

RULES AND REGULATIONS
FOR
INTEGRATED CERTIFICATE CUM DIPLOMA PROGRAMMES (ICD)



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

RULES AND REGULATIONS FOR ICD 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 to be University in the year 2007, and is presently offering the following study programmes: -

Certificate Programmes- to be phased out
Diploma Programmes (2 year)- to be phased out
Integrated Certificate Diploma (ICD) 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 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 ICD Programmes is to produce supervisory level technical manpower. More emphasis is given on practical oriented class work with an extensive training in industry.
- 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 ICD programmes.
- 3 This set of regulations shall be binding on all students undergoing the ICD programmes. These rules will be effective from the 2014 batch onwards.
- 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 ICD 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.
- 9 **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

Senate means- Academic Council of the Institute

Director- means Director-cum- Chairman, Senate 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 who teaches the course

SGPA- means Semester Grade Point Average

CGPA- means Cumulative Grade Point Average

He- includes both genders HE/She similarly His includes his or her

D1 THREE YEAR ICD (INTEGRATED CERTIFICATE DIPLOMA) PROGRAMME

D1.1 OBJECTIVES

The objectives of the ICD programmes are:

- a) To produce technically skilled manpower in appropriate areas.
- b) To provide the highest level of education in latest technological streams to produce competent technical & supervisory level manpower.
- c) To be a role model of certificate and diploma level educational institutions in the country.
- d) To inculcate in the students concept of intellectual skills, courage and integrity, awareness and sensibility to the technical needs and aspirations of the rural/urban societies and industries.

D1.2 ADMISSION

D 1.2.1 Admission to all courses will be made in the odd semester of each session at the first year level based on the relative performance in the all India SLIET Entrance test. Details of admission procedure, reservation of seats etc. in any of the ICD Program is published every year in the month of January/ February in the form of "Information Brochure".

D 1.2.2 Eligibility: The minimum qualification for admission to the 3 Year ICD Programme is Matriculation Examination/ 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. Those who are appearing in matriculation examination may also apply.

D 1.2.3 If, at any time after admission, it was found that a candidate had not infact fulfilled all the requirement stipulated in the offer of admission, in any form what so ever, including misinformation etc the Dean (A) will report the matter to the Director recommending to cancel the admission of the candidate. The institute reserves the right to cancel the admission of any student at any stage on the above ground and on the grounds of in-discipline or any misconduct.

D1.2.4 Disciplines: Admission is available in the disciplines of ICD Programmes given in Table-1, below:

Table: 1 Discipline of ICD Programmes		
Department	Name of Diploma Programme	Name of Certificate Programme
Chemical Technology	Chemical Technology (DCT)	Paper Technology (CPT)
Civil Engineering	Civil Engineering (DCE)	Building Maintenance (CBM)
Food Engineering & Technology	Food Technology (DFT)	Food Processing & Preservation (CFP)
Computer Science Engineering	Computer Science & Engineering (DCS)	Data Entry & Word Processing (CDE)
Electronics and Communication Engineering	Electronics & Communication Engineering (DEC)	Television Mechanic CTV)
		Servicing & Maintenance of Electronic Instruments (CSME)
Electrical and Instrumentation Engineering	Instrumentation & Control (DIN)	Servicing & Maintenance of Medical Instruments (CSMM)
	Electrical Engineering (DEE)	Electrician (CEN)
Mechanical Engineering	Mechanical Engineering (DME)	Welding (CWG)
		Foundry and Forging (CFF)
		Tool & Die Technology (CTD)
		Auto & Farm Equipment Mechanic (CAF)
		Air Conditioning Mechanic (CAC)

