

CODE OF ETHICS POLICY DOCUMENT

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SERVICE RULES, 2016

[As enacted under **Sections 5 (g) (r), 22 (2) (a) and 31 of the SGVU Act 2008**]

1. Short title and Commencement –

- (a) These Rules may be called the “**Suresh Gyan Vihar University Service Rules, 2016**”.
- (b) They shall come into force with immediate effect from the date on which they are passed by the Board/Chairperson of the university.

2. Extent of application – These rules shall apply to every person employed in the services of this University on a regular basis. However, some of its provisions may be applicable after certain period of service notified in the relevant rule.

3. Definitions –

- (a) ‘Competent Authority’ shall in relation to the exercise of any powers or rights, mean an authority to whom any power or right has been conferred or delegated by the Board / Chairperson.
- (b) ‘Completed years of service’ means continuous service of the specified duration without any break in service under the university, and includes period spent on duty outside the university.
- (c) ‘Holidays’ means a holiday notified as such by the university. It includes the RH (Restricted Holiday) & DH (Declared Holiday).
- (d) ‘Honorarium’ shall mean any non – recurring amount sanctioned or paid to any person for any casual or intermittent assignment of the University.
- (e) ‘Leave year’ means the calendar year .i.e. the period commencing from 1st July to 30th June of particular calendar year.
- (f) ‘Probation’ shall mean a period of time during which a person who has been given fresh employment or promoted to a higher post is watched to ascertain his suitability for such employment or post.
- (g) ‘Reporting Officer’ in relation to an employee shall mean an officer to whom he generally reports for duty and to whom he is responsible for the efficient discharge of his official obligations.
- (h) ‘Resignation’ shall mean the act of leaving a job permanently.
- (i) ‘Suspension’ shall mean the act of keeping an employee away from his work temporarily.
- (j) ‘Unauthorized Absence’ shall mean absence from assigned duty/ work on any day/ for any

period without prior permission may be treated as unauthorized absence.

- (k) 'Vacational staff' shall denote a University teacher whether he holds administrative positions or not and who are entitled to avail the summer and winter vacations. This category includes all Deans, Academic officers, faculty members and lab technicians.
- (l) Principal and HOD shall mean the head of college /school and Department respectively to be appointed rotationally from Professor/Associate Professor for a fix term of 2 years.
- (m) Words and expressions used but not defined in these **rules** shall have the same meaning assigned to them in the **Act**.

4. General Conditions of Employment or Appointment in the University:

4.1 Manner of determination of vacancies or creation of posts: The Manager Human Resource (Establishment & Recruitment) shall in the beginning of every academic session determine in consultation with Head of each department the number of vacancies academic and non – academic, to be filled during that session, with necessary details for the approval of the Board / Chairperson.

4.2 Minimum Educational Qualifications: The minimum educational qualification for all Teaching and Non-Teaching staff shall be as per UGC norms/eligibility declared by SGVU time to time.

4.3 Mode of Advertisement:

- (a) All vacancies in the University shall be advertised on SGVU's web portal. If needed job openings may also be posted on any one of the leading internet job portals/one national newspaper.
- (b) The advertisement shall specifically mention the minimum eligibility qualifications, age and other conditions for each post.
- (c) The fact that certain vacancies are reserved for SC/ST/OBC/ Women/ Differently Abled categories of candidates shall clearly be mentioned in the advertisement.
- (d) The closing date of receipt of applications shall be not less than 7 days from the date of appearance of the advertisement in the newspaper.
- (e) The University may prescribe fee for applications.

4.4 Procedure for selection:

- (a) The Manager, Human Resource Department shall prepare a list of eligible candidates after a careful scrutiny of the applications for interview.
- (b) The University shall have the right of short listing of candidates in order of merit in case the number of eligible applicants are exceedingly high.
- (c) The candidates shall be informed well in advance about the venue, date and time of interview by e-mail/ telephonically.
- (d) **General procedure:** If it's deemed fit, the selection committee may for specific candidates or in general organize online/offline tests, psychometric evaluation and other skill assessment tests before their personal interviews which may be taken in person or through video conferencing. After this process the selection committee shall recommend the names of successful candidates, in order of merit mentioning marks / grades secured by each candidate to the competent authority for selection. The selection committee shall recommend candidates for appointment on the basis of aggregate of marks / grade obtained at the tests/computer test and personal interview.

4.5 Selection Committee for Teaching Staff: The Chairperson shall constitute a selection committee consisting of the following for recommending candidates in order of merit, for the post of Professor, Associate Professor or Assistant Professor and other teaching assistants and aides:

- (a) President of the University (Chair)
- (b) A member of the Board nominated by the Chairperson (Convener).
- (c) One academician to be nominated by the Chairperson.
- (d) One subject expert, nominated by the President.
- (e) Dean of the Faculty concerned.
- (f) Director or Principal of School or Head of the concerned department.

At least four members, **including one outside subject expert**, shall constitute the quorum and the committee shall take decisions on the basis of merit.

4.6 Selection Committee for Non-Teaching Staff: The **Chairperson** keeping in view the provisions of already existing '**Gyan Vihar Recruitment Board [GVRB]**', shall constitute a selection committee consisting of the following for recommending candidates for the post of Administrative and support staff:

- (a) Registrar (Chair)
- (b) A member of the Board nominated by the Chairperson (Convener).
- (c) Head, Administrative department concerned.

4.7 Special mode of appointment: Notwithstanding anything contained in these rules, the Chairperson may invite a person of high academic distinction and professional attainments to accept a post of Director of School (s), Professor or Associate Professor or any other equivalent post in the University on such terms and conditions as the Chairperson deems fit and on the person agreeing to do so, appoint him to the post.

4.8 Appointment and Probation:

- (a) All appointments in the University shall be made only after approval by the Chairperson.
- (b) The Registrar shall issue appointment letter to candidates appointed for any post in the University clearly stating therein the period allowed for joining the service, and other terms & conditions.
- (c) A candidate who joins the services of the University shall submit a joining report along with all other original documents including a certificate of medical fitness from a registered medical practitioner to the HR Manager. The HR Manager shall return all the original documents after verification.
- (d) The HR Manager shall register new employee on Biometric Machine and also on mygyanvihar portal.
- (e) HR office shall release the Employee no. and ID-Card as a proof of joining SGVU.
- (f) New Employee should open a separate Bank Account as directed by HR office in which his/ her salary may be directly deposited by the university every month.
- (g) A person appointed to any post in the university shall be on **probation for a period of two years on duty:**
Provided that the Chairperson may, at his discretion **reduce the probation to a period lesser than two years.**
- (h) If the services and performance of any employee is not satisfactory during the period of probation, the Chairperson, at his discretion, may
 - (i) Extend his period of probation by a specified period not exceeding one year, or
 - (ii) Terminate his services with one month notice.

4.9 Confirmation: A probationer, on satisfactory completion of the period of his probation and fulfilling requirements, if any, shall be confirmed to the post.

5. Salary and allowances:

5.1 Salary: Salary to be paid to any employee including all allowances shall be indicated in the appointment letter.

5.2 Performance Allowance: 10% performance allowance is inbuilt in the salary of all employees, which can be deducted in any month on the recommendation of the immediate reporting officer if their performance is observed to be below average. This rule shall be applicable on all the employees of the University

5.3 Mode of Payment: Normally the salary of each employee is directly transferred in his/her Bank Account each month.

5.4 Retention of Security Amount: Some of the employee particularly the faculty members leave the university services without giving prior notice of one month period. To discourage this practice, it is felt that some amount of each employee's monthly salary may be kept by the University as deposit / security. The University may deduct 8 % of the salary of each new employee up to 12 months. This amount so deducted during these 12 months will be returned in entirety to those employee leaving the University services in a proper manner i.e. by giving one month notice and submitting **No dues certificate**.

5.5 Allowances: Includes Dearness allowances, HRA, CCA or other allowances as per declaration by the University time to time.

5.6 Rules for punctuality:

(a) It is expected that each employee should join his/her duty 5 minutes before to his/ her scheduled time, however grace period of 5 minutes can be considered for all employees. Next five minutes to 20 mins will be counted as late. (either coming or going).

(b) For 3 late coming or early going (5 min. to 20 mins) in a month there will be no deduction in salary.

(c) After that salary will be deducted at the rate of number of late coming or early going multiplied by 1/3rd salary of a day.

(d) An employee coming after 20 mins or going before 20 mins of his/her scheduled time will be marked half day leave.

(e) It is obligatory for all the employees to submit their biometric impression on time in order to register the day's attendance. The University expects everyone to observe punctuality in conduction of their services.

(f) In case the president and the registrar of the University are unable to record their attendance biometrically their respective offices may maintain their movement registers to record their attendance.

6. Issuance of Certificates:

- (a) The employee requiring salary or experience certificate should apply to HR office on prescribed format for issuance of any desired certificate one week before.
- (b) Certificates will be issued only if the service period equals or is greater than an academic session.
- (c) For the employees leaving the organization, certificates may be released only if the concerned employee has served a one month notice prior to leaving his/her job.
- (d) Certificates will not be issued if the job of employee is terminated due to moral turpitude or due to gross negligence in the performance of duties or continued dismal performance.
- (e) The Certificate (s) under **Rule 6** will be issued under signature of the **Registrar**.

7. Age of Superannuation:

- (a) The age of superannuation for regular employees shall be 60 years.
- (b) The date of retirement of any faculty will be last date of the month in which he/she completes his/her 60 years of age.
- (c) The University may reemploy any of its superannuated employee on contract basis on terms and conditions as are stipulated by the parties to the contract. These service rules and the benefits extended to regular employees shall not apply for those who are employed on contractual basis.

8. Leave Rules:

8.1 Introduction: The University is committed to equality of opportunity in employment for its staff, and to developing work practices and human resource policies that support work-life balance. Leave is a provision to stay away from work for genuine reasons, with prior approval of the competent authorities. The general conditions for leave rules are given below.

8.2 General Conditions:

- (a) Sanction of leave cannot be claimed as a matter of right and no appeal shall lie against the order refusing leave.
- (b) Ordinarily, leave should be applied for, well in advance. Leave on private affairs for a period exceeding one month should be applied at least 15 days in advance.
- (c) When the exigencies of service so require, it is open to the sanctioning authority to refuse or revoke leave of any description or to recall an employee to duty when he has enjoyed a part of his leave.

- (d) Unless the extension of leave is sanctioned by the competent authority, the willful absence from duty after the expiry of the leave originally sanctioned shall amount to misconduct and necessary disciplinary action will be taken against the employee.
- (e) An employee on leave may not be allowed to resume duty **before expiry of the leave unless he is permitted to do so by the sanctioning authority.**
- (f) Leave shall not be sanctioned to an employee who is under suspension.
- (g) An employee shall, before proceeding on leave, intimate his leave address to the authority concerned and also keep it informed of any changes thereof.
- (h) No employee who has been granted leave on medical certificate may be permitted to join duty without first producing a fitness certificate from a Registered Medical Practitioner. Similarly, the authority granting the leave may require production of fitness certificate in the case of any employee who has been granted leave for reasons of health even though such leave was not actually granted on medical certificate.
- (i) An employee who unauthorisedly absent himself from duty shall be liable to lose his **lien in the appointment unless he resumes his duty within 3 days (three days)** and personally explains to the authority competent to grant him leave the circumstances under which he absented himself from duty.
- (j) No leave shall be granted beyond the date on which an employee must retire.
- (k) All the entitled leaves for a year if not consumed within the same year will not be carried forward or encashed at a later period. Such leaves not consumed will lapse.

9. Kinds of leave:

Following types of leave are admissible to the employee of the university:

9.1 Declared Holidays (DH) : Declared holidays are such holidays, which are so declared by the University in the Academic Calendar/ List of holidays. Any holiday/ Gazetted holiday declared by the State administration will be observed as University holiday, only if it is so declared exclusively by the Registrar.

9.2 Restricted Holidays (RH): The University may also declare certain Restricted Holidays, and permit the employee to choose to avail some of these, (maximum two) based on the provisions given in the relevant notification issued by the Registrar.

9.3 Casual Leave (C.L.):

- (a) **Introduction:** The object of this leave is to enable the employee to attend some urgent or unforeseen contingencies. Employee on casual leave is not treated as absent. Casual leave cannot be claimed as a matter of right, and its grant is always subject to the exigencies of service.
- (b) **Eligibility:** Casual leave will be limited to 08 in a year.

- (c) **Duration of Leaves at any time:** CL may be availed only after completion of initial one month of service in the university. The CL for a period of more than 03 days at any one time may normally not be granted, even if due, unless the Competent authority is satisfied with the reasons for requesting leave for longer duration.
- (d) **Combination of Leave:**
 - (i) Intervening Sundays and holidays shall not be counted as casual leave.
 - (ii) Casual leave cannot be combined with any other kind of leave.
 - (iii) However, casual leave can either be prefixed or suffixed with vacation.
- (e) CL application must reach the **Competent Authority** at least **2 days** in advance, and the employee should ensure that leave is sanctioned, before he/she proceeds on leave. In case of any emergency, if employee proceeds on leave without prior approval, then the Competent Authority should be informed accordingly, through telephone before schedule reaching time and after joining the duty the employee must submit the application within 24 hours of his return to duty.

9.4 Medical Leave:

- (a) The employees of the university are entitled to medical leave under “serious health conditions” that make them unable to perform the duties of their position. The employee can avail total 8 paid medical leaves in a year or 16 half pay medical leaves.
- (b) Unavailed medical leave by any employee in any year may be credited to his/ her medical leave account.

9.5 Half-Day Leave (HL):

- (a) Absence from duty for first- half or second -half of the day may be treated as Half-day Leave (HL).
- (b) Only one HL is admissible to the employee in any month.
- (c) HL will not be accumulated or carried forward to the next month.
- (d) HL can only be applied for if the employee has **NO classes/ pending work at hand** for that half of the day for which the HL is applied for.
- (e) The employee shall not be granted HL, if in the opinion of the competent authority some important/ urgent University work will be adversely affected.
- (f) Half day leave shall be debited from the CL account of the employee.

9.6 Maternity Leave (ML):

- (a) **Introduction:** All women employed by the university are supported in their personal obligations and in particular in their responsibilities as a mother. Recognizing the

importance of the aforesaid need the university has made a provision wherein all female employees who have expressed the intention to return to work following childbirth are eligible for maternity leave provision. The maternity leave shall not be debited from the leave account and will not be treated as absence.

(b) Eligibility: Maternity leave can be availed only once during the entire service tenure of the female employee. Maximum 135 days of maternity leave may be sanctioned out of which only one month leave will be paid leave. In order to qualify for the maternity leave provision, at the 15th week before the expected week of childbirth female employee should:-

- (i) hold a current contract of employment with the university.
- (ii) have completed his/her probation period and received confirmation letter for regular employment from the competent authority.
- (iii) apply for leave with application which should be duly supported with medical certificate from a certified Gynecologist.
- (iv) certify her intent to return to work following the birth of her baby.

(c) Miscarriage/ Abortion: Leave may be also be granted in case of miscarriage including abortion maximum upto 15 days out of which 6 days leave will be paid leave.

(d) Paternity leave: A male university employee may be granted paternity leave once during entire service tenure for a period of 6 days during confinement of his wife due to birth of child.

9.7 Academic Leave (AL):

(a) Introduction: The academic leave may be granted to a faculty member

- (i) to **present** a research paper in a seminar/conferences,
- (ii) to deliver a **Keynote speech** in the seminar/conference/ workshop
- (iii) to participate in an academic function of any other University/ Institution as **Chief Guest/ Guest of Honour**, (iv) to serve as an **examiner** in any other University/ Institution.

(b) Eligibility: This leave may be sanctioned to such faculty members who have completed six months of **continuous** service in the University.

(c) Duration of Academic leave:

- (i) The University may allow upto 4 AL per calendar year subject to prior approval. AL shall not be enjoyed as a right or some kind of entitlement.
- (ii) AL sanctioned to faculty presenting research paper in seminar/ conference, will be limited to TWO presentations in one semester. While taking/ sanctioning

such leaves, academic schedule of the university should be taken care of and must not be disturbed. Administration of AL on this account will be controlled by the office of President.

- (iii) For delivering a Keynote speech/ participating as Chief Guest or Guest of Honour in another University's function the decision will be taken on a case to case basis.

(d) Applying for Academic Leave:

- (i) The purpose of academic leave should be compatible with the academic interests of the university and the faculty member;
- (ii) Alternate arrangement for applicant's duties during leave period has to be made by the applicant.
- (iii) It is ensured that the individual intends to return to university service after the period of leave.

9.8 Duty Leave/ On Duty (OD):

- (a) Introduction:** If an employee is required to go out of University campus on account of work related to SGVU, the absence from the campus will be treated as OD.
- (b) How to apply for OD:** If an employee is required to go out of campus on account of work related to SGVU, he/ she will submit an intimation letter to HR along with the approval/ relevant order of the Competent Authority.

9.9 Extraordinary Leave without Pay (LWP):

- (a) Introduction:** A leave without pay is any period of leave that is completely without any salary paid to the employee. Grant of LWP may be requested in the prescribed form when an employee is unable to work due to circumstances which compel him/her to remain away from duty for a definite period of time. This leave may be sanctioned only to those, who have completed one year of service in the University.
- (b) Appointments at Other Institutions:** Employee on LWP may be permitted to serve any other University/ Institute/ organization for a definite period keeping his/ her lien in the university.
- (c) Reviewing a Request for Leave without Pay:** In making the decision to approve or deny a LWP request, consideration will be given to the employee's

contributions to the University, LWP taken previously, and any other relevant factor which the Competent authority deems fit.

- (d) **Intervening Sundays and holidays:** The entire LWP period, including Sundays and holidays, between the date on which the employee has availed the LWP and the date of his/her joining back the duty will be treated as the period of LWP.

9.10 Other leaves:

- (a) **Marriage leave:** In case marriage of any regular employee, leave upto 6 days may be granted by the university.
- (b) **Parental death:** In case of death of Parent/ Spouse/ Children, leave upto 7 days may be granted to its regular employee by the university.

9.11 Vacation/ Break:

- (a) Employee of the university are not entitled for Vacation/ Break, unless he/ she has completed one full year of continuous service.
- (b) The vacational staff shall be entitled to the vacation/ break declared by the university as per following norms:
 - (i) **Winter break – Maximum one week**
 - (ii) **Summer vacation – Maximum 15 days**
- (c) The Non- vacational staff may be permitted to avail vacation/ break declared by the university as per following norms:
 - (i) **Winter break – Maximum 3 day**
 - (ii) **Summer vacation – Maximum 5 days**

9.12 Earned leave:

(a) Eligibility:

- (i) The Non-vacational staff will be entitled for EL by virtue of serving the University. No EL will be admissible in the first completed year of service. Thereafter, EL will be credited to the leave account of non-vacational staff at the rate of one EL per TWO completed months of continuous service without Break. If the employee is marked **ABSENT even once** in any month of the year, he will not earn any EL for that month.
- (ii) In case any employee of the university is detained in writing by the competent authority for some administrative/ academic work during the holidays/ vacation/

break may be granted earned leave in proportion of 1:1 i.e. one days earn leave for one full day duty subject to maximum of 12 days in a calendar year.

(b) Duration of Leave Sanctioned:

- (i) Availing EL shall not be a right of the employee. The employee can take EL in such a way that the work of the University does not suffer.
- (ii) Before taking the EL during the semester, prior approval of competent authority is necessary.

(c) Combination of Leave

- (i) With the exception of ML & LWP other leaves cannot be granted in combination with or in continuation of EL.
- (ii) Intervening Sundays and holidays shall be counted as part of Earned Leave.
- (iii) Example-:- Saturday (If working) + Sunday + Monday = 03 days leave
- Friday+ Saturday + Sunday + Monday = 04 days leave

(d) Accumulation & Carry Forward of Earned Leave:

The earned leave may be credited to the leave account of an employee at the close of the calendar year, in proportion to the period of **continuous service** rendered in the University during that calendar year. **Un-availed** EL will not lapse and can be carry forwarded upto subsequent two years (24 months) after which if not availed they will lapse.

Summary of Declared leaves/ Holidays:

S. No.	Leave Permissible	No. of Days in an year/ service period	Applicability
1	Casual Leave (CL)	8 days in a year	Applied to all staff

(SGVU Service Rules, 2016)

2	Medical Leave (ML)	8 days in a year	Applied to all staff
3	Restricted Holidays	2 days in a year	Applied to all staff
4	Maternity Leave	Maximum 135 days (30 days paid leave, rest unpaid), Once during entire service period	Female Staff
5	Miscarriage/Abortion	Maximum 15 days(6 Days paid leave, rest unpaid), Once during entire service period	Female Staff
6	Paternity Leave	6 days, Once during entire service period	Male Staff
7	Parental Death (Death of Parent/ Spouse/ Children)	7 days, As per contingency	Applied to all staff
8	Marriage Leave (Marriage of an employee)	7 days, Once during entire service period	Applied to all staff
9	(a) Winter Break (Vacational staff) (b) Winter Break (Non-vacational staff)	One week in a year 3 days in a year	For academic staff For Admin Staff /Non-academic staff

10	(a) Summer Vacation (Vacational staff)	12 days in a year	For Academic Staff
	(b) Summer Vacation (Non-vacational staff)	4 days in a year	For Admin Staff /Non-academic staff

9.13 Competent leave sanctioning authority:

Following shall be the competent authorities for the sanction of different kinds of leave admissible to University employees:

- (a) The Chairperson shall sanction leave to the following:
 - (i) **The President, The Pro- President and The Registrar** (all types of leave).
 - (ii) All other categories of staff (more than **seven days** leave of any types).
- (b) The President: shall sanction leave to Deans, Principal, Vice- Principals, Professor, Associate Professor, Controller of Examination, Sport officer - leave of any type upto **seven days**.
- (c) The Dean/ Principal shall sanction leave to Assistant Professor, Lab technicians and other staff of his school (leave of any type upto three days).
- (d) The **Registrar** shall sanction leave to Dy. Registrar, Assistant Registrar, Managers (HR) and employees of **Registrar's Office** leave of any type upto three days normally, and upto **five days** under **extraordinary justified circumstances, Leave matters** beyond **5 days** will be referred to the **President**.
- (e) The Controller of Examination shall sanction leave to employees working under him (leave of any type upto three days).
- (f) The Chief Finance and Account Officer shall sanction leave to employees working under him (leave of any type upto three days).
- (g) The Chief Librarian shall sanction leave to employees working under him (leave of any type upto three days).

- Note:**
1. An application for leave shall be submitted to the Head of department of the employee in the prescribed format who shall, if competent, sanction the leave and in other cases forward same to the authority competent to sanction such leave.
 2. The leave record of every employee shall be maintained by the Manager, Human Resource Department for purposes of payment of salary and consolidation of leave records.

10. Monthly salary statement preparation:

- (a) Joining month's salary payment will be based on the employee's actual number of working days in the said month.
- (b) **Difference between 'Leave' and 'absent'**: Whereas, **Leave** is informed or sanctioned absence from the duty on a working day, the **Absent** is uninformed absence from duty on a working day. **Absent** matters are treated as willful negligence of duty and may end up in being relieved from service.
- (c) Two days salary may be deducted for each 'Absent'. In case the absence exceeds a week it will lead the University to terminate your services.
- (d) If an employee is on a long leave in the first / last week of the month, his salary will be released only after 10 days of regular working after rejoining.
- (e) Salary advances, if any, will be deducted subsequently in current months, either in single installment or in parts. Penalties and deductions are to be made from immediate salary of the month.
- (f) Holidays cannot be **Both** prefixed and suffixed around permitted/sanctioned leave period, unless specific permission of the Competent Authority is taken in writing. Else, the entire period of absence from duty including leave and holidays will be converted into leave.
- (g) Sundays will be counted as leave in between long leaves periods. Also, if an employee is on leave (other than CL) on Saturday and following Monday in continuation, then Sunday will be counted as a leave.

11. Code of Conduct for Employees:

- 11.1 Every employee shall, at all times maintain absolute integrity and devotion to duty, and also be strictly honest and impartial in his official dealings. Every employee shall follow dress code applicable in the University from time to time.
- 11.2 An employee shall at all times be courteous in his dealings with other members of the staff, students and general public.
- 11.3 Every employee is a whole-time employee of the University, and may be called upon to perform such duties, as may be assigned to him by the concerned authority or officer, beyond scheduled working hours and on holidays and during vacations, unless otherwise provided specifically in the terms of appointment. These duties shall inter alia include attendance at meeting of committees to which he may be appointed by the University.
- 11.4 An employee shall be required to observe the scheduled hours of work, during which he is required to be present at the place of his duty.

- 11.5 Except for valid reasons and/ or unforeseen contingencies, no employee shall be absent from duty without prior written permission.
- 11.6 No employee shall leave station except with the previous written permission of proper authority, even during leave or vacation.
- 11.7 Whenever leaving the station, an employee shall inform the Head of the Department to whom he is attached or office of President if he is himself the Head of a Department, of the address where he would be available during the period of the absence from station.
- 11.8 The university is an apolitical space, with its sole purpose being knowledge creation and dissemination. No employee shall take active part in politics inside or outside the campus of the University or exploit his official position or permit the use of University facilities for political purposes.
- 11.9 No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press, in the social media or in any public utterance or internet based public platform, make any statement of fact or opinion:
- (a) Which has the effect of an adverse criticism of any policy or action of the University; or
 - (b) which is capable of embarrassing the relations between the University and the Central Government or any State Government or any other Institution or organization or members of public; or
 - (c) Which exploits the name of the University or his position therein;
 - (d) No employee shall make derogatory remarks about the University at public or private forums. Anti-National utterances, hate speeches and religious bigotry shall also warrant strict disciplinary action.
- (e) Nothing in this paragraph shall apply to any statements or views expressed by an employee in his official capacity or in due performance of the duties assigned to him. Save as provided in the Statutes.—
- (i) No employee shall, except with the previous sanction of the competent authority, give evidence in connection with any inquiry conducted by any person, Committee or authority.
 - (ii) No employee giving such evidence shall criticize the policy or any action of the University or the Central Government or any State Government.
 - (iii) nothing in this paragraph shall apply for :—

- (f) Evidence given at any inquiry before any authority appointed by the University, by Parliament or by a State Legislature; or
- (g) Evidence given in any judicial inquiry; or
- (h) Evidence given at any departmental enquiry ordered by the University authorities.

All such above actions will be treated as gross indiscipline and shall invite stringent action.

- 11.10 No employee shall, except in accordance with any general or special order of the competent authority or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or information to any person to whom he is not authorized to communicate such document or information.
- 11.11 No employee shall engage directly or indirectly, in any trade or business, coaching or tuitions or undertake any employment outside his official assignments.
- 11.12 No employee shall speculate in any business nor shall make or permit his spouse or **any members of his family to make** any investment likely to embarrass or influence him in the discharge of his official duties, and shall lend money at interest to any person nor shall he borrow money from any person with whom he is likely to have official dealings.
- 11.13 An employee shall so manage his private affairs as to avoid habitual indebtedness or insolvency. When an employee is found liable to arrest for debt or has recourse to insolvency or when it is found that a moiety of his salary is continuously being attached, he may be liable to dismissal. Any employee, who becomes the subject of legal proceedings for insolvency shall forthwith report full facts to the University authorities.
- 11.14 In case any employee who gets involved in some criminal proceedings shall immediately inform the competent authority through the Head of the Department to which he is attached, irrespective of the fact whether he has been released on bail or not, and the employee who is detained in police custody whether on criminal charge or otherwise for a period longer than 48 hours shall not join his duties in the University, unless he has obtained written permission to that effect from the President's office.
- 11.15 Every member of the staff shall, if so required by the University, on first appointment in the University service and thereafter at such intervals as may be prescribed by general or special orders of the competent authority, submit return in such form as the University may prescribe in this behalf, of all movable and immovable property owned, acquired or inherited by him or held by him on lease or mortgage, either in his own name or in the name of any member of his family or in the name of any other person.

- 11.16 No employee shall, except with the previous sanction of the competent authority, have recourse to any court of law or to press for the vindication of any official act which has been the subject matter of adverse criticism or an attack of defamatory character:
Provided nothing in this para shall be deemed to prohibit an employee from vindicating his private character or any act done by him in his private capacity.
- 11.17 Whenever an employee wishes to put forth any claim, or seeks redress of any wrong done to him, he shall forward his case through proper channel, and shall not forward such advance copies of his representation to any higher authority, unless the lower authority has rejected the claim or refused relief, or the disposal of the matter is delayed by more than three months; Provided that no employee shall be signatory to any joint representation addressed to the authorities for redress of any grievances or for any other matter.
- 11.18 An employee shall be governed by the provisions of the Statutes made by the University subsequently regarding imposition of penalties for breach of any conduct rules or otherwise and preferring an appeal against any such action taken against him.
- 11.19 No employee shall indulge in unethical practices which go against the principles of fair and just evaluation of students. These include: compromising the secrecy of examinations/tests/assignments, favouritism/discrimination in assessment/evaluation and irregularities in paper setting. All such acts shall be treated as grounds for termination of services.
- 11.20 Any employee if having found out to have attained his employment or promotion in job through unscrupulous means which includes falsification of documents, forgery, fake documents and degrees and false credentials of any sorts, then he or she shall be terminated from his/her services.
- 11.21 Moral turpitude shall warrant harsh punitive action against the perpetrator. Sending lewd or sexually explicit messages (verbal, pictographic or textual) to fellow colleagues or students, stalking fellow colleagues or students, using derogatory or defamatory language against fellow colleagues or students either in their presence or otherwise on any public/private forum, threatening of physical assault and any other means of harassment/sexual harassment will invite termination.
- 11.22 Performing the duties properly and time bound achievement of job targets is most essential to employment. Dereliction of duty in any way, by any employee in the initial instances shall lead to his/her being marked on leave. Habitual offenders will be terminated.

11.23 No employee shall hatch ponzi schemes, disappropriate institutional money, indulge in financial embezzlement, extort money from fellow colleagues or students, levy unauthorized charges under any head from fellow colleagues or students and shall not indulge in any kind of financial misconduct. Such acts shall be treated as grounds for termination.

12. Appraisal

To be considered for periodical appraisals all teaching and non teaching staff has to maintain and improve their Appraisal Performance Index (API) and submit their self appraisal reports to the HR department at the end of each academic session. For teaching staff besides different faculty development programs, trainings, orientations and refreshers, either organized by SGVU or attended outside as per the University's instructions, it is also mandatory to write and get published at least two research papers in Scopus/web of science indexed journals each year to be considered for appraisals, promotions, increments and career advancement schemes failing to which they will no longer remain entitled for yearly increment, promotions, career advancement and job appraisal. Such failure may also drive the competent authority to reduce or completely deduct the component of inbuilt performance allowance from the salary of said employee. Poor performance by non teaching staff will invite similar action from the competent authority.

13. Transfer

The University reserves the right to transfer/depute/relocate any of its employees at any of its constituent schools/departments/colleges, campuses, centres (on campus and off campus), information centres, offices, research centres, research sites, extension centres, consultancy sites, etc for any period it deems necessary without any additional financial compensation.

14. Resignation and Relieving

- (a) In case an employee wants to get relieved or resign from his duties he/she may apply to HR Department by giving one month notice in writing.
- (b) During last month the concerned employee should collect '**No-Dues-Certificates**' in the prescribed format from all concerned department, viz. Accounts, HOD of home department, estate department and Library for submission to HR office.

- (c) On submission of the above documents, the employee will be relieved after one month & will be entitled to get all the required certificates, documents and dues.

15. Retrenchment

The University if finds any school, department or centre financially unviable in its operations due to the absence of a steady source of revenue, can decide to reduce the size of approved posts in the said school/department or centre or may even decide to opt for closure. In such cases, the University will have the right to retrench such employees by giving them one month notice or one month salary.

16. Suspension & Termination Process

An employee if he/she is indulged in any activity which is not permissible as per service rules of SGVU including

- (a) Misbehavior with fellow colleagues
- (b) Unethical approach
- (c) Below average performance
- (d) Violation of the code of conduct

then his/her misconduct will be reported to the Registrar immediately. Subsequently the Registrar on his discretion may or may not suspend the offender with immediate effect and forward his/her case to the Disciplinary Inquiry Committee for investigation. The said employee will be served a notice informing him/her of the same. The committee may invite the said employee for personal hearing, after giving ample opportunity of defence looking to the evidences, facts and findings of the case, the committee may recommend either his/her acquittal from charges, impose suspension for any period it deems fit or levy some penalty. If the committee reaches at the conclusion that the said employee has violated the service rules of SGVU or is found guilty for violating the code of conduct and that his conduct was beyond repair, he/she shall be recommended for termination and shall subsequently be terminated by the appointing authority. In case of termination, **no certificate will be issued and no other benefits will be given except due salary.**

Remarks:

1. That, the above mentioned policy of SGVU Service Rules 2016 comes into force with effect from 28th Dec. 2016, as per specific directions of the Competent Authority.
2. That, the earlier SGVU Service Rules 2015 (HR Norms) stands repealed with immediate effect.
3. That, the SGVU Service Rules 2016 has been duly rectified by the Board of Management (BOM) vide agenda no. 19.4(A), in the 19th Meeting of the Board of Management (BOM) held on 20/05/2017.

[Bears **approval** of the **Competent Authority**]

Jaipur, dated: 25th May 2017

[Narhari Sharma]
Registrar
[For & On behalf of the
Board of Management, SGVU]

SGVU/REG/2018-19/8489

Date: 19.07.2018

OFFICE ORDER – 7/2018

(DRESS CODE & ID CARD)

It has been observed that the Deans, Principals, HoDs, Faculty Members, and the Administrative Staff are not generally adhering to various notices issued by the University Administration at regular intervals, emphasizing the need to wear formal attire in the University Campus.

It is pitiable to note that some people are not complying with the directions as mentioned above, and continue wearing non-formal attire in violation of the instructions besides giving a shabby and casual look which is not conducive to the academics environment of a reputed & prominent University. The following dress-code is to be meticulously followed henceforth:

Gents are required to wear formal or business suits, pants, shirts, coats with Id. card.

Ladies are advised to wear sarees/salwar or churidar payajama or the likes; formal business suits, cardigans, sweaters, pullovers and coats with Id. card.

Wearing of Denims, Jeans, T-Shirt, and designer party wears & fancy dresses, Canvass / sports shoes/chappals/floater are strictly prohibited on all the seven days of the week.

All the Deans, Principals, HoDs, and the Administrative Heads are required to ensure that these dress codes directions disseminated down to every functionary in their respective command area.

It is, therefore, advised that all the faculty members and administrative staff will wear formal office wear henceforth and will prefer to avoid any embarrassment that may be caused to them for any **violation or disobedience** thereof.

It may be noted that Campus Manager is discreetly instructed to bar the entry in the campus for the violators. All are advised to take note accordingly.


(Madhusudan Sharma)
Registrar

Copy to: Team SGVU

OFFICE ORDER
(CL/Leave to Officers and Staff SGVU)

It has been observed that the Officers and Staff (Non-academic wing) are availing CL/Leave without prior sanction of the competent authority, which causes problems in the smooth functioning of the regular working of the University.

Henceforth, it is enjoined upon all Officers and Staff of the Non-Academic wing that they can avail the leave permissible to them **with the prior sanction of the Registrar, SGVU**. The applicant shall get the recommendation of his/her immediate superior authority on the leave application itself, for CL/Leave and also for the alternative arrangement during the absence of the person proceeding on CL/Leave. The person returning from the leave shall also report to the HR Department regarding his/her arrival on duty.

In emergent cases of leave, the applicant can get approval of CL/Leave over telephone from the Registrar, SGVU.

Any Officer or Staff Member availing leave against the above directions and without prior sanction of Registrar SGVU, **shall be treated as absent from duty** and necessary action will be initiated against the defaulters.

This bears the approval of Hon'ble Chairman SGVU.


(Madhusudan Sharma)
Registrar, SGVU
Jaipur

CC: 01-Hon'ble President
02-Hon'ble Pro-President
03- All Officers and Staff members (Academic and Non- Academic wing)
04- Assistant Registrar (HR) for informing all Officers and Staff for compliance.

OFFICE ORDER – 3/2018
(Leave to Academic Staff SGVU)

It has been noticed that there is no uniform practice of getting the leave sanctioned by the Academic Staff of the University. Sometimes the Academic Staff either take the leave from the authority that is not competent or remain absent and submit the leave application after joining the duty back.

Leave is basically authorized absence from duty, therefore, it is directed that every member of the Academic Staff i.e., Teaching Faculty including Deans, Principals of School, HoDs, and the staff working under them.

In view of the above situation it is directed that all Academic Staff shall avail the facility of leave which is permissible to them with the prior approval of the Hon'ble President. Any Academic Staff member if remains absent without prior permission of the Hon'ble President, then he / she shall be treated as 'wilfully absent' from the duty and disciplinary action will be initiated against him / her.

The Academic Staff member who seeks leave has to apply in a prescribed format which is available in the HR Office of the University.

In emergent cases of leave, the applicant can get prior approval of Leave over telephone from the Hon'ble President, SGVU and can submit the leave application in the prescribed format after joining the duty back. The person returning from the leave shall also report to the HR Department regarding his/her arrival on duty.

This bears the approval of Hon'ble Chairman SGVU.


(Madhusudan Sharma)
Registrar, SGVU
Jaipur

Copy to: Team SGVU

CC: 01-Hon'ble President
02-Hon'ble Pro-President (Acad.)
03- All Officers and Staff members (Academic Wing)
04- Assistant Registrar (HR) for informing all Officers and Staff for compliance.

F SGVU/REG./2017-18/ 8186

Date: 23 June, 2018


OFFICE ORDER

It has been observed in the day to day working of the University that the Officers and Staff dealing with the File, Documents, and Papers etc., while signing don't place their name, date, and designation etc. below the signature, which causes problems in knowing as to who is dealing, and submitted that matter for decision. This also causes lot of problems in ascertaining the facts as to who had dealt with the matter in past.

Hence, in view of making the system transparent and more responsive, it is directed that all Officers and Staff dealing with any matter shall always put legible name and designation below their signature. The Officers who are using seal can also affix the small sized seal of name and designation instead of writing by hand. Any matter submitted without the compliance of these directions will not be entertained for decision making and shall be returned back for compliance as above, and the delay will be attributed to the defaulter.

Similarly while making correspondence with outside Offices/Departments and Agencies, the Officer writing, shall mention his name, date, Mobile Number, and designation below the signature, on the letter. And drawing a line in the bottom of the letter the URL of SGVU Website, Email Address of the Officer making the correspondence, address of the University etc. shall also be mentioned invariably. These directions shall be applicable from the date of issue of this order.

This bears the approval of the Hon'ble Chairman SGVU.


(Madhusudan Sharma)
IAS(R)
Registrar, SGVU.

OFFICE ORDER-5/2018
(Economy Order)

The SGVU is engaged in multifaceted activities with special emphasis to provide state of art educational facilities to the youth and to create modern level research facilities. But at the same time the University cannot forget its obligations to the society and the future generations. To save the environment and our planet earth is the responsibility of every person living on it. The Global warming and depleting layer of ozone is also our concern and a little effort made to save our planet at the level of each citizen/entity can be a big leap in this direction. Additionally the power used in day to day life is to be used very wisely, as the natural reserves which are the fuel for the thermal power plants, is also getting exhausted every passing day and every citizen is duty bound to save energy.

Keeping in view both these objectives, **the University have decided that all the employees working in the University will especially see to it that while going out of their chambers or moving in corridors, if it is found that the electric appliances are running on power without significant use at that time, then they shall switch off such electrical appliances like Air Conditioners, Fans, Elevators, and Lights etc. It would also be incumbent on every officer, where Air Conditioners are used in their chambers, can be used very wisely. For optimum cooling in Indian environmental conditions, the AC can be run at a fixed temperature of 24 degree Celsius rather than running it on lower temperatures and every one can make it a habit. This one step for saving the energy initiated by the University can contribute significantly towards the conservation of energy.**

Therefore, everyone working in the University shall carry out this decision of the University as an initiative of the University in furtherance of Global efforts in the direction of **Save Energy – Save Environment**. The directions shall be followed in letter and spirit.

This bears the approval of Hon'ble Chairperson SGVU.


(Madhusudan Sharma)
Registrar, SGVU.

SGVU/REG/2018-19/8598

Dated: 28.07.2018

OFFICE ORDER – 8/2018

**(CHEWING OF GUTKHA AND CONSUMPTION OF TOBACCO & SUCH PRODUCTS
IN CAMPUS AREA)**

With great regret and dismay, it has been noticed that some faculty, administrative and other supportive staff are found consuming tobacco products and gutkha etc. which are banned from consumption in campus of any educational institution as per the directions of the UGC and other regulatory authorities. Such people are not only violating statutory instructions but are also seen spewing / spitting it on the floor, dustbins, toilets, corners, plants and on roads in the campus. Needless to mention that such violations are not only threat to hygienic and civic code of conduct but causes defacing the picturesque panorama of the lavish campus.

Taking a serious view of the prevailing pathetic condition, it has been decided to issue a warning letter to such persons, if found indulging in such activities first time, while keeping a copy of Warning Letter in his/her personal file also. If the repetition is found then the matter will be dealt with seriously & disciplinary action will be initiated against the defaulters.

Further to this, action will also be taken against the Principal/HoD/Executives for their failure to curb such activities in their respective schools/offices.

These instructions shall come in force with immediate effect.

(This bears the approval of Hon'ble President).



(Madhusudan Sharma)
Registrar

Copy to: [Team SGVU]:

1. All Deans, Directors, Principals, Vice-Principals & HODs
2. The CFAO / Controller of Examination / Director (IQAC)
3. Joint Director DEC/Chief Proctor / Chief Librarian / T & P Cell
4. Dy. Reg. (A&L / A&R / Admission) / Sh. Deep Mathur – I/c International Office / Finance / OSD to the President / Sports Officer
5. Mr. Rajendra Kumawat, Chief Warden, Hostels
6. Asstt. Reg. (A&A)/ Asstt. Reg. (HR) / SIO Acad. / Admission Officer / SWS
7. Officer Incharge - University Website– to please place it on an appropriate place of the Website

CC for kind information:

1. Hon'ble President
2. Hon'ble Pro- President (Acad.)

Bcc:

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor



(Madhusudan Sharma)
Registrar

SGVU/REG/ 2016-17/6152

Dated: 28 April 2017

AN ADMINISTRATIVE CIRCULAR

Sub.: University employees should not use Social Media Platform, in contravention of the SGVU Service Rules 2015.

Personal attention of **all members, Team SGVU** is invited to the relevant Service Rules, i.e. Rule 11.9 under the Heading “**11. CODE OF CONDUCT FOR EMPLOYEES**” which is quoted below for ready reference:-

- “
- 11.9 No employee shall, in any broadcast or in any document published anonymously or in his own name or in the name of any other person or in any communication to the press or in any public utterance, make any statement of fact or opinion:**
- (a) **which has the effect of an adverse criticism of any policy or action of the University; or**
- (c) **which exploits the name of the University or his position therein; and/ or.....”**

It is, therefore, enjoined upon all employees of the University to refrain from using Social Media Platform in any abusive or derogatory manner violating the dignity and status of the University resulting in contravention of the Rules of Code of Conduct of employees.

Any employee, having any point of legitimate grievances, may make a request or petition to the concerned competent Officer in the University hierarchy, rather than approach the Social Media Platform as stated above which casts an unwarranted aspersion upon the University culture as such. It is once again clarified that any instance of violation of the Code of Conduct of Rules for employees will entail disciplinary action and all employees are advised to please adhere to the notified Rule of discipline and ethics as laid down under the SGVU Service Rules 2015, mentioned above.

{Bears concurrence of the Competent Authority }

[Narhari Sharma]
Registrar

Copy to:
Team SGVU

CC for kind information:

- 1. Hon'ble Chairperson**
- 2. Hon'ble Chief Mentor**
- 3. Hon'ble President**

Minimum Standards and Protocol Formation for Quality Delivery to the Students

(QUALITY TEACHING PROCEDURE CODE)

Introduction :

The Suresh Gyan Vihar University is having world class Infrastructure, labs and well qualified teachers. The mission of the University is to provide quality education to its students and hundred percent conduction of classes. In view of this following standards and protocol are framed for quality delivery, its checking, planning and execution:

1.0 Time –Table Formation

- It is expected from all HOD's to prepare and submit the time-table of next semester to the Office of Dean Academics through their Principals/Vice-Principal within one week of completion of End –Semester Examinations.
- The Time-table should be prepared Class wise, lab wise, Teacher wise and Room wise. A copy of Teacher wise time table must also be provided to the concerned teacher. The time table should be complete in all respects i.e. it should contain the subject to be taught, name of teacher and room number where class is to be conducted.
- For Under Graduate program practical subjects will be assigned to junior faculty members but seminars/projects works will be assigned to senior faculty only and in post Graduate courses practical subjects/ projects/ Dissertation work shall be assigned to senior faculty members.
- Each faculty member shall mention free hours (support hours / chamber consultation hours) in the individual time table for students in case of further support required.

1.1 Features of Time Table

- i. All programs will follow the **TP sequence**, i.e. **almost theory in the morning and rest in evening and almost practical in the afternoon and some in morning.**

- ii. The entire week of $6 \times 6 = 36$ periods is divided into a few time slots: 4 practical slots and 6 Theory slots. Each practical slot is of $2/3$ continuous hours. While each theory slot has 3-4 hours per day. Two separate slots shall have no period in common.
- iii. A **course is taught over a time slot** allocated to it.
- iv. Saturday afternoon is **totally off for all classes due to Community clubs activities**. This will also be used for HOD Committee and all Committee meetings including those in the department.
- v. Wednesday after lunch session shall be devoted to Weekly activities.
- vi. **All classes must be held in the periods specified in the time table**. It will be considered a serious lapse on part of the academic community if teachers change class timings thus forcing students to miss a class elsewhere.
- vii. **The total number of classes being not less than what is expected in whole semester**.
- viii. **Time table should contain some slots for placement activities i.e. 1 hour for paper presentation, 1 hour for technical test, 1 hour for soft skills and 1 hour for mathematics & reasoning** in a week.
- ix. Subjects such as Projects and seminar must be assigned time slots. Teachers and students are, however expected to spend proportionate amount of time on these activities.
- x. Courses should be made in a manner that the contents match with the total time available during a semester, which is **approximately 90 days per semester as per UGC guidelines**, including examinations.
- xi. In Lab course, there should be **at least twelve 2 hours experiments**, plus some time for quizzes or viva voce.
- xii. Room wise and lab wise time table must be pasted to Lecture Theater and labs.

1.2 Time Table policy

1.2.1 Planning:

- a. Faculty requirement should be on the basis of contact Hours.
- b. Faculty should take 22-24 contact hours load per week including TG lecture load.
- c. Faculty with additional work assignment can be considered for lesser work load viz.-
 - 1. HOD/PC- 12-14 Hours
 - 2. CC- 16-18 Hours
 - 3. Principal - 6 Hours
- d. Professors will be given 6-8 hours work load.
- e. In under graduate courses, the senior faculty should not take lab/tutorials.

1.2.2 Preparation

- a. No faculty should be given more than 2 consecutive lectures.
- b. First lecture will not be assigned to HOD/Principal/Chief Proctor
- c. Time table should have period for following:
 - i. Hours for weekly activity on Wednesday
 - ii. 2-4 Hours for employability Skills
 - iii. Every faculty should have minimum one lecture per day.
 - iv. First lecture will not be free in any case.
 - v. There should be separate lunch time for 1st year and other years.
 - vi. Hours for community on Saturday
- d. Following time table should be designed along with regular time table
 - Substitute time table
 - Free lecture time table
 - Lab wise
 - Room wise
 - Faculty wise
- j. Final semester time table will be curtailed to pre lunch session.

1.2.3 Monitoring

- a. All time tables should be with HOD/PRINCIPAL/Principal/Dean.
- b. Substitution time table shall be prepared & implemented by the HoD/Principal, in place of the absentee faculty member.
- c. Day wise time table will be used to monitor conduction of classes by central authorities.
- d. Display of time table on Lecture Theater and labs.

2.0 Course Teaching Plan

Upon receipt of a copy of the time table, every Teacher should prepare teaching plan for each course assigned to them and submit two copies to their HODs. One copy of the teaching plan submitted by the teachers is to be forwarded by the HODs to the Office of the President through their Deans/Principals.

2.1 Preparation of course teaching plan

The course teaching plans may be prepared in the following manner:

- I. Syllabus of each course has been divided into five units. For teaching purpose each unit may be divided into sub- units looking to the need and availability of total numbers of Lectures in the semester. It should be ensured that one subunit is to be covered in one lecture or maximum two lectures.
- II. The teacher may decide the date and time / period for teaching each subunit according to the academic calendar of the University and time table received from their HODs for each course/subject.
- III. The Teachers should ensure that they shall cover 40% of the syllabus before first mid term exam, next 50% of the syllabus between first and second mid term exam and remaining 10% of the syllabus between second mid term and end semester exam.
- IV. The teaching plan should be uploaded on the student's panel of the University software.**
- V. It is expected from every teacher to abide by the teaching plans as far as possible. However, under unavoidable circumstances if they are unable to teach on any day(s) as per teaching plan , they should take required extra classes at the earliest.

2.2 Follow-up of course teaching plan

In view of the above, it has been decided that faculty members will be assigned the subjects one month before the commencement of semester. While the parameters to be used in measuring preparedness are well known, the following points shall be considered:

- I. Detailed course delivery plan
 - a. Learning objectives of the course
 - b. Continuous assessment scheme (components and schedule)
 - c. Common thread seen through the course objectives, syllabus, pedagogy and the assessment scheme
 - d. Listing the Topic wise allocation of sessions
 - e. List of text and references (numbers and quality)
- II. Power-point presentations for all the sessions (please note that 1 credit course requires 10-12 hours of teaching and for one-hour teaching, there will be ideally 6-8 slides)
- III. Other Teaching Material
 - a. Teaching notes and material in addition to the prescribed text
 - b. Guidelines on short projects(As per requirements)
 - c. Write-up on term paper (As per requirements)
 - d. Relevant articles and papers
 - e. Tutorial sheets (as defined in the programme structure)

- f. Experiments to be carried out in labs (objectives and methodology)
 - g. Videos/ films to be used (including the objective to be achieved)
- IV. Making the Course Practice Oriented
- a. Field/ industry visits (plan, objectives and summary report leading to evaluation)
 - b. Projects
 - c. Case studies and other exercises
 - d. Guest lectures/ panel discussions to be organized
- V. General guidelines for students regarding attendance, punctuality, meeting the deadlines, chamber consultation hours, prior self-study to be undertaken etc.

2.3 PPT Submission on LMS

- I. Every teacher after submission of course teaching plan shall prepare the PPT for each topic / lecture containing the following:
- II. Self explanatory course material with examples
- III. Diagrams where required
- IV. Related questions with answers.
- V. Assignments for the students to be submitted
- VI. Reference material / books for further study.
- VII. Slides are to be prepared containing all the above.
- VIII. The PPTs for each Lecture/topic should be submitted to the office of President through proper channel at least one week before the scheduled date of that Lecture.

2.4 Course Coordinator Responsibilities

The course coordinator is assigned by a Dean /Principal/ Vice Principal / HOD of the concerned department under mutual conformity even for different departments for a single course code. A single Course Coordinator shall normally be appointed to oversee the delivery of a course whether this is offered in different departments/ schools. The Course Coordinator has an important role in quality assurance of course delivery at SGVU and facilitating student success. Course coordination duties include: course planning, course delivery methodology, selection of educational resources, assessment and course evaluation as already mentioned in Quality Teaching Procedure Code under course teaching plan section.

- I. In consultation with the department Program Coordinator, select appropriate faculty instructors to ensure satisfactory course delivery (only in case of more than one section). Selected faculty instructors shall further assist in preparation of course teaching plan.
- II. Develop a meaningful and connected topic sequence and schedule in consultation with other instructors involved in the course and also supervise teaching assistants/ other faculties assigned to the course.
- III. Ensure that students receive the Course contents as prepared as per the teaching plan on the very first day of session.
- IV. Coordinate course activities including the development of innovative teaching strategies and maintain course information on the web site.
- V. Assure that course content allows student achievement of objectives associated with that course.
- VI. Organize and hold meetings of the course instructors to discuss issues affecting student learning, testing and other classroom issues. Circulate information to course group members and conduct regular course group meetings.
- VII. Organize and hold periodic meetings with the class representatives for the course to obtain constructive student feedback.
- VIII. Order textbooks and reference books for the course in library in case if not available in sufficient number.
- IX. Course Coordinator in consultation with concerned HOD / Vice Principal/ Principal/Dean shall decide on schedule of mid-term examination if course code is common among all branches spread across clusters or schools. Single course code shall have single date & time for examination.
- X. For setting mid-term paper Course Coordinator will ask questions from all other teaching instructors involved in the course and randomly will pick questions from the same set.
- XI. Course Coordinator shall ensure that evaluation is completed well on time. Coordinate dissemination and collection of mid-term and end semester answer sheets for evaluation among the instructors involved in that course and shall act as head examiner also.
- XII. Record and check the assigned final grades in the concerned course for final result preparation including moderation process.

2.0 Faculty Mentoring

- I. In the beginning of every semester the President shall constitute Mentoring committee out of the senior most professors of the University.
- II. The Mentors shall visit the classes and evaluate the method of teaching of the teachers without disturbing the classes.
- III. It is expected that every Mentor shall evaluate each Teacher allotted to him /her in a semester and minimum three teachers in a day.
- IV. The Mentors will submit their report on the following points :
 - (i) Contents
 - (ii) Methodology of Teaching
 - (iii) Class control
 - (iv) Student's participation
 - (v) Any Other
- V. It is mandatory for the teachers to contact the mentors on the same day who visited their class for feedback.
- VI. The Mentors shall give their detailed feedback on every point to the concerned teacher. In case of deficiency on any issue the teachers will be asked to improve and bring necessary changes in their methodology.
- VII. The Mentors shall also inform the concerned Deans/Principals /HOD's about the deficiencies of Teachers and way of improvements suggested by them.
- VIII. It is not desirable to give dictation in the class. It will be considered as high degree of indiscipline, if mentors find any teacher giving dictation in the class. However, if any teacher feels that the students will be benefitted by his/her notes, the same may be given to them for Xerox.
- IX. The Mentors shall visit the classes of those Teachers again who's performance during their first visit was not satisfactory and ensure that the concerned Teacher has bring the desired changes.
- X. If upon constant persuasion of Mentor any Teacher is not bringing desired changes in his/her methodology, the Mentor shall submit a non compliance report to the President for taking action against the teacher.
- XI. Every teacher should write the name of topic and course plan number on the top Left side of the teaching board so that the mentor will check whether the teacher is taking classes according to the course plan and PPT submitted by him / her.

- XII. The question papers of every exam /test including practicals should be set to cover at least 90% of the prescribed syllabus. The concerned HODs will check each question paper and issue certificate that it covers more than 90% of the syllabus.

3.0 Practical Classes Mentoring

- I. The practical classes shall be conducted by the teachers rather than by Lab technicians and they should demonstrate the working of all practicals to the students.
- II. The Deans / Principals / HODs during their visit to Practical classes should ask the teachers to demonstrate minimum 30% of the practicals on random basis to them.
- III. The End Semester Examination of the practicals should be invariably conducted by a committee of minimum two examiners, one Internal and other External.
- IV. The External Examiner shall be responsible to conduct Viva- Voce examination of each student and ensure that the practicals have been actually conducted by the examinees.
- V. The Deans/ Principals/HODs should ensure to include different employability skills in the syllabi of their programs and class room teaching. In management programs case studies, verbal skills, group discussions should be included in the teaching schedule.
- VI. It is the duty of CS/Invigilator/Teacher to check that at the time of examinations, whether it is weekly test, or Practical Exams or End Semester Exams the seating arrangement should be proper.
- VII. Besides the visit of Mentors the Deans/ Principals/HODs should take round of their classes and check the quality of teaching and proper conduction of practicals.
- VIII. The President may also make surprise visits of the classes and labs on frequent basis.
- IX. Special lectures on difficult topics, identified by Course Coordinator will be arranged for a course in a semester. Similarly Industrial Interaction program will be arranged by concern Vice principal/ Program Coordinator in a semester.
- X. All Project Reports/Seminar reports and Dissertation Reports should be submitted in 2 copies, one in a central repository in the departmental library (with plagiarism report enclosed) and the other in examination section by the concerned department.
- XI. All Post Graduate students shall have to publish at least one paper in a journal with impact factor mandatorily in order to complete their thesis.
- XII. All faculty members shall have to publish at least two papers in a journal indexed in Scopus/ Web-of Science a year.

5.0 Lab Conduction

5.1 Planning:

- I. Batch size for lab work should be within manageable range (18-20).
- II. Labs in Electrical, Electronics & Communication, Mechanical and Civil should follow rotation system viz. sub-grouping of student divided among different lab experiments. i.e group of 5 students for one experiment and 4 similar experiment for others.
- III. Labs in CSE,IT and CA should be based on similar programming problems
- IV. Every lab should have one project .
- V. A proper mechanism for recording and evaluation should be designed by Principal concerned.
- VI. Constitution of proper lab mentoring system under guidance of Principal.
- VII. Well documented lab /rotation schedule displayed in department notice board .
- VIII. A set of problems which may arise in course of lab conduction should be documented in consultation with the lab mentor.
- IX. List of applications of the lab concerned should be documented and displayed.
- X. Plan of lab execution and initial lecture should be prepared.

5.2 Administration :

- I. Monitoring of lab conduction and up keeping should be ensured every fortnight by HOD/Principal concerned through lab records, sample viva voce and surprise visit to labs.
- II. Submission of student wise lab marks to Principal fortnightly.
- III. Inspection of lab equipments by Principal.
- IV. Lab in-charge(Lab Tech) should be under administrative control of Principal concerned.
- V. A list of rotation /schedule should be executed with HOD/Principal for better monitoring.
- VI. Effective mentoring of challenges in some lab experiments.

5.3 Conduction:

- I. Lab conduction in CSE ,IT and CA should be as follows :
 - a. 35 minutes are devoted to explain algorithm / program to students

- b. 1 hour is given to student to perform and observe results.
 - c. 10 minutes are devoted for attendance and observations of algorithm.
- II. Lab conduction in EE,E&C, Civil and Mechanical should be as follows:
 - a. 30 minutes to explain basic theory of lab to students
 - b. 35 minutes to demonstrate experiment and how to take observation
 - c. 35 minutes are given to student to perform and observe results (as per rotation).
- III. All lab manuals should be prepared by faculty concerned, which should be based on experiment conducted by him/her.
- IV. A proper record on challenges occurred in lab experiments should be documented and reported to Principal concerned.

5.4 Evaluation:

- I. Evaluation should be multi objective.
- II. Attendance should be part of evaluation with marks weightage of 25% per lab experiment.
- III. Conduction should have weightage of 25% per lab experiment.
- IV. Preparedness for lab record by student should attract 25% weightage in marks.
- V. Result and viva voce should have weightage of 25% in marks.
- VI. Step by step conduction of experiment should be recorded by student.
- VII. Senior faculty and M.Tech student will design some project related to that lab .
- VIII. These projects should be designed and implemented by students under guidance of Senior faculty and M.Tech student and it will be part of continuous evaluation.

6.0 Attendance Monitoring Policy

- I. Faculty should check whether ward is absent either from one subject only or across the programme. CC should be informed about students who are not attending the classes. Every Faculty is required to maintain a computer based '*Attendance and Assessment Record*' which consists of attendance marked for each lecture or practical or any class. This must have the test marks and the record of class work (topic covered), separately for each course.

- II. The same is to be submitted to the Program coordinator on every last working day of the month for checking the syllabus coverage and the records of test marks and attendance. The Principal will sign after due verification.
- III. At the end of the semester, the record should be verified by the Dean/HOD/Principal who will keep this document in safe custody.
- IV. Students are required to attend minimum 75% in aggregate hours and 60% per subject basis of the scheduled contact. Student attendance will be monitored by the CC and HOD every week to access student attendance using the following procedure:
 - a. Attendance Rolls
 - b. CC checks rolls weekly for procedural compliance
 - c. Attendance Rolls are given to Course Coordinator for absence, entry into the college's student dynamic software system, initialed, scanned and then electronically filed.
- V. Student attendance shall be
 - a. Checked and recorded daily by use of a class roll.
 - b. Assessed regularly.
 - c. Recorded and calculated over each study period.
 - d. The University expects students to maintain 100% attendance.
- VI. Any student who will be absent for three consecutive classes will be contacted. The students should be asked if they are having any problems, be reminded of the existence of Attendance policy and also of the risks of failure if they do not attend classes. The policy of our University regarding absentees reflects that students who absent him/herself on seven consecutive days, will be suspended from class. Parents will also be informed telephonically about their ward irregularity and will be asked to help in rectifying them. The students will be allowed to continue only after consulting their parents.
- VII. All students are expected to abide by the class attendance policy set forth by the HOD in accordance with the Attendance Policy. All the students are required to provide advance notice of absences, as well as relevant documentation regarding absences, to the Faculty/CC as soon as possible.
- VIII. Absences due to illness, personal/family emergencies, or injury must be documented. Failure to adhere to the attendance policy may result in sanctions up to and including suspension from the University. The above mentioned system for use of incentive reward

marks also plays an important role in reducing absenteeism. The use of attendance registers forms a corner stone in monitoring students attendance and absenteeism.

6.1 Student Contact System

- I. **80% Attendance:** Students whose attendance falls to **80%** will be contacted by email or SMS warning them that they are in danger of being detained and to see HOD immediately for advice on how to improve their attendance.
- II. **Less than 75% Attendance:** If the system indicates that a student has passed below the attendance threshold for the study period (i.e. is not able to make up 75% attendance), the student will be sent an intimation informing the student that he must contact Principal/HOD immediately.

Appeal of the student will be accepted by the University and will not be reported for failing to meet satisfactory course attendance where:

The student produces documentary evidence clearly demonstrating compassionate or compelling circumstances e.g., medical illness supported by a medical certificate, or any casualty in the family, and the student's attendance has not fallen below 60%.

Students are expected to attend all their sessions regularly and punctually. Failure to do so could affect their progress and reduce their chances to achieve the qualifications for which they study.

7.0 Continuous Assessment

1. Introduction:

Many Indian Universities are following annual system of examination, along with marks, percentage and divisions. This system is responsible for insensitive cramming of superficial information. Most universities and institutions of higher education in Western Europe and North America assess their students totally on 'internal evaluation', following the principle, 'those who teach should evaluate'. However, looking to the prevailing conditions in India, it is worthwhile to assess the students' performance through a combination of internal and external evaluation. In view of this, the University has adopted the semester system of examination and decided to assess its students by Continuous Internal Evaluation as well as End Semester Examinations.

7.1 Continuous Internal Evaluation

The students are continuously evaluated by the concerned Program Coordinators (HODs), Course Coordinators (CCs) and Faculty members. The weightage of internal evaluation of theoretical courses is 40% and of practical courses is 60%.

