

RULES AND REGULATIONS

FOR

Under Graduate (UG) PROGRAMME (BACHELOR OF ENGINEERING)



July 2022

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

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INTRODUCTION

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

Objectives

- a) The objectives of the Bachelor of Engineering (B.E.) programmes at Sant Longowal Institute of Engineering and Technology (SLIET) (Deemed-to-be University), Longowal are:
 - To provide the highest level of education in Technology and Science and to produce competent Engineers and Technocrats.
 - The B.E. programmes are designed as per outcome based education (OBE) for learners/ students to conceptualize, apply and analyze the engineering and technological skills, inculcate human values, sense of courage and integrity, gain awareness and are responsive to the needs and aspirations of the rural/urban societies.
- b) The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conduct of examinations, evaluation and certification of students' performance leading to the B.E. programmes.
- c) This set of regulations, on approval by the senate, shall be binding on all students undergoing the B.E. programme.
- d) 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.
- e) 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.
- f) The senate may consider any issues or matters of concern relating to any or all the Academic Activities of the Institute, for appropriate action, irrespective of whether a reference is made (or the nature and extent of any reference if so present) here in this set of Regulations or otherwise.
- g) This manual sets out the procedure and requirements of the B.E. programmes of study that fall under the jurisdiction of the Senate, SLIET, Longowal. Further, any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

DEFINITIONS: of terms 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.
CO	- Course Outcome
Course	- Specific subject identified by its Title and Code, with a specified syllabus
Course Instructor	- Teacher or course instructor of the course
CR	- Class Representative
CSAB	- Central Seat Allocation Board
DAAC	- Department Academic Affairs Committee
Dean (A)	- Dean (Academics)
Dean (SW)	- Dean (Student Welfare)
Director	- Director of the Institute and Chairman, SENATE
DR (Acad)	- Deputy Registrar (Academics)
EBI	- Examination Board of Institute
ERP	- Enterprise Resource Planning
ESE	- End Semester Examination
GP	- General Proficiency
HoD	- Head of the Department
Institute/ SLIET	- Sant Longowal Institute of Engineering and Technology, (Deemed-to-be-University), Longowal
JEE (Mains)	- Joint Entrance Examination, conducted by CBSE
JoSAA	- Seat Allocation Authority
LEET	- Lateral Entry Entrance Test
MoE	- Ministry of Education
NC	- Non-credit Course
OBE	- Outcome based Education
OP	- Open electives
PO	- 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
UG	- Undergraduate
UGC5	- University Grants Commission
UMC	- Unfair means case

A. RULES AND REGULATIONS OF BACHELOR OF ENGINEERING (BE) DEGREE

UG.1 ADMISSION

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

1. Chemical Engineering (GCT)
2. Computer Science and Engineering (GCS)
3. Instrumentation and Control Engineering (GIN)
4. Electrical Engineering (GEE)
5. Electronics and Communication Engineering (GEC)
6. Food Technology (GFT)
7. Mechanical Engineering (GME)

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

UG.1.2 Admission to the degree programmes shall be based on Joint Entrance Examination, JEE (Mains) conducted by Central Board of Secondary Education (CBSE)/ National Testing Agency (NTA), New Delhi through Central Seat Allocation Board (CSAB)/ Joint Seat Allocation Authority (JoSAA) counselling for direct entry or as amended from time to time. The admission to lateral entry in B.E. (2nd year) will be based on SLIET Entrance Test (SET) conducted by SLIET.

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

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

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

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

UG.2 STRUCTURE OF THE B.E. PROGRAMME

UG.2.1 The academic programmes of the Institute follow the Outcome-based Education (OBE) policy with Choice-based Credit System (CBCS) or having provision for student opting open electives (OP). The CBCS offers flexibility to learners which includes large number of electives, flexible pace for earning credits and audit courses. The objectives of CBCS are:-

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

The programme of instruction will broadly consist of:

- i) A general (common) core programme comprising basic sciences, engineering sciences, humanities, technical arts, mathematics and environmental studies, management science.
- ii) An engineering core programme introducing the student to the foundations of engineering in the respective branch;
- iii) An elective programme enabling the student to opt for and undergo a set of courses of interest to him/her;
- iv) Open elective inter-disciplinary courses
- v) Professional practice including project, seminar and industrial training.
- vi) General proficiency of the student, which includes physical education, value education, National Service Scheme (NSS), National Cadet Corps (NCC) and other co-curricular activities.

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

UG.2.3 The curriculum for the programme will be as finalized by the Board of Studies (BoS) of the respective departments as per the guidelines issued by AICTE/UGC and approved by the Senate.

UG.2.4 The academic programmes of the Institute follow the credit system. Each degree programme shall have 160-163 credits as per study scheme. For 4-year programme, a minimum of 160-163 credits as per study scheme are required for the award of degree. For the candidates, taking admissions through Lateral Entry Entrance Test (LEET), 118-121 credits as per study scheme are required for the award of degree. To earn minor degree or Honours degree 20-credits are required to be earned. Minor degree or Honours is not mandatory to earn BE degree.

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

UG.2.6 The medium of instructions/examination/project reports will be English.

UG.2.7 Change of Branch/Trade:

Rules for change of branch are as under:

- i) Student admitted to a particular branch of the B.E. course will normally continue studying in that branch till completion.
- ii) However, in special cases the Institute may permit a student, admitted through JEE (mains) to change from one branch to another after the first year. Such changes will be permitted strictly in accordance with the provisions laid down hereafter.
- iii) Only those students will be eligible for consideration for a change of branch after the 1st year, 2nd semester, who have:
 - (i) completed all the credits prescribed in the 1st Year (1st and 2nd semester).
 - (ii) obtained a CGPA not less than 8.5 at the end of the 1st year, 2nd semester in single attempt only.
- iv) Students who are repeating 1st year are not eligible.
- v) Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. DR/AR (Acad) will call for

applications at the end of second semester of each academic year and the completed forms must be submitted to him/her within the last date specified in the notification.

