

SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS FEROZEPUR

(NBA and NAAC Accredited Technical Integrated Autonomous institute of Government of Punjab)

AUTONOMOUS INSTITUTE UNDER UGC ACT
{UGC No.F. 22-1/2015 (AC)}



Academic Regulations

(2015-2016)

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PART-A

Autonomous Governing Guidelines

1. Preface

Shaheed Bhagat Singh State Technical Campus (SBSSTC) Ferozepur, formerly known as Shaheed Bhagat Singh College of Engineering & Technology, was established as an autonomous government managed society under the Act 1860 by Punjab Government in the year 1994. The Institute has been conferred 'Autonomous Status' by University Grant Commission (UGC), New Delhi in 2015 with the objective of making its programmes more focused and sharply attuned with its Missions and Objectives.

With the acquired autonomy, the institute has also fulfilled the requirements of World Bank assisted Technical Education Quality Improvement Programme; Phase II (TEQIP-II) sanctioned by MHRD; Govt of India.

2. Privileges as an Autonomous Institute

(Conferred as per clause 2 of UGC's Guidelines for Autonomous Colleges during the XII Plan Period: 2012-2017)

As the institute has acquired academic autonomy, now it has the freedom to:

1. Determine and prescribe its own courses of study and syllabi, and restructure and redesign the courses to suit local needs;
2. Prescribe rules for admission in consonance with the reservation policy of the state government;
3. Evolve methods of assessment of students' performance, the conduct of examinations and notification of results;
4. Use modern tools of educational technology to achieve higher standards and greater creativity; and
5. Promote healthy practices such as community service, extension activities, projects for the benefit of the society at large, neighborhood programmes, etc.

3. Academic Council

The Academic Council will be solely responsible for all academic matters, such as, framing of academic policy, approval of courses, regulations and syllabi, etc.

The decisions taken by the Academic Council will not be subject to any further ratification by the Academic Council or other statutory bodies of the university. The composition of the Academic Council is given below (adapted as per clause 8 of UGC's Guidelines for Autonomous Colleges during the XII Plan Period: 2012-2017):

S. No.	Nomenclature as per UGC norms	Designation
1.	Campus Director of SBSSTC	Chairman
2.	Nominee of State Govt.	Member
3.	All Associate Directors and HODs of SBSSTC	Members
4.	Four teachers of SBSSTC by rotation on the basis of seniority	Members
5.	Four experts from outside (Industry, Education, Engg, laws areas)	Member
6.	Three nominee of university	Member

7.	Dean Academics, Dean Accreditation and Autonomy, Dean PG Studies, Dean Student Welfare and Controller of Examinations of SBSSTC	Members
8.	Two Post graduate students, two Under-graduate students, one outstanding sportsman/women of the institute to be nominated by the Director	
9.	A faculty member nominated by Campus Director	Member Secy.

The term of the nominated members shall be two years. The Director/member secretary shall convene a meeting of the Academic Council at least once a year.

3.1 Functions of Academic Council

Without prejudice to the generality of functions mentioned, the Academic Council will have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the institute.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

4. Board of Studies

The composition of the Board of Studies (BOS) for each discipline/department is given below:

S. No.	Nomenclature as per UGC norms	Designation
1.	Eminent Academician from the discipline	Chairman
2.	The faculty of each discipline with different specializations	Members
3.	Two experts in the subject from outside the institute to be nominated by the Academic Council.	Members
4.	One expert to be nominated by the vice-chancellor from a panel of six recommended by the Institute Director/Chairperson of Academic Council.	Member
5.	One representative from industry/corporate sector/allied area relating to placement.	Member
6.	One meritorious alumnus to be nominated by the Campus Director/Chairperson of Academic Council.	Member
7.	The chairman, Board of Studies, may with the approval of the Campus Director, co-opt: (a) Experts from outside the institute whenever special courses of studies are to be formulated. (b) Other members of staff of the same/other faculty. (c) Departmental TPO/Nominee of T&P Cell	Members
8.	Immediate Ex-Chairman and immediate Ex-HOD	Members
9.	HOD of concerned Department	Member Secy.

The tenure of the BOS will be two years. The meeting may be scheduled as and when necessary, but at least once a year.

