

STUDENT GUIDE TO ACADEMIC CONDUCT

2026-27

DISCLAIMER

→ This document contains academic guidelines intended solely for student use. It is based on university policies and general academic processes but does not serve as an official policy document



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GETTING STARTED →REGISTRATION GUIDELINES

→ **Registration is compulsory** for all students each semester as per the Academic Calendar.

Registration must be done physically on campus and through the DigiiCampus online portal.

Registration activates academic access, including classes, exams, and university systems.

Full semester fee payment is required before registration. Without it, access will be blocked.

→ **Failure to register results in loss of DigiiCampus access**, updates, and class attendance/marking.

Faculty mentor meeting is mandatory during registration for presence verification and course guidance.

Electives (minor and faculty-offered) must be selected during registration and align with academic goals.

- Payment of fees alone does not constitute registration.
- Students must complete the formal registration process through DigiiCampus and campus verification.

STAYING PRESENT → ATTENDANCE MATTERS

→ A minimum of **75% attendance in each course** is required to be eligible for exams, as per UGC norms.

The remaining 25% accounts for unavoidable situations like illness, personal events, or emergencies.

No separate waivers are granted for medical or personal reasons beyond the 25% buffer.

→ **Students with attendance below 75% will be marked 'Detained'** and cannot appear in exams.

If detained, students must re-register for the course when it's offered again and attend it as a regular student (applicable fees will apply).



→ ASSESSMENT, EVALUATION & ACADEMIC PROGRESS

Continuous Evaluation Model

► Each course follows a 50-50 evaluation model:

■ **50% Internal/Classwork Assessments (CWA):**

Includes attendance, assignments, quizzes, group/individual projects, practical work, and class participation.

■ **50% Term Exams:**

- Term I: 10%
- Term II: 10%
- Term III (End-Term): 30%
 - Covers entire syllabus.
 - **Requires separate registration, exam fee payment, and admit card.**
 - Mandatory for final grading.

Reappear Exams (for 'F' Grades)

- Applicable for students **who fail in up to 15 credits (from a single semester only)**
- **Maximum 2 attempts** per subject
- Covers **entire syllabus**
- Held **on campus only** (no online/remote mode)
- A valid **hall ticket is mandatory** for entry

Improvement Exams

- ▷ Available only **after completing the final semester**
- ▷ Applicable for **improving grades C or P only**
- ▷ Must be **attempted within 2 years** of graduation
- ▷ Based on **full syllabus**

Grading System

- **Relative Grading** is followed in most programs
- Final scores (out of 100) are converted to grades based on:
 - ◆ **Mean and standard deviation** of the class
 - ◆ Typical grade scale:
O, A+, A, B+, B, C, P, F, DE (Detained), W (Withdrawn)
 - ◆ The **mean is typically fixed at B+**, with other grades spread accordingly
- **'DE' (Detained)** is assigned for low **attendance (below 75%)**
*Such courses must be repeated and **semester course fee applies***

Academic Misconduct Policy

- **Cheating, plagiarism, copying, or using unauthorized AI tools** (e.g., ChatGPT during exams or assignments) is strictly prohibited
- Such acts will be **treated as Unfair Means Cases (UMC)**
- Can **result in:**
 - **Exam cancellation**
 - **Grade nullification**
 - **Disciplinary action** by the university authorities

Academic Progression

To be eligible for progression to the next semester:

- Students must be formally registered in the previous semester
- Skipping semesters is not allowed, even if the student plans to repeat

Undergraduate Progression:

- Must pass 1st year to enter 5th semester
- Must pass 1st & 2nd years to enter 7th semester
- Must pass 1st, 2nd and 3rd year for 9th semester

Postgraduate Progression:

- Must pass 1st semester for 3rd semester
- Must pass 1st and 2nd semester for 4th semester

Clearing 'F' or 'DE' Grades:

- Through Reappear Exams, or
- By re-registering for the course in a future/ summer semester (fee applies)

Important Exam Reminders

- Always enroll for Term III exams through DigiCampus
- Print and carry the official hall ticket
- Physical presence is mandatory for all exams
- Entry is not allowed after 5 minutes of exam start time
- Attendance must be recorded—unmarked attendance will render the exam invalid
- For online exams, use only approved devices and platforms



NEP-ENABLED ACADEMIC STRUCTURE → FLEXIBILITY, INTERNSHIPS & EXIT PATHWAYS

Flexible Exit Options: Your Path, Your Pace!

All **undergraduate programs** (unless officially specified) **follow a 4-year structure under NEP** (National Education Policy) guidelines.

