

# **Regulations on Academic Matters 2008**

**(Under Section 27 of Sir Padampat Singhanian University, Udaipur Act, 2008)**

**(Amended 2018)**



**Sir Padampat Singhanian University  
Udaipur, Rajasthan**

**OFFICE OF THE REGISTRAR**

**SIR PADAMPAT SINGHANIA UNIVERSITY**

**Udaipur**

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**NOTIFICATION**

The Regulations on Academic Matters – 2008 prepared under section 27 of the Sir Padampat Singhania University, Udaipur Act 2008 and approved by the authorities of the university are notified for information of all concerned. These regulations shall be applicable from the Academic Session 2007 – 2008 and the provisions of the regulations shall govern the students seeking admission to and admitted in the university in the Academic Session 2007-08 and thereafter.

REGISTRAR

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# Chapter I

## Introduction

### 1.01 General

- 1.01.01 Title: These Regulations shall be called the “Regulations on Academic Matters of Sir Padampat Singhania University, 2008”, hereafter referred to as Regulations. It embodies regulations relating to the various degree/ diploma/ certificate programs offered under semester system in different schools of Sir Padampat Singhania University.
- 1.01.02 Date of enforcement: These regulations shall come into force with effect from the academic session, 2007-2008.
- 1.01.03 Extent of application: These regulations shall apply to students seeking admission and admitted to the degree/diploma/certificate programs of the University.
- 1.01.04 Interpretation: Subject to such advice as may be given by the Board of Management or the Academic Council, the decision of the President shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the University in respect of interpretation of these Regulations or any other matter not covered within these Regulations.
- 1.01.05 Regulation for extra-ordinary situation: Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of the Regulations, may be considered by the Academic Council depending on the merit of the cases and for any case which may be referred to the Academic Council by the Registrar/Dean with the approval of the President.
- 1.01.06 Last date: Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date.
- 1.01.07 Provision of guidelines and forms: In order to specify modalities of implementing these Regulations, a set of guidelines and forms shall be formulated specifying the relevant clause of the Regulations. The set of guidelines and forms shall be a part of these Regulations.

### 1.02 Definitions

- 1.02.01 Academic year: The academic year of the University shall ordinarily be from July to June and shall consist of two semesters. It may, however, be modified by the Academic Council if needed.

1.02.02 Semester: A semester shall be of minimum 90 instructional days excluding the days required for holding examinations. The first semester of an academic year shall ordinarily extend from the month of July to December (Autumn Semester) and the second semester shall extend from the month of January to June (Spring Semester) each year.

1.02.03 Minimum working days in a semester: In case the required number of working days fall short of the above, the same shall be extended by the Registrar with the approval of President, provided that the minimum number of classes (for theory and practical components separately) for different credit load of course(s) shall not fall short as noted below :

1(one)	Credit course	14 classes
2(two)	Credit course	26 classes
3(three)	Credit course	36 classes
4(four)	Credit course	52 classes
5(five)	Credit course	65 classes
6(six)	Credit course	78 classes

1.02.04 Credit: Each course offered shall carry a specific credit depending upon the quantum of work involved in the course. A one credit course shall imply the quantum of work done corresponding to minimum of 1(one) hour of theory class or minimum of 2(two) hours of laboratory/field work (practical) or 4(four) hours of research work every week during a semester in respect of a particular course. One credit for a seminar course shall be the quantum of work done in a semester for presentation of a seminar of 1(one) hour duration.

1.02.05 Academic program: An academic program shall comprise of a set of courses. Completion of the set of courses, prescribed for an academic program, by a student shall lead to the award of a Degree/Diploma/Certificate to the student concerned.

1.02.06 Course: A course is a unit of instruction or segment of a subject matter under any discipline carrying a specific number of credit hours. Each program shall comprise of a set of courses.

1.02.07 Core courses: Core courses shall consist of those courses which a student must take as compulsory requirement for a particular degree program in which the student is enrolled.

1.02.08 Elective course(s): Elective courses shall consist of course(s) of specialized nature under various academic programs of the University that a student may select to take as a requirement for the students' specialization.

- 1.02.09 Optional courses: Optional courses are those courses offered in a particular academic program, which the students may select to take in addition to the core and elective courses.
- 1.02.10 Major discipline: Major discipline is the discipline in which a student is enrolled.
- 1.02.11 Supporting discipline: Supporting discipline(s) are those in which a student shall take courses besides the courses of the major discipline as recommended by the Counseling/ Advisory Committee as part of the study. The nature and content of the courses being such that these courses will support the students' major field of studies and or research work/program.
- 1.02.12 Pre-requisite course(s): The course(s) which is/are specified for equipping the student with the background knowledge before registering a given course. Normally a student will earn credit for such a course, but if a Post-Graduate student is to undergo any under-graduate course as a pre-requisite, the student shall have to earn 'S' (satisfactory) grade vide clause 1.02.13.
- 1.02.13 Deficiency course(s): The deficiency course(s) are those in which a student is considered deficient for a Post-graduate degree program as decided by the concerned Advisory Committee. The student shall take such course(s) over and above the scheduled course(s) of major and supporting disciplines as part of the degree program. After successful completion of such course(s) the student shall have to earn 'S' (satisfactory) grade vide clause 1.02.12.
- 1.02.14 Credit course: These are the Core and Elective courses that are registered by a student during a semester to be taken into account for the credits earned by him/ her.
- 1.02.15 Audit course: A student may take some courses which he/she does not want to include in the list of courses that are to be taken into account for the credit earned by him/her. Such courses are registered as Audit (non-credit) courses. Grades earned in such courses shall not be included to calculate the Grade Point/ Grade Point Average (GPA) of the student.
- 1.02.16 Credit earned: The total credits earned by a student during an academic program is the sum of the credits specified for the courses completed by the student securing pass grade.
- 1.02.17 Credit requirement: Each degree program shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses, e.g Core course, Elective course etc. A student has to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree/diploma/certificate.
- 1.02.18 Grade: Grade signifies the level of standard of qualitative and quantitative academic achievement, which a student attains in a particular course/research work and



expressed as in clause 3.12. However, letter grades shall be awarded for the status as indicated below:

<b>Letter Grade</b>	<b>Status</b>	<b>Remarks</b>
I	Incomplete	In the case of non-completion of requirements (assignment/term paper/project report etc.) a course by a student. This grade should be removed within 5 days from the declaration of results, failure to do so shall automatically result in award of 'F' grade
S	Satisfactory	For successful completion of a non-credit course
U	Unsatisfactory	For being unsuccessful in a non-credit course
W	Withdraw	If a student withdraws from a course
E	Extended project	In the case, a project work remains incomplete and the same is extended to the following semester
F	Failure	In the case, a student could not secure the qualifying marks in a course
Ab	Absent	In the case, a student remains absent in an Examination
Nc	Non Credit	A course without any credit to be earned
R/B	Repeat / Back examination	Repeat / Back examination conducted for the students who could not qualify in the regular examination
Sa	Shortage of Attendance	Special examination conducted for the students having shortage of attendance

1.02.19 Grade point: It represents the product of the grade obtained in a course and the corresponding credit(s). Thus, in a course of 3 credit if a student earns a grade of 7.500, his/her grade point will be  $(7.50 \times 3) = 22.500$ . This should be calculated up to three decimal points.

1.02.20 Grade point average (GPA): It determines the overall performance of a student in courses cleared (including backlogs, if any) together in a semester. It is the average of grade points of a student which is worked out by dividing the total Grade Points earned in all the courses cleared in a semester by the total credits of the courses cleared, excluding those of non-credit courses in a semester. GPA shall be worked out up to three decimal places. An example:

Course Code	Credit	Grade Earned	Grade Point
BT-151	2	7.500	7.500 X 2 = 15.000
CH-151	3	8.200	8.200 X 3 = 24.600
MA-151	1	8.500	8.500 X 1 = 8.500
HU-151	3	7.900	7.900 X 3 = 23.700
CS-151	3	8.100	8.100 X 3 = 24.300
PH-151	3	7.600	7.600 X 3 = 22.800
Total	15		118.900

Therefore, the GPA will be 118.900 divided by 15 = 7.92666 shall be recorded as 7.926 but not as 7.927 as no rounding up is allowed.

1.02.21 Cumulative grade point average (CGPA): It is the average of accumulated Grade points of a student which is worked out by dividing the Cumulative total of Grade points by the cumulative total of Credit of all the courses taken (excluding those courses for which 'S' or 'U' grade is awarded) and completed by a student from the entry in a degree program of the University at a specified time. For the First Semester of any academic program, the GPA and CGPA shall be the same. The CGPA shall be calculated up to three decimal points.

### 1.03 Academic Calendar

1.03.01 Calendar: The academic calendar specifying the schedule of academic activities such as registration, counseling/orientation of students, commencement of instructions, schedule of examinations, declaration of results, duration of semester etc. shall be prepared and notified by the Registrar, with the approval of the President for each academic year. Holidays, co-and extra-curricular activities shall also be indicated in the academic calendar.

1.03.02 Semester break: There shall be a break at the end of each semester that shall be specified in the academic calendar.

## 1.04 Award of Degree

1.04.01 Requirement of courses: The Academic Council will determine the minimum requirement of courses (credit) for the award of different degree/diploma/certificate by the University. A student enrolled for a particular academic program, must fulfill the minimum requirements of credit in order to be eligible for conferment of degree by the University.

1.04.02 Credit load: For undergraduate students the maximum credit load as a regular course allowed per semester for a student shall be 30.

For Post Graduate students the maximum credit load allowed per semester for a student shall be 20.

1.04.03 Syllabus: There shall be a syllabus for each course offered which shall have the approval of the Academic Council. The syllabus shall consist of the aim/ objectives, broad topics of theory and/or practical to be covered in the course followed by a short list of text books and reference books.

1.04.04 Minimum credit requirement: A student enrolled for a particular degree/diploma/certificate program, must fulfill the minimum credit requirement as given below, in order to be eligible for conferment of degree/diploma/certificate by the University:

<b>Academic Program</b>	<b>Minimum Credit Required</b>
Certificate Course	
6 (six) months	25
1 (one) year	50
Diploma Course	
1 (one) year	50
2 (two) year	90
B.Tech	180
Integrated B.Tech - M.Tech	220
M.Tech/ M.Sc.	60
BBA	108
Integrated BBA - MBA	200
B.Com (Hons)	108
B.Sc	140
M.B.A.	96
EMBA	50
Ph.D	51

M.C.A	113
Integrated B.C.A - M.C.A	190
B.Tech (Lateral Entry)	135
B.H.M	172

Within the minimum credit required for each programme, equivalent credit weightage shall be given to the students for the credits earned through online learning courses through SWAYAM platform in the credit plan of the programme. However, transfer of credits earned through online SWAYAM portal shall be limited to 20% of the total courses being offered in a particular programme in a semester.

