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SYMBIOSIS SCHOOL FOR LIBERAL ARTS

Student Handbook 2021 – 2022

SIU Vision

Promoting international understanding through quality education.

SIU Mission

- To inculcate the spirit of 'Vasudhaiva Kutumbakam' (the world is one family)
- To contribute towards knowledge generation and dissemination
- To promote ethical and value-based learning
- To foster the spirit of national development
- To inculcate cross cultural sensitization
- To develop global competencies amongst students
- To nurture creativity and encourage entrepreneurship
- To enhance employability and contribute to human resource development
- To promote health and wellness amongst students, staff & community
- To instil sensitivity amongst the youth towards the community and environment
- To produce thought-provoking leaders for the society

From the Director's Desk



Engage with questions...and reality

We live in a world that is swiftly changing...a new world with dynamic challenges that requires young enthusiastic adults capable of playing positive and fruitful roles in organisations and communities.

The Symbiosis School for Liberal Arts strongly believes in the importance of a more comprehensive education in preparation for career advancement and for the exercise of leadership. We believe organisations and society have an urgent need for creative individuals who will readily learn on the job, after having been exposed to a broad and comprehensive education.

Based on our experiences with liberal arts in the last 15 years, we know that a sound liberal arts education provides a much-needed cultural orientation to the world in which we live and equips students with analytical and communication skills, and global perspectives along with the ability to synthesise knowledge and make informed value judgments. It is clear now, more than ever before, that empathy, integrity, the ability to explore ideas honestly and without judgement, and a critical multi-disciplinary approach to the realities that surround us is crucial.

Our programme will also help you learn the importance of being personally and socially responsible, something so necessary to grow into leaders of substance and be happy and successful in your future personal, community and professional lives.

Our programme is a many-splendored thing and you will require assistance to navigate successfully through it! This handbook is your guide across these 4 years. All the rules, policies and deadlines (so important to graduating successfully and enjoying yourself in the process!) are clearly mentioned for your clarity and understanding. Do read it and keep it close each day of this year.

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1) About SSLA

The Symbiosis School for Liberal Arts (SSLA) offers a four-year, full-time undergraduate liberal arts programme. It closely mirrors international standards for liberal arts, where students are offered a wide range of learning experiences aimed at providing a stronger foundation for specialisations in their Major(s) and Minor(s).

The guiding vision at SSLA is to foster an environment that encourages all its members to participate in the learning process. Through innovative teaching, research and community outreach activities, we foster thoughtful inquiry, insightful reflection and robust discourse. At SSLA, we aim to nurture students into sensitive, ethical and critically conscious citizens who will contribute responsibly to their communities and society.

Our small class size, with an average 1:20 faculty-student ratio, facilitates inquiry, discussion, debate, and free expression of ideas and thoughts. The programme structure also includes core courses, where the faculty-student ratio is higher.

Our students are required to write papers, make class presentations, collaborate with their classmates and faculty and confidently form educated opinions of their own. As a consequence of such constructive learning spaces, our students find themselves honing multiple skills such as communication, critical thinking and teamwork.

2) Faculty and Staff at SSLA

The faculty and staff members at SSLA are available to help and assist students at all times. For student support and assistance, please contact the Director/Full-time Faculty or the Administrative Officer through email or on phone 020-26551202. The Faculty Coordinators, Vijaya Nikhare and B. Aishwarya, can be reached at 020-26551214/1200 from Monday to Friday between 11:45 a.m. and 2:00 p.m. and at the Administrative Office for all academic queries.

2.1. Faculty Contact Details

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Ms. Atiya Fathima	atiya.fathima@ssla.edu.in
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2.2. Staff Contact Details

Administrative Officer	Ms. Anju Badhe	adminofficer@ssla.edu.in
Academics	Ms. Vijaya Nikhare	vijaya.nikhare@ssla.edu.in
	Ms. B. Aishwarya	aishwarya.bhandaru@ssla.edu.in
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	Mr. Mahesh Patil	mahesh.patil@ssla.edu.in
Information	Ms. Mala Advani	mala.advani@ssla.edu.in
HR & Administration	Mr. Rahul Ovhal	rahul.ovhal@ssla.edu.in
PA to Director	Mr. Aroop Banerjee	aroop.banerjee@ssla.edu.in

3) Academics at SSLA

IMPORTANT: All students are expected to read notices put up on the college notice board (emails may not always be sent out by faculty and staff) to keep themselves updated on guidelines, rules and policies related to final schedules, inclusive of exams, backlog exams, Community Outreach Project (COP), Internship, Research Project, Final Year Seminar Paper or any other college-related information. Ignorance of these notices/rules will not be excused.

Note: In case there are any changes in the dates or criteria mentioned below due to any unforeseen circumstances, the same will be notified to the relevant batch via email.

The basic programme at SSLA for the 4-year degree includes a combination of core courses, electives, major and minor specialisations.

Majors / Minors

Economics, English, Business Studies, Media Studies, Psychology, Sociology, Philosophy, Anthropology, International Relations, Political Science & Public Policy, Mathematics & Statistics, and Computer Studies

Minors

Law, Performing Arts (Music, Dance and Theatre), Performing Arts (Music), Performing Arts (Dance), Performing Arts (Theatre), Women & Gender Studies, Film Studies, History, Peace & Conflict Studies, Biology, and Physics.

3.1. Academic Policies for B.A. (Liberal Arts) / B.Sc. (Liberal Arts) for Batch 2018-22

Along with the chosen fields of specialisation, students from these batches will take 19 core courses and 8 electives across 8 semesters:

19 core (compulsory) courses + 8 general (electives) + 1 or 2 Minor specialisation subject(s) (each Minor specialisation has 6 mandatory courses) + 1 or 2 Major specialisation subject(s) (each Major specialisation has 10 mandatory courses)

This blend of courses offers students the unique opportunity to go beyond a traditional curriculum. For instance, a student with a major in English and a minor in Business Studies, when applying for a position at a leading newspaper/media house, will surely walk in with a larger more holistic toolbox of skills, knowledge, and abilities as compared to a traditional undergraduate degree in English.

Along with the aforementioned courses, students also complete a mandatory Community Outreach Project and a Final Year Seminar Paper as core course requirements along with an Internship and a Research Project as Major specialisation requirements. All these curriculum components nurture the much needed global competencies of research, analytical thinking, writing and communication, teamwork, cross-cultural comfort, etc.

The minimum number of credits required by a student to graduate in 4 years is 200. All courses at SSLA carry 4 credits each, except Research Methods, Community Outreach Project, Internship, Research Project and Final Year Seminar Paper. Integrated Disaster Management Programme (IDMP) is also one of the mandatory courses as per SIU norms. Batch specific details for these are available in the respective programme structures. Students may acquire more than the minimum of 200 credits to graduate, by opting for a Double Major or a Double Minor specialisation in the 2nd year as well as Extra courses. Details of the process, procedure and prerequisites are available with the Academics section at the Administrative Office.

3.1.1. Additional Academic requirements for Batch 2018-22 students opting for Honours

Through a special resolution of the SIU Academic Council, it had been resolved that the existing batches (now 2018-22) of students have the opportunity to opt for an Honours degree, B.A. (Liberal Arts) Honours / B.Sc. (Liberal Arts) Honours with additional credits and payment of extra fees.

For the Honours degree, students are required to complete 31 additional credits (8 courses) over and above the existing minimum 200 credit requirements to earn a B.A. (Liberal Arts) / B.Sc. (Liberal Arts) degree.

3.2. Academic Policies for B.A. (Liberal Arts) Honours / B.Sc. (Liberal Arts) Honours for Batch 2019-23 onward

From the academic year 2019 onwards, SSLA offers a 4-year UG degree in B.A. (Liberal Arts) Honours / B.Sc. (Liberal Arts) Honours with a minimum of 198 credits. The programme includes mandatory core courses, electives, major and minor specialisations. Students are also expected to complete FCP courses, Community Outreach Project, Internship, Research Project and a Final Year Seminar Paper. In effect, students will be expected to complete:

20 core compulsory courses (including FCP) + 6 general electives + 1 Major + 1 Minor + additional Minor /6 Extra Courses / (Additional Major with 2 extra courses and no Minor).

Along with the aforementioned courses, students will also complete an Internship and a Research Project as part of their Major specialisation and a Community Outreach Project (part of FCP core courses) and a Final Year Seminar Paper.

3.3. Policy for Extra/Audit courses

In addition to the basic programme, students at SSLA can also opt for extra and audit courses to add to their programme. These additional academic options are available to students with prerequisite eligibility criteria based on attendance and academic performance (marks in previous semesters).

These options are academic privileges for students who can and will be able to complete the additional course. Hence, there are stringent prerequisites in place to ensure that only motivated students are enrolled in this programme and can complete the courses.

Students will choose these as per availability/timetable suitability from the list of offered/running courses in the concerned semester. The timetable will not be changed to accommodate any student's requests for extras/audits.

Audit: 80% attendance is required through the semester and only one Semester End Evaluation/Term End Evaluation (SEE/TE) assignment is to be completed. No marks will be awarded; only a Pass/Fail grade will be awarded which will not appear on the grade sheet but only on the SSLA transcript.

Eligibility Criteria

1. 65% marks (overall) in the previous semester
2. 75% attendance (overall) in the previous semester
3. No TNG or backlog at the time of application

Extra: 75% attendance through the semester and all continuous assessments (CA) and Semester End Evaluation/Term End Evaluation (SEE/TE) assignments are to be completed. The extra course result will appear on the grade sheet.

Eligibility Criteria

1. 70% marks (overall) in the previous semester
2. 75% attendance (overall) in the previous semester
3. No TNG or backlog at the time of application

3.3.1. Fee Structure

1. The fees for these additional courses will be calculated based on the existing fees of the programme per batch/year and will change with changes in the total academic fees.
2. Fees must be paid before the commencement of classes. Fees for extra courses or audit courses are to be paid at the commencement every semester. No instalments are available for the fees of extra courses or audit courses.

3.4. Rules for change in courses

Change of Major/Minor within 7 days of commencement of semester:

- Any change in Major/Minor is permissible **only within one week of the commencement of Semester 3**. No request for a change in the timetable will be entertained to accommodate such a change.
- A student will not be permitted to drop the Double Minor if the minimum number of students in that class is likely to drop below 8.
- To apply for a change, the student must write an email to the Director and Deputy Director with a copy to Academic Coordinators Vijaya Nikhare and B. Aishwarya. The student must then fill in the 'Change of Major/Minor' form available in the Administrative Office within 7 days of the semester commencement.
- The SSLA Office will scrutinise the request and process the application. While this process is on, the student is expected to attend both the existing Major/Minor classes and the classes to the specialisation that he/she wants to switch to (time table permitting).
- The student will be intimated of the status (acceptance or rejection) of their request within 7 working days after receiving the application.
- Once the student receives official confirmation that their application has been accepted, the student should then check and verify that the changes are reflected in the LMS (any Learning Management System that may be in use at that time, such as Moodle, etc.).
- The changes will then be made in the SIU software 'Eduwiz'.
- **It is the student's responsibility to ensure that all courses listed against their name in Eduwiz and the LMS are correct. They must sign the official Elective List diligently as they will have to appear for the examinations in these listed courses.**

Rules for change in elective courses:

- Students are not allowed to change their electives unless under exceptional circumstances and with special permission from the Director; a change may be accommodated only during the first week of the semester.
- This change will depend on the feasibility of accommodating such a change. No request for a change in the timetable will be entertained to accommodate a change in elective.
- To request a change, the student should write an email to Vijaya Nikhare and B Aishwarya with a copy to the Director and Deputy Director.
- The SSLA office will scrutinise the request and process the application.
- Once the student receives official confirmation that their application has been accepted, the student should then check and verify that the changes are reflected in the LMS.
- The changes will then be made in the SIU software 'Eduwiz'.
- It is the student's responsibility to ensure that all courses listed against their name in Eduwiz and the LMS are correct. They must sign the official Elective List diligently as they will have to appear for the examinations in these listed courses.

Please Note:

- The SSLA Academic department maintains a record for students indicating their Major, Minor, Electives and Core courses. This set of records is referred to as the **Elective List**.
- A **Major-Minor List** is a list where each student's selected specialisation is recorded.
- **The Report of Credits records the number of credits** accumulated by the student in each semester, thereby reflecting their total credits for the semesters completed.

The student is expected to verify and sign off on the courses (Elective List, Major/Minor List, Credit Record) **for every semester, at the end of the first 2 weeks of the semester. Students will have to appear for all the courses that were signed off by the student (even if mistakenly signed).**

3.5. Attendance Policies

Students are strongly advised not to miss classes.

Term Not Granted (TNG) and Course Not Granted (CNG):

- There is a minimum requirement of 75% attendance for every course the student is enrolled in, as well as 75% aggregate attendance.
- Lack of the minimum required attendance in a course will result in a CNG where the student will not be allowed to appear for the Semester End Evaluation/Term End Evaluation (SEE/TE) for that course. Lack of the minimum aggregate attendance will result in a TNG where the student will not be allowed to appear for the Semester End Evaluation/Term End Evaluation (SEE/TE) for all the courses in that semester.
- The student will have to clear all the exams related to the TNG/CNG in the following semester as backlog exams (rules to be followed as per backlog rules).

Guidelines for Absence Condonation (Attendance Condonation)

Condonation for absence (attendance condonation) will be considered for the following reasons:

- Medical reasons
 - A medical certificate from the doctor/ concerned hospital

- Contact information (including phone number) of the certifying medical doctor should be clearly mentioned and the Director reserves the right to ask for further clarification while reviewing the request.
- Death in the immediate family.
- Representing SSLA
 - Any SSLA approved event during class hours, with prior email permission from the Director and the faculty member concerned.
- Internet /connectivity issues (only during offline classes in the lockdown (pandemic) period).

To apply for leave condonation:

- The request should be sent within eight days of the date of absence
- Please email your request for leave condonation to the Director with a copy to Nikhil Ranpise (nikhil@ssla.edu.in) and B. Aishwarya Sridhar (aishwarya.bhandaru@ssla.edu.in).
- The email should mention details including the reason for leave, dates for condonation, classes missed, etc.
- This email should clearly be addressed to the Director and not sent to anyone else in the office or faculty members as only the Director condones absence.
 - The Director will not approve applications that are not addressed to her.
- Applications that do not follow this process may not get processed.
- Applications that are received more than a week after leave was taken may not be considered.

Please note that submitting leave notes at the end of the semester will not be condoned.

Note: Under extraordinary circumstances, the academic department may formulate different processes which will be communicated through email and should be followed accordingly.

- Students will also have to take prior permission to remain absent from any SSLA activity.
- For any Continuous Assessment (CA), students will not be given a re-test or make-up assessment unless leave has been granted on the following grounds: hospitalisation/death in the immediate family/representing SSLA at an approved event. Please note - absence from classes and assessments will be detrimental to the overall performance and final grades of the student.

Note: There are certain events that SSLA recommends that all students/certain batches/cohorts are required to attend. **Failure to attend these events can result in a reduction of a student's aggregate attendance.**

If a student signs up for an event, guest lecture, workshop, etc. and does not attend it, there will be a 2% deduction of aggregate attendance.

3.6. Assessment Policies and Exam Rules

SSLA aims at offering a multi-disciplinary and holistic educational programme that assesses/evaluates students on the much-needed ability to think critically and develop innovative solutions to problems rather than just 'knowing' facts and figures or theoretical concepts.

