

# ACADEMIC REGULATIONS

*(Approved in Second Meeting of Academic Council of GSV, dt. 20.08.2024)*

**(Undergraduate & Postgraduate Programs- Regular & Working Professionals)**



## **GATI SHAKTI VISHWAVIDYALAYA**

*(A Central University under the Ministry of Railways, Government of India)*

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## Preface

The Gati Shakti Vishwavidyalaya (GSV) – India’s first and only first University in Transportation and Logistics sector, was established through The Central Universities (Amendment) Act, passed by the Parliament in 2022. The University is sponsored by the Ministry of Railways, Government of India. The University stands by its unique value proposition to offer logistics and transportation-focused applied education, training, skilling and research through experiential learning, multi-disciplinary research, and academia-industry interface. The Institute follows a demand-driven curriculum, while aligning with industry priorities.

Gati Shakti Vishwavidyalaya (GSV) is a Central University and a pioneer in the domain of Transport and Logistics education in India. Founded in 2022 by the Act of Parliament, GSV subsumes the previously-existing National Rail and Transportation Institute (NRTI).

The GSV is established with a unique mandate to create a resource pool of best-in-class professionals for the entire transportation sector across technology, management and policy comprising multidisciplinary teaching, executive training and research. The GSV students will be uniquely qualified to significantly contribute in the transportation-related industries and crucially cater to the rising demands of the global economic order.

GSV follows a demand-driven curriculum to meet the industry needs of the transportation sector with an interdisciplinary pedagogical approach facilitated by advanced technologies, high-quality faculty with global exposure and leveraging state of the art infrastructure of Centralized Training Institutes (CTIs) of Indian Railways.

# Our Vision and Mission



Innovation-led, Industry-driven University for creating, assimilating and imparting excellence of knowledge and actions accelerating development in the transport and logistics sectors



"Best in the world" futuristic education and research built on credibility, rigor and relevance.



Effective collaboration with industry and stakeholders for GSV to be the "Epicenter" of the transport and logistics ecosystem.

Imbibe and internalize professional work ethics and culture to foster lifelong learning paradigms for a developed India.

The university offers following programs under Technology and Management Streams.

## **Technology Stream:**

### **B.Tech. Programs (4 Years):**

- B.Tech. in Civil Engineering (Specialization: Rail Engineering)
- B.Tech. in Electronics and Communication Engineering (Specialization: Rail Engineering)
- B.Tech. in Mechanical Engineering (Specialization: Rail Engineering)
- B.Tech. in Electrical Engineering (Specialization: Rail Engineering)
- B.Tech. in Artificial Intelligence and Data Science (Specialization: Transportation and Logistics)
- B.Tech. in Aviation Engineering

### **M.Tech. Programs (Exclusively for Working Industry Professionals) (3 Years):**

- M.Tech. in Intelligent Transport System
- M.Tech. in Railway Engineering
- M.Tech. in Bridge and Tunnel Engineering
- M.Tech. in Roads and Highway Engineering

## **Management Stream:**

### **MBA (Regular) (2 Years):**

- MBA (Logistics and Supply Chain Management)
- MBA (Ports and Shipping Logistics)

### **MBA (Exclusively for Working Industry Professionals) (2 Years):**

- MBA (Logistics & Supply Chain Management)
- MBA (Multi-modal Transportation)
- MBA (Metro Rail Management)
- MBA (Aviation Operations and Management)

### **Ph.D Programs (Exclusively for Working Industry Professionals):**

- Engineering
- Management

GSV aims to be a world-class university in transportation-focused applied education, training and research, and will develop the highly skilled manpower for the needs of the rapidly transforming transportation sector in the country. Right from its inception, the university has focused on offering world-class education bringing best-practices in curriculum and pedagogy, committed faculty and creating an environment where students can acquire the latest concepts and in-depth knowledge, and also develop abilities to think critically, innovate and develop new ideas. The University strongly emphasizes on “innovation-led” and “industry-driven” curriculum to be imparted through experiential learning pedagogy.

GSV programs provide students the opportunity to learn from some of the best faculty, practitioners, experts, and academicians. Through a values-based approach to academic learning, students will be equipped with both a solid grounding in their core field of study, as well as core values, such as, inclusive leadership, nation-building, empathy, and environmental consciousness. The focus of the programs is to prepare intellectuals grounded in practicality and equipped with 21<sup>st</sup> century skills desired in the transportation and logistics sector.

A unique feature of programs at GSV is the opportunity to experience the facilities and infrastructure of Indian Railways and associated establishments as “live laboratories”. Given its mission to be a world-class institution, the university has signed MOUs with the top ranked institutions such as IIT Gandhinagar; IIT Jodhpur; IIT Roorkee; Cornell University, USA; University of California in Berkeley, USA; Russia University of Transport (MIIT) in Moscow, Russia; St. Petersburg State Transport University, Russia; Japan Transport and Tourism Research Institute, Japan; and University of Birmingham, UK.

The academic programs are based on three tenets of (1) Semester System, (2) Credit System and (3) Relative Grading. The Academic Council of the Institute has formulated a set of guidelines and rules to ensure a high standard of performance as well as for smooth functioning of the academic programs.

