

ACADEMIC REGULATIONS MANUAL

Sitapur Shiksha Sansthan

1. Short Title, Scope and Commencement

1.1 This document shall be called the Academic Regulations Manual of Sitapur Shiksha Sansthan.

1.2 This Manual shall apply to all academic programmes, courses, classes, sections, departments, institutions, campuses and academic activities conducted, administered, supervised or controlled by Sitapur Shiksha Sansthan.

1.3 This Manual shall come into force from the date approved by the Management and shall remain in force until amended, modified, superseded or withdrawn.

1.4 This Manual is intended to provide a common institutional framework governing academic administration, registration, attendance, internal assessment, examinations, progression, completion requirements and allied academic matters.

2. Governing Principle

2.1 This Manual is intended to operate as a common academic framework for Sitapur Shiksha Sansthan and its institutions, departments, centres and academic units.

2.2 The provisions contained in this Manual are indicative in nature. The detailed academic ordinances, regulations, examination schemes, curriculum requirements, academic calendars, evaluation rules, directions and orders of Dr. A.P.J. Abdul Kalam Technical University, Board of Technical Education Uttar Pradesh, Atal Bihari Vajpayee Medical University and Lucknow University or any other applicable regulating body, as applicable to the concerned institute or programme, shall be followed in toto and shall be binding upon the concerned institute, its faculty and its students.

2.3 In the event of any inconsistency between this Manual and any applicable law, binding government direction, or any mandatory requirement of the regulating authority, examining body or affiliating body, the latter shall prevail to the extent of such inconsistency.

2.4 The institution may issue office orders, circulars, notices, handbooks, academic instructions, standard operating procedures, examination directions, academic calendars, timetables, curriculum implementation guidelines and such other directions as may be necessary for implementation of this Manual.

3. Objects of the Manual

The objects of this Manual are:

3.1 To provide a common academic governance framework across the institutions and units of Sitapur Shiksha Sansthan;

3.2 To ensure orderly conduct of academic programmes, classes, assessments, examinations and academic records;

3.3 To support compliance with applicable academic requirements of the concerned regulating authority, examining body and affiliating body;

3.4 To define broad institutional norms in relation to attendance, assessment, examination, academic progression and completion; and

3.5 To maintain academic discipline, administrative clarity and institutional consistency.

4. Definitions

Unless the context otherwise requires:

4.1 Institution means Sitapur Shiksha Sansthan and includes its constituent or managed institutions, campuses, departments, centres, sections and academic units.

4.2 Student means any person admitted, enrolled, registered, provisionally admitted, readmitted or otherwise permitted to pursue any programme, course, class, training, internship, clinical posting, fieldwork, examination or academic activity.

4.3 Academic Programme means any course of study, training, curriculum, syllabus-based activity or academic arrangement conducted under the institution.

4.4 Examination includes class tests, internal assessments, sessional assessments, practical examinations, viva voce, project evaluations, semester examinations, annual examinations, supplementary examinations, improvement examinations and any other assessment process.

4.5 Competent Authority means the Management, Principal, Director, Head of Institution, Head of Department, Examination In-charge, Academic Head, Committee or any authority duly empowered to exercise functions under this Manual.

4.6 Academic Records include attendance registers, internal assessment records, practical records, mark statements, award lists, examination records, result records, progression records, registration records and such other academic documentation maintained in physical or digital form.

5. Academic Session, Calendar and Scheduling

5.1 The institution shall conduct its academic programmes in accordance with the academic session, term structure, semester structure, annual structure, academic calendar and scheduling pattern as may be prescribed by the institution or by the applicable regulating authority, examining body or affiliating body.

5.2 The academic calendar may indicate commencement of session, induction, registration, class schedule, practical schedule, internal assessments, examination schedule, vacation or recess, declaration of results and such other academic milestones as may be required.

5.3 The institution may revise, adjust, reschedule or re-notify any part of the academic calendar, timetable or academic schedule in the interest of academic administration, compliance, continuity of instruction, examination requirements, unforeseen circumstances or institutional necessity.

6. Admission, Registration and Continuation of Academic Status

6.1 Admission and continuation in an academic programme shall be subject to eligibility, merit, documentation, verification, fee compliance, registration requirements and such other conditions as may be prescribed.

