

RULES AND REGULATIONS
FOR
POST GRADUATE PROGRAMMES

(Amended after 2nd Senate Meeting held on 25.11.2008)



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY
Longowal -148106, Distt. Sangrur, Punjab, India
(DEEMED TO BE UNIVERSITY)
(Established by Govt. of India)

**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY, LONGOWAL
(DEEMED TO BE UNIVERSITY)**

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**SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
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RULES AND REGULATIONS FOR POST GRADUATE PROGRAMMES**

INTRODUCTION

1. The objectives of the postgraduate programmes at Sant Longowal Institute of Engineering and Technology, Longowal are:
 - To be a leading R & D Institution,
 - To develop the scientific and engineering manpower of highest quality to cater to the needs of the industry.,
 - To be a role model of educational institutions in the country,
 - To provide a broad grasp of the fundamental principles of the sciences and scientific and technological methods through its curriculum,
 - To provide a deep understanding of the area of specialization,
 - To provide an innovative ability to solve practical/utility problems,
 - To provide a capacity to learn continually and interact with multidisciplinary groups.
 - To develop the student with a capacity for :
 - Free and objective enquiry,
 - Courage and integrity,
 - Awareness and sensitivity to the needs and aspirations of society.
2. The provisions contained in this set of regulations govern the policies and procedures on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of students performance leading to the Post Graduate programmes.
3. This set of regulations, on approval by the senate, shall supercede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all students undergoing the Post Graduate programmes.
4. 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.
5. 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.

6. The effect of year-to-year(periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations and Curriculum, without any undue favour or considerations.
7. 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 extend of any reference if so present) here is this set of Regulations or otherwise.
8. This manual sets out the procedure and requirements of the Post Graduate programmes of study that fall under the jurisdiction of the Senate, SLIET, Longowal. Further, any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

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RULES AND REGULATIONS FOR POST-GRADUATE PROGRAMMES

P1. MASTERS DEGREE PROGRAMMES

1.1 Post Graduate, Master of Technology (M.Tech), Master of Science (M.Sc.) and Master of Business Management & Administration (MBA) degree programmes are offered in the following disciplines by the respective programme hosting departments listed below:

(a) Department of Computer Science and Engineering

i. M.Tech. Computer Science & Engineering

(b) Department of Chemical Engineering

M.Tech. Polymer Technology

(c) Department of Food Technology

i. M.Tech. Food Engineering & Technology

(d) Department of Electrical & Instrumentation Engineering

i. M.Tech. Instrumentation and Control

(e) Department of Electronics & Communication Engineering

i. M.Tech. Electronics & Communication Engineering

(f) Department of Mechanical Engineering

M.Tech. Manufacturing System Engineering

M. Tech. Welding Technology

(g) Department of Chemistry

M.Sc. Chemistry

(h) Department of Mathematics

M.Sc. Mathematics

(i) Department of Physics

M.Sc. Physics

(j) Department of Humanities & EDP

i MBA

(k) Department of Food Technology, Chemical Technology and Chemistry
(Inter-disciplinary)

i. M. Tech. Biotechnology

1.2 The provisions of these Regulations shall be applicable to any new disciplines and/or that may be introduced from time to time and appended to the above list.

P2. ELIGIBILITY FOR ADMISSION

P2.1 Master of Technology (M.Tech.)

Admission to Master of Technology (M.Tech.) course will be open to a candidate who obtains at least 50% marks in the aggregate in qualifying examination and

- 1) holds a B.Tech./B.E. degree of recognized University/Institute in the appropriate branch.

OR

- 2) has passed Section 'B' of the Institution of Engineers (India) or Grade IETE and has three years of professional experience in reputed organization.

OR

- 3) Candidates are also eligible for admission in various M.Tech. courses as under :

- i. M.Tech. (Computer Science): Candidate should have B.E./B.Tech. degree in Computer Science & Engineering or Information Technology or Electronics & Communication Engineering or Electrical Engineering or Electronics Engineering or Electrical & Electronic Engineering or Electronics & Instrumentation Engineering or Instrumentation & Control Engineering .

