



Somaiya Vidyavihar University

Dr. Shantilal K Somaiya School of Commerce and Business Studies

Student Handbook

Academic Year 2025 – 26

Message from Director

“Knowledge can only be obtained in one way, the way of experience; there is no other way to know” ---Swami Vivekananda

Greetings and welcome to the Dr Shantilal K School of Commerce and Business studies, Somaiya Vidyavihar University.

Somaiya Vidyavihar University stands as a beacon of academic achievement, embracing the dynamic and international character while being firmly grounded in the principles of Indian ethos. The unique and defining features of our programs include experiential learning, real-world projects, internships, and comprehensive education through extracurricular and co-curricular activities. Our post graduate programs are specially designed on the pattern of experiential learning inspired from global universities.

At Somaiya Vidyavihar University, we consider that business education and commerce are about more than just profit, markets, and numbers; they are about comprehending human behaviour, creating long-lasting systems, and creating an atmosphere where ideas become meaningful solutions. The goal of the Faculty of Commerce and Business Studies is to keep students firmly rooted in their morals and social obligations while preparing them to handle the challenges of the modern, global economy.

The programs being offered in our university are created with a futuristic outlook, emphasizing cutting-edge concepts like innovation, sustainability, and digital transformation with conventional business fundamentals. We provide a wide range of undergraduate, graduate, and doctoral programs that are designed to satisfy the changing demands of both academia and industry.

The experienced faculty members of the Faculty of Commerce and Business Studies are renowned for their extensive backgrounds in academia and business, which they bring to the classroom. Their dedication to fostering a culture of inquiry and critical thinking ensures that our students gain a global perspective while remaining cognizant of local and national conditions.

Let us work together to create a future in which business promotes sustainability, inclusivity, and innovation.

Dean and Director
Dr.Satish Modh

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Overview of Guidelines

- These guidelines provide norms for daily functioning of the SVU and enable appropriate usage of infrastructure and effective academic deliveries for students.
- This compilation of guidelines comes into effect from July 2020 onwards.
- The management has the right to change the guidelines to meet the institutional objectives, and the decision of the management will be binding on the students.
- SVU has the right to make any changes as it may deem fit in terms of the program content, name of the Degree / Diploma, duration, method of delivery, faculty, refund policy, evaluation norms, standard of passing, guidelines, etc. In case of any dispute or differences about the program, the decision of the Vice Chancellor of SVU will be final and binding on all the participants.
- All disputes are subject to Mumbai jurisdiction only.

Academic and Examination Calendar (AEC)

Academic Year- 2025-2026

Class: FY/SY/TY All UG Programmes

First Term / Odd Term	
Orientation	SY/TY- 1 st July 2025 FY- 14 th /15th July 2025 to 17th July 2025
Commencement of Classes	SY/TY – 2 nd July 2025 FY- 18 th July 2025
In-Semester Examination (ISE)/Test/Mid Term Examination	SY/TY – 3 rd Week Week August FY – 3 rd Week September
Dispersal of Classes of First/Odd term	SY/TY – 17 th October 2025 FY- 20 th November 2025
One week Diwali Vacation/Holidays for Students	18 th October to 24 th October 2025
Execution of Regular ESE Examinations (Seminars + Practical + Oral + Theory)	SY/TY - 28 th October to 14 nd November 2025 FY- 17 th November 2025 to 2 th December 2025
Date of Declaration of Regular Examinations Results	SY/TY - On or before 20 th December 2025 FY- On or before 4 th January 2026
Second Term / Even Term	
Commencement of Classes	SY/TY - 17 th November 2025 FY- 8 th December 2025
One week Christmas Vacation/Holidays for Students	24 th December to 1 st January 2026
In-Semester Examination (ISE)/Test/Mid Term Examination	SY/TY – Last Week January 2026 FY- Second Week of February 2026
Dispersal of Classes of Second/Even Term	SY/TY- 25 th March 2026 FY- 9 th April 2026
Execution of Regular ESE Examinations (Seminars + Practical + Oral + Theory)	SY/TY - 1 st April to 21 st April 2026 (3 weeks) FY- 13 th April to 5 th May 2026
Two Months Internship (Wherever Applicable)	SY/TY -22 nd April 2026 to 30 th June 2026
Date of declaration of Regular Examinations Results	SY/TY - On or before 21 st May 2026 FY- On or before 30 th May 2026
Commencement of the First/Odd Term of Next Academic Year 2025-26	1 st July 2026
Convocation 2025	Saturday, 26 th September 2025

Academic Bank of Credit (ABC) and DigiLocker – NEP 2020 Implementation

Academic Bank of Credit (ABC) means student academic awards / credits awarded to a student for one programme from an institution may be transferred / redeemed by another institution upon students consent and this facilitates credit transfer which is a key to successful study mobility for the student community.

Refer to the website link <https://www.abc.gov.in/> for further details.

The National Academic Depository (NAD) is a platform which facilitates the implementation of ABC for students' academic awards / credits using the concept of *DigiLocker*.

Refer the website link <https://nad.digilocker.gov.in/> for further details.

The main beneficiaries are students and some of the benefits are as listed below

- It enables students to register or commence credit transfer
 - The students can do credit redemption
- The students can use it as authentic depository and use for verification by the verifier · Digital Awards are legally valid under IT Act, 2000
- Globally recognized and acceptable awards by institutions
 - Easily sharable and verifiable with anybody
 - No risk of losing or spoiling of academic awards
- The NAD includes three steps *publish, access and validate* and each step is controlled/ maintained by three stake holders *academia, student and verifier respectively*. The three stake holders participate by doing registration on NAD website link.

The **academia** use the website link <https://nad.digilocker.gov.in/academia> to publish the students awards on DigiLocker for students' access

The steps below the **students** need to follow to access/to take the advantage of ABC using the platform of NAD DigiLocker

1. Create your DigiLocker Account

- Register using DigiLocker website or mobile app with your mobile number or AADHAR
- Select Board /University /Institution
- Search your Board/University/Institution in DigiLocker

2. Enter requisite details

- Fill required details such as Roll No. and Year of Passing

3. Pull academic awards

- Once submitting the details, DigiLocker will search for your requested award and it will be saved in your 'Issued Document'

4. Visit website link <https://nad.digilocker.gov.in/students> for registration and further details

The **verifier** uses the website link <https://nad.digilocker.gov.in/Verifier> to request for verification of records. The NAD DigiLocker (please use name and number provided in aadhar card) will provide the requisite response based upon the availability of students awards and notify the student accordingly

The ABC concept using NAD DigiLocker facilitates the concept of credit transfer means in institution A credits gets deposited and ABC facilitates transfer of credits and the credits can be redeemed in institution

B. The credit transfer further facilitates the students for *multiple entry and exit* the programme as per NEP 2020

The SVU students are requested to visit website link <https://www.somaiya.edu/en/academic/bank-of-credit/> for further details.

ANTI RAGGING

Ragging is a disturbing reality in the higher education system of our country. Despite the fact that over the years ragging has claimed hundreds of innocent lives and has ruined careers of thousands of bright students, the practice is still perceived by many as a way of ‘familiarization’ and an ‘initiation into the real world’ for young college-going students.

What constitutes Ragging?

- a) Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating, or handling any other student with rudeness.
- b) Indulging in rogue / gangster / disruptive activities which cause or is likely to cause annoyance, hardship, psychological or physical harm, raise fear or apprehension in a fresher or a junior.
- c) Asking the student to do any act or perform something, which has the effect of causing or generating a sense of shame or embarrassment that adversely affects the physique or psyche of a fresher or junior.
- d) Teasing, embarrassing, humiliating, assaulting or using criminal force or criminal intimidation, wrongful restraining, conflicting, causing grievous hurt, kidnapping, extortion, molesting, committing unnatural offences, causing death or abetting suicide.

Prohibition of Ragging

- a) Ragging within the University campus including its institutions, departments, and hostels is strictly
- b) prohibited.
- c) Ragging in any form in the private buildings where University students stay is also prohibited.
- d) No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

Punitive Action by the Administration

Ragging is a cognizable offence under the law and the punishment meted out has to be exemplary and justifiable as a deterrent. It may include:

- a) Cancellation of admission, suspension, rustication or expulsion from the University / hostel.
- b) Expulsion from the institution, and consequent debarring from admission to any other institution for a specified period.

Anti-Ragging Squad

As per University Grants Commission Notification on the Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 and in pursuance to the Judgment of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, Somaiya Vidyavihar University constituted the Anti-Ragging Squad.

Roles and Responsibility of the Anti-Ragging Squad

- To maintain vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.
- The Anti-Ragging Squad shall make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.
- The Anti-Ragging Squad can conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action. Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.

Objectives

To root out ragging in all its forms from universities, colleges and other educational institutions in the country by prohibiting it by law, preventing its occurrence by following the provisions of these regulations and punishing those who indulge in ragging as provided for these Regulations and the appropriate law in force.

Roles and responsibilities of Anti-Ragging Committee_SVU

To promote the objectives of these Regulations, constitute a **Mentoring Committee** in individual constituent college consisting of students volunteering to be Mentors for freshers, in the succeeding academic year; and there shall be as many levels or tiers of Mentors as the number of batches in the institution, at the rate of one Mentor for six freshers and one Mentor of a higher level for six Mentors of the lower level.

Act as a Monitoring Committee

Monitoring Committee on Ragging will coordinate with the institutions to monitor the activities of the Anti-Ragging Committees, Squads, and Mentoring Committees, regarding compliance with the instructions on conducting orientation programmes, counseling sessions, etc., and regarding the incidents of ragging, the problem faced by wardens and other officials, etc. This Committee shall also review the efforts made by such institutions to publicize anti-ragging measures, cross-verify the receipt of affidavits from candidates/students and their parents/guardians every year, and

shall be the prime mover for initiating action by the University authorities to suitably amend the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution

The Monitoring Committee shall coordinate with the institutions, to achieve the objectives of these Regulations; and the Monitoring Committee shall call for reports from the Heads of institutions in regard to the activities of the Anti-Ragging Committees, Anti-Ragging Squads, and the Mentoring Committees at the institutions, and it shall also keep itself abreast of the decisions of the Anti-Ragging Committees etc.

