Academic Regulations & Information Booklet
for
Four Year Bachelor Degree
Programme
In
Engineering
at

SARDAR VALLABHBHAI PATEL INSTITUTE OF TECHNOLOGY, VASAD
(Managed by New English School Trust (NEST), Vasad)

(Approved by AICTE, New Delhi & Affiliated to Gujarat Technological University (GTU), Ahmedabad)

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SARDAR VALLABHBHAI PATEL INSTITUTE OF TECHNOLOGY, VASAD
B/h. S.T. Bus Depot, Rajupura Village
Vasad, Anand District, Gujarat 388306
Contact No.: +91 95107 82981 / 82 / 83 / 84
College Website: https://www.svitvasad.ac.in/

Vision of the Institute

To be an excellent academic institute by imparting quality technical education to the prospective engineers and carve them into value added technocrats who seek professional excellence, nation building and social responsibility.

Mission of the Institute

1. To be known as institution of repute safeguarding societal and national interest.

2. To cultivate adaptability and groom faculty members with changing trends in their fields by giving them opportunities to upgrade.

3. To constantly align and orient as per societal needs by delivering knowledge on contemporary themes in accordance with job potential.

4. To facilitate student–centric environment and offer them industrial and practical exposure.

5. To adopt appropriate processes and practices in the field of education, research and innovation to prepare them for professional challenges.

6. To offer good activity support – Co-curricular & Extra- curricular to inculcate ethical values, right attitude and sound professionalism into students, following ideals of Sardar Patel".

Whom to Contact?

In case of any queries please feel free to contact the departments/In-charges as follows:

Sr. No.	Work related to…	Whom to contact
1	Completion of admission process	Mr. Rakesh Thakkar, Admin. Dept.
2	To get enrollment number	Mr. Shailesh Patel, Admin. Dept.
3	Registration in the beginning of semester	Department Head
4	Fill university exam form	Online GTU student portal
5	Collect university examination hall ticket	Online GTU student portal
6	Collect grade card/Provisional Certificate	Mr. Vinodbhai Parmar, Admin. Dept.
7	Re-assessment and Rechecking	Online GTU student Portal
8	Institute transfer	Mr. Shailesh Patel, Admin. Dept.
9	Correction in name / personal details	Dr. A K Adhikari, GTU Coordinator, GTU Cell
10	Apply for Bonafide certificate	Mr. Shailesh Patel, Admin. Dept.
11	Any issue related to University	Dr. A K Adhikari, GTU Coordinator, GTU Cell
12	Medical leave	Department Head
13	Payment of fee	Mr. Dharmesh Patel, Admin Officer, Admin. Dept.
14	Scholarship	Mr. Ronak Patel, Admin. Dept and Dept. faculty coordinators
15	Railway/Bus pass	Department Clerk
16	Hostel accommodation	Mr. Sandip Patel, Admin. Dept.
17	Class time table	Department Head & Class Coordinator
18	Identity Card	Mrs. Hiral Patel, Central Library
19	Library Card	Mrs. Hiral Patel, Central Library
20	Digital Library	Mrs. Priti Patel, Central Library
21	Book Bank Facility	Mrs. Priti Patel, Central Library
22	Loss of Identity /Library card	Mrs. Priti Patel, Central Library
23	Late fees Payment	Mr. Shailesh Patel, Admin. Dept.
24	Industrial Training	Department Internship Coordinator
25	Campus Recruitment	Prof. Tejas Gotikar, T& P Cell
26	Anti-Ragging Activities	Department Head
27	Membership of Technical Societies	Prof. Dhaval Joshi, Mech. Engg. Dept.
28	Specific queries of girl students	Dr. Samta Shah, Civil Engg. Dept.
29	Wi-Fi Facilities	Mr. Brijesh Pandya, Computer Centre
30	Login on CMS	Dr. Neha Soni, Computer Engg. Dept.
31	NCC, NSS, Sports & Cultural activity	Dr. Vikas Agrawal, Sports Room
32	Any Query/ Academic & Personal issues	Department Head
33	International Students through ICCR	Prof. Tushar Kulkarni, E & C Dept.
34	Transportation issues	Dr. N M Trivedi, Civil Engg. Dept.
35	Any other complaints	Department Head

iii. About the college

The New English School trust after careful considerations decided to establish a Self-financed Degree Engineering College with the support of eminent people of this area. The New English School Trust (NEST) decided to name the college as the SARDAR VALLABHBHAI PATEL INSTITUTE OF TECHNOLOGY (S.V.I.T.) as a tribute to the great leader Sardar Vallabhbhai Patel who hailed from this area.

The Trust formed the Board of Management for the college as per guidelines of All India Council for Technical Education (AICTE). The Trust requested Prof. Shantibhai Amin, a philanthropic-administrator, to take the responsibility of establishing the college as Chairman of Board of Management. The Board of Management consisted of the technocrats, the educationalists, the industrialists, the social workers, the business magnets of Vasad and Shri Shivabhai Patel who had a rich experience of managing co-operative organization.

In the year 1997 SVIT applied for approval by AICTE, Delhi and affiliation by Gujarat University, Ahmedabad. Initially the college was started with three conventional disciplines namely Civil Engineering, Electrical Engineering & Mechanical Engineering with an intake of 60 seats in each. All the seats were filled up in the first year.