OR

Master's degree in Physics or Electronics or Mathematics or Statistics or Operations Research with Physics as compulsory subject at the graduation level or Master's degree in Computer Science or Information Technology or MCA.

- ii. M.Tech. (Manufacturing Systems Engineering): Candidate should have B.E./B.Tech degree in Manufacturing Engineering / Mechanical Engineering/ Production Engineering/ Industrial Engineering.
- iii. M.Tech (Food Engineering & Technology): Candidate should have B.E./B.Tech/ M.Sc. degree in Food Technology/Food Engineering/Agricultural & Food Engineering.

- iv. M.Tech. (Biotechnology): Candidate should have B.E./ B.Tech degree in Biotechnology or Biochemical or Food Technology or Food Engineering or Agricultural & Food Engineering or Chemical Engineering.

OR

M.Sc. degree in Biotechnology/ Chemistry/ Biochemistry /Micro Biology/ Food Technology

- v. M.Tech. (Polymer Technology): Candidate should have B.E. /B.Tech in Polymer Technology or Chemical Engineering or M.Sc (Chemistry).
- vi. M.Tech. (Instrumentation & Control Engineering): Candidate should have B.E./B.Tech degree in Electrical Engineering or Instrumentation & Control or Electrical and Electronics Engineering or Instrumentation Engineering or Electronics Engineering or Computer Engineering or Electronics & Instrumentation Engineering or Electronics & Communication Engineering.
- vii. M.Tech.(Electronics & Communications): Candidate should have B.E./B.Tech degree in Electronics & Communications Engineering or Electrical and Electronics Engineering or Electronics & Instrumentation Engineering or Computer Engineering.

P2.2 Master of Science (M.Sc.)

Admission to Master of Science (M.Sc.) course will be open to a candidate who obtains at least 50% marks in the aggregate in qualifying examination and holds degree from recognized university in appropriate stream.

- a) M.Sc. (Physics): B.Sc. degree with Physics and Mathematic or B.Sc. (Hons.) Physics.
- b) M.Sc. (Chemistry): B.Sc. degree with Chemistry and Mathematics/Biology or B.Sc. (Hons) Chemistry.
- c) M.Sc.(Mathematics): B.Sc. degree with Mathematics or B.Sc.(Hons) Mathematics.

P2.3 Master of Business Management and Administration (MBA)

Admission to Master of Business Management and Administration (MBA) course will be open to a candidate who obtains at least 50% marks in the aggregate in qualifying examination and holds Bachelor's degree from a

recognized university in Engineering or Technology or Agriculture or Commerce or Arts or Science.

P3 ADMISSION PROCEDURE

P3.1 Master of Technology (M. Tech.) Programmes

- a). Admission to M.Tech. programmes shall be made on the basis of merit in Score obtained in GATE examination depending on availability of GATE seats/scholarships in each discipline. GATE candidates will override every preference in the respective category.
- b). Admission against the vacant seats of the M.Tech. Programmes shall be made through an Entrance examination conducted by SLIET, Longowal (SET), followed by interview conducted by the concerned department. Composition of the interview committee includes;
 - (i) Dean (Academic) or his/her nominee
 - (ii) Head of Department
 - (iii) Members of Departmental PG committee

NOTE: Dean (academic) shall act as chairman, in case his/her nominee attends the meeting, Head of the department shall act as chairman.

- c). List of admitted students to M.Tech. Programme offered in each discipline by respective hosting department shall be sent through Dean (Academics) to the Director for the approval.
- d). A candidate admitted to M.Tech course may apply for a change of discipline/branch before closing of admission. The Dean (Academic) shall send his recommendations to the Director provided a candidate fulfills the requirements for admission to the branch sought for.

P3.2 Master of Science (M. Sc.) Programmes

- a). Admission of the M.Sc. programmes shall be made through an Entrance examination conducted by SLIET, Longowal (SET), followed by interview conducted by the department. Composition of the interview committee includes;
 - (i) Dean (Academic) or his nominee
 - (ii) Members of Departmental PG committee

(iii) Head of Department

NOTE: Dean (academic) shall act as chairman, in case his/her nominee attends the meeting, Head of the department shall act as chairman.

