

# **SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY**

(DEEMED UNIVERSITY, Established by Govt. of India)

LONGOWAL, DISTT. SANGRUR (PUNJAB)



## **RULES AND REGULATIONS FOR CERTIFICATE PROGRAMMES**

*(Amended upto 12<sup>th</sup> meeting of the Senate, SLIET, held on 05<sup>th</sup> Jul, 2013)*

# **RULES AND REGULATIONS FOR CERTIFICATE PROGRAMMES**

## **Introduction**

The Govt. of India in 1991 has established Sant Longowal Institute of Engineering & Technology (SLIET). It has got the status of a Deemed University in the year 2007, and is presently offering the following types of study programmes: -

Certificate Programmes

Diploma Programmes

Under Graduate Programmes

Post Graduate Programmes

Doctor of Philosophy Programmes

The Academic Year is divided into two regular terms (excluding the industrial training). Each term of nearly eighteen weeks is known as a semester. The program of study consists of prescribed courses that are sequentially distributed among relevant semesters. The system of examination is internal and is based upon continuous evaluation. This system inculcates the habits of punctuality and hard work among the students and consequently reduces the percentage of failures. At the end of a semester, the semester transcripts indicating the performance of the students are prepared and issued to the students.

1. The objective of the Certificate programmes is to produce technically skilled manpower in appropriate areas.
2. The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conduct of examinations and evaluation and certification of students' performance leading to the Certificate programmes.

3. This set of regulations shall supersede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all students undergoing the Certificate programmes.
4. This set of regulations may evolve and get revised/refined or updated or amended or modified or changed through appropriate approvals from the Senate, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, Institute Authorities.
5. In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately by the appropriate authorities, as and when found necessary.
6. The effect of year-to-year(periodic) refinements in the Rules & Regulations, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Rules & Regulations, without any undue favour or considerations.
7. The senate may consider any issues or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference if so present) here in this set of Rules & Regulations or otherwise.
8. This manual sets out the procedure and requirements of the Certificate programmes of study that fall under the jurisdiction of the Senate, SLIET, Longowal. Further, any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

## **C1. Certificate Programmes**

The institute shall offer following Certificate programmes and/or as decided by the institute/MHRD from time to time.

- (a) Air Conditioning and Refrigeration **(CAC)**
- (b) Auto and Farm Machinery **(CAF)**
- (c) Computer Applications **(CCA)**
- (d) Foundry & Forging **(CFF)**
- (e) Food Technology **(CFT)**
- (f) Maintenance of Television **(CTV)**
- (g) Maintenance of Electrical Equipment **(CMEE)**
- (h) Paper and Printing Technology **(CPPT)**
- (i) Servicing and Maintenance of Electronics Instruments **(CSME)**
- (j) Servicing and Maintenance of Medical Instruments **(CSMM)**
- (k) Tool and Die Technology **(CTD)**
- (l) Welding Technology **(CWG)**

C1.1. The medium of instruction, examination and project reports of Certificate programmes will be **English**.

C1.2. The following will be the constitution of Department Academic Affairs Committee:-

- (a) One Professor/HOD of the Department
- (b) One Associate Professor of the Department (on rotation basis)
- (c) 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.

## **C2. Admission**

Details of admission procedure, reservation of seats etc. of Certificate programmes, are published every year in the month of January / February in the form of "Admission Brochure". However, summary of the admission procedure is given below: -

## **C2.1. Admission to Certificate Program**

The admission to certificate program is made through an all India level Entrance Test known as SET, conducted by SLIET on a date notified from time to time which shall normally be in the first week of June every year.

### **C2.1.1. Eligibility**

The minimum qualification for admission to the Certificate Programme is Matric pass (Pass in English, Mathematics and Science is compulsory) from a State Education Board / CBSE / ICSE / National Open School or an equivalent examination recognized / approved by MHRD, Government of India.

### **C2.1.2. Duration**

The normal duration of a Certificate programme is **TWO** years. However a student may complete the programme in maximum of **four** years. A student may be allowed to discontinue the studies for such a period so that he/she has to complete the programme in four years. Under any circumstances, the student shall not be allowed to continue after the expiry of the maximum duration of the programme.