## 1. Scope of Academic Regulations

The provisions of these academic regulations are applicable to Undergraduate and Post Graduate programs offered at GSV for regular and working professional category of students.

## 2. Academic Administration

The GSV Academic Council (EC) is the apex body that governs all academic matters of the university, and its rules will be final in regards to all academic issues. An academic calendar, approved by EC, is issued in the beginning of each academic year.

GSV shall continuously assess the academic programs and make appropriate revisions and modifications as and when required.

## 3. Academic Programs

GSV currently offers following programs.

### **Technology Stream:**

#### **B.Tech. Programs (4 Years):**

- B.Tech. in Civil Engineering  
(Specialization: Rail Engineering)
- B.Tech. in Electronics and  
Communication Engineering  
(Specialization: Rail Engineering)
- B.Tech. in Mechanical Engineering  
(Specialization: Rail Engineering)
- B.Tech. in Electrical Engineering  
(Specialization: Rail Engineering)
- B.Tech. in Artificial Intelligence and  
Data Science (Specialization:  
Transportation and Logistics)
- B.Tech. in Aviation Engineering

#### **M.Tech. Programs (Exclusively for Working Industry Professionals)**

##### **(3 Years):**

- M.Tech. in Intelligent Transport  
System
- M.Tech. in Railway Engineering
- M.Tech. in Bridge and Tunnel  
Engineering
- M.Tech. in Roads and Highway  
Engineering

### **Management Stream:**

#### **MBA (Regular) (2 Years):**

- MBA (Logistics and Supply Chain  
Management)
- MBA (Ports and Shipping Logistics)

#### **MBA (Exclusively for Working Industry Professionals) (2 Years):**

- MBA (Logistics & Supply Chain  
Management)
- MBA (Multi-modal Transportation)
- MBA (Metro Rail Management)
- MBA (Aviation Operations and  
Management)

#### **Ph.D Programs (Exclusively for Working Industry Professionals) :**

- Engineering
- Management

## 4. Academic Calendar

The academic session is divided into two semesters, each of approximately 15 weeks duration. The schedule of academic activities for a session, inclusive of dates for registration, duration of the semesters, mid-semester and end-semester examinations, inter-semester breaks etc., shall be laid down in the Academic Calendar for the session and published on the university's website.

## 5. Program Structure

Every program will have a curriculum and course contents (syllabi) for the courses approved by the Academic Council. Curriculum consists of Foundation, Core and Elective courses.

### **Program Structure for PG Programs for Working Professionals**

The PG programs offered for working professionals are delivered in hybrid mode and sessions are conducted in off-line and online mode to best facilitate the working professional (students). In general, online lectures are offered on evenings or weekends for the convenience of working professionals. The hybrid mode of program involves two mandatory in-campus modules (each of two weeks) in a year at GSV campus, Vadodara i.e. one module in each Semester. During these on-campus modules, students attend lectures and discussion sessions with instructors, participate in offline evaluations, and experience the GSV environment in person. The schedule of the campus immersion will be communicated well in time after the admissions. Besides, the students will be required to be physically present for the Semester End Examinations. Students can do the thesis project under the joint supervision of GSV faculty and a mentor from their sponsoring organization. The student can work on a real life problem at their respective organization as a part of graduation thesis project. The program will be offered in a hybrid mode, which would include synchronous teaching in online/ offline mode ensuring an intensive interaction with the faculty and amongst the students.

## 6. Class Committee

- 6.1 Every Class will have a class committee consisting of faculty and students. The constitution of the class committee shall be as follows:
- i. 2 students to be chosen by the students as class representatives
  - ii. Faculty In-charge, Teaching-Learning
  - iii. Program Coordinator

- 6.2 The Class Committees shall meet at least twice in a semester. The basic responsibilities of the class committees are:
- a) To review periodically the progress of the classes
  - b) To discuss issues concerning curriculum and syllabi and the conduct of the classes
  - c) To assist in the smooth conduct of the classes, as desired.

## 7. Admission

7.1 The number of seats in each branch of the Undergraduate and Post Graduate program for which admission is to be made in GSV, will be decided by its Academic Council.

7.2 **Reservations:** Seats shall be reserved for other backward classes (OBC), Scheduled Caste (SC), Scheduled Tribes (ST), Economically Weaker Section (EWS), Persons with disabilities (PwD), Ex-servicemen and Kashmiri migrants as per central government regulations from time to time.

7.3 The eligibility criteria, consistent with regulations of IITs or IIMs or UGC or other concerned statutory bodies (e.g. AICTE), shall be decided by the Academic Council. The criteria will be set out in an information brochure to be forwarded to the applicants along with the relevant application forms.

### 7.4 Admission Selection Process:

7.4.1 UG programs:

Admission to B Tech program will be through Joint Seat Allocation Authority (JOSAA)/CSAB based on Joint Entrance Examinations (JEE) (Mains) conducted for that year.

7.4.2 PG programs (for Regular Students):

Admission to MBA will be based on the valid CAT/ XAT/MAT/ CUET-PG scores.

This will be followed with a personal interview for final selection for MBA.

