



S P Jain
School of Global
Management

DUBAI • MUMBAI • SINGAPORE • SYDNEY

DATA SCIENCE PROGRAM

Student Handbook

This DSP Program not accredited by TEQSA and is a pathway program to the Bachelor of Data Science Course Year 2

Sr No	Index	Page Number
1	Welcome Letter	3
2	Data Science Program (DSP)	4
3	Course Structure	4
4	Academic Requirements	5
5	Regional Immersion Project	5
6	Faculty	5
7	Course Learning Outcomes	6
8	Graduate Attributes of SP Jain	6
9	Unit Learning Outcomes	7
10	Pedagogy	9
11	Assessments and Examinations	9
12	Orientation	13
13	Attendance Requirements	14
14	Important Contacts	15
15	Student Support	15
16	Tuition and non-tuition fee	19
17	Policies and Procedures	20
18	Campus Locations	23
	Annexure 1 POLICIES	24
	Data Science Program (DSP) Rules of Progression and Completion Policy	25
	Data Science Program (DSP) Attendance Policy	27
	Annexure 2 Exam Guidelines	29

Disclaimer:

1. *Content of this Student Handbook are compliant to the current policy & procedures prevalent at the S P Jain School of Global Management.*
2. *All policies & procedures are subject to review & change. It is the onus of the student to check for latest revised policy.*

1. Welcome Letter

Dear Student

Welcome to S P Jain School of Global Management. I'm genuinely delighted you have chosen to study with us and be part of our community.

Our mission is straightforward and ambitious: to help you build the knowledge, skills, and mindset to lead in a fast-changing, data-driven world. You'll learn to think critically, act ethically, collaborate across cultures, and harness technology with purpose. We keep our curriculum fresh and industry-relevant, so you'll encounter contemporary subjects, evolving specialisation options, and constant links between big ideas and real-world application.

Across our programs, you can expect:

- Digital fluency and data-informed judgment, using analytics and emerging technologies to make sound decisions.
- Learning by doing through live industry projects, simulations, internships, and collaborative problem-solving that build practical confidence.
- Ethical and responsible leadership with an emphasis on integrity, inclusivity, sustainability, and the human impact of data and technology.
- Career readiness with coaching, networking, and portfolio development so you can translate learning into opportunity.

What we ask of you is simple: be curious, be kind, and be courageous. Bring your ideas, your questions, and your whole self to class. Hold yourself to high standards of academic integrity and professionalism and be ready to learn from diverse perspectives.

Whether you're in your first year finding your feet or building the foundations that will carry you into the Bachelor of Data Science, we're excited to see what you will build, discover, and lead.

Welcome to the S P Jain community. I hope to meet you on campus or online soon.

Warm regards,

Director, DSP
S P Jain School of Global Management

2. Data Science Program (DSP)

The Data Science Program (DSP) is a newly introduced initiative designed to provide students with a strong foundation in business studies. This program replicates the curriculum of Semester 1 and Semester 2 of the Bachelor of Data Science (BDS) course, offering a comprehensive introduction to core business concepts.

Purpose of the Program

Many students are unsure whether business management is the right field for them. The DSP offers a valuable opportunity to explore this area before committing to a full degree. It is ideal for students who wish to:

- Gain foundational knowledge in business and management.
- Assess their interest and aptitude for further studies in business.
- Make an informed decision about pursuing a BDS degree.

Pathway to BDS

Upon successful completion of the DSP, students who wish to continue their management education may progress directly to Year 2 of the BDS program at the School's Dubai campus. Recognition of prior learning will be granted for the DSP units completed, ensuring a smooth transition and academic continuity.

Program Structure

- Duration: Two semesters
- Location: Mumbai (India)

3. Course Structure

The units offered in DSP in the first and second semesters are listed below.

Data Science Program - Curriculum				
Unit Code	(Unit Name)	Credit	Pre-requisites or co-requisites	Delivery mode
Semester 1				
DSP MAT 111	Discrete Mathematics	3	Nil	F2F
DSP MAT 110	Introduction to Statistics and Probability	3	Nil	F2F
DSP CSC 101	Introduction to Computer Programming	3	Nil	F2F
DSP DSC 101	Introduction to Databases	3	Nil	F2F
DSP BUS 101	Foundation Skills 1: Personal & Career Foundations	1	Nil	F2F
Total Semester 1 Credits		13		
Semester 2				
DSP MAT 103	Linear Algebra	3	Nil	F2F
DSP MAT 104	Calculus	3	Nil	F2F

DSP DSC 102	Introduction to Data Science	3	Introduction to Computer Programming	F2F
DSP QTT 101	Statistical Data Analysis	3	Introduction to Statistics and Probability	F2F
DSP LIB 101	Foundation Skills 2: Ethics and Moral Reasoning	1	Foundation Skills 1	F2F
Total Semester 2 Credits		13		

The units of DSP are aligned to S P Jain BDS year 1 curriculum.

4. Academic Requirements:

In order to successfully complete the DSP requirements, students must:

- Achieve a Grade Point Average (GPA) of at least **2.00**
and
- Pass all units of study in the program **with no D or F grade.**

For the unit/s where a student has received a D or F grade, the student may follow the processes indicated in the Assessment Validation, Grading and Moderation Policy and Procedures.

Successful students have the option of seeking pathway to BDS Year 2, Semester 3 at the Dubai Campus

Such students who complete DSP will receive credit recognition for the units. These unit grades will not be included in student's Cumulative Grade Point Average (CGPA) calculation for the BDS degree or in their transcripts.

5. Regional Immersion Project

Regional Immersion Project 1: This subject provides the fundamentals of undertaking a research project, and to understand the context of the project (country, business environment, context, and protocols). Students will be introduced to creating and maintaining a professional portfolio, working in teams, communicating with a mentor, and policies around research integrity. Questionnaire designs and basic analyses will be examined.

6. Faculty

Our community of international faculty are dedicated to creating an engaging, rigorous and practical educational experience for students. Students will learn new knowledge about business, inspiring them to appreciate, accept and adapt to working in rapidly changing business environment. Students will also gain confidence in making decisions. Subjects are relevant, developed with the latest content, and designed to inspire students to find creative and innovative ways to apply the knowledge acquired.

7. Course Learning Outcomes

Data Science Program - Course Learning Outcomes
Knowledge
DSP graduates will have: • broad and coherent theoretical and technical knowledge of data science, mathematics, statistics and computing, with depth in one or more areas of practice.
Skills
Successful students of a DSP will: • analyse and evaluate data to complete a range of analytical activities • analyse, generate and transmit solutions to unpredictable and sometimes complex data-driven problems • transmit knowledge, skills and ideas to others
Application of Knowledge and Skills
Successful students of a DSP certificate will: • apply knowledge and skills in contexts that require self-directed work and learning • work within broad parameters to provide specialist, data-informed advice and functions • recognise, explain and illustrate the importance of ethical conduct and resolve ethical issues in data science

8. Graduate Attributes of SP Jain

- Knowledge of Business, Management and Emerging Technologies
- Research and Business Intelligence
- Problem Solving and Decision Making
- Creativity and Innovation
- Intercultural Competence/Communication
- Teamwork
- Global Citizenship/Ethics (Collaborate, Negotiate and Resolve Conflicts)

9. Unit Learning Outcomes

Semester 1 Units

Discrete Mathematics

- a. Recognise the basic concepts, problems and applications of mathematics in data science.
- b. Develop inquiry and quantitative abilities to solve mathematical problems.
- c. Work collaboratively in a group to solve assigned mathematical problems.
- d. Solve mathematical problems creatively and communicate solutions clearly through writing and presentations.
- e. Apply ethical considerations, ensuring responsible and fair practices in data science.

