



Criteria 6

6.1.1

6.1.1 The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan

Participative Management – Academics

- Admission process
- Placement Policy
- STP Guidelines
- Dissertation Guidelines
- Teaching guidelines
- Scholarship Guidelines
- Examination Policy



Admission Process

Admission Procedure Overview

Online Registration

- The candidate may fill the Online Application Form as given on the website along with complete details by clicking on the "**APPLY NOW**" tab given on the top right of the home page of the website
- On the Application form page submit your basic details and click "**Submit**"
- You would then receive the **login id** and **password** to proceed further on your mobile and email id entered
- Then click "**Already Enquired**" on the top right of the Application form and login to fill your application form
- After filling the complete form correctly and by clicking on the '**Submit**' icon - the candidate will be routed to the payment gateway
- The payment of **Rs 1500/-** can be made online by using your **credit card / debit card** of any bank as part of the application fee
- On successful application, the system will generate a unique **Application ID** which will be candidate's unique identification number throughout the admission process
- A 100% generated confirmation Email/SMS will be sent to the candidate's email id/mobile number.

Walk-In Registration

The prospective student may also walk-in to our admissions office at :

Sushant University, Admission Office
Sector 55, Golf Course Road,
Gurgaon, Haryana 122003

The candidate can pay by **cash/ online /cheque/ credit/ debit card** in the admissions office after filling the form. The candidate will be provided with an enquiry number at the time of registration.

For any admission related query :

Call us on our toll free: **18002705520** (from 09:00 am-08:00 pm)

or E-mail us at: [**admissions@sushantuniversity.edu.in**](mailto:admissions@sushantuniversity.edu.in)

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School of Art And Architecture

Sushant
University

SA School of
Art and
Architecture

ADMISSION PROCEDURE

APPLY NOW

**Bachelor of
Architecture**

**Document
Screening:**

XII Boards Scores
+NATAScores
(50:50 Ratio)

**Personal
Interview
Round**

**Selection
Letter**

**Master of Architecture
(Urban Design)
Master of planning
(Urban Planning)
Bachelor of planning
(Integrated)
Bachelor of Fine Arts**

**Personal Interview
Round with
work Portfolio
and Statement
of Purpose**

**Selection
Letter**

Ran



Vatel Hotel and Tourism Business School



ADMISSION PROCEDURE

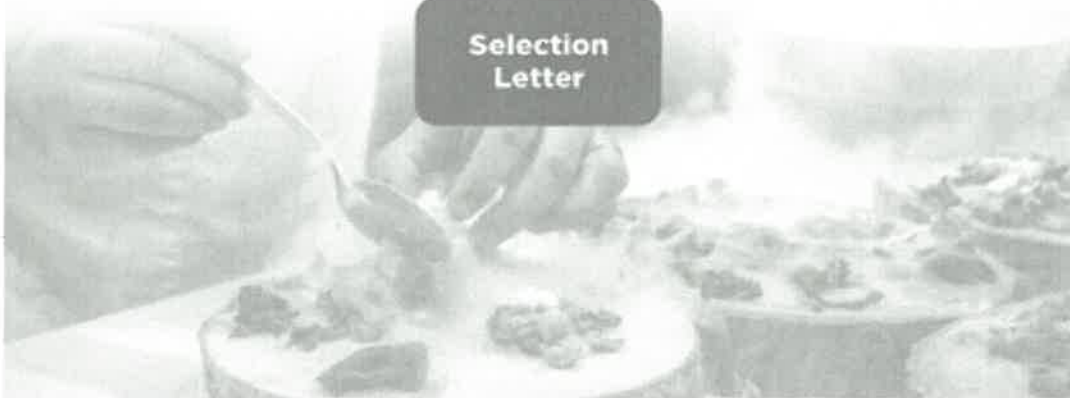
APPLY NOW
<http://bit.ly/31tZIH7>

UNDERGRADUATE PROGRAMMES

Aptitude
Test

Personal
Interview
Round

Selection
Letter

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School of Business

Sushant
University

**SCHOOL OF
BUSINESS**

ADMISSION PROCEDURE

APPLY NOW

**BBA(H)
B.COM**



**Merit in
Class 12**



**Personal
Interview
Round**



**Selection
Letter**

MBA



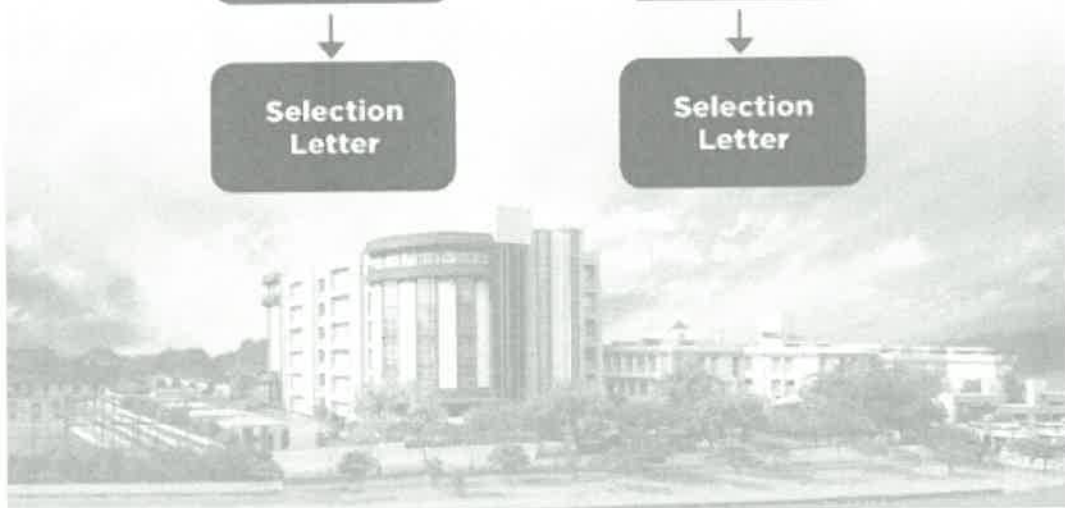
**Business
Aptitude Test
/Screening
Round**



**Personal
Interview
Round**



**Selection
Letter**



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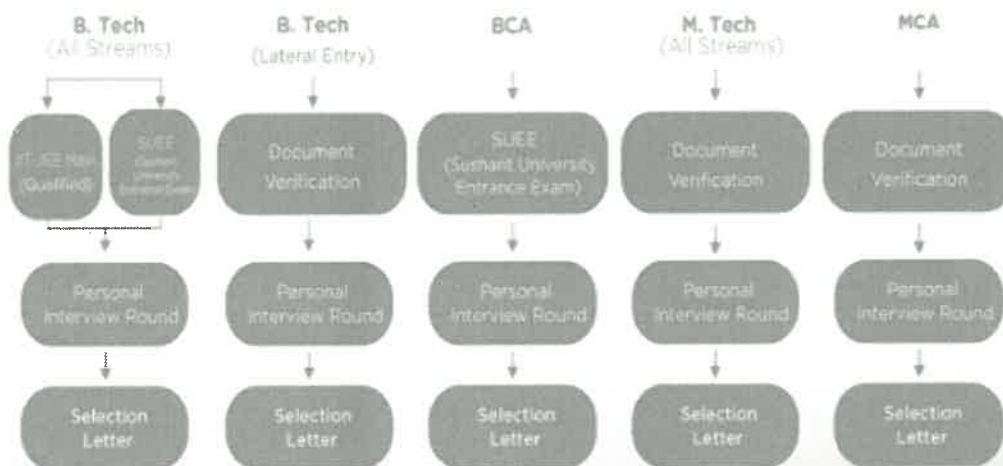
School of Engineering And Technology

Sushant
University

**SCHOOL OF ENGINEERING
& TECHNOLOGY**

ADMISSION PROCEDURE

APPLY NOW



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School of Law

Sushant
University

SCHOOL OF LAW

ADMISSION PROCEDURE

APPLY NOW

FOR INTEGRATED LAW PROGRAMS

BA / BBA LL.B. (Hons.)

- Sushant University Law Entrance Test (SULET)/CLAT/LSAT
- Personal Interaction (PI)
- Selection/ Admission-Offer Letter

LL.B.(Hons.) & LL.M.

- Personal Interaction
- Selection/ Admission-Offer Letter



Regal



School of Design

Sushant
University

**SCHOOL OF
DESIGN**

ADMISSION PROCEDURE

B. Design

1 Year Diploma

M. Design

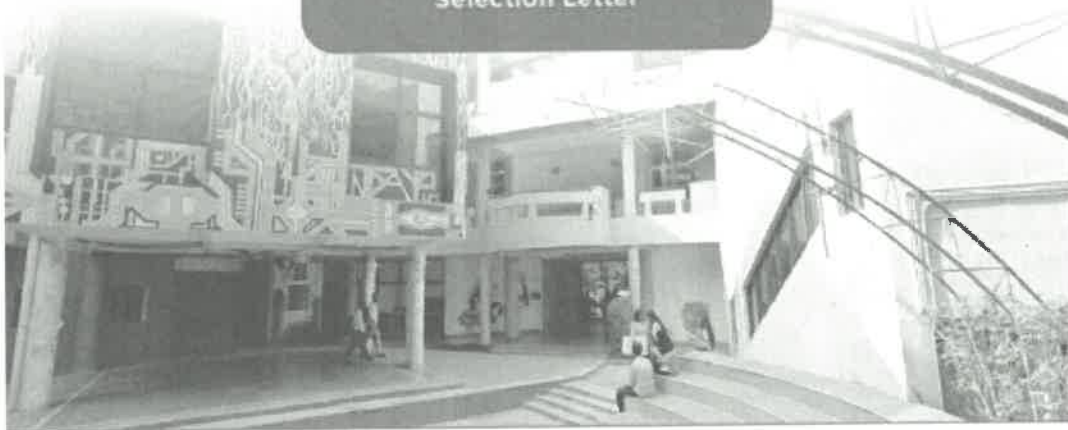
Apply Now

B. DESIGN
APTITUDE TEST
(BDAT)

M. DESIGN
APTITUDE TEST
(MDAT)

Personal Interview Round

Selection Letter



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ADMISSION PROCEDURE

Undergraduate Programmes

- **B. Pharmacy**
- **B. Optometry**
- **B.Sc. Cardiovascular Technology**
- **B.Sc. Medical Radiology & Imaging Technology**
- **B.Sc. Psychology**
- **B.Sc. Medical Laboratory Technology**

Post-Graduate Programmes

- **M. Optometry**
- **M.Sc. Medical Lab Technology**
- **M.Sc. Cardiovascular Technology**
- **M.Sc. Medical Radiology & Imaging Technology**

Ph.D

- **Health Sciences**

**Lateral Entry / Migration Available in
2nd year for all above UG Programme**

Online Application Form



Written Test / Online Test (Also Available)



Personal Interview



Selection Letter



International Admissions

At Sushant University, we celebrate the great diversity and globalism of our university, its faculty and students, we are excited that you are considering Sushant University for your higher education. The office of International Affairs will be your first contact; students are admitted at the beginning of academic year commencing in July/August. Online registration starts in December every year. We invite you to explore what it is like living and studying on our green and clean campus at Gurgaon, Haryana – India.

Program Specific information

School of art and architecture

Vatel hotel and tourism business school

School of business

School of engineering and technology

School of law

School of design

School of health sciences

Lateral Entry / Migration

If you are currently enrolled in another recognized educational institution in India, and if you wish to pursue your studies with us we offer a variety of services to help you in the admissions process. For example you may have completed the first year of a degree at another university and want to study at Sushant University. Or you may have completed a diploma, professional or vocational qualification and want to transfer this credit to Sushant University.

For transfer policy and eligibility requirements please mail us: admissions@sushantuniversity.edu.in





Placement Policy

PLACEMENT POLICY

Sushant University, Gurugram. This placement policy outlines the rules and regulations governing the placement process for students at Sushant University. It aims to ensure a seamless and professional placement experience for all stakeholders involved.

OBJECTIVES:

Facilitate Employment Opportunities | Enhance Employability Skills | Industry-Academia Collaboration | Career Guidance | Support Entrepreneurship | Transparency and Equal Opportunities | Maintain Placement Records

APPLICABILITY:

This policy applies to all students of Sushant University who have duly completed and submitted the Placement Registration Form to the Corporate Resource Centre ('T&P Department'). Only registered students will be eligible to participate in placement activities, including on-campus, off-campus, and company-specific recruitment drives.

ELIGIBILITY & FACILITATION

Students must meet the following criteria to avail themselves of placement opportunities facilitated by the University:

1. All job-seeking students are required to register for placement opportunities through the mode (online or offline) specified by the Corporate Resource Centre (T&P Dept.) within the stipulated timeframe. Students who fail to complete the registration process within the given timeframe will not be eligible to participate in the placement activities.
2. The role of Corporate Resource Centre (Training & Placement Dept.) is a facilitator for placement related activities. CRC Dept. does not guarantee a job.
3. There is no fee for placement, it is free of cost for students and it is a service not a privilege.
4. Attendance: A minimum of 75% attendance in each semester across all courses/subjects is mandatory.
5. Disciplinary Record: Students penalised for disciplinary violations are ineligible for placement support.
6. Internship Offers: Students who receive a Pre-Placement Offer (PPO) during their internship are not allowed to participate in further placement drives.



7. Pending Disciplinary Actions: Students under disciplinary review are barred from placement activities until cleared by the concerned committee.
8. Company Shortlisting: Shortlisting of candidates for any job role is the sole discretion of the recruiting company. The T&P Department is not liable to mediate in such matters.

PLACEMENT PROCESS GUIDELINES :

1. Dress Code: Students must adhere to the University's prescribed uniform during all placement- related activities.
2. Relocation: Students must be open to relocation as per the company's requirements. Location preferences will not be entertained.
3. Professional Conduct: Students must maintain professionalism throughout the placement process. Direct communication with recruiters regarding job offers, pre-placement negotiations, or classmates' placements is strictly prohibited.
4. Training Programs: Attendance in personality development, resume-building, and skill- enhancement sessions conducted by the University is mandatory.
5. Placement Offers: The University follows a strict "One Student, One Job" policy. Offer letters are to be routed through the T&P Department, & students must adhere to the terms & conditions of the offer.
6. Profile Updates: Students must keep their contact details and resumes updated with the T&P Department.

DISQUALIFICATION CRITERIA:

Students may face disqualification from the placement process under the following circumstances:

1. Non-compliance with the rules outlined in this policy.
2. Bringing external influence (parents, relatives, etc.) into the placement process.
3. Failing to disclose pre-placement offers or other job offers.
4. Misconduct during interviews or placement activities.
5. Backing out of a placement process after confirming participation.
6. Absenteeism during any part of the placement process.



NO OBJECTION CERTIFICATE (NOC) GUIDELINES :

The NOC for external job opportunities will be issued under the following conditions:

1. The student joins the company in the final year/Semester.
2. The company is a Registered/Reputed Company.
3. The student maintains a minimum of 75% attendance.
4. A formal application is submitted and approved by the T&P Department, Dean, and University administration.

RESPONSIBILITIES UPON RECEIVING NOC:

Attend mid-term and final exams as per University schedules.

Submit monthly progress reports and salary slips to the T&P Department. Complete and submit academic assignments on time.

Failure to comply with NOC guidelines will result in the cancellation of the NOC.

GENERAL GUIDELINES:

1. All communication related to placement must go through the T&P Department.
2. Students must honour the commitments made during the placement process, including joining the company upon selection.
3. Misconduct or non-compliance with this policy will attract strict disciplinary action, including permanent debarment from placement activities.

This Placement Policy is subject to amendments by the University from time to time to ensure its alignment with industry best practices. Students must adhere to the latest version of the policy at all times.

"In the event that any matters are not explicitly addressed within this Placement Policy, the Head of CRC at the University shall exercise discretion to make decisions deemed appropriate on a case-by- case basis. Such decisions shall be considered final and binding for all stakeholders at Sushant University."





Student Training Program (STP) Guidelines



School of Art & Architecture

Training Policy and Guidelines

For
Bachelor's of Architecture
at

Sushant School of Art and Architecture
Sushant University

Policy & Guideline



GENERAL INFORMATION

Purpose of an Training:

The purpose of Training is to share an opportunity with students to relate and apply the techniques learnt in the studios to the real-world experiences set in a professional practices environment. The work of the Trainee will be monitored by a professional during the said period. This will allow students to demonstrate and develop their technical skills, professional skills, effective communication, team-player skills, an understanding of business procedures and critical thinking. And eventually it should provide students a strong grounded base to frame their design thesis in the last semester of the bachelor of architecture programme

Definition:

An Training is period of time during which a student works for a company or organisation in order to get experience of a particular type of work. It consists of specialised duties.

Policies for Trainings:

1. Determination of credit: The Institution and Board of Regents require a compulsory of 19 weeks Training completed by a student and should not exceed more than 22 weeks in case of leaves.
2. The start date of Training will be specified by the Training coordinator.
3. Training coordinator to form a team of faculty supervisors for smooth and effective transition of Training.
4. Students should check with the institution to verify the maximum Training firms allowed.
5. The grades available for Training courses are limited to 100 Marks – 50 Marks internal and 50 Marks from external jury.
6. After the submission of grading criteria by the firms a panel of 10-15 reviewers, as selected by Training coordinator, must further evaluate student's work in order to achieve a distinct parity. And averaging of firm's grades and panel's grades will then be submitted to University as final internal scores.
7. The institution expects an Trainee to have gained exposure in Concept and Design Development, DPR, software and model skills, site-coordination, municipal and working drawing preparations and presentation skills.
8. For undergraduate Trainings, the Training coordinator must provide either a course syllabus or a project plan detailing: (1) learning outcomes, (2) expected reading or field work, (3) expected meetings, (4) expected work products, and (5) criteria to be used for evaluation and grading.
9. The Training coordinator must maintain an online document, where students fill their Training details within one month of beginning the Training from the date specified, failing to do so the Training duration will be considered null and void. However, if a student starts it's Training after the specified date and after a month Dean must sign and approve the Training duration for that particular student.
10. No change in firm is allowed before or after accepting the offer unless there is a grave situation.
11. At the end of the term, or whenever the student completes the Training, the Training coordinator must complete a record of the outcome that explains the grade submitted. The record of outcome form or grade with the Training coordinator's signature should be filed with the institution.



12. Training has to be strictly completed from an architectural firm. Developer's firm having a separate architectural wing is allowed. Students are allowed to work with a research organizations dealing with projects in urban affairs and architecture.
13. The grades must be collected from the firms in a sealed envelope or online form one week before the end date specified.
14. Training coordinator and/or team will maintain the record of all the Trainees and their placements.
15. If a student starts the Training programme one month after the specified and does not fulfill the required number of weeks by the end date specified the Training coordinator must identify a panel who agrees to evaluate the student's work, sets an additional written exam and then prepares for the internal jury.
16. A panel of coordinators selected by the Training coordinator must maintain a constant dialogue with the Trainee's office/firm in order to monitor the feedback on behavior and ethics.

COURSE WORK RELATED TO THE TRAINING:

For University Credit, coordinator should include an academic component along with the work experience. Students should check with the institution regarding the academic requirements of an Training, such as a written report, oral presentation, portfolio, research project, documentation of laboratory experiments, etc. Academic assignments are determined on a case-by-case basis, dependent on the number of credits to be earned. Course work associated with the Training is intended to give students an opportunity to reflect on their Training experience and how it applies to their academic programme.



STUDENT INFORMATION

Students generally identify their choice of firms and organization to schedule their Training; however, SSAA do invite companies for campus interviews. Trainings are usually not assigned. SSAA does keep a file of Trainings that is available to students to initiate the process of application from their end.

Minimum Eligibility Qualifications: Before applying for Training, students should meet the following:

1. Have cleared all their seventh semester examinations with a good academic standing
2. If they are re-appearing for an examination an undertaking has to be submitted by the student to the Training coordinator mentioning adherence to the required no. of weeks.

Student Trainees agree to:

1. Collect the Training letter in its entirety and obtain all necessary signatures in order to submit to organization(s) where the student has accepted the offer. The firm should be minimum 5yrs old and the principal architect or Team Head of the firm should be registered architect with COA.
2. Submit duly filled Training Certificate and duly filled Grading Criteria (signed & stamped) at the end of Training period or on date specified by Training coordinator.
3. Maintain a log-book of all the works coordinated during the Training period and shall get it signed and stamped to be submitted on the date specified by the Training coordinator.
4. If a student starts the Training before the specified start date s/he must state the reasons of starting at earlier time to the Training coordinator.
5. Discuss with prospective supervisor at the work site the possible risks and dangers associated with the planned Training. Then complete and sign the Training Offer Letter and submit a copy of that to the Training coordinator.
6. Recognize that they are representing Sushant University as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity. And understand and follow the policies, procedures, rules and regulations of the firm thoroughly.
7. Be prepared to perform Training duties for the hours and duration specified, sometimes even after the stipulated hours. Completion of any non-academic requirements imposed by the firm / organization supervisor is by agreement between the student and the supervisor.
8. Talk to the supervisor regarding expected holidays. Keep in mind many organizations do not follow the University calendar.
9. Fulfill all of the academic assignments and reporting requirements of the Training course as specified by the university in order for a grade to be assigned.
10. Students in Trainings need to indicate on their Training Certificate form how their Training work hours and duties exceed the normal job requirements with the firm / organization.
11. Ensure that direct supervisor is able and willing to submit an evaluation on behalf. Some organizations have personnel policies prohibiting supervisor from providing a written Trainee evaluation. If this is the case, special arrangements must be made for supervisor to speak directly with the Training coordinator or programme coordinator about Trainees' performance.
12. Before the end of the semester, complete the Student's Training Grading Criteria, and submit to the Training Coordinator.
13. Submit the final Training report or portfolio to the Training Coordinator or Training Supervisors by the date specified.



INSTITUTION RESPONSIBILITIES

The Training reflects the essential partnership between faculty and those practicing the profession in the community. The institution's role in the partnership is to send students who will be good ambassadors to the community and to ensure that students will have a quality "hands on" learning experience. An Training also enhances the lines of communication between faculty and professionals in business, industry and government. The Training is an excellent complement to the institution's curriculum.

Institution Training Coordinator agrees to:

1. Ensure that students are NOT awarded Training credit for their ongoing job. If an exception is made for a student who is a paid employee of the firm / organization, require the student AND the work supervisor to submit letters outlining the additional work to be performed above and beyond the student's regular work responsibilities (e.g., the Training component might be 20 hours/week spent completing a special project beyond the student's usual work hours).
2. Ensure that Trainees are NOT used as free labour in for-profit organizations/facilities that are owned or operated by the faculty member who will award the Training credit and grade. If Trainings are permitted in such a facility, the Trainees should be compensated as an employee of the organization.
3. Inform students of the necessity of complying with pertinent institution and workplace policies and procedures.
4. If the student's Training involves doing research with human subjects (e.g., interviewing, collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment.
5. Require that coordinators document communications with the student and work supervisor regarding Training activities.
6. Notify the student that, unless other agreements are made between the student and coordinator(s), the coordinator and institution will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
7. Notify the student that neither the coordinator nor the University will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experiences.

Course Coordinator's Supervisory Responsibilities:

1. The coordinator and firm / organization supervisor should maintain regular communication about the student's work activities during the Training. Any conflicts should be quickly resolved by communication among the student, coordinator and firm/ organization supervisor.
2. The coordinator should ensure that the Training experience is related to the curriculum by building into the schedule regular interaction with the student. Communication with the student is an important component that elevates the work to a meaningful learning experience.
3. The coordinator should maintain vigilance in overseeing the student's Training experience, regardless of the work location. Periodic on-site visits are preferable, but if personal visits are not feasible, the coordinator or team of coordinators should regularly converse with the Trainee via phone or e-mail.
4. The coordinator should require the Trainee to report on a regular basis throughout the Training.



FIRM / ORGANIZATION RESPONSIBILITIES

An Training provides organizations with an effective outreach to qualified and motivated students. The primary goal of the Training, as stated above, has educational and mentoring components that can be satisfied only through a formal partnership between the organization and Sushant University. It is the intent of the programme that this partnership provides a meaningful learning experience to students as prospective professionals. In this manner, the organization becomes an important asset in the development of Trainees. As a secondary benefit, the organization has access to well-qualified students as potential candidates for full-time employment after graduation. As a tertiary benefit, the programme allows supervisors to evaluate prospective long-term employees under actual work conditions at minimal cost. Initial contacts through the Training may lead to recruitment and eventual hiring, upon graduation, of an employee who has experience with the employer's operating procedures. In addition, multiple Trainings with the same student over his/her academic career may enable the Trainee to function at a higher level that will free full-time professional staff for more complex work.

Firm / Organization's Responsibilities:

1. Assign a full-time professional as the Training Supervisor.
2. Prepare a Letter or a Document, that needs to be submitted by the firm, outlining the organization's understanding of the Training it intends to offer, typically under the following headings:
 - a. Purpose of the Training - A brief statement that describes the purpose of the Training and includes a statement on how the programme philosophy will be maintained.
 - b. Status of the Trainee - A brief description of the Trainee's status within the agency: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
 - c. Minimum Qualifications - A statement that describes the minimum qualifications required of applicants for the Training. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
 - d. Job Description - A broad statement of the job function that describes the Trainee's duties and responsibilities, including the identification of an "organizational structure" for reporting purposes. Also include the name and position title of the expected supervisor.
 - e. Organization-Specific Guidelines and Requirements for Trainees - A detailed list of what the organization expects from the Trainee and a definition of the Firm/organization's obligations to the Trainee. The former may include items such as the Trainee's specific job functions and/or the Trainee's professional responsibilities with regard to the firm/organization's policies for office conduct, etc. The later may include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and Trainee, etc.
3. Provide pertinent policies and procedures to the prospective Trainee before s/he begins working.
4. Provide relevant education/training to the Trainee.
5. Maintain the Trainee status of the student; to be distinguished from employment status.
6. Make individual arrangements, if agreed upon between the student and organization for any stipend or other benefit of service deemed appropriate.
7. Notify the institution of any decision to remove the student from the Training prior to the agreed upon time, due to the student's failure to comply with rules or regulations, and provide a written report to the institution regarding the reasons for terminating the Trainee.



Training Policy and Guidelines

For

Bachelor's of Fine Arts

at

**School of Art and Architecture
Sushant University**



GENERAL INFORMATION

Purpose of an Training:

The training component of the Bachelor of Fine Arts (BFA) programme is designed to bridge academic learning with real-world creative and professional practice. It provides students—both from Painting and Applied Arts specialisations—the opportunity to apply studio techniques, conceptual understanding, and creative processes in professional settings such as design studios, galleries, advertising agencies, or artist residencies. Under the supervision of industry professionals, students engage with practical challenges that enhance their technical skills, visual communication abilities, and critical thinking.

This exposure helps students develop a deeper understanding of professional standards, project management, client interaction, and collaborative work. It also nurtures adaptability, problem-solving, and creative independence, preparing students to navigate diverse career paths in the visual arts. Ultimately, the training experience provides a solid foundation for students to build and contextualise their final thesis or creative project in their concluding semester.

