



Sant Longowal Institute of Engineering & Technology
(Deemed University under MHRD, Govt. of India)
LONGOWAL (SANGRUR, PUNJAB)
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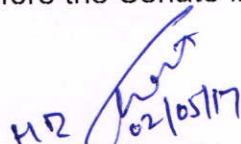
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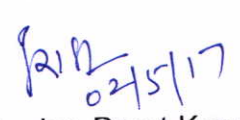
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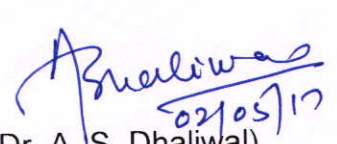
Ref. No. SLIET/ Dean (A) / 2017 / 290


Dated : 16-05-17

This is to certify that the Draft Rules & Regulations for the UG programmes of the Institute have been reviewed and finalized as per the decision taken by the Senate, SLIET, in its 18th meeting held on 16.12.2016, vide Item No. 18.4, and shall be placed before the Senate in its next meeting, for approval.


(Dr. H. R. Ghatak)
Prof (CHE)
Member


(Dr. Jap Preet Kaur)
Prof (M&H)
Member


(Dr. A. S. Dhaliwal)
Prof (Phy)
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(Dr. M. B. Bera)
Dean (Acad) & Convener

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



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

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**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
(DISTT. SANGRUR)**

(DEEMED UNIVERSITY)

FOUR YEAR UG PROGRAMMES (BACHELOR OF ENGINEERING)

INTRODUCTION

India has become a permanent member of Washington Accord. As an educational institution, we are adopting the "Outcome Based Education (OBE) Process" to ensure that the required outcomes (knowledge, skills and attitude / behavior) are acquired by the learners of a programme. With the OBE process in mind, our educational system has been framed to provide the needful scope for the learners through the CBS that will pave the path to strengthen their knowledge, skills and attitude / behavior. The course curricula are designed based on outcome based education (OBE) system indicating programme outcomes (PO's) and course outcomes (CO's), so that proper mapping of the course could be done to assess level of learning attained at the end of the programme.

Objectives:

- a. The objectives of the Bachelor of Engineering (B.E.) programmes at Sant Longowal Institute of Engineering and Technology (SLIET) (Deemed University), Longowal are:
 - To provide the highest level of education in Technology and Science and to produce competent Engineers and Technocrats.
 - The B.E. programmes are designed to achieve the objectives of attaining at least K-4 level (revised Bloom's taxonomy) by the learner/ student so that they are able to conceptualize, apply and analyze the engineering and technological skills, inculcate human values, sense of courage and integrity, gain awareness and are responsive to the needs and aspirations of the rural/urban societies.
- b. The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conduct of examinations, evaluation and certification of students' performance leading to the B.E. programmes. This set of regulations, on approval by the senate, shall be binding on all students undergoing the B.E. programme.

- c. 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.
- d. 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.
- e. 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 Regulations or otherwise.
- f. 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.

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DEFINITIONS: of terms used in these regulations

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

BOM - means Board of Management of the Institute

MHRD - means Ministry of Human Resource Development

AICTE - means All India Council for Technical Education

UGC - means University Grants Commission

JEE (Mains) – means Joint Entrance Examination, conducted by CBSE

Senate means - Senate of the Institute

Director - means Director of the Institute

BOS means - Board of Studies of the different academic departments

DAAC - means Department Academic Affairs Committee

Dean (A) - means Dean (Academics)

Dean (SFW) - means the Dean (Students and Faculty Welfare)

HOD- means Head of the Department

DR (Acad) - means Deputy Registrar (Academics)

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

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

Course instructor - means teacher or course instructor of the course

SGPA - means Semester Grade Point Average

CGPA - means Cumulative Grade Point Average

RULES AND REGULATIONS

UG.1 ADMISSION

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

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

UG.1.1 The number of seats in each branch of the Bachelor of Engineering (B.E.) programme will be decided by the Senate following the instructions issued by MHRD/ AICTE/ UGC/ Government of India.

UG.1.2 Admission to the degree programmes shall be based on JEE (Main) test conducted by CBSE, New Delhi through CSAB for direct entry or as amended from time to time. The admission to lateral entry in B.E. (2nd year) will be based on entrance test conducted by SLIET, Longowal.

UG.1.3 Candidates have to fulfill the medical standards required for admission as set out in the information brochure of (SET).

UG.1.4 The selected candidates will be admitted to the B.E. programme after he/she fulfills all the admission requirements laid down by institute after payment of the prescribed fees.

UG.1.5 In all matters relating to admission to the B.E. programme, the decision of the Director will be final.

UG.1.6 In case, at any time after admission, it is found that a candidate has not fulfilled any of the requirements prescribed by the Institute, the admission of the candidate shall be cancelled and the matter shall be reported to the Senate.

UG.2 STRUCTURE OF THE B.E. PROGRAMME

UG.2.1 The academic programmes of the Institute follow the outcome based education (OBE) policy with choice based credit system (CBCS) or having provision for student opting open electives (OP). The CBS offers flexibility to learners which includes large number of electives, flexible pace for earning credits and audit courses. The Objectives of CBCS are :-

- To offer the right blend of Core, General, Engineering Sciences, Technical Arts and Basic Sciences courses to facilitate the learners to acquire the needful outcomes.
- To facilitate students to earn extra credits.
- To elevate the level of knowledge, skills and attitude/behavior on par with the students across the globe.
- To offer programmes in an academic environment with purpose, the needful foundation, breadth (exposure for optimal learning) and professionalism.

The programme of instruction will broadly consist of :

- I. A general (common) core programme comprising basic sciences, engineering sciences, humanities, technical arts, mathematics and environmental studies, management science.
- II. An engineering core programme introducing the student to the foundations of engineering in the respective branch;
- III. An elective programme enabling the student to opt for and undergo a set of courses of interest to him/her ;
- IV. Open elective inter-disciplinary courses
- V. Professional practice including project, seminar and industrial training

- VI. General proficiency of the student, which includes physical education, value education, NSS, NCC and other co-curricular activities.

UG 2.2 - The complete programme will be distributed over eight semesters with two semesters per academic year.

