



# SHIV NADAR UNIVERSITY

**UNDERGRADUATE HANDBOOK**  
**Academic Year 2015-16 onwards**

These rules govern all students admitted to an undergraduate program of Shiv Nadar University.

These rules can be amended, augmented, clarified, interpreted, added to, deleted from, and changed by the University's Academic Council. Any such change shall be intimated to the students by display on the official notice board of the Dean of Undergraduate Studies.

## **Chapter 1: Eligibility Criteria for the Award of a Degree**

### **Section A: DEGREE REQUIREMENTS**

#### **A1. University Undergraduate Qualifying Criterion (UUQC):**

- i. All undergraduate (UG) programs require a minimum of 120 credits to be obtained by each student. All graduating students must have at least one major, or specialization. These specializations are usually within one department but sometimes it may involve more than one department.

[Definition and Explanation: Each Course offered at the University will carry credits which are calculated on the basis of the number of contact hours per week for a course that runs the whole semester. The listing of the credits will be given as L:T:P, where L is the number of Lecture Classes, T is the number of Tutorial Classes; and P is the number of Lab Sessions. A typical Lab Session is usually between 2 and 3 hours' duration and is counted as one contact hour. For example, a course with 3:1:1 credits is a 5 credit course where the student shall attend 3 lectures, 1 tutorial and 1 lab session every week for the whole semester.

Once a student successfully completes (that is, obtains the minimum passing grade in) a particular course, she shall have earned as many credits as the course carries.]

- ii. The minimum duration of an undergraduate program at SNU shall be 6 Full semesters.

[Definition and Explanation: Full semesters are classified as Monsoon (from July/August to December) and Spring (from January to May). Summer Semesters (June – July) are not counted as Full semesters. ]

- iii. The minimum credit requirement for a specialization, or major, in the University is 60 credits. However, each department is allowed to have its own credit requirement for a major with that department as long as it adds up to at least 60 credits.

[Definition and Explanation: All undergraduate students at SNU must specialize in a subject area. These Major Areas of Study (or Majors) consist of groupings of courses that students are required to take in order to graduate with a specialization in a disciplinary or inter-disciplinary field of study. They consist of required or core courses that all students pursuing a Major must take, as well as electives, which allow students to individualize their area of interest within the Major. Each department will decide which courses are core and which are elective courses and the combination in which they must be chosen to meet the requirements of their Major.]

- iv. At least 18 credits must be earned from UWE courses.

[Definition and Explanation: UWE stands for University Wide Electives. A UWE course for a student is a full semester course offered by a department outside the student's Major department. These courses may or not have pre-requisites (i.e., courses that must be taken before a particular course can be taken). Each department offers a cache of courses that require no pre-requisites. A department may also announce a set of designated courses as the departmental UWEs. The UWE credits for a student cannot come from courses that are either (i) from a core course, or a mandatory requirement, of the

student's Major or (ii) from a course chosen by the student as an elective requirement of the student's Major. (In general, no full semester course offered by the department in which the student is getting her or his specialization can be counted as UWE by the student.)]

- v. At least 24 credits must be earned from CCC courses. Each student must earn at least 3.0 credits from each of the eight topic areas that CCC courses fall under.

[Definition and Explanation: All undergraduate students at SNU must take a core group of common subjects designated as Core Common Curriculum (or CCC) courses. The CCC is designed to provide students a broad-based understanding of the world, its physical, biological and social systems, the development of human civilization and culture, and the historical development and modern formation of global society with a special emphasis on the history and development of India. The CCC consists of courses in 8 Topic Areas that all students must take in order to secure an undergraduate degree from the University, regardless of their Major or area of specialization. At present, the 8 Topic Areas in the CCC are:

1. Indian History and Society (IHS)
2. World History and Society (WHS)
3. Culture and Communication (CAS)
4. Physical and Living Systems (PLS)
5. Cognition and Intelligence (CAI)
6. Technology and Society (TAS)
7. Environment and Ecology (EAE)
8. Reasoning and Analysis (RAA)

- vi. No more than 30 CCC credits will be counted towards the degree.
- vii. At least 18 of these credits must be earned from courses with REAL component.