Training Policies for BFA Students (Painting and Applied Arts Specialisations)

1. **Duration and Credit:** Training is compulsory and must be completed over a minimum of 19 weeks, not exceeding 22 weeks including approved leaves, as per institutional guidelines.
2. **Training Start Date:** The Training Coordinator will announce the official start date of the Training period, and students must adhere to this schedule.
3. **Faculty Supervision:** A faculty supervision team, formed by the Training Coordinator, will oversee the students' progress, ensuring smooth coordination between academic goals and professional practice.
4. **Training Firm Limitations:** Students must consult with the institution to determine the maximum number of Training firms they can engage with during the Training period.
5. **Evaluation and Grading:** Training will be evaluated out of 100 Marks—50 Marks internal (faculty review) and 50 Marks external (Industry feedback).
6. **Grade Moderation:** Final internal marks will be an average of firm evaluations and faculty panel review, ensuring fairness and consistency in grading.
7. **Learning Objectives:** The Training experience should give students exposure to creative conceptualisation, project execution, design thinking, client interaction, and presentation skills, tailored to either fine or applied art practice.
8. **Training Plan/Syllabus:** The Training Coordinator must provide a Training syllabus or project plan, including clear learning outcomes, reading, fieldwork expectations, deliverables, evaluation criteria, and mentor meetings.
9. **Mandatory Online Registration:** Students must fill out an online Training detail form within one month of the start date. Late entries require approval from the Dean to validate the Training duration.
10. **Firm Change Policy:** Once a firm has been accepted, no change is permitted unless justified by exceptional circumstances, subject to approval by the Coordinator.



COURSE WORK RELATED TO THE TRAINING:

For University Credit, coordinator should include an academic component along with the work experience. Students should check with the institution regarding the academic requirements of an Training, such as a written report, oral presentation, portfolio, research project, documentation of large scale projects, etc. Academic assignments are determined on a case-by-case basis, dependent on the number of credits to be earned. Course work associated with the Training is intended to give students an opportunity to reflect on their Training experience and how it applies to their academic programme.

STUDENT INFORMATION

Students generally identify their choice of firms and organization to schedule their Training; however, SSAA do invite companies for campus interviews. Trainings are usually not assigned. SSAA does keep a file of Trainings that is available to students to initiate the process of application from their end.

Minimum Eligibility Qualifications: Before applying for Training, students should meet the following: 1. Have cleared all their seventh semester examinations with a good academic standing 2. If they are re-appearing for an examination an undertaking has to be submitted by the student to the Training coordinator mentioning adherence to the required no. of weeks.

Student Trainees agree to:

1. **Certificate & Grading Submission:** At the end of the Training, students must submit a duly filled and signed Training Certificate and Grading Criteria Form by the date specified by the Training Coordinator.
2. **Log Book Maintenance:** Students are required to maintain a logbook documenting their daily tasks, learning experiences, and project contributions. This logbook must be signed and stamped regularly and submitted at the end of the Training period.
3. **Training Start Date Compliance:** If a student begins Training before the official start date, they must notify the Training Coordinator with a written explanation.
4. **Professional Conduct & Representation:** Students must recognize that they represent Sushant University and are expected to uphold the Student Code of Conduct and Code of Academic Integrity, while also respecting the rules and procedures of the host organization.
5. **Working Hours & Flexibility:** Students must be prepared to work beyond stipulated hours if required by the organization, in agreement with the supervisor.
6. **Holidays & Work Schedules:** Students should discuss holidays in advance with their supervisors, understanding that many organizations do not follow the university calendar.
7. **Academic Assignments:** All academic reporting and assignments related to Training (e.g., evaluations, reflective essays, visual documentation) must be completed and submitted for a final grade to be issued.
8. **Supervisor Evaluation:** Students must ensure that their direct supervisor is willing and able to provide a performance evaluation. If not, alternative arrangements (e.g., verbal review) must be made through the Training Coordinator.



9. Final Report Submission: Students must submit a final Training report or portfolio, summarizing their experience, projects, and learning outcomes, by the deadline set by the Training Coordinator or Supervisors.

INSTITUTION RESPONSIBILITIES

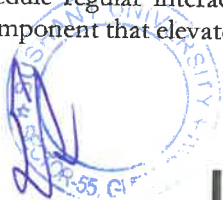
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2. Ensure that Trainees are NOT used as free labour in for-profit organizations/facilities that are owned or operated by the faculty member who will award the Training credit and grade. If Trainings are permitted in such a facility, the Trainees should be compensated as an employee of the organization.
3. Inform students of the necessity of complying with pertinent institution and workplace policies and procedures.
4. If the student's Training involves doing research with human subjects (e.g., interviewing, collecting data), make sure that Human Subjects training is provided as appropriate to the student's assignment.
5. Require that coordinators document communications with the student and work supervisor regarding Training activities.
6. Notify the student that, unless other agreements are made between the student and coordinator(s), the coordinator and institution will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
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1. The coordinator and firm / organization supervisor should maintain regular communication about the student's work activities during the Training. Any conflicts should be quickly resolved by communication among the student, coordinator and firm/organization supervisor.
2. The coordinator should ensure that the Training experience is related to the curriculum by building into the schedule regular interaction with the student. Communication with the student is an important component that elevates the work to a meaningful learning experience.



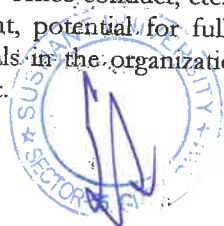
3. The coordinator should maintain vigilance in overseeing the student's Training experience, regardless of the work location. Periodic on-site visits are preferable, but if personal visits are not feasible, the coordinator or team of coordinators should regularly converse with the Trainee via phone or e-mail.
4. The coordinator should require the Trainee to report on a regular basis throughout the Training.

FIRM / ORGANIZATION RESPONSIBILITIES

An Training provides organizations with an effective outreach to qualified and motivated students. The primary goal of the Training, as stated above, has educational and mentoring components that can be satisfied only through a formal partnership between the organization and Sushant University. It is the intent of the programme that this partnership provides a meaningful learning experience to students as prospective professionals. In this manner, the organization becomes an important asset in the development of Trainees. As a secondary benefit, the organization has access to well-qualified students as potential candidates for full-time employment after graduation. As a tertiary benefit, the programme allows supervisors to evaluate prospective long-term employees under actual work conditions at minimal cost. Initial contacts through the Training may lead to recruitment and eventual hiring, upon graduation, of an employee who has experience with the employer's operating procedures. In addition, multiple Trainings with the same student over his/her academic career may enable the Trainee to function at a higher level that will free full-time professional staff for more complex work.

Firm / Organization's Responsibilities:

1. Assign a full-time professional as the Training Supervisor.
2. Prepare a Letter or a Document, that needs to be submitted by the firm, outlining the organization's understanding of the Training it intends to offer, typically under the following headings:
 - a. Purpose of the Training - A brief statement that describes the purpose of the Training and includes a statement on how the programme philosophy will be maintained.
 - b. Status of the Trainee - A brief description of the Trainee's status within the agency: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
 - c. Minimum Qualifications - A statement that describes the minimum qualifications required of applicants for the Training. Minimum qualifications should include education, work experience, personal qualities, and special skills and knowledge.
 - d. Job Description - A broad statement of the job function that describes the Trainee's duties and responsibilities, including the identification of an "organizational structure" for reporting purposes. Also include the name and position title of the expected supervisor.
 - e. Organization-Specific Guidelines and Requirements for Trainees - A detailed list of what the organization expects from the Trainee and a definition of the Firm/organization's obligations to the Trainee. The former may include items such as the Trainee's specific job functions and/or the Trainee's professional responsibilities with regard to the firm/organization's policies for office conduct, etc. The latter may include items such as conditions of continued employment, potential for full-time employment after graduation, mentoring by full-time professionals in the organization, formal communication lines between the supervisor and Trainee, etc.



3. Provide pertinent policies and procedures to the prospective Trainee before s/he begins working.
4. Provide relevant education/training to the Trainee.
5. Maintain the Trainee status of the student, to be distinguished from employment status.
6. Make individual arrangements, if agreed upon between the student and organization for any stipend or other benefit of service deemed appropriate.
7. Notify the institution of any decision to remove the student from the Training prior to the agreed upon time, due to the student's failure to comply with rules or regulations, and provide a written report to the institution regarding the reasons for terminating the Trainee



Internship Policy and Guidelines

**For
M.Arch (Urban Design)
at**

Sushant School of Art and Architecture

Sushant University

Policy & Guideline



GENERAL INFORMATION

Purpose of an Internship:

The purpose of internship is to share an opportunity with students to relate and apply the techniques learnt in the studios to the real-world experiences set in a professional practice environment. This will allow students to demonstrate and develop their technical skills, professional skills, effective communication, team-player skills, an understanding of business procedures and critical thinking.

Definition:

An Internship is a period of time during which a student works for a company or organisation in order to get experience of a particular type of work. It consists of specialised duties.

Policies for Internships:

1. Determination of credit: The Institution and Board of Regents require a compulsory of 4 weeks internship completed by a student and should not exceed more than 8 weeks in case of leaves.
2. The start date of internship will be specified by the institution.
3. Students are supposed to work at only one company or organization during this period which should be approved by the institution before the onset of the internship.
4. The grades available for Internship courses are limited to 100 Marks – all of which are internal and shall be awarded a panel appointed by the institution at the end of the summer term and shall be communicated to the student directly.
5. The purpose of the internship is to understand the entire process involved in the realization of a project related to the field of specialization the student is enrolled in the masters programme (e.g. urban design, interior architecture, built heritage, landscape architecture, urban planning).
6. No change in firm is allowed before or after accepting the offer unless there is a grave situation.
7. At the end of the term, or whenever the student completes the internship, the programme head must complete a record of the outcome that explains the grade submitted. The record of outcome with the programme head's signature should be filed with the institution.
8. Students are allowed to work with organizations that undertake projects and research in their area of specialization they are enrolled in the masters programme.
9. Programme heads will maintain the record of all the interns.

COURSE WORK RELATED TO THE INTERNSHIP:

Students should check with their programme head regarding the academic requirements of an internship, such as a written report, oral presentation, portfolio, research project, documentation etc.



STUDENT INFORMATION

Students generally identify their choice of firms and organization to schedule their internship. Internships are usually not assigned.

Student Interns agree to:

1. Collect the internship letter in its entirety and obtain all necessary signatures in order to submit to the organization where the student has accepted the offer.
2. Submit duly filled Training Certificate (signed & stamped) at the end of internship period or on date specified by the institution.
3. Maintain a log-book of all the works coordinated during the internship period and get it signed and stamped by the head of the organization, to be submitted on the date specified by the institution.
4. If a student starts the internship before the specified start date s/he must state the reasons of starting at earlier time to the programme head.
5. Discuss with prospective supervisor at the work site the possible risks and dangers associated with the planned internship. Then complete and sign the Internship Offer Letter and submit a copy of that to the programme head.
6. Recognize that you are representing Ansal University as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
7. Understand and follow the policies, procedures, rules and regulations of the firm thoroughly.
8. Be prepared to perform internship duties for the hours and duration specified, sometimes even after the stipulated hours. Completion of any non-academic requirements imposed by the firm / organization supervisor is by agreement between the student and the supervisor.
9. Talk to the supervisor regarding expected holidays. Keep in mind many organizations do not follow the University calendar.
10. Fulfill all of the academic assignments and reporting requirements of the internship course as specified by the university in order for a grade to be assigned.
11. Students in internships need to indicate on their internship certificate form how their internship work hours and duties exceed the normal job requirements with the firm / organization.
12. Submit the final internship report or portfolio to the programme head by the date specified.



INSTITUTION RESPONSIBILITIES

The internship reflects the essential partnership between faculty and those practicing in the profession in the community. The institution's role in the partnership is to send students who will be good ambassadors to the community and to ensure that students will have a quality "hands on" learning experience. An internship also enhances the lines of communication between faculty and professionals in business, industry and government. The internship is an excellent complement to the institution's curriculum.

The programme head agrees to:

1. Ensure that students are NOT awarded internship credit for their ongoing job. If an exception is made for a student who is a paid employee of the firm / organization, require the student AND the work supervisor to submit letters outlining the additional work to be performed above and beyond the student's regular work responsibilities (e.g., the internship component might be 20 hours/week spent completing a special project beyond the student's usual work hours).
2. Ensure that interns are NOT used as free labour in for-profit organizations/facilities that are owned or operated by the faculty member who will award the internship's credit and grade. If internships are permitted in such a facility, the interns should be compensated as an employee of the organization.
3. Inform students of the necessity of complying with pertinent institution and workplace policies and procedures.
4. Require that programme heads document communication with the student and work supervisor regarding internship activities.
5. Notify the student that, unless other agreements are made between the student and programme head, the head and institution will not be responsible for any financial obligations incurred by the student for his/her participation; this includes, but is not limited to, travel and housing arrangements.
6. Notify the student that neither the programme head nor the Institution will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experiences.

Programme Head's Supervisory Responsibilities:

1. The programme head and firm / organization supervisor should maintain regular communication about the student's work activities during the internship. Any conflicts should be quickly resolved by communication among the student, programme head and firm/ organization supervisor.
2. The programme head should ensure that the internship experience is related to the curriculum by building into the schedule regular interaction with the student.



FIRM / ORGANIZATION RESPONSIBILITIES

An internship provides organizations with an effective outreach to qualified and motivated students. The primary goal of the internship, as stated above, has educational and mentoring components that can be satisfied only through a formal partnership between the organization and the institution. It is the intent of the programme that this partnership provides a meaningful learning experience to students as prospective professionals. In this manner, the organization becomes an important asset in the development of interns. As a secondary benefit, the organization has access to well-qualified students as potential candidates for full-time employment after graduation. Initial contacts through the internship may lead to recruitment and eventual hiring, upon completion of the programme, of an employee who has experience with the employer's operating procedures. In addition, multiple internships with the same student over his/her academic career may enable the intern to function at a higher level that will free full-time professional staff for more complex work.

Firm / Organization's Responsibilities:

1. Prepare a Letter or a Document, that needs to be submitted by the firm, outlining the organization's understanding of the internship it intends to offer, typically under the following headings:
 - a. Status of the Intern – A brief description of the intern's status within the agency: expected number of hours per week, hourly wage or salary (if any), eligibility for benefits or not, eligibility for promotion or not, etc.
 - b. Job Description – A broad statement of the job function that describes the intern's duties and responsibilities, including the identification of an "organizational structure" for reporting purposes. Also include the name and position of the expected supervisor.
 - c. Organization-Specific Guidelines and Requirements for Interns – A detailed list of what the organization expects from the intern and a definition of the Firm/organization's obligations to the intern. The former may include items such as the intern's specific job functions and/or the intern's professional responsibilities with regard to the firm/organization's policies for office conduct, etc.
2. Provide pertinent policies and procedures to the prospective intern before s/he begins working.
3. Maintain the intern status of the student, to be distinguished from employment status.
4. Make individual arrangements, if agreed-upon between the student and organization for any stipend or other benefit of service deemed appropriate.
5. Notify the institution of any decision to remove the student from the internship prior to the agreed upon time, due to the student's failure to comply with rules or regulations, and provide a written report to the institution regarding the reasons for terminating the intern.



Training Policy and Guidelines
For
Masters of Urban Planning
at
School of Art and Architecture
Sushant University



Internship / Industrial Training

Course Curriculum of Master of Planning (Urban Planning) / (M. Plan (UP)) programme consist 6-8 weeks Internship with total credits of 14, at any organization dealing with Planning portfolio. Internships also form an integral part of the programme structure and comprise of 17.5% weightage of the total programme which is in line with the latest guidelines issued by UGC.

The students may undergo Industrial training for a period 6-8 weeks as specified in the curriculum during summer vacation after second semester. In this case, the training has to be undergone continuously for the entire period.

The students may undergo Internship at a Research organization/University/Industry (after due approval from the Director/Dean/HoD) for the period prescribed in the curriculum during summer vacation, in lieu of industrial training. The students shall be permitted to carry out their internship in the second semester. The report needs to be prepared under the guidance of the industry and faculty mentor and has to be submitted and presented in the third semester.

Internship/Project Work

The Internal Assessment based on project prepared and submitted will be 40 and the External Assessment based on viva-voce/presentation will 60 or vice-versa as per the school preference.

If a student fails to submit the project report on or before the specified deadline, he/ she is deemed to have failed in the Project Work and shall re-register for the same in a subsequent semester.

No.	Course Code	Course Title	L	T	P	Credits	Examination	Marks			
								Total	Weightage	Internal	External
1	21MU P- 1SW21 P	Summer Internship (6-8 weeks during summer break)	-	-	-	2	Report, Portfolio, VIVA	100	40 + 60	40	60

Standard Operating Procedure

- Internship is to be undertaken by students for a minimum of 6-8 weeks. The start date of internship will be specified by the institution.
- Students are supposed to work at only one company or organization during this period which should be approved by the institution before the onset of the internship.
- Students are allowed to work with organizations that undertake projects and research in their area of Urban Planning.
- The grades available for internship courses are limited to 100 Marks.
- Once the students receive the offer letter, they have to submit the same to the Faculty Placement Coordinator.
- The log sheet will be shared by the school placement coordinator. The student has to get signed the log sheet regularly from reporting officer of the institution where s/he is placed and copy has to be mailed to the placement coordinator.



- Tracker sheet and the form shared needs to be get filled by the students regularly.
- Regular Feedback will be taken from the Supervisor/reporting Officer.
- The rules & regulations of the institutions where s/he is placed has to be followed strictly by the students. Strict action will be taken if any complain receives to school from the institutions (which may lead to suspension of the candidature).
- Any issues faced by the students at the workplace shall be informed to Placement Coordinator/ Mentor/Director-SPD immediately, however any steps without prior information & permission is fully discouraged.
- After Internship, Students will be asked to submit an Internship report. They will also be asked to submit the hard copy log sheet duly signed by the supervisor and a copy of the work certificate.
- Upon return, the students will be asked to present their work in the form of viva/report/portfolio for assessment purposes.
- Assessment Rubric

Component	Feedback from employer	Report	Log sheet	Work certificate
Weightage	60%	20%	10%	10%

- The students are required to fulfill all of the academic assignments and reporting requirements of the internship course as specified by the university in order for a grade to be assigned.
- It is notified to the student that neither the programme head nor the Institution will be responsible for the payment of any medical care for injuries alleged to have resulted from the student's work experiences



HANDBOOK: MASTER OF PLANNING (URBAN PLANNING)

Course Code	Course Title	L	T	P	Credits
21MUP-1SW21P	Summer Internship (6-8 weeks during summer break)	-	-	-	2

Nature of Course: Internship/ Thesis/ Dissertation

Teaching Mode: Not applicable

Course Objective

Provide students a comprehensive understanding of the functioning of Planning organisations and experiential learning of projects.

Course Outcomes

CO1	Skills (Apply + Analyse) - To develop knowledge on various planning techniques
CO2	Design (Create) -To design and develop model plans or policy documents.

Course Outline

Each student shall undertake training in a planning (or related) office during summer vacation between the second and third semester. The period of training will be six weeks. The exact period and place of training will be decided in consultation with the coordinator-in-charge of training.

The objective of training is to expose the students to live planning projects and working environment at planning offices.

The students are required to submit a 'Satisfactory' certificate from the relevant Planning Office after completion of training. The student will also submit a report highlighting the profile of the institution, its organization, key work areas, etc.; Introduction to the project(s) worked upon during training; planning brief; methods employed; and planning - design solutions / proposals.

The students will also be required to present their work through drawings / visuals, power point presentations in the form of a Seminar to the faculty and students of the Department over the seventh semester, as per directions of the coordinator-in-charge of training.

Learning Outcomes:

At the end of the course, the students would have developed a clear understanding of the functioning of a planning organization.

Student Experience

Students will undertake training in a planning organization and will be exposed to live planning projects and working environment at planning offices

Assessment

Internal Semester Examination (ESE)	40
External Semester Examination (ESE) - Jury	60



Relationship between the Course Outcomes (COs) and Program Outcomes (POs)

Mapping between COs and POs		
	Course Outcomes (COs)	Mapped Programme Outcomes
CO1	Skills (Apply + Analyse) - To develop knowledge on various planning techniques.	PO 1, PO 2, PO 3, PO 4, PO 5, PO 6, PO 7, PO 8, PO 9, PO 10
CO2	Design (Create) - To design and develop model plans or policy documents.	PO 1, PO 2, PO 3, PO 4, PO 5, PO 6, PO 7, PO 8, PO 9, PO 10

	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10
CO1	High	High	High	High	Medium	High	High	High	High	High
CO2	High	High	High	High	Medium	High	High	High	High	High





School of Design

School of Design

Sushant University

Gurugram

**Sushant
University**

Module Manual: Internship

January 2024



INTERNSHIP

COURSE CODE: 20BDSID20IN8P

CREDITS:24

COURSE OBJECTIVE:

The objective of the subject is to undertake an industrial internship with an organization during the last semester. This introduces the students to the working environment of their chosen industry and equips them to deal with the day to day operations in the business organization. The outcome of the subject is application of acquired knowledge and skills gained through the four years of learning in a real life project(s).

COURSE OUTCOMES:

On completion of this course, the students will be able to:

1. Understand the industry environment
2. Interpret and re-present designs in accordance to the design brief given
3. Understand deadlines and work with time constraints
4. Study the organizational structure and their working

COURSE CONTENTS:

This is subject to the individual's internship program. However, actual student participation in commercial projects is requested to ensure the student learning the industrial skills required. This could be transferred to the final project for the Degree collection.

PEDAGOGY:

- Frequent consultancy with the employer and mentor
- One interim and one final evaluation
- Record of daily activities and learning outcome
- Internship report outlining the Company's profile, job duties and responsibilities, learning outcome with supporting examples of the student's work

EXAMINATION SCHEME:

- Students record of activities
- Interim evaluation
- Final evaluation
- Employers feedback survey
- Mentors assessment
- Internship report

Final Assessment

Components	Mentor	Employer
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Weekly Activity Reports 2025

Sem 8(B.dES ID/IA/CD/UX)

M.Des(ID)

Faculty Incharge-Dr. Koshalpreet kaur & Prof.Vineeta Kochhar

Each week the student intern will be required to submit to the Faculty in charge, a typed weekly activity report (log) summarizing his/her daily activities. This report should be a clear, concise, and accurate account of the types of activities the intern participated in and/or observed.

During the week, interns should make notes of their observations, thoughts, questions, and feelings. At the end of five working days, interns should type their daily observations being certain to leave out any names, situations, or activities that are confidential. The typed weekly activity report should be submitted to the university internship faculty. It is the intern's responsibility to make sure weekly reports are forwarded to the university internship faculty (Note: the professional e-mail address will act as a signature and release of information recorded).

Interns should always proofread their reports before submitting them for approval. Effective communication skills are mandatory if an individual is to be successful in their career pursuits. Therefore, students must work hard during their internship by identifying and correcting their inadequacies to develop into a stronger candidate for employment.

The following weekly reports represent different, but acceptable, activity report styles. Interns are encouraged to be creative concerning the overall appearance of their weekly reports. However, each report must contain the following: intern's name, current address, phone number, agency name, agency coordinator's name, address, and phone number. Additionally, each report should be properly numbered and contain the total hours completed for the week.



Intern Name Address

Phone Number

Weekly Activity Report (Log)



School of Design

Sushant University

Agency Coordinator's Name/Title
Agency Name
Address
Phone Number
E-mail Address

Week Number 1: January 00, 2025 through Jan 00, 2025(40 hours)

SAMPLE:

For the first week of my internship, I participated in a tour of the department and was introduced to various personnel. Following a detailed orientation to the department's internship program, I received my special project assignment and then began to experience the communications division.

The second day of internship involved my assignment to the patrol division. Most of the day was spent on traffic enforcement. Officer Jones showed me the proper way to issue a citation for an expired registration and speeding. I also had the opportunity to observe the investigation of two traffic accidents, a car/van fire, and an overturned tractor-trailer.

Wednesday, I observed follow-up investigations, including theft of gasoline, a reported stolen car, criminal damage to vehicle, and a complaint concerning obscene telephone calls. We also attempted to arrest three people on outstanding warrants; however, we were unable to locate the suspects.

Thursday, I attended a course on *First Responder Training and Certification* sponsored by the *Mobile Training Unit*.

On the last day of the week, I was assigned to the patrol unit responsible for the northeast section of the county. The morning was spent attempting to serve arrest warrants and investigating a car fire.



Later in the day we helped search for two missing juveniles. I am happy to report that they were located and returned to their parents.

In summary, the week was spent becoming familiar with the area and the department. Since all of our reports were minor in nature, the officers could conduct follow-up investigations themselves. This provided the opportunity to observe the handling of a case from notification to conclusion or referral. I look forward to continuing my relationship with the members of the West County Sheriff's Office.

Student Signature: Date:

Intern Name Address

Phone Number

Weekly Activity Report (Log)

School of Design

Sushant University

Agency Coordinator's Name/Title

Agency Name

Address

Phone Number

E-mail Address



Week of January 2025 through January 2025, 20XX (40 hours):

[Handwritten signature]

January 08: I was given a tour of the different divisions and facilities at KTS Security Inc. During the tour, we discussed the functions and security requirements of the various facilities. Later, I attended a briefing conducted by Kate Smith, who stressed the importance of safeguarding classified information and other company sensitive information.

January 09: I continued to familiarize myself with the security office, my duties and responsibilities and the people within our office. I began sorting and analyzing property passes filtered through our office.

January 10: I continued sorting and analyzing property passes for most of the day. I analyzed and authorized key and lock coring requests submitted by various departments. I also attended the first session of a weeklong training seminar. Kate Smith conducted the seminar that covered the fundamentals of leadership. We discussed general management philosophies.

January 11: I began sorting various locks to locate combinations for those locks. I continued to analyze property passes to check for proper authorization and to confirm the destination. I was also positioned on a stakeout for most of the afternoon to possibly witness criminal activity. In the *Fundamentals of Leadership Seminar*, we discussed procedures to use for new hire orientation.

January 12: The security staff held a coffee and donut party to celebrate my birthday. It was a pleasant surprise. I met with the locksmith at KTS Security Inc. to discuss requisitions for keys to be made. This is one of my regular duties. I began to gather information and conduct interviews in support of an investigation that I am presently working on. In the *Fundamentals of Leadership Seminar*, we discussed leadership qualities and the different types of leadership.

Summary Statement: This was an enjoyable and informative week. I found the surveillance activity and the training seminar to be very interesting. I hope next week is as productive and educational.

Student Signature: Date:



Employer Evaluation Form

The Employer Evaluation Form will be completed by the employment supervisor and sent to the faculty coordinator/ mentor in a sealed envelope or emailed to the faculty coordinator/ mentor by the employment supervisor, to arrive no later than _____.

Based on the scale below, indicate how the student performed on each of the following criteria. Please note that your feedback is critical for grading the student upon completion of the academic internship.