Multiple exit options are available:

- After 1 year – **Certificate**
- After 2 years – **Diploma**
- After 3 years – **Bachelor's Degree (non-honors)**
- For **B.Tech students** – Exit after 3 years with a **B.Sc. in Engineering**

To exit at any point:

- You must have cleared all registered courses
- No reappear exams are allowed after exiting

Exit requires:

- Formal approval from the Dean, Dean Academic Affairs, and Registrar
- Payment of exit processing fees

Internships and Projects

- ▷ **Internships align with NEP goals** and add real-world value to your degree.
- ▷ **Some internships are mandatory** as part of the curriculum.
- ▷ You **can also do voluntary internships** during breaks—just check with your Dean or Career Success Team if it overlaps with classes.



STUDENT VOICE & → FEEDBACK CHANNELS

Your feedback plays a vital role in improving academics and campus life.

Course Feedback is collected every semester on:

- Teaching quality
- Course content
- Assessments and learning experience

Manthan Survey is conducted each semester to gather broader insights on:

- Campus life
- Infrastructure
- Student services and well-being

You can share suggestions or concerns anytime through our **open-door policy with the Chief Learning Officer (CLO)** or Learning Team.

Happiness meters placed in the library, front office, and hostels help us continuously monitor and improve the **happiness quotient** of students in real-time.

EMPOWERING YOUR → ACADEMIC JOURNEY

Scholarships and Awards

- ▶ **Merit-based scholarships** are available at time of admission and are continued on a conditional basis
- ▶ **Dean's List recognitions** are awarded to top 10% of the students in each program every semester
- ▶ **Government scholarship** applicants should contact the Registrar Office.
- ▶ **Program toppers** receive University Medals/ Merit Certificates, at the time of convocation.

Academic Support and Remedial Help

- ▶ **Under NEP**, students from diverse backgrounds are welcomed—even without traditional subject prerequisites.
- ▶ **Remedial classes** (e.g., Math for BCA students) help bridge gaps.
- ▶ Many courses include **tutorial sessions**—small group learning for deeper understanding.

Academic Facilities and Resources

- ▶ **Coursera Access:** Students may request Coursera licenses through the Learning Team. These can be used to complete curriculum-linked modules or explore additional areas of interest beyond classroom learning.
- ▶ **24x7 Central Library:** The University's central library remains open round the clock, offering a quiet, resource-rich space for study. It includes an expanding collection of physical books, e-books, and digital databases.
- ▶ **Resource Requests:** Students are encouraged to suggest new textbooks or digital resources. Such requests are reviewed and prioritized to enhance academic support.
- ▶ **Enrichment Opportunities:** Academic departments regularly organize workshops, guest lectures, and expert sessions. These events provide meaningful exposure to current trends, research, and professional insights.

USE OF TECHNOLOGY → IN LEARNING

As per UGC guidelines, up to 40% of course content may be delivered online or in blended mode.

Online platforms such as **Microsoft Teams** and **Zoom** are used for live or recorded sessions.

Students are expected to **follow online class etiquette**, including:

- Keeping cameras on (if required)
- Attending classes punctually
- Participating actively and respectfully
- Avoiding distractions or misuse of devices during sessions

Digital conduct is monitored. Misbehavior, unauthorized recording, or use of AI tools during assessments or live classes may result in disciplinary action.

All university technology resources (DigiiCampus, Coursera, online classes) are part of your formal academic environment—maintain the same decorum as expected in physical classrooms.

Technical issues (login/access problems) should be reported immediately to the Learning Team to avoid disruption of academic progress.

ACADEMIC CALENDAR



The Academic Calendar lists key dates: **registration, classes, exams, and result announcements.**

→ **Separate calendars** for new and returning students.

→ **Stay updated**—missing deadlines may result in fines or loss of academic privileges.

→ **University holidays** are listed on **DigiiCampus.**

STAY INFORMED



→ **Every student is assigned an official Shoolini email ID** — this is your primary channel for academic and administrative updates.

→ **Regularly check your Shoolini email for notices** from faculty, the administration, and university offices.

→ **DigiiCampus information booths** (both general and class-specific) provide updates tailored to your program.

→ **Staying updated is your responsibility.** Ignoring official communication channels is not a valid excuse for missing deadlines or requirements.

CONTACT → DIRECTORY

Registrar's Office

- ▶ Handles certificates such as **Degree, Migration, Bonafide**, etc.
Email: academic@shooliniuniversity.com

Learning Team

- ▶ For queries related to:
 - **Coursera access**
 - **DigiiCampus platform**
 - **Swayam Courses**
 - **Curriculum and credit clarifications**

Email: learning@shooliniuniversity.com

Examination Branch

- ▶ Requests for:
 - **Marksheets**
 - **Transcripts**
 - **Provisional degrees**
 - **Conversion certificates**

Email: controllerofexamination@shooliniuniversity.com

Student Support Team

- ▶ For grievance redressal
- ▶ First point of contact for unresolved issues
- ▶ Escalates concerns to appropriate offices if required

Email: studentsupport@shooliniuniversity.com

Dean of Student Welfare

- ▶ For permissions and support related to extracurricular activities

Email: dsw@shooliniuniversity.com