

Academic Bye-Laws



**Sant Longowal Institute of Engineering & Technology,
(Deemed to be University, Established by Govt. of India)**

Longowal 148106

2016

Sant Longowal Institute of Engineering & Technology (SLIET), established and fully funded by the Ministry of Human Resource Development, Government of India, provides technical education in emerging areas of Engineering & Technology. Set up in 1989 under Rajiv Gandhi - Longowal accord with an aim to fulfill the cherished dreams of the Late Sant Harchand Singh Longowal, the Institute has carved for itself a niche place among the professional Institutes and Universities of the country. The educational programmes of this institute are non-conventional, innovative, practical oriented and contain all aspects of new education policy (1986) of Govt. of India. It caters to the requirement of technical manpower at various levels by adopting the concept of modular system in imparting technical education with emphasis on practical training in industry. Multi entry and multi exit feature makes the educational system of the institute modular and flexible. The certificate (of Integrated Certificate-Diploma program), Diploma and Degree modules are self contained and can fit in any industry or in the next higher module of the education. Technical person from industry can also join in the appropriate module of Diploma, Degree or M.Tech. to enhance the knowledge. The Institute offers programs at Certificate, Diploma, Degree, Post-graduate (M.Tech, MBA and M.Sc.) and Ph.D. level in Science, Humanities, Management, Engineering and Technology.

MISSION

- Formal, flexible, modular, credit based multi-point entry Programmes in engineering and technology in the areas like rural development, educational planning, information, management and sciences.
- Education and Training in modern technology areas
- Promotion of self-employment among the students
- Extension services to the industry, working population, passed out students, social organization and institution of research and higher learning
- Close interface with the industry to conduct research on the basis of manpower requirements leading to integrated educational planning, curriculum development and instructional material preparation in the identified area of science, technology and inter-disciplinary areas
- Promotion of Institute-Institute linkages for sustainable development of academics and research.

1. ACADEMIC STRUCTURE

STATUS

The Institute is an autonomous body having the status of Deemed University and fully funded by the Government of India. It is controlled by the SLIET Society,

registered under Societies Registration Act, 1860. The Institute awards its own Certificates, Diplomas and Degrees including M. Tech., MBA, M.Sc. and Ph.D.

- Admission to ICD (Integrated Certificate-Diploma) programme (3-Yr) is through All India SLIET Entrance Test (SET) after passing matric/10th standard exam from a recognized Board/University (Pass in English, Mathematics and Science is compulsory).
- ICD programme is basically a Polytechnic program with terminal award of Diploma. ICD programme has the provision of voluntarily exit with a Certificate in a particular Trade after successfully completing 2 years (with earning of requisite number of credits) and after successfully completion of three years (with earning of requisite number of credits), a Diploma will be awarded.
- Provision of entry in 2nd year of ICD after ITI/Certificate with two years industrial experience.
- 50% of the SLIET Diploma holders fulfilling the requisite criteria will be promoted to 2nd year of B.E.(4-Year) as lateral entry, on the basis of all India Entrance Test (SET) conducted by all India SLIET entrance test.
- Few seats in the 2nd year of B.E.(4-Year) are open for Diploma holders from any recognized institute of India.

Further, it is clarified that:

- a) The courses run by SLIET are duly approved by AICTE / UGC / BOM.
- b) Certificates awarded by SLIET were recognized by All India Council for Technical Education (A.I.C.T.E.) New Delhi (Letter No.F.765-65-031(E)/ET/97dated July 4,1997and Letter No.F.765-65/ET/97 dated April 15, 1997). The Panjab University, Chandigarh vide its letter No.ST/8374 dated 21.9.1999 has recognized the Certificate courses of SLIET equivalent to 10+2 for the purpose of admission to B.A./B.Sc./B.C.A. courses (1st year). The Department of Technical Education & Industrial Training, Govt. of Punjab, Chandigarh vide its Memo No.13/23/05-1T.S.2/32 dated 4.1.2006 has recognized Certificate Course of SLIET equivalent to10+2. According to the notification, SLIET students are eligible for the admission to B.E./B.Tech. Programmes of Punjab Technical University, Jalandhar (state-wise). Vide Notification No. 42 and F18-8/93T.D.V./T.S.I V dated March 8, 1995, of Government of India, the certificate courses are declared as equivalent to 10+2 for job purpose.
- c) Two Year Diploma Courses were recognized by AICTE, New Delhi vide F. No. North-West/1-201645070/2014/EOA Dated 04/06/2014. The Diploma

Courses of SLIET are equivalent to the Diplomas awarded by the various State Boards of Technical Education in the appropriate fields for the purpose of recruitment to the posts and services under Central Government (Notification 42 No.F18-8/93T.D.V./T.S.IV dated March 8, 1995). The Diplomas awarded by SLIET (except Diploma in Computer Science & Engineering) are exempted from Section-A of AMIE by The Institution of Engineers (India) vide letters No.EEA/AKG/R-22A dated Feb 20, 1995; EEA/AD/R-22A dated July 23, 1996 and EEA/AKG/R-22A dated November 1, 1999.

