed under Regulation 4(1) of the Council of Architecture (Minimum Standards of Architectural Education) Regulations 2020, from the academic session 2024-2025. The amended eligibility is stated as under:

“(1) No candidate shall be admitted to architecture course unless she/he has passed 10+2 or equivalent examination with Physics and Mathematics as compulsory subjects along with either Chemistry or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Engineering Graphics or Business Studies with at least 45% marks in aggregate or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 45% marks in aggregate.”

The above eligibility shall be valid for the admission for the academic session 2024-2025 and onwards, irrespective of the year in which a candidate has passed 10+2 or 10+3 examination.

The same has been published in the Official Gazette of India on July 8, 2024 and has come into effect from the date of publication in the Gazette. A copy of the said notification is attached herewith for your ready reference.

As per the above Regulations, the institutions shall give weightage of 50 per cent. marks for aptitude tests and 50 per cent. marks in the qualifying examination for admission into B.Arch. course. The reservation of seats and relaxation in percentage of marks obtained in the qualifying examination for admission of the candidates belonging to reserved categories shall be as per the reservation policy of Central Government or the respective State Governments.

It may be further stated that the classes for 1st year 5-year Architecture degree course shall not commence later than the 1st working day in the month of September, 2024 and all admissions must be completed before the said date.

[Handwritten signature]





In view of the above, all the concerned admission authorities, universities and institutions imparting B.Arch. degree course in the country are requested to follow the above eligibility criteria for admission into 1st year of 5-year B.Arch. degree course from **the academic session 2024-2025 onwards.**

Yours faithfully,

A handwritten signature in black ink, appearing to be 'R.K. Oberoi', is written over the typed name. The signature is enclosed in a circular scribble.

R.K. Oberoi
Registrar

Encl. : as above.





भारत का राजपत्र The Gazette of India

सी.जी.-डी.एल.-अ.-08072024-255267
CG-DL-E-08072024-255267

असाधारण
EXTRAORDINARY

भाग III—खण्ड 4
PART III—Section 4

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 496]
No. 496]

नई दिल्ली, सोमवार, जुलाई 8, 2024/आषाढ 17, 1946
NEW DELHI, MONDAY, JULY 8, 2024/ASHADHA 17, 1946

वास्तुकला परिषद्

(वास्तुविद् अधिनियम, 1972 के तहत गठित सांविधिक प्राधिकरण)

अधिसूचना

नई दिल्ली, 6 जुलाई, 2024

एफ.सं. सीए/498/2024/म.स.अ.ए(विनियम).—वास्तुविद् अधिनियम, 1972 (1972 का 20 वां) की धारा 21 के साथ पढ़ी जाने वाली धारा 45 की उपधारा (2) के खंड (ई), (जी), (एच), और (जे) के अंतर्गत प्रदत्त शक्तियों के अनुसार केन्द्रीय सरकार के अनुमोदन से वास्तुकला परिषद् एतद् द्वारा वास्तुकला परिषद् (वास्तुकला शिक्षा के न्यूनतम मानक) विनियम, 2020 जो भारत के राजपत्र के भाग III खण्ड 4 में दिनांक 11 अगस्त, 2020 को प्रकाशित हुए हैं में और संशोधन करने के लिए निम्नलिखित विनियम बनाती है, अर्थात् :-

- (1) इन विनियमों का नाम वास्तुकला परिषद् (वास्तुकला शिक्षा के न्यूनतम मानक) (संशोधन) विनियम, 2024 होगा।
(2) ये राजपत्र में प्रकाशन की तिथि से लागू होंगे।
- वास्तुकला परिषद् (वास्तुकला शिक्षा के न्यूनतम मानक) विनियम, 2020 के विनियम 4 के उपविनियम (1) के स्थान पर निम्नलिखित उपविनियम रखा जाएगा :-
 - कोई भी अभ्यर्थी जिसने 10+2 परीक्षा प्रणाली में कुल 45 प्रतिशत अंकों सहित भौतिकी तथा गणित अनिवार्य विषय के साथ-साथ रसायनशास्त्र अथवा जीवविज्ञान अथवा तकनीकी व्यवसायिक विषय



अथवा कम्प्यूटर विज्ञान अथवा सूचना प्रौद्योगिकी अथवा सूचना विज्ञान अभ्यास अथवा अभियांत्रिक ग्राफिक्स अथवा बिजिनेस स्टडीज के साथ उत्तीर्ण न की हो अथवा 10+3 डिप्लोमा परीक्षा गणित अनिवार्य विषय के साथ कुल प्राप्तांक 45 प्रति" त से उत्तीर्ण न की हो, को वास्तुकला स्नातक पाठ्यक्रम में प्रवेश नहीं दिया जायेगा।

