RULES AND REGULATIONS

FOR

Post Graduate (PG) PROGRAMMES

(MASTER OF TECHNOLOGY MASTER OF BUSINESS ADMINISTRATION/ MASTER OF SCIENCE)



July 2022

SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY (Deemed-to-be-University, Established by Govt. of India,) LONGOWAL-148106, DISTRICT SANGRUR (PUNJAB) INDIA

INDEX

Rule	Brief Description	Page
NO.		NO.
-	Introduction	1
	Definitions of terms used	3
Academic	Regulations for admission to the Post Graduate Programmes	4
PG.1	Master of Technology (M.Tech.) Programme	4
	PG.1.1 Eligibility	4
	PG.1.2 Admission procedure	5
	PG.1.3 Duration	6
PG.2	Master of Business Administration (MBA) Programme	6
	PG.2.1 Eligibility	6.4
	PG.2.2 Admission procedure	6
	PG.2.3 Duration	86
PG.3	Master of Science (M.Sc.) Programme	7
	PG.3.1 Eligibility	7
	PG.3.2 Admission procedure	7
	PG.3.3 Duration	7
	PG.3.4 Disciplines	7
PG.4	Structure of the post graduate programmes	7
PG.5	Academic Calendar	8
PG.6	Registration	8
	PG.6.1 Cancellation of registration	9
PG.7	Temporary withdrawal from institute	9
PG.8	Re-registration	9
PG.9	Academic Probation 6.	10
PG.10	Attendance Rules	10
PG.11	Leave Rules	10
PG.12	Counseling System	10
PG.13	Discipline	11
	PG.13.3 Acts of indiscipline	11
	PG.13.4 Drugs and Narcotics	11
	PG.13.5 Radging C	12
PG.14	Assessment Procedure	12
	PG.14.1 Grading/evaluation system	12
	PG.14.2 Course Credits	12
	PG.14.3 Evaluation System	12
	a). Conduct of Examinations	12
	(QMB) solutions of the Question Paper Moderation Board (QMB)	13
	 k) Instructions during the Examinations 	14
	n) Powers of Examination Board of Institute (EBI)	15
	x) Powers & functions of the Result Moderation Board (RMB)	16
	PG.14.3.1 Evaluation of theory component	16
	PG.14.3.2 Evaluation of Practical Component	18
10 4	PG.14.3.4 Evaluation of Technical Seminar	18
· · · ·	PG.12.3.5 Evaluation of non-credit courses	19
8	PG.12.3.6 Evaluation of Answer Sheets	19
PG.15	Guidelines for the award of grades	19
S.	PG.15.2 Description of Grades	20
	PG.15.3 Calculation of grade point average	21
	PG.15.4 Procedure for calculation of learning attainment	22
	PG.15.5 Course File	22
	PG.15.6 Procedure for repeat/retest of course	22
	PG.15.7 Award of Division	23
	PG 15.8 Conversion from CGPA to percentage of marks	23
PG.16	Declaration of results	23
PG.17	Improvement of grade to attain CGPA 6.67	23
PG.18	Dissertation during M. Tech programme	24
	PG.18.1 Dissertation supervisor	24
	PG 18 Z Dissertation proposal	24

	PG.18.3Dissertation submission and evaluationPG.18.4Dissertation writingPG.18.5Project work / research work during MBA / M. Sc programmePG.18.6Evaluation of project work / research work during MBA and M. Sc.	24 25 25 25
PG.19	Eligibility for award of the Post Graduate Degree	25
PG.20	Unfair Means in Examinations	25
PG.21	Joining in the Industry / Company / Organization During Study	26
PG.22	Withdrawal of the Degree	26
PG.23	Withdrawal of Studentship	26
PG 24	Scholarshins prizes and medals	26
1 0.24	PG 24 1 Eligibility criteria	26
PG 25	Merit-cum-Means Scholarshins	27
PG 26	Migration	2750
PG.20	Constitution of the Departmental Academic Affairs Committee	07
PG.27	Ecos for various Cartificatos	020
FG.20	PC 29.1 Charming of fee for correction of entry/name correction	20
DO 00	PG.28.1 Charging of fee for correction of entry/name correction	28
PG.29	Powers to modify Rules and Regulations	29
Annexu	re-1 - Levels of Offences along-with Punishment and Authority	30-31
Annexu	re-2 - Student Evaluation Appeal Form	32
	~°C	
	2	
	-D-	
	· 8	
	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
	ill's	
	0,4	
	200	
	in the second seco	
	26	
	ast.	
	S Y	
	Or	
	20	
	N.	
	2.Gr	
	A-03	
	Y	
	A	
	60	
	20	
	O ^V	
	Y	
N		
- 27		
5		
1		

#### 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 200 MA end of the programme.

#### **Objectives:**

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

- Acquire in-depth knowledge of specific discipline or professional area including wider and i. 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.
- Extract information pertinent to unfamiliar problems through literature survey and iv. 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.
- Create, select, learn and apply appropriate techniques, resources, and modern engineering ٧. and IT tools, including prediction and modelling, to complex engineering activities with an understanding of the limitations.
- Possess knowledge and understanding of group dynamics, recognise opportunities and vi. 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.
- Demonstrate knowledge and understanding of engineering and management principles and vii. 🖒 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 economic and financial factors.
- Communicate with the engineering community, and with society at large, regarding complex viii. 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.

