

Rules & Procedures for Undergraduate Programmes
(Applicable to students admitted from Academic Session 2014-15 onwards)

Punjab Engineering College
(Deemed to be University)
Chandigarh

1. INTRODUCTION

Punjab Engineering College (Deemed to be University), Chandigarh is a premier institution in Northern India. Annually, about 505 students are admitted in its undergraduate programmes. Admissions are made once a year in the month of July based on ranks of candidates in JEE-Main (All India Engineering Entrance Examination), conducted by CBSE. The admission to a particular branch of study is decided by the Joint Admission Committee. The normal duration of B.Tech. programme is 8 semesters.

The objectives of the undergraduate programmes are:

- (i) To impart engineering education that prepares the students for immediate employment
- (ii) To develop design capability among students
- (iii) To develop breadth & depth of knowledge in students
- (iv) To develop communication skills, awareness & competence to use information technology, ability to design & perform experiments, ability to work with others, understanding of human, social & business spheres, global view of diversity of world & intellectual pursuits, and ability to recognize and appreciate ethical standards.

The Institute follows a specialized credit based semester system for its academic programmes. This system allows greater freedom to the individual to tailor the programmes to his/her specific needs. The students are required to follow certain regulations and procedures to meet the academic requirements of each semester.

1.1 Undergraduate Programmes

Bachelor of Engineering (B.Tech.) – 4 year (8 semesters) programme in Aerospace Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics & Communication Engineering, Mechanical Engineering, Materials & Metallurgical Engineering and Production & Industrial Engineering.

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 Institute Academic Programme Committee (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 3, 6,7, 8, 10 and 11 may be waived in special circumstances by IAPC. All exceptions are, however, reported to the Senate.

2. ADMISSIONS

- Admissions to the B.Tech. programmes are made once a year in July based on rank in JEE-(Main), conducted on an All India level by CBSE.
- The minimum academic qualification for admission is a pass in the final examination of 10+2 or its equivalent with at least 45% marks in aggregate (40% marks in case of S.C./S.T./PwD), conducted by a recognized Board/University/Council. The detailed procedure and other requirements for admission are specified in the Admission Brochure brought out every year.

- 50% of the seats are reserved for candidates who pass their qualifying examination as regular students of schools located in Chandigarh and recognized by the Chandigarh Administration
- Admission to any undergraduate 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 B.Tech. programmes will be formally approved by the IAPC or its sub-committee formed for the purpose.

2.1 Cancellation of Admission

All students admitted provisionally or otherwise to any programme are required to submit their marks-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.

2.2 Change of Branch

The students shall normally pursue the respective B.Tech. programmes allocated to them at the time of admission. However, the senate may permit a limited number of academically meritorious students, as assessed by their performance in the Institute at the end of first semester, to change their branch as per approved guidelines given below:

2.2.1 Guidelines for Change of Branch

A student may be allowed change of branch on the basis of his/her academic performance at the end of first semester provided that:

- (i) Such change will be considered only once at the end of the first semester. All such transfers can be effected only once at the beginning of the second semester of a student. No application for the change of branch will be entertained during the subsequent academic years.
- (ii) Only those students will be eligible for consideration for the change of branch who were admitted against normal seats (supernumerary seats and the seats for NRI category students excluded) and have successfully completed the first semester with CGPA > 9.00.
- (iii) The application for the change of branch has to be submitted in the prescribed proforma, in the office of Dean Academic Affairs at the end of first semester by the date announced for this purpose. The application must clearly specify the branches to which change is sought, in order of preference. The preference given once cannot be changed at a later stage.
- (iv) Merit list of the eligible applicants shall be prepared on the basis of their CGPA of the first semester.
- (v) In case of a tie in CGPA, the student who had a better JEE (Main) rank (on the basis of which admission to B.Tech. programme was granted) would be placed higher in merit.
- (vi) The allotment of new branch would be made in order of merit and in accordance with the order of preference specified by the student, subject to the availability of seat with the following constraints:

The inflow of students into a branch cannot increase the strength of a class beyond the normal sanctioned intake (excluding the students admitted against supernumerary and NRI seats), while the outflow of students from a branch cannot decrease its existing strength by more than 10 percent.

3.0 ACADEMIC SESSION

The academic session normally begins in the fourth week of July every year and ends in the third week 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 which includes about 14 weeks of teaching, one week being utilized for the mid-semester examination.

3.1 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 as approved by the Senate.

