MANUAL

About Sharda University

With state-of-the-art facilities and upgraded infrastructure Sharda University is one of the best universities in the country matching International standards. The technologically upgraded classrooms facilitate teaching through advanced tools and techniques. The university has centrally air-conditioned classrooms with Wi-Fi enabled projectors, tutorial rooms, multiple libraries, a state-of-the-art seminar rooms and multiple fully equipped auditoriums. The university's libraries are an empowering unit with a Resource Centre providing audio-visual aids to the students. The university is enriched with renovated hostels, and the University proposes to prioritise first year students for utilising the hostel facility. Utmost care shall be given to social distance due to COVID'19. Newly constructed Guest House facility is available to parents and guests where they can experience a comfort, hygiene and facilities within the Sharda University premises. Regular health check-up & monitoring by experienced medical professionals. For Healthy mind and both the University has modern gymnasium, Yoga Centre and outdoor as well as indoor facilities. Full time Counsellors are available to counsel student in time of need.

During this Pandemic the University continued its activities through online mode using various online platforms. The University is fully equipped to move to further for blended learning. The faculty members have uploaded e-content (audio & Video sessions, study material, presentations, class recordings etc.) to be made available to all students. The campus has 24X7 high speed Wi-Fi facility in campus to support uninterrupted online classes/webinars/extra co-curricular activities.

1. SEMESTER REGISTRATION:

(a) Registration for each semester has to be done on dates notified in Academic Calendar. It will involve:

(i) Clearance of all dues of the University,

(ii) Online registration on the date as specified in the Academic Calendar.

A student who fails to registration will be deemed as an unregistered student and will not be allowed to attend classes and take examination even if he has paid the fees.

Online Orientation Programme

The primary purpose of a University orientation program is to help new students in understanding the nature of the University, the educational opportunities available to them, the values and functions of the University community, and the central objective of the University as an academic enterprise. It also permits students to participate in academic advising and to learn about matters relating to student registration, housing, campus activities, and other aspects of University life. Online orientation Program will be done school wise as per dates advised for registration by Admission Cell. The details outline orientation plan will be shared by respective schools to the concerned students.

The Orientation Program is designed with the following aims:

- To provide a welcoming atmosphere for students and families to meet faculty, staff, and continuing students, as well as other new students and to facilitate initial academic advisement, course selection, and registration.
- To familiarize students with the campus environment and physical facilities.
- To create an atmosphere that minimizes anxiety, promotes positive attitudes, and stimulates an excitement for learning.
- To provide the families of new students' comprehensive information about the academic and student service resources and programs.
- To provide employment, leadership, and learning opportunities for continuing students as pack leaders, through selection, training, and supervision. The learning outcomes derived from the goals and objectives are:
- Students will be introduced to college services that will support their educational and personal goals.

Online Teaching and Learning

To impart quality education across all levels, the institutions need to focus on the digital aspects. Transition to digital is the key during this period. The Manual for Online teaching and learning has been created Sharda University to support online instruction designers, educators, and teaching facilitators engaged in the design, development and delivery of online courses.

Sharda University is committed to develop and deliver high quality online learning experiences for the student community. Through this endeavour, educators in the University is creating an environment to ensure a different teaching and learning experience through online course delivery.
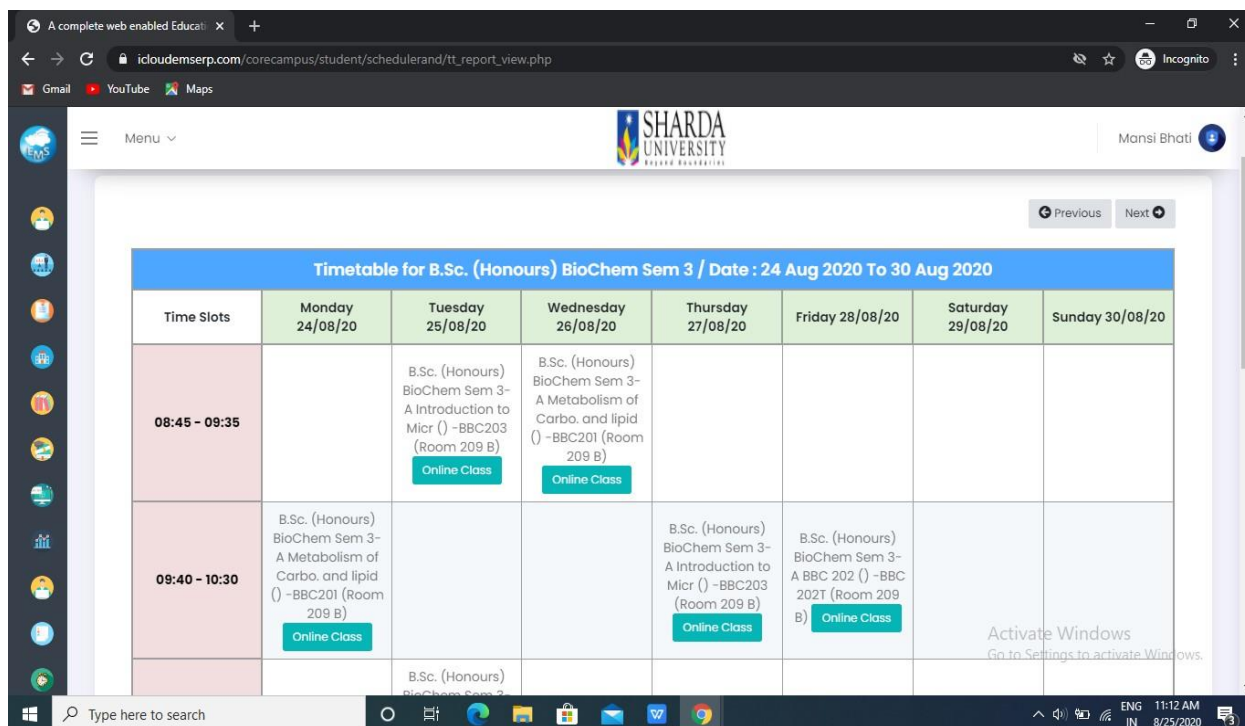
Robust instructional design and smooth delivery is the basis of an effective online course, whether face-to-face or online. Online learning is increasingly becoming popular among the learners and educators as well. The trend is showing an inclination to offer face-to-face instructions blended with online delivery or completely online.

Student Login:

The login details of the **icloud Portal** (app.cloudeducationerp.com/sharda-India) will be shared with the students after the registration process. The student should change the password and not share with others. The portal can be assessed on lap top as well as through mobile app. The portal will help students know about various things like Timetable, Attendance, class content etc as discussed below:

Online Time Table:

In Student Login, each student has own time table module which is only for viewing purpose of time table. In Timetable, student's information is also given. The time table screen viewed as below.

Student's Time Table

Live online classes

Live online classes will be conducted **through ERP, Microsoft Teams or Google meet etc** till the COVID'19 Government guidelines for real time class conduction at the Campus. The faculty Members will upload timetable, **session plan, e-content, take attendance, collect feedback on iCloudEMS ERP.**

Kindly adhere to the following Virtual Classroom Rules and 'Online Etiquette Protocol':

Student Protocol for attending Online classes tthrough iCloud ERP

All online/virtual classes are formal classes, hence, there are certain rules that must be strictly followed.

1. Be ready for the online class at least 5 minutes before the class time and sit in a quiet place without any distraction and disturbance.

2. Students must be properly and decently dressed. Punctuality and discipline are essential to truly gain from the teaching learning management system.

3. Check the timetable on iCloudems ERP/mail.

4. Keep your books, notebooks, stationery, and other materials (such as calculators) at hand before the start of the class.

