



**NAVRACHANA  
UNIVERSITY**

Accredited with  
**Grade 'A'** by NAAC

# Academic Regulation

**July - 2024**

## CONTENTS

1. INTRODUCTION.....	3
2. ADMISSION .....	3
3. ENROLMENT.....	4
4. PASSING CERTIFICATE.....	4
5. MIGRATION CERTIFICATE .....	5
6. EQUIVALENCE OF EXAMINATION.....	5
7. UNIVERSITY TERM .....	6
8. ACADEMIC CALENDAR.....	6
9. CURRICULUM .....	6
10. COURSE CREDIT STRUCTURE .....	8
11. REGISTRATION .....	8
12. ATTENDANCE .....	9
13. COURSE CONDUCT AND ASSESSMENT .....	10
14. CONDUCT OF EXAMINATION .....	10
15. REPEAT COURSE(S) .....	13
16. MALPRACTICE/ UNFAIR MEANS AT EXAMINATION.....	14
17. MINIMUM AND MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAM.....	15
18. DISMISSAL FROM THE UNIVERSITY.....	15
19. WITHDRAWAL FROM A SEMESTER .....	15
20. WITHDRAWAL FROM A PROGRAM.....	16
21. ACADEMIC LEAVE .....	16
22. ADDITIONAL ACADEMIC WORK .....	16
23. PERFORMANCE INDICES .....	17
24. SEMESTER GRADE REPORT AND TRANSCRIPT.....	17
25. AWARD OF DEGREE .....	18
26. GLOSSARY .....	18
ANNEXURES .....	20

# **Academic Regulations For Admission To The University, Eligibility Criteria and Conduct Of Examination w.e.f July - 2024.**

## **1. INTRODUCTION**

This document contains regulations governing the Undergraduate (UG) and Postgraduate (PG) programs offered at Navrachana University, Vadodara (NUV). The University currently comprises of Five schools namely:

1. School of Business and Law (SBL)
2. School of Environmental Design and Architecture (SEDA)
3. School of Engineering and Technology (SET)
4. School of Liberal Studies and Education (SLSE)
5. School of Science (SoS)

The regulations stated in this document deal with the pre and post-admission academic activities of the Programs and University. The office of the Provost or Registrar may, from time to time, issue instructions or directions as may be necessary to effectively implement the provisions of these regulations. Provost, as chairman of the Academic Council, may relax/exempt provision(s) of the regulations in exceptional situations and all such cases shall be reported to the Academic Council in the immediate next meeting.

Important terms/expressions used in the document have been defined in the GLOSSARY at the end of this document.

## **2. ADMISSION**

**2.1** Any candidate seeking admission as a student of this University for any academic program is required to pass the qualifying examinations as prescribed for the respective academic program in the University.

**2.2** Last date for seeking admission to this University for all non regulated academic programs cannot be beyond one month from the date of commencement of the semester. However, if the Provost accepts the request for delay in seeking admission from the candidate and believes that the candidate would be able to meet the academic requirements an exception can be granted to the candidate for taking admission after the expiry of last date of admission.

### **2.3 Migration of Students from Other Universities and Transfer of Credits in Program**

Students from other University can seek migration to Navrachana University subject to the following conditions:

- a) The candidates to be eligible for Migration in any Programme should have scored at least 50% marks in aggregate or Cumulative Grade Point Average (CGPA) of 5.0 on a ten-point scale or its equivalent in the qualifying examinations in their parent University.
- b) The curriculum and syllabus of the candidate's parent university Program should be at least 75% equivalent to that of the Navrahcana University's of that respective Program.
- c) In case of any deficits, candidates shall have to complete the bridge/additional course(s) as may be prescribed by the Equivalence Committee.
- d) The score obtained by the candidates in Programme as recommended by the Equivalence Committee for credit transfer shall be carried over for calculating the CGPA.
- e) Candidates migrating from other universities shall submit the following documents at the time of their admission:
  - i) Authentic copy of the detailed syllabus, scheme of teaching, and evaluation of the course of study pursued by him/her at his/her parent University.
  - ii) Attested copy of the statement of Marks/Grade Card of the courses completed.
  - iii) Attested copies of testimonials relating to basic qualifications and experience etc., which were pre-requisite for admission to his parent University.

### **3. ENROLMENT**

Each student admitted for the first time to any academic program of this Univeristy has to apply for the enrolment certificate in the prescribed format and by paying prescribed fee.

### **4. PASSING CERTIFICATE**

**4.1** No student from any other University or a Board of Secondary or Higher Secondary of outside Gujarat or any examining body seeking admission to any academic program of this University shall be admitted without a passing certificate.

**4.2** Student will apply in the prescribed form to the Registrar of this University for a passing certificate and shall submit the required documents including migration certificate or transfer certificate from the University or a Board or any examining body he/she intends to leave and shall at the same time pay the fee as prescribed.

**4.3** In case of any delay in getting passing certificate from the previous institute, the Registrar of this Univeristy may issue a provisional certificate of passing, if he is satisfied that the applicant is prima-facie eligible for admission to this University. Such certificate shall entitle a student for admission to this University on his own risk and on condition that he/she obtains a final passing certificate before the closure of the first term / semester in which the student is provisionally

admitted to the University.

**4.4** If the Provost of this University is satisfied that the student admitted in a course is not in a position to provide provisional passing certificate before admission for no fault of his own he may allow the student to attend the classes for the number of days which the Provost determines and on production of the provisional passing certificate direct that the said passing certificate shall have retrospective effect from the date on which the student commenced to attend the course concern so that the days on which such student kept attendance before the issuance of the certificate can be taken into account.

**4.5** If the Provost is satisfied for the delay on the part of the student to apply for final passing certificate was not due to fault of his own, he may condone such delay and grant reasonable extension for the production of final passing certificate.