- b. List of admitted students to M.Sc. Programme offered in each discipline by respective hosting department shall be sent through Dean (Academics) to the Director for the approval.
- c. A candidate admitted to M.Sc. programme may apply for a change of discipline/branch before the close of admissions. The Dean (Academic) shall send his recommendations to the Director provided a candidate fulfills the requirements for admission to the branch/discipline sought for.

P3.3 Master of Business Administration (M.B.A.) Programme:

A candidate is to be considered for admission in MBA programme shall be based on score obtained in the entrance examination conducted by the common aptitude test CAT/MET or by the Institute followed by Group discussion and personal interview. Composition of the interview committee includes;

- (i) Dean (Academic) or his/her nominee.
- (ii) Members of Departmental PG committee
- (iii) Head of Department

NOTE: Dean (academic) shall act as chairman, in case his/her nominee attends the meeting, Head of the department shall act as chairman.

P3.4 Inter-disciplinary Post-graduate programmes

- i) Admission shall be made on the basis of merit in GATE examination depending on availability of GATE seats/scholarships in each discipline. . GATE candidates will override every preference in the respective category.
- ii) Admission against the vacant seats shall be made through an Entrance examination followed by interview conducted by the department. Composition of the interview committee includes;
 - a) Programme Coordinator (Chairman),
 - b) Two members, one from each participating inter-disciplinary programme
 - c) Nominee of Dean (Acad)

P4 DURATION OF THE POST GRADUATE PROGRAMMES

All PG courses will be of four semesters (Two academic years) duration. The maximum period in which such candidates must qualify for the award of degree in M.Tech/M.Sc./M.B.A (including Dissertation) will be eight semesters (four years) failing which a candidate will not be allowed to continue his studies for the course.

P5. REGISTRATION AND ENROLMENT

A Student must register for regular subjects offered during the semester by the department. A student can register for repeat courses, subject to the condition that total credits during the semester should not exceed maximum of 32 credits. Each student will be given 5 light sky-blue colored registration cards (**Annexure-I**). Duly filled cards signed by the concerned course coordinator/subject teacher, Head of Department and the PG Coordinator are to be submitted to Academic section for record. The Department, Student, Controller of Examinations (COE), PG Coordinator and Deputy Registrar (Academics) will retain one card each.

P6. TEMPORARY DISCONTINUATION

A student may be permitted by the Dean (Academics) to discontinue temporarily from the programme for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the programme only for a maximum cumulative duration of two semesters, provided he/she can complete the programme within the prescribed duration of four years. He/ She will be charged continuation fee as decided by the institute from time to time

P7. ATTENDANCE

- P7.1. Faculty member shall maintain attendance record of the class for the course/laboratory being taken by him/her. The main instructor of the course is required to finalize the attendance within THREE calendar days after the last instructional day of the course in the semester.
- P7.2. A student whose attendance is less than 75% of the classes conducted in the course is not eligible to appear for the End – Semester Examination for that course.
- P7.3. The details of all students who have attendance less than 75% in a course will be notified by the HOD with intimation to Dean (Academics). Shortage of attendance shall be notified before the commencement of the end semester examination by respective department.

P7.4. Relaxation of attendance on medical grounds or important institute activities shall be granted only if the permission is taken and leave application is submitted to HOD of concerned department within the specified time limit as per the prescribed Performa. However, the decision of the Director, SLIET will be final in any case.

P8. SUMMER TERM COURSE

A Summer course is not applicable for Post Graduate programmes.

P9. DISCIPLINE

P9.1. Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the Institute.

P9.2. Any act of indiscipline of a student, as prescribed in discipline book, shall be liable to be punished accordingly.

P10. EXAMINATION RULES:

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

- a) remained on the rolls of the Institute for the appropriate course.
- b) registered for the course and should meet the attendance requirement of at least 75% of the classes conducted in the course.
- c) A candidate who does not fulfill the attendance requirement as per clause P10(b) will not be eligible to appear in the end semester examination for that course(s). He/She will be awarded F Grade in that course(s).

P10.1 Dissertation Supervisor

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

P10.2 Dissertation Proposal

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

- i) Supervisor(s) and
- ii) Two faculty members of the department
- iii) If required, one faculty member from allied departments.