5. Greet your teachers at the beginning and at the end of the online class. Use attentive body language, sit up straight, do not make extraneous movements and pay attention to the teacher. Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.

6. In case you wish to ask an urgent question during the session, you may use the chat function. You can use 'post feedback' or 'raise hand' features during the session. Teachers may also give students an opportunity to ask questions verbally towards the end of the session.

7. Keep yourself on mute while the teacher is teaching and unmute only while asking questions.

8. Student shall collect study material from teacher and fellow students & read the content shared before coming for the class & download all online tools recommended by faculty members.

9. Put academic issues and concerns before teacher in class and in case of more doubts the students can request for an extra hour from the teacher.

10. Put efforts to use Laptops/Computers with audio and video facility, in case of use of mobiles ensure full data support and switch off the back-end processing during classes and tests to ensure strong connectivity.
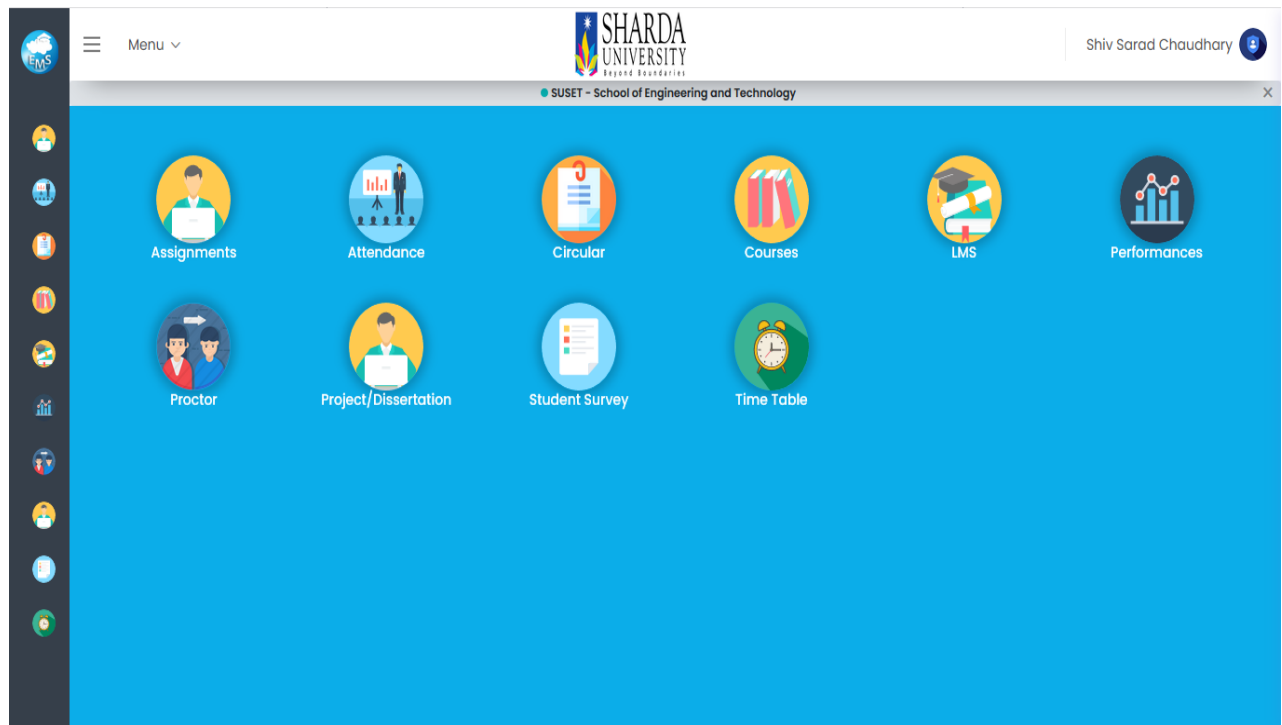
Don't for Students

1. Don't share your password with anyone

2. Avoid leaving devices unattended or taking breaks between classes.

3. Do not eat during the session. Please eat your food and use washrooms during the 5 minutes break time allotted after every class.

4. Avoid interruptions by family members during class.

5. Do not post objectionable emoji or chats during the session.

6. Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."

7. Don't get demotivated because no one is tracking or monitoring your learning. Keep in mind, in an online course; you must be self-directed and self-motivated to succeed.

8. Don't hesitate to ask for clarification if you don't get the concept.

9. Don't be an indiscipline student. Even if it is an online classroom, the respective organization can easily identify you and take legal action.

It is important that all students attend the online classes regularly and make optimal use of the opportunity available to them.

Attendance Requirements

a) Attendance will be monitored course-wise.

b) A student will be required to have at least 75% attendance in each course, to be eligible to appear in mid-term examination (MTE) as well as in end-term examination (ETE).

c) Students will be given a benefit of 10% of attendance for participating in approved co-curricular and extra-curricular activities, if prior approval has been taken from competent authority.

d) Irrespective of whether a student has registered late or on time, calculation of attendance shall be based on all the classes held, and not from the date on which the student has registered, unless otherwise decided by the Registration the case of fresh entrants only.

In Student Login, each student has own attendance module in that they will know the own attendance as Day Wise & Course Wise.

- Day Wise attendance has attendance records of all the days.

- Course wise attendance has attendance records of program name wise.

Sr.No	Course Name	Course Short Name	Code	Attended/Delivered	Percent
1	Quantitative Aptitude Behavioural and Interpersonal Skills	Quantitative Aptitud-PR	ARP301	21/25	84
2	Introduction to Cloud Computing	Introduction to Cloud Computin-PP	CSE021	0/0	0
3	Android Application Development	Android Application Developmen-PP	CSE022	21/24	87.5
4	Design and Analysis of Algorithm	Design and Analysis of Algorit-PP	CSE350	20/24	83.33
5	Software Engineering and Testing Methodologies	Software Engineering and Testi-PP	CSE351	0/0	0
6	Design and Analysis of Algorithm Lab	Design and Analysis of Algorit-PR	CSP350	14/18	77.78
7	Project Based Learning (PBL) -3	Project Based Learning (PBL) --PR	CSP351	10/12	83.33
8	Summer Internship-II	Summer Internship-II-PR	CSP394	0/0	0
9	Technical Skill Enhancement Course-1 Simulation Lab	Technical Skill Enhancement Co-PR	CSP395	6/12	50
10	OPEN ELECTIVE-2 (Management of Disasters)	OPEN ELECTIVE-2 (Management of-PP	CVL328	0/0	0
11	Community Connect	Community Connect-PR	ECC301	0/0	0
12	IoT In Smart Application	IoT In Smart Application-PP	ECE932	15/20	75
			Total Percentage	**107/135**	**79.26%**

Process for Student Registration in MS Team

You received one mail from Microsoft on behalf of Sharda University for invitation to register on Microsoft Team in your Sharda email ID.

Now click on the received mail you will get the below information and need to click on **Accept Invitation**. After that you will get the Registration page and for registration process please follow the other Doc in Process for Student Registration in MS Team.

❗ Please only act on this email if you trust the individual and organization represented below. In rare cases, individuals may receive fraudulent invitations from bad actors posing as legitimate companies. If you were not expecting this invitation, proceed with caution.

