

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 regulatory 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)				Activity Particulars
	From		To		
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)				Activity Particulars
	From		To		
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	SVVIMUN 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)				Activity Particulars
	From		To		
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	Feb 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)				Activity Particulars
	From		To		
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	-----	-----	SVV 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, VI

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	8	9	10	11	12	13	14
15	16	17	18	19	20	21	22	23	24	25	26	27	28



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

* LIST

Sunday -Raksha Bandhan

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

Colour Code

Orange for II & III Saturdays

Red for Holidays

Purple for Spardha

Green for Celebration

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 10-14,2018
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							Feb-19						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		
Mar-19							Apr-19						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													
May-19							Jun-19						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						
* LIST							Holidays 2018						
Sunday -Ram Navmi							26-Jan	Saturday	Republic Day				
Sunday- Buddha Purnima							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-June 15, 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+1 Year
- 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:

1) 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.

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

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	$\mu - 1.5\sigma \leq x_i < \mu - \sigma$	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 i th 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 $i = 1, 2, \dots, n$, 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, SG_j is the SGPA earned in the j^{th} semester, where $j = 1, 2, \dots, m$, are the number of semester in that program.

Illustration of Computation of SGPA

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade 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	Credit: 25	Credit: 27	Credit : 27	Credit : 27	Credit : 24	Credit : 24	Credit: 24
SGPA: 7	SGPA: 8.5	SGPA: 9.2	SGPA: 6.86	SGPA: 8.18	SGPA: 7.73	SGPA: 8.68	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
$8.5 \leq \text{CGPA}$	First Division With Honours
$6.5 \leq \text{CGPA} < 8.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	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	<p>Chairman</p> <p>1. Dr. Anand Rajavat (SVIIT)</p> <p>SVET Coordinator</p> <p>2. Dr. Jigyasu Dubey (IT-SVIIT)</p> <p>SVET Members</p> <p>3. Prof. Akhilesh K Sharma (CSE-SVIIT)</p> <p>4. Prof. Lovenish Sharma (CSE-SVIIT)</p> <p>5. Prof. Dinesh Patel (IT-SVIIT)</p> <p>Members</p> <p>1. Prof. Vijay Acharya (Maths-SVIS)</p> <p>2. Dr. Anurag Joshi (SVISSHA)</p> <p>3. Prof. Jayesh Surana (IT-SVIIT)</p> <p>4. Prof. Shyam Barhanpukar (SVITT)</p> <p>5. Prof. Sunil Tripathi (SVICA)</p> <p>6. Prof. Shashank Vishwakarma (ME-SVITS)</p> <p>7. Prof. Nirwan Ingole (SVIFS)</p> <p>8. Prof. Anu Ukande (SVIFA)</p> <p>9. Prof. Gunjan Badjatya (SVIA)</p> <p>10. Prof. Pragati Tomar Solanki (SVSM)</p> <p>11. Prof. Supriya Gupte (SVIJMC)</p> <p>12. Mr. Rakesh Chaturvedi (T&P)</p> <p>Counseling Team</p> <p>1. Ms. Sunaina Chandel</p> <p>2. Ms. Neha Mehta</p> <p>3. Ms. Gitika Bhargava</p> <p>4. Shri Manas Shrivastava</p> <p>5. Mrs. Renuka Tiwari</p>



