



Regulations

Under Graduate Degree Programme
Choice Based Credit System
(With effect from 2014-15)

SRM UNIVERSITY,
Sikkim

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REGULATIONS 2014

R.1.0 Admission

R.1.1 The number of seats in Undergraduate programme for which admission is to be made will be decided by the Board of Management of SRM University, Sikkim.

R.1.2 The minimum qualification for admission to Undergraduate degree programme (Regular) shall be:

A pass in the 10 & +2 (Higher Secondary) examination of any authority, recognized by this University

R.1.3 Notwithstanding the above, the actual admissions will be based on the rules and regulations of the UGC/Competent authorities.

R.1.4 Candidates have to fulfill the medical standards required for admission as set out by the Admission Committee.

R.1.5 The selected candidate will be admitted to the Undergraduate programme after he/she fulfills all the admission requirements as indicated in the letter of admission after payment of the prescribed fees.

R.1.6 In the matter of admission to the Undergraduate programme the decision of the Admission Committee is final.

R.1.7 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Dean / Director may revoke the admission and report the matter to the Vice Chancellor.

R.2.0 Eligibility and Duration of the Programme

R.2.1 The programme is organized on semester basis with a total of six semesters.

R.2.2 The curriculum of the Undergraduate Degree programme shall be designed with the following credits and duration

Courses Offered	Eligibility	Credits	Duration	Maximum Duration
B.Sc (IT)	10 +2 (Higher Secondary) (Any group)	120	3 years	6 years
BBA	10 +2 (Higher Secondary) (Any group)	120	3 years	6 years
B.Voc (Banking & Finance)	10 +2 (Higher Secondary) (Any group)	180	3 years	6 years

R.3.0 Structure of the Undergraduate Programme

R.3.1 The complete Undergraduate programme of study will consist of five categories of courses such as Language courses, General Courses, Core Courses, Supportive Courses and Skill based courses distributed over six semesters with two semesters per year.

R.3.2 Every branch of the Undergraduate programme will have a curriculum and course contents (syllabi) proposed by the respective Board of Studies and approved by the Academic Council.

R.3.3 Credit system helps in mapping the academic achievement of a learner in a fairly accurate manner. This helps the students to understand the academic effort one has to put in to successfully complete a course. Credits are assigned to the courses based on the following general pattern:

One credit for each lecture (L) period;

One credit for two or less tutorial (T) periods;

One credit for two or less laboratory/practical/project/seminar (P) periods

Theory based courses are that with 'L' & 'T' or 'L' alone or 'T' alone.

Courses with theory and practical components are that with 'L', 'T' & 'P' or 'T' & 'P' or 'L' & 'P'.

Courses with only practical component are that with 'P' alone.

R.3.4 The Personality Development courses, Value based / General courses and Extension Activities are considered as Purely Internal Assessment Courses.

R.3.5 The medium of instruction, examination and project reports will be English.

R.4.0 PROJECT WORK

R4.1 Project works are offered in few programmes as part of course work. Project work shall be carried out under the supervision of a qualified teacher in the department concerned / outside recognized institutions.

R.4.2 Project works can be carried out by individual students or by a group of students with a maximum of three students in a group.

R.4.3 The Project Report prepared according to the approved guidelines and duly signed by the supervisor(s) and the Head of the Department shall be submitted to the Dean / Director.

R.4.4 The deadline for submission of final project report is 30 calendar days from the last working day of the semester in which project is done.

R.4.5 If a candidate 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 submit the same in a subsequent semester.

R.5.0 Faculty Adviser / Student Counselor

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students throughout their period of study. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students attached to him / her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.

R.6.0 Class Committee

R.6.1 Every class (comprising of sections) of the programme will have a class committee consisting of faculty and students. The class committees for the programme of each semester will be constituted by the Head of the Department.

R.6.2 The constitution of the Class committee for the programmes of each semester will be as follows:

- i. All teachers of the courses
- ii. Two students from the class to be chosen by the students of the class from amongst themselves
- iii. One professor of the concerned School, preferably not associated with teaching of the class, to be nominated by Head of the Department, to act as the Chairman of the Class committee.
- iv. Faculty Adviser(s) of the respective class.

R.6.3 The functions of the class committee include the following:

- i. Review periodically the progress of the classes
- ii. Solving problems experienced by students in the class room and in the laboratories.
- iii. Clarifying the regulations of the degree programme and the details of rules therein.
- iv. Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- v. Informing the students representatives on the details of regulations regarding the weightage used for each assessment.
- vi. Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any.

vii. Identifying the weak students, if any requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

R.6.4 The Chairperson of the class committee may invite the faculty adviser(s) and the head of the department to the meeting of the class committee.