Sender: IT Helpdesk (ithelpdesk@sharda.ac.in)
Organization: Sharda University
Domain: sharda.ac.in

This message was provided by the sender and is not from Microsoft Corporation.
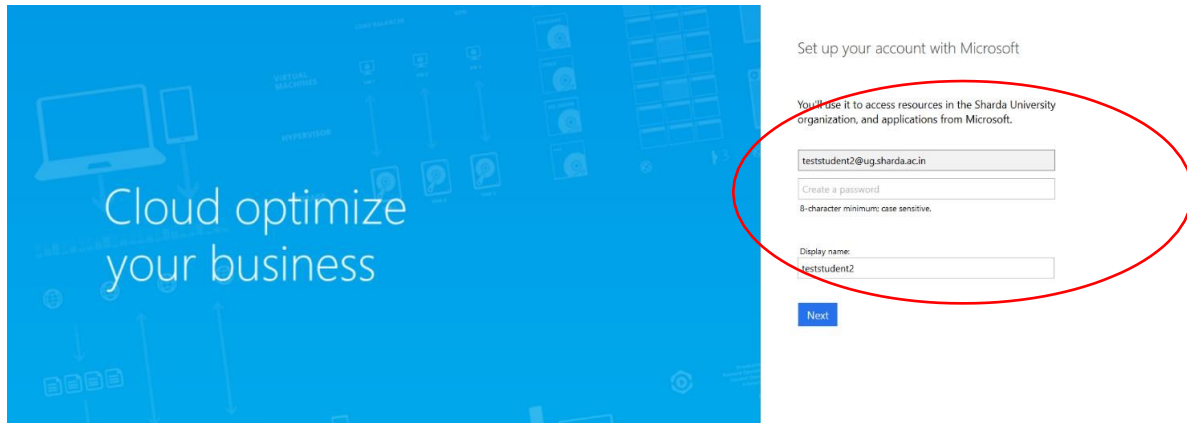
Message from
IT Helpdesk:

" Welcome to the Sharda University   "

If you accept this invitation, you'll be sent to https://myapps.azure.com.

Accept invitation

Student will get the Link for Registration of Microsoft Team on Sharda University Mail ID from IT-HELPDESK. After clicking on the Link, you will get the below Screen and the student will get the registration page which need to register by using Sharda Mail ID.
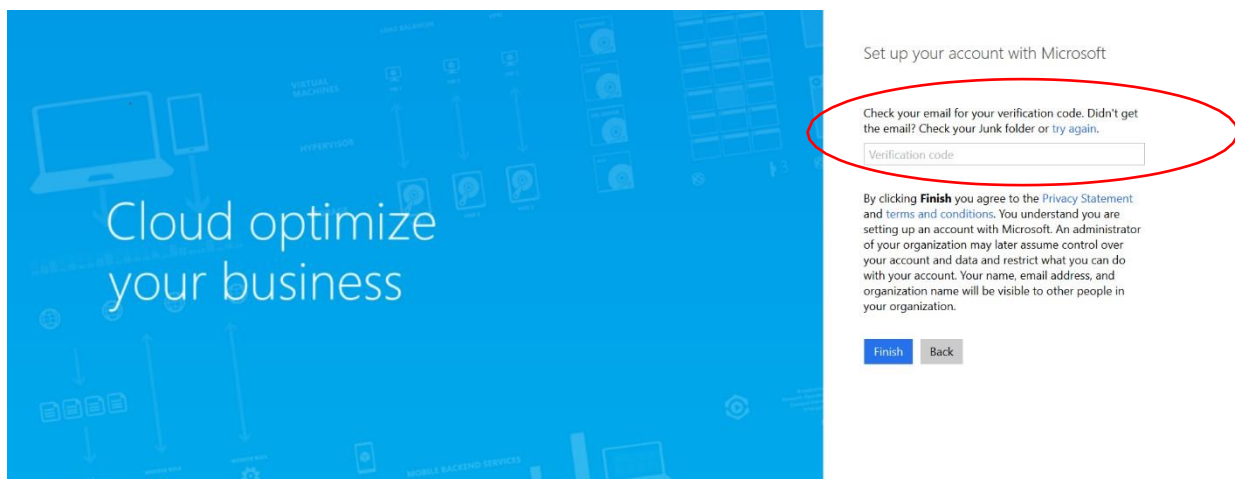
After that he will get the Code and this code need to verify here.
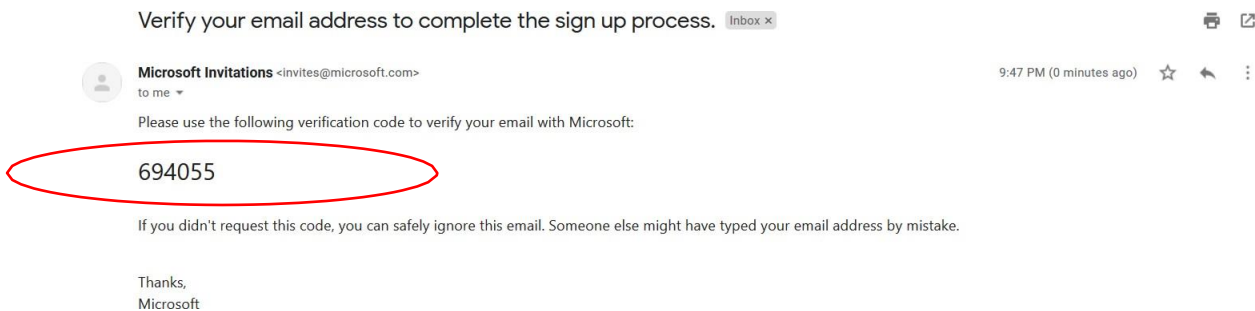
After this process, the Student E-mail ID will be verified.