- vi) Students may enlist up to five choices of branch, in order of preference to which they wish to change over. It will not be permissible to alter the choices after the application has been submitted.
- vii) Change of branch shall be made strictly on the basis of inter se merit of the applicants. For this purpose, the CGPA obtained at the end of the 1st year, 2nd semester shall be considered. JEE (mains) rank of the applicants will be considered to resolve any Tie among them.
- viii) The applicants may be allowed a change of branch/trade, strictly in the order of merit, subject to the limitation that the present strength of students in any branch/trade at most can be increased by THREE.
- ix) Subject to the condition that the student strength in a particular branch from which transfer is made, does not fall below 80% of the existing strength.
- x) For any reason, if a student is denied change of branch, no other student with a lesser CGPA should be permitted for change into that Branch.
- xi) All changes of branch made in accordance with the above rules will be effective from the 2nd year, 3rd semester of the applicants concerned. No change of branch shall be permitted thereafter.
- xii) All changes of branch will be final and binding on the applicants. No student will be permitted under any circumstances to refuse the change of branch offered.

UG.3 DURATION OF THE B.E. PROGRAMME

UG.3.1 JEE Entry Students:

The normal duration of B.E. programme is FOUR years. However, a student may complete the programme in maximum of SEVEN years. A student may be allowed to discontinue studies for such a period so that he/she may complete the programme within SEVEN years.

UG.3.2 Lateral Entry Students:

The normal duration of the BE Programme for lateral entry (LEET) students is THREE years. However, a student may complete the programme in maximum of SIX years. A student may be allowed to discontinue the studies for such a period so that, he/she may complete the programme in SIX years.

The duration shall be counted with effect from the commencement of the classes of 1st semester/ 3rd semester as applicable.

UG.4 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.

UG.5 REGISTRATION

To continue the studentship, registration in each and every semester and payment of

semester fees as per the dates notified in academic calendar is compulsory.

UG.5.1 Eligibility for registration: There are no restrictions for promotion from odd semester to even semester.

From First Year to Second Year: To be able to register in the second year 3rd (odd) semester, a student should have earned at least 25 credits with D or better grade, at the end of First year that is in 1st (odd), 2nd (even) semesters and make-up examinations put together. The students getting admissions through lateral entry will be automatically registered to the 3rd (odd) semester, second year at the time of admission.

From Second Year to Third Year: For promotion from second to third year, a student should have (i) earned 32 credits with "D" or better grades in first year (only for JEE entrant students) and (ii) earned at least 25 credits, with D or better grade, in second Year that is in 3rd (odd), 4th (even) semester and make-up examinations put together.

From Third Year to Fourth Year: To be able to register in the fourth year, 7th (odd) Semester, a student should have earned at least 25 credits, with "D" or better grade of third year that is in 5th (odd), 6th (even) semesters and make up examinations put together.

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
- Not been debarred from registering for a specified period on disciplinary or any other grounds

UG.5.2 In case a student fails to fulfil UG 5.1 condition, he/she has to register with the junior batch and shall be required to repeat the course(s) (as and when offered) in which he/she is failed along with the junior batch.

UG.5.3 A student failing to get 4.0 SGPA at the end of any semester will be put on '**Academic Probation**' for a period of one semester. The information of the students put on Academic Probation, shall be communicated to their Parents/Guardian by the respective class counselor through respective HoD.

UG.5.4 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 (JEE students) 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:

Table 1: Registration Fee

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

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

counted from the date of commencement of the classes and not from the date of registration. However, in case of 1st semester for JEE (Mains) students and 3rd semester for LEET students, attendance will be counted from date of admission in the Institute or date of commencement of classes, whichever is later.

- b. 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.
- c. 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.

UG.5.6 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.

UG.6 TEMPORARY WITHDRAWAL FROM THE INSTITUTE

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

- a) 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.
- b) The Institute is satisfied that, including the period of withdrawal, the student is likely to complete requirements for BE programme within the time limits specified in **clause UG.3.**
- c) There are no outstanding dues against him/her or demands in the Institute/Hostel/ Department/Library/Sports etc.
- d) There is no pending inquiry against him/her.
- e) 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.
- f) A student will be granted only one such temporary withdrawal during his/ her tenure as a student of the Institute.

UG.7 RE-REGISTRATION

UG.7.1 Normally those students are allowed to re-register who have taken prior permission 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.

UG.7.2 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.

UG.7.3 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.

UG.8 ATTENDANCE RULES

UG.8.1 The students are expected to be present in every lecture/tutorial/laboratory/ workshop/ drawing class/ Extra academic activities (EAA) 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 (EAA) etc.

UG.8.2 In exceptional cases, the Chairman, Senate may give additional relaxation up to 10% of the total scheduled classes, on the specific recommendation of the respective HoD and Dean (A).

UG.8.3 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.

UG.8.4 Bonus Marks for Attendance in the classes: The student who shall have an attendance more than 80% and up to 90% shall be given 3% of maximum marks as the bonus marks over and above the marks he/she scores in a particular theory course. Students having attendance more than 90%, shall be given 5% of the maximum marks as the bonus marks over and above the marks he/she scores in a particular theory course. However, the total marks awarded to the students shall not be more than the maximum marks in a theory course. The marks / grade scored by the students in a particular theory course shall be declared only after adding the bonus marks.

UG.9 COUNSELING SYSTEM

Each class after admission to the UG 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.

UG.10 CLASS COMMITTEE

UG.10.1 Every class of the B.E. programme shall have the Class Committee consisting of Faculty and students. The Class Committee will consist of the following members:

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

UG.10.2 The responsibilities of the Class Committee include the following:

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

UG.11 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".