- The programme structure at SSLA follows a semester pattern with Continuous Assessments (CA) and a Semester End Evaluation/Term End Evaluation (SEE/TE).

Both components are designed and conducted by the faculty to suit the needs and learning outcomes of the course.

- Faculty responsible for the courses will devise their own creative methodology (which may vary from course to course) that may include papers, projects, surveys, weekly activities/assignments, individual and group presentations, class participation, case studies, practicals, etc.
- Semester End Evaluation/Term End Evaluation (SEE/TE) may also not be the typically written examination but may be innovatively devised.

The institute offers the following components for faculty to use as tools for student assessments/evaluations:

- Class participation and discussions
- In-class assessments/submissions: essays, presentations & discussions, critical/analytical papers, projects, book & movie reviews, short tests, quizzes, open-book tests, term papers, etc.
- Outside the classroom assessments: site visits, research, field trips, etc.

Students are informed by each faculty about the assessment formats and criteria during the first week of classes of every semester.

Note: The institute uses a Learning Management System (LMS) that the faculty use to upload internal and external marks, attendance and reading material that can be accessed by students and parents.

3.6.1. Criteria for Continuous Assessments (CA)

Continuous assessments (CA) will be worth 75 marks this year. In addition to at least two quizzes, a minimum of 3 and a maximum of 4 assessments are mandatory for every 4-credit course. The faculty administers, on average, one assessment every month of the semester as part of this continuous assessment process. The criteria for

these assessments are provided in the session plan that the faculty make available to students during the first week of classes.

3.6.2. Criteria for Semester End Evaluation/Term End Evaluation (SEE/TE)

At the end of the semester, evaluations are conducted with at least two different components, to test the students on their knowledge and skills gained from taking the course.

All submissions for take-home assignments for SEE/TE and CA Backlogs need to be uploaded to the link provided by the Exam Department. Failure to complete the process will result in not having fulfilled the required criteria and hence will lead to a failed course/backlog. The details for the same or any change in this process will be shared with students via email by the Exam department as and when applicable.

Suggested (But Not Mandatory) Division of Marks

Continuous Assessment (CA): 75	
Class participation	0 (for this semester)
Quizzes (2)	10
3 - 4 Assessments (at least 1 every month)	65
Total CA Marks	75
Semester End Evaluation/Term End Evaluation (SEE/TE) : 25	
Oral Evaluation (maybe a viva or presentation)	5 or 10
Written Component (maybe a term paper)	20 or 15
Total SEE Marks	25

3.6.3. Calculation of Grade Point

- Relative grading: For most courses, the grading of students will be done based on the relative performance of the students compared to the others in the class.

The grade points corresponding to nine grades will be as follows:

Letter Grade	Proportion of students	Grade Point
O (Outstanding)	Top 3%	10
A+ (Excellent)	12%	9
A (Very Good)	21%	8
B+ (Good)	28%	7
B (Above Average)	21%	6
C (Average)	12%	5
P (Pass)	Bottom 3%	4
F (Fail)		0
AB (Absent)		0

- Continuous Assessment and Semester-end examination will be **separate heads of passing**
- Students must secure 40% of absolute marks under CA and SEE **both** in order to pass the course
- Separate grade points will be calculated for continuous assessment and semester end examinations and a weighted average of both will be the grade point for the course.
- For internship projects, seminar papers, dissertation projects and courses that have 15 or less than 15 students, an absolute grading system will be followed. (The grading of students will be done based on their individual performance independent of the performance of the rest of the class.)

The scale is as given below:

Percentage of marks scored in the Course	Grade	Grade Point
90% and above	O	10
80% to 89.99%	A+	9
70% to 79.99%	A	8
60 % to 69.99%	B+	7
50% to 59.99%	B	6
45% to 49.99%	C	5
40%to 44.99%	P	4
Below 40%	F	0
	AB (Absent)	0

Collection of Grade Sheet

Students are expected to collect their grade sheets from the SSLA Exam department within 15 days of receiving a notification via email from the SSLA Exam department. Students with TNG will not receive a grade sheet. Students with CNG will receive a grade sheet reflecting the CNG course as failed resulting in a backlog.

Results after Semester 8

- The Exam Department will issue the certificate(s) mentioned below and the Grade Sheets only after the students complete the No Dues formalities.
- Students who have successfully passed all courses will receive the following along with their Semester and Grade Sheets:
 - Certificate of Passing in lieu of a Provisional Degree certificate

- Consolidated Grade Sheet

Note: The Degree Certificate is issued during the SIU convocation.

SIU Allowed to Keep Term (ATKT) Rules

Since SSLA is a constituent of SIU, the following SIU examination rules and policies are applicable:

- Students cannot appear for the end **Semester-5** exams if they have a CGPA of less than 4.00 up to **Semester-2** irrespective of the number of backlogs in **Semester-1**.
- Students cannot appear for the end **Semester-6** exams if they have a CGPA of less than 4.00 up to **Semester-3** irrespective of the number of backlogs in **Semester-2**.
- Students cannot appear for the end **Semester-7** exams if they have a CGPA of less than 4.00 up to **Semester-4** irrespective of the number of backlogs in **Semester-3**.
- Students cannot appear for the end **Semester-8** exams if they have a CGPA of less than 4.00 up to **Semester-5** irrespective of the number of backlogs in **Semester-4**.

Online registration for examinations

Students have to register online for their examinations, both for the current semester and for backlogs if any. This registration usually takes place about a month before the Final Evaluation week. The list of courses displayed online must be verified and accepted by the students. These courses must match those that each student signs for on the 'Elective List' (see page 11 for details). The student must click on the 'Accept' button if all the courses mentioned are acceptable. If not acceptable, students must contact the Examination Department (exams@ssla.edu.in) immediately.

Admit Cards

Once the online registration process for SEE (fresh) is completed, admit cards will be generated and handed over to the students by the Exam Department.

Backlog students will be expected to complete the online registration for CA and SEE and make the payment for the same. Failing this, they will not receive an admit card and will not be allowed to sit for the examinations.

All students must carry their admit card, college identity card and receipt of the backlog fee (if applicable) for all exams.

3.7. Backlog Exam Rules and Policies

If a student scores less than 40% in the Continuous Assessment (CA) or the Semester End Evaluation/Term End Evaluation (SEE/TE), the student will receive a backlog. This would require the student to complete their Continuous Assessments (CA) and Semester End Evaluation/Term End Evaluation (SEE/TE), as applicable for the course in the following semester. Both are separate heads of passing.

To aid learning, a student may voluntarily choose to sit in the classes of the course (in which they have a backlog) in the ongoing semester (if the course is being offered and the timetable permits), with the junior batch. However, the student will not be enrolled for this class on the LMS for any attendance/evaluation records. Class participation marks are not a part of the CA backlog marks.

Backlog exams for courses offered in the current semester will be conducted with the SEE exams of that semester. The same SEE exam inclusive of all its components will be applicable for both regular and backlog students. Backlog exams for courses not offered in the current semester will be a single written exam.

Students should regularly check the notice board for changes and any and all announcements regarding the backlog exams.

The dates of the backlog exams are mentioned in the Academic Calendar. The timetable, component details and submission deadlines for all backlog exams with updates will be communicated with the students by the college via email.

The latest version of the syllabus will be used for conducting exams which will also be applicable for Backlog exams, as per SIU rules.

Note: Under the current circumstances caused by the pandemic, the exam department will frame guidelines suited for the same. These changes will be duly communicated to the students by email.

The following situations will result in a backlog:

- If a student fails in the Internal/Continuous Assessment (CA) or the Semester End Evaluation/Term End Evaluation (SEE/TE) component of any course (less than 40%), the student will have to appear for a backlog in that respective component.
- If a student has a CNG, they cannot appear for the Semester End Evaluation/Term End Evaluation (SEE/TE) for the CNG course(s) thus resulting in a backlog for that specific course.
- If a student has a TNG, they cannot appear for the Semester End Evaluation/Term End Evaluation (SEE/TE) for any course, thus resulting in backlogs in all courses of that semester.
- In case a student travels abroad for a semester exchange / Global Immersion Programme (GIP), and the course has not been mapped with those courses studied abroad, both components will fall in the backlog category. This will be deemed a deferred examination if given in the immediate semester after coming back from the GIP. It will be deemed a backlog if the student decides to appear for it in a subsequent semester.
- A failed backlog course.

3.7.1. Backlog Registration and Fee Payment

- Students must register and pay for backlog exams for semester/s that they wish to appear for online along with current semester exams. All backlog courses for that semester need to be attempted. Students cannot choose individual courses across backlog semesters.
- Students must pay Rs. 700/- as the backlog fee for each backlog course (both CA & SEE). An additional processing fee of Rs. 700/- per semester is also applicable.
- All backlog payments have to be made via the SIU payment Gateway/exam portal. No cash payments or online transfer to SSLA accounts will be accepted for backlog including late fee payments.
- Students appearing for backlog because of TNG / CNG / Not Eligible due to ATKT in a regular semester will pay the backlog examination fee in the immediate, subsequent attempt, as applicable for any other backlog attempt from examination season October 2020.
- If the student has not paid the exam registration fee, they will be liable to pay the late fees and super late fee (when applicable) as per SIU rules and norms.

3.8. Information on Policies and Malpractices for all Exams

- Students found guilty of any act of cheating (plagiarism, found with copy material or copying, sharing of answer sheets, etc.) will incur penalties including being barred from the exam process, rustication, reported to SIU, etc. In case of non-documentary assessments, matters will be resolved on the spot by the panelists/faculty in charge.

- All queries and correspondence regarding SEE and backlog exams with concerned faculty have to be routed through the Exam Department. Any deviation from this policy may result in it being treated as exam malpractice with applicable penalties.
- Any malpractice will result in severe consequences including the possibility of being barred from appearing in the exam.

****Important:** Any query regarding marks obtained in the **Backlog Examinations** should be channelled through the Exam department (exams@ssla.edu.in) of SSLA only and not addressed to the faculty. Any attempt to directly contact the Faculty / Examiner will be considered a case of malpractice.

****Important:** Any queries regarding **Semester End Evaluation/Term End Evaluation (SEE/TE)** (other than discrepancies in marks uploaded on the LMS) should be channelled through the Exam department (exams@ssla.edu.in) of SSLA. Any attempt to directly contact the Faculty / Examiner will be considered a case of malpractice.

3.9. Re-evaluation Policy

Students have access to their Continuous Assessment (CA) marks and their Semester End Evaluation/Term End Evaluation (SEE/TE) marks on the LMS.

In case of any discrepancy in the CA marks, students must contact the concerned faculty within the deadline, i.e., 3 days from the date of displaying/publishing marks to resolve their doubts with the faculty. After this deadline, no requests for re-evaluation/correction will be entertained.

In case of any discrepancy in the SEE marks, students must contact the SSLA Exam department, fill the re-evaluation form and pay the re-evaluation fee of Rs.700/-per course to the accounts department within the deadline, i.e., 3 days from the date of displaying / publishing marks. No request for re-evaluation will be accepted after the deadline.

3.10. Exam Related Documents

Applying for a Migration certificate from SIU

Students should contact Mr. Rahul Ovhal by email at rahul.ovhal@ssla.edu.in

Applying for a Transcript from SIU

Transcripts will be issued by SIU for full-time degree programmes under the CGPA system through specific applications received for the same on payment of a processing fee and will be mailed to the student within 10 working days after the receipt of the application form.

For the detailed process, students must follow the guidelines given on the SIU website (www.siu.edu.in). For transcript please visit the following link <https://siu.edu.in/pdf/resources/General%20instructions%20for%20transcript%20online%20application.pdf>

Applying for a Provisional Certificate

The Provisional Certificate is issued by SSLA only when the result is not declared and under the following circumstances:

- Students applying for semester exchange
- Students applying for further admissions
- Students applying for jobs
- Any other reason approved by the director.

The students must apply for this letter clearly stating the purpose for the same. Students should contact Mr. Nikhil Ranpise (Admin Office) by email at nikhil@ssla.edu.in.

Applying for Duplicate Grade Sheet

Students need to submit an application specifying the reason for getting a duplicate grade sheet. They have to pay Rs.1000/- per copy (courier charges additional) to the SSLA Accounts Department. They have to attach the receipt to their hand-written/ typed (hard

copy) application and submit it to the SSLA Exam Department for further processing at SIU. SIU will take a minimum of 15 working days to issue the same.

3.11. Assessment Policies for Faculty and Courses

Teaching students ‘what to think’ is comparatively easy. Helping them to learn ‘how to think’ is quite another matter. SSLA's faculty therefore play a pivotal role, creating intellectually stimulating and challenging courses and equally creative assignments that provide students with that extra edge that they will bank on in the future. SSLA takes pride in being an interactive study programme, and since learning itself is an interactive process, both the faculty and students are encouraged to be equally participative during the course.

Assessment of Courses and Teachers

In its endeavour to continually improve the standards both of teaching and of the faculty, SSLA conducts an assessment of courses and teachers hopefully twice every semester - once mid-semester and once at the end of the semester. All faculty members at SSLA support the feedback process because they truly believe that continual faculty development in the form of student feedback is central to driving innovation in their teaching methods.

Open House

The Open House is a session conducted by the Director, where students directly voice any concerns or comments they have regarding the various courses they have taken during the semester. This too is conducted (hopefully!) twice in the semester, allowing for important changes to be made by faculty halfway through the course, if felt necessary. Efforts are made to address the problems that emerge from the feedback and the Open House.

On the LMS, parents have access to student attendance and marks. They can also post queries that they may have.

3.12. Community Outreach Project (COP) / Service Learning - Rules and Policies

In addition to the academic coursework, students participate in a community outreach project. This outreach project aims at initiating student contributions towards social justice. The Community Outreach Project (COP) aims to nurture students into sensitive, ethical and critically conscious citizens who will contribute responsibly to communities and society. The COP is a mandatory component of academics at SSLA.

Students will be sent the following information via email:

- Student guidelines and marking scheme
- Domain classification and NGO lists
- Reporting outline and template for work done
- Format for the acceptance and validation letters that the student receives from the NGO/CSO
- A list of FAQs

Since the rules and policies are batch-specific, students will receive detailed guidelines via email and be provided guidance by faculty and student mentors with regard to the same.

It is mandatory for students to register with the Community Outreach Cell before the commencement of the project. The Community Outreach Cell will send out an online form with guidelines for the same.

Note: Each student will be handed a letter of recommendation on the SSLA letterhead, signed and stamped by the COP faculty in charge. This will be submitted by the student to the NGO/CSO. **Since this is an official document, 10 marks will be deducted if the student misplaces this letter.**

IMPORTANT: In case of any complaint from the mentor or the NGO/CSO, the student may have to appear for a show cause hearing before the Social Conduct Review Committee (SCRC).

Note: The Community Outreach Project will be graded on a relative grading scale. Students will be shown the break-up of marks received and will be given feedback for the same. No changes in marks will be made or appeals entertained, three days after this. Students will receive a notification via email, once the marks have been uploaded on the LMS and submitted to the Exam Department.

3.12.1. For Students in Batch 2018-22

The COP carries 6 credits (150 marks) and is designed to be a 2-month full-time project completed over the first summer break. The minimum total number of hours required for the COP is 200 hours.