UG 2.3 - The curriculum for the programme will be as finalized by the BOS of the respective departments as per the guidelines issued by AICTE/UGC and approved by the Senate.

UG 2.4 - The academic programmes of the Institute follow the credit system. Each degree programme shall have 196 credits. For 4 year programme, a minimum of 196 credits are required for the award of degree. For the candidates, taking admissions through LEET, 150 credits are required for the award of degree.

UG 2.5 - A student who has earned the minimum number of credits required for award of the degree including the minimum prescribed for category will not be permitted to register for more courses to improve his / her percentage.

UG 2.6 - The medium of instruction/exam/project reports will be English.

UG 2.7 - Change of Branch: Please Refer **Annexure-1**.

DURATION OF THE B.E. PROGRAMME

JEE Entry Students: The normal duration of the four year programme for BE course is FOUR years. However, a student may complete the programme in maximum of SEVEN years.

UG 3.1- A student may be allowed to discontinue studies for such a period so that he/she completes the programme in SEVEN years.

UG 3.2 - Lateral Entry Students: The normal duration of the BE Programme for lateral entry (LEET) students (in second year, i.e.,

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3rd semester) is three years. However a student may complete the programme in maximum of six years. A student may be allowed to discontinue the studies for such a period so that, he/she completes the programme in SIX years.

UG.4 REGISTRATION

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

UG.4.1 Eligibility for registration

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

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

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

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

1. Cleared all the Institutes dues and hostel dues of the previous semesters,
2. Paid all the required fee for the current semester, and
3. Not been debarred from registering for a specified period on disciplinary or any other grounds.

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

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

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

Table: Registration Fee

Semester Fee specified from time to time without late Fee	As per the dates notified in the Academic Calendar.
Semester Fee specified from time to time with late Fee of Rs.1,000/-	Within ONE WEEK from the date of registration.

Notwithstanding when a student registers with late fee, the attendance will still be counted from the date of commencement of the classes and not from the date of registration. However, in case of 1st Semester (3rd semester for LEET students) attendance will be counted from date of admission in the institute or date of commencement of classes, whichever is later.

In case of compelling reasons (like hospitalization etc) for not registering on due date, Dean (A) may allow a student up to 02 weeks after the expiry of the scheduled date. However, the Director may permit a student, on the recommendation of Dean (A) up to 03 weeks after expiry of the scheduled registration date. In both the cases, the fine mentioned as above will be applicable.

The student must attach documentary proof and apply on the

prescribed proforma duly recommended by his class counselor and HOD concerned. The Dean (A) is empowered to decide all the matters related with academic/ students and waiver of fine on genuine grounds. All types of fee are to be realized by the Accounts Section/ Bank. In case the last day falls on a holiday, then the next working day will be treated as the last day. The students will not be allowed to register after the expiry of above mentioned extended period and the student (s) may apply for refund of semester fee, in case already deposited.

UG.4.5 CANCELLATION OF REGISTRATION

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

UG.5 TEMPORARY WITHDRAWAL FROM THE INSTITUTE

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

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

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

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

UG.6 RE-REGISTRATION

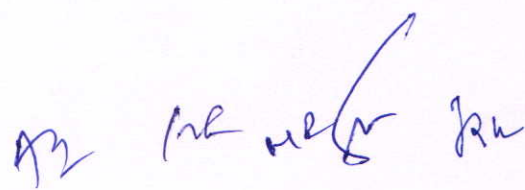
Normally those students are allowed to re-register who have taken prior permission to drop the semester/temporary withdrawal. Such students have to pay Rs.200/- as re-registration fee in addition to normal semester fee and charges.

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

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

UG.7 ATTENDANCE

UG.7.1 The students are expected to be present in every lecture / tutorial/ laboratory / workshop / drawing class. The students must have minimum attendance of 75% of the total number of scheduled classes in a particular course, in order to be eligible to appear in the End Term Examination. A student should meet the above attendance requirement irrespective of number of days he/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 / tutorial / laboratory / workshop / drawing class.



UG.7.2 In exceptional cases, the Chairman, Senate may give additional relaxation (up to 10% of the total scheduled classes) on the specific recommendation of the respective HOD and Dean (A).

UG.7.3 Faculty shall maintain separate attendance records of the class for the course/lab being taken by him. The attendance of the students shall be monitored and displayed in notice boards during first week of each month of the semester by the concerned subject faculty. In addition, the details of all students who have shortage of attendance in a course will be notified by the respective HOD, with intimation to Dean (A), before the commencement of the End Term Examinations.

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. Students having attendance 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.

UG.8 COUNSELING SYSTEM [U/s 26 (I) /1.13 of SLIET MoA, 2007]

Each class after admission to the ICD/UG/PG program shall be assigned to a Class/course Counselor. The students will have the same counselor throughout their duration of study. Counselor will meet students once in a week for which a slot in timetable will be provided. Students are expected to keep constantly in touch with their counselor so that he may watch their progress and guide them accordingly. The functions of class/course counselor are:

- To help students in planning their courses and activities during study.
- To register the student at the start of the each session, consolidate the registration of the student and communicate to the course teacher and Dean (A).

- To guide, advise and counsel students on academic program.
- To forward/recommend the written request of the students to the concern section.

UG.9 CLASS COMMITTEE

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

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

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

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

UG.10 DISCIPLINE

Discipline builds the character. Good character is an essential feature of a citizen and today's students are the citizen of tomorrow. Therefore, SLIET lays a special stress on the discipline of the students while pursuing a program of studies during their stay in the institute. All the students are required to maintain perfect discipline and congenial atmosphere while studying in the institute. The guidelines to deal with indiscipline, are available in the "Student Guide".

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

UG.10.2 Any act of indiscipline of a student, as prescribed in the Students Guide, shall be liable to be punished accordingly.