UG11.1 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.

UG11.2 Any act of indiscipline of a student, as prescribed in the Students Guide, shall be liable to be punished, accordingly.

UG11.3 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 or deduction of marks from General Proficiency (GP).

UG11.4 Drugs and Narcotics: Students involved in possession and consumption of drugs and narcotics in any form shall be expelled from the Institute. Students placed on conduct probation shall not represent the Institute and shall lose any office that he/she may be holding in any organization functioning in the Institute. If the student has been on conduct probation on any two previous occasions, then any other award of conduct probation shall lead to automatic termination of the studentship from the Institute.

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

UG11.5 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.

UG.12 ASSESSMENT PROCEDURE

The ESE for UG 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;

- 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.
- A candidate who does not fulfill the attendance requirement as per clause **UG 8.1** 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).
- A student may temporary drops subject/ semester as per rule **UG 6**.

UG12.1 Grading/Evaluation System: Assessment procedure follows a model of **Credit System** and a suitable grading/ evaluation system for under graduate programmes of the Institute.

UG12.2 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.

UG12.3 Evaluation System: Appointment of Question paper setters, Examiners, Conduct of Examination, Approval and Publication of Results is as under:

- Conduct of Examinations:** A cell in academic section shall look after the conduct of examination and secrecy related work. Assistant. 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 (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 connected, 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.
- c) The question paper for the ESE 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 (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
C. Course Coordinator	:	Member
- f) In exceptional cases paper may be set by faculty from outside the Institute. The Dean (A) shall select the paper setter in such cases. AR (Exam) 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 (QMB):**
 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,
 - i) Delete question(s) set from outside the syllabus and make necessary corrections 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
 - v) 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.
- h) 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.

- 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.
- 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) **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).
 - ii) 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.
 - v) 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 Superintendent/Exam Coordinator shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate refuses to do so, this matter should be reported to the **Examination Board of Institute (EBI)** regarding unfair means in writing.
 - viii) The Centre Superintendent/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 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)	: Chairperson
B. HoD (Concerned)	: Member
C. AR (Exam) / DR (Acad)/ AR(Acad)	: Member
D. Exam Coordinator/Centre Superintendent.	: Member
E. Invigilator (Concerned)	: Member
F. Co-opted Member(s) as required	: Member

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

- o. 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 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).
- r. The viva-voce examination for project/field report in subjects, where applicable, shall be conducted as per provisions in the academic regulation of the Institute (**UG.12.3**)
- s. The external examiners shall be paid honorarium and allowances as applicable. In project evaluation at UG 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 from department 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) : Chairperson
 - B. All HoDs : Member
 - C. DR/AR (Acad) : Member
 - D. AR (Exam) : Member

At least 75% members shall constitute the Board.

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

- i) 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.
- v) 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.

UG12.3.1 Evaluation of Theory Component

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

- i. **Continuous Assessment Examinations (CAE):** It carries 50% weightage.
- ii. **End Semester Examination (ESE):** It carries 50% weightage.

UG12.3.1.1 Procedure and distribution of marks for award of Continuous Assessment Marks is as follows (Table 2):

Table2: Distribution of Continuous Assessment Marks

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, i.e.; 15 marks to each internal test.)
2	Minor Test – II	Next 30 to 40 % of the syllabus	1	
3	Quiz	At least two quizzes are to be conducted	0.33 - 0.5	10
4	Assignment/ class work			10
	Total			50

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

- Reasoning test/short answer

(10x1 =10)

OR

- Numerical/apptitude 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)

UG12.3.1.2 Minor/Internal Examination Pattern:

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

UG12.3.1.3 Procedure and distribution of marks for award of End Semester Marks is as follows (Table 3):

Table3: Distribution of End Semester Marks

S. No.	Examination	Syllabus Coverage for the exam	Duration of the exam in hours	Marks (maximum)
01	ESE	Full Syllabus	3	50
02	Attendance	Refer (UG.8.4)		

UG 12.3.1.4 End Semester Examination Pattern:**Question Paper Pattern for ESE**

1. 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

UG 12.3.2 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 marks (Practical Course)

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

UG 12.3.3 Evaluation of Project:

- a) The project will be carried out in two phases as follows: Phase-I in 7th semester and Phase-II in 8th semester. Separate project reports are to be submitted for phase-I and phase-II. Phase-I will purely be assessed internally.
- b) The evaluation of the project work done by the student will be carried out by a committee constituted by the Dean(A) on the recommendation of HoD. For each programme one such review committee will be constituted. There will be 2(two) assessments (total marks 50, each for 25 marks) during the semester by the review committee. The student shall make a presentation on the progress made by him/her before the committee. There will

be equal weightage for both assessments.

- c) Project Viva-Voce examination shall be conducted by external examiner(s). Concerned department shall submit a list name of 05 (five) examiners in confidential cover to Dean(A). The experts shall be decided by Dean (A) from the submitted list. The same external examiners shall conduct comprehensive viva examinations (maximum 50 marks) at the Institute and they shall be paid the approved sitting fee and TA/DA for the purpose.

UG12.3.4 Evaluation of Technical Seminar:

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

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

UG 12.3.5 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%).

UG 12.3.6 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.

UG 12.3.7 Evaluation Guidelines of General Proficiency (GP)

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

General Proficiency (GP) is a Non-credit (NC) and extra co-curriculum based activity of the student. Evaluation of General Proficiency (GP) of the student will be based on participation/performance in various co-curricular activities and conduct of the student in the semester. Final GP grades awarded to a student will be based on average marks obtained in eight (JEE

entrants)/ six (lateral entry) semesters and will be depicted on the 8th semester DMC of the students. Grade obtained by the student shall not be considered for the computation of CGPA.