[Definition and Explanation: The University integrates research, and training in the conduct of research, into the undergraduate curriculum across all disciplines. To fulfil their degree requirements undergraduates are required not only to take courses that train them to conduct research but are also required to undertake or participate in active research projects. All students at the University are also required to participate in experiential learning activities such as, internships, volunteer-ships or service learning projects within and outside of the University setting. REAL requirements can be fulfilled through several different types of courses (Major/Electives/CCCs), projects, work and service opportunities, including: research projects; design projects; practicums; cooperative education; service learning program; internships & volunteer-ships; cultural immersion programs. Each course that has a REAL component will be so marked.]

- viii. At least 18 of these credits must be earned from courses with VELS component.

[Definition and Explanation: To further the objective of preparing students for leadership positions in society, students must take courses that contain material intended to prepare them for a life-long commitment to leadership grounded in values, ethics and service to society. Students must take at least 18 credits in VELS courses to fulfil their degree requirements. These VELS designated courses can be taken as part of University Electives, as part of the courses taken to fulfil the requirements of a

Major or CCC courses. These courses can also be combined with courses that fulfil REAL and/or GIS requirements. The SNU Course Catalogue shall identify those courses that fulfil VELs requirements.]

- ix. At least 18 of these credits must be earned from courses with Global & International Studies (GIS) component.

[Definition and Explanation: Students must incorporate classes with an international focus in their programs of study and endeavour to take advantage of study abroad opportunities. Students must take at least 18 credits in GIS courses to fulfil their degree requirements. International courses and study abroad opportunities can be taken as part of University Electives, Majors, CCCs as well as to fulfil the requirements of GIS courses. These courses can also be combined with courses that fulfil REAL and/or VELs requirements programs. The SNU Course Catalogue shall identify those courses that fulfil GIS requirements.]

- x. The degree shall be awarded only if the student completes the credit requirements and has a minimum of 5 CGPA.

[Definition and Explanation: The grading scheme and calculations of CGPA are detailed in Chapter 2.]

## **A2. School Undergraduate Qualifying Criterion (SUQC):**

Each school, if it wishes, shall set its own minimal set of criterion for any student to get an undergraduate degree with a major offered by a department under that school. These shall be called School Undergraduate Qualifying Criterion or SUQC. Under no circumstances, SUQC shall be less, either in any part or whole, than UUQC. These will be explicitly mentioned in the School's prospectus.

## **A3. Department Undergraduate Qualifying Criterion (DUQC):**

Each department shall set its own minimal set of criterion for any student to get an undergraduate degree with a major offered by that department. These shall be called Department Undergraduate Qualifying Criterion or DUQC. Under no circumstances, DUQC shall be less, either in any part or whole, than SUQC. These will be explicitly listed in the relevant School or Department's prospectus.

## **Section B: REGISTRATIONS**

### **B1. Registration Requirements:**

Every student has to register with the Dean of Undergraduate Studies (UGS) every semester that s/he spends at SNU. The registration will include separate individual registration in each of the courses that the student wishes and is allowed to take that semester. The following conditions apply:

- i. An undergraduate student of SNU, admitted as a first-year undergraduate, has to register for a minimum of 6 Full semesters.

[Definition and Explanation: See Chapter 1, Section A1.i that describes the duration of the undergraduate program. The minimum duration to complete any undergraduate program offered by the university is 6 Full semesters. However, the actual duration to complete the undergraduate degree shall be contingent upon successful completion of credit requirements listed by the respective departments.]

- ii. An undergraduate student of SNU has to complete the degree requirements within a maximum of 12 Full semesters.

[Definition and Explanation: If a student needs more time to complete the degree requirements, the Dean (UGS) may allow, on application by the student, to register for more than 6 Full semesters. In any case the degree requirements must be completed within 12 Full semesters counted continuously from the first Full semester in which the student registers.]

- iii. An undergraduate student will be classified as a ‘Full time Student’ of a (Full) Semester if s/he registers for a minimum of 3 credit - courses and a minimum of 12 credits.

[Definition and Explanation: Any course offered by the University that allows a student to earn credits to satisfy any of the qualifying criterion is called a credit – course.]

- iv. No student will ordinarily be allowed to register for more than 7 Full semester courses; nor will s/he be allowed to register for more than 27 credits in one semester. Exceptions will be allowed by written permission of Dean (UGS) and on recommendation of the Undergraduate Advisor.

[Definition and Explanation: Taking a large number of courses can put a lot of pressure on the student.]

- v. All incoming students (i.e., on admission to the UG program) will be registered as Full Time students (see clause B1.iii). For registration as a Full Time student

in all subsequent semesters, the student must maintain a CGPA of 5.00 at the beginning of that semester.