R.6.5 The Dean / Director may participate in any class committee of the institution.

R.6.6 The Chairperson is required to prepare the minutes of every meeting and submit the same to the Dean / Director within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Dean / Director.

R.6.7 The first meeting of the class committee shall be held within two weeks from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching learning process.

R.7.0 Registration and Enrolment

a. The process of signing up for courses is called registering. Students are enrolled after they pay the prescribed fees. For a student to attend classes he/she has to complete both registration and enrolment.

b. All students shall formally register for the courses every semester to undergo course work.

R.7.1 Registration of any course will be controlled by the concerned Head of the department.

For the first semester registration process shall be completed within a week after the commencement of classes.

From the second semester onwards all students have to enroll on a specified day at the beginning of a semester.

Late registration will be permitted with a fine, decided from time to time, up to a maximum of two weeks from the last date specified for registration.

R.7.2 The registration form contains the course number, course name, number of credits and category for each course taken in that semester.

R.7.3 A student will be eligible for enrolment only if he/she satisfies the enrolment requirement specified in R.8.0 and will be permitted to enroll only if he/she has cleared all dues to the

University, Hostel, Library, NCC etc. up to the end of the previous semester, provided he/ she is not debarred for enrolment as a result of any disciplinary action of the University.

R.7.4 Students must select elective courses and specializations during admission for the programme. The electives / specialization chosen by the students from the curriculum shall be operational subject to a minimum number of students registered, fixed by the Directorate. The University reserves the right to offer / cancel any course and specializations.

R.8.0 **Registration and Enrolment Requirement**

R.8.1 In a semester, a student can register only for courses pertaining to the current semester and maximum of two compensatory courses (in case of any dropouts).

R.8.2 If a student finds his/her load heavy in any semester, or for any other valid reason, he/she may drop course(s) within two weeks of the commencement of the semester with the written approval of his / her Faculty Adviser and Head of the School/Department. However the student should ensure that the total number of credits registered in any semester should enable him/her to earn the minimum number of credits as specified in the R.8.2 to continue the program:

R.8.2 The enrolment requirement is as stipulated below:

- a. For a student to become eligible for enrolment to a higher semester he / she shall have appeared in the end semester examinations of at least 3 courses in previous semester.
- b. Further, to become eligible for enrolment in II and III year a student shall have earned at least 40% of the credits prescribed in I and II year cumulatively.

Operation of R.8.2 is explained in the following table:

To enroll for	Minimum No. of Credits to be earned	Appearance in the previous end semester examination
II Semester	---	At least 3 courses in I Semester
III Semester	40 % of the Credits prescribed in I and II semesters	At least 3 courses in II Semester
IV Semester	---	At least 3 courses in III Semester
V Semester	40 % of the Credits prescribed in I to IV semesters	At least 3 courses in IV Semester
VI Semester	----	At least 3 courses in V Semester

In case the student does not meet the above requirements he/she shall discontinue the studies temporarily, earn the requisite credits and re-join the programme in the semester to which he / she was disallowed to join due to not meeting the enrolment requirements specified in R. 8.0.

Further at the time of readmission no disciplinary action shall be in force against the student and the student has to pay the prescribed fee at the time of readmission.

R.9.0 Compensatory Courses

Compensatory courses are meant for students who due to some unavoidable reasons, have not earned 75% attendance during the normal course of study and are detained from appearing in the end semester examination. These courses offer an opportunity for the students to have necessary teaching input which they may have missed out.

R.9.1 Compensatory courses may be announced by Head of School/Department, with the approval of the Dean / Director. The course will be conducted during the regular academic session either during the weekends or in the evenings after the regular classes as decided by the Director and the number of hours that will be conducted will be 75% of the hours specified in the curriculum for a course. Maximum two courses will be permitted to a student during the semester and the student has to have at least 75% attendance in these courses.

The evaluation process for compensatory courses consists of only end semester examinations and no internal assessment process. Student shall have to score the passing minimum in the end semester Examination only and the marks scored in which will be given full weightage.

Courses will be offered by the departments only to students detained for lack of attendance in those courses (Grade W, R.16.1). No student should register for more than two compensatory courses offered during a semester and totally not more than 8 courses in the normal duration of study.

