



**SARVAJANIK
UNIVERSITY**

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REGULATIONS AT SARVAJANIK UNIVERSITY

(Masters of Planning (Urban and Regional Planning))

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Short title and Commencement

1. These Regulations shall be called the “Regulations for the Award of **Masters of Planning (Urban & Regional Planning) - M.Plan. (URP)** and subsequent specializations added under **M.Plan** from time to time.
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 **Masters of Planning (Urban & Regional Planning)** Degree Programs at the Sarvajanik University from the Academic Year 2023-24.

Definitions

- I. “ABC” means Academic Bank of Credit
- II. “Academic Council” means Academic Council of the Sarvajanik 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 BoS to plan and implement policies for the UG program;
- V. “Authority” means the Government of Gujarat or Sarvajanik University or Board of Studies, as applicable;
- VI. **Masters of Planning (Urban & Regional Planning) - M.Plan (URP)** a Post Graduate Degree awarded by the University.
- VII. “BoS” means Board of Studies for Faculty of Architecture, Design, Planning & Technology (FADP&T)
- VIII. “CA” means Continuous Assessments; CAT means Continues assessments Theory, CAP means Continues assessments practical
- IX. “CGPA” means Cumulative Grade Point Average (CGPA). It is a measure of the overall cumulative performance of a student overall semester. The CGPA 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 **Institute of Design Planning & Technology-SCET;**
- XXI. “Letter Grade” means an index of the performance of students in a said course. Grades are denoted by letters AA, AB, BB, BC, CC, CD and FF.
- 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 **Institute of Design Planning & Technology-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 **Masters of Planning (Urban & Regional Planning).**
- XXVI. “Regulatory Body” refers the regulatory bodies like the All India Council for Technical Education (AICTE), Bar Council of India (BCI), Council of Architecture (COA) etc.
- XXVII. “Semester” means 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June;

- XXVIII. “SGPA” means Semester Grade Point Average (SGPA). 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. “TEE” means Tern End Examination; TEP means Term End Practical Examination
- 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. PG means Post Graduate **Masters of Planning (Urban & Regional Planning)**
M.Plan. (URP) 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);\
- XXXV. “AICTE” means All India Council for Technical Education
- XXXVI. “ITPI” means Institute of Town Planners, India.

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 all fair means, and transparency after declaring the merit list of Applications and the entire admission process shall be done through ERP as per norms and rules prescribed by Sarvajanik University like
- Declaration of Merit list
 - Allocation of admission as per the choice of students through multiple rounds
 - Document verification as and when required
 - 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 submit an Application 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 | | INSTITUTE OF DESIGN PLANNING AND TECHNOLOGY-SCET SARVAJANIK SCHOOL OF PLANNING | | | | | |
|---------------------------------|-----------------|---|---|---|-----------------------|---|--------|
| Sr. No | Name of Program | Relevant Stream | AIU-recognized University (for PG) / Board for UG (Gujarat) | Qualification Required (10 th , 12 th , Diploma, Graduate, Post Graduate) | Minimum Passing Marks | Other exams/Competitive exams to be clear | Remark |

| | | | | | | | | | | |
|---|---|--|---|--|------|-----------|-------|------------|---|---|
| | | | board, CBSE, ISCE, OPEN Board, the state board or any other recognized) | | | | | | | |
| | | | | | Open | OBC/ SEBC | SC/ST | Oth ers | | |
| 2 | Master of Planning (Urban & Regional Planning) | Archite cture/ /Urban Plannin g/ Urban Design /Civil Engine ering/ Econo moics/ Geogra phy/ Sociolo gy/ | AIU- recognized University | 1. Bachelor of Architecture (Recognized by The Council Of Architecture) 2. Bachelor's Degree in Urban Design 3. Bach elors Degree in Planning (B.Plan.) 4. Bach elors Degree in Civil Engineering 5. Mast ers Degree in Economics/ Sociology/ Geography | 50% | 45% | 45% | | PGCET by ACPC or Entrance Test by Institute / University. | - |

Note: All notifications issued from time to time by AICTE / ITPI will be applicable over and above the mentioned eligibility criteria.

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 a recognized education board / AIU recognized University for the respective program Viz. GSEB (Gujarat board), CBSE, ICSE, OPEN Board(NIOS), IB & and the state board or any other recognized authority.

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 Sarvajani University.

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

1.3 Admission Criteria

- 1.3.1 Students shall be given admission based on the merit prepared from class 12/diploma/Graduate and 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 | Intake | Open | SC | ST | SEB C | EWS (Supernumerary) | Sports/cultural, service (Supernumerary) | Physically handicapped, ex-serviceman | Total |
|--------|--|-------------------------------------|--------|----------------------------|----|----|-------|---------------------|--|---------------------------------------|-------|
| 02 | Institute of Design Planning & Technology-SCET | M.Plan. (Urban & Regional Planning) | 20 | As per A.C.P.C. guidelines | | | | | | | 24 |

Note: Guidelines from ACPC from time to time will be applicable.

