

# Examination Manual



**Sant Longowal Institute of Engineering & Technology**

(Deemed to be university and CFTI under MoE Govt of India)

**Longowal, Sangrur (Punjab)-148106**

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## 1. Question paper setting:

### 1.1 Question paper setters:

- a. 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.
- b. The question paper for the End-semester Examination will be set by the Course Coordinator. If head of the department feels necessary, the End-Semester Examination question papers may be moderated by the Question-paper Moderation Board (QMB) of the concerned Department.
- c. The required number of Question papers along with the keys after moderation shall be submitted by the Course Coordinators to the AR (Assistant Registrar) (Secrecy) in strictly confidential sealed envelopes within a specified date.

### 1.2 Question-Paper Moderation Board (QMB) shall comprise of:

Head of the Department	Chairperson
Internal Subject expert	Member
Course Coordinator	Member

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

### 1.3 Functions of the Question Paper Moderation Board

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. The decision of the QMB will be final and binding on the question setter.
- a) Ordinarily Course Coordinator, who is the Paper-setter, shall act as an Examiner. In case, the Course Coordinator is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner by the HOD. Other faculty members teaching the course shall be involved in evaluation. The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Minor examinations, tests/quizzes/assignments etc. and End Semester Examination in the format for the breakup of marks provided for the purpose. He/she shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected.
  - b) The marks obtained by the the student in CAE and ESE will be entered in the 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 the confidential manner. The verified hard copy of award sheet generated from ERP system may be forwarded to academic section duly signed.

## **2. Conduct of Examinations**

A cell in academic section shall look after conduct of examination and secrecy related work. AR (Examination/Secrecy) shall be appointed by the Director. He/she shall exercise powers and duties with the directions of the Director in consultation with the Dean (Academics) and Registrar. Responsibility to conduct the examinations smoothly shall be of Academic section.

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.

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

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.

If a candidate falls sick or is suffering from a contagious disease or serious ailment due to sport activities and wishes to appear at the Examination on notified date and time, special arrangement may be made by 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 fixed by the Institute from time to time.

### **2.1 Appointment of Exam Coordinators**

1. Each teaching department will have one exam coordinator.
2. The Dean(A) will appoint the exam coordinators on the recommendations of the concerned HOD.
3. The exam coordinator will be appointed for two years

#### **2.1.1 Powers and duties of Exam Coordinator**

1. Exam coordinator will act as link between the Department and Academic section. He will report the discrepancies in the date sheet and sitting plan to the AR (Examination/Secrecy)
2. He will coordinate the exam related activities in the department and help HOD in the appointment of invigilators.
3. He will perform other examination related duties assigned to him by the HOD and Dean (A).

### **2.2 Appointment of Centre Superintendent**

The Centre Superintendent of an examination centre shall be appointed by Dean (Academics) by framing and following an appropriate policy. On approval of the Director, the Dean (Academics) shall notify the name(s) of Centre Superintendents for different days and time of the examination who shall be responsible for overall discipline and smooth conduct of examination.

#### **2.2.1 Powers and duties of Centre Superintendent**

The Centre Superintendent of an examination Centre shall have the disciplinary control over candidates appearing in the examination at the Centre. He shall have the power to expel and refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s).

While reporting a case of use of unfair means in the Institute Examinations, the Centre Superintendent/Exam Coordinator shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate refuses to do so, this matter should be reported to the Examination Board of Institute (EBI) regarding unfair means in writing.

The Centre Superintendent/Exam Coordinator/HOD concerned along-with Invigilator will submit a detailed report along-with documentary/ other proof (if any) to the Examination Board of Institute (EBI) regarding unfair means used by any student during the examination (Annexure-4).

He is required to submit the reports about the conduct of Examination on the performa at Annexure-5.

