



NH.79, Bhilwara –Chittor By-Pass, Bhilwara-(Rajasthan) PIN:311001

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HAND BOOK

(2021-2022)

UNIVERSITY CALENDAR: 2021-22

July							August							September							October							November							December																																																																																																							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa																																																																																																	
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January							February							March							April							May							Jun																																																																																										
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa																																																																																				
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ODD SEMESTER	
Events	Date
Id-Ul Juha (H) **	21.07.2021
Registration for all (except I Year)	02.08.2021
Class work Starts (except I Year)	03.08.2021
Independence Day (C)	15.08.2021
Muharram(H) **	19.08.2021
Raksha Bandhan (H)	22.08.2021
Fresher's Welcome	23.08.2021
Janmashtmi (H)	30.08.2021
Distribution of Assignment-I	14.09.2021
Mid Semester Exam (except I Year)	29.09.2021
Submission of Assignment –I	30.09.2021
Gandhi Jayanti (H)	02.10.2021
Navratra Sthapna (H)	07.10.2021
Durgashtami (H)	13.10.2021
Vijaydashmi/ Dusshera (H)	15.10.2021
Roop Chaudas(H)	03.11.2021
Deepawali (H)	04.11.2021
Govardhan Pooja (H)	05.11.2021
Bhai Dooj (H)	06.11.2021
Distribution of Assign`ment –II (except I Year)	17.11.2021
Guru Nanak Jayanti (H)	19.11.2021
Submission of Assignment –II (except I Year)	30.11.2021
Class Work Ends (except I Year)	02.12.2021
End semester exam (except I Year)	07.12.2021
Semester Break (Students)	23.12.2021 to 06.01.2022
Christmas (H)	25.12.2021
Winter Break (Faculty)	28.12.2021 to 04.01.2022

EVEN SEMESTER	
Events	Date
Registration for all	08.01.2022
Class work Starts	10.01.2022
Makar Sakranti (H)	14.01.2022
Republic Day (C)	26.01.2022
Distribution of Assignment - I	08.02.2022
Submission of Assignment –I	28.02.2022
Mahashivratri (H)	01.03.2022
Holi (H)	18.03.2022
Dhulandi (H)	19.03.2022
Mid Semester Exam	21.03.2022
Distribution of Assignment -II	13.04.2022
Mahavir Jayanti / Ambedkar Jayanti (H)	14.04.2022
Good Friday(H)	15.04.2022
Id ul Fitr(H) **	03.05.2022
Submission of Assignment –II	04.05.2022
Class Work Ends	13.05.2022
End semester exam	23.05.2022
Summer Vacation (Students)	01.06.2022 to 30.07.2022
Commencement of Academic Session 2022-23	01.08.2022

H= Holiday

C= Celebration

**= Subject to appearance of Moon

Note: Academic schedule of I Semester will be separately notified as per the condition of Covid-19.

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OUR VISION

“To contribute to India and the Society through excellence in quality education with management, humanities, scientific & technical development and research; to serve as a valuable resource in industry and societal front; and to be a source of inspiration for all Indians”.

OUR MISSION

- To generate new knowledge and concept by applying cutting-edge research and to promote academic ambience by offering state-of-the-art undergraduate, postgraduate and research programs.
- To identify the perception of Indian and regional needs, areas of specialization upon which the institute can concentrate and prove meaningful worth.
- To undertake collaborative assignments and projects which offer opportunities for long-term interaction with academia and industry.
- To develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders can emerge in a range of professions.

QUALITY POLICY

We, at Sangam University Bhilwara, are committed to imparting Quality Education and skill sets with ethics and developing the students as excellent professionals and responsible citizens to promote Industrial progress and societal transformation.

We implement Quality Systems to achieve continuous improvement and become a World Class Institution.

MESSAGE



Dear Students,

Firstly, I would like to communicate my appreciation for the belief you have shown in Sangam University. I have always believed that excellence in education can make a difference in one's life. We believe in cultivating unique strengths of each individual student. Our sincere efforts will channelize to create technocrats and top level managers of tomorrow's world.

Students today are competing in a rapidly changing world. Simply covering the curriculum will not help. At Sangam University we combine up to the minutest knowledge with relevant real Industry Experience and we continuously search for new and better ways to deliver course material. We are justifiably proud of our ability to provide student with a challenging, nurturing and spirited environment. Our dreams have been woven with rewarding career of our students. We strive to accomplish this by supporting them in their efforts through contemporary academic programmes, practices, qualified faculties and an efficient administration.

I can assure you that your association with us will be one of the most cherished decision of your life where you will be challenged to achieve your potential, find support as you shape up your future.

Wishing you a great career ahead

R.P. Soni
Chairperson,
Sangam University

MESSAGE



***“If, vision is clear, actions are right,
the future is bright...”***

Sangam University aims to accomplish the task of creation of future by facilitating the confluence of not only intellectual and cultural values but also ethical values resulting in the development of leaders who know the way, go the way and show the way from diverse disciplines in various walks of life.

To achieve the motto of “Where Aspiration Meets Opportunity”, the curriculum, in addition to being strong in fundamentals and rich in analytical techniques, would also focus on broad based multidisciplinary approach and co-operative work integrated education based on vibrant industry partnerships. Such a curriculum would enable the student to function more effectively not only in the chosen field but also prepare them for adapting to constantly changing circumstances, confront new facts and find innovative ways to encounter and solve new and unexpected problems.

Goal oriented and time bound research at Sangam will be geared to be effective driver of scientific discovery in addition to the emergence of economically relevant new technologies based on system changing solutions.

