



Sant Longowal Institute of Engineering & Technology
(Deemed University under MHRD, Govt. of India)
LONGOWAL (SANGRUR, PUNJAB)
TELEPHONE : 01672-253112 (O)

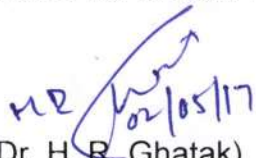
OFFICE OF THE DEAN (ACADEMICS)


Email : deanacad@sliet.ac.in

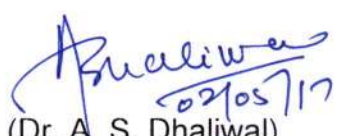
Ref. No. SLIET/ Dean (A) / 2017 / 289


Dated : 16-05-17

This is to certify that the Draft Rules & Regulations for the PG 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. B. Ghatak)
Prof (CHE)
Member


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


(Dr. A. S. Dhaliwal)
Prof (Phy)
Member


(Dr. M. B. Bera)
Dean (Acad) & Convener

**SANT LONGOWAL INSTITUTE OF ENGINEERING
AND TECHNOLOGY
(SLIET), LONGOWAL (SANGRUR, PUNJAB)**

(DEEMED TO BE UNIVERSITY, Established by Govt. of India)



**RULES AND REGULATIONS
FOR
POST GRADUATE PROGRAMMES**

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RULES AND REGULATIONS FOR POST GRADUATE PROGRAMMES

PG1 - 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.

The objectives of the postgraduate programmes at Sant Longowal Institute of Engineering and Technology, Longowal are :

- i. Acquire in-depth knowledge of specific discipline or professional area, including wider and global perspective, with an ability to discriminate, evaluate, analyse and synthesise existing and new knowledge, and integration of the same for enhancement of knowledge.
- ii. Analyse complex engineering problems critically, apply independent judgement for synthesising information to make intellectual and/or creative advances for conducting research in a wider theoretical, practical and policy context.
- iii. Think laterally and originally, conceptualise and solve engineering problems, evaluate a wide range of potential solutions for those problems and arrive at feasible, optimal solutions after considering public health and safety, cultural, societal and environmental factors in the core areas of expertise.
- iv. Extract information pertinent to unfamiliar problems through literature survey and experiments, apply appropriate research methodologies, techniques and tools, design, conduct experiments, analyse and interpret data, demonstrate higher order skill and view things in a broader perspective, contribute individually/in group(s) to the development of scientific/technological knowledge in one or more domains of engineering.
- v. Create, select, learn and apply appropriate techniques, resources, and modern engineering and IT tools, including prediction and modelling, to complex engineering activities with an understanding of the limitations.
- vi. Possess knowledge and understanding of group dynamics, recognise opportunities and contribute positively to collaborative-multidisciplinary scientific research, demonstrate a capacity for self-management and teamwork, decision-making based on open-mindedness, objectivity and rational analysis in order to achieve common goals and further the learning of themselves as well as others.
- vii. Demonstrate knowledge and understanding of engineering and management principles and apply the same to one's own work, as a

member and leader in a team, manage projects efficiently in respective disciplines and multidisciplinary environments after consideration of economical and financial factors.

- viii. Communicate with the engineering community, and with society at large, regarding complex engineering activities confidently and effectively, such as, being able to comprehend and write effective reports and design documentation by adhering to appropriate standards, make effective presentations, and give and receive clear instructions.
- ix. Recognise the need for, and have the preparation and ability to engage in life-long learning independently, with a high level of enthusiasm and commitment to improve knowledge and competence continuously.
- x. Acquire professional and intellectual integrity, professional code of conduct, ethics of research and scholarship, consideration of the impact of research outcomes on professional practices and an understanding of responsibility to contribute to the community for sustainable development of society.
- xi. Observe and examine critically the outcomes of one's actions and make corrective measures subsequently, and learn from mistakes without depending on external feedback.

The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of students' performance leading to the Post Graduate programmes.

This set of regulations shall supersede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all students undergoing the Post Graduate programmes.

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.

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.

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

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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.

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.