4.1 Functions of Board of Studies

The functions of Board of Studies of a department are as below:

- i. To prepare syllabi for various courses keeping in view the objectives of the institute, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- ii. Subsequent revisions and updating of the syllabi from time to time
- iii. To suggest methodologies for innovative teaching and evaluation techniques;
- iv. To suggest panel of names to the Academic Council for appointment of examiners; paper setters and subject experts.
- v. To coordinate research, teaching, extension and other academic activities in the department/institute.

- vi. To constitute subcommittees comprising of experts for finalizing the syllabus and to conduct special workshops to finalize the syllabus.
- vii. Introducing new courses of study.

Once the syllabus has been made, it will be put on the institute website and comments will be invited. After incorporating the comments, syllabus will be finalized for getting approved by Academic Council.

5. Management of Academic Activities in the Institute

For smooth functioning of all the academics related activities at the institute level, these are distributed among following offices:

- 5.1 Controller of Examination (COE)
- 5.2 Dean Accreditation and Autonomy (DAA)
- 5.3 Dean Academics (DA)
- 5.4 Dean Academics - Affiliation and Approvals (DAAA)
- 5.5 Dean PG Studies and Research (DPGSR)
- 5.6 Dean Student Welfare (DSW)

With the Academic Autonomous status of the institute in focus, following shall be the responsibilities of above offices:

5.1 Controller of Examination (COE)

The Director of the institute shall be the Chief Controller of examination and he will appoint Controller of Examination (COE) for a period of three (03) years. COE will constitute full time Examination Cell Team with the approval of Director.

The responsibilities of COE shall include:

- i. Paper Setting
- ii. Exam Forms
- iii. Issue of Admit Cards
- iv. Semester-End-Examination (SEE)
- v. Evaluation & Result Declaration

5.2 Dean Accreditation and Autonomy (DAA)

The responsibilities of Dean Accreditation and Autonomy (DAA) shall include:

- i. Planning and Coordinating the Accreditation Process
- ii. Assessment of Outcomes
- iii. Coordinating the Implementation of Academic Autonomy
- iv. Handling Issues /activities related to UGC Autonomy

- v. Conducting Academic Council Meeting and monitoring of the decisions taken in the Academic Council Meeting

IQAC in consultation with DAA will plan, facilitate and evaluate the accreditation process; DAA will be the convener of the committee. The committee will hold meeting on first Monday of each month to

- a) review the planned implementation of accreditation related processes
- b) plan future courses of actions
- c) recognize needs and problems in accreditation process and
- d) report the director in the light of findings of above 3 for expediting the process.

5.3 Dean Academics (DA)

The responsibilities of Dean Academics shall include following activities for all UG students:

- i. Admissions and Upgradations
- ii. Fee and Registration
- iii. University-Students Matters
- iv. Mid-Sem-Tests
- v. Disciplinary action against students related to Academic Matters, misconduct/misbehavior and breach of institute/hostel rules etc.
- vi. Academic activities in coordination with COE
- vii. Ensuring academic environment and regular teaching in classes
- viii. Conduct of Convocation
- ix. Declaration of Merit lists and making Honour Boards
- x. Student awards and Medals
- xi. Academic Calendar in coordination with DSW
- xii. Ensuring implementation of all the provisions of AICTE/UGC's Anti-ragging rules and regulations
- xiii. Ensuring issue of student i-cards within 2 months of admissions
- xiv. Student feedback: filling and evaluation
- xv. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes
- xvi. Post-matric scheme for SC and other category of students
- xvii. Other academic activities of the institute as given by director from time to time

5.4 Dean Academics Affiliations and Approvals (DAAA)

- i. Maintaining Faculty Data
- ii. AICTE Approval
- iii. Any other activity to be performed on Institute's AICTE portal
- iv. COA Approval in coordination with Dean/HOD, School of Architecture
- v. University Affiliation

- vi. All the necessary work related to Increasing/Decreasing of seats in current courses
- vii. Closure of Courses and Starting of new Courses
- viii. Applying for various rankings of Government and Non-government institutions
- ix. Other academic activities of the institute as given by director from time to time

5.5 Dean Post Graduate Studies and Research

Dean (PGS&R) shall perform all the same responsibilities for PG students as that of Dean Academics for UG students, including:

- i. Promotion of Research
- ii. Documentation of Research Progress in the Institute
- iii. Facilitation of Research Related activities among UG and PG students
- iv. Other academic activities of the institute as given by director from time to time

5.6 Dean of Student Welfare (DSW)

- i. Monitoring and implementation of Student Aid Fund (SAF)
- ii. Monitoring and implementation of Student Exigency Fund (SEF)
- iii. Monitoring and implementations of Minority Community Scholarships
- iv. Monitoring and implementations of other Scholarships
- v. Monitoring and implementations of Anti-Ragging campaign as per the provisions of AICTE/UGC's Anti-ragging rules and regulations to ensure ragging free campus.
- vi. Regular deputing anti-ragging squads and teams for preventing ragging activities in hostel and campus.
- vii. Regular conduct of meeting of Anti-ragging committee to be constituted as per the directions of Hon'ble Supreme Court of India to ensure ragging free campus.
- viii. Any other activities to be assigned by Director from time to time.

6. Syllabus and Scheme

6.1 Batches Admitted prior to 2015

For the students admitted under PTU scheme prior to 2015-16, existing scheme of PTU shall continue as such. Syllabus shall be same as per existing scheme of Punjab Technical University Jalandhar, with some modifications wherever required, so as to plan and achieve Course Outcomes (COs) effectively.

6.2 Batches Admitted in 2015 and after

For the students admitted during academic year 2015-16, and thereafter, new scheme as developed in the institute will be applicable for B.Tech and B.Arch Courses. For other courses, existing scheme of IKGPTU will be applicable.

6.3 Course Outcomes

While fine-tuning the syllabus, 4-6 Course Outcomes framed as per Blooms Taxonomy guidelines are to be provided prior to the subject contents of the existing syllabus. The HODs will ensure that the course outcomes will be scrutinized by DQACs.

6.3 Recommended Books

List of six recommended books will be provided at the end of each syllabus.

7. Question Papers

7.1 General Guidelines

1. Controller of Examination must ensure that all question papers must have uniform template.
2. Two Sets of Question papers shall be set for each subject for the End Term Examinations by internal examiners. Additionally, about 20% Question Papers shall be got set by external examiners preferably from institutes having NBA Accreditations. Thereafter, about 10% question papers set by external examiners shall be used. However, all re-appear question papers shall be set by internal examiners only.
3. At Least 40% numerical questions shall be set in each question paper, if possible.
4. Paper setters must provide solution to all numerical problems as well as short answer type questions.
5. Every time paper setters should be different as far as possible for each subject, but he/she should be specialized in the areas of that particular field.
6. Director/Controller of Examination or their nominee will choose one of the two sets of Question Papers.
7. To keep the sanctity of the examination system, there must be an exemplary punishment for the employee whosoever is found to be involved in any kind of undesirable academic activities or leakage of question paper/examination related activities.

7.2 M.Tech. and B.Arch.

1. The M.Tech. and B.Arch. programmes will continue to follow their existing examination and question paper pattern.
2. For M.Tech. and B.Arch Programmes, all the question papers will be set internally.

8. Examination Fees

- 8.1 Examination fees till 5 to 6 weeks before commencement of examination as notified: Rs.1000 per student per semester.
- 8.2 Late fees for 1 week after the cutoff date of form filling: Rs.1000 per student per semester.

- 8.3 Late fees for 2 weeks after the cutoff date of form filling: Rs.2000 per student per semester.
- 8.4 Late fees for form filling till 01 day before commencement of examination: Rs.5000 per student per semester with approval of director.

9. Correction Fee

After locking of examination form, in case any student wants to revise the examination form for wrong subject name, code etc.; correction fees shall be charged as per detail below:

- 9.1 Correction fees for 1 week after the cutoff date of form filling: Rs.500 per semester per student.
- 9.2 Correction fees for 2 weeks after the cutoff date of form filling: Rs.1000 per semester per student.
- 9.3 Correction fees for form filling till 01 day before commencement of examination: Rs.2000 per semester per student.