Introduction to Statistics and Probability

- f. Use mathematical, quantitative, and computing skills to analyse and solve real-life problems.
- g. Discuss concepts of probability, random variables, and statistical distributions to analyse and interpret data.
- h. Use statistical methods for estimation, hypothesis testing, and data visualization to draw meaningful conclusions.
- i. Communicate solutions clearly through writing and presentations, providing appropriate justification and reasoning.
- j. Apply ethical considerations, ensuring responsible and fair practices in data science.

Foundation Skills 1: Personal and Career Foundations

- k. Develop personal goals and values through self-direction, motivation, and monitoring, leveraging AI tools for tracking and self-assessment.
- l. Demonstrate ethical principles and moral reasoning in personal, professional, family, and societal contexts.
- m. Enhance personal well-being by integrating concepts of positive psychology, holistic development, mental, and physical health.

Introduction to Computer Programming

- n. Recognise the basic concepts in computer programming and their applications to the data science discipline.
- o. Use basic programming syntax and tools to write, run, and correct simple computer programs in Python.
- p. Suggest basic improvements using common software testing and debugging methods.
- q. Explain how software tools support data-driven decision-making in business contexts.
- r. Apply ethical considerations, ensuring responsible and fair practices in data science.

Introduction to Databases

- s. Demonstrate concepts in database systems and their application in business contexts.
- t. Develop inquiry and quantitative abilities to implement SQL.

- u. Construct a relational database design and data modelling using the Entity-Relationship (ER) model.
- v. Demonstrate communication skills, orally and in writing, in presenting developed databases.
- w. Apply ethical considerations, ensuring responsible and fair practices in data science.

Semester 2 Units

Linear Algebra

- x. Recognise the basic concepts and problems of linear algebra.
- y. Demonstrate quantitative abilities to solve data science problems.
- z. Solve systems of linear differential equations, and consider possible applications in data science.
- aa. Communicate the application of linear algebra concepts through the use of graphs, charts, and diagrams.
- bb. Apply ethical considerations, ensuring responsible and fair practices in data science.

Calculus

- cc. Use calculus to solve problems involving derivatives, integrals, and optimisation.
- dd. Apply the Fundamental Theorem of Calculus to connect differentiation and integration.
- ee. Analyse and interpret the behaviour of functions using limits, continuity, and differentiability.
- ff. Model real-world scenarios using differential equations and solve them using appropriate techniques.
- gg. Apply ethical considerations, ensuring responsible and fair practices in data science.

Foundation Skills 2: Ethics and Moral Reasoning

- hh. Grasp the basic principles of philosophy, ethics, moral reasoning, and virtues in a global business environment.
- ii. Demonstrate teamwork skills in group tasks and activities to examine current practices and emerging trends, supporting the world of work (business and leadership).
- jj. Develop problem-solving and decision-making skills while discussing ethical dilemmas and moral reasoning.

Introduction to Data Science

- kk. Examine the basic concepts of data science and applications.
- ll. Use quantitative abilities to solve data science problems.
- mm. Interpret a data set and present findings to a diverse audience.
- nn. Discuss data science models and their effectiveness in decision-making.
- oo. Apply ethical considerations, ensuring responsible and fair practices in data science.

Statistical Data Analysis

- pp. Classify statistical data using quantitative techniques.
- qq. Apply statistical methods to solve real-world problems.
- rr. Evaluate and manage various types of data effectively.
- ss. Interpret a data set and present findings to a broad audience.
- tt. Apply ethical considerations, ensuring responsible and fair practices in data science.

10. Pedagogy

S P Jain emphasises engaged learning, with faculty using a variety of interactive techniques, including Individual and Group Assignments, Exams (Mid Term Examinations and End Term Examination), Quizzes, Class Participation, Simulations, Group Projects etc. Students learn to make decisions, collaborate effectively in teams, communicate professionally, demonstrate innovative and creative solutions, and apply global insights to challenging business situations.

11. Assessments & Examinations

S P Jain uses a system of continuous student evaluation, rather than a single end-of-semester final examination. At the start of each Unit, the professors provide students with a written document explaining assessment forms and their direct relevance to the learning outcomes for that subject. The Unit outline will be uploaded on the Blackboard. The assessment types include Individual and Group Assignments, Exams (Mid Term Examinations and End Term Examination), Quizzes, Class Participation, Simulations, Group Projects etc.

Each subject at S P Jain is designed to help students achieve the prescribed learning outcomes as well as develop essential academic and professional skills such as writing, editing, research, analysis, listening and teamwork. The overall assessment regime has been approved by and is continuously monitored by the School's Academic Board.

Students will receive timely and constructive feedback on all progressive forms of assessment to assist their learning and preparation for future assessment. All assessment results will be held in the School records system on Ken 42.

S P Jain has engaged several quality assurances, moderation and validation measures to ensure its assessment processes are fair and accurate. The Dean / Course Director coordinates references to external committees, including professional industry experts, leading academics from other institutions review these measures, as well as benchmarking against institutions of similar standing to S P Jain and validation through our own Academic Board.

At the end of each semester students will be required to provide feedback on subject content and academic staff performance, and any feedback on the form and effectiveness of subject assessments is welcome at that time.

Individual and Group Assignments

Consistent feedback from employers confirms their strong expectation that graduates have highly developed teamwork skills. S P Jain recognises this, and students will gain knowledge on the dynamics of good teamwork as well as having many opportunities to practice and refine their skills. The various types of Assignments are as mentioned in the previous sections of Pedagogy and Academic Assignments.

Assignments may be designed for either individuals or groups. Normally, the outcome of an assigned task will be summarised in three or four typewritten pages. If exhibits, project reports or models are constructed, these are to be explained within the page limit. A lecturer will assess an assignment more highly where the topic is treated in depth and statements are well documented, as opposed to a superficial treatment and data-free conclusions. When an individual or group selects the topic for the assignment, the choice of topic is an important consideration in the assessment.

The assignment will be expected to include a specific statement concerning the topic, the reason for choosing that topic, as well as an in-depth analysis of the topic. It will end with a set of conclusions drawn from the analysis and the reasons for these conclusions. In most subjects where group work is prescribed, there may be an element of peer evaluation in the overall assessment scheme. This element will be moderated by the lecturer to limit dysfunctionality and bias.

Examinations (Mid and End Term)

Students usually take written, invigilated individual examinations twice each semester. The first is often held midway through a semester (midterm exam – weighing 20 to 25%), and the second at the end of the semester (final exam weighing 40 to 50%). The exams typically include short essay responses to material covered in lectures or readings.

Quizzes

Quizzes (weighing 15 to 20%) are impromptu tests comprising short-answer or multiple-choice questions based on material from lectures, readings or discussion groups and will commence early in each semester.