In the year 1998 disciplines of Computer Engineering & Information Technology, with an additional intake of 80 were introduced in SVIT. Subsequently in the year 1999 the discipline of Electronics & Communication Engineering with an intake of 40 was introduced. In 2003 the MCA program was also introduced.

Another programme in Aeronautical Engineering (first to be started anywhere in Gujarat) was started from the academic year 2003-04. Computer Engineering and Electrical Engineering Programs were subsequently added in the academic year 1999-2000 and 2001-2002 respectively. From the academic year 2010-2011 increase of intake from 60 to 120 in Mechanical Engineering was started.

Postgraduate program in Structural Engineering was started in 2010-11, software engineering, cyber security in 2011-12, CAD/CAM in 2010-11, Power Systems and Embedded Systems in 2013-14 and Communication Engineering was started in 2014-15.

Since the Year 2007-2008 SVIT is affiliated with Gujarat Technological University (GTU), Ahmedabad.

With the support of the people of Vasad and well-wishers the required infrastructure such as buildings for class-rooms, laboratories, workshop, library, students' facilities, administration block, bank counter, student stationery store, health center, etc. could be created.

SVIT, in last two decades, has developed leaps and bounds establishing itself as an institution of quality engineering education.

Iv. Disclaimer
The rules and regulations mentioned in the academic regulation & information booklet are subject to change without any prior notice. Some of the rules prescribed by Admission Committee for Professional Courses (ACPC) and Gujarat Technological University (GTU) are reproduced in this regulation for information of students and parents which may not be full and final. The updated rules governed by ACPC and GTU are available from their respective website. College authority is not responsible for any consequences arising from Interpretation or use of such rules or change of rules by ACPC and GTU. The readers of this regulation are advised to read all the rules from the respective website.

Contents

Academic Regulations

1. **Admission Committee for Professional Courses (ACPC)**

   The Admission Committee for Professional Courses (ACPC) is the governing authority for all professional courses in Gujarat. All students are admitted to colleges that offer professional courses by applying online at ACPC's official website: http://www.jacpcldce.ac.in/.

2. **Gujarat Technological University (GTU)**

   Gujarat Technological University (GTU), is a state university which was established under Gujarat Act No. 20 of 2007 to which a lot many Engineering, Pharmacy, and Business institutes in Gujarat are affiliated. And SVIT is one of the institutes which are affiliated to GTU.

3. **Admission**

   3 (a) **Admission to the first year of engineering (UG)**:

   A candidate seeking admission to any branch of the four-year Bachelor of Engineering programme must have passed the Gujarat Secondary Education Board's Higher Secondary Certificate Examination (Science stream A group or A/B group) or an examination recognized as being equivalent thereto with the minimum score required by the All India Council of Technical Education (AICTE) from time to time. Additionally, he or she had to have taken the GUJCET test. For additional information, one can visit http://www.gujacpc.nic.in and the official website of the AICTE. Admission to this college is controlled by the norms and regulations as defined by the Admission Committee for Professional Courses (ACPC) from time to time. 75% of the available seats in each branch are filled by the ACPC, while 25% of the available seats in each engineering branch are filled by the college using the management quota (10%) and NRI-sponsored quota (15%).

   3(b) Admission by lateral entry

   A student who has passed the final year diploma examination in engineering conducted by the Technical Education Board (TEB), Gujarat state, with minimum acceptable marks / class, as determined by the relevant authority from time to time, will be considered eligible for admission to the second year of a four-year degree programme in the respective branch of engineering. Under these laws, such a student is assumed to have completed his/her Level- 1 (first year) course requirements. Such students get admitted to the second year of engineering through ACPC.

   3(c) Admission by transfer

   For a student requesting admission through transfer from one institution to another after finishing part of his or her degree course, the following rules are applicable, provided that there is an available seat:
   - He/she must have enrolled in any BE curriculum through ACPC, and transfers are only permitted within GTU-affiliated colleges.

   - The application for the transfer must be made to GTU.
   - No inter-branch transfers are permitted.
   - Transfer from a self-finance institution to a government or GIA college is not permitted.

• A certificate of no objection is required from both institutions (the college where the student is already enrolled and the college where he or she wishes to transfer).

4.   Programme of studies

A student must enroll in the GTU- prescribed courses that are listed in the programme of study to which they have been admitted. The course structure and courses for various programs, as well as their syllabi, may be seen on the GTU website at https://syllabus.gtu.ac.in/Syllabus.aspx?tp=BE.

5.   Duration of study (number of years/semesters)

The course consists of four academic years and eight semesters. However, a student may finish the BE programme in a maximum of 8 years from the date of enrollment. Students enrolled in the BE programme in the third semester immediately through the lateral entry scheme must finish the curriculum within six years of enrolling. If a student is unable to finish the BE course within the maximum time frame and is also unwilling to continue, his/her place in BE will be forfeited and his/her enrollment will be terminated.

6.   Course levels/semester

All courses are split into four levels: 'Level-1 to Level-4,' which corresponds to the four years of study in a standard, B E curriculum. So, a normal student would finish Level-1 courses in their first year, Level-2 courses in their second year, and so on.

The GTU website has a list of the courses to be taken throughout a semester at https://syllabus.gtu.ac.in/Syllabus.aspx?tp=BE. Courses mentioned in the first semester of a four-year B E curriculum are typically offered in the first semester of the academic year. The same goes for courses listed under the second semester; they will be available in the second semester, and so on. Each semester, a student must register for the set of courses specified by the institution for that semester.

