

## **Probation Policy for Undergraduate Students**

### **Warning:**

- i. Participant securing less than 2.00 CGPA will be placed on the warning.
- ii. An auto-generated warning letter will be issued to the student through ERP.
- iii. The participant will contact the Batch Advisor for guidance to improve his/her performance.

### **First Probation:**

- i. Participant securing less than 1.75 CGPA in the next semester after Warning, will be on 1<sup>st</sup> probation.
- ii. An auto-generated letter on 1<sup>st</sup> Probation will be issued through ERP.
- iii. The participant will contact the Batch Advisor for guidance to improve his/her performance.

### **Second Probation:**

- i. Participant securing less than 1.75 CGPA in 2 consecutive semesters will be on 2<sup>nd</sup> probation.
- ii. An auto-generated letter on 2<sup>nd</sup> Probation will be issued through ERP.
- iii. The Participant will contact the Batch Advisor for guidance to improve his/her performance.

### **Third Probation:**

- i. Participant securing less than 1.75 CGPA in 3 consecutive semesters will be on 3<sup>rd</sup> probation.
- ii. An auto-generated letter on 3<sup>rd</sup> Probation will be issued through ERP.
- iii. The participant will not be eligible to register new course(s). He/she will be allowed to register the old courses for improvement.
- iv. The Participant will contact the Batch Advisor and COD for guidance to improve his/her performance.
- v. Further registration for new courses will put on hold after third probation. The participant will clear previous subjects for improvement of CGPA to greater than 2.0 to become eligible for further registration of new courses.

### **Rules and Regulations:**

- i. If a participant did not improve the CGPA in two additional semesters after Third Probation, he/she will be warned through auto message by the system.
- ii. The Batch Advisor / CoD will assess the potential of the participant at school level. The participant can exit from 4-years degree program with ADP degree (if possible).
- iii. The Batch Advisor should approach parents/guardian and guide them accordingly.
- iv. The Batch Advisor will monitor for maximum time duration of Degree Program.
- v. All such cases will be reviewed by a Department Level Committee headed by CoD with advisor and two senior faculty members as part of the committee immediately after one week of the declaration of results and recommend continuation of degree/ADP or dismissal. Participant should be asked to plead his case before the committee. Committee will send its recommendations to the ORG in the second week of declaration of results.
- vi. University level committee headed by Registrar with Controller of Examinations, Dean and CoD to decide on the basis of recommendations of the Department Level Committee.
- vii. If a participant successfully clears his/her probation but later achieves a CGPA below 1.75 after a few semesters, his/her probation status will be considered as the 1<sup>st</sup> probation.
- viii. The Office of the Controller of Examinations will share list of participants according to their warning/probation status after every semester.

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### **Academic Dismissal:**

The Participant will be dropped out from the University Enrollment in the following cases:

- i. Participant got 5 or more F grades in first semester only.
- ii. The Office of the Registrar will inform the participant(s) and cancel their enrollment (if required) as per recommendations of the University Level Committee