1. CURRICULUM

Every B.Tech. programme has a curriculum and syllabi for the courses approved by the Senate. Details of the curriculum for the undergraduate programmes are contained in the "Courses of Study" bulletin, published periodically by the Institute.

4.1 Structure of the B.Tech. Programme

The B.Tech. programmes consist of courses in Sciences, Mathematics, Humanities & Social Sciences, Engineering and Technology, and other related topics. The programme of instruction will consist of:

- (i) Courses in Basic Sciences, Engineering Science and Humanities & Social Sciences.
- (ii) Engineering Science courses introducing the student to the foundations of engineering.
- (iii) Discipline core courses for the breadth requirement in the chosen discipline of studies of a student.
- (iv) Discipline elective courses enabling a student to take up a group of courses pertaining to the chosen discipline of studies of a student.
- (v) Open elective courses enabling a student to take up courses of interest from all the courses available in the Institute.
- (vi) B.Tech. project in which a student studies the problems of integrated design and which integrates the learning in all the courses that a student undertakes in the institute.

In the engineering courses, the students are exposed to principles of design, which develops in them the ability for physical and analytical modeling, design & development.

4.2 Credit System

Credit Assignment

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

Lectures/Tutorial: one lecture/tutorial hour per week per semester is assigned one credit

Laboratory: One laboratory hour per week per semester is assigned half a credit.

In evaluating the total credits assigned to a course, any fraction is normally rounded off to the next higher digit.

2. SUBJECT REGISTRATION & ACADEMIC REGISTRATION

All students are required to register in each semester for the courses 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.

5.1 Registration Procedure

A list of courses to be offered during the semester is put up on the notice boards and is made available to Faculty Co-ordinator.

The registration procedure involves:

- (i) filling of the registration form mentioning the courses to be credited in the semester,
- (ii) payment of fees and clearance of all outstanding dues (if any), and
- (iii) signing of the registration roll in the office of the Dean, Academic Affairs.

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

5.2 Registration of a Deficient Student

A deficient student is one who has either not taken or has taken but failed in course(s) of previous semester(s). The deficiency may be due to poor grades, not registering course(s) for health and /or other reason(s), etc.

The programme of a deficient student must be framed by DAPC in such a manner that as many backlog courses as are available are included. Further, backlog courses must be arranged as far as possible in the sequence of their accumulation.

The registration of the deficient students is done as per the recommendations of the respective DAPC.

5.3 Late Registration

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 late registration date (i.e., about two weeks from the beginning of the semester) 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 Chairperson, IAPC.

No student shall be allowed registration after the last date specified for registration.

5.4 Adding and Dropping of Courses

A student may add or drop course(s) within two weeks of the beginning of the semester or till the last date(s) specified in the Academic Calendar with the permission of the IAPC.

For this, he/she must fill up the appropriate form, get the endorsement of the Instructors– in- Charge and the Convenor, DAPC and submit the form to the Academic Section for approval.

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.

5.5 Academic Load

A student is normally expected to register for six courses every semester as per the respective programme. Each course carries a weightage in terms of credits depending upon the academic load which, in turn, is determined by the number of contact hours (lectures and tutorials) and laboratory hours (if applicable).

A student may, however, be permitted by DAPC to take up an overload of one course to enrich his/her knowledge or clear backlogs as per the approved guidelines.

Similarly, DAPC may allow a student, for bonafide reasons, to take a reduced load. Also, a deficient student may be required to take up a reduced load as per the provisions/ recommendations of DAPC /decisions of the Senate.

5.7 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.

6. TEACHING AND EVALUATION

6.1 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 IAPC & Senate as per the procedures laid down by the 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 and the recommendations of the standing committee of the Senate. 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-in-charge, assigned by the Head of Department, with the assistance of the required number of tutors and other instructors. The Instructor-in-charge is responsible for conducting the course, making the question paper, holding the examinations in his/her course, getting the answer scripts evaluated by the team of tutors and other instructors, awarding grades at the end of the semester and transmitting the grades to the Academic Section through the Head of the Department within the prescribed time limit.
- e) **Teaching Assignments** - The Instructors-in-Charge, instructors and tutors for all the courses offered by a department during the semester are designated by the concerned Head. If any other department is also required to participate in teaching a particular course, the respective Head designates the instructor and /or tutor.
- f) 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, this will be treated as a ground for complaint by the students.

6.2 Evaluation

The evaluation of the students is a continuous process and is based on their performance in mid-semester examination, end semester examination, quizzes/short tests, tutorials, assignments, laboratory work (if any), make-up examinations (if applicable), etc.

In general, there shall be no choice in test/examination papers.

The Instructor-in-charge, assisted by the team of tutors and other instructors, is responsible for making the question paper, conducting the examination in his/her course, getting the answer scripts evaluated by the team of tutors, and awarding the grades. The grades are forwarded through the Head of the Department who will ensure that proper standards have been followed.

The 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-in-charge 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 examination 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 Examinations –

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 parent/guardian 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 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. In case, Govt. hospital/dispensary or institute dispensary is not in the vicinity of the student, the institute shall depute a doctor for medical examination of the student. The expenses for the same will be borne by the student.

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-in-charge to ascertain the proficiency of the student by whatever means he/she considers appropriate if he/she is satisfied of the student's bonafides.

6.3 Grading System

The Institute follows 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 10.1) 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.

Project Grades – Project grades finalized as per approved procedure shall be submitted by the last date specified for the submission of grades. If a student wishes to petition against the grade assigned, he/she should approach the Head of the Department within a week of the beginning of the next regular academic term. The HOD will report his recommendations to the Chairman, Senate for the final decision. The Chairman, Senate may also look into such a case directly.

Grade Report - A copy of the Grade Report is issued to each student at the end of the semester and a copy of same is also mailed to parents/guardian. A duplicate copy, if needed, can be obtained on payment of the prescribed fee.

Withholding of Grades – The grades of a student may be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her, or for any other reason.

7. HONOURS PROGRAMME

Students with good academic standing (having CGPA > 7.5) and desirous of excelling further in their parent specialization itself/attaining a minor specialization will have to take 5 additional courses equivalent to 20 credits from the parent specialization/minor specialization area.

8. ACADEMIC PERFORMANCE

8.1 Minimum Level of Performance for Movement to Higher Semesters

- a) No restriction on movement of a student from odd to even semester in a year
- b)
 - (i) Promotion to 3rd semester of the programme during his/her second academic session in the institute only if the student has a CGPA ≥ 5 **and** he/she does not have a backlog of more than two courses excluding NCC/NSS/Sports course (three courses excluding NCC/NSS/Sports course (in the case of a student who had been on one semester leave during the first year)
 - (ii) Promotion to 3rd semester of the programme after spending two years in the institute only if the student has completed all course work requirements (including NCC/NSS/Sports course) of the first two semesters with a CGPA ≥ 5 . For fulfilling this condition, a student during his/her second academic session in the institute will be allowed to register for the courses, of the first and second semesters in which he/she has F/N grades, and if required, repeat a couple of courses in which he/she has D grades, provided his/her programme has not been terminated at the end of first year as per provisions of section 8.4.
- c) Promotion to 5th semester of the programme only if the student has earned at least 63 credits at the end of fourth semester of his/her programme having moved earlier in accordance with the conditions mentioned in 8.1 a), b) above. If a student had completed the course work of the first two semesters of his/her programme with CGPA ≥ 5.0 after spending only one year in the institute but failed to earn 63 credits at the end of his two years in the institute, then for fulfilling the condition for moving to the 5th semester, a student during his/her third academic session in the institute will be allowed to register for the courses of 3rd and 4th semesters in which he/she has an F/N grade.
- d) Promotion to 7th semester of the programme only if the student has earned at least 88 credits at the end of sixth semester of his/her programme in the institute having moved earlier in accordance with the conditions mentioned in 8.1 a), b) and c) above

NOTE: The minimum credit requirements for moving to higher semesters and to continue in the programme (specified in this section and in section 8.4 below) have been fixed on the basis of existing curriculum and keeping in mind that some of the students are slow-learners and they should be facilitated, as far as possible, to complete the programme within the maximum permissible duration

8.2 Academic Probation / Warning

The academic performance of each student shall be reviewed at the end of each regular semester. A student who fails to secure an SGPA of at least 4.5 and/or fails to earn a minimum of 14 credits during any semester will be considered to be on academic probation and a letter of warning shall be issued to him/her with a copy of the same being sent to the student's parents / guardian. This letter will also remind the student / parents / guardians of the conditions under which the programme of the student may be terminated.

8.3 Reduced Academic Load

A student placed on Academic Probation / Warning may be permitted a reduced load during the next semester if he/she so desires. However, the courses for which he/she registers will be decided by the appropriate DAPC keeping in mind the required minimum level of performance as per section 8.1 and the termination conditions laid down in section 8.4. The parents / guardians of such a student will be kept informed of his/her progress.

8.4 Termination of the Programme

For the purpose of continuation / termination of the B.Tech. programme, the performance of a student after completion of every academic session will be considered.

A student's programme may be terminated by the Senate on *any of the following grounds* and he/she will have to leave the institute (without degree):

- a) If a student fails to earn at least 21 credits after spending one year in the institute. However, a relaxation of five credits will be given to students belonging to SC / ST categories.
- b) If a student fails to complete all course work requirements of the first two semesters of the programme with a CGPA ≥ 5.0 in a maximum period of two years spent in the institute
- c) If a student fails to earn at least 63 credits pertaining to the first four semesters of his/her programme in a maximum period of three years spent in the institute
- d) If a student fails to earn at least 88 credits at the end of sixth semester of his/her programme in the institute
- e) If a student fails to earn at least 110 credits at the end of eighth semester of his programme in the institute (*Also see the note below*)
- f) If a student fails to complete all the programme requirements with a minimum CGPA of 5.0 after spending six years (as per clause 10.2) in the institute
- g) If a student is absent from the institute without authorized leave of absence for more than eight weeks in a semester
- h) If a student involves himself/herself in violation of the code of conduct, ragging etc. and the appropriate committee of the Senate makes a recommendation that the student's programme be terminated

NOTE: A student who, at the end of eighth semester of his/her programme, has earned at least 110 credits but has not completed all the curriculum requirements with a minimum CGPA of 5.0 and has not spent six years in the institute, will be allowed to register for the courses of 3rd to 8th semesters in which he/she has an F/N/X grade, and if required, repeat a couple of courses of these semesters in which he/she has a D grade, in order to complete the course work requirement and to secure a CGPA ≥ 5.0 within the maximum permissible duration of the programme.

8.5 Appeal against Termination

- a) A student, whose programme is terminated at any stage, can appeal once to the Chairman Senate within 15 days of the issue of termination letter. In this appeal the student must fully justify as to why he/she should be allowed to continue. The Senate, if convinced of the reasons, may allow the student to continue with his/her programme.
- b) In no case will a second appeal by the same student be entertained for this purpose, in case his/her first appeal is not upheld by the Senate.

9. Leave

9.1 Temporary Withdrawal / Semester Leave

A student is not normally allowed to withdraw from the academic programme temporarily and is expected to complete his/her studies without any break. However, for bonafide reasons and/or in exceptional circumstances, a student may be allowed to withdraw temporarily on leave of absence at the discretion of Senate for an extended period. Such leave of absence(s) shall ordinarily not exceed two semesters with or without break during the entire period of the academic programme.

Unauthorized leave of absence for a period of four or more weeks at a stretch will result in automatic withdrawal from all courses in that semester.

A student who remains on authorized leave of absence due to ill health is required to submit a certificate from a Registered Medical Practitioner to the effect that he/she is sufficiently cured and is fit to resume his/her studies. The student will be allowed to register only when IAPC is fully satisfied of his/her state of health. Application for leave of absence have to be addressed and submitted to the Convener DAPC Applied Sciences for 1st year UG students and Convener DAPC of respective discipline for 2nd to 4th year UG students.

10. REQUIREMENTS

10.1 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.

10.2 Minimum and Maximum Duration of the Programme

The minimum duration to complete the B.Tech. programme is 4 years (8 semesters) and the maximum permissible duration is 6 years (12 semesters) excluding semester leave, if any.

10.3 Academic

A student is required to complete successfully all the courses of the curriculum prescribed for his/her undergraduate programme and attain a minimum level of academic performance, i.e., obtain a minimum CGPA of 5.0

10.4 Additional Requirements

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

10.5 Graduation

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

- (i) met the attendance, duration and academic requirements given in Sections 10.1 to 10.3
- (ii) satisfied additional requirements, if any, of the concerned department
- (iii) paid all dues to the Institute and the Hostels, and
- (iv) no case of indiscipline is pending against him/her.

11. DEGREES

a) Award of Degrees

A student, who completes all the graduation requirements specified in Section 10.5, 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 withdrawal of a degree already awarded.

12. CONDUCT AND DISCIPLINE

12.1 Code of Conduct

Each student shall conduct himself/herself in a manner befitting his/her association with a 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), willful 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).

12.2 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 Chief 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 of 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 Management for the award of a degree even if he/she has satisfactorily completed all the academic requirements.

13. AMENDMENTS

Notwithstanding anything contained in this manual, the Senate of the Punjab Engineering College (Deemed to be University), Chandigarh reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.