Dean (Academic Affairs) Sent Longowal Institute of Eass. & Tech. Longewel- 140106 \$10/2021

- 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, evaluation and certification of students' performance leading to 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 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.

DEFINITIONS: of ter	rms used in these regulations
AICTE	- All India Council for Technical Education
AR (Acad)	- Assistant Registrar (Academics)
AR (Exam)	- Assistant Registrar (Examination/ Secrecy)
BE	- Bachelor of Engineering
BOM	- Board of Management of the Institute
BoS	- Board of Studies of the different academic departments/disciplines
CAE	- Continuous Assessment Examination
CBCS	- Choice-based Credit System
CBSE	- Central Board of Secondary Education
CGPA	- Cumulative Grade Point Average
Class Counselor	- Faculty member allotted to a particular admitted batch of students.
со	- Course Outcome
Course	Specific subject identified by its Title and Code, with a specified syllabus
<b>Course Instructor</b>	- Teacher or course instructor of the course
CR	- Class Representative
CCMT	CCMT means Centralized Counselling for M.Tech, M.Plan in NITs and
accellate in seas in	- CFTIs
CCMN	- Centralized Counselling for M. Sc.
CAT	- Common Admission Test
CMAT	- Common Management Admission Test
DAAC	- Department Academic Affairs Committee
Dean (A)	- Dean (Academics)
Dean (SW)	- Dean (Student Welfare)
Director	<ul> <li>Director of the Institute and Chairman, SENATE</li> </ul>
DR (Acad)	- Deputy Registrar (Academics)
EBI	- Examination Board of Institute
ERP	- Enterprise Resource Planning
ESE	- End Semester Examination
HoD Institute/ SLIET	<ul> <li>Head of the Department</li> <li>Sant Longowal Institute of Engineering and Technology, (Deemed-to-be- University), Longowal</li> </ul>
MoE	- Ministry of Education
MBA	Master of Business Administration
MSc	Master of Science
MTech of	Master of Technology
NC 20	- Non-credit Course
OBE Q	- Outcome based Education
OP X	- Open electives
PO State Do off	- Programme Outcome
QMB	- Question Paper Moderation Board
RMB	- Result moderation board
S/US	- Satisfactory / un-satisfactory
Senate	- Senate of the Institute
SET	- SLIET Entrance Test
SGPA	- Semester Grade Point Average
PG	- Postgraduate
UGC	- University Grants Commission
UMC	- Unfair means case

Dean (Academic Affairs) Sant Longowal Institute of Engs. & Tech. Cottenwel- 149406 JSD 18 Mark

## RULES AND REGULATIONS

## ACADEMIC REGULATIONS FOR ADMISSION TO THE POST GRADUATE PROGRAMMES

## PG.1 MASTER OF TECHNOLOGY (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.

#### PG.1.1 Eligibility:

 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.

- Must have a valid GATE score.
- 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:

- M. Tech. (Manufacturing Systems Engineering): Candidate should have B.E./ B.Tech. Degree in Mechanical Engineering/ Manufacturing Engineering / Production Engineering / Industrial Engineering or equivalent*
- 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*
- 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).

#### PG.1.2 Admission Procedure

1001

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.

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.

Deen (Academic Affairs) Sent Longowel Institute fEngs & Tech. Blahar

**PG.1.3 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).

The duration shall be counted with effect from the commencement of the classes of 1st semester.

## PG.2 MASTER OF BUSINESS ADMINISTRATION (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.

#### PG 2.1 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).
- 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)

OR

## PG 2.2 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.
- ii) The candidate will have to go through Group Discussion and Personal Interview after qualifying SET/CAT/CMAT/any other equivalent test for the purpose.
- iii) 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.

**PG 2.3 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.

The duration shall be counted with effect from the commencement of the classes of 1st semester.

#### PG 2.4 Disciplines:

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

Deen (Academic Affairs) Sant Longowel Institute of Lots & Tech. * There shall be a minimum number (05) of students required to run the course as approved by the senate

## PG.3 MASTER OF SCIENCE (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.

PG 3.1 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:

- 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.

#### PG 3.2 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.
- ii) If the seats remain vacant* the candidates qualifying the JAM- PUCET(PG)- / CUCETwill be considered for admission. SLIET may also hold its own SET entrance examination to fill up the vacant seats at SLIET.

**PG 3.3 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.

The duration shall be counted with effect from the commencement of the classes of 1st semester.

PG 3.4 Disciplines: Available disciplines of study are as under.

- i) M.Sc. in Physics (PG PHY)
- ii) M.Sc. in Chemistry (PG CHY)
- iii) M.Sc. in Mathematics (PG MATH)

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

## PG.4 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

Deen (Academic Affaire Sent Longowal Institute of Engs & Tech. #21-149106 istohan

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 respective departments on ERP.
- 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.

## PG.5 ACADEMIC CALENDAR

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

## Odd Semester: July to November/December

#### Even Semester: January to May/June

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

#### PG.6 REGISTRATION

- a. A student will be automatically registered to the first semester at the time of admission. A student must register in each subsequent 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.
- b. The student(s) who fulfills the registration requirements has to deposit fee through ERP as per Academic Calendar and then has to register on ERP and visit in person to the concerned class counselor for 2nd and subsequent semesters on the date of registration. The student is required to check his/her eligibility for registration before depositing the fee on ERP portal. The registration fee in subsequent semesters shall be as given in the Table 1 below:

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
Semester Fee specified from time to time with late Fee of Rs.2,000/-	Upto TWO WEEKS from the date of registration with the approval of Dean (A) under compelling circumstances
Semester Fee specified from time to time with late Fee of Rs.3,000/-	Upto THREE WEEKS from the date of registration with the approval of Director under compelling circumstances

#### Table 1: Registration Fee

c. Notwithstanding when a student registers with late fee, the attendance will still be attendance will still be

Donn (Academic Affaim) Sant Longowal Institute

counted from the date of commencement of the classes and not from the date of registration. However, in case of 1st semester students, attendance will be counted from date of admission in the Institute or date of commencement of classes, whichever is later.

- d. The student must attach documentary proof and apply on the prescribed proforma duly recommended by his/her 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.
- e. All types of fee are to be realized by the Accounts Section/ Bank through ERP. 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.

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

- cleared all the Institutes dues and hostel dues of the previous semesters,
- paid all the required fee for the current semester, and so
- iii) not been debarred from registering for a specified period on disciplinary or any other grounds

**PG.6.1** Cancellation of Registration: The registration 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.

## PG.7 TEMPORARY WITHDRAWAL FROM THE INSTITUTE

A student who has been admitted to PG 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/her 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 PG programme within the time limits specified in clause PG1.3/PG2.3/PG3.3.
- ii) There are no outstanding dues against him/her or demands in the Institute/Hostel/ Department/Library/Sports etc.
- v) There is no pending inquiry against him/her.
- v) 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 continuation fee @ Rs. 5000/ per semester for the intervening period on joining the Institute.
- A student will be granted only one such temporary withdrawal during his/ her tenure as a student of the Institute.

## PG.8 RE-REGISTRATION

PG.8.1 Normally those students are allowed to re-register who have taken prior permission

Dean (Academic Affaire Sant Longowal Institute as & Tech. ofEn apon

to drop the semester/temporary withdrawal. He/she has to pay fee as applicable i.e. continuation fee of Rs.5000/- per semester for the intervening period and Rs. 200/- as re-registration fee in addition to normal semester fee and charges.

**PG.8.2** In case a student fails to submit a request to withdraw from a semester or more or discontinue studies without permission, he/she may be allowed to re-register only with the permission of the Director. He/she is required to pay all the full semester fee of the intervening semesters along with Rs.200/- as re-registration fee and normal semester fee and charges.

PG.8.3 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.

## PG.9 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.

## PG.10 ATTENDANCE RULES

PG.10.1 The students are expected to be present in every lecture/tutorial/laboratory/ workshop/ drawing class/ Extra academic activities etc. 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 (ESE). 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/ Extra academic activities etc.

**PG.10.2** 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).

**PG.10.3** Faculty shall maintain separate attendance records of the class for the course/lab being taken by him/her. 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 ESE.

## PG.11 LEAVE RULES:

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

## PG.12 COUNSELING SYSTEM

Each class after admission to the PG program shall be assigned to a Class Counselor. The students will have the same counselor throughout their duration of study. Counselor will meet students once in a week for which a slot in time-table will be provided. Students



are expected to keep constantly in touch with their counselor so that he/she may watch their progress and guide them accordingly. The functions of class/course counselor are:

- i) To help students in planning their courses and activities during study.
- ii) To register the student at the start of each session, consolidate the registration of the student and communicate to course teacher and Dean (A).
- iii) To guide, advice and counsel students on academic program.
- iv) To forward/recommend written request of students to concerned section.

#### PG.13 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".

**PG13.1** Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which tends to bring down the prestige of the Institute.

**PG13.2** Any act of indiscipline of a student, as prescribed in the Students Guide, shall be liable to be punished, accordingly.

**PG13.3 Acts of Indiscipline:** The students shall not indulge in such activities amounting to acts of indiscipline and misbehaviour 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 (SW) as its Chairman, Chief Wardens, Chief Counsellor, DR /AR (Acad), Deputy Registrar (Administration), 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

PG13.4 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

Dean (Academic Affaire Sent Longowal Institute of Engl & Tech. Blohon

#### Section.

PG13.5 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 and Guidelines issued by Governing bodies from time to time.

## PG.14 ASSESSMENT PROCEDURE:

The ESE 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 ESE of any semester, a candidate must have;

- a) Remained on the rolls of the Institute for the appropriate course.
- 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 PG10.1 of above will not be eligible to appear in the ESE for that course(s). He/she will be awarded 'F' Grade in that course(s).
- d) A student may temporary drops subject/ semester as per rule PG 7.

PG14.1 Grading/Evaluation System: Assessment procedure follows a model of Credit System and a suitable grading/ evaluation system for post graduate programmes of the Institute.

PG14.2 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.

**PG14.3 Evaluation System:** Appointment of Question paper setters, Examiners, Conduct of Examination, Approval and Publication of Results is as under:

a) Conduct of Examinations: A cell in academic section shall look after the conduct of examination and secrecy related work. AR (Exam) shall be appointed by the Director. He/she shall exercise powers and duties with the directions of the Director in consultation with the Dean (A) and Registrar. On the approval of Director, the Centre Superintendent of an examination Centre shall be notified by Dean (A) by framing and following an appropriate policy. The Centre Superintendent shall be responsible for overall discipline and smooth conduct of examination.

The AR (Exam) shall be responsible for all arrangements for the smooth conduct of examinations and all matters concerned, therewith subject to the Rules and Regulations framed and approved by Senate and Board of Management. DR/AR (Acad) and Dean (A) shall facilitate all the logistics to AR (Exam).

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.

- The question paper for the ESE will be set by the Course Coordinator. If head of the c) department feels necessary, the End - Semester Examination question papers may be moderated by the Question- paper Moderation Board (QMB) of the concerned Department.
- The required number of Question papers along with the keys after moderation shall d) be submitted by the Course Coordinators to the AR (Exam) in strictly confidential sealed envelopes within a specified date.
- e) Question-Paper Moderation Board (QMB) shall comprise of:
  - A. Head of Department Chairperson
  - B. Internal Subject Expert Member Member
  - C. Course Coordinator
- In exceptional cases paper may be set by faculty from outside the Institute. The Dean f) (A) 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.

#### Functions of the Question Paper Moderation Board (QMB): g)

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,

- Delete question(s) set from outside the syllabus and make necessary corrections i) and substitutions, if required.
- ii) Remove ambiguity in the language of a question, if any.
- iii) Moderate some or all questions giving ample opportunity to candidates with average and exceptional capabilities.
- iv) Ensure proper distribution of marks to each question or part(s) thereof, duration, modify the questions and correct errors, in this regard
- Ensure the question paper is set as per outcome base education (OBE).
- vi) The decision of the QMB will be final and binding on the question paper setter.
- Ordinarily Course Coordinator, who is the Question 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 ESE 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.

Doon (Academic Affairs) Sant Longowal Institute of Enga. & Tech. alzon

- i) The marks obtained by the students in CAE and ESE will be entered in ERP system by the Course Coordinator and will be forwarded by HoD on the ERP system to the academic section within the stipulated date strictly in confidential manner. The verified hard copy of award sheet generated from ERP system may be forwarded to academic section duly signed.
- 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) 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/she shall have the power to expel and refuse a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s).
- Use/possession of mobile phones/ electronic gadgets and any other communication devices is strictly prohibited in the examination room(s) and shall be confiscated.
- iii) No student shall be allowed to sit in the examination, 20 minutes after the start of examination.
- iv) No student shall be allowed to leave examination room, earlier than 30-minutes and 90-minutes, after commencement of the Minor and ESE, respectively.
- Rules against cheating and plagiarism shall be strictly enforced laid down as per Annexure-1.
- vi) Soon after the detection of using unfair means, the Invigilator/Examination 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/Examination 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 Examination, the Centre Superinterdent/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/Examination 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) DR/AR (Acad) is to be informed immediately regarding use of unfair means in the examinations.
- x) DR/AR (Acad), 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 Deem (Academic Affairs) Deem (Academic Affairs)

Sent Longowal Institute n#2. & horr

the Committee, proceedings against him/her will be held ex-parte.

- xi) In case, not covered in the Levels 1 to 5 (Annexure-1), 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 (Annexure-1). The punishment for Level-5 will be recommended to the Chairman, Senate by including Dean (SW) as member in EBI as mentioned under (m) below.
- 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.

#### m. The constitution of EBI committee is as follows:

- A. Dean(A)
- B. HoD (Concerned)
- C. AR (Exam) / DR (Acad)/ AR(Acad)
- D. Exam Coordinator/Centre Superintendent.
- E. Invigilator (Concerned)
- F. Co-opted Member(s) as required

Chairperson Member Member Member Member Member

AR (Exam) /DR(Acad)/ AR(ACad) will report the cases of unfair means to the committee. The concerned student will be asked to be present in the meeting.

## n. 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 **EBI** to 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/her. As there is continuous evaluation system, **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-1**.

- AR (Exam) may engage other staff required to conduct the examinations. He/she shall arrange the handing over of Examination Answer-script in sealed envelopes to Examiners/Evaluators immediately after the examination.
- p. If a candidate falls sick or is suffering from a contagious disease or serious ailment due to some reasons and wishes to appear at the Examination on notified date and time; special arrangement may be made by the AR (Exam) 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 decided by the Institute from time to time.
- q. The end semester with practical examination shall be jointly conducted by the coursecoordinators, 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).
- r. The dissertation evaluation, viva-voce examination for dissertation/project/field report in subjects, where applicable, shall be conducted as per provisions in subjects, where applicable, shall be conducted as per provisions in the academic regulation of the