## **5. MIGRATION CERTIFICATE**

A Migration Certificate will be issued by the University, on the submission by the student, a certificate from the concerned Head of the Institution about further studies after completion of UG/PG Program, in original, along with the application in the prescribed format and with payment of prescribed fees.

## **6. EQUIVALENCE OF EXAMINATION**

**6.1** The Academic Council shall have the powers on the recommendations of the Committee on Equivalence of examination to grant recognition to examinations of other universities and examining bodies on the merit of each individual case. The Academic Council shall also have the power to declare any examination of any other university or body as equivalent to a corresponding examination of this university.

**6.2** The degrees of all Statutory Universities shall be recognized as equivalent to the degrees of this university for the purposes of admission to higher courses in this university subject to condition, that the duration of the course and the minimum eligibility criteria for admission to the respective course for respective degree programme is similar to that of this university.

**6.3** In case any examination which is not listed out in the list of equivalent qualifying examinations which are approved by the Academic Council on the recommendation of the equivalence committee then the Head/Dean of the School concerned shall satisfy him/herself about the merit of the case and recommend to the Provost for considering the said examination equivalent to our corresponding examination and on approval of the Provost, the provisional eligibility certificate shall be issued. Such decision when taken will be reported thereafter to the Academic Council through equivalence committee.

**6.4** The Equivalence Committee shall comprise of the Nominee of Provost, Head of School

concerned, Assitant Registrar(Academics) and Assistant Registrar(Examinations). The functions of the committee are to recommend to the Academic Council the examinations of other universities and examining bodies that it considers equivalent to the corresponding examinations of this university.

## **7. UNIVERSITY TERM**

**7.1** The Academic year for each of the course shall be divided into terms / semesters. The semester that begins in July (*July to December*) is known as the *Autumn Semester* and the semester that begins in January (*January to May*) is known as the *Spring Semester*.

**7.2** Both the semesters are of 16-18 weeks. During the summer vacation, i.e. between May-July, there is one additional period of approximately 8 weeks for summer courses known as the *Summer Term*. Few courses may run in summer and are taken by students to clear backlog courses. Internships, industry trainings, etc., wherever applicable, are also conducted during Summer Term.

## **8. ACADEMIC CALENDAR**

Academic activities of the University are regulated by an Academic Calendar which is announced well before the beginning of each academic year (July - June). Academic Calendar gives the schedules for all its activities during the year including the dates of comencment of classes, dates of examination and date for the award of Degrees which will not be later than 180 days by which the students are expected to qualify and become eligible for such degrees.

It is mandatory for students/faculty to strictly adhere to the Academic Calendar for completion of academic activities.

## **9. CURRICULUM**

Every program has a prescribed course structure which in general terms is known as the Curriculum. It prescribes all the courses, lab sessions, and other requirements for the program and sets out the semester-wise sequence of the courses. It also provides the syllabus for each course. Course is one of the constituent of the curriculum of a program traditionally termed as “Subject” or “Paper”. Each course of the University has a specific ode. The curriculum and the syllabi are duly approved by the Academic Advisory Board of the respective School and Academic Council of the University.

### **CHOICE-BASED ELECTIVE CURRICULUM**

From the academic year 2022, the new batch of first years will follow a unique choice-based curriculum across all the programs and schools of NUV. This new curriculum will allow Under Graduate student to choose almost 15% (10% for Post Graduate Students) of their credits in form of elective courses. The remaining 85% credits will be from mandatory (Core) courses. Out of 15%

(10% for Post Graduate Students), Student must select 1/3<sup>rd</sup> elective courses outside of the school. However, student can choose rest of the 2/3<sup>rd</sup> elective courses either from their own School or other schools of Navrachana University. Student can opt 50% of total elective courses (i.e. 8% elective courses for Under Graduate students and 5% elective courses for Post Graduate students) as Non-GPA courses.

So every semester on an average, a student will take 6 credits elective courses of his/ her choice. student can pick these elective courses from any of the schools of NUV. Even mandatory courses of one school may be offered as electives for students of other schools. This means that each student of any program at NUV would have done different courses based on his/ her passion or professional plans. (For example a student of Mechanical Engineering might decide to pick more courses from SEDA or a student of BBA might decide to pick more language courses from SLSE or a BSc student who decides to pick elective courses on business and finance from SBL).

### **UNIVERSITY FOUNDATION PROGRAM**

The University Foundation Program (UFP) has been designed to provide foundational skills and introduce various thematic areas necessary to cultivate a breadth of solid graduate attributes in students. The program, with its set of thematic areas, is intended for all students enrolled in undergraduate and integrated programs (except the B.Ed program) at the university. Presently, the envisioned themes include Reading and Writing, Critical Thinking and Research, Humanities and Art Appreciation, Data Science, Environmental Science, and Climate Change. It aims to equip students with capacities in these fields alongside rigorous specialization in a chosen disciplinary or interdisciplinary major and minor(s). The University Foundation Program (UFP) is to be initiated from Autumn semester, 2024 onwards.

Students are free to enroll in UFP courses of their choice from their 1<sup>st</sup> semester. They must complete the foundation courses within 2 academic years of their registration (1<sup>st</sup> year and 2<sup>nd</sup> year only). An extension of this period may be allowed on medical or humanitarian grounds through the recommendation of the Deans and approval by the Registrar. Students are advised to complete the required 15 credits within 2 academic years of their registration. They must comply with the prerequisites for certain courses, if any. For example, the completion of the course UFP001-Reading and Writing 1 is essential for students to become eligible for the course UFP006-Reading and Writing 2. Undergraduate students have the choice of opting for any of the thematic areas offered under the University Foundation Program based on batch intake capacity.

A student must earn minimum 2 credits, and the maximum is 8 credits in each semester. Students must fulfill the academic requirements specified by the course in-charge. The evaluation criteria will be as per the university's academic regulation. The option of Non-GPA will not be applicable.