Table No. 1.3.3.2 According to Board

| Sr. No | Name of the Institute | Program | Intake | Gujarat Board | Other Board | Total | Remark |
|--------|--|-------------------------------------|--------|---------------|-------------|-------|--------|
| 02 | Institute of Design Planning & Technology-SCET | M.Plan. (Urban & Regional Planning) | 20 | - | - | 20 | - |

Note: For M.Plan. programme, guidelines from ACPC from time to time will be applicable.

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 | | |
| 02 | Institute of Design Planning & Technology-SCET | M.Plan. (Urban & Regional Planning) | 20 | N.A. | N.A. | 20 | B.Arch., B.U.D. BE (Civil), M.A. (Economics/ Sociology/ |

| | | | | | | | |
|--|--|--|--|--|--|--|-----------------------------------|
| | | | | | | | Geography) students are eligible. |
|--|--|--|--|--|--|--|-----------------------------------|

Note: *AICTE & ITPI norms issued from time to time will supersede the above provisions.

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 (Will not be applicable for M.Plan. Course as the admissions will be done by state level ACPC). In case if the merit list is to be prepared by the institute, the following guidelines will be followed.

1.4.1 Constituent College shall prepare the merit list for each category depending upon the student's academic performance in the respective qualifying examination.

1.4.2 The merit list shall comprise students who have filled out the admission form and fulfilled the eligibility criteria for admission.

1.4.3 The merit list will be formulated based on the student's performance in the last qualifying examination or as prescribed by the university from time to time.

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 Constituent College at Sarvajanik University.

(a) First Tie breaker: Entrance Exam (PGCET/ Ent. Exam by University)

(b) Second Tie breaker: 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)
- Caste certificate (1 photocopy) (if applicable)
- Non-Creamy Layer Certificate (SEBC candidates) (1 photocopy) (if applicable)
- Minority certificate (1 photocopy) (if applicable)
- Leaving Certificate (1 photocopy)
- Adhar card Copy

- EWS Certificate(if applicable)
- Physical handicapped document/ certificate (if applicable)
- Income certificate (format from ACPC) (if applicable)
- Any other document as required.

1.6 Other University Transfer Admission

- The transfer from another university is allowed only in the UG/PG courses as per provisions in Table no. 1.6.1.
- Upon accepting the transferred students in the concerned academic year and course, the total number of students should not exceed the total sanctioned intake.
- The inter-university transfer will not be entertained in the TFW (Tuition Fee Waiver) category. The student with a TFW category in an earlier university who wishes to transfer to any faculty of Sarvajanik University will be considered under the normal category and has to pay the full fees as decided by the Fee Regulatory Committee and/or Sarvajanik University
- 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.
- Students with any backlog or any pending credits to be acquired from a previous institution/university may not be transferred to Sarvajanik University.
- The syllabus of all the course types of all the previous semesters of both the universities (earlier and Sarvajanik 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.
- 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 Sarvajanik University by the committee.

- viii. The applicant can learn 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 Sarvajanik 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 wave 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 Sarvajanik University.

Table No. 1.6.1. University Transfer Criteria

| Name of the Program/Course | Admission in the Semester/Year number | Merit to be considered | Minimum Eligibility Criteria | Remark |
|--|---------------------------------------|------------------------|--|--------------------------|
| Masters of Planning (Urban & Regional Planning) | Semester wise | Yes | Clear all subjects till previous semester | Upto 2 nd Sem |

Note: AICTE / ITPI guidelines issued from time to time will be followed.

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 valid for admission 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. Regulations for Enrolment

2.1 Academic Calendar

2.1.1 The university with due deliberations with all deans of all faculty of Sarvajanik 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 Sarvajanik 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 and all constituent colleges are supposed to follow all suggested dates 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 facilitate the failed students to attend the courses in which they have failed and can also be used for offering additional courses to regular students opting for Honors / Minors for gaining additional credits.
 - c) 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 or equal to credits to complete the prescribed UG Degree requirements in the current Academic Year.
 - 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 CA and TEE for all the courses like in the main semester.
 - e) 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.
 - f) 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.
 - g) 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.
 - h) A separate Semester Grade Report shall be issued reflecting the gained grades for 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* |
|--|-------------------|--------|--------------------------|---|
| 2 | 2 | 2 | 2 | 3 |
| DP | 23 | MU | 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 he/she 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 rule 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 Sarvajani 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** which contains a short-term 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

| <u>Institute of Design Planning and Technology (IDPT)-SCET</u> | | | | | | | |
|---|--|--------------------------------------|---------------|----------------------------------|---------------------------------------|------------------------------|----------------------|
| Sr. No | Name of Program | Title/ specialization | Intake | Eligibility Criteria | Name of Regulatory Body if any | Duration | Max. Duration |
| 2 | Masters of Planning (Urban & Regional Planning) | Urban & Regional Planning | 20 | As per 1.2 of Regulations | AICTE ITPI* | 2 years (4 semesters) | 4 years |

* 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.

