

RULES AND REGULATIONS
FOR
FOUR YEAR UG PROGRAMMES (BACHELOR OF ENGINEERING)



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
(DEEMED UNIVERSITY), Established by Govt. of India,
LONGOWAL, DISTT. SANGRUR (PUNJAB)

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
(DEEMED UNIVERSITY)**

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FOUR YEAR UG PROGRAMMES (BACHELOR OF ENGINEERING)

INTRODUCTION

1. The objectives of the Bachelor of Engineering (B.E.) programmes at Sant Longowal Institute of Engineering and Technology (SLIET) (Deemed University), Longowal are:
 - To provide the highest level of education in technology and Science and to produce competent Engineers and Technocrats.
 - The B.E. programmes are designed to achieve the objectives and to inculcate in the students concept of intellectual skills, courage and integrity, awareness and sensibility to the needs and aspirations of the rural/urban societies.
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, evaluation and certification of students' performance leading to the B.E. programmes.
3. This set of regulations, on approval by the senate, shall be binding on all students undergoing the B.E. programme.
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 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 extend of any reference if so present) here is this set of Regulations or otherwise.
7. This manual sets out the procedure and requirements of the B.E. 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.

DEFINITIONS: of terms used in these regulations

Institute/SLIET- means the Sant Longowal Institute of Engineering & Technology
Longowal (Deemed University)

BOM- means Board of Management of the institute

MHRD- means Ministry of Human Resource Development

AICTE- means All India Council of Technical Education

UGC- means University Grants Commission

JEE (Mains)- means

Senate means- Academic Council/ Senate of the institute

Director- means Director of the Institute

BOS means- Board of Studies of the institute

DAAC- means Department Academic Affairs Committee

Dean(A)- means Dean(Academics)

Dean(SFW)- means Dean(Student and Faculty welfare)

HOD- means Head of the department

DR(Acad)- means Deputy Registrar (Academics)

Class Counselor- means Faculty member allotted to a particular admission batch of students.

Course- means Specific subject identified by its *Title* and *Code*, with a specified *syllabus*

Course instructor- means teacher or course instructor of the course

SGPA- means Semester Grade Point Average

CGPA- means Cumulative Grade Point Average

RULES AND REGULATIONS

UG.1 ADMISSION

The institute shall offer the following Bachelor of Engineering (B.E.) programmes or as decided by the institute/MHRD from time to time.

- 1. Chemical Engineering (GCT)**
- 2. Computer Science & Engineering (GCS)**
- 3. Electrical and Instrumentation Engineering (GIN)**
- 4. Electrical Engineering (GEE)**
- 5. Electronics and Communication Engineering (GEC)**
- 6. Food Technology (GFT)**
- 7. Mechanical Engineering (GME) (Manufacturing Engineering)**
- 8. Mechanical Engineering (GME) (Welding Technology)**

- UG.1.1** The number of seats in each branch of the Bachelor of Engineering (B.E.) programme will be decided by the Senate following the instructions issued by MHRD/ AICTE/ UGC/ Government of India.
- UG.1.2** Admission to the degree programmes shall be based on JEE (Main) test conducted by CBSE, New Delhi through CSAB for direct entry. The admission to lateral entry in B.E. (2nd year) will be based on entrance test conducted by SLIET, Longowal.
- UG.1.3** Candidates have to fulfill the medical standards required for admission as set out in the information brochure of (SET).
- UG.1.4** The selected candidates will be admitted to the B.E. programme after he/she fulfills all the admission requirements laid down by institute after payment of the prescribed fees.
- UG.1.5** In all matters relating to admission to the B.E. programme, the decision of the Director will be final.
- UG.1.6** In case, at any time after admission, it is found that a candidate has not fulfilled any of the requirements prescribed by institute, the admission of the candidate shall be cancelled and the matter shall be reported to the Senate/ Academic Council.

UG.2 STRUCTURE OF THE B.E. PROGRAMME

- UG.2.1** The programme of instruction will broadly consist of:
- I. A general (common) core programme comprising basic sciences, engineering sciences, humanities, technical arts, mathematics and environmental studies, management science.
 - II. An engineering core programme introducing the student to the foundations of engineering in the respective branch;
 - III. An elective programme enabling the student to opt and undergo a set of courses of interest to him/ her
 - IV. Open elective inter-disciplinary courses

- V. Professional practice including project, seminar and industrial training
- VI. General proficiency of the student, which includes physical education, value education, NSS, NCC and other co-curricular activities.

UG2.2 The complete programme will be distributed over eight semesters with two semesters per academic year.

UG2.3 The curriculum for the programme will be as finalized by the BOS of the respective departments as per the guidelines issued by AICTE/UGC and approved by the Senate.