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

- i. Taking procession and holding demonstration in the campus.
- ii. Gheraoing, intimidating and threatening the staff and other students.
- iii. Interfering with the functions of various committees.
- iv. Defacing the building by writing slogans, pasting bills and damaging the property of institute.
- v. Disturbing the classes in session, assaulting faculty and students taking examination etc.
- vi. Keeping in possession of any lethal weapon will be liable for severe disciplinary action.
- vii. Possession of and / or consuming alcoholic liquor/drugs.
- viii. Any other acts of indiscipline as decided by the competent authority.
- ix. If the students are involved in any indiscipline activity, the committee comprising of Dean (SFW) as its Chairman, Chief Wardens, Chief Counsellor, DR (Acad), DR (Admn), Wardens of the hostel/s and three faculty nominated by the Director as members) shall decide the amount of punishment and this can also lead to suspension/expulsion from the institute or fine or deduction of marks from General Proficiency (GP).

UG.10.4 **Drugs and Narcotics:** Students involved in possession and consumption of drugs and narcotics in any form shall be expelled from the institute. Students placed on conduct probation shall not represent the institute and shall lose any office that he/she may be holding in 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 the Academic Section.*

UG.10.5 Ragging - is strictly prohibited in the institute including the hostel and other areas.

Strict disciplinary action will be taken against the offenders as per the statutory provisions.

UG.11 ASSESSMENT PROCEDURE

UG.11.1 CREDIT SYSTEM

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

UG.11.2 COURSE CREDITS

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

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

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

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

UG.12 EVALUATION SYSTEM:

Appointment of Question paper setters, Examiners, Conduct of Examination, Approval & Publication of Results [U/s 26 (g) of SLIET MoA, 2007]

a) **Conduct of Examinations –**

A cell in academic section shall look after conduct of examination and secrecy related work. AR (**Asstt. Registrar**) (**Examination/Secrecy**) shall be appointed by the Director. He/she shall exercise powers and duties with the directions of the Director in consultation with the Dean (Academics) and Registrar. The Centre Superintendent of an examination centre shall be appointed by Dean(Academics) by framing and following an appropriate policy. Responsibility to conduct the examinations smoothly shall be of Academic section.

- b) For each course there shall be a Course Coordinator. The Course Coordinators shall be appointed by the HOD of the particular department for offering a common course and shall act as the Question Paper-setters and Examiners. In normal circumstances the senior most faculty member teaching the course shall act as a Course Coordinator. Other faculty members involved in handling the course shall be associated with the evaluation process. The office staff of the concerned department shall provide all assistance to the Course Coordinator in smooth conduct of examination.
- c) The question paper for the End-semester Examination will be set by the Course Coordinator. If head of the department feels necessary, the End-Semester Examination question papers may be moderated by the Question-paper Moderation Board (QMB) of the concerned Department.
- d) The required number of Question papers along with the keys after moderation shall be submitted by the Course Coordinators to the AR(Assistant Registrar) (Secrecy) in strictly confidential sealed envelopes within a specified date.
- e) Question-Paper Moderation Board (QMB) shall comprise of:

Head of the Department	Chairperson
Internal Subject expert	Member

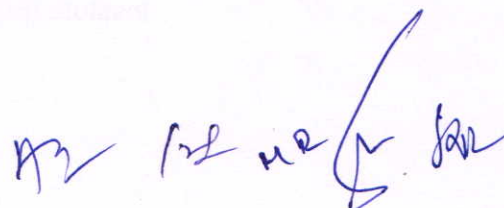
Course Coordinator

Member

f) In exceptional cases paper may be set by faculty from outside the Institute. The Dean(Academics) shall select the paper setter in such cases. AR (Examination/Secrecy) shall update and maintain the records. Remuneration shall be paid for setting the paper as per institute rule.

g) Functions of the Question Paper Moderation Board

- i. The Board shall ensure that the question paper has been set strictly in accordance with the syllabus, and the Academic Regulations of the Institute. The Board may,
 - ii. Delete question(s) set from outside the syllabus and make necessary corrections and substitutions, if required.
 - iii. Remove ambiguity in the language of a question, if any.
 - iv. Moderate some or all questions giving ample opportunity to candidates with average and exceptional capabilities.
 - v. Ensure proper distribution of marks to each question or part(s) thereof, duration, modify the questions and correct errors, in this regard.
 - vi. The decision of the QMB will be final and binding on the question setter.
- h) Ordinarily Course Coordinator, who is the Paper-setter, shall act as an Examiner. In case, the Course Coordinator is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner by the HoD. Other faculty members teaching the course shall be involved in evaluation. The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Minor examinations, tests/quizzes/assignments etc. and End Semester Examination in the format for the breakup of marks provided for the purpose. He/she shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected.
- i) The marks-list/Grade-sheet. (digital format /excel sheet/ERP mode) supplied by the Examination cell and a hard copy of the same duly signed by the Course Coordinator and Head of the concerned Department shall be sent to the AR (Assistant Registrar) (Secrecy) within the stipulated date in strict confidence.



j) All examinations of the Institute shall be conducted in accordance with the Academic Regulations framed for the purpose and modified from time to time by the Institute Authority.

k) Subject to the Rules and Regulations framed and approved by Academic Council and Board of Management, the AR(Assistant Registrar) (Secrecy) shall be responsible for all arrangements for the smooth conduct of examinations and all matters connected therewith. DR (Academics) and Dean(Academics) shall facilitate all the logistics to AR (Examination/ Secrecy).

l) INSTRUCTIONS DURING THE EXAMINATIONS

- i. The Centre Superintendent of an examination Centre shall have the disciplinary control over candidates appearing in the examination at the Centre. He shall have the power to expel and refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s).
- ii. Use/possession of mobile phones and any other communication device is strictly prohibited in the examination room(s) and shall be confiscated.
- iii. No student shall be allowed to sit in the examination, 10- minutes after start of examination.
- iv. 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.
- v. Rules against cheating and plagiarism shall be strictly enforced.
- vi. 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.
- vii. 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 Examination Board of Institute (EBI) regarding unfair means in writing.