Table No 3.1.1 Program Durations

A student who fails to complete the PG 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.

3.1.1 Double Major and Minor Certification Programme

- **Double Major Certification Programme:**

- a) Aligned with the Choice based and Liberal education vision of Sarvajani University, and to encourage excellence in academics IDPT-SCET looking at the Global Scenario 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.
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 remedial exams.

- **Minors Certification Programmes**

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 20% additional credits. (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.

Under Graduate students transiting to the third year shall be offered Minors certification Programmes as an additional avenue of learning in Interdisciplinary/Transdisciplinary field, i.e they shall be enrolled in Minors certification Programmes in Semester V.

Students of Post Graduate Programme shall be allowed for enrolment into the Minors certification programme in 2nd Semester.

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

- a) UG and PG students opting for Double Majors / Minor Certification programme will have to pay additional fees as decided by the institute/university from time to time.
- b) For Bachelor programme, the student shall have a minimum CGPA of 5.5 up to 4th Semester and should have earned all the credits of all the courses up to 4th Semester. 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 1.

- c) Student will have to complete all the modules/courses for Double Majors / Minor Certification programme within the stipulated academic calendar as published by University from time to time. In case 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 certificate with minor certification will only be issued if the mandatory credit requirements of the major and minor certification programme are full filled by the students.
- d) 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.
- e) 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.
- f) Student 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 university for admission process.
- g) 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.
- h) The courses offered may be Semester Long Courses, Consolidated Modules or online courses from platforms like NPTEL/ Swayam /edX/ Coursera/Purdue Next/ Hunarshala/ TERI/ IIHS/ Earth Institute, Auroville, etc. A pre-approval of the course from Dean/Committee is mandatory. In case of Online courses, the examination schedule of such courses will be followed.
- i) 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) |
|--------------------|----------------|----------------------|--------------------------------|
| NOT APPLICABLE | | | |
| | | | |

*Non-Professional Diploma/ Degree / Certificate

Note: Guidelines issued from time to time by AICTE will be applicable.

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) |
|--------------------|----------------|--|---|
| 6.5 | 1/2 | PG Diploma in Planning (Urban & Regional Planning) | First year and have secured 52 credits excluding 4 Credits of Summer Internship |
| 7.0 | 2/4 | Masters of Planning (Urban & Regional Planning) | Second year and have secured 106 credits including 6 Credits of Professional Training |

Note: Guidelines issued from time to time by AICTE/ ITPI will be applicable.

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

Students who are opting for exits at any level shall re-enter the program where they had left off. They can re-enter either in the same or different HEIs within two years of exit and complete the degree program within the stipulated maximum period of **Four years** from the date of admission to the first-year PG program.

3.3 Change of program:

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.

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 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.

| Sr. No. | Name of Programme | Can change discipline to: | After | Remarks |
|---------|-------------------|---------------------------|-------|---------|
|---------|-------------------|---------------------------|-------|---------|

| | | | | |
|---|--|-------------------------------|----------------------------|--|
| 1 | Masters of Planning (Urban & Regional Planning) | M.Arch. (Urban Design) | 1st Sem. | B.Arch. UG Degree mandatory for the change. |
| 2 | Masters of Planning (Urban & Regional Planning) | M.I.D. / M. Des. | 1st Sem. | B.Arch. UG Degree mandatory for the change. |

Note: Equivalence committee formulated by the institute / university will make necessary recommendations.

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/inter ship / Field practice/ Project | 1 | 45 hrs. |

Table No. 3.4.1 Credit

3.4.2 Credit Per Program

| Sr. No | Name of Program | Total Credit | | Remarks |
|--------|--|--------------|---------------|---------|
| | | Auditable | Non-Auditable | |
| 2 | Masters of Planning (Urban & Regional Planning) | 106 | - | |

Table No. 3.4.2.1 Credit per Program

3.4.3 Program Credit Structure

| Sr no. | Broad Category of Courses | Minimum Credit Requirement | |
|--------|--|--|--|
| | | 2 Year PG Programme (Masters of Planning- Urban & Regional Planning) | 2 Year PG Programme (Masters of Planning- Urban & Regional Planning) with Minors |
| 1 | Professional Studios and Dissertation | 52 | 52 |
| 2 | Urban and Regional Planning Core Courses | 24 | 24 |

| | | | |
|---|---|------------|-------------------------|
| 3 | Multi-Disciplinary (Humanities & Social Science) | 6 | 6 |
| 4 | Professional -Ability & Skill Enhancement Courses (AEC) + Professional Training | 8+6 | 8+6 |
| 5 | Professional & Transdisciplinary Open Electives - Skill Enhancement Courses (SEC) | 10 | 10 |
| 6 | Liberal Studies & Life Skills - Value Added Courses common for all UG | - | - |
| 7 | Research Project/ Dissertation | - | - |
| | Total Credit requirement | 106 | 106 +12 (Minors) |

Note: Broad Category of Courses is followed as per the recommendations by AICTE & ITPI.

