



**Symbiosis University  
Of Applied Sciences**

A Symbiosis Skills University, Indore

Acquire Skills for Assured Employability

India's First Skill University

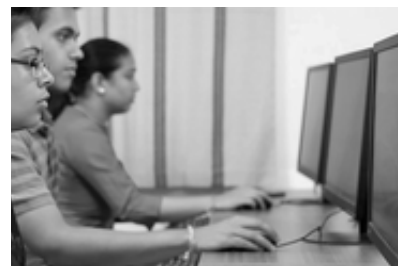
# STUDENT HANDBOOK 2025-26





॥ वसुधैव कुटुम्बकम् ॥

# Table of Contents



1. About Symbiosis	
2. About Symbiosis, Indore	4
3. Vision	
4. Mission	5
5. Message from Chancellor	
6. Message from Pro-Chancellor	6
7. Message from Vice-Chancellor	
8. Message from Registrar	7
9. Student Code of Conduct	8
10. Anti-Ragging Measures at Symbiosis University of Applied Sciences	13
11. Eligibility Documents for Confirmation of Admissions	15
12. Evaluation System	17
13. Academic Calendar AY 2025-26	25
14. Library Policy	30
15. Re-admission	33
16. Office Contact Numbers	35

## ◆◆ About Symbiosis

Founded by visionary Dr. S. B. Mujumdar in 1971 as an International Cultural and Educational Centre, Symbiosis provides a “home away from home” to a large number of students including foreign students who come to Pune in pursuit of higher education. Living up to its name—a botanical term meaning ‘living together for mutual benefit, Symbiosis has grown over four decades into a family of 43 academic institutions.



॥ वसुधैव कुटुम्बकम् ॥

These institutions provide education from kindergarten to postgraduate level across a wide range of disciplines. Today, Symbiosis is ranked amongst the top educational providers in the country and is known in India and abroad for its excellence in education.

## ◆◆ About Symbiosis University of Applied Sciences, Indore



Symbiosis University of Applied Sciences, Indore (SUAS) is a self-financed University established vide Government of Madhya Pradesh Gazette (Extraordinary), No. 2 of 2016, under provisions of the Madhya Pradesh Niji Vishwavidyalaya Adhiniyam, 2007.

It has been established under the able leadership of Dr. S. B. Mujumdar, President and Founder, Symbiosis and Dr. Swati Mujumdar, Vice President, Symbiosis Foundation.

Symbiosis University of Applied Sciences, Indore, was established through active collaboration with leading industries and universities from Germany and the USA. The University has imported advanced skill-training machinery from Germany, housed in its state-of-the-art Lucas Lab, to provide hands-on practical training to students.

As India's first Skill University, it offers uniquely designed undergraduate and postgraduate programs in high-growth sectors. Programs in the Management stream include Banking, Financial Services & Insurance (BFSI) Management, Marketing, Retail & E-Commerce, Digital Media & Marketing, and Logistics & Supply Chain Management. The Engineering stream covers Computer Science, Information Technology, Data Sciences, and Mechatronics. The University ensures a robust "learning by doing" approach with a 70% focus on practical and skill-based learning, and 30% on theoretical education.

Students gain exposure to the latest cutting-edge technologies through specialized skill training labs and Centers of Excellence, developed with industry input. To further enhance their practical skills, students undertake industry internships, enabling them to apply their learning to real-world scenarios. The curriculum integrates industry-relevant projects, case studies, and simulation-based exercises, ensuring holistic development.

The hands-on training in well-equipped labs prepares students to be industry-ready from day one of graduation. As a result, top companies across various industries recruit these skilled graduates at competitive salaries, achieving an impressive placement record. Notable recruiters include Citibank, ICICI Bank, HDFC Bank, TATA AIG, TCS, Yash Technologies, AON, LIC, Jio, Hyundai, MAN, Volvo, and Maruti.

The University also fosters entrepreneurship by organizing expert sessions and activities that equip students with the skills to start and manage businesses. This initiative has led to several students successfully establishing their own ventures.

In addition, the University provides 18 skill-based certifications from global leaders such as IBM, TCS iON, Google, Microsoft, Deloitte, NISM, Simplilearn, and CFI-USA. Students also benefit from 24 virtual internships, live projects, and virtual experience certifications offered by organizations like HSBC, Citi Bank, J.P. Morgan, Future Impact, Fidelity International, KPMG, and PwC.

Symbiosis University of Applied Sciences, Indore, continues to set benchmarks in skill-based education, combining cutting-edge technology, industry collaborations, and practical learning to prepare students for a successful future.

#### Smart Classrooms

- **Computer Labs with latest software**
- **Retail Lab**
- **Mock Bank**
- **Retail Window**
- **Lucas Nuelle Lab**
- **Hostel for Girls and Boys**
- **Bus Facilities**
- **Health Facilities**
- **Sports Facilities**
- **Cafeteria**
- **Learning Resource Centre**
- **Wi-Fi Zone**



## ◆ Message from Chancellor

### “INDIA IS PASSING THROUGH A HISTORIC PERIOD CALLED DEMOGRAPHIC DIVIDEND”

We must provide skills to our youth to enable our country to reap its benefits. In order to achieve this, our Hon'ble Prime Minister has given us a clarion call “Skill India” and Symbiosis has taken a lead by establishing India's first residential Skill Development University called the Symbiosis University of Applied Sciences at Indore.

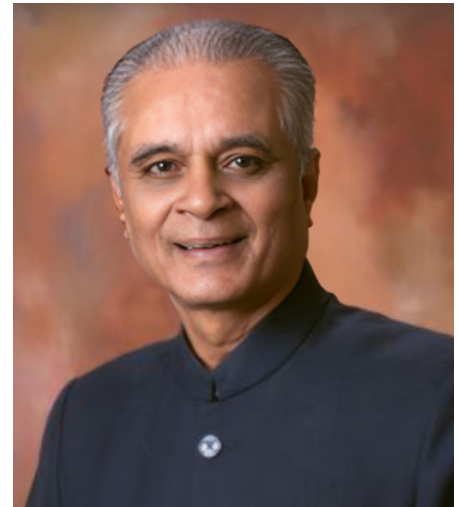
Based on the German model, this University will be a pioneer in the field of Skills education and shall contribute to the socio-economic growth of our nation.

I am confident that students seeking gainful employment and opportunities for entrepreneurship will be immensely benefited. I welcome you all to the Symbiosis University of Applied Sciences and hope that the international experience at this unique University will help you harness your full potential to serve our country through the skills gained here.

**With Best Wishes**

**Dr S. B. Mujumdar**

**Chancellor, Symbiosis University of Applied Sciences**



## ◆ Message from Pro- Chancellor

### “TODAY THERE IS A HUGE REQUIREMENT OF SKILLED MANPOWER IN THE INDUSTRY”



At the same time, students completing graduation from conventional Universities are unable to find jobs due to lack of skills as per industry needs. To bridge this gap, the Symbiosis University of Applied Sciences offers degree programmes as well as short-term courses at all levels in high growth sectors. We have entered into collaborations with top industries such as MAN Trucks, John Deere, Volvo Eicher, Future Group (BIG Bazaar & Centrals), HDFC Bank, L&T and Reliance Capital.

