Abhinandati

# HANDBOOK OF GUIDELINES FOR STUDENTS 2018-19

SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA

# ABOUT THE UNIVERSITY

Shri Vaishnav Vidyapeeth Vishwavidyalaya is a private university established under Madhya Pradesh Niji Vishwavidhyalaya (Sthapana Avam Sanchalan) Adhiniyam in 2015 at Indore MP (india). The University has been established with a vision to be leader in shaping better future for mankind through quality education, training and research. It shall pursue the mission to make a difference in sustaining the growth of global societies by developing socially responsible citizens. Value based education being at the helm, the university shall promote endurance, excellence, fairness, honesty and transparency as its core value. Some of the objective of the university are as under :

- To provide teaching and training in higher education and make provision for research as well as advancement and dissemination of knowledge.
- To ensure world class quality in its offering and create higher levels of intellectual abilities.
- To create centers of excellence for research and development for sharing knowledge and its applications.

Shri Vaishnav Vidyapeeth Vishwavidyalaya at Indore is a multi-disciplinary university focusing on the needs of various segments of the society.

# QUALITY POLICY

We at Shri Vaishnav Vidyapeeth Vishwavidyalaya are committed to impart quality education by meeting stakeholder requirement and the norms of regularity authorities. We strive to continuously enhance the quality of our academic and research offering and effectiveness of the teaching - learning process.

# SHRI VAISHNAV VIDYAPEETH VISHWAVIDYALAYA

# ABHINANDATI

(Handbook of Guidelines for Students)

2018-19

# OATH

(Occasion: Abhinandan - 2018)

- I shall attend my classes regularly.
- I shall submit my class assignments on time.
- I shall abide by the code of conduct of the university.
- I shall not get involved in any type of ragging.
- I shall not consume alcohol, or consume/smoke tobacco or any other drug on the university campus.
- I shall keep the campus clean.
- I shall always respect my parents, teachers, non-teaching staff members and fellow students.
- I shall work hard to enhance the reputation of my university.

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# I. Introduction

## A. Vision

To create an educational environment that engages deep intellectual, moral and spiritual stimulation, thereby nurturing leadership.

## B. Mission

- To pioneer a 'mentoring' based education system with an intellectual, moral and spiritual culture of its own, rooted in Indian ethos and in tune with global vision of the times.
- To inculcate learning through understanding – knowledge enhancement, skill development and positive attitude formation.
- To encourage innovative thinking with self-discipline and social responsibility.

## C. Values

Endurance, Excellence, Fairness, Honesty, and Transparency.

## D. Objectives

The main philosophy behind the objectives of SVVV is to impart quality education to the students in the following terms:

- To make them individuals with high level of conceptual, analytical, subjective and descriptive abilities.
- To make them skilled and practical oriented professionals with a broad spectrum of attempts to solve real-world problems.
- To develop the leadership abilities in them.
- To develop the confidence for communication, writing ability and group discussions in them.
- To create the quality consciousness and concept of excellence in them.

- To prepare the students to use their professional skills to succeed in an ever-changing global innovative environment.
- To serve functionally and enhance the quality of life.
- To integrate knowledge, measurement and strategic outsourcing for reducing the cost of professional education by improving quality and reducing the risk of future unemployment.
- To promote close interaction between industrial organizations for creating more opportunities and greater intellectual depth.

## II. Academic Structure

A. Constituent Institutes of SVVV

1. SVITS – Shri Vaishnav Institute of Technology and Science
   - 1.1. Civil Engineering Department
   - 1.2. Mechanical Engineering Department
   - 1.3. Electronic & Communication Engineering Department
   - 1.4. Electronic Instrumentation Engineering Department
   - 1.5. Electrical and Electronics Engineering Department
2. SVIIT - Shri Vaishnav Institute of Information Technology
   - 2.1. Computer Science Engineering Department
   - 2.2. Information Technology Department
3. SVITT - Shri Vaishnav Institute of Textile Technology
4. SVIFS-Shri Vaishnav Institute of Forensic Science
5. SVIA- Shri Vaishnav Institute of Architecture

6. SVSM- Shri Vaishnav School of Management
7. SVIJMC-Shri Vaishnav Institute of Journalism and Mass Communication
8. SVIFA- Shri Vaishnav Institute of Fine Arts
9. FDSR-Faculty of Doctoral Studies & Research
10. SVIS- Shri Vaishnav Institute of Science
    - 10.1. Mathematics Department
    - 10.2. Physics Department
    - 10.3. Chemistry Department
    - 10.4. Life Science Department
11. SVISSHA-Shri Vaishnav Institute of Social Sciences, Humanities and Arts
12. SVICA-Shri Vaishnav Institute of Computer Applications
13. SVIC-Shri Vaishnav Institute of Commerce
14. SVSL - Shri Vaishnav School of Law
15. SVIA- Shri Vaishnav Institute of Agriculture

## B. Academic & Activity Calendar

| S.No. | Date & Day(s) From | | To | | Activity Particulars |
|---|---|---|---|---|---|
| 1 | Jul 02, 2018 | Monday | ------- | ------- | Commencement of Classes SEM V |
| 2 | Jul 02, 2018 | Monday | Jul 07, 2018 | Saturday | Ph.D. Course Work I |
| 3 | Jul 09, 2018 | Monday | ------- | ------- | Commencement of Classes- SEMIII |
| 4 | Jul 23, 2018 | Monday | Jul 25, 2018 | Wednesday | ABHINANDAN 2018 [Invocation & Induction Program] |
| 5 | Jul 26, 2018 | Thursday | ------- | ------- | Commencement of Classes- SEM I /(SVSM III) |
| 6 | Aug 15, 2018 | Wednesday | ------- | ------- | Independence Day Celebration |
| 7 | Aug 16, 2018 | Thursday | Aug 17, 2018 | Friday | Mid Term Examination-I (Theory) SEM III / V |
| 8 | Aug 20, 2018 | Monday | Aug 25, 2018 | Saturday | Mid Term Examination-I (Practical ) Sem III / V |
| 9 | Aug 22, 2018 | Wednesday | ------- | ------- | Eid-ul-Zuha (Holiday) |
| 10 | Sep 03, 2018 | Monday | ------- | ------- | Janmashtmi (Holiday) |
| 11 | Sep 05, 2018 | Wednesday | ------- | ------- | Teachers Day Celebration |
| 12 | Sep 06,2018 | Thursday | Sep 07,2018 | Friday | Mid Term Examination-I (Theory ) SEM I |
| 13 | Sep 07, 2018 | Friday | Sep 08, 2018 | Saturday | HEALTHCON 2018 |
| 14 | Sep 10,2018 | Monday | Sep 14,2018 | Friday | Mid Term Examination-I (Practical ) SEM I |
| 15 | Sep 20, 2018 | Thursday | Sep 23, 2018 | Sunday | SPARDHA 2018 |
| 16 | Sep 21, 2018 | Friday | ------- | ------- | Muharram(Holiday) |
| 17 | Sep 24, 2018 | Monday | Sep 29, 2018 | Saturday | Ph.D. Course Work II |
| 18 | Sep 28, 2018 | Friday | | | SAMVACHYA |
| 19 | Oct 02, 2018 | Tuesday | ------- | ------- | Gandhi Jayanti (Holiday) |
| 20 | Oct 05, 2018 | Friday | Oct 06, 2018 | Saturday | KALAKRITI 2018 |
| 21 | Oct 08, 2018 | Monday | Oct 09, 2018 | Tuesday | Mid Term Examination-II (Theory) SEM III / V |
| 22 | Oct 10, 2018 | Wednesday | Oct 16, 2018 | Tuesday | Mid Term Examination-II(Practical ) SEM III / V |
| 23 | Oct 19, 2018 | Friday | ------- | ------- | Dussehra (Holiday) |

| S.No. | Date & Day(s) From | | To | | Activity Particulars |
|---|---|---|---|---|---|
| 24 | Oct 25, 2018 | Thursday | Oct 28, 2018 | Sunday | SPARDHA 2018 |
| 25 | Oct 27, 2018 | Saturday | ------- | ------- | PRAKALP 2018 |
| 26 | Oct 29, 2018 | Monday | Oct 30, 2018 | Tuesday | ANVESHAN 2018 |
| 27 | Oct 29, 2018 | Monday | Nov 03, 2018 | Saturday | Ph.D. Course Work III |
| 28 | Nov 01, 2018 | Thursday | Nov 03, 2018 | Saturday | SVVVIMUN 2018 |
| 29 | Nov 03, 2018 | Saturday | ------- | ------- | End of Classes SEM III /V |
| 30 | Nov 05, 2018 | Monday | Nov 09, 2018 | Friday | Deepawali Vacation (Holiday) |
| 31 | Nov 12, 2018 | Monday | Nov 13, 2018 | Tuesday | Mid Term Examination-II (Theory) SEM I |
| 32 | Nov 12, 2018 | Monday | Nov 16, 2018 | Friday | Internal /Comprehensive Viva SEM III /V |
| 33 | Nov 14, 2018 | Wednesday | Nov 20, 2018 | Tuesday | Mid Term Examination-II (Practical) SEM I |
| 34 | Nov 16, 2018 | Friday | ------- | ------- | NAV- PRABANDHAN 2018 (Management Conference) |
| 35 | Nov 19, 2018 | Monday | Nov 26, 2018 | Monday | End Term Examination (Practical) SEM III / V |
| 36 | Nov 21, 2018 | Wednesday | ------ | ------ | Milad-Un-Nabi (Holiday) |
| 37 | Nov 26, 2018 | Monday | Nov 28, 2018 | Wednesday | Library Science Conference (ILA) |
| 38 | Nov 23, 2018 | Friday | | | Guru Nanak Jayanti (Holiday) |
| 39 | Nov 27, 2018 | Tuesday | ------- | ------- | End Term Preparation Leave SEM III / V |
| 40 | Nov 28, 2018 | Wednesday | Dec 14, 2018 | Friday | End Term Examination (Theory) SEM III / V |
| 41 | Nov 30, 2018 | Friday | ------- | ------- | End of Classes SEM I |
| 42 | Dec 01, 2018 | Saturday | ------- | ------- | NIRMITI 2018 |
| 43 | Dec 03, 2018 | Monday | Dec 05, 2018 | Wednesday | National Conference [Social Sciences, Humanities, Journalism and Mass Communication] |
| 44 | Dec 03, 2018 | Monday | Dec 07, 2018 | Friday | Internal /Comprehensive Viva SEM I |
| 45 | Dec 06, 2018 | Thursday | Dec 08, 2018 | Saturday | Case Writing Workshop |
| 46 | Dec 10, 2018 | Monday | Dec 14, 2018 | Friday | End Term Examination (Practical) SEM I |