Now you will get the below screen.
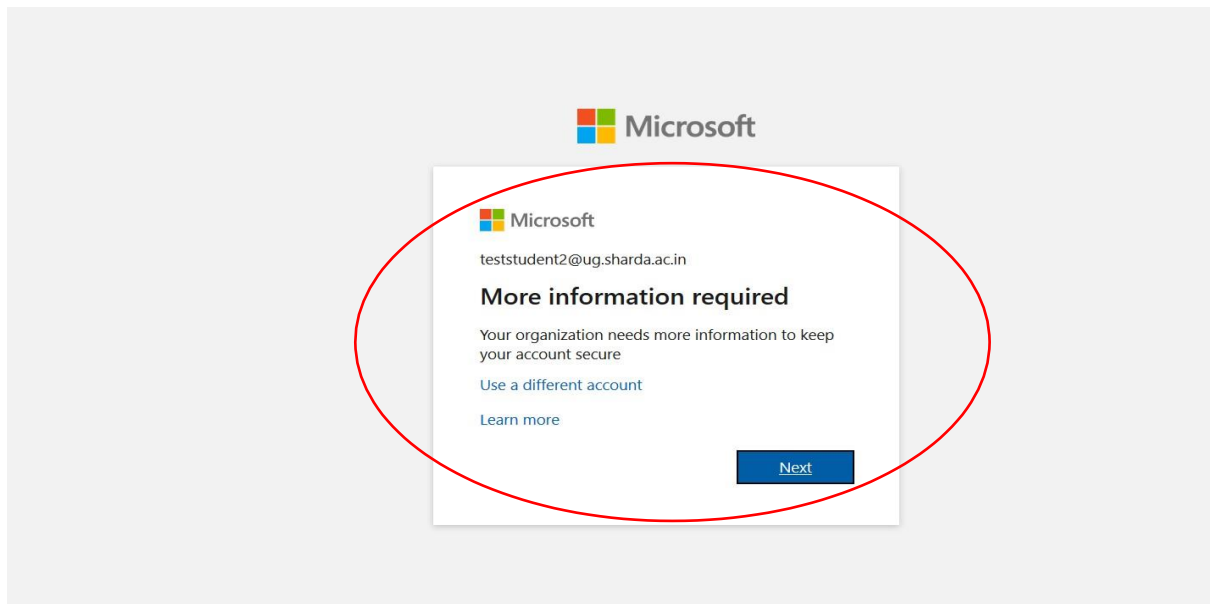
Now need to authentication of Phone and E-mail.
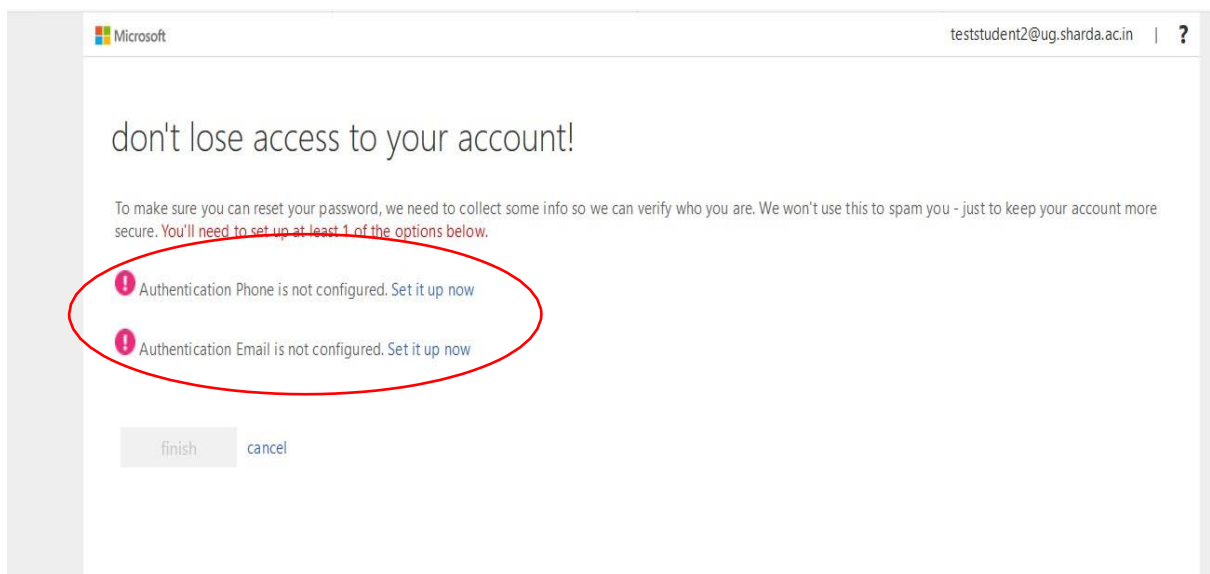
Now you will get the below screen and Accept the term & condition.
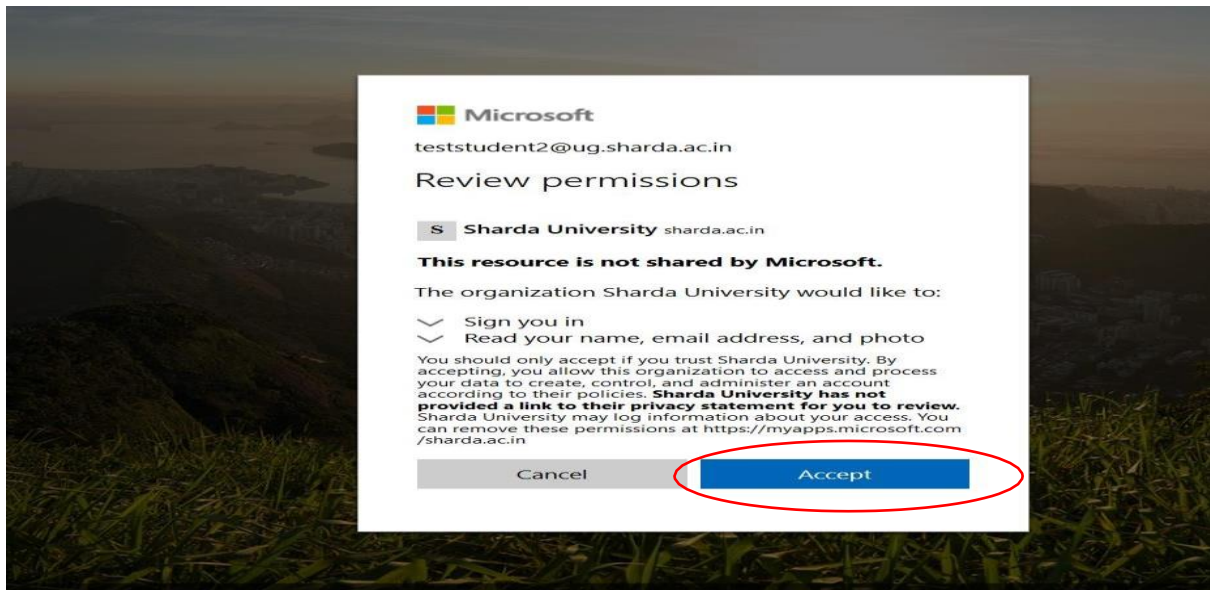
After completing this registration process the Student will login on MS Team and able to access the Resources.
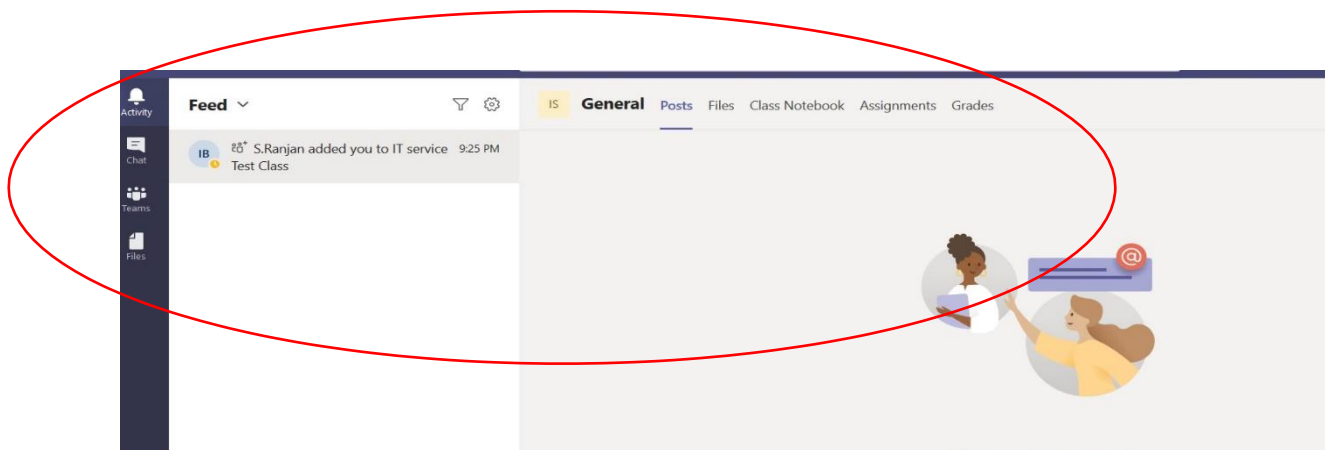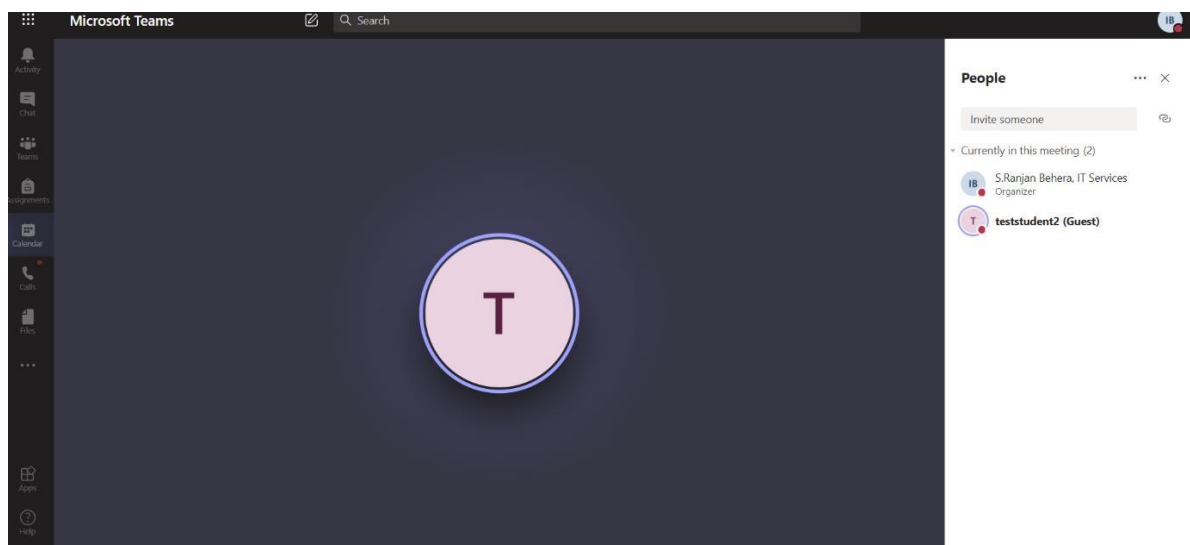
Assignment:

- The Student can view as well as submit the Assignment uploaded by the faculty members on iCloudems ERP.

Student >> Assignments >> Assignment Status

| | View Assignment Status | | | | View Assignment Reports | | | |

Assignments

Sr No	Due Date	Subject	Assignment Name	Is Personal	Assign By	Assignment File	Reference File	Detail View
1	2018-12-19	Design V	Assignment Test Evaluation	Yes	Nidhi Dixit	No File	No File	View
2	2018-12-19	Working Drawing II	Assignment Test PR	Yes	Nidhi Dixit	No File	No File	View

View Assignment Status

- The details of the assignment can be viewed …

Details of assignment

- The students can upload their completed assignment by browsing the file and submitting it.

Assignment Upload

- After uploading assignment with faculty. Faculty give Marks,Remarks & Feedback to student.

Marks & Remark of Faculty

Online Tools for conducting Practical

The University has plans to conduct Practical classes through virtual mode. Various free software's/online tools will be used by the departments according to the need of the course and the industry.

Go!Animate Voki Xtranormal Audacity Vocaroo Sound Cloud Gimp PicMonkey Sumo Paint	Google Docs Open Office Zoho	http://www.vlab.co.in/, https://www.onlinegdb.com/, https://colab.research.google.com/notebooks/intro.ipynb, https://www.appypie.com/android-app-builder https://developer.salesforce.com/ https://aws.amazon.com/console/ https://github.com/ http://www.vlab.co.in/, Customized software's like CAD, ANSYS, FEM, MATLABetc. https://sci-hub.tw
• SlideShare • Slide Rocket • Glogster	Survey Monkey Wufoo	http://vlab.amrita.edu/?sub=3&brch=73 http://www.vlab.co.in/participating-institute-amrita-vishwa-vidyapeetham

Academic Content:

In Student Login, Academic Content module has all the uploaded content documents by the faculty on iCloudems ERP.

- **Academic Content**>Rate:>Contents

Sr No	Subject Name	Lecture Type	Credits	Teacher	Batch	Rate Session Plan	Rate Contents
1	CONTROL SYSTEMS	Theory	3	Nidhi Meher	EEE/EE-5TH-CS	Rate Session Plan	Rate Contents
2	NETWORK THEORY	Theory	3	Nandakishore Ray	EEE-5TH-NT	Rate Session Plan	Rate Contents
3	NETWORK THEORY LAB.	Practical	2	Nandakishore Ray	EEE-5TH-NTL	Rate Session Plan	Rate Contents
4	MANAGEMENT PROCESSES & OB	Theory	2	Swakantik Mishra	EEE/EE-5TH-MP&OB	Rate Session Plan	Rate Contents

Academic Content

All Uploaded Content Display Info >>

Please Read Instuctions/Notes carefully.

Note: Please use chrome browser for contents visibility.

Images   Documents   Videos   References   Audios

Note: Uploaded images are displaying only.

Unit - 1. First unit

No topics found from sess…

Uploaded Content

Learning Resources Centre

- **About the library**

Central Library is State-of-art Wi-Fi enabled, with features such as Flap Barrier for ID checking while entering in to the library, library RFID (EM Gate) Management System for Issue & Return of books, security and intelligence, centrally air-conditioned and coffee & snacks shops. University Library is fully automated with KOHA software.

The library is well stocked with relevant and appropriate learning and information resources both in print and electronic, with the latest collection of books, journals, CDs, Project reports, Dissertation, Magazines, e-Journals, e-Books and Databases from globally known publishers and also have the institutional membership. Beside the Central Library, Council driven schools' library is also available on their respective Schools, students can use the both the Library as per their convenient.

For the library information user can visit on the library webpage
URL: https://www.sharda.ac.in/library

Library Resources

- **Print:**

	Volumes	140436
Books	Titles	17065
	Journals	289

- **E-Resources:** (E-Books, E-Journals and Databases)

E-resources are the backbone of any e-library in this information superfluous era. The major focus of the library is online/ digital learning resources which allow users to access them anytime, anywhere 24x7.

Library is subscribing the following E- Resources: SpringerLink, IEEE, Proquest, EbscoHost, SCC Online, Westlaw India, Emerald Case Studies, CMIE, DVL, JSTOR, DELNET (Institutional membership) etc.

- **E- Resources Access at Sharda**

All E-Resources are made available, anytime through the library's website and over the IP range of the university and on the campus. It gives an opportunity for the best use of the e-resources and offers easy access to various resources of the library through its interface from anywhere.

"Remote access (Off-Campus access) to e-resources via EZ proxy facilities"
The Library has been providing single window access to its digital content/e-resources through EZ proxy software to its huge collection of online resources.

How to get Remote Access facility?
Send a request forwarded through department concern with the following information: (EMP ID/Roll No, Institutional Email ID, Full Name, Department, and Contact Number) to Librarian (library@sharda.ac.in).

Enhance the remote access facility during COVID-19
We have shared a common credential to all users for its better utilization. Click on https://shardaelibrary.informaticsglobal.com/login

User name: shardalibuser

Password: shardalibuser

- **E- Resources:** Open source
  (**E-Journals/ Databases/ E-Books/ Video Lectures Thesis/ Dissertation/ Projects)**

National Digital Library (NDL)
e-PG Pathshala
Shodhganga
eShodh Sindhu
Shodhgangotri
NPTEL Videos
Swayam Prabha Videos
Vidhyanidhi: Indian digital library of electronic theses
Directory of Open Access Books (DOAB)
Directory of Open Access Journal (DOAJ)

Indian Academy of Science Journals
NISCAIR Journals
Indian National Science Academy Journal

- **Plagiarism Checker**
  - **URKUND:**

    When you're looking to detect and prevent plagiarism, you need an easy and effective tool. Urkund is an automatic text-recognition system made for detecting, preventing and handling plagiarism, regardless of language. We are passionate about helping schools, universities and organisations to encourage original writing and have done so for 20 years.