The number and nature of courses may be modified from time to time with the approval of concerned academic authorities.

The thematic areas include the following courses:

Course Code	University Foundation Course	Credit
UFP001 UFP006	Reading and Writing 1: Think Through Reading and Writing (2 credits), Reading and Writing 2: Articulate Through Reading and Writing (2 credits)	2+2
UFP002	Critical Thinking and Research	2
UFP003	Humanities and Art Appreciation	3
UFP004	Data Science	3
UFP005	Environmental Science and Climate Change	3

## 10. COURSE CREDIT STRUCTURE

Courses are assigned credits on the basis of the standard LTPC credit structure. The credits for a course are obtained from the number of contact hours per credit for lectures, tutorials, and practical's. Academic programs are allowed to distribute contact hours through the semester. Further, a one credit course shall be divided into a credit structure of 9-3-6-15, which indicates that the course has 9 hours of lecture, 3 hour of tutorial, and 6 hours of practical, and the total credit hours for the course equal to 15. A course can be of 1 credit, 2 credits, 3 credits, 4 credits (or higher in case of internship and research thesis) and will be presented accordingly in the semester grade report/transcript.

For weekly scheduling of classes each hour of lecture or tutorial is counted as one credit and each hour of practical is counted as half credit. Same LTPC structure is also used to compute faculty workload per week, e.g. 3-1-2-5 per week indicates 3 hours of lecture, 1 hour of tutorial, 2 hours of practical, and a total of 5 hours of workload per week.

Note: Course Credit Structure of SEDA is as per Council of Arachitecture (COA) Regulation.

## 11. REGISTRATION

Each student is required to register for the course or courses at the start of every semester, as required for the program.

**11.1** The registration schedule is announced in the academic calender, and registration is normally carried out within the first two days of each semester as per the announced procedure. Late registration may be permitted for valid reasons on submission of an application to the Registrar's office, and only on payment of the prescribed late registration fee. In any case, registration must be completed before the prescribed last date of registration in the Academic Calendar. Registration is also required to be done for elective courses. An elective course will be functional with a minimum 8 students per elective and maximum enrollment will be of 60. Students will be given a period of 10 days from the date of commencement of classes to request for a change in elective to the Dean/School Head.



Students will have to clear all outstanding dues (if any) to the University before registration for the new semester.

### **11.2 Eligibility for Course Registration**

- a) Students are encouraged to have no backlog while registering for a new semester. However, a student can carry forward a backlog of 50% of total credit courses from the previous semester/s on the condition that the minimum registration of credits equals the semester credits.
- b) The Minimum registration of credits can include both backlog and regular courses.
- c) The Student is free to select the courses of backlogs which he/she wishes to register for the given semester.
- d) A student has to clear all prerequisite courses before registering for a new course.
- e) A student will not be allowed to register for the next semester/year if she/he was found to be involved in any act of cheating, malpractices, indiscipline or misconduct during the current semester, as reported by the Program Coordinator/Dean.
- f) Student can register the Courses for average Credits of the Program and 6 credits additionally. However, pre-requisites courses are mandatory to clear before registering for advance courses.

### **12. ATTENDANCE**

- a) The University expects 100% attendance, but a minimum of 80% attendance is mandatory in each course to be eligible to appear for the end-semester examination of the course.
- b) Dean/Head of the School can recommend the attendance relaxation of up to 10% in the course or courses for representing the university at any regional, national, or international competition in the field of academics or sports. Provost based on the case submitted by Registrar's Office with recommendation of the Dean/School head will take the decision.
- c) In addition to the attendance relaxation mentioned in clause 12(b) above, the Provost shall take a decision to condone the attendance by further 10% in genuine cases, if any, based on the merits of the case. Documentary evidence is required to receive excusable absence and should be submitted to the Provost with the recommendation of the Dean/Head of the School.
- d) Documentary evidence is required to receive excusable absence and should be submitted to the Provost with the recommendation of the Dean/Head of the School.
- e) A student with very low attendance i.e. less than 50% in the course(s) during the current semester will not be allowed to appear for regular end-semester examination. She/he will have to Repeat course(s) as per Clause 15.
- f) Students playing individual sports or team sports at regional/national/international level with authorized sports body of the respective games will be exempted from attendance during match/competition days as well as during practice sessions/camps on producing relevant documents.
- g) If attendance of the student is below 80% in course(s), following Grade Drop will be applicable in Regular examination.

<b>Attendance range in Regular classes (In percentage)</b>	<b>Grade Drop</b>
70-79	One Grade Drop
60-69	Two Grades Drop
50-59	Three Grades Drop

### **13. COURSE CONDUCT AND ASSESSMENT**

**13.1** For every program, before the beginning of an academic semester, a timetable covering all the courses to be taught in the semester is prepared by the Program Chair in consultation with the concerned faculty members and considering the availability of infrastructure facilities as required. The timetable would be in line with the academic calendar and provide adequate number of sessions to all courses as required. The timetable is communicated to all concerned, including the faculty, students and the academic Registrar's office. It is expected that the timetable would be adhered to diligently. The Program Chair may change the time table in order to meet contingencies with prior consent of the concerned faculty members.

**13.2** The University follows a continuous evaluation system consisting of various internal assessment components and end-semester examination. Modes of internal assessment include home assignments, tutorial assignments, laboratory work, group assignments, quizzes, tests/examinations (open or closed book), viva-voce, live projects, class room participation etc. The end-semester examination or any exhaustive project involving external assessors is treated as a component of external assessment.

The distribution\* of weightage between internal and external assessment is in proportion 60:40 (60% for internal components and 40% for the end-semester examination). A student is required to obtain a minimum 40% in each component and 40% overall.

