

Academic Regulations for Post Graduate Diploma Program

(With effect from Academic Year 2026-27)

School of Technology,
GSFC University
Vadodara 391750, Gujarat, India

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R.1.0 Short Title

- The regulations listed under this head are prepared for the Post Graduate Diploma program offered by GSFC University in Industrial Safety.
- The regulations hereunder are subject to amendments by the Board of Management of the University from time to time. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the program, as may be determined by the Board of Management.

R 2.0 Definitions & Nomenclature

- Academic Year:** It is the period necessary to complete an actual course of study within a year. It comprises two semesters i.e., (one odd & one even)
- Certificate:** It is that academic award conferred upon a student on successful completion of a one-year program designed to achieve the defined attributes. It is referred to as a Post Graduate Diploma Certificate, which is “PGD”.
- Course:** It is a combination of theory, tutorials and practical sessions of a subject offered in a semester.
- Credit Point:** It is the product of grade point and number of credits for a course.
- Credit:** A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value.
- Cumulative Grade Point Average (CGPA):** It is a measure of cumulative performance of a student over all the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- Evaluation:** Evaluation is the process of judging the academic performance of the student in her/his courses. It is done through a combination of continuous internal assessment and semester end examinations.
- Grade Point:** It is a numerical weight allotted to each letter grade on a 10 - point scale.

- i. **Grade:** It is an index of the performance of the students in a said course. Grades are indicated by alphabets.
- j. **Hybrid mode:** Hybrid teaching consists of both online and offline classes, where students can attend on-campus sessions, digital sessions in the same time zone or digital sessions in a different time zone.
- k. **Internship:** It is a design or industry defined work to be taken up by a student during his/her course to achieve an aim. It is a credit-based course and is to be planned carefully by the student.
- l. **PGDIS - Post Graduate Diploma in Industrial Safety**
- m. **Program** means a discipline under the School of Technology. It is a cohesive arrangement of courses, co-curricular and extracurricular activities to accomplish predetermined objectives leading to the awarding of a post graduate diploma degree.
- n. **Registration:** Process of enrolling into a set of courses in a semester of a program.
- o. **University** means GSFC University.

R.3.0 Admission for PGD Program

R 3. 1 List of Programs

- Post Graduate Diploma in Industrial Safety (PGDIS)

The name of the program hereafter will be mentioned as indicated in the brackets above.

R 3.2 Number of Seats: The number of seats in each branch of the PGD Program for which admission is to be made in the School of Technology will be decided by the Board of Management, GSFC University.

R 3.3 Eligibility: The minimum eligibility for admission to **Post Graduate Diploma in Industrial Safety (PGDIS)** program shall be based on the program as detailed below:

- M.E./MTech. /M.I.H. (Master of Industrial Hygiene).
- M.Sc. with Physics, Chemistry, Electronics or Environment M.Sc. IGBT

(Sp. in Environmental Biotech).

- B.E./B.Tech. in any discipline of Engineering or Technology
- B.Sc. Fire & Safety
- B.Sc. with Chemistry, Physics, Electronics or Environment as principal subjects with a minimum 2 years of relevant experience.

R 3.4 Seat Allocation:

The admission committee will prepare a merit list based on eligibility criteria. Seats are allotted based on applicant's interest and seat availability. The admission committee may decide to conduct a test or call the applicants in the merit order for admission.

R 3.5 Fees:

The selected candidate will be admitted to the PGD Programme after he/she fulfills all the admission requirements as indicated in the letter of admission after making the payment of the prescribed fees within the due date announced.

R 3.6 Authority:

Any matter related to admission to the PGD Programme, the decision of the Admission Committee is final.

R 3.7 Dispute:

If at any time after admission, it is found that a candidate has not fulfilled the requirements stipulated in the offer of admission, the Admissions Head/Director - Admin may revoke the admission of the candidate and report the matter to the Provost.