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

P10.3 Dissertation Submission and Evaluation

The candidate shall be required to give a seminar before the committee, based on his/her work covered in the Dissertation, before submitting the Dissertation for award of degree. After that the candidate shall submit his/her Dissertation as per recommendations of the committee. In case the candidate is not able to complete his/her Dissertation work within 24 months but has completed the course work, he/she will be allowed to submit the Dissertation and an extension fee for registration of Rs. 500/- only shall be charged at the beginning of each semester. Three copies of Dissertation along with list of four subject experts from all over India will be forwarded by the HOD to the Dean (Academic). Dissertation will be forwarded to one expert by Dean (Academic) for his/her recommendations. In case a candidate's Dissertation is rejected by an external expert, he may re-submit it within the prescribed maximum period. In genuine cases of hardship a candidate on the recommendations of his supervisor(s) may appeal to the Director for additional time. The Director may allow an extension of the period for the re- submission of the Dissertation by the candidate under extra ordinary circumstances only. Evaluation of the re-submitted Dissertation shall be the same as prescribed above.

The result of the Dissertation will be declared only after the candidate has passed all subjects as prescribed in study scheme.

P10.4 Dissertation Writing

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

P11 ASSESSMENT PROCEDURE

P11.1 Credit System

It is proposed to follow a model of credit system and a suitable grading/evaluation system for consideration to be implemented from the academic session 2007-08 for Post graduate programmes of the institute.

P11.2 Course Credits

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

- (a) **Lectures:** One lecture hour per week shall be assigned one credit.
- (b) **Practical:** Two/three laboratory hour per week shall be assigned one credit. Four laboratory hours per week shall be assigned two credits.
- (c) **Tutorials:** One tutorial hour per week shall be assigned one credit.

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

P11.3 Evaluation System

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:

P11.3.1 Theory Courses

- a) Continuous Assessment Examinations (CAE) carrying 50% weightage
- b) End Term Examination (ETE) carrying 50% weightage

P11.3.2 Laboratory Courses

- a) Continuous Assessment Examinations (CAE) carrying 60% weightage
- b) End Term Examination (ETE) carrying 40% weightage

P.11.3.3 Continuous Assessment Examination (CAE) for Theory Courses:

The Continuous Assessment Examinations shall be conducted as per the notification in the academic calendar. However, quizzes can be conducted by the teacher during the semester. The distribution of weightage given to each component during Continuous Assessment Examination for theory courses is given below in Table. 1.

Table.1: Distribution of Weightage for Theory Courses

| Sr. No. | Particulars | Weightage (%) |
|-----------------|---|---------------|
| 1 | Minor Test –I Minor Test-II Minor Test-III* | 30% |
| 2 | Assignments/Tutorials/Class Performance | 10% |
| 3 | Quizzes | 10% |
| Total Weightage | | 50% |

*Marks of Best Two minors shall be considered. Duration of minor test shall be of one hour.

For quizzes, multiple choice type questions/fill in the blanks shall be set up in written form for evaluating the students. At least two quizzes per semester are required to be conducted having duration of 15 minutes each.

P11.3.4 End Term Examination (ETE) for Theory Courses (Weightage 50%)

There will be an End Term Examination at the end of each semester for three hours of duration for each course and it is mandatory for a student to appear in end term examination. The date sheet of examinations will be announced by Dean (A).

Pattern of End Semester Examination

The structure of the question paper shall be as under :-

1. The question paper shall be divided into five sections,

- (i) Section-I will have one question having ten short answer type questions covering the whole syllabus. This question shall be compulsory for the students.
 - (ii) Two questions from each section (A-D) of the syllabus will be set up in the sections (II-V) of question paper. The students will be required to attempt one question from each sections (II-V).
2. The weightage shall be given to the numerical problems in the question paper, wherever possible, and as per requirement of the course.
 3. All questions will carry equal marks.

P11.3.5 Evaluation for Laboratory Courses

For the laboratory and practical works, the continuous assessment and end term examination, weightage distributions shall be as given below in Table.2.