Class Participation

Communication with a diverse range of people is a fact of daily professional life. Therefore, verbal and presentation skills are given a high priority at S P Jain. The classroom is considered a laboratory where students practice persuading their peers and defending their ideas. This style of learning fosters a discovery-driven mindset and builds important analytical and decision-making skills. Most subjects have 15% - 30% of their evaluation based on class contribution. Some characteristics of effective class participation include:

- Points made are helpful in increasing understanding
- Comments consider ideas offered by others
- Comments show evidence of a thorough reading and analysis of the case
- The participant distinguishes among different kinds of data such as facts, opinions, assumptions, and inferences
- The participant interacts with other members of the class by asking questions and challenging conclusions

Simulations

Simulation exercises (weighing 25 to 30%) will be conducted in the S P Jain Simulation Lab in which teams will compete against each other in a game that is designed to illustrate principles and concepts that have been introduced in lecture sessions.

Group Project and Classroom Presentations

The students will be asked to complete a project and make class presentations (25 to 30% weighing) on a topic of their choice from the material learned during the previous three weeks. The students will be divided into three groups, and group discussions and project work will be held outside class hours. The project report will consist of about 10 pages (1.5 spacing, 12 font, Times New Roman), supported by a presentation during class hours.

Assessment Submission

Assignments must be turned in on time. Extensions for deadlines may be granted only in extreme circumstances. The decision to grant or refuse an extension is made by the faculty in coordination with the DSP Course Office. Requesting an extension does not guarantee that it will be granted.

Every assignment, whether as hard or soft copy, must use the appropriate front-page template. Assignments without front page details will not be accepted. Students will receive a soft copy of the template via email from the Course Office.

Processes and Guidelines for Plagiarism control for all soft copy submissions

This policy applies to all electronic submissions e.g. DOCX, DOC, PDF, TXT, ODT, ZIP, RTF, PowerPoint, HTML and HTM (with the exception of Excel spreadsheets) files by all students while enrolled at S P Jain.

All soft copy individual assignments should be submitted using the roll number as the file name. All soft copy group assignments should be submitted using the group number as the file name, for example, group 16.

Every assignment will be verified for originality. For more details, see the section in this handbook on plagiarism. Students should keep a copy of every assignment they submit.

Release of Academic Results

All grades are posted on Ken 42, including progressive assessment results posted by academic faculty. Each student's interim mark for the final assessment by Program Office and overall course grade will be posted on Ken 42 by the Office of Exams following

submission of final assessment marks by academic faculty and subsequent progression through moderation and validation processes and Examination Board review. Final grades are declared after ratification by Exam Board. In the unlikely event of any changes to interim grades, these will be advised to students by the Dean. CGPA is also made available through Ken 42.

Best Assessment Practices

- a. Assessment should reflect subject content. Assessment tasks should be matched to desired subject learning outcomes and include the range of concepts, thinking processes, skills and attributes, including attributes as set down in the stated learning outcomes for the subject.
- b. Assessment should be appropriate, meaning that there should be a match between each assessment task, and the nature and extent of concepts, thinking processes, skills and attributes (including graduate attributes) being assessed, the level of the subject, and the mode of study.
- c. Assessment should be reliable, meaning that teaching staff and curriculum planners regularly evaluate each assessment task to ensure its reliability in providing accurate and consistent information about student performance.
- d. Assessment should be fair and equitable, meaning that all students will be provided with adequate and appropriate learning opportunities, judgments about achievement will be made against stated assessment rubrics, moderation processes will be an integral part of the assessment system, and processes will be transparent to teaching staff and students. Assessment systems will be reviewed as part of regular subject reviews.

Conduct of Examinations

All examination scheduling, communication to students and arrangements are handled directly by the respective Course Office (Program Office) in consultation with the Office of Exams. Formal examination notification giving details of the examination schedule, venue and seating arrangement will be forwarded to the students approximately two weeks before the scheduled date of the exam. Exams may be held during the day, in the evenings or even on weekends, and a student should check the examination schedule carefully. Students are not permitted to approach the faculty directly to reschedule exams or to make special accommodations. Any rescheduling request needs to be submitted in writing to the respective Course Office, clearly stating the reasons for such a request and detailing any requests for special assistance. Only in the direst circumstances, such as a medical emergency, will students be permitted to reschedule a final exam. In that case, the rescheduled exam will take place the next time along with students taking the retest.

For more details refer the annexure 2 of Exam Guidelines.

12. Orientation

In the week preceding the commencement of classes, S P Jain organises several days of orientation and induction for all new students. This introduces new students to the key personalities of S P Jain and familiarises them with the different services provided and their locations. Students are provided with a detailed overview of the course of study that they are about to embark upon. Students are made aware in some detail of the expectations to be met and all the different academic activities in order to fulfil the course requirements.

During the Orientation, students are divided into classes and groups within those classes for tutorial and other purposes. Students are also required to complete all visa, medical and legal formalities as applicable to the campus at which they would be undertaking their studies. All the students should complete the orientation workshops and get their Orientation Passport stamped. It is mandatory for all students to attend orientation.

Orientation Activity * Day 1	Speaker/Person-in-charge
Registration	Program Office and Facilities team
Lamp Lighting	Head of Campus
Welcome Address	CEO, Head of Campus, followed by the President and Director of the Program
Welcome Address and Introduction to Faculty and Staff	Director, DSP
Introduction Talk	Counselling and Coaching Centre for Wellness and Growth
GL Activity for the students	
Parents Q and A	HOC, Dean, Faculty, Facilities Team, Residence Managers, Counselling and Student Experience Managers
Parents campus Tour	Relevant staff
Orientation Activity * Day 2	
Photograph-taking for RFID and Picture Profile	Photographer
"Make a Start Activity"	Relevant staff
Student Handbook and Policies	Registrar
Examinations	Director of Examinations
Orientation Activity * Day 3	
All students assemble in the Leadership Hall	Program Office Staff
S P Jain – Our Campus Culture	Director, DSP
IT Information Session	IT Manager
Introduction to Library, Policies and Workshop	Head Librarian (Online presentation and Face-to-face)
Academic Integrity Workshop, Quiz and Plagiarism Talk	Inhouse Faculty
Information on Facilities	Facilities Team
Global Learning and Club Formation Talk	Manager - Global Learning and Student Life
Blackboard / Ken 42 VC Talk	Program Coordinator
Talk on Nurturing Culture	Counsellors
SASH Workshop and Quiz	Student Counsellor and Wellbeing Officer

13. Attendance Requirements

1. Attendance requirements for DSP Course

- a. Students are expected to attend all lectures, tutorials, group. Attendance is taken during each class session. Students should be seated in the classroom at least five minutes before the session starts, and latecomers may not be admitted. Students may not enter or exit the classroom while a session is in progress.
- b. Leaving the class session mid-way will be treated as absent.
- c. A lecturer is not required to provide substitute tests, nor arrange repeat trips or other out-of-session experiences when a student is absent.

2. Excused attendance

- a. A student who cannot attend a session/s due to a medical illness must produce a medical certificate to have absences excused. Where applicable, the student should also enclose photocopies of hospitalisation records or physician's orders, if appropriate (only certificates issued by a local physician will be accepted where the student is studying).
- b. In the event of a serious illness or death in the immediate family, the student should notify the course office and provide supporting documents to obtain an excused absence and take necessary permission.
- a. A student with infectious diseases should report their condition immediately and take all precaution to avoid spreading the infection and, as per documented advice of the physician or program office, not attend the class/class sessions. Such absences will be treated as excused absences.