पाद टिप्पणी: मूल विनियम दिनांक 11 अगस्त, 2020 को भारत के राजपत्र के भाग III खण्ड 4 में प्रकाशित हुए थे तथा दिनांक 23 मार्च 2021, 30 जून 2022 तथा 19 जुलाई 2023 को संशोधित हुए थे।

राज कुमार ओबराय, रजिस्ट्रार
[विज्ञापन-III/4/असा./265/2024-25]

COUNCIL OF ARCHITECTURE

(STATUTORY AUTHORITY CONSTITUTED UNDER THE ARCHITECTS ACT, 1972)

NOTIFICATION

New Delhi, the 6th July, 2024

F. No. CA/498/2024/MSAE(Regulations).—In exercise of powers conferred by clauses (e), (g), (h) and (j) of sub-section (2) of Section 45 read with Section 21 of the Architects Act, 1972 (20 of 1972), the Council of Architecture, with the approval of the Central Government, hereby makes the following Regulations to further amend the Council of Architecture (Minimum Standards of Architectural Education) Regulations 2020, the same having been published in the Gazette of India, Part-III-Section-4 dated the 11th August, 2020, namely: -

1. (1) These Regulations may be called the Council of Architecture (Minimum Standards of Architectural Education) (Amendment) Regulations, 2024.
- (2) They shall come into force from the date of their publication in the official Gazette.
2. In the Council of Architecture (Minimum Standards of Architectural Education) Regulations, 2020, in Regulation 4 for sub-regulation (1) the following sub-regulation shall be substituted, namely:-
“(1) No candidate shall be admitted to architecture course unless she/he has passed 10+2 or equivalent examination with Physics and Mathematics as compulsory subjects along with either Chemistry or Biology or Technical Vocational subject or Computer Science or Information Technology or Informatics Practices or Engineering Graphics or Business Studies with at least 45% marks in aggregate or passed 10+3 Diploma Examination with Mathematics as compulsory subject with at least 45% marks in aggregate.”

Footnote: The principal Regulations were published in the Gazette of India, Part III, Section 4, on 11th August, 2020 and amended on 23.03.2021, 30.06.2022 and 19.07.2023.

RAJ KUMAR OBEROI, Registrar
[ADVT.-III/4/Exty./265/2024-25]



रजिस्ट्री सं. डीएल (एन)-04/0007/2003--05

REGISTERED No. DL(N)-04/0007/2003-05



भारत का राजपत्र The Gazette of India

साप्ताहिक/WEEKLY

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 27] नई दिल्ली, शनिवार, जुलाई 5—जुलाई 11, 2014 (आषाढ़ 14, 1936)

No. 27] NEW DELHI, SATURDAY, JULY 5—JULY 11, 2014 (ASADHA 14, 1936)

इस भाग में भिन्न पृष्ठ संख्या दी जाती है जिससे कि यह अलग संकलन के रूप में रखा जा सके
(Separate paging is given to this Part in order that it may be filed as a separate compilation)

भाग III—खण्ड 4

[PART III—SECTION 4]

[सांविधिक निकायों द्वारा जारी की गई विविध अधिसूचनाएं जिसमें कि आदेश, विज्ञापन और सूचनाएं सम्मिलित हैं]
[Miscellaneous Notifications including Notifications, Orders, Advertisements and Notices issued by
Statutory Bodies]

विश्वविद्यालय अनुदान आयोग

डिग्रियों का विनिर्देशन

नई दिल्ली, मार्च 2014

मि.सं. 5-1/2013 (सीपीपी-II)—विश्वविद्यालय अनुदान आयोग अधिनियम 1956 (3/1956) के अनुच्छेद (22) के उप-अनुच्छेद (3) में प्रदत्त अधिकारों के अनुपालन तथा डिग्रियों के विनिर्देशन से संबद्ध पिछली सभी अधि सूचनाओं का प्रतिस्थापन करते हुए विश्वविद्यालय अनुदान आयोग (यूजीसी), केन्द्र सरकार की स्वीकृति से इस अधिसूचना के माध्यम से अनुच्छेद 22 के अन्तर्गत डिग्रियों की नामावली विनिर्देशित कर रहा है।

विनिर्देशित डिग्रियाँ

उच्चतर शिक्षा के समस्त स्तरों पर जिन डिग्रियों की विस्तृत नामावलियाँ विनिर्देशित की जा रही हैं। उनका सभी विश्वविद्यालयों/उच्च शिक्षा संस्थानों को अनिवार्य रूप से पालन करना है। विनिर्देशित डिग्रियों की नामावलियों के साथ साथ, न्यूनतम प्रवेश स्तर अर्हताएं एवं पाठ्यक्रम की अवधि का भी दर्शाया गया है। निम्न तालिका के नीचे ऐसी डिग्रियों की नामावलियाँ भी दी गई हैं जो वर्तमान में प्रचलन में हैं परन्तु जिनमें न तो पारम्परिक और ना ही वास्तविक ज्ञान नवाचार को प्रतिबिम्बित करने वाली बात पाई गई। ऐसी



UNIVERSITY GRANTS COMMISSION

SPECIFICATION OF DEGREES

NEW DELHI, March, 2014

NO. F. 5-1/2013 (CPP-II)—In exercise of the powers conferred by sub-Section (3) of Section 22 of the University Grants Commission Act, 1956 (3 of 1956) and in supersession of all earlier Gazette Notifications pertaining to specification of degrees, the University Grants Commission (UGC) with the approval of the Central Government hereby specifies the nomenclature of degree for the purposes of the said section.