UG2.4 The academic programmes of the Institute follow the credit system. Each degree programme shall have 180 credits. For 4 year programme, a minimum of 180 credits are required for the award of degree. For the candidates, taking admissions through LEET, 128-134 credits are required for the award of degree.

UG2.5 A student who has earned the minimum number of credits required for the award of the degree including the minimum prescribed for each category will not be permitted to register for more courses to improve his/her percentage.

UG2.6 The medium of instruction, examination and project reports will be English.

UG2.7 **Change of Branch:** Please Refer Annexure-1.

UG.3 DURATION OF THE B.E. PROGRAMME

UG.3.1 **IEE Entry Students:** The normal duration of the four year programme for BE course is FOUR years. However a student may complete the programme in maximum of SEVEN years. A student may be allowed to discontinue the studies for such a period so that he/she has to complete the programme in SEVEN years.

UG.3.2 **Lateral Entry Students:** The normal duration of the BE programme for lateral entry (LEET) students (in second year, i.e., 3rd semester) is THREE years. However a student may complete the programme in maximum of SIX years. A student may be allowed to discontinue the studies for such a period so that he/she has to complete the programme in SIX years.

UG.4 REGISTRATION

To continue the studentship, registration in each and every semester and payment of semester fees as per the dates notified in academic calendar is compulsory.

UG.4.1 Eligibility for registration

There are no restrictions for promotion from odd semester to even semester.

From I Year to II Year: To be able to register in the Second Year odd

Semester, a student should have completed, with D or better grade, at least 25 credits at the end of first year (in odd and even semesters and make up examinations put together). The students getting admissions through lateral entry will be automatically registered to the odd semester, second year at the time of admission.

From II Year to III Year: For promotion to Third year, a student should have (i) Cleared all the Course Work requirements of I Year (only for JEE entrant students) and (ii) passed, with D or better Grade, at least 25 credits in II Year odd, even semester and make up examinations put together.

However, in addition to above, to be eligible for registration in every semester, the students must have:

- (i) Cleared all the Institutes dues and hostel dues of the previous semesters.
- (ii) Paid all the required fee for the current semester, and
- (iii) Not been debarred from registering for a specified period on disciplinary or any other grounds.

UG.4.2 In case a student failed to fulfill this condition, he has to register with junior batch and shall be required to repeat the course (as and when offered) in which he is failed along with his junior batch.

UG.4.3 A student failing to get 4.0 SGPA at the end of any semester will be put on 'Academic Probation' for a period of one semester. The information of the students, put on Academic Probation, shall be communicated to their Parents/Guardian by the respective class counselor through HOD.

UG.4.4 The student(s) who fulfills the registration requirements has to deposit fee as per Academic Calendar and has to register in person with the concerned class counselor for second and subsequent semesters. **The students are required to submit registration form (duly filled), to his class counselor.** The student(s) are required to check their eligibility for registration before depositing the fee. Fee for registration in subsequent semesters shall be as given in Table below:-

Table: 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.1,000/-	Within ONE WEEK from the date of registration.

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. However in case of 1st Semester attendance will be counted from date of admission into the institute or date of commencement of classes, whichever is later.

In case of compelling reasons (like hospitalization etc) for not registering on due date, Dean (A) can allow a student up to 02 weeks

after the expiry of the scheduled date. However, the Director may permit a student up to 03 weeks after expiry of the scheduled registration date. In both the cases, the fine mentioned as above will be applicable. **The student must attach documentary proof and apply on the prescribed proforma duly recommended by his class counselor and HOD concerned.** The Dean (A) 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/ Bank. **In case the last day falls on holiday, then the next working day will be treated as the last day. The students will not be allowed to register after the expiry of above mentioned extended period and the student (s) may apply for refund of semester fee, in case already deposited.**

UG.4.5 CANCELLATION OF REGISTRATION

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

UG.5 TEMPORARY WITHDRAWAL FROM THE INSTITUTE

A student who has been admitted to BE Programme of the institute may be permitted by Dean (A) to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family or other genuine grounds, which compelled him to stay at home or withdraw, provided that:-

- He/she applies to the Institute within 15 days of the commencement of the Semester or from the date he last attended his classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/ guardian.
- The institute is satisfied that, including the period of withdrawal, the student is likely to complete his requirements for the BE programme within the time limits specified in clause UG3.
- There are no outstanding dues against him or demands from him in the Institute /Hostel / Department / Library/ Sports etc.
- There is no pending inquiry against him.

A student, who has been granted temporary withdrawal from the Institute under the above provisions will be awarded '**W**' grade. He will be required to pay the semester fee for the intervening period till such time as his name is borne on the Roll list.

A student will be granted only one such temporary withdrawal during his tenure as a student of the Institute.

