SWARRNIM STARTUP

&

INNOVATION UNIVERSITY

STUDENT HANDBOOK

CONTENTS

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

1.0 INTRODUCTION

Swarnim Startup and Innovation University is committed to fostering a conducive and harmonious environment in which students, faculty, and staff members work together to achieve academic excellence. Students at Swarnim Startup and Innovation University, as members of an academic community dedicated to the achievement of excellence, are expected to meet the highest standards of personal, ethical, and moral conduct. These standards require personal integrity, a commitment to practice self-accountability, and a willingness to place the good of the community above the good of the self. Obligations once undertaken must be met, and commitments kept. The discovery, advancement, and communication of knowledge are not possible without a commitment to these standards. The commitment of its faculty, staff, and students to these standards contributes to and ensures that a degree from Swarnim Startup and Innovation University is held in high regard everywhere. The University trains students to understand and practice these standards, to be fully equipped for a successful global career, and above all, to be good human beings. Therefore, it is vital that every student accepts accountability and commitment to maintain discipline, decorum, and conformity to all the Regulations, Policies, and Code of Conduct for Students of the University. Students who cannot adhere to these Regulations, Policies, and Code of Conduct would do well to seek other educational institutions.

2.0 ADMISSION RULES

The University admissions shall be open to all persons irrespective of caste, class, creed, gender, or nationality. All admissions shall be made on the basis of merit in the qualifying examinations and as per the rules and guidelines prescribed by the Government of Gujarat, other concerned Regulatory Bodies, and the Entrance Examinations conducted by the University.

The students shall be admitted to a Program of study at the University subject to fulfillment of eligibility criteria as prescribed from time to time by the University for the concerned Program of study. The eligibility criteria for admission to the various Programs of the University would be clearly specified in the concerned Program Regulations and Curriculum, which would be issued periodically.

A student admitted to a Program of study shall continue to remain registered for such a Program till she/he passes out the Program or she/he withdraws from the Program in accordance with the then prevalent Regulations.

Every student duly admitted to the University for a Program, after compliance with prescribed formalities and payment of prescribed fees, deposits as applicable, and other amounts, and submission of prescribed documents and certificates, shall be allotted a unique Identification Number.

If a student fails to pay the University Fee and Deposits as applicable for admission to a Program of study and/or fails to produce all the mandatory documents and certificates required for admission to the University before the prescribed last date thereof, the provisional offer of admission to the student shall stand withdrawn forthwith and the student shall not be entitled to be admitted to the University.

If a student desires to join the University on the basis of Lateral Entry or transfer of credits from other Institutes/Universities during the Program, she/he shall be examined for eligibility for admission as per the procedure and criteria laid down in the Academic Regulations of the University and the concerned Program Regulations, and admission shall be dependent on his/her eligibility so determined.

3.0 UNIVERSITY FEE POLICY

The University Fee Policy document, which details the various University Fees, Charges, and Deposits, is given to every student at the time of Admission. The purpose of the Fee Policy Document is to provide all the information the student (and parents) requires in this regard.

The University Fee is on an "Annual" basis (i.e., charged annually) and in advance for the concerned Academic Year. It is not a "Semester" based Fee structure. However, for the convenience of the students, the fee payment is facilitated in two installments (first in the month of June and the second in November, irrespective of the date of announcement of results of End Term Final Examinations and starting date of the concerned Semester).

The University Fee (including Deposits where applicable) is payable through any of the following means:
1. Cash
2. Net-banking or Credit/Debit Card
3. Cheques

Security Deposit where applicable will be refunded only when the student completes his/her Program of study from the University or withdraws from the University and after adjusting dues if any.

In case a student is required to repeat/re-register an Academic Year, the Annual Fee payable by her/him shall correspond to the Academic Year to be repeated and shall be as per the Fee Policy in force at that point of time.

The policies relating to the University Fee and Deposits where applicable are the prerogative of Swarnim Startup and Innovation University and may be revised by the University from time to time. Such changes shall be binding on all the students.

All disputes arising out of or in connection with this are subject to the exclusive jurisdiction of the Courts of Gandhinagar.

4.0 Admission Withdrawal and Fee Refund Policy

The fee refund policy for students withdrawing from Swarnim Startup and Innovation University is as follows:

➢ Students should be allowed a full refund of fees within a specified period to enable them to opt for a course of their choice.

➢ The Commission has considered the matter in its 580'h meeting held on 15 May 2024,and after considering the relevant factors decided, the following fee refund policy for the academic session 2024-25:

a. Notwithstanding anything contained in any guidelines/ prospectus/ notification/ schedule, a full refund of fees shall be made by the HEIs on account of all cancellations of admissions/migrations of students up to 30 September 2024 and with a deduction of not more than Rs. 1,000, as a processing fee, up to 31 October 2024.

b. It shall apply to all higher education institutions, whether established or incorporated by or under a Central Act or a State Act, and every institution recognized by the University Grants Commission under clause (0 of Section 2 of the University Grants Commission Act, 1956 and to all institutions deemed to be a University declared as such under Section 3 therein and to all higher education institutions affiliated to a University.

c. These guidelines would also be applicable to organizations, consortiums, committees, associations, etc., constituted for the purpose of conducting counselling or processing admissions and collecting fees on behalf of participating HEIs, and the HEI concerned will be responsible for refund fees.

d. For any admission schedule extending/commencing beyond/after 3'l October 2024, the provisions contained in the UGC Notification issued in October 2018 on Refund of Fees and Non-Retention of Original Certificates shall apply (reproduced below for ready reference).

Category	Percentage of Refund of fees	Point of time when notice of withdrawal of admission is received in the HEI
1	100%	15 days or more before the formally notified last date of admission
2	90%	Less than 15 days before the formally notified last date of admission
3	80%	15 days or less after the formally notified last date of admission
4	50%	30 days or less, but more than 15 days after formally notified last date of admission
5	00%	More than 30 days after formally notified last date of admission

e. This policy will remain in force for subsequent academic sessions until the issuance of a revised policy by the UGC.

also be noted that the UGC has notified the Redressal of Grievances ents Regulations, 2023, wherein "delay in, or denial of, the refund of

fees due to a student who withdraws admission within the time mentioned in the prospectus, subject to guidelines, if any, issued by the Commission, from time to time" has been defined as one of the grievances.

➢ The Higher Education institutions are requested to ensure compliance with the fee refund policy for the academic session 2024-25 and redress any grievance by the provisions of the University Grants Commission (Redressal of Grievances of Students) Regulations, 2023.

➢ Any HEI violating the provisions of UGC Fee Refund Policy 2024-25 shall be liable for punitive action as notified in Clause 5 of the UGC Notification on Refund of Fees and Non- Retention of Original Certificates issued in October 2018.

5.0 University Scholarship Policy

1. Objective

The objective of the University Scholarship Policy is to provide financial assistance and recognize academic excellence among students. Scholarships aim to support students in their educational pursuits and help them achieve their full potential.

2. Types of Scholarships

2.1 Merit-Based Scholarships
- **Eligibility**: Awarded to students based on their academic performance in the qualifying examination (e.g., higher secondary exams, entrance exams).
- **Criteria**: Students must meet specific academic benchmarks set by the University to qualify for merit-based scholarships.
- **Renewal**: These scholarships are renewable each year based on the student's academic performance in the University.

2.2 Need-Based Scholarships
- **Eligibility**: Awarded to students based on their financial need.
- **Criteria**: Students must provide documentation of financial need, including income certificates and other relevant documents.
- **Renewal**: These scholarships are reviewed annually and renewed based on continued financial need and satisfactory academic performance.

2.3 Sports Scholarships
- **Eligibility**: Awarded to students who have demonstrated outstanding performance in sports at state, national, or international levels.
- **Criteria**: Students must provide proof of their achievements and may be required to participate in university sports teams and events.
- **Renewal**: These scholarships are renewable each year based on continued sports performance and academic standing.

2.4 Cultural and Arts Scholarships
- **Eligibility**: Awarded to students who have excelled in cultural and artistic activities such as music, dance, theatre, or fine arts.
- **Criteria**: Students must provide evidence of their achievements in cultural and arts activities.
- **Renewal**: These scholarships are renewable based on continued participation and excellence in cultural activities along with satisfactory academic performance.

3. Application Process
- **Application Form**: Students must fill out the scholarship application form available on the University's website or from the Admissions Office.
- **Supporting Documents**: Applicants must submit all required documents, including academic transcripts, income certificates (for need-based scholarships), and proof of achievements (for sports and cultural scholarships).
- **Deadline**: Applications must be submitted by the specified deadline. Late applications will not be considered.

6.0 Professional Ethics

- Act with the highest standards of honesty and ethical conduct while working on the University premises and at offsite locations such as workshop, seminar and social events, or at any other place where the staffs are representing the Institute.
- Avoid any activities that would involve us in any practice that is not in compliance with the Code of Conduct of the Institute.
- Staff must respect the person, privacy of students and other staff members of the Institute.
- Staff should treat students, parents and colleagues with courtesy and sensitivity to their rights, duties and aspirations.
- Staff should respect the dignity, rights and opinions of colleagues and students.
- Staff should respect cultural, ethnic and religious differences of collogue and students.

1. **Code of Conduct For Institute / Department Development Committee**

There shall be a separate Institute / Department Development Committee consisting of the following members, namely:-

- Chairperson of the management or his nominee ex-office Chairperson
- Secretary of the management or his nominee
- One head of department, to be nominated by the principal
- Three teachers in the Institute / Department, elected by the full-time amongst themselves out of whom atleast one shall be woman.
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves
- Four local members, nominated by the management in consultation with the Principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus
- Co-Ordinator, Internal Quality Assurance Committee of the Institute / Department
- Students' Council
- Principal of the Institute / Department - Member - Secretary.

➢ For Institute / Department managed and maintained by University.
➢ The Institute / Department Development Committee shall meet at least four times in a year.
➢ Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall main office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

The Institute / Department Development Committee shall,-

- Prepare an overall comprehensive development plan of the Institute / Department regarding academic, administrative and infrastructural growth, and Enable Institute / Department to foster excellence in curricular, co-curricular and extra-curricular activities.

- Decide about the overall teaching programme or annual calendar of the Institute / Department.
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the Institute / Department.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programme for the employees of the Institute / Department.
- Prepare the annual financial estimates (budget) and financial statements of the Institute / Department or institution and recommend the same to the management for approval.
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
- Make recommendations regarding the students' and employees' welfare activities in the Institute / Department or institution.
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
- Frame suitable admissions procedure for different programme by following the statutory norms.
- Plan major annual events in the Institute / Department, such as annual day, sports events, cultural events, etc.
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the Institute / Department
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

2. **Code of Conduct For Principal**

- The Principal should oversee and monitor the administration of the academic programme and general administration of the Institute to ensure efficiency and good order of the Institute.
- The Principal should plan the budgetary provisions and go through the financial audited statements of the Institute.
- The Principal has authority to take all the necessary disciplinary action as and when required to maintain discipline in the Institute.

- The Principal should form various Institute / Department level committees which are necessary for the development of the Institute.
- The Principal should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Principal should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences.
- The Principal should provide leadership, direction and co-ordination within the Institute.
- The Principal should periodically review this Code of Conduct.
  - As it deems necessary to ensure that this Code of Conduct con forms to applicable Laws.
  - Meets or exceeds Institute standards and any weaknesses.
  - Any of our other policies revealed through monitoring, auditing, and reporting systems are eliminated or corrected.
- The Principal is responsible for the development of academic programme of the Institute.
- The Principal should convene meetings of any of the authorities, bodies or committees, as and when considers it necessary to do so.
- The Principal should ensure that directions issued by the management are strictly complied with or, as the case may be, implemented.
- The Principal should ensure that quality in education and academic services is maintained by the Institute.
- The Principal should ensure that the long-term and short-term development plans of the Institute in their academic programme are duly processed and implemented through relevant authorities, bodies, committees and its members.
- The Principal should forward confidentially report of all staff members of the Institute and submit to the Management.
- The Principal shall responsible for submission of an annual report on the progress achieved in different developmental and collaborative programme to the various committees and Management.

3. **Code of Conduct For Head Of Department**

- The work load (teaching and departmental) of all the staff should be fixed by the Head of the department.
- The Head of the department should ensure that the work load of the teacher should not be less than 40 hours a week, of which teaching- contact hours should be at least as follows:
- Head of Department/ Professor 8/10 hours / week
- Associate Professor 12/14 hours / week
- Assistant Professor 16/18 hours/week.
- The Head of the Department should be responsible for academic planning and academic audit of the department and implementation of academic policies approved by the Principal.

- The teaching load should be allotted by the HOD after taking into account of the Faculty Member's interests/choices.
- The Head of the Department should arrange the weekly meetings of the department staff to overview the progress of academic and administrative work.
- The Head of the Department should encourage Faculty Members to update their knowledge by attending seminars/workshops/conference.
- The Head of the Department should encourage Faculty Members to publish text books, research papers in reputed International / Indian Journals / Conferences/MOUs.
- The Head of the Department should arrange for feedback responses from the students, and the parents on quality-related department processes.
- The Head of the Department should write confidential report for all staff members of his/her department and submit to the Principal.

4. **Code of Conduct For Mentor**
   - The Mentor should select the Class representative, batch coordinators, cultural representative and sport representative to maintain communication and integrity of the class.
   - The Mentor should provide leadership, direction and co-ordination within the class.
   - The Mentor should provide counseling on students personal and academic difficulties and try to resolve at their level or communicate to HOD/Principal as the case may be.
   - The Mentor should monitor academic progress of all the students and establish communication between students and parents.
   - The Mentor should encourage students to participate in various co-curriculum and extra curriculum activities to ensure overall development of the students.
   - The Mentor should update the student's personal record, absentee record, all types of leaves record.
   - The Mentor must update the student's personal file regularly and put up for inspection by HOD/Principal as the case may be.
   - The Mentor should monitor/ ensure that all the students follow the code of conduct of the Institute.

5. **Institutional Code Of Conduct For Staff**
   5.1 Discipline
   - All staff of the Institute are responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Institute assets including all kinds of physical assets, movable and immovable property.
   - All the staff Members should follow the rules and regulations of the Institution as prevalent from time to time.
   - All staff shall devote their time and their best efforts for the progress of the Institute.

- Staff should contribute to the vision, mission and goals of Institute through engagement of working hours.
- Staff must be punctual.
- Staff must attend all functions of Swarrnim Start Up & Innovation University.
- Staff must refrain from any form of harassment or unlawful discrimination based on existing legislative requirements relating to:
  - gender/sexuality/age/marital status
  - pregnancy or likelihood of pregnancy
  - physical features, disability or impairment (physical disability or medical status)
- Every staff should maintain absolute integrity and devotion to duty and not to act which is unbecoming of an employee of an educational institution.
- Staff should work in cooperation and collaborative manner with others through academic and administrative activities to achieve Institute goals.
- Every staff should strictly abide by any law relating to intoxicating drink or drug in force in any area in which he/she may happen to be for the time being and not to be under the influence of any intoxicating drink or drug during the course of his/her duty.
- Every staff should maintain the confidentiality regarding the Institute / Department's affairs and the affairs of its constituents and should not divulge, directly or indirectly, any information of confidential nature either to a member of the public or of the Institute / Department's staff, unless compelled to do so by a judicial or other authority or unless instructed to do so by a superior officer in the discharge of his/her duties.
- The Faculty Member should show no partiality to any segment / individual student.

5.2 Leaves

Staff shall get casual leaves, medical leaves, Duty leaves and vacations as per Rules of Swarrnim Startup & Innovation University.

6. Code of Conduct For Teaching-Staff

1. Discipline
- The Faculty Member should report to the Institute / Department at least 10 minutes before the commencement of Institute / Department timing.
- The work plan of teaching staff should ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the Department/ Institution.

2. Leaves
- Whenever a Faculty Member intends to take leave, the Faculty Member should get the leave sanctioned in advance and with proper alternate arrangements made for class / lab / invigilation.

- In case of emergency, the HOD or the next senior faculty must be informed with appropriate alternate arrangements suggested.

3. Continuous Assessment

- Once the subject is allotted the staff should prepare lecture wise lesson plan.
- The Staff should get the lesson plan and course file - approved by HOD and Principal. The course file should be maintained as per the prescribed format.
- The Staff should not involve himself/herself in any unethical practice while doing continuous assessment.
- The Faculty Member must strive to prepare himself/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- The staff should get the feedback from students and act / adjust the teaching appropriately.
- The staff should interact with the mentor and inform him / her about the habitual absentees, slow learner student, objectionable behavior etc.
- Every Faculty Member should maintain academic record book.

3.1 Classroom Teaching

- The staff should engage the full 60 minutes and should not leave the class early.
- The staff should make useful technic for effective delivery.
- The staff should encourage students asking doubts / questions.
- The staff should take care of slow learner students and pay special attention to their needs in special classes.
- The staff should motivate the students and bring out the creativity / originality in the students and should make herself available for doubt clearance.
- Every teaching staff demonstrate a high standard in teaching and learning by:
- Engaging students in their learning.
- Working to achieve high level outcomes for all students.
- Maintaining records to manage, monitor, assess and improve student learning.
- Using research and student achievement data to inform professional practice.
- Engaging in reflective practice and developing their professional knowledge and teaching skills.
- Supporting the personal and professional development of others.
- Providing constructive feedback to colleagues that is considered and helpful.
- Assisting in developing and mentoring less experienced staff.
- Accepting responsibility for their own professional learning and development.

3.2 Laboratory

- The staff should involve themselves in the preparation of experimental setup and upgrade the laboratory.
- The staff should involve themselves in demonstration models and charts.

3.3 Test/Assignments/Mid-Term/Mock

- In problem oriented subject, regular tutorials have to be conducted.
- The Tutorial problems to be provided to the students a week prior to the actual class.
- Test, prelim, mid-term, submission and mock practical examination must be conducted as per the academic calendar.

3.4 Appraisal Report

- All The Staff Members Are Required To Submit Their Self Evaluation Report At The End Of Every Term Of The Academic Year In The Prescribed Format.
- Faculty Members Are Expected To Update Their Knowledge By Attending Seminars/Workshops/Conference, After Obtaining Necessary Permission From The Head Of The Department And Principal.
- Faculty Members Should Attempt To Publish Text Books, Research Papers In Reputed International / Indian Journals / Conferences.
- Every Faculty Member Is Expected To Extend His/her Beneficial Influence In Building Up The Personality Of Students And He/She Should Associate Himself/Herself Actively With Such Extra-Curricular Activities Which He / She Is Interested In Or Assigned To His/her From Time To Time.
- In Addition To The Teaching, The Faculty Member Should Take Additional Responsibilities As Assigned By HOD / Principal In Academic, Co-Curricular Or Extra-Curricular Activities.

7. **Code of Conduct For Supporting Staff**

1. **Administrative Staff**
   - Confidential report of the document should be part of personal file of that employee and should be kept confidential by staff members working with this Department.
   - Staff should take additional responsibilities if required as assigned by Principal.

2. **Accountant**
   - Accountant should prepare, examine, and analyze accounting records, financial statements, and other financial reports.
   - Accountant should prepare accounts, taxes and tax returns, ensuring compliance with payment, reporting and other tax requirements.
   - Accountant should establish tables of accounts, and assign entries to proper accounts.

- Accountant should report to the Principal regarding the finances of establishment.
- Accountant should assess accuracy, completeness, and conformance to reporting and procedural standards.
- Account should provide all the necessary account statement and documents for various committees of the institute.
- Account should provide all the necessary account statement for the yearly account audits.

3. **Student Section**
- Student section should Entry of student information in software / Record Book.
- Ensure the eligibility of the students and prepare related document to submit department within time limit.
- Send the students information to Department within time limit.
- Ensure the student document verification by Department within time limit.
- Ensure cast certificate/cast validity from concern divisional office.
- Provide all necessary student data to prepare various committee reports.

4. **Lab Assistant**
- Lab assistant should help the lab in-charge to carry out the lab related works.
- Lab assistant should maintain attendance register.
- Lab assistant should keep experimental setup ready before conduction of the experiment.
- Lab assistant should ensure the cleanliness of laboratories.

5. **Lab Attendant**
- Lab attendant should assist the lab assistant to carry out the lab related responsibilities.

6. **Clerk**
- Clerk should maintain service book of all staff of the Institute.
- Clerk should maintain Institute / Department level/department level all document files.

7. **Peon**
- Peon should report the Institute / Department half an hour before the Institute / Department time.
- Peon should maintain cleanliness of laboratories, class and staff rooms.
- Peon should do all the work assign by the Head of the department and other staff members.
- Peon should not leave the office until and unless the higher authority permit.

7.0 ACADEMIC REGULATIONS

1. General Principles
- The academic regulations aim to ensure a high standard of education and academic integrity at Swarnim Startup and Innovation University.
- These regulations apply to all students enrolled in any program of study at the University.

2. Academic Calendar
- The University operates on a semester system, with two main semesters (Odd and Even) and a summer term.
- The academic calendar, including start and end dates of semesters, examination periods, and holidays, will be published before the commencement of each academic year.

3. Admission and Enrollment
- Students must meet the eligibility criteria for admission as prescribed by the University for their Respective Programs.
- Enrollment in courses must be completed within the stipulated time frame at the beginning of each semester.

4. Attendance Requirements
- Students are required to maintain a minimum of 75% attendance in each course to be eligible to appear for the end-semester examinations.
- Attendance will be monitored regularly, and students falling short of the required attendance will be notified and may face academic penalties.

5. Course Structure and Credits
- Each program will have a specified curriculum structure detailing core courses, elective courses, and credit requirements.
- Credits are assigned based on the number of instructional hours per week, with one credit typically corresponding to one hour of lecture or tutorial, or two hours of practical/lab work per week.

6. Assessment and Examinations
- Continuous assessment through assignments, quizzes, mid-term exams, and practical's will be conducted throughout the semester.
- End-semester examinations will be held as per the schedule announced in the academic calendar.
- The weightage of continuous assessment and end-semester examinations will be specified in the course syllabus.

7. Grading System
- The University follows a letter grading system for evaluating student performance.
- Grades will be awarded based on the cumulative score from continuous assessments and end-semester examinations.

- The grade point average (GPA) for each semester and the cumulative grade point average (CGPA) will be calculated based on the grades obtained in the respective courses.

8. Promotion and Graduation
- Students must pass all required courses and earn the specified number of credits to be promoted to the next academic year.
- To graduate, students must complete all courses as per the program curriculum and meet the minimum CGPA requirement set by the University.

9. Academic Integrity
- Students are expected to uphold the highest standards of academic integrity and honesty.
- Any form of academic misconduct, including plagiarism, cheating, and fabrication of data, is strictly prohibited and will result in disciplinary action.

10. Re-evaluation and Re-assessment
- Students may request re-evaluation of their examination scripts within a specified time frame after the declaration of results.
- Re-assessment policies, including supplementary exams, will be outlined by the University and made available to students.

11. Leave of Absence
- Students may apply for leave of absence for medical or personal reasons with the approval of the concerned authorities.
- Prolonged absence without approval may result in the student being considered as having withdrawn from the program.

12. Appeals and Grievances
- Students may appeal against academic decisions or submit grievances related to academic matters through the established procedures.
- The University will have a designated committee to address and resolve student appeals and grievances.

13. Amendments and Revisions
- The University reserves the right to amend or revise these academic regulations as deemed necessary.
- Any changes to the regulations will be communicated to students in a timely manner.

8.0 PROGRAM REGULATIONS AND CURRICULUM; COURSE HANDOUT

1. Every student admitted to the 1st Year of any Program of study shall receive a copy of the concerned Program Regulations and Curriculum at the commencement of the 1st Academic Year of the Program of study. In case of changes in the Program Regulations and Curriculum at any stage of the Program of study,every student shall receive a copy of the revised and updated Program Regulations and Curriculum. Any subsequent change in the Program Regulations shall be notified to all students separately.

2. At the commencement of every Semester, every eligible student would be given the Course Handout as prescribed by the Academic Regulations and the concerned Program Regulations and Curriculum. Thestudent must use the Course Handout diligently and adhere to the guidelines provided in the Course Handoutin order to enhance learning and performance in the concerned Course.

09.0 UNIVERSITY TIMINGS FOR STUDENTS

University Timings for Students Monday to Friday at 9.00 am to 4.00 pm

Class Time-Table will be published at the beginning of each Academic Term. Each class/period is of 60 minutes duration. Normally there are six (06) classes/periods in a day Monday to Friday. The details of class/laboratory timings shall be notified by the respective Departments.

1. The University reserves the right to extend the class timings in the academic interests of the students.
2. Every student must be present on time, inside the classroom for every class. Students who arrive late will be marked absent for that class.
3. **Late comers:** All students are required to be present in the University Campus and class on time. Any student who comes late to the University (i.e., after 9:00 am) shall not be permitted to attend the first period. Such students will be required to be in the library and attend the remaining Classes/Periods.
4. Special training classes, extra classes and other co-curricular activities may be conducted on specified timings on any day as notified by the University or the Academic Calendar. All students must attend such notified activities without fail.

   Out pass: No student is permitted to leave the University Campus between 9:00 am & 04:00 pm Monday to Friday. In case of an emergency, a student is permitted to leave the campus with prior approval of the concerned HOD/Dean. An Out-pass application is to be submitted for approval.

10.0 COMPUTER LABORATORY RULES

1. General Conduct

- Respect and Decorum: Students must maintain a respectful and quiet environment in the computer laboratory.

- ID Cards: Students must carry their University ID cards at all times and present them upon request.

- Supervision: Students are allowed in the computer lab only when a faculty member or lab assistant is present.

2. Usage Guidelines

- Purpose: The computer lab is for academic and research-related activities. Personal use is discouraged and may be restricted.

- Software: Only authorized software installed by the University is to be used. Installation of personal software is prohibited.

- Internet: Internet usage is monitored. Accessing inappropriate websites or engaging in illegal activities is strictly prohibited.

3. Equipment Handling

- Care and Maintenance: Students must handle all equipment with care. Any damage must be reported immediately to the lab assistant or faculty in charge.

- Food and Drink: Eating and drinking are not allowed in the computer lab to prevent damage to equipment.

- Personal Devices: Personal devices such as laptops and USB drives must be virus-free before being connected to lab computers.

4. Data Management

- Saving Work: Students should save their work frequently and back up important files. The University is not responsible for any data loss.

- Printing: Printing is limited to academic-related materials. Waste of paper and toner should be avoided.

5. Security and Privacy

- Login Credentials: Students must use their assigned login credentials and must not share them with others.

- Logout: Students must log out of their accounts and shut down computers properly after use.

- Personal Information: Students should not store personal information on lab computers.

6. Health and Safety

- Ergonomics: Students should follow ergonomic guidelines to prevent strain and injury. Adjust chairs and monitors as needed.

- Breaks: Students are encouraged to take regular breaks to avoid eye strain and repetitive stress injuries.

7. Compliance and Disciplinary Actions

- Rules Compliance: Failure to comply with lab rules may result in disciplinary action, including temporary or permanent loss of lab access.

- Reporting Issues: Any issues or misconduct should be reported to the lab assistant or faculty in charge immediately.

11.0 RULES FOR OTHER LABORATORIES AND WORKSHOP

1. General Conduct

- Respect and Decorum: Students must maintain a respectful and quiet environment in all laboratories and workshops.

- ID Cards: Students must carry their University ID cards at all times and present them upon request.

- Supervision: Students are allowed in the laboratories and workshops only when a faculty member or lab/workshop assistant is present.

2. Safety Guidelines

- Personal Protective Equipment (PPE): Students must wear appropriate PPE such as lab coats, safety goggles, gloves, and closed-toe shoes as required.

- Safety Instructions: Students must follow all safety instructions provided by the faculty or lab/workshop assistant.

- Emergency Procedures: Students should familiarize themselves with the location of emergency exits, fire extinguishers, and first aid kits.

3. Usage Guidelines

- Authorized Use: Only authorized experiments, projects, or tasks are to be performed in the laboratories and workshops.

- Equipment and Tools: Students must use equipment and tools properly and only for their intended purposes. Any damage or malfunction must be reported immediately.

- Cleanliness: Students must keep their work areas clean and organized. All materials and equipment should be returned to their designated places after use.

4. Handling Chemicals and Materials

- Chemical Safety: Students must handle all chemicals and materials safely, following proper protocols for storage, use, and disposal.

- Labeling: All containers must be properly labeled with the contents and associated hazards.

- Spill Management: Any spills must be cleaned up immediately following appropriate procedures, and the incident must be reported to the faculty or lab/workshop assistant.

5. Data and Records

- Lab Notebooks: Students should maintain accurate and detailed records of their experiments and projects in lab notebooks.

- Data Storage: Important data should be backed up and stored securely. The University is not responsible for any data loss.

6. Conduct and Collaboration

- Teamwork: Students should work collaboratively and respectfully with peers. Group projects require effective communication and coordination.

- Ethical Conduct: Academic integrity must be upheld at all times. Any form of dishonesty or misconduct will result in disciplinary action.

7. Maintenance and Reporting

- Routine Checks: Students are responsible for routine checks of equipment and reporting any issues or maintenance needs.

- Incident Reporting: Any accidents, injuries, or unsafe conditions must be reported immediately to the faculty or lab/workshop assistant.

8. Compliance and Disciplinary Actions

- Rules Compliance: Failure to comply with laboratory and workshop rules may result in disciplinary action, including temporary or permanent loss of access.

- Instructor Authority: Students must follow instructions and decisions made by the faculty or lab/workshop assistant without dispute.

12.0 Code of Conduct For Students:

1. Introduction

This Code of Conduct outlines the expectations for student behavior and responsibilities at Swarnim Startup and Innovation University. All students are required to adhere to these guidelines to maintain a positive and productive learning environment.

2. Academic Integrity

- Honesty: Students must maintain the highest standards of honesty in all academic work. Plagiarism, cheating, and fabrication of information are strictly prohibited.
- Collaboration: While collaboration is encouraged, all work submitted must be the student's own. Proper citations must be provided for all sources.

3. Respect and Conduct

- Respect for Individuals: Students should treat all members of the university community with respect and dignity. Harassment, discrimination, and any form of violence will not be tolerated.
- Professionalism: Students are expected to conduct themselves in a professional manner in all academic and social settings, including online interactions.

4. Campus Facilities and Resources

- Proper Use: Students must use university facilities and resources responsibly. Misuse or vandalism of campus property is prohibited.
- Environmental Responsibility: Students should adhere to sustainability practices and contribute to the preservation of campus resources.

5. Attendance and Punctuality

- Class Attendance: Students are expected to attend all scheduled classes and activities. If unable to attend, students must inform the relevant faculty or administration in advance.
- Timeliness: Students should be punctual for all classes, exams, and meetings.

6. Dress Code

- Appropriate Attire: Students should dress appropriately for both academic and non-academic activities. Attire should be respectful and conducive to a professional learning environment.

7. Safety and Security

- Compliance: Students must comply with all campus safety regulations and emergency procedures.
- Report Incidents: Students should promptly report any safety hazards, suspicious activities, or incidents to university authorities.

8. Social Media and Online Behavior

- Responsible Use: Students should use social media and online platforms responsibly. Any posts or communications should reflect the values and integrity of the university.

- Privacy: Students should respect the privacy and confidentiality of others in their online interactions.

9. Disciplinary Actions

- Violations: Any violations of this Code of Conduct may result in disciplinary actions, including warnings, probation, or expulsion, depending on the severity of the infraction.

- Process: Students accused of violations have the right to a fair hearing and the opportunity to present their case before any disciplinary action is taken.

10. Amendments

- Review: This Code of Conduct will be reviewed periodically. Amendments may be made as necessary, and students will be notified of any changes.

13.0 DISCIPLINARY COMMITTEE

1. Purpose

The Disciplinary Committee is responsible for upholding the Code of Conduct by addressing and resolving issues of student misconduct. The committee ensures that all disciplinary actions are fair, consistent, and in accordance with university policies.

2. Composition

- Chairperson: A senior faculty member or university administrator who leads the committee.
- Faculty Members: Two faculty members from different academic departments.
- Student Representative: One student elected by the student body.
- Administrative Staff Member: One staff member from the university administration.
- Secretary: A staff member responsible for administrative tasks, including record-keeping and scheduling meetings.

3. Responsibilities

- Receive Complaints: Accept formal complaints of student misconduct from students, faculty, and staff.
- Investigate Allegations: Conduct thorough investigations into allegations of misconduct.
- Conduct Hearings: Hold hearings to review evidence and hear from the involved parties.
- Determine Sanctions: Decide on appropriate disciplinary actions based on findings.
- Ensure Fairness: Maintain a fair and unbiased process throughout all proceedings.

4. Procedures

1. **Filing a Complaint:** Complaints must be submitted in writing to the committee, detailing the nature of the alleged misconduct and any supporting evidence.
2. **Preliminary Review:** The Chairperson reviews the complaint to determine if it warrants further investigation.
3. **Investigation:** The committee gathers evidence, interviews witnesses, and collects all relevant information.
4. **Notification:** The accused student is notified of the complaint and provided with a summary of the allegations.
5. **Hearing:** A formal hearing is scheduled, where the accused student can present their defense, provide evidence, and call witnesses.

    The committee also hears from the complainant and other witnesses.
6. **Deliberation:** The committee deliberates in private to assess the evidence and determine if a violation occurred.

7. **Decision:** The committee issues a written decision, outlining the findings and any sanctions imposed.

8. **Appeal:** The student has the right to appeal the decision within a specified timeframe (typically 7-14 days). The appeal is reviewed by an appeals committee or higher authority.

5. Sanctions

6. Confidentiality

Sanctions for violations of the Code of Conduct may include, but are not limited to:

- Warning: A formal notice that the student's behavior was inappropriate.

- Probation: A period during which the student must demonstrate good behavior.

- Restitution: Compensation for damage or loss caused by the student's actions.

- Suspension: Temporary removal from the university for a specified period.

- Expulsion: Permanent removal from the university.

- Other Sanctions: Additional sanctions may include community service, educational programs, or other appropriate measures.

- All proceedings and records are confidential. Information will be disclosed only to those directly involved in the process or as required by law.

7. Record Keeping

- The Secretary maintains records of all complaints, investigations, hearings, and decisions. These records are kept securely and in compliance with privacy regulations.

8. Review and Amendment

- The committee's procedures and rules are reviewed periodically. Amendments may be made to ensure they remain effective and fair.

Disciplinary Rules for Students

1. **Academic Integrity:** Students must not engage in plagiarism, cheating, or any form of academic dishonesty.

2. **Respectful Behavior:** Students must treat all members of the university community with respect and refrain from harassment, discrimination, and violence.

3. **Use of Campus Facilities:** Students must use campus facilities responsibly and avoid vandalism or misuse of university property.

4. **Attendance and Participation:** Students are expected to attend classes and participate actively in academic activities.

5. **Substance Use:** The use, possession, or distribution of illegal substances on campus is strictly prohibited.

6. **Compliance with Laws:** Students must comply with all local, state, and federal laws, in addition to university policies.

7. **Social Media Conduct:** Students should use social media responsibly and avoid posts that harm the university's reputation or the well-being of others.

8. **Dress Code:** Students should dress appropriately for the academic environment.

9. **Reporting Misconduct:** Students are encouraged to report any instances of misconduct to the appropriate authorities.

14.0 CO-CURRICULAR AND EXTRA – CURRICULAR ACTIVITIES

- The University is committed to the overall development and transformation of each student by providingdifferent mandatory co-curricular activities and extra-curricular activities such as Sports, Cultural, HobbyClubs, etc. Some Programs include mandatory National Study Tour, Internships and other Training Programs.
- NSS and NCC: Students are encouraged to become members in NSS and NCC, and actively participate inthe NSS/NCC programs of the University.
- Students must attend and participate in the special programs and activities organized by the University.

15.0 LIBRARY POLICY AND RULES

1. Library Hours

- The library is open from [insert hours] on weekdays and [insert hours] on weekends.
- Special hours may apply during exam periods or holidays.

2. Library Card and Access

- Students must present a valid university ID card to enter the library.
- Each student will be issued a library card for borrowing books and accessing other resources.

3. Borrowing Books

- Students can borrow a maximum of [insert number] books at a time.
- The borrowing period is [insert duration], and books must be returned by the due date.
- Renewal of books is possible if there are no holds or reservations by other students.

4. Fines and Fees

- Late fees will be charged at [insert amount] per day per book.
- Lost or damaged books must be reported immediately. Students may be required to pay for replacement or repair costs.

5. Use of Library Resources

- All library resources, including books, journals, and digital content, must be used for academic purposes.
- Students are responsible for ensuring that resources are returned in the condition they were borrowed.

6. Conduct in the Library

- Silence must be maintained to ensure a conducive environment for study.
- Eating and drinking are generally not allowed, except in designated areas.
- Mobile phones should be turned off or set to silent mode.

7. Computer and Internet Use

- Computers and internet access are available for academic use only.
- Students must follow the university's IT policies when using library computers and network resources.

8. Reservation of Study Rooms

- Study rooms can be reserved in advance through [insert reservation system or contact method].
- Rooms should be used respectfully and left clean after use.

9. Library Etiquette

- All personal belongings should be secured; the library is not responsible for lost or stolen items.

- Please respect the library staff and follow their instructions.

10. Special Services

- The library may offer special services such as research assistance, workshops, and access to online databases. Check the library's website or contact the staff for more information.

16.0   POLICY AGAINST PLAGIARISM

1. Introduction

Swarnim Startup and Innovation University is committed to academic integrity and excellence. Plagiarism undermines these values and will not be tolerated.

2. Definition of Plagiarism

Plagiarism includes, but is not limited to:

- Copying text, images, or ideas from any source without proper citation.
- Submitting someone else's work as your own.
- Paraphrasing another's work without giving credit.
- Using unapproved assistance in any academic work.

3. Scope of the Policy

This policy applies to all students enrolled in Swarrnim Start Up & Innovation University, across all programs and levels of study.

4. Types of Plagiarism

- Direct Plagiarism: Verbatim copying of text without quotation marks and proper citation.
- Self-Plagiarism: Reusing one's own previously submitted work without permission.
- Mosaic Plagiarism: Blending copied material from multiple sources without proper citation.
- Accidental Plagiarism: Neglecting to cite sources due to lack of knowledge or understanding.

5. Consequences of Plagiarism

The university will impose penalties for plagiarism, which may include:

- First Offense: Warning and mandatory plagiarism education session.
- Second Offense: Failing grade on the assignment and a formal reprimand.
- Third Offense: Failing grade in the course and disciplinary action, including potential suspension or expulsion.

6. Preventive Measures

- Education and Training: Workshops and resources will be provided to help students understand plagiarism and how to avoid it.
- Use of Plagiarism Detection Tools: Assignments may be subject to analysis by plagiarism detection software.
- Clear Citation Guidelines: Students must follow the citation guidelines specified by their instructors or academic departments.

7. Student Responsibilities

- Understand and uphold academic integrity standards.
- Properly cite all sources of information and ideas.
- Seek guidance from instructors or academic advisors when unsure about citation rules.

8. Faculty Responsibilities

- Clearly communicate expectations regarding academic integrity and citation practices.
- Provide resources and support to help students avoid plagiarism.
- Use plagiarism detection tools to identify potential cases of plagiarism.

9. Reporting and Investigation

- Suspected cases of plagiarism should be reported to the academic integrity committee.
- An investigation will be conducted to determine if plagiarism has occurred.
- Students will be given the opportunity to respond to allegations before any penalties are imposed.

10. Appeals Process

Students have the right to appeal any decisions related to plagiarism accusations. Appeals must be submitted in writing to the academic integrity committee within time.

17.0 MEDICAL CARE POLICY

Swarnim Startup and Innovation University is dedicated to ensuring the health and well-being of its students. This Medical Care Policy outlines the medical services available, procedures to follow in case of illness or injury, and the rights and responsibilities of students regarding their health care.

1. Medical Services Provided

- On-Campus Health Center: Swarrnim Start Up & Innovation University operates an on-campus health center staffed with qualified medical professionals to provide primary care, first aid, and health consultations.

- Emergency Services: Immediate medical attention for emergencies is available. In severe cases, students may be referred to nearby hospitals or specialist facilities.

- Mental Health Services: Counseling and psychological services are offered to support students' mental health and well-being.

- Health Education: Regular health workshops, seminars, and resources are provided to promote healthy living and disease prevention.

2. Accessing Medical Services

- Appointments: Students are encouraged to make appointments for non-emergency medical consultations to ensure timely care.

- Walk-Ins: Walk-in visits are allowed for urgent medical needs, subject to availability of medical staff.

- Emergency Contacts: In case of emergencies, students should contact the campus security or the health center immediately.

3. Medical Records and Confidentiality

- Record Keeping: The health center maintains confidential medical records for all students who receive care. These records are securely stored and only accessible to authorized personnel.

- Confidentiality: All medical information is treated with strict confidentiality. Information will only be shared with third parties with the student's consent or as required by law.

18.0   PARKING FACILIT

The University provides limited parking space for the two-wheeler & four-wheeler vehicles of students for which each student shall be issued a vehicle identity sticker from Administration Office of the University. Any vehicle without the sticker shall not be permitted to enter the University campus.

Students must park their vehicles in the allocated parking zones. Every student using the parking facilitymust comply with the parking and traffic guidelines displayed in the University Campus.

Students using two-wheelers must wear helmets while riding their vehicle. Students without helmets willnot be allowed to park their two-wheeler vehicles in the allotted parking area.
Exceeding speed limits within the campus is strictly prohibited.

Any violation of these rules will result in the parking facility being withdrawn from the student.

19.0 UNIVERSITY TRANSPORT POLICY

1. Introduction: Swarnim Startup and Innovation University is providing transportation services to ensure the safety and convenience of its students. This policy outlines the transport services available, the procedures for using these services, and the responsibilities of students.

2. Transportation Services Provided

Bus Services: Swarrnim Strat Up & Innovation University offers scheduled bus services between the campus, nearby residential area (Ahmedabad , Gandhinagar).

Special Event Transportation: Transport services are provided for university-organized events, field trips, and other academic activities.

Emergency Transport: In case of medical emergencies or other urgent situations, the university provides transport to the nearest medical facility.

3. Bus Service Schedule

Regular Schedule: The Bus service operates as per given schedule .

4. Using the Bus Service

Identification: Students must present a valid university ID card to use the bus services.

Reservations: For certain routes or special events, students may need to reserve a seat in advance through the university's transportation office.

Conduct: Students are expected to behave respectfully and follow the driver's instructions while using university transport.

5. Safety and Security

Safety Measures: All university vehicles are regularly maintained and meet safety standards. Seat belts should be worn at all times where available.

Emergency Procedures: In case of an emergency during transit, students should follow the driver's instructions and use the emergency contact numbers provided.

6. Rules and Regulations

Punctuality: Students should arrive at the designated pick-up points at least 10 minutes before the scheduled departure time.

Prohibited Items: Hazardous materials, alcohol, and illegal substances are not allowed on university transport.

Cleanliness: Students should help maintain cleanliness by not eating or drinking (except water) inside the vehicles and disposing of any litter properly.

7. Responsibilities of Students

Respectful Behavior: Students must respect drivers, fellow passengers, and university property.

Damage Reporting: Any damage to the vehicle or issues encountered should be reported immediately to the driver or the transportation office.

Compliance: Students must comply with all university transport policies and procedures.

8. Penalties for Misconduct

Warnings: Minor infractions may result in a warning.

Suspension of Services: Repeated or serious violations may lead to suspension of transport privileges.

Disciplinary Action: Severe misconduct may result in further disciplinary actions as per the university's code of conduct.

20.0   UNIVERSITY HOSTEL POLICY

1. Admission and Allotment

1.1 **Eligibility:**
Only full-time students of Swarnim Startup and Innovation University are eligible for hostel accommodation.
Preference will be given to out-of-town students.

1.2 **Application Procedure:**
Students must submit a hostel application form through the university's official portal or in person at the hostel office.
Allotment is based on availability and will be done on a first-come, first-served basis, subject to eligibility criteria.

1.3 **Room Allocation:**
Rooms will be allotted by the hostel administration. Any request for change in room allocation must be made in writing and will be subject to availability and approval.

2. Fees and Payments

2.1 **Hostel Fees:**
The hostel fees will be charged semester-wise and must be paid before the commencement of the semester.

2.2 **Payment Procedure:**
Payments can be made through online banking, demand drafts, or at the university's finance office.
Late payment will attract a penalty as per university norms.

3. Rules and Regulations

3.1 **Attendance and Leave:**
Residents must adhere to the hostel timings. Entry and exit after the stipulated hours are not allowed without prior permission. Residents must sign the attendance register every evening.

3.2 **Discipline:**
Any form of ragging is strictly prohibited and will result in severe disciplinary action. Possession or consumption of alcohol, drugs, or any illegal substances is strictly prohibited.

3.3 **Room Maintenance:**
Residents are responsible for keeping their rooms clean and tidy. Damage to hostel property will be charged to the resident(s) responsible.

3.4 **Visitors:**
Visitors are allowed only during visiting hours and must be signed in at the security desk.
Overnight guests are not permitted.

3.5 **Noise and Conduct:**
Residents must maintain silence during study hours and ensure their behavior does not disturb others.
Any form of misconduct will be subject to disciplinary action.

4. Safety and Security

4.1 **Security Measures:**
The hostel premises are monitored by CCTV cameras for the safety of the residents. Security personnel are deployed 24/7 at the hostel.

4.2 **Fire Safety:**
Fire extinguishers are installed at strategic locations within the hostel. Residents must familiarize themselves with the fire evacuation plan.

5. Health and Well-being

5.1 **Medical Facilities:** A first-aid kit is available at the hostel office. In case of emergencies, residents will be taken to the nearest hospital.

5.2 **Counseling Services:** Counseling services are available for students facing emotional or psychological issues.

6. Grievance Redressal

6.1 **Complaint Procedure:**
Residents can lodge complaints regarding any issues related to hostel facilities or misconduct to the hostel warden. An anonymous suggestion box is available for residents to drop their grievances.

6.2 **Resolution:** The hostel administration will address grievances promptly and ensure appropriate action is taken.

7. Termination of Hostel Accommodation

7.1 **Termination by University:** The University reserves the right to terminate hostel accommodation if the resident violates hostel rules or is found guilty of misconduct.

7.2 **Voluntary Termination:** Residents who wish to vacate the hostel must submit a written notice to the hostel warden at least one month in advance.

21.0 SPORTS POLICY

The University strongly encourages sports activities both indoor and outdoor games, to create a vibrant sporting culture and provide competitive and friendly recreation for students to bring out the best in each student in terms of physical fitness, "sportsmanship" and camaraderie. The University has sprawling facilities for several sports activities. To promote Sports, the University has an established Sports Council.

Sports Council:

The Sports Council is constituted by:

- Chairperson – Vice Chancellor
- Member Secretary – Director of Physical Education
- Members – Deans of all Schools, Physical Education Instructors

Several sporting events are organized throughout the Academic Year, including the University Sports Meet.Other special events and coaching programs may be conducted for interested students from time to time.

22.0 THE COUNSELLING SERVICE

The Counselling Service is an initiative by Swarnim Startup and Innovation University, wherein a qualified & experienced Counsellor/Psychologist will facilitate the student in a completely confidential setting:

a. To understand the difficulties, she/he is experiencing;
b. Identify the cause for her/his current feelings;
c. Put into action SMART change;
d. Achieve her/his academic and personal potential.

The Objective is to provide a neutral base for students to speak about issues they are facing and actualizepossible solutions to become emotionally resilient.

23.0   INTERNSHIP, PROFESSIONAL PRACTICE AND PLACEMENT ASSISTANCE

The University has a dedicated Industry Interface and Placement Cell to provide assistance for Internship, Professional Practice (as applicable) and career Placements to all the eligible students. The students must strictly follow the rules & guidelines issued by the University on a timely basis, to avail such facilities.

Every student must have a minimum attendance of 75% or above, in all Course in every Semester/Academic Term to be eligible to avail the facilities offered by the Industry Interface and Placement Cell.

The University shall not extend any Professional Practice or Placement support to students penalized in Disciplinary cases.

The relevant Placement Rules and Guidelines will be issued to the pre-final year students of a Program of study by the Placement Cell at the appropriate time.

24.0   ANTI RAGGING POLICY

1. Introduction

Swarnim Startup and Innovation University (SSIU) is committed to providing a safe and conducive environment for all its students. Ragging in any form is strictly prohibited within the university premises and its affiliated institutions. This policy outlines the university's stand against ragging and the measures to prevent and address incidents of ragging.

2. Definition of Ragging

Ragging constitutes any act of physical or mental abuse (including bullying and exclusion) targeted at another student, irrespective of the intention behind the act. This includes but is not limited to:

- Teasing, abusing, or playing practical jokes on someone.
- Forcing someone to perform acts that cause shame or embarrassment.
- Any form of verbal, physical, or psychological abuse.

3. Prohibition of Ragging

3.1 Zero Tolerance Policy:

Swarrnim Start Up & Innovation University follows a zero-tolerance policy towards ragging. Any student found guilty of ragging will face strict disciplinary actions.

3.2 Scope:

This policy applies to all students, faculty, and staff within the university premises and its affiliated institutions.

4. Preventive Measures

4.1 Awareness Programs:

Regular awareness programs and workshops will be conducted to educate students about the harmful effects of ragging and the university's anti-ragging stance.

4.2 Anti-Ragging Affidavit:

All students and their parents/guardians are required to sign an anti-ragging affidavit at the time of admission.

4.3 Mentorship Program:

A mentorship program will be established where senior students mentor junior students to create a supportive environment.

4.4 Anti-Ragging Committee:

An Anti-Ragging Committee (ARC) will be constituted to oversee and monitor anti-ragging activities and ensure the implementation of this policy.

5. Reporting Mechanism

5.1 Complaint Procedure:

Victims of ragging or witnesses can report incidents to the Anti-Ragging Committee, faculty members, or the hostel warden.

Complaints can be made in person, via email, or through an anonymous drop box.

5.2 Helpline:

A dedicated anti-ragging helpline will be available for students to report incidents and seek assistance.

6. Inquiry and Action

6.1 Inquiry Process:

Upon receiving a complaint, the Anti-Ragging Committee will conduct a prompt and thorough investigation.

The inquiry will be conducted in a fair and impartial manner, respecting the confidentiality of the complainant.

6.2 Disciplinary Action:

Based on the inquiry findings, the committee will recommend appropriate disciplinary action, which may include:

- o Suspension or expulsion from the hostel or university.
- o Debarring from appearing in examinations.
- o Withholding scholarships or other benefits.
- o Filling of a police complaint, if necessary.

7. Protection and Support

7.1 Protection of Complainant:

The university will ensure that no student is victimized or harassed for reporting an incident of ragging.

7.2 Counseling Services:

Counseling services will be provided to victims of ragging to help them cope with the psychological impact.

8. Review and Monitoring

8.1 Regular Review:

The Anti-Ragging Committee will regularly review the implementation of this policy and make necessary amendments.

8.2 Annual Report:

An annual report on anti-ragging measures and incidents will be submitted to the university administration.

9. Conclusion

Swarnim Startup and Innovation University is dedicated to maintaining a ragging-free campus. All students are expected to adhere to this policy and contribute to creating a safe and respectful academic environment.

25.0   POLICY FOR PREVENTION OF SEXUAL HARASSMENT

1. Introduction

Swarnim Startup and Innovation University is committed to creating a safe and inclusive environment for all students. This policy aims to prevent, prohibit, and address sexual harassment within the university.

2. Scope

This policy applies to all students of Swarrnim Start Up & Innovation University, including those on campus, participating in university-sponsored events, or engaging in university-related activities off-campus.

3. Reporting Mechanism

Students who experience or witness sexual harassment should report the incident to the university's designated authority. Reports can be made in person, via email, or through a confidential online reporting system.

4. Investigation Process

Upon receiving a report of sexual harassment, the university will:

* Conduct a prompt, thorough, and impartial investigation.
* Maintain confidentiality to the extent possible.
* Ensure no retaliation against the complainant.

5. Disciplinary Actions

If the investigation finds that sexual harassment has occurred, Swarrnim Strat Up & Innovation University will take appropriate disciplinary action, which may include:

* Warning
* Suspension
* Expulsion
* Any other action deemed appropriate

6. Support for Complainants

Swarrnim Start Up & Innovation University is committed to supporting students who have experienced sexual harassment by providing:

* Counseling services
* Academic support and accommodations
* Assistance with filing a complaint with local law enforcement, if desired

7. Prevention Measures

The university will implement the following measures to prevent sexual harassment:

- Regular awareness and training programs for students
- Inclusion of information on sexual harassment in student orientation
- Clear communication of the policy and reporting mechanisms

8. Review of Policy

This policy will be reviewed regularly to ensure it remains effective and up-to-date with legal standards and best practices.

9. Conclusion

Swarrnim Start Up & Innovation University is dedicated to maintaining a campus environment free from sexual harassment. We encourage students to speak out and report any incidents to help us uphold a safe and respectful community.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

Bachelors of
Business Administration

Honours

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

We are delighted that you have chosen to pursue your BBA at Swarrnim Startup and Innovation University. This handbook is designed to provide information to assist you in succeeding in all areas of your BBA experience and to answer some of the most common questions students typically have. While we have tried to cover all of the pertinent information, please feel free to contact us at any time for assistance. We look forward to guiding you over the next few years to help you successfully complete your degree.

Swarrnim Startup and Innovation University (SSIU) has been approved by the Government of Gujarat under the Gujarat Private University Act No. 10 of 2017. The university imparts technical wisdom about innovation, startup and entrepreneurship through the conventional education medium.

Vision
To be globally competent institution imparting education based upon the foundation of innovation and entrepreneurship.

Mission
To create budding entrepreneurs who can compete globally by grooming their innovative and startup skills.

Campus and Facilities

We are located in Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat. Swarrnim Startup and Innovation University (SSIU) offers the ambiance and amenities to support educational programs. SSIU offers a range of classroom in order to accommodate multiple learning approaches, Seminar Hall, Incubation Center, Student accommodations, Canteen, Sports and Transport and Parking Facilities.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Businesses today need to operate in ways to contribute to social good by maintaining the highest ethical standards and ecological balance. We aim to co-create a new lineage of leaders who contribute to the triple bottom of People, Profit and Planet. Our incessant learning and assessment approach helps the student to augment learning to face challenges in today's shifting business environment. Our core objective is to enhance the problem solving and critical thinking capabilities of students in order to make them confident future. Our Program model aims to enable students to become agile, ethical and purposeful leaders of tomorrow while encouraging creativity, critical thinking, communication, contemplation, cross-disciplinary approaches, real-world implementation, and the ability to negotiate unanswered questions. Students are guided by best academic minds drawn from path-breaking young scholars to highly experienced experts.

School of Management, Commerce and Liberal Arts (SMCLA) of Swarrnim University, offers the Master of Business Administration (MBA- Marketing, Human Resource and Finance), Bachelor of Business Administration (BBA), Bachelor of Commerce (BCom) and Bachelor of Arts (BA). SMCLA also offers the full-time residential and part time doctoral (PhD) programme, the contents of this Students' Handbook are applicable to all the students of SMCLA during their course stage.

Vision

- The vision of School of Management, Commerce and Liberal Arts is to develop globally recognised leaders by inculcating innovative ideas that lead to make entrepreneurial individuals who contribute to society & economy through experiential learning eco system.

Mission

- Management Knowledge spreading through a right blend of a contextually relevant curriculum and innovative pedagogy.
- Creating the suitable environment to augment critical thinking and analytical abilities among students.
- Leading students towards building organisations by igniting the entrepreneurial spirit among students.
- To prepare transformative learning experience that prepares aspires students to become professional, ethical, and socially responsible individuals by inculcating leadership skills through holistic and value-based learning.

Four Year Full Time
BBA – Honours Programme

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Dress Code & Professional Conduct

The students enrolled in a professional degree program it is important that you represent yourself, in a professional manner. Our goal is to always be prepared to meet a potential employer, business contact, mentor, or other representative from the business community in a professional manner. The dress code for students is business casual for day-to-day classes and activities. We define business casual as collared shirt or button down shirt and pants for men. No shorts, t-shirts, flip flops, caps, etc. Business casual for women consists of nice top with pant or a skirt. Again, no shorts, t-shirts, etc.

Students are expected to show respect to their peers, the faculty, staff and members of the business community at all times. During class, students should silence cell phones. Similarly, laptops should not be used during class for any purpose other than as specifically instructed by the professor.

The BBA- H Programme

- It is a four-year full-time programme.
- It is delivered in semester system basis, with two semesters in one academic year, and a total of eight semesters during the four-year programme.
- Additionally, every student has to undergo Summer Internship during their 6th Sem.
- The programme has a common set of courses in the first two years and electives from third year onwards which are related to the specialization to bring all relevant techno-managerial, regulatory and commercial perspectives of industries. Additionally, perspectives like globalisation, strategy, technology, sustainability, innovation etc. appear as a common thread throughout the programme.

ORIENTATION PROGRAMME

School of Management, Commerce and Liberal Arts (SMCLA) organizes orientation program for 10 days for all new students. The orientation program provides the detailed overview of the University, School, Student's code of conduct, Curriculum details, Extra and Co-Curricular activities, Internship and Placement related initiatives/support. Infrastructure and Other facilities. we extends its support to all the new and existing students to recognize and discover their passion, pursue their goals and build expertise in that particular chosen area. Hence, the ultimate aim of the University and School lies in transforming Students to Corporate. Bridge Course acquaints students with diverse background of Science, Engineering, Arts with basics of subjects that they have not studied in their Graduation, there are bridge courses offered.

SWARЯNIM
STARTUP & INNOVATION UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT, COMMERCE & LIBERAL ARTS

Academic Calendar AY: 2024–25

AY 2024–25: Odd Semester: UG Sem. 1/3/5 & PG Sem. 1/3 (SMCLA)

Particulars	Date
Commencement of BBA, BCOM, BA - Semester 3, 5	22/07/2024
Commencement of MBA- Semester 3 (Students in Summer Internship)	05/08/2024
Orientation Programme (BBA,BCOM,BA) Sem I	29/07/2024
Orientation Programme (MBA) Sem I (As per ACPC Dates)	27/08/2024
Teaching, Learning & Continuous Evaluation – Phase 1 (8 Week)	22/07/2023 to 09/09/2024
BBA, BCOM, BA – 1,3,5; & MBA- Semester 3	
Attendance Review-1 (8 Weeks)	11/09/2024
Mid-Sem Exam BBA, BCOM, BA – 1,3,5 & MBA- Semester 3	16/09/2024
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation –Phase 1 (8 Week)	
MBA Semester 1	27/08/2024-11/10/24
Attendance Review-1 (8 Weeks)	11/10/2024
Mid-Sem Exam MBA - Semester 1	16/10/2024
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week)	23/09/2024 to 25/11/2025 (Inclusive of 2 week Diwali Holiday)
BA, BBA, BCOM – 1, 3,5; & MBA- Semester 3	
Attendance Review-2 (8 Weeks)	29/11/2025
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week)	21/10/2024 to 21/12/2025 (Inclusive of 2 week Diwali Holiday)
BA, BBA, BCOM – 1, 3,5; & MBA- Semester 3	
Attendance Review-2 (8 Weeks)	22/12/2025
University Exam BA, BBA, BCOM – 1,3,5; & MBA- Semester 3	02/12/2024
University Exam MBA - Semester 1	30/12/2024
End of the First term (BBA/BA/ B.COM SEM 1,3,5; & MBA SEM-1, 3)	December, 2024

Academic Calendar AY: 2024–25

Even Semester: UG Sem. 2/4/6 & PG Sem. 2/4 (SMCLA)

Particulars	Date
Commencement of BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	01/01/2025
Commencement MBA- Semester 2 (Students in Experiential Project from 15 Jan- 20 Feb 2025)	24/02/2025
Teaching, Learning & Continuous Evaluation – Phase 1 (8 Week) BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	01/01/2025 to 24/02/2025
Attendance Review-1 (8 Weeks)	26/02/2025
Mid-Sem Exam BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	03/03/2025
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation –Phase 1 (8 Week) MBA- Semester 2	15/01/2025 to 15/03/2025
Attendance Review-1 (8 Weeks)	17/03/2025
Mid-Sem Exam MBA- Semester 2	24/03/2025
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) BBA, BA, BCOM- Semester 2,4,6; MBA- Semester 4	16/03/2025 to 10/05/2025
Attendance Review-2 (8 Weeks)	12/05/2025
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) MBA- Semester 2	07/04/2025 to 31/05/2025
Attendance Review-2 (8 Weeks)	31/5/2025
University Exam BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	19/05/2025
University Exam MBA- Semester 2	02/06/2025
End of the First term (BBA, BCOM- Semester 2,4,6; BA Semester 2 & 4; MBA- Semester 2,4)	May, 2025

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Program Structure

BBA Honors is a Four year UG Programme as per guidelines of National Education Policy - 2020

The Semester system, Duration and other programme requirements are:

(i) BBA Honours programme shall have eight semesters duration.

(ii) Each academic year shall have two semesters; odd and even semesters.

(iii) The medium of instruction shall be English. The candidate has to write the examination only in English except in the language papers.

(iv) Each semester shall have 16 weeks (05 days per week system) with 90 working days (excluding Sundays and other holidays).

(v) The BBA Programme shall have multiple exit option at the end of ONE, TWO, or THREE academic years with the award of Certificate, Diploma and Degree.

(vi) The candidate availing exit option shall re-enter the programme at the beginning of any academic year within the stipulated time of three years and can complete the degree with the prevailing syllabi within Seven years.

(vii) Candidates shall have two option in Honours (Forth Year) – Honours with Research & Honours without Research. Students secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

(viii) All candidates shall be awarded Bachelor's degree Honours with Research/ Honours on successful completion of EIGHT semesters (FOUR academic years) undergraduate programme.

(ix) BBA Programme is specific in nature and hence, there shall not be any provision to change the programme.

Curriculum Components

Curricular components of the Program are:

(i) Major (Core)
(ii) Minor
(iii) Multidisciplinary (MDC)
(iv) Ability Enhancement Courses (AEC)
(v) Skill Enhancement Courses (SEC)/ Internship
(vi) Value Added Courses (VAC)/ IKS
(vii) Research Project / On the Job Training

BBA Semester – I

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BBA230101	Principles of Management	4	0	0	4
Major/ Core	BBA230102	Financial Accounting	1	0	6	4
Minor	BBA230103	Marketing Management	4	0	0	4
MDC	BBA230104	Office Automation	2	0	4	4
AEC	AEC230101	Communication Skills	0	0	4	2
SEC	SEC230101	Foundation of Entrepreneurship	2	0	0	2
IKS	IKS230101	Indian Economy & Business Model	2	0	0	2
Total Credits Earned						**22**

BBA Semester – II

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BBA230201	Organisational Behaviour	4	0	0	4
Major/ Core	BBA230202	Fundamentals of Economics	4	0	0	4
Minor	BBA230203	Financial Management	2	0	4	4
MDC	BBA230204	Foundation in Statistical Methods	1	0	6	4
AEC	AEC230202	Logical & Critical Thinking	0	0	4	2
SEC	SEC230202	Identifying Entrepreneurial Opportunities	2	0	0	2
VAC	VAC230201	Environmental Studies	2	0	0	2
Total Credits Earned						**22**

CURRICULUM

BBA Semester – III

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BBA230301	Business Environment	4	0	0	4
Major/ Core	BBA230302	Information System	1	0	6	4
Major/ Core	BBA230303	Corporate Social Responsibility	4	0	0	4
MDC	BBA230304	Introduction to Psychology	4	0	0	4
AEC	AEC230303	Financial Literacy	2	0	0	2
SEC	SEC230303	Marketing Strategies For Start Ups	2	0	0	2
IKS	IKS230302	Understanding India	2	0	0	2
Total Credits Earned						**22**

BBA Semester – IV

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BBA230401	Production & Operation Management	4	0	0	4
Major/ Core	BBA230402	Business Law	4	0	0	4
Major/ Core	BBA230403	Project Management	4	0	0	4
Minor	BBA230404	Human Resource Management	4	0	0	4
AEC	AEC230404	Soft Skills	0	0	4	2
SEC	SEC230404	Finance and Funding for Start Up	2	0	0	2
VAC	VAC230402	Emerging Technologies	0	0	4	2
Total Credits Earned						**22**

BBA Semester – V

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BBA230501	Business Research Methods	4	0	0	4
Minor	BBA230502	Strategic Management	4	0	0	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
	BBA230503A	Advanced Financial Management				
	BBA230503B	Security Analysis & Portfolio Management				
	BBA230504A	Services Marketing				
	BBA230504B	Consumer Behaviour				
	BBA230505A	Industrial & Labour Laws				
	BBA230505B	Organization Structure & Dynamics				
SEC	SEC230505	Intellectual Property Rights	2	0	0	2
Total Credits Earned						**22**

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

CURRICULUM

BBA Semester – VI

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BBA230601	Tax Planning & Practices	4	0	0	4
SEC/Internship	BBA230602	Internship	0	0	8	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
	BBA230603A	International Financial Management				
	BBA230603B	Cost & Management Account				
	BBA230604A	Advertising & Brand Management				
	BBA230604B	International Marketing				
	BBA230605A	Performance & Compensation Management				
	BBA230605B	Strategic Human Resource Management				
AEC	AEC230605	Workplace Communication	2	0	0	2
Total Credits Earned						**22**

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
RP	HRBBA230701	Research Project	0	0	12	6
Major/ Core	HRBBA230702	Advanced Research - I	0	0	8	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
	HRBBA230703A	Financial Modelling using Excel				
	HRBBA230703B	Investment Banking				
	HRBBA230704A	Sales & Distribution Management				
	HRBBA230704B	Retail Marketing				
	HRBBA230705A	Training & Development				
	HRBBA230705B	Management of Industrial Relations				
Total Credits Earned						**22**

BBA Semester – VII (With Research)

BBA Semester – VII (With Research)

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
RP	HRBBA230701	Research Project	0	0	12	6
Major/ Core	HRBBA230702	Advanced Research - I	0	0	8	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
	HRBBA230703A	Financial Modelling using Excel				
	HRBBA230703B	Investment Banking				
	HRBBA230704A	Sales & Distribution Management				
	HRBBA230704B	Retail Marketing				
	HRBBA230705A	Training & Development				
	HRBBA230705B	Management of Industrial Relations				
Total Credits Earned						**22**

BBA Semester – VIII (Without Research)

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
OJT	HBBA230801	On the Job Training	0	0	12	6
Major/ Core	HBBA230802	E – Business Management	4	0	0	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
	HRBBA230803A	Indian Financial System				
	HRBBA230803B	Risk Management				
	HRBBA230804A	Integrated Marketing Communication				
	HRBBA230804B	Marketing Analytics				
	HRBBA230805A	Emotional Intelligence				
	HRBBA230805B	HRD Instruments & Mechanism				
Total Credits Earned						**22**

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Pedagogical Tools

- **Lectures**

  Teaching learning processes is conducted in real with various multi-media aids. Apart from imparting fundamental knowledge of various concepts and theories of the subject, faculties make learning process in class room more interactive by using various innovative teaching pedagogies like case studies, role plays, book reviews, presentations, workshops, guest lectures, etc.

- **Tutorials**

  Lectures sessions are supported by tutorial sessions. Tutorial sessions are conducted in class room after regular sessions. Tutorial sessions are more interactive and specific than regular sessions and are conducted to solve subject specific queries of the students.

- **Guest Sessions**

  Subject and content specific guest sessions are also organized on regular basis that indeed help participants to relate and explore theoretical learning into practical implementation through the real-world experience from successful practitioners. It provides a vibrant platform to the participants to get insights from the vast pool of industry expertise across all promising areas and sectors wherein they strive to pursue their professional careers. As a para-academic initiative, committee members persistently organizes guest sessions where torch bearers of major industrial sectors and distinguished business personalities share their views about the industry, its macro and micro integrities, and give the entire overview of contemporaries in the corporate world. This learning enhancement initiative helps molding the participants into proficient managers of the future.

- **Industrial Visit**

  Practical exposure is very critical to understand all management verticals. To serve this purpose, industrial visits at renowned industries are organized for students on a regular basis.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

- **Projects/Assignments**

  Projects and assignments are one of the most essential parts of the MBA curriculum. Each faculty member guides the students personally for the projects and assignments. Learning process is made more comprehensive using following tools:

  1. Live projects provide practical exposure of various concepts and theories learned in Classroom
  2. Presentations to hone communication and interpersonal skills of students
  3. Research projects to sharpen analytical skills of students
  4. Group discussion to augment leadership and communication skills of students
  5. Subject specific assignment for in-depth understanding of subjects
  6. Workshops for better understanding of specific subjects

- **Academic Feedback Mechanism**

  The faculty shows the answer books of Continuous Evaluation Components and Internal Exam to students and also inform them about the marks within 7 to 10 working days. In case of any grievances students are free to personally meet subject faculty or academic committee. The result of respective components is displayed on notice board on regular basis.

- **Student Mentoring**

  The programme is having unique approach of assigning dedicated faculty members to students. The role of mentors is to guide and support students in their various academic and para-academic issues and concerns.

- **Class Schedule**

  A regular day would have five lectures. Each class would be of 60 minutes duration. There would be a Lunch Break at the end of the third class. Some days of the week are also marked for the weekly co-curricular activities. Students are required to refer to the detailed time-table displayed on the notice-board and also communicated vis students whatsapp group.

- **Enterprise resource planning (ERP)**

  SSIU has World Class ERP with student friendly features like Course Calendar, facility of downloading subject Videos and Course Outline, undertaking online quizzes and student evaluation. Students can Monitor Progress refer Attendance Reports and Fees Status.

  Registrar
  Swarrnim Startup & Innovation University
  At : Boyan Rathod, Gandhinagar.

Students Involvement and Enriching Activities

Co-curricular Activities

To provide a holistic learning experience to its students we go one step ahead of the prescribed syllabi. A dedicated team of faculty members conducts co-curricular activities. This committee grooms the students for participation in external competitions. The department also has Co-curricular activities like Management Quiz, Group Discussions, Elocution, Debate, Mock Interviews and Discussion of Contemporary Issues as a part of the weekly academic schedule. This exercise helps and boost confidence level of students in a large way, this paves way to confidently participate and outshine in various inter-college competitions.

Gyankumbh - Management Quiz

Management Quiz on various topics like General management, Marketing, Advertising, HRM, Finance, Capital markets, Business events and Personalities in the news. The basic objective of arranging management quiz is to assess and review awareness level of core management issues as well as current global developments.

SMCLA Club Activities

There are four clubs – Cine Joy, Business Bazigar, Business News and Hunar Munch. These club activities are held every month. Students Coordinators plan and execute the activities.

Extra-curricular Activities

To ensure active mind along with regular para-academic activities, we provide a healthy dose of extra-curricular activities.

Funathon

Those who understand the benefits of being fit can cherish its fruits of being active, focused, and strategically sound. This is an inter-department sports event comprising of games like football, carom, cricket, chess and volleyball. The beauty of the event is that it is organized and managed by the students. This helps enhancing the leadership, team spirit and sportsmanship of the students on the ground, and is later on reflected in their work too.

Annual Day Celebration

Each year, the Institute celebrates Annual Day to recognize the achievements of students by presenting trophy and certificates to winners and participants for their contribution in various external and internal events. Each year, more than 150 participants showcase their performances through plethora of cultural events like Dancing, Singing, Drama-Mime and Fashion Show, in the form of competition where all the performers battle for top position. The event is judged by a panel of eminent personalities from arts and theatre field.

Navratri

To promote cultural and traditional values among students we organize garba event each year. Garba dance form is not only a performing art, but also a forum for cultivating spiritual characteristics amongst the younger generation.

Fun Days Celebration

In order to make the academic journey more joyful every year days are celebrated based on different themes, wherein students are encouraged to organize and manage the events which give them a chance to sharpen their leadership and team building skills. Unique themes are celebrated each year like three seasons day, rubic's cube day, Brand day, Mismatch Day, Retro Day, Monochrome day, traditional day etc.

EXAMINATION RULES & REGULATIONS

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

General Discipilne

- Students must sit in exam-hall according to seating arrangement announced. They must occupy their seats 10 min before the scheduled time, failing to it, they shall not be allowed to appear for examination.
- Students appearing for examination must have a valid I-card. Student without a valid I-card will not be allowed to write the examination.
- To carry Mobile phones/laptop/electronic programmable memory devices in the examination hall is strictly prohibited. Violation of this rule shall be considered as an offence of unfair means in the examination.
- Students are not permitted to bring books, notes or other materials into the examination room.
- Use of simple scientific calculator is permitted however use of programmable calculator is prohibited.
- Exchange of calculator and other accessories is strictly prohibited in the examination hall.
- Students are not allowed to leave their seats during the first half an hour and last 15 minutes of the examination.
- Students must deposit his/her answer paper to the hall supervisor before leaving the hall. Leaving the examination hall without submitting the answer book is unfair means practice by rule, and is liable for strict action.
- Students are totally responsible for tying/joining appropriately their all kind of supplementary answer paper/s with the main answer book within the scheduled time, no extra time shall be given for the same.
- Students indulging in any kind of misbehavior with the hall supervisor will be taken as unfair means and is liable for strict action.
- Students found practicing any kind of unfair means are liable for strict action and their parents may be informed accordingly.
- Once you complete your examination, kindly leave the exam hall and corridors soon.

Examinations & Evaluation

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc. (Annexure- I : Exam Policy 2023)

SWARЯNIM STARTUP & INNOVATION UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT, COMMERCE & LIBERAL ARTS

The assessment of students for the curricula they are studying will broadly be done in two categories:

Category 1: Continuous Evaluation

Category 2: End Semester Examination / End of the year Examination

Sr. No	Segment	Components	Conducted During	Responsibility
1	Continuous Evaluation	Written tests, MCQs, Quizzes, Projects, Assignments, Presentation, Case Study, Practical Tests and Viva-Voce as per syllabus	Throughout the Semester	Deans / Principals are responsible for the smooth conduct, timely results and fairness. He/She shall assign responsibility to HODs / Faculties
2	End Semester/ End of the Year Examination	1. Practical (Performance & Viva-Voce) 2.Theory Papers	End of the Semester	Dean / Principal / Controller of Examination shall be responsible for smooth conduct, fairness and timely results

The teacher who is teaching a particular course shall be responsible for the performance of the students in that course.

Scheme of Course Evaluation

The respective teaching faculties and end semester / year examination by the University will evaluate the performance of every student in each course during their academic tenure. In general, the scheme of evaluation for various courses will be -

• Continuous Evaluation   50%*
• University Exam   50%*

The Percentage value may differ depending on the evaluation requirement of different Governing Councils of various courses at the University and which will be approved by their respective Board of Studies (BOS).

Sr. No.	Component	Passing Criteria	Remark
1	Internal Evalution	40%	Overall Pasing Criteria is 40%
2	External Evalution	40%	

EXAMINATION RULES & REGULATIONS

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Grading

SYSTEM OF EVALUATION, AWARD OF CLASS AND CONVERSION TO PERCENTAGE

Grading: The total of the internal evaluation marks and Final University Marks in each course will be converted into a letter grade as well as to point scale as per following scheme:-

Total Mark (%)	›80	›75-80	›70-75	›60-70	›50-60	›45-50	›40-45	›40	Absent
Corresponding Latter Grade	O	A+	A	B	B+	C	P	F	AB
Numerical Point Corresponding Latter Grade	10	9	8	7	6	5	4	0	0

Award of Class: The class awarded to a student in the programme is decided by the final CGPA as per the following scheme:

- **Distinction: CGPA ≥ 8.0**
- **First Class: CGPA ≥7.0 < 8.0**
- **Second Class: CGPA≥5.0<7.0**
- **Pass Class: CGPA≥4.0<5.0**
- **Fail: CGPA less than 4**

Formula for Conversion of SGPA/CGPA to Percentage: An equation to find equivalency between SGPA/CGPA may be obtained as: **Percentage Marks=(SGPA/CGPA-0.5)x10**

University UFM Policy
Nature of malpractice & Quantum of Punishment

Sr. No	Nature of Malpractice	Quantum of Punishment
I	Possession of copying material. (Copying Material in any form)	Annulment/ Cancellation of the performance of the student at the University / College examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No.(II) to Sr.No.(XII) in addition to the punishment prescribed Thereat).
II	Actual copying from the Copying material.	Exclusion of the student from University / College examination for one additional examination.
III	Possession of another student's answer book	Exclusion of the student from University / College for one additional examination. (Both the students).

IV	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from Deemed to be University/ College examination for two additional examinations (Both the students)
V	Mutual/Mass copying	Exclusion of the students from Deemed to be University/ College examination for two additional examinations.
VI	Smuggling-out or smuggling in of answer book as copying material	Exclusion of the student from Deemed to be University /College exam for two additional exams.
	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Deemed to be University / College examination for three additional examinations.
VII	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Deemed to be University / College examinations for four additional examinations.
VIII	Interfering with or counterfeiting of Deemed to be University /College seal, or answer-books or office Stationery used in the examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
IX	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
X	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
XI	Using obscene language /violence/ threat at the examination centre by a student at the Deemed to be University/ College examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Deemed to be University /College examinations for four additional examinations
XII	(a) Impersonation at the Deemed to be University / College Examination.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).

	(b) Impersonation examinations.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).
XIII	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institute examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XIV	Found having written on palms or on the body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XV	All other malpractice(s) not covered in the aforesaid categories.	Annulment of the performance of the student at the Deemed to be University /College Examination in full, and severe punishment depending upon the gravity of the offence.

ATKT Rules

Admission in Semester	ATKT Rule
Semester - I	Not Applicable
Semester - II	Student will be promoted to **Semester – II** from Semester – I irrespective of subjects failed in **semester – I.** He/she is allowed to appear in failed subjects at the end of second semester ATKT exam to clear them.
Semester – III	Students can have maximum backlog of four subjects of **Semester – I.** **If backlog is more than four, he/she will not be promoted to semester – III.** (Failed subjects of semester – II will not be counted for the detention in semester – III).
Semester - IV	**Student can have maximum backlog of four subjects of semester – I and Semester – II.** He/she can either have backlog of four subjects of semester – I or semester – II or combine of both. It is restricted to four only. **If number of backlog of semester – I and Semester – II is more than four, he/she will not be promoted to semester – IV.** (Failed subjects of semester – III will not be counted for the detention in semester – IV).
Semester – V	He / She must have cleared all the backlogs of semester – I and II to get promoted to semester – V. **He/she can have maximum four backlogs of semester – III; if it is more than four he / she will not be promoted to semester - V.** (Failed subjects of semester – IV will not be counted for the detention in semester – V).
Semester - VI	**He / She can have maximum four backlogs of semester – III and IV combined to get promoted in semester – VI.** (Failed subjects of semester – V will not be counted for the detention in semester – VI).
Semester - VII	**He / She must have cleared all the backlogs of semester – III and IV.** However, maximum four backlog in semester – V is allowed to get promoted in semester – VII. If it is more
	than four backlogs of semester-V, he/she will not be promoted to semester – VII. (Failed subjects of semester – VI will not be counted for the detention in semester – VII).
Semester - VIII	He/She can have maximum four backlogs of semester – V and VI to get promoted in semester – VIII. **If it is more than four backlog of semester – V and VI, he / she will not be promoted to semester - VIII.** (Failed subjects of semester – VII will not be counted for the detention in semester – VIII).

Committees for the Students

SWARRNIM
STARTUP & INNOVATION
U N I V E R S I T Y
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

• Anti-Ragging Committee

To provide a secure environment to the fresher students, Faculty of Management has constituted an anti-ragging committee & Squad with the objective to check and prevent any form of ragging. A combination of faculty members & students actively keep a check on ragging activities to ensure non-occurrence of such nuisance on the campus.

• Internal Complaint Committee

We believe in providing a safe and healthy environment in Higher Educational Institutions (HEIs) for women students and employees. ICC is responsible empowering women in HEIs through awareness on the various initiatives for capacity building of women, like women centric fellowships and scholarships, women study centres and legal provisions and advisories for women. It is also responsible to create safe spaces in HEIs for women through provision of this platform for lodging complaints related to violence and harassment against women and a helpline number and email address for reporting such issues.

• Grievance Redressal Cell

Grievance Redressal cell is officiating on regular basis to enquire the extent of grievances in diverse nature of Discipline & Act of Misconduct and misbehavior of students.
Objective:- A Grievance Redressal Cell has been constituted for the redressal of the problems reported by the Students of the College with the objective of encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

• Women Development Cell

This cell meets on regular basis and conduct various activities for the awareness and wellbeing of female students.

1. To create healthy working environment for both the genders by establishing guidelines to deter any Sexual Harassment.
2. To set a process of accepting grievances on sexual harassment, gender dignity, their fair investigation and appropriate action on the findings of the enquires.
3. To encourage raising of awareness about gender sensitivity and gender equality at campus.

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The University visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, a comprehensive placement policy has been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Placement Services of the University will be available only to those students who opt to avail them and commit to abide by the requirements thereof. As per current recruitment trends, the recruitment activity starts early in pre-final year / semester (depending on the program). The students graduating in 2024, 2025 & 2026 are required to gear up for being a part of placement related activities immediately at an early stage of their program

a. To apprise students regarding the rules and regulations of the Placement Policy & subsequent processes.

b. To regulate procedures regarding taking part in placement processes & offers arising out of the same.

c. To apprise students about importance of Preparatory Sessions in improving the employment index.

d. To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the University.

e. To lay down provisions, procedure and process for accepting Job/Internship Offers.

f. To lay down guidelines for joining of students & related rules in terms of penalization & benefits.

The detailed policy document will be discuses during the orientation ceremony.

ACADEMIC MISCONDUCT

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

The School attaches utmost importance to strict integrity and honesty in all segments of academic work. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the instructor, students must not collaborate/syndicate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the students.

Attendance

An enrolled candidate shall be considered eligible for appearing in the end semester / year examination subject to the fulfillment of the following conditions:

1. A candidate has satisfactorily completed the semester if,
a. The attendance is at least **75%** in the semester / year of the course.
b. He/she has carried out the planned lab work, term-work and other curricular assignment satisfactorily during the semester / year.

2. A candidate has paid the complete Tuition Fees and Examination Fees for the current Semester / Year in stipulated time period as per the Fee Structure approved by the Regulatory Authority of the State or the University.

3. Candidate have filled in the examination form within the stipulated time period.

4. After the student have filled in the exam form, the student should have hall ticket bearing his/her name, enrollment number, photograph and authorized signature along with a Photo Identity Proof to appear in the Examination Hall.

In absence of any of the mentioned document, the student will not be allowed to appear in examination.

Mobile Phone
- Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.
- Anyone who is in violation of these rules will be charged a spot fine of Rs.500/-

Academic and non-academic misconduct would invite severe penalty.

a. Penalty for breach of academic discipline would be first decided by the concerned faculty as per the rules defined in the course outline or as may be appropriate.

b. However, a faculty may refer the case of academic misconduct to the Head of the Department/ Director, who in turn will ask the Academic Committee to take a decision.

c. The cases of non-academic misconduct can be referred by anyone to the Head of the Department/ Director. The Head of the Department/ Director will attempt to address the situation and decide on penalty, if any. However, if the nature of misconduct such which may warrant severe penalty, the Head of the Department/ Director will refer the matter to the Academic Committee, which will take a final decision.

d. The decision of Academic Committee will be conveyed by the Head of the Department/ Director to the concerned student. The decision of the Academic Committee is binding to all.

e. In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Academic Dean shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Academic Dean shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.

f. A student expelled from the programme on the ground of academic or non- academic misconduct is ineligible for seeking admission in the University.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

FEE & PAYMENT SCHEDULE

- Students are advised to collect the fee details and payment schedule from the Account Department, and make payment in full accordingly.

- Except the caution money deposit, no fees are refundable in case of withdrawal or expulsion from the programme.

- Late registration and late payment of fees is not permissible, except with the prior permission of Dean Academics.

- In case of late payment, late fees will be charged at the rate of Rs.100 per day. In exceptional cases, the Dean Academics. may grant extension of time for making payments, without late fees.

- Those who fail make all payments due, including late fees, in a particular term will not be allowed to register for the next term, and will be deemed to have withdrawn from the programme.

- The caution money deposit will be refunded only on completion of programme and if there is no due from the student. The dues, if any, will be deducted from the caution money deposit that becomes refundable as per the rules.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
Where Ideas Come Alive
India's First University for Startup

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

The Code of Conduct is given below:

1) Book will be issued for 14days only. Delay in Returning the book will be penalized. For @Rs.5per Day.

2) Library timing is 9am to 5pm

3) If the book is damaged or lost by the students then the students have to pay 25% more than MRP of that book OR New Copy of the same title, publisher & year of the publication may be allowed to replace, within limited time duration.

4) Journals or Magazine or Newspaper should not carry outside the library. The students can read it in library only.

5) Do not damage any property of the library like newspapers, journals, book, computer etc. Doing this should be penalized with Rs.500

6) Non-Book Material like CD is for use in library only.

7) If the library ticket is lost, you should inform librarian immediately.

8) For the reissue of new ticket, you have to deposit Rs.50 for the loss of each ticket. If the book issued on lost ticket will be the responsibility of the ticket holder.

9) The books will be Issued/Returned to the student on his/her own ticket only.

10) Your Mobile should be switched off in the library. If your mobile rang in library, you will be penalized with Rs.100.

11) Do not enter in the library stack room with your bags or personal books or any other materialistic things.

12) If you misbehave in the library or with the library staff, the authorized person has the right to take disciplinary action against you.

13) Whenever you are entering in library kindly sign in library entry register.

14) Marking of any kind/underlining/writing on the books is strictly forbidden.

15) Maximum allowed issue books will be 3 only and Minimum will be 2.

The Code of Conduct is given below:

A. Be responsible for using computing facility in an effective, ethical, and lawful manner. Individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for all consequences and repercussions arising from such actions.

B. Be aware that wasteful or inefficient use of resources may result in significant expenses for university or result in a reduction in the level of service to other users

C. Use only those facilities for which student has permission.

Students are encouraged to report any violations of above rules and any information relating to flaws in the computing facility security, to the appropriate Lab Attendent/Faculty/HOD.

Students Involvement in Government Supported Initiatives

SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. Institute encourage students to register for SWAYAM and actively use SWAYAM resources for their knowledge and skills augmentation Committees for the Students.

National Digital Library (NDL)

The National Digital library of India (NDL) is a project under Ministry of Human Resource Development, India. The objective is to integrate several national and international digital libraries in one single web-portal. Students actively use NDL database for getting access to various e-books, video lectures, audio lectures, research papers, journals, magazines and other online resources. These resources are extremely useful to students in enriching their subject knowledge.

Norms for Students Startup

It is applicable to all students/Alumni of the University.

To identify a problem that is realistic, innovative, creative, and associated with real- world issues.

The solutions may be included in National Innovation Contest Organized by MHRD Innovative Cell (IIC) and YUKTI, GOI.

Any novel technological idea that can be upgraded for the commercial proposition, scaling up a laboratory proven concept qualifies for a pre-incubation project. Innovative ideas to go through the pre-incubation step and it is expected that the innovator is interested in commercializing the technology to move to registering the Business within a year of pre-incubation.
Selected Ideas to be admitted to "Innovation Space" the pre incubation facility of Swarrnim Startup and Innovation University and the university will provide free working space for the nascent entrepreneurs.

Each student group to be assigned to a senior faculty member for mentorship. Under the mentorship the group/s to prepare a prototype. The student can use the laboratory and other resources of the university for developing the prototype.

The startup to be registered as a student business entity – Partnership, LLP, Private Limited Company, One Person Company. Startups to provide a copy of the registration certificate/letter to their academic institution.

Swarrnim Incubation center can be utilized by external students who wish to incubate his startup idea. There is an incubation agreement for external students.

If the student of Swarrnim Startup and Innovation University want to quit from his startup, other students who are his team member in the startup can take a lead and run the organization or allow another student to join their startup.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Incubation Support:

Upon completion of the pre-incubation process, successful students to be admitted into the incubation program for converting the novel ideas into successful startups. Startups to be promoted and supported by the university in the following ways:

The access to pre-incubation and Incubation facility to startups by students, staffs, faculties and alumni for a mutually acceptable time-frame but should not be more than 30 months)

The SSIP of Government of Gujarat Rs. 20 lakhs to be earmarked annually in cash and/ or kind for Innovation and Entrepreneurial activities (Seed grant for prototype development/ Capability enhancement activities)

IE Courses at different semester: are the flagship program to be launched as an initiative of the Swarrnim Startup and Innovation University for nascent entrepreneurs (Youth Entrepreneurs/Student Entrepreneurs). The startups shall be administered by an advisory board that includes representatives from the schools of Engineering, Agriculture, Life Sciences, and Management.

Students are required to carefully read Startup Policy and related policies in detail

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Placement Policy Highlights

The placement policy is applicable for students enrolled in stand-alone regular programs for the students graduating in 2024, 2025 & 2026. The policy will be applicable till the last day of teaching of the term.

Eligibility & Debarment for students graduating in 2024, 2025 & 2026.

Eligibility & Debarment	
Enrolment	All students (graduating in 2024, 2025 & 2026 or equivalent, for admission batches 2022, 2023 & 2024 onwards) are eligible to register for Career Services.
Temporary Debarment	• For students registered for career services and later having less than the minimum CGPA as mentioned above or more than 2 standing arrears, will be temporarily debarred from career services until they again secure above mentioned minimum CGPA. • Temporary Debarment status will be updated after End-Term Exam Result • CTCP Activities will not be scheduled for Temporary Debarred students.
Important: A student once permanently debarred from placement services at any point of time cannot later become part of the placement process at any given stage.	

Important Notes:

Students must not change their email address & mobile numbers. Student mobile Nos. and E-mail Ids (although can be updated by student) changes shall be avoided as this information is frequently shared with prospective recruiters by Organisation.

Keep a decent E-mail ID.

Organisation shall not be responsible for any loss of communication due to phone nos./E-mail ids not reachable due to any reason.

Do's and Don'ts

It is advised that students must maintain a minimum 6.67 CGPA (or equivalent) with no standing arrears to be eligible for enough placement opportunities.

Go for Internships with good organizations/companies.

Get yourself industry-certified on latest technologies/tools through industry-certifications or industry-run MOOCs in your respective program/discipline.

Have live projects / research work (in related area of your program/discipline) to showcase your knowledge and skills to employer.

Strengthen your aptitude and reasoning abilities.

Your CV/resume and ensure you mean every word and you are able to justify your skills mentioned in it.

Disclaimers:

(i)   Minimum attendance criteria for CTCP Classes is 90%, failing in this criteria can lead to debarred you from placement drives.

(ii)   Students are required to note that the placement service is a facility offered by the University and cannot be taken as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the campus recruitment.

(iii)   In case of any issue arising out of this policy and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Authorized Signatory shall be the final authority.

Students are required to carefully read Placement Policy and related policies before opting the Career Services.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARRNIM
STARTUP & INNOVATION UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT, COMMERCE & LIBERAL ARTS

LIST OF EVENTS (ODD SEM) YEAR 2024-25

No.	Name Club/Committee	EVENT	SCHEDULE
1	Anti Ragging Committee	Anti Ragging Awareness	01.08.2024
2	Hunar Manch	Blind Art	08.08.2024
3	Business Baazigar	Branding/Advertising/Marketing	12.09.2024
4	Workshop	Student Workshop	27.09.2024
5	Hunar Manch	Face Painting	10.10.2024
6	Business Baazigar	Leadership	17.10.2024
7	Business Baazigar	Trivia Games for Finance Concepts	27.11.2024
8	Anti Ragging Committee	Anti Ragging Theme Based Competition	29.01.2025
9	Hunar Manch	Open Mic	13.02.2025
10	FDP	Faculty Development Program	28 Feb 2024
11	Hunar Manch	Fusion Dance	13.03.2025
12	Business Baazigar	Business Idea-2025	27.03.2025
13	Hunar Manch	Live Exhibition	10.04.2025
14	Business Baazigar	Role Play	22.04.2025

The School reserves the right to alter, modify or change the rules and other contents of this handbook in general interest of the students and academic discipline of the School.

Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat – 382420.

Visit our Website

SWARRNIM
SCHOOL OF MANAGEMENT, COMMERCE & LIBERAL ARTS

Masters of
Business Administration

We are delighted that you have chosen to pursue your MBA at Swarrnim Startup and Innovation University. This handbook is designed to provide information to assist you in succeeding in all areas of your MBA experience and to answer some of the most common questions students typically have. While we have tried to cover all of the pertinent information, please feel free to contact us at any time for assistance. We look forward to guiding you over the next few years to help you successfully complete your degree.

Swarrnim Startup and Innovation University (SSIU) has been approved by the Government of Gujarat under the Gujarat Private University Act No. 10 of 2017. The university imparts technical wisdom about innovation, startup and entrepreneurship through the conventional education medium.

Vision
To be globally competent institution imparting education based upon the foundation of innovation and entrepreneurship.

Mission
To create budding entrepreneurs who can compete globally by grooming their innovative and startup skills.

Campus and Facilities

We are located in Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat. Swarrnim Startup and Innovation University (SSIU) offers the ambiance and amenities to support educational programs. SSIU offers a range of classroom in order to accommodate multiple learning approaches, Seminar Hall, Incubation Center, Student accommodations, Canteen, Sports and Transport and Parking Facilities.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Businesses today need to operate in ways to contribute to social good by maintaining the highest ethical standards and ecological balance. We aim to co-create a new lineage of leaders who contribute to the triple bottom of People, Profit and Planet. Our incessant learning and assessment approach helps the student to augment learning to face challenges in today's shifting business environment. Our core objective is to enhance the problem solving and critical thinking capabilities of students in order to make them confident future. Our Program model aims to enable students to become agile, ethical and purposeful leaders of tomorrow while encouraging creativity, critical thinking, communication, contemplation, cross-disciplinary approaches, real-world implementation, and the ability to negotiate unanswered questions. Students are guided by best academic minds drawn from path-breaking young scholars to highly experienced experts.

School of Management, Commerce and Liberal Arts (SMCLA) of Swarrnim University, offers the Master of Business Administration (MBA- Marketing, Human Resource and Finance), Bachelor of Business Administration (BBA), Bachelor of Commerce (BCom) and Bachelor of Arts (BA). SMCLA also offers the full-time residential and part time doctoral (PhD) programme, the contents of this Students' Handbook are applicable to all the students of SMCLA during their course stage.

Mission

- Management Knowledge spreading through a right blend of a contextually relevant curriculum and innovative pedagogy.
- Creating the suitable environment to augment critical thinking and analytical abilities among students.
- Leading students towards building organisations by igniting the entrepreneurial spirit among students

Vision

The vision of School of Management, Commerce and Liberal Arts is to develop globally recognised leaders by inculcating innovative ideas that lead to make entrepreneurial individuals who contribute to society & economy through experiential learning eco system.

Two-Year Full Time MBA Programme

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Dress Code & Professional Conduct

The students enrolled in a professional degree program it is important that you represent yourself, in a professional manner. Our goal is to always be prepared to meet a potential employer, business contact, mentor, or other representative from the business community in a professional manner. The dress code for students is business casual for day-to-day classes and activities. We define business casual as collared shirt or button down shirt and pants for men. No shorts, t-shirts, flip flops, caps, etc. Business casual for women consists of nice top with pant or a skirt. Again, no shorts, t-shirts, etc.

Students are expected to show respect to their peers, the faculty, staff and members of the business community at all times. During class, students should silence cell phones. Similarly, laptops should not be used during class for any purpose other than as specifically instructed by the professor.

The MBA Programme

The SMCLA programme's are briefly described in bullets given below:

- It is a two-year full-time programme
- It is delivered in semester system basis, with two semesters in one academic year, and a total of four semesters during the two-year programme.
- Additionally, every student has to undergo Summer Internship at the end of the 2rd semester and before the 3rd semester begins.
- The programme has a set of courses in the first year and electives are related to the specialization to bring all relevant techno- managerial, regulatory and commercial perspectives of industries. Additionally perspectives like globalisation, strategy, technology, sustainability, innovation etc. appear as a common thread throughout the programme.

ORIENTATION PROGRAMME

School of Management, Commerce and Liberal Arts (SMCLA) organizes orientation program for 10 days for all new students. The orientation program provides the detailed overview of the University, School, Student's code of conduct, Curriculum details, Extra and Co-Curricular activities, Internship and Placement related initiatives/support. Infrastructure and Other facilities. we extends its support to all the new and existing students to recognize and discover their passion, pursue their goals and build expertise in that particular chosen area. Hence, the ultimate aim of the University and School lies in transforming Students to Corporate. Bridge Course acquaints students with diverse background of Science, Engineering, Arts with basics of subjects that they have not studied in their Graduation, there are bridge courses offered.

Two-Year Full Time MBA Programme

Academic Calendar AY: 2024-25

AY 2024-25: Odd Semester: UG Sem. 1/3/5 & PG Sem. 1/3 (SMCLA)

Particulars	Date
Commencement of BBA, BCOM, BA - Semester 3, 5	22/07/2024
Commencement of MBA- Semester 3 (Students in Summer Internship)	05/08/2024
Orientation Programme (BBA,BCOM,BA) Sem I	29/07/2024
Orientation Programme (MBA) Sem I (As per ACPC Dates)	27/08/2024
Teaching, Learning & Continuous Evaluation – Phase 1 (8 Week) BBA, BCOM, BA – 1,3,5; & MBA- Semester 3	22/07/2023 to 09/09/2024
Attendance Review-1 (8 Weeks)	11/09/2024
Mid-Sem Exam BBA, BCOM, BA – 1,3,5 & MBA- Semester 3	16/09/2024
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation –Phase 1 (8 Week) MBA Semester 1	27/08/2024-11/10/24
Attendance Review-1 (8 Weeks)	11/10/2024
Mid-Sem Exam MBA - Semester 1	16/10/2024
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) BA, BBA, BCOM – 1, 3,5; & MBA- Semester 3	23/09/2024 to 25/11/2025 (Inclusive of 2 week Diwali Holiday)
Attendance Review-2 (8 Weeks)	29/11/2025
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) BA, BBA, BCOM – 1, 3,5; & MBA- Semester 3	21/10/2024 to 21/12/2025 (Inclusive of 2 week Diwali Holiday)
Attendance Review-2 (8 Weeks)	22/12/2025
University Exam BA, BBA, BCOM – 1,3,5; & MBA- Semester 3	02/12/2024
University Exam MBA - Semester 1	30/12/2024
End of the First term (BBA/BA/ B.COM SEM 1,3,5; & MBA SEM-1, 3)	December, 2024

Academic Calendar AY: 2024-25

Even Semester: UG Sem. 2/4/6 & PG Sem. 2/4 (SMCLA)

Particulars	Date
Commencement of BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	01/01/2025
Commencement MBA- Semester 2 (Students in Experiential Project from 15 Jan- 20 Feb 2025)	24/02/2025
Teaching, Learning & Continuous Evaluation – Phase 1 (8 Week) BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	01/01/2025 to 24/02/2025
Attendance Review-1 (8 Weeks)	26/02/2025
Mid-Sem Exam BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	03/03/2025
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation –Phase 1 (8 Week) MBA- Semester 2	15/01/2025 to 15/03/2025
Attendance Review-1 (8 Weeks)	17/03/2025
Mid-Sem Exam MBA- Semester 2	24/03/2025
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) BBA, BA, BCOM- Semester 2,4,6; MBA- Semester 4	16/03/2025 to 10/05/2025
Attendance Review-2 (8 Weeks)	12/05/2025
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) MBA- Semester 2	07/04/2025 to 31/05/2025
Attendance Review-2 (8 Weeks)	31/5/2025
University Exam BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	19/05/2025
University Exam MBA- Semester 2	02/06/2025
End of the First term (BBA, BCOM- Semester 2,4,6; BA Semester 2 & 4; MBA- Semester 2,4)	May, 2025

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

After the orientation programs we commence the curriculum delivery. During this period we provide opportunities for skill development and value reinforcement through various curricular, co- curricular and extra-curricular activities organised by the School and University and also by the students.

Programme Structure

The MBA Programme is conducted on semester basis with total 04 semesters spread over Two academic years.

a) First Year there are 14 courses. All are core subjects imparting the knowledge on the fundamentals of management.

b) Second Year: There are Eight core courses. As the programme offers Choice Based Credit System (CBCS), students can decide the elective subjects of their choice along with compulsory subjects in each semester. The elective subject(s) are offered from three different areas namely, Marketing, Finance and Human Resource Management. Out of 12 elective courses the student has to select 04 based on the Specialization they choose.

MBA - TEACHING SCHEME BATCH 2023-25
MBA Semester – I

Sr. No.	Subject Code	Subject title	Credits
1	MBA101MAE	Managerial Economics	4
2	MBA102PPM	Principles & Practices of Management	3
3	MBA103MAM	Marketing Management	4
4	MBA104ORB	Organization Behaviour	4
5	MBA105POM	Production and Operation Management	3
6	MBA106AFM	Accounting for Managers	4
7	MBA107EAS	Entrepreneurship and Startups	3
		Total	25

CURRICULUM

MBA Semester – II

Sr. No.	Subject Code	Subject title	Credits
1	MBA201BUS	Business Statistics	4
2	MBA202HRM	Human Resource Management	4
3	MBA203ITM	Information Technology for Mangers	4
4	MBA204FIM	Financial Management	4
5	MBA205PSE	Professional Skills & Etiquettes	2
6	MBA206BRM	Business Research Methods	4
7	MBA207EXP	Experiential Project	3
		Total	**25**

MBA Semester – III

Sr. No.	Subject Code	Subject title	Credits
1	MBA301SIP	Summer Internship Project	6
2	MBA302TAX	Taxation	3
3	MBA303STM	Strategic Management	4
	Specialization Major 1 Finance/ Major 2 HR/ Major 3 Marketing		
4	MBA304SAPF/ MBA304COM/ MBA304SEM	Security Analysis & Portfolio Management/ Compensation Management/ Services Marketing	4
5	MBA305MFS/ MBA305SHR/ MBA305IMC	Management of Financial Services/ Strategic Human Resource Management/ Integrated Marketing Communication	4
6	MBA306ETM	Emerging Technology for Managers	3
		Total	**24**

MBA Semester – IV

Sr. No.	Subject Code	Subject title	Credits
1	MBA401PRM	Project Management	3
2	MBA402DSM	Digital & Social Media Marketing	3
3	MBA403BUL	Business Law	3
	Specialization Major 1 Finance/ Major 2 HR/ Major 3 Marketing		
4	**MBA404COR**/ MBA404HRA /**MBA404COB**	Corporate Restructuring/ HR Analytics/ Consumer Behaviour	4
5	MBA405FID/ MBA405INR/ **MBA405PBM**	Financial Derivatives/ Industrial Relation & Labour Laws/ Product and Brand Management	4
6	MBA406REP	Research Project	6
		Total	**23**

Note:

1. Research Project each student must prepare on any topic of their interest and specialization. Student should do a research based on either primary or secondary data follow the research paper format for prepare the report submit with plagiarism report.

2. Certificate course of minimum 1 credit will be completed by students using different governmental online study platforms like Swayam/ MOOC to get eligibility for next semester.

3. Internal and External evaluation components have 50 % weightage each.

Pedagogical Tools

● **Lectures**

Teaching learning processes is conducted in real with various multi-media aids. Apart from imparting fundamental knowledge of various concepts and theories of the subject, faculties make learning process in class room more interactive by using various innovative teaching pedagogies like case studies, role plays, book reviews, presentations, workshops, guest lectures, etc.

● **Tutorials**

Lectures sessions are supported by tutorial sessions. Tutorial sessions are conducted in class room after regular sessions. Tutorial sessions are more interactive and specific than regular sessions and are conducted to solve subject specific queries of the students.

- **Guest Sessions**

  Subject and content specific guest sessions are also organized on regular basis that indeed help participants to relate and explore theoretical learning into practical implementation through the real-world experience from successful practitioners. It provides a vibrant platform to the participants to get insights from the vast pool of industry expertise across all promising areas and sectors wherein they strive to pursue their professional careers. As a para-academic initiative, committee members persistently organizes guest sessions where torch bearers of major industrial sectors and distinguished business personalities share their views about the industry, its macro and micro integrities, and give the entire overview of contemporaries in the corporate world. This learning enhancement initiative helps molding the participants into proficient managers of the future.

- **Industrial Visit**

  Practical exposure is very critical to understand all management verticals. To serve this purpose, industrial visits at renowned industries are organized for students on a regular basis.

- **Projects/Assignments**

  Projects and assignments are one of the most essential parts of the MBA curriculum. Each faculty member guides the students personally for the projects and assignments. Learning process is made more comprehensive using following tools:

  1. Live projects provide practical exposure of various concepts and theories learned in Classroom
  2. Presentations to hone communication and interpersonal skills of students
  3. Research projects to sharpen analytical skills of students
  4. Group discussion to augment leadership and communication skills of students
  5. Subject specific assignment for in-depth understanding of subjects
  6. Workshops for better understanding of specific subjects

- **Academic Feedback Mechanism**

  The faculty shows the answer books of Continuous Evaluation Components and Internal Exam to students and also inform them about the marks within 7 to 10 working days. In case of any grievances students are free to personally meet subject faculty or academic committee. The result of respective components is displayed on notice board on regular basis.

- **Student Mentoring**

  The programme is having unique approach of assigning dedicated faculty members to students. The role of mentors is to guide and support students in their various academic and para-academic issues and concerns.

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

- ## Class Schedule
A regular day would have five lectures. Each class would be of 60 minutes duration. There would be a Lunch Break at the end of the third class. Some days of the week are also marked for the weekly co-curricular activities. Students are required to refer to the detailed time-table displayed on the notice-board and also communicated vis students whatsapp group.

- ## Enterprise resource planning (ERP)
SSIU has World Class ERP with student friendly features like Course Calendar, facility of downloading subject Videos and Course Outline, undertaking online quizzes and student evaluation. Students can Monitor Progress refer Attendance Reports and Fees Status.

Students Involvement and Enriching Activities

Co-curricular Activities
To provide a holistic learning experience to its students we go one step ahead of the prescribed syllabi. A dedicated team of faculty members conducts co-curricular activities. This committee grooms the students for participation in external competitions. The department also has Co-curricular activities like Management Quiz, Group Discussions, Elocution, Debate, Mock Interviews and Discussion of Contemporary Issues as a part of the weekly academic schedule. This exercise helps and boost confidence level of students in a large way, this paves way to confidently participate and outshine in various inter-college competitions.

Gyankumbh - Management Quiz
Management Quiz on various topics like General management, Marketing, Advertising, HRM, Finance, Capital markets, Business events and Personalities in the news. The basic objective of arranging management quiz is to assess and review awareness level of core management issues as well as current global developments.

SMCLA Club Activities
There are four clubs – Cine Joy, Business Bazigar, Business News and Hunar Munch. These club activities are held every month. Students Coordinators plan and execute the activities.

Extra-curricular Activities
To ensure active mind along with regular para-academic activities, we provide a healthy dose of extra-curricular activities.

Fun-O-Thon

Those who understand the benefits of being fit can cherish its fruits of being active, focused, and strategically sound. This is an inter-department sports event comprising of games like football, carom, cricket, chess and volleyball. The beauty of the event is that it is organized and managed by the students. This helps enhancing the leadership, team spirit and sportsmanship of the students on the ground, and is later on reflected in their work too.

Annual Day Celebration

Each year, the Institute celebrates Annual Day to recognize the achievements of students by presenting trophy and certificates to winners and participants for their contribution in various external and internal events. Each year, more than 150 participants showcase their performances through plethora of cultural events like Dancing, Singing, Drama-Mime and Fashion Show, in the form of competition where all the performers battle for top position. The event is judged by a panel of eminent personalities from arts and theatre field.

Navrari

To promote cultural and traditional values among students we organize garba event each year. Garba dance form is not only a performing art, but also a forum for cultivating spiritual characteristics amongst the younger generation.

Fun Days Celebration

In order to make the academic journey more joyful every year days are celebrated based on different themes, wherein students are encouraged to organize and manage the events which give them a chance to sharpen their leadership and team building skills. Unique themes are celebrated each year like three seasons day, rubic's cube day, Brand day, Mis............. ....nochrome day, traditional day etc.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

General Discipilne

- Students must sit in exam-hall according to seating arrangement announced. They must occupy their seats 10 min before the scheduled time, failing to it, they shall not be allowed to appear for examination.
- Students appearing for examination must have a valid I-card. Student without a valid I-card will not be allowed to write the examination.
- To carry Mobile phones/laptop/electronic programmable memory devices in the examination hall is strictly prohibited. Violation of this rule shall be considered as an offence of unfair means in the examination.
- Students are not permitted to bring books, notes or other materials into the examination room.
- Use of simple scientific calculator is permitted however use of programmable calculator is prohibited.
- Exchange of calculator and other accessories is strictly prohibited in the examination hall.
- Students are not allowed to leave their seats during the first half an hour and last 15 minutes of the examination.
- Students must deposit his/her answer paper to the hall supervisor before leaving the hall. Leaving the examination hall without submitting the answer book is unfair means practice by rule, and is liable for strict action.
- Students are totally responsible for tying/joining appropriately their all kind of supplementary answer paper/s with the main answer book within the scheduled time, no extra time shall be given for the same.
- Students indulging in any kind of misbehavior with the hall supervisor will be taken as unfair means and is liable for strict action.
- Students found practicing any kind of unfair means are liable for strict action and their parents may be informed accordingly.
- Once you complete your examination, kindly leave the exam hall and corridors soon.

Examinations & Evaluation

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc. (Annexure- I : Exam Policy 2023)

The assessment of students for the curricula they are studying will broadly be done in two categories:

Category 1: Continuous Evaluation

Category 2: End Semester Examination / End of the year Examination

Sr. No	Segment	Components	Conducted During	Responsibility
1	Continuous Evaluation	Written tests, MCQs, Quizzes, Projects, Assignments, Presentation, Case Study, Practical Tests and Viva-Voce as per syllabus	Throughout the Semester	Deans / Principals are responsible for the smooth conduct, timely results and fairness. He/She shall assign responsibility to HODs / Faculties
2	End Semester/ End of the Year Examination	1. Practical (Performance & Viva-Voce) 2.Theory Papers	End of the Semester	Dean / Principal / Controller of Examination shall be responsible for smooth conduct, fairness and timely results

The teacher who is teaching a particular course shall be responsible for the performance of the students in that course.

Scheme of Course Evaluation

The respective teaching faculties and end semester / year examination by the University will evaluate the performance of every student in each course during their academic tenure. In general, the scheme of evaluation for various courses will be -

- Continuous Evaluation   50%*
- University Exam   50%*

The Percentage value may differ depending on the evaluation requirement of different Governing Councils of various courses at the University and which will be approved by their respective Board of Studies (BOS).

Sr. No.	Component	Passing Criteria	Remark
1	Internal Evalution	40%	Overall Pasing Criteria is 40%
2	External Evalution	40%	

Grading

SYSTEM OF EVALUATION, AWARD OF CLASS AND CONVERSION TO PERCENTAGE

Grading: The total of the internal evaluation marks and Final University Marks in each course will be converted into a letter grade as well as to point scale as per following scheme:-

Total Mark (%)	›80	›75-80	›70-75	›60-70	›50-60	›45-50	›40-45	›40	Absent
Corresponding Latter Grade	O	A+	A	B	B+	C	P	F	AB
Numerical Point Corresponding Latter Grade	10	9	8	7	6	5	4	0	0

Award of Class: The class awarded to a student in the programme is decided by the final CGPA as per the following scheme:

- **Distinction: CGPA ≥ 8.0**
- **First Class: CGPA ≥7.0 ‹ 8.0**
- **Second Class: CGPA≥5.0‹7.0**
- **Pass Class: CGPA≥4.0‹5.0**
- **Fail: CGPA less than 4**

Formula for Conversion of SGPA/CGPA to Percentage: An equation to find equivalency between SGPA/CGPA may be obtained as: **Percentage Marks=(SGPA/CGPA-0.5)x10**

University UFM Policy
Nature of malpractice & Quantum of Punishment

Sr. No	Nature of Malpractice	Quantum of Punishment
I	Possession of copying material. (Copying Material in any form)	Annulment/ Cancellation of the performance of the student at the University / College examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No.(II) to Sr.No.(XII) in addition to the punishment prescribed Thereat).
II	Actual copying from the Copying material.	Exclusion of the student from University / College examination for one additional examination.
III	Possession of another student's answer book	Exclusion of the student from University / College for one additional examination. (Both the students).

IV	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from Deemed to be University/ College examination for two additional examinations (Both the students)
V	Mutual/Mass copying	Exclusion of the students from Deemed to be University/ College examination for two additional examinations.
VI	Smuggling-out or smuggling in of answer book as copying material	Exclusion of the student from Deemed to be University /College exam for two additional exams.
	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Deemed to be University / College examination for three additional examinations.
VII	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Deemed to be University / College examinations for four additional examinations.
VIII	Interfering with or counterfeiting of Deemed to be University /College seal, or answer-books or office Stationery used in the examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
IX	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
X	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
XI	Using obscene language /violence/ threat at the examination centre by a student at the Deemed to be University/ College examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Deemed to be University /College examinations for four additional examinations
XII	(a) Impersonation at the Deemed to be University / College Examination.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).

	(b) Impersonation examinations.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).
XIII	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institute examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XIV	Found having written on palms or on the body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XV	All other malpractice(s) not covered in the aforesaid categories.	Annulment of the performance of the student at the Deemed to be University /College Examination in full, and severe punishment depending upon the gravity of the offence.

ATKT Rules

Admission in Semester	ATKT Rule
Semester - I	Not Applicable
Semester – II	Student will be promoted to **Semester – II** from Semester – I irrespective of subjects failed in **semester – I**. He/she is allowed to appear in failed subjects at the end of second semester ATKT exam to clear them.
Semester – III	Students can have maximum backlog of four subjects of **Semester – I**. **If backlog is more than four, he/she will not be promoted to semester – III.** (Failed subjects of semester – II will not be counted for the detention in semester – III).
Semester - IV	**Student can have maximum backlog of four subjects of semester – I and Semester – II.** He/she can either have backlog of four subjects of semester – I or semester – II or combine of both. It is restricted to four only. **If number of backlog of semester – I and Semester – II is more than four, he/she will not be promoted to semester – IV.** (Failed subjects of semester – III will not be counted for the detention in semester – IV).
Semester – V	He / She must have cleared all the backlogs of semester – I and II to get promoted to semester – V. **He/she can have maximum four backlogs of semester – III; if it is more than four he / she will not be promoted to semester - V.** (Failed subjects of semester – IV will not be counted for the detention in semester – V).
Semester - VI	**He / She can have maximum four backlogs of semester – III and IV combined to get promoted in semester – VI.** (Failed subjects of semester – V will not be counted for the detention in semester – VI).
Semester - VII	**He / She must have cleared all the backlogs of semester – III and IV.** However, maximum four backlog in semester – V is allowed to get promoted in semester – VII. If it is more than four backlogs of semester-V, he/she will not be promoted to semester – VII. (Failed subjects of semester – VI will not be counted for the detention in semester – VII).
Semester - VIII	He/She can have maximum four backlogs of semester – V and VI to get promoted in semester – VIII. **If it is more than four backlog of semester – V and VI, he / she will not be promoted to semester - VIII.** (Failed subjects of semester – VII will not be counted for the detention in semester – VIII).

• Anti-Ragging Committee

To provide a secure environment to the fresher students, Faculty of Management has constituted an anti-ragging committee & Squad with the objective to check and prevent any form of ragging. A combination of faculty members & students actively keep a check on ragging activities to ensure non-occurrence of such nuisance on the campus.

• Internal Complaint Committee

We believe in providing a safe and healthy environment in Higher Educational Institutions (HEIs) for women students and employees. ICC is responsible empowering women in HEIs through awareness on the various initiatives for capacity building of women, like women centric fellowships and scholarships, women study centres and legal provisions and advisories for women. It is also responsible to create safe spaces in HEIs for women through provision of this platform for lodging complaints related to violence and harassment against women and a helpline number and email address for reporting such issues.

• Grievance Redressal Cell

Grievance Redressal cell is officiating on regular basis to enquire the extent of grievances in diverse nature of Discipline & Act of Misconduct and misbehavior of students.
Objective:- A Grievance Redressal Cell has been constituted for the redressal of the problems reported by the Students of the College with the objective of encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

• Women Development Cell

This cell meets on regular basis and conduct various activities for the awareness and wellbeing of female students.

1. To create healthy working environment for both the genders by establishing guidelines to deter any Sexual Harassment.
2. To set a process of accepting grievances on sexual harassment, gender dignity, their fair investigation and appropriate action on the findings of the enquires.
3. To encourage raising of awareness about gender sensitivity and gender equality at campus.

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The University visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, a comprehensive placement policy has been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Placement Services of the University will be available only to those students who opt to avail them and commit to abide by the requirements thereof. As per current recruitment trends, the recruitment activity starts early in pre-final year / semester (depending on the program). The students graduating in 2024, 2025 & 2026 are required to gear up for being a part of placement related activities immediately at an early stage of their program

a. To apprise students regarding the rules and regulations of the Placement Policy & subsequent processes.

b. To regulate procedures regarding taking part in placement processes & offers arising out of the same.

c. To apprise students about importance of Preparatory Sessions in improving the employment index.

d. To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the University.

e. To lay down provisions, procedure and process for accepting Job/Internship Offers.

f. To lay down guidelines for joining of students & related rules in terms of penalization & benefits.

The detailed policy document will be discuses during the orientation ceremony.

The School attaches utmost importance to strict integrity and honesty in all segments of academic work. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the instructor, students must not collaborate/syndicate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the students.

Attendance

An enrolled candidate shall be considered eligible for appearing in the end semester / year examination subject to the fulfillment of the following conditions:

1. A candidate has satisfactorily completed the semester if,
a. The attendance is at least **75%** in the semester / year of the course.
b. He/she has carried out the planned lab work, term-work and other curricular assignment satisfactorily during the semester / year.

2. A candidate has paid the complete Tuition Fees and Examination Fees for the current Semester / Year in stipulated time period as per the Fee Structure approved by the Regulatory Authority of the State or the University.

3. Candidate have filled in the examination form within the stipulated time period.

4. After the student have filled in the exam form, the student should have hall ticket bearing his/her name, enrollment number, photograph and authorized signature along with a Photo Identity Proof to appear in the Examination Hall.

In absence of any of the mentioned document, the student will not be allowed to appear in examination.

Mobile Phone
- Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.
- Anyone who is in violation of these rules will be charged a spot fine of Rs.500/-

CONSEQUENCES OF MISCONDUCT

Academic and non-academic misconduct would invite severe penalty.

a. Penalty for breach of academic discipline would be first decided by the concerned faculty as per the rules defined in the course outline or as may be appropriate.

b. However, a faculty may refer the case of academic misconduct to the Head of the Department/ Director, who in turn will ask the Academic Committee to take a decision.

c. The cases of non-academic misconduct can be referred by anyone to the Head of the Department/ Director. The Head of the Department/ Director will attempt to address the situation and decide on penalty, if any. However, if the nature of misconduct such which may warrant severe penalty, the Head of the Department/ Director will refer the matter to the Academic Committee, which will take a final decision.

d. The decision of Academic Committee will be conveyed by the Head of the Department/ Director to the concerned student. The decision of the Academic Committee is binding to all.

e. In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Academic Dean shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Academic Dean shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.

f. A student expelled from the programme on the ground of academic or non- academic misconduct is ineligible for seeking admission in the University.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

- Students are advised to collect the fee details and payment schedule from the Account Department, and make payment in full accordingly.

- Except the caution money deposit, no fees are refundable in case of withdrawal or expulsion from the programme.

- Late registration and late payment of fees is not permissible, except with the prior permission of Dean Academics.

- In case of late payment, late fees will be charged at the rate of Rs.100 per day. In exceptional cases, the Dean Academics. may grant extension of time for making payments, without late fees.

- Those who fail make all payments due, including late fees, in a particular term will not be allowed to register for the next term, and will be deemed to have withdrawn from the programme.

- The caution money deposit will be refunded only on completion of programme and if there is no due from the student. The dues, if any, will be deducted from the caution money deposit that becomes refundable as per the rules.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

The Code of Conduct is given below:

1) Book will be issued for 14days only. Delay in Returning the book will be penalized. For @Rs.5per Day.

2) Library timing is 9am to 5pm

3) If the book is damaged or lost by the students then the students have to pay 25% more than MRP of that book OR New Copy of the same title, publisher & year of the publication may be allowed to replace, within limited time duration.

4) Journals or Magazine or Newspaper should not carry outside the library. The students can read it in library only.

5) Do not damage any property of the library like newspapers, journals, book, computer etc. Doing this should be penalized with Rs.500

6) Non-Book Material like CD is for use in library only.

7) If the library ticket is lost, you should inform librarian immediately.

8) For the reissue of new ticket, you have to deposit Rs.50 for the loss of each ticket. If the book issued on lost ticket will be the responsibility of the ticket holder.

9) The books will be Issued/Returned to the student on his/her own ticket only.

10) Your Mobile should be switched off in the library. If your mobile rang in library, you will be penalized with Rs.100.

11) Do not enter in the library stack room with your bags or personal books or any other materialistic things.

12) If you misbehave in the library or with the library staff, the authorized person has the right to take disciplinary action against you.

13) Whenever you are entering in library kindly sign in library entry register.

14) Marking of any kind/underlining/writing on the books is strictly forbidden.

15) Maximum allowed issue books will be 3 only and Minimum will be 2.

The Code of Conduct is given below:

A. Be responsible for using computing facility in an effective, ethical, and lawful manner. Individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for all consequences and repercussions arising from such actions.

B. Be aware that wasteful or inefficient use of resources may result in significant expenses for university or result in a reduction in the level of service to other users

C. Use only those facilities for which student has permission.

Students are encouraged to report any violations of above rules and any information relating to flaws in the computing facility security, to the appropriate Lab Attendent/Faculty/HOD.

Students Involvement in Government Supported Initiatives

SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. Institute encourage students to register for SWAYAM and actively use SWAYAM resources for their knowledge and skills augmentation Committees for the Students.

National Digital Library (NDL)

The National Digital library of India (NDL) is a project under Ministry of Human Resource Development, India. The objective is to integrate several national and international digital libraries in one single web-portal. Students actively use NDL database for getting access to various e-books, video lectures, audio lectures, research papers, journals, magazines and other online resources. These resources are extremely useful to students in enriching their subject knowledge.

Startup Policy Highlights

Norms for Students Startup

It is applicable to all students/Alumni of the University.

To identify a problem that is realistic, innovative, creative, and associated with real- world issues.

The solutions may be included in National Innovation Contest Organized by MHRD Innovative Cell (IIC) and YUKTI, GOI.

Any novel technological idea that can be upgraded for the commercial proposition, scaling up a laboratory proven concept qualifies for a pre-incubation project. Innovative ideas to go through the pre-incubation step and it is expected that the innovator is interested in commercializing the technology to move to registering the Business within a year of pre-incubation.
Selected Ideas to be admitted to "Innovation Space" the pre incubation facility of Swarrnim Startup and Innovation University and the university will provide free working space for the nascent entrepreneurs.

Each student group to be assigned to a senior faculty member for mentorship. Under the mentorship the group/s to prepare a prototype. The student can use the laboratory and other resources of the university for developing the prototype.

The startup to be registered as a student business entity – Partnership, LLP, Private Limited Company, One Person Company. Startups to provide a copy of the registration certificate/letter to their academic institution.

Swarrnim Incubation center can be utilized by external students who wish to incubate his startup idea. There is an incubation agreement for external students.

If the student of Swarrnim Startup and Innovation University want to quit from his startup, other students who are his team member in the startup can take a lead and run the organization or allow another student to join their startup.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Incubation Support:

Upon completion of the pre-incubation process, successful students to be admitted into the incubation program for converting the novel ideas into successful startups. Startups to be promoted and supported by the university in the following ways:

The access to pre-incubation and Incubation facility to startups by students, staffs, faculties and alumni for a mutually acceptable time-frame but should not be more than 30 months)

The SSIP of Government of Gujarat Rs. 20 lakhs to be earmarked annually in cash and/ or kind for Innovation and Entrepreneurial activities (Seed grant for prototype development/ Capability enhancement activities)

IE Courses at different semester: are the flagship program to be launched as an initiative of the Swarrnim Startup and Innovation University for nascent entrepreneurs (Youth Entrepreneurs/Student Entrepreneurs). The startups shall be administered by an advisory board that includes representatives from the schools of Engineering, Agriculture, Life Sciences, and Management.

Students are required to carefully read Startup Policy and related policies in detail

Placement Policy Highlights

The placement policy is applicable for students enrolled in stand-alone regular programs for the students graduating in 2024, 2025 & 2026. The policy will be applicable till the last day of teaching of the term.

Eligibility & Debarment for students graduating in 2024, 2025 & 2026.

Eligibility &Debarment	
rolment	l students (graduating in 2024, 2025 & 2026 or equivalent, for admission batches 2022, 2023 & 2024 onwards) are eligible to register for Career Services.
Temporary Debarment	• For students registered for career services and later having less than the minimum CGPA as mentioned above or more than 2 standing arrears, will be temporarily debarred from career services until they again secure above mentioned minimum CGPA. • Temporary Debarment status will be updated after End-Term Exam Result • CTCP Activities will not be scheduled for Temporary Debarred students.
Important: A student once permanently debarred from placement services at any point of time cannot later become part of the placement process at any given stage.	

Important Notes:

Students must not change their email address & mobile numbers. Student mobile Nos. and E-mail Ids (although can be updated by student) changes shall be avoided as this information is frequently shared with prospective recruiters by Organisation.

Keep a decent E-mail ID.

Organisation shall not be responsible for any loss of communication due to phone nos./E-mail ids not reachable due to any reason.

Do's and Don'ts

It is advised that students must maintain a minimum 6.67 CGPA (or equivalent) with no standing arrears to be eligible for enough placement opportunities.

Go for Internships with good organizations/companies.

Get yourself industry-certified on latest technologies/tools through industry-certifications or industry-run MOOCs in your respective program/discipline.

Have live projects / research work (in related area of your program/discipline) to showcase your knowledge and skills to employer.

Strengthen your aptitude and reasoning abilities.

Your CV/resume and ensure you mean every word and you are able to justify your skills mentioned in it.

Disclaimers:

(i)   Minimum attendance criteria for CTCP Classes is 90%, failing in this criteria can lead to debarred you from placement drives.

(ii)   Students are required to note that the placement service is a facility offered by the University and cannot be taken as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the campus recruitment.

(iii)   In case of any issue arising out of this policy and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Authorized Signatory shall be the final authority.

Students are required to carefully read Placement Policy and related policies before opting the Career Services.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
Where Ideas Come Alive
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

LIST OF EVENTS (ODD SEM) YEAR 2024-25

No.	Name Club/Committee	EVENT	SCHEDULE
1	Anti Ragging Committee	Anti Ragging Awareness	01.08.2024
2	Hunar Manch	Blind Art	08.08.2024
3	Business Baazigar	Branding/Advertising/Marketing	12.09.2024
4	Workshop	Student Workshop	27.09.2024
5	Hunar Manch	Face Painting	10.10.2024
6	Business Baazigar	Leadership	17.10.2024
7	Business Baazigar	Trivia Games for Finance Concepts	27.11.2024
8	Anti Ragging Committee	Anti Ragging Theme Based Competition	29.01.2025
9	Hunar Manch	Open Mic	13.02.2025
10	FDP	Faculty Development Program	28 Feb 2024
11	Hunar Manch	Fusion Dance	13.03.2025
12	Business Baazigar	Business Idea-2025	27.03.2025
13	Hunar Manch	Live Exhibition	10.04.2025
14	Business Baazigar	Role Play	22.04.2025

Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat – 382420.

Visit our Website

Bachelor of Commerce

Honours

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

We are delighted that you have chosen to pursue your BCOM - H at Swarrnim Startup and Innovation University. This handbook is designed to provide information to assist you in succeeding in all areas of your BCOM - H experience and to answer some of the most common questions students typically have. While we have tried to cover all of the pertinent information, please feel free to contact us at any time for assistance. We look forward to guiding you over the next few years to help you successfully complete your degree

Swarrnim Startup and Innovation University (SSIU) has been approved by the Government of Gujarat under the Gujarat Private University Act No. 10 of 2017. The university imparts technical wisdom about innovation, startup and entrepreneurship through the conventional education medium.

Vision

To be globally competent institution imparting education based upon the foundation of innovation and entrepreneurship.

Mission

To create budding entrepreneurs who can compete globally by grooming their innovative and startup skills.

Campus and Facilities

We are located in Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat. Swarrnim Startup and Innovation University (SSIU) offers the ambiance and amenities to support educational programs. SSIU offers a range of classroom in order to accommodate multiple learning approaches, Seminar Hall, Incubation Center, Student accommodations, Canteen, Sports and Transport and Parking Facilities.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Businesses today need to operate in ways to contribute to social good by maintaining the highest ethical standards and ecological balance. We aim to co-create a new lineage of leaders who contribute to the triple bottom of People, Profit and Planet. Our incessant learning and assessment approach helps the student to augment learning to face challenges in today's shifting business environment. Our core objective is to enhance the problem solving and critical thinking capabilities of students in order to make them confident future. Our Program model aims to enable students to become agile, ethical and purposeful leaders of tomorrow while encouraging creativity, critical thinking, communication, contemplation, cross-disciplinary approaches, real-world implementation, and the ability to negotiate unanswered questions. Students are guided by best academic minds drawn from path-breaking young scholars to highly experienced experts.

School of Management, Commerce and Liberal Arts (SMCLA) of Swarrnim University, offers the Master of Business Administration (MBA- Marketing, Human Resource and Finance), Bachelor of Business Administration (BBA), Bachelor of Commerce (BCom) and Bachelor of Arts (BA). SMCLA also offers the full-time residential and part time doctoral (PhD) programme, the contents of this Students' Handbook are applicable to all the students of SMCLA during their course stage.

Vision

- The vision of School of Management, Commerce and Liberal Arts is to develop globally recognised leaders by inculcating innovative ideas that lead to make entrepreneurial individuals who contribute to society & economy through experiential learning eco system.

Mission

- Management Knowledge spreading through a right blend of a contextually relevant curriculum and innovative pedagogy.
- Creating the suitable environment to augment critical thinking and analytical abilities among students.
- Leading students towards building organisations by igniting the entrepreneurial spirit among students.
- To prepare transformative learning experience that prepares aspires students to become professional, ethical, and socially responsible individuals by inculcating leadership skills through holistic and value-based learning.

Four Year Full Time BCOM Honours Programme

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Dress Code & Professional Conduct

The students enrolled in a professional degree program it is important that you represent yourself, in a professional manner. Our goal is to always be prepared to meet a potential employer, business contact, mentor, or other representative from the business community in a professional manner. The dress code for students is business casual for day-to-day classes and activities. We define business casual as collared shirt or button down shirt and pants for men. No shorts, t-shirts, flip flops, caps, etc. Business casual for women consists of nice top with pant or a skirt. Again, no shorts, t-shirts, etc.

Students are expected to show respect to their peers, the faculty, staff and members of the business community at all times. During class, students should silence cell phones. Similarly, laptops should not be used during class for any purpose other than as specifically instructed by the professor.

The BCOM- H Programme

- It is a four-year full-time programme.
- It is delivered in semester system basis, with two semesters in one academic year, and a total of eight semesters during the four-year programme.
- Additionally, every student has to undergo Summer Internship during their 6th Sem.
- The programme has a common set of courses in the first two years and electives from third year onwards which are related to the specialization to bring all relevant techno-managerial, regulatory and commercial perspectives of industries. Additionally, perspectives like globalisation, strategy, technology, sustainability, innovation etc. appear as a common thread throughout the programme.

ORIENTATION PROGRAMME

School of Management, Commerce and Liberal Arts (SMCLA) organizes orientation program for 10 days for all new students. The orientation program provides the detailed overview of the University, School, Student's code of conduct, Curriculum details, Extra and Co-Curricular activities, Internship and Placement related initiatives/support. Infrastructure and Other facilities. we extends its support to all the new and existing students to recognize and discover their passion, pursue their goals and build expertise in that particular chosen area. Hence, the ultimate aim of the University and School lies in transforming Students to Corporate. Bridge Course acquaints students with diverse background of Science, Engineering, Arts with basics of subjects that they have not studied in their Graduation, there are bridge courses offered.

Academic Calendar AY: 2024-25

AY 2024-25: Odd Semester: UG Sem. 1/3/5 & PG Sem. 1/3 (SMCLA)

Particulars	Date
Commencement of BBA, BCOM, BA - Semester 3, 5	22/07/2024
Commencement of MBA- Semester 3 (Students in Summer Internship)	05/08/2024
Orientation Programme (BBA,BCOM,BA) Sem I	29/07/2024
Orientation Programme (MBA) Sem I (As per ACPC Dates)	27/08/2024
Teaching, Learning & Continuous Evaluation – Phase 1 (8 Week) BBA, BCOM, BA – 1,3,5; & MBA- Semester 3	22/07/2023 to 09/09/2024
Attendance Review-1 (8 Weeks)	11/09/2024
Mid-Sem Exam BBA, BCOM, BA – 1,3,5 & MBA- Semester 3	16/09/2024
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation –Phase 1 (8 Week) MBA Semester 1	27/08/2024-11/10/24
Attendance Review-1 (8 Weeks)	11/10/2024
Mid-Sem Exam MBA - Semester 1	16/10/2024
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) BA, BBA, BCOM – 1, 3,5; & MBA- Semester 3	23/09/2024 to 25/11/2025 (Inclusive of 2 week Diwali Holiday)
Attendance Review-2 (8 Weeks)	29/11/2025
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) BA, BBA, BCOM – 1, 3,5; & MBA- Semester 3	21/10/2024 to 21/12/2025 (Inclusive of 2 week Diwali Holiday)
Attendance Review-2 (8 Weeks)	22/12/2025
University Exam BA, BBA, BCOM – 1,3,5; & MBA- Semester 3	02/12/2024
University Exam MBA - Semester 1	30/12/2024
End of the First term (BBA/BA/ B.COM SEM 1,3,5; & MBA SEM-1, 3)	December, 2024

Four Year Full Time BCOM Honours Programme

Academic Calendar AY: 2024-25

Even Semester: UG Sem. 2/4/6 & PG Sem. 2/4 (SMCLA)	
Particulars	**Date**
Commencement of BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	01/01/2025
Commencement MBA- Semester 2 (Students in Experiential Project from 15 Jan- 20 Feb 2025)	24/02/2025
Teaching, Learning & Continuous Evaluation – Phase 1 (8 Week) BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	01/01/2025 to 24/02/2025
Attendance Review-1 (8 Weeks)	26/02/2025
Mid-Sem Exam BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	03/03/2025
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation –Phase 1 (8 Week) MBA- Semester 2	15/01/2025 to 15/03/2025
Attendance Review-1 (8 Weeks)	17/03/2025
Mid-Sem Exam MBA- Semester 2	24/03/2025
Declaration of Mid Sem Result & PTM	At the end of First Phase
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) BBA, BA, BCOM- Semester 2,4,6; MBA- Semester 4	16/03/2025 to 10/05/2025
Attendance Review-2 (8 Weeks)	12/05/2025
Teaching, Learning & Continuous Evaluation – Phase 2 (8 Week) MBA- Semester 2	07/04/2025 to 31/05/2025
Attendance Review-2 (8 Weeks)	31/5/2025
University Exam BA, BBA, BCOM- Semester 2,4,6; MBA- Semester 4	19/05/2025
University Exam MBA- Semester 2	02/06/2025
End of the First term (BBA, BCOM- Semester 2,4,6; BA Semester 2 & 4; MBA- Semester 2,4)	May, 2025

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Four Year Full Time BCOM Honours Programme

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Program Structure

Bcom Honors is a Four year UG Programme as per guidelines of National Education Policy – 2020

The Semester system, Duration and other programme requirements are:

(i) Bcom Honours programme shall have eight semesters duration.

(ii) Each academic year shall have two semesters; odd and even semesters.

(iii) The medium of instruction shall be English. The candidate has to write the examination only in English except in the language papers.

(iv) Each semester shall have 16 weeks (05 days per week system) with 90 working days (excluding Sundays and other holidays).

(v) The Bcom Programme shall have multiple exit option at the end of ONE, TWO, or THREE academic years with the award of Certificate, Diploma and Degree.

(vi) The candidate availing exit option shall re-enter the programme at the beginning of any academic year within the stipulated time of three years and can complete the degree with the prevailing syllabi within Seven years.

(vii) Candidates shall have two option in Honours (Forth Year) – Honours with Research & Honours without Research. Students secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

(viii) All candidates shall be awarded Bachelor's degree Honours with Research/ Honours on successful completion of EIGHT semesters (FOUR academic years) undergraduate programme.

(ix) Bcom Programme is specific in nature and hence, there shall not be any provision to change the programme.

Curriculum Components

Curricular components of the Program are:

(i) Major (Core)
(ii) Minor
(iii) Multidisciplinary (MDC)
(iv) Ability Enhancement Courses (AEC)
(v) Skill Enhancement Courses (SEC)/ Internship
(vi) Value Added Courses (VAC)/ IKS
(vii) Research Project / On the Job Training

BCOM - H (NEP) Semester – I

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BCOM240101	Principles of Management	4	0	0	4
Major/ Core	BCOM240102	Elements of Commerce	4	0	0	4
Minor	BCOM240103	Financial Accounting	1	0	6	4
MDC	BCOM240104	Office Automation	2	0	4	4
AEC	AEC240101	Communication Skills	1	0	2	2
SEC	SEC240101	Foundation of Entrepreneurship	2	0	0	2
IKS	IKS240101	Indian Economy & Business Model	2	0	0	2
Total Credits Earned						22

BCOM - H (NEP) Semester – II

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BCOM240201	Organisational Behaviour	4	0	0	4
Major/ Core	BCOM240202	Fundamentals of Economics	4	0	0	4
Minor	BCOM240203	Fundamentals of Taxation	3	0	2	4
MDC	BBA240204	Foundation in Statistical Methods	1	0	6	4
AEC	AEC240202	Logical & Critical Thinking	1	0	2	2
SEC	SEC240202	Identifying Entrepreneurial Opportunities	2	0	0	2
VAC	VAC240201	Environmental Studies	2	0	0	2
Total Credits Earned						22

BCOM - H (NEP) Semester – III

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BCOM240301	Business Environment	4	0	0	4
Major/ Core	BCOM240302	Information System	1	0	6	4
Major/ Core	BCOM240303	Introduction of Banking & Insurance	4	0	0	4
MDC	BCOM240304	Introduction to Psychology	4	0	0	4
AEC	AEC240303	Financial Literacy	1	0	2	2
SEC	SEC240303	Marketing Strategies For Start Ups	1	0	2	2
IKS	IKS240302	Understanding India	2	0	0	2
Total Credits Earned						**22**

BCOM - H (NEP) Semester – IV

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BCOM240401	Human Resource Management	4	0	0	4
Major/ Core	BCOM240402	Business Law	4	0	0	4
Major/ Core	BCOM240403	Project Management	4	0	0	4
Minor	BCOM240404	Auditing and Assurance	2	0	4	4
AEC	AEC240404	Soft Skills	2	0	0	2
SEC	SEC240404	Finance and Funding for Start Up	1	0	2	2
VAC	VAC240402	Emerging Technologies	0	0	4	2
Total Credits Earned						**22**

BCOM - H (NEP) Semester – V

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BCOM240501	Business Research Methods	4	0	0	4
Minor	BCOM240502	Strategic Management	4	0	0	4
Major		**One Major with two papers**	1	0	6	4
Minor		**One Minor with one paper**	1	0	6	4
Accountancy	BCOM240503 A	Cost Accounting-I				
	BCOM240503 B	Management Accounting				
Taxation	BCOM240504 A	Income Tax Law & Practices				
	BCOM240504 B	Income Tax - I				
SEC	SEC240505	Intellectual Property Rights	0	0	4	2
Total Credits Earned						**22**

CURRICULUM

BCOM - H (NEP) Semester – VI

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BCOM240601	Corporate Accounting	2	0	4	4
SEC/Internship	BCOM240602	Internship	0	0	8	4
Major		**One Major with two papers**	1	0	6	4
Minor		**One Minor with one paper**	1	0	6	4
Accountancy	BCOM240603A	Cost Accounting-II				
	BCOM240603B	Accounting Information System				
Taxation	BCOM240604A	Corporate Tax Planning				
	BCOM240604B	Income Tax – II				
AEC	AEC240605	Workplace Communication	2	0	0	2
Total Credits Earned						**22**

BCOM - H (NEP) Semester – VII (With Research)

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
RP	HRBCOM240701	Research Project	0	0	12	6
Major/ Core	HRBCOM240702	Advanced Research - I	0	0	8	4
Major		**One Major with two papers**	1	0	6	4
Minor		**One Minor with one paper**	1	0	6	4
Accountancy	HRBCOM240703 A	Advance Financial Accounting				
	HRBCOM240703 B	Advance Corporate Accounting				
Taxation	HRBCOM240704 A	Indirect Tax Law & Practices				
	HRBCOM240704 B	Goods & Service Tax				
Total Credits Earned						22

SWARⱤNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARⱤNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

BCOM – H (NEP) Semester – VIII (With Research)						
Category of Course	**Subject Code**	**Subject title**	**Teaching Scheme (Per week)**			
			Theory	**Tutorial**	**Practical**	**Credits**
RP	HRBCOM240801	Research Project	0	0	12	6
Major/ Core	HRBCOM240802	Advanced Research - II	0	0	8	4
Major		**One Major with two papers**	1	0	6	4
Minor		**One Minor with one paper**	1	0	6	4
Accountancy	HRBCOM240803 A	Forensic Accounting & Audit				
	HRBCOM240803 B	Accounting for Service Sector				
Taxation	HRBCOM240804 A	E – Return Filing				
	HRBCOM240804 B	Personal Finance & Tax Planning				
Total Credits Earned						**22**

BCOM – H (NEP) Semester – VII (Without Research)						
Category of Course	**Subject Code**	**Subject title**	**Teaching Scheme (Per week)**			
			Theory	**Tutorial**	**Practical**	**Credits**
OJT	HBCOM240701	On the Job Training	0	0	12	6
Major/ Core	HBCOM240702	Marketing Management	4	0	0	4
Major		**One Major with two papers**	1	0	6	4
Minor		**One Minor with one paper**	1	0	6	4

BCOM – H (NEP) Semester – VIII (Without Research)

Category of Course	Subject Code	Subject title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
OJT	HBCOM240801	On the Job Training	0	0	12	6
Major/ Core	HBCOM240802	E – Business Management	4	0	0	4
Major		**One Major with two papers**	1	0	6	4
Minor		**One Minor with one paper**	1	0	6	4
Accountancy	HRBCOM240803 A	Forensic Accounting & Audit				
	HRBCOM240803 B	Accounting for Service Sector				
Taxation	HRBCOM240804 A	E – Return Filing				
	HRBCOM240804 B	Personal Finance & Tax Planning				
Total Credits Earned						**22**

Pedagogical Tools

• Lectures

Teaching learning processes is conducted in real with various multi-media aids. Apart from imparting fundamental knowledge of various concepts and theories of the subject, faculties make learning process in class room more interactive by using various innovative teaching pedagogies like case studies, role plays, book reviews, presentations, workshops, guest lectures, etc.

• Tutorials

Lectures sessions are supported by tutorial sessions. Tutorial sessions are conducted in class room after regular sessions. Tutorial sessions are more interactive and specific than regular sessions and are conducted to solve subject specific queries of the students.

• Guest Sessions

Subject and content specific guest sessions are also organized on regular basis that indeed help participants to relate and explore theoretical learning into practical implementation through the real-world experience from successful practitioners. It provides a vibrant platform to the participants to get insights from the vast pool of industry expertise across all promising areas and sectors wherein they strive to pursue their professional careers. As a para-academic initiative, committee members persistently organizes guest sessions where torch bearers of major industrial sectors and distinguished business personalities share their views about the industry, its macro and micro integrities, and give the entire overview of contemporaries in the corporate world. This learning enhancement initiative helps molding the participants into proficient managers of the future.

• Industrial Visit

Practical exposure is very critical to understand all management verticals. To serve this purpose, industrial visits at renowned industries are organized for students on a regular basis.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

- **Projects/Assignments**

  Projects and assignments are one of the most essential parts of the MBA curriculum. Each faculty member guides the students personally for the projects and assignments. Learning process is made more comprehensive using following tools:

  1. Live projects provide practical exposure of various concepts and theories learned in Classroom
  2. Presentations to hone communication and interpersonal skills of students
  3. Research projects to sharpen analytical skills of students
  4. Group discussion to augment leadership and communication skills of students
  5. Subject specific assignment for in-depth understanding of subjects
  6. Workshops for better understanding of specific subjects

- **Academic Feedback Mechanism**

  The faculty shows the answer books of Continuous Evaluation Components and Internal Exam to students and also inform them about the marks within 7 to 10 working days. In case of any grievances students are free to personally meet subject faculty or academic committee. The result of respective components is displayed on notice board on regular basis.

- **Student Mentoring**

  The programme is having unique approach of assigning dedicated faculty members to students. The role of mentors is to guide and support students in their various academic and para-academic issues and concerns.

- **Class Schedule**

  A regular day would have five lectures. Each class would be of 60 minutes duration. There would be a Lunch Break at the end of the third class. Some days of the week are also marked for the weekly co-curricular activities. Students are required to refer to the detailed time-table displayed on the notice-board and also communicated vis students whatsapp group.

- **Enterprise resource planning (ERP)**

  SSIU has World Class ERP with student friendly features like Course Calendar, facility of downloading subject Videos and Course Outline, undertaking online quizzes and student evaluation. Students can Monitor Progress refer Attendance Reports and Fees Status.

Students Involvement and Enriching Activities

Co-curricular Activities

To provide a holistic learning experience to its students we go one step ahead of the prescribed syllabi. A dedicated team of faculty members conducts co-curricular activities. This committee grooms the students for participation in external competitions. The department also has Co-curricular activities like Management Quiz, Group Discussions, Elocution, Debate, Mock Interviews and Discussion of Contemporary Issues as a part of the weekly academic schedule. This exercise helps and boost confidence level of students in a large way, this paves way to confidently participate and outshine in various inter-college competitions.

Gyankumbh - Management Quiz

Management Quiz on various topics like General management, Marketing, Advertising, HRM, Finance, Capital markets, Business events and Personalities in the news. The basic objective of arranging management quiz is to assess and review awareness level of core management issues as well as current global developments.

SMCLA Club Activities

There are four clubs – Cine Joy, Business Bazigar, Business News and Hunar Munch. These club activities are held every month. Students Coordinators plan and execute the activities.

Extra-curricular Activities

To ensure active mind along with regular para-academic activities, we provide a healthy dose of extra-curricular activities.

Funathon

Those who understand the benefits of being fit can cherish its fruits of being active, focused, and strategically sound. This is an inter-department sports event comprising of games like football, carom, cricket, chess and volleyball. The beauty of the event is that it is organized and managed by the students. This helps enhancing the leadership, team spirit and sportsmanship of the students on the ground, and is later on reflected in their work too.

Annual Day Celebration

Each year, the Institute celebrates Annual Day to recognize the achievements of students by presenting trophy and certificates to winners and participants for their contribution in various external and internal events. Each year, more than 150 participants showcase their performances through plethora of cultural events like Dancing, Singing, Drama-Mime and Fashion Show, in the form of competition where all the performers battle for top position. The event is judged by a panel of eminent personalities from arts and theatre field.

Navratri

To promote cultural and traditional values among students we organize garba event each year. Garba dance form is not only a performing art, but also a forum for cultivating spiritual characteristics amongst the younger generation.

Fun Days Celebration

In order to make the academic journey more joyful every year days are celebrated based on different themes, wherein students are encouraged to organize and manage the events which give them a chance to sharpen their leadership and team building skills. Unique themes are celebrated each year like three seasons day, rubic's cube day, Brand day, Mismatch Day, Retro Day, Monochrome day, traditional day etc.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

General Discipilne

- Students must sit in exam-hall according to seating arrangement announced. They must occupy their seats 10 min before the scheduled time, failing to it, they shall not be allowed to appear for examination.
- Students appearing for examination must have a valid I-card. Student without a valid I-card will not be allowed to write the examination.
- To carry Mobile phones/laptop/electronic programmable memory devices in the examination hall is strictly prohibited. Violation of this rule shall be considered as an offence of unfair means in the examination.
- Students are not permitted to bring books, notes or other materials into the examination room.
- Use of simple scientific calculator is permitted however use of programmable calculator is prohibited.
- Exchange of calculator and other accessories is strictly prohibited in the examination hall.
- Students are not allowed to leave their seats during the first half an hour and last 15 minutes of the examination.
- Students must deposit his/her answer paper to the hall supervisor before leaving the hall. Leaving the examination hall without submitting the answer book is unfair means practice by rule, and is liable for strict action.
- Students are totally responsible for tying/joining appropriately their all kind of supplementary answer paper/s with the main answer book within the scheduled time, no extra time shall be given for the same.
- Students indulging in any kind of misbehavior with the hall supervisor will be taken as unfair means and is liable for strict action.
- Students found practicing any kind of unfair means are liable for strict action and their parents may be informed accordingly.
- Once you complete your examination, kindly leave the exam hall and corridors soon.

Examinations & Evaluation

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc. (Annexure- I : Exam Policy 2023)

EXAMINATION RULES & REGULATIONS

The assessment of students for the curricula they are studying will broadly be done in two categories:

Category 1: Continuous Evaluation

Category 2: End Semester Examination / End of the year Examination

Sr. No	Segment	Components	Conducted During	Responsibility
1	Continuous Evaluation	Written tests, MCQs, Quizzes, Projects, Assignments, Presentation, Case Study, Practical Tests and Viva-Voce as per syllabus	Throughout the Semester	Deans / Principals are responsible for the smooth conduct, timely results and fairness. He/She shall assign responsibility to HODs / Faculties
2	End Semester/ End of the Year Examination	1. Practical (Performance & Viva-Voce) 2.Theory Papers	End of the Semester	Dean / Principal / Controller of Examination shall be responsible for smooth conduct, fairness and timely results

The teacher who is teaching a particular course shall be responsible for the performance of the students in that course.

Scheme of Course Evaluation

The respective teaching faculties and end semester / year examination by the University will evaluate the performance of every student in each course during their academic tenure. In general, the scheme of evaluation for various courses will be -

• Continuous Evaluation   50%*
• University Exam   50%*

The Percentage value may differ depending on the evaluation requirement of different Governing Councils of various courses at the University and which will be approved by their respective Board of Studies (BOS).

Sr. No.	Component	Passing Criteria	Remark
1	Internal Evalution	40%	Overall Pasing Criteria is 40%
2	External Evalution	40%	

Grading

SYSTEM OF EVALUATION, AWARD OF CLASS AND CONVERSION TO PERCENTAGE

Grading: The total of the internal evaluation marks and Final University Marks in each course will be converted into a letter grade as well as to point scale as per following scheme:-

Total Mark (%)	›80	›75-80	›70-75	›60-70	›50-60	›45-50	›40-45	›40	Absent
Corresponding Latter Grade	O	A+	A	B	B+	C	P	F	AB
Numerical Point Corresponding Latter Grade	10	9	8	7	6	5	4	0	0

Award of Class: The class awarded to a student in the programme is decided by the final CGPA as per the following scheme:

- **Distinction: CGPA ≥ 8.0**
- **First Class: CGPA ≥7.0 < 8.0**
- **Second Class: CGPA≥5.0<7.0**
- **Pass Class: CGPA≥4.0<5.0**
- **Fail: CGPA less than 4**

Formula for Conversion of SGPA/CGPA to Percentage: An equation to find equivalency between SGPA/CGPA may be obtained as: **Percentage Marks=(SGPA/CGPA-0.5)x10**

University UFM Policy
Nature of malpractice & Quantum of Punishment

Sr. No	Nature of Malpractice	Quantum of Punishment
I	Possession of copying material. (Copying Material in any form)	Annulment/ Cancellation of the performance of the student at the University / College examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No.(II) to Sr.No.(XII) in addition to the punishment prescribed Thereat).
II	Actual copying from the Copying material.	Exclusion of the student from University / College examination for one additional examination.
III	Possession of another student's answer book	Exclusion of the student from University / College for one additional examination. (Both the students).

IV	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from Deemed to be University/ College examination for two additional examinations (Both the students)
V	Mutual/Mass copying	Exclusion of the students from Deemed to be University/ College examination for two additional examinations.
VI	Smuggling-out or smuggling in of answer book as copying material	Exclusion of the student from Deemed to be University /College exam for two additional exams.
	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Deemed to be University / College examination for three additional examinations.
VII	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Deemed to be University / College examinations for four additional examinations.
VIII	Interfering with or counterfeiting of Deemed to be University /College seal, or answer-books or office Stationery used in the examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
IX	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
X	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
XI	Using obscene language /violence/ threat at the examination centre by a student at the Deemed to be University/ College examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Deemed to be University /College examinations for four additional examinations
XII	(a) Impersonation at the Deemed to be University / College Examination.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).

	(b) Impersonation examinations.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).
XIII	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institute examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XIV	Found having written on palms or on the body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XV	All other malpractice(s) not covered in the aforesaid categories.	Annulment of the performance of the student at the Deemed to be University /College Examination in full, and severe punishment depending upon the gravity of the offence.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

EXAMINATION RULES & REGULATIONS

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

ATKT Rules

Admission in Semester	ATKT Rule
Semester - I	Not Applicable
Semester - II	Student will be promoted to **Semester – II** from Semester – I irrespective of subjects failed in **semester – I.** He/she is allowed to appear in failed subjects at the end of second semester ATKT exam to clear them.
Semester – III	Students can have maximum backlog of four subjects of **Semester – I.** **If backlog is more than four, he/she will not be promoted to semester – III.** (Failed subjects of semester – II will not be counted for the detention in semester – III).
Semester - IV	**Student can have maximum backlog of four subjects of semester – I and Semester – II.** He/she can either have backlog of four subjects of semester – I or semester – II or combine of both. It is restricted to four only. **If number of backlog of semester – I and Semester – II is more than four, he/she will not be promoted to semester – IV.** (Failed subjects of semester – III will not be counted for the detention in semester – IV).
Semester – V	He / She must have cleared all the backlogs of semester – I and II to get promoted to semester – V. **He/she can have maximum four backlogs of semester – III; if it is more than four he / she will not be promoted to semester - V.** (Failed subjects of semester – IV will not be counted for the detention in semester – V).
Semester - VI	**He / She can have maximum four backlogs of semester – III and IV combined to get promoted in semester – VI.** (Failed subjects of semester – V will not be counted for the detention in semester – VI).
Semester - VII	**He / She must have cleared all the backlogs of semester – III and IV**. However, maximum four backlog in semester – V is allowed to get promoted in semester – VII. If it is more than four backlogs of semester-V, he/she will not be promoted to semester – VII. (Failed subjects of semester – VI will not be counted for the detention in semester – VII).
Semester - VIII	He/She can have maximum four backlogs of semester – V and VI to get promoted in semester – VIII. **If it is more than four backlog of semester – V and VI, he / she will not be promoted to semester - VIII.** (Failed subjects of semester – VII will not be counted for the detention in semester – VIII).

• Anti-Ragging Committee

To provide a secure environment to the fresher students, Faculty of Management has constituted an anti-ragging committee & Squad with the objective to check and prevent any form of ragging. A combination of faculty members & students actively keep a check on ragging activities to ensure non-occurrence of such nuisance on the campus.

• Internal Complaint Committee

We believe in providing a safe and healthy environment in Higher Educational Institutions (HEIs) for women students and employees. ICC is responsible empowering women in HEIs through awareness on the various initiatives for capacity building of women, like women centric fellowships and scholarships, women study centres and legal provisions and advisories for women. It is also responsible to create safe spaces in HEIs for women through provision of this platform for lodging complaints related to violence and harassment against women and a helpline number and email address for reporting such issues.

• Grievance Redressal Cell

Grievance Redressal cell is officiating on regular basis to enquire the extent of grievances in diverse nature of Discipline & Act of Misconduct and misbehavior of students.
Objective:- A Grievance Redressal Cell has been constituted for the redressal of the problems reported by the Students of the College with the objective of encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

• Women Development Cell

This cell meets on regular basis and conduct various activities for the awareness and wellbeing of female students.

1. To create healthy working environment for both the genders by establishing guidelines to deter any Sexual Harassment.
2. To set a process of accepting grievances on sexual harassment, gender dignity, their fair investigation and appropriate action on the findings of the enquires.
3. To encourage raising of awareness about gender sensitivity and gender equality at campus.

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The University visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, a comprehensive placement policy has been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Placement Services of the University will be available only to those students who opt to avail them and commit to abide by the requirements thereof. As per current recruitment trends, the recruitment activity starts early in pre-final year / semester (depending on the program). The students graduating in 2024, 2025 & 2026 are required to gear up for being a part of placement related activities immediately at an early stage of their program

a. To apprise students regarding the rules and regulations of the Placement Policy & subsequent processes.

b. To regulate procedures regarding taking part in placement processes & offers arising out of the same.

c. To apprise students about importance of Preparatory Sessions in improving the employment index.

d. To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the University.

e. To lay down provisions, procedure and process for accepting Job/Internship Offers.

f. To lay down guidelines for joining of students & related rules in terms of penalization & benefits.

The detailed policy document will be discuses during the orientation ceremony.

The School attaches utmost importance to strict integrity and honesty in all segments of academic work. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the instructor, students must not collaborate/syndicate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the students.

Attendance

An enrolled candidate shall be considered eligible for appearing in the end semester / year examination subject to the fulfillment of the following conditions:

1. A candidate has satisfactorily completed the semester if,
a. The attendance is at least **75%** in the semester / year of the course.
b. He/she has carried out the planned lab work, term-work and other curricular assignment satisfactorily during the semester / year.

2. A candidate has paid the complete Tuition Fees and Examination Fees for the current Semester / Year in stipulated time period as per the Fee Structure approved by the Regulatory Authority of the State or the University.

3. Candidate have filled in the examination form within the stipulated time period.

4. After the student have filled in the exam form, the student should have hall ticket bearing his/her name, enrollment number, photograph and authorized signature along with a Photo Identity Proof to appear in the Examination Hall.

In absence of any of the mentioned document, the student will not be allowed to appear in examination.

Mobile Phone
- Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.
- Anyone who is in violation of these rules will be charged a spot fine of Rs.500/-

CONSEQUENCES OF MISCONDUCT

Academic and non-academic misconduct would invite severe penalty.

a. Penalty for breach of academic discipline would be first decided by the concerned faculty as per the rules defined in the course outline or as may be appropriate.

b. However, a faculty may refer the case of academic misconduct to the Head of the Department/ Director, who in turn will ask the Academic Committee to take a decision.

c. The cases of non-academic misconduct can be referred by anyone to the Head of the Department/ Director. The Head of the Department/ Director will attempt to address the situation and decide on penalty, if any. However, if the nature of misconduct such which may warrant severe penalty, the Head of the Department/ Director will refer the matter to the Academic Committee, which will take a final decision.

d. The decision of Academic Committee will be conveyed by the Head of the Department/ Director to the concerned student. The decision of the Academic Committee is binding to all.

e. In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Academic Dean shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Academic Dean shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.

f. A student expelled from the programme on the ground of academic or non- academic misconduct is ineligible for seeking admission in the University.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

- Students are advised to collect the fee details and payment schedule from the Account Department, and make payment in full accordingly.

- Except the caution money deposit, no fees are refundable in case of withdrawal or expulsion from the programme.

- Late registration and late payment of fees is not permissible, except with the prior permission of Dean Academics.

- In case of late payment, late fees will be charged at the rate of Rs.100 per day. In exceptional cases, the Dean Academics. may grant extension of time for making payments, without late fees.

- Those who fail make all payments due, including late fees, in a particular term will not be allowed to register for the next term, and will be deemed to have withdrawn from the programme.

- The caution money deposit will be refunded only on completion of programme and if there is no due from the student. The dues, if any, will be deducted from the caution money deposit that becomes refundable as per the rules.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

INFORMATION CENTER – LIBRARY

SWAR**Я**NIM
Startup & Innovation UNIVERSITY
Where Ideas Come Alive
India's First University for Startup

SWAR**Я**NIM
SCHOOL OF MANAGEMENT, COMMERCE & LIBERAL ARTS

The Code of Conduct is given below:

1) Book will be issued for 14days only. Delay in Returning the book will be penalized. For @Rs.5per Day.

2) Library timing is 9am to 5pm

3) If the book is damaged or lost by the students then the students have to pay 25% more than MRP of that book OR New Copy of the same title, publisher & year of the publication may be allowed to replace, within limited time duration.

4) Journals or Magazine or Newspaper should not carry outside the library. The students can read it in library only.

5) Do not damage any property of the library like newspapers, journals, book, computer etc. Doing this should be penalized with Rs.500

6) Non-Book Material like CD is for use in library only.

7) If the library ticket is lost, you should inform librarian immediately.

8) For the reissue of new ticket, you have to deposit Rs.50 for the loss of each ticket. If the book issued on lost ticket will be the responsibility of the ticket holder.

9) The books will be Issued/Returned to the student on his/her own ticket only.

10) Your Mobile should be switched off in the library. If your mobile rang in library, you will be penalized with Rs.100.

11) Do not enter in the library stack room with your bags or personal books or any other materialistic things.

12) If you misbehave in the library or with the library staff, the authorized person has the right to take disciplinary action against you.

13) Whenever you are entering in library kindly sign in library entry register.

14) Marking of any kind/underlining/writing on the books is strictly forbidden.

15) Maximum allowed issue books will be 3 only and Minimum will be 2.

The Code of Conduct is given below:

A. Be responsible for using computing facility in an effective, ethical, and lawful manner. Individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for all consequences and repercussions arising from such actions.

B. Be aware that wasteful or inefficient use of resources may result in significant expenses for university or result in a reduction in the level of service to other users

C. Use only those facilities for which student has permission.

Students are encouraged to report any violations of above rules and any information relating to flaws in the computing facility security, to the appropriate Lab Attendent/Faculty/HOD.

Students Involvement in Government Supported Initiatives

SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. Institute encourage students to register for SWAYAM and actively use SWAYAM resources for their knowledge and skills augmentation Committees for the Students.

National Digital Library (NDL)

The National Digital library of India (NDL) is a project under Ministry of Human Resource Development, India. The objective is to integrate several national and international digital libraries in one single web-portal. Students actively use NDL database for getting access to various e-books, video lectures, audio lectures, research papers, journals, magazines and other online resources. These resources are extremely useful to students in enriching their subject knowledge.

Norms for Students Startup

It is applicable to all students/Alumni of the University.

To identify a problem that is realistic, innovative, creative, and associated with real- world issues.

The solutions may be included in National Innovation Contest Organized by MHRD Innovative Cell (IIC) and YUKTI, GOI.

Any novel technological idea that can be upgraded for the commercial proposition, scaling up a laboratory proven concept qualifies for a pre-incubation project. Innovative ideas to go through the pre-incubation step and it is expected that the innovator is interested in commercializing the technology to move to registering the Business within a year of pre-incubation.
Selected Ideas to be admitted to "Innovation Space" the pre incubation facility of Swarrnim Startup and Innovation University and the university will provide free working space for the nascent entrepreneurs.

Each student group to be assigned to a senior faculty member for mentorship. Under the mentorship the group/s to prepare a prototype. The student can use the laboratory and other resources of the university for developing the prototype.

The startup to be registered as a student business entity – Partnership, LLP, Private Limited Company, One Person Company. Startups to provide a copy of the registration certificate/letter to their academic institution.

Swarrnim Incubation center can be utilized by external students who wish to incubate his startup idea. There is an incubation agreement for external students.

If the student of Swarrnim Startup and Innovation University want to quit from his startup, other students who are his team member in the startup can take a lead and run the organization or allow another student to join their startup.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Incubation Support:

Upon completion of the pre-incubation process, successful students to be admitted into the incubation program for converting the novel ideas into successful startups. Startups to be promoted and supported by the university in the following ways:

The access to pre-incubation and Incubation facility to startups by students, staffs, faculties and alumni for a mutually acceptable time-frame but should not be more than 30 months)

The SSIP of Government of Gujarat Rs. 20 lakhs to be earmarked annually in cash and/ or kind for Innovation and Entrepreneurial activities (Seed grant for prototype development/ Capability enhancement activities)

IE Courses at different semester: are the flagship program to be launched as an initiative of the Swarrnim Startup and Innovation University for nascent entrepreneurs (Youth Entrepreneurs/Student Entrepreneurs). The startups shall be administered by an advisory board that includes representatives from the schools of Engineering, Agriculture, Life Sciences, and Management.

Students are required to carefully read Startup Policy and related policies in detail

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Placement Policy Highlights

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

The placement policy is applicable for students enrolled in stand-alone regular programs for the students graduating in 2024, 2025 & 2026. The policy will be applicable till the last day of teaching of the term.

Eligibility & Debarment for students graduating in 2024, 2025 & 2026.

Eligibility &Debarment	
nrolment	l students (graduating in 2024, 2025 & 2026 or equivalent, for admission batches 2022, 2023 & 2024 onwards) are eligible to register for Career Services.
Temporary Debarment	• For students registered for career services and later having less than the minimum CGPA as mentioned above or more than 2 standing arrears, will be temporarily debarred from career services until they again secure above mentioned minimum CGPA. • Temporary Debarment status will be updated after End-Term Exam Result • CTCP Activities will not be scheduled for Temporary Debarred students.
Important: A student once permanently debarred from placement services at any point of time cannot later become part of the placement process at any given stage.	

Important Notes:

Students must not change their email address & mobile numbers. Student mobile Nos. and E-mail Ids (although can be updated by student) changes shall be avoided as this information is frequently shared with prospective recruiters by Organisation.

Keep a decent E-mail ID.

Organisation shall not be responsible for any loss of communication due to phone nos./E-mail ids not reachable due to any reason.

Do's and Don'ts

It is advised that students must maintain a minimum 6.67 CGPA (or equivalent) with no standing arrears to be eligible for enough placement opportunities.

Go for Internships with good organizations/companies.

 Get yourself industry-certified on latest technologies/tools through industry-certifications or industry-run MOOCs in your respective program/discipline.

Have live projects / research work (in related area of your program/discipline) to showcase your knowledge and skills to employer.

Strengthen your aptitude and reasoning abilities.

Your CV/resume and ensure you mean every word and you are able to justify your skills mentioned in it.

Disclaimers:

(i)   Minimum attendance criteria for CTCP Classes is 90%, failing in this criteria can lead to debarred you from placement drives.

(ii)   Students are required to note that the placement service is a facility offered by the University and cannot be taken as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the campus recruitment.

(iii)   In case of any issue arising out of this policy and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Authorized Signatory shall be the final authority.

Students are required to carefully read Placement Policy and related policies before opting the Career Services.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

LIST OF EVENTS (ODD SEM) YEAR 2024-25

No.	Name Club/Committee	EVENT	SCHEDULE
1	Anti Ragging Committee	Anti Ragging Awareness	01.08.2024
2	Hunar Manch	Blind Art	08.08.2024
3	Business Baazigar	Branding/Advertising/Marketing	12.09.2024
4	Workshop	Student Workshop	27.09.2024
5	Hunar Manch	Face Painting	10.10.2024
6	Business Baazigar	Leadership	17.10.2024
7	Business Baazigar	Trivia Games for Finance Concepts	27.11.2024
8	Anti Ragging Committee	Anti Ragging Theme Based Competition	29.01.2025
9	Hunar Manch	Open Mic	13.02.2025
10	FDP	Faculty Development Program	28 Feb 2024
11	Hunar Manch	Fusion Dance	13.03.2025
12	Business Baazigar	Business Idea-2025	27.03.2025
13	Hunar Manch	Live Exhibition	10.04.2025
14	Business Baazigar	Role Play	22.04.2025

The School reserves the right to alter, modify or change the rules and other contents of this handbook in general interest of the students and academic discipline of the School.

Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS,
Adalaj Kalol Highway, Gandhinagar, Gujarat – 382420.

Visit our Website

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Bachelors of
Arts(Honours)

Swarrnim Startup and Innovation University (SSIU) has been approved by the Government of Gujarat under the Gujarat Private University Act No. 10 of 2017. The university imparts technical wisdom about innovation, startup and entrepreneurship through the conventional education medium.

Vision

To be globally competent institution imparting education based upon the foundation of innovation and entrepreneurship.

Mission

To create budding entrepreneurs who can compete globally by grooming their innovative and startup skills.

School of Management Commerce & Liberal Arts(SMCLA)

Vision

- The vision of School of Liberal Arts is to develop globally recognized innovative, social, cultural and economic thinkers and facilitators having humanities and arts with STEM (Science, Technology, Engineering and Mathematics) approach to foster, continuous, self-directed life-long learning that engenders commitment to the civil society through engaged, responsible, employable and entrepreneurial ability and ready to contribute overall development of the nation and world through creative, artistic and experiential approach.

Mission

- Multidisciplinary knowledge having amalgamation of contextually relevant curriculum and innovative teaching-learning pedagogy.
- Creating the suitable dynamic academic environment to augment critical thinking and analytical abilities among students.
- Inspiring the students towards building organizations by igniting and engaging the entrepreneurial spirit through startup.
- To prepare transformative learning experiences that aspire students to become professional, ethical, and socially responsible individuals by inculcating leadership skills through holistic and value-based learning.
- Nurturing holistic health through sports and wellness for every individual students.

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
Where Ideas Come Alive
India's First University for Startup

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

UG PROGRAM OFFERED

School	Course Code	Course Name
School of Management, Commerce and Liberal Arts	BA (Honours)	Bachelor of Arts (Honours)

IMPORTANT PROGRAM FEATURES

(i) Four year UG Programme as per guidelines of National Education Policy (NEP) 2020.

(ii) Course designed is based on Choice Based Credit System (CBCS).

(iii) Academic Bank of Credit (ABC).

(iv) Multiple Exit and Entry

Award of Degree

- Certificate of Arts: If students wish to exit after 1st year.
- Diploma of Arts: If students wish to exit after 2nd year.
- Bachelor of Arts (Hons.) (Specialization with major and minor specialization in English/Psychology/Economics): If students wish to exit after 3rd year.
- Bachelor of Arts (Hons.) in (Research Honours with major and minor specialization in English; Psychology and Economics): If students wish to exit after 4th year.

v) The Programme has special provisions for independent learners to earn additional credits from inter / intra disciplinary subjects apart from mandatory credits by using governmental portals like Swayam or any Massive Open Online Content (MOOC) portals.

ELIGIBILITY CRITERIA

- The applicant must have Passed the GSEB/CBSE/ICSE or its equivalent stage of education corresponding to level-4 under the 10 + 2 pattern from any stream. The candidate must have passed the above qualifying examination in a first attempt during the current year.
- The applicant must have obtained the following minimum aggregate marks for open category 45% and reserved category (SC/ST/SEBC) 40%.

**Four Year Full Time
BA – Honours Programme**

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Program Structure

The Semester system, Duration and other programme requirements are:

(i) BA Honours programme shall have eight semesters duration.

(ii) Each academic year shall have two semesters which is odd and even semesters.

(iii) The medium of instruction shall be English. The candidate has to write the examination in English only except the language papers.

(iv) Each semester shall have 15 weeks (05 days per week system) with 90 working days (excluding Sundays and other holidays).

(v) The BA Honours Programme shall have multiple exit option at the end of One, Two, or Three academic years with the award of Certificate, Diploma and Degree (single/double specialization) or Degree with Honours Research.

(vi) The candidate availing exit option shall re-enter the programme at the beginning of any academic year within the stipulated time of three years and can complete the degree with the prevailing syllabi within Seven years.

(vii) Candidates shall have two options in Honours (Forth Year) – Honours with Research & Honours without Research. Students secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year.

(viii) All candidates shall be awarded Bachelor's Degree Honours with Research/ Honours on successful completion of Eight Semesters (Four academic years) undergraduate programme.

(ix) BA Honours Programme is specific in nature and hence, there shall not be any provision to change the programme.change the programme.

Curriculum Components

Curricular components of the Program are:

(i) Major (Core)
(ii) Minor
(iii) Multidisciplinary (MDC)
(iv) Ability Enhancement Courses (AEC)
(v) Skill Enhancement Courses (SEC)
(vi) Value Added Courses / Indian Knowledge System common for all UG (VAC/IKS)
(vii) Internship / OJT.
(viii) Research Project

Major/Core Course [3 Year - 76 credits] [4 Year - (92+24=116 credits)]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	BA230101	I	4	2 + 1 + 2	Introduction to Literature
2	BA230102	I	4	3 + 1 + 0	Introduction of Psychology
3	BA230201	II	4	3 + 1 + 0	History of English Literature 1550-1700
4	BA230202	II	4	4 + 0 + 0	Social Psychology
5	BA230301	III	4	3 + 1 + 0	History of English Literature 1700-1832
6	BA230302	III	4	4 + 0 + 0	Introduction to Micro Economics
7	BA230303	III	4	2 + 1 +20	Counselling Psychology
8	BA230401	IV	4	3 + 1 + 0	Novel - Form of Literature
9	BA230402	IV	4	3 + 1 + 0	Economic History of India 1857-1947
10	BA230403	IV	4	2 + 1 + 2	Clinical Psychology
11	BA230501	V	4	4 + 0 + 0	Research Methods
12	BA230502	V	4	1 + 2 + 2	Culture and Folk Lore
13	BA230601	VI	4	2 + 2 + 0	Introduction to Performing Arts
14	HBA230702	VII	4	3 + 1 + 0	Media Psychology
15	HBA230802	VII	4	2 + 2 + 0	Money and Baking, Finance, Security and Insurance (BFSI)
16	HRBA230702	VII	4	0 + 0 + 8	Advance Research-I
17	HRBA230802	VIII	4	0 + 0 + 8	Advance Research-II

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Major - Subject Elective Course [3 Year-24 credits] [4 Year-48 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	BA230503A	V	4	4 + 0 + 0	Literary Criticism-I
2	BA230503B	V	4	4 + 0 + 0	History of English Literature: 1832-1939
3	BA230504A	V	4	4 + 0 + 0	Introduction to Indian Economy
4	BA230504B	V	4	4 + 0 + 0	Mathematical Methods of Economics-II
5	BA230505A	V	4	4 + 0 + 0	Indian Psychology
6	BA230505B	V	4	4 + 0 + 0	Different Psychotherapy
7	BA230603A	VI	4	4 + 0 + 0	Literary Criticism-II
8	BA230603B	VI	4	4 + 0 + 0	American Literature
9	BA230604A	VI	4	4 + 0 + 0	Micro Economics-I
10	BA230604B	VI	4	4 + 0 + 0	Macro Economics-I
11	BA230605A	VI	4	4 + 0 + 0	Child Psychology
12	BA230605B	VI	4	4 + 0 + 0	Forensic Psychology
13	HRBA230703A	VII	4	4 + 0 + 0	Tragedy: Form of Literature
14	HRBA230703B	VII	4	4 + 0 + 0	Women's Literature
15	HRBA230704A	VII	4	4 + 0 + 0	Micro Economics-II
16	HRBA230704B	VII	4	4 + 0 + 0	Macro Economics-II
17	HRBA230705A	VII	4	4 + 0 + 0	Criminal Psychology
18	HRBA230705B	VII	4	4 + 0 + 0	School Psychology
19	HRBA230803A	VIII	4	4 + 0 + 0	History of Indian English Literature: Pre-Independence Period
20	HRBA230803B	VIII	4	4 + 0 + 0	English Language Teaching & Spoken English: Methods & Approaches
21	HRBA230804A	VIII	4	4 + 0 + 0	Public Economics
22	HRBA230804B	VIII	4	4 + 0 + 0	Economic Development and Policies in India
23	HRBA230805A	VIII	4	4 + 0 + 0	Consumer Psychology
24	HRBA230805B	VIII	4	4 + 0 + 0	Indian Psyhotherapy

Minor [3 Year - 20 credits] [4 Year - 28 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	BA230103	I	4	4 + 0 + 0	Fundamental of Economics
2	BA230203	II	4	4 + 0 + 0	Mathematical Methods of Economics
3	BA230404	IV	4	2 + 1 + 2	Psychopathology
4	BA230502	V	4	4 + 0 + 0	Strategic Management and Communication
5	As Applicable	VI	4	4 + 0 + 0	As per Subject Elective List
6	As Applicable	VII	4	4 + 0 + 0	As per Subject Elective List
7	As Applicable	VIII	4	4 + 0 + 0	As per Subject Elective List

Multi-Disciplinary Courses (MDC) [3 Year - 12 credits] [4 Year - 12 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	BA230104	I	4	2 + 0 + 4	Office Automation
2	BA230204	II	4	1 + 0 + 6	Foundation of Statistical Methods
3	BA230304	III	4	4 + 0 + 0	Introduction to Psychology

Ability Enhancement Courses (AEC) [3 Year - 10 credits] [4 Year - 10 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	AEC230101	I	2	0 + 0 + 4	Communication Skills
2	AEC230202	II	2	0 + 0 + 4	Logical and Critical Thinking
3	AEC230303	III	2	0 + 0 + 4	Modern Indian Languages**
4	AEC230404	IV	2	0 + 0 + 4	Soft Skills
5	AEC230605	VI	2	2 + 0 + 0	Workplace Communication

**Four Year Full Time
BA – Honours Programme**

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Skill Enhancement Course (SEC) [3 Year – 10 credits] [4 Year - 10 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	SEC230101	I	2	2 + 0 + 0	Foundation of Entrepreneurship
2	SEC230202	II	2	2 + 0 + 0	Identifying Entrepreneurial Opportunities
3	SEC230303	III	2	2 + 0 + 0	Marketing Strategies for Startups
4	SEC230404	IV	2	2 + 0 + 0	Finance and Funding for Startups
5	SEC230505	V	2	2 + 0 + 0	Intellectual Property Rights

Value Added Courses (VAC/IKS) [3 Year - 8 credits] [4 Year - 8 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	IKS230101	I	2	2 + 0 + 0	Foundation of Indian Knowledge System
2	VAC23020l	II	2	2 + 0 + 0	Environmental Studies
3	IKS230302	III	2	2 + 0 + 0	Understanding India
4	VAC230402	IV	2	0 + 0 + 4	Emerging Technologies

Internship/OJT [3 Year – 4 credits] [4 Year – 12 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	BA230602	VI	4	0 + 0 + 8	Internship
2	BA230701	VII	6	0 + 0 + 12	On the Job Training (OJT)
3	BA230801	VIII	6	0 + 0 + 12	On the Job Training (OJT)

Research Project [3 Year – 0 credits] [4 Year (Honours) – 12 credits]

Sr. No	Subject Code	Semester	Credits	Lecture Hours [Th + Tu + Pr]	Subject Title
1	HRBA230701	VII	6	0 + 0 + 12	Research Project

Semester	Disciplinary Core/Major	Minor (Electives)	MDC	AEC	SEC	VAC / IKS	RP	Minimum Credit
I	8	4	4	2	2	2	-	22
II	8	4	4	2	2	2	-	22
1st Year Total Credits	16	8	8	4	4	4	-	44
Exit 1: Award of Certificate of Arts with 44 credits and additional 4 credits of Summer Internship in core specific NSQF defined course OR continue with Major and Minor course for next NCrF credit level.								
III	12	-	4	2	2	2	-	22
IV	12	4	-	2	2	2	-	22
2nd Year Total Credits	40	12	12	8	8	8	-	88
Exit 2: Award of Diploma of Arts with 88 credits and additional 4 credits of Summer Internship in core specific NSQF defined course OR continue with Major and Minor course for next NCrF credit level.								
V	12	8	-	-	2	-	-	22
VI	12	4	-	2	4 (Internship)	-	-	22
Total no. Subjects	16	6	3	5	6		-	
3rd Year Total Credits	64	24	12	10	14	8	-	132
Award of Bachelor of Arts in English; Psychology and Economics in Major course with 132 credits and Internship in core discipline OR continue with Major and Minor course for next NCrF credit level.								
VII	12	4	0	0	-	-	6 (OJT)	22
VIII	12	4	0	0	-	-	6 (OJT)	22
Total no. Subjects	22	8	3	5	6		-	

Bachelor of Arts in English/Psychology/Economics (BA Honours) Program

SYLLABUS

4 years || 8 Semesters Full-Time Program
Batch 2023 – 2027

REGULATIONS – 2023
As per National Educational Policy 2020 Guidelines

SWARRNIM STATRUP & INNOVATION UNIVERSITY
SCHOOL OF MANAGEMENT,
COMMERCE AND LIBERAL ARTS

Program Educational Objectives (PEO)

- To ensure that students are able to understand basic, core and inter-disciplinary aspects of arts and allied interdisciplinary practices along with practical applications.

- To understand foundation concepts of communication, social and political structure, organizations, framework and regulatory practices and and its application in the organization, society, nation and the world.

- To help students develop a responsible citizen as well as wise thinker, emotional intelligent and prompt decision makers having right skills to help in problem solving skills, critical and analytical thinking abilities along with leadership skills.

- To equip students with requisite skills and promote importance of arts and artistic importance, function, principles and values.

- To ensure students about understanding arts and allied discipline's dynamism and its impact to shape and change the effect and impact of message (s).

  To guide students in their respective areas to enhance their creativity & innovation, managerial, technical and entrepreneurial decision making skills which encourage them

on ethical and self-regulatory discipline which leads to path transform into leaders, entrepreneurs and semi-skilled intellectual thinkers, decision makers, consultants and able administrators.

Program Outcomes (PO)

PO1 Fundamental and Domain Knowledge - Learn to express, demonstrate, interpret and apply the knowledge of theories and principles of communication, arts and other interdisciplinary areas.

PO2. Innovative Thinking & Problem Solving – To provide a creative framework for potential growth and solutions, to deal with problems by applications of different problem solving theories and practices.

PO3. Critical Thinking – To promote independent thinking, scrutinizing the assumptions and communication and administrative problems using appropriate information and data for the effective communication solutions, guidance and mentors.

PO4. Effective Intellectuals, Thinkers, Mentors, able Administrators and Effective Communicators - To enlighten the students with appropriate communication skills & soft skills, understand different styles and types of communication.

PO5. Leadership and Team Work – To understand its impact on the functioning of the organization, learning leadership styles and its implications in arts and allied professional environment and understand the significance of team work and team building.

PO6. Global Orientation and Cross-Cultural Appreciation - To understand universal challenges prevailing within the organization, nation and the world in order to acknowledge cross-cultural aspects of management.

PO7. Media Employablity and Entrepreneurship - To understand Entrepreneurial and employable opportunities prevailing and upcoming in modern media business context. To crack the scalability of the present all walks of professional fields and their business avenues and nurture start-ups.

PO8. Environment and Sustainability – To sensitize issues and challenges through

reporting and creative audio-visual presentation in order make people aware to protect ecosystem, ease of doing business using relevant techniques in context of climate change, green environment, ecology, water crisis, green energy, pollution control and other allied areas.

PO9. Social Responsiveness and Ethics - To understand the ability to recognize ethical validations and unethical practices in organization which in turn affects the societal benefits. Inculcate and inspire to build nation first approach in every individual and organizational endeavors

PO10. Life Long Learning – To understand the need of self-initiated learning that focuses on personal development, to improve the quality of life and achieve personal goals as well as objectives of organization.

Curriculum Structure

SWARRNIM STARTUP & INNOVATION UNIVERSITY
Bachelor of Arts in English/Psychology/Economics (BA-Honours) Program

BA Semester – I						
Course Category	**Subject Code**	**Subject Title**	**Teaching Scheme (Per week)**			
			Th	**Tu**	**Pr**	**Credits**
Major/ Core	BA230101	Introduction to Literature	2	1	2	4
Major/ Core	BA230102	Introduction to Psychology	3	1	0	4
Minor	BA230103	Fundamental of Economics	3	1	0	4
MDC	BA230104	Office Automation	2	0	4	4
AEC	AEC230101	Communication Skills*	2	0	0	2
SEC	SEC230101	Foundation of Entrepreneurship	2	0	0	2
IKS	IKS230101	Foundation of Indian Knowledge System	2	0	0	2
Total Credits Earned						**22**

Note-1: Certificate course of minimum 1 credit will be completed by students using different governmental online study website/web portals like Swayam MOOC to get eligibility for next semester.

Note-2: Subject to revise as per UGC New Guidelines of NEP.

			BA Semester – II			
Course Category	**Subject Code**	**Subject Title**	**Teaching Scheme (Per week)**			
			Theory	**Tutorial**	**Practical**	**Credits**
Major/ Core	BA230201	History of English Literature:1550-1700	3	1	0	4
Major/ Core	BA230202	Social Psychology	3	1	0	4
Minor	BA230203	Mathematical Methods of Economics-1	4	0	0	4
MDC	BA230204	Foundation of Statistical Methods	1	0	6	4
AEC	AEC230202	Logical and Critical Thinking	2	0	0	2
SEC	SEC230202	Identifying Entrepreneurial Opportunities	2	0	0	2
VAC	VAC230201	Environmental Studies	2	0	0	2
Total Credits Earned						**22**

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

BA (HONS.) Semester – III										
Category of Course	Subject Code	Subject title	\multicolumn{4}{c	}{Teaching Scheme (Per week)}	\multicolumn{4}{c	}{Examination}	Total
							Internal		External		
			Theory	Tutorial	Practical	Credits	Th	Pr	Th	Pr	
Major/ Core	BA230301	History of English Literature: 1700-1832	4	-	0	4	50	-	50	-	100
Major/ Core	BA230302	Microeconomics	4	-	0	4	50	-	50	-	100
Major/ Core	BA230303	Understanding Counselling Psychology	4	-	0	4	50	-	50	-	100
MDC	BA230304	Basics of Translations	4	-	0	4	50	-	50	-	100
AEC	AEC230303	Financial Literacy	2	-	0	2	25	-	25	-	50
SEC	SEC230303	Marketing Strategies for Startups	2	-	0	2	25	-	25	-	50
IKS	IKS230302	Understanding India	2	-	0	2	25	-	25	-	50
\multicolumn{3}{c	}{Total Credits Earned}				22	275	0	275	-	550

Modern Indian Languages should be based on formative assessment (presentation/class participation/assignment/seminar/workshop). It is a 2-credit course. Hindi and Gujarati language are to be considered as Modern Indian Language

Note: Certificate course of minimum 1 credit will be completed by students using different governmental online study website/web portals like Swayam MOOC to get eligibility for next semester.

BA (HONS.) Semester – IV										
Category of Course	Subject Code	Subject title	\multicolumn{4}{c	}{Teaching Scheme (Per week)}	\multicolumn{4}{c	}{Examination}	Total
							Internal		External		
			Theory	Tutorial	Practical	Credits	Th	Pr	Th	Pr	
Major/ Core	BA230401	Novel: Form of Literature	4	-	0	4	50	-	50	-	100
Major/ Core	BA230402	Indian Economic Thought	4	-	0	4	50	-	50	-	100
Major/ Core	BA230403	Clinical Psychology	4	-	0	4	50	-	50	-	100
Major/ Core	BA230404	Psychopathology	4	-	0	4	50	-	50	-	100
AEC	AEC230404	Soft Skills	2	-	0	2	25	-	25	-	50
SEC	SEC230404	Finance and Funding for Startups	2	-	0	2	25	-	25	-	50
VAC	VAC230402	Emerging Technologies	0	-	4	2	-	25	-	25	50
\multicolumn{3}{c	}{Total Credits Earned}				22	250	25	250	25	550

Note: Certificate course of minimum 1 credit will be completed by students using different governmental online study website/web portals like Swayam MOOC to get eligibility for next semester.

Course Category	Subject Code	Subject Title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BA230501	Research Methods	4	0	0	4
Minor	BA230502	Strategic Management and Communication	4	0	0	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
English	BA230503A	Literary Criticism-I				
	BA230503B	History of English Literature: 1832-1939				
Economics	BA230504A	Introduction to Indian Economy				
	BA230504B	Mathematical Methods of Economics-II				
Psychology	BA230505A	Indian Psychology				
	BA230505B	Different Psychotherapy				
SEC	SEC230505	Intellectual Property Rights	2	0	0	2
Total Credits Earned						**22**

BA Semester – VI

Course Category	Subject Code	Subject Title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
Major/ Core	BA230601	Introduction to Performing Arts	2	2	0	4
SEC/Internship	BA230602	Internship	0	0	8	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
English	BA230603A	Literary Criticism-II				
	BA230603B	American Literature				
Economics	BA230604A	Micro Economics-I				
	BA230604B	Macro Economics-I				
Psychology	BA230605A	Child Psychology				
	BA230605B	Forensic Psychology				
SEC	SEC230605	Workplace Communication	2	0	0	2
Total Credits Earned						**22**

Note: IE Certificate course of minimum 1 credit will be completed by students to get eligibility for next semester.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

BA Semester – VII (With Research)

Category of Course	Subject Code	Subject Title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
RP	HRBA230701	Research Project-I	0	0	12	6
Major/ Core	HRBA230702	Advance Research-1	0	0	8	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
English	HRBA230703A	Tragedy: Form of Literature				
	HRBA230703B	Women's Literature				
Economics	HRBA230704A	Micro Economics-II				
	HRBA230704B	Macro Economics-II				
Psychology	HRBA230705A	Criminal Psychology				
	HRBA230705B	School Psychology				
Total Credits Earned						22

Note: IE Certificate course of minimum 1 credit will be completed by students to get eligibility of honours degree.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

BA Semester – VII (Without Research)

Category of Course	Subject Code	Subject Title	Teaching Scheme (Per week)			
			Theory	Tutorial	Practical	Credits
OJT	HBA230701	On Job Training (OJT)-I	0	0	12	6
Major/ Core	HBA230702	Media Psychology	3	1	0	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
English	HRBA230703A	Tragedy: Form of Literature				
	HRBA230703B	Women's Literature				
Economics	HRBA230704A	Micro Economics-II				
	HRBA230704B	Macro Economics-II				
Psychology	HRBA230705A	Criminal Psychology				
	HRBA230705B	School Psychology				
Total Credits Earned						22

Note: IE Certificate course of minimum 1 credit will be completed by students to get eligibility for next semester.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

BA Semester – VIII (Without Research)						
Category of Course	**Subject Code**	**Subject Title**	**Teaching Scheme (Per week)**			
			Theory	**Tutorial**	**Practical**	**Credits**
OJT	HBA230801	On Job Training (OJT)-II	0	0	12	6
Major/ Core	HBA230802	Money and Banking, Finance, Security and Insurance (BFSI)	2	2	0	4
Major		**One Major with two papers**	8	0	0	8
Minor		**One Minor with one paper**	4	0	0	4
English	HRBA230803A	History of Indian English Literature: Pre Independence Period				
	HRBA230803B	English Language Teaching & Spoken English: Methods & Approaches				
Economics	HRBA230804A	Public Economics				
	HRBA230804B	Economic Development and Policies in India				
Psychology	HRBA230805A	Consumer Psychology				
	HRBA230805B	Indian Psychotherapy				
Total Credits Earned						**22**

Note: IE Certificate course of minimum 1 credit will be completed by students to get eligibility of honours degree.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

CREDIT DISTRIBUTION

Semester	I	II	III	IV	V	VI	Total Credit For BA	VII	VIII	Total Credit for BA (H)
Credit	22	22	22	22	22	22	**132**	22	22	**176**

Pedagogical Tools

● **Lectures**

Teaching learning processes is conducted in real with various multi-media aids. Apart from imparting fundamental knowledge of various concepts and theories of the subject, faculties make learning process in class room more interactive by using various innovative teaching pedagogies like case studies, role plays, book reviews, presentations, workshops, guest lectures, etc.

● **Tutorials**

Lectures sessions are supported by tutorial sessions. Tutorial sessions are conducted in class room after regular sessions. Tutorial sessions are more interactive and specific than regular sessions and are conducted to solve subject specific queries of the students.

● **Guest Sessions**

Subject and content specific guest sessions are also organized on regular basis that indeed help participants to relate and explore theoretical learning into practical implementation through the real-world experience from successful practitioners. It provides a vibrant platform to the participants to get insights from the vast pool of industry expertise across all promising areas and sectors wherein they strive to pursue their professional careers. As a para-academic initiative, committee members persistently organizes guest sessions where torch bearers of major industrial sectors and distinguished business personalities share their views about the industry, its macro and micro integrities, and give the entire overview of contemporaries in the corporate world. This learning enhancement initiative helps molding the participants into proficient managers of the future.

● **Industrial Visit**

Practical exposure is very critical to understand all management verticals. To serve this purpose, industrial visits at renowned industries are organized for students on a regular basis.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

- **Projects/Assignments**

  Projects and assignments are one of the most essential parts of the MBA curriculum. Each faculty member guides the students personally for the projects and assignments. Learning process is made more comprehensive using following tools:

  1. Live projects provide practical exposure of various concepts and theories learned in Classroom
  2. Presentations to hone communication and interpersonal skills of students
  3. Research projects to sharpen analytical skills of students
  4. Group discussion to augment leadership and communication skills of students
  5. Subject specific assignment for in-depth understanding of subjects
  6. Workshops for better understanding of specific subjects

- **Academic Feedback Mechanism**

  The faculty shows the answer books of Continuous Evaluation Components and Internal Exam to students and also inform them about the marks within 7 to 10 working days. In case of any grievances students are free to personally meet subject faculty or academic committee. The result of respective components is displayed on notice board on regular basis.

- **Student Mentoring**

  The programme is having unique approach of assigning dedicated faculty members to students. The role of mentors is to guide and support students in their various academic and para-academic issues and concerns.

- **Class Schedule**

  A regular day would have five lectures. Each class would be of 60 minutes duration. There would be a Lunch Break at the end of the third class. Some days of the week are also marked for the weekly co-curricular activities. Students are required to refer to the detailed time-table displayed on the notice-board and also communicated vis students whatsapp group.

- **Enterprise resource planning (ERP)**

  SSIU has World Class ERP with student friendly features like Course Calendar, facility of downloading subject Videos and Course Outline, undertaking online quizzes and student evaluation. Students can Monitor Progress refer Attendance Reports and Fees Status.

Students Involvement and Enriching Activities

Co-curricular Activities

To provide a holistic learning experience to its students we go one step ahead of the prescribed syllabi. A dedicated team of faculty members conducts co-curricular activities. This committee grooms the students for participation in external competitions. The department also has Co-curricular activities like Management Quiz, Group Discussions, Elocution, Debate, Mock Interviews and Discussion of Contemporary Issues as a part of the weekly academic schedule. This exercise helps and boost confidence level of students in a large way, this paves way to confidently participate and outshine in various inter-college competitions.

Gyankumbh - Management Quiz

Management Quiz on various topics like General management, Marketing, Advertising, HRM, Finance, Capital markets, Business events and Personalities in the news. The basic objective of arranging management quiz is to assess and review awareness level of core management issues as well as current global developments.

SMCLA Club Activities

There are four clubs – Cine Joy, Business Bazigar, Business News and Hunar Munch. These club activities are held every month. Students Coordinators plan and execute the activities.

Extra-curricular Activities

To ensure active mind along with regular para-academic activities, we provide a healthy dose of extra-curricular activities.

Funathon

Those who understand the benefits of being fit can cherish its fruits of being active, focused, and strategically sound. This is an inter-department sports event comprising of games like football, carom, cricket, chess and volleyball. The beauty of the event is that it is organized and managed by the students. This helps enhancing the leadership, team spirit and sportsmanship of the students on the ground, and is later on reflected in their work too.

Annual Day Celebration

Each year, the Institute celebrates Annual Day to recognize the achievements of students by presenting trophy and certificates to winners and participants for their contribution in various external and internal events. Each year, more than 150 participants showcase their performances through plethora of cultural events like Dancing, Singing, Drama-Mime and Fashion Show, in the form of competition where all the performers battle for top position. The event is judged by a panel of eminent personalities from arts and theatre field.

Navratri

To promote cultural and traditional values among students we organize garba event each year. Garba dance form is not only a performing art, but also a forum for cultivating spiritual characteristics amongst the younger generation.

Fun Days Celebration

In order to make the academic journey more joyful every year days are celebrated based on different themes, wherein students are encouraged to organize and manage the events which give them a chance to sharpen their leadership and team building skills. Unique themes are celebrated each year like three seasons day, rubic's cube day, Brand day, Mismatch Day, Retro Day, Monochrome day, traditional day etc.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

General Discipilne

- Students must sit in exam-hall according to seating arrangement announced. They must occupy their seats 10 min before the scheduled time, failing to it, they shall not be allowed to appear for examination.
- Students appearing for examination must have a valid I-card. Student without a valid I-card will not be allowed to write the examination.
- To carry Mobile phones/laptop/electronic programmable memory devices in the examination hall is strictly prohibited. Violation of this rule shall be considered as an offence of unfair means in the examination.
- Students are not permitted to bring books, notes or other materials into the examination room.
- Use of simple scientific calculator is permitted however use of programmable calculator is prohibited.
- Exchange of calculator and other accessories is strictly prohibited in the examination hall.
- Students are not allowed to leave their seats during the first half an hour and last 15 minutes of the examination.
- Students must deposit his/her answer paper to the hall supervisor before leaving the hall. Leaving the examination hall without submitting the answer book is unfair means practice by rule, and is liable for strict action.
- Students are totally responsible for tying/joining appropriately their all kind of supplementary answer paper/s with the main answer book within the scheduled time, no extra time shall be given for the same.
- Students indulging in any kind of misbehavior with the hall supervisor will be taken as unfair means and is liable for strict action.
- Students found practicing any kind of unfair means are liable for strict action and their parents may be informed accordingly.
- Once you complete your examination, kindly leave the exam hall and corridors soon.

Examinations & Evaluation

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc. (Annexure- I : Exam Policy 2023)

The assessment of students for the curricula they are studying will broadly be done in two categories:

Category 1: Continuous Evaluation

Category 2: End Semester Examination / End of the year Examination

Sr. No	Segment	Components	Conducted During	Responsibility
1	Continuous Evaluation	Written tests, MCQs, Quizzes, Projects, Assignments, Presentation, Case Study, Practical Tests and Viva-Voce as per syllabus	Throughout the Semester	Deans / Principals are responsible for the smooth conduct, timely results and fairness. He/She shall assign responsibility to HODs / Faculties
2	End Semester/ End of the Year Examination	1. Practical (Performance & Viva-Voce) 2.Theory Papers	End of the Semester	Dean / Principal / Controller of Examination shall be responsible for smooth conduct, fairness and timely results

The teacher who is teaching a particular course shall be responsible for the performance of the students in that course.

Scheme of Course Evaluation

The respective teaching faculties and end semester / year examination by the University will evaluate the performance of every student in each course during their academic tenure. In general, the scheme of evaluation for various courses will be -

• Continuous Evaluation   50%*
• University Exam   50%*

The Percentage value may differ depending on the evaluation requirement of different Governing Councils of various courses at the University and which will be approved by their respective Board of Studies (BOS).

Sr. No.	Component	Passing Criteria	Remark
1	Internal Evalution	40%	Overall Pasing Criteria is 40%
2	External Evalution	40%	

Grading

SYSTEM OF EVALUATION, AWARD OF CLASS AND CONVERSION TO PERCENTAGE

Grading: The total of the internal evaluation marks and Final University Marks in each course will be converted into a letter grade as well as to point scale as per following scheme:-

Total Mark (%)	›80	›75-80	›70-75	›60-70	›50-60	›45-50	›40-45	›40	Absent
Corresponding Latter Grade	O	A+	A	B	B+	C	P	F	AB
Numerical Point Corresponding Latter Grade	10	9	8	7	6	5	4	0	0

Award of Class: The class awarded to a student in the programme is decided by the final CGPA as per the following scheme:

- **Distinction: CGPA ≥ 8.0** • **First Class: CGPA ≥7.0 < 8.0** • **Second Class: CGPA≥5.0<7.0**
- **Pass Class: CGPA≥4.0<5.0** • **Fail: CGPA less than 4**

Formula for Conversion of SGPA/CGPA to Percentage: An equation to find equivalency between SGPA/CGPA may be obtained as: **Percentage Marks=(SGPA/CGPA-0.5)x10**

University UFM Policy
Nature of malpractice & Quantum of Punishment

Sr. No	Nature of Malpractice	Quantum of Punishment
I	Possession of copying material. (Copying Material in any form)	Annulment/ Cancellation of the performance of the student at the University / College examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No.(II) to Sr.No.(XII) in addition to the punishment prescribed Thereat).
II	Actual copying from the Copying material.	Exclusion of the student from University / College examination for one additional examination.
III	Possession of another student's answer book	Exclusion of the student from University / College for one additional examination. (Both the students).

EXAMINATION RULES & REGULATIONS

SWARЯNIM
Startup & Innovation
UNIVERSITY
Where Ideas Come Alive
India's First University for Startup

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

IV	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from Deemed to be University/ College examination for two additional examinations (Both the students)
V	Mutual/Mass copying	Exclusion of the students from Deemed to be University/ College examination for two additional examinations.
VI	Smuggling-out or smuggling in of answer book as copying material	Exclusion of the student from Deemed to be University /College exam for two additional exams.
	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Deemed to be University / College examination for three additional examinations.
VII	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Deemed to be University / College examinations for four additional examinations.
VIII	Interfering with or counterfeiting of Deemed to be University /College seal, or answer-books or office Stationery used in the examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
IX	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
X	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
XI	Using obscene language /violence/ threat at the examination centre by a student at the Deemed to be University/ College examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Deemed to be University /College examinations for four additional examinations
XII	(a) Impersonation at the Deemed to be University / College Examination.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).

	(b) Impersonation examinations.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College student).
XIII	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institute examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XIV	Found having written on palms or on the body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XV	All other malpractice(s) not covered in the aforesaid categories.	Annulment of the performance of the student at the Deemed to be University /College Examination in full, and severe punishment depending upon the gravity of the offence.

EXAMINATION RULES & REGULATIONS

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

ATKT Rules

Admission in Semester	ATKT Rule
Semester - I	Not Applicable
Semester - II	Student will be promoted to **Semester – II** from Semester – I irrespective of subjects failed in **semester – I.** He/she is allowed to appear in failed subjects at the end of second semester ATKT exam to clear them.
Semester – III	Students can have maximum backlog of four subjects of **Semester – I.** **If backlog is more than four, he/she will not be promoted to semester – III.** (Failed subjects of semester – II will not be counted for the detention in semester – III).
Semester - IV	**Student can have maximum backlog of four subjects of semester – I and Semester – II.** He/she can either have backlog of four subjects of semester – I or semester – II or combine of both. It is restricted to four only. **If number of backlog of semester – I and Semester – II is more than four, he/she will not be promoted to semester – IV.** (Failed subjects of semester – III will not be counted for the detention in semester – IV).
Semester – V	He / She must have cleared all the backlogs of semester – I and II to get promoted to semester – V. **He/she can have maximum four backlogs of semester – III; if it is more than four he / she will not be promoted to semester - V.** (Failed subjects of semester – IV will not be counted for the detention in semester – V).
Semester - VI	**He / She can have maximum four backlogs of semester – III and IV combined to get promoted in semester – VI.** (Failed subjects of semester – V will not be counted for the detention in semester – VI).
Semester - VII	**He / She must have cleared all the backlogs of semester – III and IV.** However, maximum four backlog in semester – V is allowed to get promoted in semester – VII. If it is more than four backlogs of semester-V, he/she will not be promoted to semester – VII. (Failed subjects of semester – VI will not be counted for the detention in semester – VII).
Semester - VIII	He/She can have maximum four backlogs of semester – V and VI to get promoted in semester – VIII. **If it is more than four backlog of semester – V and VI, he / she will not be promoted to semester - VIII.** (Failed subjects of semester – VII will not be counted for the detention in semester – VIII).

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
India's First University for Startup

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

• Anti-Ragging Committee

To provide a secure environment to the fresher students, Faculty of Management has constituted an anti-ragging committee & Squad with the objective to check and prevent any form of ragging. A combination of faculty members & students actively keep a check on ragging activities to ensure non-occurrence of such nuisance on the campus.

• Internal Complaint Committee

We believe in providing a safe and healthy environment in Higher Educational Institutions (HEIs) for women students and employees. ICC is responsible empowering women in HEIs through awareness on the various initiatives for capacity building of women, like women centric fellowships and scholarships, women study centres and legal provisions and advisories for women. It is also responsible to create safe spaces in HEIs for women through provision of this platform for lodging complaints related to violence and harassment against women and a helpline number and email address for reporting such issues.

• Grievance Redressal Cell

Grievance Redressal cell is officiating on regular basis to enquire the extent of grievances in diverse nature of Discipline & Act of Misconduct and misbehavior of students.
Objective:- A Grievance Redressal Cell has been constituted for the redressal of the problems reported by the Students of the College with the objective of encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

• Women Development Cell

This cell meets on regular basis and conduct various activities for the awareness and wellbeing of female students.

1. To create healthy working environment for both the genders by establishing guidelines to deter any Sexual Harassment.
2. To set a process of accepting grievances on sexual harassment, gender dignity, their fair investigation and appropriate action on the findings of the enquires.
3. To encourage raising of awareness about gender sensitivity and gender equality at campus.

Placement, Summer Internship & Project (SIP) Assistance

SWARRNIM
STARTUP & INNOVATION
UNIVERSITY
WHERE IDEAS COME ALIVE
INDIA'S FIRST UNIVERSITY FOR STARTUP

SWARRNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The University visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, a comprehensive placement policy has been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Placement Services of the University will be available only to those students who opt to avail them and commit to abide by the requirements thereof. As per current recruitment trends, the recruitment activity starts early in pre-final year / semester (depending on the program). The students graduating in 2024, 2025 & 2026 are required to gear up for being a part of placement related activities immediately at an early stage of their program

a. To apprise students regarding the rules and regulations of the Placement Policy & subsequent processes.
b. To regulate procedures regarding taking part in placement processes & offers arising out of the same.
c. To apprise students about importance of Preparatory Sessions in improving the employment index.
d. To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the University.
e. To lay down provisions, procedure and process for accepting Job/Internship Offers.
f. To lay down guidelines for joining of students & related rules in terms of penalization & benefits.

The detailed policy document will be discuses during the orientation ceremony.

The School attaches utmost importance to strict integrity and honesty in all segments of academic work. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the instructor, students must not collaborate/syndicate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non-referenced part of the answer as presented to the instructor should be the independent work of the students.

Attendance

An enrolled candidate shall be considered eligible for appearing in the end semester / year examination subject to the fulfillment of the following conditions:

1. A candidate has satisfactorily completed the semester if,
a. The attendance is at least **75%** in the semester / year of the course.
b. He/she has carried out the planned lab work, term-work and other curricular assignment satisfactorily during the semester / year.

2. A candidate has paid the complete Tuition Fees and Examination Fees for the current Semester / Year in stipulated time period as per the Fee Structure approved by the Regulatory Authority of the State or the University.

3. Candidate have filled in the examination form within the stipulated time period.

4. After the student have filled in the exam form, the student should have hall ticket bearing his/her name, enrollment number, photograph and authorized signature along with a Photo Identity Proof to appear in the Examination Hall.

In absence of any of the mentioned document, the student will not be allowed to appear in examination.

Mobile Phone
- Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.
- Anyone who is in violation of these rules will be charged a spot fine of Rs.500/-

CONSEQUENCES OF MISCONDUCT

Academic and non-academic misconduct would invite severe penalty.

a. Penalty for breach of academic discipline would be first decided by the concerned faculty as per the rules defined in the course outline or as may be appropriate.

b. However, a faculty may refer the case of academic misconduct to the Head of the Department/ Director, who in turn will ask the Academic Committee to take a decision.

c. The cases of non-academic misconduct can be referred by anyone to the Head of the Department/ Director. The Head of the Department/ Director will attempt to address the situation and decide on penalty, if any. However, if the nature of misconduct such which may warrant severe penalty, the Head of the Department/ Director will refer the matter to the Academic Committee, which will take a final decision.

d. The decision of Academic Committee will be conveyed by the Head of the Department/ Director to the concerned student. The decision of the Academic Committee is binding to all.

e. In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Academic Dean shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Academic Dean shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.

f. A student expelled from the programme on the ground of academic or non- academic misconduct is ineligible for seeking admission in the University.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

FEE & PAYMENT SCHEDULE

- Students are advised to collect the fee details and payment schedule from the Account Department, and make payment in full accordingly.

- Except the caution money deposit, no fees are refundable in case of withdrawal or expulsion from the programme.

- Late registration and late payment of fees is not permissible, except with the prior permission of Dean Academics.

- In case of late payment, late fees will be charged at the rate of Rs.100 per day. In exceptional cases, the Dean Academics. may grant extension of time for making payments, without late fees.

- Those who fail make all payments due, including late fees, in a particular term will not be allowed to register for the next term, and will be deemed to have withdrawn from the programme.

- The caution money deposit will be refunded only on completion of programme and if there is no due from the student. The dues, if any, will be deducted from the caution money deposit that becomes refundable as per the rules.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

INFORMATION CENTER – LIBRARY

The Code of Conduct is given below:

1) Book will be issued for 14days only. Delay in Returning the book will be penalized. For @Rs.5per Day.

2) Library timing is 9am to 5pm

3) If the book is damaged or lost by the students then the students have to pay 25% more than MRP of that book OR New Copy of the same title, publisher & year of the publication may be allowed to replace, within limited time duration.

4) Journals or Magazine or Newspaper should not carry outside the library. The students can read it in library only.

5) Do not damage any property of the library like newspapers, journals, book, computer etc. Doing this should be penalized with Rs.500

6) Non-Book Material like CD is for use in library only.

7) If the library ticket is lost, you should inform librarian immediately.

8) For the reissue of new ticket, you have to deposit Rs.50 for the loss of each ticket. If the book issued on lost ticket will be the responsibility of the ticket holder.

9) The books will be Issued/Returned to the student on his/her own ticket only.

10) Your Mobile should be switched off in the library. If your mobile rang in library, you will be penalized with Rs.100.

11) Do not enter in the library stack room with your bags or personal books or any other materialistic things.

12) If you misbehave in the library or with the library staff, the authorized person has the right to take disciplinary action against you.

13) Whenever you are entering in library kindly sign in library entry register.

14) Marking of any kind/underlining/writing on the books is strictly forbidden.

15) Maximum allowed issue books will be 3 only and Minimum will be 2.

COMPUTING FACILITIES

The Code of Conduct is given below:

A. Be responsible for using computing facility in an effective, ethical, and lawful manner. Individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for all consequences and repercussions arising from such actions.

B. Be aware that wasteful or inefficient use of resources may result in significant expenses for university or result in a reduction in the level of service to other users

C. Use only those facilities for which student has permission.

Students are encouraged to report any violations of above rules and any information relating to flaws in the computing facility security, to the appropriate Lab Attendent/Faculty/HOD.

Students Involvement in Government Supported Initiatives

SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. Institute encourage students to register for SWAYAM and actively use SWAYAM resources for their knowledge and skills augmentation Committees for the Students.

National Digital Library (NDL)

The National Digital library of India (NDL) is a project under Ministry of Human Resource Development, India. The objective is to integrate several national and international digital libraries in one single web-portal. Students actively use NDL database for getting access to various e-books, video lectures, audio lectures, research papers, journals, magazines and other online resources. These resources are extremely useful to students in enriching their subject knowledge.

Norms for Students Startup

It is applicable to all students/Alumni of the University.

To identify a problem that is realistic, innovative, creative, and associated with real- world issues.

The solutions may be included in National Innovation Contest Organized by MHRD Innovative Cell (IIC) and YUKTI, GOI.

Any novel technological idea that can be upgraded for the commercial proposition, scaling up a laboratory proven concept qualifies for a pre-incubation project. Innovative ideas to go through the pre-incubation step and it is expected that the innovator is interested in commercializing the technology to move to registering the Business within a year of pre-incubation.
Selected Ideas to be admitted to "Innovation Space" the pre incubation facility of Swarrnim Startup and Innovation University and the university will provide free working space for the nascent entrepreneurs.

Each student group to be assigned to a senior faculty member for mentorship. Under the mentorship the group/s to prepare a prototype. The student can use the laboratory and other resources of the university for developing the prototype.

The startup to be registered as a student business entity – Partnership, LLP, Private Limited Company, One Person Company. Startups to provide a copy of the registration certificate/letter to their academic institution.

Swarrnim Incubation center can be utilized by external students who wish to incubate his startup idea. There is an incubation agreement for external students.

If the student of Swarrnim Startup and Innovation University want to quit from his startup, other students who are his team member in the startup can take a lead and run the organization or allow another student to join their startup.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Incubation Support:

Upon completion of the pre-incubation process, successful students to be admitted into the incubation program for converting the novel ideas into successful startups. Startups to be promoted and supported by the university in the following ways:

The access to pre-incubation and Incubation facility to startups by students, staffs, faculties and alumni for a mutually acceptable time-frame but should not be more than 30 months)

The SSIP of Government of Gujarat Rs. 20 lakhs to be earmarked annually in cash and/ or kind for Innovation and Entrepreneurial activities (Seed grant for prototype development/ Capability enhancement activities)

IE Courses at different semester: are the flagship program to be launched as an initiative of the Swarrnim Startup and Innovation University for nascent entrepreneurs (Youth Entrepreneurs/Student Entrepreneurs). The startups shall be administered by an advisory board that includes representatives from the schools of Engineering, Agriculture, Life Sciences, and Management.

Students are required to carefully read Startup Policy and related policies in detail

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

The placement policy is applicable for students enrolled in stand-alone regular programs for the students graduating in 2024, 2025 & 2026. The policy will be applicable till the last day of teaching of the term.

Eligibility & Debarment for students graduating in 2024, 2025 & 2026.

Eligibility & Debarment	
rolment	l students (graduating in 2024, 2025 & 2026 or equivalent, for admission batches 2022, 2023 & 2024 onwards) are eligible to register for Career Services.
Temporary Debarment	• For students registered for career services and later having less than the minimum CGPA as mentioned above or more than 2 standing arrears, will be temporarily debarred from career services until they again secure above mentioned minimum CGPA. • Temporary Debarment status will be updated after End-Term Exam Result • CTCP Activities will not be scheduled for Temporary Debarred students.
Important: A student once permanently debarred from placement services at any point of time cannot later become part of the placement process at any given stage.	

Important Notes:

Students must not change their email address & mobile numbers. Student mobile Nos. and E-mail Ids (although can be updated by student) changes shall be avoided as this information is frequently shared with prospective recruiters by Organisation.

Keep a decent E-mail ID.

Organisation shall not be responsible for any loss of communication due to phone nos./E-mail ids not reachable due to any reason.

Do's and Don'ts

It is advised that students must maintain a minimum 6.67 CGPA (or equivalent) with no standing arrears to be eligible for enough placement opportunities.

Go for Internships with good organizations/companies.

Get yourself industry-certified on latest technologies/tools through industry-certifications or industry-run MOOCs in your respective program/discipline.

Have live projects / research work (in related area of your program/discipline) to showcase your knowledge and skills to employer.

Strengthen your aptitude and reasoning abilities.

Your CV/resume and ensure you mean every word and you are able to justify your skills mentioned in it.

Disclaimers:

(i)   Minimum attendance criteria for CTCP Classes is 90%, failing in this criteria can lead to debarred you from placement drives.

(ii)   Students are required to note that the placement service is a facility offered by the University and cannot be taken as a guarantee of a job offer. The decision regarding making job offers is left to the discretion of the companies participating in the campus recruitment.

(iii)   In case of any issue arising out of this policy and interpretation thereof; decision regarding any point not covered under this policy; and in case of any provision/decision being changed, modified or overridden, Authorized Signatory shall be the final authority.

Students are required to carefully read Placement Policy and related policies before opting the Career Services.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

STUDENTS COMMITTEES

LIST OF EVENTS (ODD SEM) YEAR 2024-25

No.	Name Club/Committee	Event	Schedule
1	Anti Ragging Committee	Anti Ragging Awareness	01-08-2024
2	Hunar Manch	Blind Art	08-08-2024
3	Workshop	Student Workshop	27-09-2024
4	Hunar Manch	Face Painting	10-10-2024
5	Anti Ragging Committee	Competition	29-01-2025
6	Hunar Manch	Open Mic	13-02-2025
7	FDP	Faculty Deevelopment Program	28-02-2025
8	Hunar Manch	Fusion Dance	13-03-2025
9	Hunar Manch	Live Exhibition	10-04-2025

The School reserves the right to alter, modify or change the rules and other contents of this handbook in general interest of the students and academic discipline of the School.

SWARЯNIM
STARTUP & INNOVATION
UNIVERSITY
Where Ideas Come Alive
India's First University for Startup

SWARЯNIM
SCHOOL OF MANAGEMENT,
COMMERCE & LIBERAL ARTS

Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat - 382420.

Visit our Website

SWARRNIM STARTUP AND INNOVATION
AND START UP UNIVERSITY

Session: 2024–25 Students' Handbook

Masters of Planning. (M.Plan)

Post Bhoyan Rathod, Near ONGC WSS, Opp. IFCCO, Adalaj Kalol Highway,
Gandhinagar, Gujarat 382420

Table of Contents

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

Approvals

Swarrnim Start-up and Innovation University (SSIU) has been approved by the Government of Gujarat under the Gujarat Private University Act No. 10 of 2017. The university imparts technical wisdom about innovation, start-up and entrepreneurship through the conventional education medium.

Masters in Planning has approval of ITPI
(Indian Institute of Town Planning of India).

Vision:

The Master in Planning offers new techniques of inquiry into the methods, tools, and topics that define contemporary urban and architectural projects. In this program, you will study design-based strategies for transforming cities and regenerating metropolitan areas.

Taking factors like the environment, social equity, and economic viability into consideration, you will design concepts for private and public spaces and collaborate on projects that define a better urban future.

Mission

To create budding entrepreneurs who can compete globally by grooming their innovative and startup skills.

Campus and Facilities

We are located in Bhoyan Rathod, Opposite IFFCO, Near ONGC WSS, Adalaj Kalol Highway, Gandhinagar, Gujarat. Swarrnim Startup and Innovation University (SSIU) offers the ambiance and amenities to support educational programs. SSIU offers a range of classroom in order to accommodate multiple learning approaches, Seminar Hall, Incubation Center, Student accommodations, Canteen, Sports and Transport and Parking Facilities.

Two-Year Full Time M.Plan Programme

Walking through the streets of your city, have you ever wondered what went into planning it?
Who decided where the subway should be? Where a housing locality must be constructed?

Or

How the transportation network should be connected, so as to improve commutation from one corner of the city to another?
A city or a town does not exist in a void. Its development is a result of years of meticulous planning.
The huge portion of the credit for designing and developing a city must be given to the city planners.

Here in Swarrnim Institute of Design & Planning ,we cover everything that you need to know about the
Masters of Planning or M.Plan.

Urban Planning degree at Swarnnim Startup and Innovation University focuses on learning about the development of urban areas. India is a rapidly urbanizing country, the resultant development and transformation of urban India requires addressing various challenges when it comes to designing and planning urban areas. The current situation poses great need for professionals who can envision urban areas which are sustainable, liveable as well as well functioning.
The course is multi-layered and multifaceted where the students understand how an urban area functions, grows and is managed. Master of Urban Planning is intended for individuals who have a strong interest in the practice of shaping as well as development of urban areas. The course equips students with thorough knowledge of preparing statutory plans, and other plans ranging from regional to city and local area levels. The two year Masters course is taught by the best faculty members which includes leading practitioners, experienced academicians who are successful in their own fields with national experience

Programme Highlights
- o Course structure designed and delivered by Industry professionals and academic experts.
- o Gain comprehensive knowledge of the philosophy and fundamental principles of the multidimensional and multifaceted nature of planning.
- o Apply planning knowledge in physical, spatial, environmental, socio-economic,legal-political, cultural, governance, development and management aspects of planning of urban areas with regards to the national vision and demands of the society.
- o Demonstrate data-based situation assessment, analytical problem-solving and critical thinking to develop planning solutions.

Professional Conduct

The work of planning for communities is rooted in values, often unexpressed, about the role of government in working for a better future. This course reviews the expectations expressed in the ITPI Code of Ethics and Professional Conduct and then explores the application of the code in a number of planning ethics case studies. This conversation about building and sustaining an ethical planning

organization sets out to define what makes an ethical planning organization and describes steps that planners can take to improve the ethical climate of their organizations.

Curriculum

After the orientation programs we begin the curriculum. During this period we provide opportunities for basic understandings for Planning course, co- curricular and extra-curricular activities organized by the School and University and also by the students.

Programme Structure

The M.Plan Programme is conducted on semester basis with total 4 semesters spread over two academic years.
The duration of each semester is around 16 weeks.
First Year ; Second year & Third year :
Studio is the core subject in all semesters .Followed by Elective courses realize an important role in students professional and personal development by integrating knowledge of many subjects, through their participation in tailoring the curricula and enriching their professional portfolio.
Choice Based Credit System (CBCS), students can decide the elective subjects of their choice along with compulsory subjects in each semester. The elective subject(s) are offered from three different areas

5
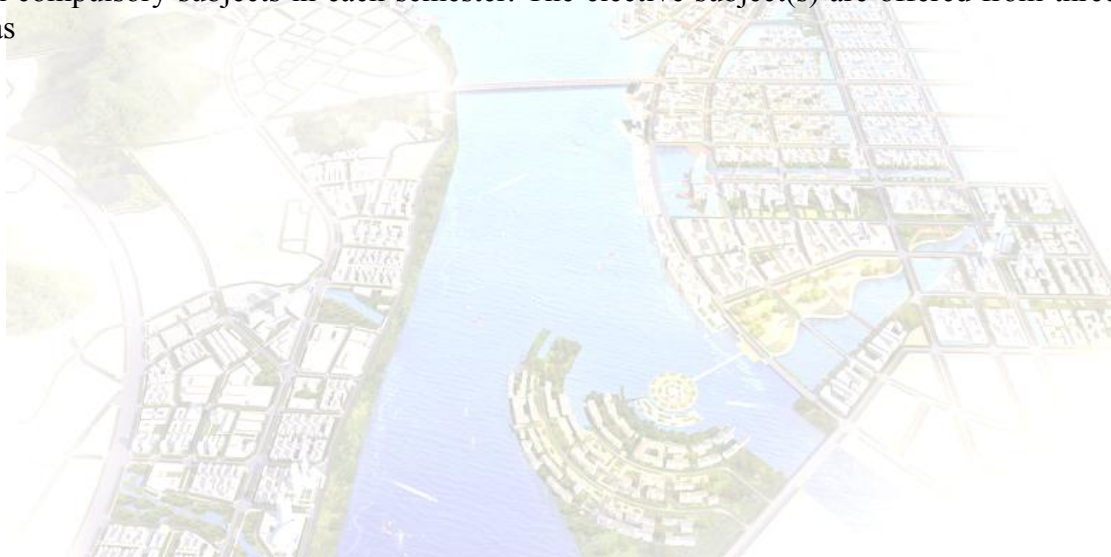
SEMESTER 1

Sr. No.	Subject Code	Subject Name	JURY	Theory
1	MPL240101	Planning History and Theory		2
2	MPL240102	Socio-economic basis for Planning		2
3	MPL240103	Planning Techniques		2
4	MPL240104	Infrastructure Planning		2
5	MPL240105	Housing and Environmental Planning		2
6	MPL240106	Studio course	JURY	10
7	MPL240107	Tourism Planning		2
Total				**22**

SEMESTER 2

Sr. No.	Subject Code	Subject Name	JURY	Theory
1	MPL240201	City and Metropolitan Planning		2
2	MPL240202	Transport Planning		2
3	MPL240203	Urban Heritage Conservation		2
4	MPL240204	Advanced Planning Techniques		2
5	MPL240205	Studio	JURY	10
6	MPL240206	Real Estate Development and Management.		2

SEMESTER 3

Sr. No.	Subject Code	Subject Name	JURY	Theory
1	MPL240301	Urban Development Management		2
2	MPL240302	Project Planning and Management		2
3	MPL240303	Urban Governance		2
4	MPL240304	Politics and Planning		2
5	MPL240305	Studio	JURY	10
6	MPL240306	Water Security and Planning		2
	MPL240307	Universally Accessible Built Environments.		
		Total		
		Internship 30 to 45 days. (After Sem		
1	MPL240308	Internship/Professional Training	JURY	

SEMESTER 4

Sr. No.	Subject Code	Subject Name	JURY	
1	MPL240401	Development Finance		20
2	MPL240402	Legal Issues and Professional Practice		
3	MPL240403	Thesis		
		Total	14	

Winter Experiential Learning

1. **Summer Internships:**

   To gain hands on experience in a planning organization so that students become future ready after they obtained the postgraduate degree. The main objective of professional training is to expose the students to live planning and development project and working environment in a planning agency.

   Each student shall undertake training in a planning or related office for two months. Students will undergo professional training in a department approved organization on a project for 2 months. This will be supervised training by a senior professional from the organization. Satisfactory completion of training will be mandatory for the award of a degree. Out of six credits, two credits will be awarded for successful completion of training.

2. **RESEARCH BASED LEARNING SYSTEM:**

The urban and regional planning profession demands the training of practical planners who have some experience with community development, citizen participation modules, and conflict resolution skills. Community outreach in curricula provides needed exposure to practical applications of textbook lessons and exposure to group dynamics, community clients, and complex problems. The recognised need for practical training in any planning curriculum is most often addressed through community outreach-based courses such as planning studios, practicum or in lectures interwoven into seminar courses. The basic structure of all of these classes typically supports teams of students working with a particular community on a specific planning-related activity. These outreach courses, however, pose some of the greatest teaching and learning challenges in the entire curriculum.

3. **ORIENTATION PROGRAMME:**

   School of Design (SID) organizes orientation program for 1day for all new students. The orientation program provides the detailed overview of the University, School, Student's code of conduct, Curriculum details, Extra and Co-Curricular activities, Internship and Placement related initiatives/support. Infrastructure and Other facilities. we extends its support to all the new and existing students to recognize and discover their passion, pursue their goals and build expertise in that particular chosen area. Hence, the ultimate aim of the University and School lies in transforming Students to Corporate.

4. **BRIDGE COURSE:**

   To acquaint students with diverse background of Science, Engineering, Arts with basics of subjects that they have not studied in their Graduation, there are bridge courses offered. The bridge-sessions aims at strengthening the fundamentals of relevant subjects so that they can easily cope up with the complexities.

3.1 Pedagogical Tools

Learning process for the students is made more exhaustive and interactive using following pedagogical tools

🚍 Lectures

Teaching learning processes is conducted in real and virtual classrooms with various multi-media aids. Apart from imparting fundamental knowledge of various concepts and theories of the subject, faculties make learning process in class room more interactive by using various innovative teaching pedagogies like case studies, role plays, book reviews, presentations, workshops, guest lectures, etc.

🚍 Tutorials

Lectures sessions are supported by tutorial sessions. Tutorial sessions are conducted in class room after regular sessions. Tutorial sessions are more interactive and specific than regular sessions and are conducted to solve subject specific queries of the students.

🚍 Guest Sessions

Subject and content specific guest sessions are also organized on regular basis that indeed help participants to relate and explore theoretical learning into practical implementation through the real-world experience from successful practitioners. It provides a vibrant platform to the participants to get insights from the vast pool of industry expertise across all promising areas and sectors wherein they strive to pursue their professional careers. As a para-academic initiative, committee members persistently organizes guest sessions where torch bearers of major industrial sectors and distinguished business personalities share their views about the industry, its macro and micro integrities, and give the entire overview of contemporaries in the corporate world. This learning enhancement initiative helps molding the participants into proficient managers of the future.

🚍 Industrial Visit

Practical exposure is very critical to understand all management verticals. To serve this purpose, industrial visits at renowned industries are organized for students on a regular basis.

🚍 Projects/Assignments

Projects and assignments are one of the most essential parts of the MBA curriculum. Each faculty member guides the students personally for the projects and assignments. Learning process is made more comprehensive using following tools:

- 🚍 Live projects to provide practical exposure of various concepts and theories learned in classroom
- 🚍 Presentations to hone communication and interpersonal skills of students
- 🚍 Research projects to sharpen analytical skills of students
- 🚍 Group discussion to augment leadership and communication skills of students
- 🚍 Subject specific assignment for in-depth understanding of subjects
- 🚍 Workshops for better understanding of specific subjects

🎬 Feedback Mechanism

The faculty shows the answer books of Continuous Evaluation Components and Internal Exam to students and also inform them about the marks within 7 to 10 working days. In case of any

grievances students are free to personally meet subject faculty or academic committee. The result of respective components is displayed on notice board on regular basis.

🎬 Student Mentoring

The programme is having unique approach of assigning dedicated faculty members to students. The role of mentors is to guide and support students in their various academic and para-academic issues and concerns.

Class Schedule

A regular day would have five lectures. Each class would be of 60 minutes duration. There would be a Lunch Break at the end of the third class. Some days of the week are also marked for the weekly co-curricular activities. Students are required to refer to the detailed time-table displayed on the notice-board and also communicated vis students whatsapp group.

ERP

SSIU has World Class ERP with student friendly features like Course Calendar, facility of downloading subject Videos and Course Outline, undertaking online quizzes and student evaluation. Students can Monitor Progress refer Attendance Reports and Fees Status.

Students Involvement and Enriching Activities

🎬 Co-curricular Activities

To provide a holistic learning experience to its students we go one step ahead of the prescribed syllabi. A

dedicated team of faculty members conducts co-curricular activities. This committee grooms the students for participation in external competitions. The department also has Co-curricular activities like Management Quiz, Group Discussions, Elocution, Debate, Mock Interviews and Discussion of Contemporary Issues as a part of the weekly academic schedule. This exercise helps and boost confidence level of students in a large way, this paves way to confidently participate and outshine in various inter-college competitions.

🚋 Gyankumbh - Management Quiz

Management Quiz on various topics like General management, Marketing, Advertising, HRM, Finance, Capital markets, Business events and Personalities in the news. The basic objective of arranging management quiz is to assess and review awareness level of core management issues as well as current global developments.

SMCLA Club Activities

There are four clubs – Cine Joy, Business Bazigar, Business News and Hunar Munch. These club activities are held every month. Students Coordinators plan and execute the activities.

Extra-curricular Activities

To ensure active mind along with regular para-academic activities, we provide a healthy dose of extra-curricular activities.

🚋 Fun-O-Thon

Those who understand the benefits of being fit can cherish its fruits of being active, focused, and strategically sound. This is an inter-department sports event comprising of games like football, carom, cricket, chess and volleyball. The beauty of the event is that it is organized and managed by the students.

This helps enhancing the leadership, team spirit and sportsmanship of the students on the ground, and is later on reflected in their work too.

⚏ Annual Day Celebration

Each year, the Institute celebrates Annual Day to recognize the achievements of students by presenting trophy and certificates to winners and participants for their contribution in various external and internal events. Each year, more than 150 participants showcase their performances through plethora of cultural events like Dancing, Singing, Drama-Mime and Fashion Show, in the form of competition where all the performers battle for top position. The event is judged by a panel of eminent personalities from arts and theatre field.

⚏ Navratri

To promote cultural and traditional values among students we organize garba event each year. Garba dance form is not only a performing art, but also a forum for cultivating spiritual characteristics amongst the younger generation.

⚏ Days Celebration

In order to make the academic journey more joyful every year days are celebrated based on different themes, wherein students are encouraged to organize and manage the events which give them a chance to sharpen their leadership and team building skills. Unique themes are celebrated each year like three seasons day, rubic's cube day, Brand day, Mismatch Day, Retro Day, Monochrome day, traditional day etc.

Students Involvement in Government Supported Initiatives

🎬 NDL

The National Digital library of India (NDL) is a project under Ministry of Human Resource Development, India. The objective is to integrate several national and international digital libraries in one single web-portal. Students actively use NDL database for getting access to various e-books, video lectures, audio lectures, research papers, journals, magazines and other online resources. These resources are extremely useful to students in enriching their subject knowledge.

🎬 SWAYAM

SWAYAM is a programme initiated by Government of India and designed to achieve the three cardinal principles of Education Policy viz., access, equity and quality. Institute encourage students to register for SWAYAM and actively use SWAYAM resources for their knowledge and skills augmentation Committees for the Students

🎬 Anti-Ragging Committee

To provide a secure environment to the fresher students, Faculty of Management has constituted an anti-ragging committee and Squad with the objective to check and prevent any form of ragging. A combination of faculty members and students actively keep a check on ragging activities to ensure non-occurrence of such nuisance on the campus.

🎬 Grievance Redressal Cell

Grievance Redressal cell is officiating on regular basis to enquire the extent of grievances in diverse nature of Discipline and Act of Misconduct and misbehavior of students.

🎬 Women Development Cell

This cell meets on regular basis and conduct various activities for the awareness and wellbeing of female students.

5. EXAMINATION RULES AND REGULATIONS

- Students must sit in exam-hall according to seating arrangement announced. They must occupy their seats 10 min before the scheduled time, failing to it, they shall not be allowed to appear for examination.
- Students appearing for examination must have a valid I-card. Student without a valid I-card will not be allowed to write the examination.
- To carry Mobile phones/laptop/electronic programmable memory devices in the examination hall is strictly prohibited. Violation of this rule shall be considered as an offence of **unfair means inthe examination.**
- Students are not permitted to bring books, notes or other materials into the examination room.
- Use of simple scientific calculator is permitted however use of programmable calculator is prohibited.
- Exchange of calculator and other accessories is strictly prohibited in the examination hall.
- Students are not allowed to leave their seats during the first half an hour and last 15 minutes of the examination.
- Students must deposit his/her answer paper to the hall supervisor before leaving the hall. Leaving the examination hall without submitting the answer book is unfair means practiceby rule, and is liable for strict action.
- Students are totally responsible for tying/joining appropriately their all kind of supplementary answer paper/s with the main answer book within the scheduled time, no extra time shall be given for the same.
- Students indulging in any kind of misbehavior with the hall supervisor will be taken as unfair means and is liable for strict action.
- Students found practicing any kind of unfair means are liable for strict action and their parents may be informed accordingly.
- Once you complete your examination, kindly leave the exam hall and corridors soon.

Examinations and Evaluation

Depending upon the requirements of a given course and preference of the instructor, any course will have many components for the evaluation of student learning. The methods of evaluation may vary; for example, quizzes, assignments, term-papers, projects, presentations, article reviews, class participation, role plays, mid-term examination, final examination, etc. (Annexure- I : Exam Policy 2023)

The assessment of students for the curricula they are studying will broadly be done in two categories: -

- Category 1:   Continuous Evaluation
- Category 2:   End Semester Examination/ End of the year Examination

The broad details are as under: -

Sr. No	Segment	Components	Conducted During	Responsibility
1	Continuous Evaluation	Written tests, MCQs, Quizzes, Projects, Assignments, Presentation, Case Study, Practical Tests and Viva-Voce as per syllabus	Through out the Semester	Deans / Principals are responsible for the smooth conduct, timely results and fairness. He / She shall assign responsibility to HODs / Faculties
2	End Semester / End of the Year Examination	1. Practical (Performance and Viva-Voce) 2.Theory Papers	End of the Semester	Dean / Principal / Controller of Examination shall be responsible for smooth conduct, fairness and timely results

**The teacher who is teaching a particular course shall be responsible for the performance of the students in that course.

4.1. Scheme of Course Evaluation

The respective teaching faculties and end semester / year examination by the University will evaluate the performance of every student in each course during their academic tenure. In general, the scheme of evaluation for various courses will be -

- Continuous Evaluation 50%*
- University Exam 50%*

The Percentage value may differ depending on the evaluation requirement of different Governing Councils of various courses at the University and which will be approved by their respective Board of Studies (BOS).

Sr. No.	Component	Passing Criteria	Remarks
1	Internal Evaluation	40%*	Overall Passing Criteria is 40%
2	External Evaluation	40%*	

* Note: Student must have to secure minimum 40% in individual components.

4.2. Grading

SYSTEM OF EVALUATION, AWARD OF CLASS AND CONVERSION TO PERCENTAGE

Grading: The total of the internal evaluation marks and Final University Marks in each course will be converted into a letter grade as well as to point scale as per following scheme:-

Total Marks (%)	>80	>75- 80	>70-75	60-70	>50 - <60	>45-50	40-45	<40	Absent
Corresponding Letter Grade	O	A+	A	B+	B	C	P	F	AB
Numerical Point (Grade Point) corresponding to letter grade	10	9	8	7	6	5	4	0	0

Award of Class: The class awarded to a student in the programme is decided by the final CGPA as per the following scheme:

Distinction: CGPA ≥ 8.0
First Class: CGPA $\geq 7.0 < 8.0$
Second Class: CGPA$\geq 5.0 < 7.0$
Pass Class: CGPA$\geq 4.0 < 5.0$
Fail: CGPA less than 4

Formula for Conversion of SGPA/CGPA to Percentage:An equation to find equivalency between SGPA/CGPA may be obtained as: **Percentage Marks=(SGPA/CGPA-0.5)x10**

4.3 University UFM Policy
Nature of malpractice & Quantum of Punishment

14

Sr No	Nature of Malpractice	Quantum of Punishment
I	Possession of copying material. (Copying Material in any form)	Annulment/ Cancellation of the performance of the student at the University / College examination in full * (Note: - This quantum of punishment shall apply also to the following nature of malpractices at Sr. No.(II) to Sr.No.(XII) in addition to the punishment prescribed Thereat).
II	Actual copying from the Copying material.	Exclusion of the student from University / College examination for one additional examination.
III	Possession of another student's answer book	Exclusion of the student from University / College for one additional examination. (Both the students)
IV	Possession of another student's answer-book + actual evidence of copying there from.	Exclusion of the student/s from Deemed to be University/ College examination for two additional examinations (Both the students)
V	Mutual/Mass copying	Exclusion of the students from Deemed to be University/ College examination for two additional examinations.
VI	Smuggling-out or smuggling in of answer book as copying material.	Exclusion of the student from Deemed to be University /College exam for two additional exams.
	Smuggling-in of written answer book based on the question paper set at the examination.	Exclusion of the student from Deemed to be University / College examination for three additional examinations.
VII	Attempt to forge the signature of the invigilator on the answer-book or supplement.	Exclusion of the student from Deemed to be University / College examinations for four additional examinations.
VIII	Interfering with or counterfeiting of Deemed to be University /College seal, or answer-books or office Stationery used in the examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
IX	Answer-book, main or supplement, written outside the examination hall or any other insertion in answer-book.	Exclusion of the student from Deemed to be University /College examination for four additional examinations
X	To bribe or attempting to bribe any of the person/s connected with the conduct of examinations.	Exclusion of the student from Deemed to be University /College examination for four additional examinations.
XI	Using obscene language /violence/ threat at the examination centre by a student at the Deemed to be University/ College examination to invigilators / Centre-in -charge or Examiners.	Exclusion of the student from Deemed to be University /College examinations for four additional examinations.
XII	(a) Impersonation at the Deemed to be University / College Examination.	Exclusion of the student from Deemed to be University /College examination for five additional examinations (both the students if impersonator is University /College

		student).
	(b)Impersonation examinations.	Exclusion of the Impersonator from Deemed to be University / College examination for five additional Examinations.
XIII	Revealing identity in any form in the answer written or in any other part of the answer-book by the student at the College or Institute examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XIV	Found having written on palms or on the body, or on the clothes while in the Examination.	Annulment of the performance of the student at the Deemed to be University / College examination in full.
XV	All other malpractice(s) not covered in the aforesaid categories.	Annulment of the performance of the student at the Deemed to be University /College Examination in full, and severe punishment depending upon the gravity of the offence.

4.4 ATKT Rules

Admission in Semester	ATKT Rule
Semester - I	Not Applicable
Semester - II	Student will be promoted to **Semester – II** from Semester – I irrespective of subjects failed in **semester – I**. He/she is allowed to appear in failed subjects at the end of second semester ATKT exam to clear them.
Semester – III	Students can have maximum backlog of four subjects of **Semester – I**. **If backlog is more than four, he/she will not be promoted to semester – III.** (Failed subjects of semester – II will not be counted for the detention in semester – III).
Semester - IV	**Student can have maximum backlog of four subjects of semester – I and Semester – II.** He/she can either have backlog of four subjects of semester – I or semester – II or combine of both. It is restricted to four only. **If number of backlog of semester – I and Semester – II is more than four, he/she will not be promoted to semester – IV.** (Failed subjects of semester – III will not be counted for the detention in semester – IV).

5. Committees for the Students

Anti-Ragging Committee

To provide a secure environment to the fresher students, Faculty of Management has constituted an anti-ragging committee & Squad with the objective to check and prevent any form of ragging. A combination of faculty members & students actively keep a check on ragging activities to ensure non-occurrence of such nuisance on the

16

campus.

Internal Complaint Committee

We believe in providing a safe and healthy environment in Higher Educational Institutions (HEIs) for women students and employees. ICC is responsible empowering women in HEIs through awareness on the various initiatives for capacity building of women, like women centric fellowships and scholarships, women study centres and legal provisions and advisories for women. It is also responsible to create safe spaces in HEIs for women through provision of this platform for lodging complaints related to violence and harassment against women and a helpline number and email address for reporting such issues.

Grievance Redressal Cell

Grievance Redressal cell is officiating on regular basis to enquire the extent of grievances in diverse nature of Discipline & Act of Misconduct and misbehavior of students.

Objective:- A Grievance Redressal Cell has been constituted for the redressal of the problems reported by the Students of the College with the objective of encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.

Women Development Cell

This cell meets on regular basis and conduct various activities for the awareness and well-being of female students.

Objectives:-

To create healthy working environment for both the genders by establishing guidelines to deter any Sexual Harassment.

To set a process of accepting grievances on sexual harassment, gender dignity, their fair investigation and appropriate action on the findings of the enquires.

To encourage raising of awareness about gender sensitivity and gender equality at campus.

6. **Placement and Summer Internship Project (SIP) Assistance**

Placements in the industry and alignment of career with role, brand and package is to be regarded as the most critical goals of professional education. Though learning must be recognized as an end in itself, it is important that professional education facilitates the process of career advancement of students. Moreover, it has been seen that right placement happens as much because of individual brilliance and aptitude as because of strategic preparedness. The University visualizes its role as a facilitator to bring about a radical change in the employability of its students. Consequently, a comprehensive placement policy has been framed keeping in mind the aspirations of the students, their parents and expectations of the industry.

The Placement Services of the University will be available only to those students who opt to avail them and commit to abide by the requirements thereof. As per current recruitment trends, the recruitment activity starts early in pre-final year / semester (depending on the program). The students graduating in 2024, 2025 & 2026 are required to gear up for being a part of placement

related activities immediately at an early stage of their program.

    a. To apprise students regarding the rules and regulations of the Placement Policy & subsequent processes.

    b. To regulate procedures regarding taking part in placement processes & offers arising out of the same.

    c. To apprise students about importance of Preparatory Sessions in improving the employment index.

    d. To monitor the expected conduct of students during the processes and to specify the deterrents regarding unwarranted communication with companies or any other player/medium that might directly/indirectly affect the image of the University.

    e. To lay down provisions, procedure and process for accepting Job/Internship Offers.

    f. To lay down guidelines for joining of students & related rules in terms of penalization & benefits.

The detailed policy document will be discuses during the orientation ceremony.

7. **ACADEMIC MISCONDUCT**

The School attaches utmost importance to strict integrity and honesty in all segments of academic work. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the instructor, students must not collaborate/syndicate in any manner in completion of home assignments and projects. All sources of information and ideas used for completion of the assignments and projects must be explicitly acknowledged. In other words, the non- referenced part of the answer as presented to the instructor should be the independent work of the student/s.

Attendance

An enrolled candidate shall be considered eligible for appearing in the end semester / year examination subject to the fulfillment of the following conditions:

1. A candidate has satisfactorily completed the semester if,

a. The attendance is at least 75% in the semester / year of the course.

b. He/she has carried out the planned lab work, term-work and other curricular assignment satisfactorily during the semester / year.

2. A candidate has paid the complete Tuition Fees and Examination Fees for the current Semester / Year in stipulated time period as per the Fee Structure approved by the Regulatory Authority of the State or the University.

3. Candidate have filled in the examination form within the stipulated time period.

4. After the student have filled in the exam form, the student should have hall ticket bearing his/her name, enrollment number, photograph and authorized signature along with a Photo Identity Proof to appear in the Examination Hall.

In absence of any of the mentioned document, the student will not be allowed to appear in examination.

Mobile Phone
    i.   Use of camera in a camera phone anywhere on campus for any undesired purpose is strictly prohibited.

    ii.   Anyone who is in violation of these rules will be charged a spot fine of Rs.500/-

8. NON-ACADEMIC MISCONDUCT

The SMCLA gives utmost importance to professional behaviour from all students within and outside the class. A serious misconduct may lead to expulsion from the School.

a.   Ragging on Campus
Ragging of students by the senior batch, in any form, is criminal offence and is strictly prohibited.

b.   Misbehaviour
Students are expected to behave respectfully to all within and outside. Any disrespectful behaviour may invite disciplinary action, as per the University policy, ranging from fine to expulsion from the programme.

c.   Smoking is prohibited in the Campus

d.   Students are required to attend the guest lectures, as a compulsory activity of the programme. The students are also encouraged to suggest names of speakers who should be invited for such lectures.

9. CONSEQUENCES OF MISCONDUCT

Academic and non-academic misconduct would invite severe penalty.

a. Penalty for breach of academic discipline would be first decided by the concerned faculty as per the rules defined in the course outline or as may be appropriate.

b. However, a faculty may refer the case of academic misconduct to the Head of the Department/ Director, who in turn will ask the Academic Committee to take a decision.

c. The cases of non-academic misconduct can be referred by anyone to the Head of the Department/ Director. The Head of the Department/ Director will attempt to address the situation and decide on penalty, if any. However, if the nature of misconduct such which may warrant severe penalty, the Head of the Department/ Director will refer the matter to the Academic Committee, which will take a final decision.

d. The decision of Academic Committee will be conveyed by the Head of the Department/ Director to the concerned student. The decision of the Academic Committee is binding to all.

e. In any case where the result of an examination has been ascertained and published, and & it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Academic Dean shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Academic Dean shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.

f. A student expelled from the programme on the ground of academic or non- academic misconduct is ineligible for seeking admission in the University.

10. FEE AND PAYMENT SCHEDULE

13.1. Students are advised to collect the fee details and payment schedule from the Account Department, and make payment in full accordingly.

13.2. Except the caution money deposit, no fees are refundable in case of withdrawal or expulsion from the programme.

13.3. Late registration and late payment of fees is not permissible, except with the prior permission of Dean Academics.

13.4. In case of late payment, late fees will be charged at the rate of Rs.100 per day. In exceptional cases, the Dean Academics. may grant extension of time for making payments, without late fees.

13.5. Those who fail make all payments due, including late fees, in a particular term will not be allowed to register for the next term, and will be deemed to have withdrawn from the programme.

13.6. The caution money deposit will be refunded only on completion of programme and if there is no due from the student. The dues, if any, will be deducted from the caution money deposit that becomes refundable as per the rules.

11. INFORMATION CENTER - LIBRARY

The Code of Conduct is given below:

1) Book will be issued for 14days only. Delay in Returning the book will be penalized. For @Rs.5per Day.

2) Library timing is 9am to 5pm

3) If the book is damaged or lost by the students then the students have to pay 25% more than MRP of that book OR New Copy of the same title, publisher & year of the publication may be allowed to replace, within limited time duration.

4) Journals or Magazine or Newspaper should not carry outside the library. The students can read it in library only.

5) Do not damage any property of the library like newspapers, journals, book, computer etc. Doing this should be penalized with Rs.500

6) Non-Book Material like CD is for use in library only.

7) If the library ticket is lost, you should inform librarian immediately.

8) For the reissue of new ticket, you have to deposit Rs.50 for the loss of each ticket. If the book issued on lost ticket will be the responsibility of the ticket holder.

9) The books will be Issued/Returned to the student on his/her own ticket only.

10) Your Mobile should be switched off in the library. If your mobile rang in library, you will be penalized with Rs.100.

11) Do not enter in the library stack room with your bags or personal books or any other materialistic things.

12) If you misbehave in the library or with the library staff, the authorized person has the right to take disciplinary action against you.

13) Whenever you are entering in library kindly sign in library entry register.

14) Marking of any kind/underlining/writing on the books is strictly forbidden.

15) Maximum allowed issue books will be 3 only and Minimum will be 2.

12. COMPUTING FACILITIES

The Code of Conduct is given below:

A. Be responsible for using computing facility in an effective, ethical, and lawful manner. Individual users are responsible for their own actions. For example, if a user transmits illicit materials or stores illegal software, that individual user is responsible for such actions and may be held accountable for allconsequences and repercussions arising from such actions.

B. Be aware that wasteful or inefficient use of resources may result in significant expenses for university or result in a reduction in the level of service to other users

C. Use only those facilities for which student has permission.

Students are encouraged to report any violations of above rules and any information relating to flaws in the computing facility security, to the appropriate Lab Attendent/Faculty/HOD.

12. STUDENTS COMMITTEES

Students Involvement and Enriching Co-curricular and Extra Curricular Activities the Students Committee manages various activities at campus.

☛ Co-curricular Activities

To provide a holistic learning experience to its students we go one step ahead of the prescribed syllabi. A dedicated team of faculty members conducts co-curricular activities. This committee grooms the students for participation in external competitions. The department also has Co-curricular activities like Management Quiz, Group Discussions, Elocution, Debate, Mock Interviews and Discussion of Contemporary Issues as a part of the weekly academic schedule. This exercise helps and boost confidence level of students in a large way, this paves way to confidently participate and outshine in various inter-college competitions.

☛ Extra-curricular Activities

To ensure active mind along with regular para-academic activities, we provide a healthy dose of extra-curricular activities. A separate committee of faculty members look after these activities.

The School reserves the right to alter, modify or change the rules and other contents of this handbook in general interest of the students and academic discipline of the School.

INDEX

SR. NO.	EVENT NAME	YEAR
1	OATH CEREMONY IN SIT	2024
2	OATH CEREMONY IN AHMC & RI	2023
3	CADAVERIC OATH CEREMONY IN AHMC & RI	2023
4	OATH CEREMONY IN NURSING INSTITUTE	2023
5	OATH CEREMONY IN AHMC & RI	2022
6	OATH CEREMONY IN NURSING INSTITUTE	2019

SWARRNIM STARTUP & INNOVATION UNIVERSITY
ACTIVITY REPORT 2024

Institute and Department	SWARRNIM STARTUP AND INNOVATION UNIVERSITY
Activity Name / Event Name	**Constitution Day Celebration at Swarrnim Playground, SIT Campus**
Date of the event	23/01/2024
Duration	2 hrs.
Organized Department	Swarrnim Institute of technology
Number of Participants	Students, Teaching& non-teaching staff.

OBJECTIVES:

The event aimed to:

1. Promote awareness about the Indian Constitution among the students.
2. Foster a sense of patriotism and responsibility.
3. Educate students about their rights and duties as per the Indian Constitution.

ACTIVITIES CONDUCTED:

Preamble Reading: The event began with a ceremonial reading of the Preamble of the Indian Constitution by both faculty members and students. This symbolic act reinforced the significance of the guiding principles of the Constitution, including justice, liberty, equality, and fraternity.

Speech by Faculty Members: Senior faculty members delivered insightful speeches on the historical significance of the Indian Constitution, its framers, and the values it enshrines. They also emphasized the role of students in upholding the constitutional values in their personal and professional lives.

Quiz Competition: A quiz competition was organized for the students, focusing on various aspects of the Indian Constitution, its articles, amendments, and important historical events related to its framing. Students actively participated, displaying their knowledge and enthusiasm.

Patriotic Performances: Several students showcased their talents by performing patriotic songs and skits highlighting the core values of the Constitution and the contributions of prominent freedom fighters.

Debate: A debate on the topic "The Role of Constitution in Shaping Modern India" was held. The students passionately discussed how the Constitution has played a crucial role in maintaining democracy and ensuring social justice in the country.

Constitutional Awareness Drive: The event concluded with an awareness drive where students and faculty members distributed pamphlets containing key highlights of the Constitution to the attendees. The aim was to encourage a deeper understanding of constitutional rights and responsibilities.

CONCLUSION:

The Constitution Day celebration at Swarrnim Playground was a grand success, instilling a sense of national pride and responsibility among the participants. The collaborative efforts of both students and faculty made the event not only informative but also inspiring. Through this event, SIT continues its commitment to creating socially aware and responsible citizens, who value the democratic principles of the Indian Constitution.

PHOTOGRAPHS

SWARNIM STARTUP & INNOVATION UNIVERSITY
ACTIVITY REPORT 2023

Institute and Department	SWARRNIM STARTUP AND INNOVATION UNIVERSITY
Activity Name / Event Name	Oath Taking Ceremony of Internship students of AHMC&RI BATCH 2018
Date of the event	8/11/2023
Duration	2 hrs
Faculty Coordinator Details (Name, Designation, Contact Details)	Dr. Amita V Peters And Internship committee
Number of Participants	86 students & all faculties

OBJECTIVE-

The objective of an oath-taking ceremony in a medical college is multifaceted, reflecting both the ethical and professional commitment expected of future medical practitioners.

- The ceremony marks a formal commitment to the principles and responsibilities of the medical profession.
- By taking an oath, medical students pledge to uphold the ethical standards of medicine, which include patient confidentiality, informed consent, and non-maleficence. This helps instill a sense of moral responsibility.
- The oath-taking ceremony symbolizes the formal beginning of a medical career, marking the transition from academic learning to practical application of medical knowledge and skills.

FLOW OF EVENT-

The event started at 2 Pm with lamp lightening.

Then addressing speech by our Principal- Dr Amita V Peters.
It was followed the Oath Taking Ceremony.
SIGNIFICANCE-

The oath-taking ceremony in medical college signifies the formal commitment of future doctors to uphold the ethical standards and responsibilities of the medical profession.

CONCLUSION-

It was great experience for all to attend the ceremony. Students were very enthusiastic to start the new phase of life. The oath-taking ceremony is a significant ritual that helps shape the identity and ethos of future medical professionals, emphasizing the importance of their role in society.

PHOTOGRAPHS

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

SWARNIM STARTUP & INNOVATION UNIVERSITY
ACTIVITY REPORT 2023

Institute and Department	SWARRNIM STARTUP AND INNOVATION UNIVERSITY
Activity Name / Event Name	Oath Taking Ceremony of 4TH batch of BSc and GNM nursing students of Aarihant Institute Of Nursing".
Date of the event	19/09/2023
Duration	2 hrs.
Organized department	NURSING DEPARTMENT

- 19TH SEPTEMBER 2023 "the lamp lighting and oath taking ceremony of 4TH batch of BSc and GNM nursing students of Aarihant institute of nursing".

- The oath taking ceremony is a ceremony where the nursing under graduates take their oath after receiving their cap and the lamp every budding nursing student should understand the importance of the nursing profession and its dignity.

- Symbolically they dedicate to the nursing service through oath taking ceremony this Nightingale oath is a statement that defines nursing and helps to articulate for everyone including nurses themselves the range of essential responsibility of nursing.

Institute and Department	Aarihant Homoeopathic Medical College And Research Institute
Activity Name / Event Name	Cadaveric Oath Ceremony
Date of the event	07/06/2023
Duration	11 am TO 12 noon
Year	BHMS 1st Year
Expert Details	Dr. Chandni Ganatra (H.O.D) and Dr. Kavish Pandey
Faculty Coordinator Details (Name, Designation, Contact Details)	Dr. Chandni Ganatra Associate Professor (H.O.D) Dept of Human Anatomy 8460753144 Dr. Kavish Pandey Assistant Professor Dept of Human Anatomy 8447629356

OBJECTIVE –
1- To develop the respect for the dignity and integrity of the Human remain of the Cadaver among the students.
2- To pay homage to the Cadaver.

Flow of the event:
1) Preparation of the Cadaver for the Oath Ceremony done by the Lab attendant and faculty members.
2) Assembling of the students of BHMS 1st Year for the Oath Ceremony in the Dissection Hall of the Anatomy Department.
3) Importance of dissection and general instructions were given by Dr. Chandni (H.O.D) and Dr. Kavish, respectively.
4) The Oath was addressed by Dr. Amita V. Peters (Principal).
5) Paying homage to the Cadaver by all faculties and Students.

Significance/Outcome:

Students learned to give respect to the dignity and integrity of the Human remains that they are about to dissect and learn from.

Conclusion:

Cadaveric Oath Ceremony was conducted successfully and in a very graceful manner. This event helped the students to imbibe values like respect, gratitude and dignity towards their first teacher. Its helps students to develop empathy towards the silent teacher (The Cadaver).

PHOTOGRAPHS

SWARNIM STARTUP & INNOVATION UNIVERSITY
ACTIVITY REPORT 2022

Institute and Department	SWARRNIM STARTUP AND INNOVATION UNIVERSITY
Activity Name / Event Name	Oath Taking Ceremony of Internship students of AHMC&RI BATCH 2017
Date of the event	15/10/2022
Duration	2 hrs.
Faculty Coordinator Details (Name, Designation, Contact Details)	Dr. Amita V Peters and Internship committee
Number of Participants	95 students & all faculties

OBJECTIVE-

The objective of an oath-taking ceremony in a medical college is multifaceted, reflecting both the ethical and professional commitment expected of future medical practitioners.

- The ceremony marks a formal commitment to the principles and responsibilities of the medical profession.
- which include patient confidentiality, informed consent, and non-maleficence. This helps instill a sense of moral responsibility.
- The oath-taking ceremony symbolizes the formal beginning of a medical career, marking the transition from academic learning to practical application of medical knowledge and skills.

FLOW OF EVENT-

The event started at 2 Pm with lamp lightening.

Then addressing speech by our Principal- Dr Amita V Peters.
It was followed the Oath Taking Ceremony.

SIGNIFICANCE-

The oath-taking ceremony in medical college signifies the formal commitment of future doctors to uphold the ethical standards and responsibilities of the medical profession.

CONCLUSION-

It was great experience for all to attend the ceremony. Students were very enthusiastic to start the new phase of life. The oath-taking ceremony is a significant ritual that helps shape the identity and ethos of future medical professionals, emphasizing the importance of their role in by taking an oath, medical students pledge to uphold the ethical standards of medicine society.

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

,

PHOTOGRAPHS

SWARNIM STARTUP & INNOVATION UNIVERSITY
ACTIVITY REPORT 2019

Institute and Department	SWARRNIM STARTUP AND INNOVATION UNIVERSITY
Activity Name / Event Name	Oath Taking Ceremony of 1ST Batch of BSc and GNM nursing students of Aarihant Institute Of Nursing".
Date of the event	12/04/2019
Duration	2 hrs.
Department name	NURSING DEPARTMENT

- 12th April 2019 "the lamp lighting and oath taking ceremony of 1st batch of BSc and GNM nursing students of Aarihant institute of nursing".
- The oath taking ceremony is a ceremony where the nursing under graduates takes their oath after receiving their cap and the lamp every budding nursing student should understand the importance of the nursing profession and its dignity.
- Symbolically they dedicate to the nursing service through oath taking ceremony this Night angle oath is a statement that defines nursing and helps to articulate for everyone including nurses themselves the range of essential responsibility of nursing.

PHOTOGRAPHS

Registrar
Swarrnim Startup & Innovation University
At : Boyan Rathod, Gandhinagar.

NURSING RESEARCH AND STATISTICS

PLACEMENT: VII SEMESTER

THEORY: 2 Credits (40 hours)

PRACTICUM: Lab/Skill Lab: 1 Credit (40 hours) Clinical Project: 40 hours

DESCRIPTION: The Course is designed to enable students to develop an understanding of basic concepts of research, research process and statistics. It is further, structured to conduct/ participate in need-based research studies in various settings and utilize the research findings to provide quality nursing care. The hours for practical will be utilized for conducting individual/group research project.

COMPETENCIES: On completion of the course, students will be competent to

1. Identify research priority areas

2. Formulate research questions/problem statement/hypotheses

3. Review related literature on selected research problem and prepare annotated bibliography

4. Prepare sample data collection tool

5. Analyze and interpret the given data

6. Practice computing, descriptive statistics and correlation

7. Draw figures and types of graphs on given select data

8. Develop a research proposal

9. Plan and conduct a group/individual research project

COURSE OUTLINE

T – Theory, P – Practicum

Unit	Time (Hrs.)		Learning Outcomes	Content	Teaching/ Learning Activities	Assessment Methods
	T	**P**				
I	6		Describe the concept of research, terms, need and areas of research in nursing Explain the steps of research process State the purposes and steps of Evidence Based Practice	**Research and Research Process** • Introduction and need for nursing research • Definition of Research & nursing research • Steps of scientific method • Characteristics of good research • Steps of Research process – overview • Evidence Based Practice – Concept, Meaning, Purposes, Steps of EBP Process and Barriers	• Lecture cum Discussion • Narrate steps of research process followed from examples of published studies • Identify research priorities on a given area/ specialty • List examples of Evidence Based Practice	• Short answer • Objective type
II	2	8	Identify and state the research problem and objectives	**Research Problem/Question** • Identification of problem area • Problem statement • Criteria of a good research problem • Writing objectives and hypotheses	• Lecture cum Discussion • Exercise on writing statement of problem and objectives	• Short answer • Objective type • Formulation of research questions/ objectives/ hypothesis

Ragin Ravindrab hai Shah

Digitally signed by Ragin Ravindrabhai Shah
DN: c=IN, o=Personal, title=4505, pseudonym=02aef9bb114542e5bb44 d53ee0d1fcce, 2.5.4.20=f2d4874d45a02b76d89e3bee af63b5e9f5408942de4f9537c58eeb40 d7951483, postalCode=380015, st=Gujarat, serialNumber=0f260a2fa77309ae82dc 5aebe10f5cf7163c41741552ca365cb67 407666b44d6, cn=Ragin Ravindrabhai Shah
Date: 2024.10.10 10:45:46 +05'30'

Unit	Time (Hrs.)		Learning Outcomes	Content	Teaching/ Learning Activities	Assessment Methods
	T	P				
III	2	6	Review the related literature	**Review of Literature** • Location • Sources • On line search; CINHAL, COCHRANE etc. • Purposes • Method of review	• Lecture cum Discussion • Exercise on reviewing one research report/ article for a selected research problem • Prepare annotated Bibliography	• Short answer • Objective type • Assessment of review of literature on given topic presented
IV	4	1	Describe the Research approaches and designs	**Research Approaches and Designs** • Historical, survey and experimental • Qualitative and Quantitative designs	• Lecture cum Discussion • Identify types of research approaches used from examples of published and unpublished research • Studies with rationale	• Short answer • Objective type
V	6	6	Explain the Sampling process Describe the methods of data collection	**Sampling and data Collection** • Definition of Population, Sample • Sampling criteria, factors influencing sampling process, types of sampling techniques • Data – why, what, from whom, when and where to collect • Data collection methods and instruments o Methods of data collection o Questioning, interviewing o Observations, record analysis and measurement o Types of instruments, Validity & Reliability of the Instrument • Research ethics • Pilot study • Data collection procedure	• Lecture cum Discussion • Reading assignment on examples of data collection tools • Preparation of sample data collection tool • Conduct group research project	• Short answer • Objective type • Developing questionnaire/ Interview Schedule/ Checklist
VI	4	6	Analyze, Interpret and summarize the research data	**Analysis of data** • Compilation, Tabulation, classification, summarization, presentation, interpretation of data	• Lecture cum Discussion • Preparation of sample tables	• Short answer • Objective type • Analyze and interpret given data
VII	12	8	Explain the use of statistics, scales of	**Introduction to Statistics** • Definition, use of statistics, scales of measurement.	• Lecture cum Discussion • Practice on	• Short answer • Objective type • Computation of

Unit	Time (Hrs.)		Learning Outcomes	Content	Teaching/ Learning Activities	Assessment Methods
	T	P				
			and graphical presentation of data

Describe the measures of central tendency and variability and methods of Correlation | • Frequency distribution and graphical presentation of data

• Mean, Median, Mode, Standard deviation

• Normal Probability and tests of significance

• Co-efficient of correlation

• Statistical packages and its application | graphical presentations

• Practice on computation of measures of central tendency, variability & correlation | descriptive statistics |
| VIII | 4 | 5

40 Hrs (Clinical Project) | Communicate and utilize the research findings | **Communication and utilization of Research**

• Communication of research findings

• Verbal report

• Writing research report

• Writing scientific article/paper

• Critical review of published research including publication ethics

• Utilization of research findings

• Conducting group research project | • Lecture cum Discussion

• Read/ Presentations of a sample published/ unpublished research report

• Plan, conduct and Write individual/group research project | • Short answer

• Objective type

• Oral Presentation

• Development of research proposal

• Assessment of research Project |

MIDWIFERY/OBSTETRIC AND GYNECOLOGY NURSING - II
including Safe Delivery App Module

PLACEMENT: VII SEMESTER

THEORY: 3 Credits (60 hours)

PRACTICUM: Skill Lab: 1 Credit (40 Hours) Clinical: 4 Credits (320 Hours)

DESCRIPTION: This course is designed for students to develop knowledge and competencies on the concepts and principles of obstetric and gynecology nursing. It helps them to acquire knowledge and skills in rendering respectful maternity care to high risk woman during antenatal, natal and postnatal periods in hospitals and community settings and help to develop skills in initial management and referral of high risk neonates. It would also help students to gain knowledge, attitude and skills in caring for women with gynecological disorders.

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

1. Describe the assessment, initial management, referral and respectful maternity care of women with high risk pregnancy.

2. Demonstrate competency in identifying deviation from normal pregnancy.

3. Describe the assessment, initial management, referral and nursing care of women with high risk labour.

4. Assist in the conduction of abnormal vaginal deliveries and caesarean section.

5. Describe the assessment, initial management, referral and nursing care of women with abnormal postnatal conditions.

6. Demonstrate competency in the initial management of complications during the postnatal period.

7. Demonstrate competency in providing care for high risk newborn.

8. Apply nursing process in caring for high risk women and their families.

9. Describe the assessment and management of women with gynecological disorders.