7.   Course Credits

Every course that is taught includes one or more of the three components, which are the one- or two-hour-long lectures, practicals, and tutorials. A course's total course credits are calculated by combining the credits for the lecture, tutorial, and practical components, as shown below:

• Lectures: One credit per one contact hour weekly.
• Tutorials: One credit per one contact hour weekly.
• Practical-one credit per two contact hours weekly.

In addition to the aforementioned normal courses, necessary credits for Contributory Personality Development, Design Engineering, Mini Project, and Major Projects are available on the GTU website. Students must sign up for the course(s) at the beginning of the semester in order to receive credit for them. The student must take all tests related to the course(s) and get the minimum passing grades in each course registered.

8. **Course categories**

A student's total courses taken to fulfil his or her degree programme are classified as Basic, Core, Open and Professional Electives.

1. Basic Courses are mandatory courses for all students in all areas.

2. Core Courses are branch-specific courses that must be completed by students in the particular discipline/branch.

3. Elective courses are those that students choose to study himself/herself. Elective courses are classified into two types:

   (A) Open Elective courses are also required for coursework; however, they are provided by student own department. These courses are not related to the student's field of study.

   (B) Professional electives are selected from student's own program subject to GTU rules.

9. **Academic calendar**

Every academic year, GTU provides an academic calendar that contains the dates of the first class, the last class, and the start of the first university test. The institute then follows this timetable. SVIT, on the other hand, provides a distinct semester-by-semester academic calendar that includes the date of the mid-semester test, remedial exam, and counselling date, as well as the details given by the GTU academic calendar.

10. **Enrollment number**

GTU assigns each student a unique 12-digit enrollment number shortly after ACPC completes the admission procedure. Each digit represents an attribute relevant to the student. The first two digits of the enrollment number reflect the year of admission. The next three numbers are the college code. Each GTU-affiliated college has its own college code. SVIT's college code is 041. The next numeral specifies the kind of admission (0 for admission after 12th grade, 3 for lateral entry in the second year after diploma, and 4 for lateral entry through transfer). The next digit indicates admittance to the fields of engineering, pharmacy, etc. The next two numbers represent the branch code, which is the code of the branch to which the student has been admitted. The branch code for several engineering branches is as follows:

Engineering disciplines include Aeronautical Engineering (number 01), Civil Engineering (number 06), Computer Engineering (number 07), Electrical Engineering (number 09) Electronics & Communication Engineering (number 11), Instrumentation & Control Engineering (number 17), Information Technology (number 16), Mechanical Engineering (number 19), and Computer Science & Design (number 49) among others. The final three numbers are the student's unique roll number.

1	9	0	4	1	0	1	1	9	0	5	6
Year of Admission		GTU Code			Admission Type	Field	Branch Code		Enrollment Number		

11. **Registration**

The first day of each semester is identified as registration cum orientation day. To obtain course credits in a semester, a student must register for the courses on the very first day of the semester. A student must clear his or her dues, meet with his or her counselor and class coordinator to fill out the registration form, and complete his or her registration procedures within the time frame specified on the students' notice board. The registration date is displayed on the students' noticeboard.

12. **Late registration**

A student who does not arrive and does not register on the registration day must apply for "Late registration." Late registration is typically not authorized unless under exceptional circumstances; in such situations, the student must meet with the Principal to get authorization for late registration. However, in order to finish the registration procedure, such a student must pay a late registration fee as determined by the college.

13. **Counselor**

Soon after the admissions process is completed, each student is allocated a faculty advisor. The counselor is the student's local guardian, whose role is to monitor the student's progress and advise the student on a regular basis on how to improve their overall academic performance. Participants in co-curricular and extra-curricular activities are also encouraged.

14. **Counseling**

According to the college academic calendar counselors schedule the counseling sessions for their assigned batch of students two times every semester. The report is documented, and all problems communicated by students are taken care. If necessary the counselor will talk to the parents and during parent teacher meeting (PTM) a semester advising them of their child's performance in every subject in which he or she is enrolled during that semester.

15. **Class schedule/Time table**

The college prepares and publishes a timetable for each semester for all levels and branches on the students' notice board prior to the start of the semester. Students are needed to copy the appropriate class timetable and attend classes on a regular basis beginning with the first day of the semester. The class timetable provides the time and location of each course's classes/laboratory/tutorial session.

16. **Contact hours**

The number of hours a student spends in touch with teachers in a week is referred to as contact hours. Total contact hours in a particular semester are determined by the number of topics that a student will study as mandated by GTU and the course credit of those subjects. In general, a week has 25 to 35 contact hours.

a. Theory classes

Every course has a certain number of theoretical classes/lecture sessions each week. The course teacher will cover the course's ideas during lecture hours. The duration of the theory lecture is 1 hours.

b. Laboratory/Drawing Laboratory /Tutorial

Drawing Laboratory/Laboratory/Tutorials are designed to educate fewer students at a time, generally around 20, so that students may have greater touch with the instructor and learn more effectively. Students are required to complete a minimum number of experiments/drawings/tutorial work in all aspects. A report on the experiment is also required. On or before the following turn, the student should have the report examined and evaluated by the appropriate teacher. The duration of the laboratory and drawing laboratory is 2 hours.

Tutorial sessions are required for specific courses in order to provide students exercises and closely check their learning capacity and accomplishment. The instructional lesson lasts 1 hour or 2 hours.