For the students of Sangam, the words Dream, Perform and Achieve will represent much more than a slogan. Sangam will bring the unique transformational experience to the enrolled students resulting in them as alumni with a lifelong bond with their *alma mater*.

Working together with passion, we can propel Sangam University to conquer many peaks of glory in coming times which include not only being one among the top ranking in India today but also in the global arena.

Prof. Karunesh Saxena

President / Vice Chancellor

Sangam University

ABOUT – SANGAM UNIVERSITY



Sangam University, Bhilwara which is the Pan – India Institution for higher education has been established under Section 2(f) of UGC Act 1956 incorporated by Government of Rajasthan vide Act No. 14 of 2012. The university finds its roots in Institute of Technology and Management – ITM Bhilwara which was established in the year 2003 under the aegis of Badri Lal Soni Charitable Trust and supported by Sangam Group of Industries a name to reckon with in Textiles and diversified into steel, infrastructure and power sectors with an annual turnover of Rs. 5000 crore. Propelled by the motto

“Where Aspiration Meets Opportunity”, Sangam University strongly believes in the mission of generating Tomorrow’s Leaders Today by an educational process with a vision to take up challenges across the globe.

Bhilwara widely known as the Textile City of India is located in the Mewar region of Rajasthan and is well connected to Jaipur (250 Kms.), Udaipur (168 Kms.) and Kota (160Kms). Bhilwara is also a railhead on the Jaipur - Ajmer – Mumbai Broad-gauge line. The nearest airports for Bhilwara are at Jaipur and Udaipur. Places of tourist attractions near Bhilwara include Shahpura (RamDwara and Phad Paintings), Mandalgarh (Menal Waterfalls), Pur (Adhar Shila and Patola Mahadev) apart from Chittorgarh, Ajmer Puskar etc.

FACILITIES

Library:-

- A collection of more than 54000 Books covering over 7000 Titles.
- Variety of Academic Resources including National and International Journals, Periodicals and Online Journals.
- Reprographic Services.
- Reading Room facility from 9 AM to 9 PM.
- Digital Library has a wide collection of soft resources for students.

Central Library



Medical: - On-Campus medical facility is provided by Smt. Kesar Bai Soni Hospital and Research Center. Nursing staff is available in the campus.

ATM: - 24 hours bank transaction facility is available through ATM in the campus.

Security: - Round-the-clock security of the campus equipped with CCTV cameras

Store: - A General Provision Store to cater to the needs of students and resident Staff is available on the campus

Canteen: - Canteen and dining facility for students, Faculty and staff is there to provide nourishing meals and snacks.

Sports: - Sangam University provides facilities for indoor and outdoor games such as Volleyball, Cricket, Basketball, Lawn Tennis, Carom, Badminton, Gymnasium and other games.

ICT Facilities: -

- Well-furnished computer labs with latest configuration comparable to the best in the country.
- Connected on a Local Area Network with the UTM.
- Campus wide 110 Mbps 24×7 Internet connectivity through OFC.
- NPTEL Web/Video Server installed on Wipro Blade Server
- ERP Login facility for Student and Parents

Laboratories and Workshop: -

The Central workshop of the University with state-of-the-art machinery and equipment's imparts not only hands on training to the students but also caters to the internal needs of fabrication and maintenance. Various laboratories include Language Lab, Environmental Engineering Lab, Engineering Chemistry / Physics Lab, PCB Design Lab, Antenna Engineering Lab, Microwave Engineering Lab, Software Engineering Lab, Multimedia Lab, Power System Design Lab, Power Electronics Lab, High Voltage Lab, Microprocessor Lab, Electrical Machine Lab, Textile Lab, etc. are available.

Transportation: -

A fleet of 05 buses is available for faculty, staff and students for commuting from the Sangam University campus to Bhilwara city.

CLUBS: -

Green and Service Club: - Under the banner of this club we aim to **Save Our Earth** by creating environment awareness, saving the natural resources, conserve energy and create eco-friendly environment in and around our campus around us. Further we will try our best to contribute whatever little we can do for underprivileged and needy section of society by organizing social awareness programmes related to child education, girl education, girl feticide, social injustice and provides medical help through medical camps to under privileged.

Literary & Dramatics Club: -The main objective of literary society is to provide students a firm grasps of the role of literary genres in the mediation of social, political, historical, and last but not the least technical ideas. Our program will achieve these aims by reading and writing poems, political theory, social articles and technical articles. The Drama club aims to provide those with an initial interest in acting an opportunity to learn more about this art. **It gives the students a platform to showcase their talents and to build up their confidence and to foster healthy competition among students.**

Photographic and Multimedia Club:-An art to conserve moments, and present pictures with different perspectives is Photography. The Photographic club encourages the shutter bugs to explore their creative perceptions with camera. The students learn various photographic techniques and other dimensions of this art by participating in photographic event. The spectrum of pictures captured by members of this club during various events in campus will be published in local and global publications. The students will be given hands on experience about effective and low cost uses of multimedia equipment around us and learn about open source software and freeware available relevant to multimedia usage. Also the students will be prepared for professional presentations.

Cultural Club:-The cultural values are essential in a good citizen. It revives any nations' history, heritage & traditions. Our University foresees SANGAM family rich in cultural values, which not only arouses awareness of tradition & customs but updates knowledge of Indian cultural heritage among youngsters. Our mission is to translate these comprehensive thoughts into action through this club.

Sports Club:-**The main objective is** to develop sportsmanship, skills and techniques in a range of sporting activities among Sangam University students. Also the students are encouraged for a healthy lifestyle through participation in sports.

Research and Publication Committee:-The Committee serves to promote research and publication for the benefit of its members and the profession.

