

Academic Regulations

Version-2.0

Plaksha University, Punjab



*Approved in the 10th Academic Council Meeting held on October 15, 2025, and
13th Board of Management Meeting held on November 06, 2025.*

PREFACE

These regulations shall apply to all students admitted to Plaksha University and shall govern matters relating to academic conduct, progression, assessment, and other academic requirements of the University.

Version 1.0 of this regulation was issued to prescribe the initial academic regulatory framework of the University; the University has now notified **Version 2.0**.

This version incorporates amendments, clarifications, additions, and modifications as approved by the Academic Council and/or other competent statutory bodies of the University from time to time. **Version 2.0 supersedes** all previous versions to the extent of any inconsistency.

This regulation may be amended, modified, augmented, clarified, added to, or repealed, in whole or in part, at any time. Any such changes shall be effective from the date of notification and shall be duly communicated by the Office of Academic Affairs.

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CHAPTER 1: PRELIMINARY

1. Short Title, Scope, and Commencement

- (1) The "First Regulations" means the First Regulations of Plaksha University, Punjab, framed under the Punjab Private Universities Policy 2010, Punjab Act No. 21 of 2021, as amended up to date.
- (2) The Regulations shall come into force with effect from the date of approval by the State Government.
- (3) The Regulations are subject to the provisions of the Punjab Private Universities Policy, 2010, as amended from time to time.
- (4) Subject to the provisions of the Punjab Private Universities Policy, 2010, as amended, nothing in these Regulations shall debar the University from amending the Regulations in part or whole.

2. DEFINITIONS

- a) "Academic Council" means the Academic Council of the University constituted as per the Act;
- b) "Academic Year" means a period of twelve months devoted to completing the requirements specified in the scheme and curriculum of the concerned program(s), apportioned into semesters, terms, or annual terms as applicable, as stipulated in the Ordinance;
- c) "Act" means "Punjab Act No. 21 of 2021," as amended from time to time;
- d) "Admission Cycle" means the period during which applications for admission are invited, processed, and concluded unless otherwise specified;
- e) "Admissions Policy" means the Admissions Policy and Selection Process as notified in the Ordinances/Statutes of the University;
- f) "Apply" means the submission of an application for admission by an applicant in the prescribed format, along with all the required documents and processing fees (if applicable);

- g) "Approved by the University" means approved by the prescribed authority of the University as per the Act;
- h) "Authority" means the competent authority as per the Act, including the Governing Body, Board of Management, Academic Council, and/or any other authority duly constituted by the Governing Body;
- i) "Board of Management" means the Board of Management of the University constituted as per the Act;
- j) "CBCS" means Choice Based Credit System;
- k) "Committee" means any committee duly constituted by the Chancellor/Vice-Chancellor of the University;
- l) "Credit": A unit by which the coursework is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of lecture / 2 hours of lab / 3 hours of field work per week;
- m) "CoE" means Controller of Examinations;
- n) "Cumulative Grade Point Average (CGPA)": It is a measure of the overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places
- o) "Dean" means any Dean of the University (Deans of Faculties/ Schools/ /Academics/Research);
- p) "OAA" means the Office of Academic Affairs;
- q) "CPC" means the Office of Corporate Partnerships and Careers;
- r) "OGE" means the Office of Global Engagements;
- s) "OoR" means the Office of Research;
- t) "APC" means the Academic Probation Committee;
- u) "Decided by the University/University may decide/Decision of the University" means
- v) a decision taken by the Vice-Chancellor in consultation with the competent authority of the University;

- w) "Fee" means the collection made by the University from students, by whatever name it may be called;
- x) "Governing Body" means the Governing Body of the University constituted as per the Act;
- y) "Government" means the Government of the State of Punjab;
- z) "Hostel/Halls of Residence" means places of residence for students at the University;
- aa) "Major" means a Major is the primary discipline or area of specialization;
- bb) "Modular Courses" means courses offered over a shorter duration during a regular semester or during semester break;
- cc) "NEP" means National Education Policy-2020;
- dd) "Prescribed" means prescribed by rules made under the Act, or as in the Admissions Policy;
- ee) "Program Chair" means the Head of a Program, and "Head of Department" means the Head of a Department;
- ff) "Program(s)" means the prescribed area(s) or course(s) of study or program(s) and/or any other component(s) leading to the conferment or award of a degree, diploma, certificate, or any other academic distinction or title of the University;
- gg) "Rules" means the Rules made by the University under the Punjab Private Universities Policy 2010, as amended from time to time;
- hh) "Schedule of Examination" means a table giving details about the time, day, and date of the commencement of each course that is part of a scheme of examinations, including details about practical examinations (if applicable);
- ii) "School" means a group of academic departments of similar disciplines;
- jj) "Seal" means the common seal of the University;
- kk) "Semester System" means a program wherein each academic year is apportioned into two semesters and an optional winter/summer term;
- ll) "Sponsoring Body" in relation to Plaksha University, Punjab, is the

"Reimagining Higher Education Foundation";

- mm) "Statutes," "Ordinances," "Regulations," and "Rules" mean respectively Statutes, Ordinances, Regulations, and Rules of Plaksha University, Punjab, made under the Act;
- nn) "Term" means the duration into which each academic year is apportioned, as applicable;
- oo) "University" means Plaksha University, Punjab, established under the Punjab Private Universities Policy of 2010, as amended by Punjab Act No. 21 of 2021 and notified via Gazette Notification No. 24-Leg. /2021, dated 9th December 2021;
- pp) "Website" means the official website of Plaksha University; and
- qq) The terms not defined herein shall have the same meaning as assigned to them in the Act or the Statutes/Ordinance of the University.

CHAPTER 2: ACADEMIC PROGRAMS

Plaksha University offers academic programs leading to the award of Bachelor of Technology (BTech), Postgraduate, and PhD degrees. Each program comprises a collection of individual courses, with each course carrying a specified number of credits. The University follows the Choice-Based Credit System (CBCS) in alignment with UGC guidelines, as prescribed from time to time.

2.1. UG Program:

2.1.1. Academic Year and Calendar

- The academic year (AY) runs from August to July and is divided into two regular Semesters (Monsoon and Spring) and two Terms (Winter and Summer).
- A regular semester comprises a minimum of 90 working days.
- The Academic Calendar, approved by the Academic Council, includes dates for all academic activities, including the start and end dates of the Semesters/Terms, examination dates, and official holidays. The Academic Calendar is published annually before the start of each academic year.

2.1.2. Program Duration and Credit Requirements

- The undergraduate program is typically a four-year full-time program.
- The maximum duration for completion of the requirements of the BTech program is six years from the date of admission. Any additional time, over and above the six years, will require approval of the Board of Management of the University.
- The minimum number of credits required for completion of a Bachelor of Technology degree program is 160* (one hundred and sixty).
- The curriculum specifies the credit distribution across foundation requirements (Freshmore), major-specific courses, electives, and internships.

**as per UGC guidelines*

2.1.3. B Tech Majors

A Major is the primary discipline or area of specialization. Every major includes a set of core courses and electives within the discipline.

Students must complete all the requirements of a major to be awarded a degree in that discipline. Students must declare a major upon completion of the Freshmore curriculum.

The University currently offers the following innovative and interdisciplinary undergraduate Majors leading to a Bachelor of Technology (B. Tech) degree:

- a) Biological Systems Engineering (BSE)
- b) Computer Science & Artificial Intelligence (CSAI)
- c) Data Science, Economics, & Business (DSEB)
- d) Robotics & Autonomous Systems (RAS)

2.1.4. Freshmore

The Freshmore provides all undergraduate students with a rigorous foundation in Science, Technology, Engineering, and Mathematics (STEM), exposure to the humanities and social sciences, hands-on training, and the skills needed to communicate and reason.

- Courses offered in the first three semesters of the program are divided into the following broad categories:
 - Mathematical Foundations
 - Computing and Data Science
 - Technical Core, Basic and Engineering Sciences
 - Humanities and Social Sciences
 - Self and Leadership
- The Freshmore also includes mandatory courses as prescribed by the UGC from time to time, including Sports, Yoga, Universal Human Values, and Environmental Sciences.