- d) The Institute has acquired the status of **DEEMED UNIVERSITY** in the year **2007** (Notification No.F.9-42/2001-U.3 dated 10th April, 2007).
- e) B.E. (4-Yr) Courses were started from the academic session 2014-15.
- f) M. Tech. courses are recognized by AICTE, New Delhi vide F.No. North-West/1-201645070/2014/EOA Dated 04/06/2014.
- g) M.Sc. (Physics, Chemistry & Mathematics) is approved by the UGC, New Delhi vide letter no. F 6.66/2004 (CPP-I) dated 04 March, 2011.

For more information, please visit to the website www.sliet.ac.in and or contact at the following telephone/fax number(s):

Director : (01672-253100) & (01672-280057) Telefax

Registrar : (01672-253115) (Telefax)

1.1 Establishment of Departments of teaching [U/s 26 (a) of SLIET MoA, 2007]

1.1.1 The following Departments of teaching have been established in the Institute:

- a. Chemical Engineering
- b. Civil Engineering
- c. Computer Science & Engineering
- d. Electrical & Instrumentation Engineering
- e. Electronics & Communication Engineering
- f. Food Engineering and Technology
- g. Mechanical Engineering
- h. Chemistry
- i. Physics
- j. Mathematics
- k. Management & Humanities

Apart from the above teaching departments, i) Disability studies and ii) Training & Placement departments are also there which provide services to the students and contribute to the SLIET system.

- 1.1.2 Any other Department/Centre etc. may be established by the Institute to meet its aims and objectives as per the MoA.
- 1.1.3 Each Department may run Integrated Certificate-Diploma (ICD), Under Graduate, Post Graduate and Ph.D. programmes, in its respective area(s) as approved by the Senate from time to time.
- 1.1.4 The organizational set up of the Centers and the assignment of work to the Centre shall be to encourage the continuing education programmes and the R & D works for strengthening various on-going academic activities in the Institute.
- 1.1.5 Each Department / Centre shall be placed under the charge of Head of the Department/ Centre.
- 1.1.6 The medium of instruction in the Institute shall be English.

1.2 Halls of Residence / Hostels[U/s 26 (a) of SLIET MoA, 2007]

The Institute is envisaged to be fully residential. Every student is required to reside in the hostel unless otherwise permitted to reside outside. The following hostels have been established and maintained by the Institute for providing accommodation to the bonafide students. Hostel Rules are given in Appendix-A.

<u>Hostels</u>	<u>Capacity (Bed)</u>
Girls Hostel - 1 (Kamala Sohonie)	230
Girls Hostel – 2 (Kalpana Chawla)	230
Girls Hostel – 3 (Anandi Bai Joshi)	230
Post Graduate Girls Hostel	081
Boys Hostel-1 (Birbal Sahni House)	230
Boys Hostel-2 (Satish Dhawan House)	230
Boys Hostel-3 (Meghnad Saha House)	240
Boys Hostel-4 (M. Visvesvaraya House)	240
Boys Hostel-5 (C. V. Raman House)	230
Boys Hostel-6 (S. N. Bose House)	230
Boys Hostel-7 (Homi J. Bhabha House)	235

Boys Hostel-8 (S.S. Bhatnagar House)	235
Boys Hostel-9 (Mega Raj Goyal House)	235
Boys Hostel for PG students (APJ Abdul Kalam House)	251
Total Capacity	3127