SPECIFIED DEGREES

Broad discipline-wise nomenclatures of degrees at all levels of higher education should be taken as the specified degree, which the universities/institutions must adhere to, are given below. Alongside the nomenclature of the degrees, minimum entry-level qualifications and duration of the programmes have also been indicated. The information is presented in a tabular form for clarity. In the bottom-most row of each table, nomenclatures of degrees that are presently in vogue in some institutions were found to be neither conventional, nor reflective of a real innovation in knowledge and are de-specified with the suggestion that the same may be restructured/changed as suggested therein.

Universal/Common to All Disciplines					
	Specified Degrees		Level	Minimum Duration (Years)	Entry Qualification
	Abbreviated	Expanded			
1.	D.Litt.	Doctor of Literature	Post Doctoral		PhD
2.	D.Sc.	Doctor of Science	Post Doctoral		PhD
3.	L.L.D.	Doctor of Laws	Post Doctoral	2	PhD
4.	Ph.D. /D. Phil	Doctor of Philosophy	Doctoral	2	MASTER'S
5.	M. Phil	Master of Philosophy	Pre Doctoral	1-1/2	MASTER'S
Agriculture & Allied Disciplines:					
	Specified Degrees		Level	Minimum Duration (Years)	Entry Qualification
	Abbreviated	Expanded			
6.	B.Sc. (Agriculture)	Bachelor of Science (Agriculture)	BACHELOR'S	4	10+2
7.	M.Sc. (Agriculture)	Master of Science (Agriculture)	MASTER'S	2	BACHELOR'S
8.	B.Sc. (Sericulture)	Bachelor of Science (Sericulture)	BACHELOR'S	4	10+2
9.	M.Sc. (Sericulture)	Master of Science (Sericulture)	MASTER'S	2	BACHELOR'S
10.	B.V. Sc.	Bachelor of Veterinary Sciences	BACHELOR'S	4	10+2
11.	M.V. Sc.	Master of Veterinary Sciences	MASTER'S	2	BACHELOR'S
12.	B. F. Sc.	Bachelor of Fisheries Sciences	BACHELOR'S	4	10+2
13.	M. F. Sc.	Master of Fisheries Sciences	MASTER'S	2	BACHELOR'S

Journalism/Mass Communication/Media:					
	Specified Degrees		Level	Minimum Duration (Years)	Entry Qualification
	Abbreviated	Expanded			
14.	BJ	Bachelor of Journalism	BACHELOR'S	1	BACHELOR'S
15.	MJ	Master of Journalism	MASTER'S	1	BJ
16.	BA (Journalism)	Bachelor of Arts (Journalism)	BACHELOR'S	3	10+2
17.	MA (Journalism)	Masters of Arts (Journalism)	MASTER'S	2	BACHELOR'S
	BJMC/BMC	be restructured as BA (Journalism & Mass Communication)			
	MJMC/MMC	be restructured as MA (Journalism & Mass Communication)			
	BMM	be restructured as BA (Multimedia)/ B. Sc (Multimedia)			
	MMC	be restructured as MA (Mass Communication)			



Will require restructuring of some degrees being offered by a few universities:		
BHTM	be restructured as	BHM/ BHMCT /BTM
BTA	be restructured as	BTM/ BBA (Tourism & Travel)
MTA	be restructured as	MTM or as MBA (Tourism & Travel Management)
BHMTT	be restructured as	BHM/BHMCT/BTMM