Deen (Academic Affairs) Sant Longowal Institute a. & Tech. ofEn Then

Techn

## Institute (PG.18.3/PG18.6)

- s. The external examiners shall be paid honorarium and allowances as applicable. In project evaluation at PG level, supervisor should act as internal examiner.
- t. A person shall not accept any of the above examination related works 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.
- u. The grades/ marks from the grade-sheet/ marks-list received on shall be checked by the Academic Section. They shall be primarily responsible to check correct entries in the sheets of grades / marks and calculation of grade point average (SGPA/CGPA) in accordance with the academic regulations of the Institute and finally preparation result.
- v. The copy of result received by AR (Exam) shall be presented to the Result Moderation Board (RMB) of the Institute.
- w. The RMB of the Institute shall comprise of:
  - A. Dean(A)
  - B. All HoDs
  - C. DR/AR (Acad)
  - D. AR (Exam)

At least 75% members shall constitute the Board

## x) Powers & Functions of the Result Moderation Board (RMB):

- The Result Moderation Board may moderate the result of a student submitted by AR (Exam).
- ii) The RMB may award 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.
- iii) On the approval of the Director, the moderated result shall be published by the AR (Exam) on a specified date in the Academic Calendar.
- iv) 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.
  - 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.
- vi) 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.
- y) 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.

## PG14.3.1 Evaluation of Theory Component

The evaluation of the performance of students shall be a continuous process and be

Chairperson Member Member Member based on their performances in different examinations/tests as mentioned below: -

- i. Continuous Assessment Examinations (CAE): 50 marks
- ii. End Semester Examination (ESE): 50 marks.

PG14.3.1.1 Procedure and distribution of marks for award of Continuous Assessment Marks is as follows (Table 2):

S. No.	Components for CAM	Syllabus Coverage for the test	Duration of the test in Hours	Marks (maximum)
1	Minor Test – I	First 30 to 40 % of the syllabus	1	30 (equal weightage for all the two tests,
2	Minor Test – II	Next 30 to 40 % of the syllabus	1	ie; 15 marks to each internal test.)
3	Quiz	At least two quizzes are to be conducted	0.33 - 0.5	10
4	Assignment/ class work	Report State and Southern and	20	010
0.21	Total	I I State of the first in the h	1 mg	50

Table2: Distribution	of Continuous	Assessment	Marks
----------------------	---------------	------------	-------

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

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 (COs) covering entire syllabus.
- 2 Assignment + 2 Written Objective test (from entire syllabus)

#### PG14.3.1.2 Minor/Internal Examination Pattern

Reasoning test/short answer

.

Three	e patterns have been listed The selection of the pattern to be decided b	y the faculty handling the
cours	se:	
•	PATTERN - 1	
	Q.No1 (having five parts)	5x1 = 5 Marks
-	Multiple choice questions (multiple choice, multiple selection, seq following, assertion – reason type)	uencing type, match the
	Q.No2 (having 5 parts of two marks each)	
1	10	05x2=10 Marks
	Q.No.3 (having 3 parts of five marks each. Questions related to guestions, design or evaluation or analysis or application oriented q	case studies, analytical uestions)
05	allowed another better in the set of the best of the base of the	03x5= 15 Marks
S	PATTERN - 2	
2	Multiple choice questions only Q.No1 to 60	60x0.5 = 30 Marks
	(multiple choice, multiple selection, sequencing type, match the follo type)	owing, assertion – reason
	PATTERN – 3	
	Q.No1 (having ten parts one mark each)	10x1= 10 Marks
	Multiple choice questions (multiple choice, multiple selection, seq following, assertion – reason type)	uencing type, match the
	Q.No.2 (having 2 parts of ten marks each. Questions related to questions, design or evaluation or analysis or application oriented q	case studies, analytical uestions)
	atteb of "Petroical Bornitud"	2x10= 20 Marks

PG14.3.1.3 Procedure and distribution of marks for award of End Term Marks is as follows (Table 3):

Deen (Academic Affaire, Sent Longowal Institute of Engl. & Tech. Long wal 149300

(10x1 = 10)

Table3: Distribution of End Term Marks

S. No.	Examination	Syllabus Coverage for the exam	Duration of the exam in hours	Marks (maximum)
01	ESE	Full Syllabus	3	50

#### PG14.3.1.4 End Term Examination Pattern:

#### **Question Paper Pattern for ESE**

- Questions in part A,B and C shall be set up in a manner to fulfill the course outcomes (COs) for attainment of programme outcomes (POs).
- 2. Higher order thinking skills (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)

1x10 = 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 Marks

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 Marks

## PG14.3.2 Evaluation of Practical Component:

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 4 as under:

Table4	: Distribution of	fmarks	(Practical	Course)
XY			Mark	e /Maximum

Marks (Maximum)	
50	
50	
100	
se/experiment):	
Range	
10 to 20%	
20 to 30%	
10 to 30%	
10 to 30%	
10 to 20%	
100	-
	Marks (Maximum)           50           50           100           se/experiment):           Range           10 to 20%           20 to 30%           10 to 30%           10 to 20%           10 to 20%           10 to 20%           10 to 20%           10 to 30%           10 to 20%           10 to 30%

## PG14.3.4 Evaluation of Technical Seminar:

These courses will be evaluated internally and technical seminar shall be evaluated based following criteria

Deen (Actional Affaire) Sent Lenderval Institute of Engle & Tech. Lengewal- 149205

Content of the subject	: -	50%
Power point presentation	:	20%
Language proficiency	:	10%
Question & Answer AR		10%

## PG 14.3.5 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%).

## PG14.3.6 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. ESE 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:

- A. HoD or his/her nominee
- B. Evaluator of the course
- C. 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 declared by the Academic Section. No re-evaluation/re-totaling of answer books will be permissible after declaration 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.

## PG.15 GUIDELINES FOR THE AWARD OF GRADES

1.61.021

E GAR

**PG15.1** 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 11) shall be done in absolute marks for each student.
- The marks of various components shall be added to get total marks secured on a 100-points scale as per distribution given in the curriculum.
- c) A 10-point scale with letter grades as shown in the Table 11, below will be adopted for awarding the grades to students

Grade	Grade points	Range of Mark	Description
A(+)	10	81-100	Outstanding
A	9	70-80	Excellent
B (+)	8	61-69	Very good
В	7	56-60	Good
C (+)	6	51-55	Average

Table 11:	Grades an	d Their	Descrip	otion
-----------	-----------	---------	---------	-------

Dean (Academic Affaire, Sant Longowel Institute of East. & Tech. Longowel- 148206 Rules and Regulation for PG Programmes: July, 2022, 35th Senate

С	5	41-50	Below average	
D	4	35-40	Marginal	
E	2		Poor	
F	0		Fail	
1			Incomplete	
S			Satisfactory	
US	80 - N 8 -		Unsatisfactory	
W			Temporary Withdrawal	
x			Debarred on grounds o indiscipline/unfair means	

#### UG 15.2 Description of Grades:

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

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

**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; ke. it is the minimum passing grade in any course. The minimum marks for award of 'D' grade is 35 marks.

### 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/she 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/her performance. In case, on repeating a course, a student fails to improve his/her grade due to shortage of attendance his/her earlier grade will remain in force.

#### (OR)

ii) He/she may apply for retest for ESE of the course, as and when that course is offered. However, in case of final year students, he/she can appear in the retest of ESE (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 may be 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(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.

#### I grade:

An 'l' grade denotes incomplete performance in a regular course. This grade may be denote Attain Death (Attained Institute

of Engs. & Tech.

awarded in case of absence on medical grounds or other special circumstances, during the ESE only. The student should complete all requirements for award "I' grade within three days of the last date of ESE. The request is to be made to HoD of the student's program who will notify the same to concerned course co-ordinators, or class teacher for conduct of make-up examination. The result of such student shall be declared with "I" grade.

The students with "I" Grade only are eligible to write the make-up 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 (A), 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 make-up examination will replace the ESE marks of the semester, in which he/she was awarded 'I' grade, and the result will be revised accordingly.

The students with "E" and "F" Grade are not eligible for "I" grade hence not eligible for writing the make-up examination.

## W grade:

(gue mord

'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 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.

PG15.3 Calculation of Grade Point Average: 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  $G_1$ ,  $G_2$ ,  $G_3$ ,  $G_4$ , and  $G_5$  in five courses and the corresponding credits are  $C_1$ ,  $C_2$ ,  $C_3$ ,  $C_4$ , and  $C_5$  the SGPA is given by:

$$SGPA = \frac{(C_1 \times G_1 + C_2 \times G_2 + C_3 \times G_3 + C_4 \times G_4 + C_5 \times G_5)}{(C_1 + C_2 + C_3 + C_4 + C_5)} = \frac{\sum_{i=1}^5 C_i \times G_i}{\sum_{i=1}^5 C_i}$$

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/she secures A+, A, B+,B, C, D, E and F grades, respectively in these courses, his/her SGPA will be calculated as follows:-

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

#### (a) SGPA calculation:

- sinold -

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

Deen (Act damic Affaim) Sent Longowel Institute of Engs. & Tech. '.ongo add 148106

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

(b) CGPA calculation:

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

where C_i is credit assigned to particular course

G_i is grade point earned in a particular course

## PG15.4 Procedure for Calculation of Learning Attainment

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

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

## PG15.5 Course File

The course file shall consist of the following:-

- List of the registered students in a course i)
- Course content ii)
- 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 guizzes, 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 each semester, the teacher shall submit the course file to the Head of the department during the semester.

## PG15.6 Procedure for Repeat/Retest of Course

- i) A student can register for a backlog subject either for (i) Repeat or (ii) Retest.
- ii) In case of Repeat, his / her previous marks/grades are cancelled and he/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.
- iii) In case of registration for Retest, he/she need not attend the classes, but will appear only for the ESE as and when they are conducted.
- iv) 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 course/subject.
- v) 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.

- vi) Late fee of Rs.100/- per course will be charged after expiry of scheduled date for the next 02 weeks.
- vii) 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/-.
- viii) A student who has applied for repeat will not be allowed to convert his/her request for retest 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.
- ix) After expiry of the normal duration of PG programme, if a student repeats a course(s). he/she will have to register on ERP portal after paying full semester fees and other fees. 0100 as applicable.