The Monitoring Committee shall also review the efforts made by institutions to publicize anti-ragging measures, soliciting of affidavits from parents/guardians and from students, each academic year, to abstain from ragging activities or willingness to be penalized for violation; and shall function as the prime mover for initiating action for amending the Statutes or Ordinances or Bye-laws to facilitate the implementation of anti-ragging measures at the level of the institution.

Nodal Officer of Somaiya Vidyavihar University

Name of Nodal Officer: **Dr. Deepak Sharma,**

Email id: antiragging.svu@somaiya.edu

Sr. No.	Name of the Member	Name of the Constituent College	Email id
1	CA Muskan Kukreja	Dr. Shantilal K. Somaiya School of Commerce and Business Studies	Muskan.kukreja@somaiya.edu
2	Dr. Seema Sambrani	School of Basic and Applied Sciences	seema.sambrani@somaiya.edu
3		School of Humanities	
4	Dr. Deepak Sharma	K. J. Somaiya College of Engineering	viceprincipal@somaiya.edu
5	Ms. Shilpa Bhardwaj	K. J. Somaiya Institute of Management	adminofficer.simsr@somaiya.edu
6	Dr. Hema Bhadawkar	K.J. Somaiya College of Education	principal.bed@somaiya.edu
7	Dr. Shuddhatam Prakash Jain	K. J. Somaiya College of Dharma Studies	director.jaincentre@somaiya.edu
8	Mr. Aditya Singh	Somaiya Sports Academy	singh.ak@somaiya.edu

General guidelines:

Code of Conduct

1. Cleanliness of the premises must be maintained by everyone in the SVU at all points of time.
2. The students are requested to park their vehicles outside the premises.
3. Any problem with regard to administrative facilities, Faculty, and classrooms etc., must be addressed through the class representative who will take it up with the course coordinator. In the absence of a satisfactory response, the student may approach the Assistant Director.
4. All students are provided with an Identity Card, which they are required to wear mandatorily. Entry is strictly through Identity Card and will be monitored by the SVU authorities. Penalty will be levied / action will be taken for non-compliance. If the student misplaces the original ID-Card, duplicate ID-card be issued from school by paying the prescribed fee. ID card is used for access control to SVU campus.
5. Students must not use ID card for of any other student.
6. In case a student forgot to carry an ID card, they should approach security and complete the process to get the requested access. If the ID card is lost, then the student has to lodge a police complaint and provide a copy of the FIR based on which a duplicate ID card will be issued at an additional cost prescribed from time to time.
7. Use of cell phones in the classroom is not permitted. Any student found using the cell phone in the classroom will be penalized as per the regulations in force from time to time.
8. Classrooms are fitted with LCD projectors / Smart Boards for the utility of the faculty and the student, please use them appropriately
9. Mode of Communication to students is via email /Notice Board. Students are advised to check the Website /Notice Board at least once a day and not rely on rumors or hearsay in any matter.
10. Students are requested to keep safety procedures in mind at all times. Fire extinguishers are placed in strategic areas in order to ensure the safety and welfare of everyone at SVU. Tampering with fire extinguishers or any part of the fire alarm system is a serious offence.
11. Any person resorting to physical fights will amount to ragging and appropriate action will be taken accordingly.
12. If any student during the tenure of studentship has police case on his/ her name, he/she is liable for appropriate action.
13. Any comments posted in social media, print attempting to bring disrepute to university will be viewed very seriously and will attract severe disciplinary action.
14. SVU has a zero-tolerance policy towards misbehaviour, discrimination of gender sensitivity, indulgence into unethical practices including possession and consumption of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance and any action that will bring disrepute to the University etc. by any student.
15. The Institutional Student Grievance Redressal committee will address all related issues and recommend action to the Director.
16. Entire SVU campus including premises of all schools/colleges and hostels are earmarked non-smoking zones. Possession and Consumption of alcoholic beverages / toxic materials and your presence on the campus under the influence of alcohol/ toxic material/ addictive material is a serious offence. Defaulters will be punished depending on the gravity of the act. Any student found consuming or in possession of any objectionable material will be rusticated from the hostel, college and the campus. Further, after enquiry, the student's name will be struck off from the roll of the university. The maximum punishment can be rustication.

17. As Founders of the Sponsoring body and SVU believe in Gandhian Principles, we strictly prohibit consumption of non-vegetarian food in the campus.
18. Impersonation will also lead to rustication and subsequent deletion of the student's name from the roll of the University after enquiry.
19. Students indulging in Sexual Harassment will also be liable to disciplinary action as per university norms.

Dress Code

- a) Personal grooming and dress code is very essential for self-esteem, sense of belonging and camaraderie, pride in the University and preparedness for corporate/professional careers. All students must follow the dress code applicable to them.
- b) Students are expected to maintain an appearance that is in consonance with the ethos of an educational institution.
- c) Students are required to be dressed decently (Half pants, shorts, revealing tops, short skirts, are not allowed).
- d) For all functions of the college, including seminars and conferences students are required to wear formal dress.

Punctuality

- a) Classes are expected to begin on time. Late coming is not permitted. Faculty have the authority not to allow latecomers from entering the classroom.
- b) Students are required to be present for all events of college/ SVU University, including the Convocation, Sports Day, Republic Day, Independence Day, guest lectures, compulsory workshops, and other events as intimated on the Google Classroom/ notice board/ email. Record of attendance will be kept for action. The college/ SVU reserves the right to declare compulsory attendance for any event on or off the campus. Absenteeism on events for which attendance is compulsory, will be taken seriously and will be communicated / displayed on the Google Classroom /notice board/ email from time to time and / or remark on the transcript or any other decision by the Officers of the University.
- c) Students are required to be in the city on all days of the semester. If they are leaving the city for personal or institutional work, they are required to obtain prior permission from the Course coordinator/HOD's/Directors. This applies even to those students who are representing the SVU for social, cultural, and co-curricular events.
- d) Students are requested to honor deadlines for submissions of projects, reports, assignments, forms and any other submission to the school or the faculty concerned. Do not approach faculty members and others to change or extend deadlines.
- e) SVU has a zero-tolerance policy towards misbehaviour, indulgence into unethical practices including possession and consumption of use of drugs, alcoholic drinks, harassment, violence, non-obedience, non-compliance etc. by any student.

CODE OF CONDUCT	LINE OF ACTION
<p><u>Bullying, Intimidation, and Stalking</u></p> <p>Bullying. Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended to cause physical or substantial emotional harm to another person or group.</p> <p>Intimidation. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for their physical well-being.</p> <p>Stalking. Stalking is engaging in a course of conduct, repeated acts or communication toward another person, including unauthorized following, which demonstrate either an intent to put another person in fear of bodily injury or cause the person substantial emotional distress.</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Any person resorting to such an act will amount to ragging and appropriate action will be taken accordingly</p>
<p><u>Alcohol and Other Drugs</u></p> <p>The unlawful possession, use, purchase, or distribution of alcohol, illicit drugs, controlled substances (including stimulants, depressants, narcotics, or hallucinogenic drugs), or paraphernalia—or the misuse of prescription drugs, including sharing, procuring, buying, or using in a manner different from the prescribed use, or by someone other than the person for whom it was prescribed.</p>	<p>a. Suspension from attending college till pending enquiry.</p> <p>b. Rustication from the school / campus / hostel</p>
<p><u>Assault, Endangerment, or Infliction of Physical Harm</u></p> <p>Physical restraint, assault, or any other act of violence or use of physical force against any member of the campus, or any act that threatens the use of physical force.</p>	<p>a. Suspension till pending enquiry.</p>

<p><u>Fire Safety`</u> Tampering, interference, misuse, causing damage, and/or destruction of fire safety and fire prevention equipment</p>	<p>a. Severe disciplinary action will be taken.</p>
<p><u>Discrimination, Including Harassment, Based on a Protected Class</u> Discrimination, including harassment, based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital status, medical condition, veteran status, disability, or any other legally protected classification.</p>	<p>a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel</p>
<p><u>Disorderly Conduct</u> Excessive noise, which interferes with classes, College offices or other activities; Unauthorized entry into an area or closed meeting. Conduct that restricts or prevents faculty, staff, or student employees from performing their duties, including interruption of meetings, classes, or events; Any other action(s) that result in unreasonable interference with the learning/working environment or the rights of others. Indecent Behavior</p>	<p>Severe disciplinary action will be taken.</p>

<p><u>False Representation</u> Provide false information or make misrepresentation to any College office, forgery, alteration, or unauthorized possession or use of College documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail).</p>	<p>a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel</p>
<p><u>Theft, Vandalism, or Property Damage</u> Theft, negligent, intentional, or accidental damage to personal or College property</p>	<p>a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel.</p>
<p><u>Unauthorized Entry or Access / Unauthorized Use of College Facilities or Services</u> Unauthorized entry into or presence within enclosed College buildings or areas, construction sites, and student rooms or offices, even when unlocked, is prohibited.</p>	<p>a. Suspension from attending college till pending enquiry. b. Rustication from the school / campus / hostel</p>

Weapons and Fireworks

Possession or use of firearms including rifles, shotguns, handguns, air guns, and gas-powered guns and all ammunition or hand-loading equipment, knives etc.