Sciences					
	Specified Degrees		Level	Minimum Duration (Years)	Entry Qualification
	Abbreviated	Expanded			
54.	B.Sc./B.Sc. (Hons)	Bachelor of Science/Bachelor of Science (Hons)	BACHELOR'S	3	10+2
55.	M. Sc.	Master of Science	MASTER'S	2	BACHELOR'S
56.	BCA	Bachelor of Computer Applications	BACHELOR'S	3	10+2
57.	MCA	Master of Computer Applications	MASTER'S	3	BACHELOR'S
58.	B. Stat	Bachelor of Statistics	BACHELOR'S	3	10+2
59.	M. Stat	Master of Statistics	MASTER'S	2	BACHELOR'S
B. S. Sc be restructured as B. Sc (Sanitary Sciences)					
Engineering/Technology/Architecture/Design					
	Specified Degrees		Level	Minimum Duration (Years)	Entry Qualification
	Abbreviated	Expanded			
60.	B. Tech	Bachelor of Technology	BACHELOR'S	4	10+2
61.	M. Tech	Master of Technology	MASTER'S	2	BACHELOR'S
62.	BE	Bachelor of Engineering	BACHELOR'S	4	10+2
63.	ME	Master of Engineering	MASTER'S	2	BACHELOR'S
64.	B. Arch	Bachelor of Architecture	BACHELOR'S	5	10+2
65.	M. Arch.	Master of Architecture	MASTER'S	2	BACHELOR'S
66.	B. Plan	Bachelor of Planning	BACHELOR'S	4	10+2
67.	M. Plan	Master of Planning	MASTER'S	2	BACHELOR'S
68.	B.I.D	Bachelor of Interior Design	BACHELOR'S	4	10+2
69.	M.I.D	Master of Interior Design	MASTER'S	2	BACHELOR'S
70.	B. Des.	Bachelor of Design	BACHELOR'S	4	10+2
71.	M. Des.	Master of Design	MASTER'S	2	BACHELOR'S
B. Ch. E. be restructured as B. Tech/BE (Chemical Engineering)					
B. Chem. Tech be restructured as B. Tech/BE (Chemical Technology)					
BCE be restructured as B. Tech/BE (Civil Engineering)					
BEE be restructured as B. Tech/BE (Electrical Engineering)					
MEE be restructured as M. Tech/ME (Electrical Engineering)					

Vocational Education					
72.	B.Voc.	Bachelor of Vocation	Bachelor's	3	10+2

Medicine & Surgery/ Ayurveda/ Unani/Homeopathy/Health & Allied Sciences/Paramedical/Nursing:					
	Specified Degrees		Level	Minimum Duration (Years)	Entry Qualification
	Abbreviated	Expanded			
73.	MBBS	Bachelor of Medicine and Bachelor of Surgery	BACHELOR'S	5-1/2	10+2
74.	MD	Doctor of Medicine	MASTER'S	3	BACHELOR'S
75.	MS	Master of Surgery	MASTER'S	3	BACHELOR'S
76.	DM	Doctor of Medicine	Post MASTER'S	3	MASTER'S

Guiding Principles:

Degrees should be specified in generic terms and their nomenclatures should be such that are generally recognised, globally acknowledged and widely accepted and are indicative of the level of the degrees and the broad subject/ discipline/ knowledge area universities/institutions, in curricular innovation, shall have the freedom to indicate uniqueness/ specialisation in parentheses against the specified generic degrees.

Universities/institutions may introduce Integrated and Dual Degree Programmes judiciously and with caution. A dual degree programme combines more than one subject, mostly in a horizontal spread, whereas an Integrated Programme is progressive and cumulative. The academic philosophy/rationale behind offering such integrated programmes should not be for economising on course requirements or award of double degrees in a fast track; on the contrary, an integrated approach should involve a vertical/inter-disciplinary discourse. A dual degree should aim for a better comprehension of the related subjects of study from a multi-dimensional perspective. This would necessarily entail an equal, if not more, course duration and a newer approach of curricular transaction and additional interactive courses. Thus an Integrated/Dual Degree Programme combining two or more disciplines shall be permissible only if there is no compromise on any of the course requirements, viz. duration, number of papers and intensity of courses, teaching/learning hours, credits, etc. Integrated and Dual Degree Programmes are therefore, be introduced by the universities/ institutions subject to the following conditions:

- a) The Integrated/Dual Degree Programmes must not dilute the standards as prescribed under the Regulations made by the UGC and other Statutory authorities concerned in terms of syllabi, programme duration and examination requirements.
- b) If the Integrated/Dual Degree Programmes intend to offer two separate degrees with an option for an interim exit or lateral entry, the duration of the Integrated/Dual Degree Programme must not be less than the duration equal to the sum total of the prescribed duration of the two degrees that are being combined in the Integrated/Dual Degree Programme. Provided that all such programmes would carry the nomenclature of "Integrated/Dual Degree (name of the first degree) - (name of the final degree)". Provided further that both the degrees awarded under the Integrated/Dual Degree programme shall be individually and separately recognised as equivalent to corresponding degrees and not as one single integrated degree.
- c) If the Integrated Programme intends to offer a single degree without permission to exit and lateral entry, the programme duration may be relaxed by not more than 20% of the sum total of the prescribed duration of the two degrees that are being combined to make the single Integrated degree.