## **2.3 Appointment of Invigilator(s)**

HOD in consultation with exam coordinator of the concerned department will appoint invigilator(s) for their respective subject examination. Ordinarily Course Coordinator and Course teacher(s), shall act as an Invigilator(s). One invigilator is to be appointed for 30 students. The concerned HOD has power to appoint invigilators from department faculty, research scholars and Technical staff if required.

### **2.3.1 Guidelines for invigilators**

1. A person shall not accept any of the 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.
2. Invigilators will report to the examination centre 20 minutes before the beginning time of the examination. After collecting answer scripts & other materials, they will proceed directly to the Examination room.
3. Invigilators are to make sure that the examinees occupy their seats according to seating plan.
4. Ensure that papers and materials are distributed appropriately.
5. Invigilators are to make sure that all the fields in the answer script are properly filled up by the examinees before they put their signature on the answer copy.
6. Allow the examinees with the items such as calculator, log table etc. as the case permits.
7. Examinees are not allowed to carry mobile phone/any electronic gadget in the examination hall.
8. I-card/Admit card of the students should be carefully verified. Only after verification invigilators should sign the answer sheet.
9. Invigilators are requested not to engage in any such activity that would divert their attention away from the students.
10. Maintain security of the examination papers, copies & stationary.
11. Attendance Sheet is to be properly filled up without missing any of the fields and should be signed by the invigilator(s). Absenteeism should be marked only with RED ink.
12. Invigilators are to make the absentee statement (Annexure-4) available to the Examination department 30 minutes after the commencement of the examination.
13. Invigilators should not carry cell phones to the examination hall during the examination hours.
14. In case of late coming, examinees should not be allowed to enter the Examination Hall 10 minutes after the commencement of Minor Examination and 20 minutes after the commencement of End Term Examination.
15. Invigilators are supposed to maintain the discipline and sanctity of the examination and in unfair cases, they should contact the center superintendent and report the case on performa (Annexure-4).

## 2.4 Examination Board of Institute (EBI)

The composition of the EBI is given below:

a) Dean(A)	Chairperson
b) HOD (Concerned)	Member
c) AR (Examination)/DR (Academics)	Member
d) Exam Coordinator/Centre Supdt	Member
e) Invigilator (Concerned)	Member
f) Co-opted Member(s) as required	Member

The AR (Exams) / DR (Acad)/AR (Acad) will report the cases of unfair means to the committee.

### 2.4.1 Power of Examination Board of Institute (EBI)

Use of unfair means is considered a very serious offence. The cases of cheating /unfair means shall be referred to the **EXAMINATION BOARD OF INSTITUTE (EBI)** shall investigate the matter and recommend necessary action(s) to the Chairman, Senate for approval. The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him. As there is continuous evaluation system the **EXAMINATION BOARD OF INSTITUTE (EBI)** rules are applicable for theory, practical and minor examinations. For reference the level of offences along with punishment and authority are given in the Annexure - 2.

## 2.5 Instructions during the Examinations

- i) The Centre Superintendent of an examination Centre shall have the disciplinary control over candidates appearing in the examination at the Centre. He shall have the power to expel and refuse to allow a candidate from taking the examination for reasons to be recorded in the presence of Invigilator(s).
- ii) Use/possession of mobile phones and any other communication device is strictly prohibited in the examination room(s) and shall be confiscated.
- iii) No student shall be allowed to sit in the examination, 10- minutes after start of examination.
- iv) No student shall be allowed to leave examinations room, earlier than 20-minutes and 90 minutes after commencement of the Minor and End Term Examinations of undergraduate and post graduate programs, respectively. and earlier than 20-minutes and 60 minutes after commencement of the Minor and End Term Examinations of ICD programs, respectively.
- v) Rules against cheating and plagiarism shall be strictly enforced.
- vi) Soon after the detection, the Invigilator/Exam Coordinator shall request the candidate to make a statement explaining his /her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Invigilator/Exam Coordinator, which should be attested by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.
- vii) While reporting a case of use of unfair means in the Institute Examinations, the Centre Superintendent/Exam Coordinator shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate refuses to do so, this matter should be reported to the Examination Board of Institute (EBI) regarding unfair means in writing.
- viii) The Centre Superintendent/Exam Coordinator/HOD concerned along-with Invigilator will submit a detailed report along-with documentary/ other proof (if any) to the Examination Board of Institute (EBI) regarding unfair means used by any student during the examination.
- ix) Deputy Registrar (Academics) is to be informed immediately regarding use of unfair means in the examinations.
- x) Deputy Registrar (Academics) shall call upon the candidate alleged to have employed unfair means in the examination to appear before the EBI to represent his/her case personally at