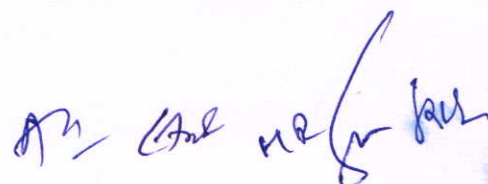
- viii. The Centre Superintendent/Exam Coordinator/HOD concerned along-with Invigilator will submit a detailed report along-with documentary/ other proof (if any) to the Examination Board of Institute (EBI) regarding unfair means used by any student during the examination.
- ix. Deputy Registrar (Academics) is to be informed immediately regarding use of unfair means in the examinations.
- x. Deputy Registrar (Academics), shall call upon the candidate alleged to have employed unfair means in the examination to appear before the EBI 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.
- xi. In case, not covered in the Levels 1 to 5, then EBI may decide suitable punishment to the student on case to case basis.
- xii. The recommendations will be made by the EBI 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.
- xiii. The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.
- xiv. The constitution of the committee is as follows:

A. Dean(A)	Chairperson
B. HOD (Concerned)	Member
C. AR (Examination/Secrecy)/DR (Academics)	Member
D. Exam Coordinator/Centre Supdt	Member
E. Invigilator (Concerned)	Member
F. Co opted Member(s) as required	Member

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

xvi POWER OF EXAMINATION BOARD OF INSTITUTE (EBI)

Use of unfair means is considered a very serious offence. The cases of cheating /unfair



means shall be referred to the **EXAMINATION BOARD OF INSTITUTE (EBI)** shall investigate the matter and recommend necessary action(s) to the Chairman, Senate for approval. The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him. As there is continuous evaluation system the **EXAMINATION BOARD OF INSTITUTE (EBI)** rules are applicable for theory, practical and minor examinations. For reference the level of offences along with punishment and authority are given in the Annexure -3.

- i. On approval of the Director, the Dean(Academics) shall notify the name(s) of Centre Superintendents for different days and time of the examination who shall be responsible for overall discipline and smooth conduct of examination.
- ii. AR (Examination/Secrecy) may engage other staff required to conduct the examinations. He shall arrange the handing over of Examination Answer-script in sealed envelopes to Examiners/Evaluators immediately after the examination.
- iii. If a **candidate falls sick** or is suffering from a contagious disease or serious ailment due to sport activities and wishes to appear at the Examination on notified date and time, special arrangement may be made by the AR(Examination/Secrecy) at the request of the candidate subject to the production of evidence in support of such illness, duly certified by Medical officer in-charge of the Institute/other recognized Government Hospitals provided that for such special arrangement, the candidate shall pay additional fee per paper fixed by the Institute from time to time.
- iv. The End-semester with practical examination shall be jointly conducted by the course-coordinators, one external and one internal examiner. In case, the external examiner is not available, another internal examiner will be added to the committee to conduct the practical examination(s).
- v. The dissertation evaluation, viva-voce examination for dissertation/field report in subjects where applicable, shall be conducted as per provisions in the academic regulation of the Institute.
- vi. The Centre Superintendent, Question Paper Setters, Invigilators, Examiners/Evaluators, Tabulators and Assistants shall be paid honorarium as decided by the Institute from time to time, for the End Semester/supplementary/"I" grade/Practical examinations and project evaluation as may be applicable.

- vii. The internal and external examiners shall be paid honorarium and allowances as applicable. In thesis evaluation at PG level, supervisor should act as internal examiner. Honorarium to the internal examiner should be at par with the external examiner.
- viii. A person shall not accept any of the above examination related works of a question paper in which his/her relative is appearing. An invigilator will not perform invigilation duty in the room/hall/laboratory etc. where his/her relative is writing the examination.
- ix. Notwithstanding anything contrary to the provisions contained herein above, the Director shall have the power to order such actions, as he/she may consider necessary in order to ensure fair and smooth conduct of the Institute examinations.
- x. The grades/ marks from the grade-sheet/ marks-list shall be tabulated by Tabulators appointed for the purpose. They shall be primarily responsible for correct entries in the tabulation sheets of grades / marks and calculation of grade point average (GPA/CGPA) in accordance with the Academic regulations of the Institute. They shall be assisted by Assistants in tabulation work and preparation of Result.
- xi. The Result prepared by the Tabulators and AR (Examination/ Secrecy) shall be presented to the Result Moderation Board (RMB) of the Institute.
- xii. The RMB of each Department shall comprise of:
- | | | |
|---------------------------------|-------|------------------|
| A. Dean (A) | ----- | Chairman |
| B. All Heads-- | | Member |
| C. Dy. Registrar (Acad) -- | | Member |
| D. AR (Examination/Secrecy) --- | | Member Secretary |
- (At least four members shall constitute the Board)**
- xiii. **Powers & Functions of the Result Moderation Board (RMB):**
- The Result Moderation Board may moderate the result of a student submitted by AR (Examination/Secrecy).

AR AR RMB JRU

- i) The RMB may award a total of 3 grace marks to a student for passing the semester or upgrading the semester grades of a maximum of three courses with highest possible credits during the entire course of study/programme.
- a) On the approval of the Director, the moderated result shall be published by the AR (Assistant Registrar) (Secrecy) on a specified date in the Academic Calendar.
- b) Notwithstanding anything above, the Director may quash the result of a candidate, if
 - (i) He/she has used unfair means in the examination.
 - (ii) A mistake is found in the result of the candidate.
 - (iii) He/she has willfully suppressed any important information pertaining to his/her admission in the Institute.
 - (iv) As the student gets the opportunity to see answer scripts after evaluation, they cannot later claim/ask for such information/verification related to the evaluated answer script of the end semester examination.
 - (v) All evaluated answer script of the end semester examination will be destroyed/disposed off after 12 months from the date of publication of the result.

UG.12.1 EVALUATION OF THEORY COMPONENT

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

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

UG.12.1.1 CONTINUOUS ASSESSMENT EXAMINATIONS EVALUATION SYSTEM

U.12.1.2 General Guidelines :

The total marks for each course (Theory and Practical) will be 100 each comprising two components as given below.

