

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY

(DEEMED UNIVERSITY, Established by Govt. of India)

LONGOWAL, DISTT. SANGRUR (PUNJAB)



RULES AND REGULATIONS FOR POST GRADUATE PROGRAMMES

(Amended upto 12th meeting of the Senate, SLIET, held on 05th Jul, 2013)

RULES AND REGULATIONS FOR POST GRADUATE PROGRAMMES

Introduction

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

- Certificate Programmes
- Diploma Programmes
- Under Graduate Programmes
- Post Graduate Programmes
- Doctor of Philosophy Programmes

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

1. The objectives of the postgraduate programmes at Sant Longowal Institute of Engineering and Technology, Longowal are:
 - (a) To develop the scientific and engineering manpower of highest quality to cater to the needs of the industry.
 - (b) To provide a broad grasp of the fundamental principles of the sciences and scientific and technological methods through its curriculum,
 - (c) To provide a deep understanding of the area of specialization,

- (d) To provide an innovative ability to solve practical/utility problems,
 - (e) To provide a capacity to learn continually and interact with multidisciplinary groups.
 - (f) To develop a student with capacity for :
 - i. Free and objective enquiry,
 - ii. Courage and integrity,
2. The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of students' performance leading to the Post Graduate programmes.
 3. This set of regulations shall supersede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all students undergoing the Post Graduate programmes.
 4. This set of regulations may evolve and get revised/refined or updated or amended or modified or changed through appropriate approvals from the Senate, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, Institute Authorities.
 5. In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.
 6. The effect of year-to-year(periodic) refinements in the Rules & Regulations, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Rules & Regulations, without any undue favour or considerations.

7. The senate may consider any issues or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference if so present) here in this set of Rules & Regulations or otherwise.

8. This manual sets out the procedure and requirements of the POST GRADUATE 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.

P1. Post graduate Programmes

Under Post Graduate programmes, Master of Technology (M.Tech), Master of Science (M.Sc.) and Master of Business Management & Administration (MBA) degrees are offered in the following disciplines by the respective programme hosting departments as listed below: -

- (a) Department of Chemical Engineering - M.Tech. Polymer Technology
- (b) Department of Food Technology - M.Tech. Food Engineering & Technology
- (c) Department of Electrical & Instrumentation Engineering - M.Tech. Instrumentation and Control
- (d) Department of Electronics & Communication Engineering - M.Tech. Electronics & Communication Engineering
- (e) Department of Mechanical Engineering - M.Tech. Manufacturing System Engineering & M.Tech. Welding Technology
- (f) Department of Chemistry - M.Sc. Chemistry
- (g) Department of Mathematics - M.Sc. Mathematics
- (h) Department of Physics - M.Sc. Physics
- (i) Department of Humanities & Management - Master of Business Administration

P1.1. STRUCTURE OF THE POST GRADUATE PROGRAMME

P1.1.1. The programme of instruction will broadly consist of following: -

- (a) A general (common) core programme comprising basic sciences, engineering sciences, humanities, technical arts, mathematics and environmental studies,

management science as per requirement of the course and teaching scheme of particular PG programme.

- (b) An engineering core programme introducing the student to the foundations of engineering in the respective branch;
- (c) An elective programme enabling the student to opt and undergo a set of courses of interest to him/ her
- (d) Open elective inter-disciplinary courses
- (e) Professional practice including project, seminar and industrial training and

P1.1.2. The complete programme will be distributed over four semesters with two semesters per Academic Year.

P1.1.3. The curriculum for the programme will be as finalized by the Board of Studies (BOS) of the respective departments as per the guidelines issued by AICTE/UGC and approved by the Senate.

P1.1.4. The PG programmes of the Institute follow the credit system. The number credits in each programme would be as prescribed in the respective Course Structure/Scheme.

P1.1.6. **Elective Courses**

The following will be the criteria for the elective and the open elective courses: -

- (a) A student is allowed to opt open elective course from a branch other than his/her own branch.
- (b) The minimum number of students in each elective and open elective should be at least ten.
- (c) Wherever students are less than ten, only one open elective will be offered.
- (d) The option of elective and open elective courses along with the list of students shall be submitted by the departments to Academic Section within one month of start of a semester.

P1.1.7. The medium of instruction, examination and project reports of Post graduate programmes will be **English**.