UG.6 RE-REGISTRATION

Normally those students are allowed to re-register who have taken prior permission to drop the semester/temporary withdraw. Such students have to pay Rs.200/- as re-registration fee in addition to normal semester fee and charges.

In case a student fails to submit a request to withdraw from a semester, he may be allowed to re-register only with the permission of the Director. He is required to pay all the semester fee and charges of the intervening semesters along with Rs.200/- as re-registration fee and normal semester fee and charges.

In all such cases, the concerned student will be required to submit an affidavit clearly stating that he was not involved/ indulged in any unlawful activity during his absence or temporary withdrawal from the Institute.

UG.7 ATTENDANCE

UG.7.1 The students are expected to be present in every lecture / laboratory / workshop / drawing class. 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 Term Examination. A student should meet the above attendance requirement irrespective of number of days he 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.

UG.7.2 In exceptional cases, the Chairman, Senate may give additional relaxation on the specific recommendation of the respective HOD and Dean (A).

UG.7.3 Faculty shall maintain attendance record of the class for the course/lab being taken by him. The attendance of the students shall be monitored and displayed in 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 (A), before the commencement of the End Term Examinations.

Note: In case of subjects, having theory and practical components under the one subject code (e.g. subjects with LTP of 302 etc.), minimum 75% attendance is required in individual component (i.e. 75% attendance in theory component and 75% attendance in practical component).

UG.8 COUNSELING SYSTEM

Each class after admission to the BE 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:

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

UG.9 CLASS COMMITTEE

UG.9.1 Every class of the B.E. programme shall have a Class Committee consisting of Faculty and student. The Class Committee will consist of the followings members:

- (i) Faculty Advisor, nominated by Head of the respective department and notified by the Dean (A)
- (ii) Two Class representatives (CR) nominated based on merit in the proceeding examinations by the HOD.
- (iii) Co-opted members, two-three by faculty advisor in consultation with CRs, if required.

UG.9.2 The responsibilities of the Class Committee include the following:

- (i) Review periodically the progress of the classes,
- (ii) Discuss problems concerning curriculum and syllabi and the conduct of the classes,
- (iii) To send letters to parents regarding improvement status of students, if necessary.

UG.10 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. The guidelines to deal with indiscipline, are available in the "Student Guide".

UG.10.1 Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute.

UG.10.2 Any act of indiscipline of a student, as prescribed in discipline book, shall be liable to be punished accordingly.

UG.10.3 **Acts of Indiscipline:** The students shall not indulge in such activities amounting to acts of indiscipline and misbehavior such as: -

- i. Taking procession and holding demonstration in the campus.
- ii. Gheraoing, intimidating and threatening the staff.
- iii. Interfering with the functions of various committees.
- iv. Defacing the building by writing slogans, pasting bills and damaging the property of institute.
- v. Disturbing the classes in session, assaulting faculty and students taking examination etc.
- vi. Keeping in possession of any lethal weapon will liable for severe disciplinary action.
- vii. Possession and / or consuming alcoholic liquor.
- viii. 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).

UG.10.4 Drugs and Narcotics: Students involved in possession and consumption of 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.*

UG.10.5 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.

UG.11 ASSESSMENT PROCEDURE

UG.11.1 CREDIT SYSTEM

Assessment procedure follows a model of credit system and a suitable grading/ evaluation system for under graduate programmes of the institute.

UG.11.2 COURSE CREDITS

Each course shall have an integer number of credits, which reflects its Weightage. The number of credits of a course in a semester shall ordinarily be calculated as under:-

LECTURES: One lecture hour per week shall be assigned one credit.

PRACTICAL: Two/Three laboratory hours per week shall be assigned one credit. Four laboratory hours per week shall be assigned two credits.

Tutorials: One tutorial hour per week shall be assigned one credit. Special courses like project, practical training shall be treated as another course and shall be assigned such number of credits as may be approved by the Senate.

UG.12 EVALUATION SYSTEM

UG.12.1 EVALUATION OF THEORY COMPONENT

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: -

- i. Continuous Assessment Examinations (CAE)
- ii. End Term Examination (ETE)

UG.12.1.1 CONTINUOUS ASSESSMENT EXAMINATIONS

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/weightage given to each component in the particular courses is given below in Table ___.

Distribution of Weightage

		For Theory course/ component
S.N.	PARTICULARS	Weightage (%)
1.	<i>Minor Test-I</i> <i>Minor Test-II</i>	40%
2.	<i>Quizzes/ Surprise tests</i>	10%
3.	<i>End Term Examination</i>	50%

It is mandatory to secure Minimum 30% marks from theory component by the student.

There will be two minor tests and the average marks of them will be finally awarded to the student. However, the concerned teacher may conduct Minor-III for those students only, who could not appear in either 1st or 2nd minor due to medical or any other genuine reason with proper justification and approval from the HOD concerned.