## **C2.2. Internal Promotion from Lower to Higher Module**

There exists vertical mobility of candidates from Certificate Program to Diploma program as well as from Diploma programme to Degree programme as per policy published every year in 'Admission Brochure'. Such candidates should have completed the qualifying programme (Certificate Program/ Diploma Program) in the prescribed period of normal study i.e. two years and by availing only prescribed number of chances to clear a course.

## **C2.3. Change of Branch**

Change of trade/branch shall not be allowed after the closure of admissions.

#### **C2.4. Withdrawal of Studentship**

A student may withdraw from the institute at any time on his/her request. The Institute-leaving certificate will be issued and caution money will be refunded to the student on submission of duly completed 'No Dues Form'. A student once withdraws from the institute and wants to get admission again; he/she may do so by appearing as a fresh candidate.

#### **C3. Academic Calendar**

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 tentative duration of semesters 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.

#### **C4. Counseling System**

Each class after admission to the institute shall be assigned to a faculty counselor. The counselor shall help each student in planning the academic program of his/her studies. Students are expected to keep constantly in touch with their counselor so that he/she may watch their progress and guide them accordingly. Counselor will meet students once in a week for which a slot in timetable is provided.

#### **C5. Registration**

Registration in each and every semester and payment of registration fees in every semester is compulsory to continue the studentship. Registration for the

first semester of all programs is a part of the admission procedure. Fee for registration in subsequent semesters shall be as given in Table 1 below: -

**Table 1: Registration Fee**

Semester Fee specified from time to time without late Fee	As per the dates notified in the Academic Calendar.
Semester Fee specified from time to time with late Fee of Rs.500/- and Rs.1,000/-	As per the dates notified in the Academic Calendar.

- (a) Notwithstanding, when a student registers with late fee, the attendance will still be counted from the date of commencement of the classes and not from the date of registration.
- (b) Dean (Academics) can allow a student up to 21 days after the expiry of the scheduled date. However, the Director may permit a student up to 30 days after expiry of the scheduled date. In both the cases, the fine mentioned as above will be applicable. The Dean (Academics) is empowered to decide all the matters related with academic/students and waiver of fine on genuine grounds. All types of fee are to be realized by the Accounts Section. In case the last day falls on holiday, then the next working day will be treated as the last day.

**C5.1. Eligibility for Registration**

A student will be automatically registered to the first semester at the time of admission. In order to continue studies in 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semesters, the student must have regularly attended the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semesters respectively.

**C5.2.Cancellation of Registration**

The registration and studentship of a student will be cancelled if the student is involved in unlawful activities or in any indiscipline activity or involvement in any police case or fails to deposit the semester fees within the stipulated time period.

### **C5.3. Re-registration**

A student may be permitted by the Dean (Academics) to discontinue temporarily from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum cumulative duration of two semesters, provided he/she can complete the programme within the prescribed duration of four years. Only those students will be allowed to re-register who have taken prior permission to drop the semester or dropped under rule C5.2. Such students have to pay Rs.200/- as re-registration fee in addition to fee specified in Table 1 under Rule C5.

### **C6. Attendance**

- C6.1. The students must have minimum attendance of 75% of the total number of scheduled classes in a particular course in order to be eligible to appear in the End Semester Examination. A student should meet the above attendance requirement irrespective of number of days he/she is on medical leave, on leave while participation in activities like sports, cultural, NCC, NSS or any other genuine ground whatsoever. The mass bunk shall be treated as absent in a particular class on a particular day and shall be counted towards the delivered lecture / laboratory / workshop / drawing class. However, all the students are expected to be present in every lecture / laboratory / workshop / drawing class.
- C6.2. The Chairman, Senate may give additional relaxation on the recommendation of the respective HOD and Dean (Academics).
- C6.3. Faculty shall maintain attendance record of the class for the course/lab being taken by him/her. The attendance of the students shall be monitored and displayed on notice boards during first week of each month of the semester by the concerned subject faculty. In addition, the details of all students who have shortage of attendance in a course will be notified by the respective HOD, with intimation to Dean (Academics), before the commencement of the End Semester Examinations.