- Continuous Assessment Marks (CAM) – 50 Marks
- End Semester Exam Marks (ESM) – 50 Marks

UG 12.1.3 Marks distribution

Procedure for award of Continuous Assessment Marks (CAM) & ESM is as follows:

i.Theory courses

The distribution of marks for theory courses is given in **Tables 3 & Table 4.**

S. No.	Components for CAM	Syllabus Coverage for the test	Duration of the test in Hrs.	Marks (max.)
1	Minor Test - I	First 30 to 40 % of the syllabus	1	30 (equal weightage for all the two tests, ie; 15 marks to each internal test.)
2	Minor Test - II	Next 30 to 40 % of the syllabus	1	
3	Quiz	At least two quizzes are to be conducted	0.5	10
5	Assignment			10
	Total			50

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Process for awarding marks for quiz shall be based on **any one** of the following:

Reasoning test/short answer (10x1 =10) (OR)

Numerical/aptitude test (10x 1=10)

Process for awarding marks for assignments shall be based on **any one** of the following:

- Four Assignments which relates to each of the course outcomes (CO) covering entire syllabus.
- 2 Assignment + 2 Written Objective test (from entire syllabus)

Question paper Pattern for Internal examination:

Three patterns have been listed. The selection of the pattern to be decided by the faculty handling the course:

- PATTERN – 1
Q.No.-1 (having five parts) 5x1 = 5 Marks
Multiple choice questions (multiple choice, multiple selection, sequencing type, match the following, assertion – reason type)
Q.No.-2 (Having 5 parts of two marks each)
05x2= 10 Marks
Q.No.3 ((Having 3 parts of five marks each. Questions related to Case studies, analytical questions, design or evaluation or analysis or application oriented questions)
03x5= 15 Marks
- PATTERN - 2
Multiple choice questions only Q.No.-1 to 60 60x0.5 = 30 Marks
(multiple choice, multiple selection, sequencing type, match the following, assertion – reason type)
- PATTERN – 3
Q.No.-1 (having ten parts one mark each)
10x1= 10 Marks
Multiple choice questions (multiple choice, multiple selection, sequencing type, match the following, assertion – reason type)
Q.No.2 ((Having 2 parts of ten marks each. Questions related to Case studies, analytical questions, design or evaluation or analysis or application oriented questions)
2x10= 20 Marks

Table-4: Pattern for end semester examination (ESM)				
S. No.	Exam	Syllabus Coverage for the exam	Duration of the exam in Hrs	Marks (max.)
01	End Semester Exam	Full Syllabus	3	50
02	Attendance	Refer (UG7.3)		

Question Paper Pattern for End Semester Exam

Instruction for setting question papers.

1. Questions in part A,B and C shall be set up in a manner to fulfill the course outcome (CO's) for attainment of programme outcomes (PO's).
2. HOTS of Bloom's taxonomy to be followed where applicable

PART A (Compulsory question)

Q.No.-1 (Having ten parts of one mark each, question shall be asked from entire syllabus)
10x1 = 10 Marks

Multiple choice questions (multiple choice, multiple selection, sequencing type, match the following, assertion – reason type)

OR

Short Answer (Having ten parts of one mark each, question shall be asked from entire syllabus)

PART B (Two questions shall be set up from the unit-1). Paper setter may make sub sections (a,b,c) within the particular question. Paper setter may also give choice as "OR" within the particular question.)
2x10 =20

PART C (Two questions shall be set up from the unit-2). Paper setter may make sub sections (a,b,c) within the particular question. Paper setter may also give choice as "OR" within the particular question.)
2x10 =20

ii. Practical Courses (Total marks 100)

Every practical exercise / experiment in all practical courses will be evaluated based on the conduct of exercise / experiment and records maintained by the students. There will be one model practical examination.

The criteria for awarding marks for internal assessment are given in Table -5 as under:

Table-5

Items	Marks (Maximum)
Continuous assessment	50
Model practical exams	50
Total	100
Continuous assessment norms (for each exercise/experiment):	
Parameter	Range
1.Preparation	10 to 20%
2.Conduct of the exercise/experiment	20 to 30%
3.Observations made (data collection)	10 to 30%
4.Calculations, inferences, result	10 to 30%
5. Viva-voce	10 to 20%
Total	100

iii. EVALUATION OF PROJECT

- a) The project will be carried out in two phases as follows: Phase-I in 7th semester and Phase-II in 8th semester. Separate project reports are to be submitted for phase-I and phase-II. Phase-I will purely be assessed internally.
- b) The evaluation of the project work done by the student will be carried out by a committee constituted by the Dean (A) on the recommendation of HOD. For each programme one such review committee will be constituted. There will be 2 (two) assessments (total marks 50, each for 25 marks) during the semester by the review committee. The student shall make a presentation on the progress made by him / her before the committee. There will be equal weightage for both assessments.
- c) Project Viva-Voce examination shall be conducted by external examiner(s). Concerned department shall submit a list names of 05 (five) examiners in confidential cover to Dean (A). The experts shall be decided by Dean (A) from the submitted list. The same external examiners shall conduct comprehensive viva examinations (maximum

50 marks) at the institute and they shall be paid the approved sitting fee and TA/DA for the purpose.

d) Technical Seminar : These courses will be evaluated internally.

Procedure for evaluation of technical seminar :

Technical seminar shall be evaluated based following criteria :

Content of the subject : 50%

Power point presentation : 20%

Language proficiency : 10%

Question & Answer : 20%

Evaluation of non-credit course : Examination and evaluation of non-credit course shall be the same as that of credit based course. However grade shall be awarded as S (satisfactory) and US (unsatisfactory marks scored less than 35%).

UG.12.5 EVALUATION OF ANSWER SHEETS

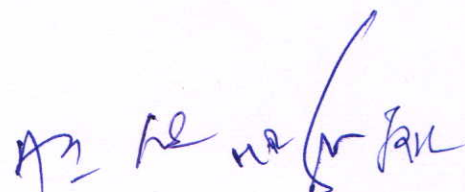
Complete transparency shall be maintained in the evaluation system.

The evaluated scripts of quizzes, tests, and minor examinations will be returned to the students as per dates mentioned in the Academic Calendar.

End term examinations and the evaluated answer sheets will be shown to students on or before the date notified in the Academic Calendar.

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

If convinced, the HOD shall arrange to get the evaluation discussed with the following committee:



- i. HOD or his/her nominee
- ii. Evaluator of the Course
- iii. Two other faculty members teaching / familiar with the Course.

The student will be informed and has to be present during the discussion of the committee. The decision of the committee will be final and binding.