\*For Bachelor of Architecture, the distribution of weightage between internal and external assessment is in proportion 50:50 (50% for internal components and 50% for the end-semester examination). A B.Arch student is required to obtain a minimum 50% in each component and 50% overall.

**13.3** For end semester examination coverage of the syllabus will be 100 percent as declared by the faculty at the start of the semester.

### **14. CONDUCT OF EXAMINATION**

**14.1** Each course in charge is expected to inform students the schedule and weightage of different components of continuous evaluation through the detailed course outline at the start of the semester. Course In charge is also expected to regularly inform them (students) about their performance in each internal component and help them to assess their progress.

**14.2** The date of end-semester examination is declared through the academic calendar as stated above in clause 8 of this document. The schedule of end-semester examination should be declared by the Examinaton Committee at least three weeks prior to the commencement of the end-

semester examination.

**14.3** The examination committee shall be constituted comprising of members nominated by the Provost, Assistant Registrar as the member secretary of the committee. The committee will be in charge for scheduling and smoothly conducting the end-semester examination.

#### **14.4 External Examiner**

Registrar will nominate the person/s to decide the appointment of the examiner. Criteria of appointment of examiner will be notified by Registrar's office time to time.

**14.5** End Semester Examination through Presentation and VIVA for Projects and Practicals should be conducted through a panel of examiners with at least one external examiner present in the panel.

#### **14.6 Grading**

- a) The University recommends a 10-point grading structure.
- b) For the every course registered in a semester, a student is awarded a letter grade based on the combined performance in all the assessment components. These letter grades are assigned points on a 10-point scales described in the table below:

**New Grade Rubrics:** Applicable to all Programs with effect from Batch - 2022

<b>Letter Grade</b>	<b>Corresponding Points</b>	<b>Intervals</b>	<b>Descriptor</b>	<b>Remark</b>
A+	10	90 to 100	Outstanding	Exceed Criteria
A	9	80 to 89	Excellent	Meet all Criteria
A-	8	71 to 79	Very Good	Meet most Criteria
B+	7	61 to 70	Good	Meet well required Criteria
B	6	56 to 60	Above Average	Meet more than Minimum Criteria
B-	5	50 to 55	Average	Meet well minimum Criteria
C	4	40 to 49	Pass	Meet minimum Criteria
NI	0	<40	Needs Improvement	-
I	-	-	In-Complete	-
P	-	-	Pass	-
Absent	-	-	Absent During examination	-
WD	-	-	Withdrawn in Course(s)	-

Note: For Programs under SEDA Grade NI = Points 0 for <50 Interval.

**Old Grade Rubrics: Applicable to all Programs prior to Batch - 2022 (It does not include Batch - 2022)**

Letter Grade	Corresponding Points	Intervals	Descriptor	Remark
AA	10	90 to 100	Outstanding	Exceed Criteria
AB	9	80 to 89	Excellent	Meet all Criteria
BB	8	71 to 79	Very Good	Meet most Criteria
BC	7	61 to 70	Good	Meet well required Criteria
CC	6	56 to 60	Above Average	Meet more than minimum Criteria
CD	5	50 to 55	Average	Meet well minimum Criteria
DD	4	40 to 49	Pass	Meet minimum Criteria
F	0	<40	Repeat	-
I	-	-	In-Complete	-
P	-	-	Pass	-
Absent	-	-	Absent During examination	-

Note: For Programs under SEDA Grade F = Points 0 for <50 interval.

- c) The grade points are obtained by multiplying the numerical points of a letter grade by the credits.
- d) 'I' grade is awarded in a course if the student is unable to attend regular classes substantially or appear for end-semester examination due to unforeseen circumstances such as illness, and accident/death in the family. The application of absence must be supported by lawful documented evidence.
- e) 'WD' grade is awarded in a course if a student withdraws the course(s) to appear for end-semester examination due to any reasons but he/she has to provide application to School Head and Program Chair with necessary reason with supporting documents (if any) within 10 weeks from the commencement of classes of the course(s). On approval of School Head and Program Chair, it will be considered as a withdrawn of course (s).
- f) 'NI/F' grade is awarded in a course if a student was: i) not allowed to appear for end semester exam due to lack of attendance during the semester, or ii) if the performance and fulfillment of requirements like continuous evaluation and course criteria were not met, or iii) for reasons of academic misconduct like if a case of malpractice in examination or plagiarism is registered against the student.
- g) Students registered for Audit course (like extra murals) will receive a grade of P or NI/F.

### **14.7 Non-GPA course**

Each academic program can specify Non-GPA courses equivalent to 1, 2 or 3 credits. Attendance for an Non-GPA course(s) remain compulsory and a student has to successfully complete all requirements of the Non-GPA course. Non-GPA courses are exempt from external assessment and students are awarded a grade of Pass or Fail. Though Non-GPA courses are not considered when calculating of SGPA and CGPA, the grade received in these courses is reflected in the Semester Grade Report and Transcript as Non-GPA Courses with appropriate (P or NI/F) grade.

**14.8** Result for the end-semester examination and overall result will be declared to the students as per the scheduled date given in the academic calendar. However, that in case the University is unable to follow the schedule of examinations including declaration of result as provided in the section, due to reasons and circumstances beyond its control itself, as soon as possible submit a report to the Board of Management incorporating the detailed reasons for making a departure from the published schedule.

**14.9** Verification of Marks (Re-Checking) - After the declaration of result of the end- semester examinations, if any student has any grievance about the marks / grade obtained, he/she may apply in the prescribed Performa to the Assistant Registrar (Examination) of the University within Three working days with the fees prescribed for the verification of marks and the said verification will be completed within Seven working days from the date of the receipt of application and convey the final outcome of the verification to the student concerned (See ANNEXURE -1).

These verifications includes following:

- a) Whether all questions attempted by the candidate has been graded and this grading is included in the overall performance sheet of the candidate for assigning grade.
- b) Whether there is a totaling / calculation mistake in marks / grade.