Alumni Association: -To promote fellowship and social activity among alumni, faculty and staff members of Sangam University for its development and well-being as an educational community apart from maintaining permanent historical records of the University and its students.

RULES AND REGULATIONS

I DISCIPLINARY RULES

- (1) Every student enrolled in the University shall be under disciplinary control of the University and its Departments/Schools/Constituent Units/Centers;
- (2) At the time of admission, every student shall be required to sign a declaration that on admission, he submits himself to the disciplinary jurisdiction of the President and several Authorities of the University, its Departments/Schools/Constituent Units/Centers who may be vested with the authority to exercise discipline under the Act, the Statutes, the Ordinances, the Regulations and guidelines that have been framed therein by the University.
- (3) All students are required to maintain the dress code as follows:

Course	Summer		Additional in Winter
	Monday to Saturday		
	Shirt	Trouser	
Engineering	White	Dark Gray	Blazer and Tie
Agriculture	White	Dark Brown	Blazer and Tie
Management	White	Navy Blue	Blazer and Tie
Legal Studies	White	Black	Black Blazer and Tie
Science / Arts / Pharmacy	White	Dark Gray	Blazer and Tie
Diploma Engg.	Navy Blue	Beige	Jacket

- (4) Physical assault or threat to use physical force against any member of the teaching and non-teaching staff of any Department/Schools/Constituent Units/Centers and against any student within the Sangam University, Bhilwara, Rajasthan may lead to expulsion from the University.
 - (a) Unauthorized absence from the class, test or examination or any other curricular or co-curricular activity which he/she is expected to participate.
 - (b) Carrying of, use of or threat to use of any weapons or any object that may be used as a weapon;
 - (c) Misbehavior or cruelty towards any other student, teacher or any other employee of the University, a School or Institution;
 - (d) Use of drugs or other intoxicants except those prescribed by a qualified doctor;

- (e) Practicing Casteism and Untouchability in any form or inciting any other person to do so;
- (f) Any act, whether verbal or otherwise, derogatory remarks to women;
- (g) Smoking, use of narcotics, possession and consumption of alcoholic beverages or gambling in any form;
- (h) Any attempt at bribing or corruption of any manner or description;
- (i) Willful destruction of the property of the University or its Departments/ Institution/ School/ Constituent Unit/ Centre etc.;
- (j) Behaving in rowdy, intemperate or disorderly manner in the premises of the University or School, as the case may be, or encouraging or inciting any other person to do so.

All the above acts of indiscipline will invite severe penalties and may even result in suspension or expulsion from the University.

- (5) Ragging, is strictly prohibited within the premises of the University, its Hostels, Departments/Schools/Constituent Units/Centers and any part of Sangam University system as well as on public transport system. Any individual or collective act or practice of ragging will be punishable in the form of lodging of criminal case against the student at the police station as per the directive from the honorable Supreme Court of India as well as expulsion from the University.
- (6) Sexual harassment of women is a violation of fundamental right of a girl/woman to study /work in a safe environment. As per ruling of Supreme Court, sexual harassment includes physical contacts and advances, demand or request for sexual favours, sexually colored remarks, display of pornography and any other unwelcome physical, verbal or nonverbal conduct of a sexual nature.
- (7) For the maintenance of discipline amongst the students, the University appoints each year a Standing Committee for Student's Discipline to examine the cases of students involved in breach of rules of conduct and recommend a suitable disciplinary action or punishment. The President shall give a hearing of students reported against, and pass orders on the recommendations of the Standing Committee.
- (8) The rules governing examinations.
 - The seating arrangement for tests, quizzes, and examinations in the various courses is announced through notices. Every student must report to the assigned room.
 - Every student must carry his /her identity card to the examination hall, and show it on demand, to the invigilator.
 - The use of cell phones/electronic diaries/palmtops/laptops etc. is strictly forbidden in the examination hall.
 - It goes without saying that Students are expected to strictly adhere to the highest level of integrity in all components of evaluation. Adoption of unfair means, including tampering of answer books when shown after marking will be viewed

as breach of conduct and trust resulting in strict disciplinary action which may include rustication for one or more semesters or expulsion from the university.

II LIBRARY RULES

1. The library is meant for the use of staff and students of the university. Only those students who are registered for the academic programmes of the university are entitled to the library facilities.
2. Students are entitled to borrow up to 4 books at a time for 14 days' duration.
3. If a book is not returned when due, a late fee will be charged per day per book from the defaulter. Any conscious attempt to retain the book by paying the late fee is discouraged.
4. A book can be returned through another member, and the overdue charges, if any, needs to be paid by the member who brings the book.
5. The librarian has the right to recall any book at any time.
6. Issued library books, personal magazines etc. are not allowed inside the library. However, personal books and class notes can be brought into the library for reading.
7. The following categories of books/ journals are generally not issued: Rare books, reference books, current and back volumes of periodicals, CD's and such other materials as may be specified by the librarian.
8. The books can be borrowed by producing the University ID cards. The ID card is not transferable. The card needs to be kept in safe custody and the member is responsible for any books issued against the ID card. In case the card is lost, the matter be reported immediately.
9. The member should access his /her issue records on the ERP from time to time and bring the discrepancies if any to the notice of counter staff immediately.
10. Before borrowing, the books should be checked by the member for missing pages and any damage is brought to the notice of the counter staff.
11. The librarian reserves the right to withdraw facilities from any member who violates the rules and regulations of the library.