General Instructions:

1. All the changes in the nomenclature of the degrees, as notified herewith will come into effect from the date of their notification in the official Gazette.
2. The above specified degrees shall be awarded by a University established or incorporated by or under a Central Act, a Provincial Act or a State Act or an institution deemed to be a University under section 3 or an institution specially empowered by an Act of Parliament to confer or grant degrees under section 22 of the UGC Act, 1956.
3. No University shall confer a degree in violation of the provisions of this notification. It shall be mandatory for the Universities to adhere to the approved nomenclature of the degree(s) and ensure the observance of the minimum standards of instructions before award of a degree as hereinafter prescribed.
4. The approved nomenclature may be followed by the specific area of specialization to be reflected in parentheses.
5. The universities may launch new programmes of study relevant to the contemporary and emerging societal needs and such innovation or specialization may be indicated in the parentheses within the nomenclature of any of the specified degrees in the broad discipline/ areas.
6. The specified degrees shall be reviewed and updated by the UGC from time to time under intimation to all the universities.

Specification of New Degrees

7. Henceforth, the Universities shall not introduce any new nomenclature of degrees unless there is a very strong and genuine reason. Should a University intend to introduce a new nomenclature, it shall approach the UGC for its specification at least six months prior to starting the degree programme along with the details of the courses of study prescribed for the degree as approved by the respective academic bodies of the university / institution, such as – Board of Studies, Academic Council and Governing Council.
8. All the universities (including affiliated colleges thereto) shall observe the minimum standards of instruction and prescribed norms for the grant of a degree which shall be imparted by the duly qualified teaching staff and appropriate academic physical infrastructure facilities as prescribed by the concerned statutory / regulating bodies, such as University Grants Commission (UGC), All India Council for Technical Education (AICTE), Medical Council of India (MCI), Pharmacy Council of India (PCI), Council for Architecture (COA), Bar Council of India



(BCI), National Council for Teachers Education (NCTE), Dental Council of India (DCI), Indian Nursing Council (INC), etc. in their respective notifications/ regulations.

9. The specified degrees offered by a University and the minimum standards of instruction and norms prescribed as laid down by the concerned statutory / regulatory bodies shall be prominently published in the admission brochure of concerned University / affiliated College and shall also be made available in their website.

Inspection by UGC

10. Each University shall furnish information relating to the conformity to the above standards of instructions (including its affiliated colleges) to the UGC.
11. The UGC may cause periodic inspection of the University and its affiliated colleges including extension/ regional/ study centers and such other facilities offering the courses leading to a degree.
12. After such inspection, the UGC may give reasonable opportunity to the defaulting Universities / affiliated colleges to rectify the identified deficiency/ non-conformity.

Consequences of failure of Universities to comply with these instructions:

13. The defaulting University / Affiliated College shall be prohibited from offering any course for the award of unspecified degree.
14. Any degree awarded in contravention to this notification shall be deemed to be an unspecified degree and shall be declared as such by the UGC after duly satisfying itself as to the violation of this notification. The UGC shall give due publicity regarding the defaulting Universities/ colleges and unspecified degrees offered by them for the information of the general public.
15. It shall be the responsibility of the respective University to keep a watch over the observance of prescribed norms by itself and by the affiliated colleges and disaffiliate the defaulting colleges to the extent of violations.
16. The UGC shall forward a copy of the order made under clause 14 above to the university concerned, and on and from the date of receipt of a copy of such order by the university, the affiliation of such an institution, so far as it relates to the course of study specified in such order, shall stand terminated. On and from the date of termination of such affiliation, and for the period of three years thereafter, approval shall not be granted to that institution to start such or similar degree or post-graduate degree programme.
17. Contravention of the provisions relating to the specification of degrees as above shall also render the defaulting university and affiliated colleges liable for action as deemed fit by the UGC.

Status of De-specified degrees

18. The degrees which were specified in the earlier notification issued on 23.5.2009 but have now been de-specified, shall be treated as valid in case of the students who have already been enrolled in such degree programmes prior to this notification.

JASPAL S. SANDHU
Secretary

मुद्रण निदेशालय द्वारा, भारत सरकार मुद्रणालय, एन.आई.टी. फरीदाबाद में
मुद्रित एवं प्रकाशन नियंत्रक, दिल्ली द्वारा प्रकाशित, 2014
PRINTED BY DIRECTORATE OF PRINTING AT GOVERNMENT OF INDIA PRESS,
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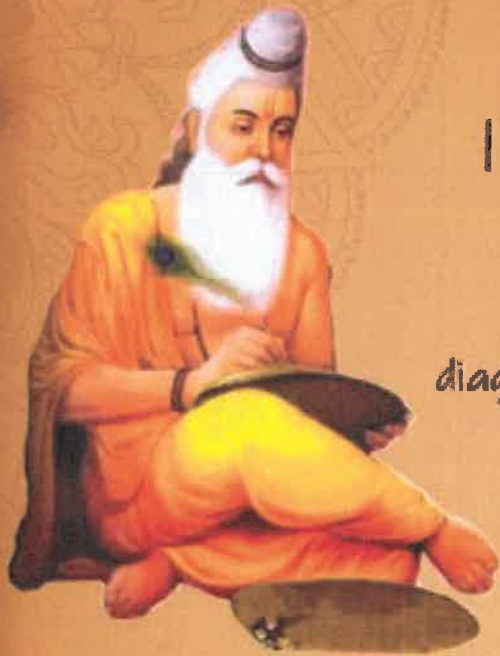
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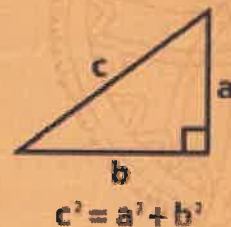