P1.2. ASSESSMENT PROCEDURE

P1.2.1. Credit System

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

P1.2.2. 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:-

- (a) **Lectures:** One lecture hour per week shall be assigned one credit.
- (b) **Practical:** Two /Three laboratory hours per week shall be assigned one credit.
Four laboratory hours per week shall be assigned two credits.
- (c) **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.

P1.3. The following will be the constitution of Department Academic Affairs Committee:-

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

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

P2. Admission

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

P2.1. Admission to Post Graduate Program

Admission to M.Tech. will be through Centralized Counseling for M.Tech. (CCMT).

Admission to MBA Programme, candidates must have valid CAT / CMAT Score of 2013 and will have to appear for Group Discussion and Interview at SLIET.

Admission to MSc Programme, candidate who qualifies JAM/CUCET/OCET will be admitted in the same discipline in which he/she has appeared.

P2.1.1. Eligibility

P2.1.1.1. Master of Technology (M.Tech.)

Admission to Master of Technology (M.Tech.) course will be open to a candidate who obtains at least 55% marks (50% in case of candidates belonging to reserved categories) in the aggregate in qualifying examination and

(a) holds a B.Tech./B.E. degree of recognized University/Institute in the appropriate branch.

OR

(b) has passed Section 'B' of the Institution of Engineers (India) or Grade IETE and has three years of professional experience in reputed organization.

OR

(c) Candidates are also eligible for admission in various M.Tech. courses as under:

- i. M.Tech. (Manufacturing Systems Engineering / Welding Technology) : B.E./B.Tech degree in Manufacturing Engineering / Mechanical Engineering / Production Engineering / Industrial Engineering / Welding Technology.
- ii. M.Tech (Food Engineering & Technology) : B.E. / B.Tech / M.Sc. degree in Food Technology/Food Engineering/Agricultural & Food Engineering.
- iii. M.Tech. (Polymer Technology): B.E. / B.Tech in Polymer Technology / Chemical Engineering or M.Sc. (Chemistry).
- iv. M.Tech. (Instrumentation & Control Engineering) : B.E./B.Tech degree in Electrical Engineering / Instrumentation & Control / Electrical and Electronics Engineering / Instrumentation Engineering / Electronics Engineering / Computer Engineering / Electronics & Instrumentation Engineering / Electronics & Communication Engineering.
- v. M.Tech. (Electronics & Communications) : B.E./B.Tech degree in Electronics & Communications Engineering / Electrical and Electronics Engineering / Electronics & Instrumentation Engineering / Computer Engineering.

The details of appropriate branches for admission in various MTech programmes shall be available at CCMT website for each year.

P2.1.1.2. Master of Science (M.Sc.)

Admission to Master of Science (M.Sc.) course will be open to a candidate who obtains at least 55% marks (50% in case of candidates belonging to reserved categories) in the aggregate in qualifying examination and holds degree from recognized university in appropriate stream.

- (a) M.Sc. (Physics): B.Sc. degree with Physics and Mathematics or B.Sc. (Hons.) Physics.
- (b) M.Sc. (Chemistry): B.Sc. degree with Chemistry and Mathematics/Biology or B.Sc. (Hons) Chemistry.
- (c) M.Sc. (Mathematics): B.Sc. degree with Mathematics or B.Sc.(Hons) Mathematics.

P2.1.1.3. Master of Business Management and Administration (MBA)

A recognized Bachelor Degree of Science / Commerce / Engineering (3/4 years) or a pass in the final examination conducted by ICAI/ICWII/ICSI or AMIE. Minimum marks in the qualifying examination is **55% (50% in case of candidates belonging to reserved categories)**.

P2.1.2. Duration

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

P2.2. Inter-disciplinary Post-graduate programmes

- (a) Admission shall be made on the basis of merit in GATE examination depending on availability of GATE seats/scholarships in each discipline. GATE candidates will override every preference in the respective category.

(b) Admission against the vacant seats shall be made through an Entrance examination followed by interview conducted by the department. Composition of the interview committee includes;

- i. Programme Coordinator (Chairman),
- ii. Two members, one from each participating inter-disciplinary programme,
- iii. Nominee of Dean (Academics).