The question paper of minor examination shall consist of Part A and Part B of equal weightage (50% each). Part A must contain question of objective type/ multiple choice type/ fill in the blanks type/ true-false statement type (50% weightage of total marks of the paper). Part B shall consist of short answer type/ reasoning questions / Numerical based questions to judge the mental/ logical ability of the student. (50% weightage of total marks of the paper). No choice shall be given to the students for attempting the questions in the minor examinations. (as defined in rules and regulations for conduct of examinations)

The evaluated answer sheets of Minors will be returned to the students after evaluation.

Duration of minor test shall be of one hour.

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.

UG.12.1.2 END TERM EXAMINATION (ETE) FOR THEORY COURSES

At the end of each semester, there will be an End Term Examination for Two hours duration 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.

UG.12.1.3 PATTERN 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 and three questions from Unit 2. From these two sections, the students shall be required to attempt two questions each.
- (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, will be intimated to Dean (A) through respective HOD within two working days, after the examination.

Note: 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 course instructor. After the marks obtained by a student at various examinations held in a course during a semester, including end term examinations, are added up, the fraction of marks, if any, shall be rounded off.

UG.12.2 EVALUATION OF PRACTICAL COMPONENT

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

UG.12.2.1 CONTINUOUS ASSESSMENT EXAMINATION (CAE) IN PRACTICAL COMPONENT

The Continuous Assessment Examinations for the Laboratory Courses shall be consisting of Laboratory Records, performance of experiments in the laboratory and the quizzes/viva 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 in Laboratory Courses is given in following Table.

Table: Distribution of Weightage for Laboratory Courses

Continuous Assessment		End Term (Lab Final)	
Components	Weightage	Components	Weightage
Continuous assessment of Lab/ Practical works (Experiment performance and quizzes etc)	40%	Lab experiment/ Procedure writing/ Tabulation/ Equation as applicable	30%
Regularity/ attendance	10%		
Lab Record	10%	Viva voce/ Lab quiz	10%
Total	60%	Total	40%

It is mandatory to secure Minimum 30% marks from practical components.

UG.12.2.2 END TERM EXAMINATION (ETE) FOR PRACTICAL COMPONENT

There will be an End Term Examination at the end of each semester for each lab course as notified in the Academic Calendar and it is mandatory for a student to appear in End Term Examination. The End Term Examination in Laboratory Courses shall include the write-up for the experiment and its performance/conduction in the concerned laboratory and viva voce. The faculty may conduct a written true/false statement type test/ lab quiz in place of viva-voce for uniform grading of the students.

UG.12.3 PROCEDURE FOR EVALUATION OF COURSES WITH THEORY & PRACTICAL COMPONENT

The theory and laboratory components will be evaluated separately as per the evaluation scheme given above. However, for awarding grades in the course, with theory and practical component, the following procedure will be followed:-

1. It is mandatory to secure Minimum 30% marks each from theory and practical components.
2. In case, student fails to secure minimum qualifying marks in any component, E grade will be awarded.
3. In case, student fulfills the condition of minimum qualifying marks, for clubbing, the weightage of theory and practical component will be 80% and 20% respectively.

Theory component	Practical Component	Total
80%	20%	100%

UG12.4 SUMMER TERM COURSE

UG12.4.1 A summer term course will be offered only after the final semester examinations.

UG12.4.2 A summer term course may be offered to the students having secured 'E' or 'F' Grades. Department Academic Affairs Committee (DAAC) shall give its recommendations to Dean (Academic) for approval of the

Director for offering the summer term course in a department.

- UG12.4.3** The Department may offer a course (including both elective as well as open elective) during a summer term if the failure rate is more, subject to:
- a. Student can register for maximum two courses only after the final semester examinations.
 - b. A summer term course is open only to those students, who had taken the course earlier and failed.
- UG12.4.4** Summer term courses will be announced by the office of Dean (Academics) as per Academic Calendar. A student will have to register within the time stipulated in the Academic Calendar by paying Tuition fee as decided by the Senate for a summer term course.
- UG12.4.5** The number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be same as that for a regular semester course.
- UG12.4.6** Withdrawal from a summer term course is not permitted.
- UG12.4.7** Further, in the summer term, regular classes will be held if the number of students is 5 or more. The course will be offered as a self-study course if the number of students is less than 5. A Course Instructor will, however, be appointed by respective HOD and all the components of evaluation will be completed.
- UG12.4.8** The student who repeats a course during summer term shall be awarded maximum **"B"** grade in the repeated course.

UG.12.5 EVALUATION OF ANSWER SHEETS

Complete transparency shall be maintained in evaluation system. The evaluated scripts of quizzes, tests, and minor examinations will be returned to the students as per dates mentioned in academic calendar.

For theory courses, the concerned faculty, teaching the subject 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.

The student may appeal (Proforma at Annexure-2) to the HOD in case he/she is not satisfied with the evaluation on the same day.

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.

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.

The concerned faculty shall submit the final award sheet to the HOD as per the date notified in the Academic Calendar.

HOD will further submit the grades 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.

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.

UG.12.6 EVALUATION OF PROJECT

Project Viva-Voce examination shall be conducted by external examiner(s). Concerned department shall submit a list names of 05 (five) examiners in confidential cover to Dean (A). The experts shall be decided by Dean (A) from the submitted list. The same external examiners shall conduct comprehensive viva examinations at the institute and they shall be paid the approved sitting fee and TA/DA for the purpose.

UG.12.7 EVALUATION GUIDELINES OF GENERAL PROFICIENCY

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

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 grades awarded to a student will be based on total marks obtained in eight (JEE entrants)/ six (lateral entry) semesters.

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 DAAC
- (iii). Course Counselor.

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.

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.

Note: In any case, the student(s) may not be awarded less than “D” Grade for General Proficiency.

UG.13 PRACTICAL/ INDUSTRIAL TRAINING

- UG.13.1** Students are required to undergo **TWO weeks** of in-house practical training after the end of 2nd semester during the summer vacation. In case of unavoidable circumstances, if a student is not able to complete his practical training as above, then he may be allowed to complete his training with his junior batch with the permission of HOD concerned.
- UG.13.2** Students are required to undergo **SIX weeks** industrial training at end of 6th semester during the summer vacations. In case of compelling circumstances, if a student is not able to complete his industrial training as above, then he may be allowed to undergo industrial training with his junior batch after the recommendations of HOD concerned and the permission from the Dean (A). Such student has to apply for the same at least 01 (one) month prior to the scheduled training (as per academic calendar) through HOD (concerned) to Dean (Academics). After approval from Dean (Academic), HOD (T&P) will

issue request letter to the concerned Industry for arranging Industrial Training for that student.

The evaluation and award of grades for in-house Practical and Industrial Training shall be done by committee consisting of:

- a) HOD or his/her nominee
- b) One member from DAAC
- c) Departmental Industrial Training Coordinator(s)/ In-house Practical Training Coordinator(s)

UG.13.3 EVALUATION OF INDUSTRIAL/ PRACTICAL TRAINING

The in-house practical training and industrial training shall be evaluated by the above said committee through the regularity, quality of work carried out, the report submissions, contents & presentation. The candidate will be awarded S/US grade based on these parameters in the in-house practical training and letter grade in industrial training.

The Industrial Training of the students will be evaluated in two parts as under:

- a) Evaluation by Industry
- b) Evaluation through presentation/ viva-voce at the Institute

UG.13.4 The evaluation and award of grades for industrial training shall be done by committee consisting of: -

- a) HOD or his/her nominee.
- b) One members from DAAC
- c) Department Coordinator(s) of the Training

UG.13.5.1 EVALUATION BY INDUSTRY

Industry will evaluate the student based on the following criteria:

- a) Aptitude and job knowledge
- b) Intelligence, decision making and sense of responsibility
- c) Initiative, cooperation and leadership
- d) Industriousness and human relations
- e) Punctuality and maintenance of daily diary

UG.13.5.2 EVALUATION AT THE INSTITUTE

The student will present his report through a seminar before the evaluation committee. The evaluation will be based on the following criteria:

- a) Quality of material presented
- b) Its organization for presentation
- c) Effectiveness of presentation
- d) Handling of search questions
- e) Depth of knowledge and skills

Attendance record, daily diary, industrial result, shall also be analyzed along with the Training report for award of grade.

UG.13.6 The students are expected to perform sincerely and responsibly while on industrial training. In case, the Departmental Industrial Training Coordinator finds that a student has indulged in fraudulent practices to obtain and submit training result/ certificate of attendance, etc. from the concerned industry, the industrial training of such a student will be cancelled and the student will have to repeat training. After completion of training, such a student will be considered maximum for B+ grade only. In addition, the committee constituted for the award of grades may recommend further disciplinary action against such a student and forward the case to Dean (SFW).

UG.14 GUIDELINES FOR THE AWARD OF GRADES

UG.14.1 The grading reflects a student's own proficiency in the course. While relative standing of the student is clearly indicated by his grades, the process of awarding grades is not based upon fitting performance of the class to some statistical distribution. The course coordinator and associated faculty for a course formulate appropriate procedure to award grades that are reflective of the student's performance *vis-à-vis* instructor's expectation. The following are the general guidelines for the award of grades: -

- (a) All evaluations for different components of a course (as given in Tables 3 and 4) shall be done in absolute marks for each student.
- (b) The marks of various components shall be added to get total marks secured on a 100-points scale or 50 point scale as per distribution given in the curriculum.
- (c) A 10-point scale with letter grades as shown in the Table 6, below will be adopted for awarding the grades to students.

Table 6: Grades and Their Description

Grade	Grade points	Description
A(+)	10	Outstanding
A	9	Excellent
B (+)	8	Very good
B	7	Good
C (+)	6	Average
C	5	Below average
D	4	Marginal
E	2	Poor
F	0	Very poor
I	--	Incomplete
S	--	Satisfactory completion
US	--	Unsatisfactory completion
W	--	Temporary Withdrawal
X	--	Debarred on grounds of indiscipline/unfair means

UG.14.2 DESCRIPTION OF GRADES

- UG.14.2.1 A (+) grade:** An 'A (+)' grade stands for outstanding achievement. The minimum marks for award of an 'A (+)' grade is 80 %. However, individual course coordinators may set a higher performance requirement.
- UG.14.2.2 C (+) grade:** The 'C (+)' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.
- UG.14.2.3 D grade:** The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade is 30 %, however, individual course coordinators may set a higher marks requirement.
- UG.14.2.4 E grade:** The 'E' grade is awarded when a student has attended at least 75% of the Lectures, Tutorials or Lab Classes and undergone all the evaluation process prescribed for the courses in which He has earned 'E' grade. A student with 'E' grade may opt to improve with any of the following options:

-

He may repeat maximum of **TWO** courses having E grades, when these are offered. In case a student repeats a particular course along with his juniors, He will be awarded only up to a maximum of 'A' grade as per his performance. In case, on repeating a course, a student fails to improve his grade due to shortage of attendance his earlier grade will remain in force.

OR

He may apply for retest for End Term Examination of the course, as and when that course is offered. **However, in case of final year students, he can appear in the retest of End Term Examination (only for 7th and 8th semester) on the date(s) notified by the Dean(A).** The marks earned in this re-examination will replace the end term marks of that semester, in which the student was awarded 'E' grade. The result will be recalculated based on the grade ranges of that semester with a restriction of '**B+**' on the maximum grade the student can earn.

Note. The student opting for (a) or (b) will have to pay an additional fee which vised from time to time for any course by the Institute.

- UG.14.2.5 F grade:** 'F' grade will be awarded as a result of dropped course (s) or detention (s) on the basis of shortage of attendance or penalty for unfair means. A student, who earns 'F' grade in a course shall register for that course again when it is offered next. The 'F' grade can be converted to a maximum of 'A' grade. The improvement of 'F' grade will not be treated as first attempt.
- UG.14.2.6 I grade:** An 'I' grade denotes incomplete performance in any course.

This grade may be awarded in case of absence on medical grounds or other special circumstances, during the End Term Examination. The student should complete all requirements within three days of the last date of End

Term Examinations; the request is to be made to the HOD of the student's programme who will notify the same to concerned course coordinators, or class teacher.

The Students with "E" and "F" Grade are not eligible for writing the makeup examination.

The Students with "I" Grade only are eligible to write makeup examination.

The makeup examination for 'I' grade will be conducted by course coordinator/concerned teacher before the start of next semester.

With permission of the Dean (Academics), the period can be further extended maximum upto 10 days after the start of the next semester. The process of declaration of result should be complete before the last date of registration permissible as per academic calendar.

The 'I' grade will be converted to a regular grade, based on the performance of the student. The marks earned in the re-examination will replace the End Semester Examination marks of the semester, in which he was awarded 'I' grade, and the result will be recalculated based on the grade ranges of that semester.

UG.14.2.7 W grade: 'W' grade denotes temporary withdrawal from the programme. When a student gets 'W' grade in any subject during a semester, the SGPA of that semester and the CGPA at the end of that semester will tentatively be calculated by taking 'zero point' for all the subject(s) of that semester.

UG.14.2.8 X grade: 'X' grade denotes Debarred on grounds of indiscipline/unfair means. The 'X' grade can only be converted to appropriate grade on completion of stipulated period of punishment. When a student gets 'X' grade in any subject during a semester, the SGPA of that semester and the CGPA at the end of that semester will tentatively be calculated by taking 'zero point' for these subject(s).

UG.14.3 CALCULATION OF GRADE POINT AVERAGE

The credits earned by the students will be accounted for calculation of CGPA. The SGPA for each semester and CGPA for all the semesters is calculated as follows: -

If the grade points associated with the letter grades awarded to a student are G1, G2, G3, G4, and G5 in five courses and the corresponding credits are C₁, C₂, C₃, C₄, and C₅ the SGPA is given by

$$\text{SGPA} = (C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5) / (C_1 + C_2 + C_3 + C_4 + C_5) = \sum CiGi / \sum Ci$$

For instance, suppose a student is registered for one 5-credit course, four 4-credit courses, and one 3-credit course during a semester, i.e. a total of 24 credits. If he secures A, B, C, D, E and F grades, respectively in these courses, his SGPA will be calculated as follows: -

$$\begin{aligned} \text{SGPA} &= (5 \times 10 + 4 \times 8 + 4 \times 6 + 4 \times 4 + 4 \times 2 + 3 \times 0) / 24 \\ &= 130 / 24 = 5.41 \end{aligned}$$

(a) SGPA calculation:

$$\begin{aligned} \text{SGPA} &= \frac{\sum(\text{credits}) \times (\text{grade point})}{\sum(\text{credits of a semester})} \\ \text{SGPA} &= \frac{\sum C_i G_i}{\sum C_i} \end{aligned}$$

(b) CGPA calculation:

$$\text{CGPA} = \frac{\sum(\text{SGPA}) \times (\text{credits in a semester})}{\sum(\text{total credits of all semesters})}$$

Where C_i is credit assigned to particular case

G_i is graded point earned in a particular case

UG.14.4 PROCEDURE FOR REPEAT/ RETEST OF COURSE

A Student can register for a backlog subject either for (i) Repeat or for (ii) Retest. In case of Repeat, his / her previous marks/grades are cancelled and will have to attend all classes and examinations along with next batch of students. Major changes in the time table shall not be entertained to accommodate backlog students.

In case of registration for Retest, he/she need not attend the classes, but will appear only for the end term examinations as and when they are conducted.

The student who want to repeat the course as and when particular course is offered has to register for the same at the beginning of the semester as per schedule notified by the Academic Section and have to attend the classes for the course which they want to repeat.

The students who want to take Retest, have to apply for the same as per dates notified by the Academic Section and have to pay Rs.200/- per course as Retest fee.

Late fee of Rs.100/- per course will be charged after expiry of scheduled dated for the next 02 weeks.

Dean (A) may permit a student three weeks prior to commencement of the examinations schedule with a fine of Rs.1000/-.

A student who has applied for repeat will not be allowed to convert his request for re-test if he has not dropped the respective course as per Academic Calendar. The students registering for repeat or retest have to submit an undertaking that they will not change the status of their registration in the subject during the semester.

UG.14.5 AWARD OF DIVISION

The students will be awarded divisions on the basis of CGPA as below: -

First Division with CGPA \geq 7.18 provided all the courses are cleared

Distinction	in First attempt
First Division	CGPA \geq 6.67
Second Division	CGPA \geq 4.0 and $<$ 6.67

UG.14.6 CONVERSION FROM CGPA TO PERCENTAGE

$\%$ of marks = 9.0 x CGPA

UG.15 DECLARATION OF RESULT

After receipt of all the results, the Academic Section will declare the results on the dates notified in the Academic Calendar.

UG.16 ELIGIBILITY FOR AWARD OF THE UNDER GRADUATE DEGREE

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

- a) Registered and successfully earned the grades as specified in the curriculum corresponding to the programme of his study within the stipulated time.
- b) Submit duly completed 'No dues Form' in the prescribed proforma.
- c) Has no disciplinary action pending against him.
- d) The award of the degree must be approved by the Senate of the Institute.

UG.17 COMMON INSTRUCTIONS DURING THE EXAMINATIONS

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

No student shall be allowed to sit in the examination, 10- minutes after start of examination in minors and 20 minutes in end term exams.

No student shall be allowed to leave examinations room without submitting the answer sheet, earlier than 20 minutes and 60 minutes after commencement of the Minor and End Term Examinations, respectively.

UG.18 UNFAIR MEANS IN EXAMINATIONS

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. 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 UMC 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 5.

Table 5: LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY

Levels	Offences	Punishments	Authority
	Whispering/ Talking		
	Glancing/ Looking/ Staring		

Level-1	Responding to other whispers and assisting others in seeing own answer sheet	Strict oral warning and change of seats	Invigilator
	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	UMC committee
	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		
Level-3	Using pre-meditated chits containing helpful material.	"F" grade shall be given in all courses of that semester for which student	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 related to the course e.g. book/ huge cheating material, showing clear intention of copying		
	Found in possession of unauthorized material related with the course/ question		

	<p>paper and the answer written matching with answer sheet</p> <p>Exchanging answer sheets during the examination.</p> <p>Smuggling an answer sheet or a continuation sheet or any part thereof in or outside the place of examination.</p> <p>Writing each other roll numbers on own answer sheet</p> <p>Using mobile phone/ other communication device to cheat.</p> <p>Other offences of similar nature and intensity</p> <p>Coming to the examination hall under the influence of alcoholic drink or drugs</p>	<p>appeared/appearing. However such student may be permitted to appear in the retests/repeat examinations of previous semesters.</p>	
Level-4	<p>Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class), repeatedly involved in unfair means of level 2 and 3.</p> <p>Cheating and being argumentative, rude, aggressive with Invigilator/examination officials</p> <p>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.</p>	<p>Cancellation of all the exams registered in that semester and further debarring from countinuing studies for not less for 02 semesters ('X' grade). However such student may be permitted to appear in the retests/repeat examinations of previous semesters. .</p>	<p>UMC committee Along with Dean (SFW)</p>
Level-5	<p>Physical assault causing injury to the Invigilator or any examination officials</p>	<p>Rustication from the institute</p>	<p>UMC committee Along with Dean (SFW)</p>

UG.18.1 UMC COMMITTEE

The Unfair Means Committee will deal with the cases of alleged use of unfair means and misconduct in or in relation to the 'Examination'. The UMC Committee shall award the appropriate punishment. The constitution of the committee is as follows: -

Dean (A)	- Chairperson
HOD (Concerned)	- Member
AR/DR (Academics)	- Member
Exam Coordinator/Centre Supdt	- Member
Invigilator (Concerned)	- Member
Coopted Member(s) as required	

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

UG.19 WITHDRAWAL OF THE DEGREE

Under extremely exceptional circumstances, where gross violation of the rules is detected at a later stage, the senate may recommend the withdrawal of degree to the Board of Management (BOM).

UG.20 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.

UG.20.1 ELIGIBILITY CRITERIA

A student is eligible for award of any medal/ prize, if:

- (a) He has passed in all the prescribed subjects and cleared all other requirements, if any, obtaining a CGPA, not lower than 8.00 on completion of the programme.
- (b) He has not failed in any subject, at any stage, during his academic career till the time of award.
- (c) No disciplinary action has been taken against him for any offence at any time prior to the award.
- (d) He has not been punished under unfair means and involved in violation of code of conduct at any stage of the programme in the Institute/ Hostels/ Campus.
- (e) In the event tie between two or more students of a particular programme, their performance at the end of immediately preceding semester will be taken into consideration for deciding the award. This criteria will exclusively applied till the tie is broken.

UG.20.2 MERIT - CUM - MEANS SCHOLARSHIPS

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 and State Government.

UG.21 MIGRATION

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

UG.22 POWER TO MODIFY RULES AND REGULATIONS

UG.22.1 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:

Dean (Academics)	Chairman
One Professor nominated by the Director	Member
Deputy Registrar (Academics)	Member Secretary

UG.22.2 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.

UG.23 FEES FOR VARIOUS CERTIFICATES

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

TYPES OF CERTIFICATE	FEES (Rs.)
Character Certificate	No fee for the first time and Rs.100/- for subsequent issues
Migration Certificate	100/-
Regular Student Certificate	100/-
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/-

Note: 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.

Annexure-1

RULES FOR CHANGE OF BRANCH

1. Student admitted to a particular branch of the B.E. course will normally continue studying in that branch till completion.
2. However, in special cases the Institute may permit a student, admitted through JEE to change from one branch to another after the first year. Such changes will be permitted, strictly in accordance with the provisions laid down hereafter.
3. Only those students will be eligible for consideration for a change of branch after the I Year, II semester, who have -
 - (a) Completed all the credits prescribed in the 1st Year (1st and 2nd semester).
 - (b) Obtained a CGPA of not less than 8.5 at the end of the I Year, II semester in single attempt only.
4. Students who are repeating I Year are not eligible.
5. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The Deputy Registrar/ Assistant Registrar (Academic) will call for applications at the end of second semester of each academic year and the completed forms must be submitted to him/her within the last date specified in the notification.
6. Students may enlist up to five choices of branch, in order of preference to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
7. Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose the CGPA obtained at the end of the I Year II semester shall be considered. Ties will be resolved by the AIEEE rank of the applicants.
8. The applicants may be allowed a change of branch, strictly in the order of merit, subject to the limitation that the present strength of students in any Branch at most can be increased by THREE.
 - a) Subject to the condition that the student strength in a particular branch from which transfer is made, does not fall below 80% of the existing strength.
 - b) For any reason, if a student is denied change of branch, no other student with a lesser CGPA should be permitted for change into that Branch.
9. All changes of branch made in accordance with the above rules will be effective from the II Year I semester of the applicants concerned. No change of branch shall be permitted thereafter.
10. All changes of branch will be final and binding on the applicants. No student will be permitted under any circumstances to refuse the change of branch offered.

Annexure-2

**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
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)

Approved

Head of Department/ Chairman, DAAC

Dean (Academics)