- Students may be given the flexibility to choose from a set of courses in different categories starting in the 3rd semester.
- Completion of the Freshmore is usually a prerequisite for enrolment in advanced courses in the major.

2.1.5. Minors

- Students may pursue a **Minor** in a field or area outside of their Major program of study.
- The following **Disciplinary Minors** are currently offered by the programs:
 - Artificial Intelligence
 - Computational Systems Biology
 - Computer Science
 - Economics
 - Robotics
- The following **Interdisciplinary Minors** are currently offered:
 - Design
 - Tech Entrepreneurship
- Students may pursue one Minor in addition to their Major program of study. Enrolment in Minor is contingent upon academic performance, fulfilment of prerequisites, and availability of seats.
- Policies governing the award of a Minor are provided in Chapter 9.

2.1.6. Experiential Learning: Internships and Global Engagement

Experiential learning is a core tenet of Plaksha's academic vision. The University is committed to providing students with immersive opportunities across research and industry that enhance academic learning, foster professional development and growth and prepare them for impactful careers. Opportunities for experiential learning include the following:

- Internships in industry, research labs, state and local governments, social enterprises, entrepreneurial ventures, and global institutions
- Entrepreneurial opportunities through incubator programs
- Fieldwork and project-based courses
- Study abroad, international exchanges, or global immersion programs
- Policies governing credit for these activities are provided in Chapter 6.

2.2. Post-Graduation Program: The Postgraduate Programs at Plaksha University, as and when introduced, shall be designed to impart advanced specialized knowledge, foster analytical and critical thinking, and cultivate robust research and innovation orientation. All programs shall adhere to the University's academic policies and maintain compliance with the University Grants Commission (UGC) guidelines and the National Higher Education Qualifications Framework (NHEQF).

2.2.1. Duration and Structure The specific duration, credit requirements, and curricular structure for postgraduate programs shall be defined in the respective Program Handbooks. These shall be formulated in alignment with UGC norms (including the Academic Bank of Credits) and must be approved by the Academic Council as stipulated under the Plaksha University Act and Statutes. Provisions for lateral entry, exit options, or extensions shall be governed by program-specific regulations.

2.3 Doctor of Philosophy (PhD) Program

2.3.1. Overview

The PhD program at Plaksha University is designed to foster cutting-edge research, interdisciplinary collaborations, and significant societal impact. The program aims to produce scholars capable of addressing complex global challenges through rigorous inquiry and innovation.

2.3.2. Regulatory Compliance

The PhD program shall be governed by the Plaksha University PhD Program Policy, which is formulated and updated in strict compliance with the UGC (Minimum Standards and Procedures for Award of PhD Degree) Regulations, 2022, and subsequent amendments.

2.3.3. Governance and Administration

The academic administration, admission procedures, coursework requirements, and evaluation standards for the PhD degree shall be overseen by the *Doctoral Committee (DC)*, subject to the approval of the authorities of the university. Detailed operational guidelines, including residency requirements and supervisor allocation, shall be maintained in the PhD Program Policy.

2.4 Non-Degree Programs:

The University shall offer, with the approval of the Academic Council and other statutory bodies, non-degree programs including certificate programs, short courses, diploma programs and executive programs, as it may decide from time to time.

CHAPTER 3: COURSE—CREDIT STRUCTURE, TYPES AND LEVELS

The credit-based system is aligned with the UGC guidelines as prescribed from time to time.

3.1 Course Credit Structure

The credits associated with a course are proportional to the workload and determine the number of contact hours per week during a regular semester of 15 weeks of classes. Delivery of courses will entail one or more of the following modes:

3.1.1 Lecture

1 lecture hour per week = 1 credit.

3.1.2 Tutorial

1 tutorial hour per week = 1 credit

3.1.3 Practical/ Lab

2 practical hours per week = 1 credit.

3.1.4 Seminar

2 practical hours per week = 1 credit

3.1.5 Internship

2 practical hours per week = 1 credit

The credits for a course are listed using the format L-T-P, where L stands for lecture credits, T for tutorial credits, and P for practical/lab credits. For modular courses offered during the Summer or Winter terms, the contact hours per week will be modified proportionately according to the course duration.

Example: A course listed as 3-0-1 is a 4-credit course with 3 lecture hours and 2 lab hours per week for a period of 15 weeks.

Example: A course listed as 1-0-0 is a 1-credit course with one lecture hour per week if offered in a regular semester, 3 hours per day if offered in a 1-week modular format.

3.2 Course Code Guide

Every course at Plaksha is represented by a unique 5- or 6-character alphanumeric code. The first two characters represent the domain or area (e.g. FM = Freshmore, EC = Economics, HS = Humanities, CS = Computer Science). The third character represents the level of the course as described below:

Number	Level of Course
1	Introductory course
2	Intermediate-level course
3	Higher-level course
4	Advanced course
5/6	Master's courses (1 st and 2 nd year respectively)
7	PhD courses

Example: CS4102 refers to a Computer Science advanced course for 3rd or 4th year students.

3.3 Types of Courses

3.3.1 Freshmore Course

Foundational courses are offered in the first three semesters of the program. Details of the Freshmore are provided in Chapter 2.

3.3.2 Courses in the Major: Program Core and Program Elective

Every undergraduate Program is responsible for defining a set of requirements that a student must complete to graduate with a BTech degree in a specific Major offered by the Program. Courses in the Major are further classified as follows:

3.3.2.1 Program Core Course (PCC)

Mandatory courses that every student must complete

3.3.2.2 Program Elective Course (PEC)

A pool of courses offered by the Program that students may choose to take based on their interests.

3.3.3 Open Elective Course (OEC)

Courses that are meant to provide exposure to fields outside of a student's major program of study. Core/ Elective courses from a different major may also be counted as an Open Elective.

3.3.4 Innovation Lab and Grand Challenges (ILGC) Course

A sequence of courses that runs through the four-year B Tech program, the Innovation Lab & Grand Challenges (ILGC) studio is an integrated project-based curriculum that focuses on the development of technology solutions to societal challenges.

3.3.5 Internship Course: Summer and Semester

Opportunities across research and industry that enhance academic learning, foster professional development and growth, and prepare students for impactful careers. These experiences span leading corporates, research labs, state and local governments, social enterprises, entrepreneurial ventures, and global institutions.

3.3.6 Special Courses

3.3.6.1 Project Course

Supervised projects under the guidance of a faculty member. These projects may involve design, development of new tools, modelling, and/or field implementation. These courses are available to students in the final year of their program. The course code for a 3-credit Project Course is XX4900, where XX represents the Major (BE for BSE, DS for DSEB, RC for RAS, CS for CSAI). TD will be used to represent a course outside any of the four programs.

3.3.6.2 Independent Study/ Reading Course

Study topics/areas that are outside the regular course offerings conducted under the guidance of a faculty member. These courses are available to students in the final year of their program. The course code for a 2- or 3-credit Independent Study Course is XX4002 (XX4003), where XX represents the Major (BE for BSE, DS for DSEB, RC for RAS, CS for CSAI). TD will be used to represent a course outside any of the four programs.

3.3.6.3 Seminar Course

Courses that are discussion-based, focusing on specialized areas within a Major or Minor. The credits typically do not count towards the CGPA.

3.3.6.4 Guidelines For Special Courses

- A student is allowed to register for only one Project course in the 7th Semester. The course code TD4900 will be used for projects outside any of the four programs.
- ILGC courses in the 7th and 8th semester will be counted towards the Open Electives category.
- The credits may count for Program Electives with the approval of the Program Chair and OAA. Students working on projects or taking an Independent Study course outside of their major may count the credits as Open Electives, subject to approval.
- In the 7th or 8th Semester, students may only register for ILGC4800 or an Independent Study/ Reading Course (xx4002, xx4003) in addition to the 12 Internship credits.
- A student may only register for one Independent Study/ Reading Course in a semester.
- A **maximum of 6 credits** from Independent Study and Project courses (xx4900, xx4002, xx4003) may be counted toward the 160 credits required for graduation.

3.3.7 Transfer Course

3.3.7.1 External Course

Course taken at a recognized Indian or International University /Institution, subject to approval by the Degree Equivalence and Credit Transfer Committee.