## PG15.7 Award of Division

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

Table 12: Award of Division			
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 < 4.99		

## PG15.8 Conversion from CGPA to Percentage of Marks

Percentage of marks = 9.0 x CGPA

## PG.16 DECLARATION OF RESULTS

Same 1

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

## PG.17 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.
- Students shall be allowed to improve the earned grade of theory courses, subject to the d) maximum of 08 earned credits for 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.
- 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

Dean (Academic Affairs) Sant Longowal Institute of Engg. & Tech. 1483406 Longowal Bolow

card (DMC)/Grade card but CGPA 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.

## PG.18 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/her PG programme as per following guidelines.

#### PG18.1 Dissertation Supervisor

The candidates will work for and prepare his/her 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.

## PG18.2 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) alongwith his/her concurrence in writing. The proposal will be forwarded by the supervisor(s) to the HoD in the first week of the third semester. HoD will put up the proposal for consideration and approval before a committee constituted by Dean (A) and consisting of:

(a) Supervisor(s) and

244

- 22

- (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.

## PG18,3 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.

Dean (Academic Affaim) Sant Longowal Institute of Engl. & Tech 2/2022

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 (A). Dissertation will be forwarded to one of the experts by Dean (A) for his/her recommendations. In case a candidate's Dissertation is rejected by an external expert, he/she may re-submit it within the prescribed maximum period. In genuine cases of hardship, a candidate on the recommendations of his/her 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.

## PG18.4 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/she has obtained other information contained in his/her.

## PG18.5 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.

# PG18.6 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.19 ELIGIBILITY FOR AWARD OF THE POST GRADUATE DEGREE

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

- 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) submitted duly completed 'No dues Form' in the prescribed proforma.
- c) no disciplinary action pending against him/her.
- d) attained at least minimum pass grade at the end of the 4th semester.
- Core) The award of the degree must be approved by the Senate of the Institute.

#### PG.20 UNFAIR MEANS IN EXAMINATIONS

ACLES T. S

CONTRACTOR OF

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 to taken against the student 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/her.

As there is continuous evaluation system, the UMC rules are applicable for theory,

Dean (Academic Athins) Sant Longowel Institute of Engs & Tech. Espor ondo'

practical and minor examinations as described under PG 14.3 k).

## PG.21 JOINING IN THE INDUSTRY / COMPANY / ORGANIZATION DURING STUDY

The final year students are allowed for early joining in the industry / company / organization where they have been selected, prior to the completion of the PG programme with the following conditions.

- Remaining part of their attendance may be treated as an induction to industry & students have to submit their duty attendance in the department of training and placement at SLIET, till their academic schedule.
- ii) Industry allows the students to appear in the end semester examination and this matter is between students and industry. SLIET will not be responsible regarding this matter.
- iii) The students will bear their financial liability by themselves.
- iv) This will be applicable for final semester M. Tech. students.
- v) This will be applicable for the students placed through campus placement or Public Limited Company or an Institution of National Importance, to be dealt with at the level of HOD concerned with intimation to HoD (T&P).
- vi) The early joining rules are also permissible/applicable to the students placed in reputed companies and in Government jobs even if not placed through campus placement drives on the recommendations of the HoD concerned, HoD (T&P), Dean (A) and approved by Director, on case to case basis".

## PG.22 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).

## PG.23 WITHDRAWAL OF STUDENTSHIP

A student may withdraw from the institute at any time on his/her request. The Instituteleaving 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 to do so by appearing as a fresh candidate.

## PG.24 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.

### PG24.1 Eligibility Criteria

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

- a) He/she 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/she has not failed in any subject, at any stage, during his/her academic career till the time of award.
- c) No disciplinary action has been taken against him/her for any offence at any time prior to the award.

- d) He/she 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 criterion will exclusively be applied till the tie is broken.
- f) He/she has to submit dissertation before the notified last date of submission of pre submission date. (applicable for M.Tech. students only)

#### PG.25 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.

#### PG.26 MIGRATION

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

## PG.27 CONSTITUTION OF THE DEPARTMENT ACADEMIC AFFAIRS COMMITTEE

Composition and functions of the committee. The following will be the constitution of DAAC:

- 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)
- D. 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 coopt and / or invite more members if the concerned course instructor / teacher is a member of DAAC, he/she shall keep himself/herself 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) To review, moderate and approve 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 PG programmme 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 (A) for further

Deen (Academic Affains, Sant Longowal Institute of Engs. & Tech. Longow opor

appropriate action as required.

#### PG.28 FEES FOR VARIOUS CERTIFICATES

The fees will be charged from the students for the issuance of the various certificates as under (Table 13): -

Types of Certificate	Fees (Rs.)	
Character Certificate	No fee for the first time and	
	Rs.100/- for subsequent issues	
Migration Certificate	Rs. 100/-	
Regular Student Certificate Rs. 100/-		
Duplicate I-Card	Rs. 100/-	
Duplicate DMC	Rs. 200/- each	
Duplicate Final Certificate Rs. 200/-		
Transcript copies	Rs. 1000/- for first copy and	
	Rs. 200/- each for subsequent copies	
Processing Charges (within India)	Rs 100/-	
Processing Charges (outside India) Rs. 1000/-		
Any other Certificate	Rs.100/-	

	able	13: Fee	for various	Certificate
--	------	---------	-------------	-------------

**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.

#### PG28.1 Charging of Fee for Correction of Entry/Name Correction:

i) No fee charged for correction in the entries of DMC or Certificate / Diploma / Degree / any other Certificate, if the correction is brought to the notice of the academic section within a period of one year of issuance of DMC or Certificate / Diploma / Degree / Any other Certificate. However, following fee (Table 14) will be charged if correction is brought to the notice of the academic section after one year of issuance of document.

Document	Program	Fee
DMC	All	Rs.500/- each DMC
Certificate	Certificate / ICD	Rs.1000/-
Diploma	Diploma / ICD	Rs.1000/-
Degree	UG / PG / Ph.D.	Rs.1000/-
Any other Certificate	All	Rs.200/- each

Table 14 Charging of Fee for Correction of Entry/Name Correction

Change of name on DMCs / Degree / Diploma / Certificate / Any other Certificate will be done on the basis of the change of name done on the 10th Class / Secondary School / Matriculation Certificate by the concerned Board of Examination.

- iii) A fee of Rs.5000/- will be charged from on-roll / ex-students irrespective of number of programs and additional fee as prescribed at Point No.1 for change of name on documents like DMCs / Certificate / Diploma / Degree / any other certificate etc. will also be charged.
- iv) 10th Class / Secondary School / Matriculation Certificate issued by the concerned Board of Examination shall be used as a reference document for correction in name of the student or name of his / her parents.

Deen (Academic Affairs) Sant Longowal Institute 13. & Tech. of Ens nors

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

## PG.29 POWERS TO MODIFY RULES AND REGULATIONS

PG 29.1 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:-

Α. Dean(A)

exmue-5

- Chairperson •
- Β. Three Professor/Associate Professor nominated by : Members the Director/Chairman Senate
- DR/AR (Acad) C.

: Member Secretary

Denn (Academic Affairs) Sant Longowal Institute of Engs. & Tech.

-ond

sant Longonal Institute of Engineering and reaminest interesting PG 29.2 Notwithstanding all that has been stated above, the Senate has the right to modify

29

## Annexure-1

Lavala		Bunichmont	Authority
Levels	Offence	Punishment	Authority
	Whispering/Talking		
	Glancing/ Looking/ Staring		
	Responding to other whispers and assisting others	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
	in seeing own answer sheet		
	Found in possession of unauthorized material		
	not related with the course/ question paper	Strict oral warning and	N
	Getting/giving assistance by exchange of personal	change of seats	A
	items like calculators, etc.	5	Invigilator
Level	Carrying mobile phone or any other electronic	one	lingitator
	device (even in off condition).	1º	
	Other offences of similar nature and intensity	An	
	Sitting contrary to seating plan intentionally.	100	
	Repeating offences of Level-1 Removal from the		
		examination hall and	
		mobile phone/device	
		shall be confiscated	
	Found in possession of unauthorized material		
Level-2	related with the course/ question paper but does		
	not match with answer written in answer sheet	15	
	Presenting to the examiner a practical or class		
	work notebook 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/ "E" grade in the course		EBI
	other body parts/ cloths		
	Writing answers on question paper		
	Other offences of similar nature and intensity		
	Exchanging question papers		
	Lising pre-meditated chits containing beinful		1.1.1
	material		
	In addition to other charges the student	-	
	misbehaves with the exam staff or creates		
	indiscipline	and the second second	
	Found in possession of unauthorized material in	"F" grade shall be given	
	hulk related to the course e a book/ huge cheating	in all courses of that	
	material showing clear intention of conving	semester for which	
evel-3	Found in possession of unauthorized material	student	EBI
Level-3	related with the course/ question paper and the	appeared/eppearing	CDI
	answer written metching with answer sheet	Appeared/appearing.	
	Exchanging appuar sharts during the	nowever, such student	
	Exchanging answer sneets during the	may be permitted to	

Been (Academic Affaire) Sent Longowal Institute of Engs. & Tech. alzen LODR 12

W Us to	muggling an answer sheet or a continuation neet or any part thereof in or outside the place of camination. (riting other's roll numbers on own answer sheet sing mobile phone/ other communication device ocheat.	retests/repeat examination of previous semester.	S.
O Ci of	ther offences of similar nature and intensity oming to the examination hall under the influence alcoholic drink or drugs	e Registration No	a)
Ri no ho ur Ci aç	eplacing answer sheets with other answer sheets ot distributed for this exam (e.g. prepared at ome, prepared in class), repeatedly involved in infair means of level 2 and 3. heating and being argumentative, rude, ggressive with Invigilator/examination officials	Cancellation of all the registered exams in that semester and further debarring from continuing studies for not lees for 02	EBI Along
evel-4 Pr th (b sc ar	roxy sitting/run away from the examination hall by e person sitting proxy and for whom sitting proxy ooth) or getting oneself impersonation by pmeone in the examination or impersonating nother candidate.	semesters (X grade). However such student may be permitted to appear in the retests/repeat examination of previous semester.	with Dean (SW)
evel-5 Pl ar	hysical assault causing injury to the Invigilator or ny examination officials	Rustication from the Institute.	EBI Along with Dean (SW)

## Annexure-2

## Sant Longowal Institute of Engineering & Technology

(Deemed-to-be-University) Student Evaluation Appeal Form

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

Signature of Student Name ..... 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 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 (A)