P2.3. Change of Branch

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

P2.4. Withdrawal of Studentship

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

P3. Academic Calendar

The Academic Calendar shall commence from a date in the third week of July and end on a date in the last week of June. The tentative duration of semesters is given below: -

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

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

P4. Counseling System

To help the students in planning their courses of study and getting general advice on the academic programme, the concerned Department will assign certain number of students to a Faculty member who will be called as their course counselor. Course Counselors will meet respective students once in a week for which a slot in time table will be provided by the department.

P5. Registration

- (a) A Student must register in each semester for regular subjects offered during the semester by the department. A student can register for repeat courses, subject to the condition that total credits during the semester should not exceed maximum of 32 credits. The payment of semester fee in time is pre-requisite for the registration and student is required to register on the dates notified in the Academic Calendar or the dates notified by the Academic Section from time to time. The students who register beyond the last date of registration would have to pay Rs.500/- and Rs.1000/- as fine for late registration as per the dates notified in Academic Calendar. Notwithstanding, when a student registers with late fine, the attendance will still be counted from the date of commencement of classes and not from the date of registration.
- (b) All types of the fee are to be realized by the Accounts Section. In case last day falls on holiday the next working day shall be treated as last day. The Dean (Academics) is empowered to decide all the matters related with Academics/Students and waiver of fine on genuine grounds.

P5.1. Eligibility for Registration

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

P5.2.Cancellation of Registration

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

P5.3. Re-registration

A student may be permitted by the Dean (Academics) to discontinue temporarily from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum cumulative duration of two semesters, provided he/she can complete the programme within the prescribed duration of four years. Only those students will be allowed to re-register who have taken prior permission to drop the semester or dropped under rule P5.3. Such students have to pay Rs.200/- as re-registration fee in addition to fee specified in Rule P5., apart from the regular applicable semester fee.

P6. Attendance

- P6.1. The students must have minimum attendance of 75% of the total number of scheduled classes in a particular course in order to be eligible to appear in the End Semester Examination. A student should meet the above attendance requirement irrespective of number of days he/she is on medical leave, on leave while participation in activities like sports, cultural, NCC, NSS or any other genuine ground whatsoever. The mass bunk shall be treated as absent in a particular class on a particular day and shall be counted towards the delivered lecture / laboratory / workshop / drawing class. However, all the students are expected to be present in every lecture / laboratory / workshop / drawing class.
- P6.2. The Chairman, Senate may give additional relaxation on the recommendation of the respective HOD and Dean (Academics).
- P6.3. Faculty shall maintain attendance record of the class for the course/lab being taken by him/her. The attendance of the students shall be monitored and displayed on notice boards during first week of each month of the semester by the concerned subject faculty. In addition, the details of all students who have shortage of attendance in a course will be notified by the respective HOD, with intimation to Dean (Academics), before the commencement of the End Semester Examinations.

P7. Evaluation System

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

P7.1. Evaluation in Theory Courses

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

P7.1.1. Continuous Assessment Examination (CAE) in Theory Courses

- (a) The Continuous Assessment Examinations (Minor Tests) shall be conducted as per the notification in the Academic Calendar. However, quizzes etc. can be conducted by the faculty during the semester. The distribution given to each component during Continuous Assessment Examination in theory courses is given below in Table 1.

Table1: Distribution of Weightage for Theory Courses

Sr. No.	Particulars	Weightage (%)
1.	<i>Minor Test-I</i> <i>Minor Test-II</i>	30%
2.	<i>Assignment/Tutorials/Class</i> <i>Performance</i>	10%
3.	<i>Quizzes</i>	10%
	Total	50%

- (b) There will be two minor tests and the average marks of them will be finally awarded to the student. Under extraordinary circumstances, a faculty may take third minor of a particular student. The answer sheets of Minors will be returned to the students after evaluation.

- (c) For quizzes, multiple choice type questions/fill in the blanks shall be set up in written form for evaluating the students. At least two quizzes per semester are required to be conducted having duration of 15 minutes each.
- (d) At least three assignments during the semester shall be given to each student to check his/her involvement in the course.

P7.1.2. End Term Examination (ETE) for Theory Courses

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

P7.1.3. Structure of question paper for End Term Examination

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

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

P7.2. Evaluation in Laboratory Courses

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

P7.2.1. Continuous Assessment Examination (CAE) in Laboratory Courses

The Continuous Assessment Examinations for the Laboratory Courses shall be consisting of Laboratory Records, performance of experiments in the laboratory and the quizzes regarding the experiments etc. The faculty shall evaluate each experiment performed in the lab and put his remarks in the record file of each student on a regular basis in a semester. The distribution given to each component during Continuous Assessment Examination in Laboratory Courses is given below in Table 2.