Table No. 3.4.3.1 Program Credit Structure

3.5 Course Code Structure Scheme

| Degree Program (Bachelor) | Faculty (ADP&T) | 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 |
| M | U | UP | 1 | 3 | 1 | 01 |

Table No. 3.5.1 Course Code Structure Scheme

| Course Type | Code |
|---|------|
| Professional Studios and Dissertation | 3 |
| Urban & Regional Planning Core Courses | 2 |
| Humanities & Social Science Courses | 0 |
| Professional Ability and Skill enhancement (PASE) | 6 |
| Professional elective (PE) | 4 |
| Transdisciplinary open elective (TOE) | 8 |

Note: Course groups decided as per AICTE recommendations.

Table No. 3.5.2 Course Type with Code

3.6 Assessment Heads

| | Continuous Internal Evaluation (CIE) | Marks | Remarks |
|---|--|----------------|---------|
| 1 | Mid Semester Examination | - | - |
| 2 | Quiz (At the end of each module) | - | - |
| 3 | Assignment (Class Assignment / Home Assignment) / Seminar / Jury/Presentation / Poster presentation)/ or | 40% (of total) | - |

| | | | |
|---|--|--------------------|---------------------|
| | 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) | |
| | Total Continuous Internal Evaluation (CIE) Marks | 50% (of total) | - |
| | Heads (University Examination) | | |
| 1 | Summative Evaluation (SE) | 20% | - |
| 2 | Term-end Examination (TEE) (Theory, Viva, Jury) | 30% (of total) | Passing head 50% |
| | Grand Total Marks | 100% (of total) | Passing head 50% |

Table No.3.6.1 Assessments Heads

4. Examination Regulations

4.1 Min. requirements/ eligibility to appear in Term-End Examinations

- 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 Term End Examination 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, etc. as per specified rules of institutes) shall not be allowed to register for TEE. 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.
- Student should not be facing any disciplinary actions taken by the Constituent College against him/her.

4.2 Examination System – Flow of Examination

- Sarvajanik University will conduct examinations through Sarvajanik 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 Sarvajanic 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 Term End Examination 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 TEE 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 Sarvajanic University authority. Accordingly, the paper setting and assessment orders shall be issued to faculty members. Further

there are various designs based, drawing based, arts, electives, liberal studies offered as courses in Architecture, Planning, Interior Design and Visual Arts programs require JURY to be conducted as final mode of examination, which reviews and evaluates the student's work as a part of University Exam (Term End Examination), which is 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 Term-end Examination timetable at least 15 days in advance of the examination's commencement on the 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 Term End Examinations 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 Term End Examination 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 Sarvajanik 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.
- Reassessment, rechecking, remedial exams, 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 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.

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, ODL 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.

- **Continues Internal Evaluation (CIE):** The CIE 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/closed 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.
- **University Examination (UE):** The University Examination Component – 50% consists of Summative Evaluation (SE) – 20% and Term End Examination (TEE) – 30% Components.
- **Summative Evaluation (SE):** Summative Evaluation (SE) is a part of University Examination covers written / oral examinations conducted by the university. The evaluation for the same will be conducted by the institute and by subject teachers/ evaluators appointed by the institute. 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.
- **Term End Examinations (TEE):** Term End Examination (TEE) covers written / oral 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), a university appointed internal/external examiner may conduct Jury/Viva/Practical Exam.
- CIE examinations shall be conducted exclusively by the course faculties, the components of CIE and their weights to conclude CIE 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 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 CIE

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

- The Institution may define appropriate examinations modes for the CIE examinations for those students who may have remained absent for CIE due to valid reasons like Medical, Participation in events etc. as acceptable to the institute.
- The Institutes shall maintain a high standard in CIE, SE and TEE examinations whichever is applicable.
- Continuous evaluation marks/grades (CIE) awarded by course faculties should be displayed and shared with students, preferably at the end of the semester preferably the last week of the semester and only thereafter submit it to the university.
- The declaration of final results of the courses attended by a student in a semester preferably declared before the commencement of the next term/semester as per the Academic Calendar.
- Question Papers used for CIE, SE and TEE 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 CIE, 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 empanelled examiners of those courses/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, reporting 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 studio courses for TEE. For other courses it is optional to appoint an external examiner for TEE 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 TEE 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, 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 TEE 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-EXAM 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.
- For all other students who have failed in their regular TEE examination shall be allowed to appear for remedial exams as per norms mentioned below and their grades will be awarded one grade lesser than what he/she has secured in his/her exams.