1.3 Admission and Enrolment of Students to the Institute [U/s 26 (b) of SLIET MoA, 2007]

- 1.3.1** Without prejudice to the provisions of Memorandum of Association and rules of the Institute, no student shall be eligible for admission to any Integrated Certificate Diploma course, undergraduate or postgraduate course of study under this Institute unless he/she has passed the qualifying examination or examinations of Board or University as prescribed by this Institute for admission to the concerned course or courses.
- 1.3.2** The Institute shall admit eligible candidates to its various programmes of study viz, Integrated Certificate-Diploma (ICD), Under Graduate, Post Graduate and Ph.D Programmes through All India Entrance examinations/tests and or interviews conducted by the Institute.
- 1.3.3** The conduct of entrance test and declaration of result for admission to various programmes of study in accordance with the rules of Institute shall be entrusted to SLIET Entrance Examination Committee (SET-Committee). The composition and functions of SET-Committee shall be governed by SET-rules (Appendix-B). These rules and admission criteria may be modified on approval of Senate / Board of Management.
- 1.3.4** The distribution of seats for all the programmes of study shall be made as per the reservation policy of SLIET (Punjab quota for ICD) and All-India reservation quota applicable to SC/ST/ OBC /General/ Handicapped categories for other programmes.
- 1.3.5** The reservation criteria for admission to other programmes would be laid down by Senate/Board of Management as and when required.
- 1.3.6** Notwithstanding anything aforesaid, the admission of a candidate shall be subject to
- i. Submission of a migration/school leaving certificate from the concerned Board or University.

- ii. Good conduct certificate from the Principal of School/College last studied, and ;
- iii. Medical fitness certificate.

1.4 Courses of Study and award of Degrees, Diplomas and Certificates [U/s 26 (c) and (d) of SLIET MoA, 2007]

1.4.1 Courses of study which may lead to the award of the Certificate, Diploma and Degrees in accordance with the provisions of rules and regulations of the Institute are as hereunder:

Department offering course	Integrated Certificate-Diploma		Name of Degree
	Name of Certificate Programme	Name of Diploma Programme	
Chemical Engineering	1) Paper Technology (CPT)	1) Chemical Technology (DCT)	1) Chemical Engineering (GCT)
Food Engineering & Technology	2) Food Processing & Preservation (CFP)	2) Food Technology (DFT)	2) Food Technology (GFT)
Computer Science and Engineering	3) Data Entry & Word Processing (CDE)	3) Computer Science & Engineering (DCS)	3) Computer Science & Engineering (GCS)
Electronics & Communication Engineering	4) Television Mechanic (CTV)	4) Electronics & Communication Engineering (DEC)	4) Electronics & Communication Engineering (GEC)
	5) Servicing & Maintenance of Electronic Instruments (CSME)		
Electrical & Instrumentation Engineering	6) Servicing & Maintenance of Medical Instruments (CSMM)	5) Instrumentation & Process Control (DIN)	5) Instrumentation & Control Engineering (GIN)
	7) Electrician (CEN)	6) Electrical Engineering (DEE)	6) Electrical Engineering (GEE)
Mechanical Engineering	8) Welding (CWG)	7) Mechanical Engineering (DME)	7) Mechanical Engineering (Manufacturing Engineering) (GME)
	9) Foundry and Forging (CFF)		
	10) Tool & Die Technology (CTD)		8) Mechanical Engineering (Welding Technology) (GWT)
	11) Auto & Farm Equipment Mechanic (CAF)		
	12) Air Conditioning Mechanic (CAC)		
Civil Engineering	13) Building Maintenance (CBM)	8) Civil Engineering (DCE)	10) Civil Engineering (GCE)

1.4.2 Courses of study which may lead to the award of the M. Tech. Degrees in accordance with the provisions of rules and regulations of the Institute are as under :-

1. Mechanical Engineering (ME)

- M.Tech. in Manufacturing Systems Engineering
- M.Tech. in Welding and Fabrication

2. Food Engineering & Technology (FET)

- M.Tech. in Food Engineering & Technology

3. Computer science and Engineering

- M.Tech. in Computer science and Engineering

4. Electrical & Instrumentation Engineering (EIE)

- M.Tech. in Instrumentation and Control Engineering

5. Chemical Engineering (CE)

- M.Tech. Chemical Engineering

6. Electronics & Comm. Engg. (ECE)

- M.Tech. in Electronics & communication Engineering

1.4.3 Courses of study with specialization which will lead to the award of the MBA Degrees in accordance with the provisions of rules and regulations of the Institute are as hereunder:

1. Marketing Management
2. Human Resource Development
3. Material Management
4. Labour Welfare and Industrial Relations

1.4.4 Courses of study which may lead to the award of the M.Sc. Degrees in accordance with the provisions of rules and regulations of the Institute are as hereunder:

1. M.Sc. in Physics
2. M.Sc. in Chemistry
3. M.Sc. in Mathematics

Apart from the above courses, enrollment for Ph.D. may also be done in the academic departments. The doctoral degree shall be awarded as per the Ph.D. rules of the institute which shall fulfill minimum quality standards and criteria prescribed by the University Grant Commission (UGC) or the appropriate body of Government of India for the purpose.