Table. 2 : Distribution of weightage for Laboratory Courses

| Continuous Assessment | | End Term (Lab final) | |
|--|-----------|--|------------|
| Components | Weightage | Components | Weightages |
| Record Mark (based on continuous assessment of Laboratory / Practical works considering regularity and timely submission of laboratory records). | 60% | Lab experiment/ Procedure writing / Tabulation/ Equations as applicable | 30% |
| | | Viva -voce | 10% |
| Total | 60% | Total | 40% |

P11.3.6 Evaluation Procedures

- i) **The Course coordinator is responsible for setting the question paper and its secrecy, evaluation of answer sheets and award of grades to the students. The coordinator/class teacher shall hand over the question paper to the Centre Superintendent conducting the end semester examination on the date and time of his/her class examination in the examination hall. The Centre Superintendent shall send the answer sheets, after the examination, to the respective Departments, for evaluation by the concerned Teacher. The complete transparency shall be maintained in evaluation system. The graded**

scripts of quizzes, tests, and mid-semester examinations will be shown to the students within a reasonable time. The answer sheets of the final examinations will also be shown to the students after evaluation.

NOTE: For a course, where more than one faculty member is involved in teaching one of them shall act as course coordinator.

- ii) After the marks obtained by a student at various examinations held in a course during a semester including End Term examinations are added up, the fraction of marks if any may be rounded off.

A 10-point scale with letter grades as shown in the Table 3 will be adopted.

Table 3: Grades and Numerical Values of Grades

| Grades | Meaning | Numerical Value of Grades in Points |
|--------|------------|-------------------------------------|
| A | Excellent | 10 |
| B | Very Good | 8 |
| C | Good | 6 |
| D | Fair | 4 |
| E | Poor | 2 |
| F | Fail | 0 |
| I | Incomplete | - |

**A, B, C and D grades are the pass grades.
E & F grades are fail grades.**

**I – grade denotes incomplete performance in any
course due to absence in the End Semester
Examination only**

P11.4 Guidelines for the Award of Grades

(i) The following are the general guidelines for the award of grades:

- All evaluations of different components of a course shall be done in marks for each student.
- The marks of various components shall be added to get total marks secured on a 100-points scale and 50 point scale for laboratory courses.
- For more than 20 students in a course, the statistical method (Table 4) shall be used for the award of grades with marginal adjustment for natural cut off. For less than 20 students in a course, the grades shall be awarded after calculating Average Grade Points (AVGP) allocated to a class.
-

AVGP shall be calculated as per the expression given below:

$$AVGP = \frac{\sum C_i N_i}{\sum N_i}$$

N_i is Number of students awarded Grade
 C_i is Grade point associated with Grade

- AVGP should not exceed 7 for class strength greater than 20. An ideal AVGP shall be from 6.0 to 6.5. In case of class strength less than 20, the basic principles of grading should still hold true. The AVGP in such cases may some times range from 6.0 to 7.5.

- Teacher will ensure to cover all the contents of a course taught during the semester. The end semester examinations question paper shall cover all the sections of the syllabus. At the end of the semester a teacher will submit a complete course file to the Head of the Department having following documents:

- Lecture wise break up of syllabus (to be provided to the students at the beginning of the semester also)
- Attendance record
- Tutorial sheets
- Question papers of Minors
- Quizzes
- Question paper of End semester examination
- Complete details of the marks with final grade

(ii) In case a student repeats a particular course along with his/her juniors, he/ she will be awarded only up to a maximum of B grade as per his/her performance.

P11.4.1 Statistical Method for the Award of Grades

The statistical method shall invariably be used with marginal adjustment for natural cut off. The mean and the standard deviation (σ) of marks obtained of all the students in a course shall be calculated and the grades shall be awarded to a student depending upon the marks and the mean and the standard deviation as per Table.4 , given below,

Table4. Statistical Methods for Grading

| Lower Range of Marks | Grade | Upper Range of Marks |
|---------------------------|-------|---------------------------|
| | A | \geq Mean +1.0 σ |
| Mean+0.2 σ \leq | B | < Mean + 1.0 σ |
| Mean -1.2 σ \leq | C | <Mean + 0.2 σ |
| Mean-2.5 σ \leq | D | <Mean -1.2 σ |
| | E | < Mean -2.5 σ |

here $\sigma = \sqrt{\frac{\sum_{i=1}^n (x_i - \bar{x})^2}{(n-1)}}$ where x_i =marks of ith student, \bar{x} =arithmetic mean value and n = the number of students.