1 – Unsatisfactory

2 – Below Expectations

3 – Satisfactory/Average

4 – Exceeds Expectations/Above Average

5 – Clearly Outstanding

Name of the Candidate- _____

Designation: _____

D.O.J: _____

	Aspects	1	2	3	4	5	n/a	Comments
	LO 01: Ability to recognise various aspects of the work environment in Design Industry							
1.	Has a pleasant, positive demeanour; shows enthusiasm							
2.	Is motivated to learn the work and learns quickly							
3.	Demonstrates ability to organize work and self							
4.	Demonstrates skill in written communication							
5.	Meets conflict with emotional control and self-confidence							
6.	Demonstrates appropriate knowledge level of field							
	LO 02: Understanding organisational structure and their working							



7.	Is dependable and diligent in meeting obligations							
8.	Completes assigned tasks correctly and in a timely manner							
9.	Shows initiative, proceeds well on his/her own							
10.	Willing to ask for help when needed							
11.	Demonstrates a mature and ethical attitude toward clients and the profession							
LO 03: Ability to interpret and represent design ideas in accordance with a given design brief								
12.	Demonstrates effective problem solving skills							
13.	Demonstrates skill in verbal communication							

14.	Demonstrates effective use of graphic and oral communication skills							
15.	Rating for student's quality of work							
16.	Rating for overall level of competence							
17.	Rating for academic preparation.							
LO 04: Ability to manage time and deadlines								
18.	Ability to respect deadlines and complete work within assigned time							
19.	Regular in attendance and punctual							
LO 05: Work productively as part of a group or team towards a common goal.								



Weightage (%)100	60	40
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TEXT & REFERENCES:

- Grimley, C., & Love, M. (2018). The interior design reference + specification book: Everything interior designers need to know every day.

*Additional references/ reading material could be suggested by the subject faculty

	Course Outcomes (COs)	Mapped Programme Outcomes (POs)
CO1	Understand the industry environment	PO5, PO6, PO7, PO8, PO9, PO10, PO11, PO12
CO2	Interpret and represent designs in accordance to the design brief	PO5, PO6, PO7, PO8, PO9, PO10, PO11, PO12
CO3	Understand deadlines and work with time constraints	PO5, PO6, PO7, PO8, PO9, PO10, PO11, PO12
CO4	Study the organizational structure and its working	PO5, PO6, PO7, PO8, PO9, PO10, PO11, PO12

PO Keywords	Knowledge & Expertise of Design Field	Research	Information & Digital Literacy	Problem solving	Communication & presentation skills	Behavioral Skills, Teamwork and Leadership	Globalization	Ethical, Social and professional understanding	Employability, Entrepreneurship	Lifelong Learning	Organizational Behavior	Finance & Marketing
COURSE OUTCOMES	PO 1	PO 2	PO 3	PO 4	PO 5	PO 6	PO 7	PO 8	PO 9	PO 10	PO 11	PO 12
CO1					H	H	M	H	H	M	M	M
CO2					H	H	M	H	H	M	M	M
CO3					H	H	M	H	H	M	M	M
CO4					H	H	M	H	H	M	M	M

H= High, M= Medium, L= Low



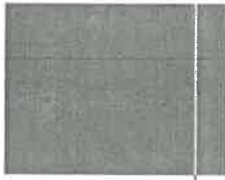
20.	Works effectively as a team member							
21.	Shows leadership capabilities							
	LO 06: Create design ideas that respond to requirements and aspirations of the end user.							
22.	Uses good judgment in decision-making							
23.	Accommodates requirements and feedback from client/users							
24.	Willing to accept and use suggestions							
25.	Student has a great potential as a professional							

Industry Mentor.....

Designation.....

Signed Date





ACADEMIC INTERNSHIP REPORT

SEMESTER EIGHT 2025

Submitted by:

NAME OF STUDENT

Roll No./SoD/BDes./

Industry Mentor: Employer Name/Reporting Office's name, Designation

Faculty Mentor: Faculty Name, Designation



SCHOOL OF DESIGN
SUSHANT UNIVERSITY, GURGAON, INDIA



School of Design, Sushant University

Course Bachelors of Design (IA/ID/CD/PD/FT)

Semester Eight (Academic Internship)

Faculty Mentor Faculty, Designation

Company Name of the company

Address location details

Industry Mentor Employer/ Mentor name, designation

Internship duration start date-end date

Submission Date dates



Plagiarism declaration

1. I am aware that Plagiarism is the unintentional or intentional presentation of someone else's ideas, words or information in any form part or whole (sketches, graphics, and images) as my own. I also acknowledge that using material not created by self or without giving due credit at right instances is against the Plagiarism policy acceptable at University.
2. I know that plagiarism not only includes to the letter copying from a non-credited source, but also the extensive use of another person's ideas without proper acknowledgement (which includes the proper use of quotation marks). I am also aware that plagiarism covers material sourced from printed or digital media.
3. I acknowledge and understand that plagiarism is unprofessional and unethical.
3. I understand that my work as represented here must be duly approved by my industry mentor and my role stated in the report must be as per actual.
4. The component of each project that falls under the purview of my own work, drawn/executed or documented by me is indicated. I also confirm that no part of this has been sourced from any other person's academic or professional work. I am fully aware that buying or submitting work created by anyone other than self is also plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.
6. In undertook the following Job Responsibilities and Expected Activities during Internship
 - a..
 - b.
 - c.

Name..... Student roll no.....

Signed Date

Industry Mentor..... Designation.....

Signed Date



Table of Contents

1. The Internship Narrative

- 1.1 Professional Experiences
- 1.2 Academic Preparation and Background
- 1.3 Relating Experiences to Career Goals
- 1.4 Value of the Internship
- 1.5 Strategy and Planning
- 2.1. Sub-Heading
- 2.2. Sub-Heading
- 2.3. Sub-Heading
- 3.1. Sub-Heading
- 3.2. Sub-Heading
- 3.3. Sub-Heading
- 4.1. Sub-Heading
- 4.2. Sub-Heading
- 4.3. Sub-Heading



Acknowledgement

Your acknowledgement for the experience at place of internship and its successful completion.



Internship objective

Please provide details of the main objective of your undertaking the Internship and what were your expectations from it. This section illustrates how best you were able to fit your future career goals with the academic skills assembled during your tenure at school. This will be seen with reference to learning outcome 1, 2 and 5.



1. The Internship Narrative

The narrative should clearly state job activities undertaken during the period of internship with an explanation of the possible learning outcomes that strengthen the intern's core competencies, fulfilling stated internship objective. The narrative must:

- A. Describe the professional experiences through project, client and site interactions.
- B. Relate the experiences to academic preparation and background.
- C. Relate acquired experiences to short and long term career goals.
- D. Defend the value of the internship by enlisting experiences that were in addition to classroom activities or expectations.

Other possible content could be description of strategy and planning that helped the intern to manage time well, remain productive and enhance professional skills and values during the duration of the internship.



2. Company Profile

Please provide details of your company's profile, indicating what all types of projects they undertake, how many people work in the office (organization chart and your place in the organization), etc. You may choose to write your personal interpretation of their values and ethics of working and where do you think they will grow in the future. This section is related to your learning outcome 1 and 2.

1.1. Sub-Heading

1.2. Sub-Heading

1.3. Subheading



3. Major Projects undertaken

Please provide information regarding major projects that you were personally involved with during the course of your internship. You may choose to represent work that is integral to showcase your involvement with the project and indicate the actual role that you played. For example if you were involved with a residence interior where you were responsible for drawing set and site coordination for the furniture making.

1.1. Sub-Heading

1.2. Sub-Heading

1.3. Sub-Heading



4. Internship certificate

Please get the internship certificate on Company Letterhead. Treat this as a letter of recommendation for your contribution to the company.

4.1. Sub-Heading

4.2. Sub-Heading

4.3. Sub-Heading



5. Conclusions



APPENDIX (any previous internship certification or letter of appreciation, etc. may be included as Appendix 3 or more)

APPENDIX 1: Weekly Progress Report

WEEK DATE	PROJECT	TASK COMPLETED	LEARNING OUTCOME*
Week 01 Date	Project Name Stage of completion	
Week 02 Date	Project Name Stage of completion	
Week 03 Date	Project Name Stage of completion	
Week 04 Date	Project Name Stage of completion	
Week 05 Date	Project Name Stage of completion	
Week 06 Date	Project Name Stage of completion	
Week 07 Date	Project Name Stage of completion	
Week 08 Date	Project Name Stage of completion	
Week 09 Date	Project Name Stage of completion	
Week 10 Date	Project Name Stage of completion	
Week 11 Date	Project Name Stage of completion	
Week 12 Date	Project Name Stage of completion	
Week 13 Date	Project Name Stage of completion	
Week 14	Project Name	



Date	Stage of completion		
Week 15 Date	Project Name Stage of completion	
Week 16 Date	Project Name Stage of completion	

*Please enlist the learning outcome addressed during completion of a certain week's tasks



"THANK YOU" LETTER FOR THE EMPLOYER OF INTERN

Each intern, close to the completion of the internship, will prepare a "Thank You" letter to the employer/supervisor. A copy of the letter must be included with the intern's final report, thus it must be composed before sending the report. The actual letter may be given to the supervisor on the last day or mailed at the end of the internship period.

Pay attention to formality, spelling, and legibility when preparing the thank you letter.





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INTERNSHIP AND RECRUITMENT COMMITTEE Guidelines

NAME

The name of the Committee shall be **Internship and Recruitment Committee** for all purposes. Its short title shall be **IRC**.

OUR VISION

1. To prepare lawyers of tomorrow for handling legal issues not only restricted to the national boundaries but also cutting across complex cross-border transactions, by developing legal skills in core areas such as Business Laws, Intellectual Property Rights, Cyber Laws, and Trade Laws.
2. To develop in students and research scholars a sense of responsibility to serve the society by developing skills in advocacy, judicial and other legal services.
3. To strengthen and expand our recruitment base.

AIMS AND OBJECTIVES

- i) Our aim is to cater to the diverse interests of our students by reaching out to not merely corporate entities and law firms but also to organisations researching on law and policy.
- ii) To provide plethora of opportunities to our students like practicing in the Courts, Judicial Services, Academics, NGOs, Legal Editor, Legal Journalist, Legal Advisor for MNCs, legal officers for Banks and Insurance Companies, LPOs, KPOs, Armed Forces (Judge Advocate General) etc.
- iii) To prepare them to face interviews and other challenges.
- iv) Holistic development of students.
- v) Arrange special lectures, workshops, seminars and conferences.
- vi) Provide any other assistance as required by the students in relation to internship and recruitment if within our scope.
- vii) To further such other aims as the Committee may decide from time to time.

SCHEME OF INTERNSHIP

- First year students undergo **para-legal training** or internship under an **NGO** for a period of **four to six weeks** as **Summer Internship** depending on the period provided by the University when the Semester is not running.



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- Second year students would undergo training under lawyers at District Courts or High Courts.
- Third to fifth year students are given a free hand to go in for training with lawyers of District Courts, High Courts and the Supreme Court, chambers of senior lawyers, corporate houses, leading law firms, departments of State and Central Government, Media Houses, Insurance Companies, Banks, PSUs, LPOs, KPOs, NGOs, International Organisations etc.
- The final year students may also go for Judicial Clerkship.

RULES AND REGULATIONS

1. No student shall be given permission to intern while the semester is running.
2. The internship shall be minimum for a period of 4 weeks and may extend to 8 weeks if the semester is not running during that period.
3. Those who have attendance below 75% and not meeting the passing criteria shall not be provided any internship by the Committee under any circumstances.
4. Students arranging internship on their own shall inform the Committee prior to starting with it and shall submit a Report/Diary and Certificate on successfully completing it as per Rule 25(b), Part IV, Rules of Legal Education 2008, Bar Council of India.
5. Every student shall minimum have to intern for a period of 20 weeks before graduating and the internship shall not stretch in a year for more than 4 weeks as per Rule 25(a), Part IV, Rules of Legal Education 2008, Bar Council of India.
6. It is mandated by the Bar Council of India to intern at least once with the Trial and Appellate Court Advocates as per Rule 25(a), Part IV, Rules of Legal Education 2008, Bar Council of India.
7. Every student undergoing training or internship representing Sushant University shall adhere to the dress code mentioned as per Rule 27, Part IV, Rules of Legal Education 2008, Bar Council of India.
8. All correspondence to be considered valid shall be made to irclaw@sushantuniversity.edu.in . No correspondence on any other email id shall be considered. No oral communications or via text message or a phone call hold any value.



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9. All communication by the Committee shall be made to the email ids given by the students or SOL Notice Board. No communication shall be made through any other mode.
10. Students interested to apply to IRC for the internship to be arranged must submit their CVs/Resume on the above-mentioned email id.
11. Minutes of the Meeting of the Committee shall be open to all the students and faculty members.
12. The Rules of the Committee shall be in consonance with Part IV of the Legal Education Rules 2008, Bar Council of India.



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**VATEL Hotel &
Tourism
Business School**



INDUSTRIAL TRAINING GUIDELINES

VATEL HOTEL & TOURISM BUSINESS SCHOOL



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ASSESSMENT SUMMARY						
S.NO	FORM OF ASSESSMENT	FORMAT	TIME	WEIGHT AGE (MARKS)	SUBMISSION DUE DATE	SUBMIT VIA
1	*Training Report	As Prescribed by Hospitality School	N/A	30	Date As Announced And Informed By Hospitality School	Hard Copy (2 Copies Spiral Bound+ Cd)
2	*Log Book	As Prescribed by Hospitality School	N/A	20	Date As Announced And Informed By Hospitality School	Hard Copy
3	Performance Appraisal Form by Hotel	Hotel Format	N/A	10	Date As Announced And Informed By Hospitality School	Hard Copy
4	Post Training Viva	N/A	N/A	20	Date As Announced And Informed By Hospitality School	In Person
5	*Presentation	N/A	10 Minutes	20	Date As Announced And Informed By Hospitality School	In Person
TOTAL MARKS- 100						



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Students have to submit the following on completion of industrial training to the faculty coordinator at the institute:

1. Logbook
2. Appraisals (included in the logbook).
3. Original training certificate with a self-attested photocopy.
4. Attendance sheet

Students have to submit the following on the day of exam to the panel of examiners:

5. IT Report on the hotel.
6. PowerPoint presentation (can be brought on a pen drive) based on the training report.



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INSTRUCTIONS RELATED TO PREPARATION OF THE
INDUSTRIAL TRAINING REPORT & PRESENTATION

1. Report:

- a. Paper Format: Portrait (Landscape only if required for illustrations)
- b. Font: Times New Roman (Arial only for headings if desired)
- c. Font Size: 12 for body and 14-16 for headings
- d. Line Spacing: 1.5
- e. Alignment: Justified
- f. Illustrations: Photos, graphs, specimen formats, menus to be included as per the department in the report
- g. The report must be printed (not hand written) and must be spiral bound. It must be within 30 to 40 pages.
- h. Print: Double sided (back-to-back)
- i. Layout:
 - i. Title page (1 page)
 - ii. Acknowledgement (1 page)
 - iii. Index / Table of contents (1 page)
 - iv. Table of abbreviations
 - v. Introduction (not more than 3 pages)
 - History & growth of company
 - Brief of the property
 - Training objectives
 - vi. Training Schedule (1 page) (Breakup of allocation)
 - vii. Core department 1 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired
 - viii. Core department 2 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired
 - ix. Core department 3 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired
 - x. Core Department 4 (approx. 8-10 pages) Key functions, work assigned and proficiency acquired
 - xi. Conclusion
 - xii. References



- Page numbers must be clearly indicated.
- All points mentioned under guidelines for report making are to be covered and must be in the order mentioned.
- All details mentioned under the guidelines need to be covered for each section of the department worked in.
- Begin with the section of the department where you first worked in, followed by the next department worked in.
- Sections not covered during training (of each department) also must be mentioned in the report with few basic details/facts related to them.



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2. Presentation:

- a. Font: Arial (Bold)
- b. Font Size: 28-36 for body and 48 for headings
- c. Line Spacing: 1
- d. Alignment: Left Aligned
- e. Custom Animation:
 - i. Use sparingly
 - ii. Avoid point by point custom animation
- f. 3-4 points per slide (do not overload the slide with a lot of text)
- g. Text should be in contrast with the background such that it is clearly legible.
- h. Illustrations: Photos, graphs, specimen formats could be added
- i. No videos/links to be attached
- j. A soft copy of the presentation must be brought on a clean virus free pen drive on the day of the exam. (please keep a copy of the presentation on Google Drive as well).
- k. Layout:
 - i. Title Slide
 - ii. Department 1- observations, learning
 - iii. Department 2 - observations, learning
 - iv. Department 3 - observations, learning
 - v. Department 4 - observations, learning
 - vi. Do not cover sections (of the departments) not worked in.

Keep the presentation short and simple, to the point. Do not make beyond 20 slides.



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GUIDELINES FOR REPORT MAKING (DEPARTMENT WISE)

The training report should begin with a brief of the hotel organization and then move on to discussing the departments. The training report should include shift timings, duties and responsibilities, procedures, formats (pertaining to different sections of the department) and also the student's training schedule in the department, special observations etc. Each department must be put in as a separate chapter (approx. 7-10 pages).

1. FRONT OFFICE

- a. Organization mission statement
- b. The number and type of rooms, with special features of each room type
- c. Rack rates, special rates
- d. Brief information on hotel's services and facilities as explained during show-round
- e. Sections of Front Office observed:
 - Front Desk/Reception
 - Back office
 - Bell Desk
 - Business Centre
 - Guest Relations
 - Reservations
- f. Other services and facilities provided
- g. Layout/ floor plan of each section
- h. Training schedule within the department
- i. Procedures & functions performed by trainee during each shift and in each section.
- j. Front office organization chart
- k. Duties and responsibilities (observed) of:
 - Sectional manager
 - Supervisor
 - Operational staff/GSA
- l. Interdepartmental relationships observed
- m. Software used: PMS, POS, CMS



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- n. Equipment used, names of manufacturers of special equipment
- o. Store pick up
- p. Records and formats maintained
- q. Skills required; developed & knowledge gained.
- r. Situation handling/ special observations.
- s. Suggestions for improvement
- t. Trainees may also attach pictures/ brochures/ forms/ slips/ reports generated etc. after taking due written permission from the Department head



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2. HOUSEKEEPING

- a. Location in the hotel
- b. The number and type of rooms, with special features of each room
- c. Sections of Housekeeping observed:
 - i. Control Desk
 - ii. Floors
 - iii. Public Area
 - iv. Laundry
 - v. Linen Room
 - vi. Uniform Room
 - vii. Flower Room/Florist
- d. Other services and facilities provided: Lost & Found, Guest Loan items, Enhancing guest experience, room decoration for birthdays, anniversaries
- e. Layout/ floor plan of each section
- f. Training schedule within the department
- g. Procedures & functions performed by trainee during each shift and in each section.
- h. Housekeeping organization chart
- i. Duties and responsibilities (observed) of:
 - Sectional manager
 - Supervisor
 - Operational staff/GRA
- j. Software used: PMS, POS, CMS
- k. Heavy equipment/Machinery used, names of manufacturers, cost and use
- l. Cleaning agents used (item, manufacturers, cost, use)
- m. Guest supplies (item, manufacturers, cost)
- n. Linen used (item, manufacturers, size, cost)
- o. Room cleaning schedules observed (Daily, Weekly, fortnightly, Spring cleaning)
- p. Public area cleaning schedules (Daily, Weekly, fortnightly, Spring cleaning)
- q. Colour schemes used
- r. Store pick up
- s. Records and formats maintained



- t. Interdepartmental relationships observed
- u. Contractual services: pest control, floor maintenance, etc.
- v. Skills required; developed & knowledge gained.
- w. Situation handling/ special observations.
- x. Suggestions for improvement
- y. Trainees may also attach pictures/ brochures/ forms/ slips/ reports generated etc. after taking due written permission from the Department head



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3. FOOD PRODUCTION

- a. Location in the hotel
- b. Sections in Kitchen observed:
 - Main kitchen
 - Garde Manger
 - Butchery
 - Bakery
- c. Satellite kitchens with:
 - The F&B outlet it is serving
 - Kind of food/ menu prepared in that kitchen/ recipes
- d. Layout of each kitchen
- e. Training schedule within the department
- f. Procedures & functions performed by trainee during each shift and in each section
- g. Food Production organization chart
- h. Duties and responsibilities (observed) of:
 - Sous Chef
 - CDP
 - Commis
- i. Software used: MMS
- j. Heavy equipment/Machinery used, names of manufacturers, cost and use
- k. Bulk suppliers (items and cost)
- l. Exotic/Imported items used (item, supplier, cost, use)
- m. Kitchen cleaning schedules observed (Daily, Weekly, fortnightly)
- n. Walk in cleaning & maintenance, tagging system followed
- o. Store pick up schedule
- p. Purchasing & Receiving function
- q. Records and formats maintained
- r. Interdepartmental relationships observed
- s. Contractual services used



- t. Skills required; developed & knowledge gained
- u. Situation handling/ special observations
- v. Suggestions for improvement
- w. Trainees may also attach pictures/ brochures/ forms/ slips/ reports generated etc. after taking due written permission from the Department head



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4. FOOD & BEVERAGE SERVICE

a. Basic information on different outlets in the hotel

- Name of outlet
- No. of covers
- Operating hours
- Location of outlet in the hotel

b. Outlets observed:

- Coffee Shop
- 24 hr. multicuisine restaurant
- Specialty restaurants
- Pool side café
- Bar

c. Training schedule within the department

d. F&B organization chart

Detailed information for every outlet worked in:

- e. Name/ meaning/ambience
- f. Type of cuisine, menu and service
- g. Basic financials (average monthly sales, APC)
- h. Layout/Floor plan of the restaurant
- i. Entertainment for guest
- j. Procedures & functions performed by trainee during each shift and in each section
- k. Duties and responsibilities (observed) of:
 - Outlet Manager
 - Captain
 - Steward
- l. Software used: POS, MMS
- m. Heavy equipment/Machinery used, names of manufacturers, cost and use
- n. Flatware, cutlery, crockery & glassware items used (item, supplier, cost, use)
- o. Type of linen used



General points observed:

- p. Pantry cleaning schedules (Daily, Weekly, fortnightly)
- q. Store pick up schedule
- r. Purchasing & Receiving function
- s. Records and formats maintained
- t. Interdepartmental relationships observed
- u. Contractual services used
- v. Skills required; developed & knowledge gained
- w. Situation handling/ special observations
- x. Suggestions for improvement
- y. Trainees may also attach pictures/ brochures/ forms/ slips/ reports generated etc. after taking due written permission from the Department head



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Dos and don'ts

1. Maintain good attendance. Less than 87 days of physical presence in the hotel will mean that the training is incomplete and you will not be eligible to appear for the exam.
2. Long leave (more than 3 days) can be availed on medical grounds with the support of a medical certificate. The hotel as well as the institute should be informed of the same.
3. Fill up your log books on a weekly basis and get them signed by the supervisors. Students training in Mumbai should visit the college with their logbooks once a month while those training outside Mumbai should scan and mail the log book on a monthly basis.
4. Appraisals should be taken at the end of every four weeks.
5. No leave should be taken without prior permission from Training Manager and reporting manager.
6. Department in which you are working as well as the training department should be informed when you are unable to come on duty. This should be done before the shift starts.
7. Follow the grooming standards of the hotel. Be well groomed always.
8. Any piece of uniform or any other article / belongings that you take to the hotel should be registered at the time office while entering the hotel. You should note the date, time and serial no. of the entry that you have made on the register so that when you take the article out of the hotel, there will not be a problem locating that entry.
9. Nothing belonging to the hotel should be on you when you leave the hotel premises after your shift, not even a pen or a toothpick. Check your pockets or bags to make sure that nothing belonging to the hotel is on you even by mistake. Hotels will take strict action against you in case any hotel article is found on you, which could lead to termination of training.
10. Hotel phones should not be used to make personal calls.
11. Follow the rules and regulations of the hotel.
12. Never go on duty drunk.
13. Have a good rapport with the hotel staff but don't be too familiar. Remember that you are a trainee and the hotel is giving you an opportunity to learn. Make the most of it.
14. While working in a particular department you may come across some vital information. Do not divulge it as secrecy has to be maintained.
15. You may require some formats from a department to be used in your reports. Do not take them without permission (gate pass)



16. All departments are equally important do not insist on reducing the training duration in one department and increasing it in some other.
17. Start collecting matter for your report right from the beginning of your training. It is much easier to collect information and formats from the departments while you are still working there.
18. It is mandatory that students train in all the four core areas i.e. Front Office, Housekeeping, Food and Beverage Service and Food Production departments.



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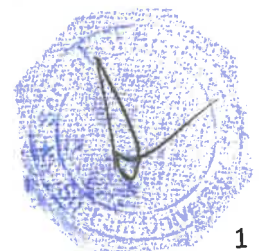
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GURUGRAM



Module Manual: Summer Internship

June 2024



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Annexure-II Declaration Forms – Student and Internal Guide

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1. Summer Internship Policy and Guidelines

The objective of the summer internship training is to practice various management principles in the corporate world. It exposes every student to the work culture of an enterprise along with understanding of the resources available, processes and other modes of operations. Providing hands-on experience is a must to mould a student to a full-fledged professional. In view of preparing him/her adequately, it is imperative that certain guidelines be drawn for students.

- Summer Internship (SI) is an integral and essential part of the BBA(H)/B.Com.(H)/MBA Program.
- The duration of Summer Internship Program is beginning 1st June 2024 to 26th July 2024.
- The students are expected to fulfill the requirements of the Summer Internship Program and are evaluated on specified parameters.

Summer Internship Guidelines

- The student must keep the institute informed about his/her progress on fortnightly basis by sending an email to the Faculty Mentor individually assigned to him/her.
- It is an imperative necessity that every student hands over details of the company where he/she will be undergoing the training. The student is required to furnish the following information within 5 days of joining: Name of the industry mentor with email address and cell phone number, date of commencement and completion of the training, title of the project, and name of the company with complete postal address, landline number and website.
- In most of the cases the topic for the SI project is given by the industry mentor but in some cases he/she may ask for the topic from the student, in that case discuss & freeze a topic in consultation with your assigned faculty at SU.
- If in case the project allocated by the company is a *team project*, you may work on that project and submit the report with the company but for the academic requirement you shall be submitting an individual summer training project report.
- No two project reports with the same title will be accepted by the University.
- Student must ensure, as far as possible, the use of primary data and should form the hypothesis and then test the same.
- The project title shall not be changed during the summer internship without informing the Industry mentor, Faculty mentor and the Head Placements.
- The student must procure the brochure, annual report, visiting card (of industry mentor, office bearers in HR) etc. of the corporate to enable the Institute to pursue final placement in the very same organization in which the student is undergoing summer training.
- At the end of the training, the students must obtain a "certificate of training" from his Industry Mentor which should clearly state the duration of the training (in any case the



duration must not be more or less than 8 weeks), the project title, the feedback of the guide etc. This certificate of training will be enclosed in the Final Project Report.