| S.No. | Date & Day(s) From | | To | | Activity Particulars |
|---|---|---|---|---|---|
| 47 | Dec 15, 2018 | Saturday | Dec 24, 2018 | Monday | Semester Break for SEM III Students |
| 48 | Dec 15, 2018 | Saturday | Jan 04, 2019 | Friday | Semester Break for SEM V Students |
| 49 | Dec 17, 2018 | Monday | Dec 31, 2018 | Monday | End Term Examination (Theory) SEM I |
| 50 | Dec 22, 2018 | Saturday | ------- | ------- | HR SUMMIT 2018 |
| 51 | Dec 23, 2018 | Sunday | ------- | ------- | CONFLUENCE 2018 [Alumni Meet] |
| 52 | Dec 25, 2018 | Tuesday | ------- | ------- | Christmas (Holiday) |
| 53 | Dec 26,2018 | Wednesday | ------- | ------- | Registration & Commencement of Classes SEM IV |
| 54 | Jan 01, 2019 | Tuesday | ------- | ------- | Announcement of SEM III and V Results |
| 55 | Jan 01, 2019 | Tuesday | Jan 05, 2019 | Saturday | Semester Break for SEM I Students ***** |
| 56 | Jan 07, 2019 | Monday | ------- | ------- | Registration & Commencement of Classes-SEM II & VI |
| 57 | Jan 08, 2019 | Tuesday | ------- | ------- | Foundation Day Lecture 2019 |
| 58 | Jan 18, 2019 | Friday | ------- | ------- | Announcement of SEM I Result |
| 59 | Jan 23, 2019 | Wednesday | Jan 25, 2019 | Friday | VISHWANKAN 2019 |
| 60 | Jan 26, 2019 | Saturday | ------- | ------- | Republic Day Celebration |
| 61 | Jan 27,2019 | Sunday | Jan 28, 2019 | Monday | ROBOCON 2019 |
| 62 | Jan 29, 2019 | Tuesday | ------- | ------- | VINIRMAAH 2019 [Fashion Show] |
| 63 | Feb 01, 2019 | Friday | Feb 02, 2019 | Saturday | SAJAG 2019 |
| 64 | Feb 04, 2019 | Monday | Feb 06, 2019 | Wednesday | SANMANTRANA 2019 |
| 65 | Feb 11, 2019 | Monday | Feb 15, 2019 | Friday | Mid Term Examination-I (Practical) SEM II / IV / VI |
| 66 | Feb 19, 2019 | Tuesday | ------- | ------- | Sant Ravidas Jayanti (Holiday) |
| 67 | Feb 21, 2019 | Thursday | Feb 22, 2019 | Friday | Mid Term Examination-I (Theory) SEM II / IV / VI |
| 68 | Feb 23, 2019 | Saturday | ------- | ------- | PRAVAH 2019 |
| 69 | Fe 28, 2019 | Thursday | | | MOOT COURT |
| 70 | Mar 01, 2019 | Friday | Mar 02, 2019 | Saturday | NAVARACHANA 2019 |
| 71 | Mar 04, 2019 | Monday | ------- | ------- | Maha Shivratri (Holiday) |

| S.No. | Date & Day(s) From | | To | | Activity Particulars |
|---|---|---|---|---|---|
| 72 | Mar 07, 2019 | Thursday | Mar 09, 2019 | Saturday | SPANDAN 2019 [Techno-Cultural- Management Fest ] |
| 73 | Mar 21, 2019 | Thursday | ------- | ------- | Holi (Holiday) |
| 74 | Mar 23, 2019 | Saturday | ------- | ------- | UDHYAMITA 2019 |
| 75 | Mar 25, 2019 | Monday | ------- | ------- | Rang Pachami (Holiday) |
| 76 | Mar 28, 2019 | Thursday | Mar 29, 2019 | Friday | Mid Term Examination-II (Theory) SEM II / IV / VI |
| 77 | Mar 29, 2019 | Friday | ------- | ------- | SHODH 2019 [Conference for Ph. D. Scholars] |
| 78 | Apr 01, 2019 | Monday | Apr 05, 2019 | Friday | Mid Term Examination-II (Practical) SEM II / IV / VI |
| 79 | Apr 04, 2019 | Thursday | Apr 05, 2019 | Friday | TEXCON 2019 |
| 80 | Apr 17, 2019 | Wednesday | ------- | ------- | Mahavir Jayanti ( Holiday) |
| 81 | Apr 19, 2019 | Friday | ------- | ------- | Good Friday (Holiday) |
| 82 | Apr 27, 2019 | Saturday | ------- | ------- | End of Classes SEM II / IV / VI |
| 83 | Apr 29, 2019 | Monday | Apr 30, 2019 | Tuesday | End Term Preparation Leave SEM II / IV / VI |
| 84 | May 01, 2019 | Wednesday | Jun 15, 2019 | Saturday | End Term Examination (Practical / Theory) SEM II / IV / VI |
| 85 | May 20, 2019 | Monday | May 24, 2019 | Friday | Research Methodology Workshop |
| 86 | Jun 06, 2019 | Thursday | ------- | ------- | Announcement of Result (IV / VI SEM) |
| 87 | Jun 10, 2019 | Monday | ------- | ------- | SVVV CONVOCATION CEREMONY |
| 88 | Jun 17, 2019 | Monday | | | Semester Break |
| 89 | Jun 29, 2019 | Saturday | ------- | ------- | Announcement of Result (II SEM) |
| 90 | Jul 01, 2019 | Monday | ------- | ------- | Registration & Commencement of Classes SEM III,V,VII |

## Session July -Dec 2018

| Jul-18 | | | | | | | Aug-18 | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |

| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
|---|---|---|---|---|---|---|
| 29 | 30 | 31 | | | | |

**Sep-18**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
|---|---|---|---|---|---|---|
| 26 | 27 | 28 | 29 | 30 | 31 | |

**Oct-18**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**Nov-18**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

**Dec-18**

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

*** LIST**

Sunday -Raksha Bandhan

**Colour Code**

| |
|---|
| Orange for II & III Saturdays |
| Red for Holidays |
| Purple for Spardha |
| Green for Celebration |

**Holidays 2018**

| | | |
|---|---|---|
| 15-Aug | Wednesday | Independence Day |
| 22-Aug | Wednesday | Eid-ul-Zuha |
| 26-Aug | Sunday * | Raksha Bandhan |
| 03-Sep | Monday | Janmashtami |
| 21-Sep | Friday | Muharram |
| 02-Oct | Tuesday | Gandhi Jayanti |
| 19-Oct | Friday | Dussehra |
| 07-Nov | Wednesday | Deewali |
| 21-Nov | Wednesday | Eid-e-Milad |
| 23-Nov | Friday | Guru Nanak Jayanti |
| 25-Dec | Tuesday | Christmas Day |

**SUMMARY OF WORKING DAYS**

| | Mon | Tue | Wed | Thu | Fri | Sat | D's* |
|---|---|---|---|---|---|---|---|
| Jul-18 | 5 | 5 | 4 | 4 | 4 | 2 | 24 |
| Aug-18 | 4 | 4 | 4 | 5 | 5 | 2 | 24 |
| Sep-18 | 3 | 4 | 4 | 4 | 3 | 3 | 21 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Oct-18 | 5 | 4 | 4 | 4 | 3 | 2 | 22 |
| Nov-18 | 3 | 3 | 2 | 4 | 3 | 2 | 17 |
| Dec-18 | 5 | 3 | 4 | 4 | 4 | 3 | 23 |
| | 25 | 23 | 22 | 25 | 22 | 14 | 131 |

| | |
|---|---|
| Total No. of Working Days | 131 |
| Total No. of Days for Examination | 30 |
| Total No. of Less Activities Days* | 8 |
| Total No. of Less Saturdays | 14 |
| Total No. of Days for MST 1 and MST 2 | 4 |
| Total No. of Teaching Days | 75 |

* SPARDHA-2018( 5 Days ) and Induction Program (3 Days)

| Details | Date |
|---|---|
| Commencement of Classes SEM V | July 2,2018 |
| Commencement of Classes SEM III | July 9,2018 |
| Commencement of Classes SEM I | July 26,2018 |
| Mid Term Examination- 1 [III,V SEM] [Theory] | Aug 16-17,2018 |
| Mid Term Examination- 1 [III,V SEM] [Practical] | Aug 20-25,2019 |
| Mid Term Examination- 1 [I SEM] [Theory] | Sep 6-7,2018 |
| Mid Term Examination- 1 [I SEM] [Practical] | Sep 10-14,2018 |
| Mid Term Examination- 2 [III,V SEM] [Theory] | Oct 08-09,2018 |
| Mid Term Examination- 2 [III,V SEM] [Practical] | Oct 10-16,2019 |
| Mid Term Examination- II [I SEM] [Theory] | Nov 12-13,2018 |
| Mid Term Examination- II [I SEM] [Practical] | Nov 14-20,2019 |
| End of Classes SEM III and V | Nov 3,2018 |
| End of Classes SEM I | Nov 30,2018 |
| Internal / Comprehensive Viva SEM III and V | Nov 12-16,2018 |
| Internal / Comprehensive Viva SEM I | Dec 3-7,2018 |
| End Term Examination -III & V [Practical] | Nov 19-26,2018 |
| End Term Examination -I [Practical] | Dec 10-14,20118 |
| Preparation Leave SEM III and V | Nov 27,2018 |
| Preparation Leave SEM I | Dec 8-9,2018 |
| End Term Examination -III & V [Theory ] | Nov 28- Dec 14,2018 |
| End Term Examination -I [Theory ] | Dec 17-31,2018 |
| Announcement of Results SEM III and V | Jan 1,2019 |
| Announcement of Result SEM I | Jan 18,2019 |

## Session Jan -June 2019

### Jan-19

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

### Feb-19

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

### Mar-19

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

### Apr-19

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

### May-19

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

### Jun-19

| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|---|---|---|---|---|---|---|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| * LIST |
|---|
| Sunday -Ram Navmi |
| Sunday- Buddha Purnima |
| **Colour Code** |
| Orange for II & III Saturdays |
| Red for Holidays |