This manual sets out the procedure and requirements of the POST GRADUATE programmes of study that fall under the jurisdiction of the Senate, SLIET, Longowal. Further, any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

PG2 ACADEMIC REGULATIONS FOR ADMISSION TO THE POST GRADUATE PROGRAMMES

PG2.1 M.TECH. PROGRAMME

The objective of M. Tech. programme is a continuation of technical expertise acquired in qualifying Degree Programmes. This will offer an opportunity to the candidate to acquire skill to work on R&D projects and to promote industry institute interaction.

PG2.2 Eligibility:

- 1) Holds a B.Tech. / B.E. / B.Sc. (Engg.) Degree of recognized University/Institute in the appropriate branch.

OR

has passed Section 'B' of the Institution of Engineers (India) in appropriate branch or Grade IETE and has three years of professional experience in reputed organization. The candidates must have secured at least 60% marks (55% in case of candidates belonging to reserved categories) in aggregate in qualifying degree.

- 2) Must have a valid GATE score.
- 3) For appropriate branches at graduate level eligible for admission in various

M.Tech. courses, candidates are advised to refer to website of CCMT.

Appropriate branches for admission in various M.Tech. courses are as under:

- i) M. Tech. (Manufacturing Systems Engineering): Candidate should have B.E./ B.Tech. Degree in Mechanical Engineering/ Manufacturing Engineering / Production Engineering / Industrial Engineering or equivalent*
- ii) M. Tech. (Welding and Fabrication): Candidate should have B.E./ B.Tech. Degree in Mechanical Engineering / Manufacturing Engineering /Welding Technology / Production Engineering / Industrial Engineering or equivalent*
- iii) M. Tech. (Food Engineering & Technology): Candidate should have B.E./B.Tech. or equivalent in Food Technology / Food Engineering / Agricultural & Food Engineering/Food Processing & Preservation/Food Processing Engineering/Food Processing Technology or equivalent*
- iv) M. Tech. (Instrumentation & Control Engineering): Candidate should have B.E./ B.Tech. Degree in Electrical Engineering or Instrumentation & Control or Electrical and Electronics Engineering or Instrumentation Engineering or Electronics Engineering or Computer Engineering or Electronics & Instrumentation Engineering or Electronics & Communication Engineering or equivalent*
- v) M. Tech. (Chemical Engineering): Candidate should have B.E. / B.Tech. or equivalent in Chemical Engineering/ Chemical Technology/Chemical Engineering (Plastic and Polymer)/Chemical and Polymer Engineering/ Chemical & Alcohol Technology/ Chemical and Bio-Engineering or equivalent*
- vi) M. Tech. (Electronics & Communication Engineering): Candidate should have B.E./ B.Tech. Degree in Electronics & Communication Engineering or Electrical and Electronics Engineering or Electronics & Instrumentation Engineering or Computer Engineering or equivalent*
- vii) M. Tech. (Computer Science & Engineering): Candidate should have B.E./ B.Tech. or equivalent Degree in Computer Engineering/ Computer Science & Engineering/ Computer Technology/Computer Science/Information Technology/Computer Science and Information Technology/ Computer Science and System Engineering/ Computer Engineering & Applications.

NOTE: In addition to above appropriate branches for courses at SLIET, Longowal as mentioned at the CCMT website are also valid. Eligibility conditions laid down in CCMT shall also be applicable.

(*The decision of Admission Committee regarding equivalency shall be final and binding upon the candidate).



PG2.3 Admission Procedure:

- (i) Admission to M.Tech. will be through Centralized Counselling for M.Tech. (CCMT-)*. Candidates interested in M.Tech. admission at SLIET should visit CCMT- website. For Institute spot admission and Industry-Institute sponsored seats CCMT directives from time to time shall be followed.

CCMT means Centralized Counselling for M.Tech. / M.Plan in NITs and CFTIs. **There shall be a minimum number (05) of students required to run the course as approved by the senate.*

If seats remain vacant in M. Tech. programme after admission through CCMT, the institute will conduct SET Entrance examination at SLIET. The procedure for filling vacant seats in M.Tech. shall be as under :

- **Preference will be given to the candidates having valid GATE score.**
- **If seats still remain vacant the candidates appeared in the SET will be considered as per merit.**

- (ii) Conditions for Industry-Institute Sponsored Category

The candidates interested for admission in M. Tech. Programmes under this category shall report for spot admissions as per notified counselling schedule.