- The student is required to prepare 2 hard copies and 1 soft copy of summer training project report (one each for the SU office, and for himself/herself).
- The report format will be provided to the student. **The report must be hard bound in black leather and with white ink demarcations.**
- The student will be required to make power point presentation of summer training project in the Institute before a group of faculty members
- The total summer training period must be of 6-8 weeks.

It is necessary that utmost attention is paid by every student to conduct himself / herself with desired decorum, ensure excellent personal discipline extend befitting courtesy and be absolutely honest during the training period. He/she must act as a brand ambassador of our elite university.

There is also a need that after completing the training every student must produce a well-structured written report. There are certain norms and ethics which every student ought to follow in to.

2. Learning Outcomes of Summer Internship

After the successful completion of the summer training and submission of the project report, students should be able to:

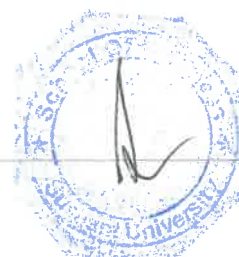
- Apply multi-disciplinary concepts, tools and techniques to solve organizational problems during summer training.
- Acquaint themselves with the actual work environment and get exposure to the latest technological developments / advancements related to their chosen field.
- Understand the importance of time, teamwork and discipline.
- Inculcate a sense of responsibility among them.
- Familiarize themselves with resources, processes etc and develop a favorable and positive attitude towards work
- Seek hands-on experience.
- Understand the social, economic and administrative aspects that affect the working of an organization.
- Explore and show case the talent acquired through summer training for future jobs.

Summer Internship can be broadly classified into three phases-

(i) Orientation in the Company,

(ii) On Job Training and

(iii) Project/research work leading to Summer Training Report.



2.1 Orientation in the Company

In this phase the student gets to understand the company, its customers and the competitors. He/ She will study the annual reports of the company for the past couple of years, understand the policies of the company, study the macro-environment in which the industry is operating.

The Intern may also get oriented to various departments of the company and get to know the key functionaries. The Interns may meet these functionaries with prior appointment and understand the various perspectives from them in managing their departments. The interns will also get to know their industry mentor and other executives/supervisors who will be closely guiding them during the period of Summer Internship.

By the end of the orientation program in the company, the Intern should be able to clearly state his/her business objectives which would include specific and measurable targets to be achieved during the On-Job Training, break-up of targets on a weekly basis, synopsis for the Summer Training Report, etc.

2.2 On-Job Training

On-Job Training may stretch from the beginning to the end of Summer Internship. During this period, the Intern may be assigned various tasks by the organizations, which are part of the day-to-day functioning of the department within the organization. On-Job Training gives direct exposure to execution and support functions of the department. It gives a flavor of teamwork, organizational culture, team dynamics, result orientation, organizational pressures, complexities in achieving the desired results, etc. On-Job Training provides good scope for developing necessary managerial skills and positive attitude.

The Interns should keep this in their mind that the future employers will assess them on their summer internship - and whether or not their temporary employer liked them enough to invite them back permanently. So work as hard as you can. At best, you may discover a fabulous new field you'd never considered before. At a minimum, you'll get a full-time offer, which will make you more marketable to future employers. The summer internship should be a time to make an investment in your future.



2.3 Summer Training Report

Each intern will undertake project/research work during the period of Summer Internship leading to Summer Training Report. A student would be assigned a specific project/research work involving project/research design, designing of questionnaires, application of sampling techniques, administering the survey, tabulation of data, application of statistical/managerial tools for analysis of data and drawing inferences/testing hypothesis thereof and finally culminating in the preparation of a detailed Summer Training Report. A good summer training report, providing value to the corporate may be the trigger for a better placement opportunity.

2.4 Report Writing and Ethics

To appreciate the manifestations of being ethical, a student must know the difference between ethical and unethical practices in report writing.

Plagiarism

In publishing, plagiarism is illegal; in other circumstances, it is, at the least, unethical. You may quote or paraphrase the words or ideas of another if you document your source. Although you need not enclose the paraphrased material in quotation marks, you must document the source. Paraphrased ideas are taken from someone else whether or not the words are identical.

Paraphrasing

"When you paraphrase a written passage, you rewrite it to state the essential ideas in your own words. Because you do not quote your source word for word when paraphrasing, it is unnecessary to enclose the paraphrased material in quotation marks. However, the paraphrased material must be properly referenced because the ideas are taken from someone else whether or not the words are identical.

2.5 Formatting and Layout

General Guidelines

- a. Under no circumstance 'Report' will be accepted after 30 days (30 August 2024) of completion of the training. Defaulters' presentation will not be scheduled, and accordingly not evaluated.



However, should the concerned company fail to provide the 'Bonafide Certificate', which is required to be attached with the report, the student will be permitted to submit his/her report without the ibid certificate. It will thereafter be responsibility of Programme Director/Internal Guide to expedite receipt of the said certificate.

- b. Even if project is undertaken by a group of students, an individual report will be required to be written by each student of that group. However, the presentation can be made by the group as a team. Undeniably, writing individual report will help a student to understand nuances of 'Report Writing'.

The format for project report would be:

- ✓ Cover page (Format of cover page is in Annexure I)
- ✓ Certificate of summer internship
- ✓ Declaration
- ✓ Supervisor/ Guide certificate
- ✓ Acknowledgement (approx. 250 words)
- ✓ Contents
- ✓ List of Tables and Figures
- ✓ Executive Summary (approx. 250 words)
- ✓ Introduction: Background and rationale of the study about sector/industry (approx. 1000 words)
- ✓ Objective, Scope and Limitations (300 words)
- ✓ Literature Review (approx 2000 words)
- ✓ Working methodology (research/study/field job) (approx. 500 words)
- ✓ Analysis (charts, diagrams if required) (approx. 2000 words)
- ✓ Recommendations/suggestions (approx. 250 words)
- ✓ Limitations of the project (approx. 200 words)
- ✓ References

The report should be of 6000 – 7000 words approx. with graphs and charts.

For Details on Summer Training Report Format refer to Annexure VII.



3. INTERNS - IN THE ORGANIZATION

3.1 Attendance Policy

100 percent attendance is mandatory. If an Intern is not in a position to attend on any day during Summer Internship, he/she shall obtain prior approval of leave from Industry Mentor and Faculty Mentor. Absence without prior approval of leave will be viewed seriously and may lead to termination of Summer Internship.

Absolute attendance (100%) is a symbol of dedication and commitment of an Intern. Analysis of the previous Summer Internship experiences proves that those with good attendance record performed better during Summer Internship and secured Pre-placement Offer (PPO).

Do's and Don'ts for Students during Summer Internship

Do's: Interns should -

- Get an overview of the Company/Industry in which they are placed. This includes understanding the core business of the company, organizational chart, key personnel in the company, manufacturing units, marketing channels, financial policies, etc.
- Make an analysis of the company vis-à-vis the industry and prepare SWOT analysis.
- Always maintain formal dress code.
- Always be polite in dealings and maintain cordial relationship with the Company Executives.
- Always be positive and open to suggestions.
- Maintain strict confidentiality of company information.
- Consult Faculty Mentor or refer textbooks to reinforce relevant concepts.
- Always submit bills in time when reimbursement is to be claimed. Get conversant with company policies/rules before incurring expenditure.
- Focus on assignment and complete the individual tasks allotted on schedule.

Don'ts: Interns should not -

- Criticize the company policies and/or Company Executives.
- Criticize or make adverse comments about University and/or Faculty Mentor.
- Misuse the facilities offered by the company.
- Go to meetings and presentations unprepared or ill-prepared.
- Be late.
- Leave the office without prior permission from the Industry Mentor.



- Be impolite or rude to Company Executives.
- Exceed the work given by the Industry Mentor and collect information that is confidential in nature.
- Hold back any material/equipment/accessories provided by the company on a returnable basis.
- Interfere in third party assignments.
- Encourage friends visiting workplace during office hours and cause inconvenience to others.

4. Role and Responsibilities

4.1 Faculty Mentor

The role of the Faculty Mentor is to facilitate the Intern to undertake a meaningful On-Job Training and Summer Training Report, provide necessary operational and academic guidance and to facilitate evaluation, with the help of the Industry Mentor while the Summer Internship is in progress. The Faculty Mentor would be involved at all stages of Summer Internship.

Expectations from Faculty Mentor-

- Prepare the students for summer internship
- Familiarize Interns with evaluation process, parameters and schedules.
- Guide/facilitate Student Interns in achieving the targets/tasks as assigned by the Summer Internship Company and tracking their performance on a weekly basis.
- Evaluate the mentee's performance and SI project.

4.2 Industry Mentor

The Intern is expected to be rotated in various functional areas of the organization so as to provide him/her knowledge and experience of the functioning of the same. In addition, the Intern is to be assigned a project on a theme relevant to the needs of the organization and possibly of the student.

- Induction – to make the trainees familiar with the hierarchy of the organization
- Training – work related training, field training, data collection training and presentation of report
- Target – sets target to make trainees complete their report in time.
- Assessment – of target achieved and providing the feedback.
- Keeping in touch with the Faculty Mentor.



5. SUMMER INTERNSHIP ASSESSMENT

Summer Internship is equivalent to 4 credits and therefore the evaluation of Summer Internship is critical to the Interns' overall performance.

The various stages of evaluation and weightage at each stage are given below:

DETAILS OF ASSESSMENT PLAN

Mentor – Mentee Constant Interaction & Project Report – 40 marks

The total marks out of 40 will be allotted on the basis of:

- High commitment to learning showcased by the intern
- Preparation of industry/company profile after commencement of the Summer Internship and submitting the same to the Faculty Mentor
- Regular interaction of the mentee with the mentor.
- Project Report as per Annexure IV

Summer Internship report & Final Viva /Presentation (60 marks)

The grading will be done by the mentor as per the format Annexure V. Viva will be given by the student to the panel of faculty.

Presentation Guidelines

The final presentation should contain the following slides:

1. Cover Slide -1 slide
2. Objective -1 slide
3. Methodology – 1 slide
4. Key Findings – 3 slides.
5. Conclusion – 1 Slide
6. Recommendations – 3 slides
6. Reference – 1 slide.

The total number of slides is 11 in number.





ANNEXURE I - FORMAT OF Title Page and Hard Cover

DISSERTATION REPORT

ON

TOPIC

Name of the company

Submitted in partial fulfillment of the requirement

of

BBA(H)/B.Com.(H)/ MBA

AT

SUSHANT UNIVERSITY, GURUGRAM

Submitted By:

Name

Batch

Roll no

Under the Guidance of

Faculty Guide



ANNEXURE IIa -DECLARATION FORM

I hereby declare that the Project work titled _____
_____ (write the title in Block Letters) submitted
by me for the **Summer Internship** during the **BBA(H)/B.Com.(H)/ MBA at**
SUSHANT UNIVERSITY, GURGAON is my own original work and has not been submitted earlier
either to SU or to any other Institution for the fulfillment of the requirement for any course of
study. I also declare that no chapter of this manuscript in whole or in part is lifted and incorporated
in this report from any earlier / other work done by me or others.

Signature of Student: _____

Signature of Industry Mentor: _____

Name of Student: _____

Name of Industry Mentor: _____

Batch: _____

Designation: _____

Date:

Date:

Place:

Place:



ANNEXURE Iib - Certificate of Internal Guide

This is to certify that the project titled

.....is a bonafide work carried out by a
candidate for the award of BBA(H)/ B.Com.(H)/ MBA of Sushant University, Gurgaon under my guidance
and direction.

Signature of guide

Date:

Name:

Place:

Designation:



ANNEXURE III - FORMAT FOR I, II & III PROGRESS REPORTS

Name of the Student:	Roll No.
Name of the Company:	
Location:	
Name of Faculty Mentor:	
Name of Industry Mentor:	
Progress of the training:	
Description of tasks:	
Learning from experience:	
Achievements:	

Date :

Signature:

Note: Each report (approx. 1000 words) should be submitted as per the dates mentioned in the SIP Calendar (Annexure VI)



ANNEXURE IV - FINAL EVALUATION – PROJECT REPORT

Roll No.: _____

Name of Student: _____

Name of the Company: _____

Location: _____

Name of Faculty Mentor: _____

Name of Industry Mentor: _____

Sl. No.	Description	Max Marks	Marks Awarded
1	Project completion: Initial project specifications; planning efficiency; meeting deadlines; variance with respect to the project report.	10	
2	Quality of Report Structure: Adequate report writing; formatting; conformity to guidelines; contours of project; proper spelling, grammar, appropriate language.	10	
3	Content: Description of project; accuracy of facts; relevance; research undertaken; approach; data collection; analysis, technical details; objectives achieved; illustrations.	10	
4	Competence/Achievements/Recommendations: Approach to the project; overcoming complications; management and organization; reliability and punctuality.	10	
TOTAL		40	



ANNEXURE V - FINAL EVALUATION - PRESENTATION

Roll No.: _____

Name of Student: _____

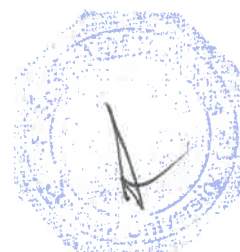
Name of the Company: _____

Location: _____

Name of Faculty Mentor: _____

Name of Industry Mentor: _____

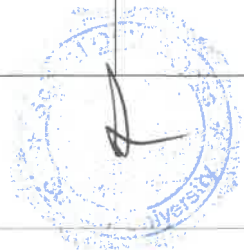
Sl. No.	Description	Max Marks	Marks Awarded
1	Quality of Presentation: Scope, objective & structure of presentation, use of supporting material for presentation	10	
2	Content: Logical sequencing of ideas, application of managerial tools to business, objective, research methodology, work done and learning	10	
3	Communication ability: Clarity of thought & expression, correct usage of language, transforming ideas into proper presentation, delivery style, eye-contact, body-language and confidence	10	
4	Findings/ Recommendations: Focused analysis of the findings, substantiating with practical applications, stimulating further work in the area	10	
5	Handling Question Answers session: Preparedness for questions, convincing and precise response to questions	10	
6	Individual contribution to the project: Objectivity of recommendations; logical conclusion; practical implications of the findings	10	
TOTAL		60	



ANNEXURE VI - SIP CALENDAR

June 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1		1 Summer Internship Commences	2
3 Initial Reporting Days	4 Initial Reporting Days	5 Initial Reporting Days	6	7 Submission of Industry mentor details + company profile.	8	9
10	11	12	13 Last date for Submission of first report to Faculty Mentor	14	15	16
17	18	19	20	21	22	23
24	25	26 Last date for Submission of II Progress report to Faculty Mentor	27	28	29	30



July 2024

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11 Last date for Submission of III Progress report to Faculty Mentor	12	13	14
15	16	17	18 Reminder to students about preparation of final SIP report	19	20	21
22	23	24 Feedback from Company Mentors	25 Summer Internship Ends	26	27	28
29 Submission of Summer Training Report	30 Submission of Summer Training Report	31 Submission of Summer Training Report				



Annexure VII- SUMMER TRAINING PROJECT REPORT PRESENTATION

Instructions

1. Length

Maximum of 6000 - 7,000 words 1.5 spaced A4 pages of text excluding front pages up till contents page and references but including tables and figures.

2. Title Page

The following information should be presented in this order with all text centered:

- (a) The title (not more than ten words) and subtitle, if any
- (b) The name of company

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SUSHANT UNIVERSITY, GURURAM

- (c) Name of the Student.
- (d) Batch.
- (e) Roll No.
- (f) Name & Address of Institute

3. Certification of Summer Internship

4. Declaration

5. Supervisor / Guide certificate

6. Acknowledgement

Acknowledge all the people i.e. Industry mentor, faculty mentors etc that have been instrumental in helping and guiding you through the internship.

7. List of Contents

This should list in sequence, with page numbers, all sections of the project from Objectives to Appendices. Use a section numbering system viz.

3.0 An analysis of major competitors 24 (page no)

3.1 Methods of Analysis24 (page no)

8. List of Tables and Figures

The list of tables and figures (diagrams, graphics, and illustrations) should follow the list of contents and each has its own numbering sequence



9. Executive Summary

A summary of the project, of approximately 250 words, is required. This should briefly state the main aims and conclusions, and the type of training adopted

EXECUTIVE SUMMARY (maximum 500 words)

(Times New Roman 11pt regular, single line spacing)

PAPER TEXT - (Times New Roman 11pt regular)

10. Introduction

The introduction will include the description of industry/sector, company profile its portfolio, industry statistics, theory, concept, techniques or issues on which the project is based.

11. Objective

A clear and concise statement of the major objectives of the work

12. Literature Review

This will contain summary of the readings from ESBCO and other websites that the students has referred to for conducting the research.

13. Methodology

Give a clear and concise sequential statement of the methods that have been used to test the hypothesis, i.e. the methods used for the collection and analysis of relevant data / information.

14. Analysis

This will carry presentation and analysis of the salient information that has been gathered in order to test the hypothesis. It may include models or systems constructed by the author as a result of the investigation.

15. Recommendations/Suggestions

Evaluation of the material presented in the result section and recommendations and suggestions as well as discussion of the broader implications for management, industry, government organisations or other stakeholders.

16. Limitations.

Here the student needs to mention problems that were encountered during the course of the internship. Student needs to mention factor(s) that adversely affected quality of project work.



17. **References**

18. **Appendices**

Separate appendices are to be used for different sets of detailed information that would not be appropriate to include in the main text of the dissertation.

For instance:

- Reproduction of a questionnaire used
- Details of a population sampled
- List of organisations sampled
- Relevant extracts from standard tables (with acknowledgement of source)
- Raw or gross data from surveys summarised in the text

Appendices **MUST NOT** include brochures, pamphlets, etc. obtained from organisations. The only unlikely exception would be where you are investigating specifically the design of the brochures themselves. Similarly, extracts from other articles, etc. must not be reproduced.

GENERAL GUIDELINES ON PRESENTATION OF REPORT

i) Project should be in Black cover Hard-Bound and back to back printed.

ii) The total report should be of 6000-7000 words

Font style – Times New Roman

Font Size for running matter – 12

Font size for Main Heading – 16 (in caps and bold)

Font Size for other Heading in the chapter – 14 (in caps and bold)

Font Size for the sub-headings – 12 (in caps and bold)

Line Spacing – 1.5

iii) Students are guided to report to their respective guide at regular intervals.

iv) Separate sheets should be used in between the Chapters containing Title and Chapter no.





**School of
Engineering &
Technology**

SCHOOL OF ENGINEERING AND TECHNOLOGY

INTERNSHIP GUIDELINES FOR B. TECH & BCA STUDENTS

Internships are a vital component of engineering and computer application education. They provide students with practical exposure to industry practices, bridging the gap between theoretical learning and real-world application. All B. Tech and BCA students are hereby instructed to adhere to the following guidelines regarding internships:

1. Eligibility & Duration

- A) B. Tech Students: Eligible from the 4th and 6th semester onwards. Internships should last minimum 4 weeks, ideally 6–8 weeks.
- B) BCA Students: Eligible from the 4th semester onwards. Minimum internship duration is 4 weeks.
- C) Students must maintain good academic standing and attendance to be eligible.

2. Internship Selection Process

- A) Students may secure internships via:

College Placement Cell assistance.

Self-sourcing through personal contacts or applications.

All internship offers must be approved by the Internship Coordinator or Department Head before commencement.



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Dean
School Of Eng & Tech
Sushant University
Sector-55, Gurugram

Internships must be relevant to the student's academic stream and career goals.

3. Approval Procedure

Submit the following documents to the Internship Coordinator:

- A) Internship offer letter (on company letterhead).
- B) Internship details: duration, project scope, and mentor's contact info.

Upon approval, students will receive an official Internship Permission Letter from the college.

4. Code of Conduct During Internship

- A) Maintain discipline and represent the college with integrity.
- B) Follow the company's rules, working hours, and confidentiality agreements.
- C) Report any issues or concerns to both the company mentor and college mentor.

5. Evaluation & Reporting

Upon completion, students must submit:

- A) Internship Completion Certificate from the company.
- B) Internship Report (format will be shared separately).
- C) Performance Evaluation Form signed by the industry mentor.

A presentation or viva may be conducted by the department.



[Signature]
Sushant University
Gurugram

6. Attendance and Academic Responsibility

- A) Internship periods officially approved will be considered for academic attendance.
- B) It is the student's responsibility to catch up on any missed coursework or assignments.


7. Support & Queries

- A) The Training and Placement Cell and Faculty Internship Coordinators are available for guidance.
- B) For doubts or approval delays, contact your Department Head or T&P Officer.

Note: Non-compliance with these guidelines may lead to disqualification of the internship or academic penalties.

**Dean – School of Engineering and Technology
Sushant University**




Dean
School Of Engg. & Techno.
Sushant University
Sector-55, Gurugram



School of Health Sciences

Internship and Training Guidelines of School of Health Sciences.

- **BCVT/BMLT/B.OPTOM/BMRIT**

The students may undergo Hospital training for a period (6-8 Weeks) as specified in the Curriculum during summer/ winter vacation. In this case the training has to be undergone continuously for the entire period. During this period student has to maintain a log book and need to submit during ESE. The students may undergo Internship at Research organization / University/Industry (after due approval from the Dean/Director). The students shall be permitted to carry out their internship between 7th and 8th Semester. The report of which under the industry as well as faculty mentor to be submitted and presented in 8th Semester.

Every student is required to go for at least one Industrial Visit every semester starting from the third semester of the Programme. The Deans/Director shall ensure that necessary arrangements are made in this regard.

- **B.Sc. Psychology**

The students may undergo Industrial training for a period (4-8 Weeks) as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period. The students may undergo Internship/training at Research organization / University/Industry (after due approval from the Dean/Director) for the period prescribed in the curriculum during summer / winter vacation, in lieu of Industrial training. The students shall be permitted to carry out their internship from 3 to 6th Semester. The report of which under the hospital/clinic/NGO as well as faculty mentor to be submitted and presented in every semester.

Every student is required to go for at least one Industrial/hospital/NGO Visit every semester starting from the third semester of the Programme. The Deans/Directors shall ensure that necessary arrangements are made in this regard.

- **B.Pharmacy**

Every candidate shall be required to work for at least 150 hours spread over four weeks in a Pharmaceutical Industry/Hospital. It includes Production unit, Quality Control department, Quality Assurance department, Analytical laboratory, Chemical manufacturing unit, Pharmaceutical R&D, Hospital (Clinical Pharmacy), Clinical Research Organization, Community Pharmacy, etc. After the Semester – VI and before the commencement of Semester – VII, and shall submit satisfactory report of such work and certificate duly signed by the authority of training organization to the head of the institute.

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Sector- 55
Gurgaon Haryana



- **MCVT/MRIT/M.OPTOM**

The students may undergo Industrial training for a period (8 Weeks) as specified in the Curriculum during summer / winter vacation. In this case the training has to be undergone continuously for the entire period. The students may undergo Internship at reputed, multi-specialty hospitals and diagnostic center (after due approval from the Dean/Director) for the period prescribed in the curriculum in the 4th semester of 2nd year programme. The report and certificate of the internship has to be submitted to the Internship and Recruitment Cell of the department and be presented as and when required.

Every student will be required to go for an Industrial Visit as per the requirement of the curriculum. The Deans/Directors shall ensure that necessary arrangements are made in this regard

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Dissertation Guidelines



Dissertation Project (DP) Guidelines



1. Dissertation Project (DP)

PG/UG Final semester students are required to submit a Dissertation Project on a problem/topic (from the specialization areas on a topic decided in consultation with faculty mentor/supervisor)

The Dissertation Project has a weightage of 100 marks and shall be evaluated on the following criteria:

(1) Evaluation of Project Report- The evaluation of Project Report will comprise of 50 marks and would be evaluated by the faculty supervisor / guide.

(2) Presentation and Viva Voce - The evaluation of Viva Voce of Project would comprise of 50 marks and would be evaluated by a panel of faculty members.

The report shall clearly list the objectives and scope of the study. Research Methodology, use and importance of the study, analysis of data collected, conclusions and recommendations, relevant charts, diagrams, bibliography, and annexures, online resources, and weblinks shall be included, wherever necessary. Certificate issued by the supervisor certifying the authenticity of the report prepared by the student, shall be attached with the project report (format attached as *Annex 1*). The student will submit softcopy of the report to the faculty mentor. The number of pages in the report will be minimum 50, excluding annexures. The parameters on which both the evaluation 1 and 2 listed above, would be evaluated are given under:

2. The scheme of evaluation for Dissertation Project (Rubric Attached as *Annex. 2*)

Criteria	Relevance of Objectives with topic (10)	Relevance of Research Methodology (20)	Interpretation & Analysis (20)	Total (50)
----------	-----------------------------------------	----------------------------------------	--------------------------------	------------



3. The scheme of evaluation of Vivavoce (Rubric Attached as Annex. 3)

Evaluation Criteria	Understanding of Objective s with topic(10)	Understanding of the Relevance Of Research (10)	Interpretation & Analysis (10)	Presentation & Communication skills (10)	Query Handling (10)	Total (50)
---------------------	---------------------------------------------	-------------------------------------------------	--------------------------------	------------------------------------------	---------------------	------------

These students shall prepare the Dissertation Project as per the format given in the Dissertation Project Report Manual as prescribed by the School, Sushant University.

4. Discipline and Conduct

a. Academic Honesty

Research committee follows impeccable work ethics. Plagiarism & Academic integrity regulations are applicable as per the rules of the institute. (Accessible at <https://sushantuniversity.edu.in/admin-assets/uploaddata/Plagiarism-&-Academic-integrity-Regulations-UGC-2018.pdf>).

Students are expected to uphold the SOB standard of conduct relating to academic honesty.

Academic Dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorized materials or fabricated information in any academic work.

Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity is that a student's submitted work, examinations, reports, and projects must be the student's own / original work for individual assignments, and the group's own /

Original work for group assignments/projects. Students are guilty of academic dishonesty if they:

- Use or obtain unauthorized materials or assistance in any academic work; i.e. cheating.
- Falsify or invent any information regarded as cheating by the instructor; i.e. fabrication.



- Give unauthorized assistance to other students, i.e. assisting in dishonesty.
- Represent the work of others as their own; i.e. plagiarism.
- Modify, without instructor approval, an examination paper, record or report for the purpose of obtaining additional credit; i.e. tampering.

The penalty for academic dishonesty is severe. Any student guilty of academic dishonesty may be subject to receiving a failing grade for the examination, assignment, quiz, or class participation exercise, as deemed appropriate by the evaluator.

In addition, the penalty could also imply that the student receives a failing grade for the course and be reported to the Dean of the school and to the Unfair Means Committee (Refer SOB Policies on "Use of Unfair means in Examination").

b. Non-Completion of Internship:

In following situations, the dissertation report will be considered non-completed. These situations are:

- Unfavorable Feedback from the faculty mentor (FM)
- Non-Submission of Report;
- Non appearing for Viva on the Scheduled Date;
- Violation of Academic Honesty Policy; and unauthorized absence from the work.

The panel evaluating the student may instruct the student to change / modify / redo the section / part / components of the report, if required.

5. Project Report Guidelines

The Student Interns are required to follow the Project Report guidelines template to bring uniformity and standardization in the report structure to be submitted.

