DARJEELING HILL INSTITUTE OF TECHNOLOGY & MANAGEMENT

Standard Operating Procedure (SOP)

for Academic & Administrative Purpose

Title of SOP: Mandatory Additional Requirement (MAR) for Credit Earning by students of DHITM

Ref. No.: DHITM/SOP/Academic/2026/002

Version: 1.0

1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to define a structured mechanism for students of Darjeeling Hill Institute of Technology & Management (DHITM) to earn credits through **Mandatory Additional Requirement (MAR)** as prescribed by Maulana Abul Kalam Azad University of Technology (**MAKAUT**). The MAR framework aims to promote **holistic development** of students beyond academics by encouraging participation in co-curricular, extracurricular, skill-oriented, social, and professional development activities.

2. Scope

This SOP is applicable to **all existing undergraduate** of DHITM affiliated to MAKAUT, across different degree programs, from the date of admission till completion of the program.

3. Objectives of MAR

- To encourage learning beyond the classroom
- To enhance employability, leadership, and life skills
- To promote social responsibility and ethical values
- To align student development with MAKAUT guidelines
- To ensure uniform assessment and credit allocation for non-academic activities

4. Definition of Mandatory Additional Requirement (MAR)

MAR refers to a set of **mandatory co-curricular and extracurricular activities** through which students must earn a specified number of **MAR points/credits** to become **eligible for award of degree** by MAKAUT.

5. MAR Credit Requirement (Program-wise)

- 4-Year Degree Programs (e.g., B.Tech, BTTM): Minimum 100 Activity Points.
- 3-Year Degree Programs (e.g., BBA, BCA, B.Sc): Minimum 75 Activity Points.
- Lateral Entry Students: Minimum 75 Activity Points.

Note: Students must complete the required MAR points before final degree application.

6. Categories of MAR Activities

Students may earn MAR points through participation in the following approved categories:

A. MOOCs & Online Certification

- NPTEL / SWAYAM / Coursera / edX / Udemy (approved courses)
- Value-added certification programs

B. Technical & Skill Development Activities

- Workshops, seminars, FDPs, hands-on training
- Coding competitions, hackathons, ideathons
- Internship / industrial training (beyond curriculum)

C. Co-curricular Activities

- Technical paper presentation
- Poster presentation
- Quiz, debate, case study competitions

D. Extracurricular & Sports Activities

- Participation in sports (intra/inter-college)
- Cultural events, fests, music, drama, art
- Yoga, fitness, wellness activities

E. Institutional & Event Organization

- Organizing college events, conferences, fests
- Student coordinators / volunteers
- NSS, outreach, social service activities

F. Innovation, Research & Entrepreneurship

- Research projects, publications
- Patent filing support
- Startup/entrepreneurship initiatives

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7. MAR Point Allocation (Indicative)

Activity Type	Points Range
MOOC Certification (≥4 weeks)	10–20
Workshop / Seminar	5–10
Event Organization	10–15

Hackathon / Competition	10–20
Sports / Cultural Participation	5–10
NSS / Social Service	10–20
Research / Innovation	15–25

Exact point allocation shall be decided by the Department MAR Coordinator.

8. Mechanism for MAR Credit Earning

1. **Participation**
   Student participates in approved MAR activity.
2. **Documentation**
   Student submits proof (certificate, report, attendance, photographs).
3. **Verification**
   Department MAR Coordinator verifies authenticity.
4. **Approval**
   Institute MAR Committee approves points.
5. **Record Maintenance**
   MAR points are recorded in the **Student MAR Register/Portal**.

9. MAR Monitoring & Evaluation Structure

- **Department MAR Coordinator** – Primary verification
- **Institute MAR Committee** – Final approval and record audit
- **Academic Cell/IOC** – Consolidation and reporting to MAKAUT

10. Student Responsibilities

- Participate actively in MAR activities
- Maintain personal MAR record and documents
- Ensure timely submission of certificates
- Achieve required MAR points before final semester

11. Institute Responsibilities

- Provide opportunities for MAR activities
- Maintain transparency in point allocation
- Guide students regarding MAKAUT MAR norms
- Submit MAR compliance report when required

12. Non-Compliance

- Students failing to complete required MAR points shall **not be eligible for degree award** until compliance is achieved, as per MAKAUT regulations.

13. Review & Amendments

This SOP may be reviewed periodically and updated in accordance with:

- MAKAUT guidelines
- Academic Council decisions
- Institutional requirements

14. Effective Date

This SOP shall come into effect from the **Academic Session 2025-26** and shall remain valid until further notification.

Preapred By:
Academic Council, DHITM

Approved by:
Principal, DHITM

Date: 21/01/2026
Place: Takdah, Darjeeling, West Bengal

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