3.12.2. For Students in Batch 2019-23 and 2020-24

The COP carries 4 credits (100 marks). The minimum total number of hours of fieldwork required for the COP is 100 hours, to be completed over the first summer break

3.12.3. For Students in Batch 2021-25

The COP carries 4 credits (100 marks). The minimum total number of hours of fieldwork required for the COP is 120 hours, to be completed over the first summer break

IMP: In case there are any changes in the criterion mentioned above due to any unforeseen circumstances, the same will be notified to the relevant batch via email.

3.13. Internship - Rules and Policies

An internship is a mandatory component of the major specialization coursework at SSLA. It helps students get some preliminary ideas with regard to the possible area of employment

within the field along with honing their soft skills which are crucial for a successful personal and professional future.

- Internships must be registered with the Career Cell before the semester of submission i.e., semester 7 for Batches 2023, 2024 and 2025. An online form for the purpose will be sent by the Career Cell.
- Details (mentioned below) regarding the internship project will be communicated to the students via email.
 - Student guidelines and marking scheme
 - Reporting format for the daily log
 - Outline and template for the Internship report
 - Format for the Internship validation letter and Evaluation form that the student receives from the organization
 - A list of FAQs

Additionally, the Career Cell will hold a Pre-Internship Session to resolve any queries.

Since **the guidelines and policies are batch-specific**, students will receive detailed guidelines via email from the Career cell and will be provided guidance by faculty and student mentors with regard to the same.

However, here are some **general guidelines** to be followed:

- The standard minimum number of hours for an internship are 220 hours, plus 20 hours for Report Writing. The 220 hours of internship may be spread across semesters, meeting the requirements of the mentor at the organization. The student may complete more hours than stipulated if they so desire. (**circumstantial changes will be communicated via email**)

- Students should ideally have an internship matching their Major or Minor specializations. If not, approval from the Career Cell and the Major subject faculty in charge is mandatory.
- The Career Cell will issue a standard letter of recommendation for the Internship Project to all students. This letter should be collected by students before they begin applying for their internships.
- The student is expected to collect an internship certificate (of completion) and evaluation form from the organization where they have interned, in the format issued by SSLA. The internship certificate and evaluation form should be submitted to the Career Cell before the submission of the Internship Report and attached to the Internship report. Failure to do so will result in the non-acceptance of the Internship report.
- The Internship Report will include the daily log, proof of work, photographs, the Internship Certificate, Evaluation Form and other components, details of which will be sent via email by the Career Cell prior to its submission.
- After the students have submitted their Internship Report through the communicated procedure, they will appear for a presentation and viva.
- The internship project will be graded on an absolute grading scale. The grading schemes for each batch are attached ahead. On completion of the presentation and viva, the internship marks will be available for viewing on Moodle. Any queries regarding marks awarded must be addressed to the Career Cell within three working days after the presentation and viva.
- If a student does not pass the Internship component, it will be considered a backlog. They may have to repeat the entire internship process or only the presentation and viva, depending on the evaluation. The report submission, presentation, and viva will be conducted in the subsequent semesters.

Important Points to Remember:

- The Community Outreach Project and Internship Project cannot be done at the same organization, during the same time period.
- If the internship is in the student's family business or if it encompasses the establishment of a student's personal business, special permission must be taken from the major subject faculty in charge and the Career Cell. Following this, the project/work details will need to be shared with the major subject faculty in charge, via email every 15 days, on commencement of the internship.
- Students are expected to fulfil all the requirements laid down by the organization and the Career Cell on acceptance of the internship by them, failing which **20 marks will be deducted from the overall score and the student may face disciplinary action at SSLA.**

NOTE: In case of any complaints from the mentor or the organization, the student will have to appear for a show cause hearing before the Social Conduct Review Committee (SCRC).

3.13.1. For students in Batch 2018-2022

The Internship carries 7 credits and 175 marks. The student is required to complete 220 hours*with an organization or institution in a field related to the student's Major or Minor area of specialization. 20 hours are reserved for writing and submitting a detailed report.

The internship report was due in their Semester 6 for the said batch, therefore, the above information is for students from the batch who have a backlog component.

Allocation of Marks:

Criterion	Marks
Necessary Evidence	10
Daily Log	25
The overall look of the report	5
Evaluation Form (to be filled by the mentor)	25
Report Criteria	65
Personality Development	10
Presentation	15
Viva	20
Total Marks	175

Note: Changes in criterion due to the ongoing pandemic were notified to the batch via email. (Work from Home internships and Online Courses with the purpose of supplementing major area of specialization and future career path were approved.)

*** The mandated 220 hours were modified to 140 hours in view of pandemic. This will not be applicable to students who have a backlog in the internship component unless there are circumstances which do not permit the same.**

3.13.2. For students in Batch 2019 - 2023, 2020 – 2024 and 2021-2025

The Internship carries 4 credits and 100 marks. The student is required to complete 220 hours with an organization or institution in a field related to the student's Major or Minor area of specialization. 20 hours are allocated for writing and submitting a detailed report. **Internship Reports are due in Semester 7.**

Allocation of Marks:

Criterion	Marks
Necessary Evidence	10
Daily Log	20
Evaluation Form (to be filled by the mentor)	15
Report Criterion	35
Presentation	10
Viva	10
Total	100

Tasks for Batch 2019-2023 and 2020-2024	Date
Google sheet for internship particulars to be filled by students	Batch 2019-23: 14th September 2022 Batch 2020-24: 15th September 2023
Submission of a hardbound copy	Batch 2019-23: 26 th September 2022 Batch 2020-24: 27 th September 2023
Presentation and Viva Dates	Batch 2019-23: 5 th October 2022 onwards Batch 2020-24: 6 th Oct 2023 onwards

Note: In case there are any changes in the dates or criterion mentioned above due to any unforeseen circumstances, the same will be notified to the relevant batch via email.

3.14. Research Project - Rules and Policies

The Research Project is part of the academic requirements of the major specialisation in the liberal arts programme. While the primary focus of the dissertation must be related to the major discipline, interdisciplinary projects are encouraged. The Research Project is usually submitted in the form of a dissertation which involves a substantial amount of independent work by the student. Students are expected to identify a theme for intensive study, request faculty with experience in the relevant area to be their committee members and undertake the project with due guidance.

3.14.1. For Students in Batch 2018-22

Research Proposal (for Dissertation)

- Research Methodology 1 and 2 courses taught during semesters 2 and 3 provide knowledge regarding the requirements of a research project including different methods of analysis. Based on the skills acquired in these courses, and with the help of their committee members and the faculty instructor for **Writing a Research Proposal: RM III**, students are expected to work on a research proposal during Semester 4.
- **Writing a Research Proposal: RM III** is a 1-credit course (25 marks) and the research proposal is submitted to the Research Cell as part of the requirements of the course. The proposal has to be submitted by the deadline specified in the table later. Failure to submit by the deadline will result in a penalty (as specified below)
- Without successfully completing the **Writing a Research Proposal: RM III** course a semester earlier, students cannot receive marks for Progress Reports (during Semesters 5 and 6) and draft chapters (during Semester 7). If a student has a backlog in RM III during Semester 8, the student has to submit the research proposal and dissertation together for evaluation.

- For the RM III course, the Research Cell will follow reevaluation policy as laid down below in the subsection on “Reevaluation.” Marks for attendance and class participation will not be subject to re-evaluation.

Dissertation Committee

- Each student should form a committee consisting of two members, referred to as “Chairs.” The committee has to be approved by the Research Cell.
- Students are required to communicate details about the First Chair to the Research Cell during Semester 4.
- Students can request a visiting faculty member to be their First Chair but are strongly advised to have a member of the core faculty as at least one member on their committee.
- At least one chair should be from the major specialisation of the student. If the First Chair is not from the major specialisation of the student, then the Second Chair has to be a faculty member from the major specialisation. Any requests for exceptions must be submitted to the Research Cell and should be approved in writing by the Research Cell.
- With prior permission from the Research Cell, students can have an outside expert (someone not affiliated with SSLA either as a visiting or core faculty member) on their committee. In such cases, students need to submit a copy of the curriculum vitae of the relevant person, and only after receiving approval from the Research Cell in writing, can finalise the committee.
- Students are expected to keep a signed record of all their meetings with the First Chair.
- Chairs are expected to keep a record of material submitted, feedback provided and marks assigned to students under their mentorship.

Changes in Dissertation Committee

- Students wishing to change the First Chair need to fulfil the following conditions:
 - They should have met the First Chair at least thrice in the preceding semester and have a log of the same in the handbook (or have electronic record of correspondence with, or attempts to meet the First Chair).
 - The change in the First Chair must take place at least one month before the submission of the final copy of the dissertation.
- In extenuating circumstances (if a faculty member leaves SSLA or is otherwise unavailable, etc.), the Research Cell will consider requests even if the above-mentioned conditions are not fulfilled.

Progress Report and Draft Chapters

- Students are expected to work on their dissertations during Semesters 5, 6 and 7 so that they can submit the final copy during Semester 8.
- Students are required to submit a written progress report to the Research Cell (with a copy to the First Chair) during Semesters 5 and 6 (by the deadline specified in the table later). The report should provide an overview of the work done and specify the nature of work pending to complete the project. The First Chair can, at his/her discretion, also require a more detailed write-up, submission of chapters, and/or a presentation based on work completed. The progress reports will be evaluated by the First Chair.
- The progress report for Semester 5 was evaluated for 5 marks.
- Given the unprecedented circumstances around the COVID-19 outbreak and the disruption it has caused to the academic calendar; Batch 2018-2022 did not submit a progress report in Semester 6. This submission stands cancelled.
- During Semester 7, by the deadline specified in the table later, students are required to submit drafts of two chapters (other than introduction and

conclusion/discussion) to the Research Cell. For the students of Batch 2018-2022, the chapters will be graded by the First Chair for 15 marks each (for a total of 30 marks). The chapters can be revised before the final submission (but marks will not be revised). The chapters need to be different from each other (draft chapter 1 cannot be revised and submitted as draft chapter 2).

Dissertation Submission

- During Semester 8, by the deadline specified in the table later, students have to submit a hardbound copy as well as a digital copy (in MS Word or PDF format) of the dissertation to the Research Cell. Without submission of both hardbound and digital copies, and finalisation of both members of the dissertation committee, students will not be permitted to schedule the dissertation defence and marks will not be processed by the Research Cell.
- The final submission should be accompanied by a consent form signed by the First Chair stating that the dissertation meets the minimum requirements and that defence can be scheduled.
- The final submission should also be accompanied by a completed copy of Proforma 4 of Symbiosis International (Deemed University) Rules for Promotion of Academic Integrity and Prevention of Plagiarism, 2019 (Notification No. SIU/U-28/858 dated 30th Sept. 2019).
- Individual chairs can require their students to submit a draft of the full dissertation by any deadline (even earlier than required by the Research Cell). The First Chair can refuse to sign the consent form if the student has not fulfilled the requirements conveyed.
- The dissertation cannot be revised after submission to the Research Cell
- Failure to submit the hardbound copy by the deadline will result in a penalty (as specified below)

Word Count and Style

- Dissertations are recommended to be between 10,000 and 20,000 words.
- Students can choose from one of the following standard citation styles: APA, MLA, or the Chicago Manual of Style (Author-Date or Note-Bibliography). If students want to use a different citation style than the ones mentioned above, they need to take prior permission from the Research Cell.

Dissertation Defense

- Students are expected to contact their committee members to schedule their oral defense.
- Students are required to submit the hardbound and digital copies of the Research Project to the Research Cell at least three days before the defense is scheduled so that their submissions can be processed. Defense can be conducted only after the dissertation is processed by the Research Cell.
- Students should communicate the confirmed date of defense to the Research Cell. The project defense should take place in the presence of both committee members by the deadline specified in the table later.
- Failure to conduct the defense by the deadline will result in a penalty (as specified below).
- No dissertation will be evaluated without a defense being conducted.
- The defense should be in the form of a 30-minute presentation before the two Chairs followed by a viva.

Evaluation

The Research Project, usually submitted in the form of a dissertation, is worth 7 credits, and is evaluated out of 175 marks. The marks are distributed as follows:

- Progress Reports: 5 marks
- Draft Chapters: 30 marks

- Final Dissertation: 115 marks
 - Abstract: 5 marks
 - Clarity of research question: 15 marks
 - Knowledge of concepts and theories related to the research topic: 20 marks
 - Appropriateness and application of research methods: 15 marks
 - Strength of argument/analysis: 30 marks
 - Originality of work: 10 mark
 - Quality of writing: 20 marks

- Defense: 25 marks
 - Presentation (during defense): 15 marks
 - Viva (during defense): 10 marks

Conditions for reevaluation of the Research Project:

By convention, both committee members fill in a common evaluation form. However, if the two members of the Committee disagree, they can complete two separate evaluation forms. If there is a difference in marks allotted to the presentation and viva, the average of the two marks will be taken. For the written dissertation, if the difference is equal to or less than 10% of the maximum marks (11.5 or less since written dissertation is evaluated for 115 marks), the Research Cell will take the average of the two marks. If the difference for written dissertation is more than 10% of the maximum marks (12 and above), it will go to a third member and rules of reevaluation (as noted in a later subsection) will apply.

Students can apply for reevaluation of only the written dissertation by sending a request through email to the Research Cell. This request must be made within 3 days of the viva or the dissemination of the dissertation marks to them by the Committee members, whichever is later). If a student chooses to have the defense later than the last date for defense without penalty, they forgo the right to apply for reevaluation.

Reevaluation will be undertaken by a third member nominated by the Research Cell. The results of the reevaluation will be binding on the student. Detailed rules applicable for reevaluation are noted in the subsection on “Reevaluation.”

Deadlines*

Batch	Forming Committee	Proposal Submission	Semester 5 Progress Report	Semester 6 Progress Report	Draft Chapters	Final Submission	Defense
2018-22	Completed	Completed	Completed	Cancelled	Chapter 1: September 18, 2021 [†] , Chapter 2: November 24, 2021 [‡]	4 pm, March 12, 2022 [§]	April 16, 2022 ^l

* Any extensions have to be approved by the Research Cell in writing.

[†] Late submissions (with penalty) will be accepted until January 15, 2022.

[‡] Late submissions (with penalty) will be accepted until February 5, 2022.

[§] Late submissions (with penalty) will be accepted until 5 days before the last day of the April 2022 exam season. However, Chairs need time to read the dissertation and can set their own deadline after which they will not be able to accept the dissertation. Students who do not submit by this extended deadline will get a backlog in the subject.

^l Late defense (with penalty) can be completed by the last day of the April 2022 exam season. Students who do not complete the defense by this extended deadline will get a backlog in the subject.

Penalties:

Late submission of Research Proposal (Research Methodology III): 5 marks

Late submission of draft chapters: 5 marks each

Late submission of hardbound copy: 10 marks

Late defense: 10 marks

Violation of research ethics and/ or plagiarism concerns: as deemed appropriate by the dissertation committee or the Research Cell

Backlog submissions will also be subject to a penalty of 20 marks. However, if the imposition of late penalty - either for regular or backlog submissions - results in a student failing the course that he or she would have passed otherwise, the Research Cell will waive the late penalty to the extent that the student receives the absolute minimum marks necessary to pass.