The evaluation and award of GP marks/grades shall be done by a committee consisting of:

- A. HoD or his/her nominee.
- B. Two members of DAAC
- C. Course counselor.

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

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

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

Award of Marks for Discipline and General Conduct shall be given on deduction basis as per the following: -

- 50 Marks — For more than one-time suspension.
 - 40 Marks — For Award of conduct of probation or suspension first time.
 - 15 Marks — For fine of more than Rs. 1,000/- or warning on indiscipline.
 - 05 Marks - For Fine of less than Rs.1,000/-
- i. Maximum of 15 marks may be deducted on the report of Chief Warden, Warden, HoD, Counselor, Chief Counselor, Senior Physical Instructor, Discipline Committee or any other relevant Institute Authority.
 - ii. If the student has been involved in more than one indiscipline activities and bad conduct as specified above, the marks shall be added up as per above distribution, subject to maximum deduction of marks. All the disciplinary cases are to be reported to Class Counselor, through Chief Counselor, for taking appropriate action.

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

UG 12.3.8 Evaluation of Fractional Credit Courses / Extra Academic Activities

There are three fractional credit courses / extra academic activities in the UG study scheme. The subject codes for fractional credit courses / extra academic activities are EAAA (Sports activities), EAAB (Literary / Cultural / Hobby activities) and EAAC (Social/NCC/NSS activities). The rules for evaluation criterion for these activities are as under:-

- i) The students have to register for any one activity (EAAA/EAAB/EAAC) at the time of registration for a particular semester as per the study scheme.
- ii) The students shall complete all the three activities in their complete UG program.

- iii) Dean (Acad) will notify the overall coordinator for each activity and sub-committees under each activity.
- iv) The overall coordinator will assign the students to a sub-committee of an activity as per the choice of the students.
- v) The sub-committee will facilitate the conduct/training and evaluate the students for the chosen activity at the end of the particular semester.
- vi) The evaluation of the activity will be as per the evaluation criteria of a Lab course. However, the basis of evaluation will be S/US grade.

UG 13 PRACTICAL / INDUSTRIAL TRAINING

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

UG 13.2 Students are required to undergo **TWO/ FOUR weeks** industrial training at the end of 4th and 6th semester, respectively during the summer vacations as notified in the academic calendar. In case of the compelling circumstances, if a student is not able to complete industrial training as above, then he/she may be allowed to undergo industrial training with the junior batch on the recommendations of the HoD concerned, HoD (T&P) will issue request letter to the concerned Industry for arranging Industrial training for that student. Registration procedure for repeat/ retest will be applicable.

UG 13.3 Evaluation of Industrial/Practical Training

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

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

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

If a student successfully completes industrial training and does not appear for evaluation at Institute level, then the student will be awarded 'I' grade. In such a case, the student will have to appear for evaluation at Institute level only.

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

- A. HoD or his/her nominee.
- B. One members from DAAC
- C. Departmental Industrial Training Coordinator(s)/ In-house Practical Training Coordinator(s)

UG 13.4.1 Evaluation by Industry

Industry will evaluate the student based on the following criteria

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

UG 13.4.2 Evaluation at the Institute

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

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

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

UG 13.4.3 The students are expected to perform sincerely and responsibly while on industrial training. In case, the Departmental Industrial Training Coordinator finds that a student has indulged in fraudulent practices to obtain and submit training result/certificate of attendance, etc. from the concerned industry, the industrial training of such a student will be cancelled and the student will have to repeat the training. After successful completion of training, such a student will be awarded with **SATISFACTORY (S)** grade only. In addition, the committee constituted for the award of grades may recommend further disciplinary action against such a student and forward the case to Dean (SW).

UG 14 GUIDELINES FOR INTERNSHIP IN INDUSTRY/ INSTITUTION/ ORGANIZATION DURING 8TH SEMESTER

UG 14.1 General Guidelines:

- i) The students are allowed to undergo internship in Public Limited company, Institution of National Importance, Government organization, reputed Private Limited Company or start-up. This will be applicable for the final semester undergraduate students only as per curriculum.
- ii) Training placement department shall try to get internship slots/positions from the reputed companies and offer the same to the students who are interested to go for internship.
- iii) Although, Institute will make full efforts for helping the students to seek internship position in reputed Industry/Institution/Organization, at the same time, the student should also be encouraged to get consent letter from the Industry/Institution/Organization where he/she wants to go for internship in 8th semester.
- iv) The student should not have any active backlog at the time of applying for internship.
- v) The process of finalizing the internship in Industry/Institution/Organization should be completed by the end of last date of academic session (7th semester) as per academic calendar so that the student gets registered for Internship in Industry for 8th semester on ERP.
- vi) In case there is any tie among the applicants in a particular Industry/Institution/Organization for internship position and Industry/Institution/Organization does not conduct any interview for the same then the student with higher CGPA of at the end of 5th semester will be offered this position.
- vii) If a student discontinues the internship, then he/she will be given an E grade. Such a student will have to complete course works for the required credits which he/she

has to clear as and when offered by respective department. Moreover, the student will not be allowed to participate in campus placements.

- viii) The student will have to undergo Internship in physical mode only and in no case, the internship through ON-LINE mode will be considered by the Institute.

UG 14.2 Application for Request Letter for Internship in Industry/ Institution/ Organization:

- i) The students will apply for seeking internship in the Industry/Institution/Organization directly to the HoD of the respective department through concerned class counselor at the end of 6th semester (CGPA at the end of 5th semester will be considered in the application).
- ii) The students may apply for internship in more than one Industry/Institution/Organization at a time.
- iii) The following "Internship Evaluation Committee" will evaluate/recommend such applications keeping in view the relevance/suitability of the industry where the student wants to undergo internship and forward the same to the Head of Training & Placement Department for issue of "Request Letter" or any other relevant document required:

- A. Head of Department (HoD)/nominee
- B. 02 members of Department Academic Affairs Committee (DAAC)
- C. Concerned class counselor

On the basis of the recommendation of this committee, the class counsellor will either "Approve" and forward the application to respective HoD for onward submission to Head of Training & Placement department or "Reject" it.