The above mentioned criteria is to be followed on 100 point scale if

1. Mean is greater or equal to 40.
2. Mean – 2.5 σ = 20.
- 3.

Similarly, on 50 point scale, the criteria is to be followed, if

- 1) Mean is greater or equal to 20
- 2) Mean - 2.5 σ = 10.

If, faculty member is not satisfied to award grades based on above criterion then he/she may have a strong reason and justification for the decision taken by him/her for awarding grades, on the basis of the marks obtained by the students as per Table 5.

Table 5

| Grade | Percentage of Students obtaining grades | | Percentage of Marks obtained in a Course |
|-------|---|-----------------------------------|--|
| | Strength of students above 20 | Strength of students less than 20 | |
| A | 0 to 25 | 0 to 30 | 70 to 100 |
| B | 15 to 40 | 10 to 40 | 50 to 80 |
| C | 25 to 50 | 20 to 50 | 40 to 65 |
| D | 10 to 30 | 0 to 30 | 25 to 50 |
| E | 0 to 20 | 0 to 20 | 0 to 40 |

NOTE:

1. The class teacher is the best judge for awarding the grades to the students on the basis of his/her class performance in the class. Teacher can decide to award the grades on the basis of the formula or as per Table 5. But only Table shall be followed for award of grades, in case the number of students in a class is less or equal to 10.
2. While awarding the grades on the basis of the formula, which is meant for normal distribution for finding out the mean and standard deviation, teacher can take the liberty to decide the range of marks for awarding the A, B,C, D and E grades with some flexibility as per his/her distribution of marks, which may not be a normal distribution i.e. his/her decision may not be exactly as per the calculation based on the formula. In this regard, the decision taken by the class teacher shall be final. But it must be ensured that the criteria are followed uniformly without any biasing.

P11.4.2 Awarding I - grade

In case of absence for an End semester Examination on Medical grounds or other special circumstances such as; Natural calamity, Death of Parents/Brother/Sister, restricting him/her to appear in an End Semester examination by the competent authority, the student can apply for I-grade in that course with necessary supporting documents and certifications by authorized person(s) to the Head of Department. The Head of Department may consider the request, depending on the merits of the case, and after consultation with the course Instructor, permit the make up End semester Examination for the concerned student, with those students who are awarded the E – grade. 'F' Grade will also be awarded to the student who fail to represent his/her case along with all required documents citing the reasons for his/her absence or his/her request is not accepted by the HOD for award of 'I' Grade.

P11.4.3 Conversion of I – Grade to Regular Grade

The I – grade will be converted to a regular grade, based on the performance of the student, subject to the condition as per the provision P11.4(iii). The marks earned in the re-examination will replace the End Semester Examination marks of the semester, in which he/she has been awarded I – grade, and the result recalculated based on the grade ranges of that semester.

P11.4.4 Improvement of E-grade

E-grade is a fail grade. The course (s) in which a student has earned E- grade will be termed as back-log course (s).

E' grade is awarded when a student has attended at least 75% of the Lectures, Tutorials or Practicals and undergone all the evaluation process prescribed for the courses in which he/she has earned 'E' grade.

A student with 'E' grade may opt to improve with any of the following options:-

- i) He/She may repeat maximum of TWO courses having E – grades, when they are offered, and will be awarded grade as per the provision P11.4 (iii).

OR

- (ii) He/She may apply for retest for End semester examination and can appear for retest in the examination of a course, as and when that course is offered. However, in case of final year students, he/she can appear in the retest of End semester Examination on the date(s) notified by the dean (academics). The marks earned in this re-examination will replace the end semester marks of that semester, in which the student is awarded E – grade. The result will be

recalculated based on the grade ranges of that semester with a restriction of '**B**' on the maximum grade the student can earn.

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

'**F**' grade is awarded as a result of a 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.