- C6.4. In case of shortage of attendance in any subject(s), student will not be allowed to sit in end term examination for that subject(s) and to cover it he/she has to again attend the classes for that subject(s) whenever these are offered.
- C6.5. The students having shortage of attendance in first and second semesters respectively and want to make up the attendance requirements may do so with the junior batch by registering themselves on payment of Rs.200/- per subject. The late fee will be applicable as mentioned earlier.
- C6.6. If the subject is deleted from the scheme (of junior batch) the concerned H.O.D. will attach the student to an appropriate teacher.
- C6.7. The classes in such a case, will be offered to the student on the convenience of the class teacher. However, the schedule of extra/special classes will be informed to time table committee and the Academic Section. The fees will be Rs.200/- per subject and the late fee as mentioned earlier.
- C6.8. The students of Certificate Programmes, have to repeat the complete course, in which, he/she shall have shortage of attendance, as and when the courses are offered alongwith his/her junior batch.
- C6.9. A student can attend classes for make up of attendance requirement along with industrial training. However, the student has to fulfill the requirements of attendance in both.

## C7. Evaluation System

The evaluation of the performance of students shall be a continuous process and be based on their performances in different examinations/tests as mentioned below: -

### C7.1. Evaluation in Theory Courses

- (a) Continuous Assessment Examinations (CAE) carrying 25-50% weightage.
- (b) End Term Examination (ETE) carrying 50-75% weightage.

#### C7.1.1. Continuous Assessment Examination (CAE) in Theory Courses

- (a) The Continuous Assessment Examinations (Minor Tests) shall be conducted as per the notification in the Academic Calendar. However, quizzes etc. can be conducted by the faculty during the semester. The distribution given to each component during Continuous Assessment Examination in theory courses is given below in Table 2.

**Table 2: Distribution of Sessional Marks for Theory Courses**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Weightage (%)</b>
1.	<i>Minor Test-I</i> <i>Minor Test-II</i>	60%
2.	<i>Assignment / Class Work</i>	20%
3.	<i>Attendance</i>	20%

- (b) There will be two minor tests and the average marks of them will be finally awarded to the student. Under extraordinary circumstances, a faculty may take third minor of a particular student. The answer sheets of Minors will be returned to the students after evaluation.
- (c) For quizzes, multiple choice type questions/fill in the blanks shall be set up in written form for evaluating the students. At least two quizzes per semester are required to be conducted having duration of 15 minutes each.

- (d) At least three assignments during the semester shall be given to each student to check his/her involvement in the course.

### **C7.1.2. End Term Examination (ETE) for Theory Courses**

There will be an End Term Examination at the end of each semester for three hours of duration for each course and it is mandatory for a student to appear in End Term Examination. The date sheet of examinations will be announced by Academic Section. While preparing the date sheets of End Term Examinations, the common courses shall be adjusted on initial days of examinations.

### **C7.1.3. Structure of question paper for End Term Examination**

The structure of the question paper shall be as under: -

- (a) The question paper shall have three sections. The students shall be asked to attempt five questions. All questions shall carry equal marks.
- (b) Section-I will have one question containing very short answer type questions covering whole syllabus. This question shall be compulsory.
- (c) The remaining two sections shall contain three questions each as per the division of syllabus (as per present division of syllabus, three questions from Unit 1 & 2, and three questions from Unit 3 & 4. From these two sections, the students shall be required to attempt two questions from each section.
- (d) The weightage shall be given to the numerical problems in the question paper, wherever possible, and as per requirement of the course.
- (e) To have uniformity in the evaluation system a faculty should submit the question papers along with the evaluation scheme.
- (f) The issues/problems related to question paper, if any, may be intimated to Dean (Academics) through respective HOD within two working days.

## C7.2. Evaluation in Laboratory Courses

- (a) Continuous Assessment Examinations (CAE) carrying 60% weightage.
- (b) End Term Examination (ETE) carrying 40% weightage.