- iv) Head of Training & Placement department will issue the Request letter once it is recommended by respective HoD. In case there is any discrepancy, the Head of Training & Placement department may reject such application.
- v) The Industry/Institution/Organization which is recommended once by the above committee will not be put before the committee. In that case, class counsellor and respective HoD will forward the application of the student directly to the Head of Training and Placement department. The pool of such Industries/Institutions/Organizations shall be created by Training & Placement Department and shared with the department(s).
- vi) Once the training placement department approves a confirmed internship for a student, he/she will be marked unavailable. In no case, such students will be allowed to take another opportunity.

UG 14.3 Monitoring of Internship

- i) Before starting their internship, the Internship Evaluation Committee will appoint a faculty member(s) as a faculty mentor (internal supervisor) for every student to monitor and guide them, during their internship tenure.
- ii) The student will submit the verified attendance for the duration spent as intern in Industry/Institution/Organization at the end of internship or at periodical intervals as and when sought by the department.
- iii) In case of any unprofessional behavior of the student during the internship duration in the organization and/or any false claims made by the student in the curriculum vitae, cover letter, or related documents, the respective student will be awarded an E grade which student has to clear as and when offered by respective department. Such a student will have to complete course works for the required credits and

he/she will not be given another opportunity to take a long-term internship. Moreover, such student will not be allowed to participate for campus placements.

- iv) Pre-placement offer (PPO) by the Industry/Institution/Organization should be intimated by the student within three working days to the training & placement department.
- v) If the student get PPO by Industry/Institution/Organization, same placement policy will be applicable to him/her for further placements drives.

UG 14.4 Evaluation Procedure

- i) At the end of internship, each student has to submit a detailed project report, and make a presentation to Internship Evaluation Committee including faculty mentor(s).
- ii) Grades will be given based on the quality of both, report and presentation, as well as on the feedback/report submitted by the industry mentor (external supervisor).
- iii) Student's performance evaluation will majorly be segregated into three phase:-
 - a) **First Assessment (10 marks):** The student must submit Goal Report within 15 days after joining the Industry/Institution/Organization stating target objectives and proposed outcomes. The first assessment will be done within 3 weeks by the faculty mentor(s) to understand clearly defined goals, target objectives, tentative methodology and scope of work for internship tenure submitted by the student. The faculty mentor(s) and industry mentor will also assist him/her in grooming, goal setting and defining milestones for internship tenure (Rubrics 1).
 - b) **Mid-Assessment (40 marks):** The mid assessment will be done between 8th week to 12th week by faculty mentor(s) and Internship Evaluation Committee on the basis of accomplishment of stated objectives set during the first assessment, learning attainments. The student will have to make presentation before the Internship Evaluation Committee including faculty mentor(s) followed by viva voce examination (Rubrics 2).

Table 5: Continuous Assessment Examination

Description	Rubrics	Total Marks	Weightage
1 st Evaluation	1	10	100%
2 nd Evaluation	2	40	100%

Table6: End Semester Examination

Description	Rubrics	Total Marks	Weightage
Final assessment by Internship Evaluation Committee	3	50	80%
Feedback from Industry Mentor	4	50	20%

- c) **Final Assessment (50 marks):** The final assessment will be done by faculty mentor(s) and Internship Evaluation Committee on the basis of outcomes of milestones set during the first assessment with the feedback of Industry mentor. The student has to submit his/her daily diary report and final internship project report. The student has to make presentation about the completion of Internship before the Internship Evaluation Committee including faculty mentor(s) followed by viva voce examination (Rubrics 3 and Rubrics 4).

UG 14.5 Rubrics for Internship Evaluation:

The Rubrics for evaluation of Internship is given at Annexure-3.

UG 15 GUIDELINES FOR THE AWARD OF GRADES

UG15.1 Award of Grades: The grading reflects a student's proficiency in the course. Following are the general guidelines for the award of grades:

- 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.
- A 10-point scale with letter grades as shown in the Table 11, below will be adopted for awarding the grades to students

Table 11: 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		Poor
F	0		Fail
I	--		Incomplete
S	--		Satisfactory
US	--		Unsatisfactory
W	--		Temporary Withdrawal
X	--		Debarred on grounds of 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; i.e. 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:

- 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)

- 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 7th and 8th semester) on the date(s) notified by the Dean(A). The marks earned in this re-examination will replace the earlier marks with a restriction of 'B+' on the maximum grade the student can earn.

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

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 'I' grade denotes incomplete performance in a regular course. This grade may be 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:

'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.

UG 15.3 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:**

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

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

(b) **CGPA calculation:**

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

where C_i is credit assigned to particular course

G_i is grade point earned in a particular course

UG 15.4 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 ($Q_1, \dots, Q_5/6/7$) 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.

UG 15.5 Course File

The course file shall consist of the following:-

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

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

UG 15.6 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 re-test if he/she has not dropped the respective course as per Academic Calendar. The students registering for repeat or retest have to submit an undertaking that they will not change the status of their registration in the subject during the semester.
- ix) After expiry of the normal duration of UG 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, as applicable.
- x) If the students has to repeat Industrial Training after the expiry of normal duration of UG programme, he/she will have to register on ERP portal after after paying fee Rs.500/-.

