

Rules and Procedures for M.E. Programmes
(Applicable from Academic Session 2014-15 onwards)

PEC University of Technology
Chandigarh

1. INTRODUCTION

PEC University of Technology, Chandigarh, is a premier institution in Northern India. The broad objectives of the ME programmes are:

(1) to develop the engineering /technical manpower of the highest quality to cater to the needs of industry, R&D organizations and educational institutions.

(2) to develop advanced design capability among students.

(3) to develop a deep understanding of the area of specialization in the students.

(4) to develop innovative ability in the students to solve new problems, and a capacity to learn continually and interact with multidisciplinary groups.

(5) to develop among students a capacity for free and objective enquiry, awareness and sensitivity to the needs and aspirations of the society.

With these objectives in view, the programmes are designed to have courses of study & dissertation through which a student may develop his/her concepts and skills.

The admissions to the M.E. programmes are regulated through valid GATE (Graduate Aptitude Test in Engineering) scores. However, non-GATE candidates can also be considered in some branches after appearing in Engineering Proficiency Test (EPT) conducted by the Institute. Admission to Self-supporting programmes is regulated through EPT only. A few seats in each branch of engineering are available for part time and sponsored candidates also. The intake in various branches is approved by the Senate.

The normal duration of ME programme is 2-years (4-semesters). The Institute follows a credit based semester system for its academic programmes. This system allows greater freedom to the individual to tailor the programme to his/her specific needs/aspirations.

This manual contains minimal regulations and procedures to be followed by the students to meet the academic requirements of the programmes. Within this general framework, subject to the approval of the Senate, the various departments and programmes may impose such additional requirements as will serve their particular academic objectives.

1.1 ME Programmes

The 2-year (4 semesters) M.E. programmes are available in following disciplines:

1. Civil Engineering (Structures)
2. Civil Engineering (Transportation Engg.)
3. Civil Engineering (Water Resources Engg.)
4. Computer Science & Engineering
5. Computer Science & Engineering (Information Security) – A self-supporting Programme
6. Electrical Engineering
7. Electronics Engineering
8. Electronics (VLSI Design)
9. Environmental Engineering
10. Industrial Design (on self-supporting basis)
11. Industrial Materials & Metallurgy Engineering

12. Mechanical Engineering
13. Production and Industrial Engineering
14. Total Quality Engineering and Management (TQEM) (on self-supporting basis)

1.2 Office of the Dean of Academic Affairs

The office of the Dean of Academic Affairs (DAA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and IAPC. It

- (i) receives, processes and maintains all records relating to the undergraduate and post graduate programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees and prizes
- (ii) disseminates information pertaining to all academic matters
- (iii) issues necessary memoranda/orders
- (iv) acts as a channel of communication between the students, instructors, departments and IAPC. It assists the IAPC and its subcommittees in their tasks.

1.3 Waiver Clause

The procedures and requirements set out in this manual, other than those in sections 2, 7, 8.2, 8.3 and 8.5 may be waived in special circumstances by the Senate.

2. ADMISSIONS

2.1 General Instructions

- A candidate must have obtained a BE/B. Tech. or an equivalent degree with at least 60 percent marks or an equivalent CGPA with 5% relaxation for SC/ST and Persons with Disability category candidates.
- In each programme 15 percent seats are reserved for the SC candidates and 7.5 percent seats are reserved for the ST candidates. The details of reservation of other categories & other information are supplied in Admission Brochure.
- The admission to ME programmes is regulated through valid GATE scores. However, non-GATE candidates can also be considered in some branches after appearing in EPT conducted by the Institute. Admission to Self-supporting programmes is regulated through EPT only. The detailed procedure and other requirements for admission are specified in the Admission Brochure brought out every year.
- Sponsored and part-time candidates are also considered for admission to M.E. programmes. They need not have a valid GATE score. Their admission will be based on the performance in EPT conducted by the Institute.
- A sponsored candidate must have been in service of the sponsoring organization for at least two years at the time of admission. The sponsoring organization must specifically undertake to provide full salary to the candidate and to relieve him/her to pursue the programme for its full duration.
- The Institute offers part time M.E. programmes to local professionally employed personnel such as working engineers, scientists and teachers who can, while employed, attend regular classes as per schedule of the Institute. The applicant for part time sponsored programme must have minimum of 2 years full time work experience, as on the last date of receipt of complete application form, with minimum 1 year in the present organization viz a registered firm/company/industry/educational and research institution/any Government

Department of Government Autonomous Organization and will be considered for admission to only that specialization for which he/she has been granted permission by his/her parent department. He/she will have to produce a 'No Objection Certificate' from his/her employer.

- Admission to any ME programme requires that the applicant
 - (i) be eligible
 - (ii) go through the laid down admission procedure, and
 - (iii) pay the prescribed fees.
- All admissions to the M.E. programmes should be formally approved by the Senate.

2.2 Cancellation of Admission

All students admitted provisionally or otherwise, to any programme are required to submit their mark-sheets, provisional certificates, etc. of the qualifying examination and other documents at the time of counselling for admissions. The Senate can cancel the admission of any student who fails to submit the prescribed documents or to meet other stipulated requirement(s). The Senate may also cancel the admission at any stage during the course, if it is found that the student had supplied some false information or suppressed relevant information while seeking admission.

3. SCHOLARSHIP

The students admitted to M.E. programmes may get scholarships on the basis of valid GATE scores. The said scholarship shall be in accordance with the set procedure and guidelines. The students will have to perform duties specified in the guidelines. The candidates admitted without having qualified GATE shall not be entitled to the above scholarship.

4. ACADEMIC SESSION

The academic session normally begins in the fourth week of July every year and ends in the middle of May. It is divided into two parts:

First Semester: Normally from the fourth week of July to the last week of November

Second Semester: Normally from the second week of January to the third week of May

Each of the two semesters is of 15 weeks duration.

4.1 Academic Calendar

The exact dates of all the important events, such as registration, late registration, commencement of classes, examinations, vacation etc., are specified in the *Academic Calendar* of the Institute to be approved by the Senate.

5. CURRICULUM

5.1 Structure of the ME Programmes

Every ME programme consists of courses in Mathematics, Research Methodology, programme core courses, programme elective courses, case histories and industrial experiences, seminar and technical writing in the first, second & third semesters of the programme. The programme elective courses should be in the area which improves student's focus, preferably in the area of dissertation work. The third and fourth semesters are primarily meant for dissertation work, in which a student works on a chosen topic for investigation/study in consultation with the dissertation supervisor. This culminates into submission of dissertation report by the student. M.E. programmes in some disciplines may have programme elective courses in the third semester as well.

5.2 Credit System

5.2.1 Credit Assignment

Each course has a certain number of credits assigned to it depending upon its lecture and laboratory contact hours in a week.

Lectures: One lecture hour per week per semester is assigned one credit

Laboratory: One Laboratory hours per week per semester is assigned half credit

5.2.2 Credit Requirements

Total minimum credits required for completion of ME degree = 66

Through course work = 36 credits (Minimum)

Through Dissertation work= 30 credits (Minimum)

6 ACADEMIC REGISTRATION

6.1 General Instructions

1. All students are required to register each semester for the courses/dissertation work to be pursued by them, as per the programme, on the dates specified in the Academic Calendar. A student must ensure that he/she has completed the pre-requisites, if any, for each course to be registered.
The sole responsibility for registration rests with the student concerned.
2. The DAPC nominates Faculty Co-ordinators to advise students on selection of the courses of the concerned department. The student registering for the dissertation must have a dissertation supervisor assigned to him/her.
3. The academic registration procedure involves:
 - filling of the registration form mentioning the courses/dissertation work, duly approved, to be credited in the semester
 - payment of fees and clearance of all outstanding dues (if any), and
 - signing of the registration roll in the office of the Dean, Academic Affairs.

A student will not get credit for any course/dissertation work, for which he/she is not registered in any academic term.

4. All the students who are not on authorized leave must continue to register in the following semester till they submit their dissertation. If, however, a student is likely to submit his/her dissertation within two weeks from the commencement of the classes, he/she need not register in that semester. The period will not be extended in any case.
5. A new entrant (to the M.E. programme) who is awaiting the results of the qualifying examination will be allowed to register “provisionally” on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination (including all papers in theory, practical, project, oral etc.). The candidate will submit attested copies of documents as specified by the Academic Section.
6. In very special cases of students who have completed all the experimental work and analysis related to the dissertation, and are on sanctioned leave, the IAPC on the specific recommendations of DAPC and HOD may allow submission of the dissertation without registration.

6.2 Late Registration

1. If for any compelling reason like illness, etc. a student is unable to register by the date of normal registration, he/she can register by the last date of late registrations (which is about two weeks from the beginning of the semester and is specified in Academic Calendar) on payment of a late fee. However, if a student seeks prior permission to register late on valid grounds, he /she may be allowed to do so without payment of late registration fee by the Chairperson, IAPC.
2. In exceptional cases, the IAPC on the recommendation of the DAPC and HOD may consider the registration beyond the date of late registration. In such cases, the student will be allowed to register for the dissertation only.

6.3 Semester Load Requirements

1. A semester load may vary from 14-20 credits. All theory courses carry 3 credits each, all laboratory courses carry 2 credits each and a few courses carry 1 credit. Thus, a student who has registered for a full semester load solely by theory and laboratory courses is expected to attend 5 theory courses and 1 laboratory course. For a well-merited case, the IAPC may permit a student to register for a maximum of 20 credits or a minimum of 11 credits. In case of registration of the dissertation, in a full semester, it will be equivalent to six theory courses.
2. A part time student will register for a minimum of 8 credits in a semester.

6.4 Adding and Dropping of Courses

1. A student may add or drop course(s) by the last date(s) specified in the Academic Calendar which is normally two weeks from beginning of the semester with the permission of the IAPC.
2. For this, he/she must fill up the appropriate form, get the endorsement of the Instructor and the Convenor, DAPC and submit the form to the Academic Section for approval.
3. A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.
4. The HOD in consultation with the instructor and with the approval of IAPC may allow a student at his/her request to withdraw from one or more courses during the semester, if he/she has been sick for considerable time and has submitted a certificate to the satisfaction of the HOD, but the reduced load shall not be less than the minimum semester load, as specified in section 6.2.

6.5 Change of registration from Part-Time to Full-Time

A student admitted to a part time programme may be allowed to change his/her registration to full time (regular) studies at the beginning of a semester upon the recommendation of the HOD and with the approval of the Chairman, Senate. For the purpose of determining the maximum period of stay, one half of the period spent as a part time student will be counted. The permission of the employer will be required for such change.

6.6 Change of registration from Full-Time to Part-Time

A student admitted to full time programme may be allowed to change to part time programme on completion of the course work upon the recommendation of the HOD and with the approval of the Chairman, Senate. His/her remaining period of the programme will be counted on the lines of part time candidates.

6.7 Cancellation of Registration

Absence for a period of four or more weeks at a stretch during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester.

7. TEACHING AND EVALUATION

7.1 Teaching

- a) **Medium** - The medium of instruction and evaluation is English.
- b) **Approval of Courses** - Each course along with its weightage in terms of credits is approved by the IAPC and Senate. Only approved courses may be offered during any semester.
- c) **List of Courses** -The list of courses to be offered by a department is finalized before the beginning of the semester by the concerned Head, taking into consideration all the requirements. The list of all courses offered by the Institute in an academic term will be made available to the students before the date of registration for that term.
- d) **Conduct of Courses**- Each course is conducted by the Instructor, assigned by the Head of Department. The Instructor is responsible for conducting the course, making the question paper, holding the examinations in his/her course, getting the answer scripts evaluated, awarding grades at the end of the semester and transmitting the grades to the Academic Section through the HOD within the prescribed time limit.

A teacher is expected to follow the approved curriculum. However, he/she can deviate from it in case it is felt that such deviation will improve the academic purpose of the course. In no case will this be treated as a ground for complaint by the students.

7.2 Evaluation

The evaluation of the students is a continuous process and is based on their performance in midsemester examination, end semester examination, quizzes/short tests, assignments, laboratory work (if any), make-up examinations (if applicable), etc. In general, there shall be no choice in test/examination papers. The Instructor is responsible for making the question paper, conducting the examination in his/her course, getting the answer scripts evaluated, and awarding the grades. The grades are forwarded through the Head of the Department who will ensure that proper standards have been used. Complete transparency will be maintained in evaluation system. The graded scripts of quizzes, tests, and mid-semester examinations will be returned to the students within a reasonable time. The answer scripts of the final examinations will be shown to the students after marking. All instructors will notify a time for such access within three days of the examination. A student may point out errors or omissions, if any, in marking in writing on the cover sheet of the answer script. The instructor will take these into account before submission of grades. The final grades earned by all students registered in a course will be submitted by the Instructor to the Academic Section through the Head of the Department within the prescribed time limit.

a) Schedule of Examinations

The end-semester examination and the mid-semester examinations will be held within the periods allocated in the Academic Calendar. In exceptional circumstances, the Dean, Academic Affairs may permit holding the examinations outside these periods.

b) Make-up Examination

If a student, for bonafide reasons such as illness, etc., fails to appear in the end-semester examination in one or more course(s), he/ she may make a request personally or through someone to IAPC for a make-up examination within two days of the date of the scheduled examination. Such a request must clearly specify the reasons for the failure to appear in the end-semester examination with a certificate from a Government Hospital/Institute Dispensary, in case the failure was due to illness. Only one make-up examination, for the end-semester

examination, is allowed per course. For failures to appear in mid-semester examinations, etc., it is entirely up to the Instructor to ascertain the proficiency of the student by whatever means he/she considers appropriate if he/she is satisfied of the student's bonafides.

7.3 Grading System

The Institute shall continue to follow a continuous evaluation system with some freedom being given to the course Instructor in deciding the pattern of evaluation and weightages. A typical break-up for continuous evaluation should be as given below:

- | | | | |
|------|--|---|-----------|
| i. | Mid-term Examination | : | 15 – 25 % |
| ii. | End-term Examination | : | 40 – 50 % |
| iii. | Assignments, Quizzes (Minimum 3), Projects | : | 30 – 40 % |

Evaluation of all components, i.e., mid-term examination, end term examination, assignments, quizzes etc. should be done in marks. The total marks thus obtained are to be converted to a letter grade. The conversion to letter grades may or may not be based on the relative performance of the students.

Structure of grading for academic performance:

The academic performance of a student shall be graded on a 10 point scale. The letter grades and their equivalent grade points are listed below:

Letter Grade	Performance	Grade Points
A ⁺	Outstanding	10
A	Excellent	9
B ⁺	Very Good	8
B	Good	7
C ⁺	Average	6
C	Below Average	5
D	Poor	4
F	Fail	-
I	Incomplete	-
N	Not Eligible	-

Explanation:

Grade 'F': 'F' grade denotes unsatisfactory performance in a course and indicates failure in the course.

Grade 'N': A student who fails to fulfill the attendance requirement (clause 8.1) for a particular course shall not be eligible to appear in the end semester examination in that course and shall be awarded the grade 'N' for that course. He/she shall have to repeat the entire course.

Grade 'I': For reasons acceptable to the Instructor, an 'I' (for Incomplete) grade may be assigned if a student fails to complete any of the required course work by the end of the semester. In all such cases, an Incomplete Contract, which is a formal agreement between the student and the instructor, is to be filed along with the grade report. An Incomplete Contract includes:

- The course work that remains to be completed.
- The date by which the specified work must be completed (no later than one month of the close of relevant semester).

- The final grade to be substituted for the 'I' grade, if the specified work is not completed by the specified date.

The Incomplete Contract will be filled by the Instructor and submitted to the Academic Office when the Grade Sheet is submitted.

If the student completes the required work by the specified time, the instructor completes a grade change form indicating the final grade earned. The student should check with the instructor to ensure that a grade change form has been submitted.

If the student does not complete the required work by the specified time, the 'I' grade is automatically replaced with the final grade specified by the Instructor on the Incomplete Contract. If a final grade is not specified, or if an Incomplete Contract is not filed, the 'I' grade automatically reverts to an F grade after one month.

Grading System for Large Classes (>30 students)

For large classes (>30 students) the grading should follow a normal distribution for the award of the grade in the course. The marks obtained out of 100 would be converted into grades following the guidelines given below:

The mean (\bar{X}) and the standard deviation (σ) of marks obtained by all the students in a course shall be calculated. The grades shall be awarded to a student depending upon the marks and the ranges as per table given below:

Award of Grade Using Statistical Method

Lower Range of Marks	Grade	Upper Range of Marks
$\bar{X} + 1.5 \sigma <$	A ⁺ *	-----
$\bar{X} + 1.0 \sigma <$	A	$\leq \bar{X} + 1.5 \sigma$
$\bar{X} + 0.5 \sigma <$	B ⁺	$\leq \bar{X} + 1.0 \sigma$
$\bar{X} <$	B	$\leq \bar{X} + 0.5 \sigma$
$\bar{X} - 0.5 \sigma <$	C ⁺	$\leq \bar{X}$
$\bar{X} - 1.0 \sigma <$	C	$\leq \bar{X} - 0.5 \sigma$
$\bar{X} - 1.5 \sigma <$	D	$\leq \bar{X} - 1.0 \sigma$
	F*	$\leq \bar{X} - 1.5 \sigma$

* The number of students securing A⁺ grade should not be more than 10%. The same percentage limit would apply to F grade.

Note:

Marginal adjustment in lower and upper range of marks may be done to accommodate natural cut-offs.

Grading System for Small Classes (≤ 30 students)

For small classes (≤ 30 students) the grades shall be awarded on the basis of absolute marks as given in the table below:

Grade	Marks (M)
A ⁺	$M \geq 85$
A	$80 \leq M < 85$
B ⁺	$70 \leq M < 80$
B	$60 \leq M < 70$
C ⁺	$50 \leq M < 60$
C	$40 \leq M < 50$
D	$35 \leq M < 40$
F	< 35

Measure of student's overall academic performance

A student's overall academic performance within a given semester or in all the courses completed is measured by two grade point averages.

Semester Grade Point Average (SGPA): The performance of a student in a particular semester is measured by Semester Performance Index (SGPA), which is a weighted average of the grades secured in all the courses taken in a semester and scaled to a maximum of 10.

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 w_1, w_2, w_3, w_4 and w_5 , respectively, the SGPA is given by

$$\text{SGPA} = \frac{w_1 g_1 + w_2 g_2 + w_3 g_3 + w_4 g_4 + w_5 g_5}{w_1 + w_2 + w_3 + w_4 + w_5}$$

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⁺, A, B⁺, C⁺, C, and D grades, respectively, in these courses, his SGPA will be calculated as follows:

$$\text{SGPA} = (5 \times 10 + 4 \times 9 + 4 \times 8 + 4 \times 6 + 4 \times 5 + 3 \times 4) / 24 = 174 / 24 = 7.25$$

Cumulative Grade Point Average (CGPA) - The Cumulative Performance Index (CGPA) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given by

$$\text{CGPA} = \frac{\sum_i w_i g_i}{\sum_i w_i}$$

The grades of any and all repeated courses are included in the official transcripts. However, once a student repeats and passes a course in which he/ she had failed earlier, the earlier fail grade will not enter into the computation of CGPA. Incomplete grades are not included in computing the GPA until an appropriate letter grade is assigned. CGPA of 6.0 or higher is considered to be a 1st division (> 60% marks).

Re- Examination

Every student will be allowed to take end term exam again in a maximum of two courses in which he/ she scores an 'F' grade in a particular semester. If he/ she, on re-examination, scores sufficient marks to cross the cut-off for clearing a particular course (adopted during the regular evaluation for that course) then he/ she will be awarded a 'D' grade.

7.4 ME Dissertation Evaluation

- 1) There shall be two evaluations of M.E. Dissertation – the first at the end of third semester (for 12 credits) and the second at the end of fourth semester (for 18 credits). The work done at the end of 3rd semester shall be submitted in the form of a report. A Dissertation shall be submitted at the end of 4th semester.
- 2) The evaluation criterion shall be as under:-

Evaluation at the end of 3rd semester

Subject matter	-	10%
Literature review	-	10%
Objectives and methodology	-	20%

Evaluation at end of 4th semester

Dissertation	-	30%
Presentation	-	10%
Viva-voce	-	10%
Publication	-	10%

For publications, the following guidelines are to be followed for award of marks by the Examination Board:

- (i) Up to 10% : Published/accepted for publication in journal, with the consent of the Supervisor.
 - (ii) Up to 8% :To be considered for possible publication in journal after revision with the consent of the Supervisor.
 - (iii) Up to 5% :Communicated for possible publication in a journal/ Presented or accepted/communicated for possible presentation in a Conference with the consent of the Supervisor.
- 3) The Examination Board for ME thesis evaluation at end of 3rd/ 4th Semester would consist of the following:-
 - (i) Chairman DAPC or his/her nominee
 - (ii) Faculty Co-ordinator programme, Convener
 - (iii) Supervisor(s)
 - (iv) One faculty from within the department
 - (v) External examiner from reputed organization.

In case of evaluation at the end of 3rd semester, the member at S.No. (v) may be dropped, if not available. The weightages for the various components of evaluation would be distributed between the Supervisor and the Examination Board as follows:

Supervisor(s)	-	50%
Examination Board	-	50%

While evaluating the dissertation, each member of the Examination Board will independently award marks for various components of evaluation. The average of all the marks awarded for each component will be taken as the final marks scored by a student.

- 4) For calculation of SGPA and CGPA at the end of 3rd semester only the credits of Seminar and Technical writing, Case history and Industry Experiences shall be taken into account. The grand total of marks obtained at the end of 3rd and 4th semester shall be converted into grades as follows:-

ME students 2014 Batch onwards

<u>Grade</u>	<u>Points</u>	<u>Marks (M)</u>
A+	10	$M \geq 85$
A	9	$80 \leq M < 85$
B+	8	$70 \leq M < 80$
B	7	$60 \leq M < 70$
C+	6	$50 \leq M < 60$
C	5	$40 \leq M < 50$
D	4	$35 \leq M < 40$
F		< 35

- 5) In case the M.E. Dissertation is graded F, the candidate may be allowed to resubmit the M.E. Dissertation after nine months subject to maximum duration of the programme.

8. REQUIREMENTS

8.1 Attendance

All UG/ PG students must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and practicals, held in a course in order to be eligible to appear in the end term examination for that course. A student should meet the above attendance requirement irrespective of the number of days he/she misses classes due to medical or any other reason whatsoever.

8.2 Minimum Residence and Maximum Duration

For regular students, the minimum residence and maximum duration requirements for M.E. programmes are four (04) semesters and eight (08) semesters respectively. For the part time students, an additional year is added in minimum and maximum durations.

8.3 Academic Requirement

1. Minimum CGPA requirement for award of ME degree is 5.5
2. For moving to 2nd semester of the programme, a student must obtain a CGPA of at least 4.5 in the 1st semester.
3. No student (whether regular or part-time) is allowed to move to 3rd semester of the programme until he/she completes the course work requirement of first two semesters with $CGPA \geq 5.5$. A student, who fails to do so in two years of time, has to discontinue his/her programme. For fulfilling this condition, a student, during his/her second academic session in the institute, will be allowed to register for the courses of first and second semesters in which he/she has an F/N grade, and if required, to repeat courses in which he/she has a D grade, in order to complete the course work requirement of first two semesters and to secure a $CGPA \geq 5.5$.

A student (during his/her second academic session in the institute) will be allowed to register even for courses offered in 3rd semester of the programme to complete the CGPA requirement. Such a student will, however, be allowed to register for dissertation (dissertation) work only after completing the CGPA requirement.

4. A student will not be allowed to continue the programme if he/she earns $< 35\%$ marks or 'F' Grades for his/her dissertation work in two consecutive semesters.
5. The DAPC will keep a watch on the progress of every student and whenever a student fails to meet the requirements, will put up the case to Senate that may terminate the programme of the student. If a student's programme is terminated, the Dean Academic Affairs will issue the letter of termination.

8.4 Additional Requirements

Departments may introduce additional specific requirements with the approval of the Senate during the professional curriculum.

8.5 Graduation Requirements

A student shall be deemed to have completed the requirements for graduation if he/she has

- a) met the attendance, residence and academic requirements given in Sections 8.1 to 8.3
- b) satisfied additional requirements, if any, of the concerned department
- c) paid all dues to the Institute and the Hostels
- d) no case of indiscipline pending against him/her
- e) satisfied all the requirements specified by the Senate and Ordinances, and
- f) has submitted the dissertation and has been awarded pass grade by the examining committee.

9. TERMINATION OF THE PROGRAMME

The M.E. programme of a student may be terminated by the Senate if he/she

- (a) is not meeting the academic requirements as given in Section 8, OR
- (b) is absent without authorized leave for more than four weeks in a semester, OR
- (c) involves himself/herself, in violation of the code of conduct, in ragging etc., and the appropriate committee of the Senate makes a recommendation to that effect, OR
- (d) fails to complete the programme within the maximum duration prescribed.

9.1. Appeal against Termination

A student whose programme is terminated on account of inadequate academic performance or otherwise, has the right to appeal to the Chairman Senate for reconsideration, within 15 days of the issue of the termination letter. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Senate shall take a final decision after considering all the available inputs. In no case shall a second appeal by the same student be entertained for this purpose, in case his/her first appeal is not upheld by the Senate.

10. DEGREES

(a) Award of Degrees

A student, who completes all the graduation requirements specified in Section 8.5, is recommended by the Senate to the Board of Management (BOM) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOM accords its approval.

(b) Withdrawal of the Degree

Under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at a later stage, the Senate may recommend to the Board of Governors for the withdrawal of a degree already awarded.

1. LEAVE RULES

11.1 General Instructions

1. Students who are absent from the institute continuously for two weeks without permission from the Head of Department, may not be permitted to continue in the semester and may be asked to drop the semester, unless satisfactory explanation of their absence, as given by them through the Head of Department, is duly accepted by the Chairman Senate.
2. If a student does not turn up after winter or summer vacations, his/her name will be sent to Chairman Senate for termination of the programme. If approved by the Senate, his/her name will be removed from the institute rolls with effect from the date on which he actually appeared in the last semester examination.
3. If a student does not appear in the end semester examination, then the concerned Head of Department will forward the name of the student for termination to the Chairman Senate
4. Students who are in receipt of the GATE scholarship shall be entitled to a total leave of 30 days in a year without loss of scholarship. They are not entitled for vacation.

11.2 Semester Leave

Semester leave for up to a maximum of two semesters for the ME students may be sanctioned for bonafide reasons. Except for medical reasons, such leave would not normally be sanctioned before a student has completed his/her course requirements and in no case before the student has spent two semesters in the programme. However, on medical considerations such leave may be sanctioned after his/her stay of one semester. Leave for more than one semester at a time will not be granted.

12. PERMISSION TO PROCEED FOR ACADEMIC WORK OUTSIDE THE INSTITUTE

The M.E. students can be permitted to proceed for academic activities outside the Institute to carry out fieldwork, library work, computational work, experimental work, and Laboratory work, and also to attend conferences, courses and to undertake other research work etc. as recommended by the HOD. Permission for a duration up to 15 days may sanctioned by Chairperson, IAPC on the recommendation of the HOD and more than 15 days by the Chairman, Senate on the recommendations of the HOD & Chairperson, IAPC.

13. CONDUCT AND DISCIPLINE

13.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with an Institute of national importance. He/she is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the Institute and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and is considered to be a serious offence (See UGC regulations on curbing the menace of Ragging in Annexure V.

13.2 Disciplinary Actions and Related Matters

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute.

Use of Unfair Means in examination will invite punishments as given in Annexure IV.

The Instructor/Tutor shall have the power to take appropriate action against a student who misbehaves in his/her class.

The Warden of a Hostel has the power to reprimand, impose fine or take any other suitable measure against a resident who violates either the Code of Conduct or Rules and Regulations pertaining to the concerned Hostel.

Involvement of a student in ragging may lead to his/ her expulsion from the Institute.

The Senate Student Affairs Committee (SSAC) investigates alleged misdemeanours, complaints etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or a group of students can be referred to this committee by a student, teacher or other functionary of the Institute. Further, in very exceptional circumstances, the Chairman, Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute.

The recommendation for any action other than expulsion may be approved by the Chairman Senate. In case, the recommended action is expulsion of a student from the Institute, the matter shall be referred to the Senate for its final decision.

A student who feels aggrieved with the punishment awarded may, however, appeal to the Chairman, Senate stating clearly the case and explaining his/her position seeking reconsideration of the decision.

The Senate may not recommend a student, who is found guilty of some major offence, to the Board of Governors for the award of a degree/diploma/certificate even if he/she has satisfactorily completed all the academic requirements.

14. AMENDMENTS

Notwithstanding anything contained in this manual, the Senate of the PEC University of Technology, Chandigarh reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its M.E. programmes.