3. Unexcused absences

- a. If a student is absent without approval for more than four class sessions in one unit of study, they will be downgraded by a letter notch. For example, if the original grade is 'A', it will be downgraded to 'A-'.
b. For each unexcused absence from a class session thereafter (for the same unit of study) the student will be further downgraded by a letter notch for each unexcused absence.
- c. The students who have been downgraded due to attendance are not eligible for retest and will have to repeat the unit with the next cohort. If the Dean and Registrar approve, an Independent Study (IS) may be approved.

4. Attendance Marking and Monitoring

- a. If a student has been marked absent wrongly, he/she needs to inform the Course Office immediately so that the Course Coordinator can double-check the absence with the faculty.
- b. Attendance cannot be reviewed more than one day after the date in question.
- c. Random spot checks will be conducted by the Course Office. If a student has been found not to be in class, he/she will be marked absent.

5. Excused absences which result in inability to attend the Class

- a. In instances of excused absences where a student is unable to attend the majority or all of the class sessions, the student will need to register for the unit of study again.
- b. If the unit of study is not available as needed, the student will be provided an opportunity to undertake an independent study. These will be at extra cost to the student and not included in the regular tuition fees.

6. Monitoring of students with low attendance

Student/s failing to meet the attendance requirements for a unit of study or perceived by the Course (Program) Manager as having a low attendance record in general for the course, will be reported to the relevant Assistant Dean/Dean, Registrar, Assigned Faculty and the Student Experience Manager. Students who are having low attendance may have a potential impact on Student Visas, where applicable.

14. Important Contacts

What makes Mumbai special is its people – warm-hearted, kind, resilient, welcoming and maybe a little cricket-crazy. Each locality has its own distinctive culture that proudly holds on to traditions alongside the youthful character. Mumbai has a thriving night life with a lively cultural component that is classical, folk lore and modern.

Mumbai Campus Emergency Contacts

If you are in Danger:

1. Women Helpline – 1091
2. Police 100, 022-22621855
3. Fire 101, 022-23085991 / 992
4. Ambulance 102, 1298, 022-24308888
5. Campus Contact: +91 022 61887601

15. Student Support

As a higher education provider, S P Jain is committed to the provision of timely and targeted student support for all students to enable a positive learning experience, the development of knowledge and skills, and to ensure their personal well-being. These support services are designed in line with the student's lifecycle, right from admission through graduation, and include academic, cultural, personal, technical and language support.

The planners and class schedules will be made available in advance for students. All the sessions will be recorded and made available to students through the LMS. Students can contact the Course Coordinators via email. Student attendance is monitored remotely on a sessional basis by the Course Office and any shortfall is communicated to students through email. The students have access to the centralised online support to escalate and resolve any academic and administrative matters. Through the Course Office students receive support from all concerned departments e.g. Registrar's Office and Examinations Office.

Student Experience and Support

At Student Experience our motto is “Journey is the reward”.

Student Experience and Enhancement is a student-centric team which provides support and guidance to the students throughout their Student Life Cycle. Each of the 4 campuses has a Student Experience Manager who is aptly guided by the Team Leader.

All the student feedbacks are analysed and discussed with all stakeholders to address gaps or unresolved issues, both academic and non-academic. Apart from the various SE initiatives and activities like focussed group feedback sessions, chat sessions, coffee or lunches with student groups, and buddy programs, the team also engages with students continuously, targeting improvement measures and sharing best practices to obtain a favourable learning environment. Student progression is tracked, and alerts of risk are raised well before time and help is provided.

Counselling

S P Jain has a counselling and coaching team on its campuses, staffed with a full-time and professionally qualified Student Counsellor and support staff. Students are encouraged to seek advice and support on a personal and individual basis as required during their time on campus. The team cooperates closely with academic faculty, administrative and support staff, and relevant department heads to help resolve any issues that might be impeding student progression or the enjoyment of the overall S P Jain learning experience.

Library

The library is a vital component of academic life at S P Jain. Apart from the conventional books, periodicals, magazines, newspapers and journals, the library has a range of learning materials that cater to various learning needs and preferences. The library offers an e-library that includes relevant e-databases, online journals and newswires.

The library aims to:

- Develop and deliver customer-focused services, support learning and teaching, in a rapidly changing environment
- Provide access to local and external sources of information for all users
- Move towards a predominantly electronic library while maintaining appropriate print collections
- Widen and facilitate access to information by developing and strengthening partnerships within and beyond the School

Library Schedule

Monday to Friday	10:00 am to 6.00 pm
Closed on Saturday and Sunday	

Circulation

Resource	Quantity	Duration	Renewal
Books	3	14 days	twice
Periodicals	2	7 days	-
AV Resources	2	2 days	-
Reports	3	14 days	twice

Reference books, rare books, bound journals, periodicals and newspapers may not be taken out of the library. Borrowers may renew a loan in person or by email. A resource may be renewed twice unless requested by another borrower. After being renewed twice, the resource must be returned to the library before it can be checked out again.

Overdue library resources incur a fine of INR 100 per day (equivalent amount payable as per local currency) per item. Items that must be recalled incur a double fine. Lost or damaged books must be replaced at the user's cost. Students who mutilate or lose a library resource must replace it at their own cost within 30 days. If not, the library will buy the resource and charge the user the actual cost-plus 25 percent for freight and handling, depending on the type of resource being replaced.

As with other outstanding financial commitments, students will need to clear any library fines prior to graduation.

Basic Library Decorum

Students are expected to:

- Maintain silence and not indulge in loud group discussion activities
- Switch off their mobile phones or keep them on silent mode
- Not place their feet on tables and chairs, and not consume food and beverages
- Switch off the lights and air conditioners when not required
- Not switch on any audio/video CD (academic or entertainment) without using headphones
- Replace newspapers, periodicals, books etc. in their original place after reading – and not carry them outside the library premises
- Students should leave their baggage, personal belongings at the space provided in the library at their own risk

Information Technology Centre

The IT Centre provides a robust, reliable, and secure IT infrastructure to the S P Jain student community. The IT Centre recognises the privacy of students' files and communications, but also reserves the right to examine files and directories when necessary, especially when there is evidence of compromised security or prohibited activities.

The IT Centre hours of operation are from 10:00 to 6:00 p.m. Students are discouraged from bringing food or beverages inside the IT Centre.

Wi-Fi Internet access is available throughout the campuses. Students are expected to use the Internet for academic purposes only, and are not permitted to download music, videos, games, movies or illegal/unethical material. Each student will be given free access to 500 MB usage every month. On exceeding this limit, for every 25 MB download of data, it will be charged, as applicable. Students are provided with an e-mail account under the S P Jain domain name. Charges for printing and photocopying will be deducted from the student's deposit as per the IT guidelines.

Career Advice

S P Jain helps students obtain information about specific careers and post-study professional opportunities. The Corporate Relations teams work with students to aid with career planning, resume writing, interview techniques, on-campus recruiting, and local advice on contacts to assist students in making career connections, where applicable.

Student Council

Student council help to integrate the working of S P Jain students and management. These working groups act as facilitators or student bodies for the different areas that they represent.

Brief details are given below:

President

The President shall serve as the primary representative and channel of communication for the Student Body of S P Jain. This responsibility includes preparing agendas for each council meeting, following-up on initiatives and communicating with all co-officers. The President shall keep frequent contact with the administration, faculty, alumni, and other student bodies of the college campus. The President shall maintain, promote and execute this constitution.

Vice President / Secretary

The Vice President/Secretary is responsible for assisting the President and to ensure that the President's decisions are carried out. The Vice President/ Secretary should also keep track of committee undertakings and tasks delegated. As well as fulfilling their role in the SC, the Vice President/ Secretary must be approachable by individuals in the Student Body who wish to raise issues to the council.

Responsibilities of SC Secretaries

The secretaries include a Sports Secretary and Cultural Secretary. Each of these will be responsible for coordinating certain extracurricular activities and keeping the Student Body motivated. Furthermore, they will be expected to act as the bridge between the council and the Student Body, working in close coordination with the SEM/SL-GL Team, heads of their respective clubs, committees and other student organizations.

Secretary of Events

The main function of the Events Secretary is to coordinate events organized both internal and external to S P Jain. Events happening on campus or planned by student organizations within S P Jain will be coordinated by the Events Secretary through the use of an event calendar and the communication of The following are the Secretary of Events for DSP:

- Secretary of Sports
- Secretary of Culture

In addition, the council members are also responsible for Academic committee:

Academic Committee

This Committee helps the Institute review courses and academic policies. Student suggestions and feedback on faculty, courses, assignments, exams, grievances or grades can be routed through the Academic Committee. Members are also proactive and take informal feedback from all students about every course. They meet regularly with the Course Manager to share feedback. Members are selected by the Course Manager based on students' performance records. Special care is taken to ensure that every specialisation or division is well represented in the Committee.

16. Tuition and Non-tuition fees

Tuition Fees: Please refer to the Signed Offer Letter / [Website](#) for more details.

Non-Tuition Fees*

For DSP Program		
Sr. No.	Components	Charges in AUD
1	Re-evaluations (per unit)	30
2	Re-test (per unit)	300
3	Independent Study (per unit)	2000
4	Alternate Assessment	500
5	Duplicate Degree	100
6	Duplicate Transcript	30
7	Postal / Courier Charges (per package) within India	20
	*The payment details will also be share by local Accounts department, as applicable.	

17. Policies and Procedures

For more policies and procedures please refer to the School website and the **Annexure to the Handbook**. [School Website](#)

Undergraduate Admission and Selection Policy

This policy applies to all applications for admission to undergraduate courses at S P Jain School of Global Management (S P Jain) for prospective domestic and international students.

Credit Transfer and Articulation Policy

This Policy provides students the broad policy and framework for articulation, recognition of prior learning (RPL) and credit transfer for all the courses offered. Provide due credit for demonstrated prior learning and outcomes in line with the requirements of each course of study, assist mobility of students eligible to transfer between courses within the School and to other institutions, institute clear guidelines and processes for determining credit transfer and articulation to and from the courses without compromising the integrity of each course and ensure standards and integrity of the credit transfer arrangements.

Student Code of Conduct Policy

This Code of Conduct outlines the expectations and responsibilities of all students enrolled at S P Jain and should be read in conjunction with the approved policies of the School, and in the context of the student's letter of offer of enrolment. This Code applies to all students enrolled with S P Jain regardless of the mode of study or location.

Academic Integrity Policy and Procedures

This Policy promotes academic integrity; defines the actions that constitute a breach of academic integrity i.e. cheating, contract cheating and plagiarism; and, describes the School's processes for investigating and hearing allegations of cheating and plagiarism. It also describes the penalties that will apply, where allegations are proven.

Processes and Guidelines for Plagiarism control for all soft copy submissions

Academic integrity will be upheld and protected by providing clear information to students and staff and implementing educative strategies. Appropriate steps will be taken to detect plagiarism including electronic plagiarism devices. S P Jain uses Turnitin, an integrated tool to Blackboard to detect plagiarism.

Student Misconduct Policy and Procedures

This Policy defines the actions that constitute non-academic student misconduct; describes the School's processes for investigating and hearing allegations of student misconduct; and, describes the penalties that will apply, where allegations are proven.

Student Grievance and Mediation Policy and Procedures

This policy describes the procedures for student grievance mediation; S P Jain has individual academic, administrative, and supervisory avenues for mediation. Should other avenues come into conflict with the Student Grievance and Mediation Policy, this policy overrides all other avenues for meditation. This policy is dedicated to the fair hearing and resolution of all grievances and will discuss with students and staff their familiarity with procedures for dealing with complaints, grievances, and appeals.

Assessment Validation, Grading and Moderation Policy and Procedures

The purpose of this Policy is to ensure that assessment tasks and marking is valid and reliable and that they ensure the quality of student learning outcomes. The School is committed to effective assessment validation and moderation as an integral part of its assessment procedures and has designed its procedures to ensure common interpretation of Threshold Standards 2021 in relation to student performance across all programs. The Examination Board moderates the design of assessments and students' performance internally and externally. This is to ensure the validity and reliability of its assessment practices and awarding of grades. Moderation is undertaken each term / semester as part of a continual improvement cycle, as detailed in Assessment Validation, Grading and Moderation Policy.

Students at Risk

Student performance will be monitored regularly and "students at risk" will be identified early and supported for early intervention to aim at good progress rates thus increase the completion rates as detailed in the School Policy of "Student at Risk Policy". This also sets out the School's mechanisms for timely identifying students who may be at risk of not progressing satisfactorily in a course of study and the processes used to provide targeted and timely support.

Student Progression, Exclusion and Course Completion Policy

The Policy provides broad guidelines and framework for all courses on the rules of progression, and course completion. This policy informs the students of the importance of achieving satisfactory course progression and the possible consequences of unsatisfactory course progress.

Student Performance Data Policy and Procedures

This policy outlines the student performance data for all the courses offered by S P Jain School of Global Management (S P Jain) so as to ensure that there is sufficient oversight of the collection, timing, accuracy, consistency and effective use of student performance data for each course and across each delivery site. Information relating to student attendance, grades, student performance including progression, outcomes including completion, feedback including complaints and breaches of academic integrity. This policy also enables the monitoring and mitigation of academic risk at the School through analysis of student

performance data identification of at-risk students, subject pass rates, semester/term progression and course completion and attrition.

Student Support Policy

The purpose of the Student Support Policy is to set out the nature and scope of support services available to all S P Jain School of Global Management (S P Jain) students. This policy outlines S P Jain's obligations to all higher education students as a registered higher education provider. It details the support processes, mechanisms and services designed for a diverse cohort of students to enable student progression, student achievement of learning outcomes and ultimately enable student success.

Library Resources Collection Development Policy

The Library Resources Collection Development Policy is intended to guide the library's collection development activity in order to ensure that staff and students have access to the necessary academic resources to support their learning, development and scholarly endeavours. The policy ensures that the library develops and maintains a range of relevant, current and appropriate scholarly information to support staff and students.

Critical Incident Policy

S P Jain's Critical Incident Policy lays out the procedures and actions to be taken in the event of a serious incident that involves S P Jain students, faculty, staff members and visitors. A critical incident is a traumatic event, or the threat of such which causes extreme stress, fear or injury and has the potential to affect the safety and well-being of S P Jain students, staff, faculty or visitors in a dangerous or tragic way.

Student Equity, Diversity and Fair Treatment Policy

The purpose of the Student Equity and Diversity and Fair Treatment Policy is to articulate S P Jain School of Global Management's (S P Jain) commitment to promote and support an environment which values and affirms equal opportunity, diversity and inclusivity in accordance with universal principles of equity, fairness and social justice, whilst ensuring that the School complies with its legal responsibilities in accordance with relevant legislation.

Student Sexual Assault and Sexual Harassment Policy

This Policy outlines S P Jain's stance and general approach to matters of sexual misconduct applies to S P Jain students at all campuses. It is not limited to S P Jain campuses or teaching or study hours. It also extends to all functions and places where students interact.

Graduation and Certification Policy

This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and units of study at the School. The School is committed to ensuring the integrity, accuracy and authenticity of all authorised documents and certification that attest to a students' academic achievement in fulfilling all requirements of the School's

higher education awards within the Australian Qualifications Framework (AQF). This Policy sets out the principles and procedures for the issuance, certification and conferral of awards and units of study at the School, as detailed in Graduation and Certification Policy.

Record Management Policy

In accordance with regulatory requirements, S P Jain will maintain a strong policy on accurate and current records collection and keeping. Students will be required to update their personal contact details via Ken 42 or otherwise as advised by the Course Manager as part of their re-enrolment process every term (or at 6 monthly intervals – whichever is the shorter). These details include residential address, mobile phone number and email addresses.

18. Campus Locations

Lodha VIOS Tower, 5th Floor, Wadala Truck Terminal, New Cuffe Parade, Mumbai – 400037
www.spjain.org

Annexure 1

POLICIES [Governance Policies](#) | [S P Jain School of Global Management](#)

The S P Jain Policy Document Library is an online database containing institution-wide rules, policies, procedures and guidelines that have been formally approved by the School's Board of Directors, the Academic Board and/or other relevant authorities. To access the policies, click on the hyperlink appended in the annexure table. If any hyperlink is not active or not functional, or if in any doubt, please write to registrar@spjain.org.

S No	Annexure to the Bachelor of Data Science Handbook
1	Undergraduate (including Diploma) Admission and Selection Policy
2	Credit Transfer and Articulation Policy
3	Student Code of Conduct Policy
4	Academic Integrity Policy and Procedures
5	Data Science Program (DSP) Attendance Policy
6	Processes and Guidelines for detection and control of plagiarism and Artificial Intelligence usage in all Soft Copy Submissions
7	Student Misconduct Policy and Procedures
8	Student Grievance and Mediation Policy and Procedures
9	Assessment Validation, Grading and Moderation Policy and Procedures
10	Student Progression, Exclusion and Course Completion Policy
11	Data Science Program (DSP) Rules of Progression and Completion Policy
12	Student at Risk Policy
13	Support for Students Policy
14	Student Consultation Policy and Procedures
15	Library Resources Collection Development Policy
16	Critical Incident Policy
17	Student Equity, Diversity and Fair Treatment Policy
18	Information Technology Policy
19	Student Sexual Assault and Sexual Harassment Policy and Procedures
20	Graduation and Certification Policy
21	Records Management Policy

Data Science Program (DSP) Rules of Progression and Completion Policy	
Document Type	Policy and Procedures
Administering Entity	DSP Directors, Registrar, Director of Examinations
Latest Approval or Amendment Date	September 10 2026
Indicative Time of Review	December 20, 2028

- a. This Guideline details the rules of progression and course completion requirements for the successful completion of the DSP course.

1. Progression:

- a. To progress from one semester to the next semester a student must meet all the following conditions:
- i. a student's Cumulative Grade Point Average (CGPA) should not be less than 2.0
 - ii. in a semester a student should **not have received more than:**
 - a. 1 F grade (3 credit points) and 1 D grade (3 credit points)
OR 2 D grades (6 credit points) and no F grade
 - iii. a student needs to successfully complete all the identified pre-requisites in a current semester which are required as prerequisites for subjects to be undertaken by the student in the next semesters (**Student must clear F grade by appearing for retest**).
- b. All students will be allowed to **progress to the next semester on a conditional basis** until the results of the previous semesters are declared. Once the grades are declared students who fail to meet the progression requirements, will be provided retest opportunities in the subjects where they have obtained a D or F grades.
- c. Student performance will be monitored regularly and "students at risk" will be identified and supported as detailed in the Student at Risk Policy.
- d. On occasions where students are unable to meet the required criteria mentioned above, and if considered appropriate by the Course Director (Dean) and Registrar students will be allowed to progress to the next semester under probation.
- e. In exceptional cases, where in the judgment of the faculty, the student has not satisfied all the specified requirements for the subject a student may be awarded an incomplete grade (I). Student/s who has been awarded an 'I' grade in a subject shall be deemed to be not eligible to be awarded the degree until all requirements for the subject have been completed by a specified time.

2. Completion Requirements:

- a) The period of candidature for a full-time student candidate shall be maximum of 09 months.
- b) To fulfil the requirements for the award of the DSP :

Grade Point Average (GPA) of at least 2.00

and

have passed all units of study in the program **with no D or F grades.**

Pathway to BDS Year 2, Semester 3 at the Dubai Campus

On successful completion of DSP, students will be eligible to join Year 2 of the School's BDS course.

These students will receive credit recognition for the units in Semester 1 and Semester 2.

These unit grades will not be included in the student's Cumulative Grade Point Average (CGPA) calculation for the BDS degree or in their transcripts.

.

Data Science Program (DSP) Attendance Policy	
Document Type	Policy and Procedures
Administering Entity	Course Managers, Registrar
Latest Approval or Amendment Date	June 27, 2019
Indicative Time of Review	June 26, 2028

1. Attendance expectations

- a. A student's successful completion of a unit of study (subject) is significantly dependent upon regular class session attendance and attentiveness in class. Daily class attendance is therefore required of all students.

2. Attendance requirements for DSP Course

- a. Students are expected to attend all lectures, tutorials, group activities and turn on their cameras (applicable to Virtual sessions). Attendance is taken during each class session. Students should be seated in the classroom / signed into the virtual platform at least five minutes before the session starts, and latecomers may not be admitted.
- b. Leaving the class session mid-way (will be treated as absent).
- c. A lecturer is not required to provide substitute tests, nor arrange repeat trips or other out-of-session experiences when a student is absent.

3. Excused attendance

- a. A student who cannot attend a session/s due to a medical illness must produce a medical certificate to have absences excused. Where applicable, the student should also enclose photocopies of hospitalisation records or physician's orders, if appropriate (only certificates issued by a local physician will be accepted where the student is studying).
- b. In the event of a serious illness or death in the immediate family, the student should notify the course office and provide supporting documents to obtain an excused absence.
- c. A student with infectious diseases should report their condition immediately and take all precaution to avoid spreading the infection and, as per documented advice of the physician or program office, not attend the class/class sessions. Such absences will be treated as excused absences.

4. Unexcused absences

- a. If a student is absent without approval for more than four class sessions in one unit of study, they will be downgraded by a letter notch. For example, if the original grade is 'A', it will be downgraded to 'A-'.

- b. For each unexcused absence from a class session thereafter (for the same unit of study) the student will be further downgraded by a letter notch for each unexcused absence.
- c. The students who have been downgraded due to attendance are not eligible for retest.

5. Attendance Marking and Monitoring

- a. If a student has been marked absent wrongly, he/she needs to inform the Course Office immediately so that the Course Coordinator can double-check the absence with the faculty.
- b. Attendance cannot be reviewed more than one day after the date in question.
- c. Random spot checks will be conducted by the Course Office. If a student has been found not to be in class (Face to face or Virtual) , he/she will be marked absent.

6.Excused absences which result in inability to attend the Class

- a. In instances of excused instances where a student is unable to attend the majority or all of the class sessions the student will need to register for the unit of study again
- b. If the unit of study is not available as needed the student will be provided an opportunity to undertake an independent study. These will be at extra cost to the student and not included in the regular tuition fees.

7. Monitoring of students with low attendance

Student/s failing to meet the attendance requirements for a unit of study or perceived by the Course (Program) Manager as having a low attendance record in general for the course, will be reported to the relevant Assistant Dean/Dean, Registrar, Assigned Faculty and the Student Experience Manager. Students who are having low attendance may have a potential impact on Student Visas.

Annexure 2 General Exam Guidelines

a) General Exam Guidelines:

Please note that it is compulsory to follow the below exam guidelines for a seamless exam experience. Non-compliance will result in an academic misconduct investigation and the imposition of appropriate penalties. Negligence will not be treated as a valid excuse.

1. Before the exam day/time

- 1.1 Make sure that you have cleared all outstanding fees and are eligible to take the exam.
- 1.2 You are entitled to a free licensed version of MS Office suite being provided by the school. It is compulsory to have a fully updated licensed version of MS Office for a smooth exam experience.
- 1.3 Use of other software applications like WPS Office, Google Docs or other online office platforms is strictly prohibited and shall be interpreted as accessing internet during exam.
- 1.4 Bring your own materials and ensure your system / laptop is in good working condition. Students are responsible for all hardware and software issues of their systems. Regular laptop maintenance and hygiene needs to be practiced compulsorily for a seamless exam experience.
- 1.5 All end term exams are done using Mettl. Note that you and your surroundings are being monitored online using camera and mic. Your personal data is protected as per internationally accepted and appropriately compliant provisions and norms.
- 1.6 Download and install the Mettl safe exam browser. In case you face any problems, immediately contact Mettl help desk for support and resolve all issues. The Mettl safe exam browser is used for closed book exams which restricts you from moving out of Mettl browser. If you force-quit the browser, the exam will terminate and you may not be permitted to resume the test.
- 1.7 Check your Email for the Mettl link sent by Exams office. In case you do not find it in your inbox, check the junk / spam folder
- 1.8 In case you cannot locate the exam link Email immediately contact the Program Office and/or Exams Office in writing and by phone, wherever possible.
- 1.9 Ensure that you have your valid ID card. In case you have lost it, immediately report the matter to Program Office and request for a temporary ID card which should contain your photo and student details
- 1.10 If the exam is being done on Mettl - Run the Mettl compatibility test by clicking on the link <https://tinyurl.com/Mettl-compatibility-test> . This test checks for ruling out any restrictions due to firewall. Prohibited Network, prohibited servers etc and does not check for proper functioning of the camera and mic which are compulsorily required to start the exam

- 1.11 Use Google Chrome or Mozilla Firefox only and ensure your browser is up to date. Safari and other browsers are strictly not permitted. Non-compliance will be considered as academic misconduct
- 1.12 Ensure that your laptop mic and camera are fully functional and the system settings do not restrict their usage. If access is restricted, enable camera and microphone permissions for Mettl. It is strongly recommended to disable the mic and camera from all other devices for a seamless exam experience.
- 1.13 LOGOUT from all apps that use the system camera and microphone. Seek professional help in advance if you are not familiar on how to process the above instructions.
- 1.14 Disable auto-updates in your laptop
- 1.15 **Dual screens or second monitors are strictly prohibited.** Only a single laptop should be used for all exams.
- 1.16 Save all e-notes and working files on your Desktop **in a folder titled exam notes for (unit name). The notes must be in English language only, notes in any other language(s) are not allowed.** Do not store them on OneDrive or any cloud-based storage. Keep a backup of your notes to avoid data loss due to file corruption or access issues.
- 1.17 **All answers and exam contents must be written in English only.** The use of any other language(s) is strictly not allowed and will be reported as academic misconduct.
- 1.18 In case of File upload exams, Files saved on BB in Mettl camera will only be considered for evaluation.
- 1.19 Answer scripts will not be accepted by Email or any other means. No excuse will be accepted and no exceptions shall be made by Exams office.
- 1.20 In case of Mettl text box exams where you will type answers in a text box on Mettl platform, answers will be saved automatically by Mettl software.

2. On day of the exam

- 2.1 Always carry your ID card. Entry in the exam hall is allowed only for valid ID card holders. No excuse is valid
- 2.2 Power OFF all your smart devices like phones, watches, blue tooth, eyewear or any device that transmits or receives electronic signals etc and leave it in your bags. The in-class invigilator will tell you where to leave your bags.
- 2.3 Be seated 20 minutes before start of exam in your designated place ONLY.
- 2.4 Late entries are allowed only as an exception but no later than 15 minutes after actual commencement of the exam. whether on-campus or online. Students not taking the exam on campus must log in within the first 30 minutes or they will not be allowed for exam(s).
- 2.5 Bring your own water bottle and keep it with you
- 2.6 No washroom breaks are allowed after 45 minutes of commencement of exam and 45 minutes before exam conclusion

2.7 Frequent washroom breaks are strictly disallowed, and washroom breaks beyond 3 minutes are not acceptable.

2.8 Check your surroundings and report / handover any incriminating objects that may be seen as a reason for indulging in academic misconduct.

2.9 Connect only to campus Wifi connection when taking exam from campus. Hotspot connections are strictly prohibited

3. On exam day but before the exam

3.1 Re check that auto-updates in your laptop is disabled

3.2 Logout from cloud-based platforms including OneDrive, Blackboard (BB) (BB), WhatsApp, and any social media applications and communication apps from your laptop

3.3 Ensure that the system speaker is not muted. Online proctors will communicate through the Mettl chat box and each message generates an audio alert.

3.4 Ensure that there is no hindrance in the camera. If your laptop camera has a shutter to cover it, please open it.

4. During the exam

4.1 No exchange of items, including notes, books, stationery or chargers, is allowed.

4.2 Open the Mettl exam invite Email and click on the link to start the exam

4.3 Fill all registration details and click your photo and the photo of your ID at the appropriate places.

4.4 Type the phone number in your immediate possession. Do not give phone numbers you do not have physically in your possession

4.5 In case of file upload exams, the answer sheet template will be shared via Blackboard (BB) (BB). Email with details shall be shared by the Program Office in advance. Download the answer sheet on Mettl camera View ONLY.

4.6 Case studies will be provided via Blackboard (BB) (BB) (BB) under the exam tab of respective courses. In case of shorter cases, it will be directly provided on Mettl as part of the questions.

4.7 The exam shall commence at the scheduled time only. The duration of the exam shall be as per the actual clock in the exam room and not the Mettl timer visible on your screen

4.8 The Mettl exam can be an open book or closed book exam

4.9 In case of open book and file upload exams you will use MS Word / Excel. Switch OFF auto save. Always manually save your file at short periodic intervals.

4.10 Do not copy and paste the questions at any point of time on any other document. All such acts are deemed as academic misconduct.

4.11 Loss of files will lead to zero marks and therefore F grade.

4.12 Loss of file contents could potentially lead to evaluation of whatever is visible in the file and therefore corresponding marks and grades.

4.13 DO NOT use the share button in MS Word / Excel under any circumstances

- 4.14 Download the answer sheet template on Mettl camera view only and save it on the desktop using the naming convention – Your name_campus ID_Unit name. E.g the file name for student Peter Young doing exam for unit marketing and having campus ID SPJ1234 will be **PeterYoung_SPJ1234_Marketing**.
- 4.15 Analyze the questions and use your own language to answer. COPY and Paste is strictly prohibited. No excuse will be valid for the same.
- 4.16 If you have any doubt(s) about any of the exam instructions provided on Mettl, ask the In-class Invigilator or seek clarification from the Online Proctor using the Mettl chat. Do not presume or interpret instructions on your own.
- 4.17 In case of any ambiguity during the exam, kindly state your assumptions clearly in the examination script and proceed to answer the question. In case, you have any exam-related query/issues, please reProgram Officer them via the Candidate Comment Sheet using link <https://tinyurl.com/CandidateCommentSheet-V2>
- 4.18 In case of file upload exams, the final 5 minutes is reserved only for uploading the answer sheet on Blackboard (BB) (BB). Students should not use this time for writing answers.
- 4.19 Files submitted on Blackboard (BB) (BB) on the link shared by the Program Office and in Mettl camera view shall only be accepted for evaluation purposes. All other submissions shall not be evaluated, and student will get zero marks.
- 4.20 You are responsible for saving and uploading the correct file before the exam time out. Incorrect file uploads (blank or wrong file) cannot be rectified under any circumstance.
- 4.21 Upload your answer file on Blackboard (BB) (BB) (mandatory). **Do not reopen the answer file after submission.** Submit your answer file on Mettl as well, if instructed to do so.
- 4.22 Turnitin link will close at scheduled exam time, regardless of when a student joins the exam. No additional time will be granted for late logins. Late submissions will not be accepted under any circumstances.
- 4.23 No disconnections are allowed during the exam. No extra time will be given regardless of the reason.
- 4.24 Students cannot seek exclusive advantage due to software and / or hardware issues and this includes internet and / or power outages. Students need to arrange. for all such backups. This does not include instances of force majeure.
- 4.25 Do not argue with online and in-class invigilators. Use of foul language is considered as an act of non-academic misconduct.
- 4.26 Any video or audio evidence indicating the presence of another person in your vicinity will be treated as academic misconduct. **SIT ALONE FOR THE EXAM.**
- 4.27 IF REQUESTED during the exam show the proctor your immediate surroundings (including under the exam table) using your laptop camera. Pan the camera slowly and at the correct angle so that the room can be seen properly. **REMOVE ALL ITEMS NOT REQUIRED AS PER EXAM INSTRUCTIONS.**

4.28 Your exam will be temporarily paused for the room check process. Your exam time will not be affected.

4.29 Your face must be visible on camera for the entire duration of the exam. Any unexpected movements will be monitored using artificial intelligence. Suspicious activity may require explanation

5. After the exam

5.1 In case you need to share any feedback regarding the exam, please use the online candidate comment sheet by clicking on the link

<https://tinyurl.com/CandidateCommentSheet-V2>

5.2 Do not contact faculty during/after the exam regarding your attempt. Such instances will be considered as acts of academic misconduct. For all exam related matters always use the candidate comment sheet referred to above.

B. ACADEMIC MISCONDUCTS AND PENALTIES

Below is a partial list of academic misconduct, which is not exhaustive.

The appropriate penalty shall be decided from the list at the end of this page, depending on the severity or repetition of misconduct

Sr	Category Name	Actions / Examples of Misconduct
1	AI, Plagiarism & Academic Integrity Violations	- High AI index, High RSID ratio, High Similarity - Plagiarism and copy/paste - Use of snipping tools - Use of LLMs and generative AI tools like ChatGPT - Accessing Google or any other unauthorized websites during exams - Usage of Language Assisting Tools (e.g., QuillBot, dictionaries, translators, thesaurus, paraphraser etc.) - Using browser other than Google Chrome or Mozilla Firefox (Safari not allowed) - Suspicious metadata in submitted files (word count, saved/edited time, etc.) - Engaging in contract cheating
2	Collusion & Unauthorized Collaboration	- Document sharing using cloud platforms like OneDrive, iCloud, Google Drive, Google Collab etc. - Screen sharing using apps like AnyDesk, Zoom, TeamViewer etc. - Sharing of notes during exam - Talking to another student in classroom - Sharing online login credentials with malintent - Sharing answer script with another batchmate - Submitting on behalf of another student - Submitting another student's file

		- Using another student's login credentials (Blackboard (BB) (BB), Mettl etc.) - Taking third-party help for exam - Collusion
3	Exam Protocol Violations	- Late entry to exam hall - Unexplained delay during restroom breaks - Leaving exam hall or camera view without permission - Taking exam from outside exam hall without permission - Writing answers during final 10 minutes after submission was announced - Not using designated answer sheet provided by Exams office/PROGRAM OFFICE - Not carrying student ID - Not sitting as per seating plan or misleading by changing seat number/name label
4	Use of Unauthorized Devices or Tools	- Usage of Bluetooth devices / smart gadgets - Using mobile phone(s) - Using multiple monitors - Possession of smartwatches or any other electronic gadgets - Using apps/software/browser extensions to limit the exam software - Disabling laptop mic/camera/speaker to cheat - Taking screenshots - Copying exam questions to notes or answer sheet
5	Exam Software/ Environment Misuse	- Disconnection from exam software - Using multiple desktop function (especially in Mac) - Not disabling or logging out from social media or messaging apps - Not saving answer sheet and notes on desktop
6	Submission-Related Misconduct	- Submitting blank, tampered, or wrong files - Non-submission - Failure to submit work within the prescribed time / delayed submissions

7	Misconduct with Invigilator, proctor or Authorities	- Using inappropriate language with the in-class invigilators or online proctor - Contacting faculty directly during or after an exam
---	---	--

Below penalty list is indicative. Penalties may vary depending on the uniqueness of the misconduct and the decision of the Program Dean.

Sr	Penalty Description
1	Resubmit the specific task
2	Zero mark or reduced marks for any part of the assessment for a subject
3	Requirement to complete an alternative additional assessment for the subject
4	Fail grade and academic progression allowed with paid / unpaid retest and with / without grade capping
5	Fail grade and academic progression allowed with redo with junior batch
6	Fail grade and academic progression allowed with independent study
7	Downgrading (reducing the grade by one or more letter notch)
8	Suspension from a course for up to twelve (12) months
9	Revocation of a recommendation that a student has satisfied all requirements
10	Expulsion
11	Revocation of an academic award conferred by the School (requires approval Board of Directors on the recommendation of the Academic Board)
12	Exam declared null and void. Academic progression to be done with makeup OR paid / unpaid retest with / without grade capping.

Copyright © 2026 SPJG

All rights reserved. No part of this document be reproduced or utilized in any form or by any means, electronic or mechanical including photocopying, recording, or by information storage or retrieval system, without written permission to SPJG

SPJG or any of the persons involved in the preparation and distribution of this reading material expressly disclaim all and any contractual or other form of liability to any person in respect of the manual and any consequences arising from its use by any person in reliance upon the whole or any part of its contents. The information contained in this document was obtained from sources believed to be reliable. SPJG does not accept any responsibility for such information and state that the manual is of a general nature only.