Possession or use fireworks, dangerous devices, chemicals, or explosives

a. Suspension from attending college till pending enquiry.

b. Rustication from the school / campus / hostel

Attendance guidelines:

- a. A student is required to monitor his /her own attendance regularly. All doubts regarding attendance should be clarified with concerned faculty within appropriate time (at the end of each class during recess or at the end of class hours of the day). If the student is marked absent even when present, he/she should immediately inform the concerned course coordinator by submitting a written application justifying his/her stand.
- b. Attendance report of all the students would be displayed on notice board on monthly basis.
- c. For All absence, prior intimation through prescribed application form is to be given to Course Coordinator. In emergency situations, intimation must be given to Course Coordinator on phone/ fax/ email within 24 hours of the absence. Any absence without written intimation will be treated as unauthorized and will be reflected in the records as such.
- d. Parents of the students shall be intimated with attendance record of their ward if the student has less than 75% attendance on regular basis through email/SMS. Students have to notify the office in case of change of any contact information of parents. Parents may be called to school to discuss the consequences of remaining absent.
- e. Students must refrain from approaching the visiting and full-time faculty members for attendance related issues and exemptions. They must submit an application to the concerned coordinator for necessary
- f. If the student remains absent due to any medical issues, he / she should submit medical certificate along with copy of all the medical reports to the office within 3 days of resuming the classes after medical leave. No certificate shall be entertained under any circumstances thereafter.
- g. Final attendance of Semester will be published on Notice board after end of classes. If the student has any issues regarding attendance will notify the Course coordinator in writing and the same will be placed before an appeal committee. The decision of the committee will be final.

Attendance % (In each Subject/s)	Remarks
75% and above	Eligible to appear for Semester End Examinations
Below 75%	Will not be allowed to give semester end examination

Exceptional cases for students having less attendance in any subject(s), will be dealt with on case-to-case basis by course coordinator .

h. **Semester Pattern:** For Semester pattern programmed the credit details are as follows:

Details	Credit	Equivalence in hrs. per week
Class room teaching	1 credit	1 hour
Lab/Tutorial/group/presentation work	1 credit	2 hours

Admission Process:

- 1) The students should fill the pre-admission form which is available on the <https://admissions.somaiya.edu/>. For admission and programme details students can refer college website <https://sksscbs.somaiya.edu/en/admission/undergraduate?vthmstablank=vtmhs4>
- 2) Submission of Rs.500/- towards registration of undergraduate programme pre admission form and Rs.1000/- towards registration of postgraduate programme pre admission form through the online payment gateway.
- 3) A student should apply separately for each programme if desiring to fill the form for multiple programmes.
- 4) A provisional seat will be offered based on the merit and availability of seats taken together. The candidate will be communicated via email about his/her admission status.
- 5) A candidate who is offered an provisional admission needs to pay 75,000 as per stipulated admission schedule to secure the same.
- 6) 6. Payment of the First installment is through the application form portal as per the steps mentioned in offer letter. The payment of the balance fees is to be done through student myaccount portal as per the due dates displayed in the portal.

Admission Guidelines

- The College or the Management does not accept any donation or capitation fees for any admission. The admission to students is given as per the standard and transparent procedures. Any person approaching the students or parents for donation/capitation fees should be reported to the Head of Institution immediately.
- The Head of Institution reserves the right to amend or modify the rules regarding admission, as and when such amendments and guidelines are received from the UGC, the Government or the Management. The Head of Institution also reserves the right to refuse admission, if in his/her opinion; such an admission is likely to adversely affect the overall discipline of the college.
- Admission preference will be given to students who have passed the eligibility qualification in the preceding academic year.
- The final admissions will be based on the fulfilment of eligibility criteria and the merit in the qualifying examination as per the eligibility criteria.
- All admissions are on first come first serve basis.
- All the admissions are online.

- Candidate who does not pay the requisite amount as per the deadline will lose his/her claim on the offered seat during that phase.
- A candidate who has been allotted a provisional/ confirmed seat and fails to secure the same within the deadline, his/her candidature will not be considered in further rounds of that phase.
- At any point of time, candidates will not be permitted to hold two seats in college.
- A student has to submit all the relevant documents / certificates / marksheets as per the list displayed on web site.
- Non-submission of such mandatory documents after the stipulated time declared by admission department will lead to cancellation of admission of concerned student and the admission fees will NOT be refunded. If the student has submitted documents and found discrepancy during verification, the admission would be cancelled and fees will be forfeited.
- Cancellation rules are available on the website for reference.
- The admission schedule may change under unavoidable circumstances or as per directive /instructions from admitting authorities of Somaiya Vidyavihar University. The revised schedule, if any, will be notified on the website.
- Accommodation is available and will be charged separately as per the Somaiya Vidyavihar University norms.

Required Documents at the time of confirmed Admission

Following Original document(s) of the candidate whichever applicable are required for Verification by the college for his/her First Year Admission in the Academic Year 2023– 2024

Sr. No.	Document(s)
1	Provisional admission acknowledgement
2	S.S.C or Equivalent Mark-sheet
3	H.S.C / Final year diploma / Equivalent Mark-sheet
4	Bachelor Degree final semester Mark-sheet (Applicable for admission to postgraduate programme)
5	College Leaving Certificate (Applicable for admission to undergraduate programme)
6	Transfer Certificate (Applicable for admission to postgraduate programme)

7	<p>Note: Applicable for only Gujarati Linguistic Minority Candidate</p> <ul style="list-style-type: none"> • Self-declaration of the candidate in specified format <p>AND</p> <ul style="list-style-type: none"> • Certificate from respective community/samaj stating that they belong to the Gujarati Speaking Community. <p>AND</p> <ul style="list-style-type: none"> • Affidavit <p>(Click here to download Annexure 1 - Candidate who has completed 18 years of age while making the Affidavit)</p> <p>(Click here to download Annexure 2 - Candidate who has not completed 18 years of age while making the Affidavit)</p>
8	Maharashtra State Domicile Certificate, if applicable
9	Indian Nationality Certificate (If not mentioned of LC)
10	<p>Gap Certificate/ Affidavit required</p> <ul style="list-style-type: none"> • if HSC passed before 2021(Applicable for admission to undergraduate programme) • if Bachelor degree passed before 2021(Applicable for admission to postgraduate programme)
11	Equivalence Certificate / Migration Certificate of concerned Board (if student passed HSC / equivalent from other than Maharashtra Board) (Applicable for admission to undergraduate programme)
12	Candidate has to obtain the medical certificate from Somaiya Medical Diagnostic Centre, Vidyavihar
13	Aadhar Card, Two passport size Photographs of the candidate

Eligibility Criteria

Fixed eligibility criteria regarding the subjects in the qualifying examinations will be relaxed in special cases, on a case-to-case basis, with the condition that the admitted candidates take up the necessary bridge/supplementary courses necessary for effective understanding and learning in the core subjects of the admitted programme. The content and depth of the bridge courses and additional subjects in such cases will be decided by the relevant Board of Studies.

Eligibility Criteria for Undergraduate Programmes

- **Bachelor of Commerce (Accounting and Finance) / Bachelor of Commerce (Financial Market) / Bachelor of Commerce (Data Analytics) / Bachelor of Commerce (Banking and Finance)/ Honours**
 - A candidate must have passed 10+2 or equivalent examination in **Commerce/ Science** and in one or the first attempt. He must have obtained a minimum of **55% aggregate marks** for being eligible to BAF/BBF/BFM/BCom (Data Analytics) program.
 - A candidate who has passed 10+2 or equivalent examination from **IB Board** should be either IB certificate or DP awarded with **24 credits having passed 3 HL (Higher Level) (12 credits) & 3 SL (Standard Level) (9 credits) mandatorily** from any stream.
 - 5% relaxation will be given to outstanding Sports Persons at national or international level subject to the verification by the admission committee.
 - In case, mark sheet issued by the applicable Board / Institution is in percentile/s, the actual aggregate percentage of all the subjects appeared by the candidate will be taken into consideration.
 - Foreign students/candidates who have completed their (10+2) examination from Overseas Universities is eligible if they meet the eligibility requirements as prescribed by the various statutory bodies in India and if they get an '**Equivalency Certificate**' for certain qualifications from the Association of Indian Universities, New Delhi.
 - Candidates above 21 years of age are not eligible to apply. A 5 year relaxation is permitted for differently abled and 3 years for women students.
 - Those candidates who have passed, or, are appearing for 10+2 examination from a Board/University where Grade Point Average is given, such candidates must produce in writing from the Board/University concerned, the equivalent percentage for the GPA /CGPA obtained.
 - Candidate whose final mark sheet is not available at the time of admission is required to submit internet copy of result duly attested by Principal of the school / college, failing which candidate will not be admitted for the program.
 - Only single mark sheet with all compulsory subjects taken and passed in only one and the first attempt is mandatory, no compartmentalized mark sheet will be considered.
 - Candidate will not be eligible if any subject is marked as ungraded/fail in marksheet/grade sheet.
 - Candidates appearing for their final 10+2 or equivalent examination can also apply provided they must obtain the required minimum cut off marks and also produce the entire necessary Documents, in original, within the given stipulated time.
 - **Equivalency Certificate**- It is issued for the students having obtained their degrees from Foreign accredited/approved/ recognized institutes.