The curricula have been designed by our industry partners. We also provide on-campus high-end Skill training labs and workshops with German machinery. Industry partners have set up a retail store, mock bank, finance plaza and automobile training facility to provide real-life experience to students.

**With Best Wishes**

**Dr. Swati Mujumdar**

**Pro-Chancellor, Symbiosis University of Applied Sciences**

## ◆ Message from Vice- Chancellor

**Dear Students,**

Welcome to Symbiosis University of Applied Sciences, Indore — India's first Skill Development University, established by the Government of Madhya Pradesh. With a strong focus on hands-on learning, we aim to create industry-ready professionals in high-growth sectors like BFSI, IT, e-commerce, retail, automobile engineering, and mechatronics.

Founded in 2016, our University combines modern infrastructure, practical training, and outcome-based education in line with the National Skills Qualifications Framework. We are committed to shaping your future with real-world skills and global readiness.

Warm wishes for an exciting and enriching journey ahead!

**With Best Wishes**

**Prof. (Dr.) Vinith K. Nair**

**Vice-Chancellor, Symbiosis University of Applied Sciences**



## ◆ Message from Registrar



**Dear Students,**

Welcome to Symbiosis University of Applied Sciences, Indore — a pioneering Skill Development University committed to nurturing industry-ready professionals through hands-on learning and practical exposure.

As you begin this exciting new chapter, please know that the Registrar's Office is always here to support you — whether it's academic guidance, documentation, or any administrative assistance you may need during your journey with us.

Wishing you a rewarding and enriching experience ahead!

**Warm regards,**

**Dr. Manish**

**Registrar, Symbiosis University of Applied Sciences, Indore**

## ◆ Student Code of Conduct

### *Article 1: Preamble*

The Student Code of Conduct (henceforth referred to as "the Code") has been established to support and protect the core mission of Symbiosis University of Applied Sciences, Indore. It aims to foster the scholarly and civic development of students within a safe, secure, and orderly environment. The Code is designed to protect the people, properties, and processes integral to the University's objectives. While freedom in teaching and learning is paramount, maintaining an appropriate sense of order is essential to achieve these goals without disruption. Rules and regulations delineate this necessary structure.

### *Article 2: Applicability*

The Code applies to all students enrolled in any program at the University, including:

- Individuals who withdraw after allegedly violating the Code.
- Students not officially enrolled for a semester but maintaining a continuing relationship with the University.
- Individuals who have received notification of admission.

The Code governs conduct across all University locations.

### *Article 3: Jurisdiction*

The Code applies to:

1. **On-campus conduct** of all students at all University locations.
2. **Off-campus conduct** when directly connected to:
  - Academic requirements, internships, field trips, or student exchange programs.
  - Degree-pursuing activities like research or professional assignments.
  - University-sponsored or authorized activities.
  - Activities causing significant harm or property damage within the University community.
  - Incidents resulting in police involvement, legal proceedings, or arrests.

Students are subject to the laws of the land while enrolled. Violations of these laws may simultaneously constitute violations of the Code. Disciplinary action may proceed independently of criminal proceedings.

### *Article 4: Responsibilities of Students*

Students, as members of both the University and broader community, are expected to:

1. Uphold academic integrity and professional honesty.
2. Respect the rights and property of others.
3. Avoid conduct that disrupts University operations or endangers others.
4. Refrain from discrimination based on race, religion, gender, or other legally protected categories.
5. Act in accordance with the Indian Constitution and the law.

## *Fee Payment*

- Students must pay all fees (e.g., tuition, hostel, library, development, and examination fees) by the stipulated deadlines.
- Non-payment may result in fines, examination restrictions, withholding certifications, or other penalties.
- During internships/projects, full fees remain applicable without waiver or discount.

## *Article 5: Disciplinary Misconduct*

Any student found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this Code. The instances of misconduct are not to be interpreted as all-inclusive of situations in which disciplinary action will be invoked. These instances are illustrative, and the University reserves the right to take disciplinary action in appropriate circumstances not set out in this article.

The illustrative list of misconduct is as follows (Not exhaustive):

**DMC 1: Academic Misconduct:** Academic Misconduct means plagiarizing; cheating on assignments or examinations.

**DMC 2: Cheating:** The act of obtaining or attempting to obtain credit for work by use of dishonest, deceptive, or fraudulent means.

**DMC 3: Plagiarism:** The act of taking ideas, words, or specific substances of another and offering them as one's own.

**DMC 4: Disruptive conduct:** conduct that intentionally and substantially obstructs or disrupts teaching or freedom of movement or other lawful activities on university premises or in connection with any university-sponsored event or activity;

**DMC 5: Discrimination:** Engaging in verbal or physical behaviour directed at an individual or group based on origin, race, caste, creed, gender, religious beliefs, or sexual Orientation that, according to a person of reasonable sensibilities, is likely to create an intimidating or demeaning environment that impedes the access of other students, faculty and staff to the educational benefits available to them. It also includes wearing articles of clothing with derogatory racist, discriminatory, patently offensive, profane, sexually explicit, or graphic messages either in words or pictures, which demonstrate bias or discrimination against any individual or group within the University.

**DMC 6: Falsification:** Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering official University records or documents or conspiring with or inducing others to forge or alter University records or documents.

**DMC 7: Refusal to Identify:** Refusal to identify or falsely identifying one's self when requested by an authorized University official.

**DMC 8: Illegal or Unauthorized Possession or Use of Weapons :** Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents.

**DMC 9:** Illegal or Unauthorized Possession or Use of Drugs or Alcohol, Smoking: SUAS strongly supports the goals of “Drug / Alcohol / Smoking Free Campuses”. It is policy of SUAS that no student shall distribute, possess, or use illegal drugs, a controlled substance, on its premises. Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. It is also the Policy of University that smoking is prohibited in all the campuses of SUAS. A student should not indulge in abetting, aiding, instigating or causing any of acts of commission / omission related to illegal use, possession, delivery or manufacture of a controlled substance. A student shall not also enter the SUAS Campus, under influence of alcohol or any prohibited substance.

**DMC 10:** Unauthorized Access and Use of property & facilities: Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

**DMC 11:** Act of Violence, Threatening, Harassing, or Assaultive Conduct: Act of Violence, Threatening, harassing, or assaultive conduct means engaging in conduct that has caused injury to other residents of the campus, endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

**DMC 12:** Theft, Property Damage, and Vandalism: Theft, property damage, and vandalism include theft or embezzlement of damage to destruction of unauthorized possession of, or wrongful sale or gift of property.

**DMC 13:** Recording of Images without Knowledge: Using electronic or other means to make a video or photographic record of any person in a location where there is a reasonable expectation of privacy without the person’s prior knowledge, when such a recording is likely to cause injury, distress, or damage to reputation. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms, and restrooms. The storing, sharing, and/ or distributing of such unauthorized records by any means is also prohibited.

**DMC 14:** Causing Disrepute to other students – Engaging or inciting other students to engage by any means whatsoever and performing or attempting to perform an act, which bring disrepute to other students / faculty of the University.