7.4.3 PG programs (for Working Professionals):

### Eligibility Criteria

- **For MBA Programs:** Bachelor's degree in any discipline with Mathematics or Statistics as one of the subjects, with at least 60% marks or at least 6.5/10 Cumulative Performance Index (CPI) or Cumulative Grade Point Average (CGPA). (50% marks or at least 5.5/10 CGPA/CPI for the reserved category candidates)
- **For M.Tech. Programs:** B.Tech/BE with at least 60% marks or at least 6.5/10 Cumulative

Performance Index (CPI) or Cumulative Grade Point Average (CGPA). (50% marks or at least 5.5/10 CGPA/CPI for the reserved category candidates).

- Candidates admitted in this category shall be a full-time employee with minimum two years of work experience and sponsored by Industry, R & D organizations, Laboratories, NGOs and Banking Institutions
- Reservation as per the Govt. of India norms.

### **Selection Process**

- The selection process involves two stages i.e. (1) GSV Entrance Test and (2) Personal Interview.
- The initial screening is to be done based on the Entrance Test. The candidates shortlisted based on Entrance Test will be called for Personal Interview.
- The merit list is prepared based on the composite scores of Entrance Test (50% weightage) and Personal Interview (50% weightage).

### **Self-financed Candidates**

The self-financed candidates fulfilling the minimum academic eligibility criteria as indicated above shall be required to submit a “No Objection Certificate”/ “Consent letter” from his or her employer to pursue the MBA/M.Tech./PhD program under working professional category at GSV.

### **Industry Sponsored Candidates**

Industry Sponsored candidates will be required to submit a letter from the sponsoring company.

- 7.4.4 Candidates sponsored by Ministry of Railways or allied organizations may be exempted from entrance test requirements for admission in PG programs offered by GSV.
- 7.4.5 Notwithstanding the above, Academic Council shall have powers to amend/modify/change the admission selection process in future, for any of the UG or PG programs offered by GSV, as desired.
- 7.4.6 The Academic Council will decide on the procedure for conducting the Entrance Exam and preparing a merit list for the general category of students and a separate merit list for candidates belonging to Scheduled Castes (SC), Scheduled Tribes (ST), Other

Backward Classes (OBC), Economically Weaker Sections (EWS) and other reserve categories.

## **7.5 Validity of Admission and Its Cancellation**

7.5.1 Admission to any undergraduate program requires that the applicant fulfil all three of the following conditions:

- i. Be eligible
- ii. Go through the laid down admission procedure
- iii. Pay the prescribed fees

7.5.2 All admissions to UG and PG programs should be formally approved by the Executive Council.

7.5.3 All students admitted provisionally or otherwise to any program shall submit copies of their mark sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. The Academic Council can cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Academic Council may also cancel admission at any later time if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

7.6 In matters of admission to any UG or PG program (Regular or Working Professional), the decision of the Academic Council (AC) shall be final.

7.7 **Financial Aid:** GSV provides financial aid to students who qualify but may have difficulty in studying at the University due to economic situation, as per its Financial Aid policy. The Financial Aid Policy is subject to approval by GSV's Executive Council (EC) and EC reserves the right to make changes in the policy as desired.

## 8. Conduct and Discipline

8.1 Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will bring down the reputation of the university.

8.2 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

- Ragging: Gati Shakti Vishwavidyalaya (GSV) has a zero tolerance policy towards ragging. Ragging is strictly prohibited inside and outside the university campus. Ragging is a criminal and non-bailable offence as per Indian laws. The university strictly follows the guidelines on ragging issued by the Hon'ble Supreme Court of India and University Grants Commission (UGC).
- Sexual harassment: GSV has a zero-tolerance policy against sexual harassment, which is widely condemned as a form of human rights violation, an infringement on life and liberty and a grave form of gender-based discrimination. Sexual harassment of any level is a punishable offence.
- Furnishing false statement of any kind in the form of application for admission or for award of scholarship etc.
- Act of abuse/physical assault.
- Adoption of unfair means in the examinations.
- Displaying lack of courtesy and decorum; resorting to indecent behavior anywhere within or outside the campus.
- Willfully damaging or stealthily removing any property/belongings of the university, or fellow students.
- Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs or smoking inside the campus.
- In possession of firearms or any other lethal weapon.
- Tampering with any fire extinguisher or fire alarm system.
- Gambling of any kind on University property.
- Littering in the campus.

- Organizing or participating in any group activity in company with others in or outside the campus without prior permission of the Dean (Students' Welfare).
- Mutilation or unauthorized possession of library books.
- Resorting to noisy and unseemly behaviour, disturbing studies of fellow students.
- Misuse of Internet/e-mail facilities or tempering/hacking with servers anywhere in the university.
- Not intimating his/her absence to the Warden of the hostel before availing any leave.

Commensurate with the gravity of the offence, the punishment may be reprimand, fine, debarment from an examination, rustication for a specified period or even outright expulsion from the university.

- 8.3 Any act of indiscipline of a student involving reprimand or fine will be referred to the Dean (Students' Welfare) & Registrar, which shall have authority to reprimand or impose fine or take any other suitable measure.
- 8.4 All cases involving ragging shall be referred to Anti-ragging Committee and those involving sexual harassment shall be referred to Internal Complaints Committee. All grievances of the nature defined under UGC (grievance redressal) regulations 2018, shall be referred to Students Grievance Redressal Committee.
- 8.5 Cases adopting unfair means in an examination shall be dealt with by the committee on prevention of examination malpractices.
- 8.6 All other major acts of indiscipline, which may have serious repercussion on the general body of students, and/or which may warrant a uniform and more formalized nature of investigation, shall be handled by the Institute Disciplinary Committee.
- 8.7 Recommendation of all the committees shall be forwarded to the Vice Chancellor for awarding the punishment.