3.14.2. Batch 2019-23 onwards

- Research Methodology 1 and 2 courses taught during semesters 2 and 5 provide knowledge regarding the requirements of a research project including different methods of analysis. Based on the skills acquired in these courses, and with the help of their dissertation committee members and the faculty instructor for **Research Methodology III: Research Proposal**, students are expected to work on a research proposal during Semester 6.
- **Research Methodology III: Research Proposal** is a 3-credit course (75 marks).
- Students will be divided into smaller groups based on their major discipline. Students doing a double major have to do their RM 3 in their “Primary Major.”
- Students wanting to change their “Primary Major” have to take special permission from the Director and their requests will be approved only after a review of other administrative requirements (relating to internships, etc.).
- By the end of Semester 6, students also have to form a Dissertation Committee, where at least one of the committee members has to be from their

major discipline (“Primary Major” discipline for students pursuing a double major).

- At the end of the course, a research proposal has to be submitted to the Research Cell.
- For the RM III course, the Research Cell will follow reevaluation policy as laid down in a later subsection on “Reevaluation.” Marks for attendance and class participation will not be subject to reevaluation.
- Students are expected to work on their research projects during Semester 7 so that they can submit the final dissertation during Semester 8.
- During Semester 7, students are required to submit drafts of two chapters (other than introduction and conclusion/ discussion) to the Research Cell. The chapters will be graded by the First Chair. The chapters can be revised before the final submission.
- Students have to submit their final copy of the Research Project during Semester 8.

3.15. Final Year Seminar Paper

The Final Year Seminar Paper is a 6-credit course (150 marks) conceived to encourage students to write methodologically rigorous research papers on interdisciplinary themes. Students are mentored by a faculty member in conducting research and writing the paper

3.15.1. For Students in Batch 2018-22

General Guidelines

- The Research Cell will send an open call requesting seminar themes from faculty members (seminar mentors) in mid-June. A shortlist of themes will be declared in the first week of July and communicated to students right after.
- Students should write to seminar mentors expressing interest in joining their seminar, and, upon mutual agreement, sign up before 12th July.
- Seminar mentors reserve the right to not accept students. Only those with written confirmation from the mentor can sign up for the particular seminar.
- Starting from the week of 21st July, seminar mentors are expected to conduct weekly sessions with their seminar students focusing on discussions relating to the theme and specific research questions that individual students may pursue.
- Seminar mentors will conduct the meetings in a group. Students should use the calendar at the end of this section to keep a record of meetings and presentations. Seminar mentors are also expected to enter attendance on SSLA's Learning Management System.
- Seminar meetings are intended to be oriented towards the discussion. The role of the seminar mentor is primarily supervisory. The general expectation is that students present written drafts (in each session) and receive feedback from the mentor as well as other members of the group. The seminar mentor is also expected to offer new readings which may be helpful in conducting research.
- Seminar mentors have to provide feedback (including marks) to the students within two weeks of submission.

- Non-submission of the final paper will result in a backlog even if a student has the marks to pass the course based on attendance and participation, seminar proposal, and mid-seminar submission
- Students can apply for reevaluation for only the final seminar paper; there is no provision for reevaluation of the proposal or the mid-seminar submission.

Evaluation (150 marks)

- Attendance and participation - 25 marks
- Seminar proposal - 20 marks (penalty for late submission: 5 marks)
- Mid-seminar submission - 35 marks (penalty for late submission: 5 marks)
- Final paper - 70 marks (penalty for late submission: 10 marks)

Note: If the imposition of late penalty results in a student failing the course that he or she would have passed otherwise, the Research Cell will waive the late penalty to the extent that the student receives the absolute minimum marks necessary to pass. Students who do not receive at least 60 marks will get a backlog in the course. Backlog submissions will also be subject to late submission penalty.

Seminar activity	Deadlines*
List of themes made available to students for selection	July 2, 2021
Deadline for students to sign up under a mentor	July 12, 2021
Weekly sessions start from the week of	July 21, 2021
Seminar Proposal	August 28, 2021†
Mid-seminar submission	October 23, 2021‡
Final Paper	January 29, 2022§

* Any extensions have to be approved by the Research Cell in writing.

† Late submissions (with penalty) will be accepted until October 4, 2021.

‡ Late submissions (with penalty) will be accepted until January 8, 2022.

§ Late submissions (with penalty) will be accepted until April 30, 2022.

3.15.2. For Students of Batch 2019-23 and Batch 2020-2024

- For students of Batch 2019-23 and Batch 2020-24, the Final Year Seminar Paper will be a 4-credit course for 100 marks. Detailed guidelines will be provided before the commencement of the academic year 2022-23.

3.16. Guidelines for Backlog Submissions

Late submission penalty, as applicable to the relevant batch a student belongs to, will be applied for backlog submissions. If the imposition of the late submission penalty results in a student failing the subject that he or she would have passed otherwise, the Research Cell will waive the late submission penalty to the extent that the student receives the absolute minimum marks necessary to pass. Reevaluation policy, as discussed below will apply for backlog submissions as well.

3.16.1. Writing a Research Proposal: RM III

Students with a backlog in Writing a Research Proposal: RM III, should submit a digital copy of the proposal by email to the Research Cell. There will be a penalty of 5 marks for backlogs. Marks received on the final submission will be scaled to 25 (and the 5-mark penalty will be applied). Marks for attendance and participation will not carry over.

3.16.2. Research Project (Dissertation)

Students should submit a digital copy (to the Research Cell by email) as well as a hardbound copy of the dissertation by the deadlines stated later. **Those completing the backlog requirements during July-December 2021 semester need to submit only a digital copy of the dissertation.** The dissertation should be formatted as per guidelines and the hard copy submission should be accompanied by a consent form signed by the First Chair stating that the dissertation meets the minimum requirements and that defense can be scheduled. Formatting guidelines and draft consent form are available by email. Students are expected to be in touch with both chairs, inform the Research Cell of the composition of the committee (particularly if there are any changes) and schedule the defense as per the convenience of all parties.

Students can appear for the defense only after the submission is processed by the Research Cell. There will be a penalty of 20 marks for backlogs. Students should submit the Research Project to the Research Cell by the deadlines stated later.

3.16.3. Final Year Seminar Paper

Students with a backlog in the Final Year Seminar Paper will submit only the final paper as part of their submission. The paper should be based on the theme of the seminar the student was a part of in their final year. There will be a penalty of 20 marks for backlogs. Marks received on the final submission will be scaled to 150 (and the 20-mark penalty will be applied). Marks for attendance and participation will not carry over. Students should submit the final paper by email to the Research Cell by the deadlines stated later. The Research Cell will process the submission and directly contact the seminar mentor about evaluation.

3.16.4. Deadlines

2021 (July - December)

- Writing a Research Proposal: RM III - November 29, 2021
- Research Project (digital copy of the dissertation) - December 11, 2021
- Research Project (dissertation defense) - December 16, 2021
- Final Year Seminar Paper - November 29, 2021

2022 (January - May)

All deadlines for the May 2022 exam season will be intimated by the Research Cell in January 2022.

3.16.5. Reevaluation

- The following rules will be followed during reevaluation of the written submission of Research Project, final submission of the Final Year Seminar Paper and the final submission for Research Methodology III: Research Proposal as well as backlog submissions for these courses.
 - There will be no change in marks if the increase/ decrease in evaluated marks is below 10% of the maximum marks.
 - The change in reevaluated marks will be accepted if the increase/ decrease is between 10% and 20% of the maximum marks.
 - If the increase/ decrease in reevaluated marks is between 21% and 50% of the maximum marks, then the average of the original marks and reevaluated marks will be considered.
 - If the reevaluated marks increase/ decrease by more than 50% of the maximum marks, then the dissertation will be sent for 2nd reevaluation and the average of original marks, 1st reevaluation marks and 2nd reevaluation marks will be considered.

3.17. Floating Credits Programme (FCP)

The SIU Floating Credits Programme (FCP) is to ensure that all SSLA students are exposed to critical aspects of knowledge that would contribute to their overall development as humane and sensitive individuals. This exposure would help inculcate values, ethics, civic sense and also enrich the personality of each student.

Note: Batch 2018-22 will have to complete FCP through other courses and activities like earlier. It is applicable for semester 7.

For Batch 2019-23 onwards, the FCP credits will be completed through core courses as per the programme structure.

4) Placements at SSLA

4.1. Eligibility & Registration

- All students who will graduate by the end of the academic year and are seeking assistance may register for campus placements. Placement Registration is for **one academic year only**.
- Students will be de-registered from the Career Cell if any disciplinary action has been taken against them at any stage during their 4 years at SSLA. Please note that acceptance of applications from students with backlogs or TNG will be at the discretion of the organization hiring for placement.

4.2. Resume

- The resume and any other details provided to the Career Cell/Organization must be accurate.
- Any student found falsifying information will be disallowed from the placements and will face disciplinary action.

4.3. Pre-placement talks (PPT)

- Notices of the Pre-Placement Talks (PPT) will be sent by the Career Cell and students are expected to check emails and respond accordingly.
- Once students respond to the emails, they will have to comply with the process set in place.
- Students will have to be at the venue for the pre-placement talk, dressed in formal clothing, half an hour before it is scheduled to begin.
- Students interested in a particular company must attend its PPT without fail.

4.4. Placement process

- It is the responsibility of the student to check announcements/notices/updated information/shortlisted names, etc., sent via email/ put up on the notice board.
- Students will be notified about the placement process. Students are expected to be on time as per the announcements.
- Latecomers for the aptitude test/GD/interview may not be allowed to appear for the selection process
- A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year, and disciplinary action will be taken
- Students should maintain discipline and ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute name will be disallowed from the placements for the rest of the academic year.
- Students found cheating or misbehaving in the selection process - (PPT/ Test/GD/Interview) will be disallowed from the placements for the rest of the academic year. They will be disciplined as per the rules of the institute.

4.5. Job offers

- The student has to accept or reject a placement offer within 3 days. The acceptance or rejection must be communicated to SSLA, at this email id (careercell@ssla.edu.in) with immediate effect.
- A student cannot sit for another placement process until a decision is made for the earlier offer.
- A student cannot appear for other placements processes, once an offer has been accepted.

If these rules are not adhered to, SSLA reserves the right to take appropriate disciplinary action, at the discretion of the Director.

5) International Cell & International Opportunities at SSLA

The SSLA International Cell, in tandem with Symbiosis Centre for International Education (SCIE: the centralized university office for internationalization) works to promote international mobility, partnership and collaboration opportunities for both students and faculty. These internationalization opportunities may be in the form of mobility programmes or internationalization at home (I@H) measures.

The Global Immersion Programme of SIU offers students Semester Exchange and Semester Abroad opportunities along with Summer/Winter School options with a possibility of credit/course transfer as per the SIU policy. The University supports faculty collaboration for research and co-teaching along with mobility and partnerships for conferences, workshops and more to encourage international partnerships for academic rigour.

In order to promote internationalization, the SSLA International Cell through SCIE and its partnerships with foreign universities offers students mobility programmes primarily in the form of semester exchange opportunities for periods ranging between three to six months.

Semester exchange programmes are usually accompanied by tuition waivers, scholarships and subsidies subject to the agreement between SSLA and the partner university.

The SSLA International Cell further promotes mobility programmes in the form of summer/winter school programmes through partnerships established between the Symbiosis Centre for International Education and universities overseas. These summer/winter school programmes are conducted for the duration of one to two months and are usually accompanied by tuition waivers, scholarships and subsidies subject to the agreement between SSLA and the partner university.

Students wishing to participate in mobility programmes with universities not affiliated with Symbiosis International (Deemed University) or any of its constituents may identify host universities and apply to them for semester abroad programmes independently. For semester abroad programmes, students are required to bear all financial expenses. The SSLA International Cell aids students participating in semester abroad programmes through documentation, course mapping and credit transfers.

SSLA offers its students the opportunity to participate in the Global Immersion Programme (GIP) through semester exchanges and summer/ winter schools. However, students are not permitted to participate in more than one semester exchange or more than one summer/winter school programme. If a student who has enrolled in any of the above-mentioned exchange programmes withdraws from the same once the formalities of enrolment have been completed or post commencement of the programme, they shall be barred from participating in future exchange opportunities.

The Cell facilitates the mobility and collaboration programmes offered by SIU for SSLA students and faculty promoting cross-cultural competencies and internationalization at home (I@H) measures. All international activities at SSLA are organized through:

1. Student and Faculty Mobility Division
2. Collaboration and Further Studies Division

The Student and Faculty Mobility Division

This division supports both students and faculty with mobility to partner destinations.

The **Student Mobility** arm of this Division aids students in gaining access to international opportunities in the form of semester exchange or semester abroad opportunities. It includes assistance in the registration and documentation process, course mapping, and credit transfers in order to ensure a smooth transition. Through constant communication with the incoming and outbound exchange students, the Student Mobility Division offers assistance at the academic and the social and cultural level for immersion and engagement of the students at the host universities. The induction programme, the buddy programme and cultural immersion activities try to provide incoming exchange students with not only a smooth transition into an unfamiliar environment but also cultural learning over and above their academic learning.

The **Faculty Mobility** arm of this Division focuses on furthering the mission of internationalization through facilitating processes related to faculty mobility, both incoming and outgoing. In order to strengthen the academic rigour and global competency for students, it works to organize guest lectures and interactions with incoming international faculty at SSLA.

The Collaboration and Further Studies Division

This division initiates and facilitates processes linked with collaborations through joint research, co-taught courses, community-engaged learning opportunities, projects, conferences, etc. with international partner institutions.

It also works with graduating students to identify opportunities of higher education in their respective disciplines and offer relevant information on upcoming education fairs and events, connect with international institutions and professionals to aid graduate school admissions and internships. The Cell also organizes courses and training modules for GRE, GMAT, TOEFL and LSAT based on student interest and requests.

Process of application for semester exchange and semester abroad

The SSLA student body is intimated regarding upcoming international opportunities via email. However, students seeking additional information, or assistance, may contact the International Cell at international@ssla.edu.in or interact with student members of the Student Mobility Division during designated office hours.

To avail opportunities for semester exchange and summer school at partner institutions, students must meet the following requirements*:

1. 75% attendance in the semester of application
2. A minimum CGPA of 7.5 in previous semesters
3. No current backlogs
4. No disciplinary action on the student's personal record.

* **Note:** These requirements are subject to the discretion and decision of the Director.

In addition to having to meet the aforementioned requirements, students will be required to undergo a selection process which includes but is not limited to submission of a Statement of Purpose and an interview round with a panel of faculty from SSLA and Symbiosis Centre for International Education (SCIE).

Students wishing to participate in mobility programmes with universities not affiliated with Symbiosis International (Deemed University) or any of its constituents may identify host universities and apply to them for semester abroad programmes independently. After applying to the host university, accepted students may apply for the Global Immersion Programme (GIP) Scholarship of a maximum of 1000 USD, by writing to the International Cell at international@ssla.edu.in and the Director of SSLA at director@ssla.edu.in. Additionally, students participating in semester abroad programmes are required to inform

the SSLA International Cell via email in order to receive any support in the form of documentation, course mapping and credit transfers.