General Guidelines



1. Each student intern will have to submit two copies of the Project Report. One copy of the report will be returned to the student after evaluation. Students are also required to mail the final copy of the report to their faculty mentors.
2. PDF copy of the final project report should be submitted.
3. Project report must be duly signed by the student and the faculty mentor.
4. Good quality (75 GSM) white A4 size paper should be used for typing.
5. The text material should be typed with one and a half spacing between the lines. Twelve point font size is to be used in Times New Roman font.
6. Text should be justified (Ctrl +J).
7. A left-hand margin of approximately 3-3.5 cm is to be left for adequate space for binding. The top margin of the first page and of the first page of each succeeding chapter/Section should be 4 cms. Other top margins, the right side and bottom margins should be a minimum of 2.5 cm in size.
8. All text pages should be numbered at the bottom center of the pages.
9. Table and figure numbers are to be written at the bottom of the table/ figure along with source.
10. The Project Report should range in length between 40-60 pages with a deviation of three to five pages.
11. The project report should be printed strictly according to the guidelines.

Hard Bound Copy Submission Guidelines

1. Student is required to submit two hard bound copies of the project report to the faculty mentor.
2. The Cover page of the hard bound project should have golden printing on black paper. (Cover page attached as *Annex. 4*)

6. Project Report Format

- (i) Title Page (*Annex. 4*)
- (ii) Supervisor/ Internal Guide certificate. (*Annex. 1*)
- (iii) Certificate by Student (*Annex. 5*)
- (iv) Table of Contents with page numbers at bottom.



7. Chapter Plan:

Chapter1: Introduction

It is mandatory that the project content, title, data and conclusion pertain strictly to the field of study. Students should be very careful in ensuring that there is no conflict in terms of the study for which they are writing the project report. Guidance should be taken from the Faculty Guide to ensure alignment.

- Statement of the problem

Chapter 2: Review of Literature

- Gap & Scope the study

Chapter 3: Methodology

- Objective of the study
- Research Design
- Data collection methods / sources
- Sampling plan, etc

Chapter 4: Data Analysis and Interpretations (using various statistical tools, charts and graphs)

Chapter 5: Findings & Suggestions

Chapter 6: Conclusion

Appendix

- Copies of forms / Questionnaires used
- Bibliography and References



8. Important Dates

The given below schedule must be followed for the completion of dissertation report timely:

Date	Activity	Student Intern (SI) Actionable
17 th Feb -21 st Feb 2025	Meeting with Faculty Mentor (FM)	Every student shall have meeting with the concerned faculty mentor. (Record is to be maintained by Faculty Mentor, Format attached as <i>Annex. 6</i>)
28 th Feb 2025	Submission of Project Proposal	Submit Project Proposal to the Faculty mentor
1 st April 2025	Submission of First Draft of Report	Submit a soft copy of the report to Faculty mentor
5 th April 2025	Submission of Final Report (Soft)	Submit a soft copy of the report to Faculty mentor
10 th April 2025	Submission of Final Report (Hard)	Submit two hardbound copies of the report to Faculty mentor
15 th April 2025	Review of Presentations	Discuss draft ppt with Faculty Mentor and incorporate the changes
Last Week of April 2025, Exact dates will be intimated	Final presentations to the panel	Final PPT to be mailed to concerned Faculty Mentor and panels will be constituted for the Viva-Voce.



CERTIFICATE

This is to certify that the report titled **"TITLE OF THE PROJECT REPORT"** is submitted by **Student's Name of Course, Batch..... (Roll No.: _____)** of _____ School at Sushant University in partial fulfilment of the requirements for the award of the _____ degree. The report is a bonafide record of the research work, which is carried out by him/her under my supervision and guidance. This report has not been submitted anywhere in any form for any other purpose.

Name of Faculty mentor:

Signature of Faculty mentor:



Annexure – 2

SOB – Dissertation Project Report Evaluation (By Faculty Mentor)

Name of Student: _____

Name of Faculty Mentor: _____

Overall Marks Obtained out of 50 Marks: _____

Sr. No.	Assessment Component	Weight	10Marks	7Marks	5Marks	Marks Obtained
1	Relevance of Objectives with topic	1	All material clearly related to subtopic, main topic. Strong organization and integration of material within subtopics. Strong transitions linking subtopics, and main topic.	All material clearly related to subtopic, main topic and logically organized within subtopics. Clear, varied transitions linking subtopics, and main topic.	Most material clearly related to subtopic, main topic. Material may not be organized within subtopics. Attempts to provide variety of transitions.	
2	Relevance of Research Methods	2	Uses original or creative use of linguistic analysis methods. • Data are novel and appropriate for the study	Uses existing linguistic analysis methodology well. • Data are appropriate to the study design.	Demonstrates competent use of existing methods. • Collected data allow an adequate test of the hypothesis.	
3	Interpretation & Analysis	2	The data analysis technique is sophisticated and appropriate for data collected, in format view with respect to the question being studied. Data is appropriately reported and displayed so that relevant findings are apparent.	The data analysis technique is appropriate for the data collected and correctly computed. Data is appropriately reported and displayed so that relevant findings are obvious.	The data analysis technique is inappropriate and/or incorrectly computed.	

Comments:



Annexure –3

SOB - Dissertation Project Presentation Evaluation (By the Panel Members)

Name of Student: _____

Name of Faculty Mentor: _____

Overall Marks Obtained out of 50 Marks: _____

Sr. No	Assessment Component	10Marks	10Marks	10Marks	10Marks	10Mark	Marks Obtained
1.	Understanding of Objectives with topic	Objectives are well defined which are doable and can be assessed	Objectives are well defined which are almost doable and can be assessed to a major extent	Objectives are averagely defined with scope for improvement	Objectives are loosely defined with no linkage with the overall working domain	Objectives are vaguely defined which are undoable and/or measurable	
2.	Understanding of the Relevance of Research	Clearly identifies and relate to the Assignments given. Clarity on Specific as well as general assignments given the role.	Clearly identifies and relate to the Assignments given. Clarity on Specific as well as general assignments given the role.	Clearly identifies and relate to the Assignments given. Clarity on Specific as well as general assignments given the role.	Clearly identifies and relate to the Assignments given. Clarity on Specific as well as general assignments given the role.	Clearly identifies and relate to the Assignments given. Clarity on Specific as well as general assignments given the role.	
3.	Pictures, Clip Art Background	Images are appropriate. Layout is pleasing to the eye.	Images are appropriate. Layout is cluttered.	Most images are appropriate	Images are inappropriate.	No images	
4.	Presentation and Communication Skills (Elocution)	Speaks clearly and loud enough for all in audience to hear, makes no grammatical errors, and pronounces all terms correctly and precisely.	Speaks clearly and loud enough for all in audience to hear, makes some grammatical errors, and pronounces almost all terms correctly and precisely.	Student's voice is relatively clear, but too low to be heard by those in the back of the room. Makes some grammatical errors, and mispronounces some terms.	Student's voice is not clear, to be heard by those in the back of the room. Makes some grammatical errors, and mispronounces some terms.	Student's voice is not clear, to be heard by those in the back of the room. Makes several major grammatical errors, and mispronounces some terms.	
5.	Q&A Handling (Subject knowledge)	Addresses all questions in a manner that demonstrates a thorough command of the topic(s) of the presentation.	Demonstrates an ability to address questions in a thoughtful and effective manner	Demonstrates an ability to address majority of questions in a thoughtful and effective manner	Student addresses only basic questions about the topic	Student cannot address basic questions about the topic or addresses them in a superficial manner	

Comments:

Name of Panelist: _____

Date: _____



Dissertation Project Report On

“Title of the Report”



Submitted in partial fulfillment of the requirements for the award of
“Program Name”
From

Sushant University, Gurugram.

Submitted by: (Student Name)

Enrolment No: _____

Batch: _____

Guided by: _____



CERTIFICATE BY STUDENT

This is to certify that the report titled “**TITLE OF THE PROJECT REPORT**” is submitted by me in partial fulfilment of the requirements for the award of _____ degree. The report is a bonafide record of the research work, which is carried out by me under my supervision of the “**Name of Faculty Mentor**” This report has not been submitted anywhere in any form for any other purpose.

Name of Student:

Signature of Student:



DISSERTATION MEETING RECORD

(To be Maintained by Faculty Mentor, separate sheet to be used for each student)

Name of the Student:

Rolle No.:

S.No	Date	Mode of Meeting (On Campus)	Sign. Of Student	Points Discussed
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Faculty Mentor Name & Signature: _____





Teaching Guidelines

CODE OF CONDUCT FOR TEACHERS AND OTHER EMPLOYEES

PROFESSIONAL ETHICS, ACADEMIC INTEGRITY AND RESPONSIBILITIES OF TEACHERS AND OTHER EMPLOYEES

Within the larger framework of teaching, learning, and research, Sushant University values the professional ethics of all its staff members. We hold our students, instructors, and other staff members to a high standard of academic honesty.

The UGC regulations No.F.3-1/2009, dated June 30, 2010, which view teachers as reflective practitioners whose primary responsibility is to instruct students and regularly discuss their performance and development with parents/guardians, are followed by the professional ethics for teachers and other employees outlined here. These Codes of Conduct provide standards for how teachers and other staff members should behave with students, parents/guardians, coworkers, university officials, and non-teaching staff because the UGC laws view them as agents of social change.

It is the duty of the teaching profession to behave in a way that aligns with the profession's values. As educators are continuously scrutinised by students and society at large, it is imperative that they strive for complete congruence between their values and conduct. The government-established national ideals of education should be ingrained in the minds of the students. The vocation demands a friendly disposition, a talkative temperament, and calm and collected behaviour. Teachers and other staff members of Sushant University are subject to the following codes of conduct:

Major responsibilities of the teacher:

- i. Constant efforts to advance professionally through coursework and research
- ii. Committed support of the University's and society's development through academic



instruction, tutorials, practicals, seminars, and research;

- iii. Collaboration with the University's educational duties, such as reviewing admissions applications, advising and counselling students, helping to administer university exams, supervision/invigilation, and evaluation; Participation in professional conferences, seminars and meetings for the dissipation of knowledge in the society;
- iv. Participating actively in professional associations to raise the bar for research and teaching.
- v. Taking part in extracurricular and co-curricular activities, such as community service;
- vi. Maintaining a responsible behaviour pattern and demeanour in the community;
- vii. Handling personal matters in a way that upholds the honour of the profession.

WITH THE STUDENTS, TEACHERS AND OTHER EMPLOYEES MUST:

- i. Respect each student's right and dignity to voice their opinions
- ii. Treat all students fairly and equally, irrespective of their caste, religion, political, economic, social, or physical characteristics
- iii. Acknowledge each student's unique aptitude and learning capacity and work to meet their needs
- iv. Motivate students to advance their education, grow as individuals, and concurrently contribute to the welfare of the community
- v. Instill a scientific mindset, respect for hard work, and the values of democracy, patriotism, and peaceful thought and living; Be affectionate and non-vindictive at all times;
- vi. Be equitable and carry out merit-based evaluations and assessments of each student
- vii. Be accessible to students after hours to help and mentor them without charging them;
- viii. Always work to help students comprehend our national heritage and objectives and to inform them of their obligations as citizens, residents, or visitors to India
- ix. Avoid inciting hostility towards fellow students, coworkers, and/or university administration.

WITH PARENTS/ GUARDIANS, TEACHERS AND OTHER EMPLOYEES MUST:

- i. Maintain consistent contact and have regular discussions about the progress of students, send reports of the student's performance;



- ii. Convene physical/ online meetings for the purpose for mutual exchange of ideas for the benefit of the University.

WITH COLLEAGUES, TEACHERS AND OTHER EMPLOYEES MUST:

- i. Be respectful and professional in behavior;
- ii. Speak respectfully of colleagues and provide assistance for the professional betterment of the University;
- iii. Refrain from unsubstantiated allegations and complaints to higher authorities;
- iv. Refrain from biasedness based on caste, creed, religion, race or sex.

WITH UNIVERSITY AUTHORITIES, TEACHERS AND OTHER EMPLOYEES MUST:

- i. Adhere to protocols and rules prescribed by the University, and initiate steps through their own institutional bodies for modifications of any rule(s) detrimental to the professional interest;
- ii. Co-operate in the formulation of policies of the University by accepting various offices and discharge responsibilities which such offices may demand;
- iii. Co-operate in the formulation of policies of the other institutions and accept office under the guidance of higher authority;
- iv. Be dedicated to the interests of the University and refrain from undertaking any other employment and/or commitment such as private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- v. Co-operate for the betterment of the University in conformity with dignity of the profession;
- vi. Adhere to the conditions of the recruitment contract;
- vii. Give and expect due notice before a change of position is made;
- viii. Refrain from availing leave (except in unavoidable situations), and as far as possible inform in advance, keeping in view their responsibilities in the University.

With non-teaching staff, teachers and other employees must:

- i. Be respectful, consider them as colleagues and treat them as equal partners in a cooperative undertaking;
- ii. Assist in the function of joint staff-councils comprising of both teaching and the non-



teaching staff.

With the Society, teachers and other employees must:

- i. Acknowledge that education is a public service, and must strive to keep the society informed of the educational programs that are provided by the University;
- ii. Strive to improve the academic standard in the community thereby strengthening moral and intellectual education in the society;
- iii. Be aware of social problems and take part in activities that are conducive to the progress of the society and the country;
- iv. Perform their duties as citizens of India, participate in community activities and take responsibility of public offices;
- v. Refrain from subscribing and/or assisting in activities that promote feelings of hatred or animosity among different linguistic groups and communities based on caste, creed, religion, race, sex, and must actively work towards National Integration.





Scholarship Policy

2019-2020

ANSAL UNIVERSITY, GURUGRAM

Scholarship Schemes - Session 2019

To attract bright and meritorious students to various programmes of Ansal University, scholarship schemes have been devised. There are also the schemes aimed at helping students who are unable to afford the fees due to financial constraints. This documents includes a note on fee structure and all the scholarship schemes including the eligibility criteria to be eligible for them.

1. Fee Structure

The fee structure is the basis of awarding scholarships. These are defined as percentage of either the Tuition Fee or the Total Fee. The Fee Structure is as defined in the prospectus as per following guidelines:

- | | |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| (a) For Students Resident in India: | As per the fee structure published every year |
| (b) For Foreign Nationals (Except SAARC Countries)/ NRIs/ OCIs: those | 1.5 Times of the Fee applicable to residents in India |
| (c) Students from SAARC Countries (Except Nepal): | Same as applicable to those residents in India |
| (d) Students from Nepal: | Same as applicable to those residents in India but treating one Indian Rupee equal to one Nepali Rupee |

2. Entry Level Scholarships (at the time of admissions): All students (except those from Nepal) are eligible, subject to criteria specified below:

Programme	Qualifying Examination		Entrance Examination		Sibling of existing/past students of AU/AIT***
	Criteria	Scholarship	Criteria	Scholarship	
All Undergraduate	≥ 95%	100% of Tuition Fee	Nata Score* ≥ 75% IIT-JEE Main* ≥ 25000	100% of Tuition Fee	10% of Tuition Fee
	90% to 94.99%	75% of Tuition Fee	IIT-JEE Main* 25001-50000	75% of Tuition Fee	
	85% to 89.99%	50% of Tuition Fee	IIT-JEE Main* 50001-100000	50% of Tuition Fee	
	80% to 84.99%	25% of Tuition Fee	IIT-JEE Main* Qualified	25% of Tuition Fee	
All Post Graduate Programmes	≥ 90%	100% of Tuition Fee	MAT Score** ≥ 700 CAT/XAT** ≥ 75 Percentile Composite Score	100% of Tuition Fee	10% of Tuition Fee
	85% to 89.99%	75% of Tuition Fee	MAT Score** 650-699 CAT/XAT** 70-75 Percentile Composite Score	75% of Tuition Fee	
	80% to 84.99%	50% of Tuition Fee	MAT Score** 600-649 CAT/XAT** 65-70 Percentile Composite Score	50% of Tuition Fee	
	75% to 79.99%	25% of Tuition Fee	-	-	

Notes:

- *The criteria mentioned based on the Entrance Examinations are subject to securing a minimum of 75% score in qualifying examination.
- **The criteria mentioned based on the Entrance Examinations are subject to securing a minimum of 60% score in qualifying examination. We may include scores of NEET and NCHM after getting more details.
- ***In case of siblings, only one of them with higher fee will be eligible.



4. Entry level scholarships will be applicable for first semester only and will be as a percentage of tuition fee. Therefore, it is to be noted that any scholarship granted at the time of admissions does not guarantee continuation of the same in the subsequent semesters. Please refer to Section 3 of this policy for scholarships from second semester onwards.
5. Lateral/migration students are not eligible for the entry level scholarships.
6. Students from Nepal are not eligible for entry level scholarships.

3. Merit-based scholarships for UG and PG programmes (second semester onwards)

Scholarship after first semester (i.e. second semester onwards) shall be awarded based on academic performance during the previous semester and other eligibility conditions which are as follows:

- | | |
|-----------------------------------------------|-----------------------------------------|
| (a) SGPA ≥ 9.5 in the previous semester: | 100% of the tuition fee in the semester |
| (b) SGPA 9.0-9.49 in the previous semester: | 75% of the tuition fee in the semester |
| (c) SGPA 8.5-8.99 in the previous semester: | 50% of the tuition fee in the semester |
| (d) SGPA 8.0-8.49 in the previous semester: | 25% of the tuition fee in the semester |

Based on the eligibility mentioned above, the merit-based scholarships shall be awarded subject to following limits:

- (a) Maximum 10 students in order of merit in a programme with batch size of 60 or more on-roll students
- (b) Maximum 5 students in order of merit in a program with batch size of 30 to 59 on-roll students
- (c) Maximum 2 students in order of merit in a program with batch size of 10 to 30 on-roll students
- (d) NIL students if the on-roll students in a batch are less than 10.

If there is a conflict while drawing the merit due to multiple students having same SGPA, it can be resolved by calculating SGPA up to three decimal points. If still not resolved, the amount of scholarship available for that rank will be distributed equally among number of students securing that rank.

Additional Conditions applicable for grant of merit-based scholarships:

- (a) The percentage of scholarships will be calculated on tuition fee only
- (b) Students should not have been debarred from taking end-semester examinations due to short attendance in the previous semester.
- (c) The student should have passed all the examinations in first attempt in previous semester.
- (d) The student should not have been involved in any act of indiscipline or any police case inside or outside the University during his/her period of studies at AU, till the scholarships are decided.
- (e) If a student is not eligible for scholarship in a semester, he/she can be eligible in subsequent semester(s) subject to fulfilling all the conditions except (d) above under "Additional Conditions".
- (f) Lateral entry/ migration students will not be eligible for merit-based scholarships until they complete one semester at AU and fulfill all the conditions mentioned herein. For example, if a student joins AU at the beginning of 3rd semester, he/ she can become eligible for merit based scholarship only during the 4th semester based on academic performance in 3rd semester and fulfilling other conditions.
- (g) If these scholarships are not finalized before the date of payment of the semester fee, the students will be required to pay full fee and if he/ she is granted scholarship, the amount will be adjusted against the fee of next semester or be refunded (in case of final semester students).
- (h) Students from Nepal will not be eligible for these scholarships due to their special fee structure.

4. Haryana domicile Fee Concession (Applicable to both UG and PG Programmes)

- 4.1 The fee concession to the students of Ansal University will be awarded on the basis of merit-cum-



means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private Universities Act, 2006. The fee concession shall be as per Clause No. 36 (2) of the Act which states that;

The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows:

- (i) One Fifth of the Twenty-five percent shall be granted full (100%) fee concession
- (ii) Two fifth of the Twenty-Five Percent shall be granted fifty percent (50%) Fee Concession
- (iii) The balance two fifth of the twenty-five percent shall be granted twenty-Five percent (25%) fee concession

4.2 The actual expenses on account of the fee concessions for all the programmes running under Ansal University would be provided for, after completion of the admission process each year based on actual number of enrolments.

4.3 Notwithstanding the fee concessions, all candidates selected for admission will have to deposit their fee as per clause 2 of the Ordinance 6 to secure their admission. On grant of fee concessions, if at all, by the Fee Concession/Fellowship/ Scholarship Committee, the fee concession amount will be refunded/or adjusted against subsequent semester fee.

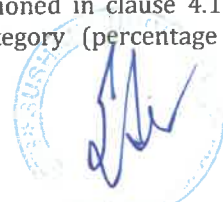
4.4 Fee concessions shall be granted to admitted students in the First year on the basis of the performance in the merit cum-means list of the concerned programme and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under '**Applicability and continuity of Fee Concession**' (refer para 4.6).

4.5 Application Process for Fee Concession

- (i) Interested eligible candidates shall submit their application in the prescribed form along with the required proofs on or before the last date notified each year by the University at the Commencement of the Academic session. Applications received after the last date will not be considered.
- (ii) Candidate along with parents may be called for interaction with the Committee to help in assessment of the financial position. Failure of parents to come can invalidate the application and/or delay the disbursement if at all applicable.

4.6 Applicability & Continuity of Fee Concession

1. Haryana domicile Fee Concession is applicable to both UG and PG Programmes.
2. This fee concession is awarded on "merit-cum-means" basis. Merit will be considered as the first criteria followed by means.
3. Must meet the eligibility criteria for continuation of registration in terms of relevant Ordinance on "Course Credit Regulation and Grading System" and promotion and pass in all the courses.
4. Must meet the attendance criteria of Ansal University as per relevant Ordinance and should not be debarred from taking the examinations due to shortage of attendance.
5. Must not have been suspended for any grave act of indiscipline as decided by the Disciplinary Committee of the Ansal University in terms of relevant Ordinance
6. There should not have been any case of use of Unfair Means in examinations.
7. No case of ragging against the applicant.
8. Fee concession shall be reviewed yearly. In case the family income surpass the minimum prescribed limit, the scholarship will be withdrawn.
9. Lateral/Migration entry admission shall not be considered for Haryana Domicile fee concession
10. Students should pass all subjects in the first attempt in order to continue to get the scholarship.
11. Candidate whose parents' annual income is above 6 lakhs shall not be eligible for fee concession in Haryana Domicile category.
12. Once a student is placed under a category of scholarship as mentioned in clause 4.1 and is eligible for continuation, he/ she cannot move to a higher category (percentage of fee concession).



5. Special Scholarship

- (a) Special scholarships by the management will be granted based on student's financial background, academic excellence, achievements in sports and co-curricular activity, if duly recommended by the committee appointed by the Vice Chancellor from time to time.
- (b) Wards/ Spouses of Employees working in any School/ Department of AU/API/CCT will be granted fee concession of upto 50% of tuition fee. The status of such students will be confirmed by the Dean concerned from the Head of the School/ Department of AU/ API/ CCT where the parent is working, before renewal of such scholarship every semester.

6. Reservation and Relaxation to Wards of J & K Migrants

The Kashmiri migrant's wards will be provided following concessions, in observance of UGC communication D.O. No. F.1-1/2012 (SA-III) dated 13 March, 2015 and D.O. No F.1-13/2010 CPP-II) dated 23 March 2015:

- (i) Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirements.
- (ii) Two supernumerary seats in each programme or 5% increase in intake capacity course wise shall be provided.
- (iii) At least one seat in merit quota shall be reserved in all schools of study in the university.
- (iv) Wards of Kashmiri migrant will not be required to submit domicile at the time of admission.

General Notes:

1. A student will be eligible to avail only one type of scholarship/ fee concession out of the ones mentioned in this policy.
2. The percentage of aggregate marks for the purpose of calculating eligibility for a programme or for the purpose of ascertaining the eligibility for scholarships will include all the subjects taken by a student in class 10+2 that are considered for calculating the results/ SGPA.
3. Wherever the results have been given based on CGPA on different scales, it will be converted to a 10-point scale or percentage (out of 100) for the purpose of ascertaining the eligibility criteria.
4. If a student intends to avail any other scholarship/ financial assistance from other central/ state Government or non-Governmental agencies in India or abroad, which is less than the scholarship amount he/ she is awarded by AU, the amount received from external agencies will be deducted from the amount receivable from AU. It is the responsibility of the student to inform AU authorities about such external scholarship/ financial aid (whatever name it might have) and submit relevant documents related to the same. If any such information is concealed by the students, it will be treated as misrepresentation of facts.
5. The schemes may be changed for subsequent batches.

CMO

CFAO

Registrar

Hon'ble Vice Chancellor



2020-2021

**FEE STRUCTURE. SCHEDULE OF PAYMENT. SCHOLARSHIPS. FEE FOR
FOREIGN STUDENTS. HOSTEL FEE AND LAST DATE OF ADMISSIONS -
(2020-21)**

1. Fee Structure:

Fee structure for various programmes offered by Ansal University will be as published every year.

2. Schedule of payment of Fee will be as under:

At the time of admission	Admission Fee of Rs.15000 + Refundable Security Deposit of Rs.15000 + 30% of the First Semester Tuition Fee
Within 2 weeks of receiving the admission offer letter	Balance of 1 st Semester Fee
December/June (Dates will be notified)	For subsequent Even and Odd Semester respectively.

3. Scholarships: Ansal University has various scholarship policies:

- Entry Level Scholarships
- Merit Based Scholarship For UG & PG Programmes
- Haryana Domicile Fee Concession
- Fee Structure and Scholarships for Students from Nepal
- Special Scholarships for Students from J&K and North East
- Special Composite Scholarships for SSD / SET / SSB / SSAA / SOL

4. Hostel Fee

The Fee	Rs.1,57,500/-
Refundable Security Deposit	Rs.15,000/-
Admission Fee	Rs.5000/-

5. Fee for Foreign Students except SAARC Countries: The academic fees and the hostel fees will be 1.5 times the fee payable by students Resident in India.

6. Commencement of Session 2020 for SSAA/ SSPD/SET/SHM/SOL- 17th August 2020

7. Commencement of Session 2020 for SHS/SSB/SSD - 27th July 2020

CMO

[Signature]
2/2/2020

[Signature]
CFAO 17/02/2020

[Signature]
20/2/2020
Registrar
(Officer in Charge)

Hon'ble Vice Chancellor

[Signature]
24/2/20



ANSAL UNIVERSITY, GURUGRAM

Scholarship Schemes - Session 2020

To attract bright and meritorious students to various programmes of Ansal University, scholarship schemes have been devised. There are also the schemes aimed at helping students who are unable to afford the fees due to financial constraints. This documents includes a note on fee structure and all the scholarship schemes including the eligibility criteria to be eligible for them.

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|----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
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- (e) If a student is not eligible for scholarship in a semester, he/she can be eligible in subsequent semester(s) subject to fulfilling all the conditions except (d) above under "Additional Conditions".
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4.1 The fee concession to the students of Ansal University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private Universities Act, 2006. The fee concession shall be as per Clause No. 36 (2) of the Act which states that;

The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows:

- (i) One Fifth of the twenty five percent shall be granted full (100%) fee concession
- (ii) Two fifth of the Twenty Five Percent shall be granted fifty percent (50%) Fee Concession
- (iii) The balance two fifth of the twenty five percent shall be granted twenty Five percent (25%) fee concession

4.2 The actual expenses on account of the fee concessions for all the programmes running under Ansal University would be provided for, after completion of the admission process each year based on actual number of enrolments.