## 9 Use of Unfair Means in Examinations

- 9.1 If the student is detected to be using unfair means or resorting to misconduct during the examination, he/she shall invite disciplinary action as per "Regulations Relating to Unfair Means and Malpractice/ Misconduct during Examinations". The extract of the relevant portions of the Regulation is reproduced in subsequent paras for the information of all the students.
- 9.2 The use of dishonest or unfair means in the examination includes but is not limited to:
- i) During the examination, if a student is found in possession of any hand-written/printed/photocopy/typed/soft copy of material etc. in/on his/her body or inside the clothes or under any of his/her implements like calculator, compass etc. or in his/her immediate vicinity either reported by the Invigilator or subsequently by the examiner either used or unused;
  - ii) During the examination, if the candidate has changed the allocated seat without permission;
  - iii) A candidate, in association with other candidate(s), attempts copying the answer in any manner which may include the following:
    - the candidate has copied from the answer book of another candidate(s);
    - exchanges/borrows/takes written answer book or question paper or material in any form and on any article from other candidate;
    - assisting another candidate to copy from the objectionable material in his/her possession or from his/her answer-book;
  - iv) If the candidate gives his/her address/email/phone no. etc. or discloses his/her identity in any manner in the answer-book (which is not permitted);
  - v) During the examination, if the candidate is found to be in possession of unauthorized answer book or part thereof, either blank or written upon or attempts to throw or carry away the answer book or part thereof outside the examination hall or is found to have torn the answer book or part thereof, of his/her own, or of other candidate or found to have made corrections in the seat/roll no. on the answer-book or other writings himself or with the help of the other person(s);

- vi) Candidate is found to be in possession of mobile or other means of electronic communication inside the examination hall (even in off condition), communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/given in an examination;
- vii) Getting oneself impersonated by someone in the examination or impersonating another candidate;
- viii) Leaving the examination hall before the expiry of the minimum time to be spent as per rules of the examination or without handing over the answer book to the Invigilator-in-charge.

9.3 Disorderly conduct in the examination includes:

- i) If a candidate disobeys the instructions of the authorized officer of the University or blocks the Invigilator from maintaining silence, discipline or misbehaves with the authorized officer of the University etc. in the examination hall before distribution of papers or at the end of the examination or during the examination;
- ii) If a candidate snatches away or takes away or uses answer-book or part thereof or question paper of other candidate without his/her knowledge during the examination;
- iii) The candidate tries to destroy evidence of malpractice by throwing it away, chewing it, or by any other means;
- iv) A candidate is found requesting and using a writer by submitting false/fraudulent evidence;
- v) If the candidate violates the norms of disciplined behaviour or indulges in violent behaviour inside or outside the examination hall by act or acts such as:
  - Obstructing the process of examination in any way or instigating other students, or
  - Abusing/assaulting the Invigilator/any other person appointed to conduct the Examination or threatening the staff, or
  - Carrying and/or using offensive tools/weapons for intimidation/causing injuries, or
  - Any other act/acts similar in nature to those mentioned under this category;
- vi) If the candidate is caught using unfair means in the examination and makes an attempt to influence the authorized person for conduct of examination for seeking his/her favour

or brings personal pressure.

vii) If the candidate makes an attempt to influence the Invigilator or Officer in Charge for not reporting the case or the examiner concerned for seeking his/her favours either by bribing, hiding, currency notes in the answer books or threatens any of the authorized officers for conduct of examination.

9.4 No candidate shall make use of any dishonest or unfair means or indulge in disorderly conduct in the examination.

9.5 In the cases involving misconduct, the candidate concerned can be expelled from the examination venue with the approval of the Invigilator or an Officer in Charge of the conduct of examination, and the matter describing the incident will be reported to the Registrar.

9.6 In the cases involving malpractice and use of unfair means, the Invigilator or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material/evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Invigilator or Officer in Charge may issue a new answer book and allow the student to continue to write his/her answers for the remaining period of that examination. The Invigilator or an Officer in Charge of the conduct of examination shall forward both the answer books, along with his/her report to the Exam Office with all relevant documents on the same day.

9.7 In case the candidate refuses to make a written statement explaining his/her conduct, the fact of his/her refusal shall be recorded by the Invigilator or an Officer in Charge of the conduct of examination.

9.8 Cases adopting unfair means in an examination shall be dealt by the Authorized Committee.

9.9 The candidate reported for any of the acts of Unfair Means and Malpractice/Misconduct during examinations may be allowed to appear in subsequent examinations of that Semester. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice for the second time during any of the subsequent examinations of that Semester or in any subsequent Semester during the program, he will be expelled from all remaining examinations of that Semester after taking appropriate action for the second act of

misconduct/malpractice and the result of all the examinations of all the courses of the concerned Semester will be cancelled. The student has to redo all the courses of the respective Semester as and when offered by the University.