Academic Policies for Students Participating in Semester Abroad/ Exchange Programmes:

Students participating in semester abroad/exchange programmes are required to complete the course and credit mapping formalities at least three weeks prior to their departure for their host university as per SIU norms. Students are additionally required to submit the outgoing form and student undertaking to SCIE prior to their departure. In the event of non-completion of the aforementioned requirements prior to the student's departure for their host university, all courses (as applicable to the student for the semester of the student's absence) at SSLA will be treated as a backlog (with all backlog fees to be paid by the student) to be completed when the student returns.

Students participating in a semester abroad/exchange programme will be provided with a period of three weeks after the beginning of their programme at their host university, to confirm/change/add/remove courses/credits (subject to completion and approval of all formalities during the prescribed period prior to their departure). It is the responsibility of the student to inform the SSLA International Cell via email of any changes made to their courses while on exchange.

Students are allowed to map a maximum of 12 GIP credit as per SIU norms. However, students are encouraged to take up as many courses as they wish to have an enriching learning experience over the course of the global immersion programme. The credit conversion by SCIE is based on the MoU between SIU and the partner university, and the SIU equivalence policy, and is likely to differ from university to university.

The courses that are not mapped with the partner university and have to be completed on the student's return to SSLA will not be treated as backlogs but as deferred courses and students will not be liable to incur the backlog fee (subject to completion of the deferred course in the immediate semester after the student's return). In case the student is unable to

complete these courses in the prescribed semester, they can appear for the papers in future semesters but they will be treated as backlogs, including the payment of fees as per SIU norms and policies.

On completion of the global immersion programme abroad, the student is responsible for providing the International Cell with any and all details regarding post-completion requirement, grade sheet/ transcript for course mapping and credit transfer to allow for the inclusion of the same on the SSLA grade sheet. GIP credits will be included in the student's SIU grade sheet (of the semester in which the student travelled abroad) in the semester after his/her return to SSLA. Failure to submit the required documents will result in the student forfeiting all GIP credits accumulated during the semester abroad/exchange programme. Furthermore, students failing to submit the required documents will be required to appear for backlog examinations for all mapped and deferred courses and pay the backlog fee for the same as per SIU norms and policies.

Students who have completed international summer/winter school programmes, or internships/community outreach projects abroad must submit relevant details to the International Cell within 15 days of their return.

The SSLA International Cell is not responsible for passport/visa applications. If the student requires any documentation from the college regarding the same, it is their own responsibility to coordinate with the administration to procure the required paperwork.

Academic Policy for Incoming Students is as Follows:

All incoming students will have to finalize their courses within the first week of classes. All continuous assessments and exams will be held in sync with the SSLA academic program. Special changes in policy will not be made for international students unless informed of the cause prior to arrival.

Personal travel must be planned in accordance with the academic calendar. No exceptions of assessments or attendance will be made for this reason. Foreign exchange students wishing to partake in any personal travel outside of Pune over the duration of their

semester exchange at SSLA are required to fill in the relevant travel form as well as inform the International Cell of the details of their travel.

Please read the 'Academic Programs and Policies' section for complete information about SSLA's academic program.

***Please note:** the current document is based on the existing Internationalization Policy of SIU and SCIE. Any change at the university level will also bring about changes at SSLA. These will be informed via emails to students as and when required.*

6) Student Rights & Responsibilities

Students must regularly check the notice board for any and all announcements. Email notices may not always be delivered.

6.1. Academic Integrity

SSLA is committed to promoting and maintaining strong ethical principles that govern academic integrity in a learning environment. Academic integrity exists when students and faculty jointly agree to adhere to codes of conduct appropriate to academic work in a mutually trusting relationship.

SSLA students are expected to be familiar with the definitions of academic integrity. Claiming ignorance that certain activities qualify as academic dishonesty is not a defence to a charge of academic dishonesty.

SSLA faculty can contribute to the maintenance of academic integrity through simple structures in their classrooms and in their assignments. Faculty members are encouraged to include within the course syllabus a statement on academic dishonesty that reflects the principles of this policy. In addition, academic integrity is supported when faculty consistently report incidents of academic dishonesty by students.

Academic dishonesty is a form of academic misconduct that includes but is not limited to, the following infractions: cheating, collusion, fabrication, obtaining an unfair advantage, and plagiarism. Academic dishonesty must be reported to SSLA's Academic Review Committee (ARC), wherein the student accused of the same will be heard, and necessary action will be taken depending upon the verdict.

Cheating is the intentional use of, or attempted use of, unauthorized materials, information, study aids, or previously prepared solutions in any academic exercise, exam, paper or other assignment. Cheating includes but is not limited to:

- Copying another student's work.
- Sharing answers for either a take-home or an in-class examination.
- Using notes, books or web materials in an exam when such aids are not permitted.
- Taking an examination in another student's name or having another person take one for a student.
- Changing answers or grades on an examination after it has been graded in order to gain more credit than deserved.
- Using a 'cheat-sheet' or other prohibited assistance (calculator, cell phone, text messaging, email, etc.) during an examination when such aids are not permitted.
- Working on an examination outside the specified time limits, such as beginning before the faculty member directs students to begin, or continuing to work after the faculty member has declared an end to the examination period.
- Using a commercial service or engaging another person (whether paid or unpaid) to prepare assigned work. Editing and/or proofreading by another person is not considered cheating.
- **Collusion** occurs when two or more students work as a team to produce individually submitted work without the permission of the faculty member. Faculty members are encouraged to define acceptable team or study group behaviours and inappropriate collusion in the course syllabus, to minimise this violation.
- **Fabrication/Fraud** is the falsification or invention of any information, data, or citation in an academic exercise. It also includes, but is not limited to, the

presentation of information or data not collected in accordance with standard applicable guidelines provided by the faculty member.

6.1.1. Plagiarism

Plagiarism is the representation of words, expressions, productions or creative works of another as one's own in any academic exercise. Examples of plagiarism include, but are not limited to:

- Complete plagiarism occurs when an essay or any other work has been copied word for word from another source or sources (e.g., purchase or copying of an online paper) without citation and/or without any original contribution by the student.
- Partial plagiarism occurs when students cut/copy and paste from web pages or internet sources, without proper citations of the original work.
- Improper paraphrasing occurs when a student changes one or two words in order to make the copied work look like original work. Students should properly paraphrase others' work and then cite this source.
- Insufficient citation occurs when a student cites a source one time and not with subsequent uses of the source within the body of their text.
- Self-plagiarism occurs when a student reuses his or her own work or data without properly citing one's own work. Also, using the same work for different courses without the permission of the faculty members is self-plagiarism.

6.2. Code of Conduct

Please note: The Code of Conduct is drawn in line with SIU's guidelines and students are required to comply with it in letter and spirit. Students must familiarise themselves with the SIU code of conduct available on <http://www.siu.edu.in/pdf/resources/code-of-conduct.pdf>

As responsible members of one of India's most reputed educational universities, students are expected to maintain the ideals of academic and social conduct within the campus premises and in their interactions with other members of society.

Any violation of the Code of Conduct will be assessed and reviewed by SSLA's Social Conduct Review Committee (SCRC). Specific cases may need to be escalated to SIU.

6.3. Code of Conduct for Online Classes

The Global Pandemic has forced us to change the way we learn. A paperless virtual classroom is a reality today, bringing with it newer challenges. Concerns about academic integrity, honesty, and attendance were already part of the traditional classroom setting. But now questions of security, internet etiquette and internet safety are equally relevant.

At SSLA, we understand this new normal and also acknowledge the difficulties that may be encountered while accessing online/remote education from across the world.

This code of conduct is a key step in fulfilling SSLA's commitment to making our online lives safe by promoting respect, responsibility and civility. With this code, we are setting clear, consistent standards of behaviour that will help accomplish this goal.

Notwithstanding the SIU code of conduct and general responsibilities of a student at SSLA, the following guidelines/code focuses on broad areas of concern when it comes to online/remote learning. This includes, but is not limited to, academic integrity and honour, internet safety and internet etiquette.

It is expected that every student and parent undertake to be aware and diligently implement the dos and don'ts of the online classroom.

Attendance Issues

Students may not be responsible for daily physical attendance as in a traditional classroom setting, however, there is still an important need to participate regularly. Your learning

depends upon your participation. They are to be aware of the guidelines and expectations set forth by their teacher at the beginning of the course. Extended and unapproved absence from an online class (failure to hand in assignments, post to discussion boards, communicate with instructors, etc.) will cause problems with their grade as well as ability to finish the course on time.

Copyright Issues

Online courses use copyrighted materials that have been licensed or developed by the institute and/or the faculty and/or any third party. These materials are the property of the respective content creator and are provided only for the use of students in relation to their curriculum. Downloading, copying, reproducing, distributing or modifying copyrighted content in any way without express written consent is copyright infringement.

You are authorized to view, copy, and print documents/recordings/presentations, etc., contained within the portal and courses, subject to the agreement that you shall use it only for your own academic purposes.

Internet Etiquette

A high sense of personal honour and integrity is expected of students taking online courses. All students participating in online courses are expected to conduct their communications in a professional, respectful manner. The use of proper internet etiquette is expected at all times. Inappropriate language or behaviour will result in disciplinary action and possible termination of your course/programme. Although classes are now online, students are still expected to adhere to the dress code as mentioned in the SSLA handbook (refer to pages 62-63) in order to maintain proper classroom etiquette.

Each student has been given an official email ID for all communication during their period of studentship at Symbiosis School for Liberal Arts. Every student must use only this email address for all college-related activities and communication. It is advised that students

forbear from using their official IDs for communicating personal matters; remember, emails are not private.

Every student is required to update their learning management systems or portals (eg: Microsoft Teams, iCloud etc.) with a current (formally dressed) profile picture appropriate to an educational setting. The Institute reserves the right to determine which picture is appropriate.

Notwithstanding the above, every student shall forbear from any of the following acts in relation to their using of any online platform for any college-related activity at SSLA;

- Sending or posting discriminatory, harassing, or threatening messages or images.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Copying, pirating or downloading software and electronic files without permission.
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
- Violating copyright law.
- Engaging in unauthorized exchanges that may incur a cost to the school or initiate unwanted Internet services and transmissions or result in loss of institute/faculty goodwill/reputation.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that defame or slander other individuals.
- Attempting to break into the computer system of Symbiosis School for Liberal Arts or any other constituents (under SIU), another organization, or person.
- Refusing to cooperate with a security investigation.

- Using the education portal for any cause other than activities which are of or related to academics is prohibited.
- Jeopardizing the security of the organization's electronic communications systems.
- Sending or posting messages that disparage Symbiosis and its constituents or another organization's products or services.
- Sending anonymous email messages.
- Engaging in any other illegal activities.
- Disturbing the Virtual Learning Environment.
- Refusing to follow the rules of the specific set down by the Institute.
- Unmuting yourself when your teacher has placed you on mute.
- Recording any class session and transmitting it without permission (in writing).
- Recording your teacher and/or classmates without permission (in writing).
- Participation in Cyberbullying and/or Harassment.
- Cheating and/or Plagiarism.
- The sessions will not be distributed to third parties/any person/group outside the university and will only be stored in and made accessible through university platforms, e.g. Microsoft Teams, Google Classroom, LMS. Exceptions can be made if explicit permission is given by all who appear in the recording.

Violations of any of the above shall initiate the following procedure:

1. Upon the violation, the teacher shall submit a complaint to the Director, with details of the incident.
2. The Director will notify the student, parent, or guardian that the student has violated the code.

3. Based on the complaint, the Director will determine what, if any, disciplinary action must be taken. This will then be forwarded to the Social Conduct Review Committee/Academic Review Committee or the University (whichever applicable).

Remember, security and safety is a high priority, especially when the system involves many users. If you identify a security and/or safety problem in the school's computers and/or educational platform, immediately notify the Director (director@ssla.edu.in).

6.4. Procurement of Letter of Recommendation

Letters of Recommendation (LOR) shall be issued to students who need to apply for further studies/job applications/internships, etc. Students should send an email to manjari.jonnalagadda@ssla.edu.in requesting approval for the same, and mark a copy to the concerned faculty from whom they seek to obtain the LOR. Once they receive the approval, the concerned faculty shall issue them the LOR.

For printing the LOR on official letterhead, students should email nikhil@ssla.edu.in with the draft and approval copy as attachments.

6.5. Dress Code and Uniform

- As per the guidelines of SIU, the student dress code should befit the university that they represent. Clothing at all times must be occasion appropriate to an educational institution.
- As per the guidelines of SSLA, the student is expected to wear the college uniform (SSLA tee shirt/blazer) when representing SSLA at all formal and official occasions within and outside premises.
- Formal footwear must be worn at all times. Sports shoes, sandals, kolhapuris and Converse type shoes are permitted too.

- Flip-flops, etc., are not allowed. Torn and dirty sports shoes are not permitted.
- Torn/dirty jeans, track pants/gym clothing are not permitted.
- Inappropriate clothing includes, but is not limited to: tops/shirts/t-shirts/jeans that expose the stomach, navel or buttocks; clothing should cover the chest and not be transparent or reveal undergarments, including sports under-garments. Beachwear, nightwear, and any clothing that is printed with profane language, weaponry, sexist and/or racial slurs are not permitted.
- Any violation of the dress code may lead to disciplinary action.
- **First Warning:** Students violating the dress code will not be allowed to attend classes and will forfeit attendance for classes missed.
- **Second Warning:** Student must pay a fine of Rs. 100/-
- For **repeated violations** even after 2 warnings, students will have to appear and explain their behaviour to the Social Conduct Review Committee (SCRC) and accept the consequences deemed appropriate by the committee.

6.6. Health Care Services

The Symbiosis Centre of Health Care (SCHC) was established on 14th June 1997 as an ‘In-house Health Care Unit’ of Symbiosis. Under the Health Promoting University (HPU) initiative of the Symbiosis International (Deemed University), SCHC undertakes a host of preventive, promotive & curative healthcare services for the students and staff of the Symbiosis family. The vision of SCHC is ‘Envisioning a state of positive health in the community’ and its mission statement is ‘To promote health & wellness amongst students, staff and community’. It is operational at all the campuses of Symbiosis across India.

Promotive health care facilities:

- Health Promotion Program: With an aim to spread health awareness and promote positive health amongst students, interactive sessions are organized by subject experts on various healthcare-related issues.
- Campus Wellness Advisory Committee (CWAC) has been constituted at all campuses of Symbiosis. The frequency of conduct of CWAC is two times per semester. The objectives of the CWAC are:
 - To establish and review the student communications strategy for health & wellness services
 - To review all health & wellness policies and make recommendations accordingly
 - To advise management on aspects related to students & staff health & wellness
 - To serve as a forum for all stakeholders to voice their concerns on various issues related to health & wellness.
- Campus inspection is conducted once a year and assessments of catering establishments on campus are conducted three times a year.

Preventive health care facilities:

- Annual Health Checkup (AHC) of the students/staff of Symbiosis is conducted and health record is maintained electronically. The comprehensive health check-up comprises clinical examination from different disciplines (Physician, Ophthalmologist, ENT specialist & Dentist) & basic Lab investigations (Haemogram & Urine examination).

- Pre-employment Check-up: Before joining Symbiosis, every prospective candidate is required to complete the process of Pre-Employment health check-up at Symbiosis Centre of Health Care.
- Health Check-up of food handlers at catering establishments of Symbiosis is conducted annually and before joining the catering establishments.