UG 15.7 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 \geq 8.5 provided all the courses are cleared in First attempt
First Division	CGPA \geq 6.67
Second Division	CGPA \geq 5.0 and $<$ 6.66
Third Division	CGPA \geq 4.0 and $<$ 4.99

UG 15.8 Conversion from CGPA to Percentage of Marks

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

UG 16 DECLARATION OF RESULT

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

UG 17 IMPROVEMENT OF GRADE TO ATTAIN CGPA 6.67

- a) Improvement will be permitted after successful completion of the UG programmes.
- b) Only those students whose CGPA is less than 6.67 will be allowed to improve the grades of the courses in which they had earned D grade as and when offered as regular course to other batches. If the course is not offered as regular course, the improvement in that course will not be allowed.

- c) Students shall be allowed to improve the grades only in theory course. Improvement in continuous evaluation of theory course shall not be allowed. Also, improvement in practical courses/Minor or Major Projects/Seminars shall not be allowed.
- d) Students shall be allowed to improve the earned grade of theory courses, subject to the maximum of 15 earned credits (maximum of 17 credits under special circumstances) for the UG programme irrespective of the fact whether he/she is able to improve the grade in the course or not.
- e) If a student fails to improve the earned grade, his/her earlier grade will remain in force.
- f) Only one attempt shall be allowed to a student to improve grade of a particular course. In case he/she is unable to improve the same, he/she will become ineligible to improve grade for that course.
- g) A student shall be allowed to improve CGPA in maximum of two examinations. The student will be allowed to improve the grade within the stipulated time period to complete the programme.
- h) If a student improves a grade, then the improved grade will be mentioned in detail marks card (DMC)/Grade card but 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.

UG 18 ELIGIBILITY FOR AWARD OF THE UNDER GRADUATE DEGREE

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

- a) registered and successfully earned the grades/credits as specified in the curriculum corresponding to the programme of 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) The award of the degree must be approved by the Senate of the Institute.

UG 19 UNFAIR MEANS IN EXAMINATIONS

Use of unfair means is considered a very serious offence. The cases of cheating shall be referred to the EBI (Examination Board of Institute) as per the provision in the Academic Bye law. Board shall investigate the matter and recommend necessary action to be 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, practical and minor examinations as described under UG 12.3 k).

UG 20 SUMMER TERM COURSE

UG 20.1 A summer term course will be offered only after the final semester examinations that is after 8th semester.

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

UG 20.3 The Department may offer a course (including both elective as well as open

elective) during a summer term if the failure rate is more, subject to:

- a) Student can register for maximum two courses only after the final semester exams.
- b) A summer term course is open only to those students, who had taken the course earlier and failed.

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

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

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

UG 20.7 Further, in the summer term, regular classes will be held if the number of students is 5 or more. The course will be offered as a self-study course, if the number of students is less than 5. A course instructor will, however, be appointed by respective HoD and all the components of evaluation will be completed.

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

UG 21 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 UG programme with the following conditions.

- i) 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 BE 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".

UG 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).

UG 23 SCHOLARSHIPS, PRIZES AND MEDALS

The scholarships and prizes committee constituted by the Director will determine the

general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to Institute students, subject to approval by the Senate.

UG 23.1 Eligibility Criteria

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

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

UG 24 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.

UG 25 MIGRATION

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

UG 26 CONSTITUTION OF THE DEPARTMENT ACADEMIC AFFAIRS COMMITTEE

Composition and functions of the committee

The following will be the constitution of DAAC:

- HoD of the Department
- Five Professors/ Associate Professors of the Department (on rotation basis)
- One Assistant Professor of the Department (on rotation basis)
- If no Professor is available in the department then two Associate Professors will be the members of the committee. The tenure of the committee will be of two years.

Note: There shall be a separate DAAC in each teaching Department. The HoD may co-opt and / or invite more members if the concerned course instructor / teacher is a member of DAAC, he/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:

- 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.
- 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 UG programme 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 appropriate action as required.

UG 27 FEES FOR VARIOUS CERTIFICATES

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

Table 13: Fee for various Certificates

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/-

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.

UG 27.1 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.

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

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

- ii) 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. i) (above) 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.

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

UG 28 POWERS TO MODIFY RULES AND REGULATIONS

UG 28.1 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:-

- | | |
|--|--------------------|
| A. Dean(A) | : Chairperson |
| B. Three Professor/Associate Professor nominated by the Director/Chairman Senate | : Members |
| C. DR/AR (Acad) | : Member Secretary |

UG 28.2 Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations, from time to time.

B. RULES AND REGULATIONS OF BE HONOURS DEGREE

OBJECTIVES

- a. An honour's degree refers to an undergraduate degree that has an additional level of study, which is designed at a higher standard than that of a general bachelor's degree. The degree is a demonstration of a higher level of achievement and education at the undergraduate level.
- b. A student will be eligible to get Under Graduate degree with Honours or additional Minor Engineering, if he/she completes an additional 20 credits.

UG.H.1: NOMENCLATURE

The nomenclature shall be Bachelor of Engineering Honours Degree as;

- Bachelor of Engineering Honours in Computer Science & Engineering
- Bachelor of Engineering Honours in Chemical Engineering
- Bachelor of Engineering Honours in Food Technology
- Bachelor of Engineering Honours in Electrical Engineering
- Bachelor of Engineering Honours in Instrumentation and Control Engineering
- Bachelor of Engineering Honours in Electronics and Communication Engineering
- Bachelor of Engineering Honours in Mechanical Engineering
- Bachelor of Engineering Honours in Mechanical Engineering (Manufacturing Engineering) (For 2018 Batch only)

- Bachelor of Engineering Honours in Mechanical Engineering (Welding Technology) (For 2018 Batch only)

The following Rules & Regulations of UG programmes shall be applicable for earning **additional 20 credits** for the award of Honours degree.

UG.H.2: ELIGIBILITY

Honours Degree shall be offered to UG student who earned 7.0 CGPA upto 4th semester and earned credits in the first attempt.