4.3 Notwithstanding the fee concessions, all candidates selected for admission will have to deposit their fee as per clause 2 of the Ordinance 6 to secure their admission. On grant of fee concessions, if at all,



by the Fee Concession/Fellowship/ Scholarship Committee, the fee concession amount will be refunded/or adjusted against subsequent semester fee.

- 4.4 Fee concessions shall be granted to admitted students in the First year on the basis of the performance in the merit cum-means list of the concerned programme and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under '**Applicability and continuity of Fee Concession**' (refer para 4.6).
- 4.5 Application Process for Fee Concession
- (i) Interested eligible candidates shall submit their application in the prescribed form along with the required proofs on or before the last date notified each year by the University at the Commencement of the Academic session. Applications received after the last date will not be considered.
 - (ii) Candidate along with parents may be called for interaction with the Committee to help in assessment of the financial position. Failure of parents to come can invalidate the application and/or delay the disbursement if at all applicable.
- 4.6 Applicability & Continuity of Fee Concession
1. Haryana domicile Fee Concession is applicable to both UG and PG Programmes.
 2. This fee concession is awarded on "merit-cum-means" basis. Merit will be considered as the first criteria followed by means.
 3. Must meet the eligibility criteria for continuation of registration in terms of relevant Ordinance on "Course Credit Regulation and Grading System" and promotion and pass in all the courses.
 4. Must meet the attendance criteria of Ansal University as per relevant Ordinance and should not be debarred from taking the examinations due to shortage of attendance.
 5. Must not have been suspended for any grave act of indiscipline as decided by the Disciplinary Committee of the Ansal University in terms of relevant Ordinance
 6. There should not have been any case of use of Unfair Means in examinations.
 7. No case of ragging against the applicant.
 8. Fee concession shall be reviewed yearly. In case the family income surpass the minimum prescribed limit, the scholarship will be withdrawn.
 9. Lateral/Migration entry admission shall not be considered for Haryana Domicile fee concession
 10. Students should pass all subjects in the first attempt in order to continue to get the scholarship.
 11. Candidate whose parents' annual income is above 6 lakhs shall not be eligible for fee concession in Haryana Domicile category.
 12. Once a student is placed under a category of scholarship as mentioned in clause 4.1 and is eligible for continuation, he/ she cannot move to a higher category (percentage of fee concession).

General Notes:

1. A student will be eligible to avail only one type of scholarship/ fee concession out of the ones mentioned in this policy.
2. The percentage of aggregate marks for the purpose of calculating eligibility for a programme or for the purpose of ascertaining the eligibility for scholarships will include all the subjects taken by a student in class 10+2 that are considered for calculating the results/SGPA.
3. Wherever the results have been given based on CGPA on different scales, it will be converted to a 10-point scale or percentage (out of 100) for the purpose of ascertaining the eligibility criteria.
4. If a student intends to avail any other scholarship/ financial assistance from other central/ state Government or non-Governmental agencies in India or abroad, which is less than the scholarship amount he/ she is awarded by AU, the amount received from external agencies will be deducted from the amount receivable from AU. It is the responsibility of the student to inform AU authorities about such external scholarship/ financial aid (whatever name it might have) and submit relevant documents related to the same. If any such information is concealed by the students, it will be treated as misrepresentation of facts.
5. The schemes may be changed for subsequent batches.

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Hon'ble Vice Chancellor



ANSAL UNIVERSITY, GURUGRAM

Special Scholarships and Policy on Wards of J & K Migrants

a) Special Scholarships

- (a) Special scholarships by the management will be granted based on student's financial background, academic excellence, achievements in sports and co-curricular activity, if duly recommended by the committee appointed by the Vice Chancellor from time to time.
- (b) Wards/ Spouses of Employees working in any School/ Department of AU/API/CCT will be granted fee concession of 20% of tuition fee. The status of such students will be confirmed by the Dean concerned from the Head of the School/ Department of AU/ API/ CCT where the parent is working, before renewal of such scholarship every semester.

b) Reservation and Relaxation to Wards of J & K Migrants

The Kashmiri migrant's wards will be provided following concessions, in observance of UGC communication D.O. No, F.1-1/2012 (SA-III) dated 13 March, 2015 and D.O. No F.1-13/2010 CPP-II) dated 23 March 2015:

- (a) Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirements.
- (b) Two supernumerary seats in each programme or 5% increase in intake capacity course wise shall be provided.
- (c) At least one seat in merit quota shall be reserved in all schools of study in the university.
- (d) Wards of Kashmiri migrant will not be required to submit domicile at the time of admission.


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ANSAL UNIVERSITY, GURUGRAM

Scholarships based on Admission/ Scholarship Tests Conducted by Schools of the University

Schools of AU may conduct their own admission/ scholarship tests to attract meritorious students. Based on the performance in such tests, the following scholarships may be awarded:

Sl. No.	Performance in Test	Scholarship	Number of Scholarships	Remarks
1.	Score \geq 95%	100% waiver of fee payable to Foreign Institutional Partners like UoW, AUB and others or 100% tuition fee waiver for first Semester	Up to 2	Subject to securing 75% and 60% for UG and PG admissions respectively
2.	Score 90% - 94.99%	75% tuition fee waiver for first Semester	Up to 2	Subject to securing 75% and 60% for UG and PG admissions respectively
4.	Score 85% - 89.99%	50% tuition fee waiver for first Semester	Up to 3	Subject to securing 75% and 60% for UG and PG admissions respectively
5.	Score 80% - 84.99%	25% tuition fee waiver for first Semester	Up to 4	Subject to securing 75% and 60% for UG and PG admissions respectively

Notes:-

- These are one time scholarships
- Since there may be multiple tests conducted by a School, each of the above scholarships may not be awarded for each of the tests conducted. The average scores of a test will guide the decision. The scholarships will be recommended by the Dean concerned and will be approved by the Vice Chancellor. However, the number of scholarships for a programme during the year will be as per limits specified.
- The Dean concerned will ensure that the tests are of good standard in line with national level tests conducted by testing agencies.
- This is applicable for admissions in 2020 and may change for subsequent years.

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ANSAL UNIVERSITY, GURUGRAM

Referral Policy

Referral by current students and alumni of any academic institution is the best recognition of the quality of education it imparts. Therefore, the current Students/Alumni of Ansal University are encouraged to refer candidates for admission to various programmes offered by the University.

- a) Any current student of AU can refer a maximum of two candidates in 2020.
- b) The final decision of the admission will be taken by Dean of concerned School with the approval of Vice Chancellor.
- c) The referee has to carry a hard copy of Ansal University admission form duly signed by the referrer and referee himself. These will be pre-numbered forms available in the office of Dean concerned. Such forms will be signed by both the Dean and Admission Coordinator of the School concerned.
- d) The referrer will be rewarded for referral as follows:

	For Programmes having Tuition Fee of <1.25 Lakhs per annum	For Programmes having Tuition Fee of >1.25 Lakhs per annum
Alumni	Pay Rs.20,000 by Cheque	Pay Rs.30,000 by Cheque
Current student	Adjust Rs.15,000 against fee payable or pay Rs.15,000 by Cheque if entire programme fee already paid by him/her	Adjust Rs.20,000 against fee payable or pay Rs.20,000 by Cheque if entire programme fee already paid by him/ her

Conditions:

- a) The referred students will not be the siblings of student/ alumni
- b) The referred student should not currently studying at AU
- c) The incentives will be paid only after the referred student has paid the second semester fee.

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ANSAL UNIVERSITY, GURUGRAM

Fee Structure and Scholarships for Students from Nepal - 2020

The following fee structure and scholarship policy will be applicable to students from Nepal:

The fee payable by students from Nepal will be as applicable to students resident in India in nominal terms. However, they can pay it in Indian Rupees equivalent to those many Nepali Rupees. For example, if the fee for a programme of Ansal University is INR 2,00,000, they will be required to pay 2,00,000 Nepali Rupees in Indian Rupees equivalent.

Since this applies to fee for all programmes including hostel fee for the entire duration of the programme concerned, these students will not be eligible for any other scholarships.

To continue to avail the special fee, they need to fulfill all other criteria for admissions and academic criteria as per regulations.

The special fee benefit may be withdrawn if these students are found involved in any act of indiscipline inside or outside the University and/ or use of Unfair Means during any examinations, as defined in various regulations and guidelines of the University.

This is applicable to students seeking admission in 2020 and may change for subsequent batches.


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2021-2022

Merit Scholarships - Session 2021**Merit-based scholarships for UG and PG programmes (second semester onwards)**

Scholarship after first semester (i.e. second semester onwards) shall be awarded based on academic performance during the previous semester and other eligibility conditions which are as follows:

- | | |
|-----------------------------------------------|-----------------------------------------|
| (a) SGPA ≥ 9.5 in the previous semester: | 100% of the tuition fee in the semester |
| (b) SGPA 9.0-9.49 in the previous semester: | 75% of the tuition fee in the semester |
| (c) SGPA 8.5-8.99 in the previous semester: | 50% of the tuition fee in the semester. |
| (d) SGPA 8.0-8.49 in the previous semester: | 25% of the tuition fee in the semester |

Based on the eligibility mentioned above, the merit-based scholarships shall be awarded subject to following limits:

- (a) Maximum 10 students in order of merit in a programme with batch size of 60 or more on-roll students
- (b) Maximum 5 students in order of merit in a program with batch size of 30 to 59 on-roll students
- (c) Maximum 2 students in order of merit in a program with batch size of 10 to 29 on-roll students
- (d) NIL students if the on-roll students in a batch are less than 10.

If there is a conflict while drawing the merit due to multiple students having same SGPA, it can be resolved by calculating SGPA up to three decimal points. If still not resolved, the amount of scholarship available for that rank will be distributed equally among number of students securing that rank.

Additional Conditions applicable for grant of merit-based scholarships:

- (a) The percentage of scholarships will be calculated on tuition fee only.
- (b) Students should not have been debarred from taking end-semester examinations due to short attendance in the previous semester.
- (c) The student should have passed all the examinations in first attempt in previous semester.
- (d) The student should not have been involved in any act of indiscipline or any police case inside or outside the University during his/her period of studies at SU, till the scholarships are decided.
- (e) If a student is not eligible for scholarship in a semester, he/she can be eligible in subsequent semester(s) subject to fulfilling all the conditions except (d) above under "Additional Conditions".
- (f) Lateral entry/ migration students will not be eligible for merit-based scholarships until they complete one semester at SU and fulfill all the conditions mentioned herein. For example, if a student joins SU at the beginning of 3rd semester, he/she can become eligible for merit based scholarship only during the 4th semester based on academic performance in 3rd semester and fulfilling other conditions.
- (g) If these scholarships are not finalized before the date of payment of the semester fee, the students will be required to pay full fee and if he/she is granted scholarship, the amount will be adjusted against the fee of next semester or be refunded (in case of final semester students).
- (h) Students from Nepal and International students will not be eligible for these scholarships due to their special fee structure.
- (i) Students can avail only one scholarship/fee concession at a time.

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Vice Chancellor

SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

Haryana Domicile Fee Concession - Session 2021

Haryana Domicile Fee Concession (Applicable to both UG and PG Programmes)

1. The fee concession to the students of Sushant University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private Universities Act, 2006. The fee concession shall be as per Clause No. 36 (2) of the Act which states that;
The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows:
 - (i) One Fifth of the twenty-five percent shall be granted full (100%) fee concession
 - (ii) Two fifth of the Twenty-Five Percent shall be granted fifty percent (50%) Fee Concession
 - (iii) The balance two fifth of the twenty-five percent shall be granted twenty-Five percent (25%) fee concession
2. The actual expenses on account of the fee concessions for all the programmes running under Sushant University would be provided for, after completion of the admission process each year based on actual number of enrolments.
3. Notwithstanding the fee concessions, all candidates selected for admission will have to deposit their fee as per clause 2 of the Ordinance 6 to secure their admission. On grant of fee concessions, if at all, by the Fee Concession/Fellowship/ Scholarship Committee, the fee concession amount will be refunded/or adjusted against subsequent semester fee.
4. Fee concessions shall be granted to admitted students in the First year on the basis of the performance in the merit cum-means list of the concerned programme and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under '*Applicability and continuity of Fee Concession*' (refer para 6).
5. Application Process for Fee Concession
 - (i) Interested eligible candidates shall submit their application in the prescribed form along with the required proofs on or before the last date notified each year by the University at the Commencement of the Academic session. Applications received after the last date will not be considered.
 - (ii) Candidate along with parents may be called for interaction with the Committee to help in assessment of the financial position. Failure of parents to come can invalidate the application and/or delay the disbursement if at all applicable.


Director - A&M


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SUSHANT UNIVERSITY
Erstwhile ANSAL UNIVERSITY
Entry Level Scholarships - Session 2021

(A) Entry Level Scholarships (at the time of admissions): All students (except those from Nepal) are eligible, subject to criteria specified below:

Programme	Qualifying Examination	
	Criteria	Scholarship
All Undergraduate (Except B. Arch)	≥ 80%	100% of First Year Tuition Fee
	75% to 79.99%	75% of First Year Tuition Fee
	65% to 74.99%	50% of First Year Tuition Fee
	60% to 64.99%	25% of First Year Tuition Fee
All Post Graduate Programmes	≥ 80%	100% of First Semester Tuition Fee
	75% to 79.99%	75% of First Semester Tuition Fee
	65% to 74.99%	50% of First Semester Tuition Fee
	60% to 64.99%	25% of First Semester Tuition Fee

Programme	Composite Score with an equal weightage for Class XII examination and NATA/JEE Score	
	Composite Score	Scholarship
For B. Arch Programme only	≥ 80%	100% of First Year Tuition Fee
	75% to 79.99%	75% of First Year Tuition Fee
	65% to 74.99%	50% of First Year Tuition Fee
	60% to 64.99%	25% of First Year Tuition Fee

(B) Sibling of existing/past students of SU/AIT and Alumni fee concession - 10% of First Semester Tuition Fee. In case of siblings, only one of them with higher fee will be eligible.

Notes:

- (i) Lateral/migration students are not eligible for the entry level scholarships.
- (ii) Students from Nepal are not eligible for entry level scholarships.

*Entry Level Scholarships for session 2021 will be given to top 30% students of a particular programme (Actual Strength) based on their qualifying examination marks or composite score as applicable above. It will be divided equally among as per the following details:

1. If equal no. of students among all four criteria comes in decimal, then any decimal point 0.50 & above will be rounded to next one subject to total no. of students among all four criteria should not exceed top 30% students.
2. If no. of students based on their qualifying examination marks or composite score comes more in one of any criteria mentioned above, they will be considered in the next slab based on their merit.
3. Students eligible in next criteria will get scholarships only after the allocation to the students mentioned in s. no. 2 and remaining students will be eligible in the next criteria.
4. If there are more nos. of eligible students in the particular criteria with equal marks, scholarship amount may be equally divided among all those students.
5. Any student will be awarded only one scholarship from Category A & B.

Director - A&M

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SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

COVID SCHOLARSHIP

The COVID 19 has caused an economic slowdown in the entire world including India. This unprecedented challenge has affected almost every family. However, the frontline corona warriors i.e. medical staff, health workers, doctors, paramedics, police, civic workers, working with National Disaster Management Authority (NDMA) etc. have made a unique contribution in saving entire nation from the pandemic at the cost of their own life and family. Sushant University wish to express our gratitude for these Corona Warriors. Therefore, we at Sushant University has decided to honor the self-less dedicated services of these COVID Warriors, by announcing a scholarship schemes for their wards:

1. Wards of COVID warrior for those who are engaged in the frontline of this noble cause.
2. Ward of the individual who lost his/her life due to COVID, being the sole breadwinner of the family and left behind said ward.

The scholarship is being launched for both Undergraduate and Postgraduate students during the academic year 2021-22, which shall be awarded for the one year of the program only. The terms and conditions for the scholarship for the students during the academic year 2021-22 shall be as follows:

- In case of loss of both the parents of the student, 100% of first year fee*
- In case of loss of one of the parents of the student, 50% of first year fee*
- In case of loss of any blood relative (other than parents) of the student, 25% of first year fee*
- In case student and/or any of his/her family members suffered from COVID, 10% of first year fee*
- In case of son/daughter/sibling of any COVID warrior, 50% of first year tuition fee for undergraduate programmes or 50% of first semester tuition fee for postgraduate programmes

*excluding admission charges and security refundable amount


Director - A&M


CFAO 22/6/21


COE 22/6/21


Registrar 22/6/21


Vice Chancellor



2022-2023

SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

Merit Scholarships - Session 2022

Merit-based scholarships for UG and PG programmes (second semester onwards)

Scholarship after first semester (i.e. second semester onwards) shall be awarded based on academic performance during the previous semester and other eligibility conditions which are as follows:

- | | |
|-----------------------------------------------|-----------------------------------------|
| (a) SGPA ≥ 9.5 in the previous semester: | 100% of the tuition fee in the semester |
| (b) SGPA 9.0-9.49 in the previous semester: | 75% of the tuition fee in the semester |
| (c) SGPA 8.75-8.99 in the previous semester: | 50% of the tuition fee in the semester |
| (d) SGPA 8.25-8.74 in the previous semester: | 25% of the tuition fee in the semester |

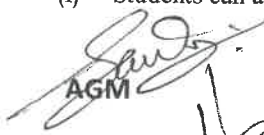

Based on the eligibility mentioned above, the merit-based scholarships shall be awarded subject to following limits:

- (a) Maximum 10 students in order of merit in a programme with batch size of 60 or more on-roll students
- (b) Maximum 5 students in order of merit in a program with batch size of 30 to 59 on-roll students
- (c) Maximum 2 students in order of merit in a program with batch size of 10 to 29 on-roll students
- (d) NIL students if the on-roll students in a batch are less than 10.

If there is a conflict while drawing the merit due to multiple students having same SGPA, it can be resolved by calculating SGPA up to three decimal points. If still not resolved, the amount of scholarship available for that rank will be distributed equally among number of students securing that rank.

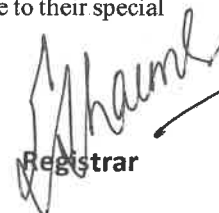
Additional Conditions applicable for grant of merit-based scholarships:

- (a) The percentage of scholarships will be calculated on tuition fee only.
- (b) Students should not have been debarred from taking end-semester examinations due to short attendance in the previous semester.
- (c) The student should have passed all the examinations in first attempt in previous semester.
- (d) The student should not have been involved in any act of indiscipline or any police case inside or outside the University during his/her period of studies at SU, till the scholarships are decided.
- (e) If a student is not eligible for scholarship in a semester, he/she can be eligible in subsequent semester(s) subject to fulfilling all the conditions except (d) above under "Additional Conditions".
- (f) Lateral entry/ migration students will not be eligible for merit-based scholarships until they complete one semester at SU and fulfill all the conditions mentioned herein. For example, if a student joins SU at the beginning of 3rd semester, he/she can become eligible for merit based scholarship only during the 4th semester based on academic performance in 3rd semester and fulfilling other conditions.
- (g) If these scholarships are not finalized before the date of payment of the semester fee, the students will be required to pay full fee and if he/she is granted scholarship, the amount will be adjusted against the fee of next semester or be refunded (in case of final semester students).
- (h) Students from Nepal and International students will not be eligible for these scholarships due to their special fee structure.
- (i) Students can avail only one scholarship/fee concession at a time.


AGM

Vice Chancellor

COE




Registrar



SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

Haryana Domicile Fee Concession - Session 2022

Haryana Domicile Fee Concession (Applicable to both UG and PG Programmes)

1. The fee concession to the students of Sushant University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private Universities Act, 2006. The fee concession shall be as per Clause No. 36 (2) of the Act which states that;
The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows:
 - (i) One Fifth of the twenty-five percent shall be granted full (100%) fee concession
 - (ii) Two fifth of the Twenty-Five Percent shall be granted fifty percent (50%) Fee Concession
 - (iii) The balance two fifth of the twenty-five percent shall be granted twenty-Five percent (25%) fee concession
2. The actual expenses on account of the fee concessions for all the programmes running under Sushant University would be provided for, after completion of the admission process each year based on actual number of enrolments.
3. Notwithstanding the fee concessions, all candidates selected for admission will have to deposit their fee as per clause 2 of the Ordinance 6 to secure their admission. On grant of fee concessions, if at all, by the Fee Concession/Fellowship/ Scholarship Committee, the fee concession amount will be refunded/or adjusted against subsequent semester fee.
4. Fee concessions shall be granted to admitted students in the First year on the basis of the performance in the merit cum-means list of the concerned programme and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under '*Applicability and continuity of Fee Concession*' (refer para 6).
5. Application Process for Fee Concession
 - (i) Interested eligible candidates shall submit their application in the prescribed form along with the required proofs on or before the last date notified each year by the University at the Commencement of the Academic session. Applications received



after the last date will not be considered.

- (ii) Candidate along with parents may be called for interaction with the Committee to help in assessment of the financial position. Failure of parents to come can invalidate the application and/or delay the disbursement if at all applicable.

6. Applicability & Continuity of Fee Concession

- (i) Haryana Domicile Fee Concession is applicable to both UG and PG Programmes.
- (ii) This fee concession is awarded on "merit-cum-means" basis. Merit will be considered as the first criteria followed by means.
- (iii) Must meet the eligibility criteria for continuation of registration in terms of relevant Ordinance on "Course Credit Regulation and Grading System" and promotion and pass in all the courses.
- (iv) Must meet the attendance criteria of Sushant University as per relevant Ordinance and should not be debarred from taking the examinations due to shortage of attendance.
- (v) Must not have been suspended for any grave act of indiscipline as decided by the Disciplinary Committee of the Sushant University in terms of relevant Ordinance
- (vi) There should not have been any case of use of Unfair Means in examinations.
- (vii) No case of ragging against the applicant.
- (viii) Fee concession shall be reviewed yearly. In case the family income surpasses the minimum prescribed limit, the scholarship will be withdrawn.
- (ix) Lateral/Migration entry admission shall not be considered for Haryana Domicile fee concession
- (x) Students should pass all subjects in the first attempt in order to continue to get the scholarship.
- (xi) Candidate whose parents' annual income is above 6 lakhs shall not be eligible for fee concession in Haryana Domicile category.
- (xii) Once a student is placed under a category of scholarship as mentioned in clause 1 and is eligible for continuation, he/ she cannot move to a higher category (percentage of fee concession).

General Notes:

- (i) A student will be eligible to avail only one type of scholarship/ fee concession out of the ones mentioned in this policy.
- (ii) The percentage of aggregate marks for the purpose of calculating eligibility for a programme or for the purpose of ascertaining the eligibility for scholarships will include all the subjects taken by a student in class 10+2 that are considered for calculating the results/ SGPA.
- (iii) Wherever the results have been given based on CGPA on different scales, it will be converted to a 10-point scale or percentage (out of 100) for the purpose of ascertaining the eligibility criteria.
- (iv) If a student intends to avail any other scholarship/ financial assistance from other



central/ state Government or non-Governmental agencies in India or abroad, which is less than the scholarship amount he/ she is awarded by SU, the amount received from external agencies will be deducted from the amount receivable from SU. It is the responsibility of the student to inform SU authorities about such external scholarship/ financial aid (whatever name it might have) and submit relevant documents related to the same. If any such information is concealed by the students, it will be treated as misrepresentation of facts.

- (v) The schemes may be changed for subsequent batches.

Director
COE



CFAO/AGM



Registrar



Vice Chancellor



Sushant University scholarship Scheme AY 2022-23 (for Indian Citizens only)

Entry Level scholarships- Session 2022-23					
S.No	Types of Scholarship	Criteria	Amount of Scholarships	No. of Scholarship	Remark
1.	Merit Base (for all UG programmes) Except B.Arch	$\geq 85\%$	100% on First Year Tuition Fee	First Come First Serve till the scholarship amount is available	For all courses
		80% to 84.9	75% on First Year Tuition Fee		
		70% to 79.9%	50% on First Year Tuition Fee		
		65% to 69.9%	25% on First Year Tuition Fee		
2.	Merit Base (For B.Arch programmes) Based on Composite score	$\geq 80\%$	100% on First Year Tuition Fee	First Come First Serve till the scholarship amount is available	For B.Arch Composite score with an equal weightage for class XII examination and NATA/JEE Score
		75% to 79.9	75% on First Year Tuition Fee		
		70% to 74.9%	50% on First Year Tuition Fee		
		65% to 69.9%	25% on First Year Tuition Fee		
3.	Merit Base (For all PG programmes)	$\geq 80\%$	100% on First Year Tuition Fee	First Come First Serve till the Scholarship amount is available	For all Post Graduate Programmes
		75% to 79.9	75% on First Year Tuition Fee		
		65% to 74.9%	50% on First Year Tuition Fee		
		60% to 64.9%	25% on First Year Tuition Fee		



4.	Special Scholarship	Sibling of existing and alumni	10% on First Semester Tuition Fee	Unlimited	Any one Sibling having higher fee can avail
		Financially Poor Academically Sound, Sports Person	10% on First Semester Tuition Fee	1% of the total intake	On the recommendation of Vice Chancellor's Appointed committee
		Ward/ Spouse of employees working with SU/ API/CCT	10% on First Semester Tuition Fee	1% of the total intake	On the recommendation of Vice Chancellor's Appointed committee
		Defence Personnel/ Para Military	10% on First Semester Tuition Fee	1% of the total intake	On the recommendation of Vice Chancellor's Appointed committee
		Special scholarships by the management will be granted based on student's financial background, academic excellence, achievements in sports and co-curricular activity, if duly recommended by the committee appointed by the Vice Chancellor from time to time.			
Note:	(i) Eligibility criteria as define in the official prospectus as approved by the University				
	(ii)Lateral and Migration student are not eligible fo entry level scholarship				
	(iii) Any student may avail only one Scholarship/ Fee Concession at a time, whether university level of Government Sponsor				
	(iv) For further clarification refer to the comprehensive scholarship dully approved by the office of the Registrar				

Registrar & director – A&M

CFAO/AGM-F&A

Hon. Vice Chancellor



SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

Reservation and Relaxation to Wards of J & K Migrants and North East

15% of First Year Tuition Fee

The Kashmiri migrant's wards will be provided following concessions, in observance of UGC communication D.O. No, F.1-1/2012 (SA-III) dated 13 March, 2015 and D.O. No F.1-13/2010 CPP-II) dated 23 March 2015:

- (i) Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirements.
- (ii) Two supernumerary seats in each programme or 5% increase in intake capacity course wise shall be provided.
- (iii) At least one seat in merit quota shall be reserved in all schools of study in the university.
- (iv) Wards of Kashmiri migrant will not be required to submit domicile at the time of admission.