Curative health care facilities:

- SCHC Out Patient Department (OPD): Primary care is provided by medical officers. Patients/Students/Staff can be referred to a specialist/consultant for treatment as per their condition.
- Campus Medical Officer is available on call 24 X 7. Patients are also referred to multi-speciality hospitals if required. Contact numbers of campus medical officers are:

No.	Campus	EMS No
1	S.B. Road	+ 91 9552525651
2	Viman Nagar (New)	+ 91 9552589179
3	Viman Nagar (Old)	+ 91 9552525654

- Medical Insurance: Every student at Symbiosis is covered under a unique group medical insurance scheme with the National Insurance Company (NIC) for hospitalization up to INR 50,000; INR 1,00,000 in case of Road traffic accidents. Policy terms; conditions of NIC are available on www.schcpune.org. Contact MO, Insurance cell SCHC @ 9552525015 for further details.

Guidelines for Medical Leave Authentication for Symbiosis students:

Procedure to avail Medical Leave:

- Any absence due to sickness should be notified by the concerned student or relative/friend/ local guardian on the first day of illness on phone / SMS / Email / WhatsApp / in-person to:

- The authorized officer of the institute and
- Campus Medical Officer, SCHC on EMS No. + 91 9552589179

Authentication of ‘Differently Abled Category’ (DAC)

- Students who apply for admission under the DAC:
- The candidate applying for admission should forward medical documents/reports and certificates issued by the appropriate authority to the officer@schcpune.org/
smo.clinical@schcpune.org
- The candidate must visit the campus medical officer at SCHC, SB Road, Pune between 9 am to 4 pm.
- Medical board, Symbiosis reviews the records and authenticates the certificate of DAC.
- Please note: admission of all students admitted under the above category will be provisional until authenticated by the Symbiosis Centre of Health Care (SCHC).

Whom to Contact:

1. Officer HR, Admin & Finance, SCHC: 8669966130, email: officer_admin@schcpune.org
2. Officer, SCHC: 9552500357 / Email ID: officer@schcpune.org

Please visit www.schcpune.org; download the SymbiCare mobile application on the application store.

6.7. Symbiosis Centre for Emotional Wellbeing (SCEW)

The role of SCEW is to provide counselling services to students, faculty and staff as well as conduct seminars, workshops and lectures related to mental health and well being. Pertinent to counselling services, SCEW provides the following:

- Free counselling services
- Consultation with a psychiatrist as per need
- Rapid response time for appointment requests (within 24 hours)
- Providing 24-hour crisis management services via phone calls

For appointments, please reach out directly to the Viman Nagar new campus counsellor at [mindhelp@siu.edu.in](mailto:mindhhelp@siu.edu.in).

For any other queries, workshops, events, etc. please write to scew.event@siu.edu.in.

Students can also reach out for help on the following helplines:

- Aasra - 919820466726 (24 x 7)
- Kiran - 1800-599-0019 (24 x 7)
- Connecting NGO - 9922004305/9922001122 (12pm - 8pm daily)

Core Mental Health Policy Values:

- All matters involving mental health concerns must involve the on-campus SCEW counsellor involved with the individual student.
- All matters involving mental health will be addressed with confidentiality and respect for the right to privacy of the student, EXCEPT in cases of imminent risk to self, others or property and in cases where there is a court subpoena requiring the same. Information regarding these matters will be considered privileged and not shared with third parties (including parents/guardians, hostel authorities, faculty, other students, etc.) without the student's written consent.
- While any matters where mental health concerns affect a student's ability to perform academically may call for a change in deadlines, medium of instruction, etc.

students may not request an alteration of the coursework itself (in terms of complexity or difficulty of material) required for the programme of study.

Policies regarding leave and condonation of absences for repeated mental health purposes:

- In cases where leave and condonation of absences for mental health purposes is required, students may approach the Director or counsellor directly for the same. While the counsellor may provide recommendations, final decisions will rest with the Director. Concerns will be addressed on a case-by-case basis but must involve goal setting and/or a plan for recovery as addressed below.
- The counsellor will work in collaboration with the student and Director to formulate a series of goals (based on personal wellness and academic goals such as participation, attendance and grades). Subsequent leave and condonations will be granted on basis of compliance with these set goals.
- Furthermore, the counsellors' recommendations will take into account past successes or failures to meet goals from previous such requests.
- All such requests and proceedings are to be documented and requested in writing via email.

6.8. SSLA Identity Cards

Identity cards are a symbol of belonging to SSLA and to the Symbiosis International (Deemed University):

- Students must wear their current SSLA Identity Cards on their person, when they enter any Symbiosis Campus. The student should produce it whenever called upon to do so by the SIU security and other concerned authorities.

- The SSLA ID card acts as identification in the event of accidents, medical and other emergencies.
- At the beginning of the academic year, every student is expected to collect their ID from the SSLA office.
- If a student is found without a valid SSLA ID card on campus, the student will have to pay a fine of Rs.100 immediately.
- The loss of the SSLA ID should be reported immediately to the SSLA office with an application, and a payment of Rs.500/- for a duplicate ID card (including tag and holder).
- Students will not be permitted to participate/attend or represent SSLA in any official capacity without the ID card.
- Students will not be allowed to appear for any assessments/evaluations including Semester End Evaluation/Term End Evaluation (SEE/TE) in the absence of the ID card.

6.9. For Students Living in the Symbiosis Hostels

For SSLA students who reside in the Symbiosis hostels, the following are the students' responsibilities:

- Abide by the rules set by the hostel. **SSLA is not responsible for any violation of hostel rules by SSLA students and the repercussions thereof.**
- Inform the hostel whenever the student is leaving Pune and/or requesting a night-out. This is the responsibility of the student and guardian/parent.

6.10. Anti-Ragging Policy

The SIU Anti-Ragging Policy is available on: [SIU Anti Ragging Measures](#).

Symbiosis International (Deemed University) has a strong position against ragging in any form. All students and parents at SIU are required to sign an 'Anti- Ragging Undertaking'. This is a legally binding document that states that the student will not engage in ragging in any way either directly or indirectly. Any student who violates this undertaking will be expelled from SIU and will be punishable under law. SSLA condemns ragging and is intolerant towards it to any degree and has set up an Anti-Ragging Committee as per the UGC guidelines. Ragging within and outside any educational institute is prohibited.

6.11. Other Responsibilities

SSLA encourages students to think for themselves. When students express a dissenting/differing opinion, whether with the faculty, staff or with a fellow student, they must ensure that their tone and body-language is polite and respectful of these differences. A liberal arts education is about respecting differing opinions and the right to have them.

- All events and club activities organized at SSLA must be intimated to Anurupa Ghatge (faculty-in-charge of Events) at least three weeks prior to the planned event/activity. For any event or activity that requires funding from SSLA, Anurupa Ghatge must be informed at least 2 months in advance.
- Attendance for guest lectures, seminars, workshops and presentations that students sign up for and those mandated by SSLA are compulsory. When students sign up for any activity planned by SSLA, it indicates a recognition of its merit and value-addition in the SSLA programme. Students must accept the responsibility of that commitment and be ready to face consequences if they fail to honour this commitment. If students fail to report or are late for these scheduled events, trips, etc., there will be a 2% deduction of aggregate attendance.

- Unless specified by the faculty, mobile phones are not allowed in the classroom for any purpose (i.e., texting, email, Facebook, etc.). Violation of this rule will result in confiscation of the mobile phone by the faculty member for three working days. Mobile phones are to be switched off and kept in bags during class.
- Students are expected to be respectful when addressing faculty, staff and other students. Emails sent out should follow the etiquette of formal communication. Any student misbehaving, showing an arrogant attitude or using unparliamentary language which offends others will be asked to appear before the SCRC. The nature of consequences of the student's actions will be decided by the SCRC.
- Consumption or possession of alcohol/drugs and being under influence while on campus, on educational tours or at functions is prohibited. Any misdemeanour in this regard will lead to an SCRC hearing.
- Cigarette smoking is strictly prohibited on any Symbiosis Campus. Any misdemeanour in this regard will lead to an SCRC hearing.
- Any changes affecting the students or class schedule will be communicated to the students via Notice Boards or email. Students must keep themselves updated on any changes in time table details and other announcements.
- The behaviour of the students at all times, within or outside the campus, must be above board and must reflect a sense of responsibility.
- Students are required to show due regard for the rights and property of SSLA. Any student found guilty of tampering/damaging the property, fixtures, equipment, furniture, books, buildings, vehicles, etc. of the institute or any other institute of Symbiosis will be asked to appear before the SCRC.
- Instigating or abetting collective insubordination will be viewed very seriously.
- No society, club, activity or association of the students will be started without the written permission of the Director.

- No person shall be invited to address or entertain the students of the college without the previous written permission of the Director.
- The admission of a student who has been admitted to the programme/college based on any form of misinterpretation of facts, will be cancelled as soon as such misinterpretation surfaces no matter at what stage of the programme they are studying in. Further they will forfeit the tuition and all other fees paid for the programme.

6.12. Library Rules

The SSLA library membership is available for the following persons:

- Students of SSLA
- All teaching and non-teaching staff of Symbiosis Institutions
- Members of the Symbiosis Society

Issue of Books:

- Issue of books is available to all library members.
- Members are expected to keep their college ID card at the time of checking out a book.

Books other than reference books will be issued to a member on loan for a period of seven days. A book, once issued, must be returned on or before the last date stamped on the Due Date slip, pasted on the first page of the book.

- Reference books and Journals will not be issued, but are available for study within the Library.
- Tearing sheets from books and newspapers is strictly prohibited and is punishable.

- Members must ensure that the books are in good condition before they leave the counter. If any damage is noticed, the same must be immediately intimated, otherwise, they will be held responsible for any damage done.
- Members should use their own ID cards to issue books. Members should not lend their ID cards to others. If they do, they will have to suffer the losses incurred in the process.
- Failure to return books on the due date will result in a fine of Rs. 5/- per day.

In case of loss of a book(s), the member will either have to replace the same or pay the current value of the book.

General Library Rules:

- Students can issue and return books on all working days from 8:30 a.m. to 7:30 pm.
- Students are not allowed to carry their bags into the library. There is a locker system outside the library where students can store their bags. Students are encouraged to carry small locks and keys for their personal use for these lockers.
- Readers are responsible for any damage done to the reading materials or any other property of the Library and shall be required to replace such books/property as has been damaged. Members responsible will be required to pay the full value, as determined by the Library Authorities.
- Members are required to present their ID and library cards and are advised not to keep any personal items with their Identity Card.
- Smoking, spitting, eating, consumption of beverages, loud conversation and similar objectionable practices are forbidden in or near the Library.
- Mobile phones should be turned off or set to silent in the Library. Readers should not talk on mobile phones anywhere within the Library.

- Readers shall not write or mark (by underlining, putting brackets, etc.) on the reading materials.

6.13. Co-Curricular Activities

- Students are encouraged to take active part in games, debates, dramatics and other co-curricular activities.
- Any student representing SSLA in any activity will be responsible for their behaviour as they represent the interests of all SSLA students.
- Any student found violating the SSLA Code of Conduct will be asked to appear before the SCRC.
- Any advance taken by a student towards any activity of the school should be settled with the Accounts Department/faculty-in-charge within three days. To substantiate the expenses, proper receipts must support the statement.
- Students will not be granted attendance for practice sessions.
- According to the SSLA ideologies, both curricular and extracurricular activities are essential for well-rounded development of the students. However, the students must make sure that classroom engagement, and especially submission of assignments, takes priority over all co-curricular and extracurricular activities. In case of conflict between scheduled classes and SSLA approved extracurricular activities, the Director may grant special permission.

Responsibilities of the student

- At the beginning of the semester, the students must inform the faculty about any conflict with an approved extracurricular activity scheduled during the semester.

- Students must take the initiative to complete in advance, any work which may be missed without expecting the concerned faculty to provide make-up assessments/evaluations.
- Students are responsible to make a choice between the class and the activity, (with a conscious decision, keeping in mind that the student will lose out on class attendance and marks) in case it is clear that both cannot be served with equal consideration.

Responsibilities of the faculty

- Try to accommodate a student who must miss an occasional class or event held outside the scheduled classroom hours because of an extracurricular activity approved by SSLA. Provide all assistance possible to the student without necessarily giving make-up assessments/ evaluations/exams.
- Consider giving assignments/activities/tests on days that do not conflict with the student's extracurricular activities previously stated and approved (by the Director).

7) Committees at SSLA

7.1. Academic Integrity Committee

As per an SIU Notification, an Academic Integrity Committee has been constituted at SSLA to facilitate check on plagiarism and to maintain vigilance over the promotion of academic integrity and prevention of plagiarism.

Plagiarism check is mandatory for academic submissions such as - Writing a Research Proposal, Final Year Seminar Paper, Research Project, Community Outreach Project Report and Internship Report.

With respect to the guidelines for plagiarism checks for independent projects, students should ensure that Similarity Index (SI) is below 10%.

Similarity Index (SI) should be computed after allowing for the following exclusions permitted by Section IV d) of the SIU policy on Rules for Promotion of Academic Integrity and Prevention of Plagiarism:

- All the quoted work reproduced with all necessary permission and/or attribution
- References and bibliography
- Footnotes and endnotes
- Standard provisions/principles
- Doctrines, formulae, quotations
- Historical facts
- Common knowledge or coincidental terms up to 14 consecutive words
- Generic terms, laws, standard symbols, and standards equations
- Similarity index of text which is less than 1%
- Table of contents, preface, and acknowledgements

Students will be given an opportunity to view software-generated Similarity Index (SI) scores and revise drafts before they make their final submissions to the coordinating cell (Research Cell for research proposal submitted as part of RM III: Writing A Research Proposal, Final Year Seminar Paper and Research Project; CO Cell for Community Outreach Project Report and Career Cell for Internship Report).

If, after allowing exclusions mentioned above, a student's submission has a Similarity Index (SI) of more than 10%, they can revise and resubmit until the deadline specified by the Academic Integrity Committee or by the coordinating cell (Research Cell for research proposal submitted as part of RM III: Writing A Research Proposal, Final Year Seminar Paper and Research Project; CO Cell for Community Outreach Project Report; and Career

Cell for Internship Report). Late submission penalties, if any, will be applicable on resubmissions.

For similarities above 10% after the extended deadline, the students will get a backlog or registration under the programme shall be cancelled as per the following categories:

Level 1: Similarities above 10% to 40% - Such students shall be asked to submit a revised script within a stipulated time period not exceeding six months.

Level 2: Similarities above 40% to 60% - Such students shall be debarred from submitting a revised script for a period of one year.

Level 3: Similarities above 60% -Such student's registration for that programme shall be cancelled.

Exceptional Cases:

In the event of the AIC being convinced that academic integrity has not been compromised and the word similarity is because of some other discrepancy, the AIC reserves the right to not penalise the student or to reduce the level of penalty.

Also, AIC retains the right to review and impose penalty even if SI percentage is less than 10%, if it feels that some form of plagiarism has been indulged in, such as plagiarising from each other, or from previous years' reports/papers/projects, self-plagiarism, or any other.

7.2. Academic Review Committee (ARC)

The Academic Review Committee reviews and regulates the academic conduct or practices of the institute. There is a high standard of academic discipline maintained at the institute and everyone is expected to adhere to it.

The Academic Review Committee is headed by the Director of SSLA with two/three permanent faculty members and faculty-nominated members from the Student Body. The ARC will work to review, investigate and appropriately manage/deal with any violation of

the Academic Policies followed by SSLA and SIU. The ARC also has the authority to refer cases to SIU for any further recommendation and penalties.