7.1.1 Continuous Evaluation of Theory: The 40% component of theory may further be subdivided into The following parts:

Process	Mid Term I	Mid Term-II	Weekly Tests	Assignments	Total
Percentage of total marks	10	10	10	10	40

7.1.2 Continuous Evaluation of Practical: The 60% component of practical may further be subdivided into the following parts:

Process	Experiment(Attendance, Lab Conduction ,Lab record & Viva Voce)	Lab Project	Total
Percentage of total marks	40	20	60

7.1.3 Eligibility for Appearing At Mid Term Examination:

I Mid Term Exam: 75% attendance may be counted of the classes conducted from the beginning of semester till commencement of 1st Mid Term.

II Mid Term Exam: 75% attendance may be counted of the classes conducted between 1st and 2nd Mid Term.

7.1.4 Conduct of Mid Term Examinations:

- (1) There may be a Mid Term incharge in each School / Department who may be appointed by the concerned Deans/ Principals / Vice Principals in consultation with the concerned HODs with due approval of the President / Pro-President in the beginning of the semesters.
- (2) Each Mid Term examination may be of 2 hours minutes duration
- (3) The exact dates for conduct of Mid Terms of theory and practical both may be notified in the Academic Calendar of the University.

- (4) Mid term theory and practical exam will be clubbed viz. 1st mid term will be included with 1st mid term practical and 2nd midterm with end term practical examination
- (5) The Mid Term Incharge of the concerned School / Department may be responsible for proper conduct of Mid Term exam.
- (6) Question paper for the Mid Term Examination may be prepared through Mid Term Incharge, under the supervision of the Program Coordinators, by suitably qualified faculty members. The Question Papers may be sealed and kept in the custody of the Mid Term Incharge.
- (7) The Question paper may be opened 15 minutes prior to commencement of the examination in the presence of the Program Coordinator and the Course Coordinator who has set the paper.
- Upon completion of the examinations, the answer books may be evaluated by the concerned faculty within 3 days of holding the examinations.
 - Mid term theory and practical exam will be clubbed viz. 1st mid term will be included with 1st mid term practical and 2nd midterm with end term practical examination
 - Schedule for weekly test and assignment has to be decided by the Course Coordinator
 - Number of questions in mid term question paper will be 5 in which 1 question is compulsory . 2 questions from each unit with internal choice. question no 1 should cover both units and questions may be a mixture of short answer type and essay type
 - Transparency of Answer book
 - Once the answer books are evaluated they may be shown to the students during a date and time to be specified by the Deans/Principals/Vice-Principals/HODs.
 - Student clarification or query if any may be answered and discrepancy if any should be rectified.
 - Students may be required to sign in a designated place confirming that they have seen the answer book.
- (8) The program coordinators may submit the original award sheets of the Mid Term examinations (Theory & Practical both) and weekly tests to the Controller of Examination latest by the 7th day of conduct of the examinations keeping only award sheet photo copy with them for consolidation of continuous evaluation marks.
- (9) To avoid erroneous and clerical mistakes all award sheets may be signed by the concerned Faculty, Course Coordinators, Mid Term Incharge and HOD. It may be the combined responsibility for any lapses in this regard.
- (10) HOD through Controller of Examination may submit a completion report in prescribed format to the Pro-President by the 10th day of holding the examinations.

- (11) **Special Mid Term Examination for students admitted late:** If any student is admitted late after the holding of the 1st Mid-Term Examination then a special Mid-Term Examination may be arranged by Deans / Principals under intimation to the President / Pro-President.

7.1.5 Conduct of Weekly Test:

- (1) Each weekly test may be of 50 minutes duration
- (2) In every semester each course coordinator should conduct two weekly tests
- (3) The weekly test will be conducted online as per academic calendar.
- (4) Each Principal shall prepare time table of weekly test as per academic calendar and display on notice board.
- (5) Question papers to be uploaded on LMS by each faculty at least two days before scheduled date.
- (6) Upon completion of the test, the answer books may be evaluated by the concerned faculty within 2 days of holding the test.
- (5) Once the answer books are evaluated they may be shown to the students. Student clarification or query if any may be answered and discrepancy if any should be rectified.

7.1.6 Graded Assignment Submission:

- (1) Department /Schools Principals shall prepare time table for Graded Assignment for each subject as per academic calendar & display on the notice board.
- (2) The Course Coordinator and concerned Faculty Member must upload the two Graded assignments on LMS for the students as per time table .
- (3) Course Coordinator and concerned Faculty Member may do proper evaluation of the assignments and guide the students for improvement.

7.1.7 Evaluation of Project, Practical Training Report Etc. (UG Programmes):

(1) **Project:**

The Program Coordinators concerned may, wherever prescribed, allot a project to a student or a group thereof to be completed by them under the supervision of a teacher of their department.

(2) **Practical/Summer Training:**

The Principal of a School in consultation with the Training & Placement Officer may approve certain industrial institutions or establishments for purposes of practical training during summer and allot to each student any of them.

- (3) The report (s) of Project and Practical / Summer Training may be submitted by each student on or before a date notified by the concerned HOD.
- (4) The concerned HOD may arrange the viva-voce examination for assessment or evaluation of Projects/Practical training reports.
- (5) The viva-voce examination may be conducted by a Board of examiners consisting of:
 - (i) HOD of the concerned Programme - Head / First Examiner

- (ii) One senior member of teaching staff - Second Examiner
- (iii) Supervisor. - Internal Examiner

7.1.8 Evaluation of Dissertation/Project (P.G. Programmes):-

The evaluation of Dissertation/Project submitted by students of P.G. programmes may be done according to the following norms:

- (1) Evaluation of Dissertation/project including its viva-voce may be conducted by a Board consisting of the following:-
 - (a). Concerned Dean/Principal/Vice Principal - Head / First Examiner
 - (b). One external expert not below the rank of Associate Professor or One senior member of teaching staff from the concerned department - Second Examiner
 - (c). Concerned Supervisor - Internal Examiner.
- (2) Concerned Dean/Principal/Vice Principal in consultation with HOD may decide the date by which all students of final semester may submit their project reports/dissertation to the department.
- (3) Concerned Dean/Principal/Vice Principal may thereafter decide the date of viva-voce examination in consultation with external examiners.
- (4) Not more than ten students for dissertation and thirty students for project may be examined by an external expert in a day.

7.1.9 Seminar Evaluation:

The Dean / Principal/ Vice Principal of the concerned School may coordinate and control the conduct of the examination in seminar, wherever prescribed. The seminar may be assessed by the respective HOD of Departments or any senior faculty member deputed by him / her in consultation with the teachers detailed by him / her to audit the seminar.

7.1.10 Evaluation.

- 10.1 Evaluation of answer book would be held under guidance of Course Coordinator concerned.
- 10.2 Course Coordinator shall work as head examiner;
- 10.3 Course Coordinator will decide on moderation policy in marks if required .
- 10.4 Safe custody of evaluated Answer books and awards should be deposited to secrecy officer for safe keeping.

8.1 Question Paper Preparation.

- I. Question paper may be designed by faculty of concerned subject.
- II. All paper designed by faculty concerned shall be submitted to concerned Course Coordinator of the subject
- III. The course coordinator shall decide on the choice of the submitted paper or he/she will design a new question paper
- IV. A sealed copy of required no. of Question Papers shall be handed over to secrecy officer, who will further distribute to HOD /Centre Superintendent concerned.

8.2 Submission of Marks:

- (1) The marks of the continuous evaluation of each course (Theoretical / Practical) may be consolidated by the concerned Course Coordinators under guidance of their Program Coordinators.
- (2) The award sheets of Continuous Internal Evaluation for all courses of each program may be submitted to the Controller of Examination by the concerned HODs within 10 days of the completion of II Mid Term Exam duly signed by concerned Faculty / CC, HOD and Dean / Principal / Vice Principal.
- (3) The Dean /Principal / Vice Principal / Program Coordinator/ Course Coordinator and students have to go through the rules and regulations carefully and follow them scrupulously to avoid unnecessary correspondences, legal complications etc.

Note:

- (1) The university can amend, revise, alter or cancel any of the above rules with due approval of Competent Authority.
- (2) In case of disputes in interpretation of any of the above rules, the decision of the Competent Authority may be final.



(Madhusudan Sharma)
Registrar

Copy to: All concerned officials [Team SGVU]:

1. All Deans, Directors, Principals & Vice-Principals, HODs
2. The CFAO / Controller of Examination
3. Chief Proctor / Chief Librarian / Finance Officer / OSD to the President
4. Dy. Reg. (A&L/A&R/IO)/ International Office
5. Asstt. Reg. (A&A)/ Asstt. Reg. (HR) / SIO Acad. / Head - Admissions

CC for kind information:

Hon'ble President

Bcc:

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor



(Madhusudan Sharma)
Registrar

NOTIFICATION

**PROCEDURAL RULES FOR UPLOADING DATA ON LEARNING
MANAGEMENT SYSTEM (LMS) OF THE UNIVERSITY**

In partial modification of the Previous Notifications dated 27.5.2016 & 28.1.2017, it is to notify that the “Procedural Rules for uploading data on ‘**Learning Management System [LMS] of the University**’ as mentioned below:-

I. Introduction:-

The university launched e-learning software Learning Management System (LMS) on 6th Jan., 2015 with 2200+ active users and having 500+ courses including practicals, theory and tutorials. LMS (mygyanvihar.com) is a very popular open source learning system for the delivery of e-learning courses and programs:

(1) Features:

Following are the salient features of LMS:

- (a) Assignment Submission
- (b) Online Attendance
- (c) Marks uploading
- (d) Instant Messages
- (e) Online Calendar
- (f) Online Quiz
- (g) Online News
- (h) Lab project assessment

(2) LMS is an integral part of SGVU academics.

(3) It has following core objectives:

- (a) Transparency in academics
- (b) Timeliness of student record on LMS
- (c) Student Academics support in holistic manner.

(4) How to Access?

Type: mygyanvihar.com on computer, ‘Home page’ will display on the screen and provides links to above features.

(5) Working on the software:

- (a) The working on the software is divided among Teaching / Non Teaching staff in the following manner:
 - (i) **Super Administrator** : LMS Head
 - (ii) **Head of Department** : Heads of various academic departments.
 - (iii) **Faculty** : Individual faculty, to login as faculty for all staff of SGVU.
 - (iv) **Student** : Every student, to login as student

(b) The faculty can login into the software through their personal USER ID / Passwords. The work has been distributed in their individual panel and various other duties which are assigned to them. The under-mentioned work can be performed and monitored through this portal:

- (i) Conduct of classes and students' presence.
- (ii) The academic work conducted by all teachers separately in their departments.
- (iii) The punctuality in the work of students' can also be monitored & maintained.
- (iv) The academic work, teaching & learning processes in the classes can also be streamlined by regular updation, through the facilities provided in the software.

(6) Working on Mobile :

Working on Smart Mobile Phones is comparatively easy. The silent features are given below:

- (a) Browse the content of your courses, even when offline.
- (b) Receive instant notifications of messages and other events.
- (c) Quickly find and contact other people in your courses.
- (d) Upload images, audio, videos and other files from your mobile device.
- (e) View marks obtained for each activity.

II. Data to be provided to LMS Coordinator:- All data required to be uploaded on LMS shall be provided to the LMS Coordinator by the concern officer(s) mentioned in the table below:

S. No.	Data Required	Officer/Office to provide data
1.	Courses for which students are registered	Department LMS Coordinator
2.	Newly admitted students data	<ul style="list-style-type: none"> ➤ Admission officer (Indian Students Data) ➤ Dy. Registrar, I.O (International Students Data) ➤ Registrar's office (Enrolment No. of Students)
3.	Data regarding Program/Branch change	Registrar's office to provide copy of Program/Branch change order.
4.	Students Migrated under Inter-University Migration Policy	Registrar's office to provide copy of Inter University Migration order.
5.	Information about student(s) who leave the University i.e. to whom Transfer Certificate(s) have been issued by the University	Registrar's office

III. Department LMS Coordinator : -

Head of every department shall give the responsibility to any faculty member to act as department LMS Coordinator.

The Duties and responsibilities of department LMS Coordinator shall be to provide the under-mentioned data to the University LMS Coordinator related to department/school duly verified by Head/Principal:

- (1) Details of weekly test and graded assignment in the prescribed format.
- (2) Online calendar, subject-wise and batch-wise.
- (3) All student's data, program and semester-wise.

IV. Allocation of Courses to Faculty members: -

- (1) Courses related to different programs shall be allocated by the concerned HOD/Principal to the faculty members before the commencement of the semesters i.e. **up to 31st May for Autumn Semesters and up to 10th December for Spring Semesters.**
- (2) Courses once assigned to any faculty member normally should not be changed. In case a faculty member leaves the University than the courses assigned to outgoing faculty may be as such allotted to incoming faculty. However, if this is not possible then minimum changes should be made in the courses assigned to other faculty members.

V. Conduct of Classes and Activities:- Class conduction, activities related to continuous evaluation and events shall be conducted strictly as per Academic Calendar to be notified well in advance before the commencement of semester(s). However, in case date of any activity is revised due to unavoidable circumstances, approval of **Hon'ble President** should be taken.

VI. Uploading of PPT's:- All Faculty members should upload their PPT's on University software LMS, The PPT's of first two units should be uploaded before the commencement of classes and remaining three units up to the end of July for Autumn Semesters and up to the end of January for Spring Semesters.

VII. Attendance:-

- (1) Faculty should upload the students' attendance of the classes conducted within 24 hours of class conduction on LMS.
- (2) Attendance should be uploaded carefully, which shall not be allowed to change after submission.
- (3) The applications of the students who shall not be able to attend any of their classes due to their involvement in other university activities may be considered on the recommendation of concerned Coordinator and allowed by the Principal/HOD. Student's attendance for involvement in such activities shall be added in the final attendance prepared for their eligibility to appear in the mid-term/end semester examination.

VIII. Uploading of Marks:- All awards related to Continuous Evaluation of students should be uploaded on the LMS up to the time period given in the table below:

S. N.	Activity	Time Limit Permitted	Remarks
1.	Weekly Tests	Within 5 days after conduct of week tests	A detailed non-compliance report will be taken on 6 th of Next Month (Panel will be open only till mid night of 5 th of next month).
2.	Mid-term exams	Within 7 days after conduct of mid-term exam	
3.	Graded Assignments		
	(a.) Uploading of Assignment	24 hours prior to schedule date	
	(b.) Submission of Assignment by students	Within 7 days of Assignment given	
	(c.) Evaluation of Assignment	Within 7 days of last date of Assignment submission	
	(d.) Uploading of marks	Within 14 days after giving the assignments to students	
4.	Practical class conduction	Next day of class conduction for Practical performed out of maximum marks 4.	
5.	Practical Project	Next day of Seminar conduction related to Project	
6.	End Semester Exams of Practical	Next day of Exam conduction	
7.	Attendance	Faculty should upload the student's attendance on daily basis	

Note: - In case the awards related to internal exams are not uploaded on the LMS, the Panel will automatically be locked after the deadline.

IX. Procedure for Unlocking the Panel:-

The following Procedure shall be adopted for unlocking of Panel:

- (1) If any faculty is not able to upload the awards within prescribed time and his/her panel is locked, he/she should submit the application in writing to their **HOD** at the earliest with reason(s) for the same.
- (2) The **HOD/Principal** may permit to open the Panel on LMS if this mistake happens for the **first time**.
- (3) In case the faculty is not able to upload the marks in given time **subsequently**, the application shall be forwarded to **Hon'ble President** by the HOD through Principal with his recommendations.
- (4) The LMS-Coordinator may open the panel **for a day** on the direction of Hon'ble President.
- (5) The decision of Hon'ble President in such cases **shall be final**.

- X. **LMS panel of every faculty for all courses will be open for whole month**
- XI. **A defaulters report will be provided to HR on 7th of Every month for necessary action.**
- XII. **HoDs & respective Faculty members shall ensure completion of the due task by 12th of that month.**
- XIII. **Repetition of such act shall be seriously accounted and may lead to disciplinary action.**
- XIV. **Important (Do's & Don'ts):-**
- (1) All subject faculties are requested to confirm their allotted courses and students before uploading any information and if there is any problem, they should contact their LMS Coordinator immediately for correction.
 - (2) Do not delete any item from panel.
 - (3) Do not change name of any activity or item without permission/intimation of LMS office.
 - (4) Graded assignment shall be completely On-line. Off-line assignments may neither be given to students nor taken from them.
 - (5) LMS Department Coordinator may not be changed without any genuine reason.
 - (6) In the event of joining of any new employee, H.R. department should mail to LMS office for creation of his/her account.
 - (7) Similarly in case any employee leaves the organization, H.R. department should inform the LMS office so that his account may be closed.


[Madhusudan Sharma]
Registrar

Copy to: All concerned officials [Team SGVU]:

1. All Deans, Directors, Principals & Vice-Principals, HODs
2. The CFAO / Controller of Examination
3. Chief Proctor / Chief Librarian / Finance Officer / OSD to the President
4. Dy. Reg. (A&L/A&R/IO)/ International Office
5. Asstt. Reg. (A&A)/ Asstt. Reg. (HR) / SIO Acad. / Head - Admissions

CC for kind information:

Hon'ble President

Bcc:

1. PS to Hon'ble Chairperson
2. PS to Hon'ble Chief Mentor


(Madhusudan Sharma)
Registrar

(Office of Registrar)

SGVU/REG/2018-19/8488

Date: 19.07.2018

OFFICE ORDER – 6/2018

(RESTRICTION ON USE OF CELL-PHONE)

It has been observed that sometimes Cell-Phones / Smart Phones are used in class rooms also either by the teaching staff or by the students which is not at all desirable.

Hence, all the Deans, Directors, Principals, HoDs, Faculty Members, including the Administrative Staff are directed not to use the Mobile Phones inside the class, and also do not allow such use of Mobiles / Smart Phones to the students inside the class rooms, which may not only divert the attention during the studies but also cause disturbance to others.

It is also enjoined upon all the Academic and Non Academic staff to use the Cell-Phones / Smart Phones in a restricted manner wherever it is necessary and inevitable and also either to keep the Phone in Switched-off or on Silent mode during the office hours in SGVU campus.


(Madhusudan Sharma)
Registrar

Copy to: Team SGVU

F.9(5)REG/SGVU/2020/585

Date: 20.02.2020

NOTICE

(DRESS CODE & I.D. CARD FOR ALL STUDENTS)

This is to invite attention of all the Deans, Directors, Principals, Vice-Principals, HoDs, Faculty Members and the Administrative Officers that the students are generally not coming in proper Dress Code of the University.

It is instructed that all students will wear I.D. card and formal dress i.e. Shirts/Bushirt with Pants/ Trousers in the Campus. Girls may wear Salwar /Churidar Suits.

Wearing of Denims, Jeans, T-Shirts, designers' party wears, & fancy dresses are strictly prohibited in the University campus.

All Deans, Directors, Principals, Vice-Principals, HoDs, and Faculty Members shall also instruct & counsel the students regularly to stick to the Dress Code & wearing of I.D. Cards everyday.

The Chief Proctor & his team is discreetly instructed to bar the entry in the campus for the violators. All are advised to take notice accordingly.


(Madhusudan Sharma)
Registrar

Addressed to:

1. All Deans, Directors, Principals, Vice-Principals, HoDs, Faculties, Administrative Officers, Chief Proctor
2. Team SGVU / All students

CC: for kind information:

Hon'ble President

Hon'ble Pro-President (Acad.)

Bcc:

1. P.S. to Hon'ble Chairperson
2. P.S. to Hon'ble Chief Mentor


(Madhusudan Sharma)
Registrar

Personal Information

(To be maintained by student him/herself)

Name: _____

Father's Name: _____

DOB: _____

Program : _____ Branch: _____ Semester: _____

Address: _____

_____ Pincode _____

Phone (Res.) Mobile: _____ Enrollment Number: _____

E-mail Id : _____

Blood Group : _____

Identity Card Number : _____

Driving License Number : _____

Passport Number (if available) : _____

Bank Account Number : _____

Health / Life Insurance Policy Number : _____
Name & Company

Car / Motor Cycle / Scooter Registration Number: _____

In case of Emergency:

(a) Name of Contact Person : _____

(b) Relationship : _____

(c) Contact Number : _____

(d) Address with Pin code : _____

Chairperson's Message

Dear Learners,

You all have come to Suresh Gyan Vihar University from multifarious cultures, addressing the diversity as well as various challenges of multicultural society. Education is a major issue in contemporary times, and it needs to be harmonized and student-centric.

We, at Suresh Gyan Vihar University, are trying to keep pace with challenging context of community and society by providing an education that is open and flexible enough to help the learner function excellently under a global canvas, while inculcating respect for values and ethics.

The facilities and the state of art infrastructure provided here will surely enable you all to swim smoothly into the current of knowledge.

I wish you all great success in life.

Sunil Sharma

Chief Mentor's Message

Dear Students,

The University has made many changes in the process of Continuous Internal Assessment, Overall Personality Development, and bringing clarity and transparency in its processes. The students, now onwards, will be assessed on a daily basis in the Lab work done by them and this will encourage them to maintain 100% attendance. Employability skill and Life skill has been embedded as formal courses in the structure of all programs. Personal Tutors have been assigned to the students to provide them guidance. Online Student Support system is now available in addition to Single window system to redress the grievances.

In order to make you aware about the rules and processes, Student Handbook is made available to you, which I believe, will be a great help to students.

I wish you success in all your endeavors.

Dr. Sudhanshu

President's Message

"The information contained in the "Student Handbook" is extremely useful to both the new and continuing students. It concisely describes academic policies of the university, which every SGVU student must know. The chapter on frequently asked questions (FAQs) would help the students save their time and provides relief from ambiguity and anxiety."

Prof. Dharm Buddhi

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NOTES

1. ABOUT SGVU

INTRODUCTION:

We are research driven university accredited with ‘A’ grade by NAAC (National Assessment & Accreditation Council) UGC. With a score of 3.10 on a scale of 4, we are only NAAC ‘A’ private University in Rajasthan. Our Engineering programs have been designed & fine-tuned to meet the needs of the ever dynamic ever growing market-Industry domain. With special emphasis on innovation, entrepreneurship, co-learning, multi-disciplinary research, & co-creation we are committed to the cause of a brighter future.

1.1 Vision

“To create a University system with a different perspective: innovative **research-driven** academic programs, outstanding faculty with excellent academic credentials and wisdom of experience, world-class yet affordable education focused on developing human potential with competencies appropriate to the challenges of evolving chaotic world of business and industry and capable of contributing to the evolution of a civil society based on human values of harmony and peaceful co-existence.”

1.2 Mission

The Mission of Suresh Gyan Vihar University is to provide advanced knowledge and educate students in science, technology and other areas that will best serve the Nation and mankind in the 21st century.

1.3 Values

As an educational and research Group, we at Suresh Gyan Vihar University value Curiosity, Intellectual Freedom, Open Communication, Creativity, and Rigor. We respect individual differences and embrace civil discourse. We promote ethical behavior, integrity, caring, and close monitoring of student’s growth and personality grooming.

1.4 Goals

- To integrate all the infrastructure and support facilities developed/ being developed for optimal utilization by the entire Human population of the University Campus
- To strengthen systems for improving the Employability of our students by way of imparting industry- driven, need- based education and inculcating in them the required soft skills
- To improve the mechanisms for monitoring and impact assessment for various quality indicators resulting in higher level of Satisfaction among all stakeholders
- To establish “**Gyan Vihar Research & Innovation Center**” for nurturing Research Culture in the University.
- To strengthen **Faculty Development Programs** for providing round- the- year Induction training and Refresher programs for Trainers
- To create synergetic partnership among Industry, Research Labs. and University, meeting their emerging demands
- To create facility for improvement of the competencies of faculty
- To promote R & D culture in the University, and provide professional work environment
- To establish an **incubation center** for identified industry
- To establish a **finishing school** for developing suitable skill set among students for improving the employability of graduates
- To create testing and consulting facilities at a large scale
- To establish copy write, patent and Legal cell for providing guidance
- To establish active linkages at National & International level with the Institutions, Industry and Economy through bilateral activities

1.5 Quality Policy

Quality is a process and not a destination. Imparting quality education and regularly monitoring through structured feedback for continuously raising the benchmark is the main focus in Suresh Gyan Vihar University. The University will be a “research-intensive” institution by actively encouraging, supporting and integrating research into education. It will provide wider access, reward, promote interdisciplinary research, and establish partnerships with the goal of high quality outputs and impact. The codes for ensuring quality teaching-learning process have been brought out in the form of internal quality assurance cell (IQAC).

1.5(a) Statutory Bodies of the University

- Board of Management(BoM)
- Academic Council(AC)
- Faculties
- Board’s of Studies (BoS)
- Research Board (RB)
- Examination Board(EB)
- Publication Board(PB)

(b) Other Committee/Council/Board of the University

- University Core Committee
- University Academic Program Committee (UAPC)
- Admission Committee
- Finance Committee
- Administrative Council
- Board of Planning & Development
- Departmental Academic Program Committees (DAPC)

1.6 World Class Facilities

- University established at **Jagatpura in the heart of Jaipur.**
- Built up on 37 acres of contiguous land enough for its future expansion
- Students already **living in on –campus hostels.**
- Aesthetically designed green campus conforming to the international standards.
- The new block has state of the art **Library, 1200 seating Auditorium** with all supporting facilities.
- Over 100 Lac sq. feet built-up area already in use.
- Multimedia sound and recording studios
- Bespoke counseling rooms
- State of the art Student Activity center with modern facilities
- Amphitheatre style classrooms
- Language Centre
- Multimedia Language Labs
- Canteen, café , Shopping center
- Health care Center
- Acoustically designed A/C Auditorium and Seminar Hall being extensively used for Seminars/ Conferences/ Expert lectures
- On campus Hostel Facility for students
- Clean and pollution free environment
- Many Universities/ Institutions in the neighborhood.
- Gyan Vihar Academic Staff College

- Gyan Vihar Corporate Training School
- The under construction of sports complex to provide facilities of various games

1.7 Learning at SGVU

Innovative pedagogy is the hallmark of SGVU. Besides the traditional teaching method of ‘chalk and talk’, SGVU promotes a classroom culture where multimedia and use of technology helps in creating a vibrant and participative learning environment. With the result, the students become active learners. To aid such learning, the Seminar rooms in SGVU are spacious and equipped with the Audio-visual and video conferencing facilities like LCDs and a broadband communications network to make the learning process much more interactive and enjoyable.

Not only our teaching practices are innovative, the learning practices at SGVU also have a novel touch to make learning easier and fun. The SGVU follows a student centric approach where the focus is on learner rather than on the teacher. **Flexible Credit based Learning system (FCS)** will be one of the prized learning practices at SGVU. Apart from giving students a choice and freedom to alter the pace of learning, it also offers an opportunity to top up their courses with some value addition program, which doesn’t happen in traditional institutions. Thus, this combo gives them add-on knowledge and increases their job prospects.

1.8 Industry based curriculum & Research driven academic programs

Knowledge alone is not important. What matters is how you apply it. Keeping in mind that Education is an ever- evolving field, we keep on developing our curricula to suit the needs of the industry. Our industry- driven course structure helps students to become industry ready and thus makes the transition to workplace smooth. The curriculum encourages students to apply theoretical learning to real-life scenario in the form of case studies, **graded assignments**, research, technical events and live projects. The research- driven environment will ensure that the students are exposed to current developments as they happen, and are able to understand the concepts. We focus on self-learning by the students which is evident by the application- oriented courses included in the curriculum.

1.9 National & International Recognitions

Recognition is the greatest motivator, and the Awards and Honors won by SGVU have been a constant motivation in its pursuit of excellence in education.

Our honest and concerted efforts to make SGVU an epitome of educational excellence have been acknowledged both nationally and internationally. SGVU has won several honors and has been conferred with prestigious awards by organizations of national and international repute including **Accreditation** and Gunnies **Book World Record** by School of Hotel Management.

1.10 SGVU Ranked 25th

Amongst 800 universities of India as a result of transparent world ranking conducted by CSIC, a public Research Body of Spain based on Google citations index of 71

The significant achievements recorded by the SGVU have been the result of collaborative efforts of the entire SGVU team.

Taking a concrete step towards strengthening the Indian education and expose the students to foreign education system, SGVU has signed more than 30 MoU's with other Universities, for student and faculty exchange programs, twinning programs, dual degree programs and covers five other areas for improvised education system in both the Universities and Corporate hours.

2. SPECIAL FEATURES OF SGVU

In recent years, SGVU has proved its worth and has emerged out to be the finest educational hub in the country offering state-of-the-art Infrastructure and World class education to a multi ethnic and multi cultural group of Indian and foreign students. **At SGVU, education is designed to empower students to earn a profession, a career, and the edge, besides nurturing them into professionals having concern for the Society and respect for Values and Ethics.** With this pledge, SGVU strives to make studying an enriching experience for its students.

SGVU is a confluence of competent faculty eager to deliver, innovative pedagogy, industry oriented curricula, world- class infrastructure and high-tech environment. We are constantly evolving our pedagogy and curricula to meet the needs of the industry. The new academic system choice based credit system (CBCS) is one such example.

Our Strategic Objectives include

- Learning with understanding.
- Establishing accountable excellence in all fields of academics and research.
- Retaining a distinguished faculty with high academic credentials and talent.
- Offering students world-class education and research opportunities at **affordable cost** that enhances their knowledge and skills.
- Developing the holistic personality of students to hone their employability skills.
- Forging academic and research alliances nationally and internationally.
- Ensuring a flexible and sustainable environment that fosters life-long learning for faculty, staff and students.
- Creating a suitable ambience for students from other countries so that they enjoy learning at SGVU.

About University

NAAC ‘A’ Accredited, Suresh Gyan Vihar University (SGVU) is established since 2008 by Government of Rajasthan, vide Suresh Gyan Vihar University, Act 2008 (Act no. 16 of 2008), under section 2(f) of UGC, along with due approval by AICTE, PCI, NCTE and DEC (Regulatory Bodies). It is the first NBA Accredited Institute of Jaipur (2008) and is running various courses in Agriculture, Engineering, Management, Pharmacy, Hotel Management, Education, Sciences, liberal Studies & Mass communication and 13 Research Centers. The University has lush green campus in 108.88 acres of land with a built up academic area of 7, 23,000 Square feet and residential area of 3, 23,000 Square feet area located at Mahan, Jagatpura, Jaipur.

NAAC Accreditation

National Assessment and Accreditation Council (NAAC), UGC has accredited Suresh Gyan Vihar University with “A” Grade and CGPA of 3.10 on a four point scale in its first cycle of assessment. It has been based on University’s performance against seven different criteria to assess quality of education. It has come in as recognition of nine years of hard work and commitment of SGVU to set the highest standards in knowledge dissemination and creation.

International Ranking of Suresh Gyan Vihar University

The Spanish National Research Council (Spanish: Consejo Superior de Investigaciones Científicas, CSIC) declared International Transparent Ranking–2018 Universities based on Google Scholar Citation, SGVU stands at 34th Rank in India, overtaking atleast 50% of IIT's, NIT's & Central Universities. It is pertinent to mention that more than Lac institutions have been considered globally.

Faculty Profile

The university is having more than 200 faculty members and has been tapped from national and international institutions of repute. University also invites guest and visiting faculty from industries and corporate houses. Even certain part of curriculum is taught by the industry experts. These faculty members are great academicians, laurelled across the country for their Research and Teaching Expertise.

Research Projects of SGVU

Every faculty member is having at-least one research project supported by either Industry or Government. Few important projects are to mention are(i) Solar Radiation and Weather Station by Ministry of New & Renewable Energy, Government of India (ii)120 KWA Solar Power Plant under Green Energy and Climate Change by Government of India (iii) Hydroponics Agriculture in association with Industry “*Humari Krishi*” (iv) Controls & Automation by Bosch-Rexroth (v) Pharmacology (vi) Micro-biology etc.

Research Thrust Areas

There search thrust areas of SGVU are Renewable Energy, Energy Conservation and Efficiency, Climate Change and Water, Soil less Agriculture, Network Security, Water Resource Engineering, e-Business, Information Security and Image Processing, Cloud Computing, Nano-Science, Pharmaceuticals, Bio- Technology and Animal Science etc. University has awarded more than220 Ph.D. degrees still now.

Research Publications

The faculty and Research Scholars of SGVU have published more than 2000 research articles in various national and international Journals of repute like in SCI, Scopus, NCBI and UGC indexed journals and having very high citations. The faculty members have also published large number books with national and international publishers. The Cumulative Citation of SGVU Team is more than 22000, also The Cumulative H-Index of SGVU Team is approx 140and, The Cumulative i10 index of SGVU Team is approx 200.

International Journals Publication by SGVU

The university publishes six Journals of international repute in the areas of Converging Technologies and Management, Pharmaceutical Science, Management, Engineering &Technology, Economics and Renewable Energy and Climate Change. A research newsletter “*Shodh Srijan*” is also published by the university to highlight its' research activities.

Research Recognition & Patents/IPR

The high quality research of the faculty member has been converted into patentable products and the University has applied 28 patents and 2 copy rights in till 2016-2017 out of which 4 Patents have been awarded, following the same two Technology Transfer have been achieved.

Centers of Excellence supported by relevant industries/corporate houses

SGVU has set up 11 research centers in association with Industries/ corporate houses like Google, Amazon, Bosch, BSE to perform high-tech research in diverse fields recognized at global level. These research centers are offering Research oriented PG and doctoral programs, both in domain specific and interdisciplinary research. These centers have been working on more than 20 Projects funded or to be funded by Government Agencies/Industry, in the areas of Solar Energy, Renewable Energy, Hydroponics, Cloud and its applications in real life (health care, ease of life), Image processing, Climate change and sustainable development. These research centers are working on quality research, technology development & transfer.

Academic MoUs

The University has 30 academic MoU's with international and national institutions (academic and industry) across India, Malaysia, Indonesia, USA, Bangladesh, Canada, Philippines, Spain, UK and Sri Lanka for facilitating exchange programs for students and faculty members

Curriculum

Curriculum as per Choice Base Credit System has been adopted for all academic programs. A Personal Tutor is assigned to each student which helps them in identifying the courses based on program requirement, course prerequisites, student's ability and interest in various academic disciplines. The Industrial Mentoring from industries to each student, Internship and Summer Placements, Project Oriented Practical's, Lab projects, Graded assignments, Professional Software etc. are some hallmarks of SGVU Curriculum.

Learning Management System

The university is working on Learning Management System (LMS), a digital platform for teacher-student interaction and all teaching material, assignments, attendance, marks and students related notices are shared through this system. Every faculty member and students have to work through this LMS system. Parents can also reach LMS platform to monitor the ward performance. It has been supported by Google.

Academic Infrastructure

The University has Internet communication Technology (ICT) enabled classrooms with Multimedia Projector, National Program on Technical Enhancement Learning DVDs, State of the art Laboratories and a strong Digital Central Library, with e-journals for more than 10,000.

Academic Programs

Presently 94 programs are run in the faculty of Engineering, Management, Sciences, Agriculture, Pharmacy, Education and Liberal Arts & Mass Communication. The University has 8 schools. Some new programs of international importance viz., M.Tech Cloud Computing & Security, M.Sc Geoinformatics, M.Sc Sustainable Development, M.Sc Environmental Science, M.Sc. Agriculture, Bachelor of Travel and Tourism were introduced in 2016. Students across the nation get admission through national level admission test.

Students Profile

Students from 26 states of India and 14 countries viz. Nepal, Bhutan, Afghanistan, Cameroon, Ghana, Kenya, Namibia, Nigeria, Rwanda, Tanzania, Zimbabwe, Zambia and Thailand are studying in the campus. The strength of all students is more than 7000.

Campus Placements

During 2018-19, More than 125 companies visit & SGVU for final placements and around 80 companies participated for providing internships to students. Students were able to secure good job opportunities in core profile companies to name a few are Trident, ITC Ltd, TATA steel Ltd, Asahi India Glass, Ashok Leyland, Honda Motors, Maruti Ltd, Indigo Airlines, HCL, Yazaki, Taj Group, Marriot, Lemon tree, Oberoi Group, Crown Plaza, lineage architect ltd, Info-Objects, Rexaware, Just Dial, MetaCube, Denave, Airtel, Genpact, Diverse Lynx, ICICI Bank, Au Financiers, etc. Also large number of students has qualified for national examinations like UPSC, IES, GATE and State Service Commission etc.

Students Sports

University has on-campus facilities for cricket, football, badminton, athletics and indoor recreation like Table Tennis, Carom, and Chess, Gymnasium. Intra and Inter-varsity cricket and football matches were organized in the campus. Students were given training in different sports throughout the year by professional coaches

Industry Interaction

The University has very strong linkage with industries of international repute include (i) BOSCH, (ii) CISCO, (iii) Google, (iv) Amazon, (v) Rexroth, (vi) Karcher (vii) Miles (viii) BSE (ix) IBM (x) Lab View (xi) Xcelator (xii) HBP Unity etc.

Collegiate System at Suresh Gyan Vihar University

Suresh Gyan Vihar University has introduced an innovative Collegiate System and proudly announces that one and only university having Collegiate System in India. Presently, the university has 6 collegiate named as (i) Mani Karnika (ii) Pannadhay, (iii) Ashfaquallah (iv) Bismil (v) Birsa Munda and Surya Sen. These names have been dedicated to the heroes of India, who sacrificed their life for the nation. Each collegiate system is led by a 'Master' and supported by 'Fellows'. The collegiate system does not designate a building that makes a collegiate system, it is a network of people include faculty, administrative members and students. Every student is assigned to a specific collegiate which is independent of his/her study program, year of study, state, country/region and sex, which makes the system welcoming, diverse community, interdisciplinary and regular interaction throughout the year. Further, through this concept, the members of each college come into contact with people of inter and intra collegiate system and helping them to develop a social and co-existence network. These colleges are organizing various academic, co-curricular and social activities throughout the year. To develop a leadership quality among collegiate various prizes and awards have been established by the university.

Skill Development program

The university prepares industry ready professionals, therefore, focuses on Skills required by the industries. Various Skill Development Diploma (1 year duration) and Certificate (3-6 months) Programs are offered are:-

- a) Renewable power (Hydro, Solar, Wind, Biomass).
- b) Automation & Control with Rexroth Bosch.
- c) Cloud computing with Amazon.
- d) Android with Google.
- e) Geo-informatics.

- f) Hospitality Management.
- g) Digital Marketing
- h) Entrepreneurship Cell with Ministry of IT and Communication

Choice Based Credit System of Learning

One of the prized learning practices at SGVU will be its Choice Based Credit System of Learning (CBCS). Unlike the traditional teaching centered system of learning, this gives students a number of distinctive advantages, such as

- Freedom to students to choose from a plethora of courses to suit their own competencies and liberty to progress in the program on their own pace.
- Credit system based on guided choice to the students.
- The Academic Counselor/ Personal Tutor helps the student in identifying the courses based on Program requirement, course prerequisites, student's ability and interest in various academic disciplines.
- Meritorious students can have exposure to Research Experience/ tutoring assignments, thus getting Academic distinctions and financial assistance during their study. Earn while you Learn.
- Nurturing & rewarding student's innovative capabilities through awarding suitable credits.
- Innovation center and Community club facilities being used extensively by the students to pursue their interests besides Academics
- Saturdays are year -marked for Games & Sports, Cultural, Seminars, Motivational talks, Expert lectures, Faculty Development, PDP and other skill enhancement activities
- Innovative, Multi- disciplinary, Modular programs.
- Weekly tests ensure continuous assessment of learning by the students.
- If a student has to discontinue the program midway due to reasons acceptable to the University, the credits earned by the student may lead to award of a Certificate/ Diploma.

2.1 Global Exposure

Realizing the need of international exposure to succeed in today's world, SGVU is collaborating with some of the well- known Universities around the world. International exposure is built into the University system through twinning programs, dual degree programs, mapping courses, expert lectures, and student exchange, organizing conferences, seminars and working on joint research.

2.2 Out- of -the -box learning

We don't follow the rigid system of learning where learning is confined to only studying the books of your course. Today's employers look for active and dynamic people. Therefore, we encourage our students to apply theoretical learning to real-life scenario in the form of case studies, research, **graded assignments**, technical events, live projects etc.

2.3 Churning professionals and good human beings

Apart from making students experts in their fields, we also instill in them **human values, ethics and respect for all the cultures, society and economy.**

2.4 Rewarding Students for their Creativity

We value creativity in all forms and therefore have made a provision, whereby credits will be given to the students who will come up with something tangible with their creativity.

2.5 Emphasis on honing student's personality

Life at SGVU is not just about education, it goes much more beyond academics as we strongly believe in overall personality development of our students. SGVU acknowledges that every child is unique and has some sort of potential in him. Some are good in sports, some in writing and so on. We at SGVU help them to channelize and exploitation of their creativity & potential through Community clubs organizing myriad of co-curricular & extracurricular activities giving them an opportunity to choose whichever activity interests them and discover their hidden talent.

2.6 Innovation Center– for nurturing & rewarding students’ innovative capabilities

The students can work in the Innovation center for translating their innovative ideas into reality. They are encouraged to take up additional projects and the resulting product can also earn credits.

2.7 Earn while you learn

In the final year the students get mostly involved in their Project work as the theory courses get completed by then. The meritorious students, who maintain high CGPA **8.5 and above** till the end of pre-final year, may have an option of working as Tutors in tutorial and lab classes of First year students of the same program. They may be treated as Tutor Assistants and suitable financial assistance may be provided to such students.

3. PROGRAMS OFFERED & THEIR SCOPE

3.1 Programs Offered:

Classification of Programs / Courses in Schools and Facilities

S.No	School / Discipline	Faculty	Department /School / Center	Name of Programs /Courses
1	School of Education	Education	Gyan Vihar School of Education	Bachelor of Education
				Master of Education
				Integrated Program (Bachelor of Arts & Bachelor of Education)
				Integrated Program (Bachelor of Science & Bachelor of Education)
				Integrated Program (Bachelor of Education & Master of Education)
				Doctor of Philosophy
2	School of Management & Commerce	Management	International School of Business Management	Bachelor of Business Administration
				Bachelor of Commerce (Hons.)
				Bachelor of Commerce
				Dual Degree (Bachelor of Technology + Master of Business Administration)
				Master of Business Administration
				Master of Business Administration with ELITE (Ethical Leaders in Transformational Enterprises) Fellowship
				Master of Business Management (Executive) Power Management
				Doctor of Philosophy
3	School of Hospitality	Hotel Management	Gyan Vihar School of Hotel Management Catering & Technology	Bachelor of Hotel Management & Catering Technology
				Bachelor of Travel & Tourism Management
				Diploma in Food Production
4A	School of Applied Sciences	Sciences	Department of Sciences	Bachelor of Science
				Bachelor of Science (Hons) Zoology
				Bachelor of Science (Hons) Applied Mathematics
				Bachelor of Science (Multimedia)
				Master of Science (Environmental Science, Physics, Mathematics, Biotechnology, Microbiology, Geoinformatics, Sustainable Development, Disaster Management, Renewable Energy, Chemistry)
				Doctor of Philosophy
			Department of Computer Applications	Bachelor of Computer Applications
				Master of Computer Applications
				Bachelor of Science (IT)

				Master of Science (IT)
				Doctor of Philosophy
			Department of Interdisciplinary & Liberal Studies	Bachelor of Science (Hons) Computer Science and Entrepreneurship
				Bachelor of Science (Hons) Economics
				Bachelor of Science (Hons) Psychology
				Master of Science (Economics)
				Doctor of Philosophy
4B	School of Agriculture	Agriculture	-	Bachelor of Science (Hons.) Agriculture
				Bachelor of Science (Hons.) Horticulture
				Dual Degree [Bachelor of Science (Hons.) Agriculture + Master of Business Administration (Agri-Business Management)]
				Bachelor of Technology Dairy Technology
				Bachelor of Technology Agricultural Engineering
				Master of Science in Soil Science
				Master of Science in Agronomy
				Master of Science in Horticulture
				Doctor of Philosophy
5	School of Interdisciplinary & Liberal Studies	Social Sciences & Humanities	-	Bachelor of Arts
				Bachelor of Arts (Hons.) Philosophy
				Bachelor of Arts (Hons.) Economics
				Bachelor of Arts (Hons.) Political Science
				Bachelor of Arts (Hons.) English
				Bachelor of Arts (Hons.) Psychology
				Bachelor of Arts (Hons.) Politics, Philosophy & Economics
				Bachelor of Arts (Hons.) History & International Relations
				Bachelor of Arts (Hons.) Sociology
				Bachelor of Arts (Hons.) Anthropology
				Bachelor of Arts (Hons.) Development Studies
				Bachelor of Arts (Hons.) Public Administration
				Bachelor of Arts (Hons.) Geography & Geo Political Studies
				Bachelor of Arts (Journalism & Mass Communication)
Master of Arts (Economics, Geography)				
Doctor of Philosophy				
6	School of Fashion Design & Arts	Design & Performing Arts	-	Bachelor of Design
				Bachelor of Interior Design
				Bachelor of Performing Arts
				Bachelor of Fine Arts
7	School of Technology	Engineering & Technology	COE Renewable and Sustainable Energy Studies	Dual Degree (Bachelor of Technology Electrical/Mechanical Engineering & M.Tech Energy Engineering)
				Master of Technology (Energy Engineering)
		Department of Computer	Bachelor of Technology (Computer Science & Engineering)	

			Engineering & Information Technology	Dual Degree (Bachelor of Technology in Computer Science & Engineering +Master of Technology in Computer Science & Engineering)
				Master of Technology
			Department of Electronics and Communication	Bachelor of Technology (Electronics & Communication Engineering)
				Master of Technology (Very Large Scale Integration)
				Master of Technology (Digital and Wireless Communication Engineering)
			Department of Electrical Engineering	Bachelor of Technology (Electrical Engineering)
				Dual Degree (Bachelor of Technology in Electrical Engineering & Master of Technology in Energy Engineering)
				Master of Technology (Power System)
			Department of Mechanical Engineering	Bachelor of Technology (Mechanical Engineering)
				Dual Degree (Bachelor of Technology in Mechanical Engineering + Master of Technology (Manufacturing & Industrial Engineering))
				Master of Technology (Manufacturing & Industrial Engineering)
			Department of Civil Engineering	Bachelor of Technology (Civil Engineering)
				Dual Degree (Bachelor of Technology in Civil Engineering & Master of Technology in Construction Engineering & Management)
				Master of Technology (Transport Engineering)
				Master of Technology (Construction Engineering & Management)
			Department of Polytechnic	Diploma in Computer Science/Automobile Engineering /Mechanical Engineering /Electrical Engineering/Civil Engineering
Centre for Cloud Infrastrucure & Security	Master of Technology (Cloud Computing & Security)			
	Dual Degree [Bachelor of Technology in Computer Science & Engineering &Master of Technology (Cloud Computing & Security)]			
Centre for Climate Change and Water Research	Master of Technology (Geoinformatics)			
	Doctor of Philosophy			
Pharmacy	Gyan Vihar School of Pharmacy	Diploma in Pharmacy		
		Bachelor of Pharmacy		
		Master of Pharmacy		
		Doctor of Philosophy		
8	School of Health Care	Health Care	-	Dual Degree (B.Sc. + MBA- Hospital and Health Management)

				Integrated MBA – Public Health (with B.Sc.)
				B.Physiotherapy
				B.Sc. Paramedical Sciences
				MBA –Hospital and Health Management

Notes:	
1	Duration of Programs, is as per UGC/AICTE/PCI/NCTE/ICAR guidelines/norms
2	COE = Centre of Excellence
3	Candidates having diploma in engineering/B.Sc. Maths can be directly admitted to II nd year of concerned B.Tech program
4	Candidates having diploma in pharmacy can be directly admitted to II nd year of B.Pharmacy
5	Candidates having BCA degree with Maths can be directly admitted to II nd year of MCA program under lateral entry fee includes Course Fee, All Initial University charges likes eligibility fee, admission fee, examination fee, library fee, lab fee etc.

3.2 SCOPE OF VARIOUS PROGRAMS

3.2.1 SCOPE OF CIVIL ENGINEERING

The four-year curriculum leading to the Bachelor of Technology in Civil Engineering enables the graduate to enter professional practice as an engineer or to continue his or her studies in programs leading to advanced degrees in the following broad fields of specialization: construction engineering and management, environmental engineering, geotechnical engineering, hydrology, materials, structural engineering and mechanics, transportation, and water resources planning and management. The B.Tech degree program is designed to offer in depth course material considered essential for all civil engineers. Civil engineers must not only be technically proficient, but also must be effective in working with people and with professionals in other disciplines. This includes having the ability to analyze and solve civil engineering problems by applying basic principles of mathematics, science, and engineering. Graduates will be able to use modern engineering techniques, skills, and tools to identify, formulate, and solve civil engineering problems. They will be prepared for professional practice in civil engineering and will be able to function and communicate effectively individually and within multidisciplinary teams.

CAREER: Consulting Engineer, Contractor, Site Engineer, Project Engineer, Defense Sector, Infrastructure Sector, Architect

3.2.2 SCOPE OF MECHANICAL ENGINEERING

To give students a broad exposure to various areas of Mechanical Engineering such as design, automation, CAD/ CAM, refrigeration, manufacturing and mold them to be technically competitive and place them ahead in the race for quality employment. To enable the students to acquire practical experience in the mechanical Engineering discipline through design projects and opportunities to work with faculty in research.

To train the students and enable them to meet the technological challenges and diverse needs of industry and society in various areas of Mechanical Engineering and equip them to excel in global industry.

CAREER: Product Design Engineer, Automobiles, Production Manager, Consulting Engineer, Technician Engineer, Manufacturing Systems Engineer, Industrial Engineer, Installation and Maintenance, R&D Engineer, Production Control Supervisor, Inspection Supervisor, Industrial designer.

3.2.3 SCOPE OF COMPUTER ENGINEERING & IT

This UG program lays emphasis on software & hardware engineering, data and information systems engineering, as well as on networking technologies, wired, optical fiber, and wireless. The Department provides exposure to emerging technologies as well as futuristic technologies.

CAREER: Computer security Analyst, Computer Engineer, Consulting Engineer, R & D of Computer and Software, Computer Operation Manager, Computer Network Manager, Specialist Computer Consultant, System Analyst.

3.2.4 SCOPE OF ELECTRONICS ENGINEERING

The undergraduate program aims at providing a balanced exposure to both Electronics and Communication. The special feature of Electronics teaching is the emphasis on VLSI design and the use of CAD tools in its development. On the Communication side, the Department highlights modern technologies like optical fiber, wireless and mobile communication. Students of the Department are given high exposure to computer technology as well.

CAREER: Electronic engineers, Tele-Com Sector, Television Industry, Systems Engineer, Industrial Engineer, R&D.

3.2.5 SCOPE OF ELECTRICAL ENGINEERING

To impart quality education through a blend of courses such that the students who move on to concentrate on Electrical Engineering will have the reasonable knowledge of electronics also to refer to when they come across an electronics problem. Naturally, those who are more focused on Electrical will be able to refer to electrical knowledge when dealing with problem from the domain of power engineering. To enrich the student's view of the profession and make them understand the business and social content of their work. More importantly, to make graduates develop independent thought process to enable them to investigate new ideas and tools as they arise in their professional career.

CAREERS: Electrical Engineers, Defense sector, Medical Sector, Consumer Electronics, Space Technology, Power Sector, R & D.

3.2.6 SCOPE OF MANAGEMENT PROGRAMS

Management courses at the University are dedicated to developing a new generation of business leaders and entrepreneurs and conducting research not only into the nature of business, but the connections between business and the wider world. As a major business school, it has capabilities in all of the core aspects of business. For example, you will find world-class education in finance and strategy, as well as an extensive set of activities around entrepreneurship. In addition, through the individual work of the faculty, and in some cases through numerous elective courses that reflect contemporary relevance, we provide extraordinary depth in particular areas.

If you are passionate about making a positive difference—at school, at work, in your community, and in the world—then the management course of the University is the right choice. With a curriculum geared toward a global perspective, a cosmopolitan student body, and partnerships with leading organizations around the world, the University will provide you with a competitive edge in today's global economy and a solid foundation to effect meaningful change throughout your career.

CAREER: The scope for a MBA graduate is unparalleled. Apart from attractive pay packets and placements being offered at campus-level itself, it opens doors to various sectoral opportunities. The Indian Corporate world has seen many MBA professionals occupying top slots in the corporate ladder.

Apart from Corporate careers, one can opt for entrepreneurship, work in co-operatives, NGO's as the opportunities are literally unlimited. Even when the industry goes through trends/fads, like the recent dotcom fad, MBAs are the first in and among the first out, thereby reaping the benefits of a rising

industry and the smartness of exiting to a different industry when the fall happened. This is due to the multi-dimensional, multi-tasking quality an MBA possesses.

For example: A MBA with Finance specialization does not necessarily fare poorly when the industry hits the doldrums. He gets onto marketing of financial services (say, marketing of mutual funds or insurance products), thereby reducing career risk.

Today, a Management Degree has become an attractive proposition, as there are attractive entry level salaries for competent graduates who get educated in a job-ready mode and typically, a Management Graduate gets absorbed into a Company through the Campus Placement Program of the University. The MBA Program offers a lucrative career option to both experienced professionals as well as fresh graduates.

3.2.7 SCOPE OF TOURISM, HOSPITALITY & HOTEL MANAGEMENT

Globalization has created uniformity in customer expectations world over. With the opening up of Indian economy, our tourism/ hotel sector has to compete globally even for the domestic market. This requires strong products and services with leading technology/quality and compelling cost advantage. Suitably trained manpower is critical to achieve this goal. Large pool of highly trained manpower has provided India leadership position in knowledge-based industries. Efforts are now required to translate this leadership in building indigenous capabilities for service industry. This would require skill sets appropriate for the profession that too - using modern tools and techniques.

CAREER: Hotel, Hospitality, Catering, Food products, Tourism, Event Management

3.2.8 SCOPE OF FOOD PROCESSING & CATERING TECHNOLOGY

India produces the widest variety of fruits and vegetables and is the second largest producer in the world. The fruits and vegetables sector is poised to expand rapidly, its growth being driven by rising incomes, increasing demand from the current low levels of per capita income and increasing population.

India is now embarking on food revolution. Agri- services and large Agro Parks are some of the potential areas for future investments. There is a need for developing specialized agri-infrastructure. Value chain linkages right from farmers input stage to the consumption stage, roads, water, shed management, logistics, storage and auction houses, agro parks, dedicated agro ports all these form part of agri-infrastructure. There is growing requirement of personnel specialized in these fields to provide inputs that are modern at the same time feasible in context with the resources available.

CAREER: Hotel, Hospitality, Catering, Food products, Tourism, Event Management, Agri-products, Food processing

3.2.9 SCOPE OF LIBERAL ARTS, CULTURE, JOURNALISM, MASS COMMUNICATION, HUMANITIES & SOCIAL SCIENCE

Entertainment has always been a lifeline of human civilization. As a matter of fact the desire to be entertained or to entertain is a major hallmark of civilization. From simple forms of village gatherings or social congregations, we are gradually moving towards complex and highly sophisticated forms of entertainment. As the human mind becomes more and more modern, his tastes and cultural requirements are also evolving.

We are today moving towards multiplexes, bowling alleys, pool-parlors and video games, which entertain but also tantalize the mind by their technology sophistication. Even in the rural backwaters, we see people gravitating more and more towards modern means of entertainment in comparison to the more earthy, inexpensive and slightly cruder forms of folk art, that today people are ready to spend more than ever on entertainment. Our folk culture provides ample scope for awareness generation, entertainment, and can be treated as an independent industry in Rajasthan.

Only 5 to 10% of the total potential of the entertainment Industry is currently realized. What we see today is the tip of the iceberg. Entertainment Industry is the future and with the gradual fusion of

Information Technology and entertainment, tomorrow's world of information will be a source of education. There is a need to develop new forms of entertainment in the years to come so that people not only get better quality of life but also healthy and wholesome entertainment. This sector has multifarious possibilities for expansion.

CAREER: Electronic & Print media, Entertainment, Journalism,

3.2.10 SCOPE OF COMMERCE

The rapid pace of technological changes has made it imperative to identify the novel and innovative demands and technological applications, which unfortunately cannot be met with small changes in the products. The man is perplexed with the new products/ business/ ideas flooding the market resulting from development of new technologies/ ideas, and attempting to generate demand. Business persons are now aiming at developing new products / systems hoping to use technologies, which are presently not available, but are, expected to be available when the development of product is completed and the technology is needed. It is necessary to develop professionals who are conversant with the advancement of technological growth in future.

There is tremendous scope for requirement of qualified Commerce manpower in future in yet unexplored areas of business applications. There is no cause of worry because of recent slump in IT manpower requirement, which only indicates technical corrections. Application of Information Technology in business, commerce, banking education, communication etc. has greatly changed the quality of life. But its applications in business areas are likely to result into sustainable development.

CAREER: Business, Industry

3.2.11 SCOPE OF BASIC & APPLIED SCIENCE

In the changed economic scenario, the need for creating synergetic partnership between industry and an academic institution is a necessity. Academic institutions deal with creation of knowledge in Basic and applied Science, and Industry finds their applications. Continuous up-gradation of curriculum to meet emerging demands of the industry, provision for high quality of service and infrastructure, improvement in the competence of faculty, relevance of R & D in institutions, professional work environment, etc. are some areas where partnership with industry would benefit an academic institution. Considering these, it is proposed that the University will be developed as *Industry-driven Institute* in research areas with governance and management structure designed specifically for this purpose. Basic and Applied Sciences form the foundation of all such activities.

CAREER: Academia, Industry, R&D

3.2.12 SCOPE OF VOCATIONAL EDUCATION

The University will offer Vocational /Professional modules in conjunction with the degree courses to the students. The modules will connect the students' academic subjects with a "hands-on" practical dimension and a focus on the world of work and career planning. These specialized modules will be pathways to employment as they would develop specialized knowledge and professional skills of the students. The emphasis will be on the development of basic soft skills, technical knowledge and occupational information thereby bridge the gaps between academics and employment.

Each student will have access to professional educational and career guidance and counseling and thus be in a position to make informed choices based on his/her aptitude, interest, aspirations and emerging trends.

3.2.13 SCOPE OF ENVIRONMENT, CLIMATE STUDIES & SUSTAINABLE DEVELOPMENT

It is globally accepted facts that the development cannot be sustainable unless it is environmental friendly. Study undertaken by SCOPE and IPCC has proved that Climate Change is the major environmental challenge which world is facing today. Responding to the growing concern regarding the consequences of Climate change many national international efforts have started either to mitigate the causes of climate change or to adapt to the consequences of it. However in order to find sustainable solution to these environmental problems for having sustainable development there is need for large trained manpower to support and to pursue national and international efforts in this direction.

3.2.14 SCOPE OF ENERGY STUDIES

Realizing the availability of the high solar potential in the region, the **Center of Excellence-Solar Energy Research & Utilization (SGVU-COE)** has been established by the University to promote solar energy utilization in the society for better living by increasing its share enabling to conserve the conventional fuels & as well to help in saving the environment. The COE conducts research on the development of the systems, components and processes in the areas of thermal utilization of solar energy, photovoltaic, electrical power generation, and solar architecture, heating/cooling and appropriate use of solar energy. Its work ranges from the scientific investigation of solar energy utilization, development of prototypes to the construction of demonstration systems, popularization, and extension to cater the needs of the society. The COE aims to pool and integrate scientists/engineers/faculties/technical persons/students from the different departments to produce "ENERGY ENGINEER". The target of the Centre of Excellence is to establish the Suresh Gyan Vihar University as a leader in solar energy research and its utilization in the country.

Infrastructure facilities: Weather station, solar lab, solar park and Fabrication workshop.

Careers: Energy engineers, Solar Power plant design Engineer, Consulting Engineer, Technician Engineer, Industrial Engineer, Installation and Maintenance of solar thermal/photovoltaic systems, R&D Engineer, Inspection Engineers, Industrial designer.

Opportunity scopes: Power sector, Railways, Tele-Com Sectors, ISRO, ICAR, ICMR, CSIR, Television Industry, R&D labs, Research institutes, Universities, Agriculture, Defense sector, Rural sector, Domestic sector, Buildings, Medical sector and several types of Industries.

3.2.15 SCOPE OF CLOUD COMPUTING

Center for Cloud Infrastructure & Security (CCIS) is being setup at the Suresh GyanVihar University, Jaipur in collaboration with Amazon Web Services. The primary focus of CCIS is to conduct high quality research and development in the areas of cloud computing and its applications, security, and

performance optimization at affordable costs. Our mission is to develop information infrastructures into more secure and reliable cloud infrastructures and to enhance the communication networks and protocols of today's best-effort Internet. The goal is to explore allied areas of cloud computing, IOT , Big data networking data protection, with the emphasis on verified designs, implementation, and evaluation of secure network systems, protocols, and applications. University research facilities include campus wide wired and wireless networks as well as a heterogeneous collection of computing systems and some new infrastructure.

Career: Cloud Architect and Solution Provider, AWS Cloud Associate, Big Data Analytics, Hadoop Framework for Big Data Analytics, Cloud Security, Load balancing over Cloud, Resource Provisioning over cloud, Machine Learning over Big Data, Internet of Things, Open Stack

3.2.16 SCOPE OF EDUCATION

It takes time & money to select suitable human resource, retain them for a reasonable period and inculcate sense of belongingness among them so that they put in their best for the development of the Educational Institute. It is not only important to select suitable teacher that is qualified and dedicated, but the teacher should be trained in handling student-centric delivery of content of knowledge.

One major reason of poor quality of our students is the acute shortage of dedicated & committed teachers. Poor teacher grooms the students in to poor products; many of them in turn join as teacher making it a perpetual problem. Further, due to lucrative careers available outside teaching profession, the talent is not attracted to teaching profession. The School of Education is handling these problems successfully.

CAREER: Teaching the students, Training the trainers

3.2.17 SCOPE OF PHARMACY

The Pharmacy manpower produced in the state is not only catering to the requirement of the state, but a large number of personal trained in Pharmacy areas migrate to other States/Countries. Globalization and liberalization of our economy has resulted into frequent migration of trained manpower across the State/Country border, and the '*border*' has lost its significance in respect to job opportunities and placement.

It is well established that the domestic drugs and pharmaceutical industry need more pharmacists in order to meet the increasing demand and harness opportunities arising out of the liberalization of the economy. The role of pharmacist seems to be changing due to technological developments in pharmaceutical industry and a new mission comprising of information of patients has become more important. This has resulted in acute shortage of trained manpower in pharmacy & related areas.

The pharmaceutical industry in India is fast growing and numbers of hospitals, nursing homes, dispensaries are increasing every day. However, the lack of matching growth of trained Pharmacists has resulted into a situation where medicines worth thousands of crores of rupees are being manufactured and consumed without clear understanding of its uses and abuses.

CAREER: Pharmacist, Hospitals, Industry, University

3.2.18 SCOPE OF AGRICULTURE

Poverty has a firm grip particularly on rural areas. Even where natural resources are ample, people cannot take advantage because they lack access to agriculture financing, quality seed and fertilizer, competitive crop distribution channels, agriculture education, training, and insurance against natural disasters.