Director – A&M


CFAO/AGM


COE


Registrar


Vice Chancellor



2023-2024

SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

Haryana Domicile Fee Concession - Session 2023

Haryana Domicile Fee Concession (Applicable to both UG and PG Programmes)

1. The fee concession to the students of Sushant University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private Universities Act, 2006. The fee concession shall be as per Clause No. 36 (2) of the Act which states that;
The fee structure for the 25% of total intake of students who are domicile of Haryana shall be based on merit cum means as follows:
 - (i) One Fifth of the twenty-five percent shall be granted full (100%) fee concession
 - (ii) Two fifth of the Twenty-Five Percent shall be granted fifty percent (50%) Fee Concession
 - (iii) The balance two fifth of the twenty-five percent shall be granted twenty-Five percent (25%) fee concession
2. The actual expenses on account of the fee concessions for all the programmes running under Sushant University would be provided for, after completion of the admission process each year based on actual number of enrolments.
3. Notwithstanding the fee concessions, all candidates selected for admission will have to deposit their fee as per clause 2 of the Ordinance 6 to secure their admission. On grant of fee concessions, if at all, by the Fee Concession/Fellowship/ Scholarship Committee, the fee concession amount will be refunded/or adjusted against subsequent semester fee.
4. Fee concessions shall be granted to admitted students in the First year on the basis of the performance in the merit cum-means list of the concerned programme and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under '*Applicability and continuity of Fee Concession*' (refer para 6).
5. Application Process for Fee Concession
 - (i) Interested eligible candidates shall submit their application in the prescribed form along with the required proofs on or before the last date notified each year by the University at the Commencement of the Academic session. Applications received



after the last date will not be considered.

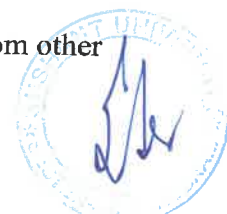
- (ii) Candidate along with parents may be called for interaction with the Committee to help in assessment of the financial position. Failure of parents to come can invalidate the application and/or delay the disbursement if at all applicable.

6. Applicability & Continuity of Fee Concession

- (i) Haryana Domicile Fee Concession is applicable to both UG and PG Programmes.
- (ii) This fee concession is awarded on “merit-cum-means” basis. Merit will be considered as the first criteria followed by means.
- (iii) Must meet the eligibility criteria for continuation of registration in terms of relevant Ordinance on “Course Credit Regulation and Grading System” and promotion and pass in all the courses.
- (iv) Must meet the attendance criteria of Sushant University as per relevant Ordinance and should not be debarred from taking the examinations due to shortage of attendance.
- (v) Must not have been suspended for any grave act of indiscipline as decided by the Disciplinary Committee of the Sushant University in terms of relevant Ordinance
- (vi) There should not have been any case of use of Unfair Means in examinations.
- (vii) No case of ragging against the applicant.
- (viii) Fee concession shall be reviewed yearly. In case the family income surpasses the minimum prescribed limit, the scholarship will be withdrawn.
- (ix) Lateral/Migration entry admission shall not be considered for Haryana Domicile fee concession
- (x) Students should pass all subjects in the first attempt in order to continue to get the scholarship.
- (xi) Candidate whose parents’ annual income is above 6 lakhs shall not be eligible for fee concession in Haryana Domicile category.
- (xii) Once a student is placed under a category of scholarship as mentioned in clause 1 and is eligible for continuation, he/ she cannot move to a higher category (percentage of fee concession).

General Notes:

- (i) A student will be eligible to avail only one type of scholarship/ fee concession out of the ones mentioned in this policy.
- (ii) The percentage of aggregate marks for the purpose of calculating eligibility for a programme or for the purpose of ascertaining the eligibility for scholarships will include all the subjects taken by a student in class 10+2 that are considered for calculating the results/ SGPA.
- (iii) Wherever the results have been given based on CGPA on different scales, it will be converted to a 10-point scale or percentage (out of 100) for the purpose of ascertaining the eligibility criteria.
- (iv) If a student intends to avail any other scholarship/ financial assistance from other



central/ state Government or non-Governmental agencies in India or abroad, which is less than the scholarship amount he/ she is awarded by SU, the amount received from external agencies will be deducted from the amount receivable from SU. It is the responsibility of the student to inform SU authorities about such external scholarship/ financial aid (whatever name it might have) and submit relevant documents related to the same. If any such information is concealed by the students, it will be treated as misrepresentation of facts.

- (v) The schemes may be changed for subsequent batches.


Director – A&M
COE


CFAO/AGM


Registrar


Vice Chancellor



SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

Merit Scholarships - Session 2023

Merit-based scholarships for UG and PG programmes (second semester onwards)

Scholarship after first semester (i.e. second semester onwards) shall be awarded based on academic performance during the previous semester and other eligibility conditions which are as follows:

- | | |
|-----------------------------------------------|-----------------------------------------|
| (a) SGPA ≥ 9.5 in the previous semester: | 100% of the tuition fee in the semester |
| (b) SGPA 9.0-9.49 in the previous semester: | 75% of the tuition fee in the semester |
| (c) SGPA 8.75-8.99 in the previous semester: | 50% of the tuition fee in the semester |
| (d) SGPA 8.25-8.74 in the previous semester: | 25% of the tuition fee in the semester |

Based on the eligibility mentioned above, the merit-based scholarships shall be awarded subject to following limits:

- (a) Maximum 10 students in order of merit in a programme with batch size of 60 or more on-roll students
- (b) Maximum 5 students in order of merit in a program with batch size of 30 to 59 on-roll students
- (c) Maximum 2 students in order of merit in a program with batch size of 10 to 29 on-roll students
- (d) NIL students if the on-roll students in a batch are less than 10.

If there is a conflict while drawing the merit due to multiple students having same SGPA, it can be resolved by calculating SGPA up to three decimal points. If still not resolved, the amount of scholarship available for that rank will be distributed equally among number of students securing that rank.

Additional Conditions applicable for grant of merit-based scholarships:

- (a) The percentage of scholarships will be calculated on tuition fee only.
- (b) Students should not have been debarred from taking end-semester examinations due to short attendance in the previous semester.
- (c) The student should have passed all the examinations in first attempt in previous semester.
- (d) The student should not have been involved in any act of indiscipline or any police case inside or outside the University during his/her period of studies at SU, till the scholarships are decided.
- (e) If a student is not eligible for scholarship in a semester, he/she can be eligible in subsequent semester(s) subject to fulfilling all the conditions except (d) above under "Additional Conditions".
- (f) Lateral entry/ migration students will not be eligible for merit-based scholarships until they complete one semester at SU and fulfill all the conditions mentioned herein. For example, if a student joins SU at the beginning of 3rd semester, he/she can become eligible for merit based scholarship only during the 4th semester based on academic performance in 3rd semester and fulfilling other conditions.
- (g) If these scholarships are not finalized before the date of payment of the semester fee, the students will be required to pay full fee and if he/she is granted scholarship, the amount will be adjusted against the fee of next semester or be refunded (in case of final semester students).
- (h) Students from Nepal and International students will not be eligible for these scholarships due to their special fee structure.
- (i) Students can avail only one scholarship/fee concession at a time.

AGM

COE

Registrar

Vice Chancellor



SUSHANT UNIVERSITY

Erstwhile ANSAL UNIVERSITY

Reservation and Relaxation to Wards of J & K Migrants and North East

15% of First Year Tuition Fee

The Kashmiri migrant's wards will be provided following concessions, in observance of UGC communication D.O. No, F.1-1/2012 (SA-III) dated 13 March, 2015 and D.O. No F.1-13/2010 CPP-II) dated 23 March 2015:

- (i) Relaxation in cut-off percentage up to 10% subject to minimum eligibility requirements.
- (ii) Two supernumerary seats in each programme or 5% increase in intake capacity course wise shall be provided.
- (iii) At least one seat in merit quota shall be reserved in all schools of study in the university.
- (iv) Wards of Kashmiri migrant will not be required to submit domicile at the time of admission.



Director – A&M



CFAO/AGM



COE



Registrar



Vice Chancellor



Sushant University scholarship Scheme AY 2023-24 (for Indian Citizens only)					
Entry Level scholarships- Session 2023-24					
S.No	Types of Scholarship	Criteria	Amount of Scholarships	No. of Scholarship	Remark
1.	Merit Base (for all UG programmes) Except B.Arch	$\geq 85\%$	100% on First Year Tuition Fee	First Come First Serve till the scholarship amount is available	For all courses
		80% to 84.9	75% on First Year Tuition Fee		
		70% to 79.9%	50% on First Year Tuition Fee		
		65% to 69.9%	25% on First Year Tuition Fee		
2.	Merit Base (For B.Arch programmes) Based on Composite score	$\geq 80\%$	100% on First Year Tuition Fee	First Come First Serve till the scholarship amount is available	For B.Arch Composite score with an equal weightage for class XII examination and NATA/JEE Score
		75% to 79.9	75% on First Year Tuition Fee		
		70% to 74.9%	50% on First Year Tuition Fee		
		65% to 69.9%	25% on First Year Tuition Fee		
3.	Merit Base (For all PG programmes)	$\geq 80\%$	100% on First Year Tuition Fee	First Come First Serve till the Scholarship amount is available	For all Post Graduate Programmes
		75% to 79.9	75% on First Year Tuition Fee		
		65% to 74.9%	50% on First Year Tuition Fee		
		60% to 64.9%	25% on First Year Tuition Fee		



4.	Special Scholarship	Sibling of existing and alumni	10% on First Semester Tuition Fee	Unlimited	Any one Sibling having higher fee can avail
		Financially Poor Academically Sound, Sports Person	10% on First Semester Tuition Fee	1% of the total intake	On the recommendation of Vice Chancellor's Appointed committee
		Ward/ Spouse of employees working with SU/ API/CCT	10% on First Semester Tuition Fee	1% of the total intake	On the recommendation of Vice Chancellor's Appointed committee
		Defence Personnel/ Para Military	10% on First Semester Tuition Fee	1% of the total intake	On the recommendation of Vice Chancellor's Appointed committee
		Special scholarships by the management will be granted based on student's financial background, academic excellence, achievements in sports and co-curricular activity, if duly recommended by the committee appointed by the Vice Chancellor from time to time.			
Note:	(i) Eligibility criteria as define in the official prospectus as approved by the University				
	(ii)Lateral and Migration student are not eligible fo entry level scholarship				
	(iii) Any student may avail only one Scholarship/ Fee Concession at a time, whethwer university level of Government Sponsor				
	(iv) For further clarification refer to the comprehensive scholarship dully approved by the office of the Registrar				

Registrar & director – A&M

CEO/AGM-F&A

Hon. Vice Chancellor





Examination Policy



REGULATIONS

**CONDUCT OF EXAMINATIONS,
SCHEME OF EXAMINATIONS,
AND
DISCIPLINE AMONG STUDENTS**

**SUSHANT UNIVERSITY GURUGRAM
HARYANA**

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CONDUCT OF EXAMINATIONS, COURSE CREDITS & GRADING SYSTEM

The Haryana Private Universities Act, 2006 (Haryana Act no 32 of 2006) as per section 37 and 38 broadly stipulate the process of conduct of examination and declaration of results which is reproduced below:

1. EXAMINATIONS

- (i) At the beginning of each Academic Session and in any case not later than the 30th of August of every calendar year, the university shall prepare and publish a semester wise or annual, as the case may be, Schedule of Examinations for each and every course conducted by it and shall strictly adhere to the Schedule.
- (ii) Explanation – “Schedule of Examination” means a table giving details about the time, day and date of the commencement of each paper which is a part of a scheme of examinations and shall also include the details about the practical examination”
- (iii) Provided that if, for any reason whatsoever, the university has been unable to follow the Schedule, it shall, as soon as may be practicable, submit a report to the Government incorporating the detailed reasons for making a departure from the published Schedule. The Government may, on considering the report shall issue such directions to the university as it may deem fit.

2. DECLARATION OF RESULT

- (i) The university shall strive to declare the results of every examination conducted by it within a period of twenty days from the last date of the examination for that particular programme/course and shall in any case declare the results latest within a period of twenty days from such date:
“Provided that if, for any reason whatsoever, the university is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, on considering the report shall issue such directions to the university as it may deem fit.”

- (ii) No examination or the results of an examination shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in section -37 or, as the case may be, in this section.”

3. SHORT TITLE AND APPLICABILITY

- (i) This Ordinance governs the Examination system & Course Credit Regulations & Grading System – Sushant University and shall take effect from date of approval of the First Ordinance.
- (ii) Based on this Ordinance the “Examination Conduct Rules” shall be prepared by the University.
- (iii) This Ordinance shall be applicable for all examinations conducted at Sushant University.

4. OBJECTIVES:

- (i) To conduct the examinations on time and efficiently, under strict supervision, without allowing any malpractice to occur at any stage.
- (ii) To declare the results of the examinations on time and with complete accuracy.
- (iii) To offer the best services to the students and faculty with the overall aim of improving the quality of education provided.

5. TYPE OF EXAMINATIONS, ACADEMIC YEAR, DATES & MEDIUM OF EXAMINATIONS:

(i) MEDIUM OF EXAMINATIONS

The Medium of Examinations shall be English.

(ii) ACADEMIC YEAR

The academic year runs for a period of approximately twelve months and comprises of two semesters as per the ‘**Details of courses of study under various programmes**’.

(iii) DATE OF EXAMINATIONS

The dates of all the examinations shall be as per the University Academic Calendar.

(iv) TYPE OF EXAMINATIONS

There are two types of examinations,

End Semester Examination:	End Semester Examinations shall be held at the end of each semester and will cover the entire course of the syllabus in that semester.
Internal Tests:	There will be two Internal Tests in each semester. Internal-I will cover the syllabus taught up to a day before its commencement. Internal –II will cover the syllabus taught after internal -I

The above Final Examination & Internal Tests are in addition to the Class Tests, Tutorial Assessments, Projects and Industrial visits evaluations, as conducted at the School or Departmental level.

6. EXAMINATION PROCESS

In order to conduct examinations in an efficient, strict and transparent manner, the system must have its requisite components in place, i.e. paper setting with utmost regard to secrecy, correctness and confidentiality; the physical conduct of the examination with due supervision and invigilation, a fair and an efficient evaluation system and finally the dissemination of results and record keeping of grades in a timely and factually correct manner. For this purpose, Examination Committee, Controller of Examinations and Examination cell functions are outlined as given below:

6.1 EXAMINATION COMMITTEE

There shall be an Examination Committee at the University level constituted by the Academic Council.

The composition of the Examination Committee shall be as under:

- | | |
|-------------------------------------------|-------------------------------------------------------------------------|
| (a) Dean nominated by the Vice Chancellor | Convener |
| (b) Deans of Schools/ Heads of Dept. | Ex-Officio Members not exceeding six, nominated by the Vice Chancellor. |
| (c) Controller of Examinations | Member Secretary |

The tenure of the Examination Committee shall be two years. Two fifth members will form the quorum of the meeting. There will be at least one meeting of the Examination Committee in each semester. The decisions of the Examination Committee shall be placed before the Academic Council.

i) Functions of the Examination Committee shall be:

- (a) To frame detailed guidelines and procedures for an efficient, transparent and fair evaluation of students' performance and conduct of examinations as well as for tabulators/programmers for preparing the results of the examinations.
- (b) To supervise generally all the examinations of the University and issue such directions as it may consider necessary for conduct of examinations.
- (c) To review from time to time the results of the University examinations and submission of reports thereon to the Academic Council.
- (d) To make recommendations to the Academic Council for the improvement of the examination system.
- (e) To appoint such number of sub-committees as it may think fit, and in particular, may delegate to any one or more persons or sub-committee(s), its powers to deal with examination matters.
- (f) To consider the complaints received against Officers and Staff engaged for conduct of examinations and recommend to the Vice Chancellor about the action to be taken against the concerned person(s).

- (g) To consider and recommend the rates of remuneration for the Paper Setters, Examiners, Superintendents of Examination Centers and other staff engaged on examination duty, Tabulators and Collators etc associated with the examination duty.
- (h) To consider any written report/representation/complaints received within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Schools/Depts. and to recommend for consideration of the Vice Chancellor the action to be taken against any examiner/ paper-setter/Moderator in cases of mistakes/ omissions/ negligence/ leakage in paper-setting/ moderation/ evaluation etc.
- (i) To investigate the cases of understandable divergence in the results of any Course Unit. For this purpose, the Examination Committee may itself scrutinize the answer books or may order their scrutiny by other person(s), and may also call an explanation from the examiner concerned for the divergence of marks. If after the investigation, the Committee is of the opinion that such divergence is due to leakage of paper, personal favoritism or animosity, it may recommend to the Vice Chancellor such action as it may deem fit such as debar the examiner/evaluator from examiner ship permanently or for a specified period, a revaluation of the answer books etc.

6.2 FUNCTIONS OF CONTROLLER OF EXAMINATIONS

The Controller of Examinations shall be a full time Officer of the University and shall perform the following functions:

- (a) Subject to the superintendence of the Examination Committee, he shall conduct all the examinations of the University and shall make all other arrangements, and be responsible for the due execution of all processes connected therewith.
- (b) He shall be ex-officio Member Secretary of the Examination Committee and such other Committee(s) as may be constituted by the University, but he shall not be entitled to vote. He shall be bound to place before such Committee(s) all such information as may be necessary for transaction of its business.

- (c) He shall be responsible for the due custody of the records pertaining to evaluation, examinations and related activities.
- (d) He shall collect information from the Departments/ Constituent Units of the University, as may be necessary, for the discharge of his duties.
- (e) He shall also perform such other duties as may be prescribed in the Guidelines on Conduct of Examinations and Evaluation of Students Performance from time to time, by the Board of Management or Academic Council or other authorities of the University.
- (f) While he, for any reason, is unable to act or the office of the Controller of Examinations falls vacant, all the duties of the Office shall be performed by such person as may be appointed by the Vice Chancellor, until the Controller of Examinations resumes his duties or the vacancy is filled.

6.3 EXAMINATION CELL

The role of Examination cell is to oversee the examinations at the university level and shall have the following major functions:

- (a) To prepare tentative Examination Schedule and submit the same to the Controller of Examinations for approval and notification.
- (b) To keep the Question Papers received from the paper setters in safe custody and keep proper record of the used and unused question papers.
- (c) To scrutinize the examination forms of the students and determine eligibility of students for taking examination. In case any student is found ineligible, it will record reasons of ineligibility against each student.
- (d) To ensure compliance of provisions of Regulations and Guidelines relating to conduct of examinations.

- (e) To make necessary arrangements for conduct of Examinations including display of examinations schedule, seating arrangements, security arrangements, if required, and for recording attendance of students.
- (f) To appoint amanuensis for visually handicapped and disabled students who are unable to write with their own hands.
- (g) To appoint Invigilators (minimum two in a room) and other supporting staff; and supervise their functioning.
- (h) To ensure smooth conduct of Examination.
- (i) To forward cases of use of unfair means by the students to Examination Discipline Committee of the University.
- (j) To arrange evaluation of answer books from the Evaluators approved by the Vice Chancellor, as per the norms fixed by the Academic Council.
- (k) To notify the last date for receipt of examination forms and fees for the students.
- (l) To notify the schedule of Internal and End semester examinations including practicals.
- (m) To design detailed guidelines relating to the conduct of examinations such as dates for submission of examination forms, issue of examination admit cards, issue of duplicate certificates, instructions to examiners, instructions to the students.
- (n) To ensure proper conduct of examinations such as proper supervision and invigilation, effective security cordoning off of the examination venues from the range of loudspeakers and other interference and taking stern action in all cases involving copying and use of unfair means, misbehavior or misconduct of students during examinations.

7 MODERATION BOARD FOR MODERATION OF QUESTION PAPERS

7.1 There shall be a Moderation Board constituted by the Vice Chancellor as under for one or more courses:

a) Vice Chancellor	Chairperson
b) Dean of the discipline concerned.	Member
c) One Expert in the discipline/ specialization nominated by concerned dean	Member
d) Controller of Examinations	Member Secretary

Three members shall constitute the quorum for meetings. The tenure of the Moderation Board shall be two years.

7.2 Functions of the Moderation Board shall be:

- (a) To ensure that question papers are strictly in accordance with the course contents and the instructions, if any;
- (b) To remove ambiguity in the language of questions, if any;
- (c) To moderate/reframe the questions so as to give opportunities to students of varying abilities;
- (d) To ensure proper coverage of course contents and indicate weightage/ marks for each question or part/parts thereof, time prescribed and to correct errors, if any.

8. RESULTS MODERATION COMMITTEE

8.1 The University will constitute a Results Moderation Committee for each Programme / Course as under:

(a) Vice Chancellor	Chairperson
(b) Dean of the discipline concerned	Member
(c) One senior Faculty member nominated by concerned Dean	Member
(d) Controller of Examinations	Member Secretary

8.2 The functions of Results Moderation Committee are as under:

- (a) The Committee shall scrutinize the statistics of results prepared by the Controller of Examinations and if need be, moderate the same after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards before declaration of results.
- (b) The Committee shall bring to the notice of the Vice Chancellor lapse or omission on the part of the paper setter and/or the examiners, if any. It will also suggest steps to be taken by the University to rectify the same as well as the action to be taken in any case where the result is unbalanced.
- (c) The provision of moderation of marks (up to maximum of 2 marks per semester) shall be permissible in borderline cases for upgrading “D” grade to “C” Grade, for improvement of SGPA, CGPA and also the Division.
- (d) Considering the time requirement for moderation of large number of programmes and students, on approval from Vice Chancellor, where 2 marks are to be awarded in borderline cases, the results may be moderated by Controller of Examination and approved by the Chairperson Moderation Committee.
- (e) The recommendations of the Moderation Committee shall be placed before the Vice Chancellor for approval.

9. ATTENDANCE

- (a) Every student shall be required to achieve 75% attendance in all the lectures, tutorials and practicals and participate in seminars arranged in the Department/ Constituent Units and events organized at the School/University level during the programme. However, to account for contingencies such as prolonged illness, accidents, tragedy in the family etc., a relaxation up to a maximum of 15% can be granted by the Head of the respective Teaching Departments. Thus, the attendance requirement for appearing in the end semester examinations shall be a minimum of 75% (60% after giving relaxation) of the classes actually held in all courses taken together in a semester. In exigencies, prior permission shall be taken by the student for absence. However, for internal assessment

components like class test a faculty may set a required percentage of attendance criteria to ascertain eligibility to appear in such tests.

- (b) If a student is found to be continuously absent from the classes without any information for a period of 15 days, a notice may be sent to the student about his unauthorized absence under intimation to his guardian/parents. If he still remains absent unauthorisedly for another 15 days after the date of issue of the notice, the name of such a student shall be struck off the rolls. Such a student shall have to seek the permission of the Vice Chancellor for re-admission and he has to pay required readmission fee.
- (c) A student with less than 75% of attendance (60% after relaxation) in the lectures, seminars and practicals taken together in a semester/trimester/year, shall be detained from appearing in the examinations.
- (d) The minimum attendance requirement if provided by any regulatory authority shall prevail over the attendance requirements stipulated here above.

MAKE-UP OF DEFICIENCY IN ATTENDANCE

- (a) Students who have been detained due to shortage of attendance in semester will register with their School for repeating all the courses during the subsequent semesters with the next batch of students. They will be required to pay fee as prescribed by the University.
- (b) The regularity in attending the classes and timely submission of assignments by due date will determine whether a student repeating the semester is permitted to take the re-examination or not.

EXAMINATION FEES

- (a) The examination fees, as applicable and as approved by the statutory authority of the University shall be payable by the students of School for various examinations.
- (b) Examination fee of a candidate who dies before appearing in the examination shall be refunded in full to his guardian or his successor.
- (c) The entire fees paid by a candidate whose application for appearing in an examination is cancelled on account of producing fraudulent documents or giving false particulars,

or is debarred/ detained from taking examination due to shortage of attendance or otherwise shall stand forfeited.

CONDUCT OF EXAMINATIONS

- (a) The examinations shall be held for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding degree, diploma, certificates, as per the prescribed Schemes of Teaching & Examinations and Syllabi as approved by the Academic Council
- (b) Examinations shall be open to regular students i.e. candidates who have undergone a course of study in the Institution / Constituent Units for a specified period of that programme of study in the Scheme of Teaching & Examination and Syllabi.
- (c) A student may not be admitted into the examination hall, if he fails to present to the Examination Centre Superintendent/Invigilator of the examination his admit card and university I-card or fails to satisfy the officer that it will be produced within a reasonable time.
- (d) The Centre Superintendent shall have the power to call upon any student appearing at an examination to give a specimen signature for purpose of identification.
- (e) Permission to appear/ re-appear at a University examination may be withdrawn before or during the course of the examination which, in the opinion of the Vice Chancellor, justifies the student's expulsion.
- (f) Notwithstanding anything contrary to these Regulations, no student who is undergoing any restriction at the time of submitting the application form or during the period of examination or who was expelled during the academic year just preceding the date of examination at which he intends to appear shall be admitted to the examination.

10. GRADING SYSTEM

10.1 The level of student's academic performance as the aggregate of continuous evaluation and final examination shall be reflected by letter grades on a ten point scale according to the connotation as per table given below (except B.Pharm):

Grade	Range	Grade Point Attached
O	≥ 95	10
A+	≥ 85	9
A	≥ 75	8
B+	≥ 70	7
B	≥ 60	6
C	≥ 50	5
D	≥ 40	4 (Zero/Fail in B.Arch/ M.Arch/ B.Des/ M.Des)
F	< 40	0
AB	—	0

GRADING SYSTEM (B.Pharm)

The level of student's academic performance as the aggregate of continuous evaluation and final examination shall be reflected by letter grades on a ten point scale according to the connotation as per table given below:

Grade	Range	Grade Point Attached
O	≥ 90	10
A	≥ 80	9
B	≥ 70	8
C	≥ 60	7
D	≥ 50	6
F	< 50	0
AB	—	0

General guidelines for award of Grades are:

- Grading will be done on raw score awarded by the evaluator in Mid Semester Evaluation (MSE) as well as in End Semester Examination (ESE). The marks of different components- Mid Semester Evaluation (MSE) and End Semester Examination (ESE) shall be added.
- Evaluation of different components of a Course for each student shall be initially done in numerical marks.
- The weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) for B.Arch/ M.Arch/ B.Des / M.Des. courses is 50% to 50% whereas for other schools, the weightage of End Semester Examination (ESE) to Mid Semester Evaluation (MSE) is 60% to 40%.
- The results, if considered necessary, shall be moderated by a duly constituted Results Moderation Committee.