The following process is to be followed, in case any student/faculty wants to approach ARC with their grievance.

- Any complaints to be filed with the committee should be sent via an email addressed to arc@ssla.edu.in,
- A response is expected with 7 working days acknowledging receipt of the email and complaint.
- A first meeting will be scheduled between the Head of ARC i.e. Director and the concerned complainant within 7 working days after receipt of acknowledgement of the complaint.
 - This meeting is to understand the nature of the complaint and possible course of action and/or mediation between the concerned parties.
- After the first meeting, an email outlining the outcome of this meeting with the Director will be sent to concerned parties within 5 working days. Depending on the outcome of this meeting, the concerned parties are to email an acknowledgement of receipt of email from ARC and indicate whether the case should be closed at this stage, or they would request a hearing in front of the full ARC.
- An email will be sent out to the ARC outlining the nature of the grievance and constitute the first meeting within 7 days to hear the case as presented by both parties subject to this grievance. Subsequent meetings can and may be scheduled depending on the nature of the complaint.
- It is expected that the ARC gives its decision and outlines penalties to the concerned party within 3 months of the receipt of the grievance.

7.3. Social Conduct Review Committee (SCRC)

The Social Conduct Review Committee (SCRC) reviews students' interpersonal relations and social conduct on the campus and in the larger community. All transgressions and/or violations of laws, rules and regulations as stipulated by the Government of India, the

university and/or the institute with the exception of cases of sexual harassment and ragging, will be under the purview of this committee.

This committee is headed by the Director of SSLA with two/three permanent faculty members and two faculty-nominated members from the Student Body. The SCRC works to review, investigate and appropriately manage/deal with any violation of the Social Conduct Policies followed by SSLA and SIU. The SCRC also has the authority to refer cases to the University (SIU) for any further recommendation and penalties. The following process is to be followed, in case any student/faculty wants to approach ARC with their grievance.

- Any complaints to be filed with the committee should be sent via an email addressed to scrc@ssla.edu.in
- A response will be sent within 7 working days acknowledging receipt of the email and complaint.
- A first meeting will be scheduled between the Head of SCRC i.e. Director and concerned complainants within 15 working days after receipt of acknowledgement of the complaint.
 - This meeting is to understand the nature of the complaint and possible course of action and/or mediation between the concerned parties.
- After the first meeting, an email outlining the outcome of this meeting with the Director will be sent to concerned parties within 5 working days. Depending on the outcome of this meeting, the concerned parties are to email an acknowledgement of receipt of email from SCRC and indicate whether the case should be closed at this stage, or they would request a hearing in front of the full SCRC.
- An email will be sent out to the SCRC outlining the nature of the grievance and constitute the first meeting within 7 days to hear the case as presented by both parties subject to this grievance. Subsequent meetings can and may be scheduled depending on the nature of the complaint.
- It is expected that the SCRC gives its decision and outlines penalties to the concerned party within 3 months of the receipt of the grievance.

Classification of Misconducts

The guidelines on classification of misconducts mentioned below are only indicative and the Committee shall take appropriate decisions on the class of misconduct that is major or minor.

Academic Review Committee		
Category	Major	Minor
<ul style="list-style-type: none"> ● DMC 1: Academic Misconducts ● DMC 4: Falsification ● DMC5: Refusal to Identify or Impersonation ● DMC 20: Presenting False Testimony ● DMC 21: Denial/ Failure to comply with University or any other authority ● DMC 22: Non-Payment of Fees ● DMC 23: Misuse of Learning Resources ● DMC 26: Violation of Examination Rules 	<ul style="list-style-type: none"> ● Fraud ● Forging or altering records/ documents ● Cheating ● Unfair means under Exam rules/ Plagiarism ● Refusal to attend classes ● Impersonation ● Damaging e-resources ● Tearing of Books ● Presenting False Testimony ● Denial/ Failure to comply with University or any other authority ● Violation of Examination Rules 	<ul style="list-style-type: none"> ● Continuous absence without permission ● Not returning of Books ● Non-Payment of Fees

Social Conduct Review Committee		
Category	Major	Minor
<p>Physical</p> <ul style="list-style-type: none"> ● DMC 3: Discrimination ● DMC 6: Illegal or Unauthorized Possession or Use of Weapons ● DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct ● DMC 11: Theft, Property ● Damage, and Vandalism 	<ul style="list-style-type: none"> ● Abusive/racist /discriminatory comments ● Intimidating ● Threatening ● Harassing ● Stalking ● Fighting ● Harming using weapons ● Any other form of battery ● Damage to Property of ● University/ Institute or others 	<ul style="list-style-type: none"> ● Foul mouthing ● Verbal abuse ● Hostile demeanour ● Shoving ● Affray Punching ● Slapping ● Biting ● Kicking

Social Conduct Review Committee		
Category	Major	Minor
<p>Behavioural</p> <ul style="list-style-type: none"> ● DMC 2: Disruptive Conduct ● DMC 3: Discrimination ● DMC 7: Illegal or Unauthorized Possession, Distribution or use of drugs ● DMC 8 (a): Smoking of cigarettes, tobacco ● DMC 8(b): Possession, consumption or distribution of Alcohol/ Alcoholic Beverages ● DMC 10: Act of Violence, Threatening, Harassing, or Assaultive Conduct ● DMC 13: Causing Disrepute to other students ● DMC 25: Violation of Hostel Rules ● DMC 27: Violation of University Rules 	<ul style="list-style-type: none"> ● Abusive/racist/discriminatory comments ● Intimidating ● Threatening ● Harassing ● Stalking ● Violating Bye-laws/Rules/Regulations/Code of Conduct of the University ● Causing Disrepute to other Student ● Consumption/ Possession/Distribution of Banned Substances Drugs 	<ul style="list-style-type: none"> ● Foul mouthing ● Verbal abuse ● Hostile demeanour ● Consumption Possession/ Distribution of Tobacco/Cigarettes ● Consumption Possession Distribution of Alcohol/Alcohol Beverages ● Causing Disrepute to other students ● Filing a complaint on behalf of another student without the consent of such student

Social Conduct Review Committee		
Category	Major	Minor
Property of the Campus/University <ul style="list-style-type: none"> ● DMC 9: Unauthorized Access and Use of property & facilities ● DMC 1 1: Theft, Property Damage, and Vandalism 	<ul style="list-style-type: none"> ● Destruction ● Theft ● Vandalism ● Unauthorized Access and ● Use of property & facilities 	<ul style="list-style-type: none"> ● Misuse of University resources ● Damaging books in the library

Social Conduct Review Committee		
Category	Major	Minor
<p>Reputation of University</p> <ul style="list-style-type: none"> ● DMC 12: Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s) ● DMC 16: Unauthorised Agreements/ Contracts ● DMC 17: Abuse of Electronic communication ● DMC 18: Media Contact ● DMC 19: Organization and Event Registration ● DMC 24: Causing Harm/ Disrepute While Involved in External Activities 	<ul style="list-style-type: none"> ● Defamation of University/University through any form of media ● Abuse of Electronic Communication including Spreading false and unverified information causing harm to fellow students, their reputation and future prospects, through personal email or social media ● Causing Harm or disrepute by misbehaviour with dignitaries or authorities during events causing Harm/ Disrepute While Involved in External Activities (Sports/Internship/ Excursions/ Study Tours/ Cultural Events) 	

Social Conduct Review Committee		
Category	Major	Minor
(Sports/ Internship/ Excursions/ Study Tours/ Cultural Events)	<ul style="list-style-type: none"> ● Recording of Images without Knowledge/ altering of photograph of a student(s)/ person(s) ● Causing Disrepute to other students or any of the SIU Employee ● Unauthorised Agreements/ Contracts ● Unauthorised Organization and Event Registration 	

*These misconducts are in more than one category

Punishments/Penalties:

The punishments for the misconducts in the University Code of Conduct are provided below:

- **Warning:** A written letter of reprimand resulting from a student's misconduct.
- **Suspension:** Suspension is an action that suspends the student's enrolment at the University for a specified period of time. Suspension depending upon the nature of misconduct can be imposed either in respect of residential, academic privileges including appearing in examinations or both.
- **Monetary Fine:** Monetary Fine is a sanction resulting from misconduct in which a student is required to deposit an amount as penalty or any amount deposited by them is forfeited or adjusted. It also includes restitution, which means making

compensation for loss, injury, or damage caused to other students or Institution/University.

- **Confiscation:** Confiscation means confiscation of goods used or possessed by a student involved in a conduct, in violation of University rules.
- **Restriction of Privileges:** Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to a student facilities, placement programmes, University events for a defined period of time.
- **Not allowing to take semester exams in full or in parts:** Not allowing to take semester exams in full or in parts means not allowing the student to appear for the semester examination for all courses prescribed for that particular semester or for some courses prescribed for that particular semester.
- **Withholding of Examination Results:** Withholding examination results means not declaring results of examinations (semester/practical or otherwise) in totality, for a specified period of time, in respect of which examination a student has appeared.
- **Withholding of Academic Awards:** Withholding of Academic Awards (certificate, diploma or degree) means the withholding of certificate, diploma or degree otherwise earned, for a defined period of time or until the completion of awarded sanctions. It is clarified that withholding, in this case, would mean that results of examinations may have been announced but because of awarded sanctions, academic awards cannot be conferred. In such a case even a statement of marks/grade sheet, passing certificate, transference certificate, migration, etc. will not be given.
- **Withdrawal of Academic Awards:** Withdrawal of Academic Awards (statement of grade/marks/passing, certificate, diploma or degree) means cancellation of the academic award already conferred on a person on the ground of submission of false information leading to admission, submission of forged documents for eligibility

purpose or submission of any other mandatory documents, as may be prescribed/required.

- **Cancellation of Admission/Termination of Studentship:** Cancellation of Admission/Termination of Studentship means separation of a student from the University with the opportunity to re-enroll by following the selection process in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.
- **Rustication:** Rustication is an action which permanently separates a student from the University without opportunity to re-enroll in the future.
- **Other sanctions:** Other appropriate sanctions may be imposed by the Competent Authority of the University singularly or in combination with any of the above-listed sanctions.
- **Expulsion:** Expulsion is an action forcing student to separate from the University/ constituent with the opportunity to re-enroll by following the selection process in the future after a gap of minimum one academic year with necessary undertakings as may be prescribed.

The guidelines on types of punishments mentioned below are only indicative. The Disciplinary Officer/Committee/Cell shall take appropriate decision based on the Quantum of Punishment(s) prescribed in Appendix I:

Type of Misconduct	Punishments
Major	<ul style="list-style-type: none"> ● Suspension ● Termination of Studentship / Expulsion ● Rustication ● Cancellation of Admission ● Withdrawal of Academic Awards
Minor	<ul style="list-style-type: none"> ● Warning/ Reprimand ● Notifying parents ● Monetary Fine as specified ● Not allowing to take semester exams in full or in parts ● Withholding of Examination Results ● Not allowed to participate in University activities for one year- moots, fests or any other University activity ● Reformative action in the form of Community Service

NOTE- It may be noted that this list, though elaborate, is not exhaustive. Any type of conduct not covered herein, may still be construed as misconduct and may be inquired and decided under the Code and any other penalty or punishment as deemed fit may be imposed by the competent authority on a case to case basis. Further, punishment and penalty may be in combination and concurrent on a case to case basis.

7.4. Internal Committee (IC)

All grievances and complaints brought forward by students, with regard to sexual harassment, are overseen by the IC that has been formed at the campus level. The constitution and working of the committee is governed by the UGC (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulation, 2015 to be read with other rules and regulations notified by the University Grants Commission from time to time.

7.5. Mentoring Cell

The student mentoring programme at SSLA smoothens out the adjustment and acclimatization process for new incoming students. As part of this programme, one senior student volunteer is given charge of six new students and the mentors help the freshers in getting themselves organised during their early association at SSLA. The kind of help extended would be related to academic and other matters. Senior faculty members overlook this programme and ensure its effective functioning.

7.6. Anti-Ragging Committee

The SIU Anti-Ragging Policy is available on: [SIU Anti Ragging Measures](#).

SIU has a strong position against ragging in any form. All students and parents at SIU are required to sign an 'Anti-Ragging Undertaking'. This is a legally binding document that states that the student will not engage in ragging in any way either directly or indirectly. Any student who violates this undertaking will be expelled from SIU and will be punishable under law.

SSLA condemns ragging and is intolerant towards it to any degree and has set up an Anti-Ragging Committee at the institute level as per UGC requirement. Ragging within and outside any educational institute is prohibited. Anyone found indulging in ragging in any form within or outside the campus, shall be instantly expelled from the university.

8) Clubs and Cells

At SSLA all students are encouraged to organise and join associations that promote their common interests. Below is a list of clubs, societies and cells that currently exist at SSLA. Students are free to create new clubs or cells, after seeking official permission from the Director.

8.1. Clubs At SSLA

Extra-curricular student-run initiatives.

Art Club	Bandemonium (Music Club)
Comedy Club	Dance Club
Evergreen Club (Zero-waste Club)	Filmmaker's Guild (Film Club)
It Could be Verse (Poetry Club)	Karaoke Club
Natak Society (Theatre Club)	Orator's Club
Photography Club	Queer Qrew*

*The Queer Qrew is an SSLA-affiliated student group.

8.2. Cells At SSLA

Faculty-led and student-operated bodies aimed at advancing key components of the SSLA space and programme structure.

Alumni Cell	Admissions Cell
Career Cell	Communication Cell
Community Outreach Cell	International Cell
	Research Cell

8.3. Societies at SSLA

Academic / co-curricular initiatives managed by students and supported by faculty.

The Society for Culture & Criticality	SSLA Psychological Association
Economics and Public Policy Cell	History Cell (Historia)
IT Cell	Business Development Cell (Conceptus Cell)
The Transcontinental	

9) Student Body

The Student Body is made up of all SSLA students. This body is responsible for electing a group of students that forms the Student Council.

10) Student Council

There are 12 members who form the Student Council. Of these, 5 members are elected by the student body and form the Core Committee. These are the Batch Representatives and the President. The remaining 7 members are selected by the Core Committee to perform various functions and form the Student Assembly.

The Student Council will regularly communicate with the Student Body about developments at SSLA, note student concerns/suggestions, and help moderate the smooth functioning of SSLA events.

11) Red Carpet 2021

Every year, the students of SSLA organise an annual year-end celebration titled the Red Carpet. Due to the pandemic, the event was conducted online this year through a live YouTube stream. Like every year, the event started with creative performances put up by the various clubs of SSLA. This was followed by a short note from the Director and an awards ceremony where students are recognised for their academic and non-academic achievements over the last year.

As the academic year draws to an end, SSLA students vote for a faculty member to deliver the Last Lecture to an audience of students, parents and dignitaries. The Last Lecture has the added importance of being the final lecture for the graduating students. This year, the event was concluded by Uday Sinha who was chosen by the student body to be the last lecturer this year.

Awards:

At every Red Carpet, students receive academic and non-academic awards in recognition of their excellence and contributions made during the academic year.

- **Academic Awards**

- **Best Essay**

The award for Best Essay was given to the following students:

Batch 2020 - 2024: Anushka Jagdish Waghmare for her essay 'On Wuthering Heights' and Jayati Tripathi for her essay 'Verbal Self-Portrait'.