● Bachelor of Business Administration/Bachelor of Business Management

/(Honours)

- Passed a 10+2 or equivalent examination in Commerce/Science/Arts/ Diploma in Engineering in first attempt.
- Obtained a minimum of 55% aggregate marks for being eligible to the BBA/BBA (Honors)/BBM.
- Appeared for Somaiya Vidyavihar University Entrance test (SVUET- 2024) or MAH-B. BBA/BBM CET 2024 and should obtain a non-zero positive score.
- If passed 10+2 or equivalent examination from IB Board, should be either IB certificate or DP awarded with 24 credits having passed 3 HL (Higher Level) (12 credits) & 3 SL (Standard Level) (9 credits) mandatorily from any stream.
- 5% relaxation to outstanding Sports Persons at national or international level, subject to the verification by the admission committee of the university.
- In case, the marksheet issued by the applicable Board / Institution is in percentile/s, the actual aggregate percentage of all the subjects appeared by the candidate will be taken into consideration.
- Foreign students/candidates who have completed their (10+2) examination from Overseas Universities are eligible if they meet the eligibility requirements as prescribed by the various statutory bodies in India and if they get an 'Equivalency Certificate' for certain qualifications from the Association of Indian Universities, New Delhi.
- Candidates above 21 years of age are not eligible to apply. A 5-year relaxation is permitted for differently abled and 3 years for women students.
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- Candidates whose final mark sheet is not available at the time of admission is
- required to submit an internet copy of the result duly attested by the Principal of the school / college, failing which candidate will not be admitted for the program.
- Only a single mark sheet with all compulsory subjects taken and passed in only one and the first attempt is mandatory, no compartmentalized mark sheet will be considered.
- Candidates will not be eligible if any subject is marked as ungraded/fail in marksheet / grade sheet.
- Candidates appearing for their final 10+2 or equivalent examination can also apply provided they must obtain the required minimum cut off marks and also produce the entire necessary Documents, in original, within the given stipulated time.
- Equivalency Certificate - It is issued for the students having obtained their degrees from Foreign accredited/approved/ recognized institutes.
- Any other criterion declared from time to time by the admitting authority- Somaiya Vidyavihar University, Mumbai .

Eligibility Criteria for Postgraduate Programmes

- Provision to relaxation of eligibility criteria on case to case basis
- Fixed eligibility criteria regarding the subjects in the qualifying examinations will be relaxed in special cases, on a case-to-case basis, with the condition that the admitted candidates take up the necessary bridge/supplementary courses necessary for effective understanding and learning in the core subjects of the admitted programme. The content and depth of the bridge courses and additional subjects in such cases will be decided by the relevant Board of Studies

Master of Commerce Business Management/ Master of Commerce Banking and Finance/ Master of Commerce Accounting and Finance

Any student who has passed B.Com(Honours) /B.Com /B.B.I / B.F.M / B.A.F / B.M.S / B.B.A(Honours) / B.B.A / B.A(Economics) with minimum 50% marks from any recognized university shall be eligible for apply for admission.

OR

Any student who has passed B.Com(Honours) / B.Com / B.B.I / B.F.M / B.A.F / B.M.S / B.B.A(Honours) / B.B.A / B.A(Economics) with minimum 5 Grade Points/ B Grade under 7 grading point system or minimum 6 Grade points/ C Grade under 10 grading point system

- 5% relaxation will be given to outstanding Sports Persons at national or international level subject to the verification by the admission committee.
- Candidates appearing for their final year graduation examination can also apply provided they must obtain the required minimum cut off marks and also produce the entire necessary Documents, in original, within the given stipulated time.
- For international students
- 10+2+3 years of education
- Medium of Instruction should be English/ studied English at the graduation level/ English Proficiency certificate of TOEFL (minimum 70) or IELTS (minimum 6 band)
- The candidate should have studied Mathematics at school level. It is not applicable for Candidates applying for M.Com in Business Management.
- The candidate should have studied subjects related to commerce at the Graduation level with minimum 60% marks in case of B. Com (Honours) or 65% in any other degree.

PhD programme for Commerce and Business Studies

Program Overview

The PhD program develops scholars capable of conducting high-quality research in commerce and business studies. The program includes coursework, research proposal development, and thesis writing.

Key Requirements

- Admission: A Master's degree, entrance test score (if applicable), SOP, research proposal, and interview.
- Coursework: Research Methodology, Business Theories, Electives (Finance, Marketing, HR), and Academic Writing.
- Research Proposal: Submission within the first year, requiring approval from the Doctoral Advisory Committee (DAC).
- Thesis Submission: Original research work following university guidelines, including a plagiarism check.
- Publication: Journal publication before thesis submission as per SVU guidelines.

Provision to relaxation of eligibility criteria on case-to-case basis

Fixed eligibility criteria regarding the subjects in the qualifying examinations will be relaxed in special cases, on a case-to-case basis, with the condition that the admitted candidates take up the necessary bridge/supplementary courses necessary for effective understanding and learning in the core subjects of the admitted programme. The content and depth of the bridge courses and additional subjects in such cases will be decided by the relevant Board of Studies.

Cancellation Policy and Refund Policy:

A full refund of 100% of the fees will be issued if the admission is canceled on or before August 14, 2025, or as per the University Grants Commission (UGC) cancellation policy 2025, whichever is earlier.

Academic Break

After commencement of any programme, if a student wants to take a break for certain valid reason, then he/she can do so as per the following norms:

- The academic break can be granted to any student by HOI and the maximum period for an academic break is one year only. This will be based on HOI getting convinced of the reason for academic break

Eligibility for academic break:

- Serious personal medical reasons involving hospitalization, if required and supported by documents.
- Serious 'family' related issues.
- Financial constraints.
 - The HOI will approve the academic break and forward the application of the student to admission department for necessary process.
 - The academic break can be granted to any student at best twice during the programme as long as the total period of academic break is not exceeding one year and not exceeding the validity period of that programme.
- Payment of Fees for the academic break: If the student has informed the HOI regarding academic break before the commencement of the relevant year and not paid the total fee for that year, then if his academic break is granted, he can pay the total fee (100%) prevalent at that time when he seeks re-admission.
- If a student wants to take academic break after the commencement of the academic year, but he has not attended the classes and if the fee is not paid, then while seeking re-admission he has to pay the total fee (100%) plus 25% of the total fee as readmission fee to continue his studentship.

- If the student has paid the total fee for the entire year and then sought the academic break after commencement of that academic year in the middle of semester again, then he has to pay 25% of the total fee prevalent at that time, towards re-admission in subsequent year.

Academic break	Fees to be paid at the time of admission after academic break
Informed before the commencement of the year	100% total fee prevalent.
Informed after commencement, not attended classes and fees not paid.	100% total fee + 25% readmission (prevalent).
Informed during the semester / trimester fees not paid for current year.	100% total fee + 25% readmission (prevalent).
Informed during the academic year and fees paid for that year.	25% of total fees as readmission fee prevalent that year.

List of Departments and Head of Departments

Sr.No.	Name of Department	Name of Head of Department	Programme Name	Programme Co-ordinator	Email ID
1.	Commerce	Dr. Bhavana Jangale	BCom (Spec. in Data Analytics)	Dr. Bhavana Jangale	bhavana@somaiya.edu
			MCom (Business Management)		
2.	Accounting & Finance	CA Muskan Kukreja	BCom(A & F)	CA Muskan Kukreja	muskan@somaiya.edu
			MCom (A & F)		
			BCom (FM)	Dr. Bhavana Patil	bhavana@somaiya.edu
			BCom (B & F)	Mr. Fenil Dedhia	fenil@somaiya.edu
			MCom (B & F)		
3.	Business Studies	Dr. Aparna Jain	BBA	CA Sandeep Gupta	sandeep.gupta@somaiya.edu
			BBM	Ms, Monika Rathod	monika.j@somaiya.edu

Minor Elective Offered for Academic Year 2025-26

Sr.No.	Name of Minor Programme	Course Name (First Year)
1.	<p>Minor Programme in Accounting</p> <p>Accounting plays a vital role in running a business because it helps one track income and expenditures, ensure statutory compliance, and provide investors, management, and government with quantitative financial information which can be used in making business decisions. Keeping in mind that numbers are used in every area of business and in every industry, we are offering a Minor programme in Accounting.</p> <p>This Minor programme in Accounting aims at providing the student with a sound knowledge in the basic concepts of accounting so as to complement their existing disciplinary knowledge, enrich their educational experience, enable them to make better financial decisions, and expand their career opportunities.</p>	<p>1. Financial Accounting (Sem I)</p> <p>2. Corporate Accounting (Sem II)</p>
2.	<p>Minor Programme in Finance</p> <p>Finance deals with the methods and means of how companies, individuals, and the governments acquire money (capital) when the need arises and how this capital is managed in the most efficient manner. In order to improve the students' understanding of the importance and complexity of managing finance in today's world, a Minor programme in Finance is being offered.</p> <p>The Minor programme in Finance aims at providing the student with a sound knowledge in the basic concepts of finance so as to complement their existing disciplinary knowledge, enrich their educational experience, enable them to understand about sources and utilisation of capital, and expand their career opportunities. It will also give students an opportunity to learn more about investments and quantitative applications in finance.</p>	<p>Introduction to Corporate Finance (Sem I)</p> <p>Advanced Corporate Finance (Sem II)</p>
3.	<p>Minor Programme in Taxation</p> <p>Taxation is the most important and effective instrument to activate and mobilise savings in an economy. Taxation is omni-present at global level. A deep understanding of tax regime helps in developing tax planning strategies which are typically employed to help a business achieve their financial and business goals. This Minor programme in Taxation aims at providing the student with a sound knowledge in the basic concepts of taxation - Direct as well as Indirect, preparation and filing of returns etc. so as to complement their existing disciplinary knowledge, enrich their educational experience and expand their career opportunities.</p>	<p>1. Direct Tax I (Sem I)</p> <p>2. Indirect Tax I (Sem II)</p>
4.	<p>Minor Programme in Banking</p> <p>Banking Services are omnipresent in today's scenario from individual to organisation level. A deep understanding of Banking and Banking services provides impetus to Financial Literacy in an economy. Banking in the 21st Century brings a whole new set of challenges and opportunities.</p>	<p>New Age Marketing (Sem I)</p>