B.Sc. (Agriculture) is one of the programs which are widely explored in the present area. The main reason behind this is the growing importance of agriculture and the benefits of adding technology to it.

B.Sc. (Agriculture) degree differs from a normal B.Sc. degree as in this, courses focus on agriculture: for example the student will study agricultural economics rather than economics. It requires specialization in the field of animal sciences, plant protection, soil sciences etc.

The objective of the B.Sc. (Agriculture) program is to prepare future agricultural scientists having general knowledge and skills in agricultural production, process and farming based on agricultural, natural, technical and economical sciences in diverse areas of modern agriculture. The Agriculture graduates of the university will be able to;

- manage agricultural enterprises in the area of agricultural production, process and trade.
- hold a post on supply in administration and policy.
- analyze and control commercial and economical process in the field of agriculture.
- control and manage agricultural production.
- take managerial and social responsibilities.

Job prospects: Many government and private organizations in the agriculture sector recruit candidates who have completed their Bachelor of Science in Agriculture. Organizations in sector like animal husbandry, dairy consultancies, insurance, food chains and banks also look for Agriculture graduates. Thus, B.Sc. (Ag) program offers a wide scope particularly in an agriculture-based country like India.

3.2.19 SCOPE OF DISTANCE EDUCATION

Projected figures of manpower requirements for the Indian IT Industry call for trained software and IT professionals to the tune of 50 lac over the next five years with approximately 30% of the total requirement being for personnel at the higher end of the qualification spectrum.

Education at such a massive scale through the use of the conventional contact type educational methodology within a regular university campus setting is just not feasible in view of the heavy costs involved as well as due to the scarce availability of faculty resources capable of imparting quality education. Fortunately the IT revolution itself has provided a possible answer to the problem of numbers and quality in the form of developments of interactive multimedia education which can be readily disseminated in electronic form over the Internet.

It is thus possible for the University to also serve as a "virtual university" to offer programs to non-campus students by means of www network delivery of streaming audio / video course material at a cluster of study sites initially throughout the state of Rajasthan and gradually expanding to serve an All India Clientele.

The real promise of the "virtual university" concept stems from:

- i) The possibility of catering to additional students at a negligible marginal cost: and
- ii) The flexibility provided to students to individualize their education i.e. control over the time, place and pace of study.

It is also proposed to use an interactive multimedia and intelligent tutoring system as a supplement to the chalk and blackboard lectures for regular on-campus students. Such a hybrid exposure would provide the students with a focus on "learning throughout a lifetime" which is so essential in the present day complex world of constant change where the half-life of knowledge is but a few years at the most.

In India we are as yet unable to fully exploit the advantages offered by distance education in view of the fact that presently very few of the potential students have access to a home computer and/or a personal Internet connection of adequate speed. Further the expected student population would mainly comprise fresh school pass outs rather than "adult learners". Such a group of students are likely to have inadequate self-discipline to gain from the flexibility offered by the Internet Distance Education system. They would benefit best from a structured learning situation in a tutored mode. Thus it would be necessary to supplement the Internet learning mode by providing off-campus students access to a network of tutors at a cluster of study sites. At these study sites the students would attend the internal lectures on a regular full-time or a part-time basis, be provided tutorial guidance through face-to-face contact and gain hands-on computer laboratory training in a pseudo-campus setting. For cost effectiveness, the Internet lectures

would need to be based on a candid classroom situation. i.e. the same courseware and material offered to regular campus students would need to be captured on a video in a studio classroom and thereafter disseminated to the wider study site audience in electronic form via the Internet without any editing.

CAREER: Based on program opted

3.2.20 SCOPE OF GOOGLE LEARNING

In an effort to prepare students for a new era of the digital world, Suresh Gyan Vihar University has launched cutting-edge programs in collaboration with Google. The university is all set to become a highly flexible organization that can deliver extraordinary learning experience for B. Tech and BCA students. The hands-on, flexible approach enabled by Google will empower students for the challenges of the rapidly advancing world.

The aim of this partnership is to create a community of independent thinkers by fostering collaborative learning. The university wants its student to learn the most advanced technologies to be competitive and job ready. With this vision, it has introduced new-age programmes to enhance the employment potential of B. Tech and BCA students

As a way to strengthen the university and create self-sustaining learning ecosystem, Google partnership aims to

- Set up a Chrome Learning Lab. A well-equipped, state-of-the-art resource center with high-speed connectivity for seamless access to Google technologies. Google to facilitate device for lab building.
- Impart training for students and faculty on latest Google Technologies
- Offering certification programs for skill development

Career: Android Programming, Web Developer, Augmented Reality, Virtual Reality, Google Technologies

4. Extract of Examination & Academic Code

4.1 CREDIT SYSTEM

Each course of a program shall be assigned some integer numerical value termed as credit which is indicative of relational weight age of such course. The following procedure shall be adopted to assign number of credits to each course:

- (1) One hour of lecture per week shall be assigned one credit.
- (2) One hour of tutorial per week shall be assigned half credit.
- (3) One hour of laboratory work per week shall be assigned half credit.
- (4) The other practical courses e.g. industrial/field training, seminar/dissertation, project report including viva-voce may be assigned number of credits by the concerned Board of Studies depending on the quantum of work required to be performed.
- (5) To every semester of UG program two credits shall be assigned for discipline and extracurricular activities.
- (6) In case the total number of credits for a course is fractional, it shall be raised to next integer.

4.2 GRADING SYSTEM

The academic performance of a student shall be graded on a ten point scale. The letter Grades awarded to a student in all the courses shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) respectively.

4.3 GENERAL GUIDELINES FOR AWARD OF GRADES

Upto 2015 Batch

- (1) The marks of both the components of a course shall be added to get total marks out of 100. The rounding off shall be done on the higher side.
- (2) For less than 60 students in a course, the grades shall be awarded on the basis of cut off in the absolute marks, as in Table – 1.
- (3) For 60 or more than 60 students in a course statistical method shall be used for the award of grades. The salient features of the statistical method are given in Table – 2.
- (4) Minimum passing marks/ grade in end semester examinations / overall in each course shall be as follows:
 - (a) For any UG (except Pharmacy) Course / Paper
 - End semester examinations - 30%
 - Overall Grade – D
 - (b) For any UG Pharmacy
 - End semester examinations - 30%
 - Overall Grade – C
 - (c) For all PG programs
 - End semester examinations - 40%
 - Overall Grade – C

**Table 1 – Award of Grades based on absolute marks
(For less than 60 students)**

Grade	Marks secured out of 100
A ⁺	91 or above
A	82 or more but less than 91
B ⁺	73 or more but less than 82
B	64 or more but less than 73
C ⁺	55 or more but less than 64
C	46* or more but less than 55
D	37 or more but less than 46

* In case of Pharmacy students it shall be 50.

**Table – 2 Award of Grades using statistical method
(For 60 or more than 60 students)**

Grade	Marks secured out of 100
A ⁺	$X+1.5\sigma$ or above
A	$X+1.0\sigma$ or more but less than $X+1.50\sigma$
B ⁺	$X+0.5\sigma$ or more but less than $X+1.0\sigma$
B	X or more but less than $X+0.5\sigma$
C ⁺	$X-0.5\sigma$ or more but less than X
C	$X-1.0\sigma$ or more but less than $X-0.5\sigma$
D	$X-1.5\sigma$ or more but less than $X-1.0\sigma$

Where X denotes average marks & σ denotes standard deviation.

After 2016 Batch

- (1) The marks of both the components of a course shall be added to get total marks out of 100. The rounding off shall be done on the higher side.
- (2) The grades shall be awarded on the basis of cut off in the absolute marks, as in Table – 3.
 - Minimum passing marks/ grade in end semester examinations / overall in each course shall be as follows:
 - (d) For any UG (except Pharmacy) Course / Paper
 - End semester examinations - 30%
 - Overall Grade – D
 - (e) For any UG Pharmacy
 - End semester examinations - 30%
 - Overall Grade – C
 - (f) For all PG programs
 - End semester examinations - 40%
 - Overall Grade – C

S.No.	Academic Performance	Grade	Grade Point
1	Superb	S	10
2	Excellent	A ⁺	9
3	Very Good	A	8
4	Good	B ⁺	7
5	Satisfactory	B	6
6	Average	C	5
7	Below Average	D	4
8	Very Poor	F	0

4.4 GRADE MODERATION

The grades awarded based whether based on absolute method or on statistical method shall be moderated to satisfy the following norms of the University:

- (1) A+ (A Plus) grade shall not be awarded for percentage of marks less than 80 in any case. A+ grade shall not be awarded to more than 10% of the total no. of students.
- (2) For UG except Pharmacy students 'D' grade (minimum passing grade) shall not be awarded for percentage of marks less than 35 in any case. Further, no student having 40% or more marks shall be awarded failing grade F.
- (3) For PG except Pharmacy students 'C' grade (minimum passing grade) shall not be awarded for percentage of marks less than 45 in any case. Further, no student having 50% or more marks shall be awarded failing grade F.
- (4) For all Pharmacy (UG as well as PG) students 'C' grade (minimum passing grade) shall not be awarded for percentage of marks less than 50 in any case. Further, no student having 55% or more marks shall be awarded failing grade F.
- (5) The overall distribution of number of different grades should be according to the normal statistical distribution to the extent possible i.e.
 - (a) Maximum number of students should obtain grade C⁺, B or B⁺.
 - (b) The number of students getting higher grades A or A⁺ and lower grades C or D should be in the descending order on both sides.
- (6) If statistical method is adopted and it is giving absurd results i.e. the value of $(X+1.5\sigma)$ is more than 100 or the value of $(X - 1.5\sigma)$ is negative, then these values may be adjusted so as to satisfy above conditions 1 to 5.

4.5 STRUCTURE OF GRADING

The structure of grading of academic performance together with the concerned grade points are given in Table – 3.

Table 3 – Structure of grading of academic performance

S.N.	Academic performance	Grades	Grades points
1	Outstanding	S	10
2	Excellent	A+	9
3	Very good	A	8
4	Good	B	7
5	Satisfactory	C ⁺	6
6	Average	C	5
7	Marginal	D	4
8	Very poor	F	0

4.6 CALCULATION OF SGPA & CGPA

The result of each student for each semester shall be worked out and provided in terms of Grades for each course, the semester grade point average of a student shall be calculated on the basis of the number of credits (C_i) assigned to ith course and grade points (P_i) earned in ith course (based on overall grade obtained) of that semester by the following formula:

$$SGPA = \frac{\sum_{i=1}^N C_i P_i}{\sum_{i=1}^N C_i}$$

The CGPA shall be calculated by the same formula used for calculation of SGPA but now C_i will be the number of credits of the i^{th} course, upto the semester for which CGPA is to be obtained and p_i is the Grade Point earned in i^{th} course.

4.7 PROMOTION TO NEXT HIGHER CLASS

The promotion of students to next higher class shall be made on annual basis i.e. on the basis of performance at both the semester of an academic year considering the number of credits earned as given below:-

(1) **For students of Diploma-Engg:-**

S. N.	Rule
1	Promotion from I yr to II year may be made in case a student earns minimum 16 credits during I and II Semester taken together including the credits earned in courses “ Proficiency in Co-curricular Activities ” and “ Employability Skills ”.
2	Promotion from II yr to III yr may be made in case a student earns minimum 50 credits during I to IV Semester taken together including the credits earned in courses “ Proficiency in Co-curricular Activities ” and “ Employability Skills ”.

(2) **For all UG students:-**

S. N.	Rule
1	Promotion from I yr to II year shall be made in case a student earns minimum 20 credits or 20% Credits (Total of the offered) which so ever is less, during I and II Semester taken together including the credits earned in courses “ Proficiency in Co-curricular Activities ” and “ Employability Skills ”.
2	Promotion from II yr to III yr shall be made in case a student earns minimum 55 credits or 55% credits (Total of the offered) which so ever is less, during I to IV Semester taken together including the credits earned in courses “ Proficiency in Co-curricular Activities ” and “ Employability Skills ”.
3	Promotion from III yr to IV yr shall be made in case a student earns minimum 98 credits or 65% credits (Total of the offered) which so ever is less, during I to VI Sem. taken together including the credits earned in courses “ Proficiency in Co-curricular Activities ” and “ Employability Skills ”.
4	Promotion from IV yr to V yr shall be made in case a student earns minimum 150 credits or 75% (Total of the offered) which so ever is less during I to VIII Sem. taken together including the credits earned in courses “ Proficiency in Co-curricular Activities ” and “ Employability Skills ”.

(3) **For all PG students:-**

S. N.	Rule
1	Promotion from I yr to II yr shall be made in case a student earns minimum 14 credits during I and II Sem. taken together including the credits earned in courses “ Proficiency in Co-curricular Activities ” and “ Employability Skills ”.

Note: (1) If the minimum number of credits required for promotion as calculated above is fractional, it shall be raised to next higher whole number.

(2) Students shall be provided maximum four chances to appear in each course.

4.8 FINAL YEAR GRADE SHEET/PASSING CERTIFICATE/AWARD OF DEGREE

A student may be provided final year grade sheet/passing certificate and conferred degree only after s/he fulfills the following requirements:

- The student may have earned minimum credits prescribed within the maximum duration allowed excluding the courses “**Proficiency in Co-curricular Activities**” and “**Employability Skills**”.
- The student should have secured minimum CGPA of 5.0 in all UG programs excluding Pharmacy and CGPA of 5.5 in UG Pharmacy and any PG program.
- The student has paid all the dues of the university.
- The student should have no case of indiscipline pending against him/her.

4.9 RULES AND REGULATIONS FOR STUDENTS OF DUAL DEGREE PROGRAMS:-

1. Introduction: -

The University is running Innovative Dual-Degree (B. Tech & M. Tech) - Five year Programs with various combinations of B.Tech and M.Tech branches.

The students of this program are awarded two separate degrees. One of UG degree (B.Tech) and other of PG degree (M.Tech). The minimum time period required for completion of these two programs separately are:

- B.Tech (4 year)
- M.Tech (2 year)

Accordingly the total time period required if both programs are completed separately is **6 years**. However, under Dual Degree program they get both the degrees in 5 years only, therefore the students of Dual Degree program save their valuable one year.

2. Program Structure: -

The program has been designed in the following manner:

- Upto VI Semesters the courses of B. Tech. and Dual Degree (B. Tech + M.Tech) are exactly same.
- In VII and VIII Semester each the student of Dual Degree has to study one course extra related to M.Tech program in addition to the courses prescribed for B.Tech students.
- During summer after completion of VIII semester a short semester (IX summer) of duration 45 days has been kept in which 2/3 courses related to M.Tech are prescribed.
- The remaining courses related to M.Tech are prescribed in IX regular and X semesters.

Therefore the students of Dual Degree (B.Tech + M.Tech) program have to study all the courses prescribed separately for B.Tech students and M.Tech students but in less duration.

3. Change of Branch: -

The students of Dual Degree (B.Tech + M.Tech) program may be allowed to change their B.Tech as well M. Tech branch on following occasions:

- (1) **Change of B.Tech Branch:** The students of this program may be permitted to change their B.Tech branch just after completion of I year of the program, in case they fulfill the under mentioned criterion:
 - (a) They have cleared all the courses prescribed for I year (I Sem as well as II Sem).
 - (b) Seats are vacant in the desired branch.
- (2) **Change of M.Tech Branch:** The students of Dual Degree program may also be permitted to change their M. Tech branch just after completion of III year (VI Semester) provided seats are vacant in the desired branch.

4. Migration from B.Tech to Dual Degree Program: -

The students of B.Tech – 4 year program if opt for Dual Degree (B.Tech + M.Tech) program may be allowed to switch to Dual Degree program upto first 3 years (6 Semesters).

5. Procedure for Calculation of CGPA separately for B.Tech and M.Tech programs: -

The procedure for calculation of Cumulative Grade Point Average (CGPA) secured by pass-out students for each degree to be awarded shall be as mentioned below:

- (1) **B.Tech Degree:** CGPA for B.Tech shall be calculated on the basis of **performance from I to VIII semester by excluding one additional course each related to M.Tech program completed during VII and VIII semesters respectively.**
- (2) **M.Tech Degree:** CGPA for M.Tech shall be calculated on the basis of all courses related to M.Tech completed during **VII, VIII, IX Summer, IX Regular and X semesters.**

6. Norms to award B.Tech and M.Tech degrees: -

A student of Dual Degree (B.Tech + M.Tech) program shall be awarded two degrees one of B.Tech and other of M.Tech only after completion of minimum duration of five years, in case he/she fulfills the requirements given below:

- (1) **B.Tech Degree:**
 - (a) the student has passed all the courses prescribed for the B.Tech degree under the general institutional and departmental requirements excluding the courses “**Proficiency in Co-curricular Activities**” and “**Employability Skills**” within the maximum duration prescribed.
 - (b) the student has secured minimum CGPA of 5.0 for B.Tech courses.
 - (c) the student has paid all the dues of the university.
 - (d) No case of indiscipline is pending against him/her.
- (2) **M.Tech Degree:** A student of Dual Degree (B. Tech + M. Tech) program shall be awarded M. Tech degree together with B. Tech degree if he/she satisfies following conditions:
 - (a) His/her minimum CGPA for B. Tech courses is 6.0

- (b) The student having CGPA less than 6.0 may improve his/her performance by reappearing in any of his/her paper of B. Tech at the opportunity available, otherwise he/she will be awarded only B. Tech degree even after 5 years provided, he is eligible.
- (c) (i) He/she has cleared all the courses prescribed for the M. Tech degree excluding the courses **“Proficiency in Co-curricular Activities”** and **“Employability Skills”** within the maximum duration prescribed.
- (ii) the student has secured minimum CGPA of 5.5 for M.Tech courses.
- (iii) the student has paid all the dues of the university.
- (iv) No case of indiscipline is pending against him/her.

4.10 ELIGIBILITY FOR APPEARING AT END SEMESTER EXAMINATION:-

- (1) To appear at End Semester Examination (**ESE**) of the University each student shall be required to put in a minimum of 90% attendance in each course of theory and practical separately. However, the President, on the recommendation of the Department concerned, may consider and decide on the request for condonation of any shortage of attendance up to 5%. Further, condonation of any shortage more than 5% but less than 10% may be recommended with full justification by the President to the Chairperson, whose decision thereon shall be final. The attendance of a student admitted late will be counted from the date of his / her admission. **Thus, a student having less than 75% attendance in any course will not be eligible to apply for condemnation and will not be permitted to appear in the end semester exams (ESE) of that course.**
- (2) In any program for which the requirement of practical training is prescribed, a student shall have to submit to Dean/Principal/Vice-Principal concerned a certificate issued by the concerned establishment/industry to the effect that the student has satisfactorily completed that practical training.

4.11 UN FAIR MEANS AND DISORDERLY CONDUCT

Unfair means shall include;

- (1) Making a false representation pertaining to the eligibility of a candidate to appear at an examination.
- (2) Communicating or attempting to communicate with the CE of the University or any person of his office or CS, or any person connected with the conduct of examination, or with any paper-setter or examiner, or finding out the questions that have been set by the paper setter or examiner, or with the object of influencing an examiner in the award of marks, or with the object of unduly influencing any one of them in discharge of his duties in connection with the examinations.
- (3) Talking to another candidate or any unauthorized person inside or outside the examination room during the examination hours without the permission of a member of supervisory staff before handing over the answer-book to the invigilator;
- (4) Giving or receiving, during the examination hours, any assistance in answering the question paper to or from any other candidate/person in the examination room or outside;
- (5) Having, during examination hours, in possession or access to: -

- (a) Any book, note, paper or any other unauthorized material which has relevance to the syllabus of the examination paper concerned;
 - (b) Anything written on any substance, scale, or any other instrument or any kind of furniture, which may have relevance to the syllabus of the examination paper concerned ;
 - (c) Anything written, or signs made on the admission card/question paper which have relevance to the syllabi of the examination concerned;
- (6) Swallowing or attempting to swallow, or destroying or attempting to destroy a note or paper or any other material, or running away with the material with the intention of destroying the evidence of using unfair means, or being guilty of causing disappearance or destruction of any such material either by himself or with the assistance of any other person;
 - (7) Smuggling, into the examination room/centre or out of it any question paper or an answer-book (main or supplementary) or part thereof;
 - (8) Replacing or getting replaced, during or after the examination, an answer-book (main or supplementary) or part thereof;
 - (9) Impersonating any candidate or getting impersonated by any person for taking the examination;
 - (10) Copying of a substantial part of any work or material without any acknowledgement by a candidate in his dissertation, thesis, field survey work or project report;
 - (11) Tempering with the record of examination;
 - (12) Using any obscene or abusive language in his / her answer-book;
 - (13) Cheating or attempting to cheat the University in any manner; and
 - (14) Any act or omission, by or on behalf of the candidate connected with the examination, whether prior to or subsequent to such examination or the result thereof which, in the opinion of the Board, is unfair means.

Disorderly conduct shall include;

- (1) Disobeying the instructions of the CS/Additional/Assistant CS, University observer, members of the flying squad, invigilator or any other member of the supervisory staff;
- (2) Threatening, intimidating or assaulting the CS, Additional/Assistant CS, University Observer, members of the flying squad, invigilator or any other member of the supervisory staff or another candidate in connection with the examination before, during or after the examination hours;
- (3) Misbehaving with the CS, Additional/Assistant CS, University Observer, members of the flying squad, invigilator or any other member of the supervisory staff;
- (4) Leaving the examination room before the expiry of thirty minutes after the commencement of the examination or leaving the examination room without obtaining the permission of the invigilator or without handing over the answer-book to the invigilator or without signing the attendance sheet;
- (5) Tearing off or mutilating an answer-book (main or supplementary) or any part thereof;
- (6) Disturbing or disrupting the conduct of examination or attempting to do so;
- (7) Inciting or compelling any other candidate to leave the examination room or/boycott the examination;
- (8) Bringing into the examination centre/room (i) any weapon or (ii) any other material objected by the CS/invigilator or any other member of the supervisory staff;
- (9) Refusing for physical search conducted by the CS, Additional/Assistant CS, University Observer, members of the flying squad, invigilator or any other member of the supervisory staff or obstructing or hindering such search in the examination room or any other place on the campus of the centre.

4.11.1 Punishment

In addition to the punishment that may have been already awarded by the CS, a candidate found guilty of unfair means or disorderly conduct at or in connection with an examination shall, at the discretion of the Board, be punished with one or more of the following:

- (1) Cancellation of the result of the paper in which he / she is found to have been guilty; or
- (2) Cancellation of the result of the examination for which he/she was a candidate; and/or
- (3) Debarring the candidate from securing admission to a class and appearing at any future examination of the University for a stated period; and/or
- (4) Any other punishment deemed suitable by the Board.

4.11.2 Norms of Punishment

Following shall be the norms for award of punishment:-

- (1) If a candidate is found guilty of seeking admission to an examination by making a false representation pertaining to his / her eligibility to appear at the examination, he shall be disqualified from appearing at any examination for a period of two to four years including the present examination.
- (2) Where a candidate is found having in his possession or within his/her reach any material relevant to the syllabi of the examination paper concerned but has not copied from or used it:
 - (a) If the behavior of the candidate on being caught is satisfactory;

Present examination shall be cancelled, provided that if the material found in possession of the candidate is of insignificant nature, the punishment may be relaxed to the extent of cancellation of the examination of that particular paper (theory or practical as the case may be) and the shall be treated as having obtained a 'Zero' mark in that paper with all the consequences to follow. However, if the candidate so desires, he/she will be given the option of appearing in the subsequent whole examination by cancelling the present examination as a whole.
 - (b) If the behavior of the candidate on being caught is unsatisfactory;

Present examination shall be cancelled and he/she shall be further debarred from appearing at subsequent examinations held in one year.

Note: If a candidate uses resistance or violence against the invigilator or any other person on the examination duty, the punishment may be enhanced according to the gravity of the offence.

- (3) Where a candidate found to have copied from or used the material caught:
 - (a) If the behavior of the candidate on being caught is satisfactory;

Present examination shall be cancelled and he/she shall be further debarred from appearing at subsequent examinations held in one year. However, if the material found in possession of the candidate and/or the extent of copying done by the candidate is of insignificant nature, the punishment may be relaxed to the extent of cancelling the present examination only.
 - (b) If the behavior of the candidate on being caught is unsatisfactory;

Present examination shall be cancelled and he shall be further debarred from appearing at subsequent examinations held in two years.

Note:

1. If the candidate uses resistance or violence against the invigilator or any other person on examination duty or consistently refuses to obey the instructions of the CS(s), the above punishment may be enhanced according to the gravity of the offence.
2. The phrase "Present examination is cancelled" in R 33 (2) and 33(3) refers to cancellation of all the papers of that examination.
- (3) If a candidate is found talking to another candidate or to any unauthorized person inside or outside the examination room, during the examination hours without the permission of a member of the supervisory staff, his examination in that particular paper may be cancelled.
- (4) If a candidate is found reading or in possession of some incriminating material relevant to the syllabi of the paper in the verandah, urinal etc. his examination in that particular paper or his whole examination, depending on the gravity of the offence, shall be cancelled.
- (5) If a candidate leaves the examination room:
 - (a) before the expiry of half-an-hour after the commencement of the examination; and/or
 - (b) without obtaining the permission of the invigilator; and/or
 - (c) without handing over the answer-book to the invigilator; and /or
 - (d) without signing the attendance sheet: his / her examination in the paper concerned may be cancelled.
- (6) If a candidate during the course of practical examination presents for assessment to the examiner practical or class work, file, note book, or dissertation etc. which does not belong to him/her, such practical examination shall be cancelled.
- (7) If a candidate:
 - (a) leaves the examination room without handing over his/her answer-book to the invigilator concerned and takes it away with him/her; or
 - (b) tears off, or otherwise disposes of his/her answer-book(s) or any part thereof inside or outside the examination room; or
 - (c) incites or compels any other candidate to leave the examination room or attempts to disturb, or disrupts the conduct of examination or indulges in any kind of activity on the campus of the Examination Centre which is violative of its sanctity or purpose: his/her present examination shall be cancelled and he/she may also be debarred from appearing at subsequent examinations to be held upto a maximum of two years depending upon the nature and gravity of the offence.
- (8) If a candidate, on being caught by an invigilator, a member of the flying squad or any other authorized member of the supervisory staff, runs away from the examination room alongwith the piece of paper/material in his possession or destroys any piece of paper/material believed to be of doubtful nature by the member(s) of the supervisory staff either by swallowing or throwing it away or by any other means; he shall be disqualified from appearing at any University examination for a period upto two years including the cancellation of the present examination.
- (9) If a candidate is found guilty of:
 - (a) Smuggling an answer-book in whole or in part inside the examination room, or
 - (b) Taking out or arranging to send outside the examination room an answer-book or question paper, in whole or in part, or
 - (c) Replacing his answer-book or getting it replaced in whole or in part during or after the examination, or
 - (d) Impersonating a candidate or being impersonated by any person; he shall be disqualified from appearing at any University examination upto a period of three years including the cancellation of the present examination.

Note: A person other than the candidate assisting him in the above act shall be liable for such action as may be determined by the CS.

- (10) If a candidate is found guilty of disobeying the instructions of the invigilator/CS or any other person authorized by him or if he occupies a seat other than that allowed to him without the permission of the proper authority, the examination of that particular paper may be cancelled.
- (11) If a candidate deliberately writes on his answer-book the roll number of any other candidate, he shall be disqualified from appearing/passing any University examination for a period upto two years including the present examination.
- (12) If a candidate carries with him any weapon or a mobile phone into the examination centre/room and does not handover the same to the invigilator or any other authorized member of the supervisory staff, he shall be disqualified from appearing/passing any University examination for a period upto two years including the present examination depending upon the nature and gravity of the offence.
- (13) Where a paper or any other material connected with the examination or use of any other unfairmeans is found or detected even after the examination is over, the candidate concerned may be disqualified from appearing/passing in any University examination upto three years including the present one depending upon the nature and gravity of the offence.
- (14) Cases of use of unfairmeans or of disorderly conduct not covered under the above category and punishment therefore shall be such as determined by the Board.

4.11.3 Procedure

The following shall be the procedure for dealing with the cases of candidates found using or suspected of using unfair means or showing disorderly conduct in connection with the examinations:

- (1) Where a candidate is suspected of using unfair means as defined above, the invigilator or any member of the supervisory staff or flying squad be empowered to search the candidate and/or his belongings.
- (2) Where any written or printed material is found in the possession of a candidate in consequence of such search, the concerned member of the supervisory staff shall require the candidate to put his signatures thereon and on his signing it, the member concerned shall countersign such material. In case the candidate refuses to do so, the member concerned shall record this fact on the material itself and put his signatures thereon.
- (3) When a candidate has signed or has refused to sign the material recovered from him, the member of the supervisory staff concerned shall, after marking UM-II, issue a fresh answer book to him for writing the answers of remaining questions.
- (4) Where a candidate declines to continue the writing of answers, he shall be forthwith produced before the CS for necessary action. However, a candidate who accepts such second answer book shall be produced before the CS only after that examination is over.
- (5) The invigilator or the member of the supervisory staff making such unfairmeans case shall generally give his report in writing in the form prescribed by the University.
- (6) On being produced before him, the CS shall require the candidate to freely make, his statement in respect of the report of the supervisory staff made against him after carefully reading it.
- (7) Thereupon the CS shall sign a certificate to the effect that:
 - (a) either the statement made by the candidate was made in his presence in his or her own handwriting; or
 - (b) the candidate refused to give any written statement; or
 - (c) he left the centre without giving his statement. In case the candidate denies the allegations made by the member reporting his case or the candidate refuses to give his statement or goes away from the centre without giving his statement, the CS shall cause to be recorded statement of any witness related to the case. In addition to the above, the CS shall also give his own remarks on the form in the matter.
- (8) All cases of unfair means shall be referred to the CE.

- (9) If a candidate refuses to give his statement on the spot and/or refuses to sign the material recovered or leaves the centre without giving his statement or a candidate is found guilty of showing disorderly conduct, shall be reported by the CS to the CE. An intimation notice to this effect shall also be sent to the candidate under registered cover calling upon him to show cause why action should not be taken against him for using unfair means or showing misconduct and asking him to submit / furnish his explanation/reply, if any directly to the CE of the University by registered/speed post so as to reach the University office within fourteen days from the date of dispatch of intimation notice.
- (10) The CE shall refer all cases of suspected use of unfair means or of disorderly conduct to the President for his consideration and decision. The President, however, may appoint Standing Unfair means Committee(s) to examine the cases on his behalf, and give the recommendations for his consideration and approval.
- (11) The Standing Unfair means Committee shall consult regarding the use of unfair means the Head Examiner/Examiner or any other expert appointed by the University wherever necessary, and get his report on the prescribed form.
- (12) The Standing Unfair means Committee shall consider and decide cases of suspected use of unfair means or of disorderly conduct in the candidates absence on the basis of the reports of the invigilator/CS and the statement, if any, made by the candidate in the prescribed form or reply statement, if any, received from the candidate in response to the notice issued to him by the CE. However, the University shall provide an opportunity of personal hearing to a candidate if he applies for it before deciding his case.
- (13) In cases in which a candidate desires to be given a personal hearing and/or if the Unfair means Committee thinks it necessary, it shall fix a date and time and notify the same to the candidate by registered/speed post at the address given by him in his examination application form to appear before the committee for personal hearing. No adjournment of the meeting ordinarily shall be granted to the candidate. The committee may, if considers necessary, require the concerned invigilator or member of supervisory staff or the CS to be present in the meeting at the time of holding the enquiry. The committee shall record the statement/reply of the candidate and may also seek and record clarifications or further explanations, if necessary, from the invigilator/member of the supervisory staff or the CS who may be present at the time of such enquiry.
- (14) No candidate shall be allowed to be represented by a lawyer or any other person at the proceedings of the Standing Unfair means Committee.
- (15) The Standing Unfair means Committee may, on demand, allow a candidate to inspect the incriminating material relating to his case.
- (16) If during the course of enquiry, the Standing Unfair means Committee, while examining a particular case(s) arrives at the conclusion that the candidate(s) resorted to copying from the answer books (s) of any other candidate(s) or where the committee is of the opinion that such copying could not have been done without the connivance/negligence of the invigilator(s) or any other member(s) of the supervisory staff, the committee may recommend such disciplinary action as it deems fit against such invigilator(s) or the members(s) of the supervisory staff or any other person involved in the case.
- (17) The report and recommendations of the Standing Unfair means Committee shall be placed before the President who shall take such action as he may think necessary in each case.

Notes:

- (1)The phrase “present examination shall be cancelled” in relation to a candidate appearing in uncovered/uncleared subject(s) /paper(s) of a lower examination along with his higher examination means cancellation of his uncovered papers at the lower examination as well as the complete higher examination.

- (2) The period for which a candidate is debarred from taking his examination will not be taken into account in counting the maximum period if any prescribed under any ordinance within which a candidate is required to pass a particular examination.
- (3) The records of the cases of unfair means/disorderly conduct may be destroyed after the expiry of six months from the date of dispatch of the decision to the candidate.

4.12 PROFICIENCY IN CO-CURRICULAR ACTIVITIES

- a. In every program (UG as well as PG) of the University in each semester except in final semester a course “Discipline and co- curricular activities” of two credits shall be prescribed.
- b. The following shall be bifurcation and procedure for awarding marks to the students in these courses.

Procedure for Award of Marks in course “Proficiency in Co-Curricular Activities”

S.No	Component	Max. Marks	Criterion for Award of Marks	
			Performance/Activity	Marks to be Awarded
1.	Participation in any Community Forum Activity	25	(i) A student is member of any Community Forum but has not participated in any of its activity during the semester.	15
			(ii) A student is member of any Community Forum and has actively participated in any one activity during the semester.	20
			(iii) A student is member of any Community Forum and has actively participated in minimum two activities during the semester.	25
2.	Participation in National Seminars/Workshops/Festivals/Exhibitions	25	(i) A student has attended any National Seminar/Workshop during the semester.	15
			(ii) A student has presented minimum one paper in National Seminar / Workshop during the semester.	25
			(iii) A student has participated in any Festival/Exhibition during the semester.	15
			(iv) A student has won prize in any Festival/Exhibition during the semester.	25
3.	Participation in any other Co-Curricular Activities	25	(i) A student has participated in any Co-Curricular Activity (Sports, NSS, NCC, Blood Donation Camp etc) during the semester.	15
			(ii) A student was declared winner/runner in any Co-Curricular Activity during the semester.	25
4.	Participation in Activities related to “Life Skills”	25	(i) Attendance in PT classes.	10
			(ii) For each activity 5 marks may be allotted. Minimum 3 activities are expected to be done during each semester.	15
			Total:-	25

c. For Indiscipline and short of Attendance in theory classes marks may be deducted in the following manner:

- i. In case any disciplinary action has been taken against a student during the semester then 25% to 50% of the total marks obtained in above four activities may be deducted. The decision

regarding this is to be taken by the Chief Proctor depending on the gravity of the in discipline in individual occurrence/ offence.

- ii. In case a student is detained due to shortage of attendance in any course from appearing in the End Semester Examination then 10% of the total marks obtained per **detained** course (**maximum 25%**) may also be deducted from the marks obtained in this course.
- d. It is Clarified that (i) this course shall remain of 2 credits as such, (ii) grade obtained in this course shall be considered during calculation of **SGPA/CGPA** but (iii) passing in this course shall not be compulsory for **Award of Degree** and (iv) improvement of grade obtained in this course shall not be permissible.

4.13 RETURN OF ORIGINAL DOCUMENTS

1. Original eligibility Documents submitted by students at the time of admission will be returned to them after the declarations of results of subsequent I semester examination of the academic year of admission with application in format (annexure – VI).
2. Schedule for return of documents will be notified from the office of the Registrar, in the month of January every year.
3. Documents will be issued only to the concerned student, who will be required to submit proof of identity along with a “No Dues” (annexure – III) from the Finance Department regarding payment of fees.
4. However, in respect of students applying for cancellation of admission in prescribed format issued on the recommendation of HoD and submission of the same, after due approval of their request the original documents will be returned, as per the following guidelines:-
 - (a) All original Documents, including Transfer Certificate and Migration Certificate in respect of students cancelling their admission **before the Enrollment** will be returned.
 - (b) In case of students canceling their admissions after the commencement of the program and enrollment, the original student Identity Card and “No Dues” (annexure – III) should be submitted before the documents can be issued. In such cases only eligibility documents will be returned and the student may apply for issue of Migration cum Transfer Certificate from the University.

4.14 GYAN VIHAR FREESHIP / SCHOLARSHIP SCHEMES

F.9(5)REG/SGVU/2018/408

Date: 14 June 2019

SURESH GYAN VIHAR UNIVERSITY FREESHIP / SCHOLARSHIP SESSION 2019-20

In partial modification of previous Notification No. F.9(5)REG/SGVU/2018/318 dated 31.05.2019, it is to notify that Suresh Gyan Vihar University provides freeship / scholarship to the students for the session 2019-20 under schemes as mentioned below:-

(1) Acharya Purushottam Uttam Fellowship (Freeship) (Number of Seats : 10)

100% cost of study	Eligibility
(students under this scheme will be exempted from paying Tuition fee, exam fee, enrollment fee, books, lodging & boarding for the entire course of study)	<p align="center">On BOM'S Discretion</p> To be awarded to those in need. To be continued for successive years, only if the student maintain 75% or more attendance in each Semester.

(A) 50%

50% exemption from tuition fee.	Students whose lose their fathers while studying at SGVU (student have to submit application along with copy of death certificate)
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(B) 100%

(B) 100%		Eligibility
(A) For the First year only (Students will be exempted from 100% of tuition fee at the time of admission)	Merit holder students	97.5% and above marks in 10+2 exam from recognized board.
(B) For subsequent years	Student will be given Scholarship if He / She Fulfills the desired eligibility.	The continuation of scholarship will be subject to (1) Minimum 7.5 CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (previous session) (3) No backlog in the previous year Exams (4) No disciplinary action against student in the previous session

(2) Shri Suresh Sharma Memorial Scholarship / Freeship**(3) Shri Sunil Sharma Merit Scholarship/ Freeship****(C) 50%**

(A) For the First year only (Students will be exempted from 50% of tuition fee at the time of admission)	Merit holder	95 % to 97.5 % in 10+2 exam from recognized board. The continuation of scholarship in subsequent years will be subject to (1) Minimum 7.5 CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (previous session) (3) No backlog in the previous year Exams (4) No disciplinary action against student in the previous
(D) 25%		Eligibility
(A) For the First year only (Students will be exempted from 25% of tuition fee only at the time of admission)	Merit holder	90% to 95 % in 10+2 exam from recognized board.
(B) For subsequent years	Student will be given Scholarship if He / She Fulfills the desired eligibility.	(1) Minimum 7.5 CGPA in previous examination (2) Minimum attendance of 75% in each semester (3) No disciplinary action in the previous session (4) No backlog in the previous year

(4) GV Score

(E)10%		Eligibility
(A) For the First year only (Students will be exempted 10% of tuition fee only at the time of admission)	10+2 % + Gyan Vihar Spirit Test + Interview	A weighted score will be calculated based on marks in the 10+2 exam (only those securing above 75% will be eligible) + Gyan Vihar Spirit Test + Interview. Students who score above 80 in the combined merit list will be eligible for 10 percent scholarship.
(B) For subsequent years	Student will be given Scholarship if He / She fulfills the desired eligibility	The continuation of scholarship will be subject to (1) Minimum 7.5CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (3) No backlog in the previous year (4) No disciplinary action against student

(F)15%		Eligibility
(A) For the First year only (Students will be exempted 10% of tuition fee only at the time of admission)	10+2 % + Gyan Vihar Spirit Test + Interview	A weighted score will be calculated based on marks in the 10+2 exam (only those securing above 80% will be eligible) + Gyan Vihar Spirit Test + Interview. Students who score above 85 in the combined merit list will be eligible for 15 percent scholarship.
(B) For subsequent years	Student will be given Scholarship if He / She fulfills the desired eligibility	The continuation of scholarship will be subject to (1) Minimum 7.5CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (3) No backlog in the previous year (4) No disciplinary action against student

GV Score

(G)20%		Eligibility
(A) For the First year only (Students will be exempted 10% of tuition fee only at the time of admission)	10+2 % + Gyan Vihar Spirit Test + Interview	A weighted score will be calculated based on marks in the 10+2 exam (only those securing above 85% will be eligible) + Gyan Vihar Spirit Test + Interview. Students who score above 90 in the combined merit list will be eligible for 20 percent scholarship.
(B) For subsequent years	Student will be given Scholarship if He / She fulfills the desired eligibility	The continuation of scholarship will be subject to (1) Minimum 7.5CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (3) No backlog in the previous year (4) No disciplinary action against student
(H) 10%		
(A) For the First year only (Students will be exempted 10% of tuition fee only at the time of admission)		
(B) For subsequent years		

(5) Post Graduate Scholarship Scheme

(I) 15%		
(A) For the First year only (Students will be exempted 10% of tuition fee only at the time of admission)	Degree Course + Gyan Vihar Spirit Test + Interview	A weighted score will be calculated based on marks in the previous qualifying examination (only those securing above 8 CGPA will be eligible) + Gyan Vihar Spirit Test + Interview. Students who score above 85 in the combined merit list will be eligible for 15 percent scholarship.
(B) For subsequent years	Student will be given Scholarship if He / She fulfills the desired eligibility	The continuation of scholarship will be subject to (1) Minimum 7.5CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (3) No backlog in the previous year (4) No disciplinary action against student

(J) 20%		
(A) For the First year only (Students will be exempted 10% of tuition fee only at the time of admission)	Degree Course + Gyan Vihar Spirit Test + Interview	A weighted score will be calculated based on marks in the previous qualifying examination (only those securing above 8.5% CGPA will be eligible) + Gyan Vihar Spirit Test + Interview. Students who score above 90 in the combined merit list will be eligible for 20 percent scholarship.
(B) For subsequent years	Student will be given Scholarship if He / She fulfills the desired eligibility	The continuation of scholarship will be subject to (1) Minimum 7.5CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (3) No backlog in the previous year (4) No disciplinary action against student

***These scholarships/free ships will be applicable only on more than 50% admissions against the approved intake.**

(4) Dr. Sudhanshu Employee Welfare Scholarship/Free ship

50% Scholarship in tuition fee for full course of study.	Eligibility
Permanent Employee of Gyan Vihar University	For higher studies in MBA/M.SC./MCA/ M.Tech/M.Pharm/Ph.D from SGVU (Regular/Distance mode) against an agreement to serve for a minimum of 2 years after the completion of said program.
50 % Scholarship in tuition fee for children of the University's permanent employees	This scheme is for all the programs for the wards of the permanent employee of the University, who have served at least 2 years in the University and would be applicable as long as the employee continues to serve in the University.(Only Regular Mode)

4) Smt. Kamla Devi Gender Equality Scholarship

10% Scholarship in tuition fee for full course of study.	Eligibility
10% scholarship to be awarded to all female applicants for all programs offered.	Female Applicants with a minimum of 50% marks in 10+2/qualifying exam will be eligible to avail 10% scholarship in UG and PG programs.

35% Scholarship in tuition fee for full course of study.		Eligibility
(a) SGVU ALUMNI		For higher studies in MBA/M.SC./MCA/ M.Tech/M.Pharm/Ph.D from SGVU.
(b) For subsequent years	Student will be given Scholarship if He / She fulfilling the desired eligibility	Based on the performance (1) Minimum 7.5 CGPA in the previous year examination (2) Minimum attendance 75% in each semester (3) No backlog in the previous year (4) No disciplinary action against student
		The continuation of scholarship will be subject to (1) Minimum 7.5CGPA in the previous year examination (2) Minimum attendance of 75% in each semester (3) No backlog in the previous year (4) No disciplinary action against student

(6) SGVUAA (Alumni Association) Scholarship

**** Students not complying any one of the above mentioned requirement for subsequent years his/ her scholarship will be cancelled with immediate effect.**

***** Students whose Scholarship cancelled any year will not be entitled for continuation of their scholarships.**

**SURESH GYAN VIHAR UNIVERSITY
For Foreign Nationals**

(9) Mahatma Gandhi Scholarship

(Number of seats: 50)

30-40% Scholarship in the International tuition fee	Eligibility
African Continent Citizen	The scholarship will be awarded on the basis of merit, educational background, Personal Interview, Family Income and Personal portfolio of students from the African Continent.

40-50% Scholarship in the International tuition fee	Eligibility
Nepal, Sri Lanka, Bhutan Afghanistan, Bangladesh, Maldives, Pakistan citizens	The scholarship will be awarded on the basis of, educational background, Personal Interview, Family Income and Personal portfolio of students from Nepal, Bhutan Afghanistan, Bangladesh, Maldives, Pakistan

(10) Mahatma Buddha SAARC Scholarship (Number of seats: 50)

NOTES:

1. For their entire course of duration students can only avail the benefit of any one of the scholarship schemes. Benefits/schemes can't be compounded.
2. Students already availing scholarship/ freeship /benefits from central/state government or nongovernmental organizations will not be eligible for SGVU's Scholarship / freeship / benefit schemes.

3. Based on the above mentioned guidelines the university shall constitute a scholarship committee which shall release individual scholarship certificates to those who are found eligible for the scholarship. In absence of the said scholarship certificates undersigned by competent authority scholarship shall not considered to be awarded.
4. All the above mentioned schemes are applicable only on regular full time classroom programs/ courses.

4.15 FEE REFUND POLICY

Students who decide to withdraw from the course must apply to Suresh Gyan Vihar University in writing. All applications for refund of fees will be considered individually. The cases of refund will be collectively put up to **fee refund committee**. The committee will decide the cases according to the guidelines given below:

All refunds are decided by the University as per UGC guidelines. Prior to consideration for any refund, all necessary withdrawal or interruption of studies procedures must have been completed by the student and the student recorded as withdrawn by the Registrar's Office.

1. In case of excess Payments:

Any amount paid in excess of the amount payable for a semester, the excess amount will be refunded without deduction.

2. Non-refundable fees

If in any case, the applicant has knowingly or willfully concealed or suppressed any information /fact or found impersonating a applicant or found using any fraudulent means for getting admission to the University, which renders him ineligible for the admission, the admission of such an applicant shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. Such an applicant will not be entitled for the refund of any fees or any other compensation by the University.

3. Fee Refund for Mid -Course withdrawal (for 3 years courses)

If a student withdraws from the programme / course of study in between, without completing the programme for whatsoever reason there will be no refund of fee whatsoever

4. Procedure of refund

- Application Form for refund is to be obtained and submitted to the Registrar (at Single Window) and at the University Campus only.
- Refund will be made only after the applicant has surrendered the original fee receipt, ID card (if already issued) and any other document as required by the University at the time of refund.
- After the start of the programme/session, no application for refund will be entertained, except as provided under above clauses.
- Refund, if any, will be made through the account payee cheque only in the favour of the concerned applicant who had applied for admission.

Where a candidate expires during the course of study, the entire fee of current semester shall be refunded.

The university has complied with UGC directions issued under notification D.O.No.1-3/2007(CPR-II) dated; December 2016 (6th December 2016), on the subject "Remittance

and Refund of fees and other student-centric issues”, point No. 4.2 (sub point 4.2.3, 4.2.4 & 4.2.5) as per details given below:-

4.2.3 If a student chooses to withdraw from the program of study in which he/ she is enrolled, the institution concerned shall follow the following four-tier system for the refund of fees remitted by the students. University shall notify the date of Commencement of session and last date of admission which will be 15 days after the commencement of Session.

Sr. No.	Percentage of Refund of Aggregate Fees*	Point of time when notice of withdrawal of admission is served to HEI / SGVU
1	100%	15 days before the formally notified last date of admission.
2	80%	Not more than 15 days after the formally notified last date of admission.
3	50%	More than 15 days but less than 30 days after the formally notified last date of admission.
4	00%	More than 30 days after the formally notified last date of admission.

**(Inclusive of course fees and non-tuition fees but exclusive of caution money and security deposit)*

4.2.4 In case of (1) in the table above, the university shall deduct an amount not more than 10% of the aggregate fees as processing charges from the refundable amount.

4.2.5 Fee shall be refunded to an eligible students within 15 days from the date of receiving a written application from him/her in this regard.

Non-refundable fees

- Amount paid for Prospectus and Entrance Fee is non-refundable fees under all circumstances.
- If in any case, the applicant has knowingly or willfully concealed or suppressed any information /fact or found impersonating a applicant or found using any fraudulent means for getting admission to the University, which renders him ineligible for the admission, the admission of such an applicant shall be cancelled at any stage or will be liable to disciplinary action(s) as decided by the University and/or as per the law of land. Such an applicant will not be entitled for the refund of any fees or any other compensation by the University.
- In case a student was given a provisional admission and he could not qualify the exam (eligibility criteria) the fee would be refunded after deducting Rs. 5000/- as admission processing fee.

Hostel Fee Refund Policy

A student seeking admission in Gyan Vihar campus hostel is required to deposit hostel fee. Once admitted in the hostel, a student is not allowed to withdraw his/her admission from hostel in the current session and there will be no refund of the fee whatsoever.

4.16 CHANGE OF BRANCH OF ENGINEERING STUDENTS

Subject to availability of seats in the branch in which the change is applied for, the branch change in B. Tech. / Dual Degree (B.Tech.& M. Tech) program may be considered on merit basis in the beginning of 2nd year (III semester). Similarly change of M.Tech branch in Dual Degree (B.Tech & M.Tech) may be permitted in the beginning of 4th year (VII Semester).

(1) Change of branch in III semester:

- (a) The students must have passed the **B. Tech. / Dual Degree (B.Tech. & M. Tech)** I & II Semester examination in all components in first attempt. The students with back papers or whose result has not been declared will not be considered for change of branch.
- (b) In case any student has applied for scrutiny of his / her marks and the result has not been received till the time of change of branch, such student may be considered for change of branch considering his/her result as unchanged.

(2) Change of M.Tech branch of Dual Degree (B.Tech & M.Tech) Students:-

- (a) The student must have cleared all the courses of **Dual Degree (B.Tech & M.Tech)** I to VI Sem. examination.
- (b) The branch wise merit list of students will be prepared on the basis of **combined result** of all the **six semesters**.
- (c) The student clearing their semester exams in **first attempt** will be given first preference based on their relative merit. Then, other students clearing the semesters by appearing at **Back Exams** will be considered on merit basis.
- (d) The change of branch will be made on the basis of availability of **seats** and students **merit**.
- (e) In case any student has applied for scrutiny of his/her marks and the result has not been received till the time of change of branch, such student will be considered for change branch considering his result as unchanged.

4.17 PROVISIONAL PERMISSION FOR JOINING ANY COMPANY AS TRAINEE BEFORE COMPLETING THEIR PROGRAMME*

It is a matter of great pleasure and honour to the University that large number of students get selected in companies every year, but sometimes the company requires them to join as Trainee/ Intern before the completion of Final Semester of the Program.

As per **Rule #19** of Examination & Academic code, we have a provision to permit such students to join the company as Trainee/Intern, but the student is required to appear in all components of internal assessment and End Semester Examinations. The **Monday Tests** and **Graded assignments** have been included as components of internal assessment from this semester. One can submit Graded assignments **ONLINE** from their place of work but it may not be possible for such a student to appear in Monday tests every week in the University.

In view of the above following decision in such matters has been taken, with the approval of the Competent Authority

Conditions:

1. Permission to join a company as Trainee, before completing the program, will be granted only if the training in the company follows the **job in that company**. If a student wants to undergo paid training without commitment of job, he may not be permitted.
2. The student should come to SGVU to appear in **End Semester Examinations** as per examination schedule.

3. The student will submit the **Graded assignment ONLINE** as per schedule.
4. The **Proficiency in Co-curricular Activities marks** (if applicable) will be awarded as average **Proficiency in Co-curricular Activities** marks secured from I to VII semester.
5. The student will submit to the University the **attendance certificate** obtained from the Company for the entire duration of absence from the University.
6. The student should come to SGVU to appear in **Mid-Semester Examination-II** as per examination schedule, which will be of 20 marks (instead of 10 marks) combining both the Mid Semester Examinations.
7. The **Monday Tests** will be replaced by the **Monday Assignments**. Such students will get every week **Monday Assignments**, which they will submit **ONLINE** from their place of work.
8. **Practical Classes:** Students shall be responsible to contact their Principal/ HOD for schedule of their practical classes, which may be arranged by them for continuous one week.
9. The students themselves shall be in touch with the University, and it will be their sole responsibility to find Academic/ Mid Semester/ End Semester/ Graded Assignment/ Monday Assignment schedules.
10. Such permission will be granted for the **FINAL** semester only.
11. The student shall clear all the dues in the University.

Procedure:

- Such students should apply to Training & Placement Office (TPO) through their HOD enclosing the offer letter. The HOD will ascertain that the training in the company follows the job in that company (point #1) and will give clear recommendations based on the Academic performance of the student.
- The students will give an undertaking accepting all the conditions indicated above.
- The TPO shall ensure that the student has cleared all the dues in the University.
- The TPO shall obtain approval in each case, and issue an No Objection Certificate (NOC) to the student, with a copy to all concerned including (but not limited to) HOD, Controller of Examination, Registrar office, Accounts office, President's Office.

4.18 EVALUATION OF PROJECT, PRACTICAL TRAINING REPORT ETC. (UG PROGRAMMES)

1. Project:

The Head of the teaching department concerned shall, wherever prescribed, allot a project to a student or a group thereof to be completed by him/them under the supervision of a teacher of his/their department.

2. Practical/Summer Training:

- (a) The Principal of a School in consultation with the Training & Placement Officer shall approve certain industrial institutions or establishments for purposes of practical training during summer and allot to each student any of them.
- (b) The report (s) of (1) and (2) above shall be submitted by each student on or before a date notified by the concerned Principal/Head.
- (c) The concerned Principal/Head shall arrange the viva-voce examination for assessment or evaluation of Projects/Practical training reports.
- (d) The viva-voce examination shall be conducted by a Board of examiners consisting of:
 - (i) Head of the concerned Department - Head/First Examiner

- (ii) One senior member of teaching staff - Second Examiner
- (iii) Supervisor - Internal Examiner

4.19 SCRUTINY OF ANSWER –BOOKS:

1. A student who wishes to apply for scrutiny of his answer book(s) must submit his application for the same in the prescribed form together with his mark sheet and requisite fee to the Registrar before expiry of twenty one days from the date of declaration of the result. An application received after the due date or incomplete in any respect shall be rejected.
2. Fee for scrutiny shall be Rs 200/- per answer book.
3. Scrutiny of Answer-Books shall be permissible in not more than twenty five percent of the theory papers in which the student actually appeared at an examination. If the twenty five percent of such papers is a fractional number, it will be rounded off to the next whole number.
4. **Scrutiny of Answer Books includes the following:**
 - (a) **Re-totaling of marks awarded by the Examiners:** - If mistake in re-totaling of marks is found it will be rectified whether the marks increases or decreases.
 - (b) **Omission to examine or mark any answer or answers:-**In case any answer or answers are not assessed by an examiner, the un-assessed answers will be got assessed by another examiner and result will be prepared accordingly.
 - (c) **Attempting more than the required number of questions:-**If a student has attempted more than the required number of questions unit wise as well as overall than the question in which he obtains less marks will be cancelled.
5. During scrutiny of answer books the marks awarded to the student in any question or part there of shall not be changed.
6. Scrutiny result will be declared within two week of the receipt of student's application.
7. A student who becomes eligible to seek admission to the next higher semester consequent upon the improvement of his result due to scrutiny in the middle of a semester will be considered eligible for admission to that semester. He will be allowed to take admission to the next semester within seven days from the date of communication of the scrutiny result. In such cases the attendance will be counted from the date of his admission to higher semester.
8. The answer book(s) will not be subject to any inspection or production before any external or internal authority except at the instance of the **Chairperson / President**.

Note: The university has discontinued the facility of Revaluation of Answer Books with effect from end semester-examination of Nov/Dec. 2013

4.20 BACK PAPER EXAMS

A student who wants to clear his end semester examination of theory as well as practical shall be required to appear with next batch of the semester concerned, e.g. a third semester student who wants to clear his first semester end semester exam shall be required to appear for the same with the first semester batch, a fourth semester student with the second semester batch and so on.

Note:

1. The university in future shall not conduct 'Special Back Paper' Exams presently being conducted after one month of declaration of results of end-semester-exams. However, such exams shall be conducted for pass-out students to save their valuable one year in the beginning of each academic year i.e. July/August. But such Back Paper exams shall be conducted for the courses related to final year only.

2. The students shall be allowed to appear and clear their uncleared papers with concerned exams of their junior batch only.

4.21 IMPROVEMENT

The students may be allowed to improve the result of any of their course of theory or practical on the following conditions;

- (1) The old marks of such students of the courses in which they want to improve their performance will be seized and they shall be awarded the new marks / grades provided their results are not adversely affected. In case if their results are adversely affected, their marks / grades will be decreased to such an extent that their results are not affected adversely.
- (2) The students may be allowed to improve their results by appearing with the related Back Paper Examinations.
- (3) The students may improve only end semester exams.
- (4) This opportunity shall not be available after the award of degree.

4.22 MAXIMUM DURATION FOR THE COMPLETION OF THE PROGRAMME

A student who for whatever reasons is not able to complete the program within the minimum duration prescribed for the program, shall be allowed two years period beyond the normal period to clear the backlog to be qualified for the degree.

4.23 CONVERSION FROM CGPA TO PERCENTAGE OF MARKS

The University does not provide marks in its grade-sheet, and instead provides Grades. However, in case it is necessary to calculate equivalent percentage of marks, the following formula may be used.

The Equivalent Percentage of Marks = CGPA * 9.3

4.24 Guidelines for Conduct of Weekly Tests

The “**Weekly Test**” in all the Programs running in the University shall be conducted in a structured manner, as a component of **Internal Continuous Assessment** of the Teaching-Learning Process in the Theory courses.

- Weekly test of 45 minute duration shall be held in the First period on every Monday for one theory course in each class.
- On Mondays, there shall be no other activity in First period in the University, except the weekly test.
- The Weekly tests will commence within 14 days of registration of students in the semester.
- The Head of the concerned Dept/ School/ Cluster shall be responsible for the smooth and timely conduct of Weekly Tests. They shall also act as the Observers for the Tests.
- If any Monday is a holiday, the Test shall be conducted on the next day (i.e. Tuesday) in the First period. If Tuesday is also a Holiday, it shall be conducted on following Wednesday & so on.
- The HOD/PC, in consultation with CC, will prepare the Test Calendar for all theory courses of the Program in the beginning of the semester. The Test Calendar will be uploaded on University Web site on the day of Registration of students for notification to all the students and faculty.
- The Test Calendar shall carry the following information (i) Test dates (ii) Subject name and code (iii) A Mention that the syllabus for the test will be up to and including what ever will be taught till the previous Saturday (one day before the test) as per the Teaching plan (iv) The names of the two Invigilators (The faculty teaching the course will be the first invigilator, and the second invigilator will be assigned for each test from amongst the faculty teaching a course in that class, so that the invigilation duty is evenly distributed.)

- Generally we have minimum 90 days (15 weeks : 6 days in each week) of teaching in every semester as per UGC norms. If there are six theory papers in a class and we leave two weeks in the beginning of the semester, in general, there will be two tests for each course in every class in the semester.
- A perusal of Test Calendar will make the faculty aware about (i) the test dates in their subjects and (ii) the expected course coverage by the test date as per teaching plan in the subject. This will help them to prepare the manuscript of the QPs.
- The CC/faculty shall prepare the test question papers for the two tests scheduled in the semester for their subjects under the supervision of HOD/PC, within first week of the commencement of the semester. The QPs will be kept in the custody of HOD in a sealed cover.
- The QPs may consist of **short answer** questions, **multiple choice objective** type questions aiming at to judge the application of knowledge and understanding of the concepts. Long answer/ essay type questions should be avoided in the short duration test.
- The components of Continuous Evaluation and End Semester Examination shall be as follows:-
For students admitted before academic year 2014-15 – 30:70.
For students admitted during academic year 2014 – 15 and thereafter – 40:60.
- The distribution of continuous internal evolution marks for all programs shall be as given below:

S.No.	Components	Students admitted before 2014-15	Students admitted during 2014-15 & after wards
1.	Mid Term I	07	10
2.	Mid Term II	07	10
3.	Weekly test	08	10
4.	Regular Grade Assessment / Practical (ISBM)	08	10
	Total	30	40

- The Test answer books shall be evaluated by the concerned faculty on the same day. The copies will be shown to the students on the next day of the test (e.g. Tuesday, if the test is conducted on Monday), and the marks be uploaded by the Wednesday. Test answer books will be finally sent to Examination section.
- The faculty shall not take leave on the date on which the test of the course taught by them is scheduled. They will have enough time to plan for an alternate date for their other work.
- If a First year student is admitted in the program late after the commencement of Weekly Tests, special tests may be arranged by Dean/ Principal/ VP under intimation to Pro-President in such courses, in which the tests have been conducted before the date of admission of the student.
- No special test shall be conducted for such students who are absent in any test.
- The weekly test internal marks for a course will be the average marks obtained by the student in all the tests conducted in that course.

4.25 General Guide Lines for SUMMER INTERNSHIP

Summer Training is a very important component of Engineering curriculum and is aimed at giving practical exposure of nature of work & work place to students.

As such, the conduct of Training, monitoring and assessment should be suitably planned.

SELECTION OF INDUSTRY

- The students should take training in an industry **related to their field/** branch.
- The training duration may be from **4 to 6 weeks** based on **provision in the curriculum.**
- The training slot may be selected during vacation as far as possible.
- The training may be arranged by the students themselves, or by the department, or by TPO
- The **cost of training**, if any, shall be borne by the student.
- The name of industry, duration of training, will be **approved by the HOD.**

CONDUCT OF TRAINING

- The student shall undergo the training in a serious manner.
- The attendance of student during the training period shall be verified by the competent authority of the Industry, which will be submitted along with the training report. This attendance will be counted at the University for the purpose of calculating % attendance.
- Leave application during the training period, if any, will be submitted to the industry with a copy to HOD.
- A faculty in the dept will be assigned some students, and he will serve as **Training Advisor** for that group of students.

MONITORING

- The **continuous progress** will be monitored by the Training Advisor by way of obtaining weekly reports through e-mail and will submit the consolidated report to HOD at the end of the training period.
- In some cases, if so required, the Training Advisor may **visit the industry** to obtain first hand report on the quality of training. This can be easily planned if the industry are located in nearby areas.

EVALUATION & ASSESSMENT

- A report on training will be submitted by each student in the department within 07 working days of the completion of training.
- The report will consist of , but not limited to ,different chapters including (1) Brief outline of the industry (2) Objective of the training (3) Date-wise record of shops/sections visited (4) Details of training activities conducted in each section/shop (5) Details of Learning outcome of the training (6) Special learning/ task/ project/ assignment with which the student was associated.
- The Training Advisor will act as **Internal Examiner** for evaluation and assessment of the report.
- One **External examiner** from some **industry** may be invited to evaluate the training reports.
- The evaluation of training shall based on (i) **Internal** assessment by Training Advisor (ii) **Joint Assessment** by Internal & External examiners based on report, presentation, viva, in the ratio 40:60.