his/her own expense on the date fixed for appearance before the said Committee. If in spite of service of notice, the candidate fails to appear before the Committee, proceedings against him/her will be held ex-parte.

- xi) In case, not covered in the Levels 1 to 5, then EBI may decide suitable punishment to the student on case to case basis.
- xii) The recommendations will be made by the EBI to the Chairman, Senate regarding punishments to be implemented related to Level 2 to Level 5. The punishment for Level-5 will be recommended to the Chairman, Senate by including Dean (SFW) as member in the above committee.
- xiii) The decision of the Chairman, Senate in imposing penalty for the offence committed by the candidate shall be final and binding on him/her.

## **2.6 UNFAIR MEANS IN EXAMINATIONS**

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

As there is continuous evaluation system, the UMC rules are applicable for theory, practical and minor examinations. For reference, the level of offences along with punishment and authority are given in (Annexure - 2) as per the Academic Bye Laws, Sec. 26 g – 1.10 and as per the amendments made from time to time.

## **3. Evaluation:**

### **3.1 Appointment of Examiner**

Ordinarily Course Coordinator, who is the Paper-setter, shall act as an Examiner. In case, the Course Coordinator is not available due to unavoidable reasons, a Course Instructor or a faculty member having expertise in the subject may be appointed as an Examiner by the HoD. Other faculty members teaching the course shall be involved in evaluation.

The Examiner/Evaluator of the Answer-Scripts shall ensure the correct entries of Marks obtained by students in Minor examinations, tests/quizzes/assignments etc. and End Semester Examination in the format for the breakup of marks provided for the purpose. He/she shall round off a fraction equal to half or more to the next higher figure in the total marks. A fraction less than one-half will be neglected

- i. The 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).
- ii. The dissertation evaluation, viva-voce examination for dissertation/field report in subjects where applicable, shall be conducted as per provisions in the academic regulation of the Institute.
- iii. The Centre Superintendent, Question Paper Setters, Invigilators, Examiners/Evaluators, Tabulators and Assistants shall be paid honorarium as decided by the Institute from time to time, for the End Semester/supplementary/"I" grade/Practical examinations and project evaluation as may be applicable.
- iv. The internal and external examiners shall be paid honorarium and allowances as applicable. In thesis evaluation at PG level, supervisor should act as internal examiner. Honorarium to the internal examiner should be at par with the external examiner.



- v. A person shall not accept any of the above examination related works of a question paper in which his/her relative is appearing. An invigilator will not perform invigilation duty in the room/hall/laboratory etc. where his/her relative is writing the examination.
- vi. 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.
- vii. The grades/ marks from the grade-sheet/ marks-list shall be tabulated by Tabulators appointed for the purpose. They shall be primarily responsible for correct entries in the tabulation sheets of grades / marks and calculation of grade point average (GPA/CGPA) in accordance with the Academic regulations of the Institute. They shall be assisted by Assistants in tabulation work and preparation of Result.
- viii. The Result prepared by the Tabulators and AR (Examination/ Secrecy) shall be presented to the **Result Moderation Board (RMB)** of the Institute.

