



*॥ तमसो मा ज्योतिर्गमय ॥*

### VISION

To provide equal opportunities for value based global education for creating an Enlightened Society

### MISSION

To establish and facilitate educational institutions in the region for providing affordable value based global education to all who aspire to study and to create opportunities to educators, social workers and philanthropists to serve society



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*creating an enlightened society...*

### UNIVERSITY OFFICE

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Surat-395001, Gujarat, India.

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# RULES AND REGULATION FOR “PERFORMING ARTS” FOR B.P.A, M.P.A AND DIPLOMA (Dance, Drama and Music)

w.e.f. Academic Year 2021-'22  
(Revised on 19/06/2022)

SHRI PANKAJ KAPADIYA SARVAJANIK  
COLLEGE OF PERFORMING ARTS

(SCOPA)



**Program Regulation**  
**Bachelor in Performing Arts (Drama)**

The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Performing Arts (Drama)** under the Faculty of Arts in the meeting held on 19-06-2022 and recommended to '**BOARD OF STUDIES**' for approval.

**Mr. Girish Solanki**  
**Chairman, Academic**  
**& Curriculum Committee**  
**Performing Arts (Drama)**

Place of the meeting  
SarvajaniK University Office

Sign

The proposed Program Regulation was approved by **Board of Studies, Arts** under the Faculty of Arts in the meeting held on 19-06-2022 and was recommended to the '**FACULTY**' for approval.

**Dr. Shikha Samaiya**  
**Chairman,**  
**Board of Studies -**  
**Arts**

Place of the meeting  
SarvajaniK University Office

Sign

The Program Regulation was approved by the **Faculty of Arts** in the meeting held on 19-06-2022 and was recommended to '**ACADEMIC COUNCIL**' for approval.

**Dr. Shikha Samaiya**  
**Chairman &**  
**Dean,**  
**Faculty of Arts**

Place of the meeting  
SarvajaniK University Office

Sign

The Program Regulation was approved by the '**Academic Council of SarvajaniK University**' in the meeting held on 19-06-2022.

**Prof. Persi Engineer**  
**Chairman, Academic Council**  
**& Hon'ble Provost,**  
**SarvajaniK University**

Place of the meeting  
SarvajaniK University Office

Sign

- The approved curriculum is with effect from the Academic year 2021-22 and to be reviewed before 2024 - '25



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**Program Regulation**  
**Bachelor in Performing Arts (Music)**

The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Performing Arts (Music)** under the Faculty of Arts in the meeting held on 19-06-2022 and recommended to '**BOARD OF STUDIES**' for approval.

Ms. Niyati Vyas  
Chairman, Academic  
& Curriculum Committee  
Performing Arts (Music)

Place of the meeting  
Sarvajani University Office

  
Sign

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Dr. Shikha Samaiya  
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Board of Studies -  
Arts

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Chairman &  
Dean,  
Faculty of Arts

Place of the meeting  
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**Program Regulation**  
**Bachelor in Performing Arts (Dance)**

The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Performing Arts (Dance)** under the Faculty of Arts in the meeting held on 19-06-2022 and recommended to '**BOARD OF STUDIES**' for approval.

**Ms. Chaita Mistry**  
**Chairman, Academic**  
**& Curriculum Committee**  
**Performing Arts (Dance)**

Place of the meeting  
**Sarvajani University Office**

  
**Sign**

The proposed Program Regulation was approved by **Board of Studies, Arts** under the Faculty of Arts in the meeting held on 19-06-2022 and was recommended to the '**FACULTY**' for approval.

**Dr. Shikha Samaiya**  
**Chairman,**  
**Board of Studies -**  
**Arts**

Place of the meeting  
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**Faculty of Arts**

Place of the meeting  
**Sarvajani University Office**

  
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**Prof. Persi Engineer**  
**Chairman, Academic Council**  
**& Hon'ble Provost,**  
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**Mr. Girish Solanki**  
**Chairman, Academic**  
**& Curriculum Committee**  
**Performing Arts (Drama)**

Place of the meeting  
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**Chairman,**  
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**Program Regulation**  
**Master in Performing Arts (Music)**

The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Performing Arts (Music)** under the Faculty of Arts in the meeting held on 19-06-2022 and recommended to '**BOARD OF STUDIES**' for approval.

**Ms. Niyati Vyas**  
**Chairman, Academic**  
**& Curriculum Committee**  
**Performing Arts (Music)**

Place of the meeting  
**Sarvajanik University Office**

  
Sign

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**Dr. Shikha Samaiya**  
**Chairman,**  
**Board of Studies -**  
**Arts**

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**Dean,**  
**Faculty of Arts**

Place of the meeting  
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**Prof. Persi Engineer**  
**Chairman, Academic Council**  
**& Hon'ble Provost,**  
**Sarvajanik University**

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**Program Regulation**  
**Master in Performing Arts (Dance)**


The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Performing Arts (Dance)** under the Faculty of Arts in the meeting held on 19-06-2022 and recommended to '**BOARD OF STUDIES**' for approval.

<p><b>Ms. Chaita Mistry</b> <b><u>Chairman, Academic</u></b> <b>&amp; Curriculum Committee</b> <b>Performing Arts (Dance)</b></p>	<p>Place of the meeting <b><u>SarvajaniK University Office</u></b></p>	 <b>Sign</b>
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<p><b>Dr. Shikha Samaiya</b> <b><u>Chairman,</u></b> <b>Board of Studies -</b> <b>Arts</b></p>	<p>Place of the meeting <b><u>SarvajaniK University Office</u></b></p>	 <b>Sign</b>
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<p><b>Dr. Shikha Samaiya</b> <b><u>Chairman &amp;</u></b> <b><u>Dean,</u></b> <b>Faculty of Arts</b></p>	<p>Place of the meeting <b><u>SarvajaniK University Office</u></b></p>	 <b>Sign</b>
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<p><b>Prof. Persi Engineer</b> <b><u>Chairman, Academic Council</u></b> <b>&amp; Hon'ble Provost,</b> <b><u>SarvajaniK University</u></b></p>	<p>Place of the meeting <b><u>SarvajaniK University Office</u></b></p>	 <b>Sign</b>
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**Program Regulation**  
**Diploma in Performing Arts (Drama)**

The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Performing Arts (Drama)** under the Faculty of Arts in the meeting held on 19-06-2022 and recommended to '**BOARD OF STUDIES**' for approval.

**Mr. Girish Solanki**  
**Chairman, Academic**  
**& Curriculum Committee**  
**Performing Arts (Drama)**

Place of the meeting  
**Sarvajani University Office**

  
**Sign**

The proposed Program Regulation was approved by **Board of Studies, Arts** under the Faculty of Arts in the meeting held on 19-06-2022 and was recommended to the '**FACULTY**' for approval.

**Dr. Shikha Samaiya**  
**Chairman,**  
**Board of Studies -**  
**Arts**

Place of the meeting  
**Sarvajani University Office**

  
**Sign**

The Program Regulation was approved by the **Faculty of Arts** in the meeting held on 19-06-2022 and was recommended to '**ACADEMIC COUNCIL**' for approval.

**Dr. Shikha Samaiya**  
**Chairman &**  
**Dean,**  
**Faculty of Arts**

Place of the meeting  
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**Prof. Persi Engineer**  
**Chairman, Academic Council**  
**& Hon'ble Provost,**  
**Sarvajani University**

Place of the meeting  
**Sarvajani University Office**

  
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**Program Regulation**  
**Diploma in Performing Arts (Music)**

The Program Regulation proposed and drafted by **Academic and Curriculum Committee of Performing Arts (Music) under the Faculty of Arts** in the meeting held on 19-06-2022 and recommended to '**BOARD OF STUDIES**' for approval.