- The hall tickets for TEE examinations shall be made available to each student, provided the student's examination form is approved and accepted. Hall tickets will specify students' detail, 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 curriculum of respective program.
- **Carry-Over & Grade Improvement**
 1. If a student is not earning credits of a particular course, he/she shall have a choice to repeat any or all of the other courses during the summer term for which he/she shall have to do the registration with applicable fees or he/she shall have to repeat those courses in in a subsequent academic year till he earns the balance credits.
 2. Continuous Internal Evaluation (CIE) of a course shall remain intact for carry-over or improvement.
 3. A student can re-appear in Remedial Exam for maximum two subjects (courses) and for a maximum of two (2) chances, subject to the time limitations and academic schedule.
 4. A student having FF grade in any specific course, and for improvement of grade from FF to the higher grades, the student must appear in both for SE- Summative Evaluation Examination & TEE-Term End Evaluation Examination of that course as per the schedule given by the Institute. In such cases, Marks of CIE-Continuous Internal Evaluation for that course shall be carried forward and will not be changed.

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 criteria of 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 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 non-granted term students, all continuous evaluations will become 'null and void'.

4.5 Examination Passing Criteria

Passing criteria for each component of the evaluation will be 50 % (**as specified by statutory body**) for all undergraduate programs and postgraduate programs, unless and until it is specified in approved program regulation. **Continues Assessments and Term end examination Passing Criteria.**

Scheme-1

| Sr. No | Heads | Passing Criteria (mention marks) | Remarks |
|--------|---------------------------------|----------------------------------|-----------------------|
| 1 | Cont. Internal Evaluation (CIE) | - | - |
| 2 | Summative Evaluation (SE) | - | - |
| 3 | Term End Examination (TEE) | 50% | 50% passing criteria. |
| 4 | Grand Total | 100% | 50% passing criteria. |

Table No. 4.5.1 CIE, SE and TEE Passing Criteria

4.6 Academic Progression Rules (Academic Progression rules for all UG and PG programs)

- Students, who acquired a minimum of 50% credits out of the total assigned First Year credits, shall register for all courses of the Second Year.
- If 50% or 60% credits is resulted 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 | |

| Promoting To Year | Promotion Eligibility to next year | |
|--------------------------|---|----------------------------------|
| | First-Year Direct Admit | Second-Year Lateral Entry |
| Second Year (SY) | Minimum of 50% credits out of the total assigned FY credits | N.A. |

Note: Guidelines of AICTE issued from time to time will be applicable and supersede the university guidelines.

Table No. 4.6.1 Academic Progression/Promotion Eligibility Conditions

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 following Table.

| Grade | GradePoints | Description of performance |
|----------------------------------|--------------------|--|
| AA | 10 | Exceptional |
| AB | 9 | Outstanding |
| BB | 8 | Excellent |
| BC | 7 | Very Good |
| CC | 6 | Good |
| CD | 5 | Fair |
| FF | 0 | Fail |
| NA | - | Not appeared, and internal is completed |
| WD | - | Withdrawal |
| LA | - | less attendance/term work not completed hence detained |
| PP (Only for non-credit courses) | - | Pass |
| AU (Audit Course) | - | Witnessed |
| NP (Only for non-credit courses) | - | Not Pass |

Table no. 4.8.1 Letter Grades and Grade Points

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

- i. An 'AA' grade stands for exceptional achievement. The 'CD' grade stands for fair performance, i.e., it is the minimum passing grade in any course. The minimum % of marks for the award of the 'CD' grade is 50%.
- ii. The student must secure at least 50% marks in all the passing heads say CA & TEE as defined in program regulations, otherwise, he/she will be awarded the FF grade.

| Description of performance | Grade Points | Grade | % of marks |
|--|--------------|----------------------------------|--------------|
| Exceptional | 10 | AA | ≥ 90(90-100) |
| Outstanding | 9 | AB | ≥80(80-90) |
| Excellent | 8 | BB | ≥ 70(70-79) |
| Very Good | 7 | BC | ≥ 60(60-69) |
| Good | 6 | CC | ≥ 51(51-59) |
| Fair | 5 | CD | =50 |
| Fail | 0 | FF | <50 |
| Not appeared, and internal is completed | - | NA | |
| Withdrawal | - | WD | |
| less attendance/term work not completed hence detained | - | LA | |
| Pass | - | PP (Only for non-credit courses) | |
| Witnessed | - | AU (Audit Course) | |
| Not Pass | - | NP (Only for non-credit courses) | |