1.04.05 Internship program in the industry: Students of under graduate and post graduate technical degree program shall undergo internship in an industry/corporate house/research institute of the related field of his/her study. Students may also undertake live-projects from industry/corporate house /research institute to fulfill these requirements. Students shall be eligible for the award of the degree only after successful completion of this program. The Academic Council shall determine the detail procedure of implementing the internship program along with the duration, credit, marks, evaluation process etc.

### 1.05 Period of Residence

1.05.01 The minimum and maximum period of residency for various academic programs shall be as follows :

<b>Program</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Certificate Course</b>		
6 (six) months	1 Semester	4 Semesters
1 (one) year	2 Semesters	6 Semesters
<b>Diploma Course</b>		
1 (one) year	2 Semesters	6 Semesters
2 (two) years	4 Semesters	8 Semesters
B.Tech	8 Semesters	12 Semesters
Integrated B.Tech - M.Tech	10 Semesters	14 Semesters
M.Tech/ M.Sc	4 Semesters	8 Semesters
B.B.A	6 Semesters	10 Semesters

Integrated BBA-MBA	10 Semesters	14 Semesters
B.Com (Hons)	6 Semesters	10 Semesters
B.Sc	6 Semesters	10 Semesters
M.B.A	4 Semesters	8 Semesters
EMBA	2 Semesters	6 Semesters
<hr/>		
Ph.D*	6 Semesters	10 Semesters
M.C.A.	6 Semesters	10 Semesters
Integrated BCA - MCA	10 Semesters	14 Semesters
B.Tech (Lateral Entry)	6 Semesters	10 Semesters
B.H.M	8 Semesters	12 Semesters

\*Minimum period of residency may be relaxed for out-station candidates, with the condition that they fulfill the relevant rules and regulations (clause no. 2.09.07) of the University.

#### **1.06 Medium of Instruction**

The medium of instruction and examination for all the academic programs at all levels, offered by the university, shall be English. But in the case of language subjects, the instruction and examination may be in the respective languages.

## Chapter II

### Admission, Enrollment and Continuance of Studies

#### 2.01 Admission

- 2.01.01 Admission notice: Notice of admission into different academic programs of the University shall be issued by the Registrar through news papers well ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website of the University.
- 2.01.02 Application form: The application for admission in prescribed form only (**Form No. 01**) duly filled in and complete in all respect must reach the Registrar on or before the last date specified for the purpose. The application can also be submitted online as per academic notification.
- 2.01.03 Minimum admission requirement for various degree/diploma/certificate program: A candidate must have passed the qualifying examinations as given below for admission into a particular degree/diploma/certificate program of the University.

Program	Minimum requirement
B.Tech	Pass 10+2 with Physics, Chemistry, Mathematics
B.Tech(Biotechnology)	Pass 10+2 with Physics, Chemistry, Biology/ Mathematics
Intergrated B.Tech - M.Tech	Pass 10+2 with Physics, Chemistry, Mathematics/ Biology
M.Tech	Pass B.Tech/B.E/M.Sc in the respective discipline or in any other allied / related discipline to be specified by the Academic Council
M.Sc	Pass B.Sc in the respective discipline or in any other allied / related discipline to be specified by the Academic Council
BBA	Pass 10+2 in any discipline
Integrated BBA - MBA	Pass 10+2 in any discipline
B.Com (Hons)	Pass 10+2 in any discipline
B.Sc	Pass 10+2 in Science
M.B.A	Graduate in any discipline
EMBA	Graduate in any discipline. At least two years of work experience

Ph.D	Pass M.Tech/M.E/M.Sc/M.B.A in the respective discipline or in any other allied/related discipline to be specified by the Academic Council
M.C.A	Pass any bachelor degree with Mathematics as optional or compulsory course either at 10+2 or graduation level
Integrated B.C.A - M.C.A	Pass 10+2 with Mathematics as optional or compulsory course
B.H.M	Pass 10+2 in any discipline

The Academic Council shall determine from time to time the percentage of marks/CGPA and other requirements for admission into various degree/diploma/certificate courses and incorporate in the Information Bulletin/Prospectus for the programs.

2.01.04 Maximum number of seats: The maximum number of students to be admitted to various academic programs each year shall be decided by the Academic Council as per the provision of the University Act/ Ordinance/Statutes.

## **2.02 Reservation of Seats**

2.02.01 Reservation of seats for SC/ST/OBC/Women and Physically Challenged candidates shall be as per the State Govt. rules.

2.02.02 Filling up of reserved seats remaining vacant: Vacant seats, if any, in the above category of candidates shall be filled in as per the State Govt. rules.

## **2.03 Admission Procedure**

2.03.01 Screening and selection of candidates for admission to different academic programs: There shall be an Admission Committee to oversee the admission process with the Registrar as the Chairman. The Deans and HoDs of the School shall be members of the committee.

The Committee may constitute sub-committees for screening and selection of the candidates as desired. The committee shall be responsible for preparation of the merit list based on the norms to be adopted by the Academic Council.

Selection of candidates for admission into different postgraduate degree programs shall be made through national level entrance test(s) to be conducted by the University, according to the guidelines approved by the Academic Council. Those

who have qualified in the CSIR/UGC NET, SAT, GATE etc. shall be exempted from appearing the Entrance Test. However they have to appear in personal interview.

For MBA degree program, valid CAT/MAT/CMAT/XAT/UJAT score shall be considered. All the candidates have to appear in a group discussion and personal interview.

- 2.03.02 Admission of newly selected candidates: A candidate selected for admission to a degree/diploma/certificate program shall be admitted on payment of the requisite fees on specified date(s) of admission. In the event of the failure of such a candidate to pay dues on the specified date(s) and time, the candidate shall forfeit the seat. The seat falling vacant shall be filled up from the wait-listed candidates in order of merit. A candidate must be present in person at the place of admission/ enrollment for necessary advisement and orientation on such date(s) as may be notified.
- 2.03.03 Allocation of discipline: The allocation of discipline to a candidate admitted to the Under Graduate program shall be done at the time of counseling/ admission based on his/her preference, position in the merit list of selected candidates and availability of seats.
- 2.03.04 Medical fitness: Admission to any Under-Graduate program of the University shall be subject to the candidate's is declared medically fit by the University Medical Officer or a Medical Officer appointed by the University for the purpose. Necessary fees as may be prescribed by the Academic Council shall have to be paid by the candidate for such test.
- 2.03.05 Fees: The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time, as per the provision of the University Act/ Ordinance/ Statute. For admission to a particular academic program, a student shall have to pay the tuition fee applicable for that particular academic session and student shall continue to pay the same fee in subsequent years of his/her entire academic program. In the case of readmission such a student shall continue to pay the same fee that was applicable at the time of his initial admission.
- 2.03.06 Student's enrollment number: A student admitted to an academic program shall be allotted an Enrollment Number, which will be used for his/her entire program, at the time of admission. The Registrar shall issue the Enrollment Card. **(Form No. 02)**
- 2.03.07 A continuing student shall be admitted into each semester after payment of prescribed fee for the purpose on the date specified for the same. Any student failing to deposit the requisite fee on or before the specified date, will have to pay the fee along with late fine on or before the last date to be fixed by the University. Students failing to deposit the fee with fine after this date will not be allowed to sit in the class and they have to vacate the hostels. If students do not report to the University for complete one semester without obtaining permission his/ her admission shall be cancelled.



Ph. D. scholars should deposit the prescribed semester fee as per the university guidelines in each semester. No separate notification will be issued regarding this. Failing to submit the semester fee on time will lead to cancellation of registration from the Ph. D. program

## **2.04 Lateral Admission and Admission through Migration**

2.04.01 Lateral admission: Lateral admission into higher classes of B.Tech degree program may be considered as per the following norms:

i) Candidates who have completed a 3-year diploma program in any branch of engineering from a recognized Board may be considered for admission into second year of the B.Tech degree program.

ii) Candidates who have completed B.Sc Degree program with Physics, Chemistry, Mathematics or Biology may be considered for admission into the second year of B.Tech degree program.

iii) A committee to be constituted by the President, shall consider such applications and recommend for admission to the higher class after proper verifications.

2.04.02 Procedure for admission through migration: A candidate having completed some course work of an equivalent academic program in another University of India recognized by this University may be considered for admission into an academic program of this University subject to fulfillment of minimum requirements for admission and on production of proper credentials from the University/Board/Council last attended and a Migration Certificate. Such applicants should apply in the prescribed form (**Form No.03**). A committee to be constituted by the President shall consider and recommend about the transfer of Credits of such students as per the provision in Clause No. 2.06.

## **2.05 Deleted (See clause no. 4.13.01)**

## **2.06 Transfer of Credits From Other Universities**

As per the provisions of Clause No. 2.04.02 if a candidate is admitted to any academic program of the University from another University, he/she may apply in prescribed form (**Form No. 04**) for transfer of the credits of the completed courses of the program at this University provided that the following requirements are met:

- a) The courses in consideration are relevant to and of the same level as that of the program at this University in which the student is enrolled.
- b) There should not be a break of more than one year between the latest courses completed at the previous University and enrollment at this University.

- c) The equivalence of the grades and the equivalence of credits between this University and the previous University shall be worked out by a committee appointed by the Academic Council.

If the above requirements are fulfilled, the candidate may apply in prescribed form (**Form No. 04**) to the respective HoDs. The HoDs shall forward the same to the Registrar with his recommendations for placing the same to the Committee.

The committee shall also recommend the exemption in the period of residence requirement (if any) of the student while taking into account the credit transfer.

After obtaining the report from the committee, the same shall be forwarded to the President for approval.

## **2.07 Switching of Discipline/ Course**

### a) Switching of Discipline in B.Tech Degree Program

A student admitted to the B. Tech. degree program may be allowed to switch his/her branch/ discipline, at the end of Second Semester of the program subject to availability of seats and on the condition that the number of seats in the batch in each discipline does not fall below 75% of the intake capacity. The student shall have to apply to the Registrar through the Dean of the School in a prescribed form (**Form No. 05**) before a specified date to be announced by the Registrar. Switching of discipline, if allowed, shall be based on GPA/CGPA of the candidates. Student allowed to switch discipline shall be assigned new Enrollment Number and earlier record shall be modified, if required.

### b) Switching from Course to other in School of Management

A student admitted to any undergraduate programme offered by School of Management have the option for switching from one programme to another at the end of second semester, subject to availability of seats and the condition that the number of seats in the batch in each programme does not fall below 75% of the intake capacity. The student shall have to apply to the Registrar through the Dean of the School in prescribed form (**Form No. 05**) at end of the Second Semester. Switching of discipline, if allowed, shall be based on CGPA of the candidates. Students switching discipline shall be assigned new Enrolment Number and earlier record shall be modified accordingly.

## **2.08 Class Attendance**

2.08.01 Maintenance of records: The concerned course teacher(s) shall maintain record of the students' attendance in the classes (Lecture, Tutorial, and Practical) in the prescribed Attendance Register and online attendance module for each course and submit the record to the Registrar through the HoD, for every month by the 5<sup>th</sup> day (or the next working day) of the next month. The HoDs shall monitor the attendance of all the courses offered by the department. The teacher shall have the Attendance Register scrutinized by the HoD before the mid-term and the end-term examinations and report the matter to the Dean of the school in the case of any adverse situation.

2.08.02 Attendance requirement & its implications: A student shall be required to maintain a minimum of 75 (seventy five) percent attendance separately for lecture, tutorial and practical in each course, failing which, he/she shall not be allowed to appear in regular End-Term examination. Such a student shall be allowed to appear in a Special Examination (including both theory and practical), which shall be conducted together with the regular End Term Examination and have duration and marks equivalent to the marks of the regular End-Term Examination. The fact that they appeared and passed in a Special Examination conducted due to their shortage of attendance will be reflected in their grade card.

It shall be the responsibility of the student to ensure that his/her attendance requirement does not fall short of the minimum fixed.

2.08.03 Condoning of attendance: The President on the recommendation of the HoD and Warden of the Hostel may condone shortage in attendance to the extent of 10(ten) percent in exceptional circumstances as given below. Under no circumstance further condoning be extended for attendance falling below 65 (Sixty Five) percent.

i. Authorized absence under official directives: The Registrar/Dean of the School may permit a student to represent the University/School in important Sports/Cultural events. The period for which the student is deputed for the above shall be treated as leave. The Registrar/ Dean as well as the student concerned shall, however, ensure first that the minimum attendance requirement shall not fall short of 65 (Sixty Five) percent.

ii. Serious illness: If a student is prevented from attending classes owing to serious illness, the student concerned/guardian shall submit an application along with a Medical Certificate from the University Medical Officer and recommendation from the Hostel Warden (in the case of hosteller) and from the Registered Medical Practitioner (in the case of day scholar) within 3 (three) days from the date of his/her falling ill. The medical certificate must clearly state the period for which the student was advised treatment and rest. Such application shall be addressed to the Registrar/ Dean of the School who may grant leave for those days of absence.

- iii. If a student fails to attend classes due to death of parents/guardian, brothers, sisters, spouse or children, he/she shall intimate the Registrar/ Dean of the School and HoD within 7(seven) days, and then apply for leave consideration.

2.08.04 Notification regarding class attendance: The record for class attendance for every course shall be maintained by the concerned teacher(s) till the last day of instruction of the semester. However, the Registrar shall notify monthly attendance of all the students in different classes on the 5th day of the following month. The name(s) of students whose percentage of attendance falls short of the prescribed minimum shall be notified 2(two) days prior to the commencement of the end-term examination by the Registrar.

## **2.09 Post Graduate Degree Program**

2.09.01 Constitution of the advisory committee: A departmental research committee (DRC) should be constituted in all the departments.

DRC may be constituted with the following members:

- (a) HOD of the Department who will act as coordinator,
- (b) all the faculty members of the Department having Ph.D degree,
- (c) all the faculty members of the Department who have published minimum 2 (two) research papers in reputed Journals indexed in Scopus/Web of Science/Indian Citation Index.

The Departments having commonality in the research component and having less than 4 (four) faculty members should be combined to constitute a single DRC. In such cases the HOD's shall act as coordinator in rotation for two years. The senior most HOD shall be the first coordinator.

Associate Dean (Research) would notify the constitution of DRCs following the above criteria at the beginning of every academic session.

DRC will suggest the research problems to the Ph. D. students registered in the department and will also recommend the required subjects which a Ph. D. student should take in the coursework apart from a mandatory course on Research Methodology.

An advisory committee for each Ph. D. scholar should be constituted within 15 days of registration in the Ph. D. programme. The advisory committee should be constituted by the Head of the department according to the recommendation of DRC. The advisory committee for each Ph. D. scholar should include minimum three members including Major advisor, co-advisor from the same department and one member from minor / supporting discipline. Proposed advisory committee for each Ph. D. scholar should be forwarded (**Form No. 06**) through Associate Dean

(Research) to the Dean of the respective school for approval. In the absence of the Dean, the President shall approve the same.

In case the Major Advisor leaves the University for a period exceeding six months on training/higher studies etc. or a permanent vacancy is created due to any unforeseen reason, HoD shall select another member from the major discipline to act as the Major Advisor with the approval of the Dean/President. Any other vacancy occurred in the Advisory Committee shall be filled-in by the Major Advisor with the approval of the Dean/HoD. In case of absence, not exceeding six months, of the Major Advisor, the other member of the Advisory Committee from the major discipline shall act as the Major Advisor till he/she returns. In the case of temporary absence of any member of the Advisory Committee, the Major Advisor shall nominate another teacher as member for that period, if necessary, with the approval of the Dean/President.

A faculty member shall not act as Major Advisor simultaneously, for more than four students of the Masters degree program. For Ph.D degree programme, a faculty member can guide maximum 5 students at a time as major advisor / co-advisor.

- 2.09.02 Role of the advisory committee: The Advisory Committee shall recommend the courses to be taken by the student and guide the student to identify a research problem to be undertaken as partial fulfillment of his/her Masters or Ph.D degree program. Advisory committee shall review the progress of the research work at regular interval and suggest any modification/ alternation that may be required. The committees shall also address the issue related to his academic problems and take necessary steps to resolve the same.

The Advisory Committee should meet at least once in a semester to assess the progress of work made by the concerned student.

After approval of the Ph. D. synopsis, the scholars should present the progress of research work done in each semester. Students should submit the progress report at the end of each semester in prescribed format (**Form No. 32**) through proper channel.

Failing to present progress report in two consecutive semesters may lead to cancellation of registration from the Ph. D. program.

Questions asked to the Ph. D. candidate during any of the Ph. D. presentations (synopsis / progress / thesis seminar) should be recorded along with the answers given by candidates. Solution(s) suggested by the advisory committee should also be recorded. Reasons for repetition / extension of any particular Ph. D. presentation should be recorded clearly.

- 2.09.03 Qualification of teachers for recognition as major advisor:

a) Master's degree program

A faculty member with Master's degree having professional experience of at least one year or with Ph.D degree may be recognized as Major Advisor for the Master's degree program. A Major Advisor can act as a member of another Advisory Committee.

b) Ph.D degree program

A faculty member with Ph.D degree having completed at least one year of professional experience after Ph.D degree may be recognized as Major Advisor for the Ph.D. degree. A Major Advisor can act as a member of another Advisory Committee.

The faculty members shall have to apply with detail particulars in prescribed proforma (**Form No. 07**) to the President through the HoD for recognition as Major Advisor.

- 2.09.04 Post-Graduate students program of study: In consultation with the Advisory Committee, each student shall identify the total program of study required for the post-graduate program and submit the same in prescribed form (**Form No. 08**) to the Dean of the respective School, for approval. Copy of the approved program of work should be sent to the Registrar, HoD, Major Advisor and the student. Any subsequent change in the program has to be approved by the Dean of the School.

All Ph. D. candidates should undergo a coursework of minimum 9 credits in the first semester of the Ph. D. programme. A course on Research Methodology of 3 credits will be mandatory for all the Ph. D. scholars undergoing coursework. The course on research methodology will also include the basic computational tools such as SPSS. Apart from this, two other courses each of 3 credits, relevant to the selected topic of Ph. D. degree programme, should be suggested by the DRC for each Ph. D. scholar.

Each Ph. D. scholar should present a seminar based on the proposed synopsis and review of literature (ROL) done by him / her as a part of coursework in the second semester of the Ph. D. programme. The seminar (synopsis) presentation shall be evaluated for 2 credits.

- 2.09.05 Post-Graduate semester course registration: At the beginning of each semester each student shall submit the plan for course and research work for the semester as determined in consultation with the Major Advisor. Five copies of the program in the prescribed form (**Form No. 09**) duly signed by the persons concerned shall be submitted to the Dean, who in turn shall send one copy each to the Registrar, HoD, Major Advisor and the student concerned.

- 2.09.06 Withdrawal/addition of course: A post graduate student on the recommendation of the Major Advisor may withdraw one or more course(s) or take new course(s) within 15 days of the commencement of the semester subject to the minimum and

maximum course load prescribed per semester. Request for such withdrawals or additions of course(s) must be made in the prescribed (**Form No.10**) In case of withdrawal, 'W' should be marked in the appropriate column of the semester course credit program.

- 2.09.07 Residential requirement for Ph.D degree program: A student who has registered for Ph.D degree program must complete a minimum of 6(six) semesters residential requirement for the award of the degree. Minimum period of residency may be relaxed for out station candidates, with the condition that they fulfill the relevant rules and regulations of the University. He/she may be allowed to carry out his/her research work in another institute recognized by SPSU based on the application submitted by the student. The minimum and maximum semesters required for being eligible to submit the thesis for the award of the degree will be 6(six) and 10(ten) respectively (Clause No. 1.05). If a candidate is unable to submit his/her thesis within the maximum period specified, he/she has to apply to the President through the HoD and the Registrar, in prescribed form (**Form No. 11**). The application should contain specific reasons with documentary evidence(s). The President shall put up the same in the Academic Council for its consideration. The Academic Council may consider and allow extending the date of submission of the thesis, based on the merit of individual case(s).
- 2.09.08 Allowing candidates to work elsewhere after fulfilling minimum residential requirements: If a student desires to work on his/her research project in another institute after completion of minimum residency period, he/she has to obtain prior permission from the Registrar with the approval of the President. If allowed he/she has to identify and select an Advisor from that institute. The Advisor from other institute shall have to apply to the Registrar, SPSU for recognizing him/her as a Ph.D Supervisor/ Advisor and must fulfill the criteria defined for recognition of research Advisor of SPSU. Having permitted he/she has to submit half-yearly (semester wise) progress report on his/her research work, in the prescribed format (**Form No. 12**), duly signed by the Advisor and Major Advisor to the HoD, failing which his/her permission to carry out research in another institute may be cancelled. If cancelled he/she shall not be eligible to continue his/her degree program.
- 2.09.09 Minimum credit requirement for award of degree: The total credit requirement for post-graduate degree program of a student shall be determined by the Advisory Committee on the basis of the academic background of the student. The minimum credit requirement should not be less than as shown below:

Distribution	Minimum Credit Requirements	
	Masters Degree*	Ph. D

	<b>M.C.A.</b>	<b>M.Sc./M.Tech.</b>	<b>MBA</b>	<b>Degree</b>
Major Discipline/ Area	68	40	85	06
Supporting/Minor Discipline/Area	29	03	03	03
Review of Literature and synopsis seminar	--	--	--	02
Seminar*	06	--	--	02
Summer Training	-	--	04	--
Seminar (thesis)	-	01	--	03
Research/ Dissertation	10	13	04	30 (Non-credit)
Thesis Viva Voce	-	03	--	05
Total Credits	113	60	96	51

\*based on the results of published paper for Ph. D. degree

Note: The external and internal examiner will evaluate the thesis and conduct the viva-voce examination for 3 and 5 credits in Masters and Ph.D. degree programs, respectively.

## 2.10 Release of the Student from the University

A student who wants to leave an academic program during or after a semester or on completion of his/her program shall be officially released by the Registrar on production of an application (**Form No. 13**) along with the clearance certificate (**Form No. 14**), the identity card, and the fee applicable for such purpose. Copies of the Release Order should be sent to all concerned. Migration certificates (**Form No.15**) shall be issued to such students.

## 2.11 Readmission

A student who leaves a program/school with permission from the Dean of the School or the Registrar, after completion of the requirements of at least 1(one) Semester, may be readmitted after a break of not more than 4(four) semester on payment of prescribed fees and fulfillment of the requirements of the Clause No. 1.01.05. Such a student shall have to apply in prescribed form (**Form No. 16**) for readmission to the Registrar through the HoD and the Dean of the School. , However the University may not, readmit a student if there exist any adverse report or disciplinary actions against the student. If readmission is allowed, the credit earned by the student earlier shall be credited to him/her. In the case of change in the curriculum structure of the program,



the relevance of the earlier completed courses and the equivalent credit for the courses shall be worked out by a committee constituted by the Registrar with the approval of President.

## **2.12 Refund of Caution Money**

Refund of caution money shall be made to a student after completion of an academic program and his/her release from the University. Refund of caution money shall be made against application in prescribed form (**Form No. 17**) and production of Clearance Certificate/No Objection Certificate (**Form No. 14**).

Clause No. 2.12 shall not be applicable for the students admitted to the University in the Academic Session 2015-16 onwards.

## Chapter III

### Evaluation and related matters

#### 3.01 Teaching

3.01.01 Teacher(s) assigned with responsibility by the HoD for a course shall be called Course Teacher(s). If more than one teacher has been assigned for a particular course, one of the teachers shall act as Course Leader, who will coordinate the teaching program of the course. The course teacher(s) shall be responsible to the HoD for ensuring the coverage of the prescribed syllabi of the courses including fulfillment of the prescribed requirement as mentioned in clause 1.02.03. The Dean of the School shall coordinate and monitor the teaching program and exercise supervision through HoDs.

3.01.02 Lesson plan: The teacher(s) who is/are assigned to teach a course in a Semester shall prepare a 'Lesson Plan' for the course. The 'Lesson Plan' shall consist of the class wise list of topics to be covered. A copy of the same should be forwarded to the HoD.

#### 3.02 Evaluation

3.02.01 The system of evaluation shall be as follows:

- i. The faculty members teaching the course with no external paper setting or evaluation shall do complete evaluation and award of grades.
- ii. Under special circumstances, the HoD may assign the responsibilities of evaluation of any of the components to any other faculty member(s).
- iii. The evaluation shall be made during the semester with the following components with specific weightage. The different components applicable for various courses shall be as per the provisions under Clause No. 3.02.02.
  - Mid Term -1 Examinations (Theory)
  - Mid Term -2 Examinations (Theory)
  - Mid Term (Practical)
  - End-term Examinations
    - Theory
    - Practical
  - Tutorial Examinations
- iv. Regular End Term and Special Examination shall be held simultaneously .

- v. There will be no Make-Up examination for the Mid Term and End Term Examinations.
- vi. Special examinations shall be held only for those students who have shortage of attendance (below 75%) in any course in a semester.
- vii. Students securing 'F' grade in any subject will be promoted to next semester and will be allowed to carry backlogs if a student has passed atleast 2 (two) courses of a semester in the regular or special end term examination. Such students will be allowed to appear in the Back examination(s) whenever held in the subsequent higher semesters to clear their backlogs.
- viii. Mid Term and End Term examinations fees will be included in the semester fees. All students allowed to appear in any Special and/or Back examination(s) will have to pay an additional examination fee for each courses, as prescribed by the University.
- ix. The Evaluation Process for the Ph. D Coursework
  - Assignment - 25 Marks
  - Presentation - 25 Marks
  - Examination - 100/50 Marks (for 3 and 2 credits respectively)

3.02.02 Distribution of marks: Distribution of marks and duration in different examinations shall be as follows:

<b>Examinations</b>	<b>Marks</b>	<b>Duration</b>
i. Course having both theory and practical component-		
Mid Term – 1	25	1 hr 30 min
Mid Term – 2	25	1 hr 30 min
End Term Theory	50 for 1 & 2 credits	2 hr
	100 for 3 credits & above	3 hr
Mid Term Practical	15 for 1 credit	2 hr
	30 for 2 credit	2 hr
End Term Practical	35 for 1 credit	3 hr
	70 for 2 credit	3 hr
Tutorial (if applicable)	50 for 1 credit	
	100 for 2 credit	
ii. Courses having only theory component		

Mid Term – 1	25	1 hr 30 min
Mid Term – 2	25	1 hr 30 min
End Term	50 for 1 & 2 credits	2 hr
	100 for 3 credits & above	3 hr
Tutorial (if applicable)	50 for 1 credit	
	100 for 2 credit	
iii. Courses having only practical component		
Mid Term	15 for 1 credit	2 hr
	30 for 2 credit	2 hr
	75 for 5 credit	3 hr
End Term	35 for 1 credit	3 hr
	70 for 2 credit	3 hr
	175 for 5 credit	5 hr
iv. Summer Internship	100	6-8 weeks

### 3.02.03 Mid Term examination:

- i. Mid Term 1 and Mid Term 2 examination shall be conducted centrally in the middle of the semester as per Calendar. In the first semester of all academic programs (except Ph.D degree program) there will be only one Mid Term examination”
- ii. Mid Term practical examination shall be conducted during the normal practical classes of a course. The specific dates for holding the examination shall be notified by the Registrar.
- iii. The Registrar shall issue notice for Mid Term examinations at least 10(ten) days ahead of the examinations for theory as well as practical (if any).
- iv. A student must appear in both the Mid Term (theory and practical) examinations of a course to be eligible for appearing in the regular End Term/ Special examination.
- v. If a student is permitted to remain absent in the Mid Term (theory and practical) examination(s), as per the provision under Clause No. 3.05, he/she shall be allowed to appear in the regular End Term and Special examinations as per the provisions under Clause No. 3.05.

#### 3.02.04 End Term examinations:

- i. End Term Examination shall be conducted centrally at the end of the semester as per Academic Calendar.
- ii. The Registrar shall issue notice for End Term examination at least 10(ten) days ahead of the examination.

#### 3.02.05 Practical examinations:

- i. The concerned course teacher(s) involved in conducting practical shall conduct the practical examinations.
- ii. Two practical examinations (one at mid semester and the other at the end of the semester) shall be conducted, as specified in the Academic Calendar.

3.02.06 Evaluation of technical seminar: HoD shall select a coordinator from the faculty members for conducting the Technical Seminar(s). The coordinator shall notify topic(s) of the technical seminar(s) and the date(s) of delivering the same within the semester. If any student fails to deliver the technical seminar he/she shall be awarded 'zero' marks and 'F' grade. He/she shall have to repeat the course when offered.

3.02.07 Summer internship: Students admitted to any under-graduate or post-graduate degree program shall have to undergo Summer Internship for 6-8 weeks as a partial fulfillment of his/her degree program, wherever applicable. In the B.Tech degree program Summer Internship shall be after 6<sup>th</sup> Semester and for MBA students it will be after 2<sup>nd</sup> Semester.

Evaluation of the performance in the Summer Internship shall be done in the next Semester as a separate entity, irrespective of whether the student has passed or failed in the previous Semester (6<sup>th</sup> for B.Tech and 2<sup>nd</sup> for MBA). The grade for the same shall be sent to the Registrar separately, which shall be included in the grades of the 7<sup>th</sup> Semester of the B.Tech students and 3<sup>rd</sup> semester of the MBA degree. In the event the student has obtained F grade he/she shall have to repeat the Summer Internship when offered. Procedures for evaluation of Summer Internship have been laid down in the Guidelines.

3.02.08 Minor and major projects: Students admitted to any Undergraduate degree program (e.g. B.Tech) will have to take a Minor and a Major Project assigned to him/her. The respective HoDs shall assign a faculty member from the department to supervise the Minor and Major Projects. In case, a student could not qualify in the Semester where he/she has to submit the report of his Minor/Major project, and has to repeat the courses, he/she may submit the report of the Minor/Major Project carried out earlier. In case he/she obtains F grade in the Minor/Major Project he/she shall have to repeat the same when offered.

Assessment of the Minor and Major projects shall be done in following manner:

- Mid-Semester evaluation for 30 % of marks, and
- End-Semester evaluation for 70 % of marks

3.02.09 Dissertation/ Thesis: Students admitted to any post-graduate degree program shall have to submit a dissertation/thesis based on a case study/ research work etc. being carried out by him/her as a partial fulfillment of his/her degree program. In case a student could not qualify in the semester where he/she has to submit the dissertation/thesis, and has to repeat the courses, he/she may submit the same dissertation/thesis on which he/she has worked earlier. In case he/she obtains F grade in the dissertation/thesis he/she shall have to repeat the same when offered.

3.02.10 Suspension of classes during examinations: Classes shall remain suspended during Mid-term and End-term examinations. Classes shall be suspended 2(two) days prior to the date of commencement of End-term theory examinations.

3.02.11 Re-examination: In the event of any kind of breaches of these Regulations, the President may order for holding of any of the examinations afresh on the recommendation of the Academic Council.

3.02.12 Minimum qualifying marks: for under graduate degree program a student must secure at least 50% of marks (grade of 5.000) in aggregate in theory and practical examinations (if any) of a course to be declared as pass.

Minimum qualifying marks: for post graduate degree program (applicable for all the batches till 2014-15) a student must secure at least 55% of marks (grade of 5.500) in aggregate in theory and practical examinations (if any) of a course to be declared as pass.

Minimum qualifying marks: for post graduate degree program (applicable for the batch 2015-16 and onwards) a student must secure at least 50% of marks in aggregate in theory and practical examinations (if any) of a course to be declared as pass.

For all integrated (under-graduate - post-graduate) degree programs the minimum qualifying marks will be 50% in aggregate (grade of 5.0) in theory and practical examination (if any) of a course to be declared as pass.

3.02.13 Tutorials: Tutorials will be assessed in the following manner:

Attendance – 20 % of total marks

Quiz / Presentations – 80 % of total marks

There shall be four quizzes/ presentations to be conducted within the semester.

3.02.14 Project Endeavour: Students are given a unique opportunity to work in an interdisciplinary project called 'Project Endeavour' to give expressions to their thoughts and ideas. Students (not more than 10) from different disciplines and semesters form a group and work on a project. Registration for the project is done in the beginning of the odd semester and on completion of the project, project report is submitted in the even semester. The report is defended before a panel of examiners who examine projects and award marks. Project endeavor carries 03 credits and the grades earned may replace equivalent number of credits in the corresponding even semester if the GPA for the semester is less than the grades earned in project endeavor.

### **3.03 Submission of Grades**

3.03.01 Mid term examination: After evaluation of the answer scripts, the course teacher(s) shall submit the answer scripts along with a copy of the marks sheet (**Form No.18**) to the HoD within specified date. The HoD shall forward the marks sheet to the Controller of Examination (COE) within the specified date. The Registrar shall notify the marks obtained by the students.

3.03.02 End term examination: After evaluation of the answer scripts of the theory and practical examinations, the concerned teacher(s) shall prepare the marks-sheet (**Form No.19**) and submit the answer script along with marks- sheet to the HoD within the specified date. The HoDs shall forward the same to the COE.

3.03.03 Custody of answer scripts: The answer scripts after evaluation, shall be in the custody of the HoDs till the end of the next semester, and then shall be deposited in the office of the COE.

3.03.04 Central Grade Moderation Committee (CGMC): There shall be a CGMC for all the academic courses offered by the University. The committee shall consist of five faculty members to be nominated by the President. Normally the five faculty members to be nominated shall be from different disciplines representing different schools. The senior most faculty member shall act as the chairperson of the committee.

The CGMC shall have the authority to moderate the grades submitted by the faculty members for different courses. The CGMC shall be responsible for adherence to the guidelines for moderation and the award of grades. The chairperson CGMC shall be responsible for compilation and submission of final grades awarded to the students.

### **3.04 Transparency in Grading**

3.04.01 After notifying the marks by the Registrar, if any student finds any discrepancy or clarification desired in the grading, the student must approach the course teacher concerned within 24hrs of display of the grades.

The teacher shall make available the details of the grading along with the evaluated answer scripts and shall clarify the queries raised by the student. The teacher shall also make the modifications/corrections, if required, in the marks/grades and incorporate the same in the revised marks/grade sheet and forward the same through HoD to the COE.

3.04.02 Students appeal committee: There shall be a Students Appeal Committee for each School, constituted by the President. The Dean of the School shall be the Chairperson and 3(three) other teachers as members. In case a student is not satisfied with the explanation given by the teacher on the grade assigned to him/her in a course, he/she may apply in prescribed form (**Form No. 20**) to the Dean of the School, with his/her grievance. The Dean will place the matter in the Students Appeal Committee and the committee shall look into all the aspects of evaluation and take the decision on the grade to be awarded. The Chairperson can invite any faculty member for assisting in the evaluation process.

### **3.05 Absence from Examination**

- a.) A student shall have to apply in prescribed form (**Form No. 21**) to the Registrar to remain absent from Mid Term (theory and practical) and End Term examinations through Hostel Warden, respective HoD and Dean of the School. The student may be granted permission to remain absent from appearing in the Mid Term (theory and practical) and End Term examinations by the Registrar under the following conditions:
  - i. Death of parents/spouse/child/brother/sister/first cousin,
  - ii. His/hers serious ailment requiring bed rest as certified by university/ govt. medical officer countersigned by the university medical officer,
- b.) If permitted to remain absent in the Mid-Term (theory and practical) examinations, he/she shall be marked 'Ab' grade, which will reflect as '0' marks. Such students shall be allowed to appear in the regular End Term examination and his/her grade shall be calculated on the basis of Mid Term and End Term marks. If a student was awarded 'F' grade in any course in the regular End Term examination, he/she shall be allowed to appear in the Back examination(s) whenever held in the subsequent higher semester(s), to clear his/her 'F' grade.
- c.) If permitted to remain absent in the End-Term examination, the student shall be marked 'F' grade. Marks obtained earlier in the Mid Term (theory and practical) examinations shall not be counted for computing his/her grade in the Back examination. However, marks obtained earlier in Tutorial examination will be counted for computing the grade.



- d.) If a student remains absent in any of the regular Mid Term (theory and practical) and End Term examinations, without permission, he/she shall be awarded 'F' grade in all the courses and shall have to repeat the semester when offered.

### **3.06 Grade Card and Transcript**

3.06.01 After the declaration of results of a semester the Registrar shall issue a Grade Card (**Form No.22**) to each of the students. The grade card shall contain the grades obtained in different courses registered by him/her, GPA, CGPA and the total credits earned so far.

3.06.02 Once a student completes all the requirements of a program the Registrar shall issue him/her a Transcript (**Form No.23**) containing the semester wise list of courses completed by him/her with pass grades along with the final grades obtained in each, total credits earned, and the CGPA.

### **3.07 Procedure to carry forward and remove backlog**

- a) A student who has passed in at least 2(two) courses of a semester in the regular End Term or Special examination will be promoted to the next higher semester provisionally. The final semester students of all the degree programmes should clear the "F" grade, if any, by appearing in the back examinations conducted in the subsequent higher semester.
- b) Such student(s) shall have to clear his/her backlog in the subsequent semesters. The backlog of the odd semesters has to be cleared in the odd semesters and even semesters in the even semesters.
- c) Such students shall be allowed to clear their backlog by appearing in the Back examination (Clause No. 3.08) conducted in subsequent higher semesters.
- d) All students appearing in any Backlog courses will have to pay an additional examination fee for each course, as prescribed by the university. There shall be no additional fee for students appearing in the regular Mid Term and End Term examinations.
- e) To appear in such examinations, a student has to apply in the prescribed form (**Form No. 24**) to the Registrar along with the receipt of the fee paid for the same.
- f) If a student fails to clear his/her backlog within the minimum period of residency (Clause No. 1.05.01) of the academic program (for example, 4 years for B.Tech; 2 years for MBA), he/she shall have to apply in prescribed form (**Form No. 25**) seeking admission in the remaining semesters (extended semesters) of the maximum period of residency allowed for an academic program (Clause No. 1.05.01). Such candidate shall be allowed to register for a maximum of 30

credits in each extended semester to clear his/her backlog, on payment of fee applicable for such students. The restriction of odd and even semesters shall be applicable for such students.

- g) A special examination will be held for the students having pre final and final semester backlogs in the beginning of odd semester (i.e. month of July). To appear in this examination students have to register and pay the prescribed fee for the extended semester along with the back examination fee for the applicable backlog courses. However, students will be allowed to appear in the other semester backlogs (if any) at the end of odd and even semesters, whichever applicable.
- h) All the backlog papers have to be cleared within the maximum period of residency of the academic program as specified in Clause No.1.05.01.
- i) Attending the classes during these extended semesters shall not be mandatory. However, any student who desires to attend classes shall be allowed to do so on the following conditions:
- Payment of regular fee applicable for admission in that academic year
  - Availability of hostel seats
  - Availability of space in the class room and laboratory
- j) In case the syllabus of a course, on which a student has to appear to clear his/her backlog, has been revised, the student has to appear as per the revised syllabus. In case a course, on which a student has to appear to clear his/her backlog has been withdrawn, the student has to appear in the last revised syllabus. In case a course was offered in the odd semester but subsequently shifted to the even semester or vice versa, the student shall be allowed to clear his backlog by appearing in the Back examination of that paper in the semester it is currently offered.
- k) That the student who had backlog(s) and cleared the same in a Back examination shall be reflected in his/her grade card.
- l) Placement assistance will not be provided to the students who have not been able to clear all the backlogs within the minimum period of residency of an academic program.
- m) Ph.D students securing "F" grade in the course work should clear the "F" grade in the subsequent semester(s). Attending the regular classes is mandatory for appearing in the examination.

### 3.08 Procedure of Holding Back Examination

The Back examination shall consist of both theory and practical (wherever applicable) examination to be conducted covering the entire syllabus. The duration of the theory examination shall be of 2 (two) hours having 50 marks for 1 & 2 credits, 100 marks for 3 credits and above, in one sitting and the practical examination shall be of 35 marks for 1 credit and 70 marks for 2 credits. For courses having only practical component, there will be one back examination of 35 marks for 1 credit and 70 marks for 2 credits. Marks obtained earlier in Laboratory Attendance and Practical File will remain the same.

For back examination of any course having tutorial component (if the student has failed in tutorial), shall be of 50 marks for 1 credit and 100 marks for 2 credits. The method of evaluation shall be quiz and presentation. However, if the student has passed in the tutorial, the marks obtained earlier in the Tutorial(s) examination of the particular course will be counted for computing the grades.

### 3.09 Procedure for Holding Special Examination

- a) Special examination shall be conducted for those students who have shortage of attendance (below 75%) in a semester. The examination shall consist of theory and practical (wherever applicable) examination to be conducted covering the entire syllabus. The duration and marks for special examination shall be equivalent to the regular end-term examination. Marks obtained earlier in the mid-term and tutorial examinations in a particular course will be counted for computing the grade, wherever applicable. A student who has passed in at least 2(two) courses of a semester in the special examination will be promoted to the next higher semester as per the provisions under clause No. 3.07.
- b) A student will be allowed to appear in the special examination up to a maximum number of time(s) as shown below:

<b>Duration of the program</b>	<b>Maximum number of time(s) allowed</b>
4 years (8 Semesters)	4 times
3 years (6 Semesters)	3 times
2 years (4 Semesters)	2 times
1 years (2 Semesters)	1 time

- c) If a student exhausted the maximum number of special examinations allowed as specified (b) above, and has shortage of attendance in the next semester, he/she will not be allowed to appear in any special examination(s). Such students shall have to repeat the semester when offered. However, they will be

allowed to appear in the back examination(s) to clear his/her backlog, wherever applicable.

- d) A student securing F grade(s) in any course(s) shall be allowed to appear in the Back examination(s) conducted in the subsequent semesters to clear the backlog(s), as per the provisions under Clause No. 3.07.
- e) All students allowed to appear in any Special examination will have to pay an additional examination fee for each course, as prescribed by the University.
- f) The student appeared and passed in a special examination conducted due to his/her shortage of attendance will be reflected in their grade card (Clause No. 1.02.18 and 3.12).

### 3.10 Procedure of Removal of Incomplete (I) Grade

All incomplete (I) grade must be removed within 05 (five) days from the date of commencement of the next semester. Failure to do so shall result in award of 'F' grade.

### 3.11 Recording of Grades

Grade points in 10.000 point scale is the point expressed in decimal by converting the per cent aggregate marks obtained by a student in a course and calculate up to 3<sup>rd</sup> decimal. An example:

Examination	Maximum marks	Marks obtained
Mid Term I	25	12
Mid Term II	25	19
End Term	50	45
Mid Term Practical	15	12
End Term Practical	35	33
Total	150	121

Per cent marks  $(121/150) \times 100 = 80.66$  (upto two decimal)

Conversion of percent marks to grade point (10.000 point grade)

$= \text{Percent Marks}/10 = 80.66/10 = 8.066$

Teacher(s) shall award grade points as per example given above in prescribed form **(Form No.19)**.

### 3.12 System of Grading

a) Applicable for all the batches till 2014-15

Grading of a student shall be done in a 10.000 point scale as given below:

Percentage of marks/ Detailing of 10.000 point scale	Points/Grades
100.00 %	10.000
99.00 %	9.900
98.00 %	9.800
97.00 %	9.700
50.00 %	5.000
Below 50.00 % for Under Graduate Courses	F
Below 55.00 % for Post Graduate Courses [F grade shall carry 0 (zero) value]	F
Course work not complete (Incomplete)	I
Satisfactory	S
Unsatisfactory	U
Withdrawal of course(s)	W
Extended project	E
Absent in examination (with permission)	Ab
Absent in examination (without permission)	F
Non Credit course	Nc
Back Examination	B
Shortage of Attendance	Sa

b) Applicable for the batch 2015-16 and onwards

10-point Grading System with the following letter grades: -

Letter Grade	Grade Point
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Pass)	5
F (Fail)	0
Ab (Absent)	0

Procedure to be followed: -

Formulae to convert into Letter Grades: -

[A] If the size of class  $N \leq 10$ , Absolute Grading System will be followed

Letter Grade	Percentage Range
O (Outstanding)	$91\% \leq \% \text{Marks}$
A+ (Excellent)	$83\% \leq \% \text{Marks} < 91\%$
A (Very Good)	$76\% \leq \% \text{Marks} < 83\%$
B+ (Good)	$67\% \leq \% \text{Marks} < 76\%$
B (Average)	$58\% \leq \% \text{Marks} < 67\%$
C (Pass)	$50\% \leq \% \text{Marks} < 58\%$
F (Fail)	$\% \text{Marks} < 50\%$
Ab (Absent)	-

[B] If the size of class  $N > 10$ , Relative Grading System will be followed

(a) Calculate Standard Deviation using size of class as  $N$  and mean of Standardized Percentage of Marks as  $\mu$  from.

$$\sigma = \sqrt{\frac{1}{N} \sum_{i=1}^N (x_i - \mu)^2}$$

, where  $x_i$  is the %Mark of  $i$ th student

(b) Percentage Range for Letter Grades

Letter Grade	Percentage Range
O (Outstanding)	$\mu + 1.5\sigma \leq \% \text{Marks}$
A+ (Excellent)	$\mu + \sigma \leq \% \text{Marks} < \mu + 1.5\sigma$
A (Very Good)	$\mu + 0.5\sigma \leq \% \text{Marks} < \mu + \sigma$
B+ (Good)	$\mu \leq \% \text{Marks} < \mu + 0.5\sigma$
B (Average)	$\mu - 0.5\sigma \leq \% \text{Marks} < \mu$
C (Pass)	$\mu - \sigma \leq \% \text{Marks} < \mu - 0.5\sigma$
F (Fail)	$\% \text{Marks} < \mu - \sigma$
Ab (Absent)	-

Student passing a course after appearing any back examination, the same shall be reflected in the grade card by the letter 'B' against the grade obtained.

Student passing a course after appearing any special examination conducted due to shortage of attendance shall be reflected in the grade card by the letter 'Sa' against the grade obtained.

### **3.13 Academic Probation**

3.13.01 A student shall be placed on Academic Probation if a student secures an F grade in any of the courses.

3.13.02 Withdrawal from Academic Probation: A student on Academic Probation shall be allowed to remove his/her F grade as per the clause 3.08.

### **3.14 Improvement of Grade(s)**

After securing pass grades in all the courses offered in a semester, a student may apply for the improvement of grades within 10(ten) days in prescribed form (**Form No. 26**) to the Registrar through the concerned Head of the Department in not more than 3(three) courses. If allowed, the student has to surrender the grade(s) he/she has obtained in these courses. The student has to pay an additional examination fee for each course, as prescribed by the University. A grade improvement examination shall be arranged by the Registrar, which will include both the Practical and Theory examination prior to commencement of the next semester.

### **3.15 Post Graduate Degree Program**

3.15.01 Thesis for post-graduate degree program: A thesis/dissertation shall form partial requirement for fulfillment of the total requirements to become eligible for a post-graduate degree.

3.15.02 Research work for thesis: Each student of post-graduate degree program shall be required to undertake research work on a research problem, finding of which shall be presented in the form of a thesis/dissertation. The student in consultation with the Major Advisor shall prepare the research program. The student shall then present the synopsis of the proposed research work in their respective departments, in presence of the members of the Advisory Committee for suggestion/modification, if any. The student shall prepare 5 copies of the synopsis of research work in the prescribed form (**Form No. 27**) and shall submit the same to the Dean of the School through the HoD for approval. This exercise should be completed within first semester of his/her joining the post-graduate degree program. After approval, copies of the same should be sent to the Registrar, HoD, Major Advisor and the student.

Any subsequent change in the research program shall have to be approved by the Dean of the School. A student failing to complete his/her research program in the

prescribed minimum period shall have to obtain permission from the Dean of the School for continuing in the subsequent semester.

Ph. D. scholars should present the Ph. D. synopsis in the required format (**Form No. 27**) within one semester after completion of coursework. In case any scholar is unable to present his/her Ph.D synopsis within the specified period, they have to apply to the Dean of the School, through proper channel, one month before the end of the semester. All such applications should be submitted giving specific reasons for not being able to present the synopsis and should be recommended by the Research Advisory Committee. The process of presentation of the Ph.D synopsis must be completed within two semesters after completion of coursework, failing which registration in the Ph. D. program may be cancelled.

- 3.15.03 Selection of research topic: Selection of topic for carrying out research program shall be done as per the guidelines prescribed by the Research Advisory Council of the University from time to time.
- 3.15.04 Thesis seminar: The student shall present a seminar on the research work with all the data and its analysis. Any suggestion/modification shall be incorporated in the thesis manuscript. The recording of the thesis seminar shall be made in the form of a proceeding by the Major Advisor and be sent to the Dean of the School along with a certificate by the Major Advisor and members of the advisory committee that the student has successfully completed the seminar.
- 3.15.05 Procedure for writing thesis: After presenting the thesis seminar the student shall prepare the thesis as per guidelines prescribed by the Academic Council from time to time. The student shall submit draft copies of the manuscript by incorporating the recommendations of the thesis seminar, to all the members of the Advisory Committee for suggestion and modification before final typing.
- 3.15.06 Submission of thesis/dissertation: After completion of the prescribed courses and on successful completion of the research work to the satisfaction of the Advisory Committee, the student shall submit four paper bound typed copies (along with a CD) of the thesis to the HoD through the Major Advisor, on or after the end of instruction of the last minimum required semester for the degree program. The thesis must accompany a certificate in the prescribed form (**Form No.28**) signed by Major Advisor and two copies of abstract. At the time of submission of the thesis the student shall have to produce a certificate (**Form No.29**) signed by the Major Advisor and members of the Advisory Committee indicating that the suggestions/modifications have been incorporated in the thesis. The HoD shall forward the same to the Registrar for evaluation arrangements.

Each Ph.D. scholar should publish at least one research paper based on his/her research work on or before the end of 5th semester of the Ph. D. programme in a peer reviewed journal. The results of the published paper should be presented in the form of seminar. Two credits shall be assigned for this seminar.



However each Ph.D. candidate must publish at least 2 (two)-research papers, related to his/her thesis work, in refereed International/ National Journal (s) preferably indexed in Scopus / Web of Science / Google Scholar / Indian Citation Index before submission of the thesis. Documentary evidence of the same shall have to be submitted along with the thesis to the Registrar.

3.15.07 Procedure for examination of thesis/dissertation: The Major Advisor shall submit name, designation and address of a panel of 3(three) external examiner for Master's program and a panel of 6(six) external examiners (3 from India and 3 from abroad) for Ph.D. program to the President through the Ho D and the Registrar under confidential cover. The President shall select one external examiner for evaluation of thesis of Master's degree program and two for the Ph.D. degree program. One of the external examiners for evaluation of the Ph.D. thesis should be from abroad. The Registrar shall contact the external examiner to obtain their consent. After obtaining the consent, he will dispatch the thesis along with other relevant documents.

If any external examiner declines to examine the thesis the same should be brought to the notice of the President and the President shall then select another external examiner from the panel of names submitted by the Major Advisor. The same procedure shall be followed if any other external examiner declines to examine the thesis. If all the external examiners listed in the panel of external examiners get exhausted due to non-receipt of consent, a fresh panel of external examiners shall have to be submitted by the Major Advisor.

If both the report of the external examiners are negative i.e. did not recommend for the award of the degree, then the student will be declared as failed. If one of the external examiners does not recommend for the award of the degree, then the thesis will be sent to a third external examiner. The third external examiner shall be selected by the President from the panel of external examiners submitted by the Major Advisor. If the third external examiner does not recommend for the award of the degree then the student will be declared as failed.

3.15.08 Thesis/dissertation viva-voce examination: holding a thesis viva-voce examination, held in the department of major discipline shall complete the post-graduate degree program of a student. A student must exhibit satisfactory performance in the viva-voce examination for becoming eligible for a degree.

i. Master's degree program

On receipt of the favourable report from the external examiner, the Dean shall send a copy of the report to the Major Advisor for fixing up a date for holding the viva-voce examination. The board of examiner shall consist of the members of the Advisory Committee with the HoD as the chairman. Presence of all the members of the Board of Examiners at the time of viva-voce examination is a pre requisite.

ii. Ph.D. degree program

On receipt of the favourable report from the external examiners, the Registrar shall send the copies of the reports to the Major Advisor for fixing up of a date for holding the viva-voce examination. The board of examiners shall consist of the members of the Advisory Committee and one External Examiner with the Major Advisor as the Chairman. Presence of all the members of the Board of Examiners at the time of viva-voce examination is a pre requisite.

iii. The report of the External Examiner shall be given to the students before the viva-voce examination for clear perception about his/her performance.

iv. The student shall have to appear in the viva-voce examination for fulfilling the requirements for the degree.

v. In case the performance in the viva-voce examination is found to be unsatisfactory, the student shall be given one more chance to appear for the viva-voce examination. The Major Advisor in consultation with the External Examiner shall fix date for the second viva-voce examination. The student may have to deposit the required fee for the same.

vi. If the external examiner is unable to attend the viva-voce examination due to reasons beyond his/her control, the thesis viva-voce may be conducted by another external examiner to be selected by the President from the panel of external examiners submitted by the Major Advisor. In case the list of external examiners are exhausted, than the Major Advisor shall submit the fresh list.

vii. The Board of Examiners shall provide a certificate (**Form No. 30**) on the performance of the student in the viva-voce examination and recommendation for the award of the degree.

3.15.09 Non acceptance of thesis: In the event of a thesis being adjudged unacceptable for award of the degree due to reasons at any level of evaluation/viva-voce examination etc. the student will be declared to have failed in the degree program.

3.15.10 Final submission of thesis: On successful completion of the viva-voce examination the student shall have to incorporate necessary corrections/modifications, if any, as suggested by the Board of Examiners and shall submit the thesis in hard bound form within 15(fifteen) days from the date of viva-voce examination to the Major Advisor. A certificate (**Form No.29**) with suggestions/modification made by the Board of Examiners, in the thesis must be verified by the Major Advisor. The Major Advisor shall send one copy each to the Central Library, HoD, and the student concern. The Major Advisor shall keep one copy of the thesis for his record.

3.15.11 Permission to submit thesis after specified date: A student who fulfils the prescribed courses and residential requirements but fails to submit the thesis on the specified

date shall have to obtain permission to do so from the Dean of the School. (**Form No. 11**)

- 3.15.12 Thesis examination fee: A student registered in the post-graduate degree program shall deposit a prescribed thesis fee at the time of submission of the thesis. In case a student is required and permitted to resubmit the thesis and/or reappear in viva-voce examination, he/she shall have to pay the prescribed fee for the purpose again.

### **3.16 Award of 'Distinction'**

A student shall be declared to have completed the program with 'Distinction' if he/she secures a CGPA of 8.5 or above, after completion of all the courses in the program provided and satisfies the following criteria:

- i. The student must not get 'F' grade in any course during the program of study.
- ii. The student must have completed the program within the specified minimum duration.
- iii. The student must not be placed under academic/conduct probation during the program

### **3.17 Award of 'Best Graduate'**

Every year the undergraduate student securing the highest CGPA among the students in the University completing their undergraduate degree program in that year shall be awarded the 'Best Graduate' award.

However the student must fulfill the criteria as indicated in the clause no. 3.16.

### **3.18 Award of 'Best Post-Graduate'**

Every year the post graduate student securing the highest CGPA among all the students in the University completing their postgraduate degree program in that year shall be awarded the 'Best post-Graduate' award.

However the student must fulfil the criteria as indicated in the clause no. 3.16

### **3.19 Declaration of Results**

The Registrar shall declare the semester and final degree results. The Registrar on receipt of the marks-cum-grade sheets shall compile the grades of each student for each semester. GPA/CGPA will be calculated as per provision of the rules (Clause No. 1.02.19, 1.02.20 and 1.02.21). The final results shall be placed in the Examination Committee for its approval. Once approved, the Registrar shall declare the results. Copies of the results should be displayed in the Notice Board/Website.

### **3.20 Examination Committee**

The President shall be the Chairman of the Examination Committee. The Dean(s) of School(s), HoDs and Controller of Examination, shall be the members and the Registrar shall be the member secretary of the Committee.

### **3.21 Award of Degree/Diploma/Certificate**

A degree certificate under the official seal of the University and signed by the President shall be presented at the Convocation of the University to each of the qualified students of a particular academic program. The Registrar shall issue a provisional certificate for the degree/diploma/certificate courses completed by a student to the students, pending issue of final original certificate.

### **3.22 Duplicate Certificate/Transcript**

For issuing duplicate certificate/ grade card/ transcript the student has to apply to the Registrar in the prescribed form (**Form No. 31**) along with the prescribed fee. The Registrar will issue duplicate certificate/ grade card/ transcript to the students after verification, and after observing all formalities.

### **3.23 Maintenance of Confidentiality**

The whole of process of any examination shall be handled in a confidential manner. Only the results shall be made available for public use.

# Chapter IV

## Student's Discipline

### 4.01 General

Discipline is training to obey rules, regulations and orders. It also ensures obedience and self control. Discipline refers to a systematic and methodic way of doing what ought to be done at the proper time with full faith conscience and compulsion. Such whole hearted self application to work incorporating discipline, duty and devotion is absolutely essential in all field of activity. Discipline teaches us to do right thing, at right time, in the right manner. Discipline thus ensures not only good actions but living in harmony with others too. These regulations shall apply to all students of Sir Padampat Singhania University for enforcement of discipline and good behavior within and outside the precinct of hostels, academic complex and the campus of the University.

### 4.02 Responsibilities for Maintenance of Discipline and Good Behavior of Students

The students themselves are responsible for their personal conduct and discipline during their stay in the campus. However the University monitors the campus discipline through the officials entrusted at different levels.

- a) Wardens of hostels shall be responsible to the Dean of the School concerned, for maintenance of discipline and good behavior of hostellers in the hostels and in the campus.
- b) The Head of the Department shall be responsible to the Dean of the School for maintenance of discipline and good behavior of the students in the Department and in the campus.
- c) The Proctor shall be responsible to the Dean of the concerned school for maintenance of discipline and good behavior of the students in the university campus
- d) The Dean of the School shall be responsible to the President for maintenance of discipline and good behavior of the students within the school and in the campus.

In the absence of Dean of the School, the Wardens shall be responsible to the respective Head of the department and the HoDs shall be responsible to the President.

### 4.03 Disciplines in Hostel, Academic Complex and Campus

Disciplinary action shall be taken against a student if he/she is found to be involved in any of the following acts:

1. Gambling.

2. Stealing.
3. Misconduct in class room, hostel premises, library, and inside or outside the university campus.
4. Misbehavior with employee of the university or an outsider.
5. Drinking of alcoholic liquor, poison, narcotic drugs or substances, intoxicants of any kind inside as well as outside the campus.
6. Keeping firearms or any other weapon etc. in the hostel or on the campus.
7. Use of University premises for any purpose other than for which it is meant without the permission of the concerned authority.
8. Breach of any standing rules of the university.
9. Any other cause/act that may lower the prestige of the university.
10. Ragging in any form inside the campus.
11. Any kind of shouting, hooting, violent knocking and any other act, movement or behavior that is likely to cause disturbance to others.
12. Switching on lights, fans, computer etc. when students are not in their room.
13. Entry of female visitors into boy's hostel and male visitors into girl's hostel.
14. Using abusive language in the campus.
15. Cooking inside the hostel.
16. Use of electric heaters, electric rods, electric stove and other such electrical appliances.
17. Playing of audio or video systems and any other musical instruments causing disturbance to others.
18. Damaging, misusing or stealing of any University property.
19. Staying overnight without the written permission of the hostel warden.
20. Staying in the hostels during semester break without permission from the hostel warden.
21. Entry of the outsiders in the hostel or the campus without permission.
22. Remaining absent from hostels after the stipulated time.
23. Misuse of cell phones in academic areas including library.
24. Not maintaining proper dress code within the campus.
25. Misuse of Internet facilities.
26. Any other acts of indiscipline as considered by the appropriate authority.

#### **4.04 Disciplines in the Examination Hall**

Any discussion sharing his/her views inside the examination hall, creating disturbance to other students, possessing of unauthorized materials, attempting to copy, copying from any other written material/source, or any other unruly behavior of the student related to the examination shall be considered as indiscipline activities.

#### **4.05 Procedure for Initiating Disciplinary Action**

Students must follow strictly the discipline as described in clause 4.03 & 4.04. Violation of any clause by any student will be subjected to punishment. Complain against the conduct of any student should be addressed to the Registrar. On receipt of a complaint against the conduct of any student, the Registrar shall send the same to the Chairman, Disciplinary Committee for its consideration. After enquiring the case by the disciplinary committee, the Chairman shall forward its recommendations to the Registrar. The Registrar shall issue the orders after obtaining approval from the President.

#### **4.06 Rustication and Expulsion**

Rustication is a temporary removal of a student from the rolls of the Hostel/School/University as a punishment for indiscipline. Expulsion is the permanent removal from the Hostel/School/University as a punishment for indiscipline. An expelled student shall not admit to any School of the University. A rusticated student may rejoin his classes in the same School after expiry of the period of rustication after obtaining formal permission from the Registrar.

#### **4.07 Procedure for Rustication and Expulsion**

- i. On receipt of the complaint against the conduct of a student, the same should be sent to the Chairman, Disciplinary Committee. The Chairman shall then place the matter before the Disciplinary Committee. If the Disciplinary Committee is satisfied that there is prima-facie case for rustication/expulsion of the student, the student shall be allowed to explain in writing about the allegations against him/her or appear before the Disciplinary Committee to show cause why he/she should not be rusticated/expelled.
- ii. After receiving the explanation or hearing in person the Disciplinary Committee shall examine the case.
- iii. If at this stage the Disciplinary Committee is convinced that it is a fit case for rustication/expulsion the Chairman, Disciplinary Committee shall forwarded the

recommendations for rustication/expulsion to the President through the Registrar for consideration. The Registrar shall issue the order after obtaining approval from the President.

#### **4.08 Disciplinary Committee**

There shall be a Disciplinary Committee to deal with students' in disciplinary act/behavior, consisting of the following members:

1. Dean of one of the School - Chairperson
2. Two Teachers - Members, to be nominated by the President
3. Hostel Wardens - Member

In the absence of Dean of the School, any Head of the Department, nominated by the President, shall act as the Chairperson.

#### **4.09 Disciplinary Actions**

The Disciplinary Committee shall take-up all matters related to students' indiscipline and recommend action(s) to be taken against any student for any act/behavior of indiscipline. The recommendations may vary from imposition of monetary fine, suspension from classes for specified period, expulsion from hostel for specified period, debarring from taking an examination, cancellation of examination(s) appeared, rustication from the Hostel/School/University for specific period, expulsion from the Hostel/School/ University etc. A student shall be placed on Conduct Probation, if any disciplinary action has been taken against him/her as per Clause No. 4.11.

#### **4.10 Recording of Punishment**

Whenever any disciplinary action is taken against student, intimation should be sent among others to the Mentor and the Parent/Guardian of the student.

#### **4.11 Conduct Probation**

A student shall be placed on Conduct Probation (CP), if any disciplinary action has been taken against him/her. The Disciplinary committee will determine the conduct probation period. If a student is found to have violated any rules as indicated in clause no. 4.03 & 4.04, during the period of conduct probation, severe disciplinary action shall be taken against him/her.

#### **4.12 Appeal against Disciplinary Action**



Any student against whom disciplinary action has been taken, may appeal to the Registrar to review the disciplinary action taken against him/her, with proper justification. The Registrar shall forward the same to the Chairman, Disciplinary Committee for its consideration. The Disciplinary Committee shall review the appeal based on the justification given by the student and other related evidences, including behavior of the student during Conduct Probation and take the final decision.

#### **4.13 SPSU Concern Cell**

Concern cell, is the mentorship cell formed with a vision to provide a warm and friendly environment to students. Concern cell has a core team of students which work under the guidance of Vice-President. The Concern cell takes care of the following activities.

4.13.01 Students' Mentorship Program: At the beginning of the academic session, the Vice-President shall prepare a list of Student's-Mentors from the faculty and place under them a group of 10 to 15 students, for the entire academic program, for counseling in academic and non-academic matters. Each Mentor shall maintain personal records in respect of each student's academic progress, deficiencies in studies as well as co- and extra- curricular activities. The students are expected to apprise their Mentor about their problems freely.

All the Student-Mentors shall constitute the 'Student-Mentors Committee' of which the Vice-President of the University shall be the Chairperson. The committee shall meet as and when necessary to review the progress of the mentorship program and to sort out the problems of the students, if any.

4.13.02 Anti-Ragging Committee: There shall be Anti-Ragging committee comprising of faculty members, nonteaching staff, parents and students (both from senior and fresh batch). The committee shall be responsible for maintaining ragging free environment in and outside the campus. The committee shall be formed by the President. To curb the menace of ragging, a team of senior students, faculty members, members from non-teaching staff, parents and first year students is formed. With the successful efforts of this team, SPSU proudly claims to provide a ragging free environment to the students.

4.13.03 Mess Committee: There shall be a mess committee for the vegetarian mess and non-vegetarian mess. The mess committee shall be comprised of Head (Administration), students' representatives and mess managers. The mess committee will help in deciding the menu for respective mess, with a view to provide healthy and balanced meal.

**4.14 Student's Grievance Committee:** The Student's Grievance Committee shall be constituted with the faculty members of various departments and student representatives.

**4.15 Special Powers of the President**

Notwithstanding anything contained in these rules, the President shall have the authority to institute any enquiry to evaluate the conduct of any student(s) and award punishment.

## **Chapter V**

### **Regulations for the award of Scholarships, Fellowships, Stipends, Medals and Prizes**

#### **5.01 General**

There shall be provision for award of scholarships, fellowships, stipends, medals, prizes etc to the meritorious and other categories of students of the University at all levels of education. The Scholarships may also be instituted by grants from individuals, trusts, organizations and the Government with a view to provide financial assistance to needy students under the terms and conditions specified by the University.

#### **5.02 Authority**

On the recommendation of the Examination Committee and approval of Academic Council, candidate(s) may be awarded fellowships, scholarships for studies leading to his/her degree/ diploma/ certificate.

Stipends/waiving of tuition fee may be awarded to children of the employees of JK organization, the University, and of economically disadvantaged parents with the approval of the Board of Management.

#### **5.03 Types of Scholarship**

- I. Merit scholarships shall be awarded for the Bachelor's, Master's and Ph.D degree programs of the university.
- II. JK organization and University employees' children stipend  
Children of the employees of JK organization and the University may be awarded a Stipend as may be decided by the Board of Management.
- III. Economically disadvantaged stipend  
Children of economically disadvantaged parents may be awarded a stipend as may be decided by the Board of Management.

#### **5.04 Number and Value of Scholarship**

The number and value of scholarship shall be determined by the Board of Management from time to time on the recommendation of the Academic Council.

Based on the performance in a particular academic year (two semesters), the scholarship equivalent to the amount of the tuition fees of both semesters shall be awarded to a student, in the next academic year, as per the following norms:

1. Overall topper of the University in the academic year – 100%
2. Students securing (in academic year) CGPA of 9.00 and above – 70%
3. Students who stand first in each discipline in the academic year provided he/she has secured GPA of 8.000 and above in both semesters, and the minimum number of students in the class should not be less than 10 (ten) – 60%

Continuation of the scholarship will depend on the performance of the student(s) in every academic year (two semesters) as per the above norms.

### **5.05 Stipend for Ph.D Scholars**

A candidate admitted to the Ph.D degree program shall be entitled to receive a stipend of Rs. 20,000/- (Rupees twenty thousand) only per month, provided he/she is engaged for taking practical and tutorials classes.

### **5.06 Tenure of Scholarship**

5.06.01 Subject to the provisions made in the Regulations on Academic Matters, each scholarship shall be awarded for a period of one semester.

5.06.02 Scholarship shall be awarded for a period of minimum residence requirement for completion of a degree program.

### **5.07 Minimum Academic Requirement**

A candidate for award of university scholarship must be of high academic standing. He/She must also maintain a satisfactory conduct. Scholarships for first year class of Bachelor's and Master's degree program shall be awarded from the second semester onwards, based on the GPA of the first semester. Scholarship shall be awarded in the succeeding semesters based on the GPA of the preceding semester.

### **5.08 Non-eligibility for Scholarship**

Students of the following categories shall not be considered for any scholarships.

- i. Improved their grades through grade improvement examination.
- ii. Qualifying in any examination by appearing in more than one examination.
- iii. Debarred from any examination due to shortage of attendance.
- iv. Against whom any disciplinary action was taken.
- v. Placed on conduct probation and/or academic probation.

- vi. On deputation and receiving financial assistance from any other source.
- vii. Sponsored students.
- viii. Receiving financial assistance from University and other source, including fee waiver.

#### **5.09 Scholarship from Outside Source**

A student may draw scholarship from outside sources with the permission from the University.

#### **5.10 Continuation of Scholarship**

The continuation of scholarship shall be subject to satisfactory performance both in academic program as well as on the conduct and regular attendance in the class of the scholarship holder. A candidate placed on academic and/or conduct probation shall cease to get scholarship from the date of his/her academic/conduct probation.

#### **5.11 Bar on Award of More Than One Scholarship**

Normally, a student will be allowed to draw scholarship/fellowship from a single source only. However, the University may allow to draw scholarship from more than one source depending upon the merit of individual case. Students seeking permission to receive scholarship from more than one source should apply to the Registrar justifying the case and with all the necessary documents.

#### **5.12 Chairperson's and President's Gold Medal**

The Chairperson's Gold Medal shall be awarded along with a certificate to the first rank holder (highest CGPA) student amongst all the Bachelor's and Master's degree programs of the University.

The President's Gold Medal shall be awarded along with a certificate to the first rank holder (highest CGPA) for individual disciplines in all Bachelor's degree programs, and to the first rank holder (highest CGPA) among all the programs /disciplines of the Master's degree programs within a school. However non-eligibility criteria as specified in clause 5.04 (3) and 5.08 above shall be applicable for the award of Gold Medal.

#### **5.13 Medals/ Cash Prizes and other Awards from other Individuals/ Organizations**

The University will accept medals/ cash prizes and other awards from individuals/ organizations interested to offer to students for their academic achievements. The terms and conditions for such awards shall be as laid down by the Academic Council.

## Appendix I

### Reference to Different Forms in the Academic Regulations

Clause No.	Form No.	Description
2.01.02	1	Application for admission
2.03.06	2	Enrolment card
2.04.02	3	Application for admission through migration
2.06	4	Application for transfer of credit
2.07	5	Application for switching disciplines
2.09.01	6	Advisory committee of PG program.
2.09.03	7	Application for recognition as major adviser
2.09.04	8	PG program of study
2.09.05	9	PG semester course registration
2.09.06	10	Application for withdrawal/ addition of courses
2.09.07/ 3.15.11	11	Application for extension of thesis submission date
2.09.08	12	Half-yearly (semester wise) progress report on Ph.D research
2.10/ 2.12	13	Application for releasing from University
2.10	14	Clearance certificate
2.10	15	Migration certificate
2.11	16	Application for readmission
2.12	17	Application for caution money refund
3.03.01	18	Mid-term mark sheets
3.03.02/ 3.11	19	End-term mark sheets
3.04.02	20	Application to appeal committee
3.05	21	Application to remain absent from in Mid-term and End-term examinations
3.06.01	22	Grade card

3.06.02	23	Transcript
3.07 (e)	24	Application to appear in repeat examination to clear backlog courses
3.07 (f)	25	Application for admission into extended semester
3.14	26	Application for Improvement of grades
3.15.02	27	Synopsis of research work
3.15.06	28	Certificate for Ph.D thesis
3.15.06/ 3.15.10	29	Certificate of incorporation of suggested modifications in Ph.D thesis
3.15.08	30	Certificate of viva voce performance
3.22	31	Application for duplicate transcript
2.09.02	32	Ph.D. Progress Report Format

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**SIR PADAMPAT SINGHANIA UNIVERSITY**

Udaipur, Rajasthan