### 3.2 Evaluation of Theory Component

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

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

#### 3.2.1 Continuous Assessment Examinations Evaluation System

##### 3.2.1.1 General Guidelines:

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

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

##### Marks distribution

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

##### 3.2.1.2 Evaluation of Theory courses

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

<b>TABLE 3: Distribution of marks</b>				
S. No.	Components for CAM	Syllabus Coverage for the test	Duration of the test in Hrs.	Marks (max.)
1	Minor Test - I	First 30 to 40 % of the syllabus	1	30 (equal weightage for all the two tests, ie; 15 marks to each internal test.)
2	Minor Test - II	Next 30 to 40 % of the syllabus	1	
3	Quiz	At least two quizzes are to be conducted	0.5	10
4	Assignment/class work			10
	Total			50
Process for awarding marks for quiz shall be based on <b>any one</b> 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 (CO) covering entire syllabus.
- 2 Assignment + 2 Written Objective test (from entire syllabus)

**Table 4: Question Paper Pattern for Internal examination**

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

• **PATTERN – 1**

Q.No.-1 (having five parts)

5x1 = 5 Marks

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

Q.No.-2 (Having 5 parts of two marks each)

05x2= 10 Marks

Q.No.3 ((Having 3 parts of five marks each. Questions related to Case studies, analytical questions, design or evaluation or analysis or application oriented questions) 03x5= 15 Marks

• **PATTERN - 2**

Multiple choice questions only Q.No.-1 to 60

60x0.5 = 30 Marks

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

• **PATTERN – 3**

Q.No.-1 (having ten parts one mark each)

10x1= 10 Marks

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

Q.No.2 ((Having 2 parts of ten marks each. Questions related to Case studies, analytical questions, design or evaluation or analysis or application oriented questions) 2x10= 20 Marks

**Table-5: Pattern for end semester examination (ESM)**

S. No.	Exam	Syllabus Coverage for the exam	Duration of the exam in Hrs	Marks (max.)
01	End Semester Exam	Full Syllabus	3 (For UG & PG) 2 (For ICD)	50
02	Attendance	Refer respective rules		

**Question Paper Pattern for End Semester Exam**

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

**PART A (Compulsory question)**

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

**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

### 3.2.1.3 Evaluation of Practical Courses (Total marks 100)

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

The criteria for awarding marks for internal assessment are given in Table -6 as under:

<b>Table-6: Distribution of marks</b>	
<b>Items</b>	<b>Marks (Maximum)</b>
Continuous assessment	50
Model practical exams	50
Total	100
<b>Continuous assessment norms (for each exercise/experiment):</b>	
<b>Parameter</b>	<b>Range</b>
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

### 3.2.1.4 Evaluation Procedures:

#### Evaluation of Answer Sheets

- Complete transparency shall be maintained in the evaluation system.
- The evaluated scripts of quizzes, tests, and minor examinations will be returned to the students.as per dates mentioned in the Academic Calendar.
- End term examinations and the evaluated answer sheets will be shown to students on or before the date notified in the Academic Calendar.
- The student may appeal on the same day (Proforma at Annexure-1) 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:

- HOD or his/her nominee

- Evaluator of the Course
- 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 will be final and binding.

- The concerned faculty shall submit the final award sheet to the HOD as per the date notified in the Academic Calendar.
- HOD will further submit the grades after moderation to the Academic Section for declaration of result as per the date notified in the Academic Calendar. On completion of this process, the result shall be finally frozen by the Academic Section. No re-evaluation/re-totaling of answer books will be permissible after freezing of result by the Academic Section.
- For delay in submission of Marks/grades to the Academic Section through HOD, disciplinary proceedings shall be initiated against the concerned faculty as per conduct rules.