	D1.3	STRUCTURE OF THE ICD PROGRAMME
	D 1.3.1	<p>The programme of instruction will broadly consist of:</p> <ol style="list-style-type: none"> A general (common) core programme comprising basic sciences, engineering sciences, humanities, technical arts, mathematics and environmental studies, management science. An engineering core programme introducing the student to the foundations of engineering in the respective branch; Professional practice including project, seminar, practical and industrial training and General proficiency of the student, which includes physical education, value education, participation in NSS, NCC, sports, cultural activities, social and other co-curricular activities.
	D 1.3.2	The curriculum for the programme will be as finalized and recommended by the BOS of the respective departments as per the guidelines issued by AICTE/UGC and approved by the Senate.
	D1.3.3	Credits: The academic programmes of the Institute follow the credit system. Each ICD programme shall have 146 credits hours. A minimum of 96 credits are required for the award of Certificate (if a student opts to withdraw after completing 4 semesters). A minimum of 146 credits are required for the award of three year Diploma.
	D1.3.4	Medium of Instructions: The medium of instructions, examinations and

		project reports will be English .
	D1.3.5	Duration: The duration of the ICD programme is 3 years spread over 6 semesters, However if a student willing to exit after successfully completing 2 years in the prescribed course of study with required credits (96) He will be awarded certificate in the respective course of ICD programme. He will be allowed to exit only after completing all the formalities as per the norms of Institute. Maximum duration to complete the ICD programme is 06 years and for the Certificate programme is 04 years.
	D1.3.6	Change of Discipline/ Branch shall not be allowed after the close of admission.
	D1.3.7	Withdrawal of Studentship: A student may withdraw his studentship/ candidature from the Institute at any time on his request in the prescribed proforma. The Institute-leaving certificate will be issued and caution money will be refunded to the student on submission of duly completed and prescribed 'No Dues Form'. A student once withdraws from the Institute and wants to get admission again; he may do so by appearing as a fresh candidate.
D2	DEPARTMENTAL ACADEMIC AFFAIRS COMMITTEE	
	D2.1	<p>The following will be the constitution of DAAC:</p> <ul style="list-style-type: none"> (a) HOD of the Department (b) One Professor of the Department (on rotation basis) (c) One Professor from outside the Department (on rotation basis, to be nominated by the Dean (A) (d) One Associate Professor of the Department (on rotation basis) (e) One Assistant Professor of the Department (on rotation basis) <p>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.</p>
		Note: There shall be a separate DAAC in each teaching Department. The HOD may co-opt and / or invite more members if the concerned course instructor / teacher is a member of DAAC, he shall keep himself out of the Committee during deliberations. The quorum for each meeting shall be a minimum of THREE. The tenure for membership of DAAC shall be two years.
	D2.2	The functions and responsibilities of the DAAC shall include:
		<ol style="list-style-type: none"> 1. To receive grievances / complaints in writing from the students regarding anomaly in award of grades due to bias, victimization, erratic evaluation etc. and redress the complaints. 2. To interact with the concerned course instructor and the student separately before taking an appropriate decision. 3. To monitor the conduct of all ICD courses offered by the Department and course work of ICD program. 4. To ensure academic standards and excellence of the courses offered by

		<p>the department.</p> <ol style="list-style-type: none"> Review and approval of the grades. To consolidate the registration of the students and communicate to the course teachers and Dean (A). To consider any matter related to the ICD program(s) of the Department. To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of the Board of Studies. The decision of the DAAC will be based on simple majority. The recommendations of the DAAC shall be communicated to the Dean (A) for further appropriate action as required.
D3	ACADEMIC CALENDAR	
		<p>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: -</p> <p>Odd Semester : July to November/December</p> <p>Even Semester : January to May/June</p> <p>A date-wise calendar shall be issued every year before the commencement of an Academic Session.</p>
D4	COUNSELING SYSTEM	
		<p>Each class after admission to the ICD 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:</p> <ol style="list-style-type: none"> To help students in planning their courses and activities during study. To guide, advise and counsel students on academic program.
D5	REGISTRATION	
		To continue the studentship, registration in each and every semester and payment of semester fees as per the dates notified in academic calendar in every semester is compulsory.
	D5.1	Eligibility for Registration
	D5.1.1	<p>A student will be automatically registered to the first semester at the time of admission.</p> <p>There are no restrictions for promotion from odd semester to even semester. Every student is required to be present and register at the time of commencement of each semester on the day(s) fixed for and notified in the</p>