III HOSTEL RULES

1. Each Student shall reside in the hostel and room allotted to him by the warden.
2. Student shall be responsible for all articles of furniture and electrical and other fixtures provided in his/her rooms. They shall not disfigure or write on walls, doors, windows, or otherwise damage them.
3. At the end of each academic year or while leaving the University each student shall handover the charge of his/her room with all furniture and fixtures to the hostel watchman / Administrator. He/she will be charged the cost of all damages , and shortages detected in his/her room
4. All the rooms are provided with ceiling fans and fixtures for lights. With the prior permission of the warden, student may use personal computers and music system in their room provided they do not disturb the neighboring students.
5. Use of any other electrical appliances is not permitted.
6. **Smoking is strictly prohibited in and around all University buildings including hostels and messes.**

7. **Use of Alcoholic drinks and other narcotic materials and gambling in any form are strictly prohibited on hostel premises or any other place on the Sangam University Campus.**
8. Students shall conduct themselves with decorum and dignity and shall not create any nuisance or disturbance for the neighboring students.
9. The students can be permitted to visit their local guardians on week-ends and holidays announced by the University and stay out after obtaining special written permission and Gate-Pass from their Warden. However, such permission will be granted to female students only when they are accompanied by the persons authorized by their parents. No student is expected to move outside the Campus and their hostels after the timings as notified from time to time.
10. Any application for withdrawal from Hostel shall have written consent of their parents/guardians.
11. No visitor shall be allowed to stay in the hostel room.
12. Guests/visitors are not permitted to enter the Hostel and visit students in their rooms. They, however, can be allowed to visit them only in the cafeteria/visitors rooms between 06:00 PM to 08:00 PM. On week-ends and holidays announced by the University, they can also be permitted between 10 AM to 12 PM. The University reserves the right to deny entry into the Hostel to visitor(s), if their visit is likely to disturb peace and order in the hostel.
13. The students are personally responsible for the security/maintenance of their rooms and their belongings. They shall lock their rooms properly before leaving. The University shall not be responsible for any loss of their private or other property and Police investigation on FIR in such cases is not permissible.
14. The students are not allowed to remove magazines or newspapers or any other property from the common room, dining hall, visitor's room or any other room of the hostels.
15. **Cooking of food in the rooms is strictly prohibited.**
16. Male and female students are not permitted to visit each other's hostel or even loiter around such hostels.
17. Pets are not allowed in campus.
18. Re-allotment of Hostel accommodation to old students for next academic session is subject to the condition that he/she had 75% attendance in the classes during previous year. They shall submit their applications duly recommended by their Warden and Head of School to the Convener, Admissions one month before the close of previous academic session. The Convener, Admissions, subject to availability of rooms will make allotment against payment of Hostel fees and other charges before the close of previous academic session. Re-allotment of Hostel accommodation cannot be claimed as a matter of right.
19. Whenever students move out from the Hostel with baggage during vacations or on authorized leave sanctioned by their respective Programme Co-coordinators/Deans, they shall get the application for out pass signed by their Programme Co-coordinators/Deans for obtaining their Gate-Pass for their personal belongings from their Wardens. Such moves will only be through the authorized gates.
20. Students keep their four-wheeler vehicles parked at designated place. Two wheelers can be parked near hostel with the permission of warden / Chief Warden.
21. All the students shall possess valid hostel Identity Card and Mess Card. In case the Mess Card is lost, duplicate Card will be issued by the Warden against payment of the prescribed cost.
22. Celebration/party by the students can be held up to 10 PM with specific written permission of the Hostel Warden to be obtained at least two days in advance.
23. There will be two outings per week. The timings are: -
Wednesday: - 06 PM to 08 PM & **Sunday:** - 02:30 PM to 06:30 PM

IV ADDITIONAL RULES FOR GIRLS HOSTEL

1. **All residents should return to their hostels by 08:00 PM Prior permission of the warden has to be obtained for late returns if any.**
2. Girls leaving for outstation trips also have to make an entry in the outstation register kept with the watchman at the gate, giving details of their trip.
3. Girls are advised not to go outside the Sangam University Campus at late hours between 08:00 PM to 6:00 AM.
4. No girl student shall enter any Boy's hostel. The girls will take prior permission of their warden to attend common functions held in campus.
5. Outstation male relatives may come to the visitor room after an entry in the visitor book by the host girl between 06:00 AM and 06:00 PM
6. Lady visitors may visit the residents any time during the day and upto 06:00 PM. The lady visitor can also be taken to the rooms.

V MESS RULES

1. Students who reside in hostels shall take all their meals in the hostel mess only.
2. Students shall be served meals only during the prescribed timings.
3. Students shall eat in the common dining hall only.
4. Students shall not carry their meals wholly, or in part, outside the mess. They shall not carry any utensil or any other property of the mess outside the dining hall.
5. Sick students may be allowed to eat their meals in their rooms with the prior permission of the warden.
6. Sick students may obtain a special diet on the recommendation of the medical officer and warden and the permission of the mess secretary.
7. Students shall not interfere with cooking or services and shall not handle mess equipment.
8. Student may entertain genuine guests in the mess after making an entry in the guest register and paying the prescribed mess charges for guests.
9. Student shall cooperate with the mess employee and deal with them in polite and courteous manner.
10. Students are to fill up details of the meals taking in the register kept in dining hall with Mess manager. Mess timings are:

Morning Tea/Breakfast: 07:30 AM to 09:00 AM **Evening Tea:** 05:15 PM to 06:00 PM

Lunch: 12:30 PM to 02:30 PM

Dinner: - 07:30 PM to 08:30 PM

(Mess timings are subjected to change as per Academic Time-Table)

VI SAFETY PRECAUTIONS

Students shall observe all safety precautions. The University is not liable for accidents of whatever nature in the hostels, workshops, laboratories or playgrounds of the university.