UG.H.3: FEE

The students will be allowed to register to earn additional 20 credits with reference to earning of 160 credits for Bachelor of Engineering Degree for the award of Honours degree as per the study scheme of the UG programmes. An additional fee of Rs.5,000/- per semester during 5th, 6th, 7th and 8th semesters will be applicable.

UG.H.4: DURATION OF THE B. E. PROGRAMME (Same as UG.3)

UG.H.5: ATTENDANCE (Same as UG.8)

UG.H.6: EVALUATION OF THEORY COMPONENT (Same as UG.12.3.1)

UG.H.7: GUIDELINES FOR THE AWARD OF GRADES (Same as UG.15)

UG.H.8: COMMON INSTRUCTIONS DURING THE EXAMINATIONS (Same as 12.3 (k))

UG.H.9: REGISTRATION

UG.H9.1: The registration for regular UG programme is mandatory to register for additional courses to earn **20 credits**.

UG.H9.2: The eligible students shall register for additional courses by paying additional fee as per **UG.H2** as per the approved study scheme for Honours Degree.

UG.H9.3: In case, a student fails to register for additional course (s), then, the student shall be allowed to register as and when offered by paying applicable fee of repeat course.

UG.H.10: The additional credits earned for the award of Honours Degree shall not be counted for the scholarships, prizes and medals.

UG.H.11: Distinction in Honours Degree shall be awarded to a student as per CGPA earned in all the semester as per the rules & regulations in existence (**UG.15.6**).

C. RULES AND REGULATIONS OF BE MINOR DEGREE

OBJECTIVES

- Under Graduate Degree Courses in EMERGING / MULTIDISCIPLINARY AREAS shall be allowed as specialization from the same department. The minimum additional Credits for such Courses shall be in the range of 18-20 (including credit transferred from the SWAYAM platform) and the same shall be mentioned in the degree, as specialization in that particular area. For example, doing extra credits for Robotics in Mechanical Engineering shall earn B.E./B.Tech. (Minor) Mechanical Engineering with specialization in Robotics.
- Minor specialization in EMERGING/MULTIDISCIPLINARY AREAS in Under Graduate Degree Courses may be allowed where a student of another Department shall take the minimum additional Credits in the range of 18-20 and get a Degree with Minor from another Department.

UG M1 NOMENCLATURE

The nomenclature shall be Bachelor of Minor Degree as;

- Bachelor of Engineering (Minor) Computer Science & Engineering
- Bachelor of Engineering (Minor) Chemical Engineering
- Bachelor of Engineering (Minor) Food Technology
- Bachelor of Engineering (Minor) Electrical Engineering
- Bachelor of Engineering (Minor) Instrumentation and Control Systems
- Bachelor of Engineering (Minor) Electronics & Communication Engineering
- Bachelor of Engineering (Minor) Mechanical Engineering
- Bachelor of Engineering (Minor) Management
- Bachelor of Engineering (Minor) Computational Techniques (Mathematics)

The following Rules & Regulations of UG programmes shall be applicable for earning additional 20 credits for the award of Minor degree;

UG M2 ELIGIBILITY

Minor Degree shall be offered to UG students starting from 4th semester onwards. Minor Degree shall be offered to the UG students from 2021 batch onwards.

There shall be a requirement of a minimum of 8 students who shall be offered Minor Degree, in each department. However, the maximum/upper limit shall be 120 students plus 10%.

If more than 120 number of students opted for minor degree then, the merit of 3rd semester only shall be considered to select 120 students.

No credits shall be allowed to be transferred for the degree offered by departments.

UG M3 FEE

The students will be allowed to register to earn additional 20 credits with reference to earning of 160 credits for Bachelor of Engineering Degree for the award of Minor degree as per the study scheme of the UG programmes.

An additional fee of **Rs.5,000/-** per subject per semester during 4th, 5th, 6th, 7th and 8th semesters will be applicable.

UG M4: DURATION OF THE B. E. PROGRAMME (Same as UG.3)

UG M5: ATTENDANCE (Same as UG.8)

UG M6: EVALUATION OF THEORY COMPONENT (Same as UG.12.3.1)

UG M7: GUIDELINES FOR THE AWARD OF GRADES (Same as UG.15)

UG M8: COMMON INSTRUCTIONS DURING THE EXAMINATIONS (Same as 12.3 (k))

UG M9: REGISTRATION

UG M9.1: The registration for regular UG programme is mandatory to register for additional courses to earn 20 credits for minor degree.

UG M9.2: The eligible students shall register for additional courses by paying additional fee as per **UG M2** as per the approved study scheme for Minor Degree.

UG M9.3: In case, a student fails to register for additional course (s), then, the student shall be allowed to register as and when offered by paying applicable fee of repeat course.

UG M9.4: The student shall select bucket of specialization if any and shall not be allowed to change lateron.

UG M9.5: A student may opt on-line platform to earn the credits if the subject title and syllabus of course is same as per approved study scheme and syllabus.

UG M10: The additional credits earned for the award of Minor Degree shall not be counted for deciding the scholarships, prizes and medals.

UG M11: Distinction in Minor Degree shall be awarded to a student as per CGPA earned in all the semesters and additional credits earned as per the rules & regulations in existence (**UG.15.6**).