### 3.2.1.5 Evaluation of Project

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

### 3.2.1.6 Evaluation of Technical Seminar: These courses will be evaluated internally.

**Procedure for evaluation of technical seminar:** Technical seminar shall be evaluated based following criteria:

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

### 3.2.1.7 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 if marks scored is less than 35%).

### 3.2.1.8 Evaluation Guidelines of General Proficiency

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

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

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

- Head of Department or his/her Nominee

- ii) Two Members of DAAC
- iii) Course Counselor

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

- 50 Marks – For participation & winning in an event of National Level.
- 45 Marks – For participation & winning in State/University/Institute Level Event.
- 40 Marks – For participation & winning in 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 & General Conduct shall be given on deduction basis as under :

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

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

### 3.2.2 Practical / Industrial Training

- a) Students admitted through JEE Main are required to undergo **TWO weeks** of in-house practical training after the end of 2<sup>nd</sup> semester during the summer vacation. In case of unavoidable circumstances, if a student is not able to complete practical training as above, then he/she may be allowed to complete training with the junior batch with the permission of HOD concerned.
- b) Students are required to undergo **SIX weeks** industrial training at the end of 6<sup>th</sup> semester during the summer vacations. In case of the compelling circumstances, if a student is not able to complete industrial training as above, then he/she may be allowed to undergo industrial training with the junior batch on the recommendations of the HOD concerned and the permission from the Dean (A). Such a student has to apply for the same at least 01 (one) month prior to the scheduled training (as per academic calendar) through HOD (concerned) to Dean (Academics). After approval from Dean (Academic), HOD (T&P) will issue request letter to the concerned Industry for arranging Industrial training for that student.

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

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

### **3.2.2.1 Evaluation of Industrial/ Practical Training**

The in-house practical training and industrial training shall be evaluated by the above said committee through the regularity, quality of work carried out, the report submissions, contents & presentation.

**The candidate will be awarded S/US grade based on these parameters in the in-house practical training and letter grade in industrial training.**

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

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

#### **Evaluations 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

#### **Evaluations 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.

#### **Industrial Training evaluation committee**

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

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

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

#### 4. Guidelines for the Award of Grades

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

- a) All evaluations for different components of a course (as given in Table 6) shall be done in absolute marks for each student.
- b) The marks of various components shall be added to get total marks secured on a 100-points scale as per distribution given in the curriculum.
- c) A 10-point scale with letter grades as shown in the Table-6, below will be adopted for awarding the grades to students

**Table 6: Grades and their Description**

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

- I. **A (+) grade:** An 'A (+)' grade stands for outstanding achievement. The minimum marks for award of an 'A (+)' grade is 81 marks.
- II. **B (+) grade:** An 'B (+)' grade stands for very good achievement. The minimum marks for award of an 'B (+)' grade is 61marks
- III. **C (+) grade:** The 'C (+)' grade stands for average performance. This average performance refers to "average" as per instructor's expectations in a holistic sense.
- IV. **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.
- V. **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 may repeat maximum of **TWO** courses having E grade when these are offered. In case a student



repeats a particular course along with the juniors. He / she will be awarded only up to a maximum of '**B+**' grade as per his performance. In case, on repeating a course, a student fails to improve his grade due to shortage of attendance his earlier grade will remain in force. (OR)

He may apply for retest for End Term Examination of the course, as and when that course is offered. **However, in case of final year students, he can appear in the retest of End Term Examination (only for 7<sup>th</sup> and 8<sup>th</sup> 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.*

VII **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.

VIII **I grade:** An '**I**' grade denotes incomplete performance in a course.

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

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

The Students with "I" Grade only are eligible to write the 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 (Academics), the period can be further extended maximum upto 10 days after the start of the next semester. The process of declaration of result should be complete before the last date of registration permissible as per Academic Calendar.

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

IX **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 **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.