3.3.7.2 Online Course

Courses offered by approved online platforms. At present, SWAYAM/NPTEL is the only recognized platform for registering for online courses. These courses are usually available to students in the final year of their program. The credits earned from approved external online courses (e.g., NPTEL/SWAYAM) fall under the Transfer (TR) category. For instance, the course code for a 2-credit NPTEL course is TR3201, and for a 3-credit NPTEL course is TR3301.

3.3.7.3 Guidelines For Online Courses

- At present, NPTEL is the only recognized platform for registering for online courses for meeting the graduation credit requirements.
- All Programs and the OAA will maintain a list of pre-approved online courses. Around mid-semester, OAA will circulate a form for requesting approval of online courses not in the pre-approved lists. The OAA or Program chair will consider these requests and decide on the request before the end of the semester.
- Students will need to register for the final proctored exams that have a fee and attend in-person at designated centres on specified dates. Plaksha will approve the transfer of credits and use the marks obtained to assign grades.
- Online courses approved by one program as PEC would be available to students of other programs as OEC if these courses are outside of their major program of study.

3.3.8 Audit Course

Courses that a student may take to explore new areas or for professional development. The credits do not count towards the CGPA and will not count towards the minimum credit requirements for graduation.

3.3.9 **Modular Course**

Courses that are offered over a shorter duration during a regular semester or during the Summer or Winter terms.

3.3.10 **Certificate Course**

Short-term courses that introduce professional or life skills are offered in a workshop or master class format.

CHAPTER 4: REGISTRATION

4.1 Eligibility

Every student must register for each semester enrolled at Plaksha University through the Student Information System (SIS) platform. Exceptions may include an approved leave of absence due to medical reasons or other exigencies.

Students must pay all fees and any additional dues by the due date for each semester (or term if applicable), as notified by the Office of the Registrar. Students who are on Academic Probation (refer to Chapter 8 for details) or have an official order of violation of the Disciplinary Code will be required to get formal approval from the Office of Academic Affairs before they are eligible for registration.

4.2 Full-Time Academic Load: Monsoon and Spring Semester

- **Standard Credit Load:** 19-21 credits per semester. It is recommended that students register for at least 20 credits per semester to meet the graduation requirements.
- **Maximum Credit Load:** 24 credits per semester. In special circumstances, students may be allowed to register for additional credits with the approval of the Program Chair and OAA.
- **Minimum Credit Load:** 16 credits per semester. In special circumstances, students may be permitted to take a reduced load for medical reasons or other exigencies. Approval of the Program Chair and OAA is required.
- **Academic Probation:** Students on Academic Probation may be required to take a reduced load for at least one semester or until they clear any Not Cleared (NC) grades and meet the minimum CGPA requirements.
- Students seeking to exceed the maximum credit load or fall below the minimum credit load must submit a formal request to the Office of Academic Affairs within the first two weeks of the semester. The OAA, in consultation with the Program Chair, will review the petition and communicate the decision to the student.

4.3 Full-Time Academic Load: Summer and Winter Terms

- **Maximum:** 8 credits in Summer for students who are repeating courses to clear up an NC (Not Cleared) grade. Students may register for a maximum of 4 credits of modular courses in the Winter Term.
- Students can register for a maximum of 2 credits of modular courses offered during any single period during the Summer and Winter terms
- Under special circumstances (graduation, completion of prerequisites), students may be allowed to register for additional credits in the summer term with the approval of the OAA.

4.4 Course Registration

The course schedule and course catalogue, prepared by the OAA in consultation with the Program Chairs, are shared with all students prior to registration. Students must meet with the Program Advisor or their assigned mentor prior to registering for courses and ensure they satisfy the eligibility requirements.

The Academic Calendar will specify the dates for online or in-person registration. Students who have not cleared their dues or whose registration is on hold will be allowed to register during the “**Late Registration**” period once they have received clearance from the OAA.

- Enrolment in courses may be capped, with registration on a first-come, first-served basis. If the enrolment cap is reached, a waitlist will be created. Preference will be given to students who are graduating or who require a course to satisfy a Program requirement.
- Students may not enroll in courses that meet at the same time or in overlapping time periods.
- A student must meet the prerequisites/co-requisites for a specific course at the time of registration. In exceptional cases, a student may be granted a waiver. The request for waiver must be approved by the Instructor and the Program Chair/OAA.

4.5 Amendments to Registration

A student may make the following amendments to their original registration: (a) Add a Course, (b) Drop a course, (c) Withdraw from a course. The students must ensure that they do not exceed the maximum credit load or fall below the minimum credit load during the amendment process. The deadlines for the different amendments are listed below:

Action	Deadline Regular Semester Courses	Deadline Non-standard Courses*	Notation on the Transcript
Add	Two weeks from the beginning of classes	Approximately D/8 weeks from the beginning of classes, where D course duration in weeks. 1 day for a 1-week course.	Course is listed with the Grade
Drop	Two weeks from the beginning of classes	Approximately D/8 weeks from the beginning of classes, where D course duration in weeks. 1 day for a 1-week course.	No Entry
Withdraw	Four weeks from the beginning of classes	Approximately D/4 weeks from the beginning of classes, where D course duration in weeks. 2 days for a 1-week course.	"W" Grade

* Modular courses offered during the Summer/ Winter terms, or courses that are offered in fast-track mode in a regular semester.

The OAA will review all requests for amendment and give approval after taking into consideration the number of seats available on the course, the academic status of the student, including eligibility, and the consequences of approving the request.

4.6 Internship Registration

The Office of Corporate Partnerships and Careers (CPC) is the nodal entity responsible for managing all internship-related processes at Plaksha. The Office of Academic Affairs will share with CPC the list of students eligible to register for summer or semester internships. Please refer to Chapter 6 for detailed information about internships.

4.7 Pre-Approval for Course Registration

Project and Independent Study courses require pre-approval of the Program Chair and OAA.

4.8 Registration for Online Courses

- Students may register for a maximum of 9 credits of online courses, either from the list of pre-approved courses or by obtaining prior approval from the Program Chair or the Office of Academic Affairs (OAA) for specific course(s).
- Online courses may be counted either as Program Elective courses (PEC) or Open Elective courses (OEC).
- All courses that count towards PEC credits must be approved by the Program Chair. All courses that do not fall in the domain of any of the programs and can only count towards OEC would be approved by the OAA.
- Credits listed on the NPTEL online site would be considered the credits associated with the course.

4.9 Auditing a Course

A student in good academic standing may be allowed to audit a course with prior permission from the course instructor and approval of the Office of Academic Affairs.

Courses that involve a lab or significant hands-on activities are typically not available for audit. Auditing a course permits a student to attend classes, participate in the course evaluation components as determined by the instructor, and have their effort towards the course recorded on the transcript.

The student must fulfil the requirements as laid out by the instructor related to submission of assignments, minimum performance in course evaluations, attendance, and class participation.

The following conditions apply:

- Students can take courses for audit only after they have declared their major. A core course for the student's major cannot be taken for audit.
- A course already cleared by the student with a valid grade cannot be audited. Audited courses cannot be repeated - either for credit or for audit again.
- A course may be converted from credit to audit and vice versa before the last date of add/drop, provided the instructor and the OAA have approved the request.
- A student cannot audit more than one course per semester and can audit a maximum of four courses during the entire duration of the UG programme.
- The maximum credit limit per semester includes the credits for any courses taken for audit.

CHAPTER 5: TEACHING, LEARNING AND ASSESSMENT

5.1 Course Administration

Every course will have a designated Instructor of Record, someone who has overall responsibility for the development and implementation of the course, for the day-to-day delivery of the course, for ensuring that course learning outcomes are covered and assessed, and for submission of final grades.

The course plan lays out the organization of the course and will be shared with students during the first week of class. Every course plan must include the following items:

- Course Description, including an overview of topics covered
- Course Pre-requisites/Co-requisites
- Course Objectives
- Student Learning Outcomes: specific statements of what knowledge, skills and abilities a student should possess and can demonstrate at the end of the course
- Required and Recommended Course Materials: Textbook(s) and other instructional materials
- Evaluation and Assessment Plan: Types of evaluation components, weight assigned to each component
- Grading Policy: Relative or Absolute grading scheme
- Other Course Policies: Attendance, Use of Generative AI tools, Group Work, Academic Integrity, Expectations for student participation, and Make-up.