**14.10** Re-Assessment - After the declaration of result of the end- semester examinations, if any student has any grievance about the marks / grade obtained, he/she may apply in the prescribed Performa to the Assistant Registrar (Examination) of the University within Three working days with the fees prescribed for the Re-Assessment of answer sheet and the said assessment will be completed within Seven working days from the date of the receipt of application and convey the final outcome of the assessment to the student concerned (See ANNEXURE -2)

These Re-Assessment includes following:

- a) All questions attempted by the candidate have been Re-assessed.
- b) Third party assessments should be made if required, and the decision for third party assessments should remain with the dean of the school or the program chair whichever is applicable.

## **15. REPEAT COURSE(S)**

A student with Grade 'I' or 'WD' or Grade 'NI/F' in a semester is eligible to appear for Repeat-examination scheduled during Summer/Winter break. A student has to attend extra session to be conducted during summer session as Module/Workshop mode which will be announced by the respective School as per the duration mentioned in the University Academic Calendar. A minimum 80% attendance is mandatory in Repeat Course(s) to be eligible to appear for Repeat examination/evaluation. However, a student is required to register for Repeat course(s) by paying prescribed fee as per Annexure-4.

### **15.1 Repeat Course(s) due to Grade I/WD**

- a) A Student can repeat all courses in which she/he has an 'I/WD' grade.

- b) Repeat course examination, after carrying 'I/WD' grade carries 100% weightage for a given course and the grades received during continuous evaluation of Regular Examination are not considered in computing the final grade for the course.
- c) The highest grade which can be awarded due to 'I/WD' Grade is 'AA'.

### **15.2 Repeat Course(s) due to Grade NI/F**

- a) A student can repeat courses maximum of 12 credits<sup>#</sup> per semester. The Rest of the course(s) with 'NI/F' grade remains unaltered, and she/he must clear these course(s) over the next academic year.
- b) The student can apply for her/his choice of courses for Repeat Course(s) by the date as notified by the university.
- d) Repeat Course examination carries 100% weight-age for a given course and the grades received during continuous evaluation are not considered in computing the final grade for the course. The highest grade which can be awarded due to 'NI/F' Grade is 'AA'.
- d) If a student fails to appear in the Repeat Course(s) examination for any reasons (except illness and accident/death in the family), the application of absence must be supported by lawful documented evidence in advance or to be submitted as soon as the situation occurs or is unable to obtain minimum passing marks in the Repeat Course(s) examination, the grade 'NI/F' remains unaltered, and s/he must clear the course over the subsequent academic year.
- e) The rules pertaining to Repeat Course(s) examination are applicable to both theory and laboratory courses unless specified in the clause 15.3.

<sup>#</sup> For SEDA students:- Students can repeat a maximum of 15 Credits, if the failed course is only a studio course in the semester. Otherwise, a student can repeat courses maximum of 12 credits per semester for other courses.

### **15.3 Re-Registration Courses**

Examination of practical based courses such as Studio, Dissertation, Project, Seminar, Khoj and ID or any other courses notified by the School, will be conducted after repeating the course under the faculty member's instruction if they have obtained 'NI/F' grade in Repeat course examination. However, student is required to Re-register for such courses by paying prescribed fees as per Annexure-4.

## **16. MALPRACTICE/ UNFAIR MEANS AT EXAMINATION**

**16.1** Invigilator, who detect or suspect cases of copying or use of unfair means in Examination, shall immediately report such cases to the examination control room.

- a) Misconduct including misbehaviour, committing acts of indiscipline, disobeying instructions of Examination officials, committing breach of any of the rules laid down for the proper conduct of the Examinations etc... **Or**
- b) Copying or having attempted to copy or using or attempting to use other unfair means at the examination shall be liable of punishment.

**16.2** In cases involving malpractice, the Supervisor or an Officer in Charge of the conduct of examination shall seize the answer books and all incriminating material / evidence from the candidate, and then obtain a written statement, duly signed by the candidate. Senior Supervisor or Officer in Charge will then issue a new answer book and allow the student to continue to write his answers for the remaining period of that examination, if applicable. The matter shall also be reported to the Assistant Registrar (Examination) with all relevant documents on the same day.

**16.3** The candidate reported as then will be allowed to appear in subsequent examinations of that session. However, in case the same candidate is again found guilty of indulging in misconduct or malpractice during any of the subsequent examinations of that session, he will be expelled from all remaining examinations of that session after taking appropriate action for the second act of misconduct / malpractice.

**16.4** The Examination Reforms Committee to be appointed by the Provost will determine procedure of inquiry in each case and after necessary investigation and inquiry will submit a detailed report to the Head of the Schools, along with recommended punishment and the concern Head of the Schools will issue the necessary order of punishment. The order of punishment, which amounts to debarring the student for the period of more than one academic year will be issued with the approval of Provost.

## **17. MINIMUM AND MAXIMUM PERIOD FOR COMPLETION OF THE PROGRAM**

**17.1** The minimum period to complete the program is equal to the normal duration of the program.

**17.2** The maximum period to complete the academic program is an extension period of two adjacent academic years, beyond the minimum period of completion.

## **18. DISMISSAL FROM THE UNIVERSITY**

- a) A student who fails to clear courses after Repeat Course Examination or during the extension period of two academic years is required to withdraw from the University and her/his admission will be cancelled.
- b) A student may also be dismissed if she/he is repeatedly found to be involved in any serious act of indiscipline, misconduct or plagiarism as reported by the Program Chair.
- c) The transcript of a student who is dismissed for academic or disciplinary reasons would show "Admission Cancelled" status.