- 9.10 In case a student is found guilty of indulging in misconduct or malpractice for the third time during any of the subsequent examinations he will be compulsorily expelled from the University.
- 9.11 The cases of impersonation, violence or intimidation involving outsiders shall immediately be reported to the Invigilator or the Officer in Charge and action as per the concerned law including filing a police complaint will be taken.
- 9.12 The punishment in each case would depend on the circumstances of that case, and examination of all the relevant documents, statements and evidence. The punishment may vary from issuing warning, informing the parents, cancellation of the results of all examinations of the concerned course, cancellation of the results of all the examinations of all the courses of concerned Semester, expelling from the University, initiate criminal proceeding including filing FIR against the student/person involved in this incident or exonerating him/her from the charges.

## 10 Registration

### 10.1 Validation of Registration

Before the commencement of classes of each Semester, on a date specified in the Semester Schedule, every student is required to be present on campus and validate his/her registration.

### 10.2 Late Registration

For reasons beyond his/her control, if a student is not able to register or send an authorized representative with a medical certificate, he/she may apply to the Dean (Academics) for late registration. Dean (Academics) will consider and may approve late registration in genuine cases on payment of an extra fee called late registration fee. Late registration is permitted until a date specified in the Semester Schedule, typically one week after the beginning of the Semester.

### **10.3 Registration and Fee Payment**

Every registered student must pay the stipulated fees in full before the specified deadlines. In the event that a student does not make these payments, he/she can be de-registered from all courses and his/her name can be struck off from the rolls.

### **10.4 Continuous absence and Registration Status**

If a student is absent from the University for more than four weeks without notifying the respective Program Coordinator, his/her registration will be terminated and name will be removed from the Institute rolls.

## **11 Temporary Withdrawal**

11.1 Semester withdrawal and absence for a semester can be granted under different conditions, viz.

- i) medical and personal grounds
- ii) industrial internship
- iii) exchange/deputation to another academic institution in India or abroad, and
- iv) disciplinary condition on application.

11.2 The condition as per the following should be clearly specified in the application.

- a. Semester withdrawal reflects the condition, in which a student is forced to withdraw from all courses in the semester for medical conditions. A student can apply for semester withdrawal if he/she has missed 20 or more teaching days on these grounds. An application for semester withdrawal will not be accepted after the commencement of major tests. A student is not permitted to request for Semester withdrawal with retrospective effect.
- b. Semester Leave indicates the situation in which a student is permitted to take one or more semesters off for industrial internship or any other assignment with prior approval and planning. The application is to be routed through his/her Program coordinator and Dean (Academics).

Vice Chancellor is the final approving authority for such requests. All such

applications must be processed before the beginning of the semester in which the leave will be taken. These Semesters will not be counted towards the maximum permitted time period for completion of the degree.

- c. When a student registers at another academic institution in India or abroad with the expectation of credit transfer or research work through a pre-approved arrangement including an MoU, the student should be considered as being on a Semester Exchange. The period will be counted towards the total period permitted for the degree.
- d. When a student is suspended for one or more semesters on disciplinary grounds, the student status should be called Disciplinary Withdrawal period.

## 12 Attendance Rules

- 12.1 It is mandatory for the students to attend all classes. Attendance Records of all students for each course will be maintained.
- 12.2 The faculty will announce the class policy on attendance with respect to grading etc., at the beginning of the Semester. This shall be done keeping in mind the importance of classroom learning in the teaching-learning process. Once the class attendance policy has been made clear to all the students registered for the course, the faculty will implement the same in totality.
- 12.3 For the purpose of attendance calculation, every scheduled class will count as one unit irrespective of the number of contact hours.
- 12.4 Attendance record will be maintained in every scheduled lecture, tutorial and practical class. Students are required to strictly adhere to and comply with any method or device employed by the faculty for purpose of Attendance Recording. Failure to do so may call for disciplinary action. The faculty will maintain and consolidate attendance record for the course (lectures, tutorials and practical classes together, as applicable).
- 12.5 A faculty may choose any one or more of the following as attendance policy.
  - i) The faculty can assign 10% of the total marks to surprise quiz(zes).
  - ii) If attendance of the student is greater than 90%, result of the best two/three quizzes will be considered, else average of all quizzes will be considered.

- iii) The faculty can allocate specific marks for participation in discussions in the class on a regular basis.
- iv) If a student's attendance is less than 75%, the student will be awarded one grade less than the actual grade that he/she has earned. For example, a student who has got B grade but has attendance less than 75% will be awarded C grade.
- v) A student cannot get P for an audit course if his/her attendance is less than 75%. The faculty can implement any other attendance policy provided the policy is approved by the Dean (Academics).
- vi) If a student remains absent without sanctioned leave for more than 25% of the classes, then the faculty may recommend deregistration of the student from the course to the Dean (Academics) through Program Coordinator. Dean (Academics) will submit the recommendations to the Vice Chancellor. If accepted, the student will not be graded or receive a W grade for the course.

#### 12.6 Other implications of attendance

- i) If a student's attendance is less than 75% in more than two courses without any valid reason in a Semester, he/she is liable to be issued warning and put under probation. If this is repeated, the matter is liable to be referred to VC for action which could even result in expulsion.
- ii) If a student's attendance is less than 75% in any course or CGPA is less than 7.0, then he/she is liable to be barred from holding any position of responsibility in the hostel/institute in the next Semester.

### 13 Grading Policy

13.1 As a measure of students' performance, a grading system using the following letter grades and corresponding grade points per credit, as shown below, will be followed:

Letter Grade	Grade point Per Credit	Performance
A+	10	
A	9	
B	8	

C	7	
D	6	
E	5	
U	0	Unsatisfactory
P	-	Pass (Particularly applicable to non-credit courses. In cases where only pass/fail applies to a credit course, P would stand for 10 grade points per credit for Pass and 0 grade points for Fail)
I	0	Incomplete (subsequently to be changed into pass (E to A+) or F grade in the same Semester)
W	0	Failure due to insufficient attendance in course

13.2 An 'I' grade is awarded in case of absence on medical grounds or other special circumstances, before or during the end-Semester examination period, provided the student has met the attendance criterion of the course. An application requesting, I-grade should be made at the earliest but not later than the last day of the end-Semester tests.

13.3 A Semester Grade Point Average (SGPA) will be computed for each Semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$

where 'n' is the number of subjects registered and cleared for the Semester, 'c<sub>i</sub>' is the number of credits allotted to a particular subject, and 'g<sub>i</sub>' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subject. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the Semester to which it refers.

13.4 Starting from the second Semester at the end of each Semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where ‘m’ is the total number of subjects the student has registered and cleared from the first Semester onwards up to and including the Semester S, ‘c<sub>i</sub>’ is the number of credits allotted to a particular subject ‘s<sub>i</sub>’ and ‘g<sub>i</sub>’ is the grade-point carried by the letter corresponding to the grade awarded to the student for the subject ‘s<sub>i</sub>’. CGPA will be rounded off to the second place of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first Semester up to the end of the Semester to which it refers.

The CGPA, SGPA and the grades obtained in all the subjects in a Semester will be communicated for every student at the end of every Semester.

- 13.5 In general, there shall be no rigid marks-to-grade linkage. Difficulty levels of the examinations, tests, assignments, viva-voce and other factors that contribute to the final marks are to be considered by the teacher/co-ordination committee of a subject while converting marks into letter grades.

Typically, marks-to-grade conversion should follow the guideline below:

Letter Grade	Marks Range
A+	>= 90
A	80 <= m < 90
B	70 <= m < 80
C	60 <= m < 70
D	50 <= m < 60
E	40 <= m < 50
U	< 40

- 13.6 Exceptionally high performance is to be assigned an ‘A+’ grade. The average performance is to be assigned a ‘C’ grade. Normally, in a reasonably large class of students (class size > 30), distribution of grades is expected to be as follows:

Letter Grade	Marks Range
A+	<= 10%
A	10–20%
B, C, D	20–35%
E	10–25%
U	<= 5%

13.7 When a student gets the grade ‘U’ in any subject during a Semester, the SGPA and the CGPA from that Semester onwards will be tentatively calculated, taking only ‘zero point’ for each such ‘U’ grade. After the ‘U’ grade(s) has/have been substituted by better grades during a subsequent Semester, the SGPA and the CGPA of all the Semesters, starting from the earliest Semester in which the ‘U’ grade has been updated, will be recomputed and recorded to take this change of grade into account.

13.8 In certain courses, particularly in the case of non-credit courses, a grade of only pass or fail may apply. In such circumstances, a student will receive a grade of ‘P’ for passing the course or a grade of ‘U’ for failing the course. In case a grade of only pass/fail applies to a credit course, P would stand for 10 grade points per credit for pass and 0 grade points for fail.

13.9 **Conversion of CGPA into percentage marks:** In case of a specific query by students/employers regarding conversion of CGPA into percentage marks, the following formula will be adopted for notional conversion of CGPA into percentage marks. Formula:  
 $\% \text{ Marks} = \text{CGPA} * 10$

### 13.10 Grade Card

The grade card issued at the end of the semester to each student will contain the following:

- i) The name of the course and the credits for each course registered in that Semester.
- ii) The letter grade and grade point obtained in each course
- iii) The total number of credits earned by the student upto the end of that Semester in each of the course categories
- iv) The Cumulative Grade Point Average (CGPA) of all the courses taken from the first Semester.

## 14 Examinations

- 14.1 In assessing the student's performance in subjects, the system of continuous assessment is adopted by the Institute. In conformity with this practice, faculty members have the leeway to adopt any modes of assessment that they deem the most suitable for testing students' grasp on the subject and measuring their performance. As a result, some subjects may include mid-semester and end-semester examinations whereas others may use class tests/quizzes, submissions and other assessment tools.
- 14.2 The weightage assigned to different components of assessment will be announced by the concerned faculty member(s) in the beginning of the semester, preferably in the course outline.
- 14.3 **Modes of Assessment:** Various modes of assessment for theory and laboratory courses along with the recommended relative weightage of various components are given below: A large departure from the recommended modes of assessments and weightage will require prior approval from the Program Coordinator and Dean (Academics).