OPTIONAL TRAINING

- The students may opt to go for training even if it is not included in the curriculum, provided the training period falls within the declared vacation.
- The University will provide them the required certificate of being a student of the University.
- The entire cost of training including monitoring, if any, shall be borne by the concerned students.

4.26 Guidelines for granting Leave during the Semester

No leave shall be granted to the students during the semester when academic activities are in a full swing. However, under special circumstances such leave will be granted subject to following conditions:

- Leave during the semester shall be granted, if and only if, the student has **minimum 75% attendance** in that semester up to that date from which the leave is requested. The application of the candidate shall not be entertained if this condition is not met.
- Leave application should be accompanied with a letter from the Father/Guardian certifying that the leave is essentially required by the student.
- Leave shall be granted on (i) medical ground requiring hospitalization (ii) function in the family (such as marriage of real brother/sister) in which the presence of the student is essential.
- No leave shall be granted on account of festivals such as Diwali, Holi, Eid etc.
- Leave shall be granted for the minimum period necessary.
- No supplementary weekly test will be conducted, if the student is absent in a test held during leave period.

4.27 Graded Assignments

4.27.1 The Assessment Process:

There are several modes through which we learn; every mode having its specific learning objectives. Everything cannot be learnt through a single process. (We cannot learn swimming through lecturing alone).

Assessment is the direct testing of “**quality of learning**” and indirect testing of “**quality of teaching**”.

The various assessment tools include:

Assessment Tools	Nature of Questions	Assessment Objectives
Quiz	MCOQ (lower & higher order); Short answer questions	Retention & Recall
Tutorials	Short answer questions; Numerical problems	Understanding
Assignments	Short answer questions; MCOQ; Unconventional Design problems; Case Studies; Application oriented problems; Practice Numerical Problems	Consolidation of key concepts; Student learn through exploration; Self Learning; Understanding; Transfer & application of knowledge;
Oral examination	Viva; Discussion; Questions on key concepts	Understanding
Written examination	Short answer questions; Numerical problems; Essay type questions	Retention & Recall; Cramming; Understanding
Group Discussions	Discussion; Guided Interaction	Communication; Organization of thoughts; Inter-personal behavior
Student Seminar & Presentation Case study	On Thrust areas related to program/ Course	Preparation & Presentation skills; Exploratory; Communication; Self-learning
Essay/ Long answer questions	Questions to be answered in 15 min or more time; Numerical problems	Retention & Recall; Cramming; Understanding; Organization of thoughts
Projects/ Production	On some area of interest related to Economy; Society; Community	Guided discovery; Exploration; Transfer & application of knowledge; Ideation
Simulation	Actual/ Virtual Simulation	Ideation; Analysis
Application and Analogy	Same concepts/ principles applied in different areas of study	Ideation; Exploration; Discovery; Transfer & application of knowledge; Techno-friendliness

Interaction during Industry visit/ Tour	Visits to work place	Expository; Group activity; Understanding;
Interaction during Expert Seminars	Seminar by Outside/ Faculty Experts in the area	Learning of new concepts/ knowledge; Q-A sessions are very important
Summary	Being brief in explanation	Learning of key points; Compressing ideas with out losing significant points

NOTE: As indicated above the Assessment Objectives in Assignments are in general not fulfilled. The students mostly copy the Assignment- answers and it becomes a ritual practice rather than an effective Learning & Assessment Tool.

4.27.2 The Assignments

- The assignments may be split in two parts.
- Part -1 may consist of Short answer questions; MCOQ (Multiple Choice Objective Questions of higher order of difficulty) and may be delivered ON LINE.
- Part- 2 may consist of Unconventional Design problems; Case Studies; Application oriented problems; Practice Numerical Problems of higher degree of difficulty; which may be given as **Take- home-assignments** (either through our website or on paper). These shall be grouped as **Graded Assignments**.
- The **Graded Assignments** for a course will be given to students on the Thursday, following the Monday on which weekly test is conducted.
- Each **Graded Assignments** may consist of 2-3 such problems. In a course, in general, Two/Three **Graded Assignments** shall be given to students.
- One -week time may be allowed to the students to solve and submit **Graded Assignments** problems.
- All the **Graded Assignments** given in any course, shall carry a total weightage of **10 marks in Internal assessment** of that course.

4.28 Evaluation of Lab Courses

Assessment in Lab courses

The procedure to be adopted for evaluation of Laboratory work is given as under:

- In general, there will be about 13 working weeks in a semester. Leaving 3 weeks for revision, conducting make up experiments, each student is required to complete at least **10 experiments** in each lab course.
- The distribution of total 100 marks shall be (i) Continuous assessment 40 marks (ii) Lab project 20 marks (iii) End semester examination 40 marks.
- **Continuous assessment:** 40 marks may be equally divided among 10 experiments, each experiment carrying 4 marks. The 4 marks allotted to each experiment may be further divided as: 1 mark for the attendance, 1 mark for conducting the experiment properly, 1 mark for writing the experiment in the lab record, and 1 mark for the viva-voce/ quiz conducted on that experiment. If any student has conducted more than 10 experiments, the marks in 10 best experiments shall be counted. The experiment-wise marks awarded to the student shall be uploaded by the next working day.
- **Lab project:** In the beginning of the semester every student will be allotted a **lab project topic** based on experiments he will be conducting in that lab course. The student shall himself search for the information using sources like library/internet/journals/books etc. for preparing the lab

project. The student has to submit the project before the Mid-semester examination II. In place of lab mid semester examination, the evaluation of lab project will be carried out (during the **scheduled Mid Semester II slot**) by the internal examiner under the supervision of **Supervisor** from another department. The lab project will carry 20 marks in each lab.

- **End Semester examination**: The End semester examination of the lab course shall be carried out as before, by internal & external examiners and will carry 40 marks.

5. RAGGING FREE CAMPUS

(1) Introduction:

The Hon'ble Supreme Court of India admitted and heard the above referred SLPs in relation to the menace of ragging in Technical Institutions / Universities / Colleges in the Country.

In this connection, a committee headed by Dr. R.K. Raghavan, former Director of CBI, for giving specific recommendations on effective prevention of ragging in educational institutions was constituted by the apex court.

Accordingly, the Committee had carried out a very detailed study on the various factors contributing for ragging and collected the public opinion. Further, the committee had submitted a detailed report with suitable recommendations and measures required to effectively curb the menace. The recommendations of the Committee were duly accepted and the directives have been issued to all the educational institutes for necessary implementation by the Hon'ble Court.

In addition, the UGC and AICTE have also issued detailed instructions on the subject. Keeping in view the above, a revised Anti Ragging document has been prepared by the University.

(2) What Constitutes Ragging (definition of ragging): Ragging constitutes one or more of any of the following acts:

- (a) any conduct by any student or students whether by words, spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
- (b) indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
- (c) asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
- (d) any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
- (e) exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- (f) any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
- (g) any act of physical abuse including all variants of it: causing bodily harm or any other danger to health or person;

- (h) any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
- (i) any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

(3) Measures for Prevention of Ragging:-

- (a) The application form for admission/enrolment shall have a printed affidavit, in English language. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
- (b) The application form shall also contain a printed affidavit, in English language which should be filled and signed by the parent/guardian of the applicant to the effect that he/she is also aware of the law in this regard and agrees to abide by the punishment meted out to his/her ward in case the latter is found guilty of ragging and/or abetting ragging.
- (c) A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
- (d) The parent / guardian of the applicant taking admission to the hostel should also fill and sign affidavit to the effect that he / she is also aware of the law in this regard and agrees to abide by the punishment meted out to his / her ward in case the letter is found guilty of ragging and / or abetting ragging.
- (e) All above affidavit should be on Non Judicial Stamp Paper of Rs. 50/- duly counter signed by Notary / Oath Commissioner.
- (f) The University shall maintain a proper record of the affidavits obtained to ensure its safety and may be made available to any regulatory body on demand.
- (g) Each batch of fresher's shall be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.
- (h) In case of fresher's admitted to a Hostel it shall be the responsibility of the teacher in-charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Fresher's will be lodged in a separate hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to fresher's accommodation is strictly monitored by wardens, Security Guards and Staff.

- (i) The University will seek the assistance of professional counselors at the time of admissions to counsel 'freshers' in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session Dean / Principal / VP shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
- (j) The fresher's admitted to the University may contact telephonically / personally for help and guidance to any of the following officers / faculty members of the University:
 - (i) Dean / Principal / VP of the School to which the student belongs.
 - (ii) Any member of Anti Ragging Committee
 - (iii) Any member of Proctor Board
 - (iv) Any member of Anti Ragging Squad
 - (v) Any Faculty member of the University
 - (vi) Any other Staff of the University
- (k) The fresher's should desist from doing anything against their will even if ordered by the seniors, and that they have nothing to fear as the institution cares for them and shall not tolerate any atrocities against them.
- (l) The academic calendar of events and activities laid down by the institution are available on University website.
- (m) To make the students aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places. The posters shall contain mobile numbers of the Anti Ragging Helpline.
- (n) The University shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.
- (o) The faculties/departments/units of the University shall have induction arrangements (including those which anticipate, identify and plan to meet any special needs of any specific section of students) in place well in advance of the beginning of the academic year with a clear sense of the main aims and objectives of the induction process.
- (p) Mobile Phones and other communication devices are permitted in residential areas including hostels to provide access to the students particularly freshers, to reach out for help from teachers, parents and Institution authorities.

(4) Monitoring Mechanism:-

- (a) **Anti-ragging Committee:** Complying with the directives of the Hon'ble Supreme Court of India and the UGC, the University has constituted an Anti Ragging Committee (annexure – VII) for ensuring that **NO RAGGING** takes place in SGVU (annexure – VII)

- (b) It shall be the duty of the Anti-Ragging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also to monitor and oversee the performance of the Anti-Ragging Squad(annexure – VII) in prevention of ragging in the institution.
 - (c) **Anti-Ragging Squad:** The University has also constituted a smaller body for each of its School known as the Anti-Ragging Squad (Attached as annexure - 6) for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
 - (d) It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
 - (e) It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.
 - (f) **Proctor Board:** There shall a Proctor Board consisting of senior faculty member from each School/Department including Director physical education. The Board will be responsible for maintaining discipline and to ensure uninterrupted activities of the School / University. The Board will also ensure that the students joining the University are not subjected to ragging in any form. Any complaint of ragging will be referred to the Anti Ragging Committee for taking action as laid down by law. Anti Ragging notices and flex displayed on the campus shall be updated accordingly by the Proctor Board.
- (5) **Actions to be taken against students for indulging and abetting ragging:-**
- (a) The punishment to be meted out to the persons indulged in ragging will be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
 - (b) A First Information Report (FIR) will be filed without exception by the Head of School with the local police authorities for every single incident of ragging.
 - (c) The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
 - (d) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the school level shall be any one or any combination of the following:-

- (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the University / School for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the University / School and consequent debarring from admission to any other institution / University.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.
- (e) An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
- (i) In case of an order of Head of School / Department which is constituent part, of the University, to the President (Vice-Chancellor) of the University;
 - (ii) In case of an order of President (Vice – Chancellor) of the University, to its Chairman (Chancellor) as the case may be.
- (6) Action to be taken against the Principal or the Head of the Institution/Faculty Members/Non-Teaching staff:**
- (a) The Head of the Institution along with other administrative authorities should take adequate measures for prevention of ragging. Any lapse on the part of these authorities shall make them liable for criminal action for negligence of duty.
 - (b) The Principal or Head of the Institution/Department shall obtain an affidavit from every employee of the University including teaching/non-teaching staff, contract labor employed in the premises either for running canteen or as watch and ward staff or for cleaning or maintenance of the building, lawns etc. that he/she would report promptly any case of ragging which comes to his/her notice (attached as Annexure – 8). A provision shall be made in the service rules for issuing certificates of appreciation to such members of the staff who report ragging which will form part of their service records.
 - (c) Departmental enquiries shall be initiated, in addition to penal consequences against such heads of the Institution/Faculty members/non-teaching staff who display an apathetic or insensitive attitude towards complaints of ragging and would not take timely steps in the prevention of ragging and punishing those who rag.
 - (d) The Principal or the Head of the Institution/Faculty Members/Non-Teaching staff, if found negligent in taking necessary measures for ensuring safety of students and preventing the ragging would be declared unfit for holding any post in the University.

- (e) The University / School authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Regulatory bodies like UGC, AICTE etc. from time to time.

(7)VISHAKA COMMITTEE

SGVU/REG/2017-18/7290

Dated: 6th Oct. 2017

Sub.: Formation of a new Committee Constituted under 'VISHAKHA GUIDELINES'.

- Ref.:** (i) This office previous Circular issued Vide No. SGVU/REG/2014-15/1339, dt. 4th April 2015
(ii) This Office Circular No. SGVU/REG/2017-18/7260, Dated: 04th Oct. 2017

I. It is to notify in continuation of and reference to previous Circulars quoted above that the University administration, in due adherence of the detailed guidelines of "VISHAKHA Committee", has constituted a new committee of the following Members / officials on this subject: -

II. The Committee mentioned above, is specifically constituted in the light of salient features of guidelines emerging from the judgment of Hon'ble Supreme Court in August 1997 (Vishakha & ors. Vs. State of Rajasthan & ors.) pertaining to combat the problem of sexual harassment at the workplace, will

S. No.	Name of Committee Members	Regular Position	Committee Post	Mobile No.
1	Dr. Shruti Tiwari	Principal, Gyan Vihar School of Education, SGVU, Jaipur	Convener	9983730924
2	Dr. Ritu M. Gilhotra	Principal, Gyan Vihar School of Pharmacy, SGVU, Jaipur	Member	7891341125
3	Dr. Preeti Nair	Assistant Professor, Gyan Vihar School of Applied Sciences & Agriculture, SGVU, Jaipur	Member	9461262489
4	Mrs. Sandhya Sharma	Faculty in Electronics & Comm. Engg.	Member	9867911666
5	Mrs. Nirma Panwar	Sr. Office Executive, Gyan Vihar School of Applied Sciences & Agriculture, Agriculture, SGVU, Jaipur	Member	8107862244

continue to oversee as '**Task Force to review the existing arrangements for the safety and security of Girls & Women in particular and of the entire youth in general on the campuses of Institutions of higher learning**', at this University.

The authentic name of this re-constituted Committee will be '**Women Protection Cell** setup under guidelines of VISHAKHA Committee, for the Suresh Gyan Vihar University (SGVU)''.

III. The above mentioned committee will ensure due enforcement of guidelines of VISHAKHA Committee, the detailed text of which is available on the relevant website http://www.iitg.ac.in/iitgicc/docs/Vishaka_Guidelines.pdf and briefly summarized in the office order dated 4th Oct. 2017 (quoted above), for that purpose.

(8)GRIEVANCE CELL**F.9(6)REG/SGVU/2018/10135****Date: 05 Feb. 2019**

A **Grievance Redressal Committee** consisting of five members is constituted in accordance with Regulation 5 of University Grants Commission (Grievance Redressal) Regulations 2012:-

S. No.	Name of Committee Members	Regular Position	Committee Post
1	Dr. Sushil Kumar Sharma	Principal, School of Agriculture	Chairman
2	Dr. Ritu M. Gilhotra	Principal, School of Pharmacy	Member
3	Dr. Nagendra Swankar	HoD, Electrical Engg.	Member
4	Dr. Kalpana Randhawa	Head, SILS	Member
5	Student representative of the Department where the grievance has occurred	to be nominated based on academic merit by the Department concerned	Special invitee

The Grievance Redressal Committee shall have a term of two years from the date of issuance of this order. The Grievance Redressal shall communicate its decision within ten days of receipt of complaint.

6. PER STUDENT CONDUCT RULES SONALITY DEVELOPMENT & PLACEMENT

6.1 Employability Skills

There shall be a credit course of 01 credit in each semester on Soft skill (Employability skill) Development for all the programs. The details shall be separately notified later.

Your success in your career will depend on the skill development in the following areas –

- Academic score and result.
- Value added courses you take up during the program.
- Technical knowledge
- Technical skills; Problem solving competency
- Soft Skills: Communication, Preparation, Presentation, Interpersonal skills, Attitude

Key skills that make a difference include dedication & commitment, communication, leadership, teamwork, problem solving, project management and business acumen. Having the required interpersonal skills provides a strong platform for career growth. They give you the ability to take advantage of challenges and opportunities that will come your way. When you empower yourself, you stay ahead of the crowd and emerge as a winner.

At the University, we will assist you in improving your soft skills through the student participation in various courses and a structured Personality Development Program (PDP) along with various other students driven activities.

6.2 Placement Cell

The placement cell of the university focuses on “Providing a long term career to students along with an enriching Job”. We have got a very proactive placement team, headed by a senior professional from the industry, which ensures that every student is given a excellent job opportunity. The team also enjoys a strong professional networking across diverse sectors. It actively coordinates with students and ensures that they get placed with reputed MNCs. The team also takes care of entire placement process from pre-placement presentation till joining of students. Also it focuses on employability enhancement and competency development initiatives in the University for students growth & development.

6.3 Training, Development and Corporate Affairs Department

In order to ensure that the PDP & all other related programs are conducted meaningfully, the students inculcate/ develop their required soft skills, a **Training, Development and Corporate Affairs Department** is being created in the University, which will be a part of **Gyan Vihar Finishing School**. It will primarily focus on student's personal & career development as per corporate standards.

6.4 Online Student Support System

Online Student Support System will replace the Single window system. The University appreciates the difficulty faced by the students in getting their work done in a reasonable period of time. We believe that once the student has submitted the application with all the necessary supporting papers, the **Online Student Support System** should be able to fast resolve the issue & communicate the result to the student, and the student has not to move from pillar to post. To strengthen the student grievance redressal mechanism, the Single window system is reorganized in the University. The process/protocol / mechanism for obtaining mark sheets/ degree/ certificates/ fee refund etc. will soon be communicated separately.

7. STUDENT CONDUCT RULES

7.1 Code of Conduct

Without prejudice to the generality of the power to maintain and enforce discipline under University ordinance, the following shall amount to acts of indiscipline or misconduct on the part of a student of the University and colleges / school/ institutions:-

- (a) Physical assault, or threat to use physical force, against any member of the teaching or non-teaching staff of the University or a college or institution or against any student of the University, a school, or institution.
- (b) Remaining absent from the class test or examination or any other curricular or co-curricular activity which he is expected to participate in without permission beyond the specified period;
- (c) Carrying of, use of or threat to use any weapon;
- (d) Misbehavior or cruelty towards any other student, teacher or any other employee of the University, a school, or institution;
- (e) Use of drugs or other intoxicants except those prescribed by a qualified doctor;
- (f) Any violation of the provisions of the Civil Rights Protection Act, 1976;
- (g) Indulging in or encouraging violence or any conduct which involves moral turpitude;
- (h) Any form of gambling;
- (i) Violation of the status, dignity and honour of a student belonging to a scheduled caste/ scheduled tribe/ physically challenged/ women;
- (j) Discrimination against any student or a member of staff on grounds of caste, creed, language, place of origin, country, social and cultural background or any of them;
- (k) Practicing casteism and untouchability in any form or inciting any other person to do so;
- (l) Any act, whether verbal or otherwise, derogatory to women, differently abled persons;
- (m) Any attempt at bribing or corruption of any manner or description;
- (o) Willful destruction of the property of the University or a college or institution;
- (p) Behaving in a rowdy, intemperate or disorderly manner in the premises of the University or the school or the institution, as the case may be, or encouraging or inciting any other person to do so;
- (q) Creating discord, ill will or intolerance among the students on sectarian or communal grounds or inciting any other student to do so;
- (r) Causing disruption of any manner or description of the academic functioning of the University system;

- (s) Indulging in or encouraging any form of disruptive activity connected with tests, examinations or any other activity of the University or the school or the institution, as the case may be.
- (t) Truancy and unpunctuality;
- (u) Any individual or collective act or practice of ragging shall constitute an act of gross indiscipline and shall be dealt with under the provisions of this ordinance.
- (v) Additional list of malpractices, which may be amended with the approval of the Vice-Chancellor

7.2 Disciplinary Action

All powers relating to maintenance and enforcement of discipline in the University and taking disciplinary action against the students and employees of the University shall vest in the President, which he may delegate as he deems proper, to such other persons, officers, Proctors or authorities of the University as he may specify in this behalf.

The University Authority in the exercise of the powers, order or direct that any student –

- (a) Be expelled from the University, school or institution, as the case may be, in which case he shall not be re-admitted to the University, school or institution from where he is expelled but it shall not preclude his admission to any other school or institution with the prior approval of the Vice-Chancellor; or
- (b) Be, for a stated period, rusticated in which case he shall not be admitted to the University or a school or institution, till the expiry of the period of rustication; or
- (c) Be, for a stated period, suspended from a course or courses of study of the University;
and/or
- (d) Be imposed with the fine of a specified amount of money;
- (e) Be debarred from taking a University examination or examinations for one or more years.

At the time of admission, every student shall be required to sign a declaration/ undertaking on oath that he shall submit to the disciplinary jurisdiction of the Vice-Chancellor and authorities of the University / Director / Principal/ Dean.

8. HOSTEL RULES

8.1 CODE OF CONDUCT HOSTELS

The hostellers are expected to strictly abide by this code of conduct. Parents / Guardian will be responsible for good and dignified behavior of their child / ward in the hostel and will come invariably on call from the concerned authorities of SGUV.

- a. Hostellers are expected to live and behave decently. They should be respectful with parents of other students who also may visit the campus from time to time.
- b. Hostellers will be liable to pay for any damage caused by them to the property of the institute / hostel.
- c. Hostellers will not stay back in the hostel during college hours except he / she is sick and permitted by the warden.
- d. Hostellers will not use any Electrical Gadgets except for those provided by the management. Hostellers will not keep TV, Music System, Cooler, Electric Iron Immersion Heater etc. in their room. They will not keep any such items in their rooms, which may cause disturbance to others in the hostel.
- e. No male shall be allowed to enter the Girls Hostel or Girls in the Boys Hostel beyond reception area only and not go beyond it.
- f. Wearing of proper dress in the hostel is a must, indecent clothing exposing body beyond knee and arms, roaming in loongi, gamcha, towel or under garments is prohibited.
- g. Hosteller shall take their food at the prescribed time, they will not ask mess workers to provide food before or beyond prescribed time.
- h. Students shall leave the hostel on the closing day of the college except with the specific permission of the warden/concerned authority.
- i. Hostellers shall leave the hostel only with prior intimation and written permission of the warden/ concerned authority. They will mention in their application the place of visit after leaving the hostel.
- j. Hostellers will carry their identity card with them within and outside the campus also.
- k. Security Guards on duty are authorized to question whenever necessary and stop indulgence in any objection able activity.
- l. Original paper of bike / two wheelers must be produced for verification and Driving license and helmet are mandatory
- m. All the hostels are provisioned with alternate Electricity through Generator sets at the time of regular-electricity {RSEB} Failure.

Please note that SGUV is providing this provision as an additional facility. the power through Generator-Set cannot be claimed as a matter of right.

8.2 MISCONDUCT

As Hostel Life provides conditions for sharpening mental faculties and fostering intellectual discipline with such qualities of as emotional maturity, moral courage, broad mindedness, tolerance, sympathy, cooperation etc. Therefore the following activities will be treated as MISCONDUCT.

- a. Bringing or taking liquor, unruly behaviour, using filthy Language
- b. Ragging inside or outside the hostel, Raging is illegal and a punishable offence by law.
- c. Pilferage, stealing, gambling.
- d. Allowing unauthorized person to stay in the room of the occupant.
- e. Entering University / hostel premises except through main-gate.
- f. Leaving hostel without permission, staying out beyond prescribed time.
- g. Quarrelling, fighting and keeping any type of arms in the campus.
- h. Theft, Frauds, inciting other inmates for unruly behaviour.
- i. Unauthorized entry in any other hostel in the premises.
- j. Conduct prejudicial to the reputation of the hostel, University.
- k. Disregarding Warden or any authorized person's instructions.
- l. Causing hurdle in any activity planned / being carried out by the management of the University.
- m. Hiding in the hostel after committing crime outside.
- n. Keeping room dirty, spitting, and scribbling on walls anywhere in the campus.
- o. Smoking in the rooms or a common place.
- p. Any kind of Political canvassing.
- q. Carrying on business or any financial transactions inside the hostel or with hostel inmates.
- r. Misuse of facilities provided by the management.

Hostellers will not take any law in their hands, in the event of any complaint or requirement they will approach the warden or any competent authority for appropriate action. Taking law in own hand will be punishable offence.

However the list is just indicative and not exhaustive. General meaning and connotation of discipline will prevail. In the event of report of any breach the warden / the competent authority may ask such hostellers to vacate the hostel and take any other disciplinary action as may be prescribed in the conduct rules for the students.

8.3 DISCIPLINARY ACTIONS & PUNISHMENTS

All disciplinary matters will be referred to the proctor committee constituted by the management. The committee will enquire in to the complaints and submit its findings and recommendations for disciplinary action to the management.

Depending upon the gravity of misconduct following punishments may be awarded:-

- a. Recovery of cost of damage & Fine.

- b. Warning.
- c. Suspension from classes till parents give specific undertaking of good behavior in future.
- d. Expulsion from hostel with forfeiture of balance fee.
- e. Expulsion from University with forfeiture of fees.

9. Suresh Gyan Vihar University, Jaipur

Academic Calendar for Odd Semester- July to December-2019

Applicable to (1) Engineering and Technology; (2) ISBM; (3) HMCT; (4) Pharmacy; (5) Education ; (6) SILS; (7) Bio-Sc.

Date	Day	Dept	Event	Remarks/Responsibility
1-Jul	Mon	All except I Year	Release Journal of Economics and Management	Dr. T.K.Jain
2-Jul	Tue	All except I year	Summer Internship	
3-Jul	Wed	All except I Year	Semester Commencement Meet, Summer Internship	Dr. T.K.Jain
4-Jul	Thu	All except I Year	Summer Internship	
5-Jul	Fri	All except I Year	Summer Internship	
6-Jul	Sat	All except I Year	Summer Internship	
7-Jul	Sun			
8-Jul	Mon	All except I Year	Registration of students and Main Practical Exams/Project Submission/Presentation/Viva Voce	
9-Jul	Tue	All except I Year	Registration of students and Main Practical Exams/Project Submission/Presentation/Viva Voce	
10-Jul	Wed	All except I Year	Commencement of new session Last date of Fees submission without late Fee	Finance Department
11-Jul	Thu	All except I Year	Regular Classes	
12-Jul	Fri	All except I Year	Regular Classes	
13-Jul	Sat	All except I Year	Regular Classes, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch	
14-Jul	Sun			
15-Jul	Mon	All except I Year	Regular Classes	
16-Jul	Tue	All except I Year	Regular Classes	
17-Jul	Wed	All except I Year	Regular Classes and weekly activity in Last lecture	
18-Jul	Thu	All except I Year	Regular Classes	
19-Jul	Fri	All except I Year	Regular Classes	
20-Jul	Sat	All except I Year All	Regular Classes in 1st Half Bridging the Gap Between Bharat and India Last date of Fees submission with Late Fees	Dean, ISBM Finance Department
21-Jul	Sun			
22-Jul	Mon	All except I Year	Weekly test-1 and then regular classes	
23-Jul	Tue	All except I Year	Regular Classes	
24-Jul	Wed	All except I Year	Regular Classes and weekly activity in Last lecture	
25-Jul	Thu	All except I Year	Regular Classes, Graded Assignment-1 to be Given	
26-Jul	Fri	All except I Year	Regular Classes	

27-Jul	Sat	All except I Year	Regular Classes in First half, uploading of marks of Weekly Test-1, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch	
28-Jul	Sun			
29-Jul	Mon	All except I Year	Weekly test-2 and then regular classes	
30-Jul	Tue	All except I Year	Regular Classes	
31-Jul	Wed	All except I Year	Regular Classes and weekly activity in Last lecture, submission of Graded assignment -1, last date of uploading PPTs of remaining 3 units Release Journal of Environment Science & Tech. Result Declaration	. . Dr. Gaurav Sharma COE
1-Aug	Thu	All except I Year DE	Regular Classes, Graded Assignment-2 to be Given . Dispatch study material , Assignment-1 to be given	. . Director, DE
2-Aug	Fri	All except I Year	Regular Classes	
3-Aug	Sat	All except I Year	Regular Classes, uploading of marks of Weekly Test-2, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch	
4-Aug	Sun			
5-Aug	Mon	All except I Year	Weekly test-3 and then regular classes	
6-Aug	Tue	All except I Year	Regular Classes, Last date of Scheme submission of Syllabus to Dean Academics	All Deans/Principals/HODs
7-Aug	Wed	All except I Year All 1st year	Regular Classes and weekly activity in Last lecture, submission of Graded assignment -2, Reporting of all 1st Year students, Orientation program of 1st year students	
8-Aug	Thu	All except I Year All 1st year	Regular Classes, Graded Assignment-3 to be Given . Orientation program of 1st year students	All Principals
9-Aug	Fri	All except I Year All 1st year	Regular Classes . Orientation program of 1st year students	All Principals
10-Aug	Sat	All except I Year All 1st year	Regular Classes, uploading of marks of WT-3, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch Orientation program of 1st year students Event by Birsa Munda College	All Principals Coordinator, BirsaMunda
11-Aug	Sun			
12-Aug	Mon	All	Id-Ul-Zuha*(Holiday)	*Subject to apperence of moon
13-Aug	Tue	All	Weekly test-4 for all except 1st Year then regular classes, Summer semester main exam from 13 August to 17 August	. COE
14-Aug	Wed	All	Regular Classes, , Submission of Graded assignment-3, Weekly activity in last lecture Last date of scheme submission by Dean Academic to COE	Dean Academic
15-Aug	Thu	All	Independence Day Celebration, Raksha Bandhan(Holiday)	Principal, School of Education
16-Aug	Fri	All	Regular Classes, Graded Assignment-4 to be Given Submission of Assignment-1 Event by Surya Sen College ..	. Principal DE Coordinator, Surya Sen
17-Aug	Sat	All	Regular Classes in First Half and Uploading of marks of WT-4 on Mygyanvihar Software	
18-Aug	Sun			
19-Aug	Mon	All	Weekly test-5 and then regular classes	
20-Aug	Tue	All	Regular Classes	

21-Aug	Wed	All	Regular Classes and weekly activity in Last lecture, submission of Graded assignment -4,	
22-Aug	Thu	All	Regular Classes, Graded Assignment-5 to be Given	
23-Aug	Fri	All	Regular Classes	
24-Aug	Sat	All	Krishna Janmashthami(Holiday)	
25-Aug	Sun			
26-Aug	Mon	All	Weekly test-6 and then regular classes, Weekly test-1 for Ist Year students, , Uploading of marks of Weekly Test-5	
27-Aug	Tue	All	Regular Classes	
28-Aug	Wed	All	Regular Classes and weekly activity in Last lecture, submission of Graded assignment -5,	
29-Aug	Thu	All	Regular Classes, Graded Assignment-6 to others and Graded assignment-1 to be Given to Ist year students	
30-Aug	Fri	All	Regular Classes	
31-Aug	Sat	All . .. All Ist Year	Regular Classes, uploading of marks of WT-4 and WT-1 of Ist year, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch Fresher Party, Event by Manukernika College	All Principals Coordinator, Manukernika
1-Sep	Sun			
2-Sep	Mon	All	Weekly test-7 and then regular classes, Weekly test-2 for Ist Year students Assignment-2 to be given to students	Director,DE
3-Sep	Tue	All	Regular Classes	
4-Sep	Wed	All	Regular Classes and weekly activity in Last lecture, submission of Graded assignment -6 by others and GA-1 by Ist year students	
5-Sep	Thu	All	Regular Classes, Graded Assignment-7 to others and Graded assignment-2 to be Given to Ist year students	
6-Sep	Fri	All	Regular Classes	
7-Sep	Sat	All	Regular classes in First Half, uploading of marks of Weekly Test-7 and Weekly Test-2 of Ist year. Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch Event by Pannadhay College	Coordinator, Pannadhay
8-Sep	Sun			
9-Sep	Mon	All	Mid Term -1 of III, V, VII and IX sem students, Weekly test-3 for 1st year then regular classes	
10-Sep	Tue	All	Mid Term -1 of III, V, VII and IX sem students	
11-Sep	Wed	All	Mid Term -1 of III, V, VII and IX sem students, Submission of Graded Assignment-7 by others & graded assignment-2 for 1st year	
12-Sep	Thu	All	Regular Classes, Graded assignment-3 to 1st year	
13-Sep	Fri	All	Regular Classes	
14-Sep	Sat	All..All Engg.	Regular Classes, Weekly test-3 for 1st year marks on Mygyanvihar Software, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch Engineers day celebration and Event by Ashfaquallah college.	All HODs Engg. Coordinator, Ashfaquallah
15-Sep	Sun			
16-Sep	Mon	All	Weekly test-8 for all except 1st Year & Weekly test-4 for 1st year then regular classes Submission of Assignment-2	Director,DE
17-Sep	Tue	All	Regular Classes	
18-Sep	Wed	All	Regular Classes, Submission of Graded Assignment-7 by others & Submission of Graded assignment- 3 for 1st year, Weekly	

			activity in Last lecture	
19-Sep	Thu	All	Regular Classes, Graded Assignment-8 to be Given to except 1st year & Graded assignment-4 to 1st year	
20-Sep	Fri	All	Regular Classes, Event by Bismil College	Coordinators, Bismil College
21-Sep	Sat	All	Regular Classes in First Half, Uploading marks of Weekly Test-8 & Weekly test-4 for 1st year marks on Mygyanvihar Software	
22-Sep	Sun			
23-Sep	Mon	All	Weekly test-9 for all except 1st Year & Weekly test-5 for 1st year then regular classes	
24-Sep	Tue	All	Regular Classes	
25-Sep	Wed	All except Pharmacy Pharmacy	Regular Classes, Submission of Graded Assignment-8 except 1st year & Graded assignment-4 for 1st year, weekly activity in Last lecture World Pharmacist day	Principal, School of Pharmacy
26-Sep	Thu	All	X-Animo-2019 (2 Days Cultural Event) & Bellicose-2019(2 Days sports Event) , Graded assignment- 9 by others and Graded assignment- 5 by 1st year	Dean Students Welfare and Sports Officer
27-Sep	Fri	All	X-Animo-2019 (2 Days Cultural Event) & Bellicose-2019(2 Days sports Event)	Dean Students Welfare and Sports Officer
28-Sep	Sat	All	Convocation-2019(Tentative)	Convenor and Co-Convenor, Convocation
29-Sep	Sun		Navratna Sthapna(Holiday)	
30-Sep	Mon	All	Weekly test-10 for all except 1st Year & Weekly test-6 for 1st year then regular classes	
1-Oct	Tue	All	Regular Classes Assignment-3 to be given to students Release Journal of Engineering and technology Release Journal of Economics and Management	Director, DE Principal, Engg. and Tech. Dr. T.K.Jain
2-Oct	Wed	All	Gandhi Jayanti(Holiday)	
3-Oct	Thu	All All 1st Year	Regular Classes & Submission of Graded Assignment-9 except 1st year and assignment-5 for 1st year, Weekly activity in last period Mid Term-I of I sem	
4-Oct	Fri	All except I year All 1st Yr	Regular Classes & Graded Assignment-10 to be given except 1st year and assignment-6 for 1st year Mid Term-I of I sem	
5-Oct	Sat	All except I year All 1st Yr	Regular Classes in First Half then uploading Marks of WT-10 of others and WT-6 for Ist Year, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch Mid Term-I of I sem	
6-Oct	Sun			
7-Oct	Mon		Weekly test-11 for all except 1st Year & Weekly test-7 for 1st year then regular classes	
8-Oct	Tue	All	Dussehra (Holiday)	
9-Oct	Wed	All	Regular Classes & Submission of Graded Assignment-10 except 1st year and assignment-5 for 1st year, Weekly activity in last period Mid Term-I of I sem	
10-Oct	Thu	All	Regular Classes & Graded Assignment-11 to be given except 1st year and assignment-7 for 1st year	
11-Oct	Fri	All	Regular Classes	

12-Oct	Sat	All except ISBM ISBM	Regular Classes, Uploading of Weekly Test-11 & Weekly test-7 for 1st year marks on Mygyanvihar Software, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch HR Summit Combined Event by BirsaMunda and Surya Sen Colleges	Principal, ISBM Coordinators, BirsaMunda and Surya Sen
13-Oct	Sun			
14-Oct	Mon	All	Weekly test-12 for all except 1st Year & Weekly test-8 for 1st year then regular classes, Combined Event by BirsaMunda and Surya Sen Colleges	Coordinators, BirsaMunda and Surya Sen
15-Oct	Tue	All..DE	Regular Classes Main examination form filling from 15 to 30 October without late fees(I,III,V,VII & IX Sem), Last date of Paper submission to COE , Last date of submission of assignment-3	COE All HODs Joint Dir, DE.
16-Oct	Wed	All	Regular Classes & Submission of Graded Assignment-11 except 1st year and assignment-7 for 1st year, Weekly activity in Last lecture	
17-Oct	Thu	All	Regular Classes & Graded Assignment-12 to be given except 1st year and assignment-8 for 1st year	
18-Oct	Fri	All	Regular Classes, Combined Event by Bismil and Asfaquallah	Coordinator, Bismil & Ashfaquallah
19-Oct	Sat	All	Regular Classes in First Half, Uploading of Weekly Test-12 & Weekly test-8 for 1st year marks on Mygyanvihar Software	
20-Oct	Sun	All		
21-Oct	Mon	All	Weekly test if remaining for all except 1st Year & Weekly test-9 for 1st year then regular classes, Paper Moderation starting date from 21 October to 30 October	
22-Oct	Tue	All	Regular Classes	
23-Oct	Wed	All	Regular Classes & Submission of Graded Assignment-12 except 1st year and assignment-8 for 1st year, weekly activity in Last lecture	
24-Oct	Thu	All	Diwali Break	
25-Oct	Fri	All	Diwali Break	
26-Oct	Sat	All	Diwali Break	
27-Oct	Sun	All	Diwali Break	
28-Oct	Mon	All	Diwali Break	
29-Oct	Tue	All	Diwali Break	
30-Oct	Wed	All	Diwali Break	
31-Oct	Thu	All	Regular Classes Last date of main examination form filling with late fees	COE
1-Nov	Fri	All	Regular Classes Assignment-4 to be given to students	Director, DE
2-Nov	Sat	All	Regular Classes, Uploading marks of remaining Weekly Test for others and WT-9 for I year, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch.	
3-Nov	Sun			
4-Nov	Mon	All	Weekly test if remaining for all except 1st Year & Weekly test-10 for 1st year then regular classes	
5-Nov	Tue	All	Regular Classes	
6-Nov	Wed	All	Regular Classes & Submission of Graded Assignment-if remaining except 1st year and assignment-9 for 1st year, Weekly activity in Last lecture	
7-Nov	Thu	All	Mid Term-II for III,V, VII & IX Sem Regular classes, Graded assignment-10 to be given to Ist year	

			students	
8-Nov	Fri	All	Regular Classes for Ist year, Mid Term-II for III,V, VII & IX Sem	
9-Nov	Sat	All	Mid Term-II for III,V, VII & IX Sem Regular Classes for Ist year, Uploading marks of WT-10 for I year, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch. Combined Activity by Pannadhay and Manukernika Colleges	, Coordinators, Pannadhay and Manukernika
10-Nov	Sun			
11-Nov	Mon	All	Regular Classes for other then Ist year, Weekly test-11 for 1st year then regular classes,	
12-Nov	Tue	All	Regular Classes	
13-Nov	Wed	All except I year Ist Year	Regular classes and Submission of Graded Assignment-10 for 1st year, Weekly activity in Last lecture	
14-Nov	Thu	All	Regular Class, Graded assignment-11 to given to Ist year students	
15-Nov	Fri	All DE	Regular class Last date of submission of Assignment-4	Director,DE
16-Nov	Sat	All	Regular Classes in first half , uploading marks of weekly test-11 for Ist year	
17-Nov	Sun	All		
18-Nov	Mon	All	Preparation leaves for III, V, VII, IX Sem, Weekly test-12 for 1st year then regular classes	
19-Nov	Tue	All	Preparation leaves for III, V, VII, IX Sem, Regular classes, Final Detained list submission to COE	All Deans/Principals/HODs
20-Nov	Wed	All	Preparation leaves for III, V, VII, IX Sem, Regular classes , Submission of Graded assignment-11 for 1st Year, weekly activity in Last lecture	
21-Nov	Thu	All Except Ist year	Starting date of Semester Exam Main / Back III/V/VII/IX sem Mid term-2 for 1st sem, Graded assignment-12 to be given to 1st year	COE
22-Nov	Fri	All	Semester Exam Main / Back III/V/VII/IX sem, Mid term-2 for 1st sem	COE
23-Nov	Sat	All	Semester Exam Main / Back III/V/VII/IX sem, Mid term-2 for 1st sem	COE
24-Nov	Sun	All		
25-Nov	Mon	All	Semester Exam Main / Back III/V/VII/IX sem	COE
26-Nov	Tue	All	Semester Exam Main / Back III/V/VII/IX sem	COE
27-Nov	Wed	All	Semester Exam Main / Back III/V/VII/IX sem	COE
28-Nov	Thu	All	Semester Exam Main / Back III/V/VII/IX sem	COE
29-Nov	Fri	All	Semester Exam Main / Back III/V/VII/IX sem	COE
30-Nov	Sat	All	Semester Exam Main / Back III/V/VII/IX sem	COE
1-Dec	Sun			
2-Dec	Mon	All DE	Semester Exam Main / Back I/III/V/VII/IX sem Assignment-5 to be given	COE Director,DE
3-Dec	Tue	All	Semester Exam Main / Back I/III/V/VII/IX sem	COE
4-Dec	Wed	All	Semester Exam Main / Back I/III/V/VII/IX sem	COE
5-Dec	Thu	All	Semester Exam Main / Back I/III/V/VII/IX sem	COE
6-Dec	Fri	All	Semester Exam Main / Back I/III/V/VII/IX sem	COE
7-Dec	Sat	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
8-Dec	Sun	All		
9-Dec	Mon	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE

10-Dec	Tue	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
11-Dec	Wed	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
12-Dec	Thu	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
13-Dec	Fri	All	Semester Exam Main / Back I ,III,V,VII,IX sem, Assessment/Result Preparation	COE
14-Dec	Sat	All COE-RSES	Semester Exam Main / Back I/III/V/VII/IX sem, Assessment/Result Preparation Energy Conservation day	COE, Coordinator-COE, RSES
15-Dec	Sun			
16-Dec	Mon	All DE	Assessment/Result Preparation Last date of submission of assignment-5	COE Director,DE
17-Dec	Tue	All	Assessment/Result Preparation	COE
18-Dec	Wed	All	Assessment/Result Preparation	COE
19-Dec	Thu	All	Assessment/Result Preparation	COE
20-Dec	Fri	All	Assessment/Result Preparation	COE
21-Dec	Sat	All	Assessment/Result Preparation Refresher Course/FDP by Academic Staff College, Data Uploading on Moodle software and Google Calendar for even semester	COE Dean, ISBM
22-Dec	Sun			
23-Dec	Mon	All	Assessment/Result Preparation Refresher Course/FDP by Academic Staff College, Data Uploading on Moodle software and Google Calendar for even semester	COE Dean, ISBM
24-Dec	Tue	All	Assessment/Result Preparation Refresher Course/FDP by Academic Staff College, Data Uploading on Moodle software and Google Calendar for even semester	COE Dean, ISBM
25-Dec	Wed	All	Alumni Meet-2019	
26-Dec	Thu	All	Winter Break/Refresher Course/FDP by Academic Staff College	Dean, ISBM
27-Dec	Fri	All	Winter Break/Refresher Course/FDP by Academic Staff College	Dean, ISBM
28-Dec	Sat	All	Winter Break/Refresher Course/FDP by Academic Staff College	Dean, ISBM
29-Dec	Sun			
30-Dec	Mon	All	Winter Break	
31-Dec	Tue	All Pharmacy	Winter Break, Release Journal of Pharmaceutical Research and education	Principal, Pharmacy

**Applied Sciences and Distance Education.
for Even Semester (July to December-2019)**

Date	Day	Department	Event	Remarks/Responsibility
1-Jan	Tue	All	Winter Break	
2-Jan	Wed	All	Winter Break	
3-Jan	Thu	All	Winter Break	
4-Jan	Fri	All	Winter Break	

5-Jan	Sat	All	Semester Commencement/ Academic Preparation	
6-Jan	Sun	All		
7-Jan	Mon	All	Semester Commencement Meet/ Academic Preparation	Academic Staff College
8-Jan	Tue	All	Registration of Students/Academic Preparation/Orientation Program	
9-Jan	Wed	All	Registration of students and Main Practical Exams/Project Submission/Presentation/Viva Voce/Regular class	
10-Jan	Thu	All	Main Practical Exams/Project Submission/Presentation/Viva Voce/Regular Class Last Date of Fees submission with out late fees Last date of PhD admission submission form	Finance Deptt Research Deptt
11-Jan	Fri	All	Main Practical Exams/Project Submission/Presentation/Viva Voce/Regular Classes	
12-Jan	Sat	All	Main Practical Exams/Project Submission/Presentation/Viva Voce/Regular Classes	
13-Jan	Sun			
14-Jan	Mon	All	Makar Sankranti(Holiday)	
15-Jan	Tue	All	Regular classes Publishing of Engineering and Technology Journal, . Publishing of Environment Science and Technology Journal, . Publishing of Climate Change and Water Journal Publishing of Economics and Management Journal	Dr. Bright Keswani, Dr. Gaurav Sharma Dr. Suraj Kumar Dr. T.K.Jain
16-Jan	Wed	All	Regular classes, Weekly activity in last lecture	
17-Jan	Thu	All	Regular classes	
18-Jan	Fri	All	Regular classes	
19-Jan	Sat	All	Regular Classes/Project Work PhD Entrance Exam	Dean Research

20-Jan	Sun			
21-Jan	Mon	All	Weekly test-1 then Regular classes Last date of fees submission with late fees	Finance Deptt.
22-Jan	Tue	All	Regular classes	
23-Jan	Wed	All	Regular classes, Weekly activity in last lecture, Event by Bismil College	Coordinator, Bismil
24-Jan	Thu	All	Regular classes and Graded Assignment-1 has to be given	
25-Jan	Fri	All	Regular classes	
26-Jan	Sat	All	Republic Day Celebration , Swacha Bharat Abhiyan	Principal, School of Edu.
27-Jan	Sun			
28-Jan	Mon	All	Weekly test-2 then Regular classes, Uploading marks of Weekly Test-1 Final Exams of Distance Education from 28 Jan to 8 Feb	Coordinator, DE
29-Jan	Tue	All Collegiate	Regular classes Extempore Event by Asfaquallah College	Head, Asfaquallah
30-Jan	Wed	All	Regular Classes, Submission of Graded assignment-1, Weekly activity in last lecture, Event by Birsamunda and Pannadhay	Coordinator, Birsamunda & Pannadhay
31-Jan	Thu	All	Regular classes, Graded Assignment-2 to be given	
1-Feb	Fri	All DE	Regular classes Uploading of Assignment-1 of Distance education	Coordinator, DE
2-Feb	Sat	All	Regular Classes before lunch then uploading marks of Weekly Test-2, Career Guidance/ Training/ Placement/ Community Forum , Event by Manikernika and Suryasen	Coordinator, Manikernika & Suryasen
3-Feb	Sun			
4-Feb	Mon	All	Weekly test-3 then Regular classes	
5-Feb	Tue	All	Regular classes	
6-Feb	Wed	All	Regular Classes, Submission of Graded assignment-2, Weekly activity in last lecture	
7-Feb	Thu	All	Regular classes, Graded Assignment-3 to be given	
8-Feb	Fri	All	Regular classes, Ending date of main exams of Distance Education	Coordinator, DE
9-Feb	Sat	All HMCT	Regular Classes before lunch then uploading marks of Weekly test-3, Career Guidance/ Training/ Placement/ Community Forum Chef Competition	Vice Principal, HMCT
10-Feb	Sun			
11-Feb	Mon	All	Weekly test-4 then Regular classes	
12-Feb	Tue	All	Regular classes	
13-Feb	Wed	All	Regular Classes, Submission of Graded assignment-3, Weekly activity in last lecture, Joint Event by Manikernika & Pannadhay	Coordinator Pannadhay and Manikernika

14-Feb	Thu	All	C3W, Graded assignmnt 4 is to be given, Regular Classes	Coordinator, C3W
15-Feb	Fri	All DE	C3W,Regular Classes Submission of Assignment-1 of DE	Coordinator, C3W, Coordinator-DE
16-Feb	Sat	All	C3W, Uploading marks of Weekly test-4,Regular Classes/Project Work	Coordinator, C3W
17-Feb	Sun			
18-Feb	Mon	All	Weekly test-5 then Regular classes Summer Internship Fair Mid Term-1 for II & IV Sem(Pharmacy)	Training & Placement Cell
19-Feb	Tue	All	Weekly test-5 then Regular classes Summer Internship Fair Mid Term-1 for II & IV Sem(Pharmacy)	Training & Placement Cell
20-Feb	Wed	All Collegiate	Regular Classes,Submission of Graded assignment-4, Weekly activity in last lecture Mid Term-1 for II & IV Sem(Pharmacy) Debate compitition by Asfaquallah and Birsamunda	Head, Asfaquallah & Birsamunda
21-Feb	Thu	All	Regular classes, Graded Assignment-5 to be given Mid Term-1 for II & IV Sem(Pharmacy)	
22-Feb	Fri	All	India is Innovative(Technical Event) and Eklavya(Sports Event)/Regular Classes Mid Term-1 for II & IV Sem(Pharmacy)	HOD Diploma Engg. & Sports Officer
23-Feb	Sat	All	India is Innovative(Technical Event) and Eklavya(Sports Event)/Regular Classes, Uploading marks of Weekly test-5 Mid Term-1 for II & IV Sem(Pharmacy)	HOD Diploma Engg. & Sports Officer
24-Feb	Sun			
25-Feb	Mon	All	Weekly test-6 then Regular classes	
26-Feb	Tue	All	Regular classes	
27-Feb	Wed	All	Regular Classes,Submission of Graded assignment-5, Weekly activity in last lecture,	
28-Feb	Thu	All	Mid-Term -1 (II, IV, VI, VIII & X sem) except pharmacy II & IV Sem then regular classes , Course feedback for first half semester, Graded assignment- 6 is to be given	
1-Mar	Fri	All DE	Mid-Term -1 (II, IV, VI, VIII & X sem) except Pharmacy II & IV Sem then Regular Classes, Course feedback for first half semester Assignment-2 of Distance education is given	Coordinator, DE
2-Mar	Sat	All	Mid-Term -1 (II, IV, VI, VIII & X sem) Except Pharmacy II & IV Sem then Regular Classes, Course feedback for first half semester, Uploading marks of weekly test-6	
3-Mar	Sun			
4-Mar	Mon	All	Mahashivratri(Holiday)	
5-Mar	Tue	All	Regular classes	
6-Mar	Wed	All	Regular Classes,Submission of Graded assignment-6, Weekly activity in last lecture	
7-Mar	Thu	All	Regular Classes	
8-Mar	Fri	All ISBM	Regular Classes Exuberance-2019	Principal, ISBM

9-Mar	Sat	All Civil ISBM Pharmacy All	Regular Classes before lunch then Career Guidance/ Training/ Placement/ Community Forum incl. Entrepreneurship after lunch National Conference Civil Engg. Exuberance-2019 National Conference Pharmacy Last date of form filling of exam internal improvement /back- II, IV, VI, VIII & X Sem. without late fees	HOD Civil Principal, ISBM Principal, Pharmacy COE
10-Mar	Sun			
11-Mar	Mon	All	Weekly test-7 then Regular classes	
12-Mar	Tue	All	Regular classes	
13-Mar	Wed	All	Regular Classes, Weekly activity in last lecture	
14-Mar	Thu	All	Regular classes, Graded Assignment-7 to be given	
15-Mar	Fri	All DE	Regular classes Joint event by Bismil and Surya Sen Submission of Assignment-2 of DE	Coordinator Bismil and Surya Sen Coordinator-DE
16-Mar	Sat	All	Regular Classes/Project Work Notification of exam main/back April/May 2018 for II, IV, VI, VIII & X Sem and filling of form	COE
17-Mar	Sun			
18-Mar	Mon	All	Holi Break	Reading week
19-Mar	Tue	All	Holi Break	Reading week
20-Mar	Wed	All	Holi Break	Reading week
21-Mar	Thu	All	Holi Break	Reading week
22-Mar	Fri	All	Regular Class	
23-Mar	Sat	All	Regular Class	
24-Mar	Sun			
25-Mar	Mon	All Pharmacy	Weekly test-8 then Regular classes Mid term-2 for II & IV Sem(Pharmacy)	
26-Mar	Tue	All Pharmacy	Regular classes Mid Term-2 for II & IV Sem(Pharmacy)	
27-Mar	Wed	All Pharmacy	Regular Classes, Submission of Graded assignment-7, Weekly activity in last lecture Mid Term-2 for II & IV Sem(Pharmacy)	
28-Mar	Thu	All Pharmacy	Regular classes, Graded Assignment-8 to be given Mid Term-2 for II & IV Sem(Pharmacy)	
29-Mar	Fri	All Pharmacy EC	Regular classes Mid Term-2 for II & IV Sem (Pharmacy) National Conference EC	HOD, EC
30-Mar	Sat	All Pharmacy EC EE & ME	Regular Classes before lunch then uploading marks of Weekly Test- 8, Career Guidance/ Training/ Placement/ Community Forum incl. Mid Term-2 for II & IV Sem.(Pharmacy) National Conference EC Conference of EE & ME (TMRI)	HOD, EC HOD ME & EE Engg
31-Mar	Sun			

1-Apr	Mon	All DE	Weekly test-9 then Regular classes Assignment-3 of Distance Education is Given Examination Form filling from 1 April to 15 April(Without late fees)	Coordinator-DE COE
2-Apr	Tue	All	Regular classes	
3-Apr	Wed	All	Regular Classes,Submission of Graded assignment-8, Weekly activity in last lecture	
4-Apr	Thu	All	Regular classes, Graded Assignment-9 to be given	
5-Apr	Fri	All	Regular classes	
6-Apr	Sat	All	Regular Classes before lunch then uploading marks of Weekly Test- 9, Career Guidance/ Training/ Placement/ Community Forum Combined event by all six Colleges	Coordinators, Collegiate system
7-Apr	Sun			
8-Apr	Mon	All	Weekly test-10 then Regular classes	
9-Apr	Tue	All	Regular classes	
10-Apr	Wed	All	Regular Classes,Submission of Graded assignment-9, Weekly activity in last lecture	
11-Apr	Thu	All	Regular classes, Graded Assignment-10 to be given	
12-Apr	Fri	All	Regular classes	
13-Apr	Sat	All	Regular Classes before lunch then uploading marks of Weekly Test- 10, Career Guidance/ Training/ Placement/ Community Forum	
14-Apr	Sun	All	RamNavmi(Holiday)	
15-Apr	Mon	All DE All	Weekly test-11 then Regular classes Submission of Assignment-3 Last date of examination form filling(Without late fees) Submission of Final Detained Students List to COE Publishing of Converging Technology and Management Journal	Coordinator-DE COE
16-Apr	Tue	All All	Regular classes Examination form filling (With late fees) from 16 April to 23 April	COE
17-Apr	Wed	All	Mid Term Exam- II (II, IV, VI, VIII & X Sem.) except Pharmacy II & IV Sem then Regular Classes, Course Feedback, Submission of Graded assignment-10	
18-Apr	Thu	All Pharmacy	Mid Term Exam- II (II, IV, VI, VIII & X Sem.) except Pharmacy II & IV Sem then Regular Classes, Graded assignment -11 is to be given, Course Feedback Mid Term-3 for II & IV Sem(Pharmacy)	
19-Apr	Fri	All Pharmacy	Mid Term Exam- II (II, IV, VI, VIII & X Sem.) except Pharmacy II & IV Sem then Regular Classes, Course Feedback Mid Term-3 for II & IV Sem (Pharmacy)	
20-Apr	Sat	All	Regular Classes/Project Work	
21-Apr	Sun			
22-Apr	Mon	All Pharmacy	Weekly test-12 then Regular classes Mid Term-3 for II & IV Sem(Pharmacy)	
23-Apr	Tue	All Pharmacy	Regular classes Last date of examination form filling(With late fees) Mid Term-3 for II & IV Sem(Pharmacy)	COE
24-Apr	Wed	All Pharmacy	Regular Classes, Submission of Graded assignment-11 Mid Term-3 for II & IV Sem(Pharmacy)	
25-Apr	Thu	All Pharmacy	Regular Classes, Graded Assignment-12 to be given Mid Term-3 for II & IV Sem.(Pharmacy)	
26-Apr	Fri	All	Regular Classes	

27-Apr	Sat	All	Regular Classes before lunch then community forum activity, Uploading marks of Weekly Test-12	
28-Apr	Sun			
29-Apr	Mon	All	Weekly Test if any, Regular Classes/Preparation Leave	
30-Apr	Tue	All	Regular Classes/Preparation Leave	
1-May	Wed	All DE	Semester Exam Main / Back II,IV,VI,VIII & X sem except School of Education, Submission of assignment in any, Assignment given in DE	COE Coordinator, DE
2-May	Thu	All	Semester Exam Main / Back II,IV,VI,VIII & X sem except School of Education	COE
3-May	Fri	All	Semester Exam Main / Back II,IV,VI,VIII & X sem except School of Education	COE
4-May	Sat	All	Semester Exam Main / Back II,IV,VI,VIII & X sem except School of Education	COE

5-May	Sun			
6-May	Mon	All	Semester Exam Main / Back II,IV,VI,VIII & X sem except School of Education	COE
7-May	Tue	All	Semester Exam Main / Back II,IV,VI,VIII & X sem except School of Education	COE
8-May	Wed	All	Semester Exam Main / Back II,IV,VI,VIII & X sem except School of Education	COE
9-May	Thu	All	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
10-May	Fri	All	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
11-May	Sat	All	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
12-May	Sun			
13-May	Mon	All	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
14-May	Tue	All	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
15-May	Wed	All DE Research	Semester Exam Main / Back II,IV,VI,VIII & X sem Last date of submission of assignment-4 Course Work examination	COE Coordinator, DE Dean Research
16-May	Thu	All	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
17-May	Fri	All	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
18-May	Sat	All	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
19-May	Sun			
20-May	Mon	All	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
21-May	Tue	All	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
22-May	Wed	All	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
23-May	Thu	All	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
24-May	Fri	All	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
25-May	Sat	All	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
26-May	Sun			
27-May	Mon	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
28-May	Tue	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
29-May	Wed	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
30-May	Thu	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
31-May	Fri	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
1-Jun	Sat	All Engg DE	Assessment/Result Preparation Classes of summer sem (IX) for Dual Degree Students Uploading of assignment-5	COE Coordinator, DE
2-Jun	Sun			
3-Jun	Mon	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE

4-Jun	Tue	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
5-Jun	Wed	All	Id-Ul-Fitr*(Holiday)	*Subject to Apperence on moon
6-Jun	Thu	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
7-Jun	Fri	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
8-Jun	Sat	All Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
9-Jun	Sun			
10-Jun	Mon	All Engg.	Classes of Summer semester(IX) for Dual Degree Students	
11-Jun	Tue	All Engg.	Classes of Summer semester(IX) for Dual Degree Students	
12-Jun	Wed	All Engg.	Classes of Summer semester(IX) for Dual Degree Students	
13-Jun	Thu	All Engg.	Classes of Summer semester(IX) for Dual Degree Students	
14-Jun	Fri	All Engg.	Classes of Summer semester(IX) for Dual Degree Students	
15-Jun	Sat	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Last date of submission of assignment-5, Main/Back exams 15/06/2018 to 30/06/2018 DE Publishing of Journal by School of Pharmacy	Coordinator, DE Principal, Pharmcy
16-Jun	Sun			
17-Jun	Mon	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
18-Jun	Tue	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
19-Jun	Wed	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
20-Jun	Thu	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
21-Jun	Fri	All Engg. All	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE, Celebration of International Yoga Day	Coordinator, DE Dean Stud. Welfare
22-Jun	Sat	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
23-Jun	Sun			
24-Jun	Mon	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
25-Jun	Tue	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
26-Jun	Wed	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
27-Jun	Thu	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
27-Jun	Fri	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
28-Jun	Sat	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	Coordinator, DE
29-Jun	Sun			
30-Jun	Mon	All Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE Declaration of Result	Coordinator, DE COE

SURESH GYAN VIHAR UNIVERSITY, JAIPUR
Academic Calendar of School of Agriculture
for Even Semester (January to June-2019)

Suresh Gyan Vihar University, Jaipur

Academic Calendar for School of Agriculture (Odd Semester- July to December

2019)

Date	Day	Dept	Event	Remarks/Responsibility
1-Jul	Mon	All except I Year Agriculture	Field Internship, Last Date of Uploading PPTs of First 2 Units on LMS	
2-Jul	Tue	All except I Year Agriculture	Field Internship	
3-Jul	Wed	All except I Year Agriculture	Semester Commencement Meet, Field Internship	Dr. T.K. Jain
4-Jul	Thu	All except I Year Agriculture	Field Internship	
5-Jul	Fri	All except I Year Agriculture	Field Internship	
6-Jul	Sat	All except I Year Agriculture	Field Internship	
7-Jul	Sun			
8-Jul	Mon	All except I Year Agriculture	Field Internship	
9-Jul	Tue	All except I Year Agriculture	Field Internship	
10-Jul	Wed	All except I Year Agriculture	Field Internship Registration of II, III & IV year students Last Date of Fees Submission without late fees	Principal, Agriculture Finance department
11-Jul	Thu	All except I Year Agriculture	Field Internship Registration of II, III & IV year students	Principal, School of Agriculture
12-Jul	Fri	All except I Year Agriculture	Field Internship Main Practical Exams/Project Submission/Presentation/Viva Voce	
13-Jul	Sat	All except I Year Agriculture	Regular Classes, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch	
14-Jul	Sun			
15-Jul	Mon	All except I Year Agriculture	Regular Classes	
16-Jul	Tue	All except I Year Agriculture	Regular Classes	
17-Jul	Wed	All except I Year Agriculture	Regular Classes, Weekly activity in Last Lecture Sixteen weeks Field Training for IV Year Students from 17 July to 17 November, Special back exams for some IV year students	COE
18-Jul	Thu	All except I Year Agriculture	Regular Classes Special back exams for some IV year students	COE
19-Jul	Fri	All except I Year Agriculture	Regular Classes Special back exams for some IV year students	COE
20-Jul	Sat	All except I Year Agriculture	Bridging the gap between Bharat and India, special back exam for some IV year students Last Date of Fees submission Without Late Fees	Dean, ISBM, COE Finance Deptt.
21-Jul	Sun			