## **19. WITHDRAWAL FROM A SEMESTER**

- a) If a student wishes to withdraw from the academic program prior to registration for a semester, she/he must inform the Program Coordinator/Dean and Registrar's office in a

prescribed application. The student will be allowed to withdraw after obtaining a No Objection Certificate (NOC) from all departments (like Academics, Accounts, Library, Canteen, Administration, ITC etc.).

- b) If a student wishes to withdraw from the academic program after registration for the given semester, she/he can do so by applying to the Dean/School Head/Program Chair with a withdrawal request. Obtaining NOC from all departments will remain a pre-condition. Refund of fees and caution deposit will be subject to admission, cancellation policy as defined by the Registrar's office.
- c) If a student fails to register for a semester by the first two weeks of beginning of classes, her/his status will be of deemed to have withdrawn from the semester. She/he will not be allowed to register for the rest of the semester and will be required to repeat the semester next academic year.

## **20. WITHDRAWAL FROM A PROGRAM**

- a) If a student fails to inform non-registration for a semester or fails to apply for withdrawal for the semester, she/he will be deemed to have withdrawn from the Program. From subsequent semester, rolls of the Program/University will not contain the name of such a student. The student must make a fresh application to continue in the Program and will require the approval of the Registrar's office to do so.
- b) Admission is valid for two additional academic years beyond the normal duration of a given academic program. A student who takes longer than this will need to apply for readmission in the Program, and depending on the time taken to return, will either need to start from the beginning or receive credits for the courses previously completed. The Dean/School Head/Program Chair will make the final decision about the education status and receiving course credits.

## **21. ACADEMIC LEAVE**

As per policy of Academic Leave (See ANNEXURE-3).

## **22. ADDITIONAL ACADEMIC WORK**

A student can undertake additional academic work registering in: i) Independent Study courses under faculty guidance and ii) additional courses over and above what is prescribed by the curriculum.

- a) Independent Study Course to develop Academic and Professional Expertise:
  - i) An Independent Study course is "credit" course, and a student must be registered in the course must and receive a passing grade for successful completion of the course.
  - ii) An Independent Study course is an open-ended education with focus on research, project-oriented, and library-work.
  - iii) A student must have an Instructor willing to guide an Independent Study course, and the Instructor must be willing to direct the student as a overload situation.
  - iv) A student must drive education in an Independent Study course and an Instructor will



- facilitate and direct education to fulfill academic goals.
- v) On any semester, an Instructor can guide a maximum of four Independent Study students if the topics are all different and a maximum of eight students if the topics are identical.
  - vi) An Independent Study course will not substitute a required, core elective or interdisciplinary elective course.
  - vii) A student can register for a maximum of two additional Independent Study courses or a maximum of additional 4 credits whichever is lower in one semester. A faculty member guiding the Independent Study course will determine the credit hour of the course based on the goals and scope of work.
  - viii) An Independent Study course must be proposed for approval of the Dean/Program Chair. The Dean/School Head/Program Chair has the right to decline approval if the study does not meet the academic objectives of the University.
- b) Additional Course to Earn More Credits and Gain Additional Knowledge:
- i) A student can register for a maximum of two additional courses or a maximum of additional 4 credits whichever is lower in one semester.
  - ii) Registration of additional courses by a student must be proposed for approval of the Dean/School Head/Program Chair. The Dean/School Head/Program Chair has the right to decline approval if the student is not found to be capable of pursuing additional work.
  - iii) An additional course may be registered as a “Credit” course or an “Audit” course. However, the student must receive a passing grade for successful completion of the course.

## **23. PERFORMANCE INDICES**

**23.1** – performance of a student in a semester is indicated by the Semester Grade Point Average (SGPA). The SGPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester, calculated to two decimal places.

### **23.2 Cumulative Grade Point Average (CGPA):**

Assessment regarding overall performance of a student from time of registration for a Program is obtained by calculating the student’s Cumulative Grade Point Average (CGPA). The CGPA is weighted average of the grade points obtained in all the courses registered for credit by the student after entering the University. The CGPA is also calculated to two decimal places.

## **24. SEMESTER GRADE REPORT AND TRANSCRIPT**

- a) A semester grade report, reflecting the academic performance of the student, is prepared at the end of each semester. The grade report is prepared after the end semester examination. The grade report will contain the letter grades based on grading pattern as specified in clause 14.6 of this document.
- b) For the courses in which a student was unable to undertake repeat course examination (as per clause 14.6 of this document), the letter grade or description will be retained.
- c) For those who were awarded ‘I/WD’ grade during the end semester examination, the final

grade report will be issued after the corresponding repeat course examination.

- d) The Transcript is a consolidated statement of the academic performance of a student for all the semesters since joining the program and is issued to a student on successful completion of the program along with the degree certificate. Additional/duplicate copies of the transcript can be obtained if needed, on request and upon payment of applicable fees.
- e) The Transcript will indicate Distinction if the student obtains a CGPA of 9.0 or above and First Class if the student obtains a CGPA of 6.5 or above but less than 9.0.

## 25. AWARD OF DEGREE

The Degree will be conferred on a student after she/he has fulfilled the following requirements:

- a) The student should have registered for all regular semesters of the Program as regular student.
- b) The student should have successfully passed all the foundation, core, elective and audit courses prescribed in the curriculum of the Program, including all prescribed internships, trainings, and degree projects during the normal duration of given academic program.
- c) The student should not have any dues outstanding from any Department of the University (Accounts, Library, Canteen, ICT, Administration, etc.).
- d) The student should have no case of indiscipline or misconduct pending against him/her.

## 26. GLOSSARY

**Audit Course:** It is a course for which a student is not graded but obtains a “pass/fail” status. Audit courses are not considered for cumulative grade computation, but are shown in the transcript.

**Backlog Course:** A course prescribed in the curriculum in which a student has either not registered or failed.

**Credit Course:** It is a course for which a student is graded through continuous evaluation process and obtains a letter grade.