P11.4.5 Calculation of Grade Point Average

The credits earned by the students will be accounted for calculation of CGPA. The Semester Grade Point Average (SGPA) for each semester and Cumulative Grade Point Average (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

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

For instance, suppose a student is registered for one 5-credit course, four 4-credit courses, and one 3-credit course during a semester, i.e. a total of 24 credits. If he secures A, B, C, D, E and F grades, respectively in these courses, his SGPA will be calculated as follows:

$$\begin{aligned} SGPA &= (5 \times 10 + 4 \times 8 + 4 \times 6 + 4 \times 4 + 4 \times 2 + 3 \times 0) / 24 \\ &= 130 / 24 = 5.41 \end{aligned}$$

SGPA calculation:

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

$$SGPA = \frac{\sum C_iG_i}{\sum C_i}$$

where C_i is credit assigned to particular case

G_i is graded point earned in a particular case

Cumulative Grade Point Average (CGPA):

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

P11.4.6 Award of Division

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

First Division with Distinction,
provided all the courses are cleared
in First attempt:

$$CGPA \geq 7.18$$

First Division

:

$$CGPA \geq 6.75$$

Second Division

:

$$CGPA \geq 4.0 \text{ and } < 6.75$$

P11.4.7 Conversion from CGPA to Percentage

$$Y = 40 + 5.25 (X - 4.0) + 0.75 (X - 4.0)^2$$

where X is the CGPA

The award in Dissertation will be either Rejected or Approved

P12. SYSTEM OF TESTS AND ASSIGNMENTS

For Lecture based courses, three tests will be conducted. Best two tests out of three based on the higher marks shall be considered for the evaluation.

For quizzes, multiple choice type questions/fill in the blanks shall be set up in written form for evaluating the students. At least two quizzes per semester are required to be conducted having duration of 15 minutes each.

At least three assignments during the semester shall be given to each student to check his/her involvement in the subject.

P13. EVALUATION OF ANSWER SHEETS

- a) For theory subjects, the teacher teaching the subject will evaluate the answer sheets within eight working days.

- b) The evaluated answer sheets will be shown to students on a date and time slot as notified by the concerned teacher & this date should be notified after the last regular exam of the class is over.
- c) The student may appeal to the Head of Department in case he/she is not satisfied with the evaluation on the same day.
- d) If convinced, the Head of Department shall arrange to get the evaluation discussed with a following committee
 - (i) Head of department
 - (ii) Evaluator of subject
 - (iii) Two other faculty members' teaching/familiar with the subject.
- e) 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.
- f) The concerned teacher shall submit the final award sheet to the HOD within ten days from the date of completion of the last regular exam.
- g) HOD will further submit the grades after moderation to Dean (Academic) for declaration of result within three days.
- h) Request of the student for award of 'I' Grade will be considered only within the fifteen days of the date of commencement of the next semester.

P14. DECLARATION OF RESULTS

Academic section will declare the results in ten days after receiving award sheet from the department.

P15. REPETITION OF A COURSE

A student who failed in a course has to repeat/replace it compulsorily when it is offered. A student who has been detained due to shortage of attendance in a course has to repeat it when it is offered.

P16. ACADEMIC PROBATION

P16.1. A student failing 4.0 SGPA at the end of any semesters will be put on 'Academic Probation' for a period of one semester.

P16.2. The information of the students, put on Academic Probation shall be communicated to their parents by the PG co-ordinator.

P17. PERMANENT DISQUALIFICATION

Under any circumstances, the student shall not be allowed to continue after the expiry of the maximum duration of the programme

P18. UNFAIR MEANS COMMITTEE

The Unfair Means committee shall deal with the cases of alleged misconduct and use of Unfair Means in the minor and end-semester examinations. The following shall be the constitution of the committee;

| | |
|------------------------------|------------------|
| Dean(Academics) | Chairman |
| Concerned Head of Department | Member |
| Controller of examination | Member |
| (iv) DR (Academics) | Member Secretary |

Concerned Invigilator be called for enquiring the matter.

In case, a student is suspected by the invigilator or any authorised person in the examination for using unfair means, his/her answer book shall be seized. The documents etc. duly signed by the Invigilator and Superintendent, found in possession of the student, and shall be properly sealed along with his answer book. The Superintendent shall ask the candidate to make a statement in writing, explaining his/her conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent in the presence of at least one invigilator.