22-Jul	Mon	All except I Year Agriculture	Regular Classes Special back exams for some IV year students	COE
23-Jul	Tue	All except I Year Agriculture	Regular Classes Special back exams for some IV year students	COE
24-Jul	Wed	All except I Year Agriculture	Regular Classes, Weekly activity in Last Lecture Special back exams for some IV year students	COE
25-Jul	Thu	All except I Year Agriculture	Regular Classes, Guest Lecture on "Role of Soil and water testing in crop production (Dr. A.R.K. Pathan)	Principal, Agriculture
26-Jul	Fri	All except I Year Agriculture	Regular Classes	
27-Jul	Sat	All except I Year Agriculture	Regular Classes, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch	
28-Jul	Sun			
29-Jul	Mon	All except I Year Agriculture	Regular Classes	
30-Jul	Tue	All except I Year Agriculture	Regular Classes	
31-Jul	Wed	All except I Year Agriculture	Regular Classes, Weekly activity in Last Lecture, Uploading of Last 3 Units PPTs	
1-Aug	Thu	All except I Year Agriculture	Regular Classes, Guest Lecture on "Scenario of diseases in arid zone fruits (Dr. Shailesh Godika)"	Principal Agriculture
2-Aug	Fri	All except I Year Agriculture	Regular Classes	
3-Aug	Sat	All except I Year Agriculture	Regular Classes Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch Friendship Day	Ms. Shalini Fransisca, Ms. Bazilla Gayas
4-Aug	Sun			
5-Aug	Mon	All except I Year Agriculture	Regular Classes	
6-Aug	Tue	All except I Year Agriculture	Regular Classes, Last date of scheme submission to Dean Academics	Principal, School of Agriculture
7-Aug	Wed	All except I Year Agriculture	Regular Classes Reporting of 1st year Students, Orientation Program for 1st Year Students	
8-Aug	Thu	All except I Year 1st year Agriculture	Regular Classes, FDP on Integrated pest and disease management (Dr. A.C. Mathur) Orientation program for 1st Year students	Principal, School of Agriculture
9-Aug	Fri	All except I Year 1st year Agriculture	Regular Classes Orientation program for 1st Year students	Principal, School of Agriculture
10-Aug	Sat	All except I Year 1st year Agriculture	Regular Classes Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch Orientation program for 1st Year students Event by BirsaMunda Students	Principal, School of Agriculture Coordinator, BirsaMunda
11-Aug	Sun			
12-Aug	Mon	All except IV year	Id-Ul-Zuha*(Holiday)	*Subject to appearance of moon
13-Aug	Tue	All except IV year	Regular Classes	
14-Aug	Wed	All except IV year	Regular Classes	
15-Aug	Thu	All	Independence Day Celebration, Raksha Bandhan(Holiday)	Principal, School of Education

16-Aug	Fri	All except IV year	Regular Classes, last date of Scheme submission by Dean Academics to COE, Event by SuryaSen Students, • Parthenium Awareness day	Dean Academics, Coordinator, SuryaSen
17-Aug	Sat	All except IV year	Academic Off	
18-Aug	Sun			
19-Aug	Mon	All except IV year	Regular Classes, Collage Formation on Modern Agriculture	Mr. Anjelo Denis
20-Aug	Tue	All except IV year	Regular Classes	
21-Aug	Wed	All except IV year	Regular Classes, Weekly Activity in Last Lecture	
22-Aug	Thu	All except IV year	Regular Classes FDP on "Plant growth regulators vis-à-vis crop production (Dr. Sunita Gupta)"	Principal, School of Agriculture
23-Aug	Fri	All except IV year	Regular Classes	
24-Aug	Sat	All	Krishna Janmashthami(Holiday)	
25-Aug	Sun			
26-Aug	Mon	All except IV year	Regular Classes	
27-Aug	Tue	All except IV year	Regular Classes	
28-Aug	Wed	All except IV year	Regular Classes, Weekly Activity in Last Lecture	
29-Aug	Thu	All except IV year	Regular Classes FDP on "Drip irrigation concept, component & lay out (Dr. Jitendra Kumar Gaur)"	Principal, School of Agriculture
30-Aug	Fri	All except IV year	Regular Classes	
31-Aug	Sat	All except IV year	Regular Classes, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch, Project/Assignment issue as per the requirement of subject Event by Manukernika Students	Coordinator, Manukernika
1-Sep	Sun			
2-Sep	Mon	All except IV year	Regular Classes, • Study Tour (RARI) Durgapura, Jaipur from 2/9/19 to 12/9/19	Dr. Shekhawat, Dr. Nagar
3-Sep	Tue	All except IV year	Regular Classes	
4-Sep	Wed	All except IV year	Regular Classes, Weekly Activity in Last Lecture	
5-Sep	Thu	All except IV year	Regular Classes FDP on "Doubling income of farmers – ways and means (Dr. A.K. Gupta)"	Principal, School of Agriculture
6-Sep	Fri	All except IV year	Regular Classes	
7-Sep	Sat	All except IV year	Regular Classes, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch, Project/Assignment issue as per the requirement of subject Event by Panna Dhay Students	Coordinator, Pannadhay
8-Sep	Sun			
9-Sep	Mon	All except IV year	Regular Classes	
10-Sep	Tue	All except IV year	Regular Classes	
11-Sep	Wed	All except IV year	Regular Classes, Weekly Activity in Last Lecture, Onam Celebration	Ms. G. Bhargavi
12-Sep	Thu	All except IV year	Regular Classes, FDP on "Role of bio fertilizers in enhancement of agricultural production (Dr. M.P. Sharma)"	Principal, School of Agriculture
13-Sep	Fri	All except IV year	Regular Classes	

14-Sep	Sat	All except IV year	Regular Classes, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch, Project/Assignment issue as per the requirement of subject Event by Ashfaquallah Students	Coordinator, Ashfaquallah College
15-Sep	Sun			
16-Sep	Mon	All except IV year	Regular Classes	
17-Sep	Tue	All except IV year	Regular Classes	
18-Sep	Wed	All except IV year	Regular Classes, Weekly Activity in Last Lecture	
19-Sep	Thu	All except IV year	Regular Classes	
20-Sep	Fri	All except IV year	Regular Classes, Event by Bismil College	Coordinator, Bismil
21-Sep	Sat	All except IV year All	Academic Off	
22-Sep	Sun			
23-Sep	Mon	All except IV year	Regular Classes	
24-Sep	Tue	All except IV year	Regular Classes, NSS Day	Mr. Himnshu Makker
25-Sep	Wed	All except IV year	Regular Classes	
26-Sep	Thu	All except IV year	X-Animo-2019 (2 Days Cultural Event) & Bellicose-2019(2 Days sports Event), Graded assignment- 9 by others and Graded assignment- 5 by Ist year	Dean Students Welfare and Sports Officer
27-Sep	Fri	All except IV year	X-Animo-2019 (2 Days Cultural Event) & Bellicose-2019(2 Days sports Event)	Dean Students Welfare and Sports Officer
28-Sep	Sat	All except IV year	Convocation-2019(Tentative)	Convenor and Co-Convenor, Convocation
29-Sep	Sun	All	Navratna Sthapna(Holiday)	
30-Sep	Mon	All except IV year	Mid-Term exams III Year and regular classes for II & I Year	
1-Oct	Tue	All except IV year	Mid-Term exams III Year and regular classes for II & I Year	
2-Oct	Wed	All	Gandhi Jayanti(Holiday)	
3-Oct	Thu	All except IV year	Mid-Term exams III Year and regular classes for II & I Year	
4-Oct	Fri	All except IV year	Mid-Term exams III Year and regular classes for II & I Year	
5-Oct	Sat	All except IV year	Mid-Term exams III Year and regular classes for II & I Year	
6-Oct	Sun			
7-Oct	Mon	All except IV year	Mid-Term exams II & I Year and regular classes for III Year	
8-Oct	Tue	All except IV year	Dussehra (Holiday)	
9-Oct	Wed	All except IV year	Mid-Term exams II & I Year and regular classes for III Year	
10-Oct	Thu	All except IV year	Mid-Term exams II & I Year and regular classes for III Year	
11-Oct	Fri	All except IV year	Mid-Term exams II & I Year and regular classes for III Year	
12-Oct	Sat	All except IV year	Mid-Term exams II & I Year and regular classes for III Year	
13-Oct	Sun			
14-Oct	Mon	All except IV year	Regular Classes, Combined Event by Birsamunda and Surya Sen Colleges	Coordinator, Birsamunda & Suryasen

15-Oct	Tue	All except IV year	Regular Classes, • International Day of Rural Woman @ Kacholiya Village Main examination form filling date from 15 October to 30 October without late fees	Dr. Saroj Yadav, Ms. Manju Sharma, COE
16-Oct	Wed	All except IV year	Regular Classes, Weekly Activity in last Lecture	
17-Oct	Thu	All except IV year	Regular Classes	
18-Oct	Fri	All except IV year	Regular Classes, Combined Event by Bismil and Asfaquallah	Coordinator, Bismil & Ashfaquallah
19-Oct	Sat	All	Academic Off	
20-Oct	Sun			
21-Oct	Mon	All except IV year	Regular Classes	
22-Oct	Tue	All except IV year	Regular Classes	
23-Oct	Wed	All except IV year	Regular Classes & Submission of Graded Assignment-12 except 1st year and assignment-8 for 1st year, weekly activity in Last lecture	
24-Oct	Thu	All except IV year	Diwali Break	
25-Oct	Fri	All except IV year	Diwali Break	
26-Oct	Sat	All except IV year	Diwali Break	
27-Oct	Sun		Diwali Break	
28-Oct	Mon	All except IV year	Diwali Break	
29-Oct	Tue	All except IV year	Diwali Break	
30-Oct	Wed	All except IV year	Diwali Break	
31-Oct	Thu	All except IV year	Regular Classes Last date of Examination Form submission with Late Fees	COE
1-Nov	Fri	All except IV year	Regular Classes	
2-Nov	Sat	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce II & III Year	
3-Nov	Sun			
4-Nov	Mon	All except IV year	Regular Classes	
5-Nov	Tue	All except IV year	Regular Classes	
6-Nov	Wed	All except IV year	Regular Classes, Weekly activity in Last Lecture	
7-Nov	Thu	All except IV year	Regular classes	
8-Nov	Fri	All except IV year	Regular Classes	
9-Nov	Sat	All except IV year	Regular Classes, Career Guidance/ Training/ Placement/ Community Forum Activity incl. Entrepreneurship after Lunch. Combined Activity by Pannadhay and Manukernika Colleges	Coordinators, Pannadhay and Manukernika
10-Nov	Sun			
11-Nov	Mon	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce II & III Year	
12-Nov	Tue	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce II & III Year	
13-Nov	Wed	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce II & III Year	

14-Nov	Thu	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce II & III Year	
15-Nov	Fri	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce II & III Year	
16-Nov	Sat	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce I & IV Year	
17-Nov	Sun			
18-Nov	Mon	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce I & IV Year	
19-Nov	Tue	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce I & IV Year, Last date of Detained list submit to COE	
20-Nov	Wed	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce I & IV Year	
21-Nov	Thu	All except IV year	Main Practical Exams/Project Submission/Presentation/Viva Voce I & IV Year	
22-Nov	Fri	All except IV year	Preparation Leave	
23-Nov	Sat	All except IV year	Preparation Leave	
24-Nov	Sun			
25-Nov	Mon	All except IV year	Preparation Leave	
26-Nov	Tue	All	Starting date of Semester Exam Main / Back III/V/VII sem	COE
27-Nov	Wed	All	Semester Exam Main / Back III/V/VII sem	COE
28-Nov	Thu	All	Semester Exam Main / Back III/V/VII sem	COE
29-Nov	Fri	All	Semester Exam Main / Back III/V/VII sem	COE
30-Nov	Sat	All	Semester Exam Main / Back III/V/VII sem	COE
1-Dec	Sun			
2-Dec	Mon	All	Semester Exam Main / Back I/III/V/VII sem	COE
3-Dec	Tue	All	Semester Exam Main / Back I/III/V/VII sem	COE
4-Dec	Wed	All	Semester Exam Main / Back I/III/V/VII sem	COE
5-Dec	Thu	All	Semester Exam Main / Back I/III/V/VII sem	COE
6-Dec	Fri	All	Semester Exam Main / Back I/III/V/VII sem	COE
7-Dec	Sat	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
8-Dec	Sun			
9-Dec	Mon	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
10-Dec	Tue	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
11-Dec	Wed	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
12-Dec	Thu	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
13-Dec	Fri	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
14-Dec	Sat	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
15-Dec	Sun			
16-Dec	Mon	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	

17-Dec	Tue	All	Semester Exam Main / Back I /III/V/VII/IX sem, Assessment/Result Preparation	COE
18-Dec	Wed	All	Assessment/Result Preparation	COE
19-Dec	Thu	All	Assessment/Result Preparation	COE
20-Dec	Fri	All	Assessment/Result Preparation	COE
21-Dec	Sat	All	Assessment/Result Preparation	COE
22-Dec	Sun			
23-Dec	Mon	All	Assessment/Result Preparation	COE
24-Dec	Tue	All	Assessment/Result Preparation	COE
25-Dec	Wed	All	Alumni Meet-2019	
26-Dec	Thu	All	Winter break/FDP by Academic staff College	Dean, ISBM
27-Dec	Fri	All	Winter break/FDP by Academic staff College	Dean, ISBM
28-Dec	Sat	All	Winter break/FDP by Academic staff College	Dean, ISBM
29-Dec	Sun	All	Winter break	
30-Dec	Mon	All	Winter break	
31-Dec	Tue	All	Winter break	

SURESH GYAN VIHAR UNIVERSITY, JAIPUR

Academic Calendar of Schools of Engineering, HMCT, Pharmacy, SILS, ISBM, Education, Applied Science and Distance education

for Even Semester (January to June-2020)

Date	Day	Department	Event	Remarks/Responsibility
1-Jan	Wed	All	Winter Break	
2-Jan	Thu	All	Winter Break	
3-Jan	Fri	All	Winter Break	
4-Jan	Sat	All	Winter Break	
5-Jan	Sun			
6-Jan	Mon	All	Semester Commencement/ Academic Preparation	Academic Staff College
7-Jan	Tue	All except Agri	Registration of Students/Academic Preparation/Orientation Program	
8-Jan	Wed	All except Agri	Regular Classes	
9-Jan	Thu	All except Agri	Regular Classes	
10-Jan	Fri	All except Agri	Regular Class Last Date of Fees submission with out late fees	Finance Deptt
11-Jan	Sat	All except Agri	Regular Classes before lunch, Career Guidance/ Training/ Placement/ Community Forum , Academic Talk by Ashfaquallah	Master, Ashfaquallah
12-Jan	Sun		Floral Tribute to Surya Sen on his Death Anniversary	Master, Suryasen

13-Jan	Mon	All except Agri	Regular Classes	
14-Jan	Tue	All	Makar Sankranti(Holiday)	
15-Jan	Wed	All except Agri	Regular classes, Weekly activity in last lecture Tentative Soft Skill Training from 15/01/2020 to 30/01/2020	. TPO cell
16-Jan	Thu	All except Agri	Regular classes, Cultural activity by Manikernika Last date of PhD entrance exam form submission	Master, Manikernika
17-Jan	Fri	All except Agri	Regular classes	
18-Jan	Sat	All except Agri	Regular Classes before lunch, Career Guidance/ Training/ Placement/ Community Forum	
19-Jan	Sun			
20-Jan	Mon	All except Agri	Weekly test-1 then Regular classes Last date of fees submission with late fees, Academic Session by Birsa Munda	. Finance Deptt., Master, Birsamunda
21-Jan	Tue	All except Agri	Regular classes, Indoor Sports Activity by Surya Sen . Declaration of Result(Tentative)	. Master, Suryasen COE
22-Jan	Wed	All except Agri & HMCT	Regular classes, Weekly activity in last lecture . Chef Compitition	. . Vice Principal, HMCT
23-Jan	Thu	All except Agri	Regular classes and Graded Assignment-1 has to be given	
24-Jan	Fri	All except Agri	Regular classes	
25-Jan	Sat	All except Agri	Regular Classes before lunch, Uploading of marks of WT-1, Career Guidance/ Training/ Placement/ Community Forum, PhD Entrance exam Extempore by Manikernika, Pannadhay & Birsa Munda College	. Dean Research By Masters of Manikarnika, Panndhay & Birsa Munda
26-Jan	Sun	All	Republic Day Celebration , Swacha Bharat Abhiyan	Principal, School of Edu.
27-Jan	Mon	All except Agri	Weekly test-2 then Regular classes,	.
28-Jan	Tue	All except Agri	Regular classes , Final Exams of Distance Education from 28 Jan to 8 Feb Cultural Activity by Bismil College GPAT exam for Pharmacy students	Coordinator, DE, Master of Bismil
29-Jan	Wed	All except Agri	Regular Classes,Submission of Graded assignment-1, Weekly activity in last lecture	
30-Jan	Thu	All except Agri	Regular classes, Graded Assignment-2 to be give, Last date of soft skill training Dance & Dinner by Surya Sen College	By Master of Surya Sen

31-Jan	Fri	All except Agri	Regular classes Uploading of Assignment-1 of Distance education Extempore by Suryasen, Bismil & Ashfaqullah College . . . Publishing of Engineering and Technology Journal, . Publishing of Environment Science and Technology Journal, . Publishing of Climate Change and Water Journal Publishing of Economics and Management Journal . . Publishing of Journal Converging Technology and Management	. Coordinator, DE Master of Surya Sen, Bismil & Ashfaqullah Dr. Bright Keswani Dr. Gaurav Sharma Dr. Shruti Kanga Dr. D.S. Mailk & Ms. Neha Hemilton Dr. Rashid Hussain & Dr. Neeraj Kumar
1-Feb	Sat	All except Agri	Regular Classes before lunch then uploading marks of Weekly Test-2, Career Guidance/ Training/ Placement/ Community Forum, GATE exam of Engineering students from 01/02/2020 to 09/02/2020, Assignment-1 of DE is to be given Coordinator, DE
2-Feb	Sun			
3-Feb	Mon	All except Agri	Weekly test-3 then Regular classes	
4-Feb	Tue	All except Agri	Regular classes Academic Session by Manikernika	Master, Manikernika College
5-Feb	Wed	All except Agri	Regular Classes, Submission of Graded assignment-2, Weekly activity in last lecture	
6-Feb	Thu	All except Agri	Regular classes, Graded Assignment-3 to be given	
7-Feb	Fri	All except Agri	Regular classes	
8-Feb	Sat	All except Agri	Regular Classes before lunch then uploading marks of Weekly test-3, Career Guidance/ Training/ Placement/ Community Forum Ending date of main exams of Distance Education National Workshop on Bio-Entrepreneurship Cell, IPR & Technology Management 2020, Indoor Sports Activity by Birsa Munda	. Coordinator, DE Principal-Bio Science Master, Birsa Munda
9-Feb	Sun		Last date of GATE exam	
10-Feb	Mon	All except Agri	Weekly test-4 then Regular classes	
11-Feb	Tue	All except Agri	Regular classes	
12-Feb	Wed	All except Agri	Regular Classes, Submission of Graded assignment-3, Weekly activity in last lecture, Cultural Activity by Surya Sen	Master, Suryasen
13-Feb	Thu	All except Agri	Graded assignmnt 4 is to be given, Regular Classes	
14-Feb	Fri	All except Agri	Regular Classes Dance & Dinner by Manikernika	Master, Manikernika College

15-Feb	Sat	All except Agri DE	Regular Classes before lunch then uploading marks of Weekly test-4, Career Guidance/ Training/ Placement/ Community Forum Submission of Assignment-1 of DE	. Coordinator-DE
16-Feb	Sun			
17-Feb	Mon	All except Agri	Weekly test-5 then Regular classes , Mid term-1 of Pharmacy	
18-Feb	Tue	All except Agri	Regular Classes Mid Term-1 of Pharmacy, Cultural Activity by Pannadhay	Master, Pannadhay
19-Feb	Wed	All except Agri	Regular Classes,Submission of Graded assignment-4, Weekly activity in last lecture Mid Term-1 of Pharmacy	
20-Feb	Thu	All except Agri	Graded assignmnt 5 is to be given, Regular Classes, Mid Term-1 of Pharmacy	
21-Feb	Fri	All except Agri	Mahashivratri(Holiday)	
22-Feb	Sat	All except Agri	Regular Classes before lunch then uploading marks of Weekly test-5, Career Guidance/ Training/ Placement/ Community Forum Mid Term-1 Pharmacy, Academic Talk by Bismil College	. Master, Bismil College
23-Feb	Sun			
24-Feb	Mon	All except Agri	Weekly test-6 then Regular classes, Mid Term-1 Pharmacy	
25-Feb	Tue	All except Agri	Regular classes	
26-Feb	Wed	All except Agri	Regular Classes,Submission of Graded assignment-5, Weekly activity in last lecture,	
27-Feb	Thu	All	Graded assignment- 6 is to be given Youth Fest-2020, Eklavya-2020	. Coordinator, Youth fest cell
28-Feb	Fri	All	Youth fest 2020 National Science Day 2020, Eklavya-2020 Floral Tribute to Pannadhay (death anniversary of Maharaja Udai Singh)	Coordinator, Youth fest cell Principal, Pharmacy Sports Officer Master, Pannadhay
29-Feb	Sat	All	Uploading marks of Weekly test-6, Youth Fest 2020-Eklavya 2020 , Celebration of Leap Year .Rangoli Competition	Coordinator, Youth fest cell Masters of All Colleges
1-Mar	Sun			
2-Mar	Mon	All except Agri	Weekly test-7 then Regular classes, Assignment-2 of Distance education is given, Cultural Event by Birsa Munda College	Coordinator-DE, Master, Birsa Munda College
3-Mar	Tue	All except Agri	Regular Classes	
4-Mar	Wed	All except Agri	Mid-Term -1 (II, IV, VI, VIII & X sem) Except Pharmacy then Regular Classes, Submission of Graded Assignment-6,	.
5-Mar	Thu	All except Agri	Mid-Term -1 (II, IV, VI, VIII & X sem) Except Pharmacy then Regular Classes, Graded Assignment-7 is to be given	

6-Mar	Fri	All except Agri	Aayam-2020 Exeburance-2020	HOD-ME & EE Principal, ISBM
7-Mar	Sat	All except Agri	Aayam-2020 Exeburance-2020 Uploading of marks of WT-7, Last date of form filling of exam internal improvement /back- II, IV, VI, VIII & X Sem. without late fees, Dance & Dinner by Pannadhay College	HOD-ME & EE Principal, ISBM Master, Pannadhay College
8-Mar	Sun			
9-Mar	Mon	All	Holi Break	Reading Week
10-Mar	Tue	All	Holi Break	Reading Week
11-Mar	Wed	All	Holi Break	Reading Week
12-Mar	Thu	All	Holi Break	Reading Week
13-Mar	Fri	All except Agri	Mid-Term -1 (II, IV, VI, VIII & X sem) Except Pharmacy then Regular Classes	
14-Mar	Sat	All except Agri	Regular classes before lunch Summer Internship Fair, Indoor Sports Activity by Ashfaquallah	. Placement Cell, Master Ashfaquallah
15-Mar	Sun			
16-Mar	Mon	All except Agri	Weekly test-8 then regular classes , Submission of Assignment-2 of DE Mid term-2 of Pharmacy Notification of exam main/back April/May 2018 for II, IV, VI, VIII & X Sem and filling of form Starting date of Course work Classes from 16 March to 10 April(Tentative) ,	Coordinator, DE . COE . Dean Research
17-Mar	Tue	All except Agri	Regular Classes , Mid Term-2 of Pharmacy	
18-Mar	Wed	All except Agri	Regular classes, submission of Graded assignment-7, Weekly activity in last lecture, Mid term-2 of Pharmacy, Indoor Sports Activity by Bismil	. . Master, Bismil College
19-Mar	Thu	All except Agri	Regular classes, Graded Assignment-8 to be given Mid Term-2 of Pharmacy International Conference AECD-20	. . HOD-EE & EC
20-Mar	Fri	All except Agri & Phar	Regular Classes National Conference Pharmacy Mid Term-2 of Pharmacy International Conference AECD-20	. Principal, Pharmacy HOD-EE & EC
21-Mar	Sat	All except Agri	Regular Classes before lunch then uploading marks of Weekly test-8, Career Guidance/ Training/ Placement/ Community Forum Mid Term-2 of Pharmacy	
22-Mar	Sun		Floral Tribute to Surya Sen on his Birth Anniversary	Master, Suryasen
23-Mar	Mon	All except Agri	Weekly test-9 then regular classes Mid term-2 of Pharmacy	
24-Mar	Tue	All except Agri	Regular Classes	
25-Mar	Wed	All except Agri	Regular classes, submission of Graded assignment-8, Weekly activity in last lecture,	

26-Mar	Thu	All except Agri	Regular classes, Graded Assignment-9 to be given	
27-Mar	Fri	All except Agri	Regular Classes	
28-Mar	Sat	All except Agri	Regular Classes before lunch then uploading marks of Weekly test-9, Career Guidance/ Training/ Placement/ Community Forum , Cultural Event by Ashfaquallah	. . Master, Ashfaquallah
29-Mar	Sun			
30-Mar	Mon	All except Agri	Weekly test-10 then regular classes	
31-Mar	Tue	All except Agri	Regular Classes, Academic talk by Pannadhay	Master, Pannadhay
1-Apr	Wed	All except Agri DE	Regular classes, submission of Graded assignment-9, Weekly activity in last lecture, Graded Assignment-10 is to be given Assignment-3 is given by DE	. . Coordinator-DE
2-Apr	Thu	All except Agri	Ram Navami(Holiday)	
3-Apr	Fri	All except Agri	Regular Classes	
4-Apr	Sat	All except Agri	Regular Classes before lunch then uploading marks of Weekly test-10, Career Guidance/ Training/ Placement/ Community Forum , Dance & Dinner by Birsa Munda	Master, Birsamunda
5-Apr	Sun			
6-Apr	Mon	All except Agri	Weekly test-11 then Regular classes, Starting date of examination form filling(Without late fees)	
7-Apr	Tue	All except Agri & HMCT	Regular classes . Mega Event by HMCT(Tentative)	. . Vice Principal, HMCT
8-Apr	Wed	All except Agri	Regular Classes,Submission of Graded assignment-10, Weekly activity in last lecture	
9-Apr	Thu	All except Agri	Regular classes, Graded Assignment-11 is to be given	
10-Apr	Fri	All except Agri	Regular classes , Ending date of PhD course work classes(Tentative) .	Dean Research
11-Apr	Sat	All except Agri	Regular Classes before lunch then uploading marks of Weekly Test-11, Career Guidance/ Training/ Placement/ Community Forum , Dance & Dinner by Ashfaquallah College	Master, Ashfaquallah
12-Apr	Sun			
13-Apr	Mon	All except Agri	Weekly test-12 then Regular classes	
14-Apr	Tue	All except Agri	Regular classes	
15-Apr	Wed	All except Agri DE	Regular Classes,Submission of Graded assignment-11, Weekly activity in last lecture, Submission of Final Detained Students List to COE Submission of Assignment-3 Last date of examination form filling(Without late fees) Mid term-3 of Pharmacy	. . Coordinator-DE COE .
16-Apr	Thu	All except Agri	Mid Term Exam- II (II, IV, VI, VIII & X Sem.) except Pharmacy , Graded assignment-12 is to be given, Semester Feedback by students Examination form filling (With late fees) from 16 April to 23 April, Mid term-3 of Pharmacy	. . COE
17-Apr	Fri	All except Agri	Mid Term Exam- II (II, IV, VI, VIII & X Sem.) except Pharmacy, Semester Feedback by students , Mid Term of Pharmacy	

18-Apr	Sat	All except Agri	Mid Term Exam- II (II, IV, VI, VIII & X Sem.) except Pharmacy, Semester Feedback by students , Uploading of Weekly test-12 marks, Mid term-3 of Pharmacy, Poster Competition by all Colleges	Masters All colleges
19-Apr	Sun			
20-Apr	Mon	All except Agri	Weekly test if any then Regular Classes, Mid term-3 of Pharmacy, semester feedback by students	
21-Apr	Tue	All except Agri	Regular Classes, Mid term-3 of Pharmacy, semester feedback by students	
22-Apr	Wed	All except Agri Pharmacy	Regular Classes, Submission of Graded assignment-12, Weekly activity in last lecture Mid Term-3 of Pharmacy	
23-Apr	Thu	All except Agri	Regular classes, Graded Assignment given if any remaining Last date of examination form filling(With late fees)	COE
24-Apr	Fri	All except Agri	Regular Classes	
25-Apr	Sat	All except Agri	Uploading of Weekly test Marks, Preparation Leave	
26-Apr	Sun		Preparation Leave	
27-Apr	Mon	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	
28-Apr	Tue	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	
29-Apr	Wed	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	
30-Apr	Thu	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	
1-May	Fri	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem Submission of assignment in any, Assignment-4 is given in DE	COE Coordinator, DE
2-May	Sat	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
3-May	Sun			
4-May	Mon	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
5-May	Tue	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
6-May	Wed	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
7-May	Thu	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
8-May	Fri	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
9-May	Sat	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
10-May	Sun			
11-May	Mon	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
12-May	Tue	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
13-May	Wed	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
14-May	Thu	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
15-May	Fri	All except Agri DE	Semester Exam Main / Back II,IV,VI,VIII & X sem Last date of submission of assignment-4	COE Coordinator, DE

16-May	Sat	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
17-May	Sun			
18-May	Mon	All except Agri	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
19-May	Tue	All except Agri	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
20-May	Wed	All except Agri	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
21-May	Thu	All except Agri	Semester Exam Main / Back II,IV,VI,VIII & X sem	COE
22-May	Fri	All except Agri	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
23-May	Sat	All except Agri	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
24-May	Sun	ALL	Eid-ul-Fitr	*Subject to Appearance of Moon
25-May	Mon	All except Agri	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
26-May	Tue	All except Agri	Semester Exam Main / Back II, IV,VI,VIII & X sem	COE
27-May	Wed	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
28-May	Thu	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
29-May	Fri	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
30-May	Sat	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
31-May	Sun			
1-Jun	Mon	All except Agri Engg DE	Assessment/Result Preparation Classes of summer sem (IX) for Dual Degree Students Assignment-5 is given by DE	COE Coordinator, DE
2-Jun	Tue	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
3-Jun	Wed	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
4-Jun	Thu	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
5-Jun	Fri	All except Agri	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
6-Jun	Sat	All except Agri Engg	Assessment/Result Preparation Classes of Summer semester(IX) for Dual Degree Students	COE
7-Jun	Sun			

8-Jun	Mon	All except Agri Engg	Assessment/Result Preparation · Classes of Summer semester(IX) for Dual Degree Students	COE
9-Jun	Tue	All except Agri Engg	Assessment/Result Preparation · Classes of Summer semester(IX) for Dual Degree Students Floral Tribute to Birsa Munda on his Death Anniversary	COE · · Master, Birsa Munda
10-Jun	Wed	All except Agri Engg	Assessment/Result Preparation · Classes of Summer semester(IX) for Dual Degree Students	COE
11-Jun	Thu	All except Agri Engg	Assessment/Result Preparation · Classes of Summer semester(IX) for Dual Degree Students Floral Tribute to Bismil on his Birth Anniversary	COE · · Master, Bismil
12-Jun	Fri	All except Agri Engg	Assessment/Result Preparation · Classes of Summer semester(IX) for Dual Degree Students	COE
13-Jun	Sat	All except Agri Engg	Assessment/Result Preparation · Classes of Summer semester(IX) for Dual Degree Students	COE
14-Jun	Sun			
15-Jun	Mon	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Last date of submission of assignment-5, Main/Back exams 15/06/2018 to 30/06/2018 DE	· · Coordinator, DE
16-Jun	Tue	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	
17-Jun	Wed	All except Agri Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	· Coordinator, DE
18-Jun	Thu	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE, Floral Tribute to Manikarnika on her Death Anniversary	· Coordinator, DE Master, Manikarnika
19-Jun	Fri	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	· Coordinator, DE
20-Jun	Sat	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	· Coordinator, DE
21-Jun	Sun	All	Celebration of International Yoga Day	Dean Stud. Welfare
22-Jun	Mon	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	· Coordinator, DE
23-Jun	Tue	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	· Coordinator, DE
24-Jun	Wed	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	· Coordinator, DE
25-Jun	Thu	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	· Coordinator, DE

26-Jun	Fri	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	. Coordinator, DE
27-Jun	Sat	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	. Coordinator, DE
27-Jun	Sun			
28-Jun	Mon	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	. Coordinator, DE
29-Jun	Tue	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	. Coordinator, DE
30-Jun	Wed	All except Agri & Engg.	Classes of Summer semester(IX) for Dual Degree Students, Main/Back exams 15/06/2018 to 30/06/2018 DE	. Coordinator, DE

Green color Row is showing :- Sunday

Purple color row is showing:- Holidays

Blue color Rows is showing:- Main Events

Orange color showing- Semester Commencement meet

SURESH GYAN VIHAR UNIVERSITY, JAIPUR
Academic Calendar of Schools of Agriculture
for Even Semester (January to June-2020)

Date	Day	Department	Event	Remarks/Responsibility
1-Jan	Wed	All	Winter Break	
2-Jan	Thu	All	Winter Break	
3-Jan	Fri	All	Winter Break	
4-Jan	Sat	All	Winter Break	
5-Jan	Sun			
6-Jan	Mon	All	Semester Commencement/ Academic Preparation	Academic Staff College
7-Jan	Tue	Agriculture	Internship of students	
8-Jan	Wed	Agriculture	Internship of students	
9-Jan	Thu	Agriculture	Internship of students	
10-Jan	Fri	Agriculture	Internship of students Last Date of Fees submission with out late fees	. Finance Deptt
11-Jan	Sat	Agriculture	Internship of students	
12-Jan	Sun			
13-Jan	Mon	Agriculture	Internship of students	
14-Jan	Tue	All	Makar Sankranti(Holiday)	
15-Jan	Wed	Agriculture	Internship of students	
16-Jan	Thu	Agriculture	Internship of students	
17-Jan	Fri	Agriculture	Registration for 2nd, 6th & 8th sem students	

18-Jan	Sat	Agriculture	Registration for 2nd, 6th & 8th sem students	
19-Jan	Sun			
20-Jan	Mon	Agriculture	Regular classes Last date of fees submission with late fees, Academic Session by Birsa Munda	• Finance Deptt., Master, Birsamunda
21-Jan	Tue	Agriculture	Regular classes, Indoor Sports Activity by Surya Sen • Declaration of Result(Tentative)	• Master, Suryasen COE
22-Jan	Wed	Agriculture	Regular classes	
23-Jan	Thu	Agriculture	Regular classes	
24-Jan	Fri	Agriculture	Regular classes	
25-Jan	Sat	Agriculture	Regular Classes before lunch, Career Guidance/ Training/ Placement/ Community Forum, PhD Entrance exam Extempore by Manikernika, Pannadhay & Birsa Munda College	• Dean Research By Masters of Manikarnika, Panndhay & Birsa Munda
26-Jan	Sun	All	Republic Day Celebration , Swacha Bharat Abhiyan	Principal, School of Edu.
27-Jan	Mon	Agriculture	Regular classes,	•
28-Jan	Tue	Agriculture	Regular classes Cultural Activity by Bismil College	Master of Bismil
29-Jan	Wed	Agriculture	Regular Classes	
30-Jan	Thu	Agriculture	Regular classes Dance & Dinner by Surya Sen College	By Master of Surya Sen
31-Jan	Fri	Agriculture	Regular classes Extempore by Suryasen, Bismil & Ashfaqullah College	Master of Surya Sen, Bismil & Ashfaqullah
1-Feb	Sat	Agriculture	Regular Classes before lunch, Career Guidance/ Training/ Placement/ Community Forum incl.	
2-Feb	Sun			
3-Feb	Mon	Agriculture	Regular classes	
4-Feb	Tue	Agriculture	Regular classes Academic Session by Manikernika	Master, Manikernika College
5-Feb	Wed	Agriculture	Regular Classes	
6-Feb	Thu	Agriculture	Regular classes	
7-Feb	Fri	Agriculture	Regular classes	
8-Feb	Sat	Agriculture	Regular Classes before lunch then uploading marks of Weekly test-3, Career Guidance/ Training/ Placement/ Community Forum National Workshop on Bio-Entrepreneurship Cell, IPR & Technology Management 2020, Indoor Sports Activity by Birsa Munda	• • Principal-Bio Science Master, Birsa Munda

9-Feb	Sun			
10-Feb	Mon	Agriculture	Regular classes	
11-Feb	Tue	Agriculture	Regular classes	
12-Feb	Wed	Agriculture	Regular Classes, Cultural Activity by Surya Sen	Master, Suryasen
13-Feb	Thu	Agriculture	Regular Classes	
14-Feb	Fri	Agriculture	Regular Classes Dance & Dinner by Manikernika	Master, Manikernika College
15-Feb	Sat	Agriculture	Regular Classes before lunch then uploading marks of Weekly test-4, Career Guidance/ Training/ Placement/ Community Forum Submission of Assignment-1 of DE	. . Coordinator-DE
16-Feb	Sun			
17-Feb	Mon	Agriculture	Regular classes	
18-Feb	Tue	Agriculture	Regular Classes Cultural Activity by Pannadhay	Master, Pannadhay
19-Feb	Wed	Agriculture	Agri-Expo. 2020	
20-Feb	Thu	Agriculture	Agri-Expo. 2020	
21-Feb	Fri	Agriculture	Mahashivratri(Holiday)	
22-Feb	Sat	Agriculture	Regular Classes before lunch then uploading marks of Weekly test-5, Career Guidance/ Training/ Placement/ Community Forum Academic Talk by Bismil College	. . Master, Bismil College
23-Feb	Sun			
24-Feb	Mon	Agriculture	Regular classes	
25-Feb	Tue	Agriculture	Regular classes	
26-Feb	Wed	Agriculture	Regular Classes	
27-Feb	Thu	All	Youth Fest-2020, Eklavya-2020	Coordinator, Youth fest cell
28-Feb	Fri	All	Youth fest 2020 Eklavya-2020 Floral Tribute to Pannadhay (death anniversary of Maharaja Udai Singh)	Coordinator, Youth fest cell Sports Officer Master, Pannadhay
29-Feb	Sat	All	Youth Fest 2020-Eklavya 2020 Celebration of Leap Year .Rangoli Competition	Coordinator, Youth fest cell Masters of All Colleges
1-Mar	Sun			
2-Mar	Mon	Agriculture	Regular classes, Cultural Event by Birsa Munda College	Master, Birsa Munda College
3-Mar	Tue	Agriculture	Regular Classes, Educational Tour to Bassi 2nd sem students	

4-Mar	Wed	Agriculture	Regular Classes	
5-Mar	Thu	Agriculture	Regular Classes	
6-Mar	Fri	Agriculture	Regular Classes	
7-Mar	Sat	Agriculture	Dance & Dinner by Pannadhay College, Regular Classes before lunch then Career Guidance/ Training/ Placement/ Community Forum incl. Entrepreneurship after lunch Last date of form filling of exam internal improvement /back- II, IV, VI, VIII & X Sem. without late fees	Master, Pannadhay College
8-Mar	Sun		International Women's Day	Mrs. Shalini Francisca and Mrs. Manju Sharma
9-Mar	Mon	All	Holi Break	Reading Week
10-Mar	Tue	All	Holi Break	Reading Week
11-Mar	Wed	All	Holi Break	Reading Week
12-Mar	Thu	All	Holi Break	Reading Week
13-Mar	Fri	Agriculture	Regular classes	
14-Mar	Sat	Agriculture	Regular classes before lunch Summer Internship Fair, Indoor Sports Activity by Ashfaquallah	Placement Cell, Master Ashfaquallah
15-Mar	Sun			
16-Mar	Mon	Agriculture	Mid term exam II, VI & VIII Sem , students feedback Notification of exam main/back April/May 2018 for II, IV, VI, VIII & X Sem and filling of form	COE
17-Mar	Tue	Agriculture	Mid term exam II, VI & VIII Sem , students feedback	
18-Mar	Wed	Agriculture	Mid term exam II, VI & VIII Sem , students feedback Indoor Sports Activity by Bismil	Master, Bismil College
19-Mar	Thu	Agriculture	Mid term exam II, VI & VIII Sem	
20-Mar	Fri	Agriculture	Mid term exam II, VI & VIII Sem	
21-Mar	Sat	Agriculture	Mid term exam II, VI & VIII Sem , World Forestry Day	Dr. Sandeep Choudhary and Mr. Kulveer Singh
22-Mar	Sun		Floral Tribute to Surya Sen on his Birth Anniversary	Master, Suryasen
23-Mar	Mon	Agriculture	Regular classes , World Meterological Day	Dr. Rabindra Kumar and Dr. Abrar YB
24-Mar	Tue	Agriculture	Regular Classes	
25-Mar	Wed	Agriculture	Regular Classes	
26-Mar	Thu	Agriculture	Regular Classes	
27-Mar	Fri	Agriculture	Regular Classes	

28-Mar	Sat	Agriculture	Regular Classes before lunch then uploading marks of Weekly test-9, Career Guidance/ Training/ Placement/ Community Forum , Cultural Event by Ashfaquallah	. . Master, Ashfaquallah
29-Mar	Sun			
30-Mar	Mon	Agriculture	Regular classes	
31-Mar	Tue	Agriculture	Regular Classes, Academic talk by Pannadhay	Master, Pannadhay
1-Apr	Wed	Agriculture	Regular classes	
2-Apr	Thu	Agriculture	Ram Navami(Holiday)	
3-Apr	Fri	Agriculture	Regular Classes	
4-Apr	Sat	Agriculture	Regular Classes before lunch then uploading marks of Weekly test-10, Career Guidance/ Training/ Placement/ Community Forum , Dance & Dinner by Birsa Munda	Master, Birsamunda
5-Apr	Sun			
6-Apr	Mon	Agriculture	Regular classes, Starting date of examination form filling(Without late fees)	
7-Apr	Tue	Agriculture	Regular classes , Biotechnology Day	Dr. Tarun Upadhayay and Dr. Manas Mathur
8-Apr	Wed	Agriculture	Regular Classes	
9-Apr	Thu	Agriculture	Regular classes	
10-Apr	Fri	Agriculture	Regular classes ,	
11-Apr	Sat	Agriculture	Regular Classes before lunch then uploading marks of Weekly Test-11, Career Guidance/ Training/ Placement/ Community Forum , Dance & Dinner by Ashfaquallah College	Master, Ashfaquallah
12-Apr	Sun			
13-Apr	Mon	Agriculture	Regular classes	
14-Apr	Tue	Agriculture	Regular classes	
15-Apr	Wed	Agriculture	Regular Classes, Submission of Final Detained Students List to COE Last date of examination form filling(Without late fees)	. . COE
16-Apr	Thu	Agriculture	Regular Class Examination form filling (With late fees) from 16 April to 23 April,	. COE
17-Apr	Fri	Agriculture	Practical Exams II, VI & VIII Sem	
18-Apr	Sat	Agriculture	Practical Exams II, VI & VIII Sem	
19-Apr	Sun			
20-Apr	Mon	Agriculture	Practical Exams II, VI & VIII Sem	
21-Apr	Tue	Agriculture	Practical Exams II, VI & VIII Sem	
22-Apr	Wed	Agriculture	Practical Exams II, VI & VIII Sem, Earth Day	Ms. Priyanshu Chobey and Ms. Priyanka Pannu
23-Apr	Thu	Agriculture	Practical Exams II, VI & VIII Sem	
24-Apr	Fri	Agriculture	Practical Exams II, VI & VIII Sem	
25-Apr	Sat	Agriculture	Practical Exams II, VI & VIII Sem	
26-Apr	Sun			

Apr				
27- Apr	Mon	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
28- Apr	Tue	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
29- Apr	Wed	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
30- Apr	Thu	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
1- May	Fri	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
2- May	Sat	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
3- May	Sun			
4- May	Mon	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
5- May	Tue	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
6- May	Wed	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
7- May	Thu	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
8- May	Fri	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
9- May	Sat	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
10- May	Sun			
11- May	Mon	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
12- May	Tue	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
13- May	Wed	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
14- May	Thu	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
15- May	Fri	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
16- May	Sat	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
17- May	Sun			
18- May	Mon	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
19- May	Tue		Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
20- May	Wed	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
21- May	Thu	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
22- May	Fri	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
23- May	Sat	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
24- May	Sun	All	Eid-ul-Fitr	*Subject to Apperence of moon
25- May	Mon	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
26- May	Tue	All	Semester Exam Main / Back II/IV/VI/VIII & X sem	COE
27- May	Wed	All	Assessment/Result Preparation	COE
28- May	Thu	All	Assessment/Result Preparation	COE
29- May	Fri	All	Assessment/Result Preparation	COE

May				
30-May	Sat	All	Assessment/Result Preparation	COE
31-May	Sun			
1-Jun	Mon	All	Assessment/Result Preparation	COE
2-Jun	Tue	All	Assessment/Result Preparation	COE
3-Jun	Wed	All	Assessment/Result Preparation	COE
4-Jun	Thu	All	Assessment/Result Preparation	COE
5-Jun	Fri	All	Assessment/Result Preparation	COE
6-Jun	Sat	All	Assessment/Result Preparation	COE
7-Jun	Sun			
8-Jun	Mon	All	Assessment/Result Preparation	COE
9-Jun	Tue	All	Assessment/Result Preparation Floral Tribute to Birsa Munda on his Death Anniversary	COE Master, Birsa Munda
10-Jun	Wed	All	Assessment/Result Preparation	COE
11-Jun	Thu	All	Assessment/Result Preparation Floral Tribute to Bismil on his Birth Anniversary	COE Master, Bismil
12-Jun	Fri	All	Assessment/Result Preparation	COE
13-Jun	Sat	All	Assessment/Result Preparation	COE
14-Jun	Sun			
15-Jun	Mon	All	Assessment/Result Preparation	COE
16-Jun	Tue	All	Assessment/Result Preparation	COE
17-Jun	Wed	All	Assessment/Result Preparation	COE
18-Jun	Thu	All	Assessment/Result Preparation Floral Tribute to Manikarnika on her Death Anniversary	COE Master, Manikarnika
19-Jun	Fri	All	Assessment/Result Preparation	COE
20-Jun	Sat	All	Assessment/Result Preparation	COE
21-Jun	Sun	All	Celebration of International Yoga Day	Dean Stud. Welfare
22-Jun	Mon	All	Assessment/Result Preparation	COE
23-Jun	Tue		Assessment/Result Preparation	COE
24-Jun	Wed	All	Assessment/Result Preparation	COE
25-Jun	Thu	All	Assessment/Result Preparation	COE
26-Jun	Fri	All	Assessment/Result Preparation	COE

27-Jun	Sat	All	Assessment/Result Preparation	COE
27-Jun	Sun			
28-Jun	Mon	All	Assessment/Result Preparation	COE
29-Jun	Tue	All	Assessment/Result Preparation	COE
30-Jun	Wed	All	Assessment/Result Preparation	COE

Green color Row is showing :- Sunday

Purple color row is showing:- Holidays

Blue color Rows is showing:- Main Events

Orange color showing- Semester Commencement meet

10. FEE DEPOSITION SCHEDULE

All students shall deposit their Semester Fee including Examination Fee and Community Club contribution as per the program given in table below:

S. No.	Activity	Odd/Autumn Semester Fee	Even/ Spring Semester Fee
1.	Last date without late fine	10 th July of each year	10 th Jan. of each year
2.	Late fine of Rs. 50/- per day	11 th July to 20 th July	11 th Jan. to 20 th Jan.
3.	Late fine of Rs. 2000/-	21 st July to 31 st July	21 st Jan. to 31 st Jan.

Note:

1. After 31st July/ Jan. the defaulter students shall not be permitted to sit in the class.
2. Nobody in the university whomsoever he/she may be has right to wave off the late fine in case fee is not deposited by last date.
3. Even if you have deposited Examination Fee, it is mandatory to fill the Examination Forms upto last date notified by the Examination Department. Fine shall also be imposed if forms are not filled by last date.

12. STUDENT TIME TABLE

	I Pd	II Pd	III Pd	IV Pd	V Pd	VI Pd	VII Pd
MON							
TUE							
WED							
THUR							
FRI							
SAT							
SUN							

13. IMPORTANT CONTACT NUMBERS (TO BE NOTED BY STUDENTS)

Registrar office	-	0141-2988411/412 (Ext – 229)
Finance office	-	0141-2988411/412 (Ext – 208)
Examination Section	-	0141-2988411/412(Ext – 237)
Personal Tutor	-	
Chief Warden	-	Mr. Rajendra Kumawat Mob. 9828547680
Warden Boys Hostel	-	Mr. Poran Singh
Warden Girls Hostel	-	Ms. Chanchal Rani
Chief Proctor	-	Mr. Vicky Singh Mob. 8829999906
Dean Student Welfare	-	Mrs. Ruchi Dave
Principal /HOD		



'NO-DUES' CERTIFICATE

Department	Dues/No Dues	Signature with Name Date & Seal
Library		
Finance Office		
Sports Officer		
Hostel Warden	<i>(Disciplinary cases pending / Initiated, if any) (Yes/No)</i>	
Chief Procter		

For use of Principal/HOD Office

No.:.....

Date:.....

Certified

that _____ S/o/D/o _____ Student of _____ year,
 Branch _____ Enrl. No. _____, has no dues outstanding
 and the application attached herewith for obtaining PC/TC/BFC/CC/ITC/FC (Please Tick),
 is forwarded to OIC single window.

**Principal/HOD
(Name with Seal)**

For use of Dy. Reg. (Academics) Office

Receipt No.

Date:.....

Disposal Date:.....



**APPLICATION FORM FOR OBTAINING PROVISIONAL / MIGRATION /
BONAFIDE CUM T.C./CHARACTER/FEE STRUCTURE/LOAN
CERTIFICATE/TRANSCRIPT**

Affix Your
Recent
Photo

1	Name of the student (IN CAPITAL LETTERS)	
2	Studying in (Year, Semester)/Passed (Year, Semester)	Year..... Sem.....
3	Type of certificate (s) required	
4	Gender Please Tick	<input type="checkbox"/> Male <input type="checkbox"/> Female
5	Father's name (In Capital Letters)	
6	Mother's Name (In Capital Letters)	
7	Enrollment Number	
8	Name of the Programme	
9	Academic Session	
10	Marksheets' photocopy attached	Sem. No. :.....
11	Latest fee receipt copy attached	Yes/No
12	No Dues certificate attached (Please Tick)	Yes/ No
13	Complete Postal Address with pin code at which Certificate is to be Sent.	
14	Aadhar photocopy attached	Yes/No
15	Mobile No.	
16	Email Address	
17	Payment Details (Please Tick) Provisional /Migration Cum TC @ Rs. 600 each Bonafied @ Rs. 50/- Transcript @ Rs. 1200/- per copy /Postal Charges Rs. 200/- (with in india)	Cash/DD: 500/- (Rs. 200/- Postal charges) Fee receipt/DD No. Date:

NOTE: Students are required to attach all photocopies of his/her marksheets (Self Attested) with this application form.

The **Certificates** will be delivered by hand on same day or dispatched by the (postal charge Rs. 200/-) at the Permanent Address with Pin code no. of the student within **15 Days**, after submitting this Application Form with DD payable to **Suresh Gyan Vihar University** at Jaipur or through e-remittance. Write your name & enroll no. on the back side of DD. Bonafide, Character and fee structure/loan certificates are issued free of cost. A fee of Rs. 600/- is charged each for provisional and migration cum transfer certificate and Rs. 50/- charges for Bonafied each. The remittance may also be done online as per details given below:-

CORPORATION BANK, JAGATPURA, JAIPUR – 302017

IFSC CODE: CORP0001829

A/C NO. 51013100002231, SURESH GYAN VIHAR UNIVERSITY

❖ **Please attach e-transaction slip**

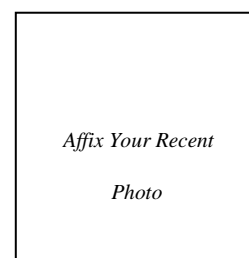
Undertaking:

The Certificate may be sent by registered/Speed Post/Courier at my risk. The University will not be responsible in any way for loss in transit.

(SIGNATURE OF THE STUDENT WITH DATE)

Application No. With Date

(For Use Single Window System)



APPLICATION FORM FOR OBTAINING MARKSHEET/DUPLICATE MARKSHEET/CORRECTION IN
MARKSHEET/VERIFICATION OF MARKSHEET/SCRUTINY OF ANSWER BOOK

1	Name of the student (In Capital Letters)	
2	Father's name (In Capital Letters)	
3	Enrollment Number	
4	Name of the Programme	
5	Academic Session	
6	Application submitted for (Please Tick)	
7	Marksheet/s <input type="checkbox"/>	Semester/s No.:.....
8	Duplicate marksheet/s <input type="checkbox"/>	Semester/s No.:.....
9	An affidavit on Rs. 50/- INC Non-judiciary stamp paper is attached & in case lost a photograph of FIR lodged in Police station	Yes/No
10	(i)Correction in marksheet/ <input type="checkbox"/> (ii)Photocopy of marksheets attached : Yes/No	(i)Semester/s No.: _____ (ii)Correction.....
11	Scrutiny of answer book/s <input type="checkbox"/> (A fee of Rs. 200/- per subject is charged)	Subject..... Semester/s No.:.....
12	Amount of total fee paid	Rs.:.....
13	Fee receipt copy is attached (For showing of answer books)	Yes/No
14	(i)Postal address with pin code at which mark sheets are to be sent (ii)Postal charges of Rs. 200/- deposited	(i) _____ (ii)Yes/No
15	Mobile No.	
16	Email Address	

FOR USE OF PRINCIPAL/HOD OFFICE

No.:.....

Date:.....

Certified that _____ S/o/D/o _____ Student of _____ year,
Branch _____ Enrl. No. _____, has no dues outstanding and the application attached
herewith for obtaining PC/TC/BFC/CC/ITC/FC (Please Tick), is forwarded to OIC single window.

Principal/HOD
(Name with Seal)

Annexure-VI

APPLICATION TO RECEIVE BACK THE ORIGINAL DOCUMENTS	
<p>To The Dy. Registrar, Suresh Gyan Vihar University, Jaipur. Date:...../...../..... Subject: Application for the return original documents. Respected Sir, I am s/o d/o studying in (Student name) (Father's name) (Program name) (Semester) with my & my (Enrolment number) (SID) I am attaching the copy of my result, fee deposition & I.D. Proof. Please return my original documents. I am very thankful to you. Enclosed (as stated)</p> <p style="text-align: right;">..... (Student name & signature with date)</p> <p style="text-align: center;">..... (e-mail id) (Student's mobile no.)</p>	
(For HoD Office use)	
<p>Dispatch No. with date:..... Forward Note: Certified that the applicant is regular student of the department. The facts stated in the application are verified and the application is forwarded for return of original documents. Forwarded by HoD (HoD name and Signature with date)</p>	
(For Dy. Registrar Office use)	
<p>Received my all original documents. (Student's name & signature with date)</p>	

REVISED Anti Ragging Committee & Anti Ragging Squad

Ref: F.9(43)REG/SGVU/2019/685

Date: 18th July 2019

1) Anti Ragging Committee

- | | |
|----------------------------|--------------------------|
| a) Dr. Ritu Gilhotra | – Principal, Pharmacy |
| b) Mr. Vicky Singh | – Chief Proctor, SGVU |
| c) Dr. Sushil Kumar Sharma | – Principal, Agriculture |
| d) Mr. Manish Srivastava | – Vice-Principal, HMCT |
| e) Mrs. Ruchi Dave | – Dean Students Welfare |

The following shall be the duties and functions of the Anti Ragging Committee:

- The committee shall enquire into the cases of alleged ragging reported by Anti Ragging Squad/Student/Any other staff.
- The committee shall recommend action to be taken against the students found indulge in ragging including lodging of an FIR.
- Minimum three members shall form the quorum.

2) Anti Ragging Squad

Head- Mr. Vicky Singh (EC)

Coordinator- (a) Ms. Shalini Francisca (Agriculture)
(b) Mr. Sachidanand Pathak (Pharmacy)

Monitoring squad: Area wise

- **Main Building**
 - Mr. SohitAgrawal (CS depts.)
 - Ms. Varsha Shekhar (Agriculture)
 - Ms. Meenu Yadav (SILS)

- **HMCT Department**
 - Mr. Praveen Sharma
 - Mr. Sandeep Saxena

- **Round Building**
 - Dr. R.C. Chhipa (Chemistry)
 - Mr. Imran Hussain (Bio Tech)
 - Ms. Jyoti Yadav (Education)

- **Pharmacy Block**
 - Dr. S.K. Singh
 - Mr. Rakesh Sharma

- **ISBM Building**
 - Mr. Mukesh Bharadwaj (Agriculture)
 - Mr. Amit Yadav (Agriculture)
 - Dr.S.K Tak (Agriculture)
 - Mr. Abhishek Swami (ISBM)

- **Mechanical Building**
 - Mr. Himanshu Vasnani (Mechanical)
 - Mr. Saurabh Singh (Civil)

- **E&C Building**
 - Mr. Paresh Jain (ECE)
 - Mr. Rahul Sharma (EE)
 - Ms. Sandhya Sharma (ECE)

- **Cafeteria & GYM**
 - Mr. Anurag Mishra (Pharmacy)
 - Mr. Devesh Bandil (CS)
 - Mr. S.K. Singh (Pharmacy)
 - Mr. Sunil Nagar (Agriculture)

- **Library Area**
 - Mr. Pramod Singh (Chief Librarian)
 - Dr. Suraj Singh(Geo Informatic)

- **Girls' Hostel**
 - Ms. Chanchal (Girls Warden)
 - Mrs. Nimcha Devi (Girls Warden)
 -

- **Boys' Hostel Headed by**
 - Mr. Devesh Bandil (CA)
 - Mr. Rajender Kumawat (Chief Warden)
 - Mr. Vikram Yadav (Hostel Manager)
 - Mr. Pooran Singh (Hostel Manager)
 - Mr. Lekhraj Singh(Hostel Manager)

- **Night round committee**
 - Mr. Himanshu Makkar
 - Mr. Praveen Sharma
 - Mr. Vicky Singh (ECE)
 - Dr. Sachidanand pathak(Pharmacy)
 - Mr. Sunil Nagar(Agriculture)
 - Mr. Paresh Jain(ECE)

- **Transport**
 - Dr.Sarmad Moin

- **Main Entry and Campus**
 - Mr. Rajkumar Singh (Estate Manager)
 - Mr. Anurag Mishra (Campus Manager)

14. FREQUENTLY ASKED QUESTIONS

1. FAQs (Academics)

Q1.1) I am a student of Dual degree program (B Tech + M Tech). I am completing B Tech this year and do not want to continue further in M Tech program. What should I do?

Q1.2) Can I shift from Dual Degree program to regular program between the course duration?

A 1.1 to 1.2) A student admitted in a program has to continue in that program. You get both the degrees together after completion of the DD program in 5 years.

Q1.3) I was ill and want to apply for Medical leave. What is the process?

A 1.3) Please refer to rule 8.27 for eligibility and student may apply at Single Window System.

Q1.4) I want to take additional leave during Diwali break for going to home. Can I get it?

A 1.4) You cannot get the additional leave. Please refer to rule 4.26.

Q1.5) Can I get some leave for my sister's marriage during the semester? What is the process?

A 1.5) Please refer to rule 4.26.

Q1.6) I have got campus placement, and the company requires that I should join them one semester before the completion of my program. Is there any provision? Then, how will complete my program?

A 1.6) Get the letter/ mail from the concerned Company requiring you essentially to join early for Internship before the job. Prepare the undertaking, countersigned by your Father/Guardian in the prescribed format (available with TPO). Read rule 4.17 carefully to understand the provisions clearly indicated therein. Submit complete application through your HOD to TPO, for further processing.

Q1.7) I want to do additional Training during winter break in an Industry to get the feel of On-the job- Work-culture. Is there any provision?

A 1.7) The University encourages the student to go for additional training during winter/summer break. You can apply to Training, Development & Placement Department through your HOD.

Q1.8) What do we mean by Dual Degree Program?

A 1.8) A Dual Degree program offers two degrees, one graduate and one post graduate in one go.

Q1.9) What are the benefits of joining Dual Degree program?

A 1.9) You save a lot of time in Dual Degree programs and get two degrees.

Q1.10) Will course curriculum in Dual Degree program be different from regular program?

A 1.10) Course curriculum is same in Dual Degree programs up to first few semesters. Beyond that the curriculum is different. however all the courses conducted in the individual programs are covered in DD Program.

Q1.11) Will there be any extra workload on me while doing Dual Degree program vis-à-vis regular program?

A 1.11) In Dual Degree programs also you will have to register for Normal work -load. They are so designed that repetition of course content is avoided.

Q1.12) What do we mean by Twinning Programs?

A 1.12) In Twinning Programs you pursue the same degree at two different Universities, one of which may be a Foreign University.

Q1.13) Which are the Foreign Universities with which SGVU has tied up for Twinning Programs?

A 1.13) We are in the process of signing MoU with University of Hertfordshire U.K., Edinburgh Napier University. U.K., and many more. Please consult Admission cell for the details.

Q1.14) What are the courses available in SGVU University for Twinning Programs?

A 1.14) We are under the process of establishing tie up with Foreign Universities for a variety of programs in Engineering, Computers, Management, and many more. Please consult Admission cell for the details.

Q1.15) From which University I would be getting the degree on the completion of course under twinning program?

A 1.15) The students under twinning programs are usually required to study in an Indian University for 2- 3 years. Then, they complete the program and get the degree from the Foreign University.

Q1.16) Will there be any mandatory requirement of obtaining minimum CGPA for being transferred to foreign university in the later years of course duration?

A 1.16) Yes. You have to satisfy the minimum eligibility norms including CGPA as fixed by the concerned Foreign University, from where you want to complete your program. Else, you will continue your studies and will complete the program from SGVU.

Q1.17) Apart from minimum CGPA requirement will there be any other requirement by the concerned country/university for completing later years of course in their campus?

A 1.17) Yes The Joint Monitoring Committee of the Two Universities will decide other criteria. But CGPA requirement is the main criteria.

Q1.18) What would happen if I fail to comply the mandatory requirements of the Foreign University under twinning program?

A 1.18) In that case you will be completing your program from SGVU.

Q1.19) What are the benefits of pursuing Twinning programs?

- A 1.19) Foreign Degree recognized by two Universities. Heavy reduction in cost of education in getting a Foreign Degree. Top up and PG courses may be pursued anywhere in the world. Global exposure and World class education at UG level.

2. FAQs (Examination)

- Q2.1) I have completed the program and want to get my mark-sheet/ bonafide certificate/ provisional degree/migration certificate. What is the process? How much time will it take?
- A 2.1) Refer to rule 4.8. Submit your application at Single Window System on mygyanvihar.com. If you have completed all the requirements for the award of Degree and submitted complete application with necessary documents and prescribed fee you will get the required certificate within a week.
- Q2.2) I had appeared in all the internal examinations of III semester, took part in club activities, have no case of indiscipline, but could not appear in ESE theory papers due to serious illness. My III semester mark sheet indicates F grade in Proficiency in Co-curricular Activities. What do I do?
- A 2.2) Submit an application at Single Window System, as soon as you get the III semester mark-sheet. Hopefully, you are passing in Proficiency in Co-curricular Activity and your marks are not entered properly. You will get your corrected mark-sheet within 07 working days, if you have passed in Proficiency in Co-curricular Activities.
- Q2.3) I failed in Proficiency in Co-curricular Activities course (2 credits) in one of these years. Otherwise I have a good score and have cleared all my papers. How can I clear Discipline and Co-curricular Activities course now?
- A 2.3) Please refer to rule no. 4.12.
- Q2.4) Having passed out, I have come to Jaipur for one day for getting No Dues. But the Library is closed. What to do?
- A 2.4) Submit application at Single Window System. Give an undertaking yourself that there are no Library dues pending against your name. You will get Library No Dues on the same day.

- Q2.5) I am in Final year, having only one back in one I semester paper. How many chances I will get to clear it.
- A 2.5) You can appear in end semester examination of each back paper, within the maximum duration prescribed for the award of the Degree.
- Q 2.6) If I fall sick and do not appear in the ESE, how will I clear my back -log?
- A 2.6) If you do not appear in ESE in any course, you will be awarded FAIL grade. The provisions of Back paper are given in rule 4.20.
- Q2.7) After completing three years in B Tech program, I want to have academic break for one year due to medical reasons. I will join the University after one year to complete my program. What should I do?
- Q2.8) I am a student of B Tech Final year and have completed 3 years. I have got a job. I want to take a break from studies for 2 years. Can I come back after two years and complete my B Tech degree?
- A 2.7 to 2.8) Do not register in the semester/ year when you want to have an academic break. Submit Application at Single Window System for Academic Break. The University Academic Program Committee will process your application within a week. You may complete the program within maximum prescribed duration, provided you are allowed Academic Break by the University.
- Q2.9) I have completed all the requirements of my program, except that I have a back paper in final semester. What is the process of clearing that back paper? Do I get any opportunity to appear in a Special back paper examination?
- Q2.10) I have a good CGPA till VII semester. I have appeared & cleared Internal assessment in my VIII semester in all papers. But unfortunately I fell seriously ill/ had a fracture restricting movements/ had serious ailment during ESE in last semester. As such I could not appear in the ESE theory papers. What is the process of appearing in these papers? Do I get any opportunity to appear in a Special back paper examination?
- Q2.11) I have completed all the requirements of my B Tech program, except that I had two back papers in final semester. I cleared

one back in last year, and could not clear the other paper. I am doing job, which will be terminated if I do not produce my mark sheet soon. What is the process of clearing that back paper? Do I get any opportunity to appear in a Special back paper examination?

A 2.9 to 2.11) The University may, if felt necessary as given in rule 4.20, hold a Special Back paper examination, for such students who have passed out in the program, but have a few back papers related to final year.

Q2.12) I have completed all the requirements of my B Tech program, except that I have a back in one paper in VI semester. I tried to clear this paper in last examination along with VIII semester papers, but unfortunately could not appear in that paper due to serious illness. I have cleared all the papers of VII & VIII semesters. What is the process of clearing that back paper? Do I get any opportunity to appear in a Special back paper examination?

Q2.13) I have completed all the requirements of my B Tech program, except that I have a back in one paper of First semester. I tried to clear this paper in the available attempts along with III, V, VII semester papers, but unfortunately could not pass in that paper. Thus, I have failed in I semester paper 4 times, but otherwise cleared all other papers. What is the process of clearing that back paper? Do I get any opportunity to appear in a Special back paper examination?

A 2.12 to 2.13) Refer to rule no. 4.20.

Q2.14) I have completed all the requirements of my B Tech program, except that I have a case of indiscipline pending final decision. Do I get my mark sheet in time? What is the process of getting mark sheet?

A 2.14) If you are involved in a case of indiscipline, you will not get your Marksheet till the case is disposed off.

Q2.15) Whether the 5 -year DD program is equal to 4 year B Tech + 1 year M Tech.

Q2.16) I am a student of DD program. Can I take a break after 4 years, getting B Tech.

Q2.17) After exiting the DD program after 4 years, can I later (say after one year) join back and complete the M Tech program in one year.

A 2.15 to 2.17) No. It is not true that 5-year DD program is equal to 4 year B Tech + 1 year M Tech. and you have the liberty to exit the program after 4 years. The DD program is designed in such a way that you get both the degrees (B.Tech & M.Tech together) after completion of the program in a shorter duration of 5 years in place of normal duration of 6 years. You are not eligible to get B.Tech after 4 years. However, you may take academic break due to genuine reasons acceptable to University Academic Program Committee and later complete the program within the maximum prescribed duration for the program.

Q 2.18) What is year back?

A 2.18) In order to get promotion in the next higher class you have to satisfy the requirement given in Rule 4.7. If you fail to satisfy these requirements, you have to first clear your backlog, before you are promoted. You will be declared Year Back.

Q2.19) What is the maximum duration to complete the requirements of B Tech/ M Tech/ DD programs in SGVU ? If a student fails to do so what will be his fate?

A 2.19) The maximum duration to complete all the requirement for the award of concerned degree shall be minimum duration plus two years. For example, the maximum duration to complete B.Tech 04 year program will be 06 years. If you do not complete the program (including academic break, if any) in the Maximum duration, you will be declared "Not Fit for the Program (NFP)."

Q2.20) I have F grade in one course in III semester. Do I have to register that course with V semester courses for clearing my back paper or I am automatically entitled to appear in ESE in that paper. Should I pay additional fee for one III semester course ? What is the exact process?

A 2.20) You have to pay admissible fee & fill the back paper examination form at the available \ opportunity and get passing grade.

Q2.21) I have B grade in a subject. Can I improve it to A grade by appearing in ESE?

- A 2.21) Yes. Refer to rule 4.21. However, if you attempt for improvement in a paper in which you got B grade, you may land up getting C or D grade. In any case, if you had a passing grade earlier, you will get a minimum of D grade.
- Q2.22) I have appeared for improvement of marks/ grade in a subject. But I got lesser marks in improvement examination. Will my old marks be retained?
- A 2.22) Once you opt for improvement in a course and appear in the examination, the old marks obtained in earlier examination, are seized. You will be awarded new marks/grades provided your result is not adversely affected. In case your result is likely to be affected, your marks / grades will be decreased to such an extent that your result is not adversely affected. Refer to rule 4.21. Remember, the grades awarded are not based on absolute marks obtained, but your relative performance in that paper. There is every possibility that one may get a lower grade despite having one or two more marks than previous score. Thus, if you attempt for improvement in a paper in which you got B grade, you may land up getting C or D grade. However, if you had a passing grade earlier, you will get a minimum of D grade.
- Q2.23) In how many courses can I opt for improvement of marks/ grades?
- A 2.23) As such, there is no limit in the number of courses in which you can improve your grade. Refer to rule 4.21. For caution, refer to Q 2.21 & 2.22 above.
- Q2.24) I have cleared all courses up to III semester with good CGPA, but had to undergo an operation when I was in IV semester. Thus I could not clear any paper of IV semester. I have in all earned more than 70% credits. I am eligible to be promoted to V semester vide rule 62. How do I clear my IV semester papers?
- A 2.24) You will be permitted to register in V semester, if you fulfill the eligibility conditions for promotion to III Year. If you had completed your study in IV semester, appeared in Internal assessment, had required attendance, but could not appear in ESE, you may be permitted to appear in IV semester papers as back papers along with VI semester papers in the ESE. Else you have to repeat IV semester at the earliest available opportunity. You are advised to consult your Personal Tutor/ HOD for further clarification.

- Q2.25) I have fallen sick due to chicken pox and cannot appear in ESE. Will University conduct make up ESE examination for me.
- A 2.25) If you fail to appear in some papers in the ESE as per examination schedule, due to any reason whatsoever, you will have to appear in the left out papers in the back paper examination, at the first available opportunity. There is no provision of conducting separate make up ESE.

3. FAQs (Admission & Eligibility)

- Q3.1) I am a working professional, can I pursue M.Tech along with the job?
- A 3.1) NO. You cannot. M.Tech is available on full time in regular mode.
- Q3.2) “I have passed B.Sc. with PCB and have studied Math’s upto XII class. Can I take direct admission in II year? Do I have to study extra Graphics & Mechanics in B.Tech II year?”
- A 3.2) Yes. You are eligible for lateral admission to II year B.Tech. You have to study Graphics & Mechanics as additional courses in II year.
- Q3.3) “I have passed Diploma in Mechanical. Can I get admission in II year CS?”
- A 3.3) Yes. Diploma holder in any branch of Engg (except Agriculture Engineering) can get lateral admission in II year in any branch of Engg.
- Q3.4) “I have passed B.Sc with PCB. Can I get admission in MBA or MCA?”
- A 3.4) Yes for MBA. But MCA you should have taken Math’s at XII level.
- Q3.5) “I have done Graduation in distance mode. Can I get admission in MBA or MCA?”

- A 3.5) Yes. Graduates who have passed QE in Distance mode from a University recognized by the Distance Education Council, are eligible for admission.
- Q3.6) "I have done XII from NOS. Can I get admission in B.Tech?"
- A 3.6) Yes. You can get admission provided you satisfy other requirements.
- Q3.7) Any concession for two or more students of same family?
- A 3.7) No. There is no concession for brothers-sisters studying in SGVU at the same time.
- Q3.8) I have done Diploma in Civil, now I want to do B.Tech in Mechanical. Is it possible.
- A 3.8) Yes , any student who has done diploma in any branch of Engg (except Agriculture Engineering) can do B.Tech in any branch of engineering including the current branch .
- Q3.9) The result of QE (say Graduation) is not declared. The student is admitted. Later, he gets marks in QE less than our norms. Will his admission be cancelled?
- A 3.9) Such students may be given PROVISIONAL admission subject to passing the QE as per our norms. An undertaking may be obtained from them, to this effect. In case the marks in QE is less than our norms, his/her admission may be cancelled.
- Q3.10) A student has supplementary in QE, which he is likely to clear later. Is he eligible?
- A 3.10) If he undertakes to submit COMPLETE result of QE (including supp exam) by the last date of Enrollment indicating clearly his eligibility, he may be given PROVISIONAL admission.
- Q3.11) A candidate has good % marks, but has passed in Math's with Grace. Is he eligible?
- A 3.11) Yes he is eligible if he is declared pass in the QE with Math's, and fulfills other eligibility conditions.

- Q3.12) “I have done XII with Agriculture stream. Can I get admission in B.Tech?”
- A 3.12) Yes, But Agriculture stream students can take admission only in B Tech (Ag Engg).
- Q3.13) “I have done Graduation in distance mode. Can I get admission in MBA or MCA?”
- A 3.13) Yes for Graduates who have passed QE in Distance mode from a University recognized by the Distance Education Council.

4. FAQs (Fee & Scholarship)

- Q4.1) I deposited tuition fee twice in this semester. How can I get refund?
- A 4.1) Refer to rule 4.15
- Q4.2) I want to pay balance fee before my examination. What should I do?
- A 4.2) Submit your application in accounts section, after getting the approval of your HOD, and deposit the balance fee, with admissible fine, if any.
- Q4.3) I have deposited my semester fee, but lost my copy of the challan. What do I do to fill my online examination form?
- A 4.3) You are advised to keep all your fee receipts securely. Contact the concerned bank where you had deposited the fee to get the details. Else, submit your application in finance department, after getting the approval of your HOD, deposit the admissible fine and get the challan details from there.
- Q4.4) Do we have tie up with some banks for providing education loans to our students?
- A 4.4) You can get a letter from the University indicating admissible fee for your program. The banks usually provide loan on personal bonds.
- Q4.5) What is the refund policy? If I withdraw admission after registration/ enrollment do I get my money back?

A 4.5) Please Refer to rule 4.15

Q4.6) If I fail in I year, and declared year back, do I have to pay the fee again?

A 4.6) Yes. If you take re-admission in I year you have to pay the fee.

Research Guide



By
Prof. (Dr.) Mukesh Kumar Gupta
Associate Dean Research
Suresh Gyan Vihar University

PREAMBLE

Suresh Gyan Vihar University, Jaipur offers research programs leading to the award of the Ph.D. degree. The award of this degree is in recognition of high academic achievements, independent research and application of knowledge to the solution of technical and scientific problems in the various disciplines such as Science, Technology, Management and Commerce, Healthcare, Pharmacy, Education, Law, Built Environment, Geoinformatics, Sustainable Development, Disaster Management, Insurance, Humanities and Social Sciences.

All Research work shall basically aim at promoting creativity and productivity. The University shall endeavour to encourage excellent opportunity for research in interdisciplinary areas through a system of joint supervision and shall also undertake sponsored research and development projects from the industry, the public/private sector organizations and various other funding agencies.

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ANNEXURES:

UGC Amendments

NORMS FOR Ph.D. ADMISSION

Ph.D. Admissions in Suresh Gyan Vihar University are in accordance with the UGC Guidelines 2016. Admission for Ph.D. is on the basis of Entrance Test and Interview conducted by the University twice in one academic calendar year. Candidates seeking admission in Ph.D. program should have minimum 60% marks or equivalent in the respective post-graduation. Admission will be confirmed only on clearance of Ph.D. Entrance Test and subsequent Interview. Reservation rule will be followed as per the government of India guidelines prevailing at the time of admission.

1.1.1 AREA OF Ph.D.

- Electrical Engineering
- Electronics & Communication Engineering
- Computer Engineering
- Mechanical Engineering
- Civil Engineering
- Energy
- Cloud Computing and security
- Life Sciences (Botany, Zoology, Biochemistry, Biotechnology, Microbiology)
- Chemistry
- Environmental Science
- Mathematics
- Physics
- Management
- Commerce
- Education
- Pharmacy
- Sustainable Development
- Geo-informatics
- Disaster management
- Cloud Computing and security
- Agriculture
- Psychology
- Law

1.2 NOTIFICATION FOR Ph.D. ADMISSION

IMPORTANT DATES	
Date of Application Form available (online)	
Last date of Application Form	
Last date of fee submission of Entrance Exam.	
Date of issuance of Admit card	
Date of Entrance Exam	
Date of Document verification and Interview	
Mode of Payment CASH/DD in favor of Suresh Gyan Vihar University , Payable at Jaipur	

Remarks: - The medium of Ph.D. degree program at this University is English. It is therefore essential that the student has a sound knowledge of English Language.

1.3 ADMISSION PROCEDURE

Step 1: Procurement of Online Application Form for Admission Direct / Ph.D Entrance test (Rs.500/- Registration, Rs. 2000/- Entrance Examination fee.

Online Application Form should be duly filled in & submitted with all the desired scanned documents uploaded (only original copy should be scanned), no hard copy required

Step 2: Ph.D Entrance Test on ----- . Admit card shall be emailed.

Step 3: Declaration of Result of Ph.D Entrance Test on the University Website www.gyanvihar.org

Step 4: Date of personal Interview, Fee deposition of qualified applicants of Ph.D. Entrance Test or those who are eligible for direct admission/personal interview, the schedule for these will be notified through email and will be uploaded on the University website.

Scrutiny of Forms and removal of deficiencies

Deposition of requisite documents & subsequent verification (originals + 2 photocopies each)

Consent letter from the registered guide (Suresh Gyan Vihar University)

Step 5: Synopsis submission after one month from the confirmation of admission

Step 6: DRC and Course work examination: Date Shall be intimated through Mail

1.4 Ph.D. ENTRANCE EXAM PATTERN

PATTERN OF PAPER One paper containing 50% questions on Research Methodology and 50% questions related to subject specific.

Total Marks of Entrance Test and Interview = 100

Part A- Research Methodology- Marks 35, Mode- Subjective (5 questions out of 7, each of 7 marks) Duration 1.5 hr

Part B- Subject Specific – Marks 35, Mode Subjective (5 questions out of 7, each of 7 marks) Duration 1.5 hr

Part C- Interview – Marks 30

1.4.1 Part A- Syllabus – Research Methodology

Introduction to Research Methodology: Meaning of Research, Objectives of Research, Motivations in Research, Types of Research, Research Approaches, Significance of Research, Research Methods v/s Methodology, Research and Scientific Methods, Research Process, Criteria of Good Research

Defining the Research Problem: What is Research Problem?, Selecting the Problem, Necessity of and Techniques in defining the problem

Sample Design: Implication, Steps. Criteria for selecting a sample procedure, Characteristics of Good sampling Procedure, Types of Sample Design, Selecting Random Samples, Complex random sampling Design

Methods of Data Collection: Collection of Primary Data, Observation Method, Interview method, Collection of Data through questionnaire and Schedules, Other methods. Collection of Secondary Data, Selection of an appropriate method for data collection, Case Study Method, Guidelines for developing a questionnaire, successful interviewing. Survey v/s experiment

Processing and Analysis of Data: Measures of Central Tendency, Dispersion, correlation and Regression, Chi-square test: Applications, Steps, characteristics, limitations, Analysis of Variance and Co-variance

Testing of Hypothesis: Meaning, Basic concepts, a Flow diagram, Power of a hypothesis test, Important parametric tests, Hypothesis Testing of Means, hypothesis testing of Correlation coefficients, Limitations of Tests of the hypothesis.

1.4.2 Part B- Subject Specific Syllabus

Syllabus of specific subject can be downloaded from the SGVU website using the following steps

- Open the SGVU website
- Click on Research
- Go to Ph.D. norms
- Click on subject in the Area of Ph.D.

1.5 Course Work

The course work for the doctoral research has been made mandatory by the U.G.C. (University Grant Commission). Suresh Gyan Vihar University has decided to implement it judiciously for the benefit of the students pursuing Ph.D. The course work has been designed in such a way so as to support, motivate and encourage quality research. The students will get equipped with fundamentals of research methodology, communication skill and also recent developments in the field of their specialization. The course work has to be completed by the student in a satisfactory way before submission of thesis for the award of Ph.D degree. Course work evaluation would be done through CGPA and shall be mentioned in the degree.

1.5.1 Course Work Structure

Paper	Title	Credit	Total Marks	Duration of Exam
Paper-I	Research Methodology	4	100	3 hrs
Paper-II	Research & Publications ethics	2	50	1.5 hrs
Paper-III	Literature Review in the domain of Research	4	100	Assessment of review article in the relevant field and a presentation of the same
Paper-IV	Specialization Paper	4	100	3 hrs

Paper I & II is common for all the Ph.D. candidates (Subjective written papers)

Paper III (Presentation and report on Research Article), Report on research article will be submitted at the office of Dean Research, Suresh Gyan Vihar University before the written Ph.D. course work examinations. For Paper III, the student shall review atleast 50 research articles related to his/her field of research and prepare a research article (report) based on the following criteria.

1. Relevant information on the article- importance, justification etc.
2. Summary of Literature Review
3. Identifying research gaps
4. Statement of research
5. Objectives, questions and hypothesis framing
6. Research design and methodology
7. Brief summary of finding and conclusion (based on the review of at least 50 research articles)

8. References

The article should be on A4 size paper with proper margins on the left and right side of the paper and top and bottom of the paper. It should be in typed form, using Times new roman, font 12, spacing 1.5, justified margins.

Paper IV will be on the specialization (Recent trends in the respective subject). Syllabus to be framed by supervisor (Subjective written paper).

The candidate will be given **two chances** to qualify the course work On the basis of their score in course work **SGPA** shall be calculated & will be mentioned on the degree as per directives of UGC.

A DRC will be held for getting the approval of the synopsis which is to be presented before the experts. The DRC meeting will be held only after the candidate has cleared all the four papers of Pre- Ph.D. Course Work Examination.

Ph.D. PROCEDURE (STEPWISE)

Procedure of Ph.D. starting from entrance examination to award of Ph.D. is very important for the candidate who is looking toward SGVU for Ph.D. program

2.1 ADMISSION PROCESS

Step-1: Registration on SGVU website to create SID and password

Step-2: Filling up of online Application by logging in using SID and password

Step-3: Eligibility check of the applicant

Step-4: Information by e-mail to applicant for the eligibility status, link of syllabus, link of Entrance Test fee (online)

Step-5: Entrance examination fee

Step-6: Issuance of Admission Card for entrance test.

Step-7: Entrance Test and Interview

Step-8: Result of entrance examination

Step-9: Result information to candidates by email and uploading of result on SGVU website.

Step-10: Issuance of provisional admission letter with semester & enrolment fee link (online).

Step-11: Enrolment generation procedure and email ID on LMS

2.2 COURSE WORK

Step-1: Information to candidates of Course Work classes' schedule with time table

Step-2: Course Work classes conduction

Step-3: Course work examination

Step-4: Result of Course Work examination, issuance of course work mark-sheet.

2.3 RESEARCH ADVISORY COMMITTEE (RAC) & DEPARTMENTAL RESEARCH COMMITTEE (DRC)

Step-1: Finalize the synopsis by RAC & DRC of the concerned department

Step-2: Issuance of the Registration letter by Research Department after due approval of synopsis by DRC

2.4 RESEARCH WORK

Step-1: Progress report PPT presentation in RAA meeting in every three months and submit the hard copy progress report in Research Department in prescribed format (atleast 4 reports)

Step-2: Paper Publications as per SGVU norms

2.5 PRE-SUBMISSION DRC

Step-1: Supervisor Certificate to research department for completion of research work along with publication of two research papers as per SGVU norms of his/her scholar and plagiarism certificate.

Step-2: Submission of Draft copy of Thesis in spiral bound to Research Department along with Supervisor Certificates.

Step-3: Conduction of Pre-Submission DRC.

Step-4: Issuance of the DRC certificate after due approval of Pre-submission DRC.

2.6 THESIS SUBMISSION

Step-1: Scholar will send soft copy of thesis by bifurcating it in two parts (Core and Non-core) for Plagiarism check

Step-2: Thesis Submission after fulfilling the criteria of SGVU norms of thesis submission

2.7 EVALUATION AND VIVA-VOCE EXAMINATION

Step-1: Thesis Evaluation Process

Step-2: Viva-Voce Examination

2.8 AWARD OF THE Ph.D. DEGREE

Step-1: Issuance of the notification for award of Ph.D. degree and submission of chapter wise thesis in softcopy to Research Department for Shodhganga website.

Step-2: Issuance of the Provisional Certificate

Step-3: Conferment of Ph.D. Degree in Convocation

CHART OF Ph.D. PROCEDURE

STEP S	DETAILS	Ph.D. Process
Step-1	Registration on SGVU website to create SID and password	Admission Process
Step-2	Filling up of online Application by logging in using SID and password	
Step-3	Eligibility check of the applicant	
Step-4	Information by e-mail to applicant for the eligibility status, link of syllabus, link of Entrance Test fee (online)	
Step-5	Entrance examination fee	
Step-6	Issuance of Admission Card for entrance test.	
Step-7	Entrance Test and Interview	
Step-8	Result of entrance examination	
Step-9	Result information to candidates by email and uploading of result on SGVU website	
Step-10	Issuance of provisional admission letter with semester & enrolment fee link (online)	
Step-11	Enrolment generation procedure and email ID on LMS	
Step-12	Information to candidates of Course Work classes' schedule with time table	
Step-13	Course Work classes conduction	
Step-14	Course work examination	
Step-15	Result of Course Work examination, issuance of course work mark-sheet	RAC & DRC
Step-16	Synopsis RAC & DRC (Research Advisory Committee & Departmental Research Committee) in the concerned department)	
Step-17	Issuance of the Registration letter by Research Department after due approval of synopsis by DRC	Research Work
Step-18	Progress report PPT presentation in RAA meeting in every three months and submit the hard copy progress report in Research Department in prescribed format (Total 8 reports)	
Step-19	Paper Publications as per SGVU norms	
Step-	Supervisor Certificate to research department for completion of research	Pre-

20	work along with publication of two research papers as per SGVU norms of his/her scholar and plagiarism certificate	Submission DRC
Step-21	Submission of Draft copy of Thesis in spiral bound to Research Department along with Supervisor Certificates	
Step-22	Conduction of Pre-Submission DRC	
Step-23	Issuance of the DRC certificate after due approval of Pre-submission DRC	
Step-24	Scholar will send soft copy of thesis by bifurcating it in two parts (Core and Non-core) for Plagiarism check	Thesis Submission
Step-25	Thesis Submission after fulfilling the criteria of SGVU norms of thesis submission	
Step-26	Thesis Evaluation	Evaluation and Viva-Voce
Step-27	Viva-Voce	
Step-28	Issuance of the notification for award of Ph.D. degree and submission of chapter wise thesis in softcopy to Research Department for Shodhganga website	Award of the Degree
Step-29	Issuance of the Provisional Certificate	
Step-30	Conferment of Ph.D. Degree in Convocation	

SGVU REGULATION 2016 FOR Ph.D. PROGRAM

The Ph.D. degree shall be conferred and awarded to a candidate who fulfils all the requirements specified in the SGVU Ordinances and Regulations 2016 in the discipline of the department in which he is registered.

3.1 NOTIFICATION FOR Ph.D. PROGRAM

1. The University shall lay-down and decide well in advance on annual basis, a manageable number of doctoral students depending on the number of available eligible supervisors.
2. The number of seats as aforesaid shall be notified on a regular basis on the University website and/or advertisement in the widely read national as well as regional newspapers
3. A notification for Ph.D. program shall specify; the number of seats available in each Department/Faculty/Subject, the date, place and syllabi of the Entrance Test; and procedure of application submission.

3.2 ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D. PROGRAM

Following shall be the criteria for admission to the Ph.D. programme in the University:

1. The minimum qualifications for admissions to Ph.D. programme shall be a Master's Degree with 60% marks or equivalent grade/CGPA in Engineering/ Technology/ Science/ Management including Hotel Management/ Pharmacy/ Commerce/Law/Education/Social Sciences or any other equivalent Qualification recognized by the University.
2. The University shall admit applicants to Ph.D. degree program through Entrance Test conducted by it.
3. Applicants who have qualified UGC/CSIR (JRF) Examination/SLET/GATE/having five years' research experience/teacher fellowship holder/teacher research fellows of this University or candidate who have passed M.Phil. Program shall be exempted from the Entrance Test.
4. A relaxation of 5% of marks, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC (non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.
5. Eligibility Check: A Screening Committee may be constituted to check the eligibility of the applicants. The following may be the members of the committee:
 - a. Dean/Associate Dean Research
 - b. Admission officer /OSD to Registrar
 - c. Nominee of concern DRC

3.3 Admission Procedure (National Students)

Following shall be the procedure for admission:

1. The applicant should fill application form for admission to Ph.D. Program online and submit with all the desired scanned documents together with fee in the prescribed manner.
2. The Ph.D. Entrance test shall be conducted twice in a year in the months of January and July on dates notified by the University.

3. The result of Ph.D. entrance test shall be declared on the University Website: www.gyanvihar.org.
4. The date of fee deposition shall be informed to all qualified applicants of Ph.D. entrance test. The information shall also be available on the University website.
5. Applicants shall be admitted to Ph.D. program after deposition of fees and verification of original documents and recommended by the admission department with due approval of Dean Research.
6. Reservation rule will be followed as per the govt. of India guideline prevailing at the time of admission.

3.4. Admission Procedure (International student)

1. No particular date can be fixed for International students. All applications received between 1st February to 30th June will be considered to commencement of **autumn semester** and applications received between 1st August to 31th December will be considered to commencement of **spring semester**.
2. The foreign student can submit his/her application with a research proposal and have to appear for the **Test Paper** of Ph.D. entrance examination.
3. The proposal will be evaluated by a committee of two persons i.e. Dean Research and subject expert (nominated by Hon'ble President). If the committee finds the research proposal suitable, a **Skype interview** shall be scheduled, which will be recorded and kept in archive of Dean Research.
4. The committee will evaluate the case on the basis of the following
 - a. The research proposal.
 - b. The Test Paper appeared by student includes Research Methodology and core subjects 50 Multiple Choice Questions (MCQ) of each and duration allowed to solve the test paper will be 90 minutes.
 - c. Performance of the Interview over Skype will be evaluated by a committee of two persons i.e. Dean Research and subject expert.
5. If the candidate is found suitable then the Dean Research will issue an admission Offer letter and appoint a Supervisor as per the research proposal.
6. After appointment of guide, the guide after meeting with student will decide either to start the course work or may suggest the student to join any module/ foundation course/ other program before allowing him to join the course work.
7. Before the depositing of fee, the university will evaluate the eligibility of candidate, and after due satisfaction will allow him/ her to deposit the fee.

3.5 DURATION OF THE Ph.D. PROGRAM

1. Ph.D. program shall be for a minimum duration of three years, including course work and a maximum of six years.
2. The women candidates and persons with disability (More than 40%) may be allowed a relaxation of two years for Ph.D. in the maximum duration. In addition, the women candidate may be provided maternity leave/child care leave once in the entire duration of Ph.D. for upto 240 days
3. Extension beyond six years could be allowed only after approval of The President, the extension could be for maximum one year.
4. The research scholar shall have to submit his/her application at least 60 days before expiry of prescribed maximum period of Ph.D. for seeking permission to avail extension in maximum tenure of Ph.D. i.e. beyond six years.
5. The research scholar shall have to deposit 50% of fee per semester or year, as the case may be, for extension as per prevailing fee structure at the time of extension being sought.

6. The research scholar shall be liable to publish research papers as below in case of Extension:
 - (i) Minimum 01 research paper in a journal which is indexed in (a) Scopus or (b) Web of Science (paper published in conference proceeding of Web of Science/Scopus, shall not be accepted).
 - (ii) The other paper (s) shall be published in a journal which is indexed in (a) Scopus or (b) Web of Science or (c) UGC approved list of journals.

3.6 CONSTITUTION AND FUNCTIONS OF DEPARTMENTAL RESEARCH COMMITTEE (DRC)

1. There shall be a departmental research committee (DRC) for each department of the University consisting of the following: -
 - a. Dean of the concerned faculty: **Chairman**
 - b. Research Supervisor of the scholar: **Convener**
 - c. All professors and Associate professors: **Members**
 - d. Two external experts, to be nominated by the President from the panel proposed by concerned Dean for a period of two years. The DRC may meet as often as necessary in the interest of academic excellence.
2. The quorum of the DRC shall be not less than one half of its members.
3. The DRC shall perform the following functions, namely:-
 - a. To prepare the syllabus for paper of the Entrance Test for Ph.D. Program;
 - b. To interview and suitably allocate supervisors to each eligible applicant;
 - c. To decide whether: candidate possesses the competence for the proposed research; the research work can be suitably undertaken at university; the proposed areas of research can contribute to new/additional knowledge
 - d. To approve the proposed research topic of each applicant finalized by the RAC on the basis of his defending the synopsis;
 - e. To cooperate with Dean Research in the determination of the course content for **Ph.D. Course Work**
 - f. To organize open Pre-Ph.D. presentation for offering feedback and comments;
 - g. To perform such other functions as are required by the Research Board or any authority or any Statute or Ordinance;
 - h. To monitor the compliance of Progress Reports received through RAC.

3.7 CONSTITUTION & FUNCTIONS OF RESEARCH ADVISORY COMMITTEE (RAC)

1. There shall be a Research Advisory Committee (RAC) for each research scholar. The Research Advisory Committee shall consist of the following: -
 - a. Research Supervisor of the scholar – **Convener**
 - b. Head of the concerned Department – **Member**
 - c. Two subject experts to be nominated by the President on the recommendation of Supervisor – **Members**
2. The quorum of the RAC shall be not less than one half of its members.
3. The RAC shall perform the following functions, namely: -
 - a. To review the research proposal and finalize the topic of research.
 - b. To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - c. To periodically review and assist in the progress of the research work of the research scholar.

- d. A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six-monthly progress reports shall be submitted by the Research Advisory Committee to the Dean Research with a copy to the research scholar.
- e. The department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendation of the Research Advisory Committee.
- f. In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to the Dean Research through DRC with specific reasons for cancellation of the registration of the research scholar.

3.8 Ph.D. ENTRANCE TEST

There shall be one session of three hours duration. Applicants will be required to attempt under mentioned one paper:

1. An Entrance Test shall be qualifying with qualifying marks as 50%.
2. A relaxation of 5 % of marks (from 50% to 45%) shall be allowed for the candidates belonging to SC/ST/OBC (Non-Creamy Layers)/Differently-abled category in the entrance examination conducted by the Universities. provided further that, if in spite of the above relaxation, the seats allotted for SC/ST/OBC (Non-Creamy Layer)/Differently-abled categories remain unfilled, the concerned Universities shall launch a Special Admission Drive, for that particular category within one month from the date of closure of admissions of General Category. The concerned University will devise its own admission procedure, along with eligibility conditions to ensure that most of the seats under these categories are filled (**Annexure-2: UGC Amendment**)
3. The syllabus of the Entrance Test shall consist of **50% of research methodology and 50% shall be subject specific**. The Entrance Test shall be conducted at the Centre(s) notified in advance.
4. The interview/viva voce shall be conducted to discuss their research interest/area.
5. Total Marks (100) of Entrance Test and Interview:
 - **Part A**- Research Methodology- Marks 35, Mode- Subjective (5 questions out of 7, each of 7 marks) Duration 1.5 hr
 - **Part B**- Subject Specific – Marks 35, Mode Subjective (5 questions out of 7, each of 7 marks) Duration 1.5 hr
 - **Part C**- Interview – Marks 30
6. Applicants shall be short listed on the basis of merit for the predetermined seats available in each Department/Faculty for Ph.D. program of the University in an academic session.
7. The allocation of the supervisor for a selected applicant shall be decided by the concerned DRC only in a formal manner depending on the number of seats per supervisor, the available specialization among the supervisors, and the research interest of the applicant.
8. The University shall maintain the list of all the Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

3.9 RESEARCH SCHOLAR CATEGORY

1. **Full Time Research Scholar:** The following category of candidates shall be considered as Full Time Research Scholars:
 - a. **Self-Financed:** This category of candidates will not get any financial support from the university.
 - b. **Study Leave:** This category refers to candidates employed in any organization/institute and granted Study leave for a minimum period of two and half years for doing research work at the university.
 - c. **Teaching Assistant Ship:** Students under this category are entitled to financial support as per university norms. However, the concerned students shall have to assist in teaching as assigned by the respective department/ school to the extent of 12 hours per week.
 - d. **Sponsored Candidates:** These candidates are sponsored by any organisation for doing research work in the university. Candidates are expected to be released for full time research work at the university for a minimum period of two and half years.
 - e. **Fellowship Award:** These candidates are financially supported under various government schemes (CSIR, UGC, DAE, DST, DBT, NBHM etc.) or by any other organization.
 - f. **Foreign Nationals:** These students are admitted through Embassy of the respective government after getting approval from the Ministry of Human Resources Development, Department of Education, Govt. of India.

2. Part-Time Research Scholars:

The following category of candidates shall be considered as Part-Time Research Scholars.

- a. **University Staff:** This category is only for the persons working in the university.
- b. **External:** This category includes the candidates employed in any organization / university/institute and desirous of pursuing Ph.D. program while in employment as external candidates. This category also includes College Teachers. These candidates shall be available to the Supervisor (internal) for interaction during weekends, holidays and vacations.

3.10 COURSE WORK

Each candidate including a part-time candidate after having being admitted, shall be required to undertake course work for a minimum period of one semester. The course work shall be treated as pre-Ph.D. preparation and shall include the following courses:

1. **Research Methodology (4 credits):** Each Ph.D. candidate will have to undergo one course on Research Methodology which includes quantitative methods and computer applications.
2. **Research and Publication Ethics (2 credits):** Each Ph.D. candidate will have to undergo one course on Research and Publication Ethics which includes awareness about the publication ethics and publication misconduct
3. **Literature Review in the domain of Research (4 credits):** This course will be adjudged by submitting a Review article/assignment based on reviewing of at least 50 latest published research articles/work in the relevant research field and a presentation of the same.
4. **Specialization paper (4 credits):** Each Ph.D. candidate shall be required to complete a subject specific course. The syllabus of this course will be designed by the supervisor as per the concern research field.

At the end of the course work of one semester each candidate shall be examined in the month of Nov. /Dec. and May/June every year in the above three courses. A candidate who has put in a minimum of 75% attendance during the course work will be admitted to the examination which follows the course work.

3.10.1 Examination Scheme

The following shall be the examination scheme:

S. No.	Course Code	Course Name	Credits	Exam. Hours
1	PPD-101	Research Methodology (including Quantitative techniques and Computer Applications in Research)	4	3 hours
2	PPD-102	Research Publication & Ethics	2	1.5 hours
3	PPD-103	Literature Review in the domain of Research	2 credits (seminar) 2 (literature review)	Assessment of review article in the relevant field and a presentation of the same
4	PPD-104	Specialization Course (Departmental elective)	4	3 hours
Total			14	

- a. The syllabus of the course Research Methodology (including Quantitative Techniques and Computer Applications in Research Work) shall be prepared by the Research Board and the syllabus of the specialization course (Departmental Elective) shall be prepared by the concerned DRC in consultation with the Supervisors of the field.
- b. The question papers for the course work shall be prepared by the experts other than supervisors to be appointed by the President on the recommendation of Dean Research/DRC.
- c. There will be one paper for Research Methodology & Computer Applications {including Quantitative Techniques and Computer Applications in Research; (RMCA) (PPD 101)} with maximum marks 100 and duration 03 hours.
- d. In general, the answer books of course work shall be assessed by the Concerned Paper Setter. However, in case the Paper Setter is not available other competent faculty may be appointed by the President on the recommendation of Dean Research/DRC.
- e. The candidates shall be awarded grades in each course and their results will be provided in terms of SGPA as per university norms.
- f. Ph.D. Student will need to secure a minimum of 50% marks in each subject of Course Work.
- g. The aggregate percentage for passing the Course Work will be 55%, in uniformity with UGC Guidelines
- h. A candidate who fails to secure the minimum prescribed grade "C" in any of above courses and SGPA 5.5 on ten-point scales at the above examination shall be permitted to reappear at the next ensuing examination(s). He/she can apply for scrutiny as per the University norms and guidelines.

3.10.2 Marking Scheme

The following shall be the Course work examinations and marks distribution of the subjects.

Total credit= 14, Total Marks = 350, Total Duration of course work = 174 Hrs

1. Marks of RMCA (PPD 101) out of 100 (4 credit, course work duration 48 hrs) will be distributed as:
 - i. Main paper = 70 marks (written exam duration: 3 Hrs)
 - ii. Graded Assignment = 15 marks
 - iii. Project on SPSS/MATLAB = 15 marks.
2. Marks of RPE (PPD 102/CPE-RPE) out of 50 (2 credit, course work duration 30 hrs.)
 - i. Main Paper = 25 Marks (written exam duration: 1.5 Hrs)
 - ii. Assignment: = 15 Marks
 - iii. Group discussion and practical session = 10 Marks
3. Marks of Literature review (PPD 103) out of 100 (4 credit, course work duration 48 hrs) will be distributed as:
 - i. Literature review (report of at least 50 papers) = 70 marks
 - ii. Seminar (presentation) = 30 marks
4. Marks of specialization subject (PPD 104) out of 100 (4 credit, course work duration 48 hrs) will be distributed as
 - i. Main paper =70 marks (written exam duration: 3 Hrs)
 - ii. Graded Assignment = 15 marks
 - iii. Seminar in department = 15 marks

3.10.3 Course Work Syllabus

Paper-I: Research Methodology and Computer Applications

Course Code: PPD 101

(Common to All Faculty)

Time Duration: 3 hrs

M.M. - 100

Credit: 04

Unit	Syllabus	Hour
PPD 101-A (Research Methodology)		
1	Introduction to Research Methodology: Meaning of Research, Objectives of Research, Motivations in Research, Types of Research, Research Approaches, Significance of Research, Research Methods v/s Methodology, Research and Scientific Methods, Research Process, Criteria of Good Research	4
2	Defining the Research Problem: What is Research Problem? Selecting the Problem, Necessity of and Techniques in defining the problem	4
3	Sample Design: Implication, Steps. Criteria for selecting a sample procedure, Characteristics of Good sampling Procedure, Types of Sample Design, Selecting Random Samples, Complex random sampling Design	4
4	Methods of Data Collection: Collection of Primary Data, Observation Method, Interview method, Collection of Data through questionnaire and Schedules, Other methods. Collection of Secondary Data, Selection of appropriate method for data collection, Case Study Method, Guidelines for developing questionnaire, successful interviewing. Survey v/s experiment	4
5	Processing and Analysis of Data: Measures of Central Tendency, Dispersion, correlation and Regression, Chi- square test: Applications, Steps, characteristics, limitations, Analysis of Variance and Co-variance	4
6	Testing of Hypothesis: Meaning, Basic concepts, Flow diagram, Power of a hypothesis test, Important parametric tests, Hypothesis Testing of Means, hypothesis testing of Correlation coefficients, Limitations of Tests of hypothesis.	4
PPD 101-B (Computer Applications)		
	Introduction to MS Excel- Features and functions of spreadsheet, creating	

7	spreadsheet and enter data, format worksheets, adding graphics, printing, Calculate, manipulate and analyse data, custom calculations, consolidating worksheets, pivot tables, charts, performing what - if analysis	2
8	Introduction to UGCInfonet, INFLIBNET & ERNET, how to find relevant publications in Scopus, WOS, TR, SCI indexed journal, Arts & Humanities citation indexed, Social Science citation indexed etc.	4
9	Data Analysis Softwares & Analysis Techniques (SPSS) (Part-1) - Introduction-Background, Data Entry, Defining Variables , Variable and Value Labels , Entering Data. File Management- Saving an SPSS for Windows 7 File, Backing Up Your Data, Retrieving Data Files. Descriptive Statistics- Frequency Tables, Descriptive, Cross-tabulation, Three-way tables. Editing and Modifying The Data- Inserting Data, Deleting A Case, Inserting A Variable, Deleting a Variable, Moving a Variable	6
10	Data Analysis Softwares & Analysis Techniques (SPSS) (Part II) - Constructing New Variables -Computing a New Variable, Computing a New Variable by using built-in Functions, Computing Duration of Time Difference by built-in Functions , Recoding a value , Selecting a Subset of the Data Graphics- Bar Charts, Histograms, Scatter Plots, Plotting a Regression Line on a Scatter Plot, Statistical Inference In SPSS-Introduction, Categorical Variable, the Chi-squared test and Fisher's Exact test. Continuous Outcome Measures- Comparison of Means Using a t-test Linear Regressions-Model Checking. Non-Parametric Methods Comparisons Of Related Or Paired Variables-Continuous Outcome Measures, Analysis of Binary Outcomes that are Related, Related Ordinal Data. LOGISTIC. REGRESSIONS- Model Checking. SURVIVAL ANALYSIS, READING AN EXCEL FILE INTO SPSS, CREATING A SPSS SYNTAX	8
11	Basic Matlab, Simulation, Simulink	4
	Total	48

Paper-II: Research and Publication Ethics (RPE)

(Course for awareness about the publication ethics and publication misconduct)

(Course Code: PPD 102/CPE-RPE)

(Common to All Faculty)

Time Duration: 1.5 hrs

M.M. - 50

Credit: 02

Unit	Contents of the Course	Hour
I	Philosophy and Ethics: 1. Introduction to philosophy: definition, nature and scope, concept, branches 2. Ethics: definition, moral philosophy, nature of moral judgements and reactions	3
II	Scientific Conduct: 1. Ethics with respect to science and research 2. Intellectual honesty and research integrity 3. Scientific misconducts: Falsification, Fabrication, and Plagiarism (FFP) 4. Redundant publications: duplicate and overlapping publications, salami slicing 5. Selective reporting and misrepresentation of data	5

III	Publication Ethics: <ol style="list-style-type: none"> 1. Publication ethics: definition, introduction and importance 2. Best practices / standards setting initiatives and guidelines: COPE, WAME, etc. 3. Conflicts of interest 4. Publication misconduct: definition, concept, problems that lead to unethical behavior and vice versa, types 5. Violation of publication ethics, authorship and contributor ship 6. Identification of publication misconduct, complaints and appeals 7. Predatory publishers and journals 	7
IV	Open Access Publishing: <ol style="list-style-type: none"> 1. Open access publications and initiatives 2. SHERPA/RoMEO online resource to check publisher copyright & self-archiving policies 3. Software tool to identify predatory publications developed by SPPU 4. Journal finder/journal suggestion tools viz. JANE, Elsevier Journal Finder, Springer Journal Suggested, etc. 	4
V	Publication Misconduct <ol style="list-style-type: none"> A. Group Discussion (2hrs.) <ol style="list-style-type: none"> 1. Subject specific ethical issues, FFP, authorship 2. Conflicts of interest 3. Complaints and appeals: examples and fraud India and abroad B. Software tools (2hrs.) <ol style="list-style-type: none"> 1. Use of plagiarism software like Turnitin, Unkind and other open source software tools 	4
VI	Databases and Research Metrics: <ol style="list-style-type: none"> A. Databases (4 hrs.) <ol style="list-style-type: none"> 1. Indexing databases 2. Citation databases: Web of Science, Scopus, etc. B. Research Metrics (3hrs.) <ol style="list-style-type: none"> 1. Impact Factor of journal as per Journal Citation Report, SNIP, SJR, IPP, Cite Score 2. Metrics: h-index, g index, i10 index, altmetrics 	7
	Total	30

Paper III: Literature Review in the Domain of Research

(Course Code: PPD 103)

Part-A: Format of Literature Review Report:

1. Relevant information on the article- importance, justification etc.
2. Summary of Literature Review
3. Identifying research gaps
4. Statement of research
5. Objectives, questions and hypothesis framing
6. Research design and methodology
7. Brief summary of finding and conclusion (based on the review of at least 50 research articles)
8. References

Part-B: Format of Power Point Presentation (PPT) (7-10 slides)

1. Introduction of Topic
2. Summary of Literature Review
3. Research Gap
4. Statement of Research
5. Objectives
6. Research Methodology
7. Conclusion

Paper IV: Specialization Subject (Departmental Subject)

Syllabus can be received from convener of concern department or Research department

3.11 LEAVE AND ATTENDANCE (FOR FULL TIME RESEARCH SCHOLARS)

1. In addition to the holidays declared by the University, a Ph.D. candidate may avail leave up to thirty days during an academic year.
2. A Ph.D. candidate shall not be entitled to any inter-semester or winter breaks or summer vacations.
3. Maternity/Paternity leave shall be admissible as per the University rules, only once during the entire tenure of a candidate for Ph.D.
4. Attendance shall be recorded by concerned Supervisor and submitted to the office of the Dean Research after each semester.

3.12 REGISTRATION

Following are the guidelines for registration in Ph.D. Program:

1. The Research Advisory committee (RAC) after finalization of the topic will put the case to concern DRC for presentation and approval of Synopsis within one year of enrolment.
2. For the registration the candidate shall be required to present and defend a synopsis of his/her proposed research work before the DRC who may either approve or may ask the candidate to resubmit the synopsis based on the suggestions/modifications made by it. The DRC may allow not more than three attempts to a candidate for defending the synopsis of the proposed research work after that it may recommend for cancellation of admission of the candidate for Ph.D. program.
3. Upon approval of the synopsis by the DRC, the application for registration shall be placed before the President who, after being satisfied with the candidate's requisite qualification and the subject offered can be well pursued for the Ph.D. Program, may permit the candidate to get himself/herself registered as a candidate for Ph.D. Program by fulfilling conditions, if any, prescribed by the university for registration and to undertake research work and produce a draft thesis within the stipulated time limit.
4. At the time of registration, the candidate will submit photocopies of his following documents to the office of Dean Research:
 - a. Mark-sheet/ Certificate of X/XII
 - b. Mark-sheet/ Certificate of PG/ M.Phil.
 - c. TC from the last Institute attended
 - d. Migration Certificate from the concerned University.
 - e. NOC from the concern organization if he/she is in working
5. Every candidate registered for Ph.D. Program shall be duly enrolled, unless he has already been enrolled once in the University, as a research candidate of the University on payment of prescribed fee and required documents in original.

6. She/he is required to register himself/herself (in person) on the scheduled date of registration. There shall not be any provision of deputing any representative by him/her for registration purposes. Further, she/he shall be required to register in all subsequent semesters till the submission of Ph.D. thesis.
7. She/he shall deposit the requisite fee in the accounts section at the time of registration in every semester with six monthly progress reports.
8. The act of non-depositing of fees and/or not-completing the registration process as mentioned above on the scheduled dates shall be treated as the 'Voluntary Discontinuation' of studies by the Research Scholar. In such case, she/he will cease to be a bonafide student with immediate effect. The above instructions for registration shall be applicable to all Research Scholars admitted in the institute.
9. Candidate need to produce Medical Fitness Certificate from a Govt. Hospital at the time of admission.
10. Cancellation of Registration: The Dean Research may, on the recommendation of the Concern DRC, cancel the registration of a Ph.D. candidate on any one or more grounds of the following; namely, if-
 - a. two consecutive progress reports of the candidate are not satisfactory;
 - b. a student abstains from the Program for a continuous period of four weeks without prior information in writing to his supervisor;
 - c. the candidate fails to submit the thesis within the maximum period permitted;
 - d. the candidate resigns from the Ph.D. Program and his supervisor(s) recommend(s) cancellation of registration;
 - e. The candidate is found involved in an act of misconduct and/or indiscipline and the competent authority recommends his termination from the Program.

3.13 RE-REGISTRATION

- a. A candidate whose registration has been cancelled on any ground other than that provided in 3.10 (10) (e) above may apply for re-registration for the Ph.D. Program and the University may register him afresh as a candidate without requiring him to appear at the entrance test and without undergoing the course work.
- b. A candidate whose thesis has been rejected by the examiners may be permitted to re-register himself/herself for Ph.D. degree on different topic to be approved and recommended by the concerned DRC through RAC.

3.14 DISCIPLINE OF REGISTRATION

The candidate shall be registered in the Discipline as per norms mentioned in the table below:

S. No.	Faculty in which to be enrolled	PG Qualification	Area of Ph.D.
1.	Faculty of Engineering & Technology	M.Tech/M.E	Computer Sciences & Engineering, Electronics & Communication Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Geoinformatics, Disaster Management,

S. No.	Faculty in which to be enrolled	PG Qualification	Area of Ph.D.
			Sustainable Development, Cloud Computing & Security
2.	Faculty of Sciences	M.Sc./MCA	Physics, Chemistry, Mathematics, Zoology, Botany, Computer Sciences, Biotechnology, Microbiology, Biochemistry, Geoinformatics, Disaster Management, Sustainable Development, Cloud Computing & Security
3.	Faculty of Education	M.Ed.	Education
4.	Faculty of Pharmacy	M. Pharm.	Pharmacy
5.	Faculty of Management	MBA/ M. Com.	Management, Commerce
7.	Faculty of Humanities & Social Sciences	M. A.	Psychology, Geography etc.
8.	Faculty of Agriculture	M. Sc. (Agriculture)	Agronomy, Agriculture Chemistry & Soil Science, Horticulture Plant Breeding & Genetics, Extension Education
9	Faculty of Law	LLM	Law

3.15 APPOINTMENT OF SUPERVISORS

1. The following persons shall be eligible to act as Research Supervisors: -
 - a. Any regular Professor of the University with at least five research publications in refereed journals.
 - b. Any regular Associate/Assistant Professor of the university with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Note: Provided that in areas/disciplines where there is no or only a limited number of refereed journals. The President may relax the above condition for the recognition of a person as a Research Supervisor with the reason recorded in writing.

- c. In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/ College/ Institution on such terms and conditions as may be specified and agreed upon by the

consenting Institutions/Colleges and with the written approval of Research Advisory Committee.

- d. The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/viva voce.
 - e. A Research Supervisor/Co-supervisor who is a professor, at any given point of time, cannot guide more than Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of four (4) Ph.D. scholars. Load may be counted as half in case of Co-Supervisor.
 - f. In case of relocation of an Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.
2. No Supervisor shall guide any of his close relatives as specified by the university.
 3. The University may permit, on the recommendation of DRC approved by the Research Board, appointment of a caretaker supervisor in special circumstances such as a supervisor proceeding on long leave of six months or more and the like.
 4. A new supervisor may be appointed by the Research Board on the recommendation of DRC in the event of death, or prolonged illness of the supervisor or if inability to guide is expressed by the supervisor on or after his superannuation or resignation from the services of the University.
 5. Any request for change of Supervisor(s) is highly discouraged and may only be considered under exceptional circumstances only within 18th Month of first registration. The request for change of Supervisor(s) may be submitted to Dean-Research through concern DRC Convener with his/her recommendations on the basis of statements of concerned Supervisor(s) as well as Research Scholar.

3.14 CONVERSION OF CANDIDATURE

The University may, on the application of a part-time candidate, register him as a full-time candidate or allow a full-time candidate to be registered as a part-time candidate for the Ph.D. Program provided all other conditions for such candidature are fulfilled to the satisfaction of the RAC.

3.15 PROGRESS REPORT

1. Till the submission of the thesis each candidate registered for the Ph.D program shall submit periodically six monthly progress report in the prescribed format to the Supervisor(s)/RAC. The candidate shall be registered in the next semester only if the progress report for the previous semester has been received.
2. The RAC shall evaluate the progress report of the Ph. D. candidate and submit the report to the President through Dean-Research with a copy to the concerned candidate.
3. If the candidate does not submit his/her progress report in particular semester then his/her minimum period for the award of degree shall be extended by six month.

4. The Progress report (format given below) duly signed by the supervisor and co-supervisor if any will be accepted for submission only after delivery of presentation about progress of research work through PPT in presence of Supervisor and External Experts every six months in RAA meeting. Calendar of RAA meeting is given below

3.17.1 Progress report format

Format can be downloaded from SGVU website

3.17.2 RAA Calendar for RAA Meeting

Month	January 2020	March 2020	May 2020	July 2020	September 2020	November 2020
Departments	Pharmacy, Sciences, C3WR	Agriculture, Management, Education, Humanities	Engineering & Technology, CS	Pharmacy, Sciences, C3WR	Agriculture, Management, Education, Humanities	Engineering & Technology, CS
Date	On Third Saturday	On Third Saturday	On Third Saturday	On Third Saturday	On Third Saturday	On Third Saturday

3.18 CHANGE OF RESEARCH TOPIC

A candidate ordinarily shall not be permitted to change his research topic during the course of the research work once it has been approved by the RAC. However, if an occasion arises due to technical difficulties, the President may, on the recommendation of the DRC and the Research Board, permit any modification of the topic within a period of one year (and not thereafter) from the date of registration. The University may permit the candidate to submit his thesis after two years of such modification or change of topic.

3.19 SUBMISSION OF THESIS

Upon satisfactory completion of course work, and obtaining the marks/grade as prescribed above, as the case may be, the Ph.D. scholar shall be required to undertake research work and produce a draft thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations

The candidate shall be liable to submit the copy of thesis to the Controller of examination four printed copies of his thesis along with soft copy of the same.

Candidates shall not be allowed to submit the thesis to the University for its evaluation unless he/she has: -

3.19.1 Publications

1. This is to notify in partial supersession of the previous Notifications No. F.9 (5) REG/SGVU/2018/1250, dated 21st Oct. 2019, regarding publication norms for Ph.D. research scholars. In order to enhance the quality of research work of Ph.D. scholars, it is, made mandatory for all research scholars regardless of their year of registration/admission, to publish research papers out of their research work in the following manner:
 - (i) Minimum 02 research papers shall be published in a journal which is indexed in Scopus / Web of Science (paper published in conference proceeding of Web of Science/Scopus shall not be accepted). Scholars will have to submit the evidence of the existence of journal indexed in that year of research paper publication otherwise paper will not be, accepted.
 - (ii) At least one paper should be published in SGVU Journal.

- (iii) At least two research papers must be, presented in conference/seminar out of his/her Ph.D. thesis work.

This is mandatory for all research scholars to fulfill all aforesaid conditions regarding the publication of research work before submission of the thesis, duly signed and verified by their supervisor and countersigned by Principal/Vice-principal/HOD of the faculty concerned.

N.B.: Scholars, who have submitted Ph.D. thesis or theses has been, approved in the Pre-Submission DRC or scholars who are going to appear in Pre-submission DRC until 31 March 2022 will be, exempted from the above publication norms. Publication norms as per Notification No. F.9 (5) REG/SGVU/2018/1250, dated 21 Oct. 2019 will be applicable to those scholars.

2. UGC has set up a consortium for academic and research ethics (CARE) to identified, continuous monitor and meeting “UGC-CARE reference list of quality journals across disciplines, referred as ” **UGC-CARE LIST** which is available at the UGC-CARE Website. Research Journal of all disciplines, indexed in Scopus, WOS are accepted globally as quality journals. UGC care list includes journals index in Scopus, WOS, UGC approved journals.

3.19.2 Pre-Submission DRC

Prior to the submission of the thesis, the scholar shall make a Pre-Ph.D. presentation before the DRC of his/her research work which would be attended by the teachers and research candidates with fulfilling all the criteria of publications and pre-plagiarism of draft thesis

A certificate duly signed by the supervisor stating the suggestions (if any) given by the DRC have been incorporated in the draft thesis. Submitted one soft copy of the thesis to the office of Dean Research for plagiarism check.

3.19.3 Plagiarism

- a. The plagiarism test will be done as:
- Part 1:** Non-Core Chapters- The None core work shall be introduction, review of literature and methodology. Plagiarism limit allowed 10%.
 - Part 2:** Core Chapters- The core work shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations. Zero tolerance policy will be applicable in core area.
- b. Research Publication from the Platform of SGVU- All research publications in which any of the member of the University designated as member of University in capacity of research student, UG/ PG student, faculty or any other staff, shall be submitting his/her work to get checked plagiarism from Dean Research before submission of work and using name of the University. No charges shall be applicable for this at first place. Only after the clearance for plagiarism it will be allowed to use the name of university for any publication.
- c. Guidelines for section a & b
- Similarity checks for exclusion from Plagiarism– The similarity checks for plagiarism shall exclude the following:
- i. All quoted work either falling under public domain or reproduced with all necessary permission and/or attribution.
 - ii. All references, bibliography, table of content, preface and acknowledgements.

- iii. All small similarities of minor nature.
- iv. All generic terms, laws, standard symbols and standards equations.
- v. The plagiarism due to self (student's own published work out of the dissertation) publications could be deducted from total plagiarism %.

3.19.4 Student and Supervisor Declaration

The thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree of the same institute where work was carried out, or to any other institution.

3.19.5 Color Coding & Medium of Thesis

The color of the thesis cover in various disciplines shall be as follows:

- i. Faculty of Management and Commerce-cream (FAECC7)
- ii. Faculty of Engineering and Technology-orange (#FFA268)
- iii. Faculty of Education-pink (#FFCEFD)
- iv. Faculty of Pharmacy-green (#22BD7B)
- v. Faculty of Sciences-blue (#91D5F8)
- vi. Faculty of Agriculture-grey (#808080)

The candidate shall follow the color code strictly.

- vii. The thesis shall be in English or as per the recommendation by the Research Advisory Committee and duly approved by the Concern DRC.

3.19.6 Document Required

The candidates shall also submit the following documents together with thesis:

- a. A 'no dues' certificate duly signed by the Head of the Department, Library, Finance Department, Hostel Warden, and Sports Officer, shall be submitted along with the thesis.
- b. The thesis submission fees receipt.

3.20 APPOINTMENT OF EXAMINERS

1. The supervisor shall prepare and suggest to the President, before three months of the likely date of submission of the thesis by the student together with summery of thesis and, a panel of eight evaluators from outside the University not below the rank of Associate Professor or equivalent position in State/Central University/National Laboratories/ Research Centers established by ICAR/ICMR/CSIR etc. The panel of eight examiners may include minimum two evaluators from top National level institutions like IIT/IIM/NIT etc. The panel shall also include not less than three names of experts from outside the state. If necessary, the President may call for additional name(s) for the panel from the supervisor. The panel submitted should include relevant information of the evaluator like designation, field of expertise full postal and e-mail addresses, basic and cell phone number. The supervisor shall give a certificate to the effect that the names suggested in the panel are not close relatives either of the supervisor himself or of the candidate and they are experts in the area of thesis.
2. The President shall appoint two external examiners, from the panel of eight examiners submitted by the supervisor, out of which one shall be from outside the state or even the country from out of the panel submitted as (1) above.
3. The university shall obtain the consent of the examiners so appointed by the President by sending the offer letters together with summery of the thesis.

3.21 EVALUATION OF THESIS

1. The University shall, after obtaining the consent of the examiners appointed by the President out of the panel submitted by the supervisor, dispatch a copy of the thesis produced and submitted by the candidate to each one of them to send their evaluation report to the Dean Research within a period of two months of the receipt of the thesis.
2. If no consent is received from the examiner within a month, a new examiner shall be appointed by the President out of the panel.
3. The examiner shall be required to send his/her report on the prescribed form clearly stating that the:
 - a. Thesis is recommended for the awarded for the degree of the Ph.D. or
 - b. Thesis is recommended for the awarded for the degree of the Ph.D. subjected to the candidate giving satisfactory answers to queries or
 - c. Candidate be required to submit his thesis in the revised form or
 - d. Thesis is rejected.
4. The Research Board shall;
5. Accept the recommendation of the examiners if all the three examiners recommend the acceptance of the thesis
6. reject the thesis if two of the three examiners recommend rejection of the thesis
7. Appoint a fourth examiner for evaluation if one of the three examiners recommends rejection of the thesis
8. Require on student on the basis of the report(s) of the examiner(s) to revise within one year the thesis if one/two out of the three examiners recommend(s) revision, such revised version of the thesis being again sent for the recommendation to the same examiner(s) who recommended its revision
9. Appoint a new examiner from out of the same panel if an examiner fails, despite two reminders from the University, to submit his report before the expiry of four months or withdraws his consent at any stage of evaluation process from the date of dispatch of the thesis.

3.22 VIVA VOCE EXAMINATION

1. The President shall, on receipt of satisfactory evaluation reports from the examiners, appoint
 - a. An external examiner from out of the two external examiners who evaluated the thesis for conducting the viva-voce examination. However, if both the examiners are not available, the President may, for reasons to be recorded in writing, appoint a new examiner from out of the existing panel; and
 - b. a viva-voce committee consisting of the supervisor and external examiner.
2. The supervisor shall fix a suitable date for the viva-voce examination with the external examiner. The Dean Research shall, on the request of the Supervisor, notify the day, time, and place at least ten days in advance to all concerned.
3. The Dean Research shall be responsible for the proper conduct of the viva-voce examination.
4. At such viva-voce examination the candidate shall be required to openly defend his research work in presence of both the examiners, teachers, research candidates of the University who may be invited to witness and make queries, if any, strictly relating and relevant to the topic of research. The Research department shall obtain signature of all the officers present at the time of viva-voce examination.
5. The viva-voce examiners shall, at the very outset of the examination, will be informed about the comments and recommendations made by the examiners.