		academic calendar. In order to continue studies in 2nd, 3rd, 4th, 5th, and 6th semesters, the student must have attended the 1st, 2nd, 3rd, 4 th and 5th semesters respectively.						
	D5.1.2	From I Year to II Year: To be able to register in the Second Year (III Semester), a student should have acquired CGPA equal to or greater than 3.5 at the end of second semester and have with D or better grade, at least 25 credits at the end of first year (in first and second semesters and make up examinations put together).						
	D5.1.3	From II Year to III Year: For promotion to Third year, a student should have (i) Cleared all the Course Work requirements of 1st and 2nd Year and must have acquired minimum CGPA of 4.5.						
	D5.1.4	In case a student failed to fulfill the above condition(s), 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.						
	D5.1.5	Only those students will be permitted to register, who fulfils the above (D5.1.2) criteria and 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.						
	D 5.1.6	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.						
	D5.2	REGISTRATION FOR SEMESTER						
	D5.2.1	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 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 2 below: <table><tr><th colspan="2">Table 2: Registration Fee</th></tr><tr><td>Semester Fee specified from time to time without late Fee</td><td>As per the dates notified in the Academic Calendar.</td></tr><tr><td>Semester Fee specified from time to time with late Fee of Rs.1,000/-</td><td>Within ONE WEEK from the date of registration.</td></tr></table>	Table 2: 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.
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	D5.2.2	<p>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.</p> <p>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.</p>
	D5.3	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.
	D5.4	Temporary Withdrawal from the Institute
	D5.4.1	A student who has been admitted to ICD 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, which compelled him to stay at home, provided that:-
	D5.4.2	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.
	D5.4.3	The institute is satisfied that, including the period of withdrawal, the student is likely to complete his requirements for the ICD programme within the time limits specified in clause D 1.3.5 .
	D5.4.4	There are no outstanding dues against him or demands from him in the Institute /Hostel / Department / Library/ Sports etc.
	D5.4.5	There is no pending inquiry against him.
	D5.4.6	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.
	D5.4.7	A student will be granted only one such temporary withdrawal during his tenure as a student of the Institute.
	D5.5	RE-REGISTRATION
	D5.5.1	Normally those students are allowed to re-register who have taken prior permission to drop the semester/temporary withdrawal. Such students have to pay Rs.200/- as re-registration fee in addition to normal semester fee and charges.
	D5.5.2	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.
	D5.5.3	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.
D6	ATTENDANCE	
	D6.1	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.
	D6.2	In exceptional cases, the Director may give additional relaxation on the attendance on the specific recommendation of the respective HOD and Dean (A).
	D6.3	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.
		<i>Note: In case of subjects, having theory and practical components under</i>

		<i>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).</i>																		
D7	EVALUATION SYSTEM																			
	D7.1	EVALUATION OF THEORY COMPONENT																		
		<p>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: -</p> <ol style="list-style-type: none"> Continuous Assessment Examinations (CAE) End Term Examination (ETE) 																		
	D7.1.1	CONTINUOUS ASSESSMENT EXAMINATIONS																		
		<p>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 3.</p> <table border="1"> <thead> <tr> <th colspan="3">Table-3 : Distribution of weightage</th></tr> <tr> <th></th><th></th><th>For Theory course/ component</th></tr> <tr> <th>S.N.</th><th>PARTICULARS</th><th>Weightage (%)</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Minor Test-I Minor Test-II</td><td>40%</td></tr> <tr> <td>2.</td><td>Quizzes/ Surprise tests</td><td>10%</td></tr> <tr> <td>3.</td><td>End Term Examination</td><td>50%</td></tr> </tbody> </table> <p>It is mandatory to secure Minimum 30% marks from theory component by the student.</p>	Table-3 : Distribution of weightage					For Theory course/ component	S.N.	PARTICULARS	Weightage (%)	1.	Minor Test-I Minor Test-II	40%	2.	Quizzes/ Surprise tests	10%	3.	End Term Examination	50%
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3.	End Term Examination	50%																		
		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.
	D7.1.2	END TERM EXAMINATION (ETE) FOR THEORY COURSES
		At the end of each semester, there will be an End Term Examination for <u>Two hours</u> 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.
	D7.1.3	PATTERN OF QUESTION PAPER FOR END TERM EXAMINATION
		<p>The structure of the question paper shall be as under: -</p> <ul style="list-style-type: none"> (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. <p>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 class teacher. 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.</p>
	D7.2	EVALUATION OF PRACTICAL COMPONENT
		<ul style="list-style-type: none"> (a) Continuous Assessment Examinations (CAE) carrying 60% weightage. (b) End Term Examination (ETE) carrying 40% weightage.