After that, a fresh answer-book shall be given to the student for completing the examination. After the examination, these answer-books, (duly marked I, II) shall be sealed separately and will be sent to the DR (Academic) along with all relevant documents. Further DR (Academics) shall send the UMC cases along with all documents to the Unfair Means Committee. The following actions may be taken against the students, if found guilty.

Category-I

- a) A student found talking to another student during the examination hours in the examination hall.
- b) If during the examination hours i.e. after receipt of the question paper and before handing over the Answer-book, a student is found to be talking to a person outside the examination hall while going to the urinals etc.
- c) Writing either the questions set in the paper or solution thereof on any piece of paper during the examination.
- d) Changing seat in the examination hall without permission.

Action to be taken:-First warning, If a student repeats the mistake, the first answer-book issued to a student shall be withdrawn and the second answer book shall be provided to the students for the remaining period of the examination by the Superintendent/ concerned teacher of the Examination.

Category-II

- a) In possession of relevant written or cyclostyled note or any printed material or notes written on any part of his/her body or clothing or instruments such as Electric Diary, set-squares, calculator, scale etc. or having notes written on chair, table, desk or drawing board during the examination.

To be copying or to having copied from any paper, book or notes written on any part of his/her clothing, body or table or desk or instruments like set squares etc.

- b) To be consulting notes or books while outside the examination hall (i.e. in urinals etc.) during examination hours.
- c) Passing on a copy of question set in paper or a solution thereof to any other student.
- d) To have received help from or given help to another candidate through some written material pertaining to the questions set in the paper concerned.
- e) Leaves the examination hall without delivering Answer-book, tears it, and disposes off.
- f) To be guilty of swallowing or destroying any note or paper found on him/her.

Action to be taken:- The student will be awarded 'F' grade in that paper.

Category-III

- a) Student found guilty of smuggling in an answer-book, taking out of arranging to send out an answer book. Writing deliberately another student's roll number in his/her answer book, found in possession of an answer book not his/her own or impersonating another candidate in any examination.
- b)
- Guilty of serious misconduct in the examination hall or non-compliance with the instructions of the Superintendent or any of the invigilators in the examination hall.
 - Serious misconduct outside the examination hall during the period of examination
 - Writing an answer book outside the examination hall for another candidate
- c) Use of force/threat against the supervisory staff/student.

Action to be taken: – All papers of that semester may be cancelled and can be awarded 'F' grade in all the papers of that

semester and can be further expelled from the Institute.

The maximum duration permissible under the regulations will remain the same including the period of disqualification/ detention due to the use of unfair means.

The recommendations of the Unfair Means Committee shall be submitted to the Director for the approval. The appeals, if any, against such punishments will be submitted to the Chairman, Senate, who will have the final right to decide.

P19 ELIGIBILITY FOR THE AWARD P.G. DEGREE

The Post-Graduate degree requirements of a student for M.Tech./M.Sc./MBA degree programme are as follows:

- Minimum earned Credits Requirement for Degree is 72 covering all Core Courses, Elective Courses and Dissertation as prescribed in academic scheme of each discipline of PG programmes within FOUR years from the date of registration for his/her first semester.
- Securing CGPA of at least 4.0 in the course work.
- Satisfactory completion of all mandatory learning courses
- Conducts himself/herself in a manner befitting his/her association with the institute

P19.1 Award of Degree

A student, who completes all the requirement specified in the rules and regulations will have entitlement for recommendations by the Director to the senate for the award of the appropriate degree in the ensuing convocation.

P19.2 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).

P20 SCHOLARSHIPS, PRIZES AND MEDALS

The scholarships and prizes committee constituted by the Director SLIET, Longowal 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 Senate.

P21 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.

P22. MIGRATION

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

P23. POWER TO MODIFY

P25.1 In case of any discrepancy, the committee consisting of the following member submits its recommendation to the Director for further consideration of the Senate:-

- | | |
|---|------------------|
| • Dean (Academics) | Chairman |
| • One Professor nominated by the Director | Member |
| • Controller of Examination | Member |
| • Deputy Registrar (Academics) | Member Secretary |

P25.2. Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.