### C7.2.1. Continuous Assessment Examination (CAE) in Laboratory Courses

The Continuous Assessment Examinations for the Laboratory Courses shall be consisting of Laboratory Records, performance of experiments in the laboratory and the quizzes regarding the experiments etc. The faculty shall evaluate each experiment performed in the lab and put his remarks in the record file of each student on a regular basis in a semester. The distribution given to each component during Continuous Assessment Examination in Laboratory Courses is given below in Table 3.

**Table 3: Distribution of Weightage for Laboratory Courses**

<b><i>Continuous Assessment</i></b>		<b><i>End Term (Lab Final)</i></b>	
<b><i>Components</i></b>	<b><i>Weightage</i></b>	<b><i>Components</i></b>	<b><i>Weightage</i></b>
<i>Record Mark (based on continuous assessment of Lab/ Practical works considering regularity and timely submission of lab records)</i>	60%	<i>Lab experiment/ Procedure writing/ Tabulation/ Equation as applicable</i>	30%
		<i>Viva voce</i>	10%
<b><i>Total</i></b>	<b>60%</b>	<b><i>Total</i></b>	<b>40%</b>

### C7.2.2. End Term Examination (ETE) for Laboratory Courses

There will be an End Term Examination at the end of each semester for each course as notified in the Academic Calendar and it is mandatory for a student to appear in End Term Examination. The date sheet of examinations will be announced by Academic Section. The End Term Examination in Laboratory

Courses shall include the write-up for the experiment and its performance/conduction in the concerned laboratory as desired by the faculty. The faculty may conduct a written true/false statement type test in place of viva-voce for uniform grading of the students.

### **C7.3.Evaluation Procedures**

C7.3.1. The Evaluation Procedures are as laid down in the 'Rules & Regulations for Question Paper Setting, Conduct of Examination, Evaluation, Invigilation Duties, UMC Rules etc. Complete transparency shall be maintained in evaluation system. The evaluated scripts of quizzes, tests, and mid-semester examinations will be shown to the students within a reasonable time.

C7.3.2. For a course, where more than one faculty member is involved in teaching, one of them shall act as Course Coordinator. However, the marks shall be awarded by the concerned class faculty. After the marks obtained by a student at various examinations held in a course during a semester, including end semester examinations, are added up, the fraction of marks, if any, shall be rounded off.

### **C7.3.3. EVALUATION OF ANSWER SHEETS**

- (a) For theory courses, the concerned faculty will evaluate the answer sheets of the minor and End Term Examinations and the evaluated answer sheets will be shown to students on or before the date notified in the Academic Calendar.
- (b) The student may appeal to the HOD in case he/she is not satisfied with the evaluation on the same day.
- (c) If convinced, the HOD shall arrange to get the evaluation discussed with the following committee : -
  - i. HOD or his/her nominee
  - ii. Evaluator of course
  - iii. Two other faculty members' teaching/familiar with the course.

- (d) The student will be informed and has to be present during the discussion of the committee. The decision of the committee will be final and binding.
- (e) The concerned faculty shall submit the final award sheet to the HOD as per the date notified in the Academic Calendar.
- (f) HOD will further submit the marks after moderation to the Academic Section for declaration of result as per the date notified in the Academic Calendar. On completion of this process the result shall be finally frozen by Academic Section. No re-evaluation/re-totaling of answer books will be permissible after freezing of result by Academic Section.
- (g) For delay in submission of Marks/grades to the Academic Section through HOD, disciplinary proceedings shall be initiated against the concerned faculty as per conduct rules.

C7.3.4 Minimum Pass Percentage for passing a particular course for Certificate program is as given in Table 4 below: -

**Table 4: Minimum Pass Percentage**

<b>Examination</b>	<b>Sessional marks</b>	<b>End Term marks</b>	<b>Total marks</b>
Theory	Nil	40%	40%
Practical	Nil	Nil	40%

**C7.4. Industrial Training:** Students are required to undergo two months of industrial training after the end of second semester. The evaluation of industrial training shall normally be evaluated through the quality of work carried out, the report submissions, contents and presentation. A student is required to secure minimum 40% marks in aggregate to pass the industrial training, failing which he/she has to repeat the industrial training and appear again for viva-voce examination. Maximum marks allocated for industrial training for Certificate Programme are 300.