### 14.3.1 Modes of Evaluation for Theory Courses

- i Various modes of assessment used for rating students' performance in a theory course include quizzes, class tests, home assignments, group assignments, viva voce, mid-Semester test and Semester end examination.
- ii The weightage for in-semester continuous evaluations for UG Programs would be 25 per cent and PG programs would be 50 per cent.
- iii A student must obtain a minimum 30% marks (15 marks out of 50) in the End-Term Semester Examination in the particular course to pass the course. Irrespective of the marks secured in mid-term exam and continuous evaluation, minimum 30% marks (15 marks out of 50) in End-Term Exam is mandatory.
- iv However, the overall minimum passing marks i.e. cumulative marks of Continuous Evaluation and Semester End Exam continues to be the same.
- v The faculty may also set aside up to a maximum of 10 per cent of the in-semester marks for active participation in the class and the initiatives shown by the student.
- vi The Semester end examination will be held as per the Academic Calendar and the relative weightage for this would be 50 per cent. The Semester end examination is mandatory.

### **14.3.2 Modes of Evaluation for Laboratory Courses**

The assessment in a laboratory course will be based on turn-to-turn supervision of the student's work, her/his performance in viva voce examinations and group discussions, the quality of their work as prescribed through laboratory journals and a Semester end test that contains an experiment or a written examination. In-Semester work will normally carry 75% and the Semester end test 25% weightage respectively. It is obligatory to maintain a laboratory journal as prescribed by the faculty. Final examination for laboratory courses will normally be held a week before the final theory examinations.

### **14.3.3 Modes of Evaluation for Seminars**

Seminars are evaluated based on a written report, and an oral presentation before a panel of examiners appointed by the School. The supervisor /co- supervisor, when involved, are part of the panel. Grades carrying grade points are awarded as in the case of theory and laboratory courses, based on the quality of the report and performance in the presentation. The evaluation of the seminars is completed and the grades submitted to the academic office (one week) before the commencement of the end Semester examination.

### **14.3.4 Modes of Evaluation for Projects**

- i At the completion of a project, the student will submit a project report which will be evaluated by duly appointed examiner(s). The evaluation will be based on the quality of the report and performance in the presentation/viva-voce examination on the project.
- ii The project reports of students who have not completed their course work will be evaluated in that Semester itself and the result sent, in confidential, to the Dean (Academics). The result of the project work evaluation will be declared by the Dean (Academics) only after the successful completion of the course requirements.

14.4 A student must fulfil all the requirements of continuous assessment process as prescribed by the faculty of the subject. If due to any compelling reason (such as his/her illness, calamity in the family, etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the faculty of the subject in consultation with the concerned Program Coordinator may take such steps (including conduction of compensatory tests/examinations) as are deemed fit.

- 14.5 For the benefit of and as a process of learning by the students, the scripts after correction of all class tests, assignments, mid-semester examinations, end-semester examinations etc., would be shown to the students within 15 (fifteen) days from the last date of tests/ mid-semester/end-semester examination. Students shall point out discrepancies in the evaluation by the faculty, if any, on the spot. No claims whatsoever shall be entertained afterwards.
- 14.6 The final grades for a subject must be submitted after the end-semester examination by the concerned faculty member(s) to the Exam Office within the date stipulated in the academic calendar.
- 14.7 A student may be debarred from appearing in the end semester examination due to the following reasons:
- a) If any disciplinary action is taken against him/her.
  - b) If he/she has not cleared University and hostel dues up to that semester.
  - c) On recommendation of a faculty, if
    - i. his/her attendance in the Lecture/Tutorial/Studio/ Practical classes has not been satisfactory during the semester, and/or,
    - ii. his/her performance in the assignment works and quizzes/tests held during the semester has been unsatisfactory.

## 15 Supplementary/Re-test Examination

- 15.1 A student who earns an 'U' or 'I' or 'W' grade in any core course must secure a pass grade in that course.
- 15.2 A student who has not appeared in the end-Semester/ final evaluation of a particular course shall be awarded 'U' or 'I' or 'W' grade, as applicable, in that course, irrespective of the marks obtained by him/her in the Mid-Semester Examination and other components of the Continuous Evaluation Scheme.
- 15.3 A student who gets 'U' or 'I' grade in a course is eligible to seek a Re-test/Supplementary Examination to clear the backlog. The Supplementary Examination would normally be offered before or during the subsequent Semester. Student with 'W' grade will have to register for that course again.
- 15.4 A student is eligible for only one Re-test/Supplementary Examination in a course to clear

the backlog. In case a student fails in the Supplementary Examination, he/she has to register for that course again in a regular Semester or during vacation Semester and repeat the course by attending the classes and exams.

- 15.5 The Re-test/Supplementary Examination should normally be offered by the same faculty who offered the course earlier.
- 15.6 The students appearing in the supplementary examination will need to pay the examination fees as per the University schedule of fees.
- 15.7 Normally, the end Semester exam alone is given as the Re-test/Supplementary Examination and the sessional marks (i.e. quiz marks etc.) earned by the student during the Semester will be taken into account for calculating the final marks.
- 15.8 University at its discretion may conduct remedial/refresher classes for students failing in a course.
- 15.9 Make-up examinations may be granted on a case-by-case basis to students who miss an examination due to a valid reason, such as a medical emergency. Students must provide proper documentation to support their request, including a medical certificate from an authorized practitioner, which shall be duly certified by the University Medical Officer in the prescribed form for approval by the competent authority.
- 15.10 The student who passes the course after a re-test/ supplementary exam in a course in which he/she secured 'U' or 'I' grade, will be awarded one grade lower than the grade he/she would have obtained with those marks in regular exam, unless the grade is E.
- 15.11 Any exception to the Supplementary Exam policy may be referred to the Vice Chancellor for approval.