### Holidays 2018

| | | |
|---|---|---|
| 26-Jan | Saturday | Republic Day |
| 19-Feb | Tuesday | Ravidas Jayanti |
| 04-Mar | Monday | Maha Shivratri |
| 21-Mar | Thursday | Holi |
| 26-Mar | Tuesday | Rangpanchami |
| 14-Apr | Sunday * | Ram Navmi |
| 17-Apr | Wednesday | Mahavir Jayanti |
| 19-May | Sunday * | Buddha Purnima |
| 05-Jun | Wednesday | Eid-ul- Fitr |

| SUMMARY OF WORKING DAYS | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Mon | Tue | Wed | Thu | Fri | Sat | D's* |
| Jan-19 | 4 | 5 | 5 | 5 | 4 | 2 | 25 |
| Feb-19 | 4 | 3 | 4 | 4 | 4 | 2 | 21 |
| Mar-19 | 3 | 4 | 4 | 3 | 4 | 3 | 21 |
| Apr-19 | 5 | 5 | 3 | 4 | 3 | 2 | 22 |
| May-19 | 4 | 4 | 5 | 5 | 5 | 2 | 25 |
| Jun-19 | 4 | 4 | 3 | 4 | 3 | 2 | 20 |
| | | | | | | | |
| | 24 | 25 | 24 | 25 | 23 | 13 | 134 |
| Total No. of Working Days | | | | | | | **134** |
| Total No. of Days for Examination | | | | | | | 35 |
| Total No. of Less Activities Days* | | | | | | | 3 |
| Total No. of Less Saturdays | | | | | | | 13 |
| Total No. of Days for MST 1 and MST 2 | | | | | | | 4 |
| Total No. of Teaching Days | | | | | | | **79** |
| ***SPANDAN 2019 (3 Days)** | | | | | | | |

| Details | Date |
|---|---|
| Commencement of Classes SEM IV | Jan 2,2019 |
| Commencement of Classes SEM II and VI | Jan 7,2019 |
| Mid Term Examination- 1 [II,IV,VI SEM][Practical] | Feb 11-15,2019 |
| Mid Term Examination- 1 [II,IV,VI SEM][Theory] | Feb 21-22,2019 |
| Mid Term Examination- 2 [II,IV,VI SEM][Theory] | Mar 28-29,2019 |
| Mid Term Examination- 2 [II,IV,VI SEM][Practical] | April 1-5,2019 |
| End of Classes Sem II,IV,VI | April 27,2019 |
| Preparation Leave Sem II,IV,VI | April 29-30,2019 |
| End Term Examination [Practical / Theory] | May 1-June15,2019 |
| Announcement of Results | June 6, June 29,2019 |
| Convocation | June 10,2019 |

C. Scheme of Examination for All Programs *

1. General Instructions

1.1 The studies of all the programs shall be based on Choice Based Credit System (CBCS) and examinations of all the programs shall be on the basis of Marks-Cum-Credit System.

1.2 Each Program, along with its weightage in terms of units and equivalent credits shall be recommended by the concerned Board of Studies and shall be approved by the Academic Council. Only approved programs can be offered during any semester

1.3 In each semester, there shall be at least two Term Examinations (Internal) and one End-Semester University Examination.

1.4 A student shall be continuously evaluated for his / her academic performance in a course through tutorial work, practical, home assignments, Term Examinations, field work, seminars, quizzes, End-Semester University Examination and participation in class.

1.5 The distribution of weightage /marks for each component shall be decided by the respective Board of Studies and approved by Academic Council of the University subject to such stipulation as given under:

| 1. Theory Block | | |
|---|---|---|
| Internal Assessment | i. Quizzes, Assignments and participation in class | 20% |
| | ii. Two Term Examinations | 20% |
| University Examination | iii. End – Semester University Examination | 60% |
| | Total | 100% |

| 2. Practical Block | | |
|---|---|---|
| Internal Assessment | i. Lab work and performance, quizzes, assignments and participation in class | 40% |
| University Examination | ii. End – Semester University Examination- | 60% |
| | Total | 100% |

1.6 As per Ordinance of the University the maximum duration of the program for a candidate shall be a follows:

- One Year Diploma Program: N+1Year
- Two Years Master's Degree Program: N+1 Year
- Three Years Diploma/Bachelor/Master Degree Program: N+2 Years
- Four Years Degree Program: N+2 Years
- Five Years Integrated Program: N+2 Years

Where, N is minimum duration of program.

## 2. Examinations

For Each Program offered by the University, there shall be one University Examination at the end of each semester.

These examinations shall be designated as follows:

2.1 During First Year

First Semester Exam, Second Semester Exam

2.2 During Second Year

Third Semester Exam, Fourth Semester Exam

2.3 During Third Year

Fifth Semester Exam, Sixth Semester Exam

2.4 During fourth Year

Seventh Semester Exam, Eighth Semester Exam

2.5 During Fifth Year (In case of five year Program)

Ninth Semester Exam, Tenth Semester Exam

2.6 The Semester Examination will generally be held in Nov-Dec. and April-May every year.

2.7 There shall be University Examination at the end of each semester consisting of end semester of theory

and practical. Normally the duration of examination period for a particular program shall not exceed 20 working days.

### 3. Award of Credits and Grades

3.1 Each student, registered for a program, shall be continuously evaluated for each course of the program. The marks awarded to a student shall depend upon his/her performance in various components of internal assessment Examination and End Semester Examination.

3.2 Two methods for awarding grades for the marks obtained out of 100 shall be followed:

I) If sample size is less than or equal to 30, then Absolute Grading System shall be used to award the grades.

The system of awarding grades is as follows:

| Grade | Marks range | Grade Point | Description of performance |
|---|---|---|---|
| O | 90-100 | 10 | Outstanding |
| $A^+$ | 80-89 | 9 | Excellent |
| A | 70-79 | 8 | Very Good |
| $B^+$ | 60-69 | 7 | Good |
| B | 50-59 | 6 | Average |
| C | 45-49 | 5 | Satisfactory |
| D | 40-44 | 4 | Pass |
| F | Below 40 | 0 | Fail |
| I | | 0 | Incomplete |
| W | | 0 | Withdrawal |

II) If sample size is greater than 30 then Relative Grading System shall be used.

Average (μ) and Standard deviation (σ) shall be calculated as per the following formula.

$$\mu = \sum_{i=1}^{n} x_i / n \,,$$
$$\sigma = \sqrt{\sum_{i=1}^{n} (x_i - \mu)^2 / (n-1)}$$

Where, n is total number of examinees appeared and where $x_i$ is individual marks of each students.

Awarding of grades shall be as follows:

| Grade | Marks obtained ($x_i$) | Grade Point | Description of performance |
|---|---|---|---|
| O | $x_i \geq \mu+1.5\sigma$ | 10 | Outstanding |
| $A^+$ | $\mu+1.0\ \sigma \leq x_i < \mu+1.5\sigma$ | 9 | Excellent |
| A | $\mu+0.5\sigma \leq x_i < \mu+1.0\sigma$ | 8 | Very Good |
| $B^+$ | $\mu \leq x_i < \mu+0.5\sigma$ | 7 | Good |
| B | $\mu - 0.5\sigma \leq x_i < \mu$ | 6 | Average |
| C | $\mu-\sigma \leq x_i < \mu - 0.5\sigma$ | 5 | Satisfactory |
| D | $\mu -1.5\sigma \leq x_i \leq \mu-\sigma$ | 4 | Pass |
| F | $x_i < \mu-1.5\sigma$ | 0 | Fail |
| I | | 0 | Incomplete |
| W | | 0 | Withdrawal |

*To standardize the minimum passing marks in relative grading with minimum absolute marks, the cut-off for passing theory courses shall be 40% of the maximum marks assigned to that course (Internal and End Semester Examination separately). Further, the cut-off for passing practical courses shall be 45% of the Maximum Marks assigned to that course (Internal and End Semester Examination separately).

III) The Award of grades for Ex-Student shall be absolute only.

The result shall be declared after the approval of Moderation Committee.

3.3 The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be calculated as under:-

$$SGPA = \frac{\sum_{i=1}^{n} c_i p_i}{\sum_{i=1}^{n} c_i}$$

Where $c_i$ is the number of credits offered in the ith course of a Semester for which SGPA is to be calculated , $p_i$ is the corresponding grade point earned in the $i^{th}$ course, where i = 1,2,….. n, are the number of subjects in that semester.

$$CGPA = \frac{\sum_{j=1}^{m} SG_j Nc_j}{\sum_{j=1}^{m} Nc_j}$$

Here, $N_c$ is the number of total credits offered in the $j^{th}$ semester, SGj is the SGPA earned in the $j^{th}$ semester, where j = 1,2,….. m, are the number of semester in that program.

Illustration of Computation of SGPA

| Course | Credit | Grade letter | Grade point | Credit Point (Credit xGrade Point) |
|---|---|---|---|---|
| Course 1 | 4 | A | 8 | 4x8 = 32 |
| Course 2 | 4 | C | 5 | 4x5 = 20 |
| Course 3 | 4 | B | 6 | 4x6 = 24 |
| Course 4 | 3 | O | 10 | 3x10= 30 |
| Course 5 | 3 | D | 4 | 3x4 = 12 |
| Course 6 | 3 | B+ | 7 | 3x7 = 21 |
| Course 7 | 2 | A+ | 9 | 2x9 = 18 |
| Course 8 | 2 | C | 5 | 2x5 = 10 |
| | 25 | | | 167 |

Thus, SGPA= 167/25=6.68

Illustration of Computation of CGPA

| Sem 1 | Sem 2 | Sem3 | Sem 4 | Sem 5 | Sem 6 | Sem 7 | Sem 8 |
|---|---|---|---|---|---|---|---|
| Credit: 25 SGPA: 7 | Credit: 25 SGPA: 8.5 | Credit: 27 SGPA: 9.2 | Credit : 27 SGPA: 6.86 | Credit : 27 SGPA: 8.18 | Credit : 24 SGPA: 7.73 | Credit : 24 SGPA: 8.68 | Credit: 24 SGPA: 9.4 |

Thus, CGPA will be

$$\frac{25*7+25*8.5+27*9.2+27*6.86+24*8.18+24*7.73+24*8.68+24*9.4}{200}=8.18$$

3.4 The grade sheet at the end of each Semester Examination for students shall also show the SGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the program shall also indicate CGPA, equivalent percentage marks and the division awarded.

## 4. Condonation of Deficiency

4.1 Deficiency up to three marks can be condoned to the best of the advantage of the student for passing the examination. The deficiency can be condoned in not more than one course (theory and practical of the same course shall be considered as two separate courses, for the purpose of awarding grace marks).

4.2 One grace mark shall be given to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the End Semester University Examination of last semester of the program. This benefit will not, however, be available to a candidate getting advantage under clause 4.1.

**5. Promotion to Higher Semester, Year and Award of Degree**

A student who has been admitted in any program will be promoted to the higher class in accordance with the following rules:

5.1 To pass a particular theory course of the program, the minimum required grade is D. In this case the student is said to earn the credits assigned for that course. However, the student should also separately score minimum of grade D in Internal Assessment as well as in End Semester University Examinations.

5.2 To pass a particular practical course of the program, the minimum required grade is C. However, the student should also separately score minimum of grade C in Internal Assessment as well as in End Semester University Examinations. For practical examinations one external examiner from outside the University shall be appointed for each course

5.3 The maximum number of attempts to pass a particular course is three (1+2).

5.4 A student who has appeared in the examination of odd semester of a particular year will automatically be promoted to even semester of that year irrespective of failing in any number of courses of previous semester. However, the student shall be allowed to appear as an Ex-student in the Internal and End Semester University Examination of those courses in which he had failed.

5.5 A student who fails to earn 60% of the total credits of a particular year assigned to him/her in the scheme of the program shall not be admitted

to the next higher year. However, the student shall be allowed to appear as an Ex-student in the Internal and End Semester University Examination of those courses in which he had not passed.