	D7.2.1	CONTINUOUS ASSESSMENT EXAMINATION (CAE) IN PRACTICAL COMPONENT																												
		<p>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-4.</p> <table><tr><th colspan="4">Table-4: Distribution of Weightage for Laboratory Courses</th></tr><tr><th colspan="2">Continuous Assessment</th><th colspan="2">End Term (Lab Final)</th></tr><tr><th>Components</th><th>Weightage</th><th>Components</th><th>Weightage</th></tr><tr><td>Continuous assessment of Lab/ Practical works (Experiment performance and quizzes etc)</td><td>40%</td><td>Lab experiment/ Procedure writing/ Tabulation/ Equation as applicable</td><td>30%</td></tr><tr><td>Regularity/ attendance</td><td>10%</td><td></td><td></td></tr><tr><td>Lab Record</td><td>10%</td><td>Viva voce/ Lab quiz</td><td>10%</td></tr><tr><td>Total</td><td>60%</td><td>Total</td><td>40%</td></tr></table> <p>It is mandatory to secure Minimum 30% marks from practical components.</p>	Table-4: 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%
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		<p>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.</p>																												
	D7.3	PROCEDURE FOR EVALUATION OF COURSES WITH THEORY & PRACTICAL COMPONENT																												

		<p>The theory and laboratory components will be evaluated separately as per the evaluation scheme as per D7.1 & D7.2 respectively. However, for awarding grades in the course, with theory and practical component, the following procedure will be followed:-</p> <ol style="list-style-type: none"> 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 75% and 25% respectively. <table border="1"> <thead> <tr> <th>Theory component</th><th>Practical Component</th><th>Total</th></tr> </thead> <tbody> <tr> <td>75%</td><td>25%</td><td>100%</td></tr> </tbody> </table>	Theory component	Practical Component	Total	75%	25%	100%
Theory component	Practical Component	Total						
75%	25%	100%						
	D7.4	EVALUATION PROCEDURES						
	D7.4.1	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 minor examinations will be returned to the students as per dates mentioned in academic calendar.						
	D7.4.2	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 teacher. 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.						
	D7.5	SUMMER TERM COURSE						
	D7.5.1	A summer term course will be offered only after the final semester examinations.						
	D7.5.2	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.						
	D7.5.3	<p>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:</p> <ol style="list-style-type: none"> 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. 						

	D7.5.4	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.
	D7.5.5	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.
	D7.5.6	Withdrawal from a summer term course is not permitted.
	D7.5.7	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.
	D7.5.8	The student who repeats a course during summer term shall be awarded maximum <u>"B"</u> grade in the repeated course.
	D7.5	EXAMINATIONS
	D7.6.1	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.
	D7.6.2	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
Level-1	Whispering/ Talking	Strict oral warning and change of seats	Invigilator
	Glancing/ Looking/ Staring		
	Responding to other whispers and assisting others in seeing own answer sheet		
	Found in possession of unauthorized material not related with the course/ question paper		
	Getting/giving assistance by exchange of personal items like calculators, etc.		
	Carrying mobile phone or any other electronic device (even in off condition).		
	Other offences of similar nature and intensity		
	Sitting contrary to seating plan, intentionally.		
	Repeating offences of Level-1	Removal from the examination hall and mobile phone/device shall be confiscated	
Level-2	Found in possession of unauthorized material related with the course/ question paper but does not match with answer written in answer sheet	"E" grade in the course	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		
	Using pre-meditated chits containing helpful material.		
	In addition to other charges, the student misbehaves with the exam staff or creates indiscipline		

Level-3	Found in possession of unauthorized material in bulk related to the course e.g. book/ huge cheating material, showing clear intention of copying	“F” grade shall be given in all courses of that semester for which student appeared/appearing. However such student may be permitted to appear in the retests/repeat examinations of previous semesters.	UMC committee
	Found in possession of unauthorized material related with the course/ question paper and the answer written matching with answer sheet		
	Exchanging answer sheets during the examination.		
	Smuggling an answer sheet or a continuation sheet or any part thereof in or outside the place of examination.		
	Writing each other roll numbers on own answer sheet		
	Using mobile phone/ other communication device to cheat.		
	Other offences of similar nature and intensity		
	Coming to the examination hall under the influence of alcoholic drink or drugs		
Level-4	Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class), repeatedly involved in unfair means of level 2 and 3.	Cancellation of all the exams registered in that semester and further debarring from continuing 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. .	UMC committee Along with Dean (SFW)
	Cheating and being argumentative, rude, aggressive with Invigilator/examination officials		
	Proxy sitting/ run away from the examination hall by the person sitting proxy and for whom sitting proxy (both) or getting oneself impersonation by someone in the examination or impersonating another candidate.		
Level-5	Physical assault causing injury to the Invigilator or any examination officials	Rustication from the institute	UMC committee Along with Dean (SFW)

	D 7.6.3	UMC COMMITTEE
		<p>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: -</p> <p>i. Dean (A) - Chairperson</p>

		ii. HOD (Concerned) - Member iii. AR/DR (Academics) - Member iv. Exam Coordinator/Centre Supdt - Member v. Invigilator (Concerned) - Member vi. Coopted Member(s) as required The Assistant Registrar/ Deputy registrar (Academics) will report the cases of unfair means to the committee. The concerned student will be asked to present in the meeting.
	D7.7	EVALUATION OF ANSWER SHEETS
		For theory courses, the concerned course instructor 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 to the HOD in case he is not satisfied with the evaluation within 02 (two) working days.
		If convinced, the HOD shall arrange to get the evaluation discussed with the DAAC (Please refer the duties and responsibilities of DAAC).
		The student will be informed and has to be present during the discussion of the committee. The decision of the DAAC will be final and binding.
		The concerned course instructor 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-totalling 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.
	D7.7 8	PRACTICAL/INDUSTRIAL TRAINING
	D7.8.1	Students are required to undergo TWO weeks of in-house practical training after the end of 2 nd 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.
	D7.8.2	Students are required to undergo FOUR weeks industrial training at end of 4 th semester during the summer vacations. In case of compelling

		<p>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.</p> <p>The evaluation and award of grades for in-house Practical and Industrial Training shall be done by committee consisting of:</p> <ul style="list-style-type: none"> a) HOD or his/her nominee b) One member from DAAC c) Departmental Industrial Training Coordinator(s)/ In-house Practical Training Coordinator(s)
	D7.8.3	EVALUATION OF INDUSTRIAL/ PRACTICAL TRAINING
		<p>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.</p> <p>The Industrial Training of the students will be evaluated in two parts as under:</p> <ul style="list-style-type: none"> a) Evaluation by Industry b) Evaluation through presentation/ viva-voce at the Institute
	D7.8.4	<p>The evaluation and award of grades for industrial training shall be done by committee consisting of: -</p> <ul style="list-style-type: none"> a) HOD or his/her nominee. b) One members from DAAC c) Department Coordinator(s) of the Training
	D7.8.5	EVALUATION BY INDUSTRY
		<p>Industry will evaluate the student based on the following criteria:</p> <ul style="list-style-type: none"> 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
	D7.8.6	EVALUATION AT THE INSTITUTE
		<p>The student will present his report through a seminar before the evaluation committee. The evaluation will be based on the following criteria:</p> <ul style="list-style-type: none"> 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.																																													
	D7.8.7	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).																																													
D8	GUIDELINES FOR THE AWARD OF GRADES																																														
	D8.1	<p>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 <i>vis-à-vis</i> instructor's expectation. The following are the general guidelines for the award of grades: -</p> <ol style="list-style-type: none"> All evaluations for different components of a course (as given in Tables 3 and 4) shall be done in absolute marks for each student. 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 border="1"> <caption>Table 6: Grades and Their Description</caption> <thead> <tr> <th>Grade</th><th>Grade points</th><th>Description</th></tr> </thead> <tbody> <tr> <td>A(+)</td><td>10</td><td>Outstanding</td></tr> <tr> <td>A</td><td>9</td><td>Excellent</td></tr> <tr> <td>B (+)</td><td>8</td><td>Very good</td></tr> <tr> <td>B</td><td>7</td><td>Good</td></tr> <tr> <td>C (+)</td><td>6</td><td>Average</td></tr> <tr> <td>C</td><td>5</td><td>Below average</td></tr> <tr> <td>D</td><td>4</td><td>Marginal</td></tr> <tr> <td>E</td><td>2</td><td>Poor</td></tr> <tr> <td>F</td><td>0</td><td>Very poor</td></tr> <tr> <td>I</td><td>--</td><td>Incomplete</td></tr> <tr> <td>S</td><td>--</td><td>Satisfactory completion</td></tr> <tr> <td>US</td><td>--</td><td>Unsatisfactory completion</td></tr> <tr> <td>W</td><td>--</td><td>Temporary Withdrawal</td></tr> <tr> <td>X</td><td>--</td><td>Debarred on grounds of</td></tr> </tbody> </table>	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
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			indiscipline/unfair means
	D8.2	Description of grades	
	D8.2.1	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.	
	D 8.2.2	C (+) grade: The 'C (+)' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.	
	D 8.2.3	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.	
	D 8.2.4	<p>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: -</p> <p>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 'B+' 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.</p> <p style="text-align: center;">OR</p> <p>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 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+' as the maximum grade the student can earn.</p> <p><i>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.</i></p>	
	D 8.2.5	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 'B+' grade. The improvement of 'F' grade will not be treated as first attempt.	
	D8.2.6	I grade: An 'I' grade denotes incomplete performance in any course.	

		<p>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 concerned HOD, who will notify the same to concerned course coordinator, or course instructor.</p> <p>The Students with "E" and "F" Grade are not eligible for writing the makeup examination.</p> <p>The Students with "I" Grade only are eligible to write makeup examination.</p> <p>The makeup examination for 'I' grade will be conducted by course coordinator/course instructor/ any teacher nominated by HOD before the start of next semester.</p> <p>Under exceptional circumstances, 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.</p> <p>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.</p>
	D8.2.7	<p>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.</p>
	D8.2.8	<p>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).</p>
	D8.3	Calculation of Grade Point Average
		<p>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: -</p> <p>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</p> $\text{SGPA} = (C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5) / (C_1 + C_2 + C_3 + C_4 + C_5) = \sum CiGi / \sum Ci$

		<p>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: -</p> $\text{SGPA} = (5 \times 10 + 4 \times 8 + 4 \times 6 + 4 \times 4 + 4 \times 2 + 3 \times 0) / 24$ $= 130 / 24 = 5.41$ <p>(a) SGPA calculation:</p> $\text{SGPA} = \sum(\text{credits}) \times (\text{grade point}) / \sum(\text{credits of a semester})$ $\text{SGPA} = \sum C_i G_i / \sum C_i$ <p>(b) CGPA calculation:</p> $\text{CGPA} = \sum(\text{SGPA}) \times (\text{credits in a semester}) / \sum(\text{total credits of all semesters})$ <p>Where C_i is credit assigned to particular case G_i is graded point earned in a particular case</p>
	D8.4	Procedure for Repeat/ Retest of Course
	D8.4.1	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.
	D8.4.2	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 these examinations are conducted.
	D8.4.3	The students 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.
	D8.4.4	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.
	D8.4.5	Late fee of Rs.100/- per course will be charged after expiry of scheduled dated for the next 02 weeks.
	D8.4.6	Dean (A) may permit a student three weeks prior to commencement of the examinations schedule with a fine of Rs.1000/-.
	D8.4.7	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.

	D8.5	Award of Division						
		<p>The students will be awarded divisions on the basis of CGPA as below: -</p> <table> <tr> <td>First Division with Distinction</td> <td>CGPA ≥ 7.18 provided all the courses are cleared in First attempt</td> </tr> <tr> <td>First Division</td> <td>CGPA ≥ 6.67</td> </tr> <tr> <td>Second Division</td> <td>CGPA ≥ 4.0 and < 6.67</td> </tr> </table>	First Division with Distinction	CGPA ≥ 7.18 provided all the courses are cleared in First attempt	First Division	CGPA ≥ 6.67	Second Division	CGPA ≥ 4.0 and < 6.67
First Division with Distinction	CGPA ≥ 7.18 provided all the courses are cleared in First attempt							
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Second Division	CGPA ≥ 4.0 and < 6.67							
	D8.6	Conversion from CGPA to Percentage						
		$\% \text{ of marks} = 9.0 \times \text{CGPA}$						
	D8.7	Condition for promotion to Degree program						
		A maximum 50% of the sanctioned strength of ICD programme can be promoted depending upon the merit cut of the entrance examination for lateral entry to Degree Programme. To be eligible for promotion to Degree program, the student must have completed the Diploma Programme in all respects.						
	D 8.8	Improvement of grade to attain CGPA 6.67						
		<ul style="list-style-type: none"> a) Improvement will be permitted after successful completion of the ICD programmes. b) Only those students whose CGPA is less than 6.67 will be allowed to improve the grades of the courses in which they had earned D grade as and when offered as regular course to other batches. If the course is not offered as regular course, the improvement in that course will not be allowed. c) Students shall be allowed to improve the grades only in theory course. Improvement in sessional marks shall not be allowed. Also improvement in practical courses/Minor or Major Projects/Seminars shall not be allowed. d) Students shall be allowed to improve the earned grade of theory courses, subject to the maximum of 15 earned credits for the ICD programme irrespective of the fact whether he is able to improve the grade in the course or not. e) If a student fails to improve the earned grade, his earlier grade will remain in force. f) Only one attempt shall be allowed to a student to improve grade of a particular course. In case he/she is unable to improve the same, he will become ineligible to improve grade for that course. g) A student shall be allowed to improve CGPA in maximum of two examinations. The student will be allowed to improve the grade within the stipulated time period to complete the programme. h) If a student improves a grade, then the improved grade will be mentioned in detail marks card (DMC)/Grade card but CGP will be 						

		<p>restricted to 6.67 after improvement (the word 'Improvement' will be added in the DMC, and the year of improvement will be mentioned in the Diploma Manuscript).</p> <ul style="list-style-type: none"> i) The maximum grade can be awarded to such students shall be "B+". j) Fees as applicable for retest will be charged from such students. k) If a student is found using unfair means during improvement examinations, he/she shall not be permitted to improve grade in any course.
	D8.10	EVALUATION GUIDELINES OF GENERAL PROFICIENCY
		To encourage the participation of students in various types of co-curricular activities, General Proficiency (GP) grades will be awarded which will depend upon the type of activity student has participated.
	D 8.10.1	<p>The guidelines for award of General Proficiency (GP) marks are as follows: -</p> <p>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 six semesters.</p> <p>However, minimum 'D' grade will be awarded to a student.</p>
	D 8.10.2	<p>The Evaluation and award of Marks/ Grades shall be done by Committee consisting of:</p> <ul style="list-style-type: none"> i. Head of Department or his Nominee. ii. Two Members of Departmental Academic Affairs Committee (DAAC) iii. Course Counselor.
	D 8.10.3	<p>Award of Marks for activities shall be done on the basis of participation in different activities as per following: -</p> <p>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.</p> <p>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 shall be awarded 20+20=40 Marks. Further, if a student has participated in two Institute level and one Hostel level event, He may be awarded 20+20+15=55 (50 Maximum) marks. Duly verified certificates shall be submitted by the Student for award of Marks.</p>

	D 8.10.4	<p>Award of Marks for Discipline and General Conduct shall be done on deduction basis as per following : -</p> <p>50 Marks – For more than one time suspension.</p> <p>40 Marks – For Award of conduct of probation or suspension first time.</p> <p>15 Marks– For fine of more than Rs.1,000/- or warning on indiscipline.</p> <p>05 Marks – For Fine of less than Rs.1,000/-</p> <ol style="list-style-type: none"> 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. 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.
D 9	DECLARATION OF RESULT	
		The result of each semester will be notified on the Notice Board of Academic Section / Website 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.
D10	ELIGIBILITY FOR AWARD OF THE CERTIFICATE/ DIPLOMA	
		<p>A student will be declared to be eligible for the award of the Certificate/ Diploma if he has: -</p> <ol style="list-style-type: none"> Registered and successfully earned the grades as specified in the curriculum corresponding to the programme of his study within the stipulated time. Submit duly completed 'No dues Form' in the prescribed Performa. Has no disciplinary action pending against him. The award of the Certificate/ Diploma must be approved by the Senate of the Institute.
D11	SCHOLARSHIPS, PRIZES AND MEDALS	
		<p>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. 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.</p> <p>Eligibility Criteria:-</p> <p>A student is eligible for award of any medal/ prize, if:</p>

		<p>(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.</p> <p>(b) He has not failed in any subject, at any stage, during his academic career till the time of award.</p> <p>(c) No disciplinary action has been taken against him for any offence at any time prior to the award.</p> <p>(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.</p> <p>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.</p>																				
D12	FEE FOR VARIOUS CERTIFICATES																					
		<p>The fees chargeable for the issuance of the various certificates is as under:</p> <table><tr><th>TYPES OF CERTIFICATE</th><th>FEES (Rs.)</th></tr><tr><td>Character Certificate</td><td>No fee for the first time and Rs.100/- for subsequent issues</td></tr><tr><td>Migration Certificate</td><td>100/-</td></tr><tr><td>Regular Student Certificate</td><td>100/-</td></tr><tr><td>Equivalency Certificate</td><td>No Fee</td></tr><tr><td>Duplicate I-Card</td><td>100/-</td></tr><tr><td>Duplicate DMC</td><td>100/- per DMC</td></tr><tr><td>Duplicate Final Certificate</td><td>500/-</td></tr><tr><td>Transcript copies</td><td>500/- for first copy and 100/- each for subsequent copies Note: Rs.300/- will be charged extra for postal charges (within India only), if required and Rs.1000/- will be charged extra for postal charges (outside India only), if required.</td></tr><tr><td>Any other Certificate</td><td>100/-</td></tr></table> <p>a. Duplicate DMCs/final Diploma and duplicate I-Card will be issued on submission of FIR copy with application.</p> <p>b. Character/Migration/Provisional/Final certificates will be issued only after the submission of ,No Due certificate.</p> <p>c. The fees can be changed from time to time with the approval of competent authority.</p>	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/-	Equivalency Certificate	No Fee	Duplicate I-Card	100/-	Duplicate DMC	100/- per DMC	Duplicate Final Certificate	500/-	Transcript copies	500/- for first copy and 100/- each for subsequent copies Note: Rs.300/- will be charged extra for postal charges (within India only), if required and Rs.1000/- will be charged extra for postal charges (outside India only), if required.	Any other Certificate	100/-
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		Migration from other Institute/university shall not be permitted in between the course studies and vice versa.																				

D14	POWER TO MODIFY RULES AND REGULATIONS										
	D14.1	<p>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:</p> <table border="1"> <tr> <td>a)</td><td>Dean (Academics)</td><td>Chairman</td></tr> <tr> <td>b)</td><td>One Professor nominated by the Director</td><td>Member</td></tr> <tr> <td>c)</td><td>Deputy Registrar (Academics)</td><td>Member Secretary</td></tr> </table>	a)	Dean (Academics)	Chairman	b)	One Professor nominated by the Director	Member	c)	Deputy Registrar (Academics)	Member Secretary
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	D14.2	Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time. The decision of the Senate will be final and binding on all parties concerned.									