R.9.2 Compensatory courses will be announced after the publication of results of end semester examinations of odd/even semester and the conduct of these courses will not go beyond the last working day of the semester. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.

R.9.3 No student who has got 'W' grade, (that is, the student who has been detained for want of attendance in a particular course) can appear for end semester examinations for that course without undergoing the compensatory classes for that course.

R.9.4 Withdrawal from Compensatory courses is not permitted.

R.9.5 Student who has obtained 'F' grade in a course shall not register for compensatory course for that course.

R.10.0 Maximum Duration of the Programme

R.10.1 Each semester shall normally consist of 75 working days or 450 hours.

A student is ordinarily expected to complete the Undergraduate programme in six semesters for regular programme. However a student may complete the programme at a slower pace by taking more time but in any case not more than 12 semesters under regular programme excluding semesters withdrawn on medical grounds etc. as per R.11.0.

R.11.0 Temporary withdrawal from the programme

- i. A candidate is not normally permitted to temporarily break study. However if a candidate intends to temporarily discontinue the programme in the middle for valid reasons (Such as accident or hospitalization due to prolonged ill health) and rejoin the programme in a later year he/she shall apply to the Dean / Director in advance but not later than the last date for registering for the final examinations of the year in question. Such applications should be routed through the Head of the department and the Dean / Director stating the reason for break of study.
- ii. Normally a student will be permitted to discontinue from the programme only for a maximum continuous period of two semesters.
- iii. The Candidate who rejoins the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- iv. The duration specified for passing all the courses for the purpose of classification vide shall be increased by the period of such break of study permitted.
- v. The total period for completion of the programme should be reckoned from the commencement of the first semester to which the candidate was admitted and shall not exceed the maximum period specified in clause irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- vi. If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as 'Break of Study'.

R.12.0 Discipline

R.12.1 Every student is required to maintain discipline and decorum behavior both inside and outside the University campus and not to indulge in any activity that will tend to bring down the prestige of the University.

R.12.2 Any act of indiscipline of a student is first to be considered by the Discipline and Welfare Committee of the Department/School for necessary action. If the issue demands more serious consideration, the act of indiscipline will be reported to the Dean / Director, and he will refer it to the Discipline and Welfare Committee of the University, constituted by the Vice Chancellor.

R.12.3 The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The Dean / Director will take appropriate action on the recommendation of the Discipline and Welfare Committee.

R.12.4 Dean / Director may suspend a student pending inquiry depending upon the prima facie evidence.

R.12.5 Appeal: The student may appeal to the Vice Chancellor whose decision will be final and binding.

R.13.0 Attendance

R.13.1 Attendance is the physical presence of the student in the class. It is a well-observed fact that the students who score good grades are those who attend classes regularly. Therefore, the students must strive to attend all the classes without fail.

R.13.2 Every teaching staff member handling a class will take attendance till the last instruction day in the semester. The percentage of attendance, calculated up to this point to be used for awarding attendance mark in Internal Assessment.

Attendance Percentage Range	Marks to be awarded
0-75	0
76-80	1
81-85	2
86-90	3
91-95	4
96-100	5

R.13.3 A student must maintain an attendance record of at least 75% in individual courses. Without the minimum attendance of 75%, students become ineligible to write the end semester examination. His / Her registration for that course will be treated as cancelled, and he/she shall be awarded 'W' grade (W stands for registration cancelled for want of minimum attendance) in that course. This grade shall appear in the grade card until the course is successfully completed.

R.13.4 The students must strive to attend all the classes without fail. However, the minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter university sports meets, inter-collegiate/inter-university competitions, accidents, unforeseen emergencies etc. An attendance of 75% in a course (except in cases governed by R.13.6) is considered to be the minimum required for a student to get just enough input on the course syllabus through class room contact hours to make him/ her eligible to appear in the end semester examination.

R.13.5 The teacher shall announce the particulars of all students who have attendance less than 75% in the course in the class. Copies of the same should also be sent to the Dean / Director, and Heads of Schools/ Departments concerned. **The students who have less than 75% attendance will not be permitted to appear in end semester examination.**

R.13.6 Condonation of Attendance:

- a. He / She secures not less than 75% of attendance overall course in that semester on the total number of period offered in that course during that semester. Condonation of attendance up to 10% is permitted on medical grounds. Relaxation in attendance is permitted up to 10% for students who represent the University in sports, games, cultural, symposium and other similar activities. The above two relaxations either individually or jointly should not exceed 10% but it is applicable for individual course.
- b. His / her progress and conduct have been satisfactory throughout the semester.
- c. Condonation should be applied for, through proper channel and should be approved by the Vice Chancellor.
 - a) During the course of time only two condonations are permitted based on medical ground approved by the Dean / Director, otherwise he/she has to redo the course / semester.