5.6 Further, a student shall not be admitted in the fifth or higher semester classes unless he/she has fully earned the credits of the first year examination with minimum 5.0 CGPA. Likewise, a student shall not be admitted in seventh or higher semester classes unless he/she has fully earned the credits of first and second year examinations with minimum 5.0 CGPA. If the student fails to earn 5.0 CGPA then he/she has to appear in improvement examinations in maximum two courses.

5.7 For the award of degree of a particular program the student has to earn the total number of credits assigned in the Scheme of study recommended by the concerned Board of Studies and approved by the Academic Council with minimum 5.0 CGPA.

5.8 In case of Dual degree program, if the student opts for exit from the program after the fulfillment of the first degree program then the student shall be awarded first Degree only.

**6. Award of Division**

6.1 Division shall be awarded only after the final semester examination based on integrated performance of the candidate for all the semesters as per following details

| CGPA Score | Division |
|---|---|
| 8.5 ≤ CGPA | First Division With Honours |
| 6.5 ≤ CGPA < 8.5 | First Division |
| 5.0 ≤ CGPA < 6.5 | II Division |

6.2 The conversion from grade to an equivalent percentage in a given academic program shall be according to the following formula applicable.

$$\frac{\text{Percentage marks scored}}{10} = \text{CGPA Obtained} \times 100$$

**7. Duration of Semester**

7.1 There shall be at least fourteen weeks of teaching in every semester.

7.2 One hour of conduct in Lecture (L) / Tutorial (T) and Two hour Practical (P) per week shall be equal to one credit as allotted in the respective schemes.

7.3 A candidate may provisionally continue to attend next semester, even if, the result of qualifying year / semester has not been declared. However, subsequently if he/she is not able to clear qualifying semester examination, the candidate cannot claim as a right of candidature of next semester on the basis of his/her provisional admission.

**8. Merit List**

Program- wise final merit list of first three (03) candidates in the order of merit shall be declared by the University only after the main examination of the final semester of the program, on the basis of the integrated performance of all the years. The merit list shall include the first three (03) candidates securing at least first division and passing all semesters in single attempt.

**9. Attendance**

Candidates appearing as regular students for any

semester examination are required to attend 75 percent of the lectures delivered and the practical classes held separately in each course of the program of study, provided that a short fall in attendance upto 5 % and a further 5% can be condoned by the Director of the constituent Institute and Vice-Chancellor of the University, respectively for satisfactory reasons.

**10. Medium of Instructions and Examination**

10.1 The medium of instructions and examination shall be English throughout the program of study.

10.2 The Courses to be studied in various semesters of any program shall be as per the Scheme approved by Board of Studies.

**Note : Scheme of Examination mentioned above is applicable in all programs except B.Arch.**

## UNIVERSITY COMMITTEES FOR 2018-19

| S. | Name of the Committee | Name of the Coordinator, Co-Coordinators, Members & Supporting Staff |
|---|---|---|
| 1. | ADMISSIONS | **Chairman**<br>1. Dr. Anand Rajavat (SVIIT)<br>**SVET Coordinator**<br>2. Dr. Jigyasu Dubey (IT-SVIIT)<br>**SVET Members**<br>3. Prof. Akhilesh K Sharma (CSE-SVIIT)<br>4. Prof. Lovenish Sharma (CSE-SVIIT)<br>5. Prof. Dinesh Patel (IT-SVIIT)<br>**Members**<br>1. Prof. Vijay Acharya (Maths-SVIS)<br>2. Dr. Anurag Joshi (SVISSHA)<br>3. Prof. Jayesh Surana (IT-SVIIT)<br>4. Prof. Shyam Barhanpukar(SVITT)<br>5. Prof. Sunil Tripathi (SVICA)<br>6. Prof. Shashank Vishwakarma (ME-SVITS)<br>7. Prof. Nirwan Ingole (SVIFS)<br>8. Prof. Anu Ukande (SVIFA)<br>9. Prof. Gunjan Badjatya (SVIA)<br>10. Prof. Pragati Tomar Solanki (SVSM)<br>11. Prof. Supriya Gupte (SVIJMC)<br>12. Mr. Rakesh Chaturvedi (T&P)<br>**Counseling Team**<br>1. Ms. Sunaina Chandel<br>2. Ms. Neha Mehta<br>3. Ms. Gitika Bhargava<br>4. Shri Manas Shrivastava<br>5. Mrs. Renuka Tiwari |

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| | | 6. Ms. Megha Telanga Paithane<br>**Supporting Staff**<br>1. Mr. Mahesh Arse (IT-SVIIT)<br>2. Ms. Heena Bopche (CSE-SVIIT) |
| 2. | AISHE & NIRF COMMITTEE | **Coordinator**<br>1. Dr. Namit Gupta (SVITS)<br>**Members**<br>1. Prof. Ajay Shankar Joshi (SVITT)<br>2. Mr. Rakesh Chaturvedi<br>(Asst. Placement Officer ) |
| 3 | ALUMNI | **Coordinator**<br>1. Prof. Sudhanshu Dube(CE- SVITS)<br>**Co-Coordinator**<br>2. Prof. Anjali Gupta (EC-SVITS)<br>**Members**<br>1. Dr. Roopa Shinde(SVISSHA)<br>2. Prof. Jaya Sharma (EE-SVITS)<br>3. Prof. Chintan Patel (EI-SVITS)<br>4. Prof. Shyam Barhanpurkar (SVITT)<br>5. Prof. Vijay Prakash (CS-SVIIT)<br>6. Prof. Priyanka Gupta (IT-SVIIT)<br>7. Dr. Shweta Mishra (SVIS)<br>8. Prof. Rupali Goud (CE-SVITS)<br>9. Prof. Pritesh Shukla (ME-SVITS)<br>10. Prof. Pragati Tomar (SVSM)<br>11. Prof. Sunil Tripathi (SVICA)<br>**Supporting Staff**<br>1. Mrs. Ranu Jhala (CE-SVITS)<br>2. Mr. Shantanu Bindewari (IT-SVIIT) |

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| 4 | ANTI RAGGING & DISCIPLI-NARY | **Coordinator**<br>1. Ar. Prof. Vishal Yardi (SVIA)<br>**Co-Coordinator**<br>2. Prof. Upendra Gupta (ME-SVITS)<br>**Members**<br>1. All HOIs , Coordinators and HODs<br>2. Mr. Arobindo Ghosh (Joint Registrar)<br>3. Prof. Vijayant Pandey(CE-SVITS)<br>4. Prof. Vikas Jain (EC-SVITS)<br>5. Dr. Navita Khatri (EE-SVITS)<br>6. Prof. Vijay Chouhan (EI-SVITS)<br>7. Prof. Sushanta Naik (SVITT)<br>8. Prof. Anand Singh Rajawat (CSE-SVIIT)<br>9. Prof. Gaurav Shrivastava (IT-SVIIT)<br>10. Prof. Nirwan Ingole (SVIFS)<br>11. Dr. Prashant Kumar Siddhey (SVSM)<br>12. Prof. Arpita Patel (SVIJMC)<br>13. Dr. Ravi Vanshpal (SVIS)<br>14. Dr. Anurag Joshi (SVISSHA)<br>15. Prof. Sudarshan Dubey (SVICA)<br>16. Mr. Amit Khare (SO- Acd. Section)<br>**Supporting Staff**<br>17. Mr. Deepak Sharma (Acd. Section)<br>18. Mr. Yogendra Lad (Acd. Section) |
| 5 | CAFETERIA | **Coordinator**<br>1. Dr. Saurabh Jain ( SVICA)<br>**Co-Coordinator**<br>2. Dr. Prashant K Siddhey (SVSM)<br>**Members**<br>1. Dr. Jitendra Solanki (SVIS) |

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| | | 2. Prof. Gaurav Makwana (EI-SVITS)<br>3. Prof. Ashish Sharma (CSE-SVIIT)<br>4. Prof. Akash Kanungo (EC-SVITS)<br>5. Prof. Abhjit Kulkarni (SVIA)<br>**Supporting Staff**<br>1. Mr. Jay K Sharma (ME-SVITS)<br>2. Ms. Pooja Shrivastava(CSE-SVIIT) |
| 6 | CENTRAL PURCHASE COMMITTEE | **Coordinator**<br>1. Dr. Jigyasu Dubey (IT-SVIIT)<br>**Members**<br>1. Dr. Anand Babu (CE-SVITS)<br>2. Dr. Rakesh Malviya (ME-SVITS)<br>3. Dr. Swati Dubey Mishra (SVIFS)<br>**Member Secretary**<br>1. Mr. Aurbindo Ghosh(Joint Registrar)<br>**Technical Staff**<br>1. Mr. Pawan Chandrayan(CHM Cell) |
| 7 | CULTURAL & LITERARY | **Coordinator**<br>1. Dr. Namit Gupta (SVITS)<br>**Co-Coordinator**<br>1. Dr. Shilpa Phadnis (SVISSHA)<br>**Members**<br>1. Dr. Roopa Shinde(SVISSHA)<br>2. Dr. Shweta Agrawal(SVIS)<br>3. Dr. Anurag Joshi(SVISSHA)<br>4. Prof. Preeti Shukla(CSE-SVIIT)<br>5. Prof. Manoj Dhawan (IT-SVIIT)<br>6. Prof. Isha Chopra(IT-SVIIT)<br>7. Prof. Shashank Vishwakarma (ME-SVITS)<br>8. Prof. Pooja Dabhowale(EI-SVITS) |

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| | | 9. Prof. Nishant Dwivedi (EE-SVITS)<br>**Supporting Staff**<br>1. Mrs. Ratnam Nagar |
| 8 | Entrepreneurship Development Cell | **Coordinator**<br>1. Prof. Sumit Chandak (ME - SVITS)<br>**Co-cordinator**<br>2. Dr. Rakesh Malviya (ME - SVITS)<br>**Members**<br>1. Prof. Chetan Fadnis (EC-SVITS)<br>2. Prof. Shahshank Viswakarma (ME-SVITS)<br>3. Prof. Rahul Anjana (IT - SVIIT)<br>4. Prof. Shivam Chaturvedi(CE-SVITS)<br>5. Prof. Rajesh Dohre (SVITT)<br>**Supporting Staff**<br>1. Mr. Shailendra Joshi (CSE-SVIIT) |
| 9 | EQUIVALENCE COMMITTEE | **Coordinator**<br>1. Dr. Namit Gupta (SVITS)<br>2. Dr. Shishir Jain (Maths-SVIS)<br>**Members**<br>Concerned HOI/Coordinator/HOD<br>(and any other subject expert, if necessary )<br>**Member Secretary**<br>1. Mr. Aurbindo Ghosh (Joint Registrar) |
| 10 | ESTATE / INFRASTRUCTURE MAINTENANCE & CLEANING / HYGIENIC | **Coordinator**<br>1. Prof.Sudhanshu Dubey (CE - SVITS)<br>**Co-cordinator**<br>2. Prof. Sunil Pipliya (ME - SVITS)<br>**Member**<br>1. Prof. Ankur Pandey (CE-SVITS) |