FORMAT FOR COMPLAINT

The student can register their complaints in the register available with the warden about Electricity, Civil work, drinking water, Plumbing, Food Quality, Wi-Fi connectivity and discipline related problems. If the student feels that the complaint has not been resolved within two days, he/she may write or mail to the Registrar / President at the following e-mail address or send handwritten letter in following format or e-mail to patoregistrar@sangamuniversity.ac.in or patopresident@sangamuniversity.ac.in

FORMAT FOR COMPLAINT

Date of First Complaint: _____ Room No. _____ Date: _____		
Name of Student: _____		
Nature of Complaint:		
<input type="checkbox"/> Electricity	<input type="checkbox"/> Civil work	<input type="checkbox"/> Drinking water
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Food Quality	
<input type="checkbox"/> Wi-Fi connectivity	<input type="checkbox"/> Discipline	<input type="checkbox"/> Other: _____

Suggestions (if any) _____

EDUCATIONAL PROCESS

The curriculum at Sangam University will be a constantly evolving one and the syllabus will be continuously fine-tuned to keep pace with industrial development in India and across the world. To achieve the same, the advisory council of the University has been constituted with eminent professionals from industry and academia. Further, value addition to the curriculum will also include foreign language courses.

Faculty at Sangam University who will play the role of change makers will ensure that within one week of commencement of class work a handout is issued to all registered students giving the operational details of the course being taught in terms of its objective and scope, prescribed text book, suggested reference books, lecture plan, evaluation components planned including their weightage etc.

Course Coordinators and Mentors:

Coordinators and Mentors are one point contact for all the personal and professional issues of the students including counseling and guidance. They will ensure the syllabus coverage, distribution of semester plans, curriculum handouts; coordinate with CRC for industry exposure, conduction of workshops, seminars, quizzes etc.

It shall be the responsibility of every individual student to maintain minimum 75% attendance in all scheduled classes and laboratories and to take the prescribed evaluation components like Mid Semester Examination (MSE), End Semester Examination (ESE), submit in time and specification all home assignments. If a student misses any prescribed component of evaluation in a registered course due to a genuine reason, the concerned student must immediately approach the faculty in charge teaching that course with a written request and supporting documents for the same.

Examination scheme adopted at Sangam University:

A student shall be evaluated for his/her academic performance in a course through Tutorials, Practical, Home Assignments, Seminars, Quizzes, Term Assessment (TA), Mid Semester Examination (MSE) and the End-Semester Examination (ESE), as applicable according to the guidelines formulated by the Academic Council for various courses separately.

The distribution of weightage for each component and the criteria for evaluation shall be decided and announced by the concerned teachers/Course Coordinator at the beginning of the course as per the policy laid down for the purpose.

At the end of the semester, a student is awarded a grade in each of the course he / she has taken in that semester. The grades may be Letter Grades or Non Letter Grades. In addition, if the situation warrants, certain events / facts may also be reported against a course which are not to be misconstrued as grades.

The marks of different components viz., internal continuous assessment of course work, practical, etc. and End Semester Examinations shall be assigned relative weightage as prescribed in curriculum and scheme of examination of a programme and added. The total marks obtained shall be out of 100 and the same would be converted into grades in 10-point scale. The grade awarded will be based on the total performance of a student in a particular course as against the relative performance of other students taking the same course in the concerned semester.

In order to arrive at the letter grades based on relative grading, the total marks in a particular course for all the students in the class shall be tabulated in a descending order list (equivalently a histogram). The performance of the class shall be analyzed in terms of average, highest and the lowest marks and dividing lines between the clusters of students. Gaps and dips between the clusters and the nature of the clusters will guide in drawing the dividing lines between the Grades. C+ and C bands usually indicate the average mark. In case the distribution of marks does not fall in a normal distribution curve and found to be skewed, such situations would be handled on a case by case basis using well established statistical methods or absolute grading if the situation warrants.

For non-credit and audit courses non letter grades as Satisfactory (S), Unsatisfactory (U) etc. will be awarded. Non letter grades do not carry any grade points.

A. Semester Grade Point Average (SGPA)

The Letter Grades awarded to a student in all the courses (except audit courses) in a Semester shall be converted into a Semester performance index called the Semester Grade Point Average (SGPA). The Semester performance of a student will be indicated as “Semester Grade Point Average” (SGPA). The SGPA will be weighted average of Grade Points of all letter grades received by a student for all the Course credits in the Semester. The formula for Computing SGPA is given below:

B. Cumulative Grade Point Average (CGPA)

The calculation of CGPA is similar to that of calculating SGPA but will take into account all the courses done in all the semesters up to that point of time. For the starting semester, SGPA and CGPA will be the same. If for any purpose, the CGPA is required to be converted into percentage of marks, then CGPA is to be multiplied by 10.

C. Grade Sheet

The student records are computerized and a grade sheet for each semester is issued to the student normally within four weeks after the end semester examinations. The grade sheet will withheld when a student has not paid dues or when there is a case of breach of discipline or a case of unfair means is pending.

Minimum Academic Requirements

The following minimum academic standards must be achieved by the students in various programmes at the end of every semester or term or year as the case may be:

For undergraduate programmes such as B.Tech/BBA/BCA/B.Com. (Honors) etc., the student must maintain a CGPA of 4.50. For post graduate programmes such as M.Tech/MBA etc., the student must maintain a CGPA of 5.50.

For undergraduate programmes such as B.Tech. / BBA/BCA/B.Com. (Honors) etc., the student should not have secured more than one “E” grade and for post graduate programmes such as M.Tech/MBA etc., the student should not have secured any “E” grade.

