

Students Examination Rules and Regulations:

Timing:

- The students are required to be present outside the examination hall exactly 15 minutes before the start of the examination. Students will only be allowed to enter the examination hall 10 minutes prior to commencing the examination.
- The students will not be allowed to appear in the examination, if they reach the examination centre after 15 minutes from the start of minor examination and 30 minutes from start of major examinations.
- No student is allowed to leave the hall before half time (Major Examinations) and 30 minutes (minor examinations) after the start of the examination.
- Students are not permitted to leave the examination hall during the last 10 minutes (Major Examinations).

Identity check-up:

- Students will not be allowed into the examination hall without presenting an appropriate photo identity card, issued by the Institute.
- Invigilators are responsible to ensure full compliance with such requirement.
- If, a student forgets his/her Institute Identity Card, the driving license/ other photo identity card will be accepted in place subject to verification by the concerned teacher/ examination coordinator/ HEAD OF DEPARTMENT concerned.

Breaks:

- Breaks for visits to bathroom may be taken only after permission from the invigilator and under the condition that the invigilator's instructions given on the particular occasion are followed. The Departmental Examination Coordinator stipulates which bathroom shall be used.
- If a student falls ill during the examination and is unable to complete the examination, the concerned student should alert the invigilator and HOD's may make suitable arrangement may be made for proper medical attention.
- No student shall re-enter the examination hall after leaving it unless he/she was under approved supervision during the full period of absence.

Question papers:

- The invigilator distributes question paper & answer sheets among students. No other paper than that shall be used. An examination written on other paper will be considered invalid.
- Students are not allowed to read the question paper until granted permission by the invigilator.
- During an ongoing examination students are not allowed to take the examination paper outside the examination hall. After the examination, the student should personally submit his/her examination answer sheet to the invigilator.
- Even a blanked answer sheet shall be handed-in to the invigilator.
- Each answer sheet should contain details of the student's name, section and ID number.

Other materials:

- Students should bring their own pencils, pens, erasers, rulers, calculators, and any other tools required for the examination.

- The invigilator will decide where the student's handbags, cases, outdoor clothes, GSM, etc shall be placed.
- Students are responsible for the safe keeping of all personal belongings they bring to the examination hall. The Institute takes no responsibility for the loss or damage of such belongings.
- Pencil cases, mobile phones (GSM), dictionaries, electronic dictionaries, written or electronic media, electronic devices, or any other materials are not permitted/ allowed into the examination hall, with the exception of devices used for assisting students with hearing visual or other physical difficulties. Exchange of pens, pencils, calculators, study material, etc. is not permitted.
- Calculators with more than one-line display or with alphanumeric display (programmable calculators) are not permitted into the examination hall unless specified in advance by the examiner. If the invigilator reasonably believes that a student is using a calculator that does not conform to the rules, he/she has the discretion to replace the calculator and a report on the matter will be made on the invigilator's declaration form.
- The students are not allowed to bring any eatable item inside the examination hall.

Disturbance:

- During the examination period, there must be no communications among students or between a student and an outsider via any mean, such as phones. This rule applies to students in the examination hall and those on supervised breaks for visits to bathroom/s.
- No student shall leave his/her assigned seat without the permission of the invigilator.
- It is the invigilator's discretion to decide whether, there is enough reason to remove a student from the examination hall owing to disorderly conduct.

Miscellaneous:

- The students must ensure before they leave the examination hall that they have signed the attendance sheet.
- The Students (PWD/ other medical problems) will be provided Writer in the Examinations only subject to prior permission from the Dean (Academics). The documentary proof along-with recommendations of concerned HOD will be required. All such cases will be dealt as per academic rules.

UNFAIR MEANS IN OR IN RELATION TO EXAMINATION - PREVENTION, PUNISHMENT AND PROCEDURE CONCERNING THEREOF

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 be abbreviated as "Regulations relating to 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 Chairman, Senate for approval.

In these Regulations:

- "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.
- "UMC Committee" shall mean the Unfair Means Committee appointed by the Chairman, Senate to deal with the cases of alleged use of unfair means and misconduct in or in relation to the 'Examination'
- "Disqualification" shall mean disqualification from appearing in any examination of the Institute.
- "Examination" shall mean an examination conducted by the Institute and shall include an examination so conducted though subsequently cancelled
- "Chairman, Senate", "Dean (Academics)", "Dean (SFW)", HOD concerned and "Deputy Registrar (Academics)" shall mean respectively the "Chairman, Senate", "Dean (Academics)", "Dean (SFW)", HOD concerned and "Deputy Registrar (Academics)" of Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur (Punjab).
- "Institute " shall mean the Sant Longowal Institute of Engineering & Technology at Longowal.
- 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.

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 do so, he / she will be proceeded against ex-parte.

Soon after the detection, the Superintendent shall require 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 Superintendent, 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 detected, the Centre Superintendent 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 should be reported to the UMC Committee in writing.

IMPLEMENTATION OF UMC RULES:

- The rules will be effective for theory, practical and for minor examinations.
- Level 1 to be implemented by the invigilator.
- Decisions on Levels 2 to 5 can only be taken by convening the Unfair Means Committee.
- The Centre Superintendent/ 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.
- The recommendations will be made by the UMC Committee to Chairman, Senate regarding punishments to be implemented related to Level 2-5.
- Controller of Examination/ Deputy Registrar (Academics) is to be informed immediately regarding use of unfair means in the examinations. DR (Academics) is to then convene the meeting of UMC.
- The UMC Committee will consist of:-

Dean (Academics)	-	Chairperson
HOD (Concerned)	-	Member
COE / Deputy Registrar (Academics)	-	Member
Centre Superintendent	-	Member
Invigilator (Concerned)	-	Member
- The punishment for Level-5 will be recommended to Chairman, Senate by including Dean (SFW) as member in the above committee.

- The recommendations of the Unfair Means Committee are to be put up before the Chairman, Senate for approval.
- 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.
- The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

COMMON INSTRUCTIONS DURING THE EXAMINATIONS:

- 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 Hourly and end-term examinations, respectively.
- Rules against cheating and plagiarism shall be strictly enforced.

LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY

Levels	Offences	Punishments	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 subject/ question paper		
	Other offences of similar nature and intensity		
Level-2	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 subject/ question paper but does not match with answer written in answer sheet	UG/ PG/ Ph.D/ Students: Fail grade in subject of exam. Certificate/ Diploma Students: Zero marks will be awarded in the particular subject 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		
Level-3	Writing on the desk before the start of the exam	UG/ PG/ Ph.D/ Students: Cancellation of subject exam ("F" Grade shall be given with financial penalty not less than Rs.2000/- and debarred from appearing in the examinations of that subject for two Semesters.) Certificate/ Diploma Students: Zero marks will be awarded in the particular subject examination, in which the student appeared. Debarred from appearing in the examinations of that subject 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, visit to academic section for issue of temporary ID card, etc.		
	Repeat of offences of Level-2		
	Other offences of similar nature and intensity		

LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY

Level-4	Using pre-meditated chits containing helpful material.	<p>UG/ PG/ Ph.D/ Students: Cancellation of Semester ("F" Grade shall be given in all subjects with financial penalty not less than Rs.5,000/- and debarred from appearing in the examinations of that subject for two Semesters)</p> <p>Certificate/ Diploma Students: Zero marks will be awarded in all the subject examinations, in which the student appeared/ appearing. Debarred from appearing in the examinations not less than two Semesters.</p>	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 subject/ 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		
Level-5	Exchanging answer sheets during the examination.	<p>Rustication/ expulsion from the Institute/ debarred from appearing in the examination not less than for 06 semesters and "F" grade shall be given in all subjects with financial penalty not less than Rs.10,000/-.</p>	UMC Committee along-with Dean (SFV)
	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		

Compliance : Failure to comply with the above rules will be considered as a breach of academic and examination rules and appropriate disciplinary actions will be taken.

Students Appeal:

Every student has the right to appeal against the examination results. He/she has to fill an appeal form (specimen given below) and submit it to the HOD of his/her department within three days from the date of announcement of results.

1. Students are allowed to appeal for rechecking of their answer sheets to the concerned Head of Department in three days' time from the date of publication of examination results on the departmental notice board.
2. The checking of appeals is supervised by Departmental Academic Affairs Committee (DAAC) chaired by HEAD OF DEPARTMENT concerned with membership of the concerned teacher and two more faculty members opted by HEAD OF DEPARTMENT from the department.
3. To exclude emotional factors, the cover of the answer sheet containing the marks and the name of the student has to be removed before checking.
4. Any improvement in the students' grade shall be communicated to the Academic Section by the Head of Department after the approval of the DAAC.
5. Associate Dean (Academics) will also act as external member in the Departmental Academic Affairs Committee (only in cases, where student's evaluation appeal).

Sant Longowal Institute of Engineering & Technology
(DEEMED UNIVERSITY)
Student Evaluation Appeal Form

Student Name :
Student's Registration No :
Department :
Major/ Minor :
Programme : Certificate / Diploma / UG / PG
Semester :
Year : (1st / 2nd / 3rd)
Course Code :
Course Title :
Course Credit Hours :
Course LTP :

Mark/Grade scored by Student Mark out of 50/ 75/ 100 Grade: Points:

Signature of Student
Date:

Signature of Head of Department/Center
Name Date:

Departmental Academic Affairs Committee Decision:

After reviewing and examining the student's paper in the course of his/her appeal, it was found that the mark and grade scored is CORRECT / INCORRECT. Thus it is decided to : ...

- Keep the student's mark and grade without change.
 Change the student's mark to and grade to.....
(Corrected Award/ grade sheet attached)

Names and Signatures of Members of the Departmental Academic Affairs committee:

.....
(Name of Member) (Name of Member) (Name of Member) (Name of External Member)

Head of Department/ Chairman, DAAC

Approved

Dean (Academics)