## C7.5. EVALUATION GUIDELINES OF GENERAL PROFICIENCY

To encourage the participation of students in various types of co-curricular activities, General Proficiency (GP) marks will be awarded which will depend upon the type of activity student has participated. For Certificate programme maximum GP marks are 100.

The following shall be the guidelines for award of General Proficiency (GP) marks: -

- (a) The evaluation of General Proficiency (GP) of the student will be based on participation/ performance in various co-curricular activities and conduct of the student in the particular semester. Final GP marks awarded to a student will be based on half the total marks obtained in four semesters.
- (b) The Evaluation and award of Marks/ Grades shall be done by Committee consisting of: -
  - i. Head of Department or his/her Nominee.
  - ii. Two Members of Departmental Academic Affairs Committee (DAAC)
  - iii. Course Counselor.

(c) Award of Marks for activities shall be done on the basis of participation in different activities as per following: -

50 Marks	–	For participation & winning in an event of National Level.
45 Marks	–	For participation & winning in a State/University Level Event.
40 Marks	–	For participation & winning in an Institute Level Event.
35 Marks	–	For participation & winning in a Hostel/ Department Level Event.
30 Marks	–	For participation in an event of National Level.
25 Marks	–	For participation in a State/ University Level Event.
20 Marks	–	For participation in an Institute Level Event.
15 Marks	–	For participation in a Hostel/ Department Level Event.

*If the Student has participated / won in more than one event, the marks shall be added up as per above distribution, subject to maximum of 50 marks per semester e.g. a student participated in two (01 NCC/NSS and 01 sports) or one sport/ game and one hobby events at Institute Level, he/she shall be awarded 20+20=40 Marks. Further, if a student has participated in two Institute level and one Hostel level event, he/she may be awarded 20+20+15=55 (50 Maximum) marks. Duly verified certificates shall be submitted by the Student for award of Marks.*

(a) Award of Marks for Discipline and General Conduct shall be done on deduction basis as per following : -

- 50 Marks – For more than one time suspension.
- 40 Marks – For Award of conduct of probation or suspension first time.
- 15 Marks – For fine of more than Rs.1,000/- or warning on indiscipline.
- 05 Marks – For Fine of less than Rs.1,000/-

- i. Maximum of 15 marks may be deducted on the report of Chief Warden, Warden, HOD, Counselor, Chief Counselor, Sr. Physical Instructor, Discipline Committee or any other relevant Institute Authority.
- ii. If the student has been involved in more than one indiscipline and bad conduct as specified above, the marks shall be added up as per above distribution, subject to maximum deduction of marks. All the disciplinary cases are to be reported to Class Counselor, through Chief Counselor, for taking appropriate action.

#### **C7.6. Award of Grace Marks**

C7.6.1. One percent (1%) of maximum marks of theory examination (excluding sessional marks) of the particular semester can be awarded to the student to enable him/her to pass the theory course(s).

C7.6.2. Grace Marks can be awarded in End Term Examinations only. If a student fails in more than one theory paper and needs grace marks to pass the course of his choice, then consent will be obtained from him/her, which will be irrevocable.

**C7.7. Bonus Marks for Attendance in the classes:** The student who shall have an attendance more than 80% and up to 90% shall be given 3% of maximum marks as the bonus marks over and above the marks he/she scores in a particular course. In case of students whose attendance is more than 90%, shall be given 5% of the maximum marks as the bonus marks over and above the marks he/she scores in a particular course. However, the total marks awarded to the students shall not be more than the maximum marks in a course. The marks scored by the students in a particular course shall be declared only after adding the bonus marks.



## C7.8. Supplementary Examination

C7.8.1. A student willing to appear in supplementary examination will submit Supplementary Examination Form obtainable from Academic Section. He/she has to attach attested copy of DMC (concerning to that semester) with Supplementary Examination Form as per schedule notified time to time.

**Table 5: Schedule of Conduct of Various Examinations**

Month of examination	Semester-I	Semester-II	Semester-III	Semester-IV
End Semester Examination	November/December	May/June	November/December	May/June
First Supplementary Chance	May/June	November/December	May/June	June/July
Second Supplementary Chance	November/December	May/June	June/July	-----

C7.8.2. The schedule shown in Table-5 is meant for the purpose of promotion only. The students may avail supplementary examination chances as and when exams conducted by the institute, within the stipulated time permitted for the programme.