Graduation and Eligibility for all Degrees

A student would be deemed to have fulfilled the requirements of graduation if he / she has cleared all courses prescribed for the enrolled programme or the composite programme as the case may be, cleared the total credit requirements in terms of projects, thesis, dissertation, seminar etc. where applicable, obtained the minimum CGPA prescribed, remained outside the purview of the academic monitoring committee or been declared to be outside its purview and satisfied all requirements of the prescribed academic regulations. Further, a student would be deemed to have become eligible for the degree if in addition to satisfying the graduation requirements has also satisfied all rules of evaluation and that no case of indiscipline or unfair means is pending against him. However, in case the student has outstanding dues to be paid to the university, hostel or any other recognized organ of the university, the degree will be withheld until the said dues are cleared.

The following classification based on CGPA will be made for various degrees

Distinction	CGPA of 9.00 or more
First Division	CGPA 6.50 or more but less than 9.00

Second Division CGPA of 4.50 or more but less than 6.50 for undergraduate programmes and CGPA of 5.50 or more but less than 6.50 for post graduate programmes.

CORPORATE RESOURCE CENTRE (CRC) AND TRAINING & PLACEMENT CELL

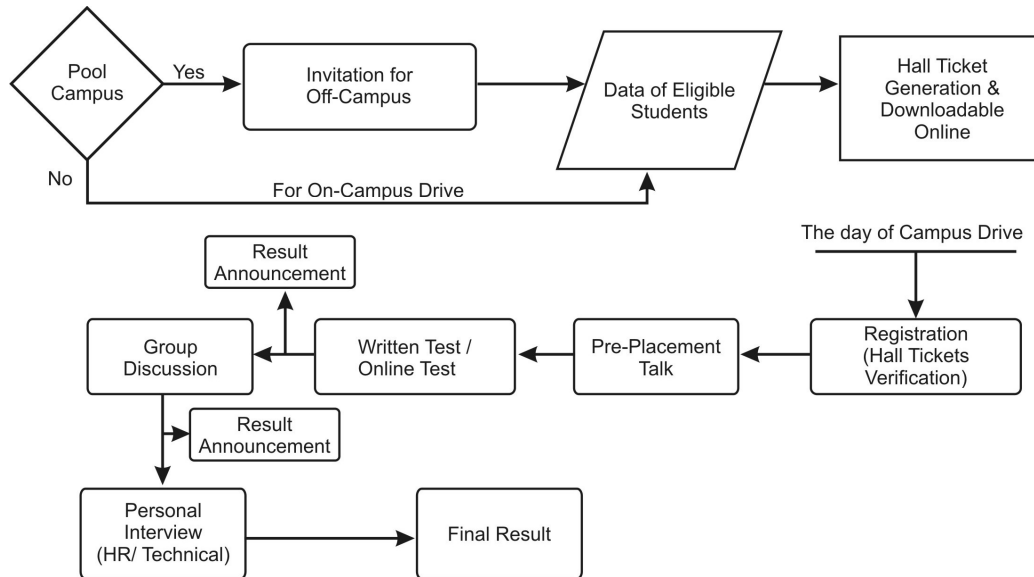
CRC is a unique concept and one of its kind in India in bringing the industry and academia close to each other and provide need base education and organization support. It has the task to organize in campus interview for student placement and training. CRC organizes corporate guest lectures and industry interaction.

The activities under the banner of corporate resource center include:

- For the campus to corporate transformation, conducting soft skill workshop for the overall development and grooming of the students in order to improve various skills which include communication, analytical, computational, interpersonal, leadership, team work, problem solving and creativity.
- Arranging summer training for the students.
- Organizing guest lecture by eminent professional from industry & academia
- Visit to various industries for teams of students
- Campus connect program for IT companies
- Accreditation to be done for campus interview like TCS etc.

Campus Recruitment Process

- The placement department sends placement invitation letters to the companies enclosing a brief summary of the courses available at Sangam University
- The Placement Performa (PFA) is required to be filled in by the company. The completed form along with a brief company profile, job profile and details about campus recruitment drive is to be sent by the company to the Placement Office.
- The company can visit the campus for a Pre-Placement Talk either before the selection processes or can combine it with the final recruitment.



- On receiving information file, the placement office announces the requirements of the company, asking interested students to submit their resumes, which are then handed over to the company.
- The company is required to shortlist candidates from the application pool and eligibility data file sent and send the same with short listed candidates to the Placement Office at the earliest
- A mutually convenient date is finalized for the selection process/ recruitment drive.
- The company is required to furnish the final list of students preferably on the same day, or as soon as possible, after completion of the selection process.
- The offer letters need to be sent to the Placement Office for handing over to the students. Offer acceptances (from the students) received, will be sent to the company by the Placement Office.

SUMMARY OF UGC REGULATIONS ON CURBING THE MENACE OF RAGGING

IN

HIGHER EDUCATIONAL INSTITUTIONS, 2009.

1. **PREAMBLE:** In view of the directions of the Hon'ble Supreme Court in the matter of "University of Kerala v/s. Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging.

2. OBJECTIVE: To eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it under these Regulations, preventing its occurrence and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

3. WHAT CONSTITUTES RAGGING: Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or in-disciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.
- i) Any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

4. MEASURES FOR PROHIBITION OF RAGGING:

There are a number of such measures at institution level, University Level, District level etc. Some of them that are important for students to know are as follows:

- No institution shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the

provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside.

- All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- Every public declaration of intent by any institution, in any electronic, audiovisual or print or any other media, for admission of students to any course of study shall expressly provide that ragging is totally prohibited in the institution, and anyone found guilty of ragging and/or abetting ragging, whether actively or passively, or being a part of a conspiracy to promote ragging, is liable to be punished in accordance with these Regulations as well as under the provisions of any penal law for the time being in force.
- The telephone numbers of the Anti-Ragging Helpline and all the important functionaries in the institution, including but not limited to the Head of the institution, faculty members, members of the Anti-Ragging Committees and Anti-Ragging Squads, District and Sub-Divisional authorities, Wardens of hostels, and other functionaries or authorities where relevant, shall be published in the brochure of admission/instruction booklet or the prospectus.
- The application for admission, enrolment or registration must be accompanied by an Anti-Ragging affidavit signed by a student in a prescribed format and another Anti Ragging Affidavit signed by a Parent/Guardian. (Both these Affidavits can be downloaded from the Web).
- Any distress message received at the Anti-Ragging Helpline shall be simultaneously relayed to the Head of the Institution, the Warden of the Hostels, the Nodal Officer of the affiliating University, if the incident reported has taken place in an institution affiliated to a University, the concerned District authorities and if so required, the District Magistrate, and the Superintendent of Police, and shall also be web enabled so as to be in the public domain simultaneously for the media and citizens to access it.
- On receipt of the recommendation of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging
- Committee authorised by him in this behalf, proceed to file a First Information Report (FIR), within twenty-four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions.
- The Commission shall maintain an appropriate data base to be created out of affidavits, affirmed by each student and his/her parents/guardians and stored electronically by the institution, either on its or through an agency to be designated by it; and such database shall also function as a record of ragging complaints received, and the status of the action taken thereon.
- The Commission shall include a specific condition in the Utilization Certificate, in respect of any financial assistance or grants-in-aid to any institution under any of the general or special schemes of the Commission, that the institution has complied with the anti-ragging measures.
- Any incident of ragging in an institution shall adversely affect its accreditation, ranking or grading by NAAC or by any other authorised accreditation agencies while assessing the institution for accreditation, ranking or grading purposes.
- The Commission may accord priority in financial grants-in-aid to those institutions, otherwise eligible to receive grants under section 12B of the Act, which report a blemish less record in terms of there being no reported incident of ragging.

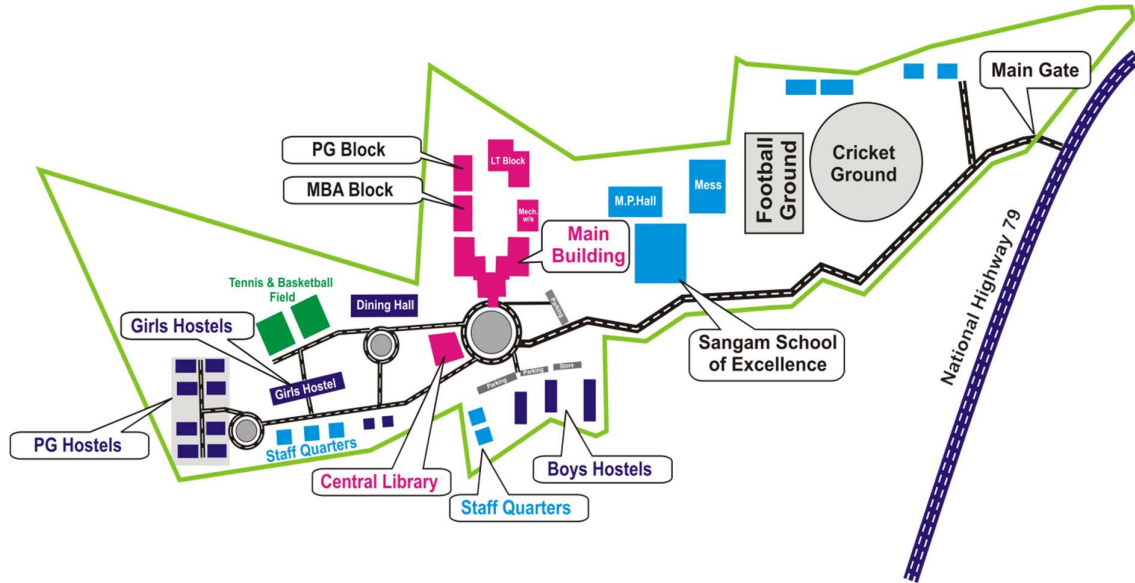
5. ADMINISTRATIVE ACTION IN THE EVENT OF RAGGING: The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed here in under:

- The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

- The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely;
 - a) Suspension from attending classes and academic privileges.
 - b) Withholding/ withdrawing scholarship/ fellowship and other benefits.
 - c) Debarring from appearing in any test/ examination or other evaluation process.
 - d) Withholding results.
 - e) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - f) Suspension/ expulsion from the hostel. g) Cancellation of admission.
 - h) Rustication from the institution for period ranging from one to four semesters.
 - i) Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.
- Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.
- An appeal against the order of punishment by the Anti-Ragging Committee shall lie,
 - i) in case of an order of an institution, affiliated to or constituent part, of a University, to the Vice- Chancellor of the University;
 - (ii) in case of an order of a University, to its Chancellor.
 - (iii) in case of an institution of national importance created by an Act of Parliament, to the Chairman or Chancellor of the institution, as the case may be.
- Where in the opinion of the appointing authority, a lapse is attributable to any member of the faculty or staff of the institution, in the matter of reporting or taking prompt action to prevent an incident of ragging or who display an apathetic or insensitive attitude towards complaints of ragging, or who fail to take timely steps, whether required under these Regulations or otherwise, to prevent an incident or incidents of ragging, then such authority shall initiate departmental disciplinary action, in accordance with the prescribed procedure of the institution, against such member of the faculty or staff. Provided that where such lapse is attributable to the Head of the institution, the authority designated to appoint such Head shall take such departmental disciplinary action; and such action shall be without prejudice to any action that may be taken under the penal laws for abetment of ragging for failure to take timely steps in the prevention of ragging or punishing any student found guilty of ragging.

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## SANGAM UNIVERSITY- CAMPUS LAYOUT





## NOTES

## IMPORTANT CONTACTS

### ANTI RAGGING HELPLINE

Mobile: 7891050007, 03, 01482-297455, Ext-143

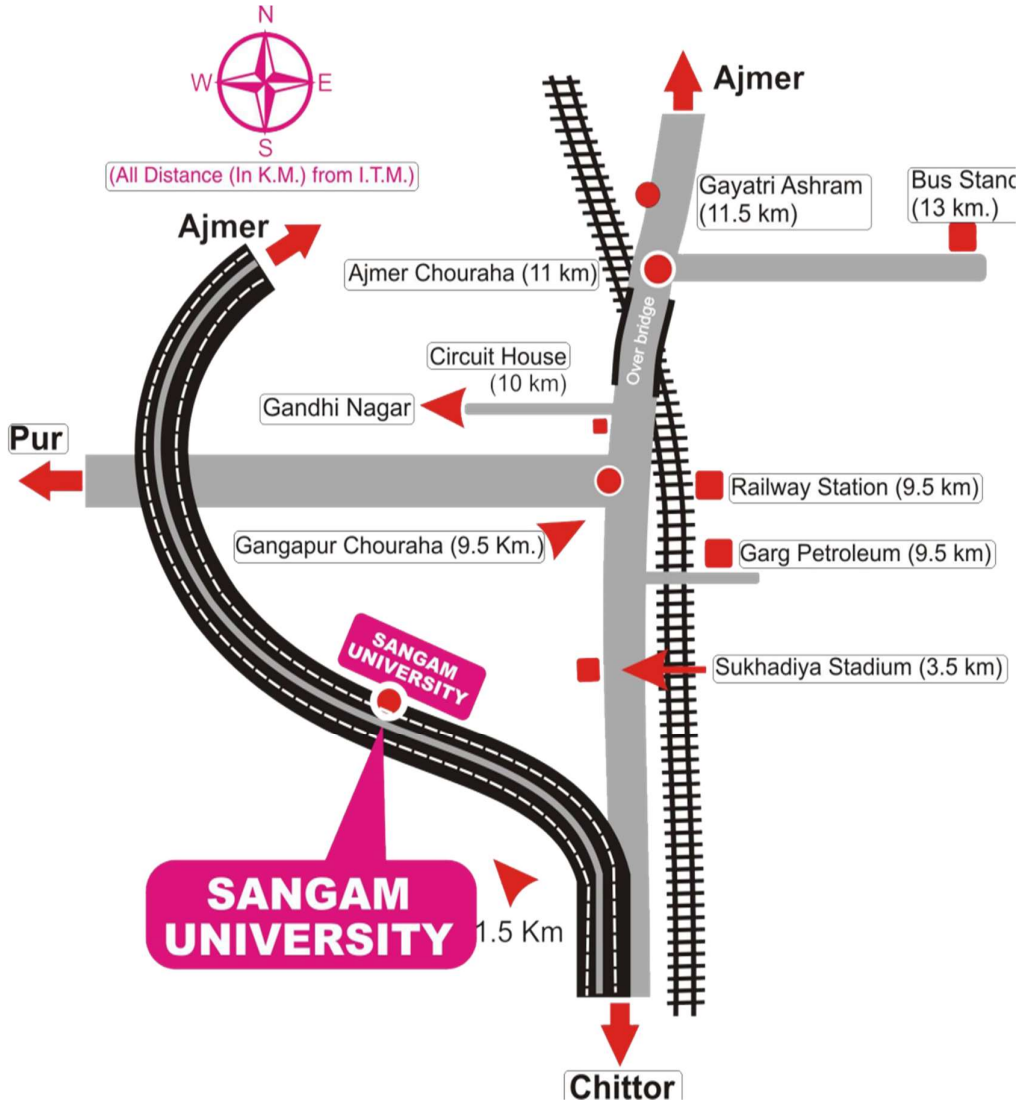
1. University EPBAX : 01482-297455
2. Proctor : 01482-297455 (Ext. 143) 7891050007
2. Administrative Officer : 01482-297455, Ext-107 and 9001097360
3. Student Section : 01482-297455, Ext -128 and 9001097347
4. Accounts Section : 01482-297455, Ext -126
5. Transport Manager : 01482-297455, Ext-107 and 9001097360
6. Medical Facility : 01482-297455, Ext-243 and 9001097365
7. Store Section : 01482-297455, Ext -130 and 9001097358
8. Central Library : 01482-297455, Ext- 153
9. Wi-Fi / Internet  
(Cyberoam- ID/ Password) : 01482-297455, Ext -142 and 9001097352
10. ERP (ID/ Password) : 01482-297455, Ext -162 and 9001097351
11. CRC / Training & Placement : 01482-297455 and 7891050002
12. Examination Section : 01482-297455, Ext -164,168 and 9001097348

If you have any Complaints/ Grievance feel free to write us at: -

**1. [president@sangamuniversity.ac.in](mailto:president@sangamuniversity.ac.in)**

**2. [registrar@sangamuniversity.ac.in](mailto:registrar@sangamuniversity.ac.in)**

## **HOW TO REACH SANGAM UNIVERSITY**





NH.79, Bhilwara-Chittor By-Pass, Bhilwara(Rajasthan) PIN - 311001

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[www.sangamuniversity.ac.in](http://www.sangamuniversity.ac.in)