6.2 Registration or enrollment may be provisional where any document, approval, eligibility determination or compliance is pending.

6.3 Every student shall complete such registration, subject selection, form submission, document submission, fee deposit and other academic formalities as may be required within the prescribed time.

6.4 Failure to complete prescribed academic formalities within the stipulated time may result in restriction of academic privileges, withholding of registration, denial of examination permission or such other consequence as may be permissible.

6.5 Continuation in the programme shall be subject to attendance, academic performance, conduct, completion of academic work and compliance with applicable rules.

7. Curriculum Delivery and Academic Participation

7.1 Teaching, training and academic delivery shall be carried out in accordance with the approved curriculum, syllabus, scheme, lesson planning, timetable, practical schedule and academic calendar applicable to the programme.

7.2 Students shall attend lectures, tutorials, practicals, clinics, studios, workshops, demonstrations, seminars, fieldwork, training, internships, project sessions, mentoring sessions and such other academic activities as may be prescribed.

7.3 The institution may adopt such modes of teaching, academic support, blended delivery, digital support, skill-based training, field exposure or supervised learning as may be considered appropriate and permissible.

7.4 Students shall complete all assignments, journals, records, case studies, projects, submissions, logbooks, presentations and other academic requirements within the prescribed time.

8. Attendance and Academic Eligibility

8.1 Attendance shall be maintained and computed in the manner prescribed by the institution and/or by the applicable regulating authority, examining body or affiliating body.

8.2 A student shall maintain such minimum attendance as may be prescribed for theory, practical, clinical, internship, project, training, fieldwork or other academic components.

8.3 Shortage of attendance may result in warning, parent intimation, withholding of internal marks, denial of examination permission, ineligibility for progression or such other consequence as may be permissible under the applicable rules.

8.4 Condonation, relaxation or consideration in attendance matters, where permissible, shall be subject to prescribed conditions of regulating body.

8.5 Students shall remain responsible for tracking their own attendance status and academic eligibility.

9. Internal Assessment, Sessional Work and Academic Evaluation

9.1 Internal assessment, sessional work and continuous evaluation shall be conducted in such manner as may be prescribed for the concerned programme.

9.2 Internal evaluation may include class tests, assignments, practical records, viva voce, seminars, projects, presentations, teacher assessment, attendance component, skill demonstration, clinical assessment, field assessment or any other approved mode.

9.3 The weightage, frequency, minimum requirement, qualifying criteria, improvement opportunity, moderation and documentation of internal assessment shall be governed by applicable norms and institutional directions.

9.4 Students shall complete internal and sessional requirements within the prescribed time and in the prescribed manner.

10. Practicals, Projects, Internships, Clinical and Field Requirements

10.1 Students shall complete all prescribed practical work, project work, training, internship, apprenticeship, clinical posting, field visit, industrial visit, dissertation, logbook, record work and such other academic requirements as may be applicable.

10.2 Evaluation of such components shall be governed by the approved scheme applicable to the programme.

10.3 Non-completion, unsatisfactory completion or non-submission of any such component may attract academic consequences in accordance with applicable rules.

11. Examinations and Examination Administration

11.1 Students shall comply with all instructions relating to internal examinations, practical examinations, viva voce, sessional evaluations, end-semester examinations, annual examinations, supplementary examinations, improvement examinations and any other assessment process applicable to the programme.

11.2 A student shall not be permitted to appear in any examination unless found eligible in terms of registration, attendance, academic compliance, fee status and such other conditions as may be prescribed.

11.3 Examination forms, admit cards, attendance sheets, award lists, practical records and such other examination documentation shall be governed by prescribed procedure.

11.4 The institution on the instruction of regulating body may issue separate examination instructions, examination control procedures, invigilation directions, record-handling procedures and result-processing instructions from time to time.

12. Unfair Means and Examination Discipline

12.1 Any malpractice, unfair means, impersonation, copying, possession or use of unauthorized material, assistance to another candidate, tampering with records,

misconduct in the examination hall or violation of examination instructions shall invite strict action.

12.2 Cases relating to unfair means or examination misconduct may be dealt with in accordance with the applicable rules of the institution, examining body, affiliating body or competent authority.

12.3 The institution may take interim or immediate measures in urgent cases relating to examination integrity.

13. Results, Scrutiny, Review and Academic Status

13.1 All results will be prepared, processed, declared, published, corrected, revised, or withheld in accordance with applicable rules, procedures, and approvals. Internal assessment and sessional results will be typically declared within one week following the conclusion of the examination

13.2 Where permissible under the applicable rules, a student may apply for scrutiny, review, recounting, reevaluation or such other post-result remedy as may be admissible.

13.3 The scope, permissibility, limitation and procedure for any such remedy shall be governed by the applicable norms of the concerned authority.

13.4 The institution may withhold or defer results in cases involving dues, ineligibility, record deficiency, malpractice, procedural defect or such other valid reason as may be permissible.

14. Promotion, Progression, Carry Over and Completion

14.1 Promotion, progression, carry over, backlog status, supplementary opportunity, re-admission, ex-studentship, repetition, maximum duration for programme completion and allied academic status matters shall be governed by the applicable rules of the concerned programme and authority.

14.2 No student shall claim promotion, progression or completion as a matter of right except in accordance with the applicable academic requirements.

14.3 The institution may prescribe such additional procedural requirements as may be necessary for academic administration, provided they are not inconsistent with the applicable governing norms.

15. Academic Records and Documentation

15.1 The institution shall maintain academic records in physical, digital or hybrid form.

15.2 Students shall submit such forms, declarations, records, journals, project reports, attendance documents, internship records, practical files, identity details and supporting documents as may be required for academic purposes.

15.3 The institution may rely upon its academic records for all academic and administrative purposes unless corrected through due process.

15.4 Students shall verify their academic particulars and promptly report discrepancies.

16. Issue of Mark Sheets, Certificates and Academic Documents

16.1 The issue of mark sheets, result cards, transcripts, provisional certificates, character certificates, migration, transfer certificates, internship records, no-dues clearance, course completion records and such other documents shall be subject to applicable procedure and clearance.

16.2 The institution may withhold or defer issuance of documents to the extent permissible under applicable law in cases involving dues, damage, pending inquiry, ineligibility, record deficiency or other valid institutional reasons.

17. Academic Discipline and Student Responsibility

17.1 Every student shall maintain academic seriousness, discipline, punctuality and proper conduct in all academic settings.

17.2 Students shall not disrupt classes, practicals, laboratories, clinics, assessments, examinations or any academic process.

17.3 Students shall comply with lawful directions issued by academic authorities, examination authorities, faculty members and such other authorized personnel.

17.4 Students shall use academic facilities, laboratories, libraries, digital systems and institutional resources responsibly and in accordance with prescribed rules.

18. Academic Support Measures and Student Guidance

18.1 The institution may provide mentoring, remedial teaching, bridge courses, tutorial support, counseling, advisory sessions, orientation, skill support, academic monitoring or such other support measures as may be considered appropriate.

18.2 Grant of academic support or relaxation shall not dilute compliance with mandatory academic requirements unless such relaxation is expressly permissible.

19. Administrative Instructions and Programme-Specific Provisions

19.1 The institution may frame programme-specific academic instructions, implementation guidelines, practical manuals, internship guidelines, project guidelines, examination instructions, attendance procedures, lab manuals, dissertation procedures and such other academic directions as may be required.

19.2 Such programme-specific provisions shall be read as supplemental to this Manual and shall apply to the extent relevant.

20. Interpretation, Amendment and Administrative Control

20.1 The interpretation of this Manual shall vest in the Management or the Competent Authority, whose decision shall ordinarily be final, subject to applicable law.

20.2 The institution may amend, supplement, withdraw, relax or revise any provision of this Manual by notification, circular, office order, academic instruction, handbook update, policy direction or approved resolution.

20.3 The institution may issue separate academic or examination instructions from time to time for effective academic administration.

21. Saving, Applicability and Residuary Powers

21.1 This Manual is intended to operate as the common Academic Regulations Manual of Sitapur Shiksha Sansthan and its institutions, units and establishments.

21.2 If any provision of this Manual is found inconsistent with any applicable law, statutory requirement, binding government direction or order of a competent authority, such provision shall stand read down or modified only to the minimum extent necessary, and the remaining provisions shall continue to remain valid and operative.

21.3 The Management reserves the right to issue clarifications, administrative instructions, office orders, academic directions or amendments from time to time for effective implementation of this Manual.