The qualifications / eligibility criterion, fee structure and other details will be similar as for other categories as mentioned in this Chapter.

Preference will be given to those who have qualified in GATE. If still seats remain vacant, then the admission will be made on the basis of merit of Qualifying Examination.

The candidate must have a minimum of two years' full time experience (after completion of Degree) in a registered Firm/Company/Industry/Education and Research Institutions/ any Government Dept. or Government Autonomous Organizations in the relevant field in which admission is being sought.

A letter from the employer must be furnished along with application stating that the candidate is being sponsored to get admission. The employer should also indicate that the candidate would not be withdrawn mid-way till the completion of the course.

Candidate will be required to submit his/her last month's verified salary slip from the employer, along with the application. In case of any dispute the decision of the Admission Committee

PG2.4 Duration:

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

Further, in case a candidate is unable to complete his/her thesis within the maximum prescribed period of the M.Tech. course, he/she may on request be awarded **Postgraduate Diploma** in an appropriate branch of Engineering provided he/she fulfil the requirements of minimum Cumulative Grade Point average of 5.5 after having qualified in all the courses in addition to Seminar/design project, if any, of M.Tech. programme will be treated to be final and binding upon the candidate(s).

PG3 M.B.A. PROGRAMME

The objective of M.B.A. programme is to inculcate ethical professional and managerial skills for effectively managing the various functions of business in the era of globalization and privatization.

PG3.1 Eligibility:

- B.E./B.Tech./B.Sc./ B.Com or graduation with Economics and Mathematics from any recognized university with 55% or more marks (50% or more marks for student belonging to SC, ST).

OR

- A master degree in any discipline of any recognized university with 55% or more marks (50% or more marks for students belonging to SC, ST)

PG3.2 Admission Procedure:

- Admission through SET (SLIET entrance test) for those students who do not have valid CAT/CMAT / any other equivalent test score for the purpose.
- The candidate will have to go through Group Discussion and Personal Interview after qualifying SET/CAT/CMAT/any other equivalent test for the purpose.
- First preference for admission may be given to the student having BE/B.Tech and in case seats are not filled than graduates as mentioned above eligibility criteria shall be considered.



PG3.3 Duration:

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

PG3.4 Disciplines :

M.B.A. Specializations	
Marketing Management	Human Resource Development
Material Management	Labour Welfare and industrial relations

** There shall be a minimum number (05) of students required to run the course as approved by the senate*

PG4 M.Sc. PROGRAMMES

The four semester (two years) M.Sc. Programmes based on credit system comprise of a number of core and elective courses and project work. The focus of various M.Sc. Programmes offered by Science Departments would be to generate post-graduates who are confident of applying their knowledge to practical problems of industry including R&D organizations. The curriculum maintains a balance between basic & applied aspects of the subject concerned to develop analytical skills of the students which shall be helpful in their career option in academic, research & industry.

PG4.1 Eligibility:

The minimum eligibility for admission to Master of Science (M.Sc.) Programmes will be at least **55% marks (50% in case of candidates belonging to reserved categories)** in the aggregate in qualifying examination as mentioned hereunder:

- (i) **M.Sc.(Physics):** Recognized B.Sc. Degree with **Physics** as one of the subject.
- (ii) **M.Sc.(Chemistry):** Recognized B.Sc. Degree with **Chemistry** as one of the subject.
- (iii) **M.Sc.(Mathematics):** Recognized B.Sc. Degree with **Mathematics** as one of the subject.

Note: Eligibility conditions laid down in CCMN for admission in SLIET shall also be applicable.

PG4.2 Admission Procedure:

The admission to M.Sc. programmes will be through CCMN. Even Non-JAM candidates can also register at CCMN and shall have to appear in SET entrance examination to fill up the vacant seats at SLIET.