  - **Turnitin:**

    The library has subscribed to Turnitin Anti-Plagiarism software. It is a digitalized, fully-automated system for detecting plagiarism. The users need to check their project reports, (Final/Summer) thesis, article and etc. for plagiarism using this software.

Online Internships and Projects:

Online Internship/projects will be provided to students to gain on-the-job training in professional settings. Students can enjoy flexibility in fitting the internship experience into their busy personal and professional lives, since work can often be completed evenings and on weekends. Students have the opportunity to learn from experts in their field regardless of their geographic location. Students can also work on International assignments and projects.

They strengthen their information and computer skills as they employ technology to communicate with their site supervisor and conduct their work

Training & Placement

The University accords high priority for placement and training of final year students of various schools. The Placement Department plays a crucial role in identifying and locating career opportunities for Under Graduates and Postgraduates passing out from the university by inviting reputed companies and industrial establishments for campus recruitment. The Placement Department operates round the year to facilitate and synergise seamless communication between companies and graduates. The number of students placed through the campus interviews is continuously rising.

The Department of Training & Placement works closely with various schools and carries out its activities through a process driven approach as detailed below:

1. Establishing relations with the Alumni
2. Developing and nurturing corporate relations with various companies in different sectors.
3. Arranging / facilitating Guest Lectures, Seminars, Workshops, Internships, Field visits, Joint projects, Joint research etc. with the companies
4. Establishing new associations with companies through CEO Forum
5. Working in close coordination with industry associations such as FICCI, ASSOCHAM, CII, PHD Chambers
6. Placement facilitation by engaging students, faculty and corporate.

How does it work?

1. Assessments: Third party assessments are carried out by the department to assess Employability and sector fitment of the students.
2. Training intervention: Technical training on various latest technologies is provided by the department and Soft skills, Aptitude and English training is provided by the training division of Sharda Skills.
3. Campus Recruitment: More than 300 companies from various sectors, many of them Fortune-500 companies, are invited by the Placement Department. Companies like Amazon, Google, TCS, Wipro, HCL, IBM, HCL Technologies, Cognizant, Sapient etc are regular recruiters.

Corporate Connect Program: Training & Placement Department has established Corporate Connect Program with companies like IBM, Global Logic, Huawei, Microsoft, Xavient, Aries etc to train the students on live projects to give them practical training and corporate exposure.

Sharda Skills: It is the training and skill building department of Sharda University which is involved in imparting life skills which are beyond employability skills to the students.

The training program of Sharda Skills revolves around developing resilience, tenacity, creativity, problem solving, multitasking, crisis management, team skills, communication skills and personality development etc. These programs like Communicative English, Personality Development, Campus to Corporate, Soft skills, Quantitative Aptitude and Logical Reasoning have also been made an integral part of credit base courses which every student has to undergo along with their core subjects.

Apart from this Shards Skills also provide coaching and mentoring to students who want to prepare for various competitive exams like UPSC, CAT, GRE, GMAT, SSC, IBPS etc within the campus after University hours.

Sharda Launchpad Federation

Entrepreneurship plays a vital role in ensuring a strong resource for economic development of the country. In line with the flagship initiatives of Government of India such as Star-up India, Atal Innovation Mission and Aatmanirbhar Bharat, Sharda University established Sharda Launchpad Federation - a center for innovation and business incubation. The center is approved as Business Incubator by Ministry of MSME and works in collaboration with Foundation for Innovation & Research in Science & Technology, IIT Kanpur.

Sharda Launchpad provides a platform for new, small and medium – scale enterprises for the development and management of the enterprise. To understand the enterprise better, Sharda Launchpad offers mentoring by the in-house-faculty and industry experts for budding entrepreneurial students and alumni. To foster the spirit of competition, Sharda students are nominated and guided for various inter and intra-college entrepreneurial contests.

Students of Sharda University can approach Sharda Launchpad in many ways:
1. By sharing their innovation using contact page on the website Launchpad.sharda.ac.in
2. Writing to Launchpad@sharda.ac.in
3. Personally, visiting Launchpad office to discuss their innovative ideas

Sharda Launchpad works on a no rejection policy. Every student is guided to make sure that required value addition is done to innovative ideas. Students can also apply for the financial assistance in the form of seed fund and all the required support is provided to deserving candidates.

The benefits offered include:

- **Full Access to Top-of-the-Line Resources** - Including cloud computing and storage credits, developer platforms, and payroll software in addition to drop-in office space and legal advice.
- **Global Networking Opportunities** - To mingle with great minds across the globe by cohabitating and sharing ideas worth spreading through Inter-University Incubation Approach.
- **CoE and Industry Exposure** - A network of more than 150 corporates and 300 labs to exchange expertise and experiences, speeding up the learning curve.
- **Expert Industry Mentors** - Opportunity to be Guided by 1200+ Global Mentors and Subject Matter Experts (SMEs) from leading corporates.
- **Financial Support** - Providing funds to budding entrepreneurs, letting them focus on the development of their ideas without other worries

Community Connect

The Community Connect Program as a mandatory course for Students in Universities was introduced in beginning of 2019 by the University Grants Commission based on the belief that Higher Educational Institutions can add significant value to the communities especially in their close vicinity. Universities through the immense intellectual and social capital of faculty and students can create a visible difference in Communities through their research, teaching and service activities. This is also often known as Community Engagement of Universities and even sometimes as University Social Responsibility.

Nature and Scope of Community Connect

Based on the principles of Community Connect, the Community Connect has been introduced in all Schools without exception although the modalities would differ in the Schools of Nursing, Medical, Dentistry and Allied Health Sciences since they are governed by their respective Accreditation Boards. Therefore, all students formally registered in the course need to complete a 2- credit course as part of their course requirements.

Objectives of Community Connect at Sharda University

In keeping with the spirit of the Community engagement program, Sharda University has adopted a set of comprehensive objectives for Community Connect:

- Contribute to the holistic development of students by making them more aware of socially and economically disadvantaged communities and their specific issues
- Provide more richer context to classrooms, so as to make them more effective laboratories of learning by aligning them to social realities beyond textbooks
- Provide scope to faculty members to align their teaching and research goals by giving them ample opportunity to carry out community-oriented projects

Structuring of Community Connect

S.No.	Steps	DESCRIPTION
1	First Interaction with students	o Introduction to the concept of Community Connect o Discussion over potential project ideas o Students should share personal experience/background that they feel is relevant to community connect discussion
2	Finalizing project concept	o Finalization of the project subject o Formation of groups. o Initial discussion on project execution o Allocation of responsibilities as needed o Students write a note on what they expect to find during the study
3	Discussion with University-level Community Connect Coordinators – for Research Plan	o Discussion of projects with University-level Community Connect Coordinators o Finalize project idea and execution method o Finalize questionnaire and/or any other document needed
4	Execution of the project	Data collection is done and completed
5	Data analysis	Initial data analysis by students, aided by faculties
6	Discussion with University-level Community Connect Coordinators – for Final Report	o Discussion with faculty, students, and University-level Community Connect Coordinators on finalizing the data analysis and overview of report contents. o Students write a second note on what they learnt during the study and compare it with the first note.
7	Report writing and presentation making	As required under the Research Plan
8	Mandatory plagiarism check	Use Turnitin to check the report for plagiarism. The report is to be part of the final report that is submitted.
9	Examinations	As required by University

EXAMINATION

Examination is essential part of academics. In Examination, there are so many processes which maintain whole cycle of examination.