Ms. Niyati Vyas  
Chairman, Academic  
& Curriculum Committee  
Performing Arts (Music)

Place of the meeting  
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Sign

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Dr. Shikha Samaiya  
Chairman,  
Board of Studies -  
Arts

Place of the meeting  
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**Diploma in Performing Arts (Dance)**

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**Ms. Chaita Mistry**  
**Chairman, Academic**  
**& Curriculum Committee**  
**Performing Arts (Dance)**

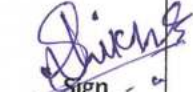
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**Dr. Shikha Samaiya**  
**Chairman,**  
**Board of Studies -**  
**Arts**

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**Chairman, Academic Council**  
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Place of the meeting  
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## Sarvajanic University

### B.P.A Program Regulations

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# Sarvajanik University

## B.P.A Program Regulations

### *Short title and Commencement*

1. These Regulations shall be called the “Regulations for the Award of Bachelors of Performing Arts BPA Degree”;
2. They have been evolved, drafted, and implemented after deliberations and approvals from the Academic Council and the Board of Studies and are subject to change/modifications after a minimum of three years;
3. The latest revised version shall be applicable for students enrolling for all BPA Degree Programs at Sarvajanik University from the Academic Year 2021-22.

### *Definitions*

- I. “Academic Council” means Academic Council of the Sarvajanik University
- II. “Academic Year” means two consecutive (one odd + one even) semesters constitute one academic year;
- III. “Authority” means the Government of Gujarat or Sarvajanik University or Board of Studies, as applicable;
- IV. “B.P.A” means Bachelor of Performing Arts and “M.P.A” means Master of Performing Arts, an Undergraduate Degree awarded by the University;
- V. “BoS” means Board of Studies for Bachelor of Performing Arts and Master of Performing Arts;
- VI. “CGPA” means Cumulative Grade Point Average (CGPA). It is a measure of the overall cumulative performance of a student overall semester. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;
- VII. “CIE” means Continuous In-semester Evaluation;
- VIII. “Course” means an individual teaching subject that typically lasts a semester;
- IX. “Credit” means a unit by which the coursework is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.



- X. "Credit Point" means the product of grade points and the number of credits for a course.
- XI. "CTS" means Credit Transfer Scheme for student exchange from and to Sarvajani University;
- XII. "Grade Point" means a numerical weight allotted to each letter grade on a 10- point scale.
- XIII. "Letter Grade" means an index of the performance of students in an aid course.
- XIV. Grades are denoted by the letters AA, AB, BB, BC, CC, CD, DD, and FF.
- XV. "Principal" means the Principal or In-charge Principal of Shri Pankaj Kapadia Sarvajani College of Performing Arts;
- XVI. "DUPC" means Departmental Undergraduate Program Committee, a sub-committee of BoS to plan and implement policies for programs;
- XVII. "ESE" means End Semester Examination;
- XVIII. "Government" means Government of Gujarat;
- XIX. "Institute" means Shri Shri Pankaj Kapadia Sarvajani College of Performing Arts;
- XX. "Lateral Admission" means students having completed First- or Second-year BPA at another college/ university admitted directly in the second or third year of the BPA program;
- XXI. "Program" means a combination of "B.P.A" Bachelor of Performing Arts and "M.P.A" means Master of Performing Arts courses and/or requirements to be completed that lead to a degree or certificate; for Example, BPA and MPA;
- XXII. "Regulations" means Regulations for the Award of Bachelors of Performing Arts (BPA) and Master of Performing Arts (MPA) Degree;
- XXIII. "SGPA" means Semester Grade Point Average (SGPA). It is a measure of the performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places;
- XXIV. "Semester" means 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June;
- XXV. "Transcript or Grade Card or Certificate" means the certificate issued based on grades earned by all the registered students after every semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with the SGPA of that semester and CGPA earned till that semester;



- XXVI. "University" means Sarvajanik University(SU);  
XXVII. "UG", means Undergraduate B.P.A. and M.P.A Degree program;  
XXVIII. "UGC" means University GrantsCommission;

## ***Preamble***

The Regulations prescribed herein have been made by Shri Pankaj Kapadia Sarvajanik College of Performing Arts College as a part of Sarvajanik University (SU), to facilitate the smooth and orderly conduct of its academic programs and activities at the B.B.A. level. It is expected that the regulations will enable the students to take advantage of the various academic opportunities at the Institute and prepare themselves to face the challenges in their professional careers ahead. It may be noted that these regulations shall also apply to the new UG management programs which may be started at the college in the future. The degree awarded will be called a Bachelor of Business Administration B.B.A (Hons.)Program.

1. The provisions in these regulations govern the conditions for imparting courses of instruction, conduction of examinations, and evaluation of the performance of students leading to B.B.A. (Hons.)degrees.
2. These regulations are effective from the academic year 2021-2022onwards.
3. Notwithstanding all that has been stated in the Regulations, BOS/ Academic council has the right to review and change the Regulations from time to time.
4. Academic and non-academic requirements prescribed by the Academic Council have to be fulfilled by the students for eligibility towards the Award of B.B.A. (Hons.) degree.



# ***1 Admission Regulations***

## ***1.1. Application Form for-Admission***

- 1.1.1 All new students intending to study at SarvajaniK University for the first time, and students intending to change their program, must submit an Application for Pre-Admission. All the applicants must meet all the eligibility criteria mentioned below, to be admitted.
- 1.1.2 Applicants whose admission to the program is approved will appear on the merit list and upon acceptance, students would be enrolled in the B.B.A. (Hons.) program of SarvajaniK University

## ***1.2 (A) Eligibility Criteria of Bachelor of Performing Arts***

- 1.2.1 Candidates should have passed the 10+2 exams from a recognized education board Viz. Gujarat board, CBSE, ISCE, OPEN Board, state board, or any other recognized.
- 1.2.1.1 Those students who have passed the 10+2 exams and the students with their 10+2 results awaited are also eligible for BPA admission.
- 1.2.1.2 NRI students who have passed their 10+2 exams or equivalent from foreign nations and are recognizable in India are also eligible for BPA Admission.
- 1.2.2 Candidates from any of the streams are eligible to apply for admission  
i.e. Arts, Commerce, Science, Vocational)
- 1.2.3 The general category aspirants should have scored a minimum of 45% marks as an eligibility condition for the BPA admission while the SC/ST candidates should have a score of 40 % at least.
- 1.2.3.1 Candidates must have studied English as one of the subjects in the qualifying exam.



1.2.4 The upper age limit for the BPA should not be more than 20 years, and for the reserved category, it is relaxed by 2 years.

<b>Under Graduate Programs</b>			
<b>Sr. No.</b>	<b>Course Name</b>	<b>Duration</b>	<b>Intake</b>
1.	Bachelor of Performing Arts (Dance - Bharatnatyam)	3 Years (6 Semesters)	20
2.	Bachelor of Performing Arts (Drama)	3 Years (6 Semesters)	20
3.	Bachelor of Performing Arts (Music – Hindustani Classical Vocal)	3 Years (6 Semesters)	20

### **1.2 (B) Eligibility Criteria for Master of Performing Arts**

This program is mainly designed to research the impact of performing arts throughout history. This can be the dream course for creative, artistic souls who have passion and love to perform and also want to have complete knowledge of the skill.

- A graduate with a Bachelor in a particular subject can directly take admitted to an MPA / Diploma degree from a recognized university
- 45% minimum aggregate in any Bachelor's courses from a recognized college or University.
- In some cases, a graduate with a Bachelor's in any subject and 5 Years of practical experience in Theatre or a reputed music-dance institution.

#### **1.2.1 (B) Admission Process of a Master of Performing Arts**

- Candidates who are interested in the Masters's program can apply to the colleges or Universities through an online portal with the required information.
- In merit-based admission, the candidates are evaluated based on their previous academic records. But in such cases, the candidates will have to go through an audition, where they can show their expertise
- In the Entrance exam-based admission, the candidates are expected to secure the cut-off mark in the entrance examination, which is also specified by the college.
- The merit basis admission on the marks of graduation i.e. Bachelor in Performing Arts /Bachelor of Arts.

#### **1.2.2 (B) Entrance Exams**

- University accepts candidates by the way of the entrance exam. Candidates need to prepare themselves and give the theoretical entrance test, based on which they will shortlist the candidates for further rounds. Once they clear the theoretical test then they have to go for a practical exam as well which

will examine their practical knowledge related to the performing arts. The eligible candidates will be called upon for counselling at the university premises.