R 4.0 Structure of PGD Program

R 4.1 Category of Courses:

The Program of study will consist of three categories of courses distributed over one year with two semesters per year as listed below:

Sr. No.	Course Category
1	Core Courses
2	Ability Enhancement Compulsory Courses
3	Professional Elective Courses

R 4.2 Credit:

A unit by which the course work is measured. It determines the number of hours of instructions required per week. Credits are earned by the student based on the following pattern:

- For Theory / Tutorial Classes: 1 credit is equivalent to 15 contact hours per semester.
- For case study/seminar/audits/internship/ project work and Allied Activities: 1 credit is equivalent to 30 contact hours per semester.

R 4.3 Curriculum:

The curriculum comprises an appropriate combination of Theory, industrial visits, seminar, case study, audits, tutorial and Practical sessions.

R 5.0 Graduation Requirement:

The following academic requirements shall be met for the award of the PGD certificate.

- Students shall register and acquire minimum attendance in all courses and secure 36 Credits for regular program in PGDIS, 31 credits for students admitted in PGDFLSA and 35 credits for students admitted in PGDDM.
- A student of a regular program, who fails to earn the prescribed credits in PGD programs within three consecutive academic years from the year of his/her admission with a minimum CGPA of 4.0, shall forfeit his/her certificate and his/her admission would stand cancelled.

R 6.0 Classification and Numbering of courses:

An example of typical course code for the PGD programs may be PGDIS101 for semester I and PGDIS201 for semester II.

P S R CN			
P	S	R	CN
Program	Semester	Revision	Course Number
5 Digit for PGDIS	1 digit	1 digit	1 digit
-	1 - Semester I 2 – Semester II	0 – The course has not been revised after the syllabus is framed 1 – The course has been revised for one time	1 – First course in the semester 2 – Second course in the semester

R 7.0 Medium of Instruction:

The medium of instruction, examination and internship report will only be in English.

R 8.0 Registration / Enrolment of the Courses

- The process of signing-up for courses is called 'Registration'. Students are enrolled after they pay the prescribed fees. For a student to attend classes he/she must necessarily complete both registration and enrollment. All students shall formally register for the courses every semester to undergo their learning course work.
- It is compulsory for the student to register for courses in time. The registration will be organized departmentally by the Program coordinator under the supervision of the Dean.
- IN ABSENTIA, registration will not be permitted under any circumstances.

R 8.1 Dropping off Courses:

This is applicable only for Professional Elective.

- a. A student cannot withdraw from an elective course once written consent has been submitted.
- b. Professional electives will only be finalized if 50% of the students have opted for a course.
- c. Students' who have opted a course less than 50%, they will be transferred to the majority group
- d. In other circumstances Dean may decide in consultation with Provost.

R 8.2 Disqualification: A student will not be allowed to enroll for current semester if he/she:

- a. Has not cleared pending fees dues to GSFCU, Hostel, Library, etc. in the previous semester.
- b. Has been 'Debarred from study' due to any stipulated reason in the previous semester
- c. Has any 'Pending Disciplinary Actions' against him/her in the previous semester.

R 9.0 Semester Duration:

Each semester of study shall normally consist of 24 weeks or 144 working days or 384 hours exclusive of mid semester / end semester examinations/internships for PGDIS program.

A student is ordinarily expected to complete the PGD Programs in 2 semesters.

R 9.1 The regular students will not be allowed to complete the PGD. Degree in less than 2 full semesters respectively.

R 10.0 Temporary withdrawal from the Program:

A student may be permitted by Provost to withdraw from the program for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the program only for a maximum continuous period of one semester or the aggregate of individual discontinuation not exceeding two semesters

R 11.0 Attendance Requirements:

- A. A student must maintain an attendance record of at least 80% in individual courses. Without the minimum attendance of 80%, in any course, students become ineligible to appear for the end semester examination in that course.
- B. A student must strive to attend all the classes without fail. However, the minimum attendance requirement of 80% allows a student the facility to use the balance 20% to account for illnesses, permitted assignments such as inter university sports meets, inter-collegiate/inter-university competitions, accidents, unforeseen emergencies etc. Minimum 80% attendance in a course is mandatory for a student to be eligible to appear in the end semester examination.
- C. It is the responsibility of each and every student to keep track / monitor his / her percentage of attendance for each course and ensure that he / she satisfies the attendance norms prescribed by GSFC University. If the student finds any discrepancy / error in the attendance status, he /she should immediately bring it to the attention of the concerned faculty member and seek redressal.

