

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY

(DEEMED UNIVERSITY, Established by Govt. of India)

LONGOWAL, DISTT. SANGRUR (PUNJAB)



RULES AND REGULATIONS FOR UNDER GRADUATE PROGRAMMES

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

RULES AND REGULATIONS FOR UNDER 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 Bachelor of Engineering (B.E.) programmes are: -
 - (a) To provide the highest level of education in Technology and Science and to produce competent Engineers and Scientists.
 - (b) To be a role model of educational institutions in the country.
 - (c) The B.E. programmes are designed to achieve the objectives and to inculcate in the students concept of intellectual skills, courage and integrity, awareness and sensibility to the needs and aspirations of the rural/urban societies.

2. The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of students' performance leading to the B.E. 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 B.E. 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 B.E. programmes of study that fall under the jurisdiction of the Senate, SLIET, Longowal. Further, any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

U1. Under Graduate Programmes

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

- (a) Chemical Engineering (Polymer Tech.) **(GCT-P)**
- (b) Chemical Engineering **(GCT)**
- (c) Food Technology **(GFT)**
- (d) Computer Science & Engineering **(GCS)**
- (e) Electronics & Communication Engineering **(GEC)**
- (f) Instrumentation & Control Engineering **(GIN)**
- (g) Mechanical Engineering–(Manufacturing Engg.) **(GME)**
- (h) Mechanical Engineering–(Welding Technology) **(GWT)**
- (i) Information Technology **(GIT)**

U1.1. STRUCTURE OF THE B.E. PROGRAMME

U1.1.1. 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.
- (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
- (f) General proficiency of the student, which includes physical education, value education, NSS, NCC and other co-curricular activities.

U1.1.2. The complete programme will be distributed over six semesters with two semesters per Academic Year.

U1.1.3. 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.

U1.1.4. The academic programmes of the Institute follow the credit system. Each degree programme shall have 166-168 credits. First four semesters shall have 32 contact hours per week and remaining two semesters shall have 30 contact hours per week.

U1.1.5. A student, who has earned the number of credits as specified in U1.1.4 for the award of the degree including the minimum prescribed for each category, will not be permitted to register for additional courses to improve his/her percentage.

U1.1.6. 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.

U1.1.7. The medium of instruction, examination and project reports of Under Graduate programmes will be **English**.

U1.2. ASSESSMENT PROCEDURE

U1.2.1. Credit System

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

U1.2.2. 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.

U1.3. 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.

U2. Admission

Details of admission procedure, reservation of seats etc. of Under 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: -

U2.1. Admission to Under Graduate Program

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

U2.1.1. Eligibility

All candidates who have passed Diploma course in any discipline from SLIET or from any other polytechnic affiliated with any State Board of Technical Education and approved by All India Council for Technical Education (AICTE), securing **55% marks (50% in case of candidates belonging to reserved categories)** are eligible to compete for admission to the appropriate Degree programmes.

U2.1.2. Duration

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

U2.2. Internal Promotion from Lower to Higher Module

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

U2.3. Change of Branch

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

U2.4. 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.

U3. 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.

U4. 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 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.

U4.1 Class Committee

U4.1.1. Every class of the B.E. programme shall have a Class Committee consisting of the followings members: -

- (a) Faculty Advisor, nominated by Head of the respective department and notified by the Dean(Academics) ;
- (b) Two Class representatives (CR) nominated based on merit in the preceding examinations by the HOD.

- (c) Co-opted members, two-three by Faculty Advisor in consultation with CRs, if required.

U4.1.2. The responsibilities of the Class Committee include the following: -

- (a) Review periodically the progress of the classes.
- (b) Discuss problems concerning syllabi and curriculum and the conduct of the classes.
- (c) To send letters to parents regarding progress of students, if necessary.
- (d) Maintain record of the above with the Faculty Advisor.

U5. Registration

Registration is a very important procedural part of academic system. All students are required to register in person for each semester for the courses to be pursued by them, as per the rule and programme, on the dates specified in the Academic Calendar.