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| 11 | EXAMINATION | **Controller of Examination**<br>1. Dr. Shishir Jain (Maths-SVIS)<br>**Deputy Exam Controller**<br>2. Dr. Uttam Sharma (Phy.-SVIS)<br>**Members**<br>1. Dr. Jigyasu Dubey (IT-SVIIT)<br>2. Prof. Anil Jain (EE-SVITS)<br>3. Prof. Rajesh Chakrawarti(CSE-SVIIT)<br>4. Prof. Upendra Gupta (ME-SVITS)<br>5. Dr. Rakesh Choure (Chem.-SVIS)<br>6. Prof. Shiraz Husain (EC-SVITS)<br>**Supporting Staff**<br>1. Mrs. Smita Sharma(Asst Registrar)<br>2. Ms. Maya Ghongade (EC - SVITS)<br>3. Mrs. Deepti Gour (Exam.Sec)<br>4. Mr. Arvind Khedekar (Exam.Sec)<br>5. Mr. Rajesh Bhagwate (Exam.Sec) |
| 12 | FEEDBACK | **Coordinator**<br>1. Prof. Tapan K Sinha (SVITT)<br>**Co-Coordinator**<br>2. Dr. Satish Shukla (SVIS)<br>**Members**<br>1. Dr. Rajat Baldawa (SVITT)<br>2. Prof. Shradha Mohanty (EE-SVITS)<br>3. Prof. Upendra Dwivedi(CSE-SVIIT)<br>4. Prof. Rupesh Nagendra (IT-SVIIT) |

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| 13 | GRIEVANCE REDRESSAL CELL | **Coordinator**<br>1. Dr.T K Mandal (SVSM)<br>**Co-Coordinator**<br>2. Dr. Kavita Sharma (SVIS)<br>**Members**<br>1. Dr. Anand Babu (CE-SVITS)<br>2. Prof. Anil Jain (EE-SVITS)<br>3. Prof. Rupali Bhartiya (CSE-SVIIT)<br>**Supporting Staff**<br>1. Mr. Nitin Trivedi (CSE-SVIIT)<br>One student from Constituent Institute (based on academic merit) |
| 14 | IQAC CELL | **Chairperson**<br>1. Dr. Upinder Dhar (Vice-Chancellor)<br>**Coordinator**<br>2. Dr. K.N. Guruprasad (Director - SVIS)<br>**One Nominee from Alumni**<br>3. Mr. Chetan Kalanki(Impetus,Indore)<br>**One Nominee from Employer/ Industry** |

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| | | 4. Mr. Amit Dhakar<br>**Members**<br>1. Dr. Santosh Dhar (Dean - FDSR)<br>2. Dr. Namit Gupta (SVITS)<br>3. Dr. Anand Rajavat (SVIIT)<br>4. Dr. Rajeev Shukla (SVSM)<br>5. Dr. Kavita Sharma (SVIFS)<br>6. Prof. T.K. Sinha (SVITT)<br>7. Ar. Vishal Yardi (SVIA)<br>8. Dr. Saurabh Jain (SVICA)<br>9. Mr. Arobindo Ghosh(Joint Registrar)<br>10. Mr. Rajeev Shrivastava (Finance and Accounts Officer) |
| 15 | LIBRARY | **Chairman**<br>1. Ar.Vishal Yardi (SVIA)<br>**Members**<br>1. Dr. Shrikant Pandey (ME-SVITS)<br>2. Prof. Toshi Mandloi (EE-SVITS)<br>3. Prof. Rohan Borade (CE-SVITS)<br>4. Dr. Shobha Jain (Maths-SVIS)<br>5. Dr. Monica Sainy (SVSM)<br>6. Dr. G.H.S. Naidu (Library)<br>7. Dr. Subhash Khode (Library)<br>**Student Representative**<br>1. Ms. Sheral Sharma<br>2. Mr. Shasank Sharma<br>3. Mr. Siddhant Lala |
| 16 | NEWS LETTER | **Coordinator**<br>1. Dr. Santosh Dhar (Dean-FDSR) |

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| 17 | PLACEMENT | **Coordinator**<br>1. Mr. Mahendra Singh Panwar (Director-CRP)<br>**Members**<br>1. Dr. Suprajnya Thakur (SVIS)<br>2. Prof. Lovnish Sharma (CSE-SVIIT)<br>3. Prof. Ajay S Joshi (SVITT)<br>4. Prof. Jitendra Sharma (IT-SVIIT)<br>5. Prof. Ankita Jain (EE-SVITS)<br>6. Prof. T.K. Mandal (SVSM)<br>7. Prof. Juber Mirza (CSE-SVIIT)<br>8. Prof. Rohit Kanthaliya (EI-SVITS)<br>9. Prof. Rahul Chakrawarti(ME-SVITS)<br>10. Prof. Lalit Bhanwrela (EC -SVITS)<br>11. Prof. Rahul Sharma (CE - SVITS)<br>12. Prof. Nandani Katare (SVIFS)<br>13. Mr. Rakesh Chaturvedi (Asst. TPO (Member Secretary)) |
| 18 | PLANNING AND DEVELOPMENT | **Coordinator**<br>1. Dr. Uttam Sharma (Physics- SVIS) |

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| | | **Members**<br>1. Prof. Preet Jain (EC - SVITS)<br>2. Dr. Asmita Sharma (Chem - SVIS)<br>3. Prof. Isha Chopra (IT- SVIIT)<br>**Supporting Staff**<br>1. Ms. Pallavi Kala (CSE-SVIIT) |
| 19 | SECURITY MONITORING COMMITTEE | **Coordinator**<br>1. Dr. Namit Gupta (SVITS)<br>**Members**<br>1. Dr. Anand Rajavat (SVIIT)<br>2. Dr. Uttam Sharma (Physics-SVIS)<br>3. Dr. Shrikant Pandey (ME-SVITS)<br>**Member Secretary**<br>1. Mr. Aurbindo Ghosh(Joint Registrar) |
| 20 | SPORTS | **Coordinator**<br>1. Dr. Suprajnya Thakur (SVIS)<br>**Co-Coordinator**<br>2. Mr. Vishram Yadav (Sports Officer)<br>**Members**<br>1. Dr. Rajat Baldwa (SVITT)<br>2. Prof. Neha Maheshwari (EI-SVITS)<br>3. Prof. Anurag Golwelkar (IT-SVIIT)<br>4. Prof. Shyam Gehlot (EC-SVITS)<br>5. Prof. Shashank Vishwakarma (ME-SVITS)<br>6. Prof. Nidhi Shah (SVIA)<br>**Supporting Staff**<br>1. Mr. Nitin Gaud (SVIA)<br>2. Mr. Virendra Pal (Sports Sec.) |
| 21 | STORE MANAGEMENT | **Coordinator**<br>1. Dr. Ashutosh Shukla (Chem-SVIS) |

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| | | **Co-cordinator**<br>2. Dr. Jitendra Solanki (Phy.-SVIS)<br>**Members**<br>1. Mrs. Seema Sharma(A/C - SVVV)<br>2. Mr. Manohar Harode (A/C - SVVV)<br>3. Mr. Pradeep Patni (Coop.Store SVVV) |
| 22 | TECHNICAL | **Coordinator**<br>1. Dr. Swapnil Jain (EC- SVITS)<br>**Co-coordinator**<br>2. Prof. Toshi Mandloi (EE-SVITS)<br>**Supporting Staff**<br>1. Mr. Rakesh Shrivastava (EE - SVITS)<br>2. Mr. Gopal Soni (EI - SVITS)<br>3. Mr. Pradeep Bhawsar (EC - SVITS)<br>4. Mr. Mohan Prajapat (EE - SVITS) |
| 23 | TIME TABLE | **Coordinator**<br>1. Dr. Rajeev Shukla (SVSM)<br>**Members**<br>1. Prof. Priti Shukla (CSE-SVIIT)<br>2. Prof. Anurag Golwelkar (IT-SVIIT)<br>3. Prof. Rohan Borade (CE-SVITS)<br>4. Prof. Mukesh Singh (ME/AU-SVITS)<br>5. Prof. Nilesh Patidar (EC-SVITS)<br>6. Prof. Ankita Jain (EE-SVITS)<br>7. Prof. Kusum Tilkar (EI-SVITS)<br>8. Prof. Yogita Agrawal (SVITT)<br>9. Dr. Suchita Mishra (SVISSHA)<br>10. Prof. Arpita Patel (SVIJMC)<br>11. Dr. Swati Dubey Mishra (SVIFS) |

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| | | 12. Prof. Navajyothi Subhedar (SVIA)<br>13. Dr. Anupam Singh (SVSM)<br>14. Prof. Sunil Tripathi (SVICA)<br>15. Prof. Anu Ukande (SVIFA)<br>16. Prof. Supriya Vyas (Chem.-SVIS)<br>17. Dr. Shweta Mishra (Phy.-SVIS)<br>18. Prof. Varsha Pathak (Maths-SVIS)<br>19. Dr. Shweta Agrawal (LS-SVIS) |
| 24 | TRANSPORT | **Coordinator**<br>1. Prof. Sudhanshu Dube (CE-SVITS)<br>**Co-coordinator**<br>2. Prof. Sumit Chandak (ME-SVITS)<br>**Members**<br>1. Prof. Sunil Pipleya (ME-SVITS)<br>2. Dr. Shweta Mishra (Phy.-SVIS)<br>3. Dr. Roopa Shinde (SVISSHA)<br>4. Prof. Hemant Kumar (EC-SVITS)<br>5. Dr. Seema Bagora (Maths.-SVIS)<br>6. Prof. Rohan Borade (CE-SVITS)<br>**Supporting Staff**<br>1. Mr. Pawan Chandrayan(CHM Cell)<br>2. Mr. Lalit Sharma (CHM Cell)<br>3. Mr. Devendra Tiwari (EST. Section)<br>4. Mr. Rakesh Shrivastava(EX-SVITS)<br>5. Mr. Bhimrao Kadwe (ME-SVITS)<br>6. Mr. Ashish Kashyap (SVITT)<br>**Members**<br>7. Mr. Mahesh Meena (Transport)<br>8. Mr. Dilip Patil (Transport) |

| | | |
|---|---|---|
| 25 | UDHBHAVANA - ACADEMIC FORUM | **Coordinator**<br>1. Dr. T.K. Mandal (SVSM)<br>**Members**<br>1. Dr. Shweta Agrawal (LS-SVIS)<br>2. Dr. Anupam Singh (SVSM) |
| 26 | WOMEN GRIEVANCE CELL | **Coordinator**<br>1. Dr. Rishu Roy (SVSM)<br>**Co-Coordinators**<br>2. Dr. Shweta Agarwal (LS-SVIS)<br>3. Dr. Sheetal Jain (SVISSHA)<br>**Members**<br>1. Dr. Shilpa Phadnis (SVISSHA)<br>2. Prof. Chanchal Soni (EC-SVITS)<br>3. Prof. Priti Shukla (CSE-SVIIT)<br>4. Dr. Arti Sharma (Phy.-SVIS)<br>**Member Secretary**<br>5. Mr. Arobindo Ghosh(Joint Registrar)<br>**Supporting Staff**<br>1. Mrs. Seema Sharma (SVVV) |