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

HOD will further submit the grades after moderation to the Academic Section for declaration of result as per the date notified in the Academic Calendar. On completion of this process, the result shall be finally frozen by the Academic Section. No re-evaluation/re-totaling of answer books will be permissible after freezing of result. by the Academic Section.

For delay in submission of Marks/grades to the Academic Section through HOD, disciplinary proceedings shall be initiated against the concerned faculty as per conduct rules.

UG.12.6 EVALUATION GUIDELINES OF GENERAL PROFICIENCY

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

General Proficiency (GP) is a Non-credit (NC) and extra co-curriculum based activity of the student. Evaluation of General Proficiency (GP) of the student will be based on participation/ performance in various co-curricular activities and conduct of the student in the particular semester. Final GP grades awarded to a student will be based on total marks obtained in eight (JEE entrants)/ six (lateral entry) semesters and **depicted on the final year DMC of the students. Grade obtained by the student shall not be considered for the computation of CGPA.**

The Evaluation and award of Marks / Grades shall be done by a Committee consisting of: -

- (i) Head of Department or his/her Nominee.
- (ii) Two Members of DAAC
- (iii) Course Counselor.

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

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

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

Award of Marks for Discipline and General Conduct shall be given on deduction basis as per the 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 activities and bad conduct as specified above, the marks shall be added up as per above distribution, subject to maximum deduction of marks. All the disciplinary cases are to be reported to Class Counselor, through Chief Counselor, for taking appropriate action.

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

UG.13 PRACTICAL / INDUSTRIAL TRAINING

UG.13.1 Students admitted through JEE Main are required to undergo **TWO weeks** of in-house practical training after the end of 2nd semester during the summer vacation. In case of unavoidable circumstances, if a student is not able to complete practical training as above, then he/she may be allowed to complete training with the junior batch with the permission of HOD concerned.

UG.13.2 Students are required to undergo **SIX weeks** industrial training at the end of 6th semester during the summer vacations. In case of the compelling circumstances, if a student is not able to complete industrial training as above, then he/she may be allowed to undergo industrial training with the junior batch on the recommendations of the HOD concerned and the permission from the Dean (A). Such a student has to apply for the same at least 01 (one) month prior to the scheduled training (as per academic calendar) through HOD (concerned) to Dean (Academics). After approval from Dean (Academic), HOD (T&P) will issue request letter to the concerned Industry for arranging Industrial training for that student.

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

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

UG.13.3 EVALUATION OF INDUSTRIAL/ PRACTICAL TRAINING

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

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

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

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

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

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UG.13.5.1 EVALUATION BY INDUSTRY

Industry will evaluate the student based on the following criteria :

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

UG.13.5.2 EVALUATION AT THE INSTITUTE

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

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

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

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

UG.14 GUIDELINES FOR THE AWARD OF GRADES

UG.14.1 The grading reflects a student's proficiency in the course. Following are the general guidelines for the award of grades: -

- (a) All evaluations for different components of a course (as given in Table 6) 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 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

Table 1: Grades and Their Description			
Grade	Grade points	Range of Mark	Description
A(+)	10	81-100	Outstanding
A	9	70-80	Excellent
B (+)	8	61-69	Very good
B	7	56-60	Good
C (+)	6	51- 55	Average
C	5	41-50	Below average
D	4	35-40	Marginal
E	2		Fail
F	0		Fail
I	--		Incomplete
S	--		Satisfactory
US	--		Unsatisfactory
W	--		Temporary Withdrawal
X	--		Debarred on grounds of indiscipline/unfair means

UG.14.2.1 A (+) grade: An 'A (+)' grade stands for outstanding achievement. The minimum marks for award of an 'A (+)' grade is 81%.

UG.14.2.2 B (+) grade: An 'B (+)' grade stands for very good achievement. The minimum marks for award of an 'B (+)' grade is 61%.

UG.14.2.2 C (+) grade: The 'C (+)' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.

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UG.14.2.3 D grade: The 'D' grade stands for marginal performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade is 35 %.

UG.14.2.4 E grade:

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

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

(OR)

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

Note. The student opting for (i) or (ii) will have to pay an additional fee which may be revised from time to time for any course by the Institute.

UG.14.2.5 - F grade: 'F' grade will be awarded as a result of dropped course (s) or detention (s) on the basis of shortage of attendance or penalty for unfair

means. A student, who earns 'F' grade in a course shall register for that course again when it is offered next. The 'F' grade can be converted to a maximum of 'B+' grade. The improvement of 'F' grade will not be treated as first attempt.

UG.14.2.6 I grade: An 'I' grade denotes incomplete performance in a course .

This grade may be awarded in case of absence on medical grounds or other special circumstances, during the End Term Examination. The student should complete all requirements within three days of the last date of End Term Examinations ; the request is to be made to HOD of the student's program who will notify the same to concerned course coordinators, or class teacher for conduct of make up examination.

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

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

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

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

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

UG.14.2.7 W grade: 'W' grade denotes temporary withdrawal from the programme.

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

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

The "X" grade can be converted to maximum "B+" grade

UG.14.3: The SGPA for each semester and CGPA for all the semesters is calculated as follows: -

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

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5} = \frac{\sum C_i G_i}{\sum C_i}$$

For instance, suppose a student is registered for two 4-credit course, four 3-credit courses, and one 2-credit course during a semester, i.e. a total of 22 credits. If he secures A+,A, B+,B, C, D, E and F grades, respectively in these courses, his SGPA will be calculated as follows: -

$$\begin{aligned} \text{SGPA} &= \frac{(4 \times 10 + 4 \times 9 + 3 \times 8 + 3 \times 7 + 3 \times 5 + 3 \times 4 + 2 \times 0)}{22} \\ &= \frac{148}{22} = 6.72 \\ &= \end{aligned}$$

(a) SGPA calculation:

$$\text{SGPA} = \frac{\sum (\text{credits}) \times (\text{grade point})}{\sum (\text{credits of a semester})}$$

$$\text{SGPA} = \frac{\sum C_i G_i}{\sum C_i}$$

(b) CGPA calculation:

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

Where C_i is credit assigned to particular course
 G_i is grade point earned in a particular course

UG.14.4 PROCEDURE FOR CALCULATION OF LEARNING ATTAINMENT

Learning attainment is calculated based on % direct attainment and % indirect attainment and later expressed as % overall attainments.