U5.1. Except for the first semester, registration and enrolment will be done on the first day of the semester as per the Academic Calendar. A student will be eligible for enrolment only if he/she has deposited semester fees & pending dues and is not debarred from enrolment by a disciplinary action of the Institute.

U5.2. Students are required to submit registration form duly filled, in consultation with his/her Faculty Advisor/Course Counselor.

U5.3. The following will be the schedule for semester fee/repeat of course/ completion of attendance: -

- (a) 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 late fine for 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.

U5.4. Eligibility for Registration

U5.4.1.A student is required to earn minimum of 25 credits from the courses offered from the first and second semesters for registration in Second year and third and fourth semester for registration in Third year respectively. In case he/she fails to fulfill this condition, he/she shall be required to repeat the course(s), in which he/she failed to earn the pass grade, along with his/her junior batch as and when offered.

U5.4.2.A student can register himself/herself for a minimum of 20 credits in a regular semester in case he/she repeats the course from the previous semester, however a maximum of 36 credits courses can be offered to student.

U5.5. 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.

U5.6. 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 five years.

Only those students will be allowed to re-register who have taken prior permission to drop the semester or dropped under rule U5.5. Such students have to pay Rs.200/- as re-registration fee in addition to fee specified in Rule U5.3, apart from the regular applicable semester fee.

U6. Attendance

- U6.1. 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.
- U6.2. The Chairman, Senate may give additional relaxation on the recommendation of the respective HOD and Dean (Academics).
- U6.3. 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.

U7. 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: -

U7.1. Evaluation in Theory Courses

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

U7.1.1. 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.

U7.1.2. 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.

U7.1.3. 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, may be intimated to Dean (Academics) through respective HOD within two working days.

U7.2. Evaluation in Laboratory Courses

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

U7.2.1. 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

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

U7.2.2. 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.

U7.3.Evaluation Procedures

U7.3.1.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.

U7.3.2.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.

U7.3.3. 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.

U7.3.4. **Industrial Training and Project:** Students are required to undergo two months of industrial training after the end of second semester. In case of unavoidable circumstances, if student is not able to complete his/her industrial training at the end of second semester, then he/she may be allowed to complete his/her training after the end of fourth semester with the permission from the Dean (Academics). The evaluation of the marks of the particular student will be based on the batch undergoing industrial training during that semester.

U7.3.4.1. The evaluation of industrial training and project shall normally be evaluated through the quality of work carried out, the report submissions, contents and presentation.

U7.3.4.2. The evaluation and award of grades for industrial training shall be done by the committee consisting of: -

- (a) Head of the Department or his/her nominee.
- (b) Two members from Departmental Academic Affairs Committee (DAAC)
- (c) Coordinator(s)/or Supervisor(s) of the Projects/Training

U7.3.4.3. Project Viva-Voce examination shall be conducted by external examiner(s). Concerned department shall submit a list names of 05 (five) examiners in confidential cover to Dean (Academics). 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.

U7.3.5. **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.

U7.4. EVALUATION GUIDELINES OF GENERAL PROFICIENCY

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

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

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

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

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

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

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

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

U7.4.1.IMPROVEMENT OF E GRADE FOR GENERAL PROFICIENCY (GP)

In case “E” grade is awarded to the student (s), on the written request of student (s), a review committee may recommend change of grade from “E” to maximum “D” grade.

The Committee of this review shall be as under: -

- (a) Dean (SFW)
- (b) Concerned Chief Warden
- (c) Concerned HOD
- (d) Chief Counselor
- (e) Counselor

U7.5. Guidelines for the Award of Grades

U7.5.1. 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

U7.5.1.1. Description of grades

U7.5.1.1.1. 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.

U7.5.1.1.2. C (+) grade: The 'C (+)' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.

U7.5.1.1.3. 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.

U7.5.1.1.4. 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.

U7.5.1.1.5. 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.

U7.5.1.1.6. 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.

U7.5.1.1.7. 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.

U7.5.2. 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.