5.2 Attendance Policy

With Plaksha's innovative curriculum and focus on experiential learning, student engagement and class participation are critical to the learning process. The university holds students to a high standard of self-discipline in terms of attendance and expects they will comply with the requirements outlined in every course.

Being a fully residential university, it is expected that students will regularly attend all classes, lab sessions, field visits and other academic activities. Students are also expected to complete all evaluation components, thereby giving instructors sufficient opportunities to assess their performance. Instructors are at liberty to set aside up to 10% of the course evaluation for attendance and class participation of students. Attendance records will be maintained for every course.

- If a student is consistently absent and unresponsive, the instructor will notify the Program Chair and/or OAA.
- In the event of an exigency that warrants prolonged absence (e.g. medical emergency or health issue, personal/family emergencies or bereavement), students are advised to contact the course instructors and the OAA to discuss possible accommodation.

5.3 Continued Absence

If a student remains absent from all classes continuously for four weeks without prior intimation and valid justification, a written notice shall be issued. This notice will inform the students of the consequences of continued absence. If the student fails to respond or resume attendance within one week of the notice being issued, the student shall be removed from the rolls of the University. However, the student may submit a petition to be re-admitted, stating the reasons for the continued absence.

5.4 Components of Assessment

Evaluation components may include one or more of the following:

- Tests and Exams (Closed- or Open-book)
- Projects
- Essays
- In-class discussions
- Oral presentations
- Quizzes
- Assignments/ Homework

While the evaluation components and the weighting scheme are left to the discretion of the Instructor, the OAA, along with the Freshmore Coordinator and the Program Chairs, reviews all course plans to ensure the academic workload is evenly distributed throughout the semester.

5.5 Evaluation Policy

- For courses that have laboratory or practical components, the weight assigned to these components must be commensurate with the credit distribution of the course.
- At least 60% of the overall course grade must be completed the week before final exams.
- The total weight for any one evaluation component **cannot exceed 40%**.
- At **most 20%** of the evaluation shall involve a combination of peer assessments and self-reflections.
- At **least 20%** of the evaluation components must be designed as open-book. Open-book assessments include assignments, take-home exams and other activities that do not require supervision.

It is the responsibility of the student to participate in all evaluation components, take prescribed quizzes, tests, and examinations, and submit all assignments promptly.

The instructors will provide timely feedback to students about their performance after the evaluation component is held.

5.6 Grades and Grade Point Average

Based on the performance across all assessments and as per the grading policy detailed in the course plan, the student is awarded a letter grade upon completion of the course. The table provides the letter grades and the corresponding grade point (if applicable):

Letter Grade	Grade Point	Description
A+	10.00	A+: Extraordinary distinction, awarded for exceptional performance cases upon the recommendation of the instructor and OAA approval.
A	10	
A-	9.25	A, A-: Excellent performance and demonstration of full mastery of the subject.
B+	8.75	B+: Very Good performance and comprehension of the course material, B, B-: Good Performance
B	8.00	
B-	7.25	

Letter Grade	Grade Point	Description
C+	6.75	C+: Above-average performance and adequate comprehension of the course material
C	6.00	
C-	5.25	C: Average performance C-: Below Average performance
D+	4.75	D+ grade: Needs Improvement, minimal comprehension of the course material
D	4.00	
NC	0.00	D: Poor (Minimum Passing grade) Not Cleared (Fail): Awarded if a student is not able to meet the minimum passing criteria set forth by the course instructor. See Section 5.9 for details

5.6.1 Special Grades

- **I:** It is an interim grade awarded when a student has not completed one or more evaluation components in the course. This is usually awarded in case of medical/other family emergencies beyond the control of the student (must be substantiated by supporting documents). The recommendation for an incomplete grade must be made by the instructor no later than five days after the course concludes. This must be approved by the OAA.

Once the pending evaluation components are completed, the **I** (incomplete) grade is replaced by one of the valid grades listed above. OAA shall notify the deadline before which the pending evaluation components shall be completed, failing which the **I** grade will convert to **NC**.

- **W:** A grade of “W” will be awarded if the student withdraws from the course after the stipulated date for add and drop and before the last date for withdrawal notified by the academic office. Students will not be allowed to withdraw from the course if they do not meet the criteria for minimum credits per semester.
- **S/U:** Satisfactory/Unsatisfactory grades are typically assigned to courses where the assessment is primarily based on participation in the class and completing the tasks assigned during classes, e.g., Seminar courses, Sports, Yoga, Universal Human Values, etc. These grades do not carry any Grade Point Value. However, some courses may carry credits that count towards graduation requirements. A grade of **NC** may be awarded if the student is unable to meet the minimum criteria for completion of the course.
- **AS/AN:** Grades assigned when a student audits a course. The “AS” (Audit Satisfactory) grade is awarded on successful completion of all the requirements of the course, and the grade “AN” (Audit Not Satisfactory) is awarded if the student fails to complete the course requirements. The AS and AN grades do not carry any Grade Point Value, and audit courses will not carry any credits that count towards graduation requirements (major or minor).
- **DF:** An Interim grade given to indicate that the award of the final grade will be deferred because it is not available at that given time. The DF will be replaced with a valid grade eventually.
- **RC:** This grade indicates that the course has been cancelled due to an administrative decision, such as breach of academic integrity or discipline.
- **TR:** Transfer Credits (See Chapter 10 for the policy on equivalency and credit transfer).

5.6.2 NPTEL Grades

The table below provides the mapping of NPTEL scores to Plaksha grades:

NPTEL	PLAKSHA GRADE
90 and above: Gold	A
75–89: Silver	B
60–74: Elite	C
40–59: Completed Successfully	D
Less than 40: Fail	NC

- If a student has a score in the “Silver” category and the completion certificate includes an official stamp with 1%, 2%, or 5%, the student will be awarded an A (move up one level).
- If a student has a score in the “Elite” category and the completion certificate includes an official stamp with 1%, 2%, or 5%, the student will be awarded a B (move up one level).
- “Completed Successfully” category will not be eligible for a grade increase.

5.7 Grade Point Average

The overall academic performance of a student is captured by means of a Semester Grade Point Average (SGPA) and a Cumulative Grade Point Average (CGPA). The SGPA is calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where,

- C_i is the number of credits associated with the i^{th} course
- GP_i is the grade point associated with the i^{th} course
- n represents the total number of courses taken in a particular semester.

The CGPA is calculated as follows:

$$CGPA = \frac{\sum_{i=1}^m C_i GP_i}{\sum_{i=1}^m C_i}$$

where C_i and GP_i are the credits and grade points associated with the i^{th} course, and m represents the total number of courses taken up to that point.

5.8 CGPA to Percentage Conversion

Plaksha University has adopted the following formula for the conversion of the Cumulative Grade Point Average (CGPA) to a percentage:

$$\text{Percentage} = 9.5 * [CGPA]$$

This formula applies to all academic programs at Plaksha University.

5.9 NC Policy

An NC (“Not Cleared”) grade is awarded if a student is unable to meet the minimum passing criteria set forth by the instructor in the course. No student may graduate with an outstanding NC grade in any course that is part of the requirements for graduation. The guidelines for clearing courses where students have received an NC grade during the Freshmore course are as follows:

- A student who has received a grade of NC in Freshmore courses must clear the NC grade no later than the summer of their second year to ensure continuity of their UG coursework and timely graduation.
- Not clearing an NC grade during the summer term for a course that is a prerequisite for Core or Elective courses offered in subsequent semesters may delay the student’s graduation.

- A student who opts to redo a course in the regular Spring/Monsoon semester along with the succeeding cohort may face timetable/ schedule conflicts with other core/ required courses.
- If a student has obtained an NC in the first attempt of the course, they may be eligible to take a Supplementary Examination in the course.

5.10 Examination Policy

The Controller of Examinations (CoE) is responsible for the preparation, scheduling, and conduct of examinations, oversight of the evaluation and moderation processes, and the publication of results. The Controller also ensures that the entire examination process is conducted fairly and transparently, upholding the highest level of integrity and ethics.