Post Graduate Programs			
Sr. No.	Course Name	Duration	Intake
1	Master of Performing Arts (Dance - Bharatnatyam)	2 Years (4 Semesters)	15
2	Master of Performing Arts (Drama)	2 Years (4 Semesters)	15
3	Master of Performing Arts (Music – Classical Vocal)	2 Years (4 Semesters)	15
PG Course		Eligibility Criteria	
Master of Performing Arts (Dance - Bharatnatyam)		<u>Qualifying Exam :</u> Any Graduation + Five Year Experience This student should have completed vishrad / arangatram. It is necessary to have five years of dance experience as well. or Candidates should have completed the dance Diploma course from SCOPA.	
Master of Performing Arts (Drama)		<u>Qualifying Exam :</u> Any Graduation + Five Experience It is necessary to have two years of practical experience and a recommendation letter from two eminent playwrights.	
Master of Performing Arts (Music – Hindustani Classical Vocal)		<u>Qualifying Exam :</u> Any Graduation + Five Experience This student should have completed the visarad Also, it is important to have five years of experience in music. or Candidates should have completed a Diploma in Music from SCOPA.	



### **1.3 Admission Criteria**

- 1.3.1 Students shall be given admission based on merit prepared from class 12 board exam scores; and
- 1.3.2 The final allocation of quota for different boards and states will be decided by the admission committee. The admission committee may change the quota of students allotted to different categories from time to time.
- 1.3.3 If enough students do not apply or take admission in a particular category, the admission committee will reserve the right to convert seats of those categories into other categories of their choice.
- 1.3.4 If there is a tie in the performance of students in the respective category, merit will be prepared using the following criteria as a tiebreaker in the order mentioned below:
  - 1.3.4.1 10th Std Marks(%)
  - 1.3.4.2 Date of Birth, Birth Year(seniority)
  - 1.3.4.3 Surname Alphabetically
- 1.3.5 Candidates have to collect their admission form, get their documents verified and secure their admission by paying fees.

### **1.4 Document Verification Process**

- 1.4.1 Candidates have to submit the following documents during the document verification process to secure a seat at SCOPA college.
  - 1.4.1.1 Passport size photograph
  - 1.4.1.2 Mark sheet of Class 10 (1 photocopy)
  - 1.4.1.3 Mark sheet of Class 12 (Original and 1 photocopy)
  - 1.4.1.4 Caste certificate (1 photocopy) (if applicable)
  - 1.4.1.5 Non-Creamy Layer Certificate (SEBC candidates) (1 photocopy) (if applicable)
  - 1.4.1.6 Minority certificate (1 photocopy) (if applicable)
  - 1.4.1.7 Leaving Certificate (1 photocopy)



## 2 Enrolment Regulations

### 2.1 Academic Calendar

2.1.1 The academic calendar declared by Sarvajanic University will be followed. Mostly, the academic session shall normally commence in the month of June of the calendar year and will end in the month of April of the next calendar year.

2.1.1.1 Each Academic Session shall consist of two regular semesters.

2.1.1.2 Each semester normally begins with the scheduled classes and will end with the end semester examinations. Continuous In-semester Evaluation will be done during the semester with different modes.

2.1.2 Each regular semester shall normally consist of eighteen (18) working weeks out of which fifteen (15) weeks would be for teaching.

2.1.3 The detailed academic planning will be done as per the academic events scheduled in the prescribed academic calendar of Sarvajanic University. Further specific dates and deadlines will be declared for Registration/Enrolment, Late Registration, Commencement of classes, Adding and Dropping of Courses, Submission of Documents, Examinations, and Vacations as specified in the Sarvajanic University.

2.1.4 The Academic Calendar, or any change therein during the session, shall require prior approval of the BoS.

2.1.5 Academic Calendar

	<b>Odd semester Semesters 1, 3, 5</b>	<b>Even Semester Semesters 2, 4, 6</b>
Duration	18 weeks of Semester (including 15 weeks of teaching)	18 weeks of Semester (including 15 weeks of teaching)



## 2.2 Registration and Enrolment

- 2.2.1 The B.P.A.(Hons.) degree program shall be open to all prospective students irrespective of their sex, race, caste, class, religion, profession or gender identity.
- 2.2.2 The eligible students who are qualifying through selection criteria and are admitted through the prescribed admission process will be enrolled on the B.P.A. (Hons.) degree program only upon receiving prescribed enrolment fees.
- 2.2.3 The students from other than the Gujarat board will be required to get an eligibility certificate from Sarvajani University to get admission from the college.
- 2.2.4 A student entering the institute through lateral admission, from any other college who desires to join the B.P.A. (Hons.) degree program, must produce a Transfer/Migration Certificate in the prescribed format.
- 2.2.5 Students are required to renew their admission in the next semester at the beginning of each semester/term by filling out the admission form along with full semester fees or by filling out the examination form along with prescribed exam fees, in case of detention or withdrawal.

## 2.3 Late Registration and Enrolment

- 2.3.1 For bonafide reasons, students may be permitted to register/enroll late in a semester, subject to the condition that it does not surpass the deadline prescribed by the Academic Calendar of Sarvajani University, by the competent authority of Sarvajani University, upon payment of a late registration/enrolment fee.

## 2.4 Enrollment Number Scheme

Institute Code	Year of Admission	Degree	Degree of Specialization	Number representing Student
2	2	2	2	3
BA	21	DA	BA	001



## 2.5 *Withdrawal*

- 2.5.1 If any student fails to meet the minimum attendance requirement and minimum requirement of passing in Continuous In-semester Evaluation, their exam form will be withdrawn from the current semester.
- 2.5.2 Each student is required to meet the minimum requirement for passing CIE each semester. The criteria are that the student must have passed, either;
- 2.5.3 three subjects of four credits; or
- 2.5.4 two subjects of four credits and 2 subjects of 2credits.
- 2.5.5 Each student is required to meet the minimum of 75% attendance in any given semester excluding leaves due to serious illness and participation in pre-approved curricular and extra-curricular activities. In case of late admission, attendance for the first term shall be counted from the date on which the late admission is given. If any student fails to meet this requirement exceptions may be granted in the following circumstances:
- 2.5.5.1 A student having attendance in between 70%–75%, maybe given an exception, if they have put in sufficient additional efforts in the form of attending guest lectures or Library or Lab hours, extra assignments or other academic/sports/co-curricular/extra-curricular activities, up to the satisfaction of concerned course instructor or other competent authority within the institute.
- 2.5.5.2 The student having attendance between 60% – 70% will be considered a serious violation. However, the Principal may give some relief, if the student has put in special efforts in supporting the institution and its academic/sports/co-curricular/extra-curricular activities, has attended guest lectures or Library hours, etc. However, in such cases,
- 2.5.5.3 the student will have to submit extra assignments, in whichever, the course is necessary.



2.5.5.4 The student having attendance between 50% – 60% will be considered a severe violation and will not be granted the term and their exam form will be withdrawn. On special request from the student, they may be allowed to attend ESE, however, In this case, they will have to accept the penalty of one full grade point in all the subjects in which, they have attendance shorter than 60%. This penalty will be irrespective of the outcome of ESE.

2.5.5.5 The student having attendance less than 50% will not be granted the term and their exam form will be withdrawn.

## 2.6 Termination of Enrolment

- 2.6.1 The enrolment of any student shall be terminated, at any later time, in case, if the student had supplied false information or suppressed some relevant information while securing admission at the institute.
- 2.6.2 All students enrolled at Sarvajanik University have to abide by the code of conduct for the students of the university. The Institute reserves the right to terminate the enrolment of the student. If the student has been found guilty of:
- 2.6.2.1 violating the code of conduct, or
  - 2.6.2.2 ignoring the code of the conduct
  - 2.6.2.3 indulging in any misconduct/misbehaviour, against the prescribed norms
- 2.6.3 In case of termination of enrolment, there will be no refund of any kind of fees, whatsoever, paid by the student to the institute or Sarvajanik University.
- 2.6.4 The registration/enrolment of any student may be cancelled or changed during the semester according to the norms laid down by the Institute or Sarvajanik University from time to time.