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

- iii. Marks obtained in passing heads like CIE, SE, TEE 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 $(UE \times 50/100 + CIE \times 50/100)$ sum of **two components**. Such resulted number is up rounded to decide course grade. Course components as specified in curriculum of program will decide course grade and formula to be used.

| UE = SE+TEE) -50 | | | | CIE-50 | | |
|------------------|---------------------|-------|-------------|---------------------|-------|-------------|
| Sr. No. | Marks obtained (50) | Grade | Grade Point | Mark's obtained (0) | Grade | Grade Point |
| 1 | UE | UE | UE | CIE | CIE | CIE |
| e.g. | 46 | AA | 10 | 32 | BC | 7 |

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

| Reno. | Courses having theory components only (SCHEME-1) | |
|-------|---|-------|
| | Weighted grade point | Grade |
| 1 | $= (UE \times 50/100) + (CIE \times 50/100) = 8.5$ Letter grade of Grade point will be up converted as 9 | |
| e.g., | 9 | AB |

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 CD or higher. Letter grade 'FF' in any course implies failure in that course. LA means unsatisfactory attendance, WD means the student has opted to **withdraw from the course**. WD is primarily considered as not cleared and backlogs.
- vi. 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.
- vii. 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, C_i is the number of credits allotted to a particular course and G_i is the grade points corresponding to the grade awarded to the student for the course.

- viii. 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, C_i is the number of credits allotted to a particular course and G_i is the grade points corresponding to the grade awarded to the student for the course.

- ix. 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.**
- x. 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.
- xi. 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.
- xii. 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.
- xiii. 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).
- xiv. Following two grades, PP (Passed) and NP (Not Passed) for Mandatory non-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.

- xv. 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.
- xvi. 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.
- xvii. The answer scripts of TEE shall not be shown normally to the students. It can be shown only in case of dispute or with special permission from the head of the institute after paying a requisite fee for the same. The university will frame rules in this regard from time to time.

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 continuing Internal Evaluation (CIE), University Theory Examination/Jury/Viva (UE – SE/TE), backlog, Remedial and Re-examination his/her failure in that theory head of passing shall be condoned by 5% of maximum marks of corresponding passing heads.

| University External Theory Marks | Maximum 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 Continues Assessments /University Term-end Examination, Remedial examinations, Re-Examinations, Backlog 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 TEE and not allowed for CIE.
- 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 Remedial, Re-Exam and Backlog Exam

- A remedial exam will be conducted for those students who failed in the current (i.e. regular) semester TEE component and want to re-appear for the same. Remedial shall be conducted after the declaration of the result and completed preferably within 4 weeks.
- The students are allowed to appear in remedial for a maximum of three courses of the regular odd semester.
- Remedial exam shall be held as per dates notified in the Academic Calendar and/or announced by the university.

- Remedial examination shall be extended to only those students who have failed in the current semester.
- Remedial shall not be available for the 'Backlog' courses. A 'Backlog' for a course means the student has failed that Course in the earlier semester(s) and could not clear in the additional opportunity provided in the form of a Remedial exam/Re-Examination during that semester.
- In even semester results, the students are allowed to appear in the remedial examination for all courses in which they failed so that they can get a fair chance to clear courses and earn requisite credits for academic progression to the next year.
- The students intending to benefit from the facility shall have to register for the remedial courses by paying the prescribed fees by the university within the stipulated time as notified.
- At the end of every semester, the students can appear for the backlog examinations of all the failed theory/Jury/Viva courses (TEE) of earlier semesters. The students have to apply for the backlog examination and shall pay the fees as prescribed by the university. The students, who have dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Remedial of the respective course(s).
- 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.
- A student, who is caught in UFM or against whom some disciplinary action is taken in regular TEE, shall not be allowed to appear in Remedial.