6. The Viva-Voce committee shall submit a comprehensive report on the performance of the candidate on the viva-voce examination and recommend that:
 - a. The degree of Ph.D. be awarded; or
 - b. The candidate be re-examined at a second viva-voce to be conducted not before three months but not later than six months; or
 - c. The degree be not awarded and the thesis be rejected.

3.23 AWARD OF Ph.D. DEGREE

The reports of the examiners (including those of the Viva-Voce committee) shall be placed before the President for acceptance or rejection, as the case may be, of the thesis on behalf of the Board. The President shall report the same to the Board through Academic Council for confirmation.

3.24 SUBMISSION OF A SOFT COPY OF THESIS

The University shall, within a period of thirty days, after the successful completion of the evaluation process and notification of the award of Ph.D. degree to a candidate, submit a soft copy of the approved Ph.D. thesis to the UGC for hoisting the same in INFLIBNET etc., to make the research work accessible to other Universities/institutions.

The candidate will have to submit a soft copy of the thesis in pdf file format within a week of the announcement of the award of the Ph.D. degree. The soft copy submitted will be other than the soft copy submitted for plagiarism check. The soft copy shall cover the following in pdf file format in the following order:

1. Title Cover
2. Various Certificates
3. Acknowledgement
4. List of Contents
5. List of tables
6. List of figures
7. Chapter I, II..... etc
8. Appendix
9. References
10. List of Publications

3.25 PROVISIONAL CERTIFICATE

1. Till the time the Ph.D. degree is conferred on the candidate, the University shall, on the application of the student, issue to him a Provisional Certificate for its intended use.
2. The University shall ensure that both, the Provisional Certificate and the Ph.D. degree, contains an express statement to the effect that the Degree has been awarded in accordance with the provisions of UGC **(Minimum Standards and Procedure for Award of Ph.D. Degree) regulations, 2016.**

3.26 RESERVATION /RELAXATION

Reservation in admission to Ph.D. Program for students belonging to SC/ST/OBC/PH and other such like categories shall be implemented as prescribed by the Government of India/State of Rajasthan.

3.27 REQUIREMENTS TO BE FULFILLED BY COLLEGES FOR GETTING RECOGNITION FOR OFFERING PH.D. PROGRAM

1. In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;
2. Earmarked library resources including latest books, Indian and International journals, e-journals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;
3. Colleges may also access the required facilities of the neighboring Institutions/Colleges, or of those Institutions/Colleges/R&D Laboratories /Organizations which have the required facilities.

3.28 INTERPRETATION

In case any question arises regarding interpretation of these provisions, the matter may be referred by the President to the Chairperson whose decision thereon shall be final.

UGC Ph.D. REGULATION 2016

University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degrees) Regulations, 2016.

{In supersession of the UGC (Minimum Standards and Procedure for Awards of Ph.D. Degree) Regulation, 2009, notified in The Gazette of India [No. 28, Part III- Section 4] for the week July 11-July 17, 2009}

No. F. 1-2/2009(EC/PS)V(I) Vol. II - In exercise of the powers conferred by clauses (f) and (g) of sub-section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956), and in supersession of the UGC (Minimum Standards and Procedure for Awards of Ph.D. Degree) Regulation, 2009, notified in The Gazette of India [No. 28, Part III-Section 4] for the week July 11 — July 17, 2009, the University Grants Commission hereby makes the following Regulations, namely:-

1. SHORT TITLE, APPLICATION AND COMMENCEMENT

- 1.1 These Regulations may be called University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degrees) Regulations, 2016.
- 1.2 They shall apply to every University established or incorporated by or under a Central Act, a Provincial Act, or a State Act, every affiliated college, and every Institution Deemed to be a University under Section 3 of UGC Act, 1956.
- 1.3 They shall come into force from the date of their publication in the Gazette of India.

2. ELIGIBILITY CRITERIA FOR ADMISSION TO THE M.PHIL. PROGRAMME

- 2.1 Candidates for admission to the M.Phil. programme shall have a Master's degree or a professional degree declared equivalent to the Master's degree by the corresponding statutory regulatory body, with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) or an equivalent degree from a foreign educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions.
- 2.2 **A relaxation of 5% of marks, from 55% to 50%**, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/Differently-Abled and other categories of candidates as per the decision of the Commission from time to time, or for those who had obtained their Master's degree prior to 19th September, 1991. The eligibility marks of 55% (or an equivalent grade in a point scale wherever grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible based only on the qualifying marks without including the grace mark procedures.

3. ELIGIBILITY CRITERIA FOR ADMISSION TO Ph.D. PROGRAMME

Subject to the conditions stipulated in these Regulations, the following persons are eligible to seek admission to the Ph.D. programme:

- 2.1 Master's Degree holders satisfying the criteria stipulated under Clause 2 above.
- 2.2 Candidates who have cleared the M.Phil. course work with at least 55% marks in aggregate or its equivalent grade 'B' in the UGC 7-point scale (or an equivalent grade in a point scale wherever grading system is followed) and successfully completing the M.Phil. Degree shall be eligible to proceed to do research work leading to the Ph. D. Degree in the same Institution in an integrated programme. **A relaxation of 5% of marks, from 55% to 50%**, or an equivalent relaxation of grade, may be allowed for those belonging to SC/ST/OBC(non-creamy layer)/differently-abled and other categories of candidates as per the decision of the Commission from time to time.
- 2.3 A person whose M.Phil. dissertation has been evaluated and the viva voce is pending may be admitted to the Ph.D. programme of the same Institution;
- 2.4 Candidates possessing a Degree considered equivalent to M.Phil. Degree of an Indian Institution, from a Foreign Educational Institution accredited by an Assessment and Accreditation Agency which is approved, recognized or authorized by an authority, established or incorporated under a law in its home country or any other statutory authority in that country for the purpose of assessing, accrediting or assuring quality and standards of educational institutions, shall be eligible for admission to Ph.D. programme.

4. DURATION OF THE PROGRAMME

- 4.1 M.Phil. programme shall be for a minimum duration of two (2) consecutive semesters / one year and a maximum of four (4) consecutive semesters / two years.
- 4.2 Ph.D. programme shall be for a minimum duration of three years, including course work and a maximum of six years.
- 4.3 Extension beyond the above limits will be governed by the relevant clauses as stipulated in the Statute/Ordinance of the individual Institution concerned.
- 4.4 The women candidates and Persons with Disability (more than 40% disability) may be allowed a relaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

5. PROCEDURE FOR ADMISSION

- 5.1 All Universities and Institutions Deemed to be Universities shall admit M.Phil/Ph.D. students through an Entrance Test conducted at the level of Individual University/Institution Deemed to be a University. The University/Institution Deemed to be a University may decide separate terms and conditions for Ph.D. Entrance Test for those students who qualify UGC-NET (including JRF)/UGC-CSIR NET (including JRF)/SLET/GATE/teacher fellowship holder or have passed M.Phil programme. Similar approach may be adopted in respect of Entrance Test for M.Phil programme.

- 5.2 Higher Educational Institutions (HEIs) referred to in sub-clause 1.2 above and Colleges under them which are allowed to conduct M.Phil. and/or Ph.D. programmes, shall:
- 5.2.1 decide on an annual basis through their academic bodies a predetermined and manageable number of M.Phil. and/or Ph.D. scholars to be admitted depending on the number of available Research Supervisors and other academic and physical facilities available, keeping in mind the norms regarding the scholar- teacher ratio (as indicated in Para 6.5), laboratory, library and such other facilities;
 - 5.2.2 notify well in advance in the institutional website and through advertisement in at least two (2) national newspapers, of which at least one (1) shall be in the regional language, the number of seats for admission, subject/discipline-wise distribution of available seats, criteria for admission, procedure for admission, examination centre(s) where entrance test(s) shall be conducted and all other relevant information for the benefit of the candidates;
 - 5.2.3 adhere to the National/State-level reservation policy, as applicable.
- 5.3 The admission shall be based on the criteria notified by the Institution, keeping in view the guidelines/norms in this regard issued by the UGC and other statutory bodies concerned, and taking into account the reservation policy of the Central/State Government from time to time.
- 5.4 HEIs as mentioned in Clause 1.2 shall admit candidates by a two stage process through:
- 5.4.1 An Entrance Test shall be qualifying with qualifying marks as 50%. The syllabus of subject specific. The Entrance Test shall be conducted at the Centre(s) notified in advance (changes of Centres, if any, also to be notified well in advance) at the level of the individual HEI as mentioned in clause 1.2; and
 - 5.4.2 An interview/*viva-voce* to be organized by the HEI as mentioned in clause 1.2 when the candidates are required to discuss their research interest/area through a presentation before a duly constituted Department Research Committee.
- 5.5 The interview/*viva voce* shall also consider the following aspects, viz. whether:
- 5.5.1 the candidate possesses the competence for the proposed research;
 - 5.5.2 the research work can be suitably undertaken at the Institution/College;
 - 5.5.3 the proposed area of research can contribute to new/additional knowledge.
- 5.6 The University shall maintain the list of all the M.Phil. /Ph.D. registered students on its website on year-wise basis. The list shall include the name of the registered candidate, topic of his/her research, name of his/her supervisor/co-supervisor, date of enrolment/registration.

6. ALLOCATION OF RESEARCH SUPERVISOR

Eligibility criteria to be a Research Supervisor, Co- Supervisor, Number of M.Phil./Ph.D. scholars permissible per Supervisor, etc.

- 6.1 Any regular Professor of the University/Institution Deemed to be a University/College with at least five research publications in refereed journals

and any regular Associate/Assistant Professor of the university/institution deemed to be a university/college with a Ph.D. degree and at least two research publications in refereed journals may be recognized as Research Supervisor.

Provided that in areas/disciplines where there is no or only a limited number of refereed journals, the Institution may relax the above condition for recognition of a person as Research Supervisor with reasons recorded in writing.

- 6.2 Only a full time regular teacher of the concerned University/Institution Deemed to be a University/College can act as a supervisor. The external supervisors are not allowed. However, Co-Supervisor can be allowed in inter-disciplinary areas from other departments of the same institute or from other related institutions with the approval of the Research Advisory Committee.
- 6.3 The allocation of Research Supervisor for a selected research scholar shall be decided by the Department concerned depending on the number of scholars per Research Supervisor, the available specialization among the Supervisors and research interests of the scholars as indicated by them at the time of interview/*viva voce*.
- 6.4 In case of topics which are of inter-disciplinary nature where the Department concerned feels that the expertise in the Department has to be supplemented from outside, the Department may appoint a Research Supervisor from the Department itself, who shall be known as the Research Supervisor, and a Co-Supervisor from outside the Department/ Faculty/College/Institution on such terms and conditions as may be specified and agreed upon by the consenting Institutions/Colleges.
- 6.5 A Research Supervisor/Co-supervisor who is a Professor, at any given point of time, cannot guide more than three (3) M.Phil. and Eight (8) Ph.D. scholars. An Associate Professor as Research Supervisor can guide up to a maximum of two (2) M.Phil. and six (6) Ph.D. scholars and an Assistant Professor as Research Supervisor can guide up to a maximum of one (1) M.Phil. and four (4) Ph.D. scholars.
- 6.6 In case of relocation of an M.Phil/Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

7 COURSE WORK

- 7.1 The credit assigned to the M.Phil. or Ph.D. course work shall be a minimum of 08 credits and a maximum of 16 credits.
- 7.2 The course work shall be treated as prerequisite for M.Phil./Ph.D. preparation. A minimum of four credits shall be assigned to one or more courses on Research Methodology which could cover areas such as quantitative methods, computer applications, research ethics and review of published research in the

relevant field, training, field work, etc. Other courses shall be advanced level courses preparing the students for M.Phil./Ph.D. degree.

- 7.3 All courses prescribed for M.Phil. and Ph.D. course work shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. They shall be duly approved by the authorized academic bodies.
- 7.4 The Department where the scholar pursues his/her research shall prescribe the course(s) to him/her based on the recommendations of the Research Advisory Committee, as stipulated under sub-Clause 8.1 below, of the research scholar.
- 7.5 All candidates admitted to the M.Phil. and Ph.D. programmes shall be required to complete the course work prescribed by the Department during the initial one or two semesters.
- 7.6 Candidates already holding M. Phil. degree and admitted to the Ph.D. programme, or those who have already completed the course work in M.Phil. and have been permitted to proceed to the Ph.D. in integrated course, may be exempted by the Department from the Ph.D. course work. All other candidates admitted to the Ph.D. programme shall be required to complete the Ph.D. course work prescribed by the Department.
- 7.7 Grades in the course work, including research methodology courses shall be finalized after a combined assessment by the Research Advisory Committee and the Department and the final grades shall be communicated to the Institution/College.
- 7.8 A M.Phil./Ph.D. scholar has to obtain a minimum of 55% of marks or its equivalent grade in the UGC 7-point scale (or an equivalent grade/CGPA in a point scale wherever grading system is followed) in the course work in order to be eligible to continue in the programme and submit the dissertation/thesis.

8 RESEARCH ADVISORY COMMITTEE AND ITS FUNCTIONS

- 8.1 There shall be a Research Advisory Committee, or an equivalent body for similar purpose as defined in the Statutes/Ordinances of the Institution concerned, for each M.Phil. and Ph.D. scholar. The Research Supervisor of the scholar shall be the Convener of this Committee. This Committee shall have the following responsibilities:
 - 8.1.1 To review the research proposal and finalize the topic of research;
 - 8.1.2 To guide the research scholar to develop the study design and methodology of research and identify the course(s) that he/she may have to do.
 - 8.1.3 To periodically review and assist in the progress of the research work of the research scholar.
- 8.2 A research scholar shall appear before the Research Advisory Committee once in six months to make a presentation of the progress of his/her work for evaluation and further guidance. The six monthly progress reports shall be submitted by the Research Advisory Committee to the Institution/College with a copy to the research scholar.
- 8.3 In case the progress of the research scholar is unsatisfactory, the Research Advisory Committee shall record the reasons for the same and suggest corrective measures. If the research scholar fails to implement these corrective measures, the Research Advisory Committee may recommend to

the Institution/College with specific reasons for cancellation of the registration of the research scholar.

9 EVALUATION AND ASSESSMENT METHODS, MINIMUM STANDARDS/CREDITS FOR AWARD OF THE DEGREE, ETC

- 9.1 The overall minimum credit requirement, including credit for the course work, for the award of M.Phil. degree shall not be less than 24 credits.
- 9.2 Upon satisfactory completion of course work, and obtaining the marks/grade prescribed in sub-clauses 7.8 above, as the case may be, the M.Phil./Ph.D. scholar shall be required to undertake research work and produce a draft dissertation/thesis within a reasonable time, as stipulated by the Institution concerned based on these Regulations.
- 9.3 Prior to the submission of the dissertation/thesis, the scholar shall make a presentation in the Department before the Research Advisory Committee of the Institution concerned which shall also be open to all faculty members and other research scholars. The feedback and comments obtained from them may be suitably incorporated into the draft dissertation/thesis in consultation with the Research Advisory Committee.
- 9.4 M.Phil scholars shall present at least one (1) research paper in a conference/seminar and Ph.D. scholars must publish at least one (1) research paper in refereed journal and make two paper presentations in conferences/seminars before the submission of the dissertation/thesis for adjudication, and produce evidence for the same in the form of presentation certificates and/or reprints.
- 9.5 The Academic Council (or its equivalent body) of the Institution shall evolve a mechanism using well developed software and gadgets to detect plagiarism and other forms of academic dishonesty. While submitting for evaluation, the dissertation/thesis shall have an undertaking from the research scholar and a certificate from the Research Supervisor attesting to the originality of the work, vouching that there is no plagiarism and that the work has not been submitted for the award of any other degree/diploma of the same Institution where the work was carried out, or to any other Institution.
- 9.6 The M.Phil. dissertation submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least one external examiner who is not in the employment of the Institution/College. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by both of them together, and shall be open to be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/ researchers.
- 9.7 The Ph.D. thesis submitted by a research scholar shall be evaluated by his/her Research Supervisor and at least two external examiners, who are not in employment of the Institution/College, of whom one examiner may be from outside the country. The *viva-voce* examination, based among other things, on the critiques given in the evaluation report, shall be conducted by the Research Supervisor and at least one of the two external examiners, and shall be open to

be attended by Members of the Research Advisory Committee, all faculty members of the Department, other research scholars and other interested experts/researchers.

9.8 The public *viva-voce* of the research scholar to defend the dissertation/thesis shall be conducted only if the evaluation report(s) of the external examiner(s) on the dissertation/thesis is/are satisfactory and include a specific recommendation for conducting the *viva-voce* examination. If the evaluation report of the external examiner in case of M.Phil. dissertation, or one of the evaluation reports of the external examiner in case of Ph.D. thesis, is unsatisfactory and does not recommend *viva-voce*, the Institution shall send the dissertation/ thesis to another external examiner out of the approved panel of examiners and the *viva-voce* examination shall be held only if the report of the latest examiner is satisfactory. If the report of the latest examiner is also unsatisfactory, the dissertation/ thesis shall be rejected and the research scholar shall be declared ineligible for the award of the degree.

9.9 The Institutions shall develop appropriate methods so as to complete the entire process of evaluation of M.Phil. dissertation/ Ph.D. thesis within a period of six months from the date of submission of the dissertation/thesis.

10 ACADEMIC, ADMINISTRATIVE AND INFRASTRUCTURE REQUIREMENT TO BE FULFILLED BY COLLEGES FOR GETTING RECOGNITION FOR OFFERING M.PHIL./Ph.D. PROGRAMMES

10.1 Colleges may be considered eligible to offer M.Phil./Ph .D programmes only if they satisfy the availability of eligible Research Supervisors, required infrastructure and supporting administrative and research promotion facilities as per these Regulations.

10.2 Post-graduate Departments of Colleges, Research laboratories of Government of India/State Government with at least two Ph.D. qualified teachers/scientists/other academic staff in the Department concerned along with required infrastructure, supporting administrative and research promotion facilities as per these Regulations, stipulated under sub-clause

10.3 shall be considered eligible to offer M.Phil./Ph.D. programmes. Colleges should additionally have the necessary recognition by the Institution under which they operate to offer M.Phil/Ph.D. programme. 10.3 Colleges with adequate facilities for research as mentioned below alone shall offer M.Phil./Ph. D. programmes:

10.3.1 In case of science and technology disciplines, exclusive research laboratories with sophisticated equipment as specified by the Institution concerned with provision for adequate space per research scholar along with computer facilities and essential software, and uninterrupted power and water supply;

10.3.2 Earmarked library resources including latest books, Indian and International journals, ejournals, extended working hours for all disciplines, adequate space for research scholars in the Department/ library for reading, writing and storing study and research materials;

10.3.3 Colleges may also access the required facilities of the neighbouring Institutions/Colleges, or of those Institutions/Colleges/R&D laboratories/Organizations which have the required facilities.

11. TREATMENT OF PH.D / M.PHIL. THROUGH DISTANCE MODE/PART-TIME

11.1 Notwithstanding anything contained in these Regulations or any other Rule or Regulation, for the time being in force, no University; Institution, Deemed to be a University and College shall conduct M.Phil. and Ph.D. Programmes through distance education mode.

11.2 Part-time Ph.D will be allowed provided all the conditions mentioned in the extant Ph.D Regulations are met.

12 AWARD OF M.Phil./Ph.D. DEGREES PRIOR TO NOTIFICATION OF THESE REGULATIONS, OR DEGREES AWARDED BY FOREIGN UNIVERSITIES

12.1 Award of degrees to candidates registered for the M.Phil./Ph.D. programme on or after July 11, 2009 till the date of Notification of these Regulations shall be governed by the provisions of the UGC (Minimum Standards and procedure for Awards of M.Phil/Ph.D Degree) Regulation, 2009.

12.2 If the M.Phil./Ph.D. degree is awarded by a Foreign University, the Indian Institution considering such a degree shall refer the issue to a Standing Committee constituted by the concerned institution for the purpose of determining the equivalence of the degree awarded by the foreign University.

13 DEPOSITORY WITH INFLIBNET

13.1 Following the successful completion of the evaluation process and before the announcement of the award of the M.Phil./Ph.D. degree(s), the Institution concerned shall submit an electronic copy of the M.Phil. dissertation /Ph. D. thesis to the INFLIBNET, for hosting the same so as to make it accessible to all Institutions/Colleges.

13.2 Prior to the actual award of the degree, the degree-awarding Institution shall issue a provisional Certificate to the effect that the Degree has been awarded in accordance with the provisions of these UGC Regulations, 2016.

Prof. JASPAL S. SANDHU, Secy.
[ADVT.-III/4/Exty./143(113)]

RESEARCH ASSESSMENT AND ADVISORY (RAA)

Research assessment and advisory (RAA) is constituted to provide support to research scholars to improve the quality of research by giving better suggestions, motivating, and redressal the grievances of scholars. The RAA meeting conducted in every two months to evaluate and promote the research.

5.1 Concept

The idea for constituting RAA is based on the concept that being as an external committee RAA will work unbiased and evaluate as a third party which will put Suresh Gyan Vihar University at a higher place.

5.2 Objective

Research Assessment and Advisory is the committee of experts outside the Suresh Gyan Vihar University. It comprises of experts from the field to evaluate research scholars and faculty to provide better suggestions and promote Research and Development in the University.

5.3 Mission

The mission of RAA is as:

1. To evaluate and promote Research and Development in the university.
2. To help the Research scholars and faculty to make aware about current research scenario.
3. To look into the research progress of research scholars/faculty every year and try to provide them valuable suggestions for quality research.
4. To evaluate research and Development going on in the university by continue monitoring of the published papers, patents, conference/ seminar/ workshop attended by the research scholars and faculty.
5. To evaluate the translational as well as patentable Research.
6. To provide support system to research scholars/faculty members.
7. To ensure timely processing /redressal of grievances of research scholars.
8. To update latest opportunities for scholars.
9. To provide collaborative Research opportunities.

5.4 COMMITTEE MEMBERS:

Faculty Research Evaluation Committee: Two external members outside the SGVU for each School / Department (nominated by the President of the University), Dean Research, Dean of Faculty, Principals & HOD of respected school and department will constitute the Committee. Dean (Research) will be the convener of the committee.

Research Scholars Evaluation Committee: Two external members outside the Suresh Gyan Vihar University (nominated by the President of the University), Dean Research, Deans / Principals, HODs and supervisor(s) will be ex-officio members of the committee. Dean (Research) will be the convener of the committee.

5.5 WORK FUNCTION

The RAA has been constituted based on the aim that the committee will interact with each and every Research Scholar and faculty every year. Since it is not possible to interact with so many students and faculty simultaneously, thus the committee will interact with 25-30 Research Scholars and one department faculty every month by organizing a general body meeting so that every person will have a chance to get interaction with the committee in a year. The committee will try to reach every person and will monitor progress of the Research Scholars related with research and development. The committee will then have an interaction with Head of the Department and let them know the issues going on in the Research and Development. After interactions with the Research Scholars and HODs, RAA will send a confidential letter to the higher authority of the University, briefly stating the progress and quality of research work of the concerned scholars along with their expert suggestions.

SUPERVISOR'S GUIDANCE TO RESEARCH SCHOLARS

Dr. Gaurav Gupta

School of Pharmacy, Suresh GyanVihar University, Jagatpura,

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There are many survival guides for doctoral students but less guidance on how doctoral candidates are supervised.

Supervision gives you the chance to share the wealth of experience and everything you have experienced on your doctoral career. Nonetheless, each new student must start at ground zero to develop a common understanding of the appearance of good practice. A good first step is for you both to compose an essential piece of paper before exchanging notes and deciding to read them. A simple exercise helps you to demonstrate how to analyze each author or author's team in their papers for their important ideas, conclusions, shortcomings and contributions. This is done in the form of a collaborative example, which will allow you to establish a certain tone in the months and years to come.

It is so important to be able to know the level of complexity and practicality of noting when you approach the basic task of dealing with literature. Below are few steps for assisting new supervisors to supervise PhD students:

1. First of all as a supervisor he/she has to arrange a time schedule for his/her PhD student from their busy work period in university.
2. Supervisor has to discuss with student and arrange a meeting time schedule 4-5 times in a month.
3. In first meeting with student supervisor has to do a formal discussion with student and try to understand about his/her student capability or is he or she is ready for doing a PhD.
4. Supervisor has to discuss with PhD candidate about his/her topic of interest, post graduate research experience or any other previous research experience along with previous publication. This will help supervisor to understand PhD candidate knowledge.
5. Supervisor also has to discuss about his/her expertise to student so he/she can also get an idea from supervisor to decide their research topic.
6. Once supervisor and student both will agree on some particular topic then go for the literature review. Supervisor should guide student to prepare a Meta-analysis review or systemic review on a particular topic on which he/she going to do a PhD.
7. Supervisor should give an around six months of time to student for preparing a review. This will help student to understand a topic of research and also helping to get information on all previous research done on that topic.
8. For reviewing a previous literature supervisor has to arrange a workshop for student and teach them how to search a literature, what are the various search engines, how to access a paid paper free of cost or other related things. This will help the students to find correct literatures.
9. After preparing a literature review in the form of meta-analysis or systemic review, train your student to publish it in a SCI or SCOPUS indexed journals. Like that student will get a confidence on their research topic and also get a first publication for their PhD.
10. After getting an approval of research topic from research committee, supervisor should divide a time for whole PhD activity in 3 years.
11. Discuss a methodology of research project with student.
12. Guide them to collect previous published paper as much as possible (around 50) on related to their research topic.

13. Then again discuss a methodology and finalize it with the help of previous literatures.
14. After finalizing a methodology part. Start discussing about materials such as chemicals, glassware's, animals etc. Inform student to collect quotations from different chemical suppliers and finalize a deal.
15. At a same time arrange a workshop for the student for using a various software's such as Graph pad prism (statistical software), Mendley (reference formatting software) etc.
16. Once student start working in laboratory, inform them to send pictures during working in a laboratory as a proof. Tell them to send you day to day lab reports daily. Also try to visit their working place at least once in a week.
17. Once students experiment completed then start using a statistical analysis with the help of various tests and software.
18. Then guide them for attending a various national and international workshops and seminars related to their research topics and tell them to presenting their research work as a poster or oral presentation. This type of activity helps to create a confidence in students and also help them to get different comments from different researchers.
19. After getting a final research data, inform student to refer a various research articles for learning a format of articles and start preparing their research paper along with writing their dissertation.
20. Ask students to search at least 10 journals which publishes a research papers related their topics. Journal should be SCI and SCOPUS indexed and has an impact factor as per Thomson Reuters.
21. Give training to student to differentiate between genuine journals and pediatric journals.
22. Then supervisor and student discuss and finalize best suitable journals. Start communicating a manuscript in a journal. While communicating a manuscript in a journal teach student about various types of papers and how to communicate it in journals.
23. Plan in such a way that paper should be published when student completing writing section of thesis.
24. Once student paper publish in journal and thesis will completed then supervisor can encourage student to apply for the post-doctoral fellowship in various universities.

HOUSE OF WISDOM (UNIVERSITY CENTRAL LIBRARY)
(Glimpses of "House of Wisdom" University Central Library at Suresh Gyan Vihar University)

Anish Mohammad

Deputy Librarian

House of Wisdom, University Central Library
 Suresh Gyan Vihar University Jaipur Rajasthan

7.1 INTRODUCTION

Today we are living in the age of electronic era. Users are not satisfied with the traditional libraries. They always in search of new knowledge in short span of a time. Due to globalization every aspect of human life is advanced and emergence of ICT and its application in generation, communication, and access of information became easy. A large amount of information is being generated every moment through print and electronic media. Modern libraries have evolved from paper based storehouse of books and journals in to distributed networks of digitized information and knowledge, known as information resource centre .Internet ,web resources provides variety of information sources which are commercial and non – commercial bases including bibliographic and full text databases, electronic journals, electronics books, library catalogues, graphic database, OPAC's & WebOPAC, multimedia, email etc. The structure and nature of library and library profession lay multimodal role to satisfy the different approaches of the users.

The House of Wisdom (Arabic *Bayt al-Hikmah*) refers either to a major Abbasid public academy and intellectual center in Baghdad or to a large private library belonging to the Abbasid Caliphs during the Islamic Golden Age.

So, the title to University central library is the 'House of Wisdom'.

7.2 VISION

Suresh Gyan Vihar University believes that library is the life of any academic institution and it is the main source of transformation and transmission of information to the society.

Because Universities and libraries both are aimed to enrich the knowledge level of societies and working for the making, therefore, the vision of the library is same as the vision of the university.

7.3 MISSION

The mission of the Central Library is to Collect and compile new knowledge through acquisition, organization and dissemination of knowledge resources and providing value added services to the community of the university as well as to the society.

7.4 UNIQUE FEATURES

Building architecture 'University Library' is an example of one of the unmatched architecture at international level. A beautiful designed' reception area', where our library staff is always ready to helps bibliophiles in searching information for users. Unique Collection Development & Management 'Rare to Rare & Latest to Latest collection available at the time 'Right User, Right Time and Right way'. Users & Books are the treasure of the society, therefore, whole library is monitored by 'Surveillance System 'with the use of 32 cameras placed at different locations of the library. Beautifully designed "BODHSHALA' (Reading Rooms) inaugurated by Padamvi bhushan Hon'ble Dr. R. A . Mashelkar on Oct 8th

2016. Two IT enabled BODHSHALAS are available at each floor where reader can easily search book or study material (Printed & Non – Printed) of his own choice through computing technologies and internet. 50 readers can sit together at a time in each BODHSHALA. Separate section for 'Gifted, Donated, Rare, Literature, Braille books & Literature also. Escalator facility available for physically challenged readers for all floors. Ramp is available to reach the library. Lift facility is available for all floors. Library Management System and Collection Arrangement from KOHA 17.5 & DDC 23rd edition.

7.5 INFRASTRUCTURE

The build-up area of house of wisdom is 1.5 Lac. Sq. Feet which is more than sufficient to establish separate academic institutions. All floors designed systematically.

FLOOR PLAN FOR USERS

S. No	Floor	Known As	Collection / Facilities available
1.	First Floor	House of Wisdom (Main Block Section)	1. Branch wise arrangements of books (according to DDC Ed 22) for Computer Science , Philosophy, Psychology, Social Science, Education, Applied Sciences ,Mechanical – Electrical – Electrical Communication Engg. Etc.
			2. Circulation Counter (Issue & Return Books) & Reading Zone.
			3. Literature Section "Hindi & English" & Rare to rare books Section.
			4. Competitive Exams resources Sections ' Union & State level"
2.	Second Floor	Main Block Section	1. As same for Civil , Agriculture, HMCT , ISBM, History & Geography Books Sections etc.
			2. Reading Zones
			3. Reference Books Section
			4. Research Section.
			5. Braliev Books for Physically Challenged Patrons.
			6. Book Bank section.
			7. Periodical Section.
			8. Distance Education Resources.

7.6 LIBRARY PATRONS

The patrons of the library are full time students who are currently enrolled in the academic and technical programs of the university, the faculty, the administrators, and the staff. Limited access is granted to members of the community as long as it does not conflict with the needs of the primary patrons.

7.7 CIRCULATION SECTION POLICIES

1. Library Card / Membership Policy: Every User gets Master ID card from Admission cell .after every user gets library membership form (Online Mode) library and submitted .When borrowers submitted his / her library membership form, Library staff activated membership in library software. After that borrowers take books from library.
2. Material loan limits and loan periods:

S No	Category	Get resources	Loan / Time Period
1	Teaching Staffs	6 Books	28 days
2.	Non Teaching Staffs	6 Books	28 days
3.	UG / PG	6 Books	14 days
4.	Research Scholar	6 Books	14 Days

3. Inter Library Loan Policies: Inter Library Loan is a facility which supplements the library's own stock by obtaining material which is not available in the SGVU Library for teachers, research scholars and students. Members of the library may request the requisite books on Inter Library Loan from DELNET,N - LIST & other subscribed by National Knowledge Network.

7.8 FACILITIES PROVIDED

- Open Access resources 'Stack area',
- Separate Reding Hall with Dynamic architectures',
- OPAC through World Wide Web (WebOPAC)
- Membership through Online mode,
- Check In & Check out by KOHA 17.5
- Mineral Water Facilities ,
- Free WIFI Zone,

7.9 SUBSCRIBED AGENCIES THROUGH NKN (NATIONAL KNOWLEDGE NETWORK)

- DELNET – Developing Library Network 'South Asia Library Network,
- N-LIST 'National Library Information Service Infrastructure for Scholarly content,
- World eBook Library 'World Wide web based with remote access by single window based and subject gateways also,
- ProQuest Ebook Central,
- World Research Library,
- Bestbookbuddies 'Social Network plant from" for Patrons
- WebOPAC (Online Public Access Catalogue) through KOHA 17.5 version
- National Digital Library of India & e Granthalaya (National Informatics Centre'NIC 'M/o HRD,GOI),
- National Mission of Libraries through Library Legislation of India 'Central & States'.

7.10 LIBRARY SERVICES

- CAS 'Current Awareness Service'
- SDI 'Selective dissemination Information',
- Digital Library Services
- Interlibrary Loan Service
- Library Reference Service
- Sources of Information
- Audio Visual Materials
- Sources of Information
- Reprographic Service
- Library Collection Development in Digital World
- Information Technology and Library
- Digital Archives
- Subject Gateways
- Knowledge Management

7.11 LIBRARY OPAC (ONLINE PUBLIC ACCESS CATALOGUE) SEARCH VIA KOHA INTEGRATED LIBRARY SOFTWARE

OPAC (Online Public Access Catalogue) is helpful in locating to resources in the library and user can easily serach resources by Title, Author, ISBN, Subject and others keywords by OPAC.

House of Wisdom has been using KOHA ILS 17.5 version since 2016. User can gather details on current library collection, books status, as well as send inter library loan requisition to House of Wisdom by email.

For Accessing of OPAC Click on following link....

www.Sgvu.bestbookbuddies.com

For send inter library loan requisition on following email mentioned below :

houseofwisdom@mygyanvihar.com

pramod.singh@mygyanvihar.com

7.12 LIBRARY RESOURCES FOR PATRONS

7.12.1 DELNET (Developing Library Network): House of Wisdom is the member of DELNET since 2006. So, all members can easily access and download research papers from OPEN ACCESS JOURNALS by using SGVU membership ID and Password.

Web link : www.delnet.in

Click on the: New Discovery Portal,

USER ID – rjsgvu

Password – sgvu2029

DELNET has been actively engaged with the compilation of various Union Catalogues of the resources available in member- libraries. It has already **created the Union Catalogue of Books, Union List of Current Periodicals, Union Catalogue of Periodicals, CD-ROM Database, Database of Indian Specialists, Database of Periodical Articles, Union List of Video Recordings, Urdu Manuscripts' Database, Database of Theses and Dissertations etc.**

7.12.2 SEARCH THE DELNET THROUGH

Digital Library Resources

- 1.1. Full-text Digital Library Resources : E Books,
- 1.2. Theses,
- 1.3. E-Journals (Full Text),
- 1.4. Other Online Databases
- 1.5. You are accessing union catalog of Books, Journals etc.

INTER LIBRARY LOAN (ILL)

Any Institution/Library interested in using DELNET resources for borrowing books from libraries, getting photocopies of articles and for research and reference, and willing to contribute records of its library holdings for resource sharing purposes among institutional members of DELNET can join as an institutional member of DELNET.

1. Photocopying/Courier/Postal Charges

2. ILL Online (for members in Delhi).Rs. 2 Per Page towards photocopying charges and courier/postal charges for books procured from outside Delhi will be extra.

3. ILL Online (for members outside Delhi)Rs. 2 Per Page towards photocopying charges and courier charges will be extra .

7.13 NATIONAL LIBRARY AND INFORMATION SERVICES INFRASTRUCTURE FOR SCHOLARLY CONTENT (N-LIST)

The Project entitled "National Library and Information Services Infrastructure for Scholarly Content (N-LIST)"The N-LIST project provides access to e-resources to

students, researchers and faculty from colleges and other beneficiary institutions through server(s) installed at the INFLIBNET Centre.

Hyperlink –

<http://nlist.inflibnet.ac.in>

User ID – Gyanvihar Email ID

Password - Provided by NLIST TEAM

7.13.1 E-Resources@N-LIST

- E-Books : Cambridge Books Online
- E-brary
- EBSCO Host-Net Library
- Hindustan Book Agency
- Institute of South East Asian Studies(ISEAS) Books
- Oxford Scholarship
- Springer eBooks
- Sage Publication eBooks
- Taylor Francis eBooks
- Mylibrary-McGraw Hill
- World -ebooks Library
- South Asia Archive (though NDL)

7.13.2 E-Journals (Full text)

- American Institute of Physics
- Annual Reviews
- Economic and Political Weekly (EPW)
- Indian Journals
- Institute of Physics
- JSTOR
- Oxford University Press
- Royal Society of Chemistry
- H. W. Wilson
- Cambridge University Press

7.14 WORLD EBOOK LIBRARY

The World Library Foundation is the world's largest collection of Books and Articles in electronic format. Access to the complete holdings of the World Library Foundation is open to the general public for personal use.

Click on hyperlink:

<http://community.worldbooklibrary.org/Home?&AffiliateKey=NDL-RE1914>

7.14.1 World Library Foundation Branches and Portals

- World Library Foundation
- World eBook Library
- School eBook Library
- World Heritage Encyclopedia
- World Journals
- Self Publishing
- Photography Library
- Comic Book Library
- Noah's Archive

7.15 PDF DRIVE

PDF Drive is your search engine for PDF files. eBooks for you to download for free. No annoying ads, no download limits, enjoy it and don't forget to bookmark and share the love!

Hyperlink link

<https://www.pdfdrive.com/search?q=>

7.16 WORLD RESEARCH LIBRARY

World Research Library "was founded in 1978 and provides a physical repository for books, periodicals and research papers relating to globalization and its principal proponents.

<http://worldresearchlibrary.org/>

7.17 DOAJ (DIRECTORY OF OPEN ACCESS JOURNALS)

DOAJ is a community -curretted online directory that indexes and provides access to high quality, open access, peer-reviewed journals. DOAJ is independent.

Click on hyperlink:

<http://164.100.247.17/index.html>

7.18 UGC INFONET

UGC Infonet open access is a publication model wherein neither a reader nor the reader's institution are charged for access to articles or other resources .Users are free to read, download, copy ,distribute, print, search, or , link to the full texts of these articles.

- Open Access E Resources @ UGC – Infonet Digital Library Consortium,
- E-Shodhsindhu,
- E-Resources
- Click on Hyperlink -----

<http://www.inflibnet.ac.in/ess/eresources.php>

7.19 INLIBNET

INFLIBNET is involved in modernizing university libraries in India using the state – of –art teachnologies for the optimum utilization of information. INFLIBNET is set out to be a major player in promoting scholarly communication among academicians and researchers in India.

- **OPEN ACCESS INITIATIVES**
 1. OJAS,
 2. INFOPORT ,
 3. IR,
 4. SHODHGANGA,
 5. SHODHGANGOTRI,
 6. INDCAT,
 7. E-PG PATHSHALA,
 8. IRINS
 9. VIDWAN DATABASE,
 10. VIDHYA MITRA,
 11. ICSSR DATA SERVICE,
 12. RESEARCH PROJECT DATABASE,
 13. PROJECT & CONSULATIOIES.

FOR MORE INFOMRATION CLICK on HYPERLINK ,

<http://www.inflibnet.ac.in/activites/>

7.20 ERNET

ERNET India is the National research and education network dedicated to support the needs of the research and education community within the country. It operates ERNET network – a pan- India terrestrial and satellite network with 5 points of presence at premier research and academic institutions.

Click on more information following Hyperlink,

<https://www.ernet.in>

7.21 House of Wisdom in FUTURE

One of the great achievements of 21st century is availability on online knowledge through internet. The changing opportunities know the doors step of the end user worth minimum cost and time.

RESEARCH PROPOSAL

Prof. (Dr.) Mukesh Kr Gupta¹, Dr. Manit Sharma²

¹Associate Dean (Research), Suresh Gyan Vihar University

²Dy. Registrar (Research), Suresh Gyan Vihar University

A sound research proposal proves to be an instrument to convince others about the worth, organized executive plan and timely accomplishment of the project. The research proposal is prepared in order to get funding for a project. The dissertation plan is also a research proposal prepared by a student/scholar. A perfect research proposal should be loaded with complete relevant information about research process including all the key points in view of its evaluation by experts.

The research proposal should have the characteristics features to address the following as to:

- **What** the researcher want to investigate through which research plan will be undertaken to accomplish the research work?
- **Why** is it important to be taken up as research problem and its worth?
- **How** the research is carry out this research.

A research proposal should have following qualities:

- Free from bias or leanings
- Statistical precision of hypothesis
- Relevance to convince the reader that the project is interesting, original and important.
- Excellent Context displaying familiarities of the researcher with current status of research on the corresponding topic/field.
- Right approach to decide the methodology with careful thought pertaining to data, tools and procedures needed for conduction of the research
- Feasibility of the project in relation to availability of required resources be it manpower and financial resources

Need for good research proposal:

The perfectness of research proposal is imperative because ...

- To get funds from competent source the perfectness of a research proposal is absolutely essential
- The formulation and planning of project solely depend on research proposal followed by its execution and monitoring
- The research proposal will be evaluated on the basis on quality of research project
- A poorly prepared research proposal may not be considered at all.

The format and required elements of a research proposal depend upon the type of research taken up and proposed along with specific demand of corresponding funding agencies. The fundamental essential components of a research proposal are as below:

- Title Page
- Selection & Definition of Research Problem

- Abstract
- Introduction
- Review of Relevant Literature
- Research Design & Methodology
- Research Schedule
- Result
- Discussion
- Conclusion
- Summary
- References
- Budget
- List of Publications
- Self Signed CV
-

8.1 TITLE PAGE

The proposal usually has a title page including Like your dissertation or thesis, the proposal will usually have a title page that includes:

- The proposed title of the project
- Logo of the Institute
- Name of Researcher
- Supervisor's name
- Name of department and institution

Subject to applicability of suitable formatting requirements specific to the concerned department/institute/university/ funding body.

The title of a research proposal should be concise, informative and catchy able to draw attention and interest of a reader leading to favorable pre-disposition of the proposal.

8.2 SELECTION AND DEFINITION OF RESEARCH PROBLEM

- a. Nature of study
- b. Object of Study
- c. Temporal Context
- d. Dimension
- e. Sources of primary and secondary data
- f. Techniques of data collection

8.3 ABSTRACT

The research proposal is presented with its well woven precise and concise abstract with brevity working as a curtain raiser to the research project

8.4 INTRODUCTION

Introduction is the initial launch pad of project succinctly explaining what and why of the research project. The introduction provides the corresponding background or context for the research problem with a specific focus on the problem be followed by the rational and justification of the proposed study.

The introduction generally covers the following elements

- Introduce the topic

- The research problem with research questions(s), which is also often referred as the purpose of the study.
- Background and context of the problem
- Identified objectives be it general or specific.
- Rationale and worth of the study.
- Description of major and minor issues to be addressed by the research in hand.
- Key variables classified as dependent and independent.
- Statement of hypothesis, if any.
- Taking care of the limitations or boundaries of the proposed research in order to provide a clear focus.
- Importance of the research.

The important aspects to be included in the introduction are:

- Who has an interest in this research topic (e.g. scientists, practitioners, policymakers, particular members of society, group of people etc)?
- How much is already known about this problem?
- What is missing from current knowledge?
- What new insights will be contributed in this research?

The statement of problem provides a clear and concise description of the issues, needed to be addressed with specific reference to the problem by this research area.

8.4.1 Objectives:

Objectives are framed in consonance with the pre-decided goals to be achieved through the proposed research along with the benefits and impact of the research.

- Objectives should be stated clearly and concisely
- Objectives must be measurable and feasible

8.5 REVIEW OF RELEVANT LITERATURE

The literature review provides a summary of previous related research on the proposed research problem. It should be brief, and point out relevant related research that had been or is being conducted including references thereof. It's important to show that you're familiar with the most important research on your topic. A strong literature review is important to demonstrate the familiarity of research with the current status of research and to convince the reader that the project has a solid foundation pertaining to knowledge. It also shows the right path and forbids the researcher from repeating what other people have already done or said. It is aimed to demonstrate exactly in this section how the project will contribute to conversations in the field, especially on:

- The prevalence or incidence of disease or health problem
- The current status of selected research topic
- A critical description of strength and weakness, various approaches and a justification of the research
- What is known/what have been done by others?
- Why the research is still necessary?
- What are the main theories, methods, debates and controversies?
- Demonstrate the research work in hand will be a benefit example of work.

The literature review serves several important functions:

- Area of specialization
- Concept of interpretations

- Special terminologies
- Research gaps
- Helps to provide credits to those who have laid the groundwork for the proposed research.
- Demonstrates the knowledge of the proposed research problem.
- Demonstrates the understanding of the theoretical and research issues related to research question.
- Shows the ability to critically evaluate relevant literature information.
- Indicates the ability to integrate and synthesize the existing literature.
- Provides new theoretical insights or develops a new model as the conceptual framework for your research.
- Convinces the reader that the proposed research will make a significant and substantial contribution to the literature (i.e., resolving an important theoretical issue or filling a major gap in the literature).

8.6 RESEARCH DESIGN AND METHODOLOGY

The Methodology section is very important because it tells the concerned Research Committee how it is planned to tackle the research problem. It will provide the work plan and describe the activities imperative for the completion of project.

Research methodology defines the research methods and logic steps including what to do and how to solve the problem and achieve the proposed objectives? Which research methods (e.g. survey, modeling, case study ...) will be used?

Following the literature review, the main objectives are restated, bringing the focus back to the project. The research design or methodology section should describe the overall approach and practical steps will be taken to answer the research questions.

The following points will be helpful to design research methodology

8.6.1 Research Type

- Whether it is qualitative or quantitative research?
- Whether only primary or secondary data will be used or a combination of both.
- Whether the research design is descriptive, correlational, experimental or analytical.

For **quantitative** studies of research, the methodology typically consists of the following sections:

- Study design -Is it a questionnaire study or a laboratory experiment? What kind of design has been chosen (descriptive, cross-sectional, case-control)?
- Selection of research location
- Subjects or participants - Who will take part in the study? What kind of sampling method / procedure used? decision on the basis of inclusion and exclusion criteria
- Sample size needed to calculate the sample size based on the type of the study. There are several formulae for sample size calculation.
- What kind of measuring instruments or questionnaires are to be used? Reason for choosing them, Are they valid and reliable?

- What is the plan to carry out the data collection? What activities are involved? How long does it take?
- Data analysis and interpretation includes plans for processing and coding data, computer software to be used (Eg. Statistical Package for Social Sciences / SPSS, EPI-INFO, etc), choice of statistical methods, confidence levels, significance levels etc. It is also convenient to provide dummy tables for the data to be analyzed from the study.
- It is necessary to submit the research proposal to the Ethical Committee at the workplace, and where it is planned to be conducted. Through an application Approval Form, together with the research proposal, patient information sheet, patient consent form, etc. Special ethical considerations are required. If there are invasive procedures for human subjects, or animal use, specific ethical considerations are required.

8.6.2 Sources

- Criterion for selection of subjects or sources (e.g. random sampling, case studies)?
- Schedule and place of collection of data.

8.6.3 Research Methods

- What tools and procedures will be used (e.g. surveys, interviews, observations, experiments) to collect and analyze data?
- Why are these best methods to answer the research questions?

8.6.4 Practicalities

- Time needed to collect the data?
- The ways and means to gain access to participants or sources?
- Foreseeing any potential obstacles, and how these will be addressed.

An argumentative description with reasoning should be presented to demonstrate the appropriateness, validity and reliability of the approach used to answer the research questions.

8.7 RESEARCH SCHEDULE

Planning for the research proposal should include the time frame and activity schedule for the proposed research.

The time frame should include time for:

- Purchasing and obtaining relevant consumables and facilities needed to conduct the study.
- analysis of data
- writing up of project report

The time needed for publication need not be included here.

The activity schedule is essential for effective monitoring of project. It must be listed the time frame for major activities including milestones. The effective way of designing the activity schedule is given below:

Research Time Schedule			
S. No	Research Steps	Activities	Date
1.	Research background and literature review	<ul style="list-style-type: none"> • Meeting with supervisor for initial discussion 	-----

Research Time Schedule			
S. No	Research Steps	Activities	Date
		<ul style="list-style-type: none"> • Conducting depth relevant literature review • Refining the research questions • Developing a theoretical framework 	
2.	Research design & planning	<ul style="list-style-type: none"> • Design questionnaires • Identifying online and offline channels for selecting participants • Finalizing sampling methods and data analyzing methods 	-----
3.	Data collection and preparation (Development of questionnaire)	<ul style="list-style-type: none"> • Selecting participants and send out questionnaires • Conduct semi-structured interviews with selected participants • Transcribe and code interviews and clean survey data 	-----
4.	Pre-testing & Data Analysis	<ul style="list-style-type: none"> • Statistically analyzing survey data • Conducting thematic analysis of interview transcripts • Drafting the results and discussion 	-----
5.	Report Writing	<ul style="list-style-type: none"> • Completing the draft of thesis • Meeting with supervisor to discuss feedback and revisions 	-----
6.	Submission of thesis	<ul style="list-style-type: none"> • Re-draft the thesis based on feedback • Getting supervisor approval for final draft of thesis • Proof reading • Printing, binding and submitting thesis 	-----

8.8 RESULT

The core findings of research established after deriving inferences from the observations brought about by applying methods for data collection, data feeding cleaning, tables, graphs generation etc.

The findings include:

- Data presented in tables, charts, graphs, and other figures (may be placed among research text or on a separate page)
- A contextual analysis of this data explaining its meaning in sentence form
- Report on data collection, recruitment, and/or participants
- Data that corresponds to the central research question(s)
- Secondary findings (secondary outcomes, subgroup analyses, etc.)

The researcher should state only utmost relevant results to the research questions placed in introduction section, even if the scope of the study is broad resulting in wide range of varied results.

As a matter of fact, it is imperative to follow the general rule of avoiding inclusion of any information which does not depict the findings or outcomes. Another very important aspect is that the researcher should aware of request mode by the journal

or advisor to include expiations and interpretations based on corresponding results and discussion.

8.8.1 Organization of results of research?

The results must be organized logically and clearly in consonance and accordance to the research questions, demonstrating the contribution of researcher in the form of new knowledge.

8.9 DISCUSSION

The discussion consists of in depth journey of researcher delving into the meaning, significance and relevance of the result of research focusing an explanation and evaluation of findings demonstrating its relation to the literature review and research questions with an argument in support of the overall conclusion. The discussion shows findings in agreement with existing knowledge along with new insights they contribute, and consequences they will have for theory or practice.

Inspite of various different ways to write the discussion one can focus the discussion around four key elements:

- Interpretations: what do the results mean?
- Implications: why do the results matter?
- Limitations: what can't the results tell us?
- Recommendations: what practical actions or scientific studies should follow?

Asking oneself the questions:

- Do the results agree with previous research? If so, what do they add to it?
- Are the findings very different from other studies? If so, why might this be?
- Do the results confirm or challenge existing theories?
- Are there any practical implications?

There is often overlap between the discussion and conclusion, and in some dissertations these two sections are included in a single chapter. Occasionally, the results and discussion may be combined into one chapter.

8.10 CONCLUSION

The conclusion is the very last part of the thesis or dissertation. Its main purposes are to:

- Present Clear statement the answer to the main research question
- Summarize and reflect on the research
- Make recommendations for future work on the topic
- Show what new knowledge you have contributed

The conclusion should be concise and engaging. Aim to leave the reader with a clear understanding of the main discovery or argument that your research has advanced.

8.11 SUMMARY OF THE KEY FINDINGS

The summary consists of the concise and precise description of research starting from stating the research problem upto major findings and clear statement of overall result directly addressing the main research question. The summery should not be of more than one paragraph, the statements in summery may be written as:

Examples:

- The results indicate that...
- The study demonstrates a correlation between...
- The analysis confirms...
- The data suggests that...

8.12 REFERENCES (BIBLIOGRAPHY)

The research proposal must include proper citations for every source that have been used with full publication details in the reference list. Free APA citation generator can be used to create the citations quickly and easily. In some cases, it becomes imperative to include a bibliography consisting of a list of all the sources consulted in preparing the proposal, even those which were not cited in the text, and also some other relevant sources that are planned to read with an aim to show full and wide range of literature in support of the research project.

All factual material corresponding to the finding must be accompanied by a reference to its source.

Some general guidelines pertaining to putting with relation to publications. The researcher should preferably focus on recent research papers and should avoid to include papers older than five years..

- The sequence and order of listing of primary literature references, patents, websites if any should be in concurrence with their occurrence in the text including those references also which are mentioned in figures, tables or boxes denoted by subscripts.
- The researcher should make available the Digital Object Identifiers (DOIs) for the articles being cited. The DOIs of an article can be found out by way of doing cut & paste the references into simple text query of cross Ref. (<http://-->)
- The researcher can cite those articles also that are submitted and accepted. The above mentioned particulars, forming the main part of reference section should be numbered accordingly.
- Due credit should be given to unpublished manuscripts for using information therefrom after getting written permission from the source, such source cannot be cited in reference list.
- The researcher communication may cite a personal communication subject to its availability from a public source. At the same time, the researcher has to include the nature and source of the cited indicating that the corresponding citation does not exist in the reference list.
- The information of source should be placed in parenthesis viz name of the person, date of communication etc.
- This description of usage of documents available to the researcher in a depository or an archive should be done in the same manner.
Researcher should cite the published form and avoid the papers presented in meetings etc.

8.13 BUDGET

Applying for research funding, one has to include a detailed account of budget showing component wise cost of the research project, including relevant items of the budget and in agreement to the guidelines of funding body. The estimation of proposed budget may fall under following heads:

- **Cost:** The money exactly needed for the project

- **Justification:** Necessity of required cost for completion of project
- **Source:** Method applied for calculation of amount for determination of budget perceived.
- **Travel costs:** Cost of visits to specific locations including time duration of stay, means of travel and purpose of visit.
- **Materials:** Getting access to any tools or technologies along with any training or installation in the realm of the same.
- **Assistance:** Expected cost needed for hiring and paying to the research assistants. Cost to be incurred upon outstanding any other tasks viz. transcription etc.
- **Time:** Time duration required to be spent on the project and time needed to proceed on leave from regular duties.

8.14 LIST OF PUBLICATIONS

8.15 DETAILS OF RESEARCH TEAM (SIGNED CV)

GUIDELINES FOR RESEARCH PAPER PREPARATION & PUBLISHING

Shruti Kanga

Centre for Climate Change & Water Research, Suresh Gyan Vihar University, Jaipur

A good research document answers a selected research question. The research question - or studying the target or main research hypothesis - is that the central ordering principle of the article. Everything associated with the research question belongs paper; not the remainder. This will be clear when the paper reports a few well-planned scientific research. However, applied areas like quality improvement, some articles are written on the idea of projects administered for operational reasons and not for the first purpose of production new acquaintance.

9.1 RESEARCH QUESTION

What is a good research question? The main features are: (i) specificity; (ii) originality or novelty; and (iii) general relevance to a large scientific community. The research question should be specific and not just identify a general area of research. Research does not necessarily have to be completely innovative, but it must be useful to expand prior knowledge or to refute existing knowledge. Finally, the question should be of interest to those who work in the same scientific field. The latter requirement is more difficult for those working in applied sciences than for basic scientists. While it is safe to assume that the human genome is the same worldwide, the wider relevance of the results of a local quality improvement project requires careful consideration and argumentation.

9.2 PAPER STRUCTURE

Once the research question is clearly defined, writing the article becomes significantly easier. The newspaper asks the question then answers it. The key to successful scientific writing is to properly structure the document. The basic structure of a typical research paper is the order of introduction, the methods, the results and the discussion. Each section has a different purpose. The authors explain: (i) the problem they have in mind - in other words, the question of applied research; (ii) what they have done to answer the question in the Methods section; (iii) what they observed within the Results section; and (iv) what they think the results mean within the discussion. Each basic section, in turn, covers different topics and can be divided into subsections. Authors must explain the reason and context of the research. What is the research question and why is it important to ask yourself? Although it is not necessary or desirable to provide a comprehensive overview of the introductory literature, it is helpful to place the study in a broader area of research. The research question should always be formulated and not left to the reader to guess.

The methods section should inform readers in sufficient detail about the study methods in order to reproduce the study if desired. This section should therefore be specific, concrete, technical and reasonably detailed. The research framework, the sampling strategy used, the tools, the data collection methods and the analysis strategies must be described. In the case of qualitative research studies, it is also

helpful to tell the reader which research tradition to use and, increasingly, the choice of methodological strategies for the research objectives. The results section is generally quite simple and factual. All results related to the research question must be detailed, including certain figures and percentages. Resist the temptation to demonstrate the analytical capacity and richness of the dataset in the many tables with non-essential results. The discussion section offers the most freedom. That is why discussion is the most difficult to write and often the weakest part of a document. Some magazine publishers have proposed structured discussion sections. While strict adherence to these rules is not necessary, following a plan as suggested in the novice writer can help keep you on track. References should be used wisely. Reference should be made to the main statements, as well as to the methods and tools used. However, unless the document is a full assessment of a topic, it may not be complete. It should also avoid references to unpublished works, gray literature documents (technical reports) or sources that the reader can hardly understand.

9.3 TYPICAL STRUCTURE OF A RESEARCH DOCUMENT

9.3.1 Introduction

- Explain why the problem you are tackling is important
- Indicate what is lacking in the current knowledge
- Indicate the objectives of your study or research question

9.3.2 The Methods

- Describe the context and context of the study
- Specify the study plan
- Describe the "population" (patients, doctors, hospitals, etc.)
- Describe the sampling strategy
- Describe the intervention (if applicable)
- Identify the main study variables
- Describe the tools and procedures for data collection
- Describe the analysis methods

9.3.3 Results

- Data collection and recruitment report (response price, etc.)
- Describe the participants (demographics, clinical condition, etc.)
- Present the main conclusions regarding central research questions
- Present secondary results (secondary results, subgroup analyzes, etc.)

9.3.4 Discussion

- Provide the main conclusions of the study
- Discuss the main results of previous research
- Discuss the policy and the practical implications of the results
- Analyze research strengths and weaknesses
- Provide prospects for future work

9.4 COMMON MISTAKES IDENTIFIED IN SUBMITTED MANUSCRIPTS

- Research question is not specified
- The stated purpose of the document is tautological
- The document structure is chaotic (for example, the methods are those described in the Results section)
- Manuscripts do not follow authors' review instructions
- The document is written in poor English
- The paper significantly exceeds the maximum number of words allowed
- The same results appear in the table and text
- The introduction is an in-depth overview of the literature
- Methods, interventions and instruments are not described in sufficient detail
- Results are reported selectively
- Detailed tables are provided for results that are not the main research question
- The main arguments of the introduction and discussion are not supported by suitable references
- References are outdated or unavailable for most readers
- Discussion does not produce a research response
- The discussion overestimates the implications of the results and does not recognize the limitations of the survey.

Avoid involuntary plagiarism and a lack of quotes. Finally, use the quotes often enough to your advantage to avoid plagiarism. The bottom line: If it's not your original idea, give credit where it should go. When using direct quotes, please quote not only the quote number, but also the page where the quote was found. All quotes must be represented in the text by an exponent number followed by punctuation marks. It is the responsibility of the authors to ensure that all references are quoted in their entirety in a specific location. Follow the citation instructions carefully and make sure that all references from your reference list are cited in the document and that all citations from the document are properly reflected in the reference list.

9.5 CONCLUSIONS

Writing for publication can be a difficult but satisfying undertaking. The ability to assess, link, and link evidence and provide a distributed, peer-reviewed product of your research may be helpful. Some suggestions have been made in this commentary that may help the beginner or the developing writer to try, refine and perfect their approach to scientific writing.

9.6 REFERENCES

- [1] Jeremy Short. The Art of Writing a Review Article. *Journal of Management*. 2009; 35:1312
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INSTRUCTIONS TO CHECK A JOURNAL INDEXED
(Step by Step Instructions to check a Journal Indexed in an Indexing Database)
Suraj Kumar Singh

Centre for Sustainable Development, Suresh Gyan Vihar University, Jaipur

10.1 INTRODUCTION

Scientific research is defined as relentless and progressive scientific progress published in scientific journals. This saying "publish or perish" is increasingly applied to the medical culture and also the publication of his work has recently become critical for career development. In fact, increasing competition for publishing has led to the event of bibliographic research parameters that determine a journal's academic reputation and a researcher's production. Academic publishing, however, is influenced by a tripod of interdependent factors: authors want to publish more, readers are overwhelmed with research and need to read less, and publishers are primarily fascinated by improving the readership and profile of their journal through the scientific impact. Potential writers have to bear in mind of those opposing forces to succeed.

Indexing allows the journal to acknowledge its authenticity in terms of the originality of the content, likewise because the editorial board and real publisher. There are several indexing agencies although few are very elite like SCI, SCI-E, PubMed, Scopus etc. we are able to choose the journal supported our priority and its impact on scientific society. Indexing a journal is taken into account to reflect its quality. Indexed journals are considered to be of higher scientific quality than non-indexed journals. After checking of indexing you want to submit your research article to a journal and you want to select the target journal for your research area, therefore the journal must be indexed in one among the key abstract indexing databases like Scopus, SCI, SCI-E or PubMed.

