

ADMISSION POLICY

- **Merit**

The admissions are granted strictly on merit subject to clearance of Entry Test and Panel Interview. Candidates belonging to any area, class, caste or creed and clan are eligible for admission. Furthermore, we administer Entry tests to ensure induction of those students who possess sound academic background. It is worthy to mention that faculty based Admission Committees decide the criteria for admission, the number of seats, schedule of test & interviews.

- **Public Announcement**

The admissions are announced through print/ electronic/ social media and official website. Awareness and promotion of academic programs is also generated through exhibitions held through out the year.

- **Semester System**

Academic year for regular programs consists of two semesters, i.e. Fall Semester & Spring Semester.

The time span for each semester is shown below:

Spring Semester: January – June
Summer :
Fall Semester: July – December

Summer Semester is also offered to the students who want to improve their deficiency/improve their GPA of previous attempted courses.

- **Semester Duration**

The regular semester (Spring & Fall) is comprised of 16 – 18 weeks where as summer is

- **Course Exemption/ Transfer**

There is an Equivalence Committee which decides about the transfer/migration cases from universities and other institutions.

The terms & conditions are as follows:

- a) Transfer of credit hours:
 - Undergraduate Programs: Only course secured with `A`, `B` or `C` grades can be transferable. This reflects on a `Numerical Grade` as minimum 50%.
 - Graduate/Master Programs: Only course secured with `A`, `B` or `C` grades can be transferable. This reflects on a `Numerical Grade` as minimum 50%.
- b) The courses completed by the student at other institution will be compared with similar courses being offered at SBBCU Any deficiency shall have to be removed by the student.
- c) Not more than 50% of the courses can be transferable. The student has to fulfil all admission requirements and pay the following charges:
 - Admission and Semester Fee
 - Course exemption fee (per course)

e) In case student has not completed 50% of the coursework at other institution then she/he has to appear in Entry Test and Panel interview. A special examination 'in lieu of' may also be conducted if the date of entry test is far away. If he/she has completed 50% coursework at other university, then entry exam shall be exempted.

• Semester Drop

Students taking any semester(s) off are required to contact the Program Coordinator for registration purposes fifteen days before the start of the semester in which they are returning. In some courses the enrolment may be limited to a certain number of students. In such cases the students with higher CGPA are given priority for enrolment. If there is a tie on CGPA, students who have completed a greater number of credits will get priority.

Temporary suspension is allowed to students facing acute domestic problems / valid reasons subject to the approval of the respective department on the recommendations of concerned Chairperson. During suspension period, the student shall be required to pay semester charges as Retention Fee for each suspended semester to continue his/her registration with the respective faculty/ department.

• Course Registration

The course registration is carried out before commencement of classes of each semester. Only those students shall be allowed to register whose prerequisite courses are cleared. A student can drop/add any course, if due to any reason, within two weeks after commencement of classes. No fee shall be charged for the dropped courses. If any student has already paid the fee, then his/her fee for the dropped course(s) shall be transferred to the next semester.

1. Cancellation of Course

In case the enrolment in a course falls below a certain number of participants, the Dean, on recommendation of the Chairperson of Department, may cancel the course within one week after the course registration or commencement of classes. Consequently, the affected students may be offered a substitute course.

2. Course Withdrawal

2.1 A student can apply for the withdrawal with the approval of the Dean of the Faculty upon recommendation of concerned Chairperson of the Department of any course before two weeks of the final examination. This provision is kept for the benefit of a good student, when he/she realizes that he/she is not going well in the particular subject and taking its final examination, may badly affect his/her current GPA. tion course.

2.2 Full fee shall be charged for any withdrawn course(s). There shall be no full or partial refund of fee allowed under any circumstances.

2.3 Grade "W" will be mentioned in the transcript for any withdrawn courses and it will not be counted in the calculation of the CGPA.

2.4 Not more than two (2) courses can be withdrawn in one semester. The same course cannot be withdrawn twice.

3. Course Load Per Semester

Undergraduate: The maximum course load per semester shall be six (6) courses (including theory and practical) whereas for summer semesters, maximum 02 courses are allowed.