17. **Assessment of student performance**

The performance of a student in a course is assessed by the university and college based on the student's success in several exams administered by the university and college in the relevant course. The following is the course evaluation scheme:

Assessment of student performance by University:
(i)   End Semester Examination-External, ESE(E): 70 marks
(ii)   End Semester Examination-Viva, ESE(V): 30 Marks

Assessment of student performance by College:
(1) Progressive Assessment-Mid semester, PA (M): 30 marks
 (2) Progressive Assessment-Internal (Practical), PA (I):20 marks
     (Including marks for Assignment, Quizzes)

A student is considered to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical/tutorial/drawing subject/project and obtains marks not less than those prescribed by the university in each of the components separately to pass the subject. Except for a few exceptions, the above-mentioned evaluation method applies to the majority of disciplines.

a. End Semester Examination-External

The institution administers the End Semester Examination at the end of each semester in accordance with the examination pattern specified by the University for each Programme. The final exam of the semester has 70 marks. The test is based on the university's syllabus. In every subject, students are expected to get passing grades of 23 or as stipulated by the university. The university displays the results of each subject on its official website.

b. End Semester Examination- VIVA

The viva voce is an examination that is conducted by a university or college according to guidelines by the university. The viva is worth 30 marks. A student must get at least 15 marks to pass the viva examination. The viva voce examinations are held shortly before or after the end-of-semester exam.

c. Progressive Assessment- Mid semester

A mid-semester test is held once a semester, following at least seven weeks of teaching. The timetable for the mid-semester test is displayed on the students' notice board one week before the exam begins. According to GTU's current structure, the maximum mark for the mid-semester test is 30. The minimal passing score for the mid-semester test is 12. Students who do not obtain the requisite passing marks in the mid-semester test are offered the opportunity to retake the exam in a make-up exam known as a remedial exam.

d. Remedial exam

The remedial exams are conducted, once in a semester, after about two weeks of mid-semester exam for those students who fail to secure the minimum stipulated marks in the mid semester exam. However, a student is eligible to get not more than 12 marks credit even if he/she secures more than 12 marks in the remedial exam. The schedule of remedial exam is displayed on the students' notice board one week before the commencement of the remedial exam. If a student fails to secure the minimum requirement for clearing the mid-semester exam in the remedial exams also, then he/she will be given a chance to appear for another remedial exam conducted in the subsequent semester only and he/she carries a Mid-semester backlog in that particular subject in current semester.

e. Progressive Assessment-Internal (Practical)

Different courses are taught in four possible combinations viz (1) Lectures only, (ii) Lectures with Laboratory practical, (III) Lectures with tutorial and (iv) Practicals only.

The students are taught in smaller groups of about 20 students in laboratories and tutorial classes. This kind of teaching helps the student to cultivate an intimate contact with the teacher and helps to learn the concept of the courses in better way. There are around 12 practical or tutorial classes in a semester (once in a week). The student is expected to prepare a comprehensive report on practical /tutorials taught in such sessions and submit to the concerned teacher on or before subsequent turn. The teacher evaluates each and every such report prepared by the student. The credit for the report is prescribed by GTU. The weightage of the internal component is 20 marks.

f. Assignment

Each course instructor assigns some usual practice questions to students. In a semester, the teacher assigns at least two such tasks. The tasks are to be completed and sent in to the course or laboratory teacher as required. The course teacher determines the weightage of the task in their specific course.

g. Project

The degree program's seventh and eighth semesters each include a project that is compulsory and a group task. A topic of interest is chosen by two to four students, and they also choose an appropriate guide from within the departmental professors. Students are required to work on a practical engineering challenge and come up with an inventive solution. The challenge might be defined by any industry (Industry Defined challenge, IDP) or randomly chosen by students or guides (User Defined Problem, UDP). In the project, students are graded on a 20-point internal component and an 80-point external component (External Viva).

18. Attendance requirement

Regular attendance is a crucial component of education; hence no leave or absence will be permitted unless there is a very valid excuse, particularly one based on health. The student runs the risk of being suspended or removed from the rolls for the semester if they miss more than 10 class days without a certificate. Without permission from the HOD, no student who arrives late is permitted to enter the classroom. Individual students are solely responsible for meeting minimum attendance requirements and passing all academic subjects. GTU's criteria for these standards are as follows:

A student may be denied the opportunity to take a university test for one or more courses if:

a. The attendance criterion of 75% is not met in one or more subjects

b. Unsatisfactory completion of work assigned in one or more subjects

19. Leave

Before taking leave (leaves of more than three consecutive days are not permitted), every student must get prior written authorization from the department head, with proper certification by the appropriate counsellor and guardian.

20 GTU Exam form

Students must fill out the GTU test form and pay the GTU exam fee in order to sit for the university's end-of-semester exam. The exam forms are due at the conclusion of the semester; nevertheless, students are recommended to keep an eye on the notice board showing the notice for the filling up of forms. Students can obtain the GTU exam form from the college's Academic and Exam Office. Students must complete the exam form and return it to the 'Academic and Exam Office together with the examination fee set by GTU.

21. Exam hall ticket

The exam hall ticket is issued by the university once the college submits the exam form to the university. The "Academic and Exam office" distributes the exam hall tickets around 10 days before the commencement of the university's "End semester exam." It should be emphasized that students are NOT permitted to sit for the 'End semester test' unless they have an exam hall ticket and an identity card provided by the college administration.