At the end of the course class teacher/course coordinator shall calculate the learning attainment of the course. Calculation of the % direct attainment is based on matrix drawn between various questions of the test paper (Q1---Q5/6/7) and course Out comes (CO's) and later matrix shall be drawn in between Course Outcomes (CO's) and Programme Outcomes(PO's). While % indirect attainment is based on feed-back received from students and other stakeholder. Class teacher is free to fix a target % learning attainment of the course.

Attainment of target shall be the driving force of the class teacher to plan the teaching and learning /pedagogy accordingly for continuous improvement of the course.

UG.14.5 : Course file

The course file shall consist of the following:

- i. List of the registered student in a course
- ii. Course content
- iii. Attendance records of the students
- iv. teaching –learning materials/class notes etc.
- v. class schedule,
- vi. learning attainment data.
- vii. With consent of the student, few original evaluated script or photocopy of evaluated script of quizzes, tests, assignments etc. and minor examination answer sheets along with question papers are to be kept for above mentioned course file.

Note : At the end of the each semester, the teacher shall submit the course file to the Head of the department.

UG.14.6 PROCEDURE FOR REPEAT/ RETEST OF COURSE

A Student can register for a backlog subject either for (i) Repeat or for (ii) Retest. In case of Repeat, his / her previous marks/grades are cancelled and he

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/ she will have to attend all classes and examinations along with next batch of students. Major changes in the time table shall not be entertained to accommodate backlog students.

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

The student who wants to repeat the course as and when a particular course is offered has to register for the same at the beginning of the semester as per schedule notified by the Academic Section and attend classes for the course. Such students are required to pay an additional fee Rs 500/- per subject.

A student who wants to take Retest, has to apply for the same as per dates notified by the Academic Section and pay Rs.200/- per course as Retest fee.

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

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

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

UG.14.5 AWARD OF DIVISION

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

First Division with Distinction	CGPA \geq 8.5 provided all the courses are cleared in First attempt
First Division	CGPA \geq 6.67
Second Division	CGPA \geq 5.0 and $<$ 6.66
Third Division	CGPA \geq 4.0 and $<$ 4.49

UG.14.6 CONVERSION FROM CGPA TO PERCENTAGE

$$\% \text{ of marks} = 9.0 \times \text{CGPA}$$

UG.15 DECLARATION OF RESULT

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

UG 16 IMPROVEMENT OF GRADE TO ATTAIN CGPA 6.67

(a) Improvement will be permitted after successful completion of the UG 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 UG 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).

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- (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.

UG.17 ELIGIBILITY FOR AWARD OF THE UNDER GRADUATE DEGREE

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

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

UG.18 COMMON INSTRUCTIONS DURING THE EXAMINATIONS

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

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

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

UG.19 UNFAIR MEANS IN EXAMINATIONS

Use of unfair means is considered a very serious offence. The cases of cheating shall be referred to the EBI (Examination Board of Institute) as per the provision in the Academic Bye law. Board shall investigate the matter and recommend necessary action(s) to the Chairman, Senate for approval. The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him.

As there is continuous evaluation system, the UMC rules are applicable for theory, practical and minor examinations. For reference, the level of offences along with punishment and authority are given in the (Bye laws, Sec. 26 g – 1.10)

UG 20 SUMMER TERM COURSE

UG20.1 A summer term course will be offered only after the final semester examinations (for 4 year program, after 8th semester and for lateral entry, after 6th semester)

UG 20.2 A summer term course may be offered to students having secured 'E' or 'F' Grades. Department Academic Affairs Committee (DAAC) shall give its recommendations to Dean (Academic) for approval of the Director for offering the summer term courses in a department.

UG20.3 The Department may offer a course (including both elective as well as open elective) during a summer term if the failure rate is more, subject to:

a. Student can register for maximum two courses only after the final semester examinations.

b. A summer term course is open only to those students, who had taken the course earlier and failed.

UG.20.4: Summer term courses will be announced by the office of the Dean (Ac. as per Academic Calendar. A student will have to register within stipulated in the Academic Calendar by paying Tuition fee as decide Senate for a summer term course.

UG.20.5 The number of contact hours in a summer term course will be the same as the regular semester course. The assessment procedure in a summer course will also be same as that for a regular semester course.

UG.20.6: Withdrawal from a summer term course is not permitted.

UG.20.7: Further, in the summer term, regular classes will be held if the number of students is 5 or more. The course will be offered as a Self-study course if the number of students is less than 5. A Course Instructor will, however, be appointed by respective HOD and all the components of

evaluation will be completed.

UG.20.8: The student who repeats a course during summer term shall be awarded maximum "B+" grade in the repeated course.

UG.21 WITHDRAWAL OF THE DEGREE

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

UG.21.1 SCHOLARSHIPS, PRIZES AND MEDALS

The scholarships and prizes committee constituted by the Director will determine the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to institute students, subject to approval by the Senate.

UG.21.2 ELIGIBILITY CRITERIA

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

- (a) He has passed in all the prescribed subjects and cleared all other requirements, if any, obtaining a CGPA, not lower than 8.50 on completion of the programme.
- (b) He has not failed in any subject, at any stage, during his academic career till the time of award.
- (c) No disciplinary action has been taken against him for any offence at any time prior to the award.
- (d) He has not been punished under unfair means and involved in violation of code of conduct at any stage of the programme in the Institute/ Hostels/ Campus.
- (e) In the event of a tie between two or more students of a particular programme, their performance at the end of immediately preceding semester will be taken into consideration for deciding the award. This criteria will exclusively be applied till the tie is broken.

UG21.3 MERIT – CUM – MEANS SCHOLARSHIPS

A number of Merit-cum-means scholarships are awarded to the students according to the rules and procedures laid down by the Govt. of India and State Government.