**Course Credit Hours:** Weighted sum of number of Lecture hours (L), Tutorial hours (T) and Practical hours (P) associated with the course. The weight for L and T is 1.0, and the weight for P is 0.5.

**Course Credit:** One course credit is equivalent to 15 credit hours.

**Independent Study Course:** It is a course of study in the area of special interest to the student and defined by the student in consultation with a faculty guide, and permitted by the program curriculum.

**Cumulative Grade Point Average (CGPA):** CGPA is the weighted average of the grade points obtained in all the courses registered for credit by the student after entering the University. The CGPA is also calculated to two decimal places.

**Grade Points:** Product of the credits and points of a letter grade awarded to the course.

**Semester:** An academic year consists of two regular semesters of approximately 16-18 weeks duration each, the first (Autumn Semester) extending from July to December and the second (Winter Semester) from January to May. The summer term is not a regular but a special semester of approximately eight weeks usually between May and July.

**Semester Grade Point Average (SGPA):** SGPA is the weighted average of the grade points obtained in all the courses registered by the student during a semester. SGPA is calculated to two decimal places.

**Semester Grade Report:** Official record of the grades obtained in all the courses registered by a student in a semester.

**Transcript:** Official record of the grades obtained in all the courses registered by a student and is issued after the successful completion of the degree requirements.

## **Navrachana University, Vadodara**

**July - 2024**

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# **ANNEXURES**



# NAVRACHANA UNIVERSITY

ANNEXURE -1

Vasna – Bhayali Road, Vadodara – 391410, Gujarat, India

(For Accounts Department Only)



Date \_\_\_\_\_ Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Sign and Stamp. \_\_\_\_\_

To,  
The Registrar,  
Navrachana University,  
Vadodara – 391410.

Date:- \_\_\_\_\_

**Subject:- Verification of Answer Books for Autumn / Spring \_\_\_\_\_**

Sir,

I, the undersigned desire to apply for **Verification** of answer book(s) of the following subject(s)/Paper(s). The details of the examination are as under.

Name of the Student : \_\_\_\_\_  
(Block Letters)  
Contact No. : \_\_\_\_\_  
Student ID No. : \_\_\_\_\_  
Program : \_\_\_\_\_

To be filled by Student				For Office Use		
Subject Name & Code	Sem.	Marks Obtained End Sem. (Our of 40)	Faculty Name	Marks after Verification	Faculty Sign	School Head/Dean, Program Chair Sign

[Rs. 300/- for Verification per Subject, Maximum subjects allowable= 03]

Total Amount Rs. \_\_\_\_\_ ( Amount In Words \_\_\_\_\_ )

Signature of Student



Forwarded through Registrar office with Stamp

## RULES FOR VERIFICATION OF ANSWER SHEET

1. **Verification** to be applied within Three working days from declaration of result for regular and Ex-students of University.
2. **Verification** in Projects/Submission/Practical Examination is not undertaken.
3. Course/subjects where **Verification** is permissible, the Answer books are checked.

These verifications includes following:

- a) Whether all questions attempted by the candidate has been graded and this grading is included in the overall performance sheet of the candidate for assigning grade.
  - b) Whether there is a totaling / calculation mistake in marks / grade.
4. Fee chargeable for rechecking of the result is Rs.300/- per paper of the Examination taken and should be deposited at University Account Office between 9 A.M. and 5 P.M. on working days.
  5. Application for rechecking of result received after due date will not be entertained.
  6. The candidate is required to attach photocopy of his/her current Examination Admit card with application form of **Verification**.
  7. Outcome/Result of **Verification** would be declared within 7 working days. Students are requested not to enquire before 7 working days & the same will be reflected in their ERP login.

X-----X-----X



# NAVRACHANA UNIVERSITY

ANNEXURE -2

Vasna – Bhayali Road, Vadodara – 391410, Gujarat, India

(For Accounts Department Only)



Date \_\_\_\_\_ Rs. \_\_\_\_\_ Receipt No. \_\_\_\_\_ Sign and Stamp. \_\_\_\_\_

To,  
The Registrar,  
Navrachana University,  
Vadodara – 391410.

Date:- \_\_\_\_\_

**Subject:- Re-assessment of Answer Books for Autumn / Spring \_\_\_\_\_**

Sir,

I, the undersigned desire to apply for **Re-assessment** of answer book(s) of the following subject(s)/Paper(s). The details of the examination are as under.

Name of the Student : \_\_\_\_\_  
 (Block Letters)  
 Contact No. : \_\_\_\_\_  
 Student ID No. : \_\_\_\_\_  
 Program : \_\_\_\_\_

To be filled by Student				For Office Use		
Subject Name & Code	Sem.	Marks Obtained End Sem. (Our of 40)	Faculty Name	Marks after Re-assessment	Faculty Sign	School Head/Dean, Program Chair Sign

**[Rs. 500/- for Reassessment per Subject, Maximum subjects allowable= 03]**

Total Amount Rs. \_\_\_\_\_ ( Amount In Words \_\_\_\_\_ )

Signature of Student



Forwarded through Registrar office with Stamp

## RULES FOR REASSESSMENT OF ANSWER SHEET

1. **Reassessment** to be applied within Three working days from declaration of result for regular and Ex-students of University.
2. **Reassessment** in Projects/Submission/Practical Examination is not undertaken.
3. Course/subjects where **Reassessment** is permissible the Answer books are checked These Re-Assessment includes following:
  - a) All questions attempted by the candidate have been Re-assessed.
  - b) Third party assessments should be made if required, and the decision for third party assessments should remain with the dean of the school or the program chair whichever is applicable.
4. Fee chargeable for **Reassessment** of the result is Rs.500/- per paper of the Examination taken and should be deposited in at University Account Office between 9.30 A.M. and 4.30 P.M. on working days.
5. Application for Reassessment of result received after due date will not be entertained.
6. The candidate is required to attach photocopy of his/her current Examination Admit card with application form of **Reassessment**.
7. Outcome/Result of **Reassessment** would be declared within 7 working days. Students are requested not to enquire before 7 working days & the same will be reflected in their ERP login.