10. Conduct of Theory Examinations

- 10.1 Director/Controller of examination or their nominee will chose a particular question paper for each subject from the set of two question papers whether set internally or externally.
- 10.2 The chosen question paper will be handed over for printing to the printing cell coordinator, who after printing the required numbers, will hand over the question paper copies to examination superintendent. Printing cell coordinator shall be responsible to maintain the secrecy during printing and handing over the question papers to Superintendent Examination.
- 10.3 After the examination is over in a particular session, the vacant space of the sheets will be stamped with stamp SPACE BELOW CANCELLED, sealed and submitted to Deputy Controller (Evaluation and Result).

11. Evaluation of Theory Courses

11.1 Batches Admitted prior to 2015

For students of all programmes (B.Tech, M.Tech., MBA, MCA, B.Arch, BCA etc), the pattern of Question Papers of MSTs and Semester End Examination shall be same as per the relevant scheme of IKG PTU Jalandhar.

11.2 Batches Admitted in 2015 and after

11.2.1 B.Tech Programmes:

- (i) For the students admitted in the academic year 2015-16 onwards, combined results shall be prepared for continuous evaluation during the semester and end term examination of students i.e. there shall be no separate reappear for continuous evaluation and end term exams.
- (ii) However, the students are required to earn the credits as laid down in the Ordinances of respective programs.
- (iii) In case a student fails to earn minimum credits, he/she has to repeat the complete course.

11.2.2 Other Programmes (M.Tech., MBA, MCA, B.Arch, BCA etc)

For the students admitted in the academic year 2015-16 for all other Programmes other than B.Tech Programmes, the teaching scheme and the pattern of Question Papers of MSTs and Semester End Examination shall be same as per the relevant scheme of IKG PTU Jalandhar/MRSSTU, Bathinda, as the case may be. However, Teaching Scheme as developed in the institute for B.Arch programme shall be applicable.

11.3 Examination Criteria

Following is the examination criteria for evaluation of the students:

- | | |
|------------------------------------|----|
| i. Mid-Semester-Tests (MSTs) | 02 |
| ii. Home Assignments (HAs) | 02 |
| iii. Class/Tutorial/Quiz Tests | 02 |
| iv. Semester End Examination (SEE) | 01 |

Marks distribution for a theory course (Maximum Marks 100) is:

S. No.	Assessment Tool	Weightage
1.	02 MSTs	24%
2.	02 HAs	05%
3.	02 CTs/TTs/QTs	05%
4.	Attendance	06%
5.	End Semester Exam	60%
Grand Total		100

For theory paper, the distribution of marks for attendance in the sessional awards will be follows:

Sr.	Attendance Percentage	Marks
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1	Upto 75%	0
2	75%< and upto 80%	2
3	80%< and upto 85%	3
4	85%< and upto 90%	4
5	90%< and upto 95%	5
6	Greater Than 95%	6

11.2 Evaluation of End Term Examinations

1. The answer sheets will be evaluated by the concerned faculty of concerned department in the designated evaluation center within one week of the conduct of that particular examination. The concerned faculty will submit the award list for the same to Incharge of Evaluation centre. After this, the answer sheets will be issued to the concerned faculty for showing to the students.
2. The faculty must show the evaluated answer sheets to the students within 03 days of completing evaluation (i.e. within 10 days of conduct of that examination).
3. After getting the answer sheets seen by the students, the answer sheets will be retained by the faculty concerned for a period of one year.
4. Thereafter, the said answer sheets will be submitted to central stores by the department for disposal as per norms.
5. The faculty members will submit the hard and soft copy of final award lists of the respective subject to the respective Head of Departments within 10 days from the conduct of exam. The faculty members is also required to submit a statement that the variation of final awards as compared to the earlier submitted awards for each student should be with in 10% of maximum marks. If not, the concerned faculty member and HOD will confirm the reason for higher variation.
6. The concerned HOD will submit the compiled awards list, after duly countersigning, to the Controller of Examination within 12 days of the last theory examination for regular examinations as well as for reappear examinations respectively.
7. The HOD of concerned Department shall act as Head Examiner to ensure the quality of checking the answer sheets by their faculty.
8. The evaluation of these sheets will be monitored by the Departmental Quality Assurance Committee (DQAC) of the respective department every day during evaluation process and DQAC shall be responsible to ensure the quality of evaluation of answer sheets.
9. The concerned HOD will ensure that the evaluated sheets have been shown to the concerned students by the concerned faculty within 03 days of completