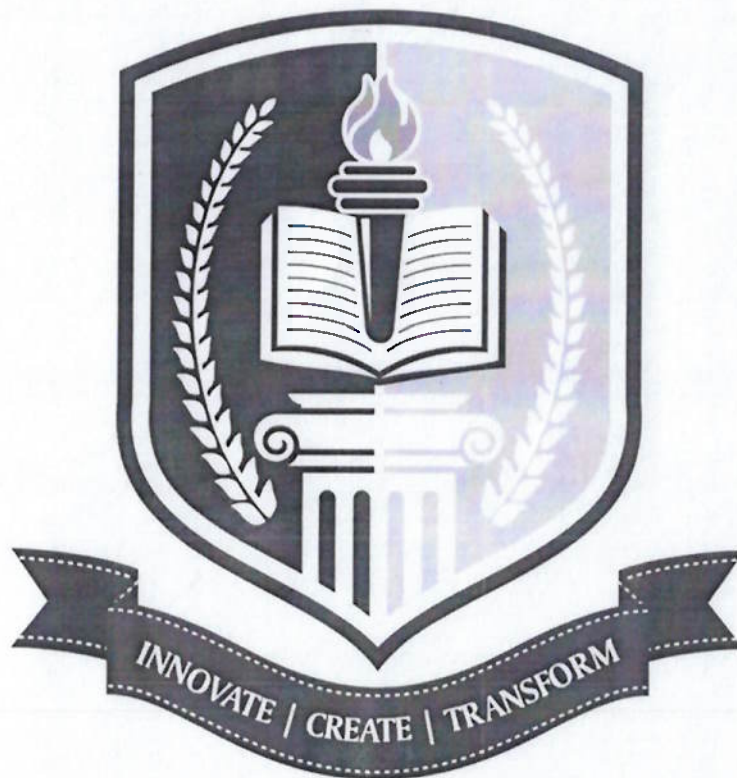


**SANSKARAM UNIVERSITY,
KHERI TALUKA, PATAUDA, JHAJJAR
(HARYANA)**



ACADEMIC REGULATIONS 2024

Sumar
Registrar
Sanskaram University
Kheri-Taluka, Patauda
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PRELIMINARY

Short Title and Commencement

- (a) These Regulations shall be called the **Academic Regulations, 2024**.
- (b) They shall come into force from the Academic Year 2024 – 2025.

Definitions

In these Regulations, unless the context otherwise requires:

- (a) "Academic Calendar" means the schedule of academic and miscellaneous events as approved by the Vice Chancellor;
- (b) "Academic Council" means the Academic Council of the University;
- (c) "Academic Regulations" means the Academic Regulations, 2024 of the University;
- (d) "Academic Term" means a Semester odd or even
- (e) "BOS" means the Board of Studies of a particular Department/Program of the University;
- (f) "Basket" means a group of courses bundled together based on the nature/type of the course.
- (g) "COE" means the Controller of Examinations of the University;
- (h) "Clause" means the duly numbered Clause, with Sub-Clauses included, if any, of these Regulations;
- (i) "Course" means, a specific subject usually identified by its course-code and course-title, with specified credits and syllabus/course-description, a set of references, taught by some teacher(s)/course-instructor(s) to a specific class (group of students) during a specific academic-session/semester;
- (k) "Course coordinator" means, the teacher/faculty member who coordinate a particular course;
- (l) "Program Structure" means the Curriculum governing a specific Degree Program offered by the University, and, includes the set of Baskets of Courses along with minimum credit requirements to be earned under each basket for a degree/degree with specialization/minor/honours in addition to the relevant details of the courses and Course catalogues (which describes the course content and other important information about the course). Any specific requirements for a particular program may be brought into the Curriculum structure of the specific program and relevant approvals should be taken from the BOS and Academic Council at that time.
- (m) "DAA" means Dean Academic Affairs
- (o) "Dean" means the Dean of the concerned School;
- (p) "Degree Program" includes all Degree Programs;
- (q) "Department" means the Department / School offering the concerned Degree Programs;
- (r) "HOD" means the Head of the Department;
- (s) "MOU" means the Memorandum of Understanding;
- (t) "Parent Department" means the department that offers the Degree Program that a student undergoes;
- (u) "Program coordinator" means the administrative head of a particular Degree Program/s
- (v) "School" means a constituent institution of the University established for monitoring, supervising and guiding, teaching, training and research activities in broadly related fields of studies;
- (w) "Section" means the duly numbered Section, with Clauses included in that Section,

of these Regulations;

- (x) "Statutes" means the Statutes of Sanskaram University;
- (y) "Sub-Clause" means the duly numbered Sub-Clause of these Regulations;
- (z) "Summer Term" means an additional Academic Term conducted during the summer break (typically in June- July)
- (aa) "University" means Sanskaram University, Jhajjar; and
- (ab) "Vice Chancellor" means the Vice Chancellor of the University.

1. INTRODUCTION

- 1.1 The Academic Regulations, 2024 are applicable to all Certificate, Diploma and Degree Programs of the University commencing from the Academic Year 2024 - 2025. The Academic Regulations, and any amendments made therein, shall also be applicable to new Degree and Diploma Programs that may be offered by the University in future.
- 1.2 Additional Regulations, if any, and specific regulations pertaining to criteria/mandatory requirements by Regulatory Bodies for a particular Degree Program shall be prescribed in the curriculum structure of the respective program.
- 1.3 These Regulations may evolve and get amended or modified or changed through appropriate approvals from the Academic Council, from time to time, and shall be binding on all concerned.

2. ACADEMIC CALENDAR

- 2.1 The academic activities of the University are regulated by the Academic Calendar approved by the Vice Chancellor, and released at the beginning of each academic year. The Academic calendar indicating all the academic activities in a chronological order shall be prepared by the Dean Academics and approved by the Vice Chancellor. Post approval, the same shall be released by the Dean Academics at least two weeks prior to the beginning of each semester. It is mandatory for students and faculty to strictly adhere to the academic calendar for completion of academic activities. Deviations if any under unforeseen/unavoidable circumstances shall be affected with the prior approval of the Vice Chancellor and the same should be notified.
- 2.2 An academic year in the University shall normally be divided into two semesters consisting of ninety (90) University working days each, known as odd Semester (normally from July to December) and Winter Semester (normally from January to May).
- 2.3 During the summer break, i.e., (June and July), there may be an additional academic term for Summer internship as per NEP 2020.

3. REGISTRATION

- 3.1 The University follows a choice-based credit system (CBCS) as per NEP 2020, therefore registration at the beginning of each Semester during the prescribed period announced in the Academic Calendar and through notifications issued by

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the University to this effect, is mandatory for every student.

- 3.2 Registration is the sole responsibility of the student. Without registration, any academic activity (Course/ Seminar / Practical/ Project work / Internship, etc.) undergone by a student will not be counted towards the requirements of her/his degree.
- 3.3 On joining the University, each student is assigned to a Mentor who will counsel and guide the student on matters related to the academic/registration process. Every student after consulting her/his Mentor is required to register for the courses of his/her choice from the list of proposed Courses within the period fixed for such registration as notified in the Academic Calendar or the University Notification to this effect.
- 3.4 Normally, no late registration shall be permitted. However, considering medical exigencies, specifically hospitalization, trauma or contagious disease only, a student may be permitted for late registration with prior approval from the respective Dean/Program Coordinator/ HOD. The student must produce medical certificates, medical prescriptions, hospital discharge report, medical fitness report and all such relevant documents duly attested by the concerned registered medical officer of the hospital where the concerned student was hospitalized or medically treated. The student shall not be eligible for late registration if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.
- 3.4.1 Further, in such specified cases of medical exigency (*viz. hospitalization, trauma or contagious disease only*), the maximum period permissible for late registration shall be not be more than Ten (10) University working days counted from the commencement of semester as announced by the University. Under no circumstances shall such a student be permitted to register for the academic term after the permissible period for late registration of ten (10) University working days counted from the commencement of semester.
- 3.4.2 Further, if a student has been **selected/nominated** by State/National/International Organizations/ Boards to represent the State and/or India in State/National/International Competitions/Events, or approved by DSW for representing the university, the concerned student may be permitted for late registration. The student must produce duly attested documents and/or Certificates to be eligible for the provision of late registration. The number of days for which the concerned student shall be given permission for late registration shall be approved by the Vice Chancellor on the recommendation of the Dean Academics and Dean of the School concerned. Further, no relaxation shall be given on attendance requirement, except as permissible under Clause 7.5.
- 3.5 In case of any other reason for late registration other than the specified medical exigencies in Clause 3.4 above, the maximum permissible period for late registration shall not be more than FIVE (05) University working days counted from the specified date of Registration announced by the University. The student shall pay a Late Fee

for late registration as specified by the University at the commencement of the academic term.

- 3.6 Students are not permitted to re-register for course(s), which they have already passed.
- 3.7 A student shall be permitted to register in the next semester only if all the following conditions are fulfilled:
- 3.7.1 The student has paid all specified fees of the University as per the University Fee Policy and payment schedule;
- 3.7.2 The student has cleared all University, Hostel, Transport and Library dues (if any); and
- 3.7.3 The student has not been debarred from registering on any specific ground by the University.

3.8 Failure to register and removal from the rolls:

A student who is eligible for registration, but fails to register for the academic term within the specified dates and conditions prescribed in Clauses 3.1 to 3.7, shall be removed from the rolls for the concerned academic term and shall not be permitted to attend classes for the concerned academic term.

3.9 Mandatory Pre-Registration (Discipline Specific/Minor/Elective/Specialization/ Open Courses/MDC/SEC/VAC/AEC/ Audit) for higher semesters:

In order to facilitate proper planning of the academic activities of a semester, it is essential for the students to declare their intent to register for DSE/Minor/Elective/Specialization/Open Course/MDC/ SEC/AEC/VAC/ Audit well in advance, before the actual start of the concerned academic session, through the process of Pre-Registration, which is mandatory for all students of second or higher semesters, as applicable. All students (other than the freshly admitted students) intending to register for the next higher semester are required to have completed the Mandatory Pre-Registration of DSE/Minor Elective/Specialization/Open Course(s) /MDC/ SEC/AEC/VAC/ Audit, as per the schedule/dates announced in the Academic Calendar and/or the official notifications issued by the University to this effect. To facilitate this Pre-Registration all teaching Departments/Schools shall announce the list of courses to be offered for the next higher semester, at least two (02) University working weeks before the last day of classes in the current semester. A student who desires to register to Audit a Course shall consult her/his Mentor and seek approval of the concerned Course coordinator. Registration to Audit a Course shall only be permitted as per the criteria and guidelines prescribed by the concerned Course Instructor and duly approved by the concerned BOS. The student does not earn credits for the Audited Course.

- 3.10 A student securing an 'F' Grade in a Discipline/Open Elective course can either take the same or replace it during re-registration by registering for any other

Discipline/Open Elective course of the same credits from the same Specialization Elective basket.

- 3.11 A Students who wish to improve their grades will be permitted to re-register for the same course again during subsequent academic terms. The final grade in the course considered will be 'better of the two'.

4. MEDIUM OF INSTRUCTION AND EVALUATION

English shall be the medium of instruction and evaluation except for such other courses as approved in the Academic Council.

5. COURSE CREDIT STRUCTURE

The Credit Structure is used to define various types of courses to provide for the appropriate pedagogy and methods of assessment and evaluation. The flexibility required to accomplish the course learning objectives and outcomes can be provided for, while retaining a common framework for Credit allocation. More importantly, it is necessary to have a transparent, credible and robust system for planning, delivery and evaluation of each course of the diverse programs of study of the University.

- 5.1 The Credit Structure for defining and categorizing Courses is the L – P – C (Lecture – Practical- credit) L-T-C (Lecture- Tutorial- credit) framework. The Course Credits are fixed based on the following norms:

Lecture I: One (01) contact/classroom hour per week is assigned One (01) Credit.

Tutorial: One (01) contact/classroom hour per week is assigned One (01) Credit

Practical: Two (02) hours per week of practical/laboratory/field and other similar practice or skill development components, is assigned One (01) Credit.

For example:

A Course with L – P – C structure of 4 – 0 – 4 will be assigned 4 Credits.

A Course with L – T – C structure of 4 – 01– 5 will be assigned 5 Credits.

A Course with L – P – C structure of 3 – 2 – 4 will be assigned 4 Credits.

A Course with L – P – C structure of 0 – 4 – 2 will be assigned 2 Credits.

A Course with L – P – C structure of 2 – 2 – 3 will be assigned 3 Credits.

- 5.2 Practical/Skill based Courses like Professional Practice, Internship, Project Work, Field visits, Dissertation, Seminar, and such similar Courses, and, Social Immersion Courses, where the pedagogy does not lend itself to a typical L-P-C and L-T-C structure as defined in Clause 5.1, are simply assigned the number of Credits based on the quantum of work/effort required to fulfill the learning objectives and outcomes prescribed for the concerned Courses.
- 5.3 A student earns credits by satisfactorily undergoing the Course evaluation. The credits associated with a Course are dependent upon the number of hours of instruction per week in that Course.

6. PROGRAM SPECIFIC REGULATIONS:

6.1 Program classification: All the academic programs offered in the University [Except the program leading to award of Ph.D. degree] are categorized as Certificate, Diploma, Under Graduate [UG] and Post Graduate [PG] programs. Further, the program credits are dependent of the classification of the program based on the minimum duration of the program as per the UGC norms. Multiple exit and entry are allowed as per NEP 2020.

6.2 Eligibility for Admissions:

6.2.1 Admissions to various courses will be done as per Admission Policy, and as per First Statute and Ordinances of the University. It will comply with all statutory and executive parameters. The student to be admitted to various programmes shall undergo an annual competitive examination/counselling conducted by the University. The dates of the examination, wherever applicable, will be announced separately. Selected students will be admitted to various programmes based upon the students' qualifications and recommendations of the counseling team.

6.2.2 Initially, the process of selection for admission of students to Sanskaram University will be given wide publicity including the following media.

- (a) Advertisement in National/Regional Newspapers
- (b) Prospectus
- (c) University Website
- (d) Fliers and brochures
- (e) Participation in educational fairs
- (f) Counselors' visits to schools
- (g) Any other – Magazines, Internet, SMS Services

The students for admission will be selected on the basis of merit. The basis of merit will be:

- (a) CUET
- (b) All India Tests
- (c) Haryana State Tests
- (d) University Tests
- (e) Performance in the qualifying examination
- (f) Online Aptitude Test
- (g) Personal Interview

6.3 Eligibility Criteria for Indian Students

Indian citizens seeking admission to any UG programme must have successfully passed the final examination of +2 Senior Secondary track in any one of the academic streams and for PG programs the final examination from any UGC recognized university.

The exams must be conducted by appropriate authority or any other body approved by the Academic Council of this University as equivalent thereto.

The students must also satisfy the conditions regarding minimum marks, number of attempts in the qualifying examination and age as prescribed by the UGC or other applicable regulatory authorities. Physical fitness as prescribed by the Academic Council of the University may also be a factor in determining admission to the university.

6.4 Eligibility Criteria for Foreign Students

The foreign students (non-Indian citizens & NRIs) must meet one of the eligibility conditions outlined below:

- (a) GCE Examination of UK with pass grades in five subjects and two subjects at the advanced level ('A' level).
- (b) High School Certificate Examination, University of Cambridge Local Examinations syndicate, (UCLES) UK.
- (c) International Baccalaureate Examination of (IBE) Geneva.
- (d) High School Graduation from USA.
- (e) 12 years High School- Grade 12 pass from accredited institutions of Canada.
- (f) Equivalence certificate from AIU

6.5 Assessment and Evaluation scheme: The Evaluation and assessment of students in all the academic programs offered in the University [Except the program leading to award of Ph.D. degree] shall have the components of Continuous assessment only and the weightages for the various components shall be decided by the respective BOS and the same shall be approved by the Vice Chancellor from time to time. The relative grading frame work shall be incorporated for all the evaluation and assessments.

6.6 Program Structure: The respective Programs shall have structure consisting of list POs, PSOs, list of Basket wise courses along with other details such as, L-P-C structure, Pre-Requisites/ Anti Requisites etc. The program structure also shall have the course codes for all the courses listed in the program structure.

6.7 Program/Course Ordinance: The Program/Course is prepared for each Course offered in a Program of study during an Academic Term. The Course ordinance is generally prepared by the Course Coordinator offering the concerned Course. The Course ordinance shall be approved by the Departmental Academic Committee (refer Annexure A of these Regulations) followed by approval from BOS. The Course ordinance shall clearly describe the following aspects:

- (a) Course Name, Course Code, Credit Structure, Course Description, Course Outcomes.

- (b) Contact Hours, Course content, Reference Materials, Delivery Procedure [Pedagogy], Course Schedule, Schedule of Instructions, Assessment Schedule.

6.8 The course scheme of the courses offered in the semester shall be uploaded in the LMS and shall be made available to all the students from day one.

7. ATTENDANCE REQUIREMENTS

- 7.1 In order to maintain high standards and academic excellence, all students must attend every lecture, tutorial, field work, laboratory, practical classes and all other such curricular sessions as prescribed by the Program requirements.
- 7.2 To account for approved leave of absence (for instance, representing the University in State/National/International Competitions/Events/Conferences, etc.) and/or other contingencies like medical emergencies of hospitalization, trauma or contagious disease, the attendance requirement shall be a minimum of 75% of the classes actually conducted in every in that Academic term, for which Course the student has registered for in the Academic Term or as prescribed by various regulatory bodies.
- 7.3 The students who have a minimum CGPA of 9.00 are exempted from the minimum attendance eligibility requirement. However, such students should maintain a minimum attendance of 50%.
- 7.4 Further, if a student suffers serious medical exigencies of hospitalization, trauma or contagious disease only, the concerned student may be given relaxation in attendance requirement (in Course(s) where there is a shortage) by the Vice Chancellor on the recommendations of the Dean Academics of the university. However, on no account whatsoever, shall the minimum requirement of attendance be less than 65% of the classes actually conducted in every Course the student has registered for in the Academic Term. The student shall not be eligible for this special provision if she/he fails to produce authentic medical certificates and relevant documents in support of the medical exigency.
- 7.5 Provided further that if a student has been selected/nominated by State/National/International Organizations/Boards to represent the State and/or India in State/National/International Events/ Competitions, or approved by DSW for representing the university the concerned student may be given relaxation in attendance requirement (in the Course(s) where there is a shortage) for the concerned period of absence by the Vice Chancellor on the recommendations of the Dean Academics.
- 7.6 Further, where attendance requirements are prescribed by Government Regulatory Bodies for specific Programs, the same shall also be mandatorily adhered to without exception.
- 7.7 **Shortage of Attendance:**

A student with shortage of attendance (i.e., less than 75% of the classes actually


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conducted in every Course in the concerned Academic Term as prescribed by Clause 7.1, and other conditions as applicable under Clauses 7.2 to 7.4), **shall not be permitted to appear in the End Term Final Examinations of the Course(s) in which the attendance shortfall exists**, irrespective of the student's academic performance in the other components of Continuous Assessments. The student shall be given a placeholder grade **"NP" (Not Permitted)** (refer Section 8.0), to indicate that the student has not been permitted to appear for the End Term Examinations due to shortage of attendance during the Academic Term in the concerned Course(s). Further, a student who has shortage of attendance (received placeholder grade "NP") in a Course in the concerned Semester, shall be eligible to re-register for the concerned Course in the summer semester or following Semester.

- 7.8 Further, in case if any course is discontinued or replaced, an Equivalence Committee constituted by the Dean Academic on request of Dean of the concerned school, shall decide, if required, to provide for the concerned student to complete the mandatory Courses and earn the minimum required credits as prescribed by the revised Curriculum Structure.
- 7.9 It is the sole responsibility of the student to ensure that she/he completes the mandatory Courses and earns the minimum required credits as prescribed by the Program Structure of the concerned program.

8. ACADEMIC PERFORMANCE EVALUATION AND GRADING SYSTEM

- 8.1 The academic performance evaluation of a student in a Course shall be according to the University Letter Grading System based on the class performance distribution of the Course.
- 8.2 Academic performance evaluation of every registered student in every Course registered by the student is carried out through various components of Continuous Assessments spread across the Semester and including the Final Assessment Test. The nature of components of Continuous Assessments and the weightage given to each component of Continuous Assessments, including the End Term Examinations shall be decided by the COE and communicated to the students by the respective Program coordinator/ HODs.
- 8.3 Award of Grades
- The University follows the system of Letter Grades with associated Grade Points on a scale of 10. The Letter Grades and associated Grade Points along with a brief qualitative description are summarized in Table:

Letter Grade	Grade Point	Qualitative Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good

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B	6	Above Average
C	5	Average
P	4	Pass
F	0	Fail
NP	0	Not Permitted
S	-	Satisfactorily Completed
NC	-	Not Completed
U	-	Audited Satisfactorily
I	-	Incomplete

8.4 Minimum Performance Criteria:

8.4.1 **Theory only Course and Lab Embedded Theory Course.** A student shall satisfy the following minimum performance criteria to be eligible to earn the credits towards the concerned Course:

- (a) A student must obtain a minimum of 40% of the total marks/weightage assigned for the End Term Examination in that Course separately.
- (b) The student must obtain a minimum of 40% of the total marks/weightage assigned the Continuous assessment Tests separately in that course.

8.4.2 **Lab only Course and Project Based Courses.** The student must obtain a minimum of 40% of the AGGREGATE of the marks/weightage of all assessment components in the concerned Course.

8.4.3 A student who fails to meet the minimum performance criteria listed above in a course shall be declared as "Failed" and given "F" Grade in the concerned Course. The student shall have to re-appear in the End Term Examination of the same Course when it is scheduled at the end of the following Semester or Summer Term, if offered. The marks obtained in the Continuous Assessments (other than the End Term Examination) shall be carried forward and be included in computing the final grade.

8.4.4 For Pass only (Non-credit) type of courses such as Environmental Studies, Life Skills, Co-curricular/Extracurricular activities the method of assessment and minimum performance criteria are prescribed in the respective course ordinance. A student who fails to meet the minimum performance criteria in such pass only (Non-credit) courses shall be given "NC" (Not Completed) Grade. The student has to re-register for such courses and meet the minimum performance requirement to earn the "S" (Satisfactory) Grade.

8.4.5. Continuous Assessment Tests (CAT)

Exam Component	Theory
CAT	40%
End Term Examination	60%
Total	100%

Table 8.6.5 b) Assessment for Lab/ Practice Courses	
Exam Component	Weightage
All lab experiments shall be evaluated on the same day (Continuous Assessment) and marks awarded. Laboratory Work/ Practical exercises, conducted in every Laboratory/Practice session/activity, including Laboratory records, practice/project reports, attendance/class participation as applicable, and as prescribed by the Course Handout. Note: There will be End Term Practical Examination for Labs	60%+40%
Total	100%

Normally, for Practice/Skill based Courses, without a defined credit structure (L–P–C) [NTCC], but with assigned Credits (as defined in Clause 5.2 of the Academic Regulations, 2024), the method of evaluation shall be based only on Continuous Assessments. The various components of Continuous Assessments, the distribution of weightage among such components, and the method of evaluation/assessment, shall be as decided and approved by the respective BOS of School/Department

8.5 Award of the “O” (Outstanding) Grade.

The “O” grade stands for outstanding achievement, relative to the registered students in the course, and utmost care shall be taken in awarding of this highest letter grade.

8.6 Declaration of the “F” (Fail) Grade.

The “F” grade denotes failure in a Course. This may be due to the following reasons:

8.6.1 Failure to meet the minimum performance criteria for a course as listed in Clause 8.3

8.6.2 Further, if a student is absent for the End Term Examination of a Course, the student shall be declared as “Fail” and given a “F” grade in the concerned Course.

8.6.3 The “F” grade is declared as a penalty on the student in the concerned Course(s) as per the recommendations of the Unfair Means and Malpractices Committee (UMMC) and subsequent approval of the Controller of Examination.

8.7 Declaration of the Placeholder Grades “NP” (Not Permitted):

“NP” is a placeholder grade given in the concerned Course(s) to indicate that a student was not eligible to appear in the End Term Final Examinations of the concerned Course(s) due to shortage of attendance as elaborated in Clause 7.0 and he has to re-register to earn the requisite credits.

8.8 Additional Grades with no Grade Points: “S”, “NC” and “U” Grades:

8.8.1 “S” and “NC” grades are awarded for specific mandatory credit Courses as prescribed in the concerned Programme Structure.

8.8.2 “S” grade (“Satisfactorily Completed”) denotes satisfactory performance and completion of a Course which is pass only or is non-credited as specified in the concerned Programme Structure. The requirements for obtaining “S” grade in a particular Course shall be clearly stated in the ordinance of the concerned Course.

8.8.3 “NC” grade is given for “Non-completion” of Course requirements in the concerned pass only or non-credited Course and the student will have to re-register for the Course until he/she obtains the “S” grade in the Course concerned.

8.8.4 “S” and “NC” grades have no associated Grade Points and hence are not included in the SGPA/CGPA calculations (refer Section 9.0).

8.8.5 “U” grade (“Audited Satisfactorily”) is awarded in a Course that the student opts to register for Audit (refer Clause 3.9). It is not mandatory for the student to go through the entire regular process of evaluation for the concerned Course. However, the student has to satisfy the minimum attendance requirement for securing the “U” grade, failing which, that Course will not be listed in the Grade Card given to the concerned student (refer Clause 8.9).

8.9 Grade Card.

Grade Card is the record of the student’s performance in the Courses the student has registered for in a concerned Academic Term of the Program of study. The Grade Card shall contain the following details pertaining to the student’s academic performance:

8.9.1 The List of Courses (which includes Course Name, Course Code and associated Credits) registered by the student in the concerned Academic Term.

8.9.2 The Grade obtained in each of the concerned Courses

8.9.3 The SGPA and CGPA obtained by the student based on the grading policy.

8.9.4 The Grade Card issued to the student in the last Academic Term in which the student completes the requirements for the award of the concerned Degree (refer Section 17.0).

9. **ACADEMIC PERFORMANCE INDICES: SGPA AND CGPA.**

The following shall be the procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

10. The performance of a student in a Semester is indicated by a number, **Semester Grade Point Average**. The SGPA is the weighted average of the grade points secured in all the concerned Courses registered by the student during that Semester. SGPA for a particular Semester is computed as follows:

$$SGPA(S_j) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course in the j^{th} semester.

11. The **Cumulative Grade Point Average** indicates overall academic performance of a student in all the Courses registered up to and including the latest completed semester. CGPA is computed as follows:

$$CGPA = \frac{\sum(N_j \times S_j)}{\sum N_j}$$

where: S_j is the SGPA of the j^{th} semester and N_j is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 digits after decimal place and shall be reported in Detail-Grade-Certificate (DGC) or as per examination regulations.

12. **DISPLAY OF PERFORMANCE IN CONTINUOUS ASSESSMENTS**

- 12.1 Performance of all students in the components of Continuous Assessments for all Courses registered for in the concerned Academic Term, shall be communicated to the students and displayed in the concerned Department/School by the respective HOD/Dean, before the End Term Examination.
- 12.2 The concerned HOD/Dean shall attest and submit to the COE, a consolidated Marks Sheet of the Continuous Assessment Marks obtained by all students of a Program of study, in all the respective Courses registered for in the concerned Academic Term, before the commencement of the End Term Examination. A copy of the consolidated Marks Sheet shall be displayed in the concerned Department/School.

13. DETAILED SCHEDULE OF EXAMINATIONS

- 13.1 The detailed schedule of the End Term Examinations, as per dates indicated in the Academic Calendar, shall be prepared by the COE in consultation with the HODs/Deans of Schools and shall be announced with due approval of the Vice Chancellor, at least two (02) weeks before the commencement of the Examinations.
- 3.2 The regulations and guidelines pertaining to the conduct of the various University Examinations are prescribed in the Examination Regulations, 2024 of the University.

14. DISCLOSURE OF THE EVALUATED ANSWER SCRIPTS

Answer scripts of Continuous Assessment Test of the Course shall be **shown to the students** for discussion, verification and corrections (if any) on pre-notified date(s) in the Department/School concerned.

15. APPEAL FOR REVIEW OF GRADES; ACADEMIC APPEALS BOARD (AAB)

- 15.1 The University is committed to keep the entire process of evaluation beyond reproach. A mechanism for review of grades is incorporated in the evaluation system.
- 15.2 In case of a grievance about the grade(s) awarded, a student shall first approach the concerned Program coordinator/HOD/Dean with a written request for review of the grade awarded in a Course (or Courses) within Five (05) University working days from the date of declaration of the results of the Continuous Assessment Test. No request for review of grade(s) shall be admissible after that.
- 15.3 The Program coordinator/HOD/Dean shall arrange, within five (05) University working days of the receipt of the student's request, for the concerned Faculty to clarify to the student concerned why she/he was awarded the particular grade. The clarification/explanation shall be submitted as a brief report to the HOD/Dean with a copy to the concerned student.

16. WITHDRAWAL FROM THE PROGRAM

- 16.1 **Temporary Withdrawal.** A student who has been admitted to a Degree Program of the University may be permitted to withdraw temporarily, for a period of one Academic Year, on medical grounds provided:

16.1.1 The student submits an application to the University, stating fully the reasons for withdrawal together with supporting documents and endorsement from her/his parent/legal guardian;

16.1.2 The University is satisfied that, without counting the period of withdrawal, the student is likely to complete the requirements for the award of the Degree of the concerned Program within the specified maximum duration to complete the Program

16.1.3 A student seeking temporary withdrawal shall not claim any refund of the Annual Fee paid to the University for the concerned Academic Year.

16.1.4 There are no outstanding dues with the Department/School/Hostels/Library/etc.

16.1.5 Scholarship holders are bound by the appropriate rules applicable to them.

16.1.6 Normally, a student will be permitted only one such temporary withdrawal during her/his tenure as a student.

16.2 Rejoining the Program:

A student who temporarily withdraws from the Program and rejoins the Program in the following Academic Year, shall be governed by all the Regulations of the University and the University Fee Structure in force at the time of his/her rejoining the program.

16.3 Permanent Withdrawal:

The rules pertaining to withdrawal of admission at the time of joining the University are as stipulated by the Admission Rules and Fee Policy of the University. In case of a student seeking withdrawal from the Program of study after completion of one/more Academic Year(s), the rules and terms of withdrawal are as stipulated in the Withdrawal from Program and Fee Refund Policy of the University. The decision of the Vice Chancellor regarding all aspects of withdrawal of a student from the Program of study shall be final and binding.

17. TRANSFER OF CREDITS

Courses credited, elsewhere in approved Indian or foreign Universities/Institutions, by students during their period of study at the University shall count towards the mandatory credit requirements for the award of the concerned Degree. The rules and guidelines for such transfer of credits are as follows:

17.1 Students may earn external credits from Institutions of National Importance and other Indian or foreign Universities/Institutions with which the University has an MOU, and that MOU shall have specific provisions, rules and guidelines for transfer of credits. These transferred credits shall be counted towards the minimum credit requirements for the award of the degree, but shall not be included in the overall CGPA calculation for the award of the degree.

17.2 Students may earn credits partially or fully for completing the mandatory credit requirements of Discipline Specific Elective Courses and/or the mandatory credit requirements of Open Elective Courses by registering for Online Courses offered by *Study Web of Active Learning by Young and Aspiring Minds (SWAYAM)* and *National Program on Technology Enhanced Learning (NPTEL)*, or other such recognized Bodies/ Universities/ Institutions as approved by the concerned BOS and AC from time to time. The concerned School/ Parent Department shall

publish/include the approved list of Courses and the rules and guidelines governing such transfer of credits of the concerned Program from time to time. The provisions and rules pertaining to the transfer of credits are outlined in Section 18.0 of the Academic Regulations. The Rules and Guidelines for the transfer of credits specifically from the Online Courses conducted by the Study Webs of Active-Learning for Young Aspiring Minds- National Program on Technology Enhanced Learning (SWAYAM-NPTEL) / other approved MOOC courses are as stated in the following Sub-Clauses:

- 17.2.1 A student may complete SWAYAM-NPTEL/ other approved MOOC courses as mentioned in 15.2 and transfer equivalent credits to **partially or fully complete the mandatory credit requirements of Discipline Specific Elective Courses and/or the mandatory credit requirements of Open Elective Courses** as prescribed in the concerned Programme Structure. However, it is the sole responsibility of the student to complete the mandatory credit requirements of the Discipline Specific Elective Courses and the Open Elective Courses as prescribed in the Programme Structure of the concerned Program.
- 17.2.2 SWAYAM-NPTEL/ other approved MOOC courses as mentioned in 15.2 shall be included as annexes to the Board of Studies Minutes and shall be announced through University Notifications to the students from time to time.
- 17.2.3 A student shall only request for transfer of credits from such approved/notified approved courses as mentioned in 15.2 Courses as published by the concerned Departments.
- 17.2.4 SWAYAM-NPTEL / other approved MOOC courses as mentioned in 15.2 are considered for transfer of credits only if the concerned student has successfully completed the SWAYAM- NPTEL / other approved MOOC courses as mentioned in 15.2 and obtained the Certificate to this effect.
- 17.2.5 A student cannot transfer credits from SWAYAM-NPTEL / other approved MOOC courses as mentioned in 15.2 to earn the mandatory credits assigned for any other type of Courses (other than Discipline and Open Elective Courses) as prescribed in the concerned Curriculum Structure. However, a student may complete SWAYAM-NPTEL / other approved MOOC courses as mentioned in 15.2 and transfer equivalent credits in excess of the required mandatory credits (and Courses).
- 17.2.6 Before the commencement of each Semester or during Pre-Registration schedule as per the Academic Calendar, Parent Departments may release a list of SWAYAM-NPTEL / other approved MOOC courses as mentioned above as Discipline Specific Elective courses for each B.Tech. Program offered by them. In addition, Departments may also release a list of Open Elective courses for all B.Tech. Programs.
- 17.2.7 Students may Pre-Register for the SWAYAM-NPTEL / other approved MOOC courses as mentioned in 15.2 in the respective Departments and

register for the same Courses as per the schedule announced by respective Online Course Offering body/ institute/ university.

17.2.8 The credit equivalence of the SWAYAM-NPTEL / other approved MOOC courses as mentioned in 15.2 are based on course durations and/or as recommended by the course offering body/ institute/ university. The Credit Equivalence mapped to SWAYAM-NPTEL approved courses as mentioned in 15.2 based on course durations for transfer of credits is summarized in Table 15.2.8.

Sl. No.	Course Duration	Credit Equivalence for Transfer of Credits
1	4 Weeks	1 Credit
2	8 Weeks	2 Credits
3	12 Weeks	3 Credits

17.2.9 A student who has successfully completed the approved SWAYAM-NPTEL/ other approved MOOC Courses and wants to avail the provision of transfer of equivalent credits to fulfill (partially or fully) the mandatory credit requirements of the Discipline specific Electives and/or Open Electives as prescribed in the concerned Curriculum Structure, must submit the original Course Certificates to the Head of the Parent Department concerned, with a written request for the transfer of the equivalent credits. On verification of the Course Certificates and approval by the Head of the Department concerned, the Course(s) and equivalent Credits will be included in Course (with associated Credits) Registration of the concerned student in the Semester immediately following the completion of the Course(s).

17.2.10 A student may submit a request for credit transfer from SWAYAM-NPTEL/other approved MOOC Courses before the last instruction day of the seventh (7th) Semester of the B. Tech. program as specified in the Academic Calendar. Requests for credit transfers shall not be permissible in the eighth (8th) semester.

17.2.11 The maximum permissible number of credits that a student may request for transfer in a Semester is ten (10) credits.

17.2.12 The University shall not reimburse any fees/expense; a student may incur for the SWAYAM- NPTEL/ other approved MOOC Courses.

18. **MAXIMUM DURATION FOR THE COMPLETION OF A PROGRAM**

18.1 A student can complete a Bachelor degree programme within seven years. A student who fails to pass the whole examination(s) of a UG programme within seven years of admission to the programme, shall be awarded Undergraduate Certificate/Diploma/Degree on the basis of qualified courses as per credit point, if eligible.

18.2 Each student will have to open an Academic Bank of Credit (ABC) account through their concerned School/Department. At the end of each semester, credits earned by the students will be uploaded in her/his respective ABC account. A student registered in ABC account for a programme will be allowed to complete the respective programme within 7 years or as per the time period stipulated in the ABC for accumulation of credits from time to time or within the period as prescribed by the university for the purpose.

19. CONDITIONS TO PROMOTION TO HIGHER SEMESTER

19.1 A student who has appeared and failed in one or more courses of the First Semester shall be allowed to study for and appear in the second semester. Such a student may pursue her/his studies for the next higher semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

19.2 A candidate who could not complete or has failed in a project/internship, she/he will get only one chance to repeat the project work at the end of the next Semester. Further, if the candidate still fails or remains absent in the project/internship, then she/he will not be eligible for the award of the concerned UG Certificate/Diploma/Degree.

20. SUMMER TERM

20.1 The Summer Term is an additional Academic Term that may be offered during the summer Break. Refer Clause 7.7: A student may re-register for the concerned Course(s), if offered, in which the student had received the placeholder grade "NP" (only one "NP" grade in the concerned Semester), to complete the concerned Course(s) and earn the concerned credits.

20.2 Refer Clause 8.0: A student may re-register for the concerned Course(s), if offered, in which the student had received the "F" grade (Fail) in the earlier Semesters if he/she wishes to do so

20.3 A student may re-register for the concerned Course(s), if offered, in which the student had received lower grades in the earlier Semesters, to improve her/his performance and secure higher grades in the Course(s) and improve the CGPA. Further, if a student re-registers for a Course (or Courses), the existing grades obtained in the concerned Course(s) shall be declared null and void. These shall be replaced by the grades the student receives (after evaluation of the end of the Summer Term) in the concerned Course(s)

21. REQUIREMENTS FOR THE AWARD OF DEGREE

21.1 No student shall be eligible for the award of the first degree unless he/she has successfully completed a programme, of not less than three years duration and secured the minimum number of credits prescribed by the university for the award of the degree.

21.2 The degree to be awarded may be called the bachelor's degree in the respective

discipline in accordance with nomenclature specified by UGC under section 22(3) of the UGC Act.

22. POWER TO REVISE, MODIFY, AMEND

Notwithstanding anything contained in the above Regulations:

- 22.1 The Academic Council has the right to revise, amend or modify any of the above Regulations from time to time, and shall be binding on all stakeholders concerned, including the Students, Faculty, Staff, Departments, Schools and University Authorities.
- 22.2 In case of a dispute, the decision of the Academic Council shall be final and binding.
- 22.3 In case of difficulty in application of any of the Clauses of the Regulations specified above, the Chancellor shall have the powers to amend/modify/remove the difficulty in the relevant Regulation.


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