Table 2: Distribution of Weightage for Laboratory Courses

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

P7.2.2. End Term Examination (ETE) for Laboratory Courses

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

performance/conduction in the concerned laboratory as desired by the faculty. The faculty may conduct a written true/false statement type test in place of viva-voce for uniform grading of the students.

P7.3.Evaluation Procedures

P7.3.1.The Evaluation Procedures are as laid down in the 'Rules & Regulations for Question Paper Setting, Conduct of Examination, Evaluation, Invigilation Duties, UMC Rules etc. Complete transparency shall be maintained in evaluation system. The graded scripts of quizzes, tests, and mid-semester examinations will be shown to the students within a reasonable time.

P7.3.2.For a course, where more than one faculty member is involved in teaching, one of them shall act as Course Coordinator. However, the grades shall be awarded by the concerned class faculty. After the marks obtained by a student at various examinations held in a course during a semester, including End Semester Examinations, are added up, the fraction of marks, if any, shall be rounded off.

P7.3.3. EVALUATION OF ANSWER SHEETS

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

- (d) The student will be informed and has to be present during the discussion of the committee. The decision of the committee will be final and binding.
- (e) The concerned faculty shall submit the final award sheet to the HOD as per the date notified in the Academic Calendar.
- (f) HOD will further submit the 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.
- (g) For delay in submission of Marks/grades to the academic section through HOD, disciplinary proceedings shall be initiated against the concerned faculty as per conduct rules.

P7.3.4. Project Viva-Voce examination of MSc/MBA programmes shall be conducted by external examiner(s). Concerned department shall submit a list containing names of 05 (five) examiners. The experts shall be decided by Dean (Academics) 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.

P7.3.5. **Bonus Marks for Attendance in the classes:** The student who shall have an attendance more than 80% and up to 90% shall be given 3% of maximum marks as the bonus marks over and above the marks he/she scores in a particular course. In case of students whose attendance is more than 90%, shall be given 5% of the maximum marks as the bonus marks over and above the marks he/she scores in a particular course. However, the total marks awarded to the students shall not be more than the maximum marks in a course. The marks / grade scored by the students in a particular course shall be declared only after adding the bonus marks.

P7.4. GENERAL PROFICIENCY. Not applicable to Post Graduate Programmes.

P7.5. Guidelines for the Award of Grades

P7.5.1. For the students admitted from **Academic Session 2012-13** following rules shall be applicable.

The grading reflects a student's own proficiency in the course. While relative standing of the student is clearly indicated by his/her 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 1 and 2) 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

P7.5.1.1. Description of grades

P7.5.1.1.1. 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.

P7.5.1.1.2. C (+) grade: The 'C (+)' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.

P7.5.1.1.3. 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.

P7.5.1.1.4. E grade: The 'E' grade is awarded when a student has attended at least 75% of the Lectures, Tutorials or Practicals and undergone all the evaluation process prescribed for the courses in which he/she has earned 'E' grade. A student with 'E' grade may opt to improve with any of the following options: -

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

OR

He/She may apply for retest for End Semester Examination and can appear for retest in the examination of a course, as and when that course is offered. However, in case of final year students, he/she can appear in the retest of End Semester Examination on the date(s) notified by the Dean (Academics). The marks earned in this re-examination will replace the end semester 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 may be revised from time to time for any course by the

institute. The improvement of 'E' grade will not be treated as first attempt.

P7.5.1.1.5. F grade: The 'F' grade is awarded as a result of dropped course (s) or detention (s) on the basis of shortage of attendance or penalty for unfair means or absence in End Term Examination. 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. F Grade will also be awarded to the student who fails to represent his/her case along with all required documents, citing the reasons for his/her absence or his/her request is not accepted by the HOD for award of I Grade.

P7.5.1.1.6. I grade: An 'I' grade denotes incomplete performance in any course.

- (a) 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 ten days of the last date of End Term Examination Tests; the request is to be made to the head of the department of the student's programme who will notify the same to concerned course coordinators, or
- (b) With permission of the Dean (Academics) the period can be extended to the first week of the next semester. A student will be eligible for an 'I' grade provided he/she has met the attendance criterion.
- (c) Attendance in the course for which I-grade is being sought will be certified by the course coordinator of the course.
- (d) 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/she was awarded 'I' grade, and the result will be recalculated based on the grade ranges of that semester.

P7.5.1.1.7. S and US grades: The 'S' grade denotes satisfactory performance and completion of a course. The 'US' grade is awarded for non-completion of the course requirements, and if it is a core course, the student will have to register for the course until he/she obtains the 'S' grade.

P7.5.2. Procedure for Retest/Repeat of Course

- (a) The students who want to repeat the course as and when particular course is offered have 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.
- (b) 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.500/- per semester as Retest fee.

- (c) Late fee of Rs.100/- will be charged after expiry of scheduled dated for the next 10 working days and late fee of Rs.200/- will be charges for further 10 working days.
- (d) Dean (Academics) may permit a student twenty working days prior to commencement of the examinations schedule with a fine of Rs.500/- and five days prior to examination with a fine of Rs.1000/-.
- (e) 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.

P7.5.3. Calculation of Grade Point Average

The credits earned by the students will be accounted for calculation of CGPA. The Semester Grade Point Average (SGPA) for each semester and Cumulative Grade Point Average (CGPA) for all the semesters is calculated as follows: -

If the grade points associated with the letter grades awarded to a student are $G_1, G_2, G_3, G_4,$ and G_5 in five courses and the corresponding credits are $C_1, C_2, C_3, C_4,$ and C_5 , the SGPA is given by

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

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: -

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

- (a) SGPA calculation: -

$$SGPA = \frac{\sum (Credits) \times (Grade Point)}{\sum (Credits of a semester)} \quad SGPA = \frac{\sum CiGi}{\sum Ci}$$

- (b) Cumulative grade point average (CGPA)

$$CGPA = \frac{\sum (SGPA) \times (Credits in a semester)}{\sum (Total Credits of all semesters)}$$

where C_i is credit assigned to particular case

G_i is graded point earned in a particular case

P7.5.4. Award of Division

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

First Division with Distinction	CGPA ≥ 7.18 provided all the courses are cleared in First attempt
First Division	CGPA ≥ 6.67 (from 2012 entry batch)
Second Division	CGPA ≥ 4.0 and < 6.67 (from 2012 entry batch)

P7.5.5. Conversion from CGPA to Percentage

For students Up to 2011 entry batch

$$Y = \begin{cases} 10 X & \text{if } X \leq 6.0 \\ 60 + 9.625(X-6) & \text{if } X > 6.0 \end{cases}$$

For students from 2012 entry batch onwards

$$\% \text{ of marks} = 9 \times \text{CGPA}$$

P7.5.6. DISSERTATION DURING PG PROGRAMME

A student has to complete the Dissertation work on a subject relevant to his PG programme as per following guidelines.

P7.5.6.1 Dissertation Supervisor

The candidates will work for and prepare his Dissertation under the supervision of a teacher of the Institute. In case, the facilities for carrying out the part of his/her Dissertation work are not available in the institute, he/she may be allowed to carry out the Dissertation work in the other organization with the permission of the institute. In case, the work is of interdisciplinary nature involving different departments, the co-supervisor will be allowed and shall be decided well in advance before the start of the work.

P7.5.6.2 Dissertation Proposal

The candidate will be required to submit a Dissertation proposal indicating the tentative title and broad outline of the proposed work and the name(s) of the supervisor(s) along-with his/their concurrence in writing. The proposal will be forwarded by the supervisor(s) to the Head of the Department in the **first week**

of the third semester. Head of the Department will put up the proposal for consideration and approval before a committee constituted by Dean (Academics) and consisting of:

- (a) Supervisor(s) and
- (b) Two faculty members of the department
- (c) If required, one faculty member from allied departments.

The Committee will convey its decision to the candidate based on his/her synopsis seminar at the end of third semester. In case the proposal is not found suitable, the candidate shall be asked to resubmit the proposal by incorporating the suggestions given by the committee before the registration in the fourth semester.

P7.5.6.3 Dissertation Submission and Evaluation

The candidate shall be required to give a seminar before the committee, based on his/her work covered in the Dissertation, before submitting the Dissertation for award of degree. After that the candidate shall submit his/her Dissertation as per recommendations of the committee. In case the candidate is not able to complete his/her Dissertation work within 24 months but has completed the course work, he/she will be allowed to submit the Dissertation and an extension fee for registration of Rs. 500/- only shall be charged at the beginning of each semester. Three copies of Dissertation along with list of four subject experts from all over India will be forwarded by the HOD to the Dean (Academics). Dissertation will be forwarded to one expert by Dean (Academics) for his/her recommendations. In case a candidate's Dissertation is rejected by an external expert, he may re-submit it within the prescribed maximum period. In genuine cases of hardship a candidate on the recommendations of his supervisor(s) may appeal to the Director for additional time. The Director may allow an extension of the period for the re-submission of the Dissertation by the candidate under extra ordinary circumstances only. Evaluation of the re-submitted Dissertation shall be the same as prescribed above. The result of the Dissertation will be declared only after the candidate has passed all subjects as prescribed in study scheme.

P7.5.6.4 Dissertation Writing

The Dissertation will present an orderly and critical exposition of the existing knowledge of the subject and will embody results of original investigations demonstrating the capacity of the candidate to do independent research work. While writing the Dissertation, the candidate will layout clearly the work done by him independently and the sources from which he has obtained other information contained in his/her Dissertation.

Dissertation work will be non-credit entity and Grade “S” for satisfactory and “US” for unsatisfactory will be awarded to a student.

P7.5.7. Improvement of grade to attain CGPA 6.67

- (a) Improvement will be permitted after successful completion of the B.E. 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 continuous evaluation of theory course 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 B.E. programme irrespective of the fact whether he/she is able to improve the grade in the course or not.

- (e) If a student fails to improve the earned grade, his/her 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/she 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 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 Degree Manuscript).
- (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.

P7.6. Declaration of Result

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

P7.7. ACADEMIC PROBATION

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 Faculty Advisors.

P7.8. SUMMER TERM COURSE

Summer Term Course is not applicable for Post Graduate programmes.

P8. 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.

P8.1. Acts of Indiscipline

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

- Taking procession and holding demonstration in the campus.
- Gheraoing, intimidating and threatening the staff.
- Interfering with the functions of various committees.
- Defacing the building by writing slogans, pasting bills and damaging the property of institute.
- Disturbing the classes in session, assaulting faculty and students taking examination etc.
- Keeping in possession of any lethal weapon will liable for severe disciplinary action.
- Possession and / or consuming alcoholic liquor.
- Any other acts of indiscipline decided by the competent authority.

If the students are involved in any indiscipline activity, the committee shall decide the amount of punishment and this can also lead to suspension/expulsion from the.

P8.2. Drugs and Narcotics

Students involved in drugs and narcotics in any form shall be expelled from the institute. Students placed on conduct probation shall not represent the institute and shall lose any office that he/she may holding any organization functioning in the institute. If the student has been on conduct probation on any two

previous occasions, then any other award of conduct probation shall lead to automatic termination of the studentship from the institute.

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

P8.3 Ragging is strictly prohibited in the institute include hostel and other areas. Strict Disciplinary action will be taken against the offenders as per the statutory provisions.

P9. Unfair Means in Examinations (Ordinance)

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

P9.1. Definitions in these Regulations of Unfair Means Cases, unless the context otherwise requires -

- a. "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the rolls of Institute.
- b. "UMC Committee" shall mean the Unfair Means Committee to deal with the cases of alleged use of unfair means and misconduct in or in relation to the 'Examination'. The UMC Committee will consist of: -

- i. Dean (Academics) - Chairperson
- ii. HOD (Concerned) - Member
- iii. Deputy Registrar (Academics) - Member
- iv. Exam Coordinator/Centre Supdt. - Member
- v. Invigilator (Concerned) - Member
- vi. Coopted Member(s) as required.

- c. "Disqualification" shall mean disqualification from appearing in any examination of the Institute.
- d. "Examination" shall mean an examination conducted by the Institute and shall include an examination so conducted though subsequently cancelled.
- e. "Chairman, Senate", "Dean (Academics)", "Dean (SFW)", HOD concerned and "Deputy Registrar (Academics)" shall mean respectively the "the Chairman, Senate", "Dean (Academics)", "Dean (SFW)", HOD concerned and "Deputy Registrar (Academics)" of Sant Longowal Institute of Engineering & Technology, Longowal, District Sangrur (Punjab).
- f. "Institute" shall mean the Sant Longowal Institute of Engineering & Technology at Longowal.
- g. 'Cancellation of Semester' shall be taken to extend from commencement of the examination in which the candidate is detected to have terminated one day before commencement of the next Semester examination as the case may be.

P9.2. COMMON INSTRUCTIONS DURING THE EXAMINATIONS

- (a) Use/possession of mobile phones and any other communication device is strictly prohibited in the examination room(s) and shall be confiscated.
- (b) No student shall be allowed to sit in the examination, 10- minutes after start of examination.
- (c) No student shall be allowed to leave examinations room, earlier than 20- minutes and 90 minutes after commencement of the Minor and End Term Examinations, respectively.
- (d) Rules against cheating and plagiarism shall be strictly enforced.

P9.3. IMPLEMENTATION OF UMC RULES

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

- (d) Soon after the detection, the Invigilator/Exam Coordinator shall request the candidate to make a statement explaining his /her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Invigilator/Exam Coordinator, which should be attested by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.
- (e) While reporting a case of use of unfair means in the Institute Examinations, the Centre Superintendent/Exam Coordinator shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate refuses to do so, this matter should be reported to the UMC Committee in writing.
- (f) The Centre Superintendent/Exam Coordinator/HOD concerned along-with Invigilator will submit a detailed report along-with documentary/ other proof (if any) to the UMC Committee regarding unfair means used by any student during the examination.
- (g) Deputy Registrar (Academics) is to be informed immediately regarding use of unfair means in the examinations.
- (h) The Deputy Registrar (Academics), shall call upon the candidate alleged to have employed unfair means in the examination to appear before the Unfair Means Committee to represent his/her case personally at his/her own expense on the date fixed for appearance before the said Committee. In spite of service of notice, the candidate fails to appear before the Committee, proceedings against him/her will be held ex-parte.
- (i) In case, not covered in the Levels 1 to 5, the UMC Committee may decide suitable punishment to the student on case to case basis.
- (j) The recommendations will be made by the UMC Committee to the Chairman, Senate regarding punishments to be implemented related to Level 2 to Level 5. The punishment for Level-5 will be recommended to the Chairman, Senate by including Dean (SFW) as member in the above committee.

- (k) The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.
- (l) Levels of offences along with punishment and authority are given in the Table 7, below: -

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

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

Level-3	Writing on the desk before the start of the exam	Cancellation of course exam ("F" Grade shall be given with financial penalty not less than Rs.2000/- and debarred from appearing in the examinations of that course for two Semesters.)	UMC Committee
	Sitting contrary to seating plan, intentionally.		
	Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom etc.		
	Repeat of offences of Level-2.		
	Other offences of similar nature and intensity.		
Level-4	Using pre-meditated chits containing helpful material.	Cancellation of Semester ("F" Grade shall be given in all courses with financial penalty not less than Rs.5,000/- and debarred from appearing in the examinations of that course for two Semesters)	UMC Committee
	In addition to other charges, the student misbehaves with the exam staff or creates indiscipline		
	Found in possession of unauthorized material in bulk, e.g. book/ huge cheating material, showing clear intention of copying		
	Found in possession of unauthorized material related with the course/ question paper and the answer written matching with answer sheet		
	Using mobile phone/ other communication device to cheat.		
	Proxy sitting/ run away from the examination hall by the person sitting proxy and for whom sitting proxy (both) or getting oneself impersonation by someone in the examination or impersonating another candidate.		
	Other offences of similar nature and intensity		
	Carrying helpful material written on hands/ arms/ other body parts/ cloths		

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

P10. Eligibility for Award of the Post Graduate

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

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

P11. Fee 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/-
Equivalency Certificate	No Fee
Duplicate I-Card	100/-
Duplicate DMC (one or more)	200/-
Duplicate Final Certificate	200/-
Transcript copies	500/- for first copy and 100/- each for subsequent copies
Any other Certificate	100/-

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

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

P12. Scholarships, Prizes and Medals

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

P13. Migration

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

P14. Power to Modify Rules and Regulations

P14.1 In case of any discrepancy, the committee consisting of the following members will submit its recommendation to the Director for further consideration of the Senate: -

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

P14.2. Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.