R.14.0 Assessment Procedure

R.14.1 a) The complete academic performance of a student is evaluated by both Internal and External Examiners.

b) In the case of practical / project work where an External Examiner shall be nominated for evaluation of viva voce.

R.14.2 The student's performance in each course, in general, is evaluated based on in-semester (internal) assessment and end semester examination as listed below:

Type of Courses	Weightage of Assessment Tool			
	Internal Assessment		End-Semester Examination	
	Theory	Practical	Theory	Practical
Theory Courses	50 %	--	50 %	--
Theory cum Practical Courses	40 %	10 %	30 %	20 %
Practical Courses	---	60 %	--	40 %
Project Work	50 %		50 %	
Pure Internal Assessment Courses	100 %		--	

R.14.3 The Internal Assessment method is further detailed below:

a. Courses with Theory component and Pure Internal Courses

Assessment Tool	Weightage in Marks		
	Theory Courses	Theory cum Practical Courses	Pure Internal Courses
Cycle Test 1	10 Marks	10 Marks	10 Marks
Cycle Test 2	10 Marks	10 Marks	10 Marks
Model Examination Theory	20 Marks	10 Marks	50 Marks
Model Examination Lab	---	10 Marks	--
Surprise Test / Quiz	--	--	10 Marks
Assignment / Case study	5 Marks	5 Marks	15 Marks
Attendance	5 Marks	5 Marks	5 Marks
Total	50 Marks	50 Marks	100 Marks

b. Courses with only practical component

(i) Practical Courses

Internal Assessment		
Assessment tool	Weightage	Remarks
Observation	25 Marks	Assessment components: 1. Every experiment will carry marks for observation, completion, results and prompt submission of record for each experiment. 2. Marks for model examination (if any) or for tests.
Cycle Test	10 Marks	
Model Examination	20 Marks	
Attendance	5 Marks	
End Semester Examination		
Assessment tool	Weightage	Remarks
Algorithm / Design / Procedure / Flow Chart	10 Marks	The nature of the end semester examination shall be informed to the students at the commencement of the course. The end semester examination will be conducted only after the last working day of the semester. The student has to appear for the end semester examination and I grade will be awarded for non appearance.
Programme	10 Marks	
Debugging	10 Marks	
Result / Output	10 Marks	

(ii) Information Literacy

Type of Course	Internal Assessment				
	Problem Definition	Survey of Literature	Review 1	Review 2	Documentation
Information Literacy / Case Study	10 Marks	20 Marks	20 Marks	20 Marks	30 Marks

(iii) Internship

Type of Course	Internal Assessment
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	Problem Identification	Analysis of Process	Report
Internship	10 Marks	40 Marks	50 Marks

(iii) Project Work

Type of Course	Internal Assessment			End-Semester Examination	
	Review 1	Review 2	Review 3	Report	Viva-Voce
Project Work	10 Marks	20 Marks	20 Marks	20 Marks	30 Marks

R.15.0 End Semester Examination

R.15.1 The examinations at the end of a particular semester will be conducted for the courses of all odd and even semesters.

R.15.2 Registration for University Examination is mandatory.

R. 15.3A student should have appeared for the end-semester examination of the prescribed course of study to become eligible for the award of the grade in that course.

R.15.4 Passing Minimum:

A candidate shall be declared to have passed in each paper / practical / Mini Project and Viva-voce, if he / she secures not less than 40% of marks (the continuous internal assessment (CIA) and the University examinations (External) put together), provided a minimum of 40% of marks secured in the University examination.

If a candidate fails to secure a pass in a particular course, it is mandatory that he/she shall register and reappear for the examination in that course during the next semester when examination is conducted in that course. He / She should continue to register and reappear for the examination till he/she secures a pass. However, the internal assessment marks obtained by the candidate in the first attempt shall be retained and considered valid for all subsequent attempts.

R.15.5 Procedure in Event of Failure:

- a. Students who have secured F, W or I grade in a particular course (other than Project work) can reappear when the end semester examination for that course is again conducted provided they satisfy other eligibility conditions such as lack of attendance overcome by attending Compensatory courses (R.9.0) and minimum credit / appearance in end semester examinations requirements (R. 8.0), Temporary withdrawal from the programme (R.11.0) and Discipline (R.12.0). Students who have secured F, W or I grade

in of courses with practical component shall appear in the end semester examinations of both the theory and practical components.