Batch 2019 - 2023: Anirved Deshpande for his essay 'Samyukta Maharashtra Movement-Comparative Analysis of Media Coverage with a Personal I, Trisha Sanjay Awari for her essay on 'Theoretical Application of Intersectionality with the

Interplay of other Variables’, Neha Dadke for her essay on ‘An Assessment of the Ryotwari Settlement in the North Arcot District’ and Neha Ankam for her essay on ‘The Five Filters of Propaganda Model applied to the Indian media’.

Batch 2018 - 2022: Kuhelika Bisht for her essay ‘Inheriting the Tomboy: An Autoethnography on Transmission of Gender Role Ideology across Generations through Socialisation and Media’

Batch 2017 - 2021: Mrinal Rajeev for his essay ‘Counterculture in America and Antonioni's Zabriskie Point’ and Shantanu Chhawchharia for his essay ‘Convergence of Japanese Modernity & Zen Aesthetics in Tokyo Story’.

Inter-batch: Kuhelika Bisht and Nayanika Shome for their essay ‘Accommodating Cosmopolitan Renegotiations: Female-led Migration in Domestic, Urban, Organizational and National Spaces’.

○ **Best Presentation**

The award for the Best Presentation was given to the following students:

Batch 2020 - 2024: Ishita Singh, Keerthana Kota, Mihika Bansal and Naomi Samson for ‘A Presentation on the Classic - Daddy Long Legs’.

Batch 2019 - 2023: Sanjana Rao, Anjali Warriar, Annwasha Borbuiya and Onam Wadhwa for their presentation on ‘The Water War in Bolivia’ and Kartik Anil Kumar and Anushka Majumdar for their presentation on ‘Origin and History of LGBT Movements in South Asia and the Term Queer’.

Batch 2018 - 2022: Eva Banerjee, Ira Deshmukh, Ishika Jain, Khushi Shah and Tanisha Agarwal for their presentation on 'Yolanda': A Behaviorist Perspective'.

Batch 2017 - 2021: Arikapalli Rahel Rao for her presentation on 'The Glass Bottle Trick by Nalo Hopkinson: A Thematic Analysis'.

Inter-batch: Radhika Singh, Malvika Singhal and Cherry Narang for their presentation 'Patriarchy as Enduring Practice in Neoliberal Times'.

○ **Best Project**

The evaluations carried out at SSLA are diverse including video essays, poster designing, films, etc.

Batch 2020 - 2024: Madhumita Lokanandan for her short film on 'Zoonosis & Pandemics' and Asfiya Qadri for her short story 'In Another Life: Story of Iqbal'.

Batch 2019 - 2023: Akash Shankar, Dev Baid, Dhvani Shrotriya, Hansini Ruparel, Hrishi Baney, Kanav Agarwal and Maahir Sarkari for their short film on 'Privilege' and Harshini Nag HG for her project 'Banking ATM System'.

Batch 2018 - 2022: Kuhelika Bisht for her short story 'Punjab Mail' and Isha Bipin Mahajan for her project on 'Multiple Regression Analysis'.

Batch 2017 - 2021: Unnati Agrawal and Vandana Vinod Krishnan for their project on 'Graph Theory'.

- **Award for Best Community Outreach Project**

In addition to the academic course work, SSLA students are required to participate in a community outreach project that aims to nurture students into sensitive, ethical and critically conscious citizens who will contribute responsibly to communities and society. In the fifth semester, students write a report on their experience, prepare a 20-minute presentation and respond to a 10-minute viva.

This year the Best Community Outreach Project was awarded to Ayesha Elizabeth John.

- **Award for Best Internship**

SSLA students are also required to undertake an internship with an organization/institution in a field related to the student's major area of specialisation. This is an opportunity to apply theoretical concepts learnt in class in a professional setting, gaining industry experience in the process. In the sixth semester, students write a report on their experience, prepare a 20-minute presentation and respond to a 10-minute viva.

This year the Best Internship was awarded to Aena Asif.

- **Award for Meritorious Dissertation**

To write a dissertation is commonly held to be a milestone in every student's life. In the same spirit, SSLA awards those students who write exceptional dissertations.

The award for a Meritorious Dissertation was given to Ankita Mathur.

- **Award for Best Seminar Paper**

All final-year students are expected to write a seminar paper to encourage and equip them to deliberate on themes in an academic fashion and write a paper that satisfies standard academic conventions.

The award for the Best Seminar Paper was given to Qandeel Qazi.

- **Director's Distinction List**

Batch 2020 - 2024: Jayati Tripathi, Anushka Jagdish Waghmare, Sruthi Venkatraman, Bhavya Jha, Ananya Jaydeep Chaure, Roopkatha Misra, Prachi Bagla, Aparajita Lahiri, Raghavi Agarwal, Smrithika Rongali, Aniriddhi Mistry, D. Lavanyaa, Georgie Sonu Koithara, Khwahish Vig, Anushka Sanjay, Idika Joshi, Varnika Singh

Batch 2019 - 2023: Harshini Nag HG, Shweta Padhi, Sanam Siddhesh Bhohe, Neha Dadke, Smriti Anil Poduval, V. Shivani, Disha Sarna

Batch 2018 - 2022: Ayesha Elizabeth John, Ria Amol Wadikar, Rishima P. Shetty, Aena Asif, Isha Bipin Mahajan, Diti M.

Batch 2017 - 2021: Anoushka Panda, Arikapalli Rahel Rao, Muskan Aggarwal, Vandana Vinod Krishnan

- **Non-Academic Awards**

- **Director's Mention**

SSLA places great emphasis on students coming up with their own initiatives for the college and community. The Director's Mention is given to students who make considerable efforts for the college's improvement and smooth functioning.

The following students made the year 2020 - 2021 special for SSLA:

- Shantanu Chhawchharia
- Yakun Sharma
- Maanvi Khurana
- Trista Aria
- Muskan Aggarwal
- Ahaan Azvedo
- Abhishek Sam

- Maanvi Khurana
- Soham Talele
- Manavi Pandey
- Ayesha Elizabeth John
- Viddhi Thakker
- Naushi Mathur
- Ishika Jain
- Araniani Acharya Cabral esa
- Kruthika Sanjay
- Shivangi Singh
- Ishaansh Singh
- Mahak Jain
- Kartik Anilkumar
- Shruti Venkataraman
- Arikapalli Rahel Rao
- Mayurika Das
- Nikhil Lobo
- Asmita Seth
- Geeta Gunjal
- Kruthi Nagaraja
- Khushi Bajaj
- Kuhelika Bisht
- Aishi Mitra
- Malvika Singhal
- Neha Dadke
- Aditya Moni
- Sharika Bhan
- Harshini Nag HG
- Shweta Padhi
- Vedika Dawar

- Anoushka Panda
- Varad Godase
- Ishika Jain
- Aashna Khosla
- Arikapalli Rahel Rao
- Adithi Hebbar
- Amarabati Bhattacharyya
- Geeta Gunjal
- Mrinal Rajeev
- Muskan Aggarwal
- Meera T
- Qandeel Qazi
- Rutvik Upadhyaya
- Ankita Mathur
- Mahika Mor
- Ananya Gandhi
- Aena Asif
- Isha Bipin Mahajan
- D. Madhav
- Disha Doshi
- Sanam Bhobe

○ **Most Responsible**

Each year, SSLA recognises students who have contributed to the institute's growth and development.

For the academic year 2017-2018, this award was given to the following students:

- Batch 2020 - 2024: Aditi Vaidyanathan
- Batch 2019 - 2023: Neha Dadke

- Batch 2018 - 2022: K. Jahnavi

Isha Bipin Mahajan

- Batch 2017-2021: Varad Godase

- **Award for the Greatest Change: The Metamorphosis Award**

Every year, SSLA recognises the efforts of those students who have managed to find their own unique voice, and have shown an appreciable positive change in their growth.

For the academic year 2020 - 2021, the Award for the Greatest Change, popularly known as the Metamorphosis Award, went to Disha Subramaniam (2018-2022).

- **Da Vinci Award: All-Rounder**

SSLA's endeavour lies in nurturing students who are well-rounded, i.e., students who excel not only in academics but also in co-curricular activities. The institute bestows the Best All-Rounder award upon the student who has been phenomenal in striking a balance between the two fields while striving for excellence in all possible domains.

The Da Vinci award for the academic year 2020-2021 was given to Muskan Aggarwal of Batch 2017-2021.

12) Batch 2017-2021 Farewell Ceremony

To celebrate the achievements and growth of the outgoing batch, every year SSLA hosts an evening to bid them farewell. Due to the extraordinary circumstances in the academic year 2020-21, a virtual Guard of Honour and Farewell ceremony were held. Ambassador Pavan Varma was the chief guest for the event and Vandana Krishnan delivered the valedictorian's address. This was followed by speeches delivered by Gayatri Chatterjee and a speech from our Director, Dr. Anita Patankar.

13) Academic Calendars

13.1. Academic Calendar for Batch 2018-22, 2019-23, and 2020-24 (July - December 2021)

Given the uncertainty associated with the current pandemic, SSLA may need to change the dates. Due notice will be given.

July - December 2021		
Day	Date	Event
Monday - Monday	July 12 - 19, 2021	Workshops, talks
Tuesday	July 20, 2021	SSLA 10th Year Anniversary celebration
Wednesday	July 21, 2021	Classes begin
Friday	September 10, 2021	Ganesh Chaturthi
Friday	October 1, 2021	Community Outreach Project Reports due for Batch 2023
Saturday	October 2, 2021	Mahatma Gandhi Jayanthi
Monday	October 11, 2021	Deadline to share marks for assignments worth at least 35 marks (out of a total of 75 marks CA) to students and the Academics Department
Friday	October 15, 2021	Dussehra
Saturday	October 30, 2021	Draft TNG/CNG List declared
Monday - Saturday	November 1-6, 2021	Diwali Break
Saturday	November 13, 2021	TNG/CNG List Declared (Calculated as of November 10)
Monday	November 15, 2021	CA marks freeze
Thursday	November 18, 2021	Last date for students to request a correction in CA marks
Friday	November 19, 2021	Last date for faculty members to upload any correction in CA marks
Wednesday	November 24, 2021	Last day of classes
Thursday - Saturday	November 25 - 27, 2021	Study Break
Monday - Thursday	November 29 - December 16, 2021	Semester End Evaluation/Term End Evaluation (SEE/TE) (any change in dates will be declared 2 months in advance)
Monday - Friday	November 29 - December 31, 2021	Backlog examinations (including Research Project (dissertation), Internship and COP – exact dates to be declared 2 months in advance)

13.2. Academic Calendar for Batch 2018-22, 2019-23, and 2020-24 (January - May 2022)

Given the uncertainty associated with the current pandemic, SSLA may need to change the dates. Due notice will be given.

January - May 2022		
Day	Date	Event
Tuesday	January 4, 2022	Classes begin
Friday	January 14, 2022	Makara Sankranti
Wednesday	January 26, 2022	Republic Day
Sunday - Sunday	March 6 - 13, 2022	Midterm Activity Week (no classes, no assignments)
Saturday	March 12, 2022	Research Project (Dissertations) due for Batch 2022
Monday	March 14, 2022	Deadline to share marks for assignments worth at least 25 marks (out of a total of 75 marks CA) with students and Academics Department
Monday - Saturday	March 14 - 19, 2022	No CAs (assignments, quizzes, in-class tests) due this week
Saturday	March 19, 2022	Holi/ Dhulivandana
Friday	April 1, 2022	Draft TNG/CNG List declared
Wednesday	April 13, 2022	Gudi Padwa
Thursday	April 14, 2022	Dr. Ambedkar Jayanthi
Monday	April 18, 2022	TNG/CNG List Declared (Calculated as on April 15, 2022)
Tuesday	April 19, 2022	CA marks freeze
Friday	April 22, 2022	Last date for students to request a correction in CA marks
Saturday	April 23, 2022	Last date for faculty to upload any correction in CA marks
Saturday	April 30, 2022	Last day of classes
Sunday- Monday	1 May - 2nd May 2022	Study break
Tuesday	May 3, 2022	Ramzan Eid
Wednesday- Wednesday	May 4 - 25, 2022	Semester End Evaluation/Term End Evaluation (SEE/TE) (any change in dates will be declared 2 months in advance)
Thursday - Saturday	May 26 - June 11, 2022	Backlog examinations (including Research Project (dissertation), Internship and COP – exact dates to be declared 2 months in advance)
Saturday	May 28, 2022	Farewell for Batch 2022
Sunday	May 29, 2022	Red Carpet

13.3. Academic Calendar for Batch 2021-25 (Semester I)

Given the uncertainty associated with the current pandemic, SSLA may need to change the dates. Due notice will be given.

Semester I		
Day	Date	Event
Sunday - Saturday	September 12 - 18, 2021	Orientation/Induction Programme
Monday	September 20, 2021	Classes begin
Saturday	October 2, 2021	Mahatma Gandhi Jayanthi
Friday	October 15, 2021	Dussehra
Monday - Saturday	November 1 - 6, 2021	Diwali Break
Saturday	November 27, 2021	Deadline to share marks for assignments worth at least 35 marks (out of a total of 75 marks CA) with students and Academics Department
Saturday	December 18, 2021	Draft TNG/CNG List declared
Saturday	December 25, 2021	Christmas
Saturday	January 1, 2022	New Year's Day
Monday	January 3, 2022	TNG/CNG List Declared (Calculated as of December 30)
Tuesday	January 4, 2022	CA marks freeze
Friday	January 7, 2022	Last date for students to request a correction in CA marks
Saturday	January 8, 2022	Last date for faculty members to upload any correction in CA marks
Thursday	January 13, 2022	Last day of classes
Friday - Sunday	January 14 - 16, 2022	Study Break
Monday - Saturday	January 17 - 22, 2022	Semester End Evaluation/Term End Evaluation (SEE/TE) (any change in dates will be declared 2 months in advance)

13.4. Academic Calendar for Batch 2021-25 (Semester II (January - May 2022))

Given the uncertainty associated with the current pandemic, SSLA may need to change the dates. Due notice will be given

Semester II (January - May 2022)		
Day	Date	Event
Monday	January 31, 2022	Classes begin
Sunday - Sunday	March 6 - 13, 2022	Midterm Activity Week (no classes, no assignments)
Monday - Saturday	March 14 - 19, 2022	No CAs (assignments, quizzes, in-class tests) due this week
Saturday	April 9, 2022	Deadline to share marks for assignments worth at least 35 marks (out of a total of 75 marks CA) with students and Academics Department
Monday	May 2, 2022	Draft TNG/ CNG List Declared
Tuesday	May 3, 2022	Ramzan Eid
Monday	May 16, 2022	TNG/CNG List Declared (Calculated as of May 13)
Tuesday	May 17, 2022	CA marks freeze
Friday	May 20, 2022	Last date for students to request a correction in CA marks
Saturday	May 21, 2022	Last date for faculty members to upload any correction in CA marks
Friday	May 27, 2022	Last day of classes
Saturday - Sunday	May 28 - 29, 2022	Study Break
Sunday	May 29, 2022	Red Carpet
Monday - Saturday	May 30 - June 4, 2022	Semester End Evaluation/Term End Evaluation (SEE/TE) (any change in dates will be declared 2 months in advance)