	<p>The rise of the digital age, omni-channel transactions and increasing expectations around customer experience make this field a crucial part of today's commerce. This minor degree in Banking will give students an opportunity to learn about banking system, its operation, banking services etc. to complement their existing disciplinary knowledge, enrich their educational experience, and expand their career opportunities.</p>	Urban and Rural marketing (Sem II)
5.	<p>Minor Programme in Financial Market</p> <p>Financial Market is a market where people trade in stocks, debentures, bonds and other financial securities. It plays a crucial and important role in the country's economy by exchanging financial instruments and financial securities.</p> <p>Such markets act as an intermediary between savers and investors. This minor degree of Financial Market aims to introduce students to the financial system, financial alternatives, financial markets and financial services available in the market to complement their existing disciplinary knowledge, enrich their educational experience, enable them to make better financial decisions, and expand their career opportunities.</p>	<p>1. Crisis and Change Management (Sem I)</p> <p>2. Organizational Behaviour & Human Resource Management (Sem II)</p>
6.	<p>Minor Programme in Marketing</p> <p>The course is designed to provide the understanding of marketing and advertising concepts to students from different streams and the intricacies of Urban and rural marketing.</p> <p>The course intends to provide a broad understanding of the following:-</p> <ul style="list-style-type: none"> · Basic concepts of marketing and marketing in the current times · Modern marketing concepts, evolution of brand and current trends · Digital marketing and role of social media in driving the young consumers · Evolved channels and ideas of marketing a product/brand · Introduction to the ad-world and mass communication methods · Impact of visual medium and its acceptance · Creative ideas and application of tools and technique to enhance the impact. · Retail strategies and Rural marketing strategies. <p>The course intends to give students the edge and confidence to use marketing tools and techniques to better understand the link between product and people. It will also enable them to market themselves and their skill set in their other endeavours.</p>	<p>1. Introduction to Financial Systems and services (Sem I)</p> <p>2. Introduction to Capital Markets (Sem II)</p>
7.	<p>Minor Programme in Management</p> <p>The course is designed to provide the understanding of management concepts to students from different streams. The course intends to provide a broad understanding of the following:-</p> <ul style="list-style-type: none"> Classical and modern management concepts Management theories to resolve modern corporate problem Learning from 21st century crisis Management of crisis and reducing its impact in the world Role of Crisis management teams in preventive and progressive strategy Theories of change management <p>The program will enable the students to apply management concepts in various domains of their curriculum. Learning is in the form of case</p>	<p>1. Banking & Financial Services (Sem I)</p> <p>2. Financial Market & Institution (Sem II)</p>

	studies, class discussion, current development and relevant business and current world problems.	
8.	<p>Minor in Economics</p> <p>A minor in economics enhances the academic capabilities through understanding economic concepts and its application in the real world.</p> <p>Minor in economics finds a number of opportunities with the help of behavioural economics, public finance, financial economics, business development and infrastructure economics , oriented towards banking, finance, markets, economic research and industry.</p> <p>It expands the knowledge in economics along with your major discipline of commerce and business studies</p>	<p>1. Behavioral Economics (Sem I)</p> <p>2. Public Finance (Sem II)</p>

Guidelines for Computer/IT/Media Laboratory

- 1) Time Table Committee in coordination of Coordinators of the programmes takes care of effective, punctual engagement of practicals.
- 2) Before entering the lab, the student should carry the following things (MANDATORY)
 - a. Identity card issued by the college.
 - b. Lab observation book
 - c. Lab Manual
 - d. Lab Record
- 3) Students, who are late more than 15 min., will not be allowed to attend the lab practical.
- 4) Students are not allowed to use mobile phones during the practical.
- 5) All bags must be left at the indicated place.
- 6) Refer to the lab staff if you need any help in using the lab.
- 7) Students should write their details like Name, Class, In-Out time, Computer number etc in the register as and when they enter the computer lab or leave the computer lab.
- 8) Students should familiarize themselves with computer lab timings and rules and regulations displayed on the notice boards from time to time.
- 9) A student is NOT allowed to work in the computer lab when he/she has a lecture session.
- 10) Workspace must be kept clean and tidy after practical is completed. 11. Students are not supposed to use pen drives etc. without permission of the lab- in charge.
- 11) The computer lab is expected to be used only for academic purposes. Visiting internet sites that are unethical and NOT for academic purposes are strictly prohibited.
- 12) Students are instructed to switch off the computer, lights and fans while leaving the lab.
- 13) Following instructions, students are required to follow during the sessions -
 - a. Follow the faculties instructions carefully.
 - b. Contribute constructively in the lab session.

Library Manual

The Library is dedicated to serving the academic and informational needs of students, faculties, and staff members at the institution. It is located in the Aurobindo Building and spans two floors, with a total size of 835 square meters, with seats for over 100 people.

The Main Library is located on the third floor and includes a well-equipped Reference Section and Reading Area spanning 493 square meters. It provides a calm and resource-rich setting for study and research. The Circulation Section, which occupies 342 square meters on the first floor, which consists of open reading space & circulation services.

In addition to its physical resources, the library provides seamless online access to a wide range of open access resources, including e-books, e-journals, theses, dissertations, and audio-visual materials.

To ensure uninterrupted academic support, the library extends remote access facilities, enabling users to access digital resources from anywhere using their SVV Net ID credentials. This integrated service strengthens the learning experience by keeping the users connected to the library's rich collection beyond the campus boundaries.

General Rules:

- Borrowing entitlement: Three books for Seven days. One time renewal is possible if the book is not in demand.
- To maintain the appropriate cycle of circulation, a fine will be charged of Rs. 05/- per day after the due date (Please note the fine is calculated excluding the holidays)
- Online Payment of the fine facility through done by SVV NET ID.
- As per the Institute's administration only the account section of the office has the right to collect all library overdue fines. Library does not collect any refundable advance amount as an overdue fine from students.
- Access to the Library is warmly extended to all, if users kindly adhere to our Rules and Regulations
- I-Card is compulsory for all the users entering the library.
- Students must dress appropriately when visiting the library to create a courteous and welcoming atmosphere for all.
- Library users shall deposit their bags and belongings at Baggage Counter. For the safety of your belongings, we kindly request that bags and personal items not be left unattended. Please note that the library cannot assume responsibility for any loss or damage to personal property.
- Strict silence and discipline should be maintained within the library.
- Mobile phones may only be used for educational purposes in the library.
- To ensure comfortable environments for all, use of personal audio devices is not

allowed within the library.

- Consumption of food and beverages is not permitted in the library,
- Books removed from the shelves should not be re-shelved by the user. It should be handed over to the Library Staff.
- Library material should be handled with utmost care. Nobody should write, damage, or make any mark on any of the library materials.
- Tearing of pages from books and newspapers is strictly prohibited.
- The students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- No photograph of the library shall be taken without the prior permission of the Librarian.
- Data accessed from the library's electronic resources is intended solely for teaching, research, personal educational development, Use of this data for sharing purpose outside the campus or commercial use is not permitted and will lead to copyright issue. The library reserves the right to recall back any issued book/item before the due date if necessary.

Library Hours:

The library remains open on all the working days except holidays as notified by the college.

Reference Section (3rd Floor)

Monday to Friday : 08:00 a.m. to 06:00 p.m. Lunch Break : 01.00 p.m. to 01.30 p.m.

Circulation Section (1st Floor Open Library)

Monday to Friday : 08:00 a.m. to 08:00 p.m. Lunch Break : 01.00 p.m. to 01.30 p.m.

Ø Library Services:

· In addition to regular services like book lending, reference support, and reading room access, the library offers online information resources, current awareness services, and research support tools. Remote access to e-resources, an online public access catalogue (OPAC), and plagiarism detection services all help to improve academic research and integrity.

· With a dedication to user-centric services, the library continually organises orientation programs, training sessions, and information literacy workshops to assist users in making the best use of the resources and staying up to date on the newest advancements in their fields of study.

· Other services offered by the library include access to previous years' question papers, a dedicated Book of the Month feature to promote reading habits, and a range

of continuous, student-centric initiatives designed to support academic growth, research needs, and overall intellectual development.

➤ **Inter Library Loan (Global Common Circulation):**

- Global Common Circulation (GCC) is adopted for the campus libraries by which any student, faculty or staff members belonging to any of Somaiya Institution can avail the
- Our students can also avail library facility of other Somaiya Institutions.
- One book can be issued for a period of 7 days.
- If the users have not returned the book on the due date, Fine will be charged for Rs.10/- per day for 7th days and from 8th day it starts for Rs. 12/- per day will be charged.

WebOPAC

- The library catalogue lists the books and other materials on Web OPAC.
- Students Can search, Renew and Reserve the Books through this Link (opac.somaiya.edu)
- All users are provided with Somaiya Vidyavihar SVV Net ID which is used for accessing internet, Wi-Fi, and Web OPAC.

Online E- Databases/E-Resources:

- E- Databases Provides information regarding E-Books, E-Journals, Thesis and Dissertations, audio-videos, Conference Proceedings etc.
- These Databases are Subscribed by Somaiya Vidyavihar University Campus
- The databases are available for students and faculty members on one platform through Remote-Xs.
- URL: library.somaiya.edu and then login with your mail ID provided by Somaiya.
- EBSCO Discovery service. <http://search.ebscohost.com.library.somaiya.edu/>

➤ **Open Access Resources:**

- Directory Of Open Access Books: <https://www.doabooks.org/>
- Open Knowledge Repository: <https://openknowledge.worldbank.org/>
- E-PG Pathshala: <http://epgp.inflibnet.ac.in/>
- National Digital Library of India: <https://ndl.iitkgp.ac.in/>
- PDF Drive: <https://www.pdfdrive.com/>
- Directory Of Open Access Journals: <https://www.doaj.org/>

Examination Rules & Regulations

SECTION	PARTICULAR
1	<u>Roll numbers and examination seat numbers</u>
2	<u>Grading System</u>
3	<u>Grade Table</u>
4	<u>Computation of SGPI, CGPI and YPI</u>

1	Roll numbers and examination seat numbers		
	A	Examination seat number shall be roll number and it shall be 11 digits	
	B	The role numbers shall be as per the norms of the SVU	
		i	The first two digits – college/school code
		ii	Third and fourth digit – programme type code

		iii	Fifth and sixth digit – programme / degree / department / branch code
		iv	Seventh and eight-digit – year of admission to the programme
		v	Ninth, tenth and eleventh digit – roll call – roll number
	C	Once the roll number is issued it will not be changed and shall remain as the examination seat number for all examination records	
	D	The roll no and examination seat number are the same and shall change	
		i	If the existing student changes programme/degree/department/branch then the ninth digit will be – 9
		ii	If the student is admitted with lateral entry to the second year - then the ninth digit will be – 8
		lii	If the student is admitted with lateral entry to the third year - then the ninth digit will be – 7

		iv	If the student is admitted with lateral entry to the fourth year - then the ninth digit will be – 6
		v	If the students admitted by lateral entry to any year are more than 99 then as a special case the ninth digit will be – 5 and 4
	E		If the student takes admission with a gap or as a dropout student in the subsequent year of the same programme/degree/department/branch the roll number and hence the examination seat number shall remain the same
	F		Roll number shall be the identification for all administrative and financial matters and examination seat number which is a roll number itself will be identification for all examinations
	G		Among all colleges/institutions / schools/centres the roll number and hence examination seat number shall be unique and shall remain as the only distinctive identification
	H		No other type of number, roll call number, serial number, seat number etc. shall be issued
	I		The roll number shall be issued by the admin office of the college/University and shall be entered in SVV IT links for student registration, I-card etc.

2	Applicability of Grading System		
	A		The guidelines followed shall be as per UGC for applicability of grading system to all types of programmes - undergraduate and postgraduate level degree, diploma and certificate part-time / full-time programmes under the credit system awarded by the SVU
	B		Standard definitions relevant to credit and grading system
		i	Academic Year: Two consecutive (one odd + one even) semesters each of

			90 days duration constitute one academic year.
		ii	Credit Based Grading System (CBGS): In the CBGS performance in each subject/course/paper is measured/evaluated by assigning number and letter grades as per the grade table
		iii	Choice Based Credit System (CBCS): The CBCS provides choices for students to select from the prescribed courses (core, elective, minor, soft skill courses etc.)

		iv	Course: Usually referred to, as ‘subject or papers’ is a component of a programme. All courses need not carry the same credits. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/laboratory work/ field work/ outreach activities/ project work/ vocational training/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these
		v	Credit-Based Grading System (CBGS): Under the CBGS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of the number of credits to be completed by the students
		vi	Credit Point: It is the product of grade point and the number of credits for a course
		vii	Credit: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/fieldwork per week. This ratio may be different for specific subjects/courses/papers or for the specific type of programmes or programmes
		viii	Cumulative Grade Point Index (CGPI) or Cumulative Grade Point Average (CGPA): It is a measure of the overall cumulative performance of a student’s overall semesters. The CGPI is the ratio of total credit points secured by a student in various subjects/courses/papers in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
		ix	Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale
		x	Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, P and FF. Letters XX is for absent and UM is for unfair means.
		xi	Programme: An educational programme leading to the award of a degree, diploma or certificate
		xii	Semester Grade Point Index (SGPI) or Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is

			ratio of total credit points secured by a student in various subjects/courses/papers registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
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		xiii	Yearly Grade Point Index (YPI) or Yearly Grade Point Average (YGPA): It is a measure of performance of work done in an academic year. It is the ratio of total credit points secured by a student in various courses registered in semesters in an academic year and the total course credits taken during those semesters of that academic year. It shall be rounded off as per the standard rounding off rule and shall be expressed up to two decimal places .
		xiv	Semester: Each semester shall consist of 15-18 weeks of academic work equivalent to 90 days for teaching/learning, continuous assessment, co curricular and extra-curricular activities. The odd semester shall be scheduled from June to October and even semester from November to April.
		xv	Open day: As per rules and regulations of an open day for all ESE theory papers/subjects/courses there will be an open day and the students can see the assessed theory papers
		xvi	Reverification / reassessment: Students can apply for re-verification and/or reassessment as per the rules and regulations
		xvii	Grade Card or mark list and Transcript: Based on the grades earned, a grade certificate shall be issued to all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPI of that semester and CGPI earned till that semester. Based on the grade card the students shall be issued transcripts against fee and application in prescribed format either online or offline mode.
		xviii	Degree certificate/certificate: The degree certificate/certificate shall be issued to the successful students in convocation organised by the university in every academic year in December /January. The CGPI and average % of marks shall be mentioned in the degree certificate/certificate. The Final Grade shall be mentioned in the degree certificate/certificate.

3	Grade table		
	A	Grade table for 40% overall passing	
		i	The grade table shall be as per the UGC guidelines on adoption of choice based credit system from time to time

		ii	The grade table for individual constituent college and university shall be uploaded on the website
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% Marks	Grade Point	Grade	Performance
80 and above	10	O	Outstanding
70-79.99	9	A+	Excellent
60-69.99	8	A	Very Good
55-59.99	7	B+	Good
50-54.99	6	B	Above Average
45-49.99	5	C	Average
40-44.99	4	D	Pass
Less than 40.00	0	FF	Unsuccessful
XX	ABSENT		
UM	UNFAIR MEANS		

4 Computation of SGPI, CGPI and YPI			
A	The SVU recommends as per UGC guidelines the following procedure to compute the Semester Grade Point Index (SGPI), Cumulative Grade Point Index (CGPI) and Yearly Performance Index (YPI)		
B	i	<p>The SGPI is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.</p> $\text{SGPI (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$ <p>where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course. SGPI is Semester Grade Point Average (SGPA)</p>	
	ii	The CGPI is also calculated in the same manner taking into account all the	

		<p>courses undergone by a student over all the semesters of a programme, i.e. $\text{CGPI} = \frac{\sum(C_i \times S_i)}{\sum C_i}$</p> <p>where S_i is the SGPI of the i^{th} semester and C_i is the total number of credits in that semester. CGPI is Cumulative Grade Point Average (CGPA)</p>	
	ii	The SGPI and CGPI shall be rounded off to 2 decimal points and shall be reported in the grade card, certificate and transcripts.	

		IV	<p>The YPI i.e. Yearly Performance Index shall be given based on the performance in odd and even semesters in one academic year. In case of trimester system it shall be of three semesters.</p> <p>The YPI is also calculated in the same manner taking into account all the courses undergone by a student over odd and even semesters in one academic year or in case of trimester three semesters</p> <p>YPI = $\Sigma(C_i \times S_i) / \Sigma C_i$</p> <p>where S_i is the SGPI of the i^{th} semester and C_i is the total number of credits in that semester. YPI is Yearly Performance Average (YPA)</p>
		V	SGPI, CGPI and YPI will be calculated up to two digits and will be rounded off as per standard rounding off rule
	C	Mark list format	
		I	Based on the UGC guidelines and as defined in this section for letter grades, grade points and SGPI, YPI and CCPI, the SVU shall issue the mark list for each semester and a consolidated mark list of final semester in which the performance in all semesters shall be mentioned. In semester mark list % marks shall be mentioned and in final mark list average % marks shall be mentioned.

5	Attendance Rules		
	A	The University prescribes a minimum of 75% of attendance and it is on academic year or semester basis as defined by the individual constituent colleges	
	B	Attendance shall be calculated from the date the college reopens at the beginning of the new academic session i.e. semester	
	C	The individual constituent units shall further display their own rules and regulations relevant to the attendance	
	D	Special concessions for attendance	
		i	Student is required to represent the college in competitive games, athletics, cultural activities, debates, etc. sponsored by the college
		a	The student shall fill the requisite attendance concession form in prescribed format for attendance concession and get it approved from the Dean/HOI/college authorities well in advance.
		b	The attendance committee/coordinator should account absence from class of said student in the attendance record

		ii	Exemption from attendance for other reasons may be granted as per norms only in extraordinary circumstances, and only when permitted by the Dean/HOI in writing. Such permission must be obtained well in advance.
		a	The student shall fill the requisite attendance concession form in prescribed format for attendance concession and get it approved from the HOI/college authorities
		b	The attendance committee/coordinator should account absence from class of said student in the attendance record
		iii	The Dean/HOI may consider, on the basis of the Medical Certificates produced, exceptionally hard cases of students who had fallen seriously

			ill or had met with an accident during the year disabling from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide on case to case basis on its own merits.
		a	The student shall fill the requisite attendance concession form in prescribed format for attendance concession and get it approved from the Dean/HOI/college authorities
		b	The attendance committee/coordinator should account absence from class of said student in the attendance record
		c	Application for leave of absence / attendance concession due to sickness / hospitalization must be supported by a Medical and Fitness Certificate from a recognized Medical Practitioner, which should reach the HOI/attendance committee of the college within a three working days of re-joining the college upon the expiry of leave. Medical and fitness certificates received thereafter shall not be entertained.
		iv	In the case of a married woman student who is granted maternity leave, in calculating the total number of lectures delivered in the college or in the University, as the case may be, for her course of study in each academic year, the number of lectures in each subject delivered during the period of her maternity leave shall not be taken into account but such students will be required to complete the duration of the course as regular students as required in the Ordinance and the students will be permitted to submit the thesis or to take the written examination, as the case may be, in January instead of August that year.

		a	The student shall fill the requisite attendance concession form in prescribed format for attendance concession and get it approved from the HOI/college authorities
		b	The attendance committee/coordinator should account absence from class of said student in the attendance record
		v	The benefit of exclusion of lectures contemplated in above categories, either separately or jointly, shall in no case exceed 1/3 of the total number of teaching learning sessions delivered
		vi	The Dean/HOI/college authorities can give relaxation in attendance as a special / exceptional cases forwarded by the attendance committee / in charge exam cell
		vii	The very special / exceptional cases which are not covered in attendance rules shall be forwarded to vice chancellor on case to case to basis
	E	Rules for defaulters	

		i	Students who do not fulfil the required attendance will not be allowed to appear for the semester end examinations.
		ii	The Dean/HOI/college authorities shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.
	F	If any student approaches for consideration about the attendance under any category of absenteeism to vice chancellor then the decision of VC shall be considered as final	
	G	There shall be separate rules and regulation for attendance for in semester/test/mid-semester examination/IA/online examination and shall be notified by Dean/HOI/college authorities/attendance in-charge of the constituent colleges	
	H	It is mandatory for the individual constituent college to notify/display the rules and regulations for attendance for all programmes	
	I	It is preferred to have online system to record the attendance and the attendance display shall be done on monthly basis	
	J	The details of attendance can be accessible from remote end / web based for concerned students/parents/guardians/college authorities	

	K	The attendance committee shall ensure that at least two times the attendance is displayed/notified to the students during one semester/term and shall warn/intimate the defaulters or probable defaulter students and parents/guardians which shall be documented with necessary proofs
	L	There can be separate rules and regulations for attendance for PwD or special students. The constituent college shall prepare such rules and regulations and get it approved in BOE
	M	There shall be College Attendance Monitoring Committee (CAMC) at college level
	N	The constituent colleges Dean/HOIs/Chairperson BOS/attendance committee/in charge examination cell shall take independently decision at any level as per the attendance rules and regulations of the college. They are empowered to take such decisions.
	O	Dean/HOI/Attendance committee shall see that all norms/rules/regulations approved in BOE are notified on college website and all stake holders are educated and made aware of the same from time to time. Any changes in the norms shall be approved in BOE and shall be notified to all stake holders.
	P	There shall be University Attendance Monitoring Committee (UAMC) at SVU level which shall take review from time to time of the system of attendance monitoring of the colleges and shall help wherever necessary but shall not have any decision power. The committee shall prepare annual report on

		attendance recording and monitoring for the SVU.
	Q	Under certain unavoidable circumstances such as natural calamity etc. there is a loss of the term period then the attendance rules and regulations may be amended for the specific term/academic year and in such case, it shall be approved in the BOE
	R	The constituent colleges shall prepare their rules and regulations for attendance as per the guidelines of section 10 of SVU examination manual and it shall be approved in BOE

6	Declaration of regular/Supplementary/KT ESE examinations results	
	A	The RMAC (Result Moderation and Approval committee) shall approve the result gazette by signing with date on the stamped gazette and the blue colour stamp shall be used for RMAC
	B	The ESC(Examination Standing Committee) shall approve the result gazette by signing with date on the stamped gazette and the green colour stamp shall be used for ESC
	C	The approved gazette pdf file shall be shared/sent to students via email or on an intranet or using website link of college or SVU
	D	There shall be a record of all attributes like day/date/time/the person who uploaded/ etc. relevant to uploading of the result gazette and shall be maintained online as a permanent records
	E	Once the gazette is displayed there shall not be any changes made in the result gazette but if the gazette itself was with unidentified or identified errors then it shall be referred to UMC . Once the UMC investigations are done new gazette shall be uploaded with necessary corrections/modifications and students shall be informed in such case from time to time via notifications.

7	Supplementary and KT ESE examination	
	A	There shall be no supplementary ESE examination for the odd semester in case of two semester pattern
	B	There shall be KT ESE examination for the odd semester in case of two

		semester pattern along with even semester regular ESE examination
	C	There is no grade penalty if the students passes the ESE examination in KT or supplementary or re-examination
	D	There shall be supplementary examination for the even semester in case of two semester pattern
	E	There shall not be KT examination for even semester along with regular odd semester examination in case of two semester pattern
	F	The rules for supplementary ESE examination in case of trimester system shall be as notified by the constituent college and shall get approved in BOE
	G	Only regular students are eligible to give supplementary examination

	H	Students writing KT examination are not eligible for supplementary ESE examination
	I	The supplementary examination time table shall be notified at least six weeks before the starting date of supplementary examination
	J	The supplementary ESE examination shall be held for all subjects / courses / papers which are head of passing as per the syllabus credit and examination scheme
	K	There shall be no grade improvement examination
	L	The student who want to appear for the supplementary ESE examination shall apply to exam cell as per the notification
	M	All the regular ESE examination relevant processes and rules and regulations shall be applicable for the supplementary examination
	N	There shall be open day for supplementary examination and all the rules and regulations of regular ESE examination of open day shall be applicable for supplementary examination open day
	O	Re-examination shall be held under specific conditions and the rules for re examination shall be as per section 45 of SVU examination manual
	P	The college can have their own rules and regulations for supplementary examination as per the guidelines of section 33 of SVU examination manual and shall be approved in BOE

8	Scheme for continuous assessment (CA) and ends semester examination(ESE)	
	A	The ratio or proportion of evaluation components CA and ESE compared to total marks of theory subject/paper/course may vary from the programme to programme
	i	CA to ESE proportion shall be 30% and 70%

	ii	CA to ESE proportion shall be 40% and 60%
	iii	CA to ESE proportion shall be 50% and 50%
	iv	CA to ESE proportion shall be mentioned in syllabus credit and examination scheme
	v	The individual constituent college shall decide on the CA to ESE proportion and which shall be as approved in BOE

		vi	The rules and regulation of execution of CA and Re-CA shall be as defined by the individual constituent colleges approved in BOE
	B	Continuous Assessment (CA)	
		i	The ratio of the ISE and IA shall be as per the syllabus credit and examination scheme of individual constituent colleges
		a	The total of ISE and IA marks shall constitute CA marks
		b	In the gazette only CA marks will be entered as total of ISE and IA as per the syllabus credit and examination scheme of individual constituent colleges
		c	No separate grade shall be allotted for CA marks as per the syllabus credit and examination scheme of individual constituent colleges
		d	If any constituent college gives separate grade for CA then it shall be mentioned in the syllabus credit and examination scheme and shall be approved in BOE
		ii	In Semester Examination (ISE)
		a	There can be two tests during semester on predefined syllabus and schedule as per the syllabus credit and examination scheme of different programmes of individual constituent colleges
		b	There can be one mid-semester examination during semester based on predefined syllabus and schedule as per the syllabus credit and examination scheme of different programmes of individual constituent colleges
		c	The scheme of two tests or one mid-semester examination shall be as defined in the syllabus credit and examination scheme of individual different programmes of constituent colleges
		d	The ISE shall be scheduled in academic calendar of individual constituent colleges and shall be executed centrally by I/C exam cell of individual constituent units
		e	The rules and regulation of execution of ISE and Re-ISE shall be as per section 34
		f	If any constituent college wants to implement certain particular system for ISE then it shall be mentioned in it shall be mentioned in syllabus credit and examination scheme and shall be approved in BOE
		iii	Internal Assessment (IA)

		a	The scheme for the IA should be displayed to the students in prescribed format at the beginning of the semester / academic year for particular subject/course/paper
		b	The types of task and assessment methodologies shall be as approved by BOS
		c	The concerned faculty of subject/course/paper shall execute this assessment with all necessary records
		d	The concerned faculty of subject/course/paper shall be authorised and responsible to do this assessment with all necessary records in consultation with BOS chairperson/HOI/DECs/I/C exam cell
		e	The rules and regulation of execution of IA and Re-IA shall be as defined in section 34
		f	If any constituent college wants to implement certain particular system for IA then it shall be mentioned in it shall be mentioned in syllabus credit and examination scheme and shall be approved in BOE
	C	There shall be two part evaluation for any subject/course/paper i.e. CA and ESE and the CA shall have further two part evaluation ISE and IA	
	D	In the gazette there shall be maximum two columns CA and ESE for theory subject/course/paper	
	E	In case of subjects/courses/papers like practical/laboratory/tutorial /seminar/project/mini-project/dissertation etc. there shall be CA- term work – TW and ESE shall be oral(O)/practical(P)/oral and practical(O and P)/seminar(S)/Presentation(P) etc.	
	F	In case of some specific subject/course/paper of specific programmes of constituent colleges there can be only CA or ESE evaluation component as defined in syllabus credit and examination scheme and approved in BOE	

9	Passing criteria for continuous assessment (CA)		
	A	Continuous assessment shall include test / mid-semester examination, internal assessment and in semester assessment as defined by the BOS in the syllabus of individual programmes	
	B	Passing criteria in CA	
		i	Minimum 40% of maximum marks
		ii	There shall be no internal and external grace marks for CA
		iii	If the student fails in CA or absent for any assessment of CA due to genuine

			reason then in such case one chance for re-assessment to all those students to be given by the concerned faculty at individual level under the guidelines of DECs/in-charge exam cell/HOD/HOI/Dean
		iv	The DECs/in-charge exam cell/HOD/HOI/Dean may schedule the such evaluation before the end of semester or before the ESE centrally for the programme
		v	Time table and evaluation scheme of such assessment CA should be displayed / notified to the concerned students at least 3 days in advance
		vi	If the student fails in CA then it will be consider as ATKT and in such case student will get an attempt during KT examination
		vii	Under very special case the one chance for re-assessment can be given after the ESE examination with approval from VC
		viii	The individual constituent units can have their own rules and regulations and it shall be mentioned in mentioned in syllabus credit and examination scheme and shall be approved in BOE.
	C	Failing in CA- term work –TW	
		i	In case of practical/laboratory/tutorial/seminar/project/mini project/dessertation etc. like subjects/courses/papers there shall be CA as term work -TW and failing in TW means the term is not granted and in such case the student shall have to repeat the term in the next academic year
		ii	The HOIs/Deans/Chairperson BOS shall look into such failure cases in TW and shall complete the evaluation / assessment with appropriate steps before the announcement of the result gazette
		iii	If the student does not attends or does not complete such steps of the evaluation / evaluation at satisfactory level to pass given as a separate/additional attempt to pass then in such case the student shall have to repeat the term in the next academic year
		iv	The individual constituent colleges can have their own rules and regulations and it shall be mentioned in mentioned in syllabus credit and examination scheme and shall be approved in BOE

10	Passing criteria for end semester examination ESE/KT/supplementary/re examination		
	A	ESE examination shall be defined in the examination scheme of syllabus of individual programmes	
	B	Passing criteria for ESE/KT/supplementary/re-examination theory examination	
		i	Minimum 40% of maximum marks
		ii	There shall be maximum five marks as internal grace marks subject to resolution by the individual examiner for individual course/paper and the said marks given subject to passing of the said examination/course/paper
		iii	The internal grace marks shall not be more than five under any

			circumstances but as a very special case it can be more than five subject to prior approval of VC
		iv	If student fails in ESE or absent then the student will get ATKT and will be given chance to appear the said course/paper during KT / supplementary examination
		v	Some programmes may have passing criteria 45% or 50%
		vi	The individual constituent units can have their own rules and regulations for passing ESE examination and it shall get approved in BOE
	C	Passing criteria for ESE/KT/supplementary/re-examination O/P/O and P/seminar/ presentation/ Project etc. examination	
		i.	Minimum 40% of maximum marks
		ii.	There shall be no internal grace marks
		iii.	If student fails in ESE or absent then the student will get ATKT and will be given chance to appear the said course/paper during KT / supplementary examination
		iv.	Some programmes may have passing criteria 45% or 50%
	D	The individual constituent units can have their own rules and regulations for passing ESE examination and it shall get approved in BOE	

11	Grace marks for regular examination/ KT /supplementary examination/re examination ESE examination			
	A	Internal grace marks		
		i	The internal grace marks shall be applicable to only theory examination/course/paper	
		ii	Only one type of grace marks shall be given either internal or external and no case both the grace marks shall be permitted	
		iii	There shall be internal maximum five marks as internal grace marks subject to resolution by the individual examiner for individual theory examination/course/paper	
		iv	The internal grace marks shall be applicable to ESE examination only and internal grace marks are given subject to passing of the said theory course/paper/examination	
		v	The internal grace marks shall not be more than five under any circumstances but as a very special case it can be more than five subject to prior approval of VC	
		vi	If student fails in ESE or absent then the student will get ATKT and will be given chance to appear the said course/paper during KT examination or supplementary examination whichever is applicable	
		vii	Internal grace marks are applicable for KT/supplementary/re examination	
		viii	The individual constituent colleges can have their own rules and	

			regulations for internal grace marks and shall be approved in BOE	
	B	External grace marks		
		i	The external grace are marks shall be applicable subject to the passing of the whole examination/semester examination	
		ii	External grace marks shall not be applicable for KT examination	
		iii	Only one type of grace marks shall be given either internal or external and no case both the grace marks shall be permitted	
		iv	The external grace marks shall be given for maximum three head of passing	
		v	The head of passing for external grace marks include all type of evaluation such as theory/practical/oral/practical and oral/presentation etc. as defined in the	

			examination scheme of the syllabus.
		vi	The total external grace marks shall be whichever is minimum of - 10% of maximum total marks of the whole examination/semester examination or 1% of the maximum marks of head of passing
		vii	For e.g. if semester total marks are 800 then maximum 8 marks internal grace marks can be given distributed in maximum three head of passing but if ESE is of 70 marks maximum 7 external grace marks can be given or if oral is of 25 marks then maximum three external grace marks shall be given
		viii	External grace marks are applicable to regular and re-examination and not applicable for KT/supplementary ESE examination
		ix	The individual constituent colleges can have their own rules and regulations for external grace marks and shall be approved in BOE

Somaiya Vidyavihar University

Name of the College: _____

Application for Transcripts

Ref. No. _____

To

The Principal/Director/IEC/Registrar/ _____

Kindly issue Transcripts and my details are as below.

Details of the student applying for Transcripts			
Name of the student (As per Mark Sheets)			
Present Address of the student (Give detailed address with pin code)			
E-mail id of the student			
Mobile No.			
Name of the Programme completed/passed/Undergoing:			
Year of Admission to Programme :		Year of completion / passing of programme:	
Roll No. (Final year):		Exam Seat No. (Final semester)	
Date of payment for transcript:		Amount paid:	
List of documents attached			
Attested mark list copy of first semester/trimester	Yes/No	Attested mark list copy of second semester/trimester	Yes/No
Attested mark list copy of third semester/trimester	Yes/No	Attested mark list copy of forth semester/trimester	Yes/No
Attested mark list copy of fifth semester/trimester	Yes/No	Attested mark list copy of sixth semester/trimester	Yes/No
Attested mark list copy of seventh semester/trimester	Yes/No	Attested mark list copy of eight / ninth semester/trimester	Yes/No
Attested copy of final year diploma mark list (wherever applicable)	Yes/No	Attested copy of degree certificate (convocation certificate)	Yes/No
Details of payment/transaction ID/copy of receipt	Yes/No		

Date:

Name and Signature of the Student/Applicant

.....

Receipt for Application (To be produced while Collecting Transcripts)

Received application from _____	Ref. No. _____
on _____. The transcripts will be issued on _____.	
Date:	Signature of Transcript Issuing Authority

Somaiya Vidyavihar University

Name of the College: _____

Ref. No.

Application for Migration Certificate

To

The Principal/Director/IEC/Registrar/_____ Kindly issue Migration Certificate and my details are as below.

Details of the student applying for Migration Certificate			
Name of the student (As per Mark Sheets)			
Present Address of the student (Give detailed address with pin code)			
E-mail id of the student			
Mobile No.			
Name of the Programme completed/passed/Undergoing:			
Year of Admission to Programme :		Year of completion / passing of programme:	
Roll No. (Final year):		Exam Seat No. (Final semester)	
Reason for applying Migration Certificate			
Date of payment for Migration Certificate:		Amount paid:	
List of documents attached			
Attested mark list copy of first semester/trimester	Yes/No	Attested mark list copy of second semester/trimester	Yes/No
Attested mark list copy of third semester/trimester	Yes/No	Attested mark list copy of forth semester/trimester	Yes/No
Attested mark list copy of fifth semester/trimester	Yes/No	Attested mark list copy of sixth semester/trimester	Yes/No
Attested mark list copy of seventh semester/trimester	Yes/No	Attested mark list copy of eight / ninth semester/trimester	Yes/No
Attested copy of HSC/12 th Standard or equivalent/final year diploma mark list (wherever applicable)	Yes/No	Attested copy of UG/PG/Ph.D degree certificate (convocation certificate)	Yes/No
Details of payment/transaction ID/ copy of receipt	Yes/No		

Date:

Name and Signature of the Student/Applicant

..... Receipt for Application (To be produced while Collecting Migration Certificate)

Received application from _____ on _____. The Migration Certificate will be issued on _____.	Ref. No.
<p>Date: _____ Signature of Migration Certificate Issuing Authority</p>	

Application reference No. _____

Application for Change/Correction in Marks/Grade Declared in the Result/Mark List
(The application should be submitted to exam cell as per the section of exam manual of the college)

Semester: _____ 20____ - _____ 20____

Name of the student		Roll No./ Exam Seat No.	
Programme:	Class FY/SY/TY/LY	Semester: I/II/III/IV/V/VI/VII/VIII	

Sr. No.	Name of the course	Description of change / correction
1.		
2.		
3.		
4.		
5.		

Date of submission of form:

Signature of the student

Note: Attach appropriate proof of result / mark list and submit form to Exam Cell

Description of change / corrections done:

Sr. No.	Name of the course	Description of change / correction done
1.		
2.		
3.		
4.		
5.		

Date of intimation to student with appropriate document / new result / new mark list:

DEC/CEC

Dean/HOI/IEC

Reference No.

To be filled by the Present and Passed Out (Alumni) Student				
Name of the student and Roll No.				
Address:				
Email:		Mobile No. /Tel. No.		
Programme:	Semester:	Branch/Course:	Division	
To be filled by the Passed Out Student (Alumni) only				
Month and Year of Admission		Month and Year of Passing		
Present status (Furnish details of present occupation etc.)				

Documents attached (if any): _____

Date: _____ **Name and Signature of student/parent/guardian** _____

Date: _____ **Signature of Authority with Comments if any** _____

Examination: _____ 20____

Application form for Re-Assessment

Examination: ESE/ _____

First name	Surname	Father's name	Mother's name
Roll NO./Exam Seat No.:	Programme:	Class: FY/SY/TY/LY	

To,
The Dean/HOI/IEC,
I would like to apply for re-assessment of answer paper for following courses of
Semester _____

Sr. No	Complete Course Name	Amount
1.		
2.		
3.		
4.		

Date:

Signature of the student

Received from _____ Rs. _____ for the
re-assessment of _____ courses.

Signature of Payment Receiving Authority

Dean/HOI/IEC

Examination_____20____

Application form for Re-verification

Examination: ESE/_____

First name	Surname	Father's name	Mother's name
Roll NO./Exam Seat No.:	Programme:	Class: FY/SY/TY/LY	

To,
The Dean/HOI/IEC,
I would like to apply for re-verification of answer paper for following courses of
Semester _____

Sr. No	Complete Course Name	Amount
1.		
2.		
3.		
4.		

Date:

Signature of the student

Received from _____Rs. _____for the
re-assessment of _____courses.

Signature of Payment Receiving Authority

Dean/HOI/IEC