If the seats remain vacant the candidates qualifying the JAM-PUCET(PG)- / CUCET- will be considered for admission. SLIET may also hold its own SET entrance examination to fill up the vacant seats at SLIET.*

PG4.3 Duration: The normal duration of a M.Sc. programme is TWO years. However, a student may complete the programme in maximum of four years. A student may be allowed to discontinue the studies for such a period so that he/she has to complete the programme in four years. Under any circumstances, the student shall not be allowed to continue after the expiry of the maximum duration of the programme.

PG4.4 Disciplines: Available disciplines of study are as under.

- I. M.Sc. in Physics (PG – PHY)
- II. M.Sc. in Chemistry (PG – PHY)
- III. M.Sc. in Mathematics (PG-PHY)

*** There shall be a minimum number (05) of students required to run the course as approved by the senate decision.**

PG5 STRUCTURE OF THE POST GRADUATE PROGRAMMES

The programme of instruction will broadly consist of following: -

Course curricula shall be designed based on outcome based education (OBE) system indicating well defined program outcomes (PO's) and course outcomes (CO's) to attain post graduate aptitude/objectives. The details of the course are as under ;

- (a) The complete programme will be distributed over four semesters with two semesters per Academic Year. Students will be registered in

different subjects offered during each semester by the perspective departments. Duly filled form signed by the concerned course coordinator, subject teacher and Head of Department are to be submitted to Deputy Registrar (Academic) for record. One copy of each form shall also be retained by the Department.

- (b) The curricula for the programme will be finalized by the Board of Studies (BOS) of the respective departments as per the guidelines issued by AICTE/UGC and approved by the Senate.
- (c) The PG programmes of the Institute follow the credit system. The number credits in each programme would be as prescribed in the respective Course Structure/Scheme.
- (d) The medium of instruction, examination and project reports of Post graduate programmes will be **English**.

PG6 REGISTRATION

- a. A student will be automatically registered to the first semester at the time of admission. A Student must register in each semester for regular subjects offered during the semester by the department. A student can register for repeat courses, subject to the condition that total credits during the semester should not exceed maximum of 32 credits. The payment of semester fee in time is pre-requisite for the registration and student is required to register on the dates notified in the Academic Calendar or the dates notified by the Academic Section from time to time. The students who register beyond the last date of registration would have to pay 1000/- as fine for late registration as per the dates notified in Academic Calendar. Notwithstanding, when a student registers with late fine, the attendance will still be counted from the date of commencement of classes and not from the date of registration.
- b. **In case of compelling reasons (like hospitalization, etc) for not registering on due date**, Dean (A) may allow a student after the expiry of the scheduled dates (after the expiry of date of registration with late fee of Rs 1000/-) with late fine of Rs 2000/- up to two (2) weeks. Further, on the recommendation of the DAAC and Dean (A), Director may permit up to 03 weeks after expiry of the scheduled registration date with a late fine Rs.3000/-. In both the cases, the fine mentioned as above will be applicable.
- c. **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.**
- d. 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.

- i. Only those students will be permitted to register, who fulfils conditions given below :
- ii. Cleared all the Institutes dues and hostel dues of the previous semesters
- iii. Paid all the required fee for the current semester, and
- iv. Not been debarred from registering for a specified period on disciplinary or any other grounds.

PG6.1 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.

PG6.2 Re-registration

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

PG7 ATTENDANCE

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 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. However, all the students are expected to be present in every lecture / tutorial / laboratory / workshop / drawing class.

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.

The Chairman, Senate may give additional relaxation to the extent of 10% of scheduled classes on the recommendation of the respective HOD and Dean (Academics).

PG8 LEAVE RULES:

The Post Graduate Students who are getting scholarships shall be granted a maximum of eight days' casual leave and other academic leave as per the AICTE / UGC norms.

PG9 RULES OF EXAMINATION:

The End semester examination for PG programmes will be held twice in a year at the end of each Semester as per the academic calendar. In order to be eligible to appear for end semester examination of any semester, a candidate must have;

- a) remained on the rolls of the Institute for the appropriate course.
- b) registered for the course and attended not less than 75% of the total attendance in the course.
- c) A candidate who does not fulfill the attendance requirement as per clause 4.0 will not be eligible to appear in the end semester examination for that course(s). He/She will be awarded F Grade in that course(s).
- d) In case, a student leaves the Institute with permission due to some valid reasons, he may be permitted to join back, provided he/she can complete the programme within the prescribed duration of the course. He/She will be charged continuation fee as decided by the institute from time to time.