UG22 : MIGRATION

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

UG23 : CONSTITUTION OF THE DEPARTMENT ACADEMIC AFFAIRS COMMITTEE

Composition and functions of the committee [U/s 26 (I) /1.12 of SLIET MoA, 2007]

The following will be the constitution of DAAC:

- i. HOD of the Department
- ii. Five Professors/ Associate Professors of the Department (on rotation basis)
- iii. 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.

Note: There shall be a separate DAAC in each teaching Department. The HOD may co-opt and / or invite more members if the concerned course instructor / teacher is a member of DAAC, he shall keep himself out of the Committee during deliberations. The quorum for each meeting shall be a minimum of THREE. The tenure for membership of DAAC shall be two years.

The functions and responsibilities of the DAAC shall include:

- a. To receive grievances / complaints in writing from the students of any programmes (ICD/UG/PG) regarding anomaly in award of grades due to bias, victimization, erratic evaluation etc. and redress the complaints.
- b. To interact with the concerned course instructor and the student separately before taking an appropriate decision.
- c. To monitor the conduct of all ICD/UG/PG courses offered by the Department .
- d. To ensure academic standards and excellence of the courses offered

by the department.

- e. Review and approval of the grades.
- f. To consolidate the registration of the students and communicate to the course teachers and Dean (A).
- g. To consider any matter related to the ICD/UG/PG programmes of the Department.
- h. To take up any responsibility or function assigned by the Senate or the Chairman of the Senate or Chairman of the Board of Studies.
- i. The decision of the DAAC will be based on simple majority.
- j. The recommendations of the DAAC shall be communicated to the Dean (Acad) for further appropriate action as required.

UG24: POWERS TO MODIFY RULES AND REGULATIONS

UG24.1 In case of any discrepancy, the committee consisting of the following members will submit its recommendation to the Director/Chairman Senate for further consideration of the Senate :-

Dean (Academics)	Chairman
Three Professor/Associate Professor nominated by the Director/Chairman Senate	Member
Deputy Registrar (Academics)	Member Secretary

UG.24.2 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above Regulations, from time to time.

UG.25 FEES FOR VARIOUS CERTIFICATES

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

TYPES OF CERTIFICATE	FEES (Rs.)
Character Certificate	No fee for the first time and Rs.100/- for subsequent issues
Migration Certificate	100/-
Regular Student Certificate	100/-
Duplicate I-Card	100/-
Duplicate DMC	200/- each
Duplicate Final Certificate	200/-
Transcript copies	500/- for first copy and 100/- each for subsequent copies
Any other Certificate	100/-

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

Correction in the entries of DMC shall be free of charge provided student brings it to the notice of the Academic Section within one year of the issue of the DMC. A sum of Rs.500/- shall be charged to the student if it is brought to the notice after the expiry of one year of the date of issue of the DMC. The Academic Section shall notify the date of issue of the DMC and students are expected to receive the DMC within the time frame.

The fees may be changed from time to time with the approval of the Competent Authority.

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RULES FOR CHANGE OF BRANCH

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

Annexure-3

LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY			
Levels	Offence	Punishment	Authority
Level-1	Whispering/ Talking	Strict oral warning and change of seats	Invigilator
	Glancing/ Looking/ Staring		
	Responding to other whispers and assisting others in seeing own answer sheet		
	Found in possession of unauthorized material not related with the course/ question paper		
	Getting/giving assistance by exchange of personal items like calculators, etc.		
	Carrying mobile phone or any other electronic device (even in off condition).		
	Other offences of similar nature and intensity		
	Sitting contrary to seating plan intentionally.		
	Repeating offences of Level-1	Removal from the examination hall and mobile phone/device shall be confiscated	
Level-2	Found in possession of unauthorized material related with the course/ question paper but does not match with answer written in answer sheet	"E" grade in the course	EBI

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

Student Name :
Student's Registration No :
Department :
Major/ Minor :
Programme : Certificate / Diploma / UG / PG
Semester :
Year : (1st / 2nd / 3rd)
Course Code :
Course Title :
Course Credit Hours :
Course LTP :
Marks out of 100 Grade: Points: -----
Mark/Grade scored by Student -----

Signature of Student Signature of Head of Department
Date: Name Date:

Departmental Academic Affairs Committee Decision:

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

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

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

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

Head of Department/ Chairman, DAAC

Approved
Dean (Academics)

	Presenting to the examiner a practical or class work note book not prepared by himself /herself.		
	Writing on the desk before the start of the exam		
	Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom etc.		
	Carrying helpful material written on hands/ arms/ other body parts/ cloths		
	Writing answers on question paper		
	Other offences of similar nature and intensity		
	Exchanging question papers		
	Using pre-meditated chits containing helpful material.		
	In addition to other charges, the student misbehaves with the exam staff or creates indiscipline		
Level-3	Found in possession of unauthorized material in bulk related to the course e.g book/ huge cheating material, showing clear intention of copying.	"F" grade shall be given in all courses of that semester for which student appeared/appearing. However such student may be permitted to appear in the	EBI
	Found in possession of unauthorized material related with the course/ question paper and the answer written matching with answer sheet Exchanging answer sheets during the examination.		
	Smuggling an answer sheet or a continuation		

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	<p>sheet or any part thereof in or outside the place of examination.</p> <p>Writing other's roll numbers on own answer sheet</p> <p>Using mobile phone/ other communication device to cheat.</p> <p>Other offences of similar nature and intensity</p> <p>Coming to the examination hall under the influence of alcoholic drink or drugs</p>	<p>retests/repeat examination of previous semester.</p>	
Level-4	<p>Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class), repeatedly involved in unfair means of level2 and 3.</p> <p>Cheating and being argumentative, rude, aggressive with Invigilator/examination officials</p> <p>Proxy sitting/run away from the examination hall by the person sitting proxy and for whom sitting proxy (both) or getting oneself impersonation by someone in the examination or impersonating another candidate.</p>	<p>Cancellation of all the registered exams in that semester and further debarring from continuing studies for not less for 02 semesters (X grade). However such student may be permitted to appear in the retests/repeat examination of previous semester.</p>	<p>EBI Along with Dean (SFW)</p>

Level-5	Physical assault causing injury to the Invigilator or any examination officials	Rustication from the institute.	EBI Along with Dean (SFW)
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