● **Components of Evaluation**

Unless provided otherwise in the Course and/ or Programme details, the components of Evaluation for each course shall be as under:

- Continuous Assessment (CA)   :   30 marks
- Mid-Semester Examination (MSE)   :   20 marks
- End-Semester Examination (ESE)   :   50 marks

The Board of Studies (BOS) of a department shall decide the different components of Continuous Assessment (CA). In Schools having no separate departments, the Faculty Board (FB) shall perform this function. For council-based programs their evaluation components will be based on their council guidelines.

Result

- The results for each semester shall be declared on the date specified in Academic Calendar.
- The mathematical principle of rounding off shall be followed to round off the grade points up to one place after decimal.
- The result of a student may be withheld if he/she.
  - (I) has not paid all the university dues,
  - (II) has a case of misconduct or use of unfair means pending against him; or
  - (III) any other reason as may be decided by the University.

Academic Progression (for Non – Council Based Programmes):

i.   A student passes and obtain credit for a course when she/he secures at least 30% marks in the ETE as well as in the total of ETE, MTE and CA.

ii. A student who secures at least 30% marks in MTE and CA taken together, but fails to obtain 30% marks in ETE can reappear in the ETE examination of the course at the next available opportunity and earn credit if she/he secures at least 30% marks in the repeat ETE.

iii. A student who, does not secure at least 30% marks in MTE and CA taken together and also fails to secure at least 30% marks in the total of ETE,MTE and CA, is required to

repeat the whole course by re-registering in it and attending all classes and appearing in all tests, assignments and examinations, and pass the course as if it is a fresh course. A student can replace an elective course by another elective course. If a course is discontinued by the departments, the student shall be required to register for an equivalent course of same credit.

iv. To give students opportunity to repeat the course that they need to repeat, a summer term of 7 to 8 weeks of teaching has been introduced. The term will be accelerated, and a student will be able to register for a maximum of 15 credits or 4 courses maximum whichever is beneficial for a student.

v. A student may not be permitted to register for more than 30 credits in any regular semester.

vi. A student who has not secured all the credits that a student needs to secure at any stage of the programme, will be termed as a deficient student.

vii. A student, who needs to repeat a course which is a pre-requisite for another course, will do so at the earliest available opportunity. Thus, a student, who fails a first term course and needs to repeat it, will register for it in summer term or in the third term itself when that course is offered. Only after registering for this course in the third term, would he register for the courses that he would normally take in the third term to the extent permitted by the timetable.

viii. The student and the parents/guardians will be reminded constantly of the maximum time allowed for completion of a degree.

ix. In case a student has been allowed to change the course or programme during the current term, the classes attended in previous course/programme will also be considered in the calculation of attendance and the eligibility for appearing in ETE will be determined accordingly.

x. The schedule of examination both the Mid-Term and End-Term shall be as specified in the Academic Calendar.

xi. All marks obtained in assignments/practical's, presentation or a report will be made available to the students within a reasonable time after evaluation.

xii. A student will be allowed to see his/her MTE answer books. Error of evaluation, if any, be reported to HoD. Any /change in the marks will be made with due approval of the Dean.

xiii. A student will be allowed to see his/her ETE answer books at one time and location as notified. No second opportunity will be provided for the purpose. A student may seek re-

evaluation of specific question by making a written request in the following types of complaints:

1) question left ungraded, and
2) a correct answer has been awarded a zero.

xiv. A student not satisfied with the result of re-evaluation, may request for special re-evaluation on deposit of the specified fee. If marks increase by 10 per cent of the maximum marks or more, the revision shall be made, and money refunded. There will be no increase of marks if the change is less than 10 per cent, and the fee deposit will be forfeited.

xv. The attendance requirements for appearing in the End Term Examination (ETE) of a course shall be according to the rules approved by Academic Council from time to time. Students who do not meet the attendance requirements in a course shall be awarded *Failure and Repeat* (FR) grade and would need to repeat the course.

xvi. Students who were allowed to take ETE but failed to pass a course shall be awarded *Failure and Improve* (FI) grade. If a student is allowed to take ETE but failed to appear in ETE in a course, he/she is awarded ABSENT in that course and will be treated as FI. Students with FI grade can appear in the improvement examinations without repeating the course. These improvements examinations will be scheduled by COE.

PASSING A COURSE IN WHICH STUDENT GOT <u>FR</u> GRADE:

a) To pass in a course taken in an ODD semester (July-Dec) in which a student got an FR grade, the student may register for that course in the subsequent EVEN (Jan-May) semester in the same academic year as per the schedule given in the academic calendar. During even semester (Jan-May) a student will be permitted to register the FR courses of odd semester (of same academic year) for a maximum of 15 credits or maximum of four courses whichever is beneficial for a student.

b) The students may register at the beginning of June as per the schedule given in the academic calendar to pass in FR category course(s) of **all previous semesters**. During June a student will be permitted to register the FR courses for a maximum of 15 credits or maximum of four courses whichever is beneficial for a student.

c) A fee of Rs. 500 per credit and examination fee of Rs. 500 per course shall be levied. Original marks obtained in CA and MTE shall not be taken into account anymore, and the student shall undergo necessary tests/assignments for CA, MTE and ETE afresh.

d) If a student does not have average attendance of 40% in a semester/year, he/she will not be permitted to register FR grade course(s). The student is to repeat the year of study. Student will be given option to carry the credit of passed course(s) while repeating the year.

e) The repeat course to be conducted shall follow the procedure given below.

   i. The student will be assigned an instructor with the condition of having a meeting with him/her at least once a week on fixed schedule.

   ii. The instructor will assign certain amount of work, which the student shall take as home assignment and report back in the meeting to be held in the next week.

   iii. The instructor will discuss and evaluate the assignments and assign marks.

   iv. The instructor may conduct viva to ascertain knowledge gained.

   v. Cumulative marks shall account for CA.

   vi. The instructor shall also conduct MTE for that course.

   vii. The student needs to attend the required percentage of the scheduled meetings (as per the attendance rules in force), failing which an FR grade shall be awarded once again.

   viii. The student with more than the stipulated attendance shall be allowed to appear in the ETE.

   ix. Standard rules for passing a course shall apply.

   x. The final grade of the course shall be capped at B

   xi. The student who got a FR grade in the even semester (Jan-May) may repeat the course in fast-track mode in subsequent June. Conduct of the course shall be the same as above, except that a student shall meet the assigned instructor three times a week for a period of four weeks to submit assignments.

   xii. Student who fails in a laboratory/studio course shall repeat it as per the schedule decided by the Department/School.

PASSING A COURSE IN WHICH STUDENT GOT <u>FI</u> GRADE:

a) Students having FI grade in Odd Semester should be allowed to appear in the ETE of subsequent Odd Semester. Students having FI grade in Even Semester should be allowed to appear in Regular ETE of subsequent even semester. Students who appeared in FI grade course(s) in ETE of regular semester but could not clear the course(s) may do registration for summer examination as per the schedule given in academic calendar. The registration fee for FI grade category (Other than ON Demand Examination) shall be Rs. 500/- per subject/course.

b) In addition to regular ETE at the end of semester, and summer examination COE shall conduct *Examination on Demand* during the semester for the benefit of students who got FI grades.

Examination on Demand will be held on working Saturdays, Fee for Examination on demand shall be Rs. 1,500/- for each course.

c) A student who desires an *Examination on Demand* should make a written request to COE through mentor, HoD and Dean along with examination fee, at least two weeks prior to the requested date. COE may, however, reschedule the date by taking University's convenience into account.

d) The grade earned through *Examination on Demand* (based on previously earned CA + MTE marks + marks in the newly held ETE) shall be capped at B+.

e) A student who has passed a course but has earned a grade less than B+ can also take *Examination on Demand* for grade improvement by following the above process.

f) A student who has earned an FI grade but desires to improve CA and MTE marks may opt to switch from FI to FR grade by applying to the Dean of the School through mentor and HOD.