R 11.1 Condonation of Attendance:

In rare and genuine cases, a committee consisting of the Dean and course coordinator of the concerned branch will examine the case, based on the documents submitted by the student. Assessment will be done, by the committee, on the merit

of the case and spell out their recommendation to the Provost. Provost, based on the recommendation of the committee may then give condonation of attendance, if the Provost deems it fit and deserving.

R 12.0 Assessment:

The learning of a student is assessed and evaluated in-house by the program faculty, in the case of internship/case study work an external examiner who guided the students shall be conducting the viva-voce.

R 12.1 Assessment criteria for PGDIS

S. No.	Assessment	Details	Maximum Marks	Qualifying Marks
Theory Subjects				
1.	Continuous Evaluation	a) MCQ	30	--
		b) Assignment	10	
2.	Mid Semester Exam	Descriptive Type Question	20	--
3.	End Semester Exam	Descriptive Type Question	40	--
Total			100	40
Ability Enhancement Compulsory Course				
1.	Internship	a) Report Submission	60	40
		b) Viva and Presentation	40	

R 12.2 Makeup Examination: The make-up examination facility shall be available to students who may have missed to attend MSE/ESE examination in one or more courses in a semester due to genuine reasons. Makeup examination is conducted at the discretion of the Controller of Examination. This will be considered as first attempt.

R 12.3 Theory & Practical Passing Criterion: A minimum of 36% marks must be obtained individually in both components — (1) Mid-Semester Examination (out of 20 marks) & Continuous Evaluation (CE) (out of 40 marks) and (2) End Semester Examination (out of 40). Additionally, a student must secure at least 40% marks overall in the subject i.e. by combining both internal and external examinations.

R 13.0 Reappearing for Final Examination:

- R 13.1** Students who have secured 'F'(Fail)/'Ab' (Absent) grade in a course can reappear when the end semester examination for that course is conducted again in the consecutive semester.
- R 13.2** For the first two attempts of re-appearing in end-semester examinations, the MSE and CE marks obtained in the first attempt will only be considered and it will be combined with the marks obtained in the end semester examinations for the award of appropriate grade.
- R 13.3** However, if a student obtains 'F'(Fail)/'Ab' (Absent without notification) grade in a course in the first two attempts, then from the third attempt onwards, full weightage (100%) shall be assigned to marks scored in the end semester examinations and the internal assessment marks they have scored during the regular course of study will be ignored.
- R 13.4** The first attempt is that which corresponds to the first registration for the course. If a student gets 'F' or 'Ab' in an attempt that is treated as an attempt.
- R 13.5** All applicable fees charged for the purpose of examination will apply for re-appearance for the course.

R 14.0 Course wise grading:

- R 14.1** Letter Grades and Grade Points (GP) are earned by the student for each course based on the aggregate of marks obtained through examination. The letter grades and the corresponding grade points, are as follows:

Letter Grade	Grade Points	Normalized Mark Range
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B (Above Average)	6	51-60
C (Average)	5	46-50

P (Pass)	4	40-45
F (Fail)	0	00-39
Ab (Absent)	0	Failure due to non-appearance in examinations without notification

R 14.2 A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than 'F' or 'Ab' in that course. A letter grade 'F' or 'Ab' or in any course implies a failure to have completed the course.

R 14.3 The internal marks awarded to the students are first normalized and combined with the normalized marks of mid-semester and end-semester examination.

R 14.4 A course successfully completed cannot be repeated.

R 15.0 Re-evaluation:

R 15.1 In case a candidate at a University Examination is not satisfied with the assessment of his / her answer-book/s in any paper/s in the end semester examination, he/she may apply for Re-Totaling or Re-Assessment as per the University policy.

R 15.2 Re-evaluation is not applicable for laboratory/seminars/case study/audits/internships examination.

R15.3 If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade would be accordingly amended.

R 16.0 Grade Card:

R 16.1 The grade card issued by the Registrar/Controller of Examinations to each student, after the announcement of the results will contain the following:

- The credits for each course registered for that semester.
- The letter grade obtained in each course
- The total number of credits earned by the student up to the end of that semester in each of the course categories
- The Semester Grade Point Average (SGPA) and the Cumulative Grade Point Average (CGPA) of all the courses taken from the 1st semester and 2nd semester for all students.