Approval Process Handbook



॥ दीर्घचतुरस्रस्याक्षण्या रज्जुः पार्श्वमानी तिर्यग् मानी
च यत् पृथग् भूते कुरुतस्तदुभयं करोति ॥

A rope stretched along the length of the diagonal produces an area which the vertical and horizontal sides makes together



BAUDHAYAN (800 BC - 740 BC)

The Vedic Bhartiya Scientist and
Mathematician

2024-25 to 2026-27



Approval Process Handbook

2024-25 to 2026-27

All India Council for Technical Education
Nelson Mandela Marg, New Delhi-110070



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NOTE: Admission of B.Tech/B E graduates, in other branches of Engineering as an additional degree through Lateral Entry will be facilitated by the respective Technical Universities by allowing them to take admission at appropriate level of B.Tech/B.E. discipline/branch of Engineering. [Refer AICTE circular No. F.No. AICTE/P&AP/Misc/2020 dated 09.08.2021]

8.3 Post Graduate Diploma / Post Graduate Degree / Post Graduate Certificate

Sl. No.	Programme	Duration	Eligibility	NCrF Level
I	Engineering and Technology	2 years	Passed Bachelor's Degree or equivalent. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
II	Engineering and Technology (Certificate)	1 year	Passed Bachelor's Degree or equivalent. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
III	Planning	2 years	Passed Bachelor Degree in Planning/ Architecture/ Civil Engineering OR Passed Master Degree of Geography/ Economics/ Social Sciences or equivalent Degree.	6.0
IV	Applied Arts and Crafts	2 years	Passed Bachelor Degree in Fine Arts or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
V	Design	2 years	Passed Bachelor Degree of minimum 4 years duration. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
VI	Hotel Management and Catering Technology	2 years	Passed Bachelor Degree in Hotel Management and Catering Technology/ Hotel Management of minimum 4 years duration or equivalent Degree. Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.	6.0
VII (a)	Computer Application (MCA 1 st Year)	2 years	Passed any graduation degree (e.g.: B.E. / B.Tech./ B.Sc / B.Com. / B.A./ B. Voc./ BCA etc.) preferably with Mathematics at 10+2 level or at Graduation level Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination. (for students having no Mathematics background compulsory bridge course will be framed by the respective University/ Institution and additional bridge courses related to computer subjects as per the norms of the concerned University).	5.5



ANNEXURE-11

Approved Nomenclature of Courses

11.1 Diploma in Engineering and Technology

Course Name	Course Name	Course Name
3-D Animation and Graphics	Carpet Technology	Civil Engineering (Environmental Engineering)
Administration Services	CDDM	Civil Engineering (Public Health Engineering)
Advanced Electronics and Communication Engineering	Cement Technology	Civil Engineering (Rural Engineering)
Aeronautical Engineering	Ceramic Engineering and Technology	Civil Engineering Environment and Pollution Control
Agricultural Engineering	Ceramic Technology	Civil Environmental Engineering
Agricultural Technology	Ceramics	Civil Technology
Agriculture Engineering	Ceramics Engineering	Cloud Computing and Big Data
Aircraft Maintenance Engineering	Chemical Engineering	Combat Armament and Weapon Technology
Aircraft Maintenance Engineering (Avionics)	Chemical Engineering (Fertilizer)	Combat Driving and Maintenance Technology
Aircraft Maintenance Engineering (Helicopter and Power Plants)	Chemical Engineering (Oil Technology)	Combat Radio and Communication Technology
Alternate Energy Technologies	Chemical Engineering (Petro Chemical)	Commercial and Computer Practice
Animation and Multimedia Technology	Chemical Engineering (Petrochemical)	Commercial Practice
Apparel Design and Fabric	Chemical Engineering (Plastic and Polymer)	Commercial Practice (KAN and ENG)
Apparel Design and Fabrication Technology	Chemical Engineering (Sugar Technology)	Communication and Computer Networking
Apparel Design and Fashion Technology	Chemical Engineering Specialization in Petrochemicals	Computer Aided Costume Design and Dress Making
Apparel Manufacture and Design	Chemical Technology (Rubber and Plastic Technology)	Computer Application and Business Management
Apparel Technology	Chemical Technology (Rubber/Plastic)	Computer Applications
Applied Electronics and instrumentation Engineering	Chemical Technology Fertilizer	Computer Engineering
Applied Videography	Chemical Technology	Computer Engineering and Application
Armament Engineering (Gun Fitter)	Chemical Technology (Paint Technology)	Computer Engineering and IoT
Artificer Training (Electrical)	Cinematography	Computer Hardware and Maintenance
Artificer Training (Mechanical)	Civil (Construction)	Computer Hardware and Networking
Artificer Training (Electronics)	Civil (Public Health and Environment) Engineering	Computer Hardware Engineering
Artificial Intelligence (AI) and Machine Learning	Civil and Environmental Engineering	Computer Networking
Audiography and Sound Engineering	Civil and Rural Engineering	Computer Science
Automation and Robotics	Civil Engineering	Computer Science and Engineering
Automobile Engineering	Civil Engineering (Construction Technology)	Computer Science and information Technology
Automobile Engineering (Automobile Fitter)	Civil Engineering (Environment and Pollution Control)	Computer Science and Technology
Beauty Culture and Cosmetology	Civil Engineering (Environmental and Pollution Control)	
Biomedical Electronics		
Biomedical Engineering		
Biotechnology		
CAD CAM		

11.6 Post Graduate Degree in Engineering and Technology

Course Name	Course Name	Course Name
Artificial Intelligence	Automotive Engineering	Civil Engineering
Advanced Communication and information System	Automotive Systems	Civil Engineering (Computer Aided Structural Engineering)
Advanced Computer Aided Design	Automotive Technology	Civil Engineering (Construction Technology)
Advanced Design and Manufacturing	Aviation Technology	Civil Engineering (Environmental and Pollution Control)
Advanced Electrical Power System	Avionics	Civil Engineering (Environmental Engineering)
Advanced Electronics	Bio Electronics	Civil Engineering (Transportation Engineering)
Advanced Electronics and Communication Engineering	Biochemical Engineering	Civil Engineering (Water Management)
Advanced Manufacturing and Mechanical Systems Design	Biochemical Engineering and Biotechnology	Civil Environmental Engineering
Advanced Manufacturing Systems	Bioinformatics	Civil(Water Resource Engineering)
Advanced Manufacturing Technology	Biomedical Electronics	Cloud Computing
Advanced Materials Technology	Biomedical Engineering	Combat Equipment Technology
Advanced Production Systems	Biomedical Instrumentation	Combat Vehicles (Mechanical Engineering)
Aero Dynamic Engineering	Biomedical Instrumentation and Signal Processing	Communication and Information Systems
Aero Space Engineering	Biomedical Signal Processing and instrumentation	Communication and Networking
Aero Space Technology	Biometrics and Cyber Security	Communication and Signal Process
Aeronautical Engineering	Bioprocess Engineering	Communication Control and Networking
Agricultural Engineering	Bioprocess Technology	Communication Engineering
Agricultural Science and Technology	Biotechnology	Communication Engineering and Signal Processing
Air Armament	Biotechnology and Biochemical Engineering	Communication Networks
Apparel Technology	Bridge and Tunnel Engineering	Communication Systems
Applied Electronics	Building Construction Technology	Communication Technology and Management
Applied Electronics and Communication System	CAD/CAM	Communications Engineering
Applied Electronics and Communications	CAD/CAM Engineering	Computational Analysis in Mechanical Science
Applied Electronics and Instrumentation Engineering	CAD/CAM Robotics	Computational Biology
Applied instrumentation	CAD/CAM/CAE	Computational Engineering and Networking (Data Science)
Applied Mechanics	Ceramic Engineering and Technology	Computational Mechanics
Armament Engineering (Gun Fitter)	Ceramics Engineering	Computational Mechanics (Mechanical Engineering)
Artificial Intelligence and Data Science	Chemical and Biotechnology	Computer Aided Analysis and Design
Atmospheric Science	Chemical Engineering	Computer Aided Design
Automated Manufacturing Systems	Chemical Processing in Textiles	Computer Aided Design and Computer Aided Manufacture
Automation	Chemical Reaction Engineering	Computer Aided Design and Manufacture
Automation and Control Power Systems	Chemical Science and Technology	
Automation and Robotics	Chemical Technology	
Automobile Engineering	Chemical Technology (Rubber/Plastic)	
Automobile Technology	Civil (Construction Engineering and Management)	
Automotive Electronics	Civil (Public Health and Environment) Engineering	
	Civil (Structural Engineering)	
	Civil and Environmental Technology	

Course Name
Thermal Sciences and Energy Systems
Thermal Systems and Design
Tool Design
Tool Engineering
Town and Country Planning
Traffic and Transporting Engineering
Translational Engineering
Transport Science and Technology
Transportation Engineering
Transportation Engineering and Management
Transportation System Engineering
Tribology and Maintenance
Turbo Machinery
Urban Engineering
Virtual Prototyping and Digital Manufacturing
VLSI
VLSI and Embedded Systems
VLSI and Embedded Systems Design