- The Controller of Examinations (CoE) will prepare the examination schedule for all courses that include proctored semester or final exams. The Controller of Examinations (CoE) will also schedule slots for final project presentations.
- Policies governing Academic Integrity and the possible infractions are described in Chapter 7.
- The end-of-semester examinations will be held as per the dates specified in the Academic Calendar.
- No examinations (*except for make-up exams*) can be scheduled after the final date of the Semester or Term.
 - Instructors must complete the evaluation and submit the final grades to the Grade Moderation Committee constituted by the Dean, Academic Affairs. Following moderation, the final grades will be uploaded for the generation of the transcript and semester GPA.
- The instructor shall maintain records of each student's attendance, performance in different evaluation components, section/class average, interim grades, copies of question papers and any records of evaluation that were not returned to the students.

The instructor shall submit to the Controller of Examinations a signed copy of the final grades and share a folder containing all handouts, assignments, and other instructional materials for the course.

5.11 Makeup Policy

If a student misses any evaluation component due to an extenuating circumstance or an authorized official engagement, there exists a provision to apply for makeup. Grounds that qualify for applying for makeup include serious medical emergencies or health issues, personal/family emergencies or bereavement, and representing the University as part of its official contingent.

The student should submit a makeup application to the instructor of record and provide all necessary documentation in support of the case. The instructor of records, consulting with the co-instructors, will decide whether or not to award the makeup. While the instructor's decision shall be final, the student will be awarded makeup under the following circumstances (as verified on a case-by-case basis by the OAA or Student Affairs):

- Serious medical emergencies or health issues, including personal/family emergencies or bereavement
- Representing Plaksha officially at an event or engagement (sports, cultural, entrepreneurship, etc.).
- To ensure the integrity and fairness of the process, the makeup exam will usually be of a similar nature, duration, and weightage as the regular exam and conducted within a reasonable timeframe as decided by the instructor, but before the end-of-semester examination week.
- A student shall not be permitted to take an in-person, proctored evaluation component in an off-campus setting (e.g., at home).

- If a makeup is awarded for the end-of-semester examination, it will be held no later than two weeks after next semester commences. An "I" grade would be awarded in the interim, which shall later be converted into a valid course grade.

5.12 Recheck and Re-evaluation of Grades

Instructors shall provide timely feedback to students about their performance on the various evaluation components held. Students will be allowed to review their scores and may request a recheck if any discrepancy in the totaling or evaluation is found. The instructor will evaluate the request on its merit and update the scores accordingly.

Before the end-of-semester exams, the pre-final score should be shared with students. A one-week window at the start of each Semester will be provided for students to review their final exam / end-of-semester evaluation components from the previous semester.

If, after receiving the final grade in a course, a student wants it to be re-evaluated by the course instructor, they may do so by informing the Controller of Examinations within two weeks of the start of the semester.

- The grounds for a re-evaluation request are restricted to claims that the grade was miscalculated or the evaluation of the work was demonstrably unfair.
- If a re-evaluation request is filed, an interim notation to the effect that the grade is “under appeal” shall accompany the grade until the final disposition of the request.
- The re-evaluation shall be completed within fifteen (15) days of receiving the request.
- Where an instructor decides that the student's course marks or grade needs revision, the instructor will formally request that a change be made to the Controller of Examinations (CoE).
- Where an instructor determines that no revision is warranted, the student may submit a petition to the Dean, Academic Affairs. A committee, appointed by the Dean, will review the case and submit its recommendation to the Dean. The decision of the Dean shall be final.

5.13 Grade Improvement

5.13.1 Repeating a Course

- If a student has obtained a grade of C or below in a course, the student will be eligible for improvement of a grade by repeating the course in the next iteration of that course.
- The number of attempts for every course will be recorded in the final transcript, and only the most recent attempt will be considered in the GPA calculations. However, the grade obtained in each attempt will also be recorded in the transcript.
- The process outlined above also applies to students with an NC grade.

5.13.2 Supplementary Examination

A student who has an NC may submit a request for a Supplementary Examination to the Office of Academic Affairs. The OAA will review each case and decide whether or not to accept the request based on the student's attendance record and completion of assignments and projects. The implementation of the Supplementary Examination will be according to the following guidelines:

- The score received on the Supplementary Examination will be used to replace any one written evaluation component (Mid-semester Test/ Final Exam/Quiz) of the regular-semester course. In computing the new grade, the supplementary exam score will be scaled to match the weightage of the component that it is replacing, and the remaining scores will be taken directly from the other evaluation components of the original course.
- The Supplementary Exam syllabus will be comprehensive, covering the entire content of the regular-semester course, and the students will be responsible for reviewing the course material on their own.
- A student may not attempt a supplementary exam more than once for a course.

- A student may not attempt more than two supplementary exams in a semester.
- No more than five supplementary examinations can be attempted by the student in the entire duration of their degree program.

5.13.3 Conduct Of Examination Guidelines

- Students must arrive at the examination venue at least 15 minutes before the start of the examination and bring their student ID Card.
- Laptops, mobile phones, mp3 players, smartwatches and other electronic devices or storage devices are not permitted inside the examination hall.
- If support material other than that which is specifically permitted is found at or by the desk, it may be treated as a violation of academic integrity.
- The invigilator will provide information about examination support materials that a student is permitted to use during the examination.
- Students are required to comply with the directions given by the invigilator at the examination venue.
- Students must only use paper handed out at the examination venue. Other paper or notebooks are not permitted.
- Answer books should be handed over to the invigilator before leaving the examination venue.
- Exchanging or borrowing any kind of material is not permitted inside the exam hall.

CHAPTER 6: EXPERIENTIAL LEARNING

The Office of Corporate Partnerships and Careers (CPC) is the nodal entity responsible for managing all internship-related processes at Plaksha. CPC fosters long-term, synergistic partnerships with corporates to identify internship and placement opportunities and works closely with the Office of Academic Affairs (OAA), the Office of Global Engagements (OGE), and the Office of Research (OoR).

6.1 Internships

In accordance with the University Grants Commission (UGC) guidelines, all undergraduate students must complete **16 internship credits** as part of their academic requirements for graduation.

This includes:

- **Mandatory Summer Internship** (4 credits): Pursued typically after completion of six semesters of the program.
- **Semester Internship** (12 credits): Undertaken during the final year of the program in either the 7th or 8th semester, semester internships provide students with full-time, immersive experiences that are closely aligned with their academic focus and career aspirations.

In addition, Plaksha allows students to pursue an Optional Summer Internship for additional credit after completion of four semesters of the program.

6.1.1 Eligibility

At the end of each Spring Semester, the Office of Academic Affairs will share with the Office of Corporate Partnerships and Careers a list of students who are eligible to register for internships.

- To be eligible for academic credit, all internships must be jointly approved by the Office of Academic Affairs and the Office of Corporate Partnerships and Careers.

- Students who register for the internship cycle must follow the Code of Conduct laid down by CPC.
- Students who do not sign up for the internship cycle are still required to register their internship with CPC at least two weeks prior to the start date.

6.1.2 Summer Internship

- Only internships pursued after the completion of the 4th semester are eligible for academic credit.
- Students may complete a maximum of two summer internships for credit:
 - Mandatory Summer Internship (after completion of 6 semesters): 4 credits that count toward the CGPA.
 - Optional Summer Internship (after completion of 4 semesters): 4 additional credits that will not count toward the minimum credit requirements for graduation. A grade of S or U will be awarded. These credits will also not count toward the CGPA.
- Each internship must span a minimum of 8 weeks.
- Internships can be undertaken with any industrial organization, research institution, government agency, or start-up.

6.1.3 Semester Internship

- The 12-credit Semester Internship must span a minimum of 15 weeks of full-time work.
- The final letter grade will contribute to the CGPA.
- Students may intern with industry partners, research institutions, or approved startups.

6.2 Global Immersion

The Office of Global Engagement (OGE) is committed to creating diverse opportunities for students who are keen to broaden their international horizons.

Working with Plaksha's global partners, OGE provides unique opportunities for students to travel abroad to study, participate in summer schools, conduct research, and experience different cultures. OGE works closely with CPC to identify opportunities for summer and semester internships at top global universities.

OGE conducts information workshops and seminars for students on graduate school applications and opportunities for 4+1 programs.