- e. The final semester Grade Card shall reflect the SGPA of all semesters along with the Division awarded.

R 16.2 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) is as follows

SGPA is calculated using:

$$\frac{\sum_{i=1}^n C_i \times (GP)_i}{\sum_{i=1}^n C_i}$$

Where, C_i = credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course, n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F grades.

ii) The CGPA is calculated using

CGPA is calculated using:

$$\frac{\sum_{i=1}^r S_i \times (SGPA)_i}{\sum_{i=1}^r S_i}$$

Where S_i = Sum of credit in i^{th} semester, $SGPA_i$ = Semester Grade Point Average earned in i^{th} semester and r = number of semester and the sum is over all the semester under consideration.

R 16.3 The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

R 16.4 Conversion of CGPA to Percentage (%) can be done by multiplying with 10 (10 * CGPA).

R 16.5 If the candidate has not paid any dues to the institute / if any case of indiscipline / malpractice is pending against him, the results and the degree of the candidate will be withheld.

R 16.6 The institute shall have its own annual Graduation Day for the award of degrees to the students completing the prescribed academic requirements

R 17.0 Award of Post Graduate Diploma:

R 17.1 A student shall be declared to be eligible for the award of the PGD program, if he / She has :

- a. Registered and successfully completed the courses and projects as per the curriculum which consists of 7 Core Papers, 2 AECC and 1 Papers each from a list of Discipline Specific Elective and obtaining an aggregate of credit totaling 36 for PGDIS, including internships credits as specified.
- b. Successfully acquired, the required credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time duration.
- c. No disciplinary action is pending against him/her.

R 17.2 Class/Distinction will be awarded to the students after they successfully complete the PGD program as per the norms stipulated in the following table:

CGPA	Class/Distinction
≥ 5.0 & < 5.5	Pass
≥ 5.5 & < 6.5	Second Class
≥ 6.5 & < 8.0	First Class
≥ 8.0	First Class with Distinction

R 18.0 Conduct and Discipline:

R 18.1 Expected Conduct and Discipline:

Every student is required to:

- a. Demonstrate ethical, professional and exemplary conduct and decorous behaviour inside GSFCU campus & does not indulge in any activity that will tend to bring down the prestige of the University.
- b. Be self-motivated and self-disciplined.
- c. Be willing to participate in campaigns and events that create larger social awareness of local issues related to cleanliness, health, education etc. Assist and help the local community to bring about improvements in living standards wherever possible.

- d. Abide by the orders of the Honorable Supreme Court of India, and not to get involved in any acts of ragging in any form. Ragging is completely prohibited in GSFCU.
- e. Avoid Plagiarism, cut and paste jobs, malpractices of any kind in learning assignments including project work and its reports.

R 18.2 Any acts of Indiscipline of a student is to be taken up by the Dean for necessary action. If the issue demands more serious consideration, the act of indiscipline will be reported to the Director and he will refer it to the Discipline Committee of GSFCU, constituted by the Provost. The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The Provost will take appropriate action on the recommendation of the Discipline Committee of GSFCU.

R 18.3 For cheating in an examination:

- a. Any student found cheating at the time of examination, will not be permitted to complete the paper/exam. Pending the result of the enquiry, he/she may be permitted to take remaining exams with an undertaking.
- b. In case students are found carrying outside material, they will be debarred from giving that particular course examination and will have to repeat it in the next semester.

R 18.4 The admission of a student to the program may be terminated and the student asked to leave the institute in the following circumstances:

- a. The student fails to satisfy the requirements of the program within the maximum period stipulated for that program.
- b. The student fails to satisfy the norms of discipline specified by the university from time to time.
- c. Appeal: The aggrieved student may appeal to the Provost whose decision will be final and binding.

R 19.0 Change of Regulation:

- R 19.1** Any clause of these regulations can be modified / change amendments by the President/ Provost as may be expedient, provided that the same is placed before the academic council / Board of Management for ratification in the subsequent meeting.
- R 19.2** In case of any ambiguity or question of interpretation arises during the implementation of this regulation, the decision of the Provost shall be final.