- The remedial examination shall be conducted only for those courses/subjects whose examination is conducted by the University. For subjects/courses conducted by MOOC /SWAYAM/ONLINE courses etc. shall not be given the opportunity of the exam.
- The standard of conducting the Re-examination/Remedial examination shall be the same as the normal TEE of the main semester.
- The grade range used for the course shall be the same as that of the TEE of the main semester. After the conduction and evaluation of Remedial, the university shall award the appropriate grade to the student for the concerned course. The remedial exam ensures that the students have one more opportunity to clear the course and improve their performance in the same semester. But, the grading in Remedial examination shall be “one grade less” compared to what the students have obtained based on the main TEE absolute grading pattern, Course to a minimum grade of CD. For example, if a student secures ‘AB’ grade in remedial of a particular course, the student’s final result after remedial will be declared in BB grade in that course. However, if a student secures CD grade in remedial of a particular course, the students’ final result after Remedial examination will be declared and retained in CD grade in that course and not downgraded to FF. *“For those students who have taken special permission from the Dean/Principal after showing valid reason and appeared for re- examination, "One Grade Less" policy shall not be applicable.”*
- Students with Grade ‘NA’, and not appearing for remedial, shall be automatically converted into grade FF for TEE, after the declaration of results of the remedial. CIE grades will remain the same and unaffected if awarded.
- Remedial students will not be eligible for an award of medals or any special recognition like top ranking.
- 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. | A student is found having in his/her possession any material relevant to the syllabus of the concerned course of examination but was not copied from or used it. | Cancellation of the examination of that particular course and the student shall be awarded grade FF in that course. However, if the material found in the possession of the student is insignificant, the nature of the punishment may be relaxed to the extent that the student shall be given a chance to appear in the Remedial/Backlog. In such a case, the student will be awarded one grade less than he/she actually obtained, limited to a 'CD' grade. |
| 2. | A student is found to have copied from or used the material during examination/evaluation, | Cancellation of the examination of that particular course and grade 'FF' shall be awarded. |
| 3. | 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. | The above punishments (Sr. No. 1 and 2) may be enhanced according to the gravity of the offence as deemed fit by the Disciplinary Committee for Examination. |
| 4. | A student is found talking to another student or to any unauthorized person inside or outside the examination hall during the examination hours without the permission of the Invigilator | Discontinuation from the examination of that particular course and the grade shall be awarded in that course based on the attempted contents. |
| 5. | A student is found reading or possessing some incriminating material relevant to the syllabus of the course in the corridor, urinal etc. | Cancellation of the examination of that particular course and grade FF shall be awarded in that course. |
| 6. | A student is found giving or receiving assistance in answering the question paper to or from any other student/person in the | Cancellation of the examination of that particular course and grade FF shall be awarded in that course. |

| | | |
|-----|--|---|
| | examination hall or outside during the examination hours. | |
| 7. | A student is found in damaging/tampering/scratching the answer script or any part of it during examination or while showing answer script to the student after evaluation. | Cancellation of the examination of that particular course and he/she shall be awarded Grade FF in that course with all the consequences to follow as per 4.13.2. |
| 8. | A student impersonates any other student in connection with the examination or during the examination, | Cancellation of the examination of both the students of the present semester and both shall be awarded grade FF in all the courses of that semester and a year down (Student should be debarred from semester, hence will be detained so, Student has to join next year again in same semester so it is written year down.) of both the students. |
| 9 | A student takes allotted or additional answer script outside the examination hall or replace the allotted answer script with another answer script during examination or replace the evaluated answer script with another answer script while showing answer script to the student after the answer script evaluation, | Cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester. |
| 10. | 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, | Cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester. |
| 11. | For combination(s) of unfair means/malpractices from serial No. 1 to 7 or repetition of any unfair means/malpractices from serial No. 1 to 7 by a student during entire program. | Cancellation of the present semester examination and the student shall be awarded Grade FF in all the courses of that semester and a year down of the student. |

| | | |
|-----|---|--|
| 12. | For combination(s) of unfair means/malpractices from serial No. 8 to 10 or repetition of any unfair means/malpractices from serial No. 8 to 10 by a student more than once, | Cancellation of the admission of the student from the said program. |
| 13. | A student is found active/inactive part of any social media means used for unfair means/malpractices in the examination, | A fine of Rs. 5,000/- for inactive students and for an active student, one step shall be downgraded in terms of the grade earned to a minimum of CD grade for maximum three high scoring courses. If found appropriate to supervisor- exam coordinator then his/her exam should be cancelled and awarded FF grade. |
| 14. | A student's mobile phone or programmable calculator or any other electronic gadgets of a student is confiscated during the examination, | A fine of Rs. 2,000/- and the confiscated item shall be returned only after the last day of scheduled semester examination. Cancellation of the examination of that particular course, if supervisors convinced that it was not accidental but kept intentionally and to achieve undue advantage. |
| 15 | Student found prancing UFM in re-examination and backlog examination | That particular exam of all courses should be cancelled and awarded FF grades in all courses including for which he/she had already appeared |

Table no. 4.13.1 Punishment Details for Unfair Means

4.13.1 Students who are awarded FF grade due to UFM cases in TEE will not be eligible for remedial

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.

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
- 6.2.5.6. 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 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.