## 16 Promotion and Discontinuation of Study

16.1 A student should fulfill the following condition for registration, 4<sup>th</sup> semester onwards.

- Cleared 2/3rd of the registered credits of the preceding semesters (after supplementary examinations).

If the above condition is not fulfilled, student will have to repeat that semester by registering for the subjects with grade F, I or W.

16.2 If after completion of the 6th semester, the student fails to clear 2/3rd of the credits registered in the first 3 semesters, the student shall be asked to leave the University.

16.3 The student must register the backlog courses first giving priority to the oldest backlogs. The students will register by default for backlog courses being offered in a particular semester.

- 16.4 The student would be allowed to register for any course only after he has cleared all pre-requisites for that course.
- 16.5 For students having more than one backlog in a semester the registered credit in that semester inclusive of backlog subjects must not exceed 22 . The credits of internship and field trips should be excluded while calculating credit limits. Final year students may be allowed to take prescribed credits and, in addition, two backlog subjects in a semester provided he/she has a CGPA of 5.00 and above.
- 16.6 The candidate earns the degree on completing the prescribed course work and clearing the minimum required credits with a minimum CGPA of 5.00.
- 16.7 The maximum time (including the period of withdrawal, if any) to earn the degree is limited to 5 years in case of three year UG programs (e.g. BBA/BSC), 6 years in case of four year UG programs (e.g. B.Tech.) and 3 years for two year Masters programs (e.g. MBA/M.Tech).

## 17 Eligibility for Award of Degree

- 17.1 In order to qualify for a degree program, a student must:
- i) registered and successfully completed all the core courses and projects;
  - ii) successfully acquired the minimum required credits as specified in the curriculum corresponding to the branch of his/ her study within the stipulated time;
  - iii) earned the specified credits in all the categories of subjects
  - iv) secured a CGPA of 5.0 in passed subjects only.
  - v) have cleared all dues to the University, Hostel, the Library and the School and no disciplinary action pending against him/her.
- 17.2 The minimum total credit requirements for the award of degree for any programs shall be as approved by the Executive Council (EC) on the recommendations of the Academic Council.
- 17.3 The award of the degree shall be recommended by the Academic Council and awarded on the approval by the Executive Council (EC).

## 18 Audit Courses

The faculty may permit a student to register for an audit course provided the faculty allows auditing a course. The Academic council may also approve MOOC courses recommended by faculty to be audited and reflected accordingly in the students' Grade Card. The word "AU" shall be written alongside the course name in the Grade Card. The audit course shall not carry any credits and grade points. Pass or fail status will be shown in the grade card as "P" for passed and "U" for failed. However, a student is not required to register again for passing a failed audit course.

## 19 Change of Branch/Program

19.1 Change of Branch/Program shall apply only to Undergraduate programs.

19.2 Normally a student admitted to a particular branch of the undergraduate program will continue studying in that branch till completion.

19.3 However, in special cases the University, at its discretion, may permit a student to change from one branch of studies to another after the first year, to fill vacant seats in any branch in relation to its sanctioned strength. Such changes will be permitted, in accordance with the provisions laid down hereinafter.

- i) Only those students will be considered eligible for change of branch/program after the second semester, who have:
  - a. completed all the credits required in the first year of their study in the first attempt.
  - b. Have not been punished for any offence by the University on disciplinary grounds.
- ii) Applications for a change of branch/program must be made by intending eligible students in the prescribed form. Such a form should be submitted at the end of the first year of their study, and the completed forms must be submitted by the last date specified in the notification.
- iii) Students may enlist their choices of branch/program, in order of preference, to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.

- iv) Change of branch/program shall be made strictly in order of merit of the applicants. For this purpose the CGPA obtained at the end of the first year shall be considered. In case of a tie, the admission test rank of the applicants will be considered.
- v) No change of branch will be allowed between UG 3 (three) year programs (e.g. BBA in Transportation Management and BSc in Transportation Technology) and UG 4 (four) year (e.g. B Tech) programs.

19.4 All changes of branch/program made in accordance with the above rules will be effective from the start of the second year of the applicants concerned. No change of branch/program shall be permitted after this.

19.5 All changes of branch/program will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch/program offered.

19.6 Change of the branch is a privilege and not a right. University shall have right to modify rules in this respect as it deems fit.

## 20 Relaxation

The Academic Council may, under exceptional circumstances, consider any case of a student having a minor deficiency in respect of any of the requirements stated in these Regulations and relax the relevant provision of these Regulations based on the merit of the case. The Academic Council may constitute Result Review Committee, which would be a subset of its members, for this purpose. The grounds on which such relaxation is granted shall invariably be recorded and cannot be cited as precedence. The matter shall be reported to the Executive Council while approving the results of a particular semester/Year.

## 21 Power to Modify

Notwithstanding all that has been stated above, the Executive Council has the right to modify any of the above regulations from time to time.