1.5 Revocation/recalling of degrees and other awards including honorary awards

1.5.1 The Institute can revoke/recall any award. Award will be defined as any certificate, diploma, degree, masters or doctoral degree. The grounds for revoke/recall are administrative error or the determination of an assessment offence after graduation, concerning work submitted for examination in connection with the award.

1.5.2 Where the Director determines that a degree, diploma or other award has been conferred through administrative error he or she may revoke/recall it and substitute for it either no award or such an award as is consistent with the relevant rules and practices approved by the Senate.

1.5.3 Where an allegation of an assessment offence is made after graduation, it shall be treated in accordance with the relevant regulations on assessment offences. If an offence is deemed to have occurred, the person concerned will be subject to one of the penalties set out in the Regulations, which include possible revocation of award.

1.6 Correction of name, and other details in the mark sheets and certificates

Corrections in the entries of the mark sheets and certificates/awards can be done within one month of receipt of such documents/awards by the students. In this time duration the request shall be entertained without any charges if the error is from the part of the institute officials. In rest of the cases within one month or after that the candidate has to pay requisite fee for such corrections.

1.7 Fees to be charged for Admission to the Courses of Study, Examination of Degrees, Diplomas and Certificates [U/s 26 (e) of SLIET MoA, 2007]

The fee structure shall be as approved by the Senate and BoM of the Institute and shall be notified from time to time. The tuition fee shall be revised time to time which shall be applicable to the newly admitted batch of the students. The fee shall remain same throughout period of the course for which the student is admitted. However, any specific instructions on the matter issued by the Government of India must be followed by the Institute.

- i. The fee shall be deposited by the students on the day of Registration as per notification issued by the Institute.
- ii. The fees shall be paid in Cash or through Bank Draft/ on-line as notified.
- iii. If a student does not register for admission on the specified/notified date and time, he/she shall be charged a fine as decided by the competent authority of the Institute from time to time.
- iv. The Director or on his behalf any other officer to whom power has been delegated, may on the recommendation of Dean (Academic) waive the fine on genuine grounds.
- v. After completion of a course of study or withdrawal from the Institute, security deposits or caution money shall be refunded to a student subject to submission of application in prescribed format by the student, after deduction of all dues, fines and other claims against him.
- vi. If a student does not claim the refund of Security deposit/Caution money within one year (reckoning with date of result/withdrawal) of passing or withdrawing from the Institute, the money after deducting against the dues will be treated as donated towards scholarship/financial assistance to the poor students of the Institute. If a department is unable to give information of dues to the account section/section dealing with deduction, it will be assumed that there is no due against the student.
- vii. An employee of the Institute who is admitted to a course of study in the Institute shall be required to deposit all the fees except hostel mess advance. However, if an employee joins the mess, he/she shall pay the entire hostel and mess dues.

1.8 Institution and Prescription of the conditions of the Award of Fellowships, Scholarships, Studentships, Medals and Prizes [U/s 26 (f) of SLIET MoA, 2007]

The institute has instituted award of Gold Medals to its passed out Certificate, Diploma and Degree students.

The Institute has the provisions for awarding Medals and distributing Prizes/Certificates to outstanding Sports persons, Artists etc.,.

The Institute has the provisions for awarding Medals and distributing Prizes/Certificates in the name of a charity/individual person donating the fund

1.9.6 In exceptional cases paper may be set by faculty from outside the Institute. The Dean(Academics) shall select the paper setter in such cases. AR (Examination/Examination) shall update and maintain the records. Remuneration shall be paid for setting the paper as per institute rule.

1.9.7 Functions of the Question Paper Moderation Board

The Board shall ensure that the question paper has been set strictly in accordance with the syllabus, and the Academic Regulations of the Institute. The Board may,

- i. Delete question(s) set from outside the syllabus and make necessary corrections and substitutions, if required.
- ii. Remove ambiguity in the language of a question, if any.
- iii. Moderate some or all questions giving ample opportunity to candidates with average and exceptional capabilities.
- iv. Ensure proper distribution of marks to each question or part(s) thereof, duration, modify the questions and correct errors, in this regard.
- v. The decision of the QMB will be final and binding on the question setter.

1.9.8 Ordinarily Course Coordinator, who is the Paper-setter, shall act as an Examiner. In case, the Course Coordinator is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner by the HoD. Other faculty members teaching the course shall be involved in evaluation. The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Minor examinations, tests/quizzes/assignments etc. and End Semester Examination in the format for the breakup of marks provided for the purpose. He/she shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected.

The marks-list/grade-sheet. (digital format /excel sheet/ERP mode) supplied by the Examination cell and a hard copy of the same duly signed by the Course Coordinator and Head of the concerned

Department shall be sent to the AR (Assistant Registrar) (Examination) within the stipulated date in strict confidence.

All examinations of the Institute shall be conducted in accordance with the Academic Regulations framed for the purpose and modified from time to time by the Institute Authority.

- 1.9.9** Subject to the Rules and Regulations framed and approved by Senate and Board of Management, the AR (Assistant Registrar) (Examination) shall be responsible for all arrangements for the smooth conduct of examinations and all matters connected therewith. DR (Academics) and Dean (Academics) shall facilitate all the logistics to AR (Examination / Examination).

1.10 INSTRUCTIONS DURING THE EXAMINATIONS

The Centre Superintendent of an examination centre shall have the disciplinary control over candidates appearing in the examination at the centre. He shall have the power to expel and refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s).

Use/possession of mobile phones and any other communication device is strictly prohibited in the examination room(s) and shall be confiscated.

No student shall be allowed to sit in the examination, 10- minutes after start of examination.

No student shall be allowed to leave examinations room, earlier than 20-minutes and 90 minutes after commencement of the Minor and End Term Examinations, respectively.

Rules against cheating and plagiarism shall be strictly enforced.

Soon after the detection, the Invigilator/Exam Coordinator shall request the candidate to make a statement explaining his /her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Invigilator/Exam Coordinator, which should be attested by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.

While reporting a case of use of unfair means in the Institute Examinations, the Centre Superintendent/Exam Coordinator shall be required to sign the incriminating papers recovered from the

possession of the candidate and those papers should also be got signed by the candidate. If the candidate refuses to do so, this matter should be reported to the EBI in writing.

The Centre Superintendent/Exam Coordinator/HOD concerned along-with Invigilator will submit a detailed report along-with documentary/ other proof (if any) to the Examination Board of Institute (EBI) regarding unfair means used by any student during the examination.

Deputy Registrar (Academics) is to be informed immediately regarding use of unfair means in the examinations.

Deputy Registrar (Academics), shall call upon the candidate alleged to have employed unfair means in the examination to appear before the EBI to represent his/her case personally at his/her own expense on the date fixed for appearance before the said Committee. If in-spite of service of notice, the candidate fails to appear before the Committee, proceedings against him/her will be held ex-parte.

In case, not covered in the Levels 1 to 5, then EBI may decide suitable punishment to the student on case to case basis.

The recommendations will be made by the EBI to the Chairman, Senate regarding punishments to be implemented related to Level 2 to Level 5. The punishment for Level-5 will be recommended to the Chairman, Senate by including Dean (SFW) as member in the above committee.

The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

The composition of the EBI is given below:

- | | |
|------------------------------------|-------------|
| a. Dean(A) | Chairperson |
| b. HOD (Concerned) | Member |
| c. AR (Examination)/DR (Academics) | Member |
| d. Exam Coordinator/Centre Supdt | Member |
| e. Invigilator (Concerned) | Member |
| f. Co opted Member(s) as required | Member |

The Assistant Registrar (Examination/Examination) / Deputy Registrar (Academics) will report the cases of unfair means to the committee. The concerned student will be asked to present in the meeting.

POWER OF EXAMINATION BOARD OF INSTITUTE (EBI)

Use of unfair means is considered a very serious offence. The cases of cheating /unfair means shall be referred to the **EXAMINATION BOARD OF INSTITUTE (EBI)** shall investigate the matter and recommend necessary action(s) to the Chairman, Senate for approval. The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him. As there is continuous evaluation system the **EXAMINATION BOARD OF INSTITUTE (EBI)** rules are applicable for theory, practical and minor examinations. For reference the level of offences along with punishment and authority are given in the Table 1.