- b. In the event of failure in project work, the candidates will reregister for project work and redo the project work in a subsequent semester and resubmit the dissertation a fresh for evaluation. The internal assessment marks will be freshly allotted- in this Case.

R.15.6 Question papers will be set by external or internal examiners.

R.15.7 Pattern of Theory Question Paper

Time: 3 hours	Max Marks: 100 Marks
Part - A: (10 X 2 = 20 Marks)	
All questions have to be answered.	
[Ensure uniform distribution of questions]	
Part - B: (5 X 16 = 80 Marks)	
Five Questions are to be answered in the Either or Pattern .	
[Ensure uniform distribution of questions]	

R.16.0 Award of Letter Grade:

R.16.1 All assessment of course will be done on absolute marks basis. The internal marks awarded to the students are combined with the marks of their end semester examination. Subsequently letter grades and grade points are awarded for the marks as indicated below:

Range of total marks	Letter Grade	Grade Points
90 – 100	S	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
40 – 49	E	5
0 – 39 (Fail grade)	F	0
Failure due to insufficient attendance in the course (The student has to undergo compensatory course to become eligible for appearing in the end semester examination)	W	0
Incomplete due to absence in the end semester examination, subsequently to be changed into pass (E to S) or F grade after appearing in the end semester examination	I	0

- R.16.2 A Course successfully completed cannot be repeated.
- R.16.3 A student is considered to have completed a Course successfully or achieved a pass grade and earned the credits if he / she secure a letter grade other than F or W or I in that Course. A letter grade **F** or **W** or **I** in any Course implies a failure in that Course. A student securing F or W or I grade in a course has to compulsorily get a pass grade for the award of degree. He/she should reappear and pass the course in case of F or I grade or register for compensatory course and pass in case of W grade.
- R.16.4 If a student gets a fail grade (F/W/I) in a course with both theory and practical components, then he/she has to reappear in the end semester examinations of both.
- R.16.5 The W/I/F grade once awarded stays in the record of the student and deleted when he/she completes the course successfully. The pass grade acquired by the student will be indicated in the grade card of the appropriate semester with an indication of the month and the year of passing. The CGPA will be accordingly revised.
- R.16.6 The consolidate cumulative marksheets are referred to the Result Passing Board for the finalization of results. Controller of Examinations assigns letter grades and announces the results.

R.17.0 Review of Answer Scripts

In case any student feels aggrieved on the final outcome of the assessment in any course ,the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The COE shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

R.18.0 Grade Card

- R.18.1 The grade card issued by the Controller of Examinations at the end of the semester to each student will contain the following:
- i. The credits for each course registered for that semester
 - ii. The letter grade obtained in each course
 - iii. The total number of credits earned by the students up to the end of that semester in each of the course categories.

- iv. The Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester

R.18.2 The GPA will be calculated according to the formula

$$GPA = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where C_i = credit for i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course, n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F and W grades.

For the Cumulative Grade Point Average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i \times (GPA)_i}{\sum_1^r S_i}$$

Where S_i = Sum of credits in i^{th} semester, $(GPA)_i$ = Grade Point Average earned in i^{th} semester and r = number of semesters and sum is over all the semesters under consideration.

R.18.3 Classification of the Degree Awarded

Class / Distinction will be awarded to the students after they successfully complete the Programme as per the norms stipulated in the following table:

Category	CGPA	Class / Distinction
Students who successfully completed the programme within the minimum duration (without F or W or I or Temporary withdrawal in any semester)	≥ 8.0	First Class with Distinction
Students who successfully completed the programme within the minimum duration [or] Student who successfully completed with one additional semester followed immediate after minimum duration	≥ 6.5	First Class
All other candidates who qualify for the degree having passed in the examination in all the courses and not covered in above two categories.	≥ 5.0	Second Class

R.19.0 Eligibility for Award of Degree

R.19.1 A student shall be declared to be eligible for the award of Undergraduate degree if he/she has

- i. Registered and successfully completed all the courses and projects as per curriculum

- ii. Successfully acquired the minimum required credits as specified in the curriculum corresponding to the brand of his/her study within the stipulated time duration
- iii. No disciplinary action pending against him/her

R.20.0 Revision of Regulation and Curriculum:

The Academic Council of the University reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.