X-----X-----X



## ANNEXURE - 3

### Policy of Academic Leave for a Semester or Year

Navrachana University recognizes that situations may arise when a student may want to take a break in his/her academic studies. Reasons to go on full Semester Leave or Year leave could include critical illness, family catastrophe, financial crisis or any other grave circumstances, academic reasons such as poor performance, or a desire by the student for a break from academics. This leave will be for a minimum duration of one academic semester. It is expected that the student wishing to avail of this leave will apply prior to the start of the semester, if possible. If a student withdraws from all courses during a semester s/he will be deemed to be on leave of absence for that semester.

A student needs to apply through the Navrachana University ERP-Software. The application will be forwarded to the School Head. Once the application is approved, the student's status will be changed to "Academic Leave". This leave will not affect the CGPA but a notation about the said leave will appear on the transcript. During the said leave, the student cannot access the resources of the University such as the library, computer laboratory, canteen, etc. The student's Navrachana University email will continue, to be renewed every semester when the Academic Leave status is renewed.

In the case of a student not participating in course registration or being absent in class continuously for a period four weeks and more without prior intimation, the status of the student will automatically be considered as "Academic Leave".

A student who is granted Academic Leave is still required to complete all the degree requirements within the specified time of enrolment.

A student must obtain his/her degree as per clause no 17.2 from the year of enrollment, inclusive of the duration spent on the Academic Leaves. A relaxation of the maximum number of years may be granted by the University in exceptional circumstances.

The fee to maintain the "Academic Leave" status of the student is as per Annexure-4, to be reviewed annually. The student's account will be debited with the relevant amount every semester when the student is on Academic Leave. The student will have to pay the dues upon return from the leave. This fee will not be charged additionally if a student has already paid the fees for the semester and has forfeited at least Rs. 5,000 after any refund.

For a student on Financial Aid, the fee for such leave will be 50% of the above referred prescribed fee.

When the period of the said leave expires a student must either return from the leave and register for courses or apply again to extend her/his leave for another semester, or inform the University that he/she wishes to terminate his/her enrolment. If a student follows none of the

above options, his/her student status will be put on hold after his/her said leave ends. (The student's Navrachana University email will continue, as a way for the University to communicate with the student.)

If a student whose status is on hold wishes to revive his/her student status, he/she will have to pay the prescribed fee for the semesters he/she was on approved leave, and the fee for Academic Leave with an additional 25% thereof as penalty for the semesters that his/her student status was on hold.

A student's enrolment is automatically terminated if his/her student status is on hold continuously for four semesters.

**The deadline to apply for the Academic Leave and refund of the semester fees already paid is as below.**

Sr. No.	Percentage of Refund of Tuition Fees	Point of time when applied
1.	100%	30 days before the academic session starts
2.	50%	15 days before the academic session starts
3.	NIL	Thereafter

### **Return from the Academic Leave**

A student who plans to return from the said leave must intimate the Programme Chair and School Head 60 days before the academic session begins, through an application via the Navrachana University ERP. The application will be processed by the Programme Chair and the student will be notified by email when the application is approved. The status will change from "Academic Leave" to "Active" when the new semester starts. The student can also track the status of their application. To return from the said leave, the student is required to pay the next semester fees with all previous dues including charges to maintain the Academic Leave status. Applications submitted after the course registration period is over will be considered separately and course registration will be allowed with the approval of the Dean of the School.

This policy will apply to Undergraduate and Post-Graduate students at the Navrachana University.

### **Steps to apply for Academic Leave in NUCLEUS:**

Go to <https://www.nucleus.nuv.ac.in>

1. Log in with your NUCLEUS credentials.
2. Click on "Leave of absence for a Semester or Year" under the Leave menu.
3. Fill up the prescribed application, upload all supporting and required documents, if any, indicating your reasons for applying for the said leave. For example, a medical certificate by the University Doctor in the case of medical reasons should be uploaded.

4. Your application will be submitted to the School Head and the status of your application will reflect in your login.
5. Based on the documents and justification submitted by you, your application's final decision from the School Head will be communicated by email to your "@nuv.ac.in" ID.

**Steps to apply for Return from Academic Leave in NUCLEUS:**

1. Go to <https://www.nucleus.nuv.ac.in>.
2. Log in with your NUCLEUS credentials.
3. Click on "Return from the Academic Leave" under the Leave menu.
4. Fill up the prescribed application form and upload all supporting and required documents, if any. You must submit the "Fitness Certificate" from the University doctor in the cases of Academic Leave on medical reasons.

Your application will be submitted to the Programme Chair/School Head and the status of your application will reflect in your ERP account. You will also be notified about the status of your application by email on your "@nuv.ac.in" ID.

X----X----X

## ANNEXURE-4

### Fee other than semester fee

Fee for courses taken outside of the Autumn and Spring semesters will be charged as per the following table:

Details	Fees
Semester Fee	As per approved Fee Structure
Academic Leave	Rs. 5,000/- per semester registration fee, to maintain student status
Repeat Course	Rs.1000 /- per credit

2. For the Autumn and Spring semesters fee will be charged as per the following table:

Details	Fees
Less than 12 credits	50% of Semester Fee
12 credits or more	Semester Fee

#### Additional points and clarifications:

- Change of programme after the start of the new academic year: Annual fee of the switched programme will be applicable. Balance of the applicable annual fee will have to be paid by the student at the time of payment of the Autumn semester fees.
- Per course fees mentioned above are applicable to all categories of students across all programmes at Navrachana University (except Doctoral Programmes).

***Disclaimer: This policy is subject to change from time to time.***

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