[Definition and Explanation: The grading scheme and calculations of CGPA are detailed in Chapter 2.]

- vi. A student who fails to meet the criterion as stated in Clause B1.v will be allowed to register as a student on Academic Probation. A student on Academic Probation will be allowed to register for a maximum of 4 Full semester courses.

[Definition and Explanation: It is expected that a lighter course load will enable the student to spend more time with a course and, thus, pull up her or his grades. This should help improve the CGPA]

The conditions under which F grades can either be cleared or be substituted are given in the chapter (Chapter 3) on Grading Scheme.

Chapter 3 clearly states that if a student fails twice a course designated as a compulsory/mandatory course by the Department which offers the student's declared Major, then the student has **disqualified** him/herself from obtaining an undergraduate degree from SNU with that Major. As an alternative to leaving the University, such a student may be offered the option to transfer the credits earned so far to another Major. If such an offer is given, all previously earned credits will be re-evaluated under the rules for the new Major and any that contribute to it will be transferred. The student has to satisfy the minimum criterion set for the new Major.

## **Section C: MINIMUM STANDARDS**

### **C1. Continuation of merit based scholarships/financial aid:**

- i. All merit-based financial aid, be it a full or partial scholarship, is given only to a student who has not spent more than 8 full semesters at SNU. In principle, therefore, (a) a student can be financially assisted for a maximum of 8 full semesters counted continuously from the first Full Semester that the student registers in and (b) a student taking more than 8 full semesters to complete the program will not get any financial assistance from the ninth full semester onwards.
- ii. There is no financial aid for Summer Semesters.
- iii. If a first year student is granted admission with financial aid, this assistance is guaranteed for one year (or, two full semesters). Starting from the third semester, continuance of the financial aid is conditional on the student maintaining a CGPA of 6.00 at the end of the last concluded semester.
- iv. If a student is granted admission with financial assistance and this is withdrawn in accordance with C1.iii, the assistance will be restored in the semester following the one, at the end of which, the student has acquired a CGPA of 6.00
- v. If the student is found guilty of using 'unfair means' in an evaluation process of a course or of 'Academic Misconduct' by the Proctoral Committee, the Proctoral Committee may recommend (to the Dean (UGS)) the withdrawal of the scholarship/fee waiver/financial aid. The Dean (UGS) will bring the recommendation to the Academic Council which will take the final decision.

### **C2. Maintenance of minimum academic standards**

- i. A student shall be issued a warning letter if her CGPA, or SGPA, is less than 5.00. Such a student shall be required to sign an undertaking as laid down by the Dean (UGS) to continue at the university.
- ii. Students on Academic Probation shall not be allowed to register for more than 4 credit-courses. If a student on Academic Probation is unable to achieve an SGPA of 5.00, the student's registration at SNU will be terminated. If the student on Academic Probation reaches an SGPA greater than or equal to 5.00, she will be allowed to continue. However, a student whose CGPA is less than 5.00 for three consecutive semesters will not be allowed to continue at SNU.

### **C3. Appeal against termination**

A student terminated under the provisions of para C2 can appeal to the Chairperson, Academic Council for review of such decision with strong reasons

to explain her failure to maintain minimum academic standards. The decision of the academic council shall be final.

## **Chapter 2. Evaluation for a Course**

### **Section A. Evaluation Scheme:**

**A1.** The Evaluation Scheme for each course shall be announced in class within one calendar week of the first class held.

**A2.** Evaluation in SNU will be done by the instructor of the course. If the same course is being offered to more than one batch, all efforts will be undertaken to ensure that the evaluation scheme is uniform across all batches. The final grades of a multi-batch course will be awarded by a Moderation Committee (set up for the course). The process of moderation is confidential.

### **A3. Attendance Policy**

- i. It is mandatory for the students to attend 75% of all contact hours of a course. Students will not be allowed to sit for the final exam of the course if their attendance is less than 75% and will get an F grade in the course. Also, those who are auditing the course will get an AF grade if the attendance is less than 75%.
- ii. The Course Instructor/Course Coordinator will have to provide documentary evidence of a student's attendance to implement 2.A3.i. The method of noting attendance will be announced at the beginning of every course.

**A4.** All students shall be given an opportunity to contest their evaluation. They will be allowed to view their answer sheets of the final exam (if any) on the viewing day, a part of the university academic calendar. No more opportunity to view answer sheets shall be available to the students after this date. If a student does not agree with the evaluation, s/he will be given a chance to request for a change in marks awarded. The sequence of appeals for change in marks is first to the Instructor, then to the Course Coordinator (if any) and finally, to the Dean, Undergraduate Studies.

**A5.** Any representation about the evaluation and/or delivery of the course can be made to the Dean, Undergraduate Studies.

## Chapter 3: Grading Scheme

### Section A: Grading Scheme

Currently the university follows a 0 to 10 point grading scheme. If at any time, the empowered bodies of the university decide to change the grading scheme, an equivalence chart shall be provided. Any student who feels aggrieved by the change shall have the right to appeal to the Dean, Undergraduate Studies for redressal.

**A1. Grading Scheme:** The current grading scheme, with explanations following the table, is

| Letter grade | Point Grade (GP) | Description                                     |
|--------------|------------------|---|
| A            | 10               |   |
| A-           | 9                |   |
| B            | 8                |   |
| B-           | 7                |   |
| C            | 6                |   |
| C-           | 5                |   |
| D            | 4                | Minimum Passing Grade                           |
| F            | 0                | Fail  |
|              |                  |   |
| I            | -                | Incomplete                                      |
| R            | -                | Result Withheld                                 |
| W            | -                | Withdrawn from Course                           |
| Z            | -                | Course Continuation                             |
| AP           | -                | Audit Pass                                      |
| AF           | -                | Audit Fail                                      |
| AU           | -                | Audit Successfully Completed                    |
| S            | -                | Satisfactory Completion ( Non - credit Courses) |
| U            | -                | Unsatisfactory                                  |

### Section B. Descriptions and Notes on the Grading Scheme:

**B1.** Only courses with points attached (i.e., with letter grades A to F) will be used in the calculation of SGPA and CGPA. Major, UWE and CCC courses, as well as REAL, VELS and GIS courses, will usually have points attached to them.

[Definition and Explanation: Descriptions of SGPA and CGPA are given in 3. B13 and 3.B14.]

**B2.** All non-contributory (not counting towards SGPA or CGPA) courses so designated by the department, will have an S or U grade. An S grade will be awarded for satisfactory completion of such a course while a U grade is for non-satisfactory performance by the student in that course. The instructor in charge of such a course will inform the class within the first week of classes what constitutes satisfactory performance.

**B3.** A course instructor can allow a student to audit a course. However, the Dean, UGS is the ultimate authority to permit a student to audit a course. If a student successfully audits the course, s/he will be given an AP grade; if not, the student receives an AF grade. The instructor will determine what constitutes a successful 'audit' of a course. An audited course will not be counted towards the student's SGPA/CGPA but the grade (AP or AF) will appear in the Semester Transcript. All courses that have been successfully audited (i.e., those with grade AP) by the student will appear as AU in the student's Final Transcript.

**B4.** All courses taken under Clauses B2 & B3 will be listed under 'Other Courses Successfully Completed' in all relevant transcripts of the student.

**B5.** The student can be given an 'I' grade if she is unable to complete, within the semester, the requirements of a registered course due to extraordinary circumstances (e.g. university official duty or proven medical reasons). It is up to the instructor, with the permission of the Dean, UG Studies, to decide whether the grade should be an F or an I. An I grade in any semester must be converted to a letter grade (between A and F) within the time limit announced by the Controller of Examination failing which it would be automatically converted to an F grade. A course with an 'I' grade will not count towards calculation of the SGPA/CGPA; however, once the grade is converted to a letter grade between A and F, it will be counted in the semester where this conversion happens.

**B6.** If for some reason a student finds that s/he cannot do academic justice to a course that s/he has registered for, then an application to *withdraw* the registration for this course can be made to the Dean (Undergraduate Studies) through the Undergraduate Advisor (of the student's Major). The application must be made before the announced last date for withdrawal. The application shall be accepted provided the student remains registered for the minimum number of credits and courses for the semester (as per the extant rules of that semester). In case the application is approved, the student shall be awarded the grade W and the course will not count towards calculations of the SGPA/CGPA.

**B7.** D is the minimum passing grade. If a student receives grade D or above in a course, s/he has passed the course.

**B8.** Z is the grade awarded for courses that extend into the next semester. Z grade in a course must be converted to a letter grade from A to F, or I, by the subsequent semester. If the Z is converted to I, 3.B5 is applicable. A Z grade is not used to calculate the SGPA/CGPA but is counted in the semester when the letter grade between A to F is awarded.

**B9.** R is the grade awarded for courses where the result is withheld; it is not counted for SGPA/CGPA calculations.

**B10. Credits:** Each Course offered at the University will carry credits which are calculated on the basis of the number of contact hours per week for a course that runs the whole semester. The listing of the credits will be given as L:T:P, where L is be the number of Lecture Classes, T is the number of Tutorial Classes; and P is the number of Lab Sessions. A typical Lab Session is usually between 2 and 3 hours' duration and is counted as one contact hour. For example, a course with 3:1:1 credits is a 5 credit course where the student shall attend 3 lectures, 1 tutorial and 1 lab session every week for the whole semester.

**B12. Earn Credits:** Once a student successfully completes a particular course, she shall have earned as many credits as the course carries. (To successfully complete a course means that the student has to get at least the minimum passing grade D in that course.)

**B13. SGPA or Semester Grade Point Average:** Each grade (from A to F) has a point grade or a grade point (GP) associated with it (as detailed in the Table appearing in 3.A1). SGPA, broadly speaking, is the average of the grade points of all the credit - courses that a student has registered for in the semester. But this average is weighted according to the credits associated to the respective course. This yields the following formula for the SGPA:

$$\text{SGPA} = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where,

$i$  denotes a course the student has registered in and completed in that semester;

$i = 1, 2, \dots, n$ ;

$C_i$  is the number of credits associated with course  $i$ ; and

$G_i$  is the grade point earned in course  $i$ .

**B14. CGPA or Cumulative Grade Point Average:** In calculating the CGPA, all completed credit-courses taken by the student up to that point are considered. Thus,

$$\text{CGPA} = \frac{\sum_{j=1}^m C_j G_j}{\sum_{j=1}^m C_j}$$

where,

$j$  denotes all course the student has registered in and completed in the University;

$j = 1, 2, \dots, m$ ;

$C_j$  is the number of credits associated with course  $j$ ; and

$G_j$  is the grade point earned by the student in course  $j$ .

## **Section C. Clearing, Substitution and Improvement:**

**C1.** To qualify for an undergraduate degree from SNU, the student has to earn certain number of credits in her specialization, or major. In general, there are two types of required credit courses for a major --- those which are mandatory and those which are electives. The minimum credit requirement for a major is determined by the faculty of the major discipline but it must be at least 60 credits.

Students majoring in a field must pass the mandatory courses of that field. A minimum number of elective courses must be chosen from a set of courses ear-marked as electives by the faculty of the major discipline.

**C2. Clearing an F grade in a Mandatory course:** If a student receives an F in a course that is mandatory for her/his major, s/he can change her major or try to take the course a second time. For the latter, she has to register again for that course at the earliest (under advice of his/her Undergraduate Advisor). It has to be recorded in the office of the Dean (Undergraduate Studies) that this registration is for the specific purpose of clearing the F grade in that course. If the student fails again, s/he cannot continue in that major. Maximum of two attempts are allowed for any course. If the student gets a D or a higher grade in the second attempt, then the F grade (0 GP) shall be replaced by the new grade. All subsequent transcripts shall indicate that the course has been successfully completed.

[Definition and Explanation: A third attempt to clear the F grade in a Mandatory course can be given at the sole discretion of the Dean (Undergraduate Studies). The student shall have to pay the course fees as decided by the Academic council.]

**C3. Clearing an F grade in an Optional course:** If a student receives the F grade in an optional course, s/he has the option to register again for that course at the earliest (under advice of his/her Undergraduate Advisor). It has to be recorded in the office of the Dean (Undergraduate Studies) that this registration is for the specific purpose of clearing the F grade in that course. Maximum of two attempts are allowed to clear (successfully complete) any course. If the student fails in the second attempt too, s/he will be disqualified from taking that course again. The course shall be listed and counted as F only once in CGPA calculations. It will remain as F course for all subsequent transcripts. If the student gets a D or a higher grade in the second attempt, then the F grade (0 GP) shall be replaced by the new grade. All subsequent transcripts shall indicate that the course has been successfully completed.

**C4. Substituting an F grade in an Optional course:** If a student receives the F grade in an optional course which s/he does not want to repeat, then s/he has the option to register for another course of the same category (Major Elective, UWE, CCC) to get the F grade substituted by the grade earned in the new course. The choice of the new course has to be approved in writing by the Undergraduate Advisor of the student's Major. It has to be recorded in the office of the Dean (Undergraduate Studies) that this registration is for the specific purpose of substituting the F grade in a particular course. A course failed

twice cannot be substituted. Only one substitution is allowed for any course. Whatever grade the student receives, it shall substitute the F grade in the declared course. If the student receives an F in the substituting course also, this course will be listed as an F in all subsequent transcripts. No second attempt is allowed to clear an F in a substituting course.

**C5. Improving an earlier grade by repeating the course:** If a student wishes to improve the grade received in a course, s/he can make an application to do so to the Dean (Undergraduate Studies) through the Undergraduate Advisor of the student's Major.

The application will be considered only under the following conditions:

- i. This is the first time the student is seeking a grade improvement in this particular course;
- ii. The current grade in the course was obtained in one of three semesters immediately preceding the semester in which the application is being made.

If the application is approved/accepted, the following conditions will hold:

- iii. If the improvement attempt is for a mandatory course, and the grade received in the second attempt is D or above, then this new grade will be substituted in place of the earlier grade in the calculation of CGPA and reported in all subsequent transcripts.
- iv. If the improvement attempt is for a mandatory course, and the grade received in the second attempt is an F, then the student must try one more time --- at the earliest available opportunity --- if s/he wants to continue in her major. If she fails again, she will not be allowed to continue in her major. If she passes, the maximum grade that will be reported in subsequent transcripts is D, substituting the previous grade(s).
- v. If the improvement attempt is for an optional (elective for the major or otherwise) course, then the new grade, whatever it is, will be substituted in place of the earlier grade in the calculation of CGPA and reported in all subsequent transcripts. No substitution will be allowed for an improved course.
- vi. During the improvement attempt, the course shall not count towards the minimum number of courses that need to be registered for in a semester; however, it may be so counted if 3.C5.iv is applicable.
- vii. During the improvement attempt, the course shall count towards the maximum number of courses that a student can register for in a semester.
- viii. The fees for improvement during the regular semester (Monsoon or Spring) shall be Rs. 2500/credit and it shall be Rs. 5000/credit during Summer Semester. This fee cannot be waived. If 3.C5.iv is applicable then the fees have to be paid twice.

**C6. Improving an earlier grade by substituting the course:** If a student wishes to improve the grade received in a non-mandatory course by substituting it by another course of the same category, s/he can make an application to do so to the Dean (Undergraduate Studies) through the Undergraduate Advisor of the student's Major.

The application will be considered only under the following conditions:

- i. No course can be substituted more than once through the duration of the program
- ii. Any substituted course cannot be re-substituted by another or the same course

If the application is approved/accepted, the following conditions will hold:

- iii. Only the grade received in the substituting course, whatever it is, will be counted in CGPA calculations and appear in all subsequent transcripts.
- iv. No improvement is allowed in the substituting course
- v. The substituting course shall not count towards the minimum number of courses that need to be registered for in a semester
- vi. The substituting course shall count towards the maximum number of courses that a student can register for in a semester
- vii. The fees for substitution during regular semester (Monsoon or Spring) shall be Rs. 2500/credit and it shall be Rs. 5000/credit during Summer Semester. The credits of the new course shall be counted for fee calculation.

**C7. Clearing, improving or substituting** a course will be allowed subject to availability of space in that course.

#### **Section D: Student Attendance Requirements.**

SNU is a residential university, and all students are expected to attend all lectures, tutorials and lab sessions that they are registered for.

**D1.** Please refer to 2.A3 for the attendance policy of the University.

**D2. For a non – contributory course:** The instructor shall inform, the students, the attendance requirements and the penalties/rewards associated with the requirements, within a calendar week of the start of the course.

**D3. Condoning of shortage of attendance:** No student can be given attendance for any class not attended. A student can apply to the Dean (Undergraduate Studies) for condoning of shortage of attendance under the following conditions:

- a. Application has to be made on the requisite form.
- b. The form has to be submitted within seven calendar days of the last class missed. If the student had to be away from the University for more than 7 days, the form has to be submitted within two days of returning to campus. If the student has been absent in class for more than one course a separate application has to be made for each course. Incomplete forms will not be considered.
- c. Classes not attended and condoned shall be recorded as not held for that student.

- d. Condoning of missed classes is at the sole discretion of the Dean (Undergraduate Studies).
- e. Condoning of missed classes will not be given for more than one-third of the total classes held for the course.
- f. Condoning of missed classes can be applied for only in the following two cases:
  - (i) Absence due to medical reasons: The application has to be supported by a medical certificate (in original) from a registered medical practitioner/hospital, relevant medical reports (if any) and countersigned by the warden of the hostel that the student resides in.
  - (ii) Absence due to being on official university duty: A student who has been designated to represent the university at any forum may apply for condoning of classes missed due to that duty. This duty has to be pre-approved by the Dean (Undergraduate Studies) before proceeding on leave. The form has to be countersigned by the faculty advisor or the university official in charge of that duty.

## **Section E: Special Topics**

### **Notes, Explanations, Definitions & Descriptions**

**E1. Audited Course/ To Audit a course:** Sometimes a student may wish to acquire more knowledge by attending a course but may not wish it to be counted towards his/her CGPA. S/he can choose to 'Audit' such a course. Permission to audit a course is fully dependent on the Instructor of that course. Conditions/standards to be met for auditing a course will be set by the instructor of the course. Only AP (on passing the course) or AF (on failing the course) letter grades can be obtained in an audited course. These grades will appear in only the Semester Transcript. Subsequent transcripts, including the Final Transcript shall show only those audited courses in which the student received AP letter grade, and they will have the letter grade AU against them.

**E2. Letter and Point Grades:** At the completion of a credit - course, every student who had registered for that course shall be awarded a letter grade. At present the grades that can be awarded are: A, A-, B, B-, C, C-, D, F, W, Z, S, U, I, R, AP, AF & AU. Out of these, only grades A, A-, B, B-, C, C-, D, & F shall count towards the calculations of SGPA and CGPA. These grades shall be awarded in credit – courses. Each Letter Grade has a point grade associated with it. These are given in the Table in Section A.

**E3. Non - contributory Courses:** Certain courses may not contribute towards the student's CGPA or SGPA. Such courses are termed as non - contributory courses. Examples of such courses are (so designated) Internships and Audited Courses.

**E4. Major:** Every undergraduate student of SNU will specialize in a particular stream (like Electrical Engineering, Economics etc.) which will be offered by a department; and

this will be called the declared major of the student. The degree awarded will have the major mentioned explicitly. For example: B.Tech. Mechanical Engineering, B.Sc. Mathematics, B.A. Economics, etc.

**E5. Minor:** Every undergraduate student of SNU shall have the option of choosing to do a Minor. This means that the student earns certain (as decided by the department offering the Minor) credits in that subject. The Minor has to be a subject offered by a department other than the department that offers the Major of the student or it can be a different Major offered by the same department. For example, a student with the declared Major in Computer Science and Engineering may opt to do a Minor in Physics. In this case, the student shall receive the degree B.Tech. Computer Science and Engineering with Minor in Physics.

The decision that the student will be allowed to do the Minor will rest completely with the department that offers the Minor. Each department shall have an Undergraduate Advisor, who shall look at the records of the student, capacity of the department to admit students to that Minor, the constraints of the schedule of classes, and any other relevant detail and take an appropriate decision. A student may be required to spend additional time, than the minimum program duration i.e. 6 full semesters, to earn a minor.

**E6. Sub-Specialization:** If a student so chooses, she may specialize in a sub-field relevant to her Major. For example, a Mathematics Major may want to specialize in Mathematical Finance. The relevant department and the school will decide on the credit requirements for the sub-specialization. The student has to register with the relevant Department and the Dean (Undergraduate Advisor). The degree awarded shall record the specialization. For example, B.Sc. Mathematics with Mathematical Finance.

**E7. Honours Degree:** A department, if it so chooses, may award Honours Degree. The credit & GPA requirements for an Honours degree will be decided by the Department. The student has to register for the honours degree with the relevant Department and the Dean (Undergraduate Studies). The degree awarded shall record the fact. For example, B.A. English with Honours.

**E8.** All credit requirements for a Major, Minor, Specialization or Honours degree must be approved by the Academic Council.

**E9. Change of Rules:** The Academic Council reserves the right to amend, augment, clarify, interpret, add to, delete from, and change these rules for the general good of the University. Any change shall be intimated to the students by display on the official notice board of the Dean of Undergraduate Studies. Any student that feels aggrieved by any change shall have the right to appeal to, the Dean, Undergraduate Studies for redressal. The Academic Council shall take into consideration the report of the Dean, Undergraduate Studies and take a decision on the appeal. The decision of the Academic Council will be final.