C7.8.3. The syllabus of supplementary examination will be same as applicable to the current batch. In case of change in study scheme a course having identical syllabus will be applicable. If the course is totally deleted then old syllabus will be applicable.

C7.8.4.1. The students who want to take Supplementary Examinations, have to apply for the same as per dates notified by the Academic Section and have to pay Rs.200/- per semester.

C7.8.4.2. Late fee of Rs.100/- will be charged after expiry of scheduled date for the next 10 working days and late fee of Rs.200/- will be charged for further 10 working days.

C7.8.4.3. Dean (Academics) may permit a student 20 (twenty) working days prior to commencement of the examinations schedule with a fine of Rs.500/- and 05 (five) days prior to examination with a fine of Rs.1000/-.

C7.8.5. **Improvement in Sessional Marks:** Student failing in particular theory course is allowed to improve sessional marks in that course, for which the student has to attend classes with the junior batch. He can improve up to maximum of 40% of the total sessional marks in that course. Such student should submit his/her request to Academic Section within 15 days of starting the semester. The student has to deposit fee of Rs.200/- per course. These improved sessional marks shall only be applicable for the next theory examination in which the student takes Supplementary. A student can improve sessional marks only in the courses, which are being offered at that time to the junior batch. If that course does not exist in the present scheme then concerned HOD will attach the student to an appropriate faculty for improvement of sessional marks. In case student is unable to improve these marks then his previous marks shall stand.

C7.8.6. For promotion to Diploma program, the number of chances a student can get to pass a paper shall be maximum of two supplementary chances in addition to regular End Term Examination for first three semesters and one chance for fourth semester in two years duration of course. If a student could not appear in any examination due to shortage of attendance then he/she has deemed to have exhausted his/her regular chance(s). Such a student shall not be given any extra chance due to this shortage of attendance for the purpose of promotion /completion of course in two years.

C7.8.7. If a student does not appear in End Term Examination, for any reason whatsoever may be, will be put in supplementary.

C7.8.8. The maximum time limit allowed to complete the Certificate Program is four years.

### **C7.9. Division**

The division of pass student shall be determined as follows: -

**Table 6: Award of Division in Certificate Programme**

Marks Percentage	Division
≥ 40% but < 50%	Third Division
≥ 50% but < 60%	Second Division
≥ 60% but < 70%	First Division
≥ 70%	First Division with honors provided passed all the papers in first attempt.

### **C7.10. Declaration of Result**

The result of each semester will be notified on the Notice Board of Academic Section as per Academic Calendar issued in that session. In case of any discrepancy student must report to the Academic Section within fifteen days of the result/notification. No request after such period will be entertained.

### **C8. Discipline**

Discipline builds the character. Good character is an essential feature of a citizen and today's students are the citizen of tomorrow. Therefore, SLIET lays a special stress on the discipline of the students while pursuing a program of studies during their stay in the institute. All the students are required to maintain perfect discipline and congenial atmosphere while studying in the institute.

#### **C8.1. Acts of Indiscipline**

The students shall not indulge in such activities amounting to acts of indiscipline and misbehavior such as: -

- Taking procession and holding demonstration in the campus.
- Gheraoing, intimidating and threatening the staff.
- Interfering with the functions of various committees.

- Defacing the building by writing slogans, pasting bills and damaging the property of institute.
- Disturbing the classes in session, assaulting faculty and students taking examination etc.
- Keeping in possession of any lethal weapon will liable for severe disciplinary action.
- Possession and / or consuming alcoholic liquor.
- Any other acts of indiscipline decided by the competent authority.

If the students are involved in any indiscipline activity, the committee shall decide the amount of punishment and this can also lead to suspension/expulsion from the institute or fine or deduction of marks from General Proficiency (GP).

### **C8.2. Drugs and Narcotics**

Students involved in drugs and narcotics in any form shall be expelled from the institute. Students placed on conduct probation shall not represent the institute and shall lose any office that he/she may holding any organization functioning in the institute. If the student has been on conduct probation on any two previous occasions, then any other award of conduct probation shall lead to automatic termination of the studentship from the institute.

**Note:** *Student(s) under rehabilitation due to drug addiction should inform to Academic Section.*

**C8.3 Ragging** is strictly prohibited in the institute include hostel and other areas. Strict Disciplinary action will be taken against the offenders as per the statutory provisions.

## **C9. Unfair Means in Examinations (Ordinance)**

These Ordinances may be called "Ordinances relating to Prevention, Punishment and Procedure concerning Cases of Use of Unfair Means in or in relation to Examinations" and in short as "Regulations of Unfair Means Cases". Use of unfair means is considered a very serious offence. The cases of cheating shall be referred to the Unfair Means Committee and the Committee shall investigate the matter and recommend necessary action(s) to the Chairman, Senate for approval.

### **C9.1. Definitions in these Regulations of Unfair Means Cases, unless the context otherwise requires -**

- a. "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the rolls of Institute.
- b. "UMC Committee" shall mean the Unfair Means Committee to deal with the cases of alleged use of unfair means and misconduct in or in relation to the 'Examination'. The UMC Committee will consist of: -
  - i. Dean (Academics) - Chairperson
  - ii. HOD (Concerned) - Member
  - iii. Deputy Registrar (Academics) - Member
  - iv. Exam Coordinator/Centre Supdt - Member
  - v. Invigilator (Concerned) - Member
  - vi. Coopted Member(s) as required.
- c. "Disqualification" shall mean disqualification from appearing in any examination of the Institute.
- d. "Examination" shall mean an examination conducted by the Institute and shall include an examination so conducted though subsequently cancelled.
- e. "Chairman, Senate", "Dean (Academics)", "Dean (SFW)", HOD concerned and "Deputy Registrar (Academics)" shall mean respectively the "the Chairman, Senate", "Dean (Academics)", "Dean (SFW)", HOD concerned and

"Deputy Registrar (Academics)" of Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur (Punjab).

- f. "Institute" shall mean the Sant Longowal Institute of Engineering & Technology at Longowal.
- g. 'Cancellation of Semester' shall be taken to extend from commencement of the examination in which the candidate is detected to have terminated one day before commencement of the next Semester examination as the case may be.

### **C9.2. COMMON INSTRUCTIONS DURING THE EXAMINATIONS**

- (a) Use/possession of mobile phones and any other communication device is strictly prohibited in the examination room(s) and shall be confiscated.
- (b) No student shall be allowed to sit in the examination, 10- minutes after start of examination.
- (c) 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.
- (d) Rules against cheating and plagiarism shall be strictly enforced.

### **C9.3. IMPLEMENTATION OF UMC RULES**

- (a) These rules will be effective for theory, practical and minor examinations.
- (b) Level 1 to be implemented by the invigilator.
- (c) Decisions on Levels 2 to 5 can only be taken by convening the Unfair Means Committee.
- (d) 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.

- (e) 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 UMC Committee in writing.
- (f) The Centre Superintendent/Exam Coordinator/HOD concerned along-with Invigilator will submit a detailed report along-with documentary/ other proof (if any) to the UMC Committee regarding unfair means used by any student during the examination.
- (g) Deputy Registrar (Academics) is to be informed immediately regarding use of unfair means in the examinations.
- (h) The Deputy Registrar (Academics), shall call upon the candidate alleged to have employed unfair means in the examination to appear before the Unfair Means Committee 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.
- (i) In case, not covered in the Levels 1 to 5, the UMC Committee may decide suitable punishment to the student on case to case basis.
- (j) The recommendations will be made by the UMC Committee 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.
- (k) The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

- (l) Levels of offences along with punishment and authority are given in the Table 7, below: -

**Table 7: LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY**

<b>Levels</b>	<b>Offences</b>	<b>Punishments</b>	<b>Authority</b>
<b>Level-1</b>	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		
	Other offences of similar nature and intensity		
<b>Level-2</b>	Getting/giving assistance by exchange of personal items like calculators, etc.	Removal from the examination Hall and mobile phone/ device shall be confiscated.	UMC Committee
	Carrying mobile phone or any other electronic device (even in off condition).		
	Found in possession of unauthorized material related with the course/ question paper but does not match with answer written in answer sheet	Zero marks will be awarded in the particular course examination in which the student appeared.	
	Repeating offences of Level-1		
	Presenting to the examiner a practical or class work note book not prepared by himself /herself.		
	Other offences of similar nature and intensity		



<b>Level-3</b>	Writing on the desk before the start of the exam	Zero marks will be awarded in the particular course examination, in which the student appeared. Debarred from appearing in the examinations of the course not less than two semesters.	UMC Committee
	Sitting contrary to seating plan, intentionally.		
	Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom etc.		
	Repeat of offences of Level-2.		
	Other offences of similar nature and intensity.		
<b>Level-4</b>	Using pre-meditated chits containing helpful material.	Zero marks will be awarded in all the course examinations, in which the student appeared/appearing. Debarred from appearing in the examinations of the course not less than two semesters.	UMC Committee
	In addition to other charges, the student misbehaves with the exam staff or creates indiscipline		
	Found in possession of unauthorized material in bulk, e.g. book/ huge cheating material, showing clear intention of copying		
	Found in possession of unauthorized material related with the course/ question paper and the answer written matching with answer sheet		
	Using mobile phone/ other communication device to cheat.		
	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.		

	Other offences of similar nature and intensity		
	Carrying helpful material written on hands/ arms/ other body parts/ cloths		
	Coming to the examination hall under the influence of alcoholic drink or drugs		
	Exchanging question papers		
<b>Level-5</b>	Exchanging answer sheets during the examination.	Rustication/ expulsion from the Institute/ debarred from appearing in the examination not less than for 04 semesters and Zero marks shall be given in all courses with financial penalty not less than Rs.10,000/-.	UMC Committee along-with Dean (SFW)
	Writing each other roll numbers on own answer sheet		
	Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class).		
	Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination.		
	Cheating and being argumentative, rude, aggressive etc. with the Invigilator		
	When checked, whenever decided by the authorities		

### **C10. Eligibility for Award of the Certificate**

A student will be declared to be eligible for the award of the Certificate if he/she has: -

- (a) Registered and successfully earned the percentage of marks as specified in the curriculum corresponding to the programme of his/her study within the stipulated time.
- (b) No dues in all sections of the Institute including Hostels.
- (c) Has no disciplinary action pending against him/her.
- (d) At the end of the 4<sup>th</sup> semester, student should attain minimum pass percentage.
- (e) The award of the Certificate must be approved by the Senate of the Institute.

### **C11. Fee for Various Certificates**

The fees will be charged from the students for the issuance of the various certificates as under: -

<b>TYPES OF CERTIFICATE</b>	<b>FEES (Rs.)</b>
Character Certificate	No fee for the first time and Rs.100/- for subsequent issues
Migration Certificate	100/-
Regular Student Certificate	100/-
Equivalency Certificate	No Fee
Duplicate I-Card	100/-
Duplicate DMC (one or more)	200/-
Duplicate Final Certificate	200/-
Transcript copies	500/- for first copy and 100/- each for subsequent copies
Any other Certificate	100/-

Duplicate DMCs/final certificate and duplicate I-Card will be issued on submission of FIR copy with application. Character/Migration/Provisional/Final certificates will be issued only after the submission of No Due certificate.

***The fees can be changed from time to time with the approval of competent authority.***

**C12. Scholarships, Prizes and Medals**

The scholarships and prizes committee constituted by the Director will determine the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to institute students, subject to approval by the Senate. A number of Merit-cum-means scholarships are awarded to the students according to the rules and procedures laid down by the Govt. of India.

**C13. Migration**

Migration from other institute/university shall not be permitted in between the course studies and vice versa.

**C14. Power to Modify Rules and Regulations**

C14.1 In case of any discrepancy, the committee consisting of the following members will submit its recommendation to the Director for further consideration of the Senate: -

- |   |                  |
|---|------------------|
| (a) Dean (Academics)                        | Chairman         |
| (b) One Professor nominated by the Director | Member           |
| (c) Deputy Registrar (Academics)            | Member Secretary |

C14.2. Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.