22. End semester exam

The university will conduct the end-of-semester examinations for all courses offered in each semester of an academic year. Students can check the examination schedule on the GTU website. The 'End-of-Semester Examination' is held on the premises under the supervision of GTU. All students are expected to take note of the seating arrangement, which is placed on the students' notice board a week before the exam. Students are advised to properly follow the examination norms and regulations, which are also printed on the students' notice board. During each "end semester examination," students must carry an exam-hall ticket given by GTU as well as their college identity cards.

23. Grade

Marks earned in "Progressive assessment" (mid semester test) out of 30 are added to marks earned in "End semester exam" out of 70 in a given course. The marks are then converted to grades according to the chart below. A student's entire achievement in course is thus reflected by a grade ranging from AA to FF, with the following mark range and equivalent grade points:

Marks range out of 100	Grade	Grade Point
85 – 100 Marks	AA	10
75 – 84 Marks	AB	9
65 – 74 Marks	BB	8
55 – 64 Marks	BC	7
45 – 54 Marks	CC	6
40 – 44 Marks	CD	5
35 – 39 Marks	DD	4
Less than 35 Marks	FF	0

24. Semester Performance Index (SPI):

A student's performance at the end of a semester is measured in terms of the Semester Performance Index (SPI). The Semester Performance Index is the weighted average of the student's course grade points earned over the course of a semester. Each letter grade from AA through FF is allocated a grade point, as shown in the table above: AA = 10, AB = 9, BB = 8, BC = 7, CC = 6, CD = 5, DD = 4 and FF = 0.

If C (i) is the credit of a course 'i' as shown in the course structure, and the 'grade point' of the grade obtained by the student is G (i) in that course, the SPI is calculated as follows:

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

where the sum is over all the 'n' courses studied during a semester.

25. Cumulative Performance Index (CPI)

A student's cumulative performance index represents his or her total performance up to the final result declared. It represents the student's overall level on a 10-point scale. The CPI is defined as the weighted average of course grade points received by the student for all courses taken since enrollment to the programme.

CPI is determined generally using the same technique, except the sum is calculated over all courses completed in the current semester as well as previous semesters. However, while calculating CPI, any FF (fail) mark acquired by the student but later passed will be substituted by the new (passing) grade in that course.

26. End semester result

The University announces end-of-semester results after the completion of external (University) exams. The results are available on the GTU website at https://www.gturesults.in/.

27. Reassessment and Rechecking

According to the announcement made by GTU, if a student is dissatisfied with the grade received, he or she may submit an application for reassessment or rechecking, along with the prescribed fees, for the theoretical course only. Other reassessment and rechecking standards are as follows:

- For reassessment students must apply within 3 days after the declaration of the results.
- Reassessment is permitted only in university theory exam.
- No reassessment is done for Internal, Viva, practical, Mid Semester Exam component of the subject.
- Student failing in more than 2 subjects will not be eligible to apply for reassessment.
- Reassessment can be applied for maximum two subjects per semester.
- He/she shall abide by the revised result.
- The result of the student revised on account of reassessment shall not entitle the student for medal/prize.
- Rechecking is permitted in all semesters of all courses.
- A student can apply for reassessment of his / her own answer books only.
- After Reassessment if the student is dissatisfied of his/her result, student can apply through RTI for viewing their answer books

28. Grade card

The university issues a grade card at the end of each semester when the external examination is completed. The grade card reflects the passing status for each component (E: External, M: Mid-semester, I: Internal, and/or V: Viva where appropriate) in each course studied by the student in a semester. Students are advised to keep their grade cards secure. The college's "Academic and Examination Office" is in charge of distributing grade cards. Students are expected to receive their grade cards from the Academic and Examination Office as soon as the announcement is displayed on the students' notice board.

29. Student grade history

Student grade history may be viewed at any time throughout the student's studies by giving the student's enrollment number to the website https://www.students.gtu.ac.in/. The "Student grade history" displays the status of all cleared and backlogged courses as of the day it is visited.

30. Backlog (Failure in a course)

Failure in any of the subject's components (E, M, I, or V) will result in a subject backlog. When a student has a backlog in any subject, he or she does not receive course credit. In this situation, a grade of FF will be assigned in the related course. The student's grade card will reflect any grade of FF they received in a course. The head (E, M, I, or V) in which the backlog is granted is likewise shown on the report card.

However, the student will be offered the opportunity to acquire a passing grade in any of the heads on the following try. The student can clear the mid-semester and internal backlog by taking the corresponding

remedial test offered by the college. External backlog can be eliminated by taking the university's remedial test on a regular basis. Each time a student appears for an exam to clear a backlog; the University issues a different grade card.

31. Detention

Students with more than four backlogs (excluding the immediate prior semester backlogs) are ineligible to continue their studies until they meet the eligibility criterion. In other words, a student with more than four backlogs will be unable to continue his or her studies until the backlogs are cleared to no more than four. However, previous semester backlogs in university examinations will not be considered for detention.