Sant Longowal Institute of Engineering & Technology, Longowal

ANNEXURE-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 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/ 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.		
Level-3	In addition to other charges, the student misbehaves with the exam staff or creates indiscipline	"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	EBI
	Found in possession of unauthorized material in bulk related to the course e.g book/ huge cheating material, showing clear intention of copying.		
	Found in possession of unauthorized material related with the course/ question paper and the answer written matching with answer sheet		
	Exchanging answer sheets during the examination.		
	Smuggling an answer sheet or a continuation		

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	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	examination of previous semester.	
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 level 2 and 3. 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.	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 Along with Dean (SW)
Level-5	Physical assault causing injury to the Invigilator or any 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 : (1st / 2nd / 3rd)
 Course Code :
 Course Title :
 Course Credit Hours :
 Course LTP :

Mark/Grade scored by Student

Marks out of 100 Grade: Points:

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)

Annexure-3**Rubrics for Evaluation of Internship:****Table7: Rubrics 1 (First Evaluation based on Goal Report)**

	ASSESSMENT MATRIX	Excellent	Satisfactory	Not- Satisfactory	Distribution of Marks
		Weightage 100%	Weightage 60%	Weightage 20%	
(a)	Identify problem domain	Detailed explanation of the purpose and need of the internship.	Moderate explanation of the purpose and need of the internship.	Minimal explanation of the purpose and need of the internship.	3
(b)	Objectives of the proposed work	All objectives of the proposed work are well defined.	Some objectives of the proposed work are well defined.	Objectives of the proposed work are either not identified or not well defined.	3
(c)	Methodology of the proposed work	Steps to be followed to solve the defined problem are clearly specified.	Steps to be followed to solve the defined problem are moderately specified.	Steps to be followed to solve the defined problem are not properly specified.	4
Total Marks=					10

Table8: Rubrics 2 (Mid-Semester Evaluation)

	ASSESSMENT MATRIX	Excellent	Satisfactory	Not- Satisfactory	Distribution of Marks
		Weightage 100%	Weightage 60%	Weightage 20%	
(a)	Planning of internship work and team structure	Time frame properly specified and being followed.	Time frame properly specified, but not being followed.	Time frame not properly specified.	10
		Appropriate distribution of internship work.	Un-even distribution of internship work.	In-appropriate distribution of internship work.	
(b)	Description of concepts and technical details	Complete explanation of the key concepts.	Explanation of the key concepts with little relevance.	Inappropriate explanation of the key concepts.	10
		Appropriate description of the technical requirements of the internship till mid-term.	In-sufficient description of the technical requirements of the internship till mid-term.	Poor description of the technical requirements of the internship till mid-term.	
(c)	Appropriate coverage of work	Objectives achieved as per time frame.	Insufficient achievement of objectives as per time frame.	Objectives not achieved as per time frame.	10
(d)	Presentation	Contents of presentations are appropriate and well delivered.	Contents of presentations are not appropriate.	Contents of presentations are not appropriate and not well delivered.	10
		Proper eye contact with audience and clear voice with good spoken language	Eye contact with few people and clear voice with good spoken language	Poor delivery of presentation	
Total Marks=					40

Table9: Rubrics 3 (Final Evaluation)

	ASSESSMENT MATRIX	Excellent	Satisfactory	Not- Satisfactory	Distribution of Marks
		Weightage 100%	Weightage 60%	Weightage 20%	
(a)	Industry Orientation	<ul style="list-style-type: none"> Thorough knowledge of departments (s), related processes, products & work culture of the Industry/Institution/Or ganization. 	<ul style="list-style-type: none"> Moderate knowledge of departments (s), related processes, products & work culture of the Industry/Institution/ Organization. 	<ul style="list-style-type: none"> Minimal knowledge of departments (s), related processes, products & work culture of the Industry/Institution/Orga nization. 	10
(b)	Internship Execution	<ul style="list-style-type: none"> All defined objectives are achieved. 	<ul style="list-style-type: none"> Some of the defined objectives are achieved. 	<ul style="list-style-type: none"> Defined objectives are not achieved. 	10
(c)	Presentatio n	<ul style="list-style-type: none"> Contents of presentations are appropriate and well delivered. Proper eye contact with audience and clear voice with good spoken language. 	<ul style="list-style-type: none"> Contents of presentations are not appropriate and not well delivered. Eye contact with few people and clear voice with good spoken language. 	<ul style="list-style-type: none"> Contents of presentations are not appropriate and not well delivered. Poor delivery of presentation. 	10
(d)	Conclusion s and Discussion	<ul style="list-style-type: none"> Results are presented in clear and concise manner. Internship work is well summarized and concluded. 	<ul style="list-style-type: none"> Results are presented in satisfactory manner. Internship work summary and conclusion not very appropriate. 	<ul style="list-style-type: none"> Results are not presented properly. Internship work is not summarized and concluded. 	10
(e)	Q&A How well is the student able to answer questions?	<ul style="list-style-type: none"> The student is responsive and able to answer to the questions accurately. 	<ul style="list-style-type: none"> The student is responsive and not able to answer to the questions accurately. 	<ul style="list-style-type: none"> The student is not responsive and not able to answer to the questions accurately. 	10
Total Marks=					50

Table10: Rubrics 4 (Feedback from Industry Mentor)

	ASSESSMENT MATRIX	Excellent	Good	Fair	Average	Poor	Distribution of Marks
		Weightage 100%	Weightage 80%	Weightage 60%	Weightage 40%	Weightage 20%	
(a)	Technical Knowledge (refers to knowledge, clarity of fundamentals, and latest development)						5
(b)	Job Knowledge (refer to the ability to generate new and practical ideas for improvement of systems and operations related to the job).						5
(c)	Work Quality (refer to the value of work delivered by the student, accuracy and competency level)						5
(d)	Interpersonal Relationship (refers to ability to work harmoniously with superiors and subordinates)						5
(e)	Problem Solving Skills (refer to the involvement						5

	to find best alternative for any problem)						
(f)	Communication Skills (refer to the way of expression/ communication/ presentation of idea/thought Professional Attitude (refer to the way of handling the problems)						5
(g)	Regularity and Punctuality (toward assigned tasks)						5
(h)	Time Management (complete task in given time frame)						5
(i)	Adaptability to New Environment (refers to the ability to acclimatize with new work environment/culture)						5
(j)	Professional Ethics and Responsibilities						5
Total Marks=							50

(k) Whether PPO is offered to the student:

Yes/No

(i) Remarks, if any: