

RULES AND REGULATIONS
FOR
BACHELOR OF ENGINEERING
PROGRAMMES

(Amended after 2nd Senate Meeting held on 25.11.2008)



SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
LONGOWAL, DISTT. SANGRUR (PUNJAB)
(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, LONGOWAL
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RULES AND REGULATIONS FOR B.E. PROGRAMMES

INTRODUCTION

1. The objectives of the Bachelor of Engineering (B.E.) programmes at Sant Longowal Institute of Engineering and Technology (SLIET) (Deemed to be University), Longowal are:
 - To provide the highest level of education in technology and Science and to produce competent Engineers and Scientists.
 - To be a role model of educational institutions in the country.
 - The B.E. programmes are designed to achieve the objectives and to inculcate in the students concept of intellectual skills, courage and integrity, awareness and sensibility to the needs and aspirations of the rural/urban societies.
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 B.E. programmes.
3. This set of regulations, on approval by the senate, shall supersede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all students undergoing the B.E. 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 B.E. programmes of study that fall under the jurisdiction of the Senate, SLIET, Longowal. Further, any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.

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RULES AND REGULATIONS

G1. ADMISSION

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

1. Chemical Engineering (Polymer)
2. Chemical Engineering (Paper Technology)
3. Computer Science & Engineering
4. Electrical & Communication Engineering
5. Food Technology
6. Information Technology
7. Instrumentation& Control Engineering
8. Mechanical Engineering (Manufacturing Engineering)
9. Mechanical Engineering (Welding Technology)

G1.1. The number of seats in each branch of the Bachelor of Engineering (B.E.) programme will be decided by the Senate following the instructions issued by MHRD, Government of India agencies.

G1.2. Admission to the degree programmes shall be based on the SLIET Entrance Test (SET) for direct entry and by promotion based on merit of the lower module of the institute.

G1.3. Candidates have to fulfill the medical standards required for admission as set out in the information brochure of (SET).

G1.4. The selected candidates will be admitted to the B.E. programme after he/she fulfills all the admission requirements laid down by institute after payment of the prescribed fees.

G1.5. In all matters relating to admission to the B.E. programme, the decision of the Director of the institute is final.

G1.6. In case, at any time after admission, it is found that a candidate has not fulfilled any of the requirements prescribed by institute, the admission of the candidate shall be cancelled and the matter shall be reported to the Senate.

G2. STRUCTURE OF THE B.E. PROGRAMME

G2.1. The programme of instruction will broadly consist of:

- I. A general (common) core programme comprising basic sciences, engineering sciences, humanities, technical arts, mathematics and environmental studies, management science.

- II. An engineering core programme introducing the student to the foundations of engineering in the respective branch;
 - III. An elective programme enabling the student to opt and undergo a set of courses of interest to him/ her
 - IV. Open elective inter-disciplinary courses
 - V. Professional practice including project, seminar and industrial training and
 - VI. General proficiency of the student, which includes physical education, value education, NSS, NCC and other co-curricular activities.
- G2.2. The complete programme will be distributed over six semesters with two semesters per academic year.
- G2.3. The curriculum for the programme will be as finalized by the Board of Studies (BOS) of the respective departments as per the guidelines issued by AICTE/UGC and approved by the Senate.
- G2.4. The academic programmes of the Institute follow the credit system. Each degree programme shall have 188 contact hours and 166-168 credits. First four semesters shall have 32 contact hours per week and remaining two semesters shall have 30 contact hours per week.
- G2.5. A student who has earned the minimum number of credits required for the award of the degree including the minimum prescribed for each category will not be permitted to register for more courses to improve his/her percentage.
- G2.6. The medium of instruction, examination and project reports will be English.

G3. DURATION OF THE B.E. PROGRAMME

The normal duration of the programme is THREE years. However a student may complete the programme in maximum of FIVE years. A student may be allowed to discontinue the studies for such a period so that he/she has to complete the programme in FIVE years.

G4. REGISTRATION AND ENROLLMENT

Registration is a very important procedural part of academic system. All students are required to register in person for each semester for the courses to be pursued by them, as per the rule and programme, on the dates specified in the Academic Calendar.

- G4.1. Except for the first semester, registration and enrolment will be done in the first day of the semester as per the Academic Calendar. A student will be eligible for enrolment only if he/she has deposited semester fees & pending dues and is not debarred from enrolment by a disciplinary action of the Institute.
- G4.2. Students are required to submit registration form duly filled, in consultation with his/her Faculty Advisor.
- G4.3. In case a student fails to register within FIVE working days from stipulated day a late registration fine of Rs. 100/ per day shall be charged, & for next FIVE working days he/she has to apply to the Dean (Academics) with justification for late registration. He will be permitted only if Dean (Academic) is satisfied with justification & he has to pay fine of Rs. 200/- in addition to the fine of Rs100/- mentioned above. In special cases, Director, SLIET may allow for registration within 15 days of commencement of the classes.
- G4.4. No registration is permissible after TEN working days. However Director under special circumstances may permit a student to register up to FIFTEEN working days. In any case the fine mentioned at G4.3 is to be paid.

G5. CONDITION FOR REGISTRATION IN SECOND YEAR

- G5.1. A student is required to earn minimum of 25 credits from the courses offered from the first and second semesters for registration in Second year. In case he/she failed to fulfill this condition, he/she shall be required to repeat his/her a course in which he/she is failed along with his/her as and when offered.
- G5.2. A student can register himself/herself for a minimum of 20 credits in a regular semester in case he/she repeats the course from the previous semester, however a maximum of 36 credits courses can be offered to student.

G6. TEMPORARY DISCONTINUATION

A student may be permitted by the Dean(Academics) to discontinue temporarily from the programme for a semester or longer on the recommendations of the Head of Department of the concerned department 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.

G7. ATTENDANCE

- G7.1. Faculty member shall maintain attendance record of the class for the course/lab being taken by him/her. The main instructor of the course is required to finalize the attendance 3 calendar days after the last instructional day of the course in the semester.
- G7.2. A student whose attendance is less than 75% for a course is not eligible to appear for the end – semester exam for that course.
- G7.3. 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.
- G7.4. 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.

G8. SUMMER TERM COURSE

G8.1. A summer term course may be offered to the students having secured ‘E’ or ‘F’ Grades. Department Academic Affairs Committee (DAAC) shall give its recommendations to Dean(academics) for approval of the Director for offering the summer term course in a department.

Department may offer a course (including both elective as well as open elective) during a summer term if the failure rate is more, subjected to:

- a) Student can register for maximum two courses; however, final year students (after completion of six semesters) will be allowed to register for three courses.
- b) A summer term course is open only to those students who had taken the course earlier and failed.

- G8.2 Summer term courses will be announced by the office of Dean (Academics) as per academic calendar. A student will have to register within the time stipulated in the academic calendar by paying prescribed fees as approved by Senate from time to time.
- G8.3. The number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be same as that for a regular semester course.
- G8.4. Withdrawal from a summer term course is not permitted.
- G8.5. Further in the summer term, regular classes will be held if the number of students is 5 or more. The course will be offered as a self-study course if the number of students is less than 5. An instructor will, however, be appointed and all the components of evaluation will be completed.

G9. FACULTY ADVISOR

To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned Department will assign a certain number of students to a Faculty member who will be called as their Faculty Advisor.

G10. CLASS COMMITTEE

- G10.1. Every class of the B.E. programme shall have a Class Committee consisting of Faculty and student.

The Class Committee will consist of the followings members:

- I. Faculty Advisor, nominated by Head of the respective department and notified by the Dean(Academics)
- II. Two Class representatives (CR) nominated based on merit in the proceeding examinations by the HOD.
- III. Co-opted members, two-three by faculty advisor in consultation with CRs, if required.

- G10.2. The responsibilities of the Class Committee include the following:

- I. Review periodically the progress of the classes,
- II. Discuss problems concerning curriculum and syllabi and the conduct of the classes,
- III. To send letters to parents regarding improvement status of students, if necessary.

G11. DISCIPLINE

G11.1. 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.

G11.2. Any act of indiscipline of a student, as prescribed in discipline book, shall be liable to be punished accordingly.

G12. ASSESSMENT PROCEDURE

G12.1. Credit System

Assessment procedure follows a model of credit system and a suitable grading/ evaluation system for under graduate programmes of the institute.

G12.2 Course Credits

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

- **Lectures:** One lecture hour per week shall be assigned one credit.
- **Practical:** Two/Three laboratory hours per week shall be assigned one credit. Four laboratory hours per week shall be assigned two credits.
- **Tutorials :** One tutorial hour per week shall be assigned one credit. Special courses like project, practical training and shall be assigned such number of credits as may be approved by the Senate.

G12.3 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:

G12.3.1 Theory Courses

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

G12.3.2 Laboratory Courses

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

G12.3.3 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 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 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.

G12.3.4 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 the 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 each from 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.

G12.3.5 Evaluation for Laboratory Courses

For the laboratory and practical works, the continuous assessment and end term examination, mark 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	Weightage
Record Mark (based on continuous assessment of Lab / Practical works considering regularity and timely submission of lab records).	60%	Lab experiment/ Procedure writing / Tabulation / Equation as applicable	30%
		Viva -voce	10%
Total	60%	Total	40%

G12.3.6 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 scripts 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. However, the grades shall be awarded by the concerned class teacher.

- ii) The evaluation and award of grades for project, industrial training and General Proficiency (GP) shall be done by the committee consisting of

- a) Head of the Department or his/her nominee
- b) Two members from Departmental Academic Affairs Committee (DAC)
- c) Coordinator(s)/or Supervisor(s) of the Projects/Training/ Course counselor.

The evaluation of industrial training and project shall normally be evaluated through the quality of work carried out, the report submissions, contents and presentation, while General proficiency (GP) of the student will be based on the participation, performance in various co-curricular activities and conduct of the student in the particular semester.

Students are required to undergo 2 months of industrial training after the end of second semester. In case of unavoidable circumstances, if student is not able to complete his/her industrial training at the end of second semester, then he/she may be allowed to complete his/her training after the end of fourth semester with the permission from the Dean (Academic). The evaluation of the marks of the particular student will be based on the batch undergoing industrial training during that semester.

Evaluation of GP marks will be based on total marks obtained in six semesters.

- ii) After the marks obtained by a student at various examinations held in a course during a semester, including end semester examinations, are added up, the fraction of marks, if any, shall 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

G12.4 Guidelines for the Award of Grades

The following are the general guidelines for the award of grades:

- (i) All evaluations of different components of a course shall be done in marks for each student.
- (ii) The marks of various components shall be added to get total marks secured on a 100-points scale for theory courses and 50 point scale for laboratory courses.
- (iii) 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:

$$AVGP = \frac{\sum CiNi}{\sum Ni}$$

where Ni : No. of students awarded Grade
Ci : Grade point associated with grade

AVGP should not exceed 7 for class strength greater than 20. An ideal AVGP shall be from 6.00 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.

(iv) The teacher will ensure coverage of 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

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

(vi) 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.

G12.4.1 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.

Table.4: Statistical Methods for Grading

Lower Range of Marks	Grade	Upper Range of Marks
	A	$\geq \text{Mean} + 1.0\sigma$
$\text{Mean} + 0.2\sigma \leq$	B	$< \text{Mean} + 1.0\sigma$
$\text{Mean} - 1.2\sigma \leq$	C	$< \text{Mean} + 0.2\sigma$
$\text{Mean} - 2.5\sigma \leq$	D	$< \text{Mean} - 1.2\sigma$
	E	$< \text{Mean} - 2.5\sigma$

here $\sigma = \sqrt{\frac{\sum_{i=1}^n (x_i - \bar{x})^2}{(n-1)}}$ where x_i = marks of i^{th} 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) $\text{Mean} - 2.5 \sigma = 20$.

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

- 1) Mean is greater or equal to 20
- 2) $\text{Mean} - 2.5 \sigma = 10$.

If, faculty member is not satisfied to award grades based on above criterion then he/she may award the grades 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.

G12.4.2 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.

G12.4.3 Conversion of I – Grade to Regular Grade

The **I – grade** will be converted to a regular grade, based on the the performance of the student, subject to the condition as per the provision G12.4 (vii). 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.

G12.4.4 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 G12.4 (vii).

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 which may 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.

G12.4.5 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

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

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:

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

1. SGPA calculation:

$$\begin{aligned} SGPA &= \frac{\sum (\text{Credits}) \times (\text{Grade Point})}{\sum (\text{Credits of a semester})} \\ SGPA &= \frac{\sum CiGi}{\sum Ci} \end{aligned}$$

2. Cumulative grade point average (CGPA)

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

where C_i is credit assigned to particular case
 G_i is graded point earned in a particular case

G12.4.6 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	:	$CGPA \geq 4.0$ and < 6.75

G12.4.8 Conversion from CGPA to Percentage

$$Y = 40 + 5.25(X - 4.0) + 0.75(X - 4)^2$$

where $X = CGPA$

G.13. 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 progress in the subject.

G14. EVALUATION OF ANSWER SHEETS

- 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 HOD in case he/she is not satisfied with the evaluation on the same day.
- d) If convinced, the HOD shall arrange to get the evaluation discussed with the following committee
 - (i) HOD or his/her nominee
 - (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 grade sheet to the HOD within ten days from the date of completion of the last regular exam.
- g) 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.

G15. DECLARATION OF RESULTS

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

G16. REPETITION OF A COURSE

A student who has failed in a course has to repeat 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.

G17. ACADEMIC PROBATION

- G17.1.** A student failing 4.0 SGPA at the end of any semesters will be put on 'Academic Probation' for a period of one semester.
- G17.2.** The information of the students, put on Academic Probation shall be communicated to their parents/Guardian by the respective Faculty Advisors.

G18. PERMANENT DISQUALIFICATION

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

G19. 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.

G20. ELIGIBILITY FOR THE AWARD OF B.E DEGREE

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

- a) Registered and successfully earned credits in all the courses within the stipulated duration of programmes;
- b) Successfully earned the credits in the different categories as specified in the curriculum corresponding to the discipline (branch) of his/her study within the stipulated time;
- c) No dues in all sections of the Institute including Hostels.
- d) Has no disciplinary action pending against him/her.
- e) At the end of the 6th semester, student should attain at least 4.0 CGPA.

f) If at the end of the programme, a student who has earned 'E' grade in maximum of two courses and obtained pass grades (A/B/C/D) in all the remaining courses i.e., having back-log in two courses, he/she may be considered eligible for the award of *degree on request*, provided

- He/she has CGPA of greater than or equal to 4.00.
- He/she has cleared all the Project work/training.
- Conducts himself/herself in a manner befitting his/her association with the institute
- "Degree on request" will appear on the Degree Certificate.

g) The award of the degree must be approved by the Senate of the Institute.

G20.1 Award of Degree

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

G20.2 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).

G21 SCHOLARSHIPS, PRIZES AND MEDALS

The scholarships and prizes committee constituted by the Director will determine the general policy regarding recommendations for the award of the different types of scholarships, stipends, medals and prizes available to institute students, subject to approval by the Senate.

G22 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.

G23. MIGRATION

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

G24. POWER TO MODIFY

G24.1 In case of any discrepancy, the committee consisting of the following members will submit 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)
Secretary | Member |

G24.2. Notwithstanding all that has been stated above, the Senate has the right to modify any of the above regulations from time to time.

ANNEXURE-1

GUIDELINES FOR AWARD OF GENERAL PROFICIENCY MARKS

- 1. The Evaluation and award of Marks/ Grades shall be done by Committee consisting of:-**
 - A) Head of Department or his/her Nominee.
 - B) Two Members of Departmental Academic Affairs Committee (DAC)
 - C) Course Counselor.

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

50 Marks – For participation & winning in an event of National Level.
45 Marks – For participation & winning in a State/ University Level Event.
40 Marks – For participation & winning in an Institute 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 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 event, the marks shall be added up as per above distribution, subject to maximum of 50 marks e.g. a student 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.

- 3. Award of Marks for Discipline and General Conduct shall be done on deduction basis as per following:-**

50 Marks – For more than one time suspension.
40 Marks – For Award of conduct of probation or suspension first time.
15 Marks – For fine of more than Rs.1,000/- or warning on indiscipline.
05 Marks – For Fine of less than Rs.1,000/-
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.

If Student has been involved in more than one indiscipline and bad conduct as per specified above, the marks shall be added up as per above distribution, subject to maximum deduction of marks. All the disciplinary actions be reported to Class Counselor through Chief Counselor.