- (e) The project and dissertation shall be evaluated by Board of Examiners through seminar(s), presentation(s), report/portfolio/working model submission(s) and the viva-voce examination.
- (f) The Semester performance of a student will be indicated as “Semester Grade Point Average” (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course units in the semester. The formula for Computing SGPA is given below:

SGPA/CGPA CALCULATION SYSTEM

The Semester performance of a student is indicated as “Semester Grade Point Average (SGPA)”. The SGPA is weighted average of Grade Points of all letter grades awarded to a student for all the Courses in the semester. The formula for Computing SGPA is given below:

$$\text{SGPA} = \frac{\text{Grade points secured in the Semester}}{\text{Associated Credits in the Semester}}$$

The overall performance of a student in all the previous Semester(s) including the current Semester is indicated as “Cumulative Grade Point Average (CGPA)”. The Cumulative Grade Point Average (CGPA) is the weighted average of grade points of all letter grades awarded to a student for all the courses in the previous Semester(s) including the current Semester. The formula for computing CGPA is given below:

$$\text{CGPA} = \frac{\text{Cumulative Grade points secured in all the previous Semester(s) including the Current Semester}}{\text{Associated Credits in the previous Semester(s) including the current Semester}}$$

CGPA to Percentage Conversion Formula is given below:

$$\text{Percentage (\%)} = \text{CGPA (X) } 10$$

Final Grade Sheet will indicate Cumulative Grade Point Average (CGPA) and shall be based only on Grade Points obtained in courses for which units have been earned.

11. PASSING CRITERIA

11.1 A student has to fulfill the following conditions to pass any academic programme except B.Arch/M.Arch/B.Des/M.Des of the University:

- (a) A student should earn minimum “D” grade in all courses separately. However, he/she can improve his/her grade (“D” grade onwards) by re-appearing.
- (b) To pass a course, student must obtain 40% marks in the aggregate of Mid Semester Evaluation (MSE) & End Semester Examination (ESE) subject to the condition that he/she must have obtained a minimum of 30% in the End Semester Examination. In order to pass a particular course, student must appear in the Final examination irrespective of the marks obtained in the Mid Semester Evaluation.
- (c) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 4.0 at the end of final year of the Programme.

11.2 For B.Arch/M.Arch/B.Des/M.Des programme, a student has to fulfill the following conditions:

- (a) To pass a course, student must obtain 50% marks in the aggregate of Mid Semester Evaluation (MSE) & End Semester Examination (ESE).
- (b) For successful completion of a programme, the student should secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 at the end of final year of the Programme.

11.3 For courses of B.Pharm a student has to fulfill the following conditions:

- a). A student should earn minimum “D” grade (50%) in all courses separately.
- b). To pass a course, student must obtain 50% marks in the aggregate of MSE & ESE.
- c). In order to pass a particular course, student must appear in the Final examination irrespective of the marks obtained in the MSE.
- d). For successful completion of a programme, the student should secure a minimum CGPA of 6.0 at the end of final year of the Programme.

12. ACADEMIC BREAK

12.1 Students who apply for Academic Break and the case is recommended by the Heads of Institutions for justifiable reasons to be recorded, can be granted academic break of one year to the students, if approved by the Vice Chancellor, under the following circumstances:

- (a) The student has been continuously ill.
- (b) Career advancement
- (c) Justified personal reasons.

12.2 The student who is granted academic break shall not be required to pay the academic fee for that year. However, on rejoining, he/she will pay the fee applicable to the batch he/she joins.

13. PROMOTION TO NEXT SEMESTER/YEAR

- a). The minimum period required for completion of a programme shall be as specified in the Scheme of Teaching and Examination and Syllabi for concerned programme and approved by the Academic Council on the recommendations of the Board of Studies.
- b). The maximum permissible period for completing a programme shall be $n+2$ academic years, including academic break, if availed, where “n” represents the duration of the programme in years.
- c). If there are any minimum requirements for promotion prescribed by any regulatory body the same shall be applicable.

14. PROMOTION TO NEXT YEAR

The promotion rules for any programme (except B.Arch/B.Pharm) will be as under:

- The students will not be debarred from going to the 2nd year, irrespective of their result of the 1st year.
- They will be promoted to 3rd year only if at least 60% of the courses prescribed in the 1st year are clear (excluding soft skills & TDCC/MDC).
- Similarly, the condition for promotion to 4th year and 5th year will be clearing of minimum of 60% courses in 2nd year and 3rd year respectively (excluding soft skills & TDCC/MDC).

- Finally, the candidates will become eligible to earn the degree only if they fulfill the CGPA criteria.

15. PROMOTION TO NEXT YEAR (B.Arch)

The promotion rules for B.Arch will be as under:

- The students will not be debarred from going to the 2nd year, irrespective of their result of the 1st year.
- They will be promoted to 3rd year only if at least 60% of the courses prescribed in the 1st year (inclusive of the Design courses of Semester 1 & 2) are clear (excluding soft skills & TDCC/MDC)
- They will be promoted to 4th year only if at least 60% of the courses prescribed in the 2nd year (inclusive of the Design courses of Semester 3 & 4) are clear (excluding soft skills & TDCC/MDC)
- They will be promoted to 5th year only if at least 60% of the courses prescribed in the 3rd year (inclusive of the Design courses of Semester 5 & 6) are clear (excluding soft skills & TDCC/MDC)
- Finally, the candidates will become eligible to earn the degree only if they fulfill the CGPA criteria.

16. PROMOTION TO NEXT YEAR – 2

The promotion rules for B.Pharm programme are as follows.

- The students will not be debarred from going to the 2nd year, irrespective of their result of the 1st year.
- They will be promoted to 3rd year only if all the courses of the first year are successfully completed.
- Similarly, the condition for promotion to 4th year is that all the courses of the second year are successfully completed.
- Finally, the candidates will become eligible to earn the degree only if they fulfill the CGPA criteria.

17. RE-APPEARING

There is a provision for re-appearing in the examination (without attending the course-work again) for a course. Re-appearing in examination will be in following cases:

- (a) A student who has fulfilled the attendance requirement(s) and is eligible to appear in an examination, fails to appear in the examination shall be eligible to subsequently re-appear in the examination when scheduled for next batch of students.
- (b) A student who fails to meet passing criteria in a course shall be eligible to re-appear in the examination of such course as and when scheduled, with a view to improve the performance.
- (c) In case, a student re-appears in the next session, permission will not be granted to re-appear in Internal Exams.
- (d) A student who has to re-appear in End Semester Examination in terms of provisions made above shall be examined as per the syllabus in the Scheme of Teaching applicable at the time of his/her joining the concerned programme. However, in cases where only some minor modifications have been made in the syllabus of the course(s) and the HOI of the concerned Institution/Institution so certifies, the examination may be held in accordance with the revised syllabus.

18. IMPROVEMENT OF SCORE

- (a) If a student has poor performance in number of courses in a particular term, he may at his option, take only one academic break for one year, and re-register for both the semesters of that academic year in the next academic year on payment of prescribed fee. Such a student may have the option of repeating any or all the courses in the semester(s) and retain the credits already earned by him in other course(s).
- (b) A student shall be allowed to improve his SGPA and CGPA by re-appearing in the Examination(s) in the Courses of his choice when these examinations are held in normal schedule in which case his Mid Semester Evaluation (MSE) shall be carried forward. However, permission will not be granted to improve Mid Semester Evaluation. The

marks obtained in that course(s) shall be taken into consideration for calculating the SGPA and CGPA and eligibility for award of a degree.

- (c) A student, who has failed to secure the required passing CGPA shall, have the option to re-appear in the Final Examinations of those courses in which he/she desires to improve his/her performance in order to secure the minimum CGPA, when these examinations are scheduled for next batch of students.
- (d) Improvement in the score of courses completed by a student prior to his lateral entry in the University shall not be allowed.
- (e) Improvement is only possible in courses which have a written theory exam component in the ESE (VIVA, Jury and submission based ESE cannot be taken for improvement).

19. RE-CHECKING/RE-EVALUATION OF ANSWER BOOKS OF END SEMESTER EXAMINATIONS

- a). Student is entitled to ask for re-checking or re-evaluation of any of his/her paper(s) on the payment of prescribed fee within 15 days from the declaration of the result.
- b). In case of re-evaluation, student's answer sheet will be evaluated by second examiner. If there is a difference upto 10% in the marks awarded by both examiner, average of both marks will be taken and considered as final marks in that paper. But if the difference is greater than 10%, answer sheet will go to third examiner for evaluation and then nearest of two will be considered for calculating average marks. However, if the re-evaluated marks are less than the earlier obtained marks, the same less marks will be treated as final.
- c). In case, a student gets revised grade(s) after re-checking/re-evaluation, he/she has to surrender original Detailed Grade Sheet for obtaining new one with updated grades.

20. EXAMINATION DISCIPLINE COMMITTEE

20.1 There shall be an Examination Discipline Committee at the University level constituted by the Vice Chancellor to consider the cases of misconduct, misbehavior of students and their use of unfair means in examinations and disorderly conduct of examinations.

20.2 The constitution of the Examination Discipline Committee will be as under:

(a) Dean nominated by the Vice Chancellor	Convener
(b) Dean of the discipline concerned	Member
(c) Two Faculty members nominated by the convener	Members
(d) Controller of Examinations	Member Secretary

The Convener may co-opt any Dean/Head of Department for particular meeting of the Examination Discipline Committee.

20.3 The tenure of the nominated members of the Committee shall be two years.

20.4 Three members present shall constitute the quorum

20.5 A member shall be eligible for re-appointment.

21. DISCIPLINARY CONTROL OF STUDENTS IN EXAMINATIONS

21.1 During examinations, the candidate shall be under the disciplinary control of the Controller of Examinations who will issue necessary instructions. If a candidate disobeys instructions or misbehaves with any member of the supervisory staff or invigilator(s) at the Centre, the Controller of Examinations will refer the matter to the Examination Disciplinary Committee. The said Committee will make recommendations for disciplinary action as it may deem fit, to the Vice Chancellor.

21.2 The student shall maintain proper discipline and orderly conduct during the examinations. They shall not make use of any unfair or dishonest means or indulge in disorderly conduct in the examinations.

21.3 No student will be allowed to appear in the Examination unless he/she is carrying his/her ID card during Internal Examination and Admit Card during End Semester Examination.

21.4 If a student loses Examination Admit Card before completion of examinations, he may apply to the Controller of Examination through his/her Dean/HoD. He/She will be required to pay prescribed fee for issue of duplicate Examination Admit Card.

21.5 If any student is found copying or in possession of copying material and using any other form of unfair means during the exam, he/she shall be charged under Unfair Means Case. However, student can ask for second A/Book. Case of such students will be referred to Examination Discipline Committee. The quantum of punishment may vary from cancellation of paper to any other punishment as decided by the committee.

21.6 Acts of Unfair Means

The following shall be deemed to be the act of unfair means:

- (a) Talking to another candidate or any person, inside or outside the Examination Hall, during the examination without the permission of Invigilator(s).
- (b) Leaving the Examination Hall without handing over the answer book or any other specifically designed response sheet to the Invigilator(s) and taking away, tearing off or otherwise disposing off the same or any part thereof.
- (c) In possession of written/printed matter related to the subject of examination on anything (such as mobile phone, piece of paper or cloth, scribbling pad etc.), other than the answer book, any other response sheet specifically provided by the University to the candidate.
- (d) Writing or sketching abusive or obscene expressions on the answer book or any other response sheet.
- (e) Deliberately disclosing one's identity or making any distinctive marks in the answer book for that purpose.
- (f) Concealing, destroying, disfiguring, swallowing, running away with, causing disappearance of or attempting to do any of these things in respect of any copying

material, notes, paper or other material or device, used or in possession of a student for assistance or help in answering a question or a part thereof.

- (g) Approaching or influencing directly or indirectly a paper setter, examiner, evaluator, moderator, tabulator or printer or any other person connected with the University examination with the object, directly or indirectly, of influencing him to leak out the question paper or any part thereof, or stealing/procuring the question paper from any other source before the examination or to enhance marks, or favourably evaluate, or to change the award in favour of the candidate.
- (h) Any other action on the part of a student which in the opinion of invigilator(s)/COE is considered as a support to help the student in the examination.

21.7 Discipline - Expulsion from Examination:

- (a) Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent, if necessary.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination.
- (c) If a candidate brings any dangerous weapon at the examination center he would be expelled from the examination and disciplinary action initiated against the candidate.
- (d) Candidate expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers, based on the reasons for expulsion.
- (e) All disciplinary matters /Unfair Means Cases shall be forwarded to the Chairman Examination Discipline Committee by COE. The Examination Discipline Committee may punish a candidate by canceling his examination and/or debarring him from appearing in any examination of the Institute for one or more years after giving the candidate an opportunity to show cause and after considering any explanation submitted by the candidate and all available evidence and facts of the case.

21.8 Procedure for award of the punishment under unfair means cases:

- (a) The COE shall send a show cause Notice to the candidate, followed by requirement to attend a hearing of the student alleged to be guilty of malpractice/ using unfair means, asking him/ her to submit his/ her plea in writing and appear personally before the Examination Discipline Committee on a fixed date, time and place.
- (b) The COE shall place the Unfair means case (s) before the Examination Discipline Committee for a decision in a time bound manner. The Examination Discipline Committee shall consider the reply to show cause, all available evidence, statements and facts of the case and decide on the action to be taken.
- (c) In case the candidate does not appear before the Examination Discipline Committee on the date and time of hearing as mentioned in the Show Cause Notice, the case will be heard exparte and disposed off after due consideration of facts of the case, available evidence and records, without any further chance provided.
- (d) Recommendation of the Examination Discipline Committee shall be conveyed to the Vice Chancellor, who after satisfying himself with the action to be taken shall promulgate the award of punishment, notifying all concerned.

21.9 Action against the candidate

- (a) If a student is found guilty of any malpractice in any paper during the Examination and if the Examination Discipline Committee is satisfied that the candidate actions are not premeditated, then the result of that paper or all the papers in that Semester Examination may be cancelled after approval by the Vice Chancellor.
- (b) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination, the Examination Discipline Committee if satisfied that the action of the candidate was premeditated, then it may cancel his/her said paper, or all papers of the said examination and/or debarred from examination up to a period of three years, depending upon the nature of the offence after approval by the Vice Chancellor.
- (c) The Examination Discipline Committee may cancel the said examination of a candidate and/or debar him from appearing in an examination for the entire semester or more, for an

offence of use of threatening to force or use of violence or if it is concluded that the candidate was in any manner guilty of serious misconduct in connection with his examination and/or was instrumental in or has abetted the tampering of Institute records including the answer books, mark-sheets, result chart, degree, diplomas or if the candidate has suppressed information or misrepresentation of information to fraudulently enroll in an examination. The quantum of punishment to a candidate using unfair means ranging between cancellations of paper up to debarring from appearing in the examination for a period of up to three years shall be related to the nature of misdemeanour for which the University shall frame its rules.

22. RE-EXAMINATION/QUASHING/REVISION OF RESULTS

22.1 If the Vice Chancellor is satisfied that a situation did arise or has arisen which calls for re-examination in particular course units, he may issue necessary directions to that effect.

22.2 Notwithstanding anything contrary to these Regulations, the Vice Chancellor shall have the powers to:

- (a) order for holding a special examination for any reason;
- (b) cancel the paper/entire examination(s) held at a particular examination centre /all examination centers, if he is satisfied that the examination has not been held under proper conditions and make necessary arrangements for affected candidates in the same year or when it deems fit.

22.3 The Vice Chancellor shall have the powers to quash the result of a candidate wholly or partially after it has been declared, if:

- (a) any error (such as error in recording of score in result, ineligibility of student for admission due to falsification of documents etc.) or mistake is found in his result;
- (b) it is found that he was not eligible to appear in the examination;
- (c) there is any other reason which may be determined by the Vice Chancellor.

22.4 If in quashing the result, a candidate is declared as failed who was previously declared to have passed in an examination, the University may, after considering the circumstances of the case give to the candidate the benefit of any privilege which he may have acquired by studying in the next higher class in a Department/Constituent Unit or taking an examination conducted by the University.

22.5 The University shall have the powers to revise the result of the candidate(s) in a particular course(s), if it is satisfied that a malafide has been shown by the examiner or any other concerned person. In such a case the revision will be made on the recommendations of the examiner/examiners appointed by the Vice Chancellor for this purpose.

23 APPEALS AND REVIEW

23.1 A student on whom any punishment has been imposed may, within 15 days from the date of the receipt of the communication in that behalf, make a representation to the Vice Chancellor for review of his case. The Vice Chancellor, if he deems it necessary, refers it back to Examination Discipline Committee for review. The recommendations of the Examination Discipline Committee on the Appeal shall be placed before the Vice Chancellor who will thereupon review the case and pass such orders as he may consider fit or refer it to the Academic Council for advice.

23.2 If within four months of the publication of the results, it is brought to the notice of the Controller of Examinations that a candidate was guilty of the use of dishonest or unfair means at the examination in respect of which his result was declared, the provisions of these regulations shall apply mutatis mutandis to the case of such a candidate provided that before imposing any penalty including the penalty of cancellation of his result, he shall be given another opportunity to show cause against the proposed punishment and his explanation, if any, shall be considered by the Academic Council.

24. ISSUE OF DETAILED GRADE SHEET

24.1 In the Detailed Grade Sheet, total of the marks obtained in Mid Semester Evaluation (MSE) and End Semester Examination (ESE) of each course shall be shown. It will also show the grade obtained in each course, SGPA and CGPA (if applicable).

24.2 Duplicate grade sheet shall be issued against payment of prescribed fee.

25. PROGRAMMES COVERED UNDER STATUTORY BODIES

In case of the programmes required to be approved by Statutory Bodies such as AICTE, Council of Architecture, RCI, BCI, NCTE, PCI etc., the examination and evaluation criteria, will be followed as per their laid down provisions.

26. APPOINTMENT OF PAPER SETTERS, EXAMINERS & EVALUATORS

- 26.1.** In case of setting of Question Papers for End Semester Examination of each semester, concerned Dean will recommend a panel of 3 Paper Setters for each course to the Vice Chancellor out of which one will be selected by him. Paper Setter, selected by the Vice Chancellor will be requested to set 2 sets of Question papers which will be moderated by a Moderation Board.
- 26.2.** After moderation of both the Question Papers, one will be selected by COE for the current semester and the other will be kept in reserve for future use.
- 26.3.** The qualifications of the paper-setter/ Examiners/Evaluators shall be as per the regulations that may be framed from time to time in consonance with the Act, Statutes and Ordinances of the Ansal University.
- 26.4.** A Viva-Voce examination and Project report / Dissertation evaluation prescribed in a programme shall be conducted by a one internal examiner, one External examiner and the concerned Dean. Dean may, however, nominate any member of the faculty to represent him/her.
- 26.5.** The maximum number of marks for the thesis shall be equally divided between the two examiners each of whom shall mark the thesis independently. If the evaluation of these two examiners differs by 20%, the project report/ thesis shall be referred to the third examiner, (other than a teacher of the University). The average of two (of the three) awards nearest to each other and to the best advantage of the candidate shall be taken as the correct evaluation.
- 26.6.** Final Practical Exams will be conducted by one Internal & one External Examiner to be nominated by the Dean of the concerned school.
- 26.7.** In case of practical and Viva-Voce examinations at the post graduate level, external examiner shall be a person not below the rank of an Associate Professor and shall not ordinarily be a teacher of the Department/Constituent Unit. In case of practical and Viva-Voce examination at the under graduate programmes, the external examiner shall be an expert in the subject with not less than three years' experience of teaching the subject at the degree and/or post graduate level.

- 26.8.** No one who is a Paper-setter at any post-graduation examination shall be appointed as an external Viva-Voce examiner at the examination.
- 26.9.** No external examiner shall ordinarily be given examiner ship for more than two external practicals. However, the Controller of Examination may relax the condition.
- 26.10.** In case of under graduate practical examinations, one external examiner shall not ordinarily examine more than 75 students per day.
- 26.11.** In case of written examinations an examiner shall not ordinarily evaluate / value more than 75 scripts per day.
- 26.12.** The paper-setter, while setting the question papers, shall draw a memorandum of instructions for the guidance of the examiners/ evaluators so that the evaluation of answer books may be in conformity/uniformity with the standard of the paper setter.
- 26.13.** No person shall act as a paper-setter or examiner or moderator either in theory, viva-voce or practical examination, if any of his relations is taking the examination. However, this provision shall not debar a person from acting as an examiner for practical examination at a Centre other than that at which his relation is appearing.

27. APPOINTMENT OF AMANUENSIS FOR WRITING EXAMINATION

- 27.1.** Amanuensis shall be provided on request made by the student to the Head of Institution/Constituent Unit on the recommendations of Examination Sub-Committee well in advance duly supported by a Medical Certificate (subject to verification) from authorized Medical Officer under the following cases:
- 27.2.** Candidates having impairment of movement, in arms and hands, can read independently but have problem in writing.
- 27.3.** locomotors impaired and cerebral palsy students
- 27.4.** Sudden illness rendering the candidate unable to write.
- 27.5.** an accident involving injury rendering the candidate unable to write

- 27.6.** The amanuensis must be a student of at least one lower grade of education than that of the candidate.
- 27.7.** The Examination Committee shall select suitable amanuensis from an institution as far as possible and forward to the Controller of Examinations, the details of the person appointed as amanuensis and of the candidate for whom amanuensis has been appointed.
- 27.8.** A separate room for such disabled candidate and one separate Invigilator to supervise his examination shall be provided.
- 27.9.** The amanuensis shall be paid an honorarium as prescribed by the University from time to time.
- 27.10.** No extra fee shall be charged from the student for providing the facility of amanuensis.
- 27.11.** For a written examination of duration of one hour, twenty minutes extra time shall be provided. Similarly, for written examination involving more than one or less than one-hour extra time shall be worked out on the basis of twenty minutes per one hour criteria.

28. INSPECTION OF EXAMINATION CENTRE

- 28.1.** Every examination centre shall be open to inspection by the Chancellor, Vice Chancellor, Registrar or Controller of Examinations and such other officers so authorized by the Vice Chancellor or Controller of Examinations in his behalf.
- 28.2.** There shall be Observers/Flying Squads who shall be required to visit centers allotted to them during the course of examination and check that the examinations are being conducted properly according to the Regulations. Every Observer/member of Flying Squad shall submit his inspection report on the same day to the Controller of Examinations by name.

29. LOSS OF ANSWER BOOK(S)

29.1 If an answer book of a student received by the Controller of Examinations or the Officer authorized in his behalf or by an examiner is lost, the Vice Chancellor shall have the power to decide:

- (a) whether the student be given in missing paper, the average of marks earned by him in other papers as per formula given in Para 29.2 below;
- (b) Whether the student be required to appear again in that paper on a date to be fixed by the Vice Chancellor.

29.2 The following formula shall be applicable for determining the average of missing paper(s):

- (a) Compulsory paper(s): Average of other Compulsory Papers
- (b) Elective Paper(s): Average of other Elective Papers
- (c) Practical Paper(s): Average of other Practical Papers

29.3 In case of loss of Project Report/Summer Placement Report/ Dissertation of a student, the student will be required to submit duplicate copy thereof

30. REMUNERATION TO THE EXAMINERS, MODERATORS, INVIGILATORS, TABULATORS AND OTHER STAFF ENGAGED ON EXAMINATION DUTY.

The examiners, evaluators, moderators, external experts invited for Examination work, Centre Superintendent, Invigilators, Observers, members of flying squads, examination staff shall be paid remuneration as approved by the Academic Council/ Board of Management from time to time.

31. CREDIT UNITS FOR VARIOUS PROGRAMME

31.1. The Programme structures and examinations shall normally be based on Semester System. However, the Academic Council may approve Trimester/ Annual system for specified programmes.

31.2. Credit Units for each programme shall be decided by the Board of Studies of each Faculty for an award of Degree the minimum credit unit shall normally be as follows:

(Average per semester)

(a) Under Graduate Programmes	25
(b) Post Graduate Programmes	30
(c) Integrated Programmes	30

31.3. The credit units attached to each course shall be defined in terms of learning hours i.e. Lectures, Tutorials, Practicals, Field work, Self study hours etc. Normally, one credit unit will require 12-20 learning hours in a semester.

31.4. Credits will also be assigned to courses based on Seminar, Term Paper, Dissertation, Project etc.

31.5. Each Programme of studies shall have three types of courses:

- a). Core Courses: Compulsory for each student of the Programme.
- b). Elective/Optional Courses: The student shall have the option to choose these courses from a set of courses within the school/department.
- c). Trans-disciplinary courses: The student shall have the option to choose these courses from a set of courses.

31.6. While selecting the courses in a semester, in case of courses with pre-requisites, the student should have passed in the pre-requisite course with a minimum D Grade. However, to pass in the course and for award of degree, the student shall be required to improve his/her grade from “D” to Grade “C” in such courses.

31.7. Registration for courses should be such that the student should complete the minimum requirement of credit units for the award of degree within the minimum prescribed duration for the programme. In case, a student is not able to earn the required credit units within the minimum prescribed duration for the programme, he/she has to re-appear the courses on the payment of prescribed fee during the semester with junior batch of students when they are held during the normal schedule.

NEP COURSE STRUCTURE FOR BBA/B.COM/BCA/B.SC. PSYCHOLOGY

S. No.	Broad Category of Course	Minimum Credit Requirement	
		3-Year UG	4-year UG
1	Major (Core)	60	80
2	Minor Stream	24	32
3	Multidisciplinary	9	9
4	Ability Enhancement Courses (AEC)	8	8
5	Skill Enhancement Courses (SEC)	9	9
6	Value Added Courses common for all UG	06-08	06-08
7	Summer Internship	02-04	02-04
8	Research Project / Dissertation	-	12*
	Total	120	160
	* Students not taking research will take 3 courses for 12 credits		

MAXIMUM DURATION TO COMPLETE THE DEGREE

The maximum number of years within which a student must pass the credit requirements for award of a degree is as follows:

- for all Programmes = n+2 years; except
- For B.Pharm = Double the actual duration
- For B.Arch = Eight years
- Programmes under NEP – can exit & rejoin within three years and the maximum duration to complete the degree is seven years

EXAM DURATION

All End Semester Examinations (ESE) would be of two hours' duration unless specified otherwise. (Three hours for B.Pharm & Ph.D)

CRITERIA TO DECIDE THE ACADEMIC TOPPER

1. There would be two medals at the Programme level – Programme Topper (Gold medallist) and Programme Runner up (Silver Medallist).
2. There would be two medals at the University level (Separate for the UG & PG level) – University Topper (Gold medallist) and University Runner up (Silver Medallist)
3. Where the batch size is less than ten for a batch, only one medal (gold) shall be given for the first rank.
4. To decide the topper up to three decimal level of CGPA would be considered.
5. A **minimum CGPA of 7.500 (75%)** is required as eligibility for the topper. In case no student has been able to achieve 7.5 CGPA then no medal in that programme to be given.
6. In case of a tie, the medal would be shared between the two.
7. In case of a tie for the first rank, the gold medal would be shared between the two and there would be no silver medal.
8. The student should have **passed all subjects in the first attempt**. Any attempt at reappear/improvement would make the student ineligible for the medal.
9. The following programmes are to be considered as one programme though there could be multiple specialisms within these programmes and one single joint list for the toppers is to be considered – M.Arch, M.Plan, LLM, MBA, B.Des, M.Des, BBA, B.Com, BFA, B.Tech-CSE.
10. Lateral/Migration cases would not be considered for the toppers list
11. The grading scheme for B.Pharm is completely different, as mandated by the PCI, from other programmes with grade points starting from six instead of five. Therefore, in order to normalize, a factor of 0.95 is to be applied for the B.Pharm programme for looking at the overall University topper list.