Course Name
VLSI and Microelectronics
VLSI Design
VLSI Design and Embedded Systems
VLSI Design and Signal Processing
VLSI Design and Testing
VLSI System Design
VLSI Systems
Waste Water Management, Health and Safety Engineering
Water and Environmental Technology
Water Engineering and Management
Water Resource Engineering
Water Resource Management
Water Resources and Environmental Engineering
Water Resources and Hydraulic Engineering
Water Resources and Hydroinformatics
Weapons Engineering
Web Technologies

Course Name
Wired and Wireless Communication
Wireless and Mobile Communications
Wireless Communication and Computing
Wireless Communication Technology
Wireless Communications
Wireless Networks and Applications
Wireless Technology
Climate Technology

#Only as a Collaborative Course in association with DRDO. More details about this Course and similar courses which can be offered in collaborative mode is available@www.aicte-india.org.

NOTE: All PG programs being specialized and Emerging in the respective engineering branches, are permitted as Emerging/ Multidisciplinary areas. Institutions/Universities are expected to revise the curricula regularly for being industry relevant in line with NEP 2020.

11.7 Under Graduate Degree in Planning

Course Name
Planning

11.8 Post Graduate Degree in Planning

Course Name
City and Regional Planning and Management
City Planning
City Planning and Management
Community Planning
Conservation Planning
Environmental Planning
Environmental Planning and Management
Housing

Course Name
Industrial Area Planning and Management
Infrastructure Planning
Infrastructure Planning and Management
Land-Use Planning
Regional and Rural Development Planning
Regional Planning
Rural Planning and Development
Rural Planning and Management

Course Name
Town and Country Planning
Town Planning
Transport Planning and Management
Transportation Planning
Urban and Regional Planning
Urban and Rural Planning
Urban Design
Urban Development
Urban Planning

Annexure 16



INSTITUTE OF TOWN PLANNERS, INDIA

N.K Patel
President

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Ph.: 011-23702454, 23702457
E-mail : itpidel@itpi.org.in
Website: www.itpi.org.in

F.No.: ITPI/School/2024-25/115
30th August, 2025

To,
All ITPI Recognised Planning Schools,

Subject: Regarding Eligibility Criteria for FYIP Programme and Two-Year Programmes

Dear Sir/ Madam,

In continuation to letter no: ITPI/Schools/2024-2025/11084 dated 12th July, 2025, as per the new curriculum, following are the finetuned entry qualifications and the course curriculum FYIP and Two-Year Programmes for after deliberations with the HOD's or their nominees at ITPI, HQ.

1. Entry Level Qualifications.

• For FYIP in Planning (B.Plan-M. Plan/ B.Tech-M.Tech)

A candidate with 50% marks in 10+2 Examination from a recognized institute.

OR

A candidate with 50% marks in Matric Examination (10th Standard) and having passed 3 years diploma in Architecture or Architectural Assistantship or Civil engineering from a recognized statutory institute or any other recognized by the Institute of Town Planners India, New Delhi to be eligible for admission in the 1st Year of FYIP in Planning.

OR

A candidate with 50% marks in 10+2 Examination and having passed 2-year diploma in Architecture or Architectural Assistantship or Civil engineering from a recognized statutory institute or any other recognized by the Institute of Town Planners India, New Delhi to be eligible for admission in the 1st Year of FYIP in Planning.

(For all the candidates not having passed mathematics at the 10+2 level will have to do ONE additional course in mathematics, in the first semester of the FYIP as Audit Course (Bridge Course))

Note:

1. The relaxation in the marks for being eligible to the FYIP for the SC/ST/OBC categories will be as per the policy of the Central/ State government.
2. For any clarifications, contact the ITPI, Headquarter in writing and get written response for the same.

• For M. Plan/ M.Tech (Two-Year Programmes)

A candidate with 50% marks in Bachelor of Planning/ Architecture/ Civil Engineering/ Structural Engineering/ Construction Technology/ Construction Management/ Environmental Science/ Environmental Engineering/ Computer Science/ Infrastructure Planning & Management from a recognized statutory institute or any other recognized by the Institute of Town Planners India, New Delhi.

OR

A candidate with 50% marks in Master of Geography/ Economics/ Sociology/ Social Work/ Population Studies/ Development Studies/ Geo Informatics/Mathematics/ Econometrics/ Statistics/ Operation Research/ Public Administration/ Management/ Governance/ Public Policy from a recognized statutory institute or any other recognized by the Institute of Town Planners India, New Delhi.

Note:

1. The relaxation in the marks for being eligible to the FYIP for the SC/ST/OBC categories will be as per the policy of the Central/ State government.
2. For any clarifications, contact the ITPI, Headquarter in writing and get written response for the same.

2. Course Curriculum for FYIP and Two-Year PG Programmes.

Refer attachments in the E-mail.

Thanking You,

Yours Sincerely,

N. K. Patel