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



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



		<ol style="list-style-type: none">2. Prof. Gaurav Makwana (EI-SVITS)3. Prof. Ashish Sharma (CSE-SVIIT)4. Prof. Akash Kanungo (EC-SVITS)5. Prof. Abhjit Kulkarni (SVIA) <p>Supporting Staff</p> <ol style="list-style-type: none">1. Mr. Jay K Sharma (ME-SVITS)2. Ms. Pooja Shrivastava(CSE-SVIIT)
6	CENTRAL PURCHASE COMMITTEE	<p>Coordinator</p> <ol style="list-style-type: none">1. Dr. Jigyasu Dubey (IT-SVIIT) <p>Members</p> <ol style="list-style-type: none">1. Dr. Anand Babu (CE-SVITS)2. Dr. Rakesh Malviya (ME-SVITS)3. Dr. Swati Dubey Mishra (SVIFS) <p>Member Secretary</p> <ol style="list-style-type: none">1. Mr. Aurbindo Ghosh(Joint Registrar) <p>Technical Staff</p> <ol style="list-style-type: none">1. Mr. Pawan Chandrayan(CHM Cell)
7	CULTURAL & LITERARY	<p>Coordinator</p> <ol style="list-style-type: none">1. Dr. Namit Gupta (SVITS) <p>Co-Coordinator</p> <ol style="list-style-type: none">1. Dr. Shilpa Phadnis (SVISSHA) <p>Members</p> <ol style="list-style-type: none">1. Dr. Roopa Shinde(SVISSHA)2. Dr. Shweta Agrawal(SVIS)3. Dr. Anurag Joshi(SVISSHA)4. Prof. Preeti Shukla(CSE-SVIIT)5. Prof. Manoj Dhawan (IT-SVIIT)6. Prof. Isha Chopra(IT-SVIIT)7. Prof. Shashank Vishwakarma (ME-SVITS)8. Prof. Pooja Dabhowale(EI-SVITS)



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



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



		<ol style="list-style-type: none">5. Prof. Alka Karakata (EI-SVITS)6. Prof. Nilesh Patidar (EC-SVITS)7. Prof. Santosh Patel (ME-SVITS)8. Prof. Shilpa Indra Jain (CE-SVITS)9. Prof. Pritsh Shukla (ME-SVITS)10. Prof. Gourav Kumar (SVICA)11. Prof. Dinesh Kamble (SVIFS)12. Prof. Poornima Jayraj (SVIA) <p>Supporting Staff</p> <ol style="list-style-type: none">1. Ms. Meghna Bhagwat (SVITT)
13	GRIEVANCE REDRESSAL CELL	<p>Coordinator</p> <ol style="list-style-type: none">1. Dr.T K Mandal (SVSM) <p>Co-Coordinator</p> <ol style="list-style-type: none">2. Dr. Kavita Sharma (SVIS) <p>Members</p> <ol style="list-style-type: none">1. Dr. Anand Babu (CE-SVITS)2. Prof. Anil Jain (EE-SVITS)3. Prof. Rupali Bhartiya (CSE-SVIIT) <p>Supporting Staff</p> <ol style="list-style-type: none">1. Mr. Nitin Trivedi (CSE-SVIIT) <p>One student from Constituent Institute (based on academic merit)</p>
14	IQAC CELL	<p>Chairperson</p> <ol style="list-style-type: none">1. Dr. Upinder Dhar (Vice-Chancellor) <p>Coordinator</p> <ol style="list-style-type: none">2. Dr. K.N. Guruprasad (Director - SVIS) <p>One Nominee from Alumni</p> <ol style="list-style-type: none">3. Mr. Chetan Kalanki (Impetus, Indore) <p>One Nominee from Employer/ Industry</p>



		<p>4. Mr. Amit Dhakar</p> <p>Members</p> <ol style="list-style-type: none">1. Dr. Santosh Dhar (Dean - FDSR)2. Dr. Namit Gupta (SVITS)3. Dr. Anand Rajavat (SVIIT)4. Dr. Rajeev Shukla (SVSM)5. Dr. Kavita Sharma (SVIFS)6. Prof. T.K. Sinha (SVITT)7. Ar. Vishal Yardi (SVIA)8. Dr. Saurabh Jain (SVICA)9. Mr. Arobindo Ghosh(Joint Registrar)10. Mr. Rajeev Shrivastava (Finance and Accounts Officer)
15	LIBRARY	<p>Chairman</p> <ol style="list-style-type: none">1. Ar.Vishal Yardi (SVIA) <p>Members</p> <ol style="list-style-type: none">1. Dr. Shrikant Pandey (ME-SVITS)2. Prof. Toshi Mandloi (EE-SVITS)3. Prof. Rohan Borade (CE-SVITS)4. Dr. Shobha Jain (Maths-SVIS)5. Dr. Monica Sainy (SVSM)6. Dr. G.H.S. Naidu (Library)7. Dr. Subhash Khode (Library) <p>Student Representative</p> <ol style="list-style-type: none">1. Ms. Sheral Sharma2. Mr. Shasank Sharma3. Mr. Siddhant Lala
16	NEWS LETTER	<p>Coordinator</p> <ol style="list-style-type: none">1. Dr. Santosh Dhar (Dean-FDSR)



		Co-Coordinator 2. Dr. Roopa Shinde (SVISSHA) Members 1. Dr. Suchita Mishra (SVISSHA) 2. Prof. Bharat Pahadia (IT-SVIIT) 3. Prof. Riddhi Soni (SVIA) Supporting Staff 1. Mrs. Maya Mahesh (EE-SVITS) 2. Mrs. Pratibha Pandey (SVSM)
17	PLACEMENT	Coordinator 1. Mr. Mahendra Singh Panwar (Director-CRP) Members 1. Dr. Suprajnya Thakur (SVIS) 2. Prof. Lovnish Sharma (CSE-SVIIT) 3. Prof. Ajay S Joshi (SVITT) 4. Prof. Jitendra Sharma (IT-SVIIT) 5. Prof. Ankita Jain (EE-SVITS) 6. Prof. T.K. Mandal (SVSM) 7. Prof. Juber Mirza (CSE-SVIIT) 8. Prof. Rohit Kanthaliya (EI-SVITS) 9. Prof. Rahul Chakrawarti (ME-SVITS) 10. Prof. Lalit Bhanwrela (EC -SVITS) 11. Prof. Rahul Sharma (CE - SVITS) 12. Prof. Nandani Katare (SVIFS) 13. Mr. Rakesh Chaturvedi (Asst. TPO (Member Secretary))
18	PLANNING AND DEVELOPMENT	Coordinator 1. Dr. Uttam Sharma (Physics- SVIS)



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



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



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



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



E. University Clubs

1. Amogh Photography Club : Prof. Arpita Patel
(9977701818)
Prof. Nirwan Ingole
(8446946266)
2. SPIC MACAY Heritage Club : Dr. Shilpa Phadnis
Society for promotion of Indian (9753062623)
Classical Music and Culture : Dr. Suchita Mishra
Amongst Youth (9770396945)
3. Riyaz- Music Club : Prof. Shraddha Gajbhiye
(9926448946)
: Dr. Prashant Siddhey
(9893863823)
4. Chapter of friends of Indore : Dr. Asmita Sharma
Cancer Foundation (9425311138)
: Dr. Monica Sainy
(9826074036)
5. Sankalp-Rotaract Club : Dr. Shweta Mishra
Service club dedicated to (98269 02305)
community and : Dr. Roopa Shinde
international service (9926047822)
6. Literary Club : Prof. Pamela Neema
(9826964243)
: Dr. Ravi Vanshpal
(9827605302)
7. Natraj -Dance Club : Prof. Supriya Gupte
(9926621441)
: Dr. Kavita Sharma
(9826056735)
8. Shri Rang-Peeth- Art Club : Dr. Rajeev Shukla
(9425094611)
: 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 Hols, 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 Vanshal (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 should 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 Prof. Nirwan Namdeorao Ingole
3.	ANVESHAN	Dr. Jigyasu Dubey
4.	CASE WRITING WORKSHCP	Dr. Rishu Roy
5.	CONFLUENCE-Alumni Meet	Prof. Sudhanshu Dubey



6.	ENTREPRENEURSHIP AWARENESS ACTIVITIES	Prof. Sumit Chandak Dr. Rakesh Malviya
7.	FASHION SHOW	Prof. T. K. Sinha Prof. Yogita Agarwal
8.	FDP-Forensic Science	Dr. Kavita Sharma Dr. Swati Dubey Mishra
9.	FOUNDATION DAY LECTURE	Dr. Namit Gupta
10.	HEALTH CON	Dr. K.N. Guruprasad Dr. Shweta Mishra
11.	HR Summit	Mr. Mahendra Pratap Singh 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 Dr. Monica Sainy
15.	KALAKRITI	Prof. Anu Ukande Prof. Anuja Tripathi
16.	LIBRARY SCIENCE CONFERENCE	Dr. G. Hemasundar Naidu
17.	LITERARY CLUB	Prof. Pamela Neema 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 Dr. Roopa Shinde Prof. Arpita Patel
21.	NATIONAL SYMPOSIUM -	Dr. Kavita Shurma



	Forensic Science	Prof. Nirwan Namdeorao Ingole
22.	NATRAJ -Dance Club	Prof. Supriya Gupte Dr. Kavita Sharma
23.	NAVARACHANA	Dr. Saurabh Jain Prof. Neha Maheshwari
24.	NEW JOINT ACTIVITY - of Civil and Architecture	Ar. Vishal Yardi Dr. Anand K. Babu
25.	NIRMITI - Conclave of School Principals	Dr. Ashutosh Shukla Prof. Pritesh Jain
26.	PRAKALP	Prof. Ruchi Arya
27.	PRATIKRITI	Dr. Santosh Dhar 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 Prof. Supriya Gupte
31.	RESEARCH METHODOLOGY WORKSHOP	Dr. Anupam Singh
32.	RIYAAZ - Music Club	Prof. Shraddha Gajbhiye Dr. Prashant Siddhey
33.	SAJAG	Dr. Anand Rajavat Prof. Manoj Dhawan
34.	SANKALP - Rotaract Club	Dr Shweta Mishra 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 Director - CRP
38.	SESSIONS by Dr. Kenneth	Dr. Namit Gupta



	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 Dr. Shilpa Phadnis
41.	SPARDHA	Dr. Suprajnya Thakur Shri Vishram Yadav
42.	SPIC MACAY ACTIVITIES	Dr. Shilpa Phadnis Dr. Suchita Mishra
43.	SVVIMUN - Three Days International Model United Nations	Dr. Prashant Kumar Siddhey Prof. Sumit Chandak
44.	TEXCON Conference	Prof. T. K. Sinha Dr. Rajat Baldua
45.	THIRD ARYABHATTA MEMORIAL ORATION	Dr. Uttam Sharma
46.	WORKSHOP for Students of Architecture, Design and Fine Arts	Ar. Vishal Yardi Ar. Navajyothi Subhedar
47.	UDHBHAVANA	Dr. T. K. Mandal
48.	UDHYAMITA	Dr. T. K. Mandal
49.	VISHWANKAN	Dr. Anu Ukande Prof. Anuja Tripathi
50.	WOMEN GRIEVANCE CELL ACTIVITIES	Dr. Rishu Roy Dr. Sheetal Jain Dr. Shweta Agarwal



C. Officers of the University

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Smt. Anandiben Patel Visitor
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- Dr. Upinder Dhar Vice Chancellor
- Dr. Shishir Jain Controller
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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



**SHRI VAISHNAV VIDYAPEETH
VISHWAVIDYALAYA**

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Edited by:

Dr. Santosh Dhar

Dean

Faculty of Doctoral Studies and Research

Dr. Anand Rajavat

Coordinator

Shri Vaishnav Institute of Information Technology

Compiled by:

Dr. Abhishek Singh Rathore

Associate Professor

Shri Vaishnav Institute of Information Technology

Prof. Rupali Bhartiya

Assistant Professor

Shri Vaishnav Institute of Information Technology

Prof. Pooja Jain

Assistant Professor

Shri Vaishnav Institute of Information Technology



The rising flame
epitomises 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

Email : vc@svvv.edu.in Website - www.svvv.edu.in

CITY OFFICE :

Shri Vaishnav Vidya Parisar, 177 Jawahar Marg,
South Rajmohalla, Indore - 9 (M.P.), Ph - 91-731-2349111-2