Graduate: The maximum course load per semester shall be four (4) courses (including theory and practical).

Postgraduate: The maximum course load per semester shall be three (3) courses (including theory and practical).

• Examination System

1. The Students shall not be allowed to take the examinations due to non-clearance of dues, non-possession of admit slip issued by student affairs and non-adherence to examination timings.

2. A student shall not be allowed to appear in the final examination of any subject if he/she fails to maintain at least 75% attendance in that subject.

2.1 Issuance of Admit Card

The Examination Admit Cards, bearing the recent photograph and other particulars of the students, are issued to enable them appearing in the midterm and final examinations. Admit Card shall be issued on the following conditions:

(a) All dues should be cleared.

(b) The defaulters up to an extent of Rs. 10,000/- may be allowed, subject to the permission of the Chairperson or the person designated for said purpose.

2.2 Discipline

The students are expected to refrain from indulging in acts or behaviour which may interfere with the smooth functioning of the examination

- Cheating / copying in the examination centre or helping others doing the same from outside

- Disruption of normal conduct of examination in any manner
- Misconduct with the examination and invigilation staff
- Approaching / influencing the examiners or any staff/ faculty for undue favour in any manner
- Violating the instructions given in the examination notices from time to time or on the examination material

2.3 Assessment & Grading System

Theory Courses (100 Marks)

Assessment Method	Duration	Marks Distribution
Sessional Marks Quizzes/Assignments/ Presentations	N/A	20
Mid-Term Exam	Two Hours	30
Final Examination	Three Hours	50
	Total	100

Note: Allocation of marks is subject to changes and based on the requirements of the courses.

Lab Courses (50 Marks)

Assessment Method	Marks Distribution
Lab Sessional Quizzes/ Assignments/Presentations	20
Final Examination	
• Viva Voce Examination (18 Marks)	30
• Project Lab Task (12 Marks)	
	Total 50

- a) There will not be any compensatory or 'in-lieu' of sessional, nor mid-term or final examination will be conducted in following circumstances.
- b) Theory subjects shall comprise of total 100 marks whereas, each practical subject shall carry 50 marks and they both shall be calculated separately.
- c) The student must pass theory and practical examinations separately.

The numerical equivalence of the letter grades together with corresponding qualitative placement of a student in a course is illustrated through the following table:

Min Grade	Max Grade	Grade	GPA
0	49.99	F	0
50	56.99	C	1.5
57	63.99	C+	2
64	70.99	B	2.5
71	77.99	B+	3
78	84.99	A	3.5
85	100	A+	4

2.4 Computation of Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

Semester Grade Point Average (SGPA) and Cumulative Grade Point Averages (C. GPAs) will be calculated using the following relationships:

$$\text{GPA} = \frac{\text{Sum over Courses in Semester (Course Credit Hours X Grade Point Earned)}}{\text{Total Semester Credit Hours}}$$

$$\text{C.GPA} = \frac{\text{Sum over all taken Courses in all Semesters (Course Credit Hours X Grade Point Earned)}}{\text{Total Credit Hours Taken in all Semesters}}$$

2.5 Promotion of Student

Student who meets the following conditions is considered "passed in the semester" and is promoted to the next semester.

- (a) Not more than three "F" grades in the previous semester.
- (b) Semester GPA is not less than 1.5.

If a student fails to fulfil the aforementioned criteria, she/he may be relegated and has to re-commence studies from an appropriate lower semester.

- **Library Etiquettes**

1. The marking, defacing or damaging of Library materials will be regarded as a serious offence and may be subject to the disciplinary action.

2. Any scratch found must be reported immediately to Library staff.
3. Readers who are responsible for an item which is damaged or lost will be required to pay for the cost of replacement.
4. In accordance with the University's general disciplinary regulations, the librarian may suspend persistent offenders from entering the library.
5. A charge will be made for the replacement of a reader's card which has been lost or damaged.
6. Smoking is strictly prohibited.
7. Edibles are not allowed
8. Cell phones should be kept on silent/vibrate mode.