- At any point in time, a student can have maximum 4 backlogs (FF) pending.
- If backlogs are more than 4 than new subjects will not be allocated and he\she is detained for one year.
- Immediate previous semester backlogs are not counted for detain purpose.
- Example: Suppose you have 2 backlogs in Semester-I, 1 backlog in Semester-II and 3 backlogs in Semester-III and you are studying in 4th semester. Now Total Backlog = 6(2+1+3) but for detaining purpose only 3 (2+1) will be counted and you are not detained. But when you reach to 5th semester then all the backlogs before Semester-IV will be counted and if you have not cleared any of previous backlogs then you are detained.
- Attendance Rule: Minimum 75% attendance is must fill in GTU Examination form and to appear in End Semester or External Examination.
- 10% of total absentia of students due to illness may be considered by Institute. (Circular No: GTU/Circular/M.L./2011/2763 Date: 02-04-2011).
- Example: If you are absent for 20 days due to illness then present of only 2 days will be considered.

32. Requirement for award of degree

A student must pass all heads (external, mid-semester, internal, and/or viva as specified in the course structure) for each course specified in the curriculum with the minimum passing standards for each head as specified by GTU in order to be awarded the degree of Bachelor of Engineering.

All necessary courses must be completed in order to award the degree of BE within 8 years of the student's enrollment after the HSSCE or equivalent examination. This restriction applies to students admitted through transfer as well. The maximum time allowed to complete the degree for students enrolled through lateral entry will be 6 years.

The student will need to submit an application to the Hon. Vice Chancellor for granting the extension in a special case if the student is unable to finish the course within the time frame mentioned above. If the university determines that there are extenuating circumstances for the student's failure to complete the course within the required time frame, the student may be permitted to continue studies for a limited time.

For the award degree in addition to the above requirements student should earn 100 Activities points:

Points Required For Regular Student: If GTU student is regular student type *student's 100 activity points'* means for 1st-year regular college students should earn minimum GTU 100 activity points during their total 4 academic years.

Points Required For D2D Student: If GTU student is D2D Student type means for 2nd year/3rd Semester College admission students should earn a minimum of 75 activity points during their total 3 academic years.

Points Required For Transfer Student: If GTU student is transferring their college means 3rd-year admission type means for 3rd year/5th Semester College students should earn a minimum of 50 activity points during their total 2 academic years

Student's Role for Activity Points

> Every student will participate in co-curricular and other activities as per the Activity-Point table set by GTU.
> They must produce evidence from a designated Faculty Member nominated by the Head of Department / Principal / Director at the relevant college.
> Every student is required to prepare a containing written evidence of works, created by him/her.

33. Award of degree

The degree will be awarded based on the student's achievement on the end-of-semester test for the previous four semesters, as measured by their cumulative grade point average (CGPA). The following is the CPI/CGPA and comparable class:

7.1 & above	: First class with Distinction
6.5 & above but less than 7.1	: First class
5.5 & above but less than 6.5	: Second class
Below 5.5	: Pass class

34. Unfair Means (UFM) during examinations

Students are warned NOT to use any "Unfair means" during exams. Cases of unfair means and/or malpractice in an examination should be reported to the Principal and GTU for appropriate action. Depending on the unfair tactics used by students, GTU / Principal may take the following steps as judged appropriate:

1. Declare the Examinee "Fail" in the specific subject of the current semester summer/winter examination conducted by the authority.

2. Cancellation of result of all the subjects of the current semester summer/winter examination conducted by the authority.

3. Cancellation of result of all the subjects of the summer/winter examination and debarred to appear in next summer/winter all examinations to be conducted by the authority.

4. Cancellation of the results of all subjects in the current semester examination and suspension from appearing in the authority's future three summer/winter examinations.

5. The punishment is determined by the examination committee based on the extent and complexity of the examinee's involvement.

35. Academic and Examination office

The academic and examination office of the institution is one of the most significant offices with which the student will be required to interact often. Students may need to contact the office for one or more of the following purposes:

- To ensure that the admissions procedure has been completed
- To obtain an enrollment number
- To register at the beginning of each semester
- Collecting grade cards
- To obtain an examination hall ticket
- How to Apply for a Bonafide Certificate
- Any GTU-related issue

36. Conduct and discipline

Students should conduct themselves appropriately both within and outside the institute's premises.

a. Ragging

Ragging in any form, according to the Honorable Supreme Court of India, is a criminal act and is prohibited. Ragging in any form will be harshly punished.

b. Code of Conduct

The following acts are considered serious violations of the code of conduct and are not permitted on campus. These actions are punishable by harsh disciplinary measures:

- Lack of respect and decorum; inappropriate behavior on or off campus.
- Possession, use, or distribution of alcoholic beverages, narcotics, or hallucinogenic drugs.
- Mutilation or unauthorized use of library materials.
- Disrupting fellow students' studies with loud and impolite behavior.
- Hacking computer systems (for example, visiting other people's regions without permission, manipulating and/or damaging computer hardware and software, or any other cybercrime, etc.)
- Any other act of gross indiscipline as determined by the college from time to time.
- The punishment may be a reprimand, fine, and expulsion from the institute/hostel, debarment from an examination, disallowing the use of certain Institute facilities, rustication for a specified period, or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required.
- The Hostel warden, the Head of the Department, and the Principal shall have the right to reprimand or fine for an infraction committed in (i) a hostel, (ii) a department or in a classroom, and (iii) otherwise. Unauthorized collecting of money in any form is absolutely banned.
- Detained candidates are only permitted on campus for academic purposes with authorization from authorities.
- Misconduct committed by a student outside the college campus that has the effect of harming, undermining, or destroying the institution's image and reputation will lead the student to disciplinary action commensurate with the type and seriousness of the misconduct.
- The Principal shall have the power to examine the specifics of the infraction and suggest

disciplinary punishment depending on the type and extent of the offense committed.