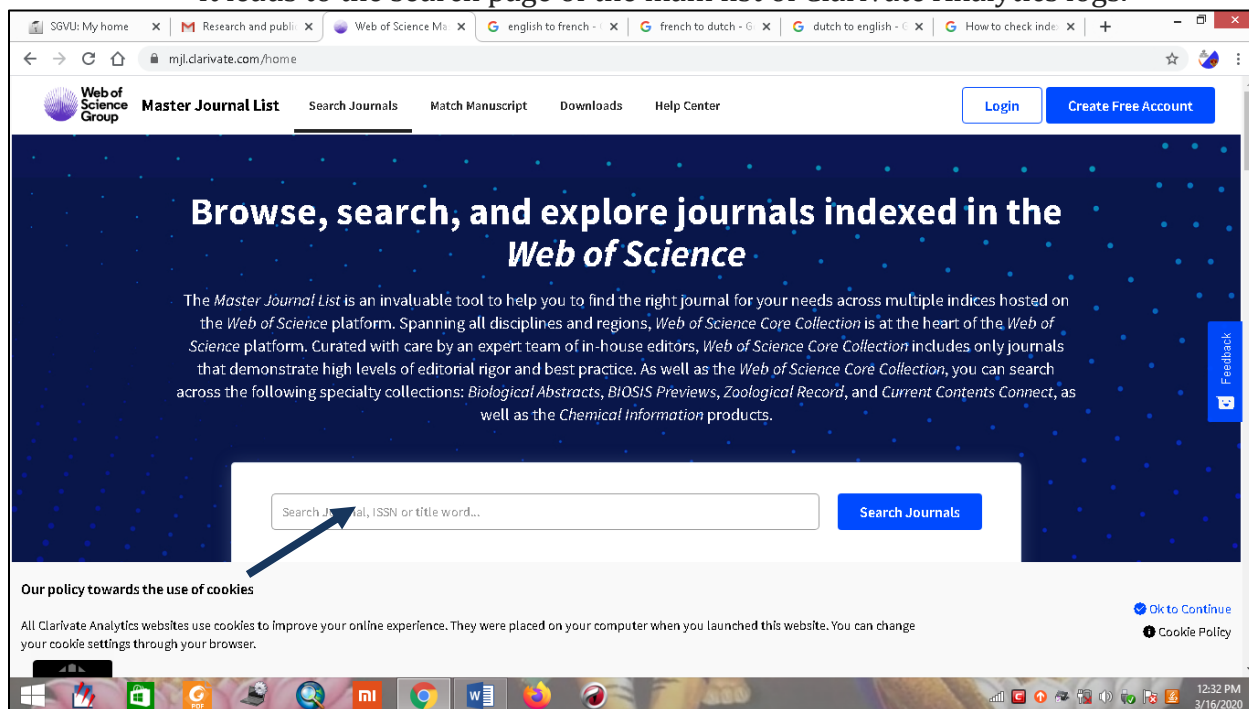
10.2 WOS INDEXED

As researchers, we strive for high-quality research that helps science progress. We formulate what we think are unique hypotheses, base our work on solid data and use an appropriate research methodology. As we write our results, we strive to provide theoretical insight and to share the theoretical and practical implications of our work. We then submit our manuscript for publication in a peer-reviewed journal. Writing for academic journals is a very competitive activity and it is important to understand that there can be many reasons for rejection. In addition, the peer review process for magazines is an essential part of the publication, as no writer has been able to identify and fix all potential manuscript problems. A proactive approach and attitude reduces the chance of rejection and disappointment. In my opinion, a logical flow of activities dominates any research activity and should also be followed for manuscript preparation. These activities include careful proofreading of your manuscript at different times and perhaps in different places.

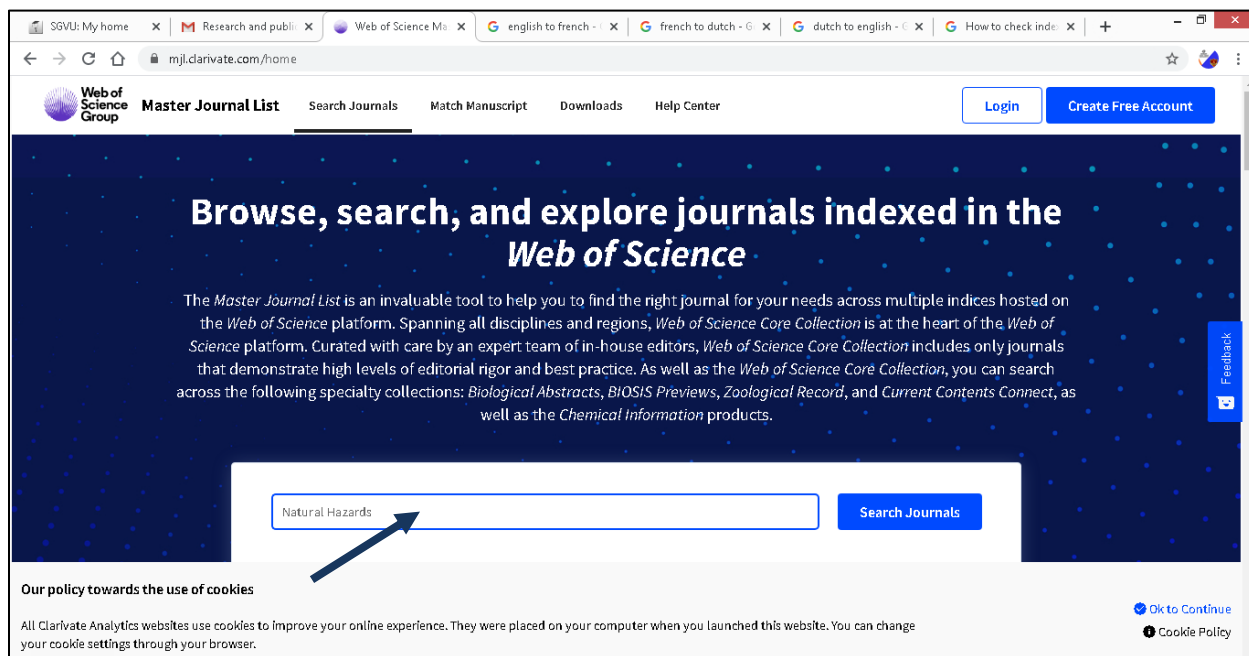
To check the journal, whether it indexed in SCIE Web of Science database or not, do the following steps.

- A. Type the URL in your address bar: <http://mjl.clarivate.com/>

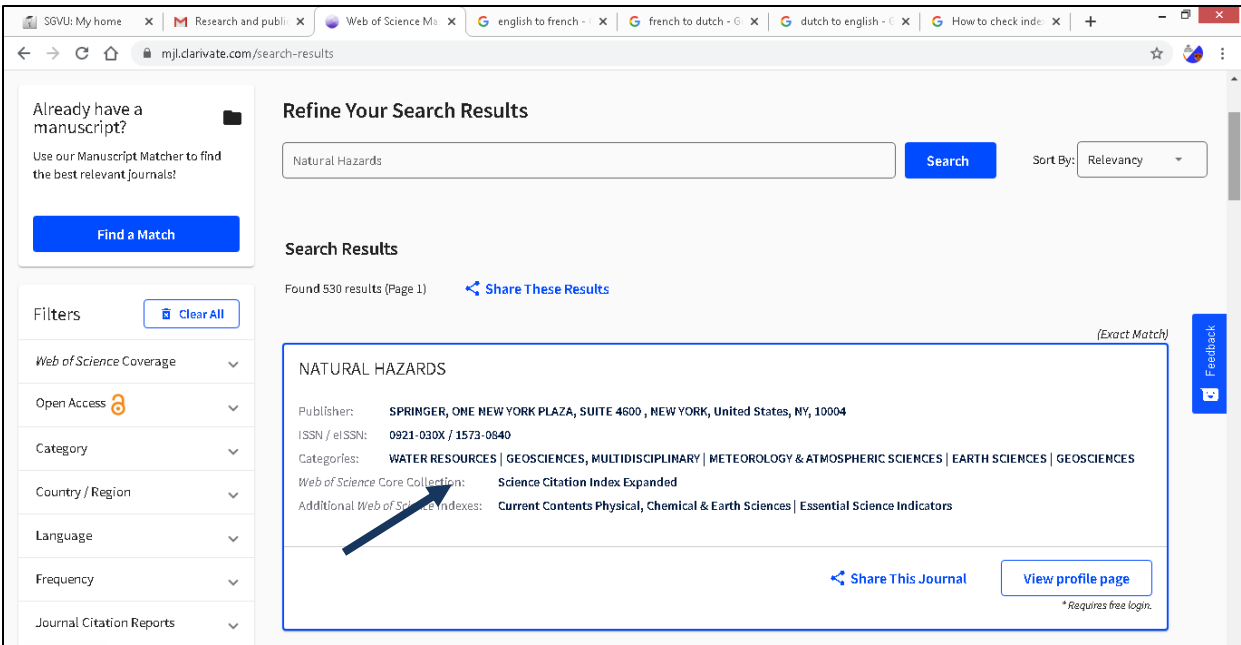
It leads to the search page of the main list of Clarivate Analytics logs.



- B. Enter the name of the targeted journal in the search element field (title word, full journal name or ISSN number in the search terms)



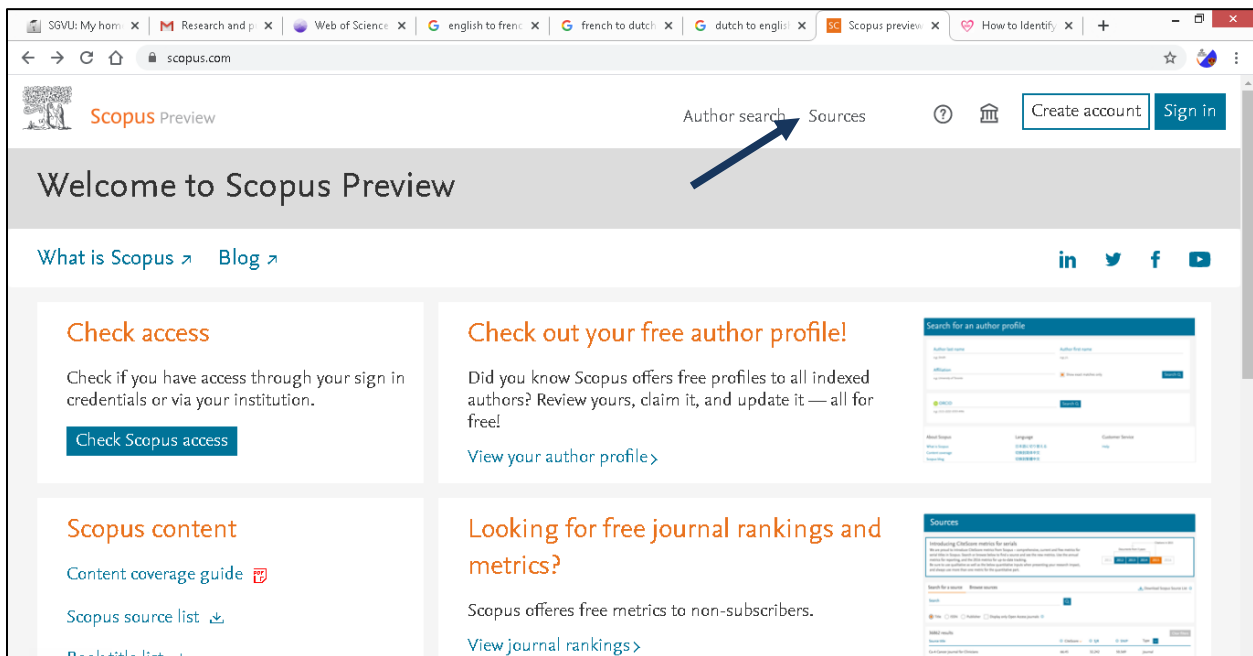
- C. Finally you will get the main points about the journal with all covers of the database. Here you will be able to see that the given journal is indexed within the Science Citation Index

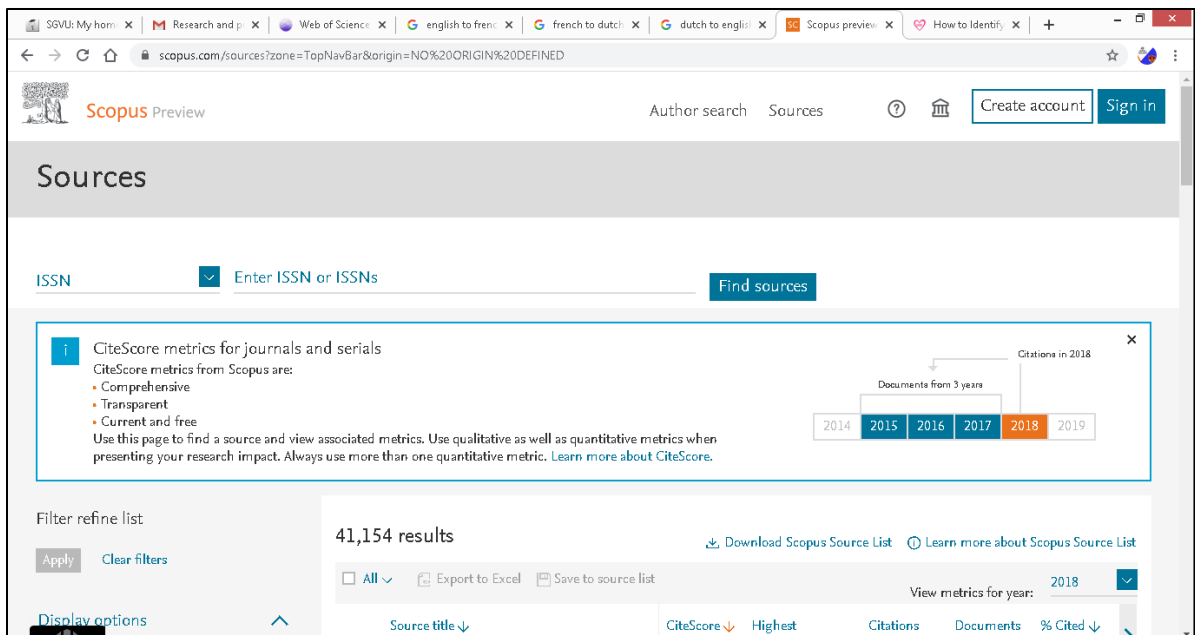


10.3 SCOPUS INDEXED

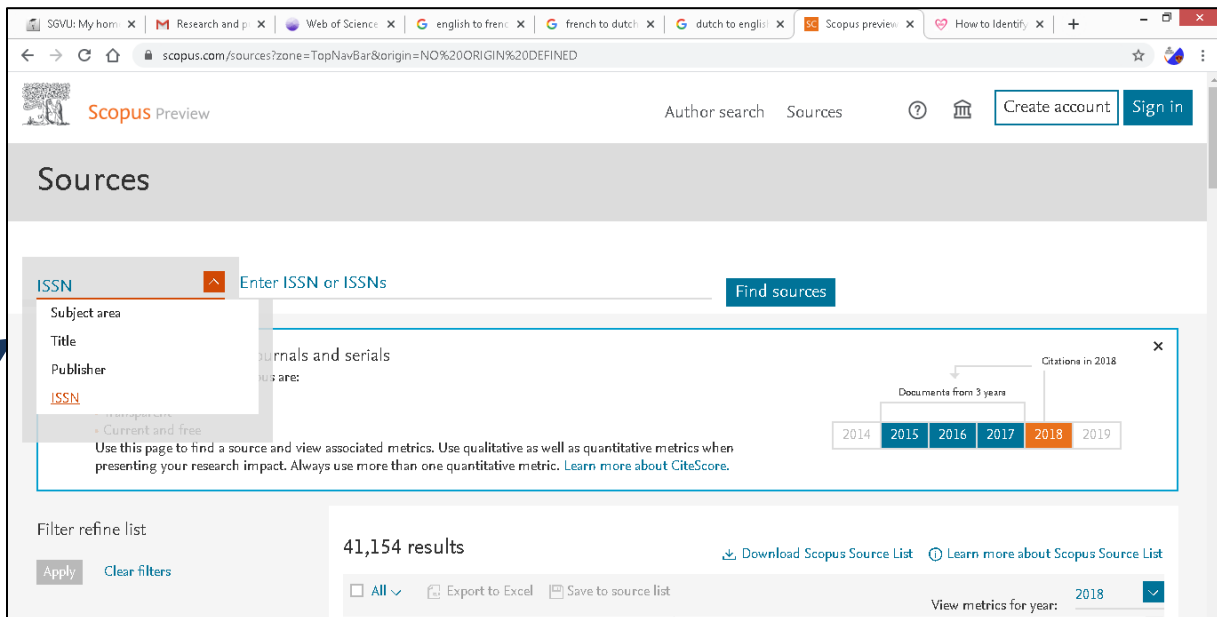
Scopus is the leading database of abstracts and quotes from peer-reviewed journals with more than 70 million articles, such as scientific articles, conference reports, book chapters, course notes and books. To verify whether or not the intended journal is indexed in the scopus, we need to perform the following steps.

- A. Enter the URL in your address bar: www.scopus.com/sources, It refers to browse resources on Scopus.com journal List Search Page





B. Select the Title, Publisher, or ISSN number of the targeted journal to find Scopus indexing



C. Finally, you will get the detail about the journal with all database coverage, here you will see that the given journal “Natural Hazards” is indexed within the Scopus database. Also, you will get a Scopus impact factor and journal citation reports for the last five years.

ISSN

ISSN: 0921-030X

CiteScore metrics for journals and serials

CiteScore metrics from Scopus are:

- Comprehensive
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Use this page to find a source and view associated metrics. Use qualitative as well as quantitative metrics when presenting your research impact. Always use more than one quantitative metric. [Learn more about CiteScore.](#)

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Counts for previous 3 years

No minimum selected

Minimum citations

1 result

All

View metrics for year: 2018

Source title	CiteScore	Highest percentile	Citations 2018	Documents 2015-17	% Cited
1 Natural Hazards	2.64	79% 42/203 Water Science and Technology	4,367	1,656	75

References

1. <https://blog.scopus.com/posts/titles-indexed-in-scopus-check-before-you-publish>
2. <https://www.scopus.com/home.uri>
3. <https://mjl.clarivate.com/search-results>

GUIDANCE FOR WRITING AND SUBMISSION OF RESEARCH PROJECTS

Dr. Hariom Nagar

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Suresh Gyan Vihar University, Jaipur

A research project proposal written by scholars in higher education are mostly for seeking grant funding for a research project from the funding agency. Therefore, it should be clean and well-thought-out proposal as it is the backbone for the research itself and hence most important step in the process of conduct of research [1]. It should be described in research proposal that what you will investigate, why it is important, and how you will do it. The format of a research proposal varies between fields to fields, but most proposals should contain at least these elements:

- Cover page
- Introduction
- Literature review
- Research design
- Reference list

Name or division of the sections may be different but ultimately the overall goals are always the same. There may be the contents of table of your research proposal;

Table of contents

- Summary of personnel information and research proposal
- Abstract
- Technical details
 - (i) Introduction
 - (ii) Review of status
 - (iii) Work plan
- References
- Budget Estimates

Research proposal should aims; a) relevance, which shows that how you will convince the reviewer that your project is interesting, original and important, b) context, shows that how much you are familiar with the field and you understand the current state of research on the topic, and your thoughts have a very strong academic basis, c) approach, make a plan for your research methodology which is showing that you have carefully thought about the data, tools and procedures you will need to proceed the research, and d) feasibility, insure that the research project is possible within the practical constraints of the programme, institution or funding. It is also have importance to show that finally what will be the outcomes of research project work and how this contributes in the knowledge of that particular field and to the society.

11.1 Summary of personnel information and research proposal

This section should include following points (detail is given here as example);

1. Project Title: An appropriate title of the research project should be mentioned before writing a project on any specialised topic and this should meets the conclusion of our study. For example, Synthesis of Daistereomers of Active Pharmaceutical Ingredients And Their Separation by High Performance Chromatography

2. Broad Subject of Research Project: Chemical Sciences
 3. Sub Area of research project: Organic Chemistry
 4. Duration in months : 36 MONTHS
 5. Total cost: 18,13,600/-
 6. Project Category: Synthesis and Applied Research (Method Development/Separation)
 7. Principal Inv. Name : Dr. Hariom Nagar
 8. Designation: Assistant Professor
 9. Department: Department of chemistry, School of Applied Sciences
 10. Institute Name : Suresh Gyan Vihar University, Jaipur
 11. Address: Mahal, Jagatpura, JAipur
 12. Date of Birth: 09/07/1888
 13. Sex (M/F):
 14. Telephone Fax:
- (Whether belongs to SC/ST/OBC attach certificate):

11.2 ABSTARCT (maximum 150 words)

This section should include information relating to the followings;

- The purpose of the project work
- The background and feasibility of your project
- A brief description of research methodology and expected results of research work
- A depiction of the contributions of research work in the field of knowledge and health/social/environmental outcomes.
- The importance of the research
- **Key words:** 5-6 words which are most commonly used and have importance in the present work.

11.3 TECHNICAL DETAILS

(i) Introduction

(a) Origin of the proposal

- Make sure that your background discussion remains focused on the issues your research will address. This should be understandable to the reader that how your proposed findings will help to resolve important issues in the field. If you have completed PhD in a particular field then you can prepare a research project on this work to conclude the key findings which are helpful to the society.
- The background section should contain:
 - ✓ Material about the scope of the existing problem i.e. why the problem is serious, widespread, or important.
 - ✓ A critically reviewed literature, including highlights of ongoing research and gaps in knowledge. Do not include citations older than 10 years until unless they are absolutely necessary in making helpful the case for the proposed study.
 - ✓ An explanation that why the present study needs to be done, and why research is necessary and relevant for the target society. The work should be placed in context. Emphasize the need by using statistics and prevalence rates.
 - ✓ Before you submit your proposal spend some time to conduct a small pilot study that will increase your chances of getting fund. If pilot data are not available then specifically mention data relating to similar projects that are supporting any of the ideas or hypotheses of the proposed study.
 - ✓ Theoretical basis for your study or project; this should be keep in mind that reviewers tend to look favourably upon projects that have strong theoretical set of ideas. Reviewer should be convinced by you that you are planning to test

hypotheses whatever you designed, not to simply collecting data to confirm the favourite hypotheses, and must be open-minded enough to reject your hypotheses if the experimental results do not favour your hypothesis.

(b) Definition of the problem

Clearly define the problem on which you are going to write a research proposal. For example living organisms, for example, biological system the body being amazingly chiral selective, will interact with the two enantiomers of a drug differently and metabolize each enantiomer by a separate pathway to produce different pharmacological and pharmacokinetics activity. In this case, when we take racemic mixture of drug for the treatment of particular disease, one isomer may produce the desired therapeutic activities and other may be inactive or lesser activity [2] or, in the worst cases, produce unwanted effects [3]. The selective nature of receptor sites makes differences in enantiomers activity. So it has prime importance to eliminate the unwanted enantiomer from the racemic mixture, before incorporation the body. It is therefore become necessary to make use of such green methods for synthesis of CDRs and CSPs as nanoparticles, prior to enantiomeric separation of drugs.

(c) Objective

Objectives are the steps you are going to take to test or support your hypotheses or answer your research question whatever you have. Insure it that each hypothesis should be matched with a specific objective of proposed work. Objectives must be highly focused, feasible and measurable for which you are giving the time and requesting money for the grant. Be realistic about the findings what you can achieve in the duration of the grant and within the budget requested from the funding agency.

The main objective of the title project should be divided into some heads to carry out the research work. For example, if you are doing synthesis of heterocyclic compounds then there should be following heads;

1. Collection of raw material from different resources.
2. Synthesis of heterocyclic compounds
3. Isolation and Purification of heterocyclic compounds.
4. Characterization of heterocyclic compounds by using spectroscopy methods like UV-Vis. Spectroscopy or Fourier transform infrared (FTIR) spectroscopy, Nuclear Magnetic Resonance (NMR), Mass Spectrometry (MS), Scanning electron microscopy (SEM) and Transmission electron microscopy (TEM).
5. Application of heterocyclic compounds for the formation of drugs or any useful material etc.

(ii) Review of status

(a) International status

Define the international status of the problem for which you are going to write a project. As the objectives or aim of the study have international status (i.e. international problem) is more fruitful and effective work and creates impact on reviewer and chance of getting the fund will be more. For example, if we are taking chemical sciences as broad area then the topics; to improve the quality of drug and, invention of new drugs for newly generated diseases like due to corona virus, serious diseases like cancer, diabetes, are very good field to do research work because of their world wide impact. Literature of the study whatever you are going for should be included in literature section and correlate it with the international level issues.

(b) National status

Also mention the national status of your work means how it is helpful to short out the problem recently arises or existing since decades at the national level. For example, nanoparticles due to their unique properties, utilises in green chemical approaches and biological approaches which are economic, environment-friendly and non-toxic in terms of applications [4]. Nanomaterials may provide solutions to technological and environmental challenges in the areas of solar energy conversion, catalysis, and medicine [5], therefore, working on nanoparticles is very dynamic topic of researchers.

(c) Importance of the proposed project in the context of current status

There is no meaning of any research work if whatever the outcomes you find are useless means not meeting the goal and goal is to overcome the existing problems in society either it is local, state level, national level or of international level. While we are thinking about the preparation of proposal; methodologies, work plan, resources etc should be less time consuming, easy to handle, and should not having too much cost. The side effects, may be affecting directly the society or environment should be very less or our approach should be green.

(d) Review of expertise available with proposed investigating group/institution in the subject of the project:

Before writing a proposal you must have to written the present status of “Topic of Research” from the existing literature and ensure it that how your work fits in to that framework. This section of the project proposal should also illustrate that you are familiar of the field and that you know enough about the further work of value to be carried out.

In order to achieve the motive of your project literature you reviewed should indicate an open problem (research gap). For that most recent and most relevant publications which are related to your own research project should be summarized and discussed. Summaries which are copied from other sources together with the references considered as plagiarism. If you are not able to access the original publication then mention the source from which you quoted it.

Prepare research questions before writing proposal. These questions may be as follows;

- Is this idea enough important and stimulating to me so that I would spend considerable time to think about it and read?
- Is the idea contributing by contesting contemporary thinking in the particular existing field?
- Will my study fill a gap or lead to greater understanding of the field?
- Has a lot of research work already been conducted in this field?
- Which are the right funding agencies would be interested in funding to this proposed work?
- Is the timing sufficient for answering the question raised?
- What are the most important research questions for the existing field?
- Will my study have impact on the field significantly?

Therefore, if you have not done sufficient work already then make it clear that why your proposal is important. It is not good to say that it has not been studied till now, so it should be explained that why it should be studied.

If researchers, especially new researchers, should not work alone it means make a project team. The main purpose is to demonstrate the knowledge, experience and competence of the applicant and/or project team to carry out the tasks of the proposed

project, successfully. Show this section to reviewers, if your and project team experience in the similar research and capability to carry out this work reflects in front of reviewers, would be appreciated and results better chances to get fund.

(iii) Work plan

(a) Methodology

When you are writing the methodology, in the first paragraph provide infrastructural/experimental/computing facilities existing in your institution, which are necessary to carry out proposed research work, therefore, it will be more easier to give message to the reviewer/interviewer that you can avail most of the facility from the institute and can process easily the research work in lesser time.

It should be taken very carefully that the methods you consider is appropriate or not for the existing problem and why this is chosen. Plan these methods in detail, and go through another book on the methodology of particular subject related to your proposed work, if necessary. In other way we can say that in next paragraph describe the logical phases sequentially which are to be done in investigating the existing problem. For example, if you are going to synthesize a drug for treatment of a specific disease then there may be following steps; a) first check its activity, either its structure is suitable for interacting with the receptors of the body for treatment of disease, b) methods for collecting the raw material from the different resources, c) synthesis of the compound by using the suitable reaction d) use of instrumentation for performing the experiment, e) methods of isolation and purification of synthesized compounds, f) Characterization of compounds by different techniques, and f) finally check the activity of compound for treatment of disease, experimentally. Brief introduction and/or explanation (4-5 sentences) should be given under each step of the methodology.

(b) Organisation of work elements

Make a research proposal in organized form it means what will be the steps and right sequence of these steps of work and how this can be carry out within time. This can also be indicated in the form of horizontal bar chart. For example it is given in next section “Time schedule of activities”.

(c) Time schedule of activities (bar diagram)

For example, if you have classified the activities of proposal in several steps and time duration of the completion of project is 3 year then you can indicate the time schedule of the activities by plotting diagram between activities scheduled and time (for example as shown in Table 1).

Table 1: Time Schedule of Activities through BAR Diagram

	I st year			II nd Year				III rd Year		
Purchasing the chemicals	■	■								
Synthesis of new compound			■	■						
Purification by Various Solvent Extraction methods			■	■	■					
Characterization of new compound			■	■	■	■	■			
Enantiomeric separation of pharmaceuticals by chromatographic						■	■	■	■	

methods											
Validation of obtained chromatographic data											

(d). Suggested plan of action for utilization of research outcome expected from the project (maximum 250 words).

Describe the expected results of your research work and mention the importance of those results, how they will be better than the existing methodology applied in literature and the data available in literature. After that also suggest the plan of action for utilization of research outcome expected from the project, means how and where these outcomes will be utilised, which society will be benefited by these outcomes (for example; medical, engineering, agriculture, pharmaceutical society etc.)

11.4 REFERENCES

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11.5 BUDGET ESTIMATES: SUMMARY

- If you have other sources of funding for the proposed study, please specify it.
- A justification should be given for all categories of funds requested (as shown in Table 2).
- Do not give overly high or unwarranted expenses, in that case reviewers can recommend budget cuts when they think so.
- If you are beginner as an independent investigator then do not ask for a very large amount of grant. As the budget should reflect accurately the plan for data collection, data analysis, and data write-up. It should be demonstrate by you that you can perform a good small project by spending a relatively smaller amount of money and establish a good track record in a right way before applying for larger amount of research grants.

Table 2; Summary of budget for project work

	Item	Budget			In Rupees
	N	1 st year	2 nd year	3 rd year	Total
A.	Recurring				
	1.Salaries/wages	1,36,800	1,36,800	180000	4,53,600/-
	2.Consumables	1,00,000	2,50,000	1,10,000	4,60,000/-
	3. Travel	60,000	120,000	60,000	2,40,000/-

	4. Other costs	Contingency	70,000	70,000	70,000	2,10,000/-
		Outsourcing*	1,00,000	2,00,000	1,50,000	4,50,000/-
B	Equipment					NIL
	Grand total (A+B)					18,13,600/-

N*****%>%***

*Justification for outsourcing

Note: The format of proposal for research project funding of different funding agencies may be different. Therefore, is it informed to researchers that they should go through the site of that particular funding agency, before preparation of contents of proposal and its submission? Whatever the examples and tables mentioned here are only cases for guidance, these do not have connection with any of the research proposal to be written by someone.

INTELLECTUAL PROPERTY RIGHTS**Ms. Gunjan Sharma and Dr. Sarmad Moin**

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12.1 INTRODUCTION

For nearly two hundred years the economic phase of neoclassical aspects had perceived just two elements such as creative work and capital. In any case, presently this is frequently evolving. Information as well as are supplanting vitality along with capital on the grounds that the essential riches make resources, even as the last two supplanted land and work 200 years prior. In addition, innovative advancements inside the twentieth century have changed the heft of riches making work from genuinely based to "information-based." Technology and information are presently the key components of creation. With expanded versatility of information and in this way the worldwide labor, information, and skill are frequently shipped immediately round the world, and any bit of leeway picked up by one organization is regularly disposed of by serious upgrades medium-term. The sole relatively preferred position an enterprise will appreciate will be its procedure of development - consolidating business sector and innovation expertise with the imaginative gifts of information laborers to unwind a proceeding with a stream of serious issues - and its capacity to get an incentive from data. The principle challenge before associations inside the coming years is making a culture for the IPRs system, all together that inventive work and advancements are appropriately secured. On the other hand, different organizations may need to provide at the higher cost the different services of the IP service industry or firms in order to prosecute and draft property applications. In this manner, this also provides adequate as well as manageable funds for creating payments to access most of the significant IP addresses and databases for analyzing this purpose. Therefore, to form data economics because of the greatest strengths of the economic structure of India as there would be a need for making an ecosystem in order to promote significant knowledge-driven entrepreneurship with major emphasis in order to create an accurate environment (Anderson & Gallini, 2019). In the same context, the economic system of the Indian economy mainly gives different intellectual properties and this can be achieved through developing or creating a stringent regime of IPR.

Intellectual Property Rights (IPR), extensively, are rights allowed to makers and proprietors of works that are aftereffects of human scholarly innovativeness. These works are regularly inside the modern, logical, abstract and imaginative areas, which might be inside the kind of creation, a composition, a lot of programming, or a business name. Based on the business economy structure of India it has been seen that the property significance process of India has been settled at each level of statutory, judicial as well as administrative. On the other hand, the country India ratified the actual agreement by establishing the Planet Trade organization. In this manner, this agreement, different constraints, inter alia mainly contain a significant agreement over trade associated aspects of property rights which have come into force from 1 January 1995. It also lays down some minimum standards in order to cover as well as enforcement of different property rights in many countries members which are also needed to enhance the market effectiveness as well as bring proper protection over property rights. This process can be done with a proper view of reducing impediments in order to manage international trade (Sen, 2019). Under the agreement of TRIPS, the actual obligation mainly associates with minimum standard provision and protection between the member countries' practices and legal systems.

There are different agreements which mainly provide for many standards as well as norms in respect by following different areas of intellectual property:

- Copyright associated rights
- Patents

- The design which is associated with the industry
- Trademarks
- Integrated circuits layout designs
- Trade secrets which are laid over the protection of undisclosed information
- Plant varieties

IPR is an essential as well as a general term which mainly covers copyright, trade markets, patents, different industrial based designed, layout design protection process as well as it also maintains along with covers trade secrets which are associated to undisclosed information and data (Peng et al. 2017).

12.2 IPRS LEGISLATIONS COVERING IN INDIA

- In the year of 1999 and the month of March the Patents act has invented
- In the year 1911, the designs act had been launched and in the year of 2000 the act was enacted superseding
- The trade and merchandise marks act had been launched in the year of 1958
- The Copyright act was invented in the year of 1957 and amended in 1983
- In the year 2000, the semiconductor design of circuit layout had been launched (Olaisen&Revang, 2017)

12.3 PATENTS

The Patents Act, 1970 might be a milestone inside the modern improvement of India. The basic way of thinking of the Act is that licenses are allowed to empower developments and to ensure that these creations are chipped away at a board scale immediately. A patent is a right allowed by a rural to the proprietor of a development to shape, use, and assembling and market the creation, gave the innovation fulfills certain conditions stipulated inside the law. The selectiveness of right suggests that no one else can make, use, production or market the development without the assent of the patent holder (Papageorgiadis, McDonald, Wang &Konara, 2020).

These laws may identify with wellbeing, wellbeing, nourishment, security and so on. Further, existing licenses during a comparable zone can likewise are accessible the way. A patent inside the law might be possession and henceforth, are frequently talented, acquired, relegated, sold or authorized. Since the privilege is presented by the State, it is frequently denounced by the State under exceptionally extraordinary conditions yet the patent has been sold or authorized or produced or advertised inside the interim. The lawful right is regional in nature and creators/their chosen ones should record separate patent applications in nations of their enthusiasm, nearby vital charges, for getting licenses in those countries.

By ideals of the award of a patent, patentee gets the selective rights in support of him that keep the outsiders from making, utilizing, offering available, selling or bringing in the licensed item or procedure inside the domain of award. The essential commitment inside the zone of licenses is that creation largely parts of innovation whether items or procedures will be patentable on the off chance that they meet the three trials of being new, including a quick advance, and is equipped for business application. Moreover to the general security exception which applies to the entire TRIPS Agreement, explicit prohibitions are reasonable from the extent of patentability of developments, the anticipation of whose business abuse is essential to monitor open request or profound quality, human, creature, blossoms or wellbeing; or to keep away from genuine preference to the world (Campi&Dueñas, 2019). Further, individuals can likewise bar from patentability analytic, restorative and careful strategies for the treatment of people, creatures and plants beside small-scale living beings and organic procedures. A thorough audit of the Patents Act, 1970 was additionally made and a bill to correct the Patents Act, 1970 was presented in Parliament on 20 December 1999 and told on 25-6-2002 to shape the Patents Law TRIPS perfect. India altered the act that is known as Parents act and this was invented in 2002 to fulfill the second bargain of commitments, and that is needed to necessitate collision from 1-1-2000.

12.4 CONDITIONS FOR BEING SATISFIED THROUGH AN INVENTION TO BE PATENTABLE

An innovation must fulfill the ensuing three states of:

(I) Novelty

(ii) Inventiveness (Non-conspicuousness)

(iii) Usefulness

(I) Novelty: A tale creation is one, which has not been unveiled, inside the earlier workmanship where earlier workmanship implies everything that has been distributed, introduced or in any case unveiled to the overall population on the date of the patent. The earlier craftsmanship remembers archives for unknown dialects uncovered in any configuration in any nation of the world. For a development to be decided as novel, the unveiled data shouldn't be accessible inside the 'earlier craftsmanship'. this recommends there shouldn't be any earlier exposure of any data contained inside the application for patent (anyplace inside the property right, either composed or in the other structure, or in any language) before the date on which the apparatus is first documented for example the 'need date (Alimov& Officer, 2017).

(ii) Inventiveness (Non-conspicuousness): An application includes a sharp advance if the proposed development isn't evident to an individual gifted inside the craftsmanship i.e., talented inside the material of the application. The earlier workmanship shouldn't point towards the development inferring that the professional of the subject issue couldn't have considered the creation before documenting the application. Imaginativeness can't be chosen as the texture contained in unpublished licenses. The unpredictability of the effortlessness of a quick advance doesn't have any relating to the award of a patent. In other words, an extremely basic innovation can fit the bill for a patent. In the event that there is a sharp advance between the proposed patent and in this manner, the earlier craftsmanship around then of your time, at that point innovation has occurred.

(iii) Usefulness:

Innovation must-have utility for the award of a patent. No substantial patents are regularly allowed for a creation desolate of utility. Patentable Inventions under the Patents Act, 1970 an Art, procedure, strategy or way of production is most needed. However, creations guaranteeing substance planned to be utilized, or fit for getting utilized, like medication or sedate or concerning substances arranged or delivered by synthetic procedures which are counting combinations, glass, semiconductors and between metallic mixes which are not patentable (Feng & Jaravel, 2020).

12.5 TYPES OF SORTS OF INVENTIONS WHICH ARE NOT USUALLY PATENTABLE IN THE INDIAN ECONOMY

A development may fulfill the states of curiosity, innovativeness, and helpfulness yet it will not meet all requirements for a patent under the consequent circumstances:

A development that is trivial or which claims anything clearly opposite to entrenched regular laws, for example, contrasting kinds of movement machines.

12.6 INDIAN SYSTEM PATENT TERM

In order to create substance five years' time is appropriate through which all the manufacturing goods can be sold out to the customers in an accurate manner. Twenty years from the date of the patent in regard to the other patentable innovation. Fundamental Patent Documents to be submitted there are two sorts of patent reports, as a rule, alluded to as patent detail, to be specific

12.7 SOME IMPORTANT PATENT DOCUMENTS WHICH NEED TO BE SUBMITTED

There are mainly two sorts of patent documents which have been referred to as a significant option and these are

- **Temporary Specification**
- **Complete specification**

Temporary specification

A temporary detail is typically recorded to work out the need of the creation just on the off chance that the uncovered development is at a calculated stage and a delay is anticipated in submitting full and explicit portrayal of the innovation. Albeit, an application that went with temporary determination doesn't present any legitimate patent rights to the candidates, it is, be

that as it may, a significant record to work out the most punctual responsibility for development (Campi&Dueñas, 2016). The temporary particular could likewise be a changeless and autonomous logical cum authoritative archive and no correction is permitted during this no patent is allowed on the idea of a temporary detail. It must be trailed by an entire particular for getting a patent for the said development.

Complete specification

A complete specification is most needed for patent. There are different factors which are associated with complete specifications and these are:

- Innovative field
- Invention background
- An entire invention explanation
- Some essential understanding of the invention

12.8 HOW TO APPLY?

Application for the patent must be recorded inside the separate Patent and Trademark Office Database as referenced underneath. The regional locate is set upheld whether any of the consequent events falls inside the domain:

- a) Place of home, residence or business of the candidate (first referenced candidate inside the instance of joint candidates)
- b) The place from where the development really started.
- c) Address for administration in India given by the candidate when he has no spot of business or house in India.

A remote candidate should give a location for administration in India and in this way the ward will be chosen that (Berisha, 2019).

12.9 WHY 'TEMPORARY SPECIFICATION?'

At the point when the candidate finds that his creation has arrived at a satisfactory structure, at that point he may set up the exposure of the development inside the kind of a composed depiction and submit it to the Patent and Trademark Office Database. This exposure is named a Provisional Specification. Application for Provisional Specification must incorporate the character of the creation. this gives a need to the candidate over the other individual w is most likely going to record an application for patent in regard to a comparable innovation being grown simultaneously in another a piece of the planet (Berisha, 2019). Quickly on accepting the temporary determination the Patent and Trademark Office Database concurs a documenting date for the machine and gives a period as long as a year for recording the whole Specification during which the candidate can completely build up his creation.

12.10 COMPLETE SPECIFICATION

Complete Specification might be a techno-authoritative report that completely and especially portrays the development and consequently the best strategy for performing it. It should begin with a preface "The accompanying determination especially depicts the character of this creation and along these lines the way during which it's to perform." It ought to contain the consequent in under 30 pages past which each page is chargeable as given inside the primary timetable.

12.11 REGISTER OF PATENTS

Register of licenses and points of interest to be entered in that: Upon the award of a patent, the Controller will intend to enter inside the Register of Patents. the name, address, and nationality of the grantee on the grounds that the patentee thereof, the title of the creation including the classes spread out in area 5 to which the development relates, the date of the patent and accordingly the date of allowing thereof close by the address of administration of the Patent. Such different points of interest in light of the fact that the Controller may envision fit could likewise be entered inside the register in regard to the warning of the task and of transmission of licenses, licenses under. On the off chance that a patentee makes a greeting recorded as a hard copy for entering a further location for administration in India and along

these lines the Controller is fulfilled that the solicitation ought to be permitted, subject to the condition that no very two locations for administration will be entered inside the register at any one time (Berisha, 2019).

12.12 WORKING ON PATENTS AND NECESSARY LICENSING

Working of Invention Patents is allowed for the point of misuse, which can improve mechanical advancement and in this manner ought to be worked in its fullest degree inside the region of India. S.83 of Patents Act gives that "Licenses are conceded to urge developments and to make sure about that the creations are worked in India on a board scale and to the furthest reaches sensibly practicable immediately and that they aren't allowed simply to empower patentees

12.13 GOVERNMENT USE OF THE INVENTIONS

In the wake of recording or award of a patent, the Government or an individual approved by it can utilize the licensed development for the point of the state. On the off chance that creation is utilized before the need date of the significant case of complete particular by the govt. or on the other hand, an individual approved by it for the point of the state, at that point no eminence or compensation found a good pace to the patentee. On the off chance that creation is to be utilized whenever after the award of Complete Specification by Government or an individual approved by it for the point of the state. At that point that utilization ought to be made uniquely on terms endorsed between the govt. or an individual properly approved and the patentee or in default of understanding be chosen by the incomparable court under area 103. Either government can approve an individual in regard to innovation previously or after the award, regardless of whether the patentee approves that individual (Alimov & Officer, 2017).

Where the Government approves an individual for utilizing innovation for Govt. purposes then except if it is in opposition to the overall population intrigue the Central Government will illuminate. Just if there should arise an occurrence of utilization by the endeavor, the Government may include such data from the endeavor. The option to utilize the innovation for the point of state incorporates the best possible to sell the items and in this manner, the buyer has the office to influence the items as though the govt. or then again the individual approved was the patentee of the creation.

In the event of a selective licensee according to segment 101 or an assignor, Central Government should likewise educate the elite licensee or assignor, in light of the fact that the case could likewise be, with respect to the degree of utilization of creation for the point of the state. In regard to a creation utilized by the govt. for the point of express, any understanding, permit of task and so forth between the patentee or candidate and an individual beside the govt. It will have any impact if the understanding limits the use for the point of state or trains any installment in regard to any utilization for the point of the state. In reference to any utilization of the innovation made for the point of the state by the patentee to the request for the Central Government any total payable by the righteousness of segment 100. It will be partitioned between the patentee and in this way, the assignor in such extent as could likewise be recommended or in default be chosen by the incomparable court under area 103 (Alimov & Officer, 2017).

12.14 REVOCATION OF PATENT

Revocation of a patent gives protection against the unauthorized uses of a new product as that is the matter of the patent. It must be new and not known by anyone; however, the protection is for a limited time that is 20 years (Vishnubhakat, 2018). It consists of several steps, Grant of Patent, Inventive Step, Invention, and the new invention. Grant of a patent gives the owner protection, Inventive and invention is for technological development that is possessed by a person. The new invention refers to the invention of a new technology that is not known by the world (Vishnubhakat, 2018).

It provides a license to a third person to use a patented product. Anyone can apply to the controller for granting permission under the following condition:

- Term of the license of selling patent at an affordable price
- Import of a patent product under authorized license
- A patent could be revoked by providing notice to the controller
- A controller can publish to notify people who are having an interest in the patent
- A person, who is interested, can provide notice to the controller to surrender of patent
- Once the controller is satisfied, he can revoke the patent

Ground of Revocation

The patent must be granted to a person who is entitled to the provision of this patent (Vishnubhakat, 2018).

- The Government must be satisfied that the patent is for invention
- The patent must be obtained rightfully by a person
- The invention should specify the inventive step to claim patent

12.15 TERM OF PATENT

The term of a patent is granted to every patent that provides legal terms. A patent is liable for 20 years under the manufacturing of the product. It is granted from the date of filing the patent (Vishnubhakat, 2018). A patent requires maintenance fees under the calculation of the patent. Section 53 gives an effect on the expiry date of the time period. The patent can also be expired if the payment for renewal is not made (Braga et.al, 2018).

Patent of Addition

A patent of addition helps the applicant to modify the invention. Section 56 deals with validity for the patent of addition for prosecution (Braga et.al, 2018). The permission of granting addition cannot be refused or invalidated. Modification in the invention cannot be questioned for an independent patent. The patent application is reviewed for accepting the request (Vishnubhakat, 2018). It can be terminated by the patent invention. The new patent is rendered by a new number for the separate request under the patent application. It does not have to pay extra for renewal like the main patent under the annuity payment. To secure new inventions, patent of addition can be beneficial providing the same specification (Vishnubhakat, 2018).

12.16 COPYRIGHT

Copyright provides the legal right to the owner of the original property. It gives the right to anyone to use the original copy with the exclusive right. It protects the original work of the owner from unauthorized utilization (Stim, 2017).

In the United States, the original work is protected until 70 years after the death of the owner. To use the copyright product, a person must officially provide a document to understand why they want to use the product. An original work is not copied but created through independent invention. A product has its own brand name, logo and slogan that cannot be copied by other companies.

Entitlement to copyright

Copyright and Patent are different ways of protecting the property of the owner. He can transfer his rights to others for reproducing the product or invention. Copyright can be recorded in writing, or in audio form.

12.17 WORK PROTECTED

Works are protected into the following categories:

- Literature works that include published journals, books, online journals, authorized blog posts, periodicals, cards, manuscripts, online reference books, and other authorized programs (Stim, 2017).
- Musical works include guitar covers, piano covers, original lyrics, original song, musical notations, recorded notation, sound effects, and audio covers. Copyright for musical works gives the right for music notation and performance. Anyone can perform on this song or music after getting the license (Stim, 2017).

- Audiovisual works include movies, podcasts, dance performances, singing performances, screenplays, digital illustrations, and live shows. Architecture work includes building, designing, blueprints, and drawing of the building.

12.18 RIGHTS GRANTED BY THE COPYRIGHT

The copyright grant different types of right to the owner that includes

- The right to reproduce
- The right to distribute
- The right to perform
- The right to display
- The right to prepare derivative

The right to reproduce gives access to the copyright owner of reproducing the original work. Anyone cannot photocopy the authorized work and incorporates it into other work. The right to distribution provides an exclusive right to the owner to sell, rent or lend the work. He can even control the distribution after having distribution rights (Solis, 2018). The right to perform gives the right to an individual to perform on the literary and musical work. He can control the public performance as he is the copyright holder. The right to display gives access to displaying artwork or graphic work to the world (Stim, 2017). The right to prepare derivative provides a transformation of work like the second version of the original work

12.19 COPYRIGHT OWNERSHIP

Copyright ownership is provided to the owner of the original work. If the work is created by someone, he is liable to the copyright of his original work. There are some people who produce a work jointly; they provide combine contribution to the work (Stim, 2017). They are given right for their work as an inseparable part. They are equally responsible for the provided piece of work.

A Copyright owner can transfer his work to another person to commercially acknowledge his work. The right can be exercised through the proper document of accessing rights.

When he transferred all his right to someone then it is termed as a license that is considered as non-exclusive. The non-exclusive right allows transferring the same right to another party under fair use of work.

12.20 COPYRIGHT OWNERSHIP FOR THE EMPLOYER-EMPLOYEE RELATIONSHIP

A kind of work created by the employer is considered as a work for hire. Employees invent or develop a new product for the organization. Companies invest in materials and employee's training for producing a new product. Employees' ownership provides an agreement for his employment in the company (Solis, 2018). The right to employees provides ownership right for the invention of the product. Patent ownership and copyright are owned by employee inventors to use and promote the good.

Staff Ownership of Copyright

Copyright that is owned by staff are signs for a written agreement. Staff work is termed as "made for hire" for organizing the copyright. It is the sole right of the staff for the reproduction of work (Solis, 2018). The contract for service is made for the staff for analyzing the ownership of work. During office hours, they use the equipment for further development of the product. The job specification boosts their morale and motivation to the work.

Copyright in collaborative research

People can make profit through the collaboration of research. Copyright protects the idea and creation of work. The rights are applied to protect the confidential work of the research.

Copyright ownership by students

Further Education (FE) and Higher Education (HE) supports the agreement contract. The agreement contains different terms of conditions for documentation. Copyright is made for providing mutual benefits to the students. The student can be termed as the first owner of their original work. Work is created for the institution licensing to the useful materials (Garris et.al,

2017). The student owns the copyright for their work that can be anything like a written journal, play or program. Their content can be inspired by other work which is termed as derivative works. For registering to copyright, documents are provided as proof for the creation of the work. Students work with copyrighted documents throughout their careers. These institutes give the right to students to use their work for academic purposes (Solis, 2018).

Duration of Copyright

Generally, copyright is protected until 70 years after the death of the person. Once the copyright period has been expired, it will come under the public domain. As copyright law has evolved, the duration of copyright can be affected by the number of factors (Solis, 2018).

Joint owner work can be protected until the lasting author survivor. Made for hire provides protection for 95 years from the date of publication. Other people can reproduce work after getting ownership right. There are different factors for getting license that include attribution, non-commercial, share, and public domain.

Literary and musical work are protected for 70 years. Computer works, broadcasting and sound work are protected for 50 years (Solis, 2018). Typographical published edition are protected for 25 years.

Copyright Infringement

Copyright Infringement is when someone is accused of stealing someone's work. A published article or newsletter can be used by someone without asking the person (Solis, 2018).

A piece of work that is considered as original creation is protected by copyright. It is not legal to use someone else's work without asking for their permission. It is termed as a violation or theft of someone's property (Solis, 2018).

Library uses

Students can use library resources for the academic purpose under fair use and guidance. They can use it for research purpose and using a database. Articles, journals and magazines increase their knowledge.

Filing Copyright Application

For filing copyright application, various steps are taken into consideration-

- Filling application form
- Determining ownership
- Paying fees for application
- Keeping physical copy
- Submitting copy to the office

12.21 TRADE MARKS

A trademark is a symbol that differentiates a product from other products. It can be a logo or phrase that defines a brand goal. It is considered as an intellectual property that cannot be copied by other companies (Senftleben, 2019). A trademark cannot be similar to another company's trademark to reduce confusion. It helps to protect the design and slogan of the company, differentiating with another brand.

Trademark is used to protect product of a certain brand and the company does not have to register for protecting the rights (Senftleben, 2019). The TRIPS Agreement was introduced in the year 1995 for supporting intellectual property. Trademark protection is a way of protecting own property rights. It is registered to identify products from different types of brands. When someone doesn't respect the trademark of the product, the company can take legal action against them. Launching a new product requires to have a trademark to safeguard the product (Solis, 2018).

12.22 TRIPS AGREEMENT

TRIPS Agreement contains three features that include standard, enforcement, and dispute settlement. The agreement protects the standard right of every member of the property. Enforcement deals with procedure for protecting property rights. Dispute settlement is established for dispute settlement and establishing respect for every team members.

12.23 GEOGRAPHICAL INDICATIONS

It is a sign that defines geographical indication of origin. It gives right for protecting the region and giving quality characteristics. Trade-Related Aspects of Intellectual Property Rights provide an agreement for geographical indication to characterize the product. Legal protection is essential to survive in this competitive environment (Parthasarathy, 2017). The TRIPS protects WTO members for respecting national and regional legislation. The Geographical indications of goods act were introduced in the year 1999 to protect geographical rights and legal protection.

Documents required

The registration process for geographical indication contains several steps that include filing the application, maintaining the standard, inspection of structure, scrutiny and publishing geographical indication. G1, G2, G3 and G4 are used for registration of the product. Payment is made at the geographical indication office to direct the process (Bryan, & Jewell, 2018).

Application is made in different forms:

- Proprietor registration
- Affidavits in written form
- Distributing the form
- Industrial Designs

The industrial design protects the right of the featured product and its appearance. Industrial design has different features to design a product that includes shape, lines, color, and pattern. It attracts consumers to the product and consumer chooses a product from different kind of products. A new law of registration of industrial design was launched on 11th May, 2001 to support and amend designs. It is recognized through pattern, shape, lines, and design to manage the quality of the product.

Documents needed

- Power of attorney paper
- Witness
- Photograph
- Design
- Disclaimer
- Priority

12.24 LAYOUT DESIGN FOR MICROCIRCUIT

The layout design for microcircuit consists of three-dimensional disposals. They are interconnected to the circuit. This can be used in different electronic ways through different elements and different process.

12.25 PLANT VARIETY

The plant variety is a way to protect agriculture and different breeds. It can be defined through different characteristics. Genotype differentiates different characteristics of the plant (Peschard, 2017). A plant breeder describes the new variety of the plant.

TRIPS Agreement for New Plant Varieties

The TRIPS Agreement makes it mandatory to protect the different and new plant varieties under the field of technology and the industrial revolution. India has introduced protection for plant varieties in the year 2001 (Mishra, Verma, & Singh, 2019). It was introduced for effective protection to the breeders for their right and inventive step. Different varieties of plants are improved through an increase in productivity and quality (Parthasarathy, 2017). The process for a different variety of plant breeding can be an economic investment as it is expensive. The different varieties of plant can be differentiated in three ways, new variety, extant variety, and farmer's variety. A new variety shows uniformity in the plant, extant shows stability for the protection of plants, and farmer's variety reflects cultivated and evolved farmers (Peschard, 2017).

12.26 INTERNATIONAL PATENTING

A patent owner can transfer his right to another individual under international patenting. To use the patent outside india, an individual has to submit different articles with forms and fees. The PCT helps application for seeking help for granting permission to use the invention (Gallardo et.al, 2016).

12.27 PATENT COOPERATION TREATY

The Patent cooperation treaty provides an application for granting permission in various countries (Zetter, Brambila, &Angon, 2017). It is the international treaty providing assistant to file an application of patent to protect their product or interventions. It is filed in office to contract state of the national resident and payment options. It is open to various countries for amendment of the patent.

Procedure for PCT

The procedure is conducted by the assembly of the PCT for providing invention results to the patent holder. It gives information to the inventors, patent holder, patent offices and the public. The administration is the part of United States Patent and Trademark Office's (USPTO) that assist patent holders in legal issues (Zetter, Brambila, &Angon, 2017). They provide training courses to help patent holders in legal guidance, technical help, administrative help, and international help. The patent examiners examine the PCT application under the guidance of USPTO through the helpdesk.

A patent can be filed directly, convention or through cooperation treaty. A patent from is kept separate for all the countries. Through the convention, the patent is applied for different patent application and a cooperation treaty provides a 12 month period from the date of application. The national office is controlled for granting permission that is termed as a national phrase (Bryan, & Jewell, 2018). One application for patents can have an impact on different countries. Record and search copies keep track of records for the international application. It also helps in sending or lending money. Patent offices are recognized through an International search report (ISR) and International preliminary examination (IPE) (Bryan, & Jewell, 2018). An applicant can choose one international search for claiming that consists of the Indian Patent Office, the Australian Patent Office, the European Patent Office, and the Swedish Patent Office (Zetter, Brambila, &Angon, 2017). The IPE contains additional information for analysing the patent and sending it to the applicant. They can establish a necessary amendment through the application. It gives an idea of the international treaty that is used by the World Intellectual Property Organisation (WIPO) and PCT, which provides patent and legal help to a large number of people (Zetter, Brambila, &Angon, 2017). The PCT process works independently for different applicants in different states. It removes the additional cost for the users and provides patent holder different types of option. It helps in building a strong foundation for the international application providing formal requirements. It helps to reduce errors during filing process of the patent holder (Zetter, Brambila, &Angon, 2017).

12.28 INFORMATION FOR US PATENTS

The USPTO grants patent to the United States people through registration. It helps to understand invention and service aspects. It helps to maintain search files of the United States and other country's plants. They provide patent for 20 years and include payment for maintenance of the patent. People cannot grant access to patent without permission of the holder. There are three types of patent: Utility, Design and Plant Patent that is issued for the patentee as well as the patent.

A utility patent is used for granting permission to the people for improvement in the design. Design means permitting to design a new product and Plant patent is granted for the reproduction of the new variety of the plant. Laws are included for providing service to the different patent holders (Zetter, Brambila, &Angon, 2017).

12.29 APPLICATION FOR THE PATENT

An application for the patent is filed under USPTO for examining the provisional application. The application consists of the name of the holder and the given time period for invention. It contains additional and relevant information like address, the title of invention, registration

number and the attorney (Chen, & Chen, 2016). It is a written document providing a necessary requirement for the patent. Fee is charged by the director of the USPTO providing legal support to the patent holder. US applicants and other applicants from different country provide a description for patent and provisional application (Chen, & Chen, 2016).

Filing and Examination fees

Non-electronic fees is paid providing utility application in the paper. The provisional utility information is examined under operational law. A sheet specifies the criteria for examination fee and filing for utility application. The fees structure are based on different claims of providing specification. International Preliminary Examination is conducted for providing the authority in the resident.

12.30 THE SPECIFICATION

The specification contains description and claims for holding patent. Specification and amendment are issued to provide original patent with different claims. It is a printed form that is issued for both the party for claiming patent. The patent owner is liable to file the petition law for further proceedings and record. . Specification helps building up the patent and monetary situation through which the patent holder can be further developed. The specification consist of application form, fees receipt, data of application, invention, title for invention, and different arrangement procedure (Zetter, Brambila, &Angon, 2017). The file contains information about the invention with detailed description and claim. It is written to protect the property due to rapid expansion of globalisation.

MISTAKES TO BE AVOIDED DURING RESEARCH

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Getting a PhD degree is like a long journey with ups and downs. It's not just about achieving a PhD degree in the hand. It is a journey about discovering a topic in depth & also discovering the self. Ph.D research journey takes time, skill and knowledge with a clear goal and methods. If researcher don't make these things, he/she will come out with an inaccurate picture or skewed data for accomplish research project. This situation will responsible to delay in completing Ph.D degree.

So, it is important to look at the mistakes to be avoided during PhD journey. Following is a list of mistakes one must avoid during PhD.

Mistake-1: BEGIN RESEARCH WITHOUT READING

A research candidate always in a hurry to start a research without reading as it seems very exciting. There could be many reasons for this like project deadlines, vastness of topic, peer pressure etc. But, the reading literature review" is the backbone of the research. A good literature review equips one with clarity & sound knowledge and this will help in responding to any kind of queries related to the research. So, a fixed time has to be allotted every day for deep reading. This will give better clarity and understanding and will definitely provide the needed cutting edge.

Mistake-2: STOP READING AFTER CONCLUDING LITERATURE REVIEW

This is what most of the research students do. They think once the literature review is done, the reading part is completed. As a researcher, reading has to be a continuous process and at every stage, needs to stay updated with journal papers, books, magazine, news, etc. Reading and Research work are simultaneous process, so update literature review regularly until "final chapter of conclusion" is not ready. The committee members are always looking out for research students who have 360 degree understanding of the updated research content and this can be achieved only through sincere reading.

Mistake-3: AVOID ALL "ADDITIONAL" WORK

Attend events & Paper presentation is not requirements of research journey within university. Therefore, Ph.D candidates reject opportunity of review paper invitation. It is not a good practice because various opportunities should be explored to develop self.

One should not constrain oneself to do only "research related" work. Attending conferences, workshops, seminars, symposiums etc. are all learning experiences. These definitely contribute to the listening, writing, presentation skills and replying question. Specific care needs to be taken not to overload self with work but these learning experiences are always add on benefit.

Mistake-4:- Research is an individual effort

Researchers isolate self and hesitate to talk or ask for help from others. They considered self as solo player in research journey. Surprisingly, research is a team effort and learning process to enhance knowledge from surrounding peoples. One must discuss with senior Ph.D students, Post-Docs, supervisors, mentors & laboratory staff. One must not hesitate in

asking advice and suggestions whenever things are not moving. So the good news is that Ph.D journey of collaborative efforts, therefore no one is alone.

Mistake-5:-STOP ALL SOCIAL ACTIVITIES

Ph.D students involve so much in research and take lunch/diner behind laptop and not having interest to meet friends & relative. They make time pass with watch buzzfeed videos, whatsapp, facebook & other social media instead of meeting with persons. Therefore, research student ignore duties and relationships.

In fact, family, friends, relatives help one recharge oneself. So break out of ruts & rekindle friendships and work relationships by spending some quality time with them in turn help to focus better in the research work. It also is a great stress buster, since the Ph.D journey lasts for 3 to 4 years. One must try and strike a balance between the Research work and Social life.

Mistake-6: - POSTPONE THE COMPLEX THINGS

Handling difficult and complex task is an art. This requires patience and precision. A Research student must not procrastinate, if one is getting stuck with some part of the research. Instead, either breaks the task into smaller, simpler parts and handles them one by one or discusses the task with supervisor or mentor and move ahead. Distractions affect the research work, so sort out the distractions or issues first and then get back to the research work.

Mistake-7: LAST PRIORITY FOR DOCUMENTATION

Everybody focuses on experiments, readings, findings, calculations and in this process the most important thing of research – regular documentation (recording) is neglected. There is a false notion that documentation in the initial phase of research work is not so important or will slow down the research work, but on the contrary, it makes things really convenient towards the last phase of the research work. Last minute hassles can be avoided, if regular and sincere documentation of the work is carried out at every phase of the research. So, in short, every little thing needs to be documented. Various softwares / tools can be used to carry out this important task.

Mistake-8: WORK EXECUTION WITHOUT PLANNING

Planning is essential for PhD because it helps one set the goals and prioritise the work. Since research work spans over a long time frame, Goal setting and Time management are 2 essential pillars of good research. Set milestones – daily, weekly, monthly, quarterly, half yearly and yearly. This will give a clear picture of the priorities and progress and will also help in dealing with problems or hurdles effectively.

Mistake-9: HAVE THE WRONG INTENTION

A vital question one needs to ask before one starts this PhD journey is - Why are you doing your PhD? The intention sets the mood. If the intention is to just get a faster promotion, doctor title, earn lots of money, earn status then probably one needs to think again. One needs a driving force every single day to truly motivate self. The research work should have an impact on the society, it should contribute to improving things around. Only then, in-depth and sincere research work can be carried out.

Mistake-10: - IGNORE SELF-HEALTH

This is the last but the most common mistake which most of the PhD students do - Ignore Physical and Mental health during the PhD journey. For the physical health - Get enough

sleep, take care of sitting and standing posture, exercise regularly, eat healthy food and meditation. For the mental health - Do what you like. Listen to music, relax and do what rejuvenates you. A relaxed mind is a productive mind. Set daily priorities for Self-care.

If the above mistakes can be avoided, the PhD journey will indeed turn out to be the most exciting and enriching endeavour of one's life. This will in turn definitely be an inspiration to others who aspire to do a PhD.