**DMC 15:** Failure to comply with university or any other authority – Failure to comply with legitimate directives of authorized university officials, law enforcement agency in the performance of their duties or violation of the terms of a disciplinary sanction.

**DMC 16:** Ragging – Any act which amounts to ragging in any form as defined under the UGC Prohibition of Ragging Regulations, 2009.

**DMC 17:** Illegal Contracts – Students are prohibited from entering into verbal or written agreements or contracts that purport to bind, obligate, or create liability of any kind for University. The University will hold all such students individually liable for any financial or legal consequences or damages that may result from such unauthorized actions.

**DMC 18:** Abuse of Electronic Communication – Using University or personal telecommunications, data communication networks for illegal or improper purposes or in violation of University regulations and policies, or related laws.

**DMC 19:** Media Contact – Students are expressly prohibited from speaking on behalf of, or for, University with any media organization or publication, or from inviting the same to any University-owned or operated property, facility, or even without the express written permission of the Office of University Communications.

**DMC 20:** Organization and Event Registration – A Student or group of Students shall not form any organization, society or organize any event or collect any fund or subscription without the specific written permission of the University.

**DMC 21:** Presenting False Testimony – Knowingly making false statements regarding a disciplinary matter before, during or after the disciplinary adjudication process.

**DMC 22:** Violation of University rules – Violation of other published university regulations, policies, or rules, or violations of law. These university regulations, policies, or rules include, but are not limited to, those rules, which regulate dress code, which regulate submission of assignments which regulate examinations, which prohibit the misuse of library, misuse of computing resources, misuse of laboratory, which regulate an act which amounts to sexual harassment, rules for student and hostel rules and regulations.

### ***Article 5 (a): Grievance Redressal Committee of Institute:***

The University has established a Student Grievance Redressal Committee (SGRC) to address student grievances in a structured and timely manner. Aggrieved students must submit their grievances in writing to the Registrar's Office, which forwards the application to the SGRC for investigation and resolution. After thorough examination, the SGRC submits its report with recommendations to the Registrar within seven working days of receiving the complaint. Based on the committee's recommendations and with the Vice Chancellor's approval, the Registrar implements the appropriate remedy or action. The final decision is communicated to the student within three working days after the committee meeting. If the student remains dissatisfied, they may escalate the complaint to the Ombudsperson, an impartial authority appointed under UGC norms. The Ombudsperson reviews the case, conducts hearings, and delivers a binding resolution within one month, ensuring fairness and accountability.

### ***Article 6: Hearing & Appeals***

Any student charged with violation of the Code shall have the opportunity to receive a fair hearing. To safeguard the rights of students, the Vice Chancellor shall ensure that there is an appeal procedure to govern the alleged violations of this policy. The appeals procedure shall provide both substantive and procedural fairness for the student alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

## *Article 7: Punishment & Penalties*

One or more of the following punishments may be taken when a student has been found to have violated the student code of conduct:

- **Warning:** A written letter of reprimand resulting from a student's misconduct.
- **Suspension:** suspension is an action that terminates the student's enrolment at the University for a specified period of time.
- **Monetary Fines:** Monetary Fines is a sanction in which a student is required to deposit an amount as penalty or any amount deposited by him is forfeited or adjusted, resulting from misconduct. It also includes restitution which means making compensation for loss, injury, or damage.
- **Confiscation:** Confiscation means confiscation of goods used or possessed in violation of University regulations.
- **Restriction of Privileges:** Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to student facilities, placement programmes, university events for a defined period of time.
- **Withholding of Diploma or Degree:** Withholding of diploma or degree means the withholding of diploma.
- **Rusticate:** Rustication is an action which permanently separates a student from the university without opportunity to re-enroll in the future.
- **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the university singularly or in combination with any of the above-listed sanctions.

## ◆◆ Anti-Ragging Measures at Symbiosis University of Applied Sciences

- Any conduct by any student or students whether by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- Indulging in rowdy or indiscipline 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.
- 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.
- Any act by senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- Exploiting the service of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- 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.
- Any act or abuse by spoken words, email, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from activity or passively participating in the discomfiture to fresher or any other student.
- 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.

Symbiosis University of Applied Science ensures that a congenial and welcoming environment is given to the freshers. To achieve this objective, the following committees shall be formed by the University:

- University Anti Ragging Committee
- Anti-Ragging Squad
- University Monitoring Cell
- Mentoring Cells are constituted by the University at the Commencement of each academic year.

### ***Additional Measures in Line with UGC Guidelines***

- At the time of admission, every student and their parent/guardian shall submit an anti-ragging affidavit in the prescribed format, as per UGC regulations.
- Students can also report ragging-related concerns anonymously or confidentially through the University's online grievance redressal system:  
<https://www.suas.ac.in/grievance-redressal/>

### ***Punishment for Ragging***

The Anti-Ragging Committee may punish a student found guilty of ragging with one or more of the following:

- Suspension from attending classes and academic privileges
- Withholding / withdrawing scholarship/fellowship and other benefits
- Debarring from appearing in any test/examination or other evaluation process
- Withholding results
- Debarring from representing the University in any regional, national or international meet, tournament, youth festival, etc.
- Suspension/expulsion from the hostel
- Cancellation of admission
- Rustication from the University for a period ranging from one to four semesters
- Expulsion from the University 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 University may resort to collective punishment only after due inquiry, ensuring that natural justice and fair process have been followed.

# ◆ Eligibility Documents for Confirmation of Admissions

## For BBA and B.Sc. Students

### *Mandatory for all Students*

1. Copy of receipt of payment of first instalment of Academic Fee for the chosen program
2. Duly filled SUAS Admission Form with 4 recent passport sized photographs
3. Duly filled Annexure C
4. Original Transfer Certificate
5. Original Migration Certificate
6. Original Character Certificate
7. Copy of 10<sup>th</sup> Std. passing Mark sheet & Passing Certificate
8. Copy of 12<sup>th</sup> Std. passing Mark sheet & Passing Certificate
9. Copy of Aadhar Card

### *Mandatory for reserved category students only*

10. Copy of Caste Certificate
11. Copy of Non-Creamy Layer Certificate (for OBC candidates only)
12. Copy of Domicile Certificate (Mentioning Birth Place in Madhya Pradesh)

### *Mandatory for students having gap in education only*

13. GAP Certificate on Rs. 50 Stamp Paper

### *Mandatory for NRI Students/Students with foreign degrees only*

14. AIU Certificate
15. NRI Certificate

## For B. Tech. Students

### *Mandatory for all Students*

1. Copy of receipt of payment of first instalment of Academic Fee for the chosen program
2. Duly filled SUAS Admission Form with 4 recent passport sized photographs
3. SET/JEE / Any other National or State Level Entrance Test Score card (if any)
4. Duly filled Annexure C
5. Original Transfer Certificate
6. Original Migration Certificate
7. Original Character Certificate
8. Copy of 10<sup>th</sup> Std. passing Mark sheet & Passing Certificate
9. Copy of 12<sup>th</sup> Std. passing Mark sheet & Passing Certificate
10. Copy of Aadhar Card