## 5 Result

- i. 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.
- viii. The copy of result received by AR (Exam) shall be presented to the Result Moderation Board (RMB) of the institute



### **5.1 Result Moderation Board (RMB) of the Institute.**

The RMB of Institute shall comprise of:

Dean (A)	Chairperson
All Heads	Member
Dy. Registrar (Acad)	Member
AR (Examination/Secrecy)	Member Secretary

**(At least four members shall constitute the Board)**

### **5.2 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 a total of 3 grace marks to a student for passing the semester or upgrading the semester grades of a maximum of three courses with highest possible credits during the entire course of study/programme.

### **5.3 Declaration of Result:**

- i. On the approval of the Director, the moderated result shall be published by the AR(Exam) on a specified date in Academic Calendar.
- ii. 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.
- iii. 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.
- iv. 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.


Notwithstanding anything contrary to the provisions contained herein above, the Director shall has the power to order such actions, as he/she may consider necessary in order to ensure fair and smooth conduct of the institute examinations.

### **References:**

1. Appointment of Question paper setters, Examiners, Conduct of Examination, Approval & Publication of Results [U/s 26 (g) of SLIET MoA, 2007]
2. The minutes approved in various Senate meetings

## Question Paper Template

Name of Student..... Registration No.....

	<b>Sant Longowal Institute of Engineering &amp; Technology</b> <b>Department of .....</b>	
Sub Name:	<b>END SEM EXAM</b>	TIME ALLOWED: 03 hr
Sub Code:		MAXIMUM MARKS: 50
Name of Teacher:		Month/Year:

Note: All questions are compulsory.

PART A				
Q. No	Questions	Marks	CO	BL
1	Multiple choice/ Short answer type			
i.		1		
ii.		1		
iii.		1		
iv.		1		
v.		1		
vi.		1		
vii.		1		
viii.		1		
ix.		1		
x.		1		
PART B				
2	a)			
	b)			
3	a)			
	b)			
PART C				
4	a)			
	b)			
5	a)			
	b)			

CO – Course Outcomes

BL – Bloom's Taxonomy Levels (1- Remembering, 2- Understanding, 3 – Applying, 4 – Analysing, 5 – Evaluating, 6 - Creating)

# Sant Longowal Institute of Engineering & Technology

(DEEMED to be UNIVERSITY)

## Student Evaluation Appeal Form

Student Name : .....

Student's Registration No : .....

Department : .....

Major/ Minor : .....

Programme : Certificate / Diploma / UG / PG

Semester : .....

Year : (1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup>)

Course Code : .....

Course Title : .....

Course Credit Hours : .....

Course LTP : .....

Mark/Grade scored by Student      Marks ..... out of 100    Grade: ..... Points: -----

Signature of the Student

Name: .....

Date: .....

Signature of the 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 (Academics)

LEVELS OF OFFENCES ALONG-WITH PUNISHMENT AND AUTHORITY			
Level s	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	'Zero marks' in the exam in which the candidate is found using unfair means	EBI
	Presenting to the examiner a practical or class work note book not prepared by himself /herself.		
	Writing on the desk before the start of the exam		
	Being caught talking while outside the examination hall during the examination when allowed to go out e.g. visit to washroom etc.		
	Carrying helpful material written on hands/ arms/ other body parts/ cloths		
	Writing answers on question paper		
	Other offences of similar nature and intensity		
	Exchanging question papers		
	Using pre-meditated chits containing helpful material.		
Level -3	Found in possession of unauthorized material in bulk related to the course e.g book/ huge cheating material, showing clear intention of copying.	"F" grade shall be awarded in the subject in which the candidate is found using unfair means	EBI
	Found in possession of unauthorized material related with the course/ question paper and the answer written matching with answer sheet Exchanging answer sheets during the examination.		