- All academic/administrative/disciplinary issues must be dealt by the Principal.
- All students must follow the college's code of conduct.

c.   Cyberbullying

There have been cases where vulgar words and comments have been posted/shared and remarked on social networking sites against the Institute's reputable academics, staff, and fellow students. Posting inappropriate photographs/remarks/comments using abusive language on social media platforms such as Twitter, Facebook, Instagram, WhatsApp, email, and so on by specific students/groups of students is referred to as "Cyber Bullying."

Making and/or posting images and videos of other college students (Boys and Girls) and staff members without their consent is also termed "Cyber Bullying." It should be mentioned that the Indian "Information Technology Act" makes cyberbullying a criminal violation.

As a result, all students are recommended to refrain from participating in such activities. College authorities may pursue STRICT disciplinary actions, including rustication/debarment from college, against the student(s) who engage in such activities on social media. To maintain the college's image, all students must grasp their moral duty and refrain from engaging in such actions.

37. Use of cell phone/mobile

Despite the fact that technology is constantly adding value to the quality of our lives and living conditions, the use of cell phones / mobile phones is absolutely banned on the institute campus. Outside of campus, students can use their cell phones. If students are using mobile phones in classrooms, hallways, libraries, computer labs, or any other study space, institute officials may take them; these phones cannot be given back to the students. Cell phone use in forbidden areas may result in a fine. As a result, parents/guardians are strongly advised not to contact the pupils during institution working hours. If an emergency happens during these hours, they may communicate and convey the information to the institute's contact number i.e. +91 95107829 81 / 82 /83 /84.

General Information:

1. Industry training

Students are encouraged and given the chance to participate in short-term industrial training for professional growth.

2. College Identity card

The library issues a college identity card only once the full admissions procedure has been completed and ACPC's endorsement has been received. Every student is required to properly preserve their identity card and to bring it with them every day when they come to college, as well as to provide it when the college authorities request it.

3. Loss of Identity card

It is recommended that the I-card be stored in such a way that it is not lost throughout the four-year period.

However, duplicate I-cards shall be provided by the college for a fee as determined by the college from time to time.

4. Anti ragging committee

Though SVIT students are well-behaved and there are no cases of ragging, college staff members are members of an anti-ragging committee and ensure that students (especially fresher) are not harassed by senior students on campus or in the hostel during the day and at night. Staff workers are constantly monitoring and blocking such acts.

5. Women development cell

The Women's Development Cell is responsible for the development and well-being of female students and female faculty members at the college. It organizes a women's awareness programme on a regular basis.

6. Payment of fee

College fees must be paid by demand draft, cheque, or cash within the specified period of time, as displayed from time to time on the student notice board in the administrative office.

7. Late fee

The college will accept late fees only in legitimate circumstances with payment of "penalty/late fee" charges.

8. SVIT Campus Management System (SVITCMS)

"SVIT CMS" is a functionally rich software system developed on the SVIT campus. It is a computer-based internet/intranet application. It allows students/parents to login through android application and provides information related to students' class allocation, attendance, time-table and lesson plan. It also provides useful links to access college related information such as academic calendar, various event notifications and useful circulars. Students' personal details are also maintained in the system for administrative purpose.

9. Placement

Training & Placement Cell is an integral part of the institute since its inception, when the first batch graduated in the year 2001. It has enough and well needed infrastructure for its effective functioning. It is headed by highly experienced people. The T&P Cell is in constant touch with the corporate world for the placement of students. Many reputed organizations from the various domains visit the campus to participate in the placement activities. To achieve its goal, the Training & Placement Cell works towards recognizing the core competencies of students. It works through a close knit organization and has a structure which conveys information to the students at the fastest possible rate. There is also active involvement of the faculty members and students in T&P Cell in the form of placement committee with a whole heartedly contribution. The following are some of the campus recruitment norms:

Rules related to Training and Placement Cell for Students

1. If the candidate is selected in any on or pool campus placement, he/she will not be eligible to appear

for any placement interviews after selection.

2. If the candidate is selected for an internship with stipend/without stipend/performance based then he/she will be eligible to appear in the campus placements of companies which offer employment only.

3. If the candidate is offered internship + employment opportunity then rule-1 will be applicable to the selected students.

4. If any campus provides employment after the performance in the internship, then the rule-2 will be applicable.

5. It will be the responsibility of the candidate to read each and every mail very carefully forwarded by placement cell.

6. If the candidate is not comfortable with the company's policy such as salary package, stipend or bond then he/she may quit from the pre-placement talk. Once they are selected in the firm and do not join/comply with the company's policy then he/she will be banned from next five placements which are going to come/conducted (results pending) at SVIT.

7. The candidates planning for abroad education are allowed to sit in placements offers only for internships.

8. If the candidate remains absent during the campus placement, he/she will be banned for next seven placement offers which are going to come at SVIT.

9. Students who are planning for abroad studies need not have to submit the undertaking form.

10. The students who are selected through offers other than the campus placement are considered to be placed off campus. Such students have to compulsory report to their departmental placement coordinators with the appointment letters

11. The students who are selected for the internship and terminate in between or do not join after the selection, will not be entertained for any campus placement activities

12. If the candidate is selected and wants to appear in placement offers of double the salary package, then he/she will allowed to sit in the campus placement. [*]

13. If the candidates are found indulged in misbehavior (such as not answering properly, not appearing for the final interview even after confirmation etc...) during the campus placement with HR in such cases they will be terminated from the placement activities and strict action will be taken against them.

14. If the candidates directly approach to the HR without concern of departmental placement coordinator/placement officer then strict actions will be taken against them.

15. The Principal and Training & Placement Cell shall utilize its discretion to make the best judgments for any situations not covered by the aforementioned regulations. Furthermore, Sardar Vallabhbhai Patel Institute of Technology reserves the right to amend or modify the regulations at any moment.

16. The final decision is made by the Training & Placement Cell and the Principal.

10. Scholarship

The Institute offers SVIT - Poor Student's Aid Fund to all eligible and deserving students. Students have to apply for this scholarship to the Principal through the administrative officer. Scholarships are given out depending on the fulfillment of eligibility criteria for the said scholarship. Also students are informed time to time regarding private scholarship scheme offered by various organizations. The Institute also creates awareness and offers support to the students for application process of various National and State level government scholarships as listed below.

1. National Scholarship Portal (NSP)
   https://scholarships.gov.in/moma2223fresh/newstdRegfrmInstruction

2. Mukhyamantri Yuva Swavalamban Yojana (MYSY) https://mysy.guj.nic.in/ for scholarship registration

3. Digital Gujarat Portal Scholarship (For SC, ST, SEBC)
   https://www.digitalgujarat.gov.in/loginapp/SJEDLogin.aspx

4. Freeshipcard Scholarship
5. AICTE- Pragati Scholarship for girls https://www.aicte-india.org/schemes/students-development-schemes

6. AICTE - Saksham Scholarship for specially abled
7. Merit cum means based scholarship

11. Railway pass

The administrative officer should be contacted by students who require a train pass in order to apply for one.

12. Library

According to AICTE/UGC standards, SVIT has a large library with a large number of good books. The library also has subscriptions to a variety of engineering periodicals, journals, and newspapers. There is a separate reading room where students can read without being disturbed. Students are encouraged to make full use of the college's library and reading material.

13. Co-curricular Activities

Students are encouraged to engage in Technical Quizzes, Student Contests, Industrial Visits, Seminars, and Conferences organized by SVIT and other institutions in India.

14. Extra-curricular activities

Students are given the chance and encouraged to engage in sports and games, cultural events, drawing and photography competitions, and other activities for their general growth. Students are encouraged to participate in the National Service Scheme (NSS) for at least one semester or to join the National Cadet Corps (NCC) for at least one year. Students can play both indoor and outdoor games on the college grounds with all the necessary conveniences.

15. Canteen

In the college's cafeteria, students may have refreshments like tea and lunch as well as snacks and other meals during recess time. However, students are advised not to attend the canteen during lecture, laboratory, or tutorial times.

16. Boys' & Girls' hostel

In order to meet the needs of the students, management made a specific Boys & Girls' Hostel facility. To eliminate the possibility of misbehavior by outside factors, first-year students are expected to live in the hostel. Healthy food for students living in hostels is also organized in a neat and clean way.

17. Wi-Fi Facility

Students have access to the WI-FI network from any place on campus, as well as from the Boy's and Girl's hostels. The use of non-licensed software on personal PCs and laptops linked to SVIT WIFI is absolutely

prohibited.

8. Private tuition

Private tuition is strictly prohibited both on and off campus. Students as well as parents should be aware that private tuition is not required at this college. Faculty members make great efforts to ensure that each and every student in the class receives enough instruction. Students are encouraged to meet with faculty members to clarify any academic questions.

19. Parents' responsibilities

- Make a note of your ward's enrollment number, which is a 12-digit number assigned by the university.

- Maintain a record of your ward's college attendance. The counselors will notify you of your ward's attendance three times every semester. Attendance must be at least 75%.

- Check your ward's results on the GTU website by entering their enrolment number for the end-of-semester test. End-of-semester university examinations are often held in the months of May-June and December-January.

- Contact the department head/counselor/class professors once a semester. Positively attend parent-teacher meetings when they are scheduled by the department/college.

20. SVIT Alumni Association (SVITAA)

The SVIT Alumni Association (SVITAA) provides a platform to our alumni and well-wishers to build network among alumni, well-wishers, faculty members, staff members and students and also to support the accomplishment of the institute's vision.

SVIT Alumni Association portal helps in maintaining lifelong relationships with alumni. More than 9500 alumni are registered with SVIT Alumni Portal. The portal serves as a platform for the students of SVIT to interact and sought assistance from alumni in various domains.

Alumni are our important network elements and are brand ambassadors who serve as image of institute in the society. SVIT Alumni Association was established in 2007 to develop, nourish and maintain healthy relations with our alumni. SVIT Alumni Association is a public trust registered on 18th May 2007. (Registration number: E/2850/Anand).

To reunite, bind and keep SVITians involved with campus life SVIT Alumni Association organizes Alumni Meet every year. It provides the alumni an opportunity to relive their memories, to meet teachers, other batch-mates and to interact with the existing students. It also enables the alumni to witness the changes & developments, physical and intellectual and other facelifts the campus has acquired and the progress made on various fronts.

Please join us on SVIT Alumni Portal at: https://alumni.svitvasad.ac.in/