Yearly Promotion

a) A student should have a CGPA of at least 4.0/10.0 in the first year of study to be eligible to register for courses offered in 3rd semester. Student should maintain a CGPA of at least 5.0/10 in the second and subsequent years for academic progression.

b) If students fails to fulfil the criteria of academic progression (as given in sub-section g) then the student is to repeat the same year of study to continue in programs. Student will be given option to carry the credit of passed course(s) while repeating the year.

MINIMUM CGPA REQUIREMENTS FOR AWARD OF DEGREE/ DIPLOMA

a) **Undergraduate Programme:**

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in an Under Graduate programme will be 5.0 subjected to getting a minimum of 'D' or a higher grade in each of the courses offered and also satisfying other conditions as specified in the program details. The students admitted in Bachelor level programmes securing a minimum CGPA of 4 in first year shall, however, be allowed to move to second year. No such concession will be available in subsequent years.

b) Post-Graduate Programme:

Unless approved otherwise, the minimum CGPA requirement for the award of a degree in a Post Graduate programme will be 5.0 subjected to getting a minimum of 'D' or a higher grade in each of the courses offered and also satisfying other conditions as may be specified in the program details.

c) Diploma Programme.

Criterion as decided by the University from time to time shall be applicable.

Award of Degrees and Diplomas

(a) A student shall be deemed to have completed the requirements of a programme and declared eligible for award of a Degree or Diploma, only if he has completed all the requirements specified in the University Ordinances, Examination Rules and/or the Programme and Curriculum details.

(b) Three divisions as defined below shall be awarded:

Division	CGPA
First with Honours	≥ 8.0
First	$\geq 6.0 < 8.0$
Second	$\geq 5.0 < 6.0$

Note: For securing a Degree and Diploma in First Division with Honours, a student must pass all the courses both theory and practical in the **first attempt**, i.e., without ever being awarded a Re-appear or a Fail grade.

Different Level of Learning

Based on student's performance on any given topics, students can be classified at different level and the delivery and teaching modules can be of differentiated. Content is carefully developed to allow all students to experience success, while providing rich opportunities for higher order thinking. Live student engagement can be marked based on student participation in the live virtual classroom sessions. Content authoring tools provided will allow teachers to design their own lesson plans, assignments, learning time lines, and feedback models.

Mentoring

The University caters to a diverse student community with various linguistic and academic competencies as well as varied economic backgrounds. A student who embarks on their academic career at the University, have expectations and apprehensions about learning in a new environment. The University has a well-established mentoring program to guide students and facilitate their performance in the classroom and beyond and also ensure the well-being of the student in a new environment.

The Mentoring Program is designed with the following aims:

- To acclimatize students from a diverse background with the University education system
- To understand the day to day problems which students face due to lack of personal attention
- To provide a free and neutral space to students for sharing academic and personal challenges arising in a new environment
- To identify the reasons leading to decreased class participation or low attendance and address those issues
- To help students face challenges to keep pace with the academics in the classroom
- To establish a beyond the classroom support which is essential for the improvement of the overall student experience

Every student is assigned a mentor immediately on their enrollment. The mentor-mentees are enrolled in the online mentoring portal that helps in the documentation of the concerns of mentees and schedules mentoring sessions with mentees. The student will receive a mail from the portal containing the name of the mentor assigned via official email. Further, the mentor-mentee list will be displayed on the notice board with the contact details of the respective mentors. The mentoring program at the University thus seeks to create an environment of continuous support for the all-round development of the mentee**.**

The nature of guidance and counseling provided by a mentor may be as follows:

1. A mentor acts as a local guardian to the group of students assigned to him/her. The mentor will initiate the first meeting with the mentee. The time and date of the subsequent meeting will be set by the mentor and informed via email through the mentoring portal. He/She meets the team to guide, counsel and sort out various problems faced by the students.

2. The mentor shall be the first point of contact for any issue of the mentee. In case of an emergency, a student is free to meet the mentor and seek help.

3. The mentee must attend the scheduled mentoring session regularly during the course of study at the University. If a student is absent in a mentoring session, mentor may ask him/her the reason for the absence in the next mentoring session. If a student is absent in two consecutive mentoring sessions, same will be convey it to parents.

4. The mentoring sessions shall be a platform to discuss academic-related issues on a one to one basis.The mentor constantly monitors the performance of students in class tests, tutorials, assignments, etc. He/she also identifies slow learners and refers them to suitable faculty members for improvement of their performance and the same is also notified to the Dean.

5. In case the student does not respond to the mentor and continues with poor academic performance and remains irregular, the mentor calls the parents of the student concerned and ascertains how to mend the student's conduct and performance. In this way, the mentoring system counsels the families of the students as well.

6. The mentor provides information concerning career opportunities and availability of educational/instructional resources.

Feedback

The Feedback Module helps in analysing the performance of Faculties and Management. Student Feedback, Survey Feedback & Alumni Feedback can be taken online.

The Student gives Course Faculty Feedback from the iCloudems ERP Module. They have to select the academic year and the class and fill in the feedback for the faculty with respective to the course they teach.

Feedback Module > Select the Academic year and class and click on Start button.

<div align="center">

Student Feedback

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<div align="center">

Course Wise Faculty Feedback

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Code of Conduct

All Students are expected to be well conversant with the code of conduct. Students must abide by the rules and regulations of the University. The Objective of the University in enforcing this code is to ensure effective discipline amongst the students of the University in a fair and transparent manner so as to provide an eco-system in which the students can purse their academic, intellectual and physical well-being seamlessly.

At the time of admission to any program of the University, each student and his/her parents shall sign an Undertaking accepting the code of conduct and ethics that includes, inter-alia, the following:

a) he/she shall be a regular student and will complete his/her studies in the University, in accordance with the University rules and regulation in regard to have at least 75% attendance in each course, examinations and academic progression.

b) Students should wear identity cards inside the campus and also when attending any meetings outside the campus. I-Cards are to be worn round the neck and this drill is compulsory. Any violation of these orders will lead to disciplinary action.

c) The University authority may take disciplinary if student refusing to produce the identity card issued by the University it on demand by the University authorities, including the security personnel on the campus. Forcible entry through the turnstile gates or boom barriers or scaling of the boundary wall;

d) Students are expected to read notices/circulars displayed on the college notice board. Ignorance of not reading any notice/circular displayed shall not be accepted as an excuse for failing to comply with the directions contained in it

e) In case he/she is forced to discontinue his/her studies for any legitimate reason, he/she may be relieved from the University only after the written approval of the School, through its Dean or any such authority who has been authorized for the purpose;

f) He/she undertakes to deposit University fee and other charges as per the university schedule and that they are aware that in case of default in payment, late fee charges shall be applicable and, pending clearance of any such dues, the students may not be allowed to attend classes or take the examination.

g) The University authority may take disciplinary action if any student violates the university rules and regulations. Students are advised to adhere to the rules and regulations of the institute and discharge their responsibilities as a student with diligence, fidelity and honour.

h) Respect the institute property. The University authority may take disciplinary action if any student found intentionally destroying, damaging or causing harm to the university assets and property or properties of other students, staff or faculty members. The cost of any damage so caused will be recovered from the students collectively if the responsibility for it cannot be fixed on any individual or group of individuals.

i) any disruptive activity in the classroom or in any event sponsored or organized by the university.

j) Avoid smoking on the university campus or university provided transport.