	Smuggling an answer sheet or a continuation sheet or any part thereof in or outside the place of examination.		
	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		
<b>Level -4</b>	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.	Cancellation of all the registered exams in that semester including retest/repeat exams of the previous semester  Remarks: If a student is currently studying and is writing roll no of another student then he will be liable for punishment. However If an outsider is writing exam of an existing student, then punishment shall be given to the student studying in the institute.	EBI Along with Dean (SFW)
	Cheating and being argumentative, rude, aggressive with Invigilator/examination officials		
	Proxy sitting/run away from the examination hall by the person sitting proxy and for whom sitting proxy (both) or getting oneself impersonation by someone in the examination or impersonating another candidate.		
	Writing other's roll numbers on own answer sheet		
<b>Level -5</b>	Physical assault causing injury to the Invigilator or any examination officials	Cancellation of all the registered exams in that semester including retest/repeat exams of the previous semester(s) and further debarring from continuing studies for not less than one year ('X' grade)  or rustication from the institute	EBI Along with Dean (SFW)

# Sant Longowal Institute of Engineering & Technology

## UMC PROFORMA

(One form should be used for one candidate only)

1. Name of Examination .....
2. Candidate's Roll No./Regn. No. ....
3. Name of candidate (with address) .....  
.....
4. Room No. (Venue of Exam Center) .....
5. Subject in which the candidate is reported  
to have used or attempted to use unfair  
means .....
6. Day ..... Date ..... Time .....

Particulars of books, papers etc. found in possession of the candidates and submitted along with the scripts in this envelop. *(All these materials should be signed by the Invigilator of Exam. and the candidate)*

7.	Name of the book(s) if any	a) ..... b) ..... c) .....
8.	Number of leaves/pages of the book	.....
9.	Number of a) manuscript slips b) Sheets, c) any other paper	a) ..... b) ..... c) .....
10.	Any other article (Electronic gadget(s), answer sheet of other candidate etc)/offence	a) ..... b) .....

11. Statement of the candidate to be obtained in his own handwriting:

1. Were the above articles recovered from your possession? .....  
.....
2. Why you kept these despite clear instructions? .....  
.....
3. Did you make any use of them? .....  
.....
4. Have you anything else to state? .....  
.....

**Certified that this statement was made in my presence**

(Signature of Invigilator)

(Signature of Candidate with date)

**Certified that the candidate declined to give any statement**

(Name & Signature of Invigilator)

(Signature of Superintendent/Exam Coordinator)

(Certificate not applicable should be crossed by the invigilator)

# Sant Longowal Institute of Engineering & Technology

## Superintendent's Report For minor/end term examinations

Date:

Time Slot:

Programme: ICD/UG/PG

S No.		If Yes (Tick)	If No		
			Subject Code	(Invigilator's name and how much late)	
1.	Whether the exam started well in time?				
2.	Whether the invigilators were on duty well in time?				
3.	Did you notice any problem related to the question paper?				
	S No	Subject Code	Name of the Coordinator		
4.	Did you notice any student(s) using unfair means in examination?				
	S No	Subject Code	Name of the Student	Registration No	Name of the Invigilator

Name of the Centre Superintendent-1

Signature With date

Name of the Centre Superintendent-2

Signature With date



# SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY

## ABSENTEE STATEMENT

(End Semester/Repeat/Retest Examinations)

Date of Examination..... Session: (Morning/Evening) Month..... Year.....

SEMESTER/YEAR: ..... Program: (ICD/UG/PG/ Ph.D): .....

Name of the Department:.....

Subject Code..... Subject Name.....

Name of the Teacher/ Coordinator: .....

Name of Invigilator- 1.....

2.....

3.....

Total No. of students registered..... No. of students present.....

No. of students Absent..... No. of UMC Cases.....

Regn No. of the Absentees:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration No. of the UMC cases: -

\_\_\_\_\_

\_\_\_\_\_

Name and Signature of Invigilator (s) with Date:

Invigilator-1

Invigilator-2

Invigilator3

Signatures: \_\_\_\_\_ Signatures: \_\_\_\_\_ Signatures: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_

Signature of exam coordinator with Date

Signature of Centre Superintendent with Date

Name: \_\_\_\_\_

Name: \_\_\_\_\_