## **2.7 Discontinuation from the program**

- 2.7.1 Students who will not renew their enrolment to their selected program, after successful completion of any semester, in the next semester, at the beginning of each of the semester/term, for whatsoever reason, as per clause 2.2.5, shall be considered for discontinuation of enrolment.
- 2.7.2 Students whose academic progression is on halt, at the end of the first or second year of the program, if he/she does not renew their enrolment either by paying examination fees to appear the ESE, of any particular semester/course by paying full fees for the semester to enroll in an earlier semester, as per clause 4.13.2.3 or 4.13.4.3, shall be considered for discontinuation of enrolment.
- 2.7.3 Students whose academic progression is on halt, at the end of the first or second year of the program, if he/she does not apply for a change of program from B.P.A degree to regular B.P.A. degree as per clause 4.13.2.2 or 4.13.4.2, shall be considered as a case of detention.
- 2.7.4 Issuing Transfer/ Migration Certificate
- 2.7.4.1 The student who wishes to leave the institute, and is in need of a transfer/migration certificate, is required to apply for the migration certificate in the prescribed format to Sarvajanic University.
- 2.7.4.2 The student who requests a transfer/migration certificate must clear all the dues of the institute as well as that of Sarvajanic university.

## **2.8 Readmission**

- 2.8.1 The student who failed to meet the academic requirements of the program. A such student who wishes to get re-admission to the program shall write an application in the prescribed format to the principal in the month of June, in case of an Odd Semester and December, in case of an Even Semester.



2.8.2 The student who discontinued the enrolment to the program, due to whichever reason for up to two academic years, a such student who wishes to take re-admission to the program, shall write an application in the prescribed format to the principal.

2.8.2.1 The application should clearly state the previous academic records along with previous mark sheets, reasons for discontinuing the enrolment, and reasons for allowing the re-admission of the student along with proper evidence, if applicable.

2.8.3 The student who discontinued the enrolment to the program, due to whichever reasons, for two or more academic years, will be allowed to renew their registration/enrolment with permission of the dean of the respective faculty and on the payment of the prevailing admission fee.

2.8.3.1 In case, major restructuring, of course, has taken place, such readmission of the student will be subject to prevailing credit equivalence/transfer norms.

2.8.3.2 If in case, credit equivalence norms do not permit the readmission, the student will have to start fresh as a new registration/ enrolment from the beginning (i.e. first semester).

2.8.4 A student whose enrolment was terminated, due to whichever reason, may be readmitted only if the termination was not permanent.

2.8.4.1 If the termination was not permanent, the student shall be readmitted to the program only after the academic years. Such readmission will be subject to the fulfilment of specified conditions (if any), laid down by the competent authority of the institute and Sarvajanik University.

2.8.4.2 Upon receiving the application for readmission from the student, the Principal of the institute may represent the matter to the competent authority, and either;

2.8.4.3 Permit the student to be readmitted; or

2.8.4.4 Permit the student to be readmitted under specific conditions;  
or

2.8.4.5 Decline readmission.



### 3 Program and Credit Regulations

#### 3.1 Program Duration

- 3.1.1 The minimum duration of the UG Program for a student to complete the academic and other requirements to qualify for the award of a BPA Degree by Sarvajani University shall be normally of 6 semesters, i.e., 3 Academic Years.
- 3.1.2 The maximum duration for the course completion shall be of 10 semesters, i.e. 5 Academic Years from the first date of enrolment in the Institute.
- 3.1.3 Clause 3.1.2 above shall apply to three types of students at the Institute:
- 3.1.3.1 Those who failed to complete the due credits of a particular semester and went on to accumulate backlogs beyond permissible limits.
  - 3.1.3.2 Those whose enrolment was withdrawn from the Program after receiving approval from the Authorities.
  - 3.1.3.3 Those who wish to continue their studies after a break/discontinuation of the program.
- 3.1.4 A student who fails to complete the UG Degree Program requirements within the stipulated time will lead to the cancellation of his/her admission to the Institute forthwith. After the cancellation, in future, if the student wishes to pursue the degree again, they will have to take readmission in the program.

#### 3.2 Course Structure

- 3.2.1 The B.P.A. (Hons) Program is a full-time three-year course structure. The following categories of courses are combined in the programs.
- 3.2.1.1 **Professional Core Courses (96 credits):** Professional Core Courses are further divided into three types of courses:
- A. Foundation Core Courses (FCC): There are seven FCC incorporated across the first four semesters.
  - B. Management Core Course (MCC): There are



Fourteen MCC incorporated across six semesters.

C. Humanities, Liberal Studies and Life Skills (HLL):

There are six courses, one course per semester, incorporated across six semesters.

Thus, there are 23 compulsory courses across all six semesters. Credits earned for these courses will be considered for evaluating the academic performance levels of the student.

3.2.1.2 **Managerial Elective (12 Credits):** The managerial electives are further divided into two types:

A. General Business Elective (GBE): Students will choose one GBE course from four subject options in each semester. Students will choose one GBE course in the first four semesters.

B. Professional Elective (PE): Students will opt for specialization in the final year (i.e., Semesters V and VI). There are three choices of specialization viz. Finance, Marketing and Human Resources. Students will study six subjects of the chosen specialisation in the last two semesters.

These are students' choice-based elective compulsory courses. Credits earned for these courses will be considered for evaluating the academic performance levels of the student.

3.2.1.3 **Trans-discipline Open Elective (TOE):**

These are students' choice-based elective compulsory courses that can be taken at the different departments of Sarvajani University. Credits earned for these courses will not be considered for the computation of SGPA and CGPA. Students will choose one course per semester for the first four semesters.



3.2.1.4 **Professional Ability and Skill Enhancement Courses (PASEC) (12 Credits):** Thus, there are 3 compulsory courses across all six semesters. Credits earned for these courses will be considered for evaluating the academic performance levels of the student.

3.2.2 The subject/ course offered in Regular B.P.A. The program will be the same as that of the B.P.A. Program. In the Regular B.P.A. Program, students will be allowed to opt-out of some subject/ course from Professional Core Course and/or General Business Elective from the first and second year, as per clauses 3.3.3.1 and 3.3.3.2.

3.2.3 The medium of instruction for the program and examinations at the Institute shall be English/ Hindi / Gujarati.

3.2.4 The DUPC of the institute shall be responsible for designing and planning the curriculum and syllabi for the courses included in the program.

3.2.5 The regular revisions in courses and their syllabus can be compiled and presented to BoS and, if accepted, later to the Academic Council after a minimum of three years.

### 3.3 *Credit Structure*

3.3.1 A credit defines the quantum of contents/syllabus prescribed for a course and determines the number of hours of instruction required per week. Thus, in each course, credits are assigned based on the number of lectures/tutorials/laboratory work/field work and other forms of learning required for completing the contents in 15 weekly schedules.



**BPA DANCE Semester: 1 to 6**

**1 Core Courses Credit**

<b>A. Theory Paper</b>	A.1 Principle of Dance Theory Paper – 1	2
	A.2 Origin & History of Bharatnatyam Dance Theory Paper – 2	2
	A.3 Detail & Comparative Studies of Indian Dances Theory Paper – 3	2
<b>B. Practical Paper</b>	B.1 Learning Performance of Bharatnatyam (Dance) Practical Paper 1	6
	B.2 Tala&Nattuvangam, Abhinayadarpana& Journal Practical Paper 2	6
	B.3 Foundational Principles of Performing Arts / Production (Dance, Drama & Music)	2

**2 Ability Enhancement Compulsory Courses**

1	Allied Culture (F.Y) - Psychology (S.Y) - Aesthetics (T.Y)	1
2	English	1
3	Studio Work	*

**3 Transdisciplinary Open Elective / Life Skills**

1	Performing Arts Studies Dance/Drama/Music	*
<b>Total</b>		<b>22</b>



**BPA Drama Semester: 1 to 6**

**1 Core Courses**

**Credit**

A. Theory Paper	A.1 Literature and Theater History (Theory Paper - 1)	2
	A.2 Acting Paper - 2 (Theory Paper - 2)	2
	A.3 Production Direction and Theatre Technique Paper - 3 (Theory Paper - 3)	2
B. Practical Paper	B.1 Acting Paper (Practical Paper - 1)	6
	B.2 Production Paper (Practical Paper - 2)	6
	B.3 Foundational Principles of Performing Arts / Production (Dance, Drama & Music)	2

**2 Ability Enhancement Compulsory Courses**

1	Allied Culture (F.Y) - Psychology (S.Y) - Aesthetics (T.Y)	1
2	English	1
3	Studio Work	*

**3 Transdisciplinary Open Elective / Life Skills**

1	Performing Arts Studies Dance/Drama/Music	*
	<b>Total</b>	<b>22</b>



**BPA Music Semester: 1 to 6**

**1 Core Courses Credit**

A. Theory Paper	A.1 Principle of Music (Theory Paper – 1)	2
	A.2 Study of Raag&Taal (Theory Paper – 2)	2
	A.3 History of Music (Theory Paper – 3)	2
B. Practical Paper	B.1 Study, Practice & Performance of Detail Raag (Practical Paper 1)	6
	B.2 Performance & Viva of Various Style of Indian Classical Music (Practical Paper 2)	6
	B.3 Foundational Principles of Performing Arts / Production (Dance, Drama & Music)	2

**2 Ability Enhancement Compulsory Courses**

1	Allied Culture (F.Y) - Psychology (S.Y) - Aesthetics (T.Y)	1
2	English	1
3	Studio Work	*

**3 Transdisciplinary Open Elective / Life Skills**

1	Performing Arts Studies Dance/Drama/Music	*
	Total	22



## MPA DANCE Semester: 1 to 4

### 1 Core Courses

A. Theory Paper	A.1 Paper – 1	2
	A.2 Paper – 2	2
	A.3 Dissertation Paper – 3	2
B. Practical Paper	B.1 Practical Paper 1	6
	B.2 Practical Paper 2	6
	B.3 Sabhagayan Paper 3	6

## MPA MUSIC Semester: 1 to 4

### 1 Core Courses

A. Theory Paper	A.1 History of Music / Aesthetics / Acoustic Music – 1	2
	A.2 Raag and Taal – 2	2
	A.3 Dissertation Paper – 3	2
B. Practical Paper	B.1 Practical Paper 1	6
	B.2 Practical Paper 2	6
	B.3 Sabhagayan Paper 3	6

## MPA Drama Semester: 1 to 4

### 1 Core Courses

A. Theory Paper	A.1 Literature, Theater History and Play Analysis Paper – 1	2
	A.2 Acting Direction and Theatre Technique Paper – 2	2
	A.3 Dissertation Paper – 3	2
B. Practical Paper	B.1 Acting Paper 1	6
	B.2 Direction Paper 2	6
	B.3 Production Paper 2	6

- \* Student must pass the exam to be eligible of finding a Degree Certificate

3.3.1.1 1 credit = 1 hour of instruction per week (1 credit course 15 contact hours of instruction per semester)

3.3.1.2 2 credits = 2 hours of tutorial per week (2 credit course = 30 contact hours of instruction per semester) All the Humanities, Liberal Studies and Life Skills (HLL) and Trans- discipline Open Elective (TOE) courses are 2 credits subject

3.3.1.3 4 credits = 4 hours of instruction per week (4 credit course = 60 contact hours of instruction per Semester)  
Most of the other subjects are 4 credits subjects.



3.3.2 B.P.A. and M.P.A Program is a total of 138 credit course structure.

3.3.2.1 The first year comprises of total 44 credits. Out of which, 23 credits will be covered from Professional Core Courses and General Business Electives cover 8 credits and Professional Ability and Skill Enhancement Course will cover 4credits.

### 3.4 Subject Code Structure

Degree Program (Bachelor)	Faculty (Management)	Specialisation	Version of Curriculum	Course Type	Semester	Subject
1	1	2	1	1	1	2
Alphabet	Alphabet	Alphabet	Number starting as 1	Number	Number	Number

Example

B	A	MU	1	1	1	11
---	---	----	---	---	---	----

Course Type:

Courses	Code
Professional Core Course	1
Ability Enhancement Compulsory Courses	2
Trans-Discipline Open Elective	3

SARVAJANIK COLLEGE OF PROFESSIONAL ARTS



### 3.5 Program Fees

- 3.5.1 The program fees for B.P.A. will be as prescribed by the Sarvajank University norms.

### 3.6 Credit Transfer Scheme

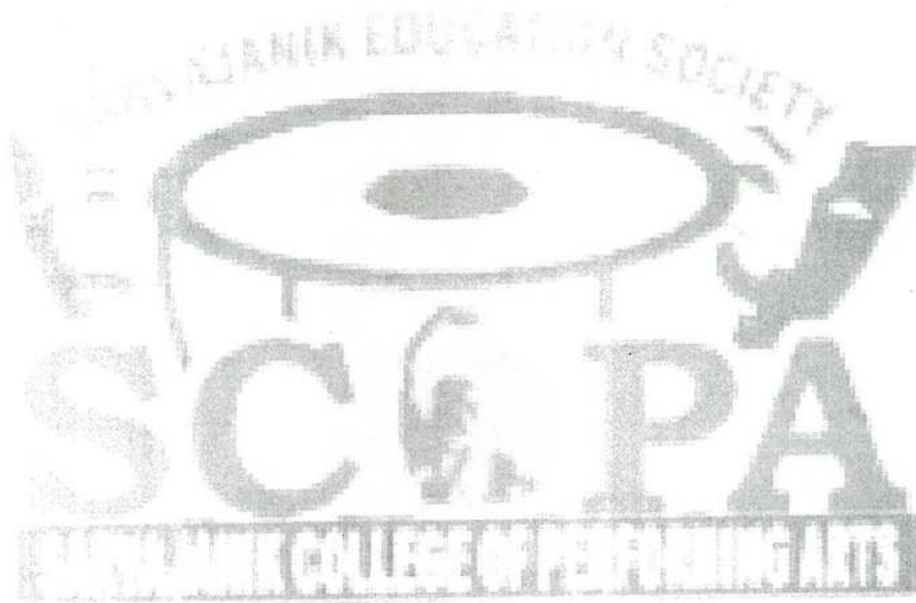
- 3.6.1 Transfer of Credit is the term used for granting credit to a student seeking mobility from other institutes to our university. The Credit transfer scheme can be extended to students of B.B.A. or equivalent undergraduate Bachelor of Performing Arts degree from other institutes/universities within or outside India. The mobility shall be permissible from the Regular Mode to the Regular Mode of learning only and cannot be replaced by Open/Distance/Online in place of regular mode.
- 3.6.2 The following students, subject to the completion of the formalities mentioned below, are eligible to apply for the credit transfer scheme:
- 3.6.2.1 Students from the other UGC-approved universities after verification of eligibility criteria
  - 3.6.2.2 Students from other states after verification of eligibility criteria.
  - 3.6.2.3 Students from other countries taking a transfer to our university will require to give their credit report from their previous universities / Institutes through the proper channel to be considered for credit transfer.
- 3.6.3 The students as mentioned in clauses 3.6.2.1 to 3.6.2.3, shall submit an application to Sarvajank University along with all the previous mark sheets and documents clarifying the course and credit structure of the earlier institute/university.
- 3.6.4 The University shall constitute an Equivalence Committee to determine equivalence in both the course and credit structures.
- 3.6.5 The faculty dean will be presented with the applications and equivalence reports prepared by the committee for each student. After a thorough evaluation, the faculty dean will provide approval for lateral admission with credit transfer.



3.6.6 The faculty dean will decide the number of equivalent credits the student will get for the B.P.A. course at the institute.

3.6.6.1 If the faculty dean determines a mismatch in credits, the student may be given admission with a condition to earn credit, however, admission will not be granted if earned credit falls short of progression criteria to the next year.

3.6.6.2 If the faculty dean determines, credits are in excess to our credit system, the student's credit transfer will be done based on the common subjects' credit and extra credits will be scrapped.

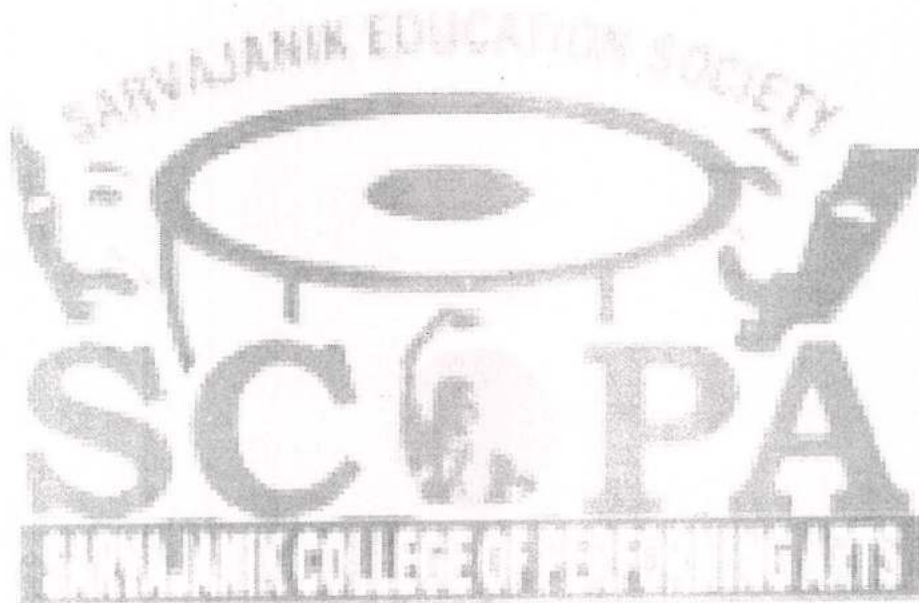


## ***4 Examination Regulations***

### ***4.1 Requirements***

To be credited with a course, a student needs to have:

- 4.1.1 enrolled as per the Enrolment and Program Regulations, and
- 4.1.2 completed the internal assessment to the satisfaction of the examiner, and
- 4.1.3 completed the regulations about any prescribed examination, and
- 4.1.4 made any payment due by that student to the Sarvajanic University.



## 4.2 Examination System

### 4.2.1

BPA Dance/Drama/Music Semester: 1 to 6					
1 Core Courses		Internal	External	Marks	Credit
A. Theory Paper	A.1 (Theory Paper – 1)	40	60	100	2
	A.2 (Theory Paper – 2)	40	60	100	2
	A.3 (Theory Paper – 3)	40	60	100	2
B. Practical Paper	B.1 (Practical Paper 1)	40	60	100	6
	B.2 (Practical Paper 2)	40	60	100	6
	B.3 (Dance, Drama & Music)	40	60	100	2
2 Ability Enhancement Compulsory Courses					
1	Allied Culture (F.Y) - Psychology (S.Y) - Aesthetics (T.Y)	40	60	100	1
2	English	40	60	100	1
3	Studio Work	40	60	100	-
3 Transdisciplinary Open Elective / Life Skills					
1	Performing Arts Studies Dance/Drama/Music	40	60	100	0
Total					22



## MPA DANCE/DRAMA/MUSIC Semester: 1 to 4

### 1 Core Courses

		Internal	External	Marks	Credit
<b>A.</b> Theory Paper	A.1 (Theory Paper – 1)	40	60	100	2
	A.2 (Theory Paper – 2)	40	60	100	2
	A.3 (Theory Paper – 3)	40	60	100	2
<b>B.</b> Practical Paper	B.1 Practical Paper 1	40	60	100	6
	B.2 Practical Paper 2	40	60	100	6
	B.3 Practical Paper 3	40	60	100	6
Total					24

4.2.2 The continuous in-semester evaluation will be based upon a mid-semester examination, Class Assignment, Home Assignment, Seminar, Presentation, Role Play, Scene Work, Critical involvement in college activities and Analysis, or Field Assignment as per the requirement of the particular course. The instructor may design a unique continuous evaluation component following the assessment rubric of the course.

4.2.3 Internal marks will be distributed as 50% for mid-semester examination 10% for regular attendance and 40% for participation in college-related activities.



### 4.3 *The setting of the Question Paper and Evaluation*

4.3.1 The question papers for the End-Semester theory examination shall be beset and the evaluation of answer books shall be done by the examiners (Internal and/or External) recommended by the Board of Studies of the business administration based on expertise.

4.3.1.1 In case of unavailability of external examiners, the Vice-Chancellor may allow the evaluation to be performed by the internal examiners only so that the declaration of results is not delayed.

4.3.1.2 The question papers shall be moderated by a Board of Moderators to be appointed by the Controller of Examinations out of the panel drawn by the Head of the institute.

4.3.2 Research-based dissertation course, the assessment shall be jointly undertaken by the internal and external examiners. For the assessment of the practical component, half of the examiners in the team shall be invited from outside the University from amongst the panel of examiners approved by the competent authority.

4.3.3 The question paper pattern of the end-semester theory examination consists of five questions of 12 marks each. The first question will be short questions having 6 questions each of 2 marks. The fifth question will be based on either case study or application-based practical questions.

### 4.4 *Grading system and evaluation*

The absolute grading system will be followed, and the mark are converted to grades based on pre-determined class intervals.

4.4.1 The grading system and evaluation will be as per the UGC recommendations of a 10-point grading system with the following letter grades as given below:

4.4.2 Grades and Grade Points Letter Grade Point

Letter grade	Grade point
AA (Outstanding)	10



AB (Excellent)	9
BB (Very Good)	8
BC (Good)	7
CC (Above average)	6
CD (Average)	5
P (Pass)	4
FF (Need to Improve)	0
NOT APPEARED	0

- 4.4.3 A student obtaining Grade FF shall be considered failed and will be required to reappear in the examination.
- 4.4.4 In case, if the student failed industrial training or a research-based dissertation, reappearance for failed/ uncompleted training/ dissertation is mandatory in the next academic year. The marks secured by the student in the industrial training course will be reflected in the semester V and final grade sheet.
- 4.4.5 For Trans-discipline courses, 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

#### 4.5 Computation of SPI and CPI

The UGC recommended procedure to compute the Semester Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be followed which is as follows:

- 4.5.1 The SGPA is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits in all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- 4.5.2 The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.



4.5.3 the SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

#### **4.6 Result Declaration**

4.6.1 The end-semester assessment is required to be submitted within 20- 25 days of the last exam. The result shall be declared within 45 days of the last date of the exam.

#### **4.7 Academic Progression Rules**

4.7.1 A student whose term has been granted in the first-semester examination shall be promoted to the second semester, irrespective of his/her performance in the first-semester examination

4.7.2 Progression to First to Second Year B.P.A (Hons.)Program

4.7.2.1 A student shall be granted admission to the 3rd semester only when he/she has earned at least 20 credits worth courses of 1<sup>st</sup> & 2<sup>nd</sup> Semesters, taken together at the end of the second semester. A student failing to clear at least 28 credits worth courses of 1<sup>st</sup> and 2<sup>nd</sup> Semester will be detained.

4.7.2.2 Those students who still wish to continue with a B.P.A. degree shall take readmission in the same semester and will have to get the term granted for that semester in the next academic year. They may choose any of the two choices:

- I. Appearing only in end semester exam, by paying prescribed examination fees; or
- II. Reappearing regular classes of 1<sup>st</sup> or 2<sup>nd</sup> Semester, by paying full fees for the semester.



4.7.3 A student whose term has been granted in the third-semester examination shall be promoted to the fourth semester, irrespective of his/her performance in the third-semester examination.

4.7.4 Progression to Second to Third Year B.B.A (Hons.) Program

4.7.4.1 A student shall be granted admission to the 5<sup>th</sup> semester only when he/she has earned all the credits of the 1<sup>st</sup>& 2<sup>nd</sup> Semesters and at least earned 20 credits worth courses of 3<sup>rd</sup>&4<sup>th</sup> Semester, taken together at the end of the second semester. A student failing to clear at least 20 credits worth courses of in the 3<sup>rd</sup>& 4<sup>th</sup> Semester will be detained.

4.7.4.2 Those students who still wish to continue with a B.P.A. degree shall take readmission in the same semester and will have to get the term granted for that semester in the next academic year.

They may choose any of the two choices:

- I. Appearing only in end semester exam, by paying prescribed examination fees; or
- II. Reappearing regular classes of 3<sup>rd</sup> or 4<sup>th</sup> Semester, by paying full fees for the semester.

4.7.5 A student whose term has been granted in the fifth-semester examination shall be promoted to the sixth semester, irrespective of his/her performance in the fifth-semester examination.



#### **4.8 Reassessment**

4.8.1 Students who are interested in re-assessment shall submit the prescribed application within one week of the result declaration as per the norms of Sarvajanik University.

#### **4.9 Re-examination**

- 4.9.1 The main semester exam shall be conducted on ceasing ester for each course.
- 4.9.2 In case, if the student failed a particular theory course, the re-examination of the paper of each course shall be conducted in the next consecutive semester, for the theory courses only.
- 4.9.3 The Re-examination shall be held as per the dates notified in the Academic Calendar.
- 4.9.4 Students intending to avail of this facility shall have to register for the courses by paying the prescribed fees within the stipulated time as notified in the Academic Calendar.
- 4.9.5 A student can appear for the re-examination of all the failed theory courses of that semester.
- 4.9.6 The students, who have dropped the course(s) or have been detained for any reason in the course(s), shall NOT be allowed to take the Re-examination of the respective course(s).
- 4.9.7 For taking re-examinations of a regular course, the students may be exempted from attending the lectures in that course once again.

#### **4.10 Guidelines against Unfair Means/ Malpractices during Examination**

4.10.1 The process against unfair means/ malpractices during the examination will be conducted as per the prescribed regulations of Sarvajanik University.



## ***5 Degree and Certificate Award Regulations***

### ***5.1 Eligibility for award of the degree***

- 5.1.1 The Academic Council shall be the recommending authority for the award of all BPA Degrees to the students, subject to fulfilment of the requirements specified under Clause 5.1.3.
- 5.1.2 The Board shall be the Approving Authority. The degree award shall then be granted by Sarvjanik University.
- 5.1.3 A student shall be eligible for the award of a BPA Degree from the University provided, the student has:
- 5.1.3.1 Completed all the prescribed credit requirements for the award of a Degree with a grade 5 or higher, in each of the Semester, like Theory, Assignment, and Project Work, and acquired the prescribed credits within the prescribed number of Academic Years;
  - 5.1.3.2 Satisfactorily completed all the non-credit requirements of the program.
  - 5.1.3.3 Obtained a CGPA of  $\geq 5.00$  at the end of the semester in which he/she completes all the requirements for the award of UG Degree;
  - 5.1.3.4 Paid all the dues to the Institute including the Department, Hostels, Library and other units; and,
  - 5.1.3.5 No case or disciplinary action is pending against the student.

### ***5.2 The regular B.P.A. certification scheme***

- 5.2.1 A student shall be awarded a B.P.A. Degree, if they successfully completed all the conditions of awarding degree and course and credit structure having a minimum of 120 credits, as per clause 3.3.3.

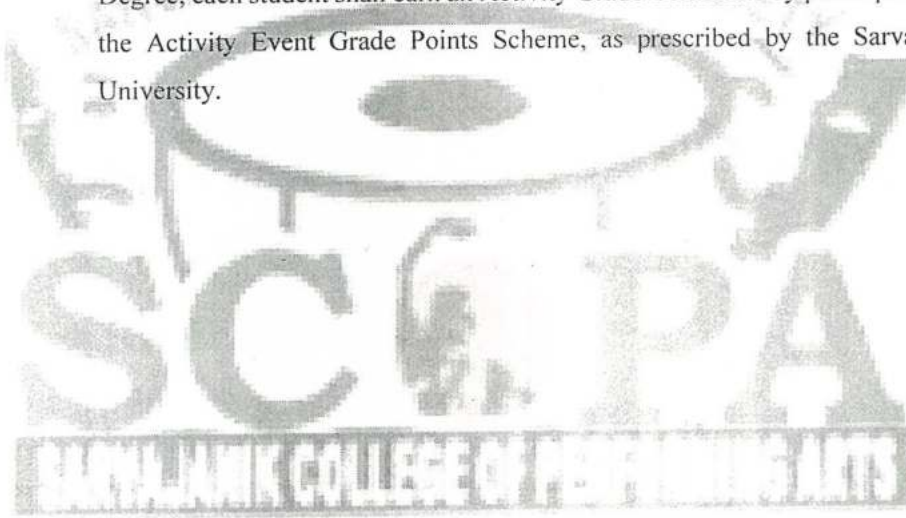


### **5.3 Conversion formula for grades to the percentage of marks**

- 5.3.1 The Institute shall permit to use of a formula for the conversion of CGPA to the percentage of marks as
- 5.3.2 Percentage of Marks =  $(CGPA \times 100) / 10$
- 5.3.3 However, the conversion formula shall be printed on the backside of the Semester Grade Report.

### **5.4 Activity event grade points scheme**

- 5.4.1 In addition to the credit requirement prescribed above for the award of a UG Degree, each student shall earn an Activity Grade Certificate by participating in the Activity Event Grade Points Scheme, as prescribed by the Sarvajanic University.



## **6 Code of Conduct and Ethics for Students**

### **6.1 Object**

All students must know that they must abide by this Code of Conduct and Ethics and the rights, and responsibilities including the restrictions flowing from it. This code is to pioneer and administer a student discipline process that is egalitarian, conscientious, effectual and expeditious; and provides a system that promotes student growth through individual and collective responsibility. All Students are requested to be well conversant with this Code, which can be also reviewed on the official website of the Institute.

### **6.2 Conduct and Ethics**

- 6.2.1 This Code shall apply to all kinds of conduct of students that occur on the Institute premises including in university-sponsored activities, functions hosted by other recognized student organizations and any off-campus conduct that has or may have serious consequences or adverse impact on the Institute's Interests or reputation.
- 6.2.2 At the time of admission, each student must sign a statement accepting this Code and giving an undertaking that he/she shall be regular and must complete his/her studies in the Institute.
- 6.2.3 Institute believes in promoting a safe and efficient climate by enforcing behavioural standards. All students must uphold academic integrity, and respect all persons and their rights and property and the safety of others. Etc.
- 6.2.4 All students must deter from indulging in any form of misconduct including partaking in any activity off-campus which can affect the Institute's interests and reputations substantially. The various forms of misconduct include:



- 6.2.4.1 Any act of discrimination (physical or verbal conduct) based on an individual's gender, caste, race, religion or religious beliefs, colour, region, language, disability, sexual orientation, marital or family status, physical or mental disability, gender identity, etc.
- 6.2.4.2 Any act of disrespect or insubordination or physical or mental mistreatment towards any staff members of the institute under any circumstances
- 6.2.4.3 Intentionally damaging or destroying Institute infrastructure or physical property or property of other students and/or faculty members
- 6.2.4.4 Any disruptive activity in a classroom or an event sponsored by the Institute
- 6.2.4.5 Unable to produce the identity card, issued by the Institute, or refusing to produce it on demand by campus security guards
- 6.2.5 Participating in activities including
  - 6.2.5.1 Organizing meetings and processions without permission from the Institute
  - 6.2.5.2 Accepting membership in religious or terrorist groups banned by the Institute/Government of India
  - 6.2.5.3 Unauthorized possession, carrying or use of any weapon, or potential weapons, fireworks, contrary to labour policy.
  - 6.2.5.4 Unauthorized possession or use of harmful chemicals and banned rugs
  - 6.2.5.5 Possessing, consuming, distributing, selling alcohol or any such addictive substances in the Institute and/or throwing empty bottles on the campus of the Institute
  - 6.2.5.6 Parking a vehicle in a no-parking zone or area earmarked for parking another type of vehicles
  - 6.2.5.7 Rash driving on campus may cause inconvenience to others
  - 6.2.5.8 Theft or unauthorized access to other's resources
  - 6.2.5.9 Misbehaviour at the time of student body elections or during any activity of the Institute.