PG9.1 Grading/Evaluation system

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

PG9.2 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.

Special courses like project, practical training shall be treated as any other course and shall be assigned such number of credits as may be approved by the senate.

PG.9.3 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	Chairman
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

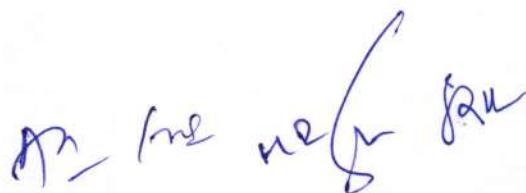
- i. The Board shall ensure that the question paper has been set strictly in accordance with the syllabus, and the Academic Regulations of the Institute. The Board may,
- ii. Delete question(s) set from outside the syllabus and make necessary corrections and substitutions, if required.
- iii. Remove 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 EBI 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

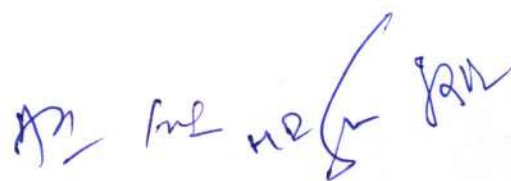
The Assistant Registrar (Examination/Secrecy) / Deputy Registrar (Academics) will

report the cases of unfair means to the committee. The concerned student will be asked to present in the meeting.

xvi POWERS 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-2**.

- 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. The 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. The RMB of each Department shall comprise of :
 - A. Dean----- Chairman
 - B. All Heads-- Member
 - C. Dy. Registrar (Acad) -- Member
 - D. AR (Examination/Secrecy) --- Member Secretary

(At least four members shall constitute the Board)

xii. Powers & Functions of the Result Moderation Board (RMB):

The Result Moderation Board may moderate the result of a student submitted by the AR (Examination/Secrecy).

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.

PG10 EVALUATION SYSTEM

The evaluation of the performance of students shall be a continuous process and be based on their performance in different examinations/ tests.

PG10.1 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

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PG10.2 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.

TABLE 3: Pattern for Internal examination				
S. No.	Components for CAM	Syllabus Coverage for the test	Duration of the test in Hrs.	Marks (max.)
1	Internal Test - I	First 30 to 40 % of the syllabus	1	30 (equal weightage for all the two tests, i.e. 15 marks to each internal test.)
2	Internal 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
<p>Process for awarding marks for quiz shall be based on any one of the following:</p> <p>Reasoning test/short answer (10x1 =10)</p> <p>OR</p> <p>Numerical/aptitude test (10x 1=10)</p> <p>Process for awarding marks for assignments shall be based on any one of the following:</p> <ul style="list-style-type: none">• Four Assignments which relates to each of the course outcomes (CO) covering entire syllabus.• 2 Assignment + 2 Written Objective test (from entire syllabus) (<u>Annexure -3</u>)				

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 clause PG.4.0)		

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.

Ans. In the ref. for

The criteria for awarding marks for internal assessment are given as :

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

PG10.3 Evaluation of Answer Sheets

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

For theory courses, the concerned faculty, teaching the subject will evaluate the answer sheets of the minor and end term examinations and the evaluated answer sheets will be shown to students on or before the date notified in the Academic Calendar.

The student may appeal (Proforma at **Annexure-1**) to the HOD in case he/she is not satisfied with the evaluation, on the same day.

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

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

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

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

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

For delay in submission of Marks/grades to the academic section through HOD, disciplinary proceedings shall be initiated against the concerned faculty as per the Conduct Rules.

PG11 GUIDELINES FOR THE AWARD OF GRADES

The grading reflects a student's own 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 Tables 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

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

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

D 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 %.

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

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

OR

He may apply for retest for End Term Examination of the course, as and when that course is offered. However, in case of final year students, he can appear in the retest of End Term Examination (only for 3rd and 4th 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 revised from time to time for any course by the Institute.

F grade: 'F' grade will be awarded as a result of dropped course (s) or detention 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.

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.

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

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

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

With permission of the Dean (Academics), the period can be further extended maximum up to 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 makeup examination will replace the End Semester Examination marks of the semester, in which he was awarded 'I' grade, and the result will be recalculated.

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.

X grade: 'X' grade denotes Debarred on grounds of indiscipline/unfair means. The 'X' grade can only be converted to 'B+' 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).

PG11.1 Method of calculations for the SGPA for each semester and CGPA for all the semesters.

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

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

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: -

$$\text{SGPA} = (4 \times 10 + 4 \times 9 + 3 \times 8 + 3 \times 8 + 3 \times 5 + 3 \times 4 + 2 \times 0) / 22 = 148 / 22 = 6.72$$

(a) SGPA calculation:

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

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

(b) CGPA calculation:

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

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

PG11.2 Award of Division

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

First Division with Distinction	CGPA ≥ 8.5 provided all the courses are cleared in First attempt
First Division	CGPA ≥ 6.67
Second Division	CGPA ≥ 5.0 and < 6.66
Third Division	CGPA ≥ 4.0 and < 4.49 4.99

PG11.3 Conversion From CGPA to Percentage

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

PG12 PROCEDURE FOR REPEAT/ RETEST OF COURSE

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

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

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

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

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

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

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

PG13 DISSERTATION DURING M.Tech. PROGRAMME

Dissertation work will be non-credit entity and Grade "S" for satisfactory and "US" for unsatisfactory will be awarded to a student. A student has to complete the Dissertation work on a subject relevant to his PG programme as per following guidelines.

PG13.1 Dissertation Supervisor

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

PG13.2 Dissertation Proposal

The candidate will be required to submit a Dissertation proposal indicating the tentative title and broad outline of the proposed work and the name(s) of the supervisor(s) along-with his/their concurrence in writing. The proposal will be forwarded by the supervisor(s) to the Head of the Department in the **first week of the third semester**. Head of the Department will put up the proposal for consideration and approval before a committee constituted by Dean (Academics) and consisting of :

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

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

PG13.3 Dissertation Submission and Evaluation

The candidate shall be required to give a seminar before the committee, based on his/her work covered in the Dissertation, before submitting the Dissertation for award of degree. After that the candidate shall submit his/her Dissertation as per recommendations of the committee.

Last date of submission of the completed dissertation shall be the last date of completion of his/her 4 (four) academic semesters or a day before the commencement date of next semester (5th semester). In case the candidate is not able to complete his/her Dissertation work within 4 semesters but has completed the course work, he/she will be allowed to submit the Dissertation and an extension fee for registration of Rs. 500/- only (or decided by the Senate time to time) shall be charged at the beginning of each semester. However, he/she shall re-register for dissertation and pay all the required institute fees except tuition fees.

Three copies of Dissertation along with list of four subject experts from all over India (Preferable adjoining states) will be forwarded by the HOD to the Dean (Academics). Dissertation will be forwarded to one of the expert by Dean (Academics) for his/her recommendations. In case a candidate's Dissertation is rejected by an external expert, he may re-submit it within the prescribed maximum period. In genuine cases of hardship, a candidate on the recommendations of his supervisor(s) may appeal to the Director for additional time. The Director may allow an extension of the period for the re- submission of the Dissertation by the candidate under extra ordinary circumstances only. Evaluation of the re-submitted Dissertation shall be the same as prescribed above. The result of the Dissertation will be declared only after the candidate has passed all subjects as prescribed in study scheme.

PG13.4 Dissertation Writing

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

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PG13.5 Project work /Research work during MBA /M.Sc. programme

A student of M.Sc /MBA has to complete the Research project/Project work on a subject relevant to his /her PG programme. Project supervisor, project proposal, project writing and submission of project proposal shall follow the rules.

PG13.6 Evaluation of Project work /Research work during MBA and M.Sc. programme

Programme specific project /research project, if any, shall be evaluated by the departmental committee involving an external subject matter specialist (in the rank of Professor/Associate Professor/ Principal Scientist) for conducting VIVA/Oral presentation. The project work /research work shall be credit based as per the scheme of the respective PG programme.

PG 14.0 IMPROVEMENT OF GRADE TO ATTAIN CGPA 6.67

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

PG15.0 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.

PG16.0 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)

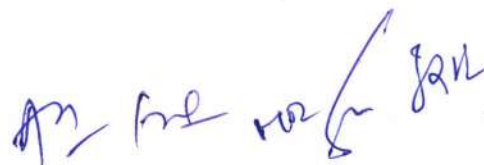
PG17 DECLARATION OF RESULT

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

PG18 ELIGIBILITY FOR AWARD OF THE POST GRADUATE

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

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



PG19 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.

PG20 COURSE FILE

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

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.

PG21 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 Due certificate.

Correction in the entries of DMC shall be free of charge provided student brings it to the notice to the academic section within one year of the issue of the DMC. Rs. 500/- shall be charged from the student if it is brought to the notice after the expiry of the date of issue of the DMC. 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 can be changed from time to time with the approval of competent authority.

PG22 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.

PG23 MIGRATION

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

PG24 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.

PG25 COUNSELLING 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.

PG26 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".

PG26.1 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.

PG26.2 Any act of indiscipline of a student, as prescribed in discipline book, shall be liable to be punished accordingly.

PG26.3 Acts of Indiscipline:

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

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

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).

PG26.4 Drugs and Narcotics:

The student (s) involved in possession and consumption of drugs and narcotics in any form shall be expelled from the institute. The students placed on conduct probation shall not represent the institute and shall lose any office that he/she may be 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 the Academic Section.

PG 26.5 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.

PG27 The following will be the constitution of Department Academic Affairs Committee: -

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

PG28 POWERS TO MODIFY RULES AND REGULATIONS

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: -

- | | |
|---|------------------|
| (a) Dean (Academics) | Chairman |
| (b) Three Professor nominated by the
Chairman Senate | Members |
| (c) Deputy Registrar (Academics) | Member Secretary |

PG 29.0 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.

Annexure-1

**Sant Longowal Institute of Engineering & Technology, Longowal
(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 Title and Code :

Course Credit Hours :

Course LTP :

Mark/Grade scored by Student ____ Mark ____ out of 100 Grade: ____ Points: ____

Signature of Student

Date:

Signature of Head of Department

Date:

Departmental Academic Affairs Committee Decision:

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

☐
☐

Keep the student's mark and grade without change.

Change the student's mark to and grade to

(Corrected Award/ grade sheet attached)

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

Head of Department/ Chairman, DAAC

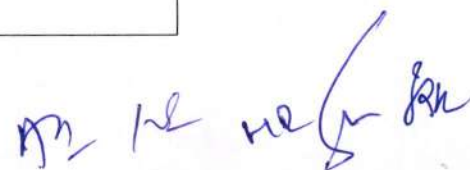
Dean (Academics)

[Handwritten signatures and initials in blue ink]

Table 1: 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
	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.	<p>"F" grade shall be given in all courses of that semester for which student appeared/appearing. However, such student may be permitted to appear in the retests/repeat examination of previous semester.</p>	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 sheet or any part thereof in or outside the place of examination.		
	Writing other's roll numbers on own answer sheet		



	Using mobile phone/ other communication device to cheat.		
	Other offences of similar nature and intensity		
	Coming to the examination hall under the influence of alcoholic drink or drugs		
Level-4	Replacing answer sheets with other answer sheets not distributed for this exam (e.g. prepared at home, prepared in class), repeatedly involved in unfair means of level2 and 3.	Cancellation of all the registered exams in that semester and further debarring from continuing studies for not less than 02 semesters (X grade). However such student may be permitted to appear in the retests/repeat examination of previous semester.	EBI with Dean (SFW)
	Cheating and being argumentative, rude, aggressive with Invigilator/examination officials		
	Proxy sitting/run away from the examination hall by the person sitting proxy and for whom sitting proxy (both) or getting oneself impersonation by someone in the examination or impersonating another candidate.		
Level-5	Physical assault causing injury to the Invigilator or any examination officials	Rustication from the institute.	EBI Along with Dean (SFW)

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