Table 1: LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY			
Levels	Offence	Punishment	Authority
Level-1	Whispering/ Talking	Strict oral warning and change of seats	Invigilator
	Glancing/ Looking/ Staring		
	Responding to other whispers and assisting others in seeing own answer sheet		
	Found in possession of unauthorized material not related with the course/ question paper		
	Getting/giving assistance by exchange of personal items like calculators, etc.		
	Carrying mobile phone or any other electronic device (even in off condition).		
	Other offences of similar nature and intensity		

	Sitting contrary to seating plan intentionally.		
	Repeating offences of Level-1	Removal from the examination hall and mobile phone/device shall be confiscated	
Level-2	Found in possession of unauthorized material related with the course/ question paper but does not match with answer written in answer sheet	"E" grade in the course	EBI
	Presenting to the examiner a practical or class work note book not prepared by himself /herself.		
	Writing on the desk before the start of the exam		
	Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom etc.		
	Carrying helpful material written on hands/ arms/ other body parts/ cloths		
	Writing answers on question paper		
	Other offences of similar nature and intensity		
	Exchanging question papers		
	Using pre-meditated chits		

	containing helpful material.		
	In addition to other charges, the student misbehaves with the exam staff or creates indiscipline		
Level-3	Found in possession of unauthorized material in bulk related to the course e.g. book/ huge cheating material, showing clear intention of copying.	"F" grade shall be given in all courses of that semester for which student appeared/appearing. However such student may be permitted to appear in the retests/repeat examination of previous semester.	EBI
	Found in possession of unauthorized material related with the course/ question paper and the answer written matching with answer sheet Exchanging answer sheets during the examination.		
	Smuggling an answer sheet or a continuation sheet or any part thereof in or outside the place of examination.		
	Writing other's roll numbers on own answer sheet		
	Using mobile phone/ other communication device to cheat.		
	Other offences of similar nature and intensity		
	Coming to the examination hall under the influence of alcoholic drink or drugs		
Level-4	Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class), repeatedly	Cancellation of all the registered exams in that	EBI Along with Dean (SFW)

	involved in unfair means of level 2 and 3.	semester and further debarring from continuing studies for not less than 02 semesters (X grade). However such student may be permitted to appear in the retests/repeat examination of previous semester.	
	Cheating and being argumentative, rude, aggressive with Invigilator/examination officials		
	Proxy sitting/run away from the examination hall by the person sitting proxy and for whom sitting proxy (both) or getting oneself impersonation by someone in the examination or impersonating another candidate.		
Level-5	Physical assault causing injury to the Invigilator or any examination officials	Rustication from the institute.	EBI Along with Dean (SFW)

1.10.1 On approval of the Director, the Dean(Academics) shall notify the name(s) of Centre Superintendents for different days and time of the examination who shall be responsible for overall discipline and smooth conduct of examination.

1.10.2 The AR (Examination/Examination) may engage other staff required to conduct the examinations. He shall arrange the handing over of Examination Answer-script in sealed envelopes to Examiners/Evaluators immediately after the examination.

1.10.3 If a **candidate falls sick** or is suffering from a contagious disease or serious ailment due to sport activities and wishes to appear at the Examination on notified date and time, special arrangement may be made by the AR(Examination/Examination) at the request of the candidate subject to the production of evidence in support of such illness, duly certified by Medical officer in-charge of the Institute/other recognized Government Hospitals provided that for such special arrangement, the candidate shall pay additional fee per paper fixed by the Institute from time to time.

- 1.10.4** The End-semester with practical examination shall be jointly conducted by the course-coordinators, one external and one internal examiner. In case, the external examiner is not available, another internal examiner will be added to the committee to conduct the practical examination(s).
- 1.10.5** The dissertation evaluation, viva-voce examination for dissertation/field report in subjects where applicable, shall be conducted as per provisions in the academic regulation of the Institute.
- 1.10.6** The Centre Superintendent, Question Paper Setters, Invigilators, Examiners/Evaluators, Tabulators and Assistants shall be paid honorarium as decided by the Institute from time to time, for the End Semester/supplementary/"I" grade/Practical examinations and project evaluation as may be applicable.
- 1.10.7** The internal and external examiners shall be paid honorarium and allowances as applicable. In thesis evaluation at PG level, supervisor should act as internal examiner. Honorarium to the internal examiner should be at par with the external examiner.
- 1.10.8** A person shall not accept any of the above examination related works of a question paper in which his/her relative is appearing. An invigilator will not perform invigilation duty in the room/hall/laboratory etc. where his/her relative is writing the examination.
- 1.10.9** Notwithstanding anything contrary to the provisions contained herein above, the Director shall have the power to order such actions, as he/she may consider necessary in order to ensure fair and smooth conduct of the Institute examinations.
- 1.10.10** The grades/ marks from the grade-sheet/ marks-list shall be tabulated by Tabulators appointed for the purpose. They shall be primarily responsible for correct entries in the tabulation sheets of grades / marks and calculation of grade point average (GPA/CGPA) in accordance with the Academic regulations of the Institute. They shall be assisted by Assistants in tabulation work and preparation of Result.
- 1.10.11** The Result prepared by the Tabulators and AR Examination/ Examination) shall be presented to the Result Moderation Board (RMB) of the Institute. The RMB shall comprise of:
- Dean (Academic)----- Chairman
 - All Heads Member

- Dy. Registrar (Acad) Member
- AR (Examination/Examination) Member Secretary

(At least four members shall constitute the quorum)

1.10.12 Power & Functions of the Result Moderation Board (RMB):

- (i) The Result Moderation Board may moderate the result of a student submitted by the AR (Examination/Examination).
- (ii) The RMB may award a total of 3 grace marks to a student for passing the semester or upgrading the semester grades of a maximum of three courses with highest possible credits during the entire course of study/programme.

1.10.13 On the approval of the Director, the moderated result shall be published by the AR (Assistant Registrar) (Examination) on a specified date in the Academic Calendar.

1.10.14 Notwithstanding anything above, the Director may quash the result of a candidate, if

- i. He/she has used unfair means in the examination.
- ii. A mistake is found in the result of the candidate.
- iii. He/she has willfully suppressed any important information pertaining to his/her admission in the Institute.

1.10.15 As the student gets the opportunity to see answer scripts after evaluation, they cannot later claim/ask for such information/verification related to the evaluated answer script of the end semester examination.

1.10.16 All evaluated answer script of the end semester examination will be destroyed/disposed off after 12 months from the date of publication of the result.

1.11 The creation, composition and function of any committees or body which is considered necessary for the work of the institute [U/s 26 (I) of SLIET MoA, 2007]

1.11.1 Internal academic quality assurance cell (IQAC). Internal quality assurance Cell (IQAC) is established in the institute by following the guideline of UGC and NACC. Quality Enhancement is a continuous process; the IQAC assumes greater significance to regulate and

enforce provisions and become part of institution's system and work towards realizing the goal s of quality enhancement and sustenance.

Primary task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the institute.

The IQAC shall have the following composition.

Sr. No.	Persons	Position
1	Director	Chairman
2	Eight senior faculty and one senior official	Members
3	Three external expert on quality management/Industry/Local community	Member
4.	A senior Professor (Coordinator IQAC)	Member Secretary

1.11.2 Departmental academic quality Assurance Cell (DAQAC): Primary objectives of the DAQAC are to maintain academic quality at the department level.

Sr. No.	Persons	Position
1	Senior Professor from other department nominated by the Director	Chairman
2	Three faculty members, who are the coordination of ICD, UG and PG studies, respectively of the department.	Members
3	Two Class representatives (CR) nominated based on merit in the proceeding examinations by the HOD.	Member
4	Co-opted members, two-three by faculty	Member

	advisor in consultation with CRs, if required.	
5	HOD concerned (Coordinator)	Member Secretary

DAQAC shall meet atleast twice a semester to give its recommendations related to the Chairman/Member Secretary IQAC.

The responsibilities of the DAQAC include the following:

1. Review periodically the progress of the classes,
2. Discuss problems concerning curriculum and syllabi and the conduct of the classes, status on class held, Lab facilities (improvement/enhancement etc.) and solving student related problems of teaching learning including augmentation of Training & Placement or other issues to maintain the academic quality at the department levels.
3. To send letters to parents regarding improvement status of students, if necessary.

1.11.3 Composition of Integrated Certificate Diploma / Undergraduate/Post graduate (Excluding Ph.D. program) board.

Board shall act as recommendatory body to Senate. Board shall give recommendation in special circumstances such as the case related to any discrepancy/not well defined academic rules of specific in nature or any unpredicted happening which influences the academics of the Institute.