## E. University Clubs

| | | |
|---|---|---|
| 1. | Amogh Photography Club | : Prof. Arpita Patel (9977701818)<br>Prof. Nirwan Ingole (8446946266) |
| 2. | SPIC MACAY Heritage Club<br>Society for promotion of Indian Classical Music and Culture Amongst Youth | : Dr. Shilpa Phadnis (9753062623)<br>: Dr. Suchita Mishra (9770396945) |
| 3. | Riyaaz- Music Club | : Prof. Shraddha Gajbhiye (9926448946)<br>: Dr. Prashant Siddhey (9893863823) |
| 4. | Chapter of friends of Indore Cancer Foundation | : Dr. Asmita Sharma (9425311138)<br>: Dr. Monica Sainy (9826074036) |
| 5. | Sankalp-Rotaract Club<br>Service club dedicated to community and international service | : Dr. Shweta Mishra (98269 02305)<br>: Dr. Roopa Shinde (9926047822) |
| 6. | Literary Club | : Prof. Pamela Neema (9826964243)<br>: Dr. Ravi Vanshpal (9827605302) |
| 7. | Natraj –Dance Club | : Prof. Supriya Gupte (9926621441)<br>: Dr. Kavita Sharma (9826056735) |
| 8. | Shri Rang-Peeth- Art Club | : Dr. Rajeev Shukla (9425094611)<br>: Prof. Supriya Gupte |
| 9. | Science Club | : Dr. Ashutosh Shukla (9425945926) |

## F. Training & Placement

### Vision

To be a vital link between Industry and Institute with the twin objectives of aligning the curriculum and pedagogy with the industry needs and provision of professionals to the industry for mutual benefits.

### Mission

To continuously contribute in making education more practical and meaningful for students to become employable and career oriented and satisfy Industry by providing competent professionals.

### Objectives

- To promote Industry-Institute interaction.
- To facilitate revision of curriculum and pedagogy by transmitting industry feedback to academic Institutes.
- To facilitate grooming of students in technical and soft skills by arranging training sessions, tests, and contests.
- To arrange student internship/project semester in a reputed industry.
- To ensure final placement of students in reputed industry.
- To provide career guidance to students.

### Placements

The training and placement department will arrange campus placements by the following procedure:

- Constitution of Placement Cell of students and further contact with the companies through placement Cell.
- Preparation of a list of the companies with complete contact details and identification of contact persons.

- Establishing contact with the company through email, letters, telephone talks.
- Visit to companies
- Invitation to concerned officials of the companies to the institute.
- Preparation and regular updating of list of eligible students who are interested in campus placements.
- Organising campus placements as per regulations, selection of students and their placement in various companies.

**Summer Internship Program**

- Students have 'Project semester' of six months duration in eighth semester as laid down in the curriculum.
- The Institute will arrange internship in various companies. Students are allotted internship in a company based on merit or any other criterion laid down by the company.
- In some cases the students may be allowed to arrange internship on their own. In that case a student can take a letter from the respective department and contact the company. The confirmation letter from the company has to be submitted in the placement cell.
- The students will maintain a record of the work done in the company on a daily basis and submit a report in the institute within one week of the start of the next semester. The certificate and the report has to be duly signed by a responsible official of the company.
- The institute will arrange evaluation of the internship within 15 days of the start of the

semester. The date of evaluation will be notified at least one week before the date of evaluation.

- In case the companies come to the Institute for selecting students for internship, all regulations of 'placements' will be applicable for such internships too.

**Contact**

Mr. Mahendra Pratap Singh (8780534108)
Director Corporate Relations & Placement
Mr. Rakesh Chaturvedi (9425900015)
Assistant Placement Officer

## III. Rules & Regulations

### A. Code of conduct

#### 1. Preamble

The student code of conduct [Code] is established to foster and protect the core mission of the SVVV to foster the scholarly and civic development of the University's students in a safe and secure learning environment and to protect the people, properties and processes that support the University and its mission. However, the establishment and maintenance of a community where there is freedom to teach and to learn is dependent on maintaining an appropriate sense of order that allows for the pursuit of these objectives in an environment that is both safe and free of invidious disruption. Rules and Regulations are necessary to mark the boundaries of this needed order.

#### 2. Applicability

The Code is applicable to all students of various programmes offered by various constituent institutes of the University, either fulltime or

part-time, undergraduate, graduate or professional course. Students who withdraw after allegedly violating the Code, who are not officially enrolled for a particular semester or term, but have a continuing relationship with the University, or who have been notified of their acceptance for admission are considered as "students". The Code applies to all locations of the University.

**3. Jurisdiction**

The Code applies to the on-campus conduct of all students at all the locations /campus of the University.

The code also applies to the off-campus conduct of students in direct connection with:

A. Academic course requirements or any credit-bearing experiences, such as internships, field trips, study abroad/student exchange;

B. Any activity supporting pursuit of a degree, such as research at another institution or a professional practice assignment;

C. Any activity sponsored, conducted, or authorized by the University or by registered student organizations;

D. Any activity that causes substantial destruction of property belonging to the University or members of the University community or causes serious harm to the health or safety of members of the University community; or

E. Any activity in which a police report has been filed, a summon or indictment has been issued, or an arrest has occurred for any act or omission.

Students continue to be subject to the laws of the land while at the University, and violations of those laws may also constitute violations of the Code. In such instances, the University may proceed with University Indisciplinary action under the code independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the code even if such criminal proceeding is not yet resolved.

**4. Responsibilities of Students**

Students are members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University.

Admission to the University carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume responsibility to observe standards of conduct that will contribute to the pursuit of academic goals and to the welfare of the academic community. They are expected to practice high standards of academic and professional honesty and integrity and also to respect the rights, privileges, and property of other members of the academic community and the Society. They should refrain from any conduct that would interfere with University functions or endanger the health, welfare, or safety of other persons.

As a citizen, no student should discriminate on the basis of race, colour, creed, age, religion,

gender, national or ethnic origin, marital status, sexual preference, physical disability, or any other legally protected status. The students should at all times conduct themselves in a manner, which is not prejudicial to any law of the land. Their conduct should aim to achieve the meaning, mandate, and manifestation as enshrined in the Constitution of India.

**5. Misconduct / Indiscipline**

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this handbook.

**The illustrative list of misconduct is as follows (Not exhaustive):**

**DMC 1: Academic Misconduct-**Academic Misconduct means plagiarizing; cheating on assignments or examinations.

**DMC 1[a]: Cheating:** The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

**DMC 1[b]: Plagiarism:** The act of taking ideas, words, or specific substances of another and of fering them as one's own.

**DMC 2: Disruptive Conduct -** Conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on University premises or

in connection with any University-sponsored event or activity;

**DMC 3: Discrimination -** Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, creed, gender, religious beliefs, or sexual orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing clothes with derogatory, racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

**DMC 4: Falsification-**Falsification means wilfully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.

**DMC 5: Refusal to Identify -** Refusal to identify or falsely identifying one's self when requested by an authorized University official.

**DMC 6: Illegal or Unauthorized Possession or Use of Weapons -** Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

**DMC 7: Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking** – SVVV strongly supports the goals of "Drug-Free Campus". It is the policy of SVVV that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in whole campus of SVVV.

**DMC 8: Unauthorized Access and Use -** Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

**DMC 9: Act of Violence, Threatening, Harassing, or Assaultive Conduct -** Act of violence, threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behaviour.

**DMC 10: Theft, Property Damage, and Vandalism -** Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

**DMC 11: Recording of Images without Knowledge -** Using electronic or other means to

make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person's prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/or distributing of such unauthorized records by any means is also prohibited.

**DMC 12: Causing Disrepute to other students** - Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students/faculty of the University.

**DMC 13: Failure to comply with University or any other authority -** Failure to comply with legitimate directives of authorized University officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

**DMC 14: Ragging** - Any act which amounts to ragging in any form as defined under the UGC/AICTE Prohibition of Ragging Regulations, 2009.

**DMC 15: Contracts -** Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

**DMC 16: Abuse of Electronic Communication -** Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

**DMC 17: Media Contact -** Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility or event without the express written permission of the Office of University Communications.

**DMC 18: Organization and Event Registration -** A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

**DMC 19: Presenting False Testimony -** Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

**DMC 20: Violation of University rules -** Violation of other published University regulations, policies or rules, or violations of law. These University regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments, which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate acts which amounts to sexual harassment, rules for student and hostel rules and regulations.

**Student Grievance Cells of every institute:**

Every institute shall form Student Grievance Committee to address grievances of students. The students should be informed about the existence of such a committee, the members and the procedure of submitting grievances.

**Constitution of Grievance Committee:**

- Director/Deputy Director
- Senior Faculty nominated by the Director.
- One Faculty (female )
- Registrar/Office Superintendent (Convener of the meetings)

**Procedure:**

- The aggrieved student would submit in writing his/her grievance to the Registrar/ Office Superintendent.
- The Registrar/ Office Superintendent would convene a meeting of members within ten days of receiving the complaint.
- Where the Director is not a member of the committee, the report of the committee must be submitted to him/her within 5 working days of the meeting.
- The decision taken would be communicated to the student within 3 working days.
- Further, the student can appeal to the University Grievance Committee (appellate authorities) within 5 working days.

**6. Hearing and Appeal**

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor shall ensure that there is an appeal procedure to

govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

**Composition:**

- Vice Chancellor-Chairman
- Director (of Concerned Institute)
- Dean - Student Affairs
- Registrar
- Faculty Member (Female) other than the institute from where the student submits the grievance

**7. Punishment and Penalties**

One or more of the following actions may be taken when a student has been found to have violated the code of conduct:

1. Warning: A written letter of reprimand resulting from a student's misconduct.
2. Suspension: Suspension is a sanction that terminates the student's enrolment at the University for a specified period of time.
3. Monetary Fines: Monetary Fine is a sanction in which a student is required to deposit amount as a penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes Restitution which means making compensation for loss, injury or damage.
4. Confiscation : Confiscation means confiscation of goods used or possessed in violation of University regulations.

5. Restriction of Privileges : Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to student facilities, placement programmes, University events for a defined period of time.
6. Withholding of Diploma or Degree: Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.
7. Dismissal: Dismissal is a sanction which permanently separates a student from the University without an opportunity to re-enrol in the future.

Other sanctions: Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.

**B. Class Teacher & Course Coordinator Role**

Class teachers are the first person to talk to the students in the class as such the students can also talk to and share their difficulties. Roles of class teacher are:

- Maintain discipline of the class.
- Proper maintenance of attendance registers record of approved leave.
- Take necessary actions against the absentees.
- Collect registration forms, undertaking and student information forms.
- Compile required statistics of the class for onward submission.
- Maintain cleanliness and arrangement of the class.

- Keep the class informed about the rules and regulations of the university.
- Instill a sense of team spirit and friendship amongst the students.
- Build expectation according to their abilities and provide help.
- Communicate with parents/guardians about their child's progress/shortfall.
- Identify the problems and needs of the students.
- Provide individual learning assistance to help students succeed.
- Ensure that classroom displays are relevant, attractively arranged and latest.
- Display time table of the class.

**COURSE COORDINATORS:** The Course Coordinator has an important role in quality assurance of course delivery and facilitating student success. The Course Coordinator is responsible for the academic leadership, quality enhancement, integrity and management of the course. Course coordination duties include: course planning, course design and development, course delivery, selection of educational resources, assessment, student' learning outcomes and course evaluation.

**C. Student ID Card & Dress code**

All students will be required to follow the dress code in the University Campus as follows:

**For Boys**

1. Shirt and Trouser - Regular Dress
2. Formal jean, formal T-shirt with collar are also permitted as regular dress.
3. On formal occasions, such as Seminars, Workshops, Practical Examinations, Placement

activities etc. The Boys will be required to wear white shirt, black pant/trouser black blazer, black tie and black shoes.

**For Girls**

1. Salwar Kameez - Regular Dress
2. Formal jean, formal T-shirt with collar will also be permitted as regular dress.
3. On formal occasions, such as Seminars, Workshops, Practical Examinations, Placement activities etc., the girls will be required to wear the white shirt, black pant/trouser, black blazer, black tie and black shoes.

Though Hostellers may wear informal dress in the residential area, the promiscuous dress of any nature is strictly prohibited on the Campus.

**D. Anti-Ragging Measures**

**1. Anti-Ragging Committee**

The following Anti -Ragging Committee has been constituted at SVVV;

**Coordinator** : Ar. Prof. Vishal Yardi (SVIA)

**Co-Coordinator** : Prof. Upendra Gupta (ME-SVITS)

**Members** : All HoIs, Coordinators and all HoDs

1. Mr. Arobindo Ghosh (Joint Registrar)
2. Prof. Vijayant Pandey(CE-SVITS)
3. Prof. Vikas Jain (EC-SVITS)
4. Dr. Navita Khatri (EE-SVITS)
5. Prof. Vijay Chouhan (EI-SVITS)
6. Prof. Sushanta Naik (SVITT)
7. Prof. Anand Singh Rajawat (CSE-SVIIT)
8. Prof. Gaurav Shrivastava(IT-SVIIT)
9. Prof. Nirwan Ingole (SVIFS)

10. Dr. Prashant Kumar Siddhey (SVSM)
11. Dr. Supriya Gupta (SVIJMC)
12. Dr. Ravi Vanshpal (SVIS)
13. Dr. Anurag Joshi (SVISSHA)
14. Prof. Sudarshan Dubey (SVICA)
15. Mr. Amit Khare (SO- Acd. Section)

**Supporting Staff :**

16. Mr. Deepak Sharma (Acd. Section)
17. Mr. Yogendra Lad (Acd. Section)

**2. Anti-Ragging Squad**

During the first month of the semester for the new incoming batch, the institute organises an anti-ragging squad comprising of faculty and staff of the institute. This squad visits the girls and boys hostel regularly to prevent ragging.

**3. Anti-Ragging Affidavit**

In pursuance to the Judgement of the Hon'ble Supreme Court of India dated 08.05.2009 in Civil Appeal No. 887/2009, the University Grants Commission has framed "UGC Regulations on curbing the menace of ragging in higher educational institutions, 2009" which have been notified on 4th July, 2009 in the Gazette of India. These regulations are mandatory for all Universities/Institutions. The UGC has made it mandatory for all students/parents to submit anti ragging related affidavits to the institutions at the time of admission. These affidavits can be downloaded from the website of UGC or related other websites.

**4. Other Measures**

The institute endeavours to prevent ragging by creating awareness among the students through posters, discussions, providing information on the

institute website and by displaying notices on all notice boards of the institute and hostels.

## E. Learning Resource Centre Rules & Regulations

1. Library Collections

| | | |
|---|---|---|
| Number of volumes | : | 44886 |
| Number of Titles | : | 15574 |
| Number of Journals | : | 119 |
| Magazines | : | 25 |
| E-Resources | : | 4500 |

2. **Library Sections**

**Circulation Section:** The students can register their membership in the circulation section. Once the students are registered, they can avail the complete range of library services from the LRC.

**Reference Section:** The LRC has built up the reference section with limited number of reference books viz; encyclopedia, dictionaries, handbooks and manuals and reference books for ready reference. The books in the reference section are not issued.

**Text Book Section:**

The Library has developed a separate Text Book Section, where one copy of each text book has been kept for the use of the students. The books in the text book section are also not for issue.

**Reading Room:**

The Learning Resource Centre has a seating capacity for 200 students and the members can read/refer to any book in the library during working hours.

**Periodical Section :**

To cater to the information needs of the students of all courses and to promote research the Library is subscribing to 110 national and international research journals of high repute. The back issues of these journals are also kept in the bound volumes section for reference.

**Previous Year Question Papers:**

The Library is maintaining the questions papers of all streams of the previous years for the use of the students.

**3. Library Services**

**Library Hours:**

The Library will remain open for the use of the students from 8.00AM to 5.30 PM on all working days.

**Books Issue and Return:**

All the students can borrow and return the books from 8.15 AM to 5.15 PM. The students can reserve a book already issued to some other student. In such cases, as and when the book is returned the same book will be issued.

**Current Awareness Service:**

The list of books and journals received in the Library during the month are being circulated among the members for information and to keep them aware about the new collections added in the library.

**Reprography Section:**

The Library provides photocopy service on a nominal charges of Rs.2/- per page. The students can photocopy any reading material available in the library.

**Digital Library:**

The library resources available in digital format and subscribed by the university are made available to all the students in the digital library section. The university subscribes to around 4500+ digital resources and research journals on all subjects. The service is free and all the students can access the world of information through the digital library.

**4. Library Rules**

i. All the students can borrow as many as three books at a time and the books issued shall be returned within the due date. All books will be issued for a period of 15 days.

ii. Students shall deposit the borrower cards/ library cards to borrow books from the library. In the absence of borrower card, no book will be issued.

iii. No books or library materials may be brought out of the library until the loan has been recorded. Unauthorized removal of library material is an offence.

iv. Current issues of journals/magazines can be used only in the library and are not for issue.

v. Reference material, previous year question papers and audio visual materials are to be used only in the library. They are not for issue.

vi. Overdue books- Books must be returned by the due date or earlier if called by the librarian. Failure to return a book by the date specified will be liable for penalty/fine of Rs.2/- per day per book.

vii. Students should check the books before issuing them. If any defect is seen, the students are required to bring it to the notice of Library staff immediately. At the time of return, if the books are torn or pages are missing, the last borrower will be responsible for the damage. A borrower is allowed to either replace the lost or damaged book or has to pay double the cost (current price) of the book along with the dues, if any. If the book is one of a set or series, the whole set or series has to be replaced.

viii. Consumption of food is not permitted in the Library.

x. No materials like bags, umbrellas, parcels, etc., are allowed in the library. The adequate storage facility has been provided at the entrance of the library for these materials. However, neither library nor the University holds the responsibility for any loss of personal property of any student

xi. While leaving the library, users are required to show note books or any other items being taken out of the library.

xii. Silence has to be observed in the library.

xiii. Students must be decently dressed and shound conduct themselves properly in the library.

xiv. The library staff on duty has the right to request a user to leave the library premises if he/she is found to be violating any of the library rules.

## IV. Facilities

### A. Medical Facilities

Shri Vaishnav Vidyapeeth Vishwavidyalaya takes utmost care of students and their health. The medical facilities are available at the medical centre of the University. A full time Doctor is available everyday. In addition the state of the art medical facilities are available at nearby hospital,"Shri Arubindo Hospital". The SVVV is having tie up with the hospital.

#### 1. Guidelines for Medical Leave

a. The student should report about the sickness to the institute on telephone, mail or message.

b. A leave application on medical grounds should be attested by the "Registered medical officer of Government."

c. For leave up to 3 days, if the person takes treatment from a private doctor, then he/she has to submit the leaving certificate to the institute on the day of re-joining the college. The office of the institute will at the discretion of the Head may accept it or reject it, or get it authenticated from the Hospital.

d. For Local students: In case, the medical leave is likely to extend for a period of more than 3 days, then it is mandatory for the student to be present in person or to inform on telephone to Institute about the sickness. Sanction of leave more than 3 days will have to be obtained before the 4th day itself and not at the time when the student comes back to Institute. Continuation of sick leave beyond 3 days will have to be notified to Institute.

e. For out of station students: In case the student is admitted to a hospital or has fallen sick during a visit home or is so incapacitated, it is obligatory for him/her to send certificate by doctor treating his/her medical condition by fax directed to the Director of respective Institute for the possibility of medical leave extending beyond 3 days.

f. No back dated medical leave will be granted to the student on any ground what so ever.

**2. Health Check Up**

The annual health check-up is a mandatory procedure for all students of SVVV. Every student is advised to undergo the medical check-up without fail to ensure his/her fitness and more importantly for their own welfare.

**B. Emergency Contact**

For an emergency contact at 9051027441.

Email Id: - registrar@svvv.edu.in

The number is to be used only in case of an emergency. Call for any other issue on this number will be termed as indiscipline.

**C. Scholarship Schemes**

1. Merit Scholarships (Second Year Onwards)

- Top 10% of the students, who have obtained CGPA of 9.5 and above in a program will be awarded scholarship equivalent to 75% of the Tuition Fee.
- Next 10% of the students, who have obtained CGPA of 8.5 and above but less than 9.5 in a program will be awarded scholarship equivalent to 50% of the Tuition Fee.

2. Merit-cum-Means Scholarships(Second Year Onwards)

- Merit-cum-Means scholarships equivalent to 25% of the Tuition Fee will be awarded to the students, whose parental income is Rs. 3,00,000/- or less per annum and have obtained CGPA of 7.5 and above but less than 8.5 in a program.

The University extends financial help to the economically weaker students through their sponsoring body, Shri Vaishnav Vidyapeeth Trust.

3. Scholarship Schemes of the State Government are as per of the state rules and noms .

**D. Bus Facilities**

Bus Facility is available from Indore, Ujjain and Dewas to the University Campus. The buses ply in two shifts i.e. 8:00 a.m. and 10:00 a.m.

**Bus Routes**

Detailed List of all the Bus Routes is available on the University Website

**Contact Number**

For any queries regarding transportation, contact

1. Prof.Sudhanshu Dubey (9926066839)
2. Mr. Mahesh Meena (9425900032)
3. Mr. Dilip Patil (9926665884)

**E. Hostel Accommodations**

Contact Numbers for Hostel Information:-

1. Dr. Suprajnya Thakur (9926028213)
2. Dr. Kavita Sharma (95222 37615)

## F. Network Establishment & Internet Cell

1. To maintain entire University Network, Intranet, Internet management & Wi-Fi Network devices.
2. All the Computer Systems in various Institutes of the University are divided into various sub networks & all the sub networks are connected through Cisco Layer-3 switch and Fortinet 200D firewall.
3. Monitoring of every user activities.
4. User & Password creation & students for internet use.
5. Set policies for internet user.
6. Windows and Linux Server Installation, Troubleshooting & maintenance.
7. Monitoring Logs on firewall.
8. Total number of Computers in the University 1467 and all are connected on LAN
9. Internet Facility Leased Line Connection of 80 Mbps.

**Contact Person**

| | | |
|---|---|---|
| 1. | Dr. Jigyasu Dubey | Faculty In Charge |
| 2. | Mr. Nagendra Ghongade | Network Administrator |
| 3. | Mr. Alok Malviya | Network Administrator |
| 4. | Mr. Manoj Malviya | Network Administrator |
| 5. | Mr. Rajesh Parsai | Network Maintenance Engineer |

**Contact Number**

Mr. Nagendra Ghongade, Network Administrator (7987220843)

## G. Computer Hardware & Maintenance Cell

1. Deployment and Maintenance of more than 1500 computer systems of different configuration of various brands like HP, IBM, Wipro, HCL, DELL and LENOVO.
2. Deployment and Maintenance of other Computer peripheral devices like scanner, LCD projector, Printer, OHP and photocopy machine.
3. Installation of Windows and Linux operating system and Application softwares according to the requirements of the users.
4. Hardware and software deployment and Maintenance, repairing of printers and troubleshooting of all types of the computer system.
5. Disposing off the out-dated and not working system through proper channel
6. Purchasing of all the electronics equipments like computer, printer, scanner, hardware components, LCD projector and photocopy machine etc.

**Contact Person**

| | | |
|---|---|---|
| 1. | Dr. Anand Rajavat | Faculty In charge |
| 2. | Mr. Pawan Chandrayan | System Engineer |
| 3. | Mr. Jitendra Karadia | Hardware Engineer |
| 4. | Mr. Aditya Mourya | Hardware Engineer |
| 5. | Mr. Lalit Sharma | Hardware Maintenance Engineer |

**Contact Number**

1. Mr. Pawan Chandrayan, System Engineer (8982804357)

**Location**

NE & I and CHM cell is situated at Main Block, Ground Floor, Room No. 112.

## H. Enterprise Resource Planning

Enterprise Resource Planning (ERP) is business process management software that allows an organization to use a system of integrated applications to manage the business and automate many back office functions related to technology, services and human resources.

ERP provide facility to access and operate functionality of Account section Library and Student section with the help of Smart Cards. University will provide Smart card to all the students as a unique Identity card every year.

**MAIN MODULES OF ERP**

1. Admission Management
2. Student Registration
3. University Information system
4. Examination section
5. Training & placement
6. E-learning
7. Library Automation
8. Finance & Account
9. Purchase, store & Inventory Management
10. Human Resource Management
11. Hostel management
12. Research & Development
13. Mobile (android) Apps. for Students, Faculty & Staff

**Contact Person**

1. Dr. Anand Rajavat — Prof. & Head, CSE Dept. Coordinator-SVIIT, SVVV

2. Dr. Jigyasu Dubey — Prof. & Head, IT Dept., SVIIT,SVVV
3. Mr. Nitin Trivedi — Asst. ERP Engineer

**Contact Number**

1. Dr. Anand Rajavat ERP Coordinator 9406661557
2. Dr. Jigyasu Dubey ERP Coordinator 9406661558

**Location**

ERP Section is situated at Main Block, First Floor, Room No. 202.

## V. Contact Information

### A. Student Help desk

1.Mr. Amit Khare, Section Officer, Academic Section (8127855111)

2.Mr. Yogendra Lad, Assistant Administrative officer (9926666839)

3.Mr. Deepak Sharma , Personal Assistant (9425900014)

### B. Activity Coordinators & Contact information 2018-19

| S.No. | Name of Event/Activity | Coordinator/s |
|---|---|---|
| 1. | ABHINANDAN | Dr. Anand Rajavat |
| 2. | AMOGH -Photography Club | Prof. Arpita Patel<br>Prof. Nirwan Namdeorao Ingole |
| 3. | ANVESHAN | Dr. Jigyasu Dubey |
| 4. | CASE WRITING WORKSHOP | Dr. Rishu Roy |
| 5. | CONFLUENCE-Alumni Meet | Prof. Sudhanshu Dubey |

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|---|---|---|
| 6. | ENTREPRENEURSHIP AWARENESS ACTIVITIES | Prof. Sumit Chandak<br>Dr. Rakesh Malviya |
| 7. | FASHION SHOW | Prof. T. K. Sinha<br>Prof. Yogita Agarwal |
| 8. | FDP-Forensic Science | Dr. Kavita Sharma<br>Dr. Swati Dubey Mishra |
| 9. | FOUNDATION DAY LECTURE | Dr. Namit Gupta |
| 10. | HEALTH CON | Dr. K.N. Guruprasad<br>Dr. Shweta Mishra |
| 11. | HR Summit | Mr. Mahendra Pratap Singh<br>Director - CRP |
| 12. | IGBC Student Chapter Activities | Ar. Vishal Yardi |
| 13. | Independence/Republic Day | Dr. Namit Gupta |
| 14. | INDUCTION - Friends of Indore Cancer Foundation - SVVV Chapter | Dr. Asmita Sharma<br>Dr. Monica Sainy |
| 15. | KALAKRITI | Prof. Anu Ukande<br>Prof. Anuja Tripathi |
| 16. | LIBRARY SCIENCE CONFERENCE | Dr. G. Hemasundar Naidu |
| 17. | LITERARY CLUB | Prof. Pamela Neema<br>Dr. Ravi Vanshpal |
| 18. | MANAGEMENT CONFERENCE | Dr. Rajeev Shukla |
| 19. | MOOT COURT | Mr. Anurag Shrivastava |
| 20. | NATIONAL CONFERENCE - Social Science, Humanities and Arts (Including Journalism and Mass Communication) | Dr. Santosh Dhar<br>Dr. Roopa Shinde<br>Prof. Arpita Patel |
| 21. | NATIONAL SYMPOSIUM - | Dr. Kavita Shrma |

| | | |
|---|---|---|
| | Forensic Science | Prof. Nirwan Namdeorao Ingole |
| 22. | NATRAJ -Dance Club | Prof. Supriya Gupte<br>Dr. Kavita Sharma |
| 23. | NAVARACHANA | Dr. Saurabh Jain<br>Prof. Neha Maheshwari |
| 24. | NEW JOINT ACTIVITY – of Civil and Architecture | Ar. Vishal Yardi<br>Dr. Anand K. Babu |
| 25. | NIRMITI - Conclave of School Principals | Dr. Ashutosh Shukla<br>Prof. Pritesh Jain |
| 26. | PRAKALP | Prof. Ruchi Arya |
| 27. | PRATIKRITI | Dr. Santosh Dhar<br>Dr. Roopa Shinde |
| 28. | PRAVAH | Prof. Arpita Patel |
| 29. | PUBLIC ADDRESS | Dr. Anand Rajavat |
| 30. | RANG VIMARSH and Other Activities of Shri Rang-Peeth | Dr. Rajeev Shukla<br>Prof. Supriya Gupte |
| 31. | RESEARCH METHODOLOGY WORKSHOP | Dr. Anupam Singh |
| 32. | RIYAAZ - Music Club | Prof. Shraddha Gajbhiye<br>Dr. Prashant Siddhey |
| 33. | SAJAG | Dr. Anand Rajavat<br>Prof. Manoj Dhawan |
| 34. | SANKALP - Rotaract Club | Dr Shweta Mishra<br>Dr. Roopa Shinde |
| 35. | SANMANTRANA | Dr. K. N. Guruprasad |
| 36. | SCIENCE CLUB | Dr. Ashutosh Shukla |
| 37. | SEMINARS on “Resume Building” and “Interview Etiquettes” | Mr. Mahendra Pratap Singh<br>Director - CRP |
| 38. | SESSIONS by Dr. Kenneth | Dr. Namit Gupta |

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| | Miller, Professor, Department of Mechanical Engineering, St. Cloud State University, Minnesota, USA under MoU with SCSU. | Dr. Shrikant Pandey |
| 39. | SHODH - Conference for Ph.D. Scholars | Dr. Santosh Dhar |
| 40. | SPANDAN - Techno Cultural Event | Dr. Namit Gupta<br>Dr. Shilpa Phadnis |
| 41. | SPARDHA | Dr. Suprajnya Thakur<br>Shri Vishram Yadav |
| 42. | SPIC MACAY ACTIVITIES | Dr. Shilpa Phadnis<br>Dr. Suchita Mishra |
| 43. | SVVVIMUN - Three Days International Model United Nations | Dr. Prashant Kumar Siddhey<br>Prof. Sumit Chandak |
| 44. | TEXCON Conference | Prof. T. K. Sinha<br>Dr. Rajat Baldua |
| 45. | THIRD ARYABHATTA MEMORIAL ORATION | Dr. Uttam Sharma |
| 46. | WORKSHOP for Students of Architecture, Design and Fine Arts | Ar. Vishal Yardi<br>Ar. Navajyothi Subhedar |
| 47. | UDHBHAVANA | Dr. T. K. Mandal |
| 48. | UDHYAMITA | Dr. T. K. Mandal |
| 49. | VISHWANKAN | Dr. Anu Ukande<br>Prof. Anuja Tripathi |
| 50. | WOMEN GRIEVANCE CELL ACTIVITIES | Dr. Rishu Roy<br>Dr. Sheetal Jain<br>Dr. Shweta Agarwal |

## C. Officers of the University

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|---|---|
| • Hon'ble Governor of Madhya Pradesh Smt. Anandiben Patel | Visitor |
| • Shri Purushottamdas Pasari | Chancellor |
| • Dr. Upinder Dhar | Vice Chancellor |
| • Dr. Shishir Jain | Controller of Examinations |
| • Shri Arbindo Ghosh | Joint Registrar |
| • Shri Rajeev Shrivastava | Finance and Accounts Officer |

## D. Address of City Office for Postal/ Courier Services

Shri Vaishnav Vidya Parisar,
177, Jawahar Marg, South Rajmohalla,
Indore-452002 (MP)
Phone No. 91- 731- 2349111-2

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**Prof. Pooja Jain**
Assistant Professor
Shri Vaishnav Institute of Information Technology

The rising flame
epotomises leadership
through enlightenment

The bright orange colour
represents brilliance

The blue colour reflects
serenity and infinity

तमसो मा ज्योतिर्गमय

Lead me from
darkness to light

CAMPUS :

Ujjain Road, Indore - 453111 Phone : 91-731-2729071-75

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South Rajmohalla, Indore - 9 (M.P.), Ph - 91-731-2349111-2



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