### *Mandatory for reserved category students only*

11. Copy of Caste Certificate
12. Copy of Non-Creamy Layer Certificate (for OBC candidates only)
13. Copy of Domicile Certificate (Mentioning Birth Place in Madhya Pradesh)

***Mandatory for students having gap in education only***

14.GAP Certificate on Rs. 50 Stamp Paper

***Mandatory for NRI Students/Students with foreign degrees only***

15.AIU Certificate

16.NRI Certificate

**For MBA Students*****Mandatory for all Students***

- 1.Copy of receipt of payment of first instalment of Academic Fee for the chosen program
- 2.Duly filled SUAS Admission Form with 4 recent passport sized photographs
- 3.SMAT/CAT/MAT/CET/XAT/ Any other National or State Level Entrance Test Score card (if any)
- 4.Duly filled Annexure C
- 5.Original Transfer Certificate
- 6.Original Migration Certificate
- 7.Original Character Certificate
- 8.Copy of 10<sup>th</sup> Std. passing Mark sheet & Passing Certificate
- 9.Copy of 12<sup>th</sup> Std. passing Mark sheet & Passing Certificate
- 10.All Semester Graduation Mark sheets (self-attested photo copies)
- 11.Copy of Aadhar Card

***Mandatory for reserved category students only***

- 12.Copy of Caste Certificate
- 13.Copy of Non-Creamy Layer Certificate (for OBC candidates only)
- 14.Copy of Domicile Certificate (Mentioning Birth Place in Madhya Pradesh)

***Mandatory for students having gap in education only***

15.GAP Certificate on Rs. 50 Stamp Paper

***Mandatory for NRI Students/Students with foreign degrees only***

16.AIU Certificate

17.NRI Certificate

## ◆ Evaluation System

### ***1. Attendance:***

Minimum 75% attendance in theory and 100% attendance in skills and practical is mandatory individually, in all the courses of the semester for all the students of the University to be eligible to appear in the End Semester Examination. If the average attendance is below 75% then the student will be given Term Not Granted (TNG). In extraordinary circumstances, the Vice-Chancellor shall have the discretion to condone the shortage of attendance up to 10%.

### ***2. Evaluation:***

Weightage of 70% shall be given to Skills component and 30% to theory component. Performance in each course/subject of study shall be evaluated based on;

**Theory Assessment:** 50% weightage for Continuous Assessment and 50% for End Semester University examination.

**Practical Assessment:** 40% weightage for Continuous Assessment, 40% for End Semester University practical examination.

**Skill Assessment (Industry Assessment):** 20% for Skill Assessment conducted by a panel comprising industry experts.

**For Example:** For each course of study having theory & practical component, the distribution of marks shall be as under:-

#### **Theory - 100 marks**

- 50 marks for Continuous assessment theory
- 50 marks for Term End Examination

#### **Practical - 80 marks**

- 40 marks for Continuous assessment practical
- 40 marks for Term End Practical Examination

#### **Skill Assessment - 20 marks**

- 10 marks for journal
- 10 marks for End Sem Skill assessment

**Note:** In this example, the credit value for theory is 1 credit & for Practical + Skill Assessment is of 3 credits.

### ***3. Eligibility for Granting the Term (Criteria for Passing):***

**3.1** Student needs to score minimum 40% in each head of passing (CAT, CAP, Term End Theory, Term End Practical, and Skill Assessment). Please refer clause 4 for detail criteria of CAT/CAP.

**3.2** The examinee shall be given the benefit of grace marks only for passing in any one head of passing in End semester examination or continuous assessment (either in theory or practical or skill) as follows:

**3.2.1** Provided that the benefit of such grace marks be given in only one head of passing and shall not exceed 5 marks, and that too in the very first attempt of examination.

**3.2.2** Provided further that the benefit of grace marks under this rule shall be applicable only if the candidate passes the remaining all subjects of respective semester/year.

**3.2.3** Provided further that the grace marks shall be shown in the Statement of Marks / Grade Sheet in the form of special symbol.

**3.2.4** Benefit of grace marks shall not be applicable on revaluation/retotaling/reviewing cases.

**3.3** Continuous assessment (theory and practical), semester end examination (theory and practical) & skill assessment will be separate heads of passing. To pass in a semester, a student must earn minimum (40%) marks in each head.

**3.4** To earn credits of a course the student must pass the course with minimum passing marks/grade.

**3.5** Students can apply for the revaluation of End-Semester Theory Exam only.

**3.6 Rules for Granting Term, Term Not Granted (TNG) and Year Down (YD).**

#### ***Rules for Granting Term:***

**3.6.1** Criteria 1: 100% attended for Skills and Practical and 75 % in Lecture and Tutorials.

**3.6.2** Criteria 2: Completed term work of all subjects, i.e. project, skills, and practical journal, internship report and should be duly signed by the concerned subject teacher and also attending and passing all Unit Test.

**3.6.3** Criteria 3: Earned at least 50 % credits of Current Academic Year (CAY) & 100 % credits of CAY-2 (E.g. all clear in First Year for Third year admission)

- **TNG-** Non Eligibility for appearing to ESP and EST due to failing in Criteria 1, The student who is put in this category will not be able to appear in the term end exams (theory, practical and skill) due for the semester, however may be allowed to proceed to the subsequent semester, wherein she/he can also appear in the term end exams of the previous semester (for which the student was put in TNG category), as ATKT.
- **YD** – A student who fails to fulfill Criteria 1 and Criteria 2 or Criteria 3 then he /she cannot be promoted to the next academic Semester/Year.
- Such student will not be permitted to proceed to the subsequent Semester/Year and will be required to complete the semester by taking re-admission in the next academic year with the junior batch and fulfill Criteria 2.
- He/she needs to appear for a backlog examination and is required to earn the necessary credits as mentioned in Criteria 3 to become eligible for next Academic Year.

#### ***4. Continuous Assessment for Theory and Practical***

Based on the learning objectives / outcomes, each course would be subdivided into number of units and on the completion of each learning objective, an assessment is planned. By this way students would be assessed regularly. There are different parameters — Unit Test, Presentations, Case Studies, Quizzes, Assignments, Viva, Industrial Visits, Journal Work, Tutorial, lab practical etc. for every course under every program for continuous assessment of theory and practical. The parameters for assessment may vary from program to program based on the learning outcomes.

##### **Theory Continuous Assessment /Continuous Assessment Theory (CAT) - 50 marks**

- Theory Internal Assessment/Continuous Assessment Theory will be of 50 marks.
- Three Unit Tests / Internal Tests for each subject shall be conducted by the University in each semester.
- Student will have to compulsorily attend and pass individually, all three Unit Tests/ Internal Tests, i.e. minimum 40 % marks to be obtained in all three UT separately.
- Each Unit Test/ Internal Test will be of 25 marks (maximum). Marks from two better performances of the student out of these three, will be taken into account for preparation of result.
- In exceptional cases, where the student has missed a test or get fail in one of the Unit Test, the Board of Examination (BOE) may allow to conduct one additional make-up UT/Internal Test?
- However the Vice-Chancellor of the university may give exemption of one UT to a student, who either failed or could not appear in one of the three UTs, if she/he finds the case, suitable, for such consideration/exemption.

##### **Practical Internal (Continuous Assessment) - 40 marks**

- All practical to be conducted as prescribed in the syllabus.
- Each practical will be of 10 marks.
- The completion of practical journal is mandatory in all the courses which have practical component in scheme of examination.
- The Marks obtained by the student shall be taken into account while preparing result.

##### **Skill-**

- The students have to complete the skill training and also will have to complete the Skill Journals.
- The skill component will be evaluated jointly by the Panel of Internal and Industry/ External Experts, at the End of Semester.

The University may amend/add/remove any criteria of assessment as and when situation warrants so.

#### ***5. Grading System:***

5.1 Grade and their numeric equivalent are as below

% Marks	"Grade Point	Grade	Description of Performance
91-100	10	O	Outstanding
81-90.99	9	A+	Excellent
71-80.99	8	A	Very Good
61-70.99	7	B+	Good
51-60.99	6	B	Above Average
40.01-50.99	5	C	Average
40	4	P	Pass
<40	0	F	Fail
ABSENT	0	Ab	Absent

\*Based on absolute marking system rounded to nearest integer.

### 5.1 Calculation of SGPA

The Semester Grade Point Average (SGPA) is calculated as under:

$$SGPA = \frac{\sum_j^m P_j \cdot C_j}{\sum_j^m C_j}$$

Where  $C_j$  is the number of credits offered in the subject of a Semester for which SGPA is to be calculated,  $P_j$  is the corresponding grade earned in the  $j^{\text{th}}$  subject and  $m$  is number of subjects in the semester.

### 5.2 The Cumulative Grade Point Average (CGPA) is calculated as under:

$$CGPA = \frac{\sum_j^m SG_j \cdot NC_j}{\sum_j^m NC_j}$$

CGPA = Where  $SG_j$  is the semester and  $NC_j$  is the Credits allotted to the  $j^{\text{th}}$  semester and  $m$  is the number of semester till which CGPA is calculated.

**5.3** The CGPA of lateral entry students and migration cases- To calculate the overall CGPA of a lateral entry or migrated student, the performance at Symbiosis University of Applied Sciences, Indore (SUAS), will only be taken into account i.e. the final CGPA of student in a program, will be based on the results declared by SUAS, Indore and will not include the results of student declared at other universities/institutions.

**5.4** Conversion from CGPA to equivalent percentage is calculated as under: Equivalent Percentage = CGPA X 10.

## **6. Backlog Examination:**

**6.1** Backlog examination shall be conducted along with regular semester term end examination.

**6.2** In case of students appearing for Backlog Examination, the marks secured in the subsequent attempt will be fitted back into the earlier distribution.

**6.3** Backlog Examination shall be conducted under the general supervision of Controller of Examinations and Deans of Schools by the faculty member concerned as per the Examination Rules & Regulations prescribed by the University from time to time.

**6.4** Backlog examination fees are applicable to each head of passing, which shall be prescribed by the University from time to time.

**6.5** The failing student can repeat the End-Semester exam to pass the head in any semester and continuous assessment marks will be retained as it is, provided the student has obtained the minimum required passing marks in continuous assessment.

### **6.6 Regulation for Retotaling and Revaluation of Written Papers**

**6.6.1** Provision of retotaling and revaluation is available only for theory papers in UG/PG courses and further it will be applicable only to main examination, provided that, no candidate shall be allowed to have more than two theory papers revaluated, whereas can apply in all theory papers for retotaling.

**6.6.2** The provision of Retotaling and revaluation is not available in field work, sessional work test, thesis submitted in lieu of a paper at the examination, Practical, Skill and VIVA examination.

**6.6.3** Students who wish to apply for Retotaling and/ or Revaluation in one or more subjects shall apply for the same in prescribed form along with prescribed fee within 7 days from the date of declaration of results.

**6.6.4** Students who have failed can apply for retotaling and/or revaluation.

**6.6.5** Students who have passed the examination can also apply for re totaling and/or revaluation for any revision and improvement in their marks / class. However, their original marks and result become VOID and will be replaced by new marks and result, after revaluation

**6.6.6** All the applications shall be submitted to the office of controller along with Demand draft of prescribed fee.

**6.6.7** Office of the Controller of Examinations shall complete the process of Retotaling and Revaluation within one month from the last date of receipt of applications.

**6.6.8** Fresh results of all the students who have applied, shall be recomputed and notified by the Controller of Examinations after due approval by the Vice Chancellor.

**6.6.9** A student who fails in any of the component of a course, will need to appear in that very component in reappear exam.

## 7. Rules of A.T.K.T.

<p><b>7.1 ATKT Rules for 5 year programs</b></p>	<p><b>Mandatory Condition</b></p>
<p>A student will attend classes of all years with her/his batch. However he/she</p> <p>a) Cannot appear for end Semester V exams if she/he has not cleared Semester I &amp; II. b) Cannot appear for end Semester VII exams if she/he has not cleared Semester III and IV. c) Cannot appear for end semester IX exams if she/he has not cleared semester V and VI.</p>	<p>A student must acquire 50% credits for the current year to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>
<p><b>7.1 I Explanation:</b> - The student will be promoted to Nth Year only if she/he earns 100% credit of (N-2)th Year. For example to get promoted to III Year the student must pass all the courses of I Year.</p>	
<p><b>7.2 ATKT Rules for 4 year programs</b></p>	<p><b>Mandatory Condition</b></p>
<p>A student will attend classes of all years with her/his batch. However he/she</p> <p>a) Cannot appear for end Semester V exams if she/he has not cleared Semester I &amp; II. b) Cannot appear for end Semester VII exams if she/he has not cleared Semester III and IV.</p>	<p>A student must acquire 50% credits for the current year, to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>
<p><b>7.2 II Explanation:</b> - The student will be promoted to Nth Year only if she/he earns 100% credit of (N-2)th Year. For example to get promoted to III Year the student must pass all the courses of I Year.</p>	
<p><b>7.3 ATKT Rules for 3 year programs</b></p>	<p><b>Mandatory Condition</b></p>
<p>A student will attend classes of all years with her/his batch. However he/she :-</p> <p>1. Cannot appear for end Semester V exams if she/he has not cleared Semester I &amp; II.</p>	<p>A student must acquire 50% credits for the current year, to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>
<p><b>7.3 III Explanation:</b> - The student will be promoted to Nth Year only if she/he earns 100% credit of (N-2)th Year. For example to get promoted to III Year the student must pass all the courses of I Year.</p>	
<p><b>7.4 ATKT Rules for 2 year programs</b></p>	<p><b>Mandatory Condition</b></p>
<p>A student will attend classes of all years with her/his batch.</p>	<p>A student must acquire 50% credits for the current year, to be eligible for admission to subsequent year, else the student will be given Year Down (YD).</p>

## 8. Examination Fees

**8.1** Student will be required to pay examination, backlog, re-examination, re-totaling, re-evaluation, late fee, practical fees and any other applicable fee as prescribed by the University from time to time.

**8.2** The University may make, alter or modify rules and procedures for the conduct of examinations, assessments and evaluations on recommendations of Board of Examinations.

**8.3** The term of office, nature of appointment and the duties of examining bodies, examiners and moderators shall be as prescribed by the rules and regulation framed by the University from time to time.

**8.4** Director / Dean School, Head of Department/ Institute/Controller of Examination shall ensure that the conduct of University assessments & examinations happens fairly and should be free from any malpractice. The University shall ensure that all results are declared within prescribed time schedule.

**8.5** All arrangements for the conduct of examinations, CAP, evaluation shall be made by the University or concerned Head in accordance with the rules and regulations framed by the University from time to time.

### Process to View/to get certified copy of End Term Exam Answer Books

To maintain transparency of the evaluation system and in light of the orders of Hon'ble Supreme Court, the students have been provided with an option to view/inspect their End Term Exam Answer Books. Apart from this the students can also demand for certified copy of their answer books. Following is the procedure for the same.

#### ***(A) Process to View Answer Books:***

1. A student will have to make a formal request to the Controller of Examinations of SUAS through her/his Director of school to view the answer books in the prescribed pro forma (Appendix V).
2. The request is to be made within 30 days after the declaration of Semester/End Term exam results, after which no such request/s will be entertained.
3. The student will be required to clearly mention her/his roll number, Name, Mother's Name, Exam session, subject name/ Subject code and semester of the exam on the application.
4. The facility is given only for the student and no one else can apply or view the answer books of the applicant. No one else will be allowed to put an application in this regard except the student enrolled with the university.
5. The students will have to make a declaration that she/he will not use the facility of viewing answer books for any legal process and will also not make any comment in person or in public or on any social media platform in this matter.
6. The process of re-evaluation/rechecking is different from the said procedure and the students need to follow the defined procedures for getting the answer books re-evaluated or re-checked.

7. The controller of Examinations is completely empowered to make the final decision about such an application. In case of acceptance of the same, the office of Controller of Examinations will inform the respective Director of the school about time and date to view the requested answer books.
8. The student will have to be present physically on the fixed date and time as decided by the office of Controller of Examinations and will not be allowed to carry any kind of electronic gadget/pen/pencil/weapon with her/him, while visiting the fixed venue. In case the student does not turn up on the scheduled date and time then she/he will have to pay a fee of INR 100/- to reapply for the same. In case of absence for the second time, no further chance will be given to the student.
9. A designated university staff member will accompany the student. A maximum of 20 minutes per answer books will be given to the student to view/inspect the same.

### ***(B) Process to get certified photocopy:***

1. The student will have to apply in the pro forma to the Controller of Examinations to get a certified copy of her/his answer book/s.
  2. The student will have to apply within one month after the date of declaration of results along with a fee of INR 1000/- per answer book.
  3. The applicant must be the student enrolled with the university.
  4. The student can ask for her/his own answer books. The answer books of other students will not be given to anybody else.
  5. The certified copy of the answer books will have to be collected by the student from the office of COE on the specified date and time, failing which a second time and date will be intimated to her/him through the Director of the school. If still the student does not report to the office of COE then she/he will lose the opportunity.
  6. The fee once deposited will not be refunded or adjusted.
  7. The facility of providing answer book/s is a step to enhance transparency of the system, therefore the students are advised, not to use this to harm or defame the university.
- The university reserves all the rights to amend/change/withdraw or add any part or the whole procedure defined above at any point of time, as and when the situation warrants so.

## ***9. Cancellation of Admission:***

- 9.1** Admission of a student may be cancelled under following circumstances.
- 9.2** At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 9.3** Failing to complete the program within [N+2] years of commencement of the program, where N is actual duration of respective program.
- 9.4** Involvement in gross indiscipline in the School / University.
- 9.5** She/he is found to have produced false/ forged documents or found to have used unfair means to secure admission.

# ◆ ACADEMIC CALENDAR FOR AY 2025-26

## FOR FIRST YEAR (SEM-I) *B. Tech, BBA, B.Sc., MBA, M. Tech*

S.No.	Dates	Particulars
1	21st Jul 2025 - 27th Dec 2025	Duration of Semester
2	19th Jul 2025	Induction Program
3	21st Jul 2025	Commencement of Classes
4	15th Aug 2025	Independence Day
5	27th Aug 2025	Ganesh Chaturthi
6	30th Aug 2025	PTM 1
7	8th Sep 2025 – 10th Sep 2025	Unit Test-I
8	02nd Oct 2025	Mahatma Gandhi Jayanti
9	11th Oct 2025	PTM 2
10	15th Oct 2025 - 17th Oct 2025	Unit Test-II
11	20th Oct 2025 to 25th Oct 2025	Diwali Vacation
12	05th Nov 2025	Guru Nanak Jayanti
13	7th Nov 2025	Declaration of probable TNG list
14	08th Nov 2025	PTM 3
15	17th Nov 2025 – 19 Nov 2025	Unit Test-III
16	25th Nov 2025	Declaration of TNG List
17	04th Dec 2025	Last Day of Teaching
18	05th Dec 2025 - 13th Dec 2025	End Semester Practical and Skills Exam – Regular + Backlog (Remedial Classes)
19	15th Dec 2025 - 27th Dec 2025	End Semester Theory Examination – Regular + Backlog
20	25th Dec 2025	Christmas
21	28th Dec 2025 – 04th Jan 2026	End Semester Break
22	05th Jan 2026	Commencement of Next Semester
23	31st Jan 2026	Declaration of Result

**FOR FIRST YEAR (SEM-II) B. Tech, BBA, B.Sc., MBA, M. Tech**

S.No.	Dates	Particulars
1	05th Jan 2026 - 29th May 2026	Duration of Semester
2	05th Jan 2026	Commencement of Classes
3	26th Jan 2026	Republic Day
4	31st Jan 2026	PTM 1
5	12th Feb 2026 – 14th Feb 2026	Unit Test - 1
6	15th Feb 2026	Maha Shivratri
7	03rd Mar 2026	Holi
8	14th Mar 2026	PTM 2
9	18th Mar 2026 – 20th Mar 2026	Unit Test- 2
10	20th Mar 2026	Eid-ul-Fitr
11	03rd Apr 2026	Good Friday
12	10th Apr 2026	Declaration of Probable Detention List
13	11th Apr 2026	PTM 3
14	20th Apr 2026 – 22nd Apr 2026	Unit Test - 3
15	25th Apr 2026	Declaration of TNG list
16	30th Apr 2026	Last Day of Teaching
17	04th May 2026 - 13th May 2026	End Semester Practical & Skills Exam - Regular + Backlog (Remedial Classes)
18	14th May 2026 - 29th May 2026	End Semester Theory Examination – Regular + Backlog
19	01st Jun 2026 – 31st Jul 2026	Summer Internship Duration
20	03rd Aug 2026	Commencement of Next Academic Year
21	03rd Aug 2026- 08th Aug 2026	Internship report submission, evaluation and Viva Voce
22	31st Aug 2026	Declaration of Result

**FOR SECOND YEAR (SEM-III)*****BBA, B.Sc. Data Science, MBA, M.Tech*****THIRD YEAR (SEM-V) -****FOURTH YEAR (SEM – VII) -*****B. Tech***

S.No.	Dates	Particulars
1	04th Aug 2025- 27th Dec 2025	Duration of Semester
2	04th Aug 2025	Commencement of Classes
3	04th Aug 2025 – 07th Aug 2025	Summer internship viva
4	15th Aug 2025	Independence Day
5	27th Aug 2025	Ganesh Chaturthi
6	30th Aug 2025	PTM 1
7	1st Sep 2025	End Semester Practical & Skills and Theory Examinations – Backlog / ATKT (for Final Year only).
8	8th Sep 2025 – 10th Sep 2025	Unit Test-I
9	02nd Oct 2025	Mahatma Gandhi Jayanti
10	11th Oct 2025	PTM 2
11	15th Oct 2025 - 17th Oct 2025	Unit Test-II
12	20th Oct 2025 to 25th Oct 2025	Diwali Vacation
13	05th Nov 2025	Guru Nanak Jayanti
14	08th Nov 2025	PTM 3
15	17th Nov 2025 – 19th Nov 2025	Unit Test-III
16	25th Nov 2025	Declaration of TNG List
17	04th Dec 2025	Last Day of Teaching
18	05th Dec 2025 - 13th Dec 2025	End Semester Practical and Skills Exam – Regular + Backlog (Remedial Classes)
19	15th Dec 2025 - 27th Dec 2025	End Semester Theory Examination – Regular + Backlog
20	25th Dec 2025	Christmas
21	28th Dec 2025 – 04th Jan 2026	End Semester Break
22	05th Jan 2026	Commencement of Next Semester

**FOR SECOND YEAR (SEM-IV) *BBA, B.Sc. Data Science*****THIRD YEAR (SEM-VI) *B. Tech***

S.No.	Dates	Particulars
1	05th Jan 2026 - 29th May 2026	Duration of Semester
2	05th Jan 2026	Commencement of Classes
3	26th Jan 2026	Republic Day
4	31st Jan 2026	PTM 1
5	12th Feb 2026 – 14th Feb 2026	Unit Test - 1
6	15th Feb 2026	Maha Shivratri
7	03rd Mar 2026	Holi
8	14th Mar 2026	PTM 2
9	18th Mar 2026 – 20th Mar 2026	Unit Test- 2
10	20th Mar 2026	Eid-ul-Fitr
11	03rd Apr 2026	Good Friday
12	10th Apr 2026	Declaration of Probable Detention List
13	11th Apr 2026	PTM 3
14	20th Apr 2026 – 22nd Apr 2026	Unit Test - 3
15	25th Apr 2026	Declaration of TNG list
16	30th Apr 2026	Last Day of Teaching
17	04th May 2026 - 13th May 2026	End Semester Practical & Skills Exam - Regular + Backlog (Remedial Classes)
18	14th May 2026 - 29th May 2026	End Semester Theory Examination – Regular + Backlog
19	01st Jun 2026 – 31st Jul 2026	Summer Internship Duration
20	03rd Aug 2026	Commencement of Next Academic Year
21	03rd Aug 2026- 08th Aug 2026	Internship report submission, evaluation and Viva Voce
22	31st Aug 2026	Declaration of Result

**FOR THIRD YEAR (SEM-VI)***BBA, B.Sc. Data Science***FOURTH YEAR (SEM-VIII)***B. Tech***SECOND YEAR (SEM IV)***MBA, M. Tech*

S.No.	Dates	Particulars
1	5th Jan 2026 - 20th Jul 2026	Duration of Semester
2	5th Jan 2026 – 10th Jan2026	Orientation for 6 months internship
3	12th Jan 2026	6 months Internship Commencement
4	12th Jan 2026 - 11th Jul 2026	Internship Duration
5	13th Jul 2026 - 20th Jul 2026	Internship report submission, evaluation and Viva Voce
6	31st Jul 2026	Declaration of Result

**\*All Cultural and religious holidays are subject to holiday list 2026**

## ◆ Library Policy

### ***Library Membership:***

1. Anyone who gets admission letter from Symbiosis University of Applied Sciences, Indore, becomes a library member automatically.
2. For new admissions, Students section/ Registrar office will forward branch wise/ course wise list of students along with their enrolment no, address, mobile no, and scanned photo to librarian.
3. With librarian's approval library staff will create new user's library account.
4. Identity cards containing bar code will be issued from registrar office/ particular department which will be used for library access.
5. Eligible categories for library membership
  - All newly admitted students of SUAS.
  - All existing students of SUAS.

### ***Loan / Issue policy:***

1. No patron will be entertained in library without ID card.
2. For all library transactions issue/ renew/ return, ID card is mandatory.
3. All users must show their ID on request to Library staff and Security.
4. ID cards are non-transferable, in case found using others ID card will be punished/ debarred from library access.
5. Users who are found to have allowed entry to unauthorized people will be subject to disciplinary procedures.

### ***No Dues:***

Every student needs to clear all dues & get no dues certificate from library, on or before starting of new semester and completion of course duration/ final degree.

### ***Collection and Items for borrowing:***

Library is rich with books, dictionaries, encyclopaedias, manuscripts, journals, magazines, newspapers, multimedia materials, dissertation and project reports, e-resources etc. Only books are available for borrowing. Reference books, magazines, journals project reports and dissertation and newspapers are not for issue.

### ***Loan period:***

- UG Students: 03 books for 15 days
- PG Students: 05 books for 15 days

### ***Library Transaction / Circulation:***

1. Only registered users can borrow the book.
2. Items must be borrowed/ renewed in person at the circulation counter.
3. Users must ensure the condition of book before issuing. In case of damage book he/ she should contact to librarian.

4. Items will be issued on the borrowers ID card only. ID Cards are non-transferable.
5. All borrowed items must be returned within the stipulated dated failing to do so will result to pay fine.
6. The books will be renewed maximum for thrice.
7. Books with hold/ reserve will not be renewed.
8. Reservation will be cancelled after 48 hours, if not borrowed by the concerned borrower.
9. Overdue items must be renewed in person at the Librarian Desk.
10. Any book can be recalled by the librarian at any time if required for the use of another user. Failing to return recalled book on time may result for higher authority's sanction.
11. Item lost or stolen, returned damaged or not returned after a defined period, the user will be charged penalty as per management's decision. An item charged for in this way remains the property of the Library.

### ***Access to e - resources:***

1. E resources are IP based and can be accessed from anywhere within the SUAS premises.
2. URL of all e resources are pasted on all notice boards of all labs and library.
3. Users may type the URL directly and access and search the any e journal/ book/ material by typing any keyword in search box.
4. CD/ DVD are issued for overnight or a day before holiday.
5. On next working day before 11 a.m. CD/ DVD must be returned to library.

### ***Fine and Charges:***

- Fine should be paid at circulation desk in cash only.
- If the books are not returned by the indicated date, a fine of Rs. 5/- Per Day per book will be assessed.
- All fines/ charges must be paid in full; No partial payment will be accepted.
- No waiver will be given for any cause or reason.

### ***Lost and damage Items:***

- In case of loss of book, submit the new book of same Author, title and edition or double cost of the book + fine till that day.
- In case of damage to book, submit the new book of same Author, title and edition or double cost of the book + fine till that day.
- If case of loss of CD/DVD, new book of same author, title, edition containing CD/DVD has to be submitted or the latest cost of book/books.

### ***Code of Conduct for library users:***

The code of conduct is designed to protect the rights and interest of both users and staff and to encourage appropriate learning environment to carry out its functions to support study/ research effectively. The library will restrict access to its facilities, resources or services to anyone who acts irresponsibly by disrupting the use of facilities or by being disrespectful to other employees.

Library commitments to patrons: SUAS library is committed to provide quality level services and access to all its library users.

***Expectations from library users, but are not limited to the following:***

- All the users should possess valid University ID cards which are strictly non-transferable and should not be loaned to others.
- Always bring your own pen and make your entry in the visiting register.
- All the users are supposed to maintain quite environment in the library. Do not engage in any loud disorderly or antisocial behavior that is likely to disturb other library users or library staff. Open study areas should maintain strict silence as it is not intended for recreational or scheduled teaching purpose.
- Maintain clean and pleasant surroundings.
- While entering the library Users must keep their bags, handbags etc. at property counter and should not keep any valuable like money, jewelry, mobiles, laptops, etc. in their bags. No library staff will be responsible for any losses.
- Users should not leave personal property unattended in the library.
- Avoid personal phone use in any area and set mobiles to silent mode.
- Consumption of alcoholic beverages, smoking and use of tobacco products e cigarettes and similar things are strictly prohibited.
- Loitering / wandering from place to place without apparent reason, sitting on tables, moving to unauthorized areas of library are strictly prohibited.
- Consumption of any type of food homemade or packed or from the café/ canteen is strictly suspended.
- Do not hide materials from others within the library. Do not re-shelve library materials you have checked out.
- Users are responsible for their library account i.e. checkouts. Users should be attentive to their loan periods/ due dates/ recalls/ return and should always check their account for every transactions done.
- Always checkout library materials before removing them from library and return materials by due date in good condition.
- Users must notify immediately to library staff if any suspicious or unacceptable behaviour is observed in the library.
- No pets are allowed in the library.
- Refrain from misuse or damage to library collections, resources, furniture, building or equipment.
- Always switch off the fans and tube light while leaving.
- Visit the library in appropriate attire.
- Ragging is strictly prohibited.
- All users are expected to leave library at closing time or an evacuation announced by library staff.
- Users are expected to show common courtesy and respect for the privacy while using online resources.
- **To be courteous and respectful to library and security staff at all times in performing their duties. Comply with reasonable instructions or directions issued by library staff any time. Consider and show respect to other library users.**

***This is for submission by existing Students enrolled for a Program:***

All students already enrolled in any programme of the University are required to apply for Re-admission at the beginning of each academic session, as notified. Through the Re-admission Form, the student formally expresses their interest and eligibility to continue in the applied academic session of the programme. The application is subject to fulfilment of the academic requirements, University applicable policies for promotion, examination, disciplinary, code of conduct and all other policies, statutes & ordinances for Promotion by the student. The duly approved form must be submitted through the Student Section within the prescribed timeline and shall form part of the student's official academic record.



# Symbiosis University Of Applied Sciences

A Symbiosis Skills University, Indore

## RE-ADMISSION FORM ACADEMIC YEAR 20\_\_ - \_\_

Date: ..... /..... /20.....

Enrolment No.: \_\_\_\_\_ ABC ID (Academic Bank of Credits) \_\_\_\_\_

Name of Program: \_\_\_\_\_ Semester: \_\_\_\_\_

Name of Student \_\_\_\_\_

Father's Name \_\_\_\_\_ Parent's Email Id \_\_\_\_\_

### Undertaking by student:

*I understand that, as per the fee schedule, I will be required to pay the fee applicable to the academic year. I understand that to continue to my next academic session, I must meet the academic requirements, University applicable policies for promotion, examination, disciplinary, code of conduct and all other policies, statutes & ordinances for Promotion and I have read all rules and regulation of the University related to this.*

Signature of the Student

Name and Signature of the  
School Director/ Program Head

### FOR REGISTRAR OFFICE

Mr./Ms. \_\_\_\_\_ is eligible to continue in the \_\_\_\_\_ semester of the  
\_\_\_\_\_ year of his/her program.

Signature of Registrar

### FOR EXAMINATION DEPARTMENT

Mr./Ms. \_\_\_\_\_ is provisionally eligible to continue in the \_\_\_\_\_  
semester of the \_\_\_\_\_ year of his/her program.

Signature of Controller of Examinations

### FOR FINANCE DEPARTMENT

Mr./Ms. \_\_\_\_\_ has paid the \_\_\_\_\_ of Rs. \_\_\_\_\_  
dated \_\_\_\_\_ fee receipt No. \_\_\_\_\_ the total dues is  
(Nil/Pending) \_\_\_\_\_

Signature of Accountant

Signature of CFAO

## ◆ Important Officials

1	Prof. (Dr.) Vinith K. Nair	Vice Chancellor	0731 -2581300 (Ext. No. 1011 )
2	Dr. Manish	Registrar	0731 -2581300 (Ext. No. 1005 )
3	Dr. Manish Kumar	COE	0731 -2581300 (Ext. No. 1503 )
5	Mr. Gajendra Shekhawat	Admin Officer	0731 -2581300 (Ext. No. 1019)
6	Dr. Jayamala Patil	Librarian	0731 -2581300 (Ext. No. 1701 )
7	Mr. Prateek Jain	Admission Officer	0731 -2581300 (Ext. No. 1419 )
8	Mr. Anat Shrivastava	Dy. Director Placement	0731 -2581300 (Ext. No. 2004 )
9	Dr. Charul Jain	Director (I/C) SIDSC & Dean Student Welfare	0731 -2581300 (Ext. No. 1351)
10	Prof. (Dr.) Durgesh Mishra	Director SCSIT	0731 -2581300 (Ext. No. 1102)
11	Dr. Ashish Khaira	Director (I/C) SAR	0731 -2581300 (Ext. No. 1212)
12	Dr. Ajit Singh Tomar	Director (I/C), SBFSIM	0731 -2581300 (Ext. No. 1301)
13	Dr. Debjani Mukherjee	Director (I/C), SMM	0731 -2581300 (Ext. No. 1321)
14	Dr. Alkesh Verma	Director, LSCM	0731 -2581300 (Ext. No. 1331)
15	Director, SDSC	-----	0731 -2581300 (Ext. No. 1111)
16	Director, SR	-----	0731 -2581300 (Ext. No. 1319)
17	Mr. Deepak Mandloi	System and Network Admin	9285333013/ 0731 -2581300 (Ext. No. 2201)
18	Mr. Suresh Hadantiya	Student Section	0731 -2581300 (Ext. No. 1014)

# ◆▶ LIFE @ SUAS



# ◆▶ Industry Partners





॥ वसुधैव कुटुम्बकम् ॥

# INDIA'S FIRST SKILL UNIVERSITY

Symbiosis  
University of  
Applied Sciences

Super Corridor, Near Airport,  
Indore - 453 112

📞 92853 33010 | 92853 33012

🌐 [www.suas.ac.in](http://www.suas.ac.in)