- 6.2.5.10 Engaging in disorderly, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; inciting or participating in a riot or group disruption at the Institute.
- 6.2.6 Students are not expected/permitted:
- 6.2.6.1 to interact, on behalf of the Institute, with media representatives or invite media persons onto the campus without the permission of the Institute authorities.
  - 6.2.6.2 to either audio or video record lectures in classrooms or actions of other students, faculty, or staff without prior permission.
  - 6.2.6.3 to provide audio and video clippings of any activity on the campus to media without prior permission.
  - 6.2.6.4 Students are expected to use social media carefully and responsibly. They cannot post derogatory comments about other individuals from the Institute on social media or indulging in any such related activities has grave ramifications on the reputation of the Institute.
- 6.2.7 Theft or abuse of the Institute computers and other electronic resources such as computer and electronic communications facilities, systems, and services which includes unauthorized entry, use, tampering, etc. of Institute property or facilities, private residences of staff/professors etc. offices, classrooms, computers networks, and other restricted facilities and interference with the work of others is punishable.
- 6.2.8 Damage to, or destruction of, any infrastructure or property of the Institute, or any property of others on the Institute premises.
- 6.2.9 Making a video/audio recording, taking photographs, or streaming audio/video of any person in a location where the person has a reasonable expectation of privacy, without that person's knowledge and express consent.
- 6.2.10 Indulging in any form of Harassment which is defined as conduct that is severe and objectively, conduct that is motivated based on a person's race, colour, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender, gender identity, marital status, ancestry, physical or mental disability, medical condition,



### 6.3 Breach of code of conduct

6.3.1 If there is a case against a student for a possible breach of the code of conduct, then a committee will be formed to recommend a suitable disciplinary action that shall inquire into the alleged violation and accordingly suggest the action to be taken against the said student. The committee may meet with the student to ascertain the misconduct and suggest one or more of the following disciplinary actions based on the nature of the misconduct.

6.3.1.1 WARNING- Indicating that the action of the said delinquent student was in violation of the Code and any further acts of misconduct shall result in severe disciplinary action.

6.3.1.2 RESTRICTIONS -Reprimanding and Restricting access to various facilities on the campus or classes for a specified period of time.

6.3.1.3 COMMUNITY SERVICE - For a specified period of time to be extended if need be. However, any future misconduct along with failure to comply with any conditions imposed may lead to severe disciplinary action, including suspension or expulsion.

6.3.1.4 MONETARY PENALTY- This may also include suspension or forfeiture of scholarship/fellowship for a specific time period.

6.3.1.5 SUSPENSION-A student may be suspended for a specified period of time which will entail a prohibition on participating in student-related activities, classes, programs etc. Additionally, the student will be forbidden to use various Institute facilities unless permission is obtained from the Competent Authority. Suspension may also follow by possible dismissal, along with the following additional penalties.

6.3.1.6 EXPULSION - Expulsion of a student from the Institute permanently. Indicating prohibition from entering the Institute premises or participating in any student-related activities or campus residences etc.



- 6.3.1.7 INELIGIBILITY TO REAPPLY for admission to the Institute for a period of three years and
- 6.3.1.8 WITHHOLDING THE GRADE CARD or degree certificate for the courses studied or work carried out

#### **6.4 Appeal**

6.4.1 If the delinquent student is aggrieved by the imposition of any of the aforementioned penalties, he/she may appeal to the principal. The principal may decide on one of the following:

6.4.1.1 accept the recommendation of the committee and impose the punishment as suggested by the Committee or modify and impose any of the punishments as stipulated in this Code which is commensurate with the gravity of the proved misconduct, Or

6.4.1.2 Refer the case back to the committee for reconsideration.

6.4.2 In any case, the principal's decision is final and binding in all cases where there is possible misconduct by a student.

#### **6.5 Academic Integrity**

6.5.1 Academic Integrity encompasses honesty and responsibility and awareness relating to ethical standards for the conduct of research and scholarship. The Institute believes that in all academic work, the ideas and contributions of others must be appropriately acknowledged. Academic integrity is essential for the success of the Institute and its research missions, and hence, violations of academic integrity constitute a serious offence.



## 6.6 Anti-Ragging

- 6.6.1 The Institute has a coherent and effective anti-ragging policy in place which is based on the 'UGC Regulation on Curbing the Menace of Ragging in Higher Educational Institutions, 2009. The UGC Regulations have been framed in view of the directions issued by the Hon'ble Supreme Court of India to prevent and prohibit ragging in all Indian Educational Institutions and Colleges.
- 6.6.2 The Anti-Ragging Committee, as constituted and headed by the principal shall examine all complaints of anti-ragging and come out With recommendations based on the nature of the incident. The Anti-Ragging Committee of the Institute shall take appropriate decisions, including the imposition of punishment, depending on the facts and circumstances of each incident of ragging and the nature and gravity of the incident of ragging.
- 6.6.3 A student found guilty by the committee will attract one or more of the following punishments, as imposed by the Anti-Ragging Committee:
- 6.6.3.1 Suspension from attending classes and academic privileges.
  - 6.6.3.2 Withholding/ withdrawing scholarship/ fellowship and other benefits.
  - 6.6.3.3 Debarring from appearing in any test/ examination or other evaluation processes.
  - 6.6.3.4 Withholding results.
  - 6.6.3.5 Debarring from undertaking any collaborative work or attending national or international conferences/symposia/meetings to present his/her research work.
  - 6.6.3.6 Suspension/ expulsion from the hostels and mess.
  - 6.6.3.7 Cancellation of admission.
  - 6.6.3.8 Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.



6.6.3.9 In cases where the persons committing or abetting the act of ragging are not identified, the institute shall resort to collective punishment.

6.6.3.10 If need be, in view of the intensity of the act of ragging committed, a First Information Report (FIR) shall be filed by the Institute with the local police authorities

## **6.7 Sexual Harassment**

6.7.1 The Institute's Policy on prevention and prohibition of sexual harassment at the workplace, 2016 shall be applied. Students should note that "sexual harassment" includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:

6.7.1.1 physical contact and advances; or

6.7.1.2 a demand or request for sexual favours; or

6.7.1.3 making sexually coloured remarks; or (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

6.7.2 Where such conduct amounts to misconduct, appropriate disciplinary action should be initiated by the Anti Sexual harassment committee in accordance with those rules.

6.7.3 Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the institute shall initiate appropriate action in accordance with the law by making a complaint with the appropriate authority.



## **6.8 Student Grievance Redressal**

6.8.1 Any student of the Institute aggrieved by any acts of sexual harassment, misconduct or ragging as defined and summarised hereinabove can approach the Student Grievance Redressal Cell at the Institute. Further, any student who is aware of any violations must report the same to the Cell. The Cell shall consist of members as appointed by the principal. Said grievance must be in writing and should be made within 60 days from the day of the alleged violation. The Cell shall take cognisance of the grievance and inform the Committee formed to enforce this Code or the Internal Complaints Committee, in cases of any sexual harassment complaints.

## **6.9 Mobile phone policy**

- 6.9.1 This policy aims to ensure effective teaching and learning environment in the institute. Phones can disrupt effective teaching and learning. Institute expects that phones shall be switched off and kept in bags during the classes to avoid disrupting teaching and learning.
- 6.9.2 Students must not indulge in any active or passive usage of phones during classes in the college. This means that phones must not be used for:
- 6.9.2.1 Making calls,
  - 6.9.2.2 checking the time,
  - 6.9.2.3 texting or used as a calculator.
  - 6.9.2.4 Mobile phones/headphones etc must not be visible at all during the classes. Equipment must be switched off and stored in the student's bag.
- 6.9.3 Headphones must not be worn during or between lessons, for reasons of safety and courtesy. Where appropriate, an individual member of staff may permit the use of a device for a specific educational purpose.
- 6.9.4 Students must not use phones or MP3 players to broadcast music or transfer inappropriate material. No device should be used in the school to photograph or video students or staff without the authority of the principal.

- 6.9.5 If there is an emergency that requires communication at home, students must speak to a member of staff who will deal with the matter.
- 6.9.6 In an emergency parents/guardians should call the institute office and a message will be taken immediately to the student.
- 6.9.7 In case, if students fail to adhere to the above-mentioned rules, their mobile phones will be confiscated immediately for thirty days by any staff member who detected the violation. If the student edits their Device earlier than thirty days, they shall pay a fine as per the rules mentioned below:
- 6.9.7.1 The student who needs the device on the same day of confiscation shall pay a ₹500 fine in the college administration office along with an apology letter.
- 6.9.7.2 The student who needs the device after 7 days of confiscation, shall pay a ₹300 fine in the college administration office along with an apology letter.
- 6.9.8 If a student persists to breach the rules as laid out in this policy, then the parents/guardians and the student will be requested to attend a meeting with the principal to discuss the issue.