U7.5.3. 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: -

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

(a) SGPA calculation: -

$$\text{SGPA} = \frac{\sum (\text{Credits}) \times (\text{Grade Point})}{\sum (\text{Credits of a semester})} \quad \text{SGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

(b) Cumulative grade point average (CGPA)

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

where C_i is credit assigned to particular case

G_i is graded point earned in a particular case

U7.5.4. 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)

U7.5.5. 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

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

U7.5.6. 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.

U7.6. DECLARATION OF RESULT

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

U7.7. 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.

U7.8. SUMMER TERM COURSE

U7.8.1. 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 (Academics) for approval of the Director for offering the summer term course in a department.

U7.8.2. The Department may offer a course (including both elective as well as open elective) during a summer term if the failure rate is more, subject to: -

- (a) Student can register for maximum two courses; however, final year students (after completion of six semesters) will be allowed to register for three courses.
- (b) A summer term course is open only to those students who had taken the course earlier and failed.

U7.8.3. 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 of Rs.6,000/- (Rupees six thousand only) for a summer term course.

U7.8.4. 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.

U7.8.5. Withdrawal from a summer term course is not permitted.

U7.8.6. 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. An instructor will, however, be appointed by respective HOD and all the components of evaluation will be completed.

U7.8.7. The student who repeats a course during summer term shall be awarded maximum **"B"** grade in the repeated course.

U8. 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.

U8.1. Acts of Indiscipline

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

- Taking procession and holding demonstration in the campus.
- Gheraoing, intimidating and threatening the staff.
- Interfering with the functions of various committees.
- Defacing the building by writing slogans, pasting bills and damaging the property of institute.
- Disturbing the classes in session, assaulting faculty and students taking examination etc.

- Keeping in possession of any lethal weapon will liable for severe disciplinary action.
- Possession and / or consuming alcoholic liquor.
- Any other acts of indiscipline decided by the competent authority.

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

U8.2. 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.*

U8.3 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.

U9. 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.

U9.1. 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 SantLongowal Institute of Engineering & Technology, Longowal, District Sangrur (Punjab).
- f. "Institute" shall mean the SantLongowal 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.

U9.2. 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.

U9.3. IMPLEMENTATION OF UMC RULES

- (a) These rules will be effective for theory, practical and minor examinations.
- (b) Level 1 to be implemented by the invigilator.
- (c) Decisions on Levels 2 to 5 can only be taken by convening the Unfair Means Committee.
- (d) Soon after the detection, the Invigilator/Exam Coordinator shall request the candidate to make a statement explaining his /her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Invigilator/Exam Coordinator, which should be attested by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.
- (e) While reporting a case of use of unfair means in the Institute Examinations, the Centre Superintendent/Exam Coordinator shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate

refuses to do so, this matter should be reported to the UMC Committee in writing.

- (f) The Centre Superintendent/Exam Coordinator/HOD concerned along-with Invigilator will submit a detailed report along-with documentary/ other proof (if any) to the UMC Committee regarding unfair means used by any student during the examination.
- (g) Deputy Registrar (Academics) is to be informed immediately regarding use of unfair means in the examinations.
- (h) The Deputy Registrar (Academics), shall call upon the candidate alleged to have employed unfair means in the examination to appear before the Unfair Means Committee to represent his/her case personally at his/her own expense on the date fixed for appearance before the said Committee. If in spite of service of notice, the candidate fails to appear before the Committee, proceedings against him/her will be held ex-parte.
- (i) In case, not covered in the Levels 1 to 5, the UMC Committee may decide suitable punishment to the student on case to case basis.
- (j) The recommendations will be made by the UMC Committee to the Chairman, Senate regarding punishments to be implemented related to Level 2 to Level 5. The punishment for Level-5 will be recommended to the Chairman, Senate by including Dean (SFW) as member in the above committee.
- (k) The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.
- (l) Levels of offences along with punishment and authority are given in the Table 7, below: -

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

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		

U10. Eligibility for Award of the Under Graduate

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

- (a) Registered and successfully earned the grades 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 6th semester, student should attain at least minimum pass grade.
- (e) The award of the degree must be approved by the Senate of the Institute.

U11. 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.

U12. 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.

U13. Migration

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

U14. Power to Modify Rules and Regulations

U14.1 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 |

U14.2. Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.