6.3 Entrepreneurship

The Info Edge Center for Entrepreneurship supports a wide range of activities and campaigns, all designed to foster an entrepreneurial mindset. Under the guidance of some of India's most accomplished entrepreneurs, students gain valuable insights, knowledge, and mentorship that help shape their entrepreneurial endeavours.

6.4 Internship Evaluation Rubrics

I. Optional Summer Internship: Evaluation Framework

A final report (8–10 pages) must be submitted within two weeks of completion of the internship and will be assessed by a faculty committee on the following dimensions:

1. **Problem Statement:** Clear articulation of the problem or project objectives.
2. **Background Research:** Context-setting and understanding of the domain.
3. **Methodology and Findings:** Overview of approaches used, preliminary outcomes, and analyses.
4. **Learning Reflections:** Insights on skills gained and conceptual understanding.
5. **Structure and Presentation:** Clarity, coherence, and adherence to the prescribed format.

Grading Scheme:

Satisfactory (S): Meets expectations outlined below

Unsatisfactory (U): Does not meet expectations

II. Mandatory Summer Internship: Evaluation Framework

Interim Report (10%): To be submitted mid-way through the internship (3–4 pages) and include the following sections:

- Problem Statement
- Background Research
- Methodology and Preliminary Findings
- Future Plans
- Skills Development and Learning Reflections

Final Report (25%): 8–10 pages, structured as follows:

- Problem Statement
- Background Research
- Methodology
- Results and Analysis
- Reflections and Feedback

Video Presentation (15%): 7–10 minutes, evaluated by a Faculty Committee. Criteria include:

- Technical Content
- Background Study
- Logical Thinking and Solution Design

Grading Scheme

	Weight	Component
Mentor Evaluation	50%	
Faculty Committee Evaluation	50%	Interim Report- 10% Final Report: 25% Presentation 15%

Mentor Evaluation (50%): Assessed by the Project Mentor on a 5-point scale:

Parameter	Weight	Description
Technical Depth and Problem-Solving Skills	50%	Demonstrated ability to analyze, solve, and deliver technically sound outcomes.
Project Management	15%	Planning, time management, and delivery of milestones.
Communication	15%	Clarity in oral and written communication.
Initiative	10%	Self-motivation, ownership, and proactiveness.
Creativity and Interpersonal Skills	10%	Innovation, teamwork, adaptability.

III. Mandatory Semester Internship: Evaluation Framework

Interim Report (10%): Format as per the previous section.

Final Report (25%): Criteria as specified in the previous section

Final Presentation (25%): 15–20 minutes (oral + slides), evaluated by a Faculty Committee using the following criteria:

- Depth of Technical Understanding
- Communication and Presentation Style
- Response to Questions
- Relevance of Work and Impact

Grading Scheme

	Weight	Component
Mentor Evaluation	40%	
Faculty Committee Evaluation	60%	Interim Report- 10% Final Report: 25% Presentation 25%

Mentor Evaluation (40%): Criteria as described in the previous section

CHAPTER 7: ACADEMIC INTEGRITY

Plaksha is committed to fostering responsible individuals who demonstrate exemplary conduct, behaviour, professional and personal integrity. Academic integrity is an essential aspect of professional integrity, which every student of Plaksha is expected to exemplify through their conduct and character.

Academic integrity collectively refers to the ethical practices and underlying values that govern the conduct pertaining to all academic endeavours undertaken by an individual. Establishing an exemplary culture of academic integrity is founded on these core principles: honesty, trust, fairness and equity, and responsibility.

The rules of academic integrity apply to all forms of assessments conducted in courses, all forms of content generation, all forms of research and all technical/academic events that any student of Plaksha participates in during their association with the university.

7.1 What Constitutes Academic Integrity

7.1.1 Plagiarism

Plagiarism refers to the intentional or unintentional use of someone else's work, thought or idea without proper acknowledgement or notation. At the core of academic integrity is acknowledging the sources from which one has derived the knowledge which is being used directly or indirectly in any aspect of teaching, learning and research.

To plagiarize is to borrow, copy or even steal someone else's creative work, research ideas, experimental results and, in general, any written, visual or audio composition and to pretend that it is the result of one's own hard work and effort. The contribution of all sources used when putting together a body of work must be acknowledged or cited by the primary owner of the work, failing which one is said to have plagiarised someone else's work.

7.1.2 Cheating and Copying

As defined by the Cambridge English Dictionary and Merriam Webster Dictionary, cheating is defined as follows: to behave in a dishonest way to get what you want, to deprive of something valuable using deceit or fraud, to practice fraud or trickery and to violate rules dishonestly. Copying is a subset of cheating since it also involves achieving what one wants through dishonest or unfair means and, therefore, violates the rules of honesty. All those who are involved in cheating – both the ones who took assistance and the ones who helped – will be equally held responsible for the use of unfair means.

7.1.3 Falsification and Fabrication

Fabrication or falsification entails inventing or making up data, information or results, or altering correct data or results to fit one's requirements and gain an advantage thereof. Any fabrication or falsification of data pertaining to any academic process of the university would also be considered a transgression.

7.1.4 Use of AI

As Plaksha strives to become an AI-native university, instructors are encouraged to incorporate AI in teaching and research. An instructor may permit the use of specific AI tools for writing code, as a research aid, and for document editing. The course plan will provide details on what is considered "Fair Use". Inappropriate use of AI tools would also constitute a violation of academic integrity.

Maintaining academic integrity entails guarding oneself and others from engaging in any of the actions described above and promptly reporting any transgressions to the concerned authority.

7.2 Academic Integrity Committee

The **Academic Integrity Committee (AIC)** is the university body charged with the protection and dissemination of the tenets of academic integrity. The Committee includes senior Academic administrators (Dean, Associate/Assistant Dean), Members

of the Faculty, Senior Executives, and one representative from the Office of the Registrar. The Committee may also include one student member as an invitee, as and when required. The Committee will be chaired by a senior faculty member of the AIC who will determine the quorum of the meetings.

The AIC will oversee the dissemination, implementation and upholding of the academic integrity guidelines at all levels amongst the wider University community. The AIC will also deal with any violations of academic integrity as brought to its notice in a confidential and expeditious manner.

7.3 Guidelines for maintaining academic integrity

Roles and responsibilities of the student

- The student is expected to comply with the academic integrity policy set forth in the course handout and announced by the instructor.
- It is expected that a student seek clarification if any aspect of the policy or its implementation, as announced by the instructor, is unclear.
- The student should understand that while receiving assistance from a fellow student (except in cases when collaboration is allowed) is an obvious act of dishonesty, helping in any form that is expressly disallowed is also an infraction.
- It is the responsibility of the student to report to the instructor any cases of violation of academic integrity by either oneself (self-reporting) or a fellow student.
- In case a violation of academic integrity is reported to the AIC and the student is called to be present before the committee, the student is expected to cooperate fully with the investigation.

7.4 Violations and Penalties for Proctored Evaluations

“Examination” refers to any **proctored evaluation** (tests, exams, quizzes, assignments, or other supervised assessments).

7.5 Penalty Framework for Proctored Evaluations:

Violation Level	Illustrative Examples	Prescribed Penalty
Level 1	Possession of unauthorized material (printed or electronic, including phones, smartwatches, Bluetooth devices).	Zero marks in the evaluation component.
	Unauthorized interactions inside or outside the exam hall aimed at gaining an unfair advantage.	
	Failure to comply with the reasonable instructions of invigilators or creating disturbances.	
Level 2	Use of any unauthorized source—chits, devices, software, external persons—to gain or provide information.	Cancellation of registration in the course.
	Tampering with evaluated answer sheets prior to recheck with the intent to alter scores.	
	Offering monetary or other benefits to invigilators/examiners.	
Level 3	Impersonation, including the use of another individual's credentials.	Cancellation of registration in the semester.
	Attempting to gain access to the question paper before the examination.	
	Actions resulting in loss, theft, or damage to examination material.	

7.6 Violations in Non-Proctored Evaluation Components: Includes term papers, take-home assignments, projects, homework, or any evaluation submitted independently.

Examples include plagiarism, copying from prohibited sources, and using unauthorised tools or external assistance that contravenes instructor guidelines.

7.7 Penalty Framework for Non-Proctored Evaluations

Number of Violations	Prescribed Penalty
First Violation	Zero in on that assignment/term paper.
Second Violation	Course grade lowered by one letter grade.
Third Violation	Cancellation of registration in the course.

Note:

The instructor may impose penalties for the first two violations, but must report all cases to the AIC and inform the student(s) involved

7.8 Proxy Attendance Violations

Marking or facilitating proxy attendance constitutes an academic integrity violation.

7.8.1 Penalty Framework for Proxy Attendance

Number of Violations	Prescribed Penalty
First Violation	"Absent" marked for that class.
Second Violation	Course grade lowered by one letter grade.
Third Violation	Cancellation of registration in the course.

Both parties involved (the one marking and the one benefiting) shall be penalized.

Note:

The instructor may impose penalties for the first two violations, but must report all cases to the AIC and inform the student(s) involved

7.9 Escalation for Repeated Violations

Repeated violations may escalate penalties. For example:

- A second **Level 1** violation may be treated as a **Level 2** violation.
- A third violation may be treated as a **Level 3** violation.

The AIC may impose **harsher penalties**, including:

- Suspension/or rustication (one or more semesters)
- Expulsion in cases of severe or repeated misconduct

7.10 Referral to the Disciplinary Committee

Depending on the severity, intent, or modus operandi, the AIC may refer the case to the Disciplinary Committee, particularly when the conduct involves serious breaches that extend beyond academic dishonesty (e.g., coercion, tampering, theft).

7.11 Record-keeping and Reporting

The AIC shall maintain confidential records of all cases, decisions, and penalties. Summaries may be shared with relevant academic authorities to ensure institutional oversight and compliance with policy.

CHAPTER 8: ACADEMIC MONITORING AND STUDENT SERVICES

The academic standards students are expected to meet at Plaksha, and the academic support and monitoring mechanisms available for them.

The Office of Academic Affairs will review the academic performance of all students at the end of each semester to ensure they are making satisfactory progress toward completion of their degree.

8.1 Student Mentoring and Counselling

Plaksha is committed to helping every student succeed by providing mentoring and support in academic and other matters concerning their overall well-being. The Plaksha Undergraduate Mentorship in Action (PUMA) program assigns a mentor to each undergraduate student to serve as a primary point of contact for their academic, career, and personal development. In the first year, the mentor assigned may be either a member of the Plaksha Faculty or a Plaksha Executive.

Instructors may identify students who are unable to cope well with their courses and provide the list of such students to the OAA within 4-6 weeks of the start of each semester. The Office of Academic Affairs, Office of Student Affairs, and the PUMA Mentor will meet with these students to determine the appropriate course of action, which may include offering additional tutoring sessions and advising students to seek counselling support, besides asking them to meet weekly with their PUMA Mentors and sharing a progress report with OAA.

Plaksha Undergraduate Mentorship In Action (Puma): Each undergraduate student will be assigned a PUMA mentor to serve as a primary point of contact for their academic, career, and personal development. In the first year, the mentor assigned may either be a member of the Plaksha Faculty or a Plaksha Executive.

Overall role of the PUMA Mentor:

- Help identify the strengths of the student as well as potential areas of growth and excellence so that their career choices may be shaped and enhanced by these inputs and interventions.
- Support the social and emotional wellbeing of the student, by working in close collaboration with the Student Wellbeing Committee and the Student Life Team and serving as a point of contact for the student's parents/guardians.
- Direct the student to an appropriate Office, Department, or authority, when necessary.

Specific responsibilities of the PUMA Mentor:

- Interact with the assigned students periodically (say, once every two weeks) to be apprised of their academic progress and overall wellbeing. The mentor is expected to record the date and the time of each interaction and maintain a brief description of what was discussed.
- Identify areas where the student may need assistance and support in academic, and other matters concerning their overall wellbeing at Plaksha, and report these to the Dean or Associate Dean as and when required.
- Reach out to parents/guardians on matters concerning the student's wellbeing on campus, when appropriate, after discussing with the Dean or Associate Dean.
- Attend official meetings that concern the mentee, to provide pertinent background. Some such instances include those related to academic malpractice, or indiscipline involving the mentee, convened by the Academic Integrity Committee and Disciplinary Committee, respectively.

Maintaining Confidentiality:

It is expected that mentors maintain confidentiality of the information such as grades, CGPA, scholarship status, or any other personal matters that students may disclose to them during the interactions. If, however, the mental or physical health of the student requires immediate attention, or there is any concern perceived by the mentor in terms of the student's academics or personal life which needs to be immediately addressed, then the advisor may contact the Dean or Associate Dean to discuss this further.

8.2 Good Academic Standing

A student is said to be in good academic standing if they are making satisfactory academic progress, defined as follows:

- Maintains a minimum CGPA of 5.0.
- Maintains the prescribed credit load per semester.
- Attends classes regularly and completes all assigned work and assessments in a timely manner.
- Does not receive an NC grade in any mandatory course.
- Does not have any instance of violation of academic integrity or discipline.

While these are the minimum criteria set for defining good academic standing, the expectations may be higher in specific scenarios. For instance, students receiving a scholarship (need or merit) from Plaksha will need to satisfy any additional conditions as specified in the Scholarship Guidelines. Student leadership positions, internships and University awards and recognitions may require a higher bar to be met.

8.3 Academic Probation

If a student is deemed not to be in good academic standing, they would be required to report to the Office of Academic Affairs and the Office of Student Affairs to discuss their academic performance.

If there are serious concerns, the involvement of parents/guardians may also be solicited to determine the appropriate course of action.

Depending on the severity of the case, a student may be placed on Academic Probation under the purview of the Academic Probation Committee (APC). This committee shall include members from both the OAA and the Office of Student Affairs, as well as a faculty member who will act as a mentor. Working closely with the student, the APC shall be empowered to do the following:

- Develop an Academic Improvement Plan in consultation with the Program Chair or Freshmore Coordinator.
- Reduce the semester course load of the student or alter the sequencing of courses.

- Slow the pace of the program, including asking the student to drop one or more semesters, if deemed necessary.
- Stipulate a minimum percentage of attendance in classes
- Mandate students to attend additional tutoring or remedial sessions as assigned.
- Require the student to attend counselling sessions or meet with a medical professional, if so advised.
- Modulate the engagement of the student in other areas such as extra-curricular activities, campus jobs, internships, etc.
- Require the student to periodically meet with the APC and provide updates.

The probation period will typically last one semester, but may be extended based on a review of the student's performance by the APC. Probation will end when the student meets all stipulated requirements or demonstrates significant improvement. If the student fails to make satisfactory progress or demonstrate an intent to improve, the APC may recommend to the Vice-Chancellor the discontinuation of the student from the undergraduate program.

CHAPTER 9: REQUIREMENTS FOR A MAJOR, MINOR AND AWARDS OF DEGREE

9.1 Declaring a Major and Program Requirements

A student is eligible to declare their Major after completion of the Freshmore. The prescribed requirements for each Major are detailed in the Course Plan. While the requirements across programs may vary, a student must complete **a minimum of 80 credits** from core and elective courses in the major discipline (PCC and PEC).

9.2 Change of Major

During the Freshmore, students are introduced to the different Majors through formal coursework, information sessions with Program Faculty, and guest sessions with industry experts. This allows students to make an informed decision at the time they declare a Major. However, Plaksha does provide some flexibility if a student finds their interests and abilities are better suited to a different Major.

A student can submit a petition to the OAA for changing their Major as per the deadlines. Requests are allowed until the completion of the 5th semester. Students should be aware that any change may result in a delay in graduation.

A committee constituted by the Dean of Academics will consider the following:

- Academic performance in the Freshmore and the current major (e.g., CGPA, number and types of courses undertaken, internships, etc.).
- Performance in courses required for the proposed Major

The Dean will review the recommendations of the Committee and communicate the decision to the students and the Program Chair.

9.3 Declaring Minor and Program Requirements

A student may pursue one Minor in addition to their Major program of study. Enrolment in Minor is contingent upon academic performance, fulfilment of prerequisites, and availability of seats. Courses for minors are not guaranteed to be offered every semester, and they may have limited seats. While the OAA will make every effort to reduce timetable conflicts, students are encouraged to register for the Minor courses at the first available opportunity.

9.3.1 Requirements for a Minor

- Students must complete a minimum of 16 credits from courses relevant to the Minor. These credits can be earned through a set of 4-5 courses. Some courses will be mandatory, while the remaining courses may be selected from a list of electives provided by the program.
- Students may only select Minors that are associated with another program or area (e.g. a CSAI major cannot obtain a minor in CS or AI).
- All credits for the Minor will come from the Open Elective category.
- Freshmore or Core courses of the Major program cannot be counted towards Minor program credits.
- If a course is listed as both a Program Elective (PEC) for the Major and as either a mandatory or elective requirement for a Minor, it can count towards any one of them but not both, i.e. students must satisfy the credit requirements of both the Major program as well as the Minor.
- If a mandatory course for a Minor is part of the core requirement of a student's Major program, then the student must complete additional electives from the Minor requirements. Courses cannot be double-counted.

9.3.2 Tech Entrepreneurship Minor

- Students who want to pursue a Minor in Tech Entrepreneurship must declare their interest at the end of the 3rd Semester.
- The number of seats available is limited, and prerequisites may apply.

- Students who enroll in the Minor must complete a special sequence of ILGC courses that are specifically designed for the Tech Entrepreneurship Minor.

9.4 Graduation Requirements

A student will be awarded a degree during the annual convocation of the University on successful fulfilment of all the requirements for a program.

Eligibility Criteria:

A student will be eligible for the award of a BTech Degree if they fulfil the following criteria:

1. Complete a minimum of 160 credits from among the following categories:
 - Foundational Courses in the Freshmore
 - Major Courses: Program Core and Program Elective
 - Open Electives
 - ILGC
 - Internships
2. Fulfil all the requirements of the selected Major.
3. Complete any additional Mandatory courses as prescribed by the UGC from time to time, including Yoga, Universal Human Values, Environmental Sciences, and Indian Knowledge Systems.
4. Receive a minimum CGPA of 5.0 at the time of graduation

The degree will indicate the relevant Major and Minor (as applicable).

Example:

Bachelor of Technology in Computer Science & Artificial Intelligence with Minor in Economics

Notes:

- A maximum of 10 credits of S/U courses can be applied towards the minimum credit requirements for graduation.

- However, mandatory courses such as Yoga, Universal Human Values, Environmental Sciences, Indian Knowledge Systems, etc., may not count towards the 160 credits required for graduation.

9.5 Academic and Co-Curricular Achievement Transcript

At the time of graduation, every student will be issued a final academic transcript that includes details of all courses (Course Code, Course Title, Number of Credits, Grade) taken over the duration of their program, including courses transferred from other institutions.

In addition, Plaksha has introduced the Co-curricular Achievement Transcript (CAT), a university-endorsed annual record that complements the academic transcript by capturing students' achievements and contributions across the following three key areas, each representing a core pillar of holistic development:

- **Research, Innovation, and Entrepreneurship**
- **Community Engagement**
- **Self and Leadership**

All achievements submitted by students will be reviewed and authenticated. Students who demonstrate exceptional achievements in a category will be recognized with a citation on the CAT.

9.6 Distinctions and Awards

Plaksha provides the following Distinctions and Awards to recognize students for outstanding academic as well as all-around performance.

9.6.1 Governor's Medal

The Governor's Medal is awarded to the student securing the highest CGPA in the graduating class. The student must satisfy the following eligibility criteria:

- Maintain the prescribed course load each semester.
- Not have received any NC grades.
- Not have any serious sanctions - including, but not limited to, revocation of scholarship, suspension, cancellation of registration, or directive to be excluded from any special distinctions - imposed by any statutory committee of the University, including the Disciplinary Committee, Academic Integrity Committee and Ethics Committee.

9.6.2 Chancellor's Medal

The Chancellor's Medal is awarded to the student who demonstrates outstanding all-round performance in the graduating class. The student must satisfy the eligibility criteria listed above.

9.6.3 Academic Achievement Award

The Academic Achievement Medal recognized a student securing the highest CGPA in a specified Major in the graduating class. The student must satisfy the eligibility criteria listed above.

9.6.4 Dean's List

The Dean's List is an annual award that recognizes outstanding academic performance by Plaksha undergraduate students. Students with a CGPA that falls in the top 5% of the cohort at the end of the academic year will be named to the Dean's List provided they satisfy the eligibility criteria listed above.

9.7 Academic Authorities:

The following authorities shall be constituted to make decisions regarding the academic activities of the University.

9.7.1. Academic Council: The Academic Council of the University shall be constituted in accordance with the prescribed composition and the provisions of the Plaksha University, Punjab Act No. 21 of 2021, as amended from time to time.

The Academic Council shall consist of the following members:

- Vice-Chancellor as the Chairperson;
- Deans and Academic program Chairs, appointed by the Vice-Chancellor;
- Two to five faculty representatives appointed by the Vice-Chancellor in consultation with the Governing Body;
- Two external academic leaders appointed by the Vice-Chancellor, in consultation with the Governing Body; and
- One eminent academician nominated by the State Government as its representative.
- The Registrar shall be the Member Secretary of the Academic Council.

9.7.2. Constitution of Board of Studies

The Board of Studies will be constituted in accordance with its prescribed composition as approved by the Authority.

It will have the following members:

- Dean of the School / Dean of Academics (Chairperson)
- A minimum of four Professors and Associate Professors of the respective Schools, and from various disciplines (Member)
- A minimum of two (02) subject experts (a combination of academicians, industry experts, and laboratory researchers) per discipline, nominated by the Dean (Members).

The experts should preferably be drawn from:

- Reputed academic institutions such as IISc, IITs, NITs, IIMs, NLUs, IIITs, and other leading universities.
- Renowned R&D organizations such as CSIR, DRDO, etc.
- Established industries with significant contributions to academia.
- Dy. Registrar or Assistant Registrar or Manager, Office of Academic Affairs (Member Secretary)
- One Alumni to be co-opted by the BOS and nominated by the Dean shall serve as a special invitee.

- A minimum of one (01) student, nominated by the Dean based on merit, shall serve as a special invitee. The students will participate in meetings relevant to student-related agenda items.

The Vice-Chancellor shall be the competent authority for constituting or reconstituting the Board of Studies.

9.7.2.1. Meetings

- The BOS shall be convened at least twice a year.
- The Chairperson shall preside over the meetings. In the absence of the Chairperson, the BOS members may nominate a senior member to chair the meeting.
- The Chairperson shall be responsible for preparing the agenda and circulating it to all members at least 15 days prior to the scheduled meeting.
- The quorum for a BOS meeting shall be at least two-thirds (2/3) of the total strength of the Board.
- The Chairperson shall prepare and circulate the minutes of each meeting to all concerned members.

9.7.2.2. Functions

The Board of Studies shall have the authority to:

- Recommend course structures for various academic programs to the Academic Council for approval.
- Propose modifications to syllabi and course content as needed and submit them to the Academic Council for approval.
- Suggest audit courses to enhance students' skills and knowledge.
- Formulate basic rules, regulations, and minimum eligibility criteria for admission into the university's academic programs.
- Recommend new academic programs and specializations, as deemed necessary.

All BOS recommendations shall be submitted to the Chairperson of the Academic Council for final approval.

9.7.2.3. Decision by Circulation

- In urgent situations, the Chairperson (BOS) may seek members' opinions via the circulation of proposals.
- The outcomes of such circulated decisions, along with the actions taken, shall be communicated to all BOS members.
- The Academic Council shall review and approve the circulated recommendations.
- In exceptional circumstances, the Chairperson (BOS) may directly recommend an issue to the Academic Council and report the matter to the BOS subsequently.

CHAPTER 10: MISCELLANEOUS

- 10.1** Nothing in these Regulations shall prevent the University from amending them at any time. Any such amendments apply to all students, whether current or former.
- 10.2** In the event of any unforeseen issues not addressed in these Regulations, or any dispute or ambiguity regarding their interpretation, the University shall take such measures as it deems necessary to resolve the matter. The decision of the Board of Management in this regard shall be final and binding.