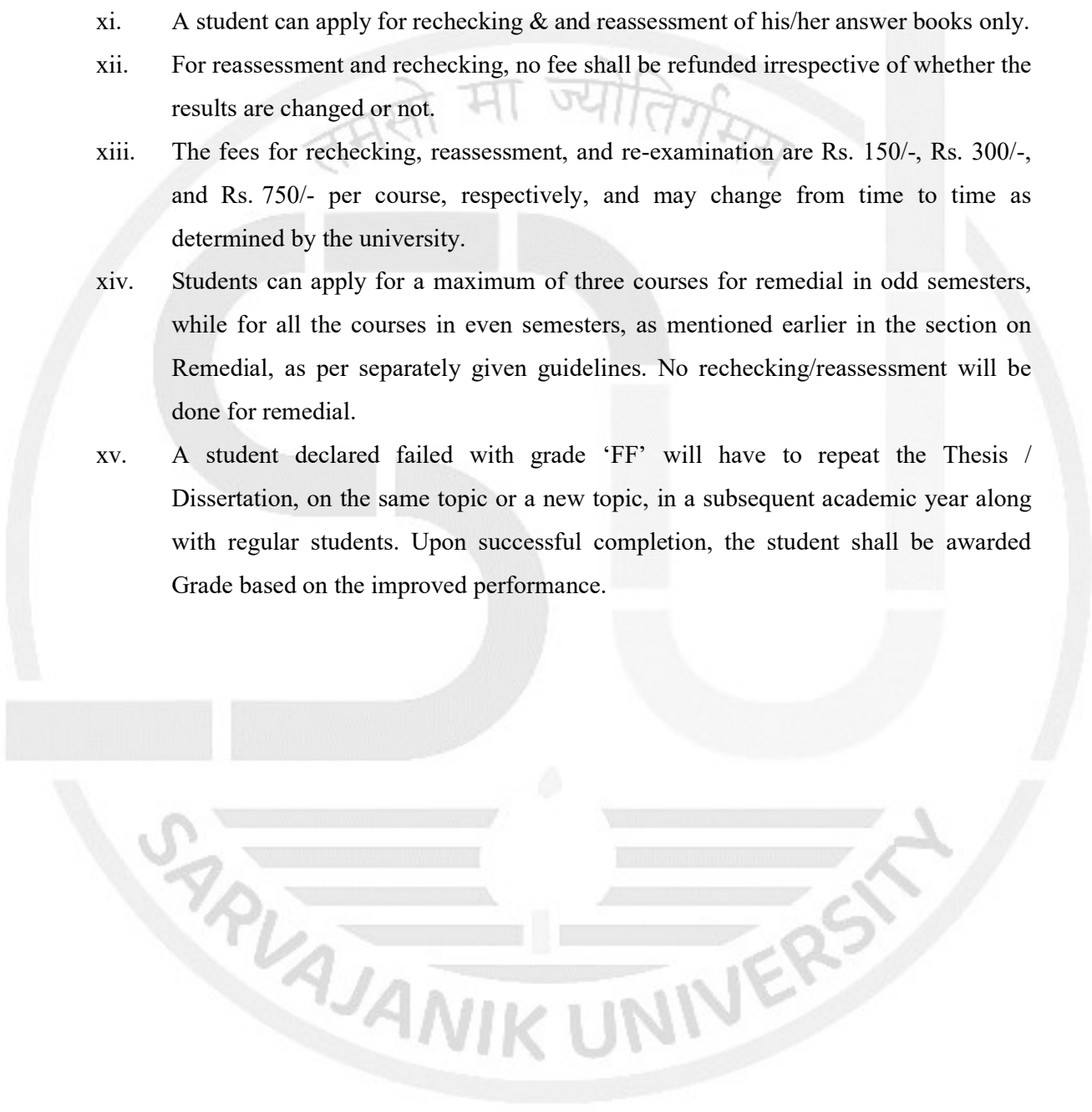
| Grades | Percentage range |
|--------|------------------|
| AA | $\geq 90\%$ |
| AB | $\geq 80\%$ |
| BB | $\geq 70\%$ |
| BC | $\geq 60\%$ |
| CC | $\geq 50\%$ |
| CD | $\geq 40\%$ |
| FF | $< 40\%$ |

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 | AA |
| > 8 | 9 | AB |
| > 7 | 8 | BB |
| > 6 | 7 | BC |
| > 5 | 6 | CC |
| > 4 | 5 | CD |
| < 4 | 0 | FF |

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, TEP, CIE 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.

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- 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. Students can apply for a maximum of three courses for remedial in odd semesters, while for all the courses in even semesters, as mentioned earlier in the section on Remedial, as per separately given guidelines. No rechecking/reassessment will be done for remedial.
- xv. A student declared failed with grade 'FF' 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 TEE, **the examiner will submit the TEE Criteria Sheet to OSD in advance/prior to the day of exam , The TEE 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 Sarvajanic 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 Sarvajanic 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 **Term End Examinations** 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 | |
| KEEP THIS BLANK | |
|  | <p>Program name: Master of Business Administration (M.B.A.) First year</p> <p>Semester: 1</p> <p>Course Code: MGMB19105 Set: S23_Y (keep only one)Course</p> <p>Name: Managerial Communications (MC)</p> <p>Name of the Paper setter: Ms. Swapna Nair</p> <p>Name of institute : S. R. Luthra Institute of</p> <p>Management</p> |
| Kindly Tick one | |