1.11.4 Composition, powers and Functions of the Board of Under Graduate Studies/ICD studies/Postgraduate studies (BUGS/BICDS/BPGS):

(1) Composition:

Dean (Acad)	Chairman
Chairman / Convenor of the Departmental BOS(UG/ICD/PG)	Member
Two persons (different for different programs) nominated by the Chairman,	Member

Senate (for a three year term)	
DR (Acad)	Non Member Secretary

Composition of the committees shall be modified so as minimum criteria of formation of such committees prescribed by the UGC/NAAC from time to time is fulfilled.

(2) Powers and Functions:

The functions of the board shall be to act as facilitators in reviewing / solving disputes/mismatch /understanding/interpretation of academic rules related to the undergraduate/ICD/PG programmes in the Institute, but the Senate shall retain the power of final review. In discharge of its responsibilities, the Board shall make full use of the appraisals and recommendations of the various academic department concerned. The Board shall be assisted by the Departmental feedback through the HoDs.

The Board of under Graduate/ICD/PG Studies shall

- a) Translate the academic plans and proposals related to Under Graduate/ICD/PG programmes of Studies of the Institute into action. It shall play a pivotal role for advancement of teaching and development of infrastructures related to undergraduate courses.
- b) Coordinate teaching, seminar and project works amongst departments.
- c) Consider and recommend the proposals for creation and abolition of teaching posts and programmes of studies received from the departments to the Senate.
- d) Perform all other functions as may be prescribed under Academic Bye laws and as may be directed by the Senate and Board of Management from time to time.

(3) Meeting of Board

- a) The meeting of Board shall be convened as and when required and last meeting, if any, at least 10 days ahead of Senate/Senate meeting.
- b) The Chairman of the Senate reserves the right to accept or reject the proposal recommended by the Board.
- c) Presence of at least four members will form the quorum for the meeting.

1.12 DEPARTMENTAL ACADEMIC AFFAIRS COMMITTEE

The following will be the constitution of DAAC:

- i. HOD of the Department
- ii. Five Professors/ Associate Professors of the Department (on rotation basis)
- iii. One Assistant Professor of the Department (on rotation basis)

If no Professor is available in the department then two Associate Professors will be the members of the committee. The tenure of the committee will be of two years.

Note: There shall be a separate DAAC in each teaching Department. The HOD may co-opt and / or invite more members if the concerned course instructor / teacher is a member of DAAC, he shall keep himself out of the Committee during deliberations. The quorum for each meeting shall be a minimum of THREE. The tenure for membership of DAAC shall be two years.

The functions and responsibilities of the DAAC shall include:

- a. To receive grievances / complaints in writing from the students of any programmes (ICD/UG/PG) regarding anomaly in award of grades due to bias, victimization, erratic evaluation etc. and redress the complaints.
- b. To interact with the concerned course instructor and the student separately before taking an appropriate decision.
- c. To monitor the conduct of all ICD/UG/PG courses offered by the Department .
- d. To ensure academic standards and excellence of the courses offered by the department.
- e. Review and approval of the grades.
- f. To consolidate the registration of the students and communicate to the course teachers and Dean (A).
- g. To consider any matter related to the ICD/UG/PG programmes of the Department.
- h. To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of the Board of Studies.
- i. The decision of the DAAC will be based on simple majority.
- j. The recommendations of the DAAC shall be communicated to the

Dean (Acad) for further appropriate action as required.

1.13 COUNSELING SYSTEM

Each class after admission to the ICD/UG/PG program shall be assigned to a Class Counselor. The students will have the same counselor throughout their duration of study. Counselor will meet students once in a week for which a slot in timetable will be provided. Students are expected to keep constantly in touch with their counselor so that he may watch their progress and guide them accordingly. The functions of class counselor are:

- To help students in planning their courses and activities during study.
- To guide, advise and counsel students on academic program.

2.0 Academic Calendar

The curricular and extracurricular activities during a semester are planned in advance and are listed in the Academic Calendar. This Calendar provides details of the dates of registration, teaching schedule, withdrawal, examinations, declaration of results, holidays, breaks, vacation etc., and all concerned must adhere to the specified dates in the calendar for each activity.

The Academic Calendar shall commence from a date in the third week of July and end on a date in the last week of June. The duration of semesters (including teaching and examination related activities) is given below:

- Odd Semester : July to December
- Even Semester : January to June

A date-wise calendar shall be issued every year before the commencement of an Academic Session

3.0 Students feedback

Students' feedback (As per AICTE / NBA or appropriate format) will be taken by the Heads (or their representatives) of all Departments, course wise and teacher wise, in each semester. The feedback shall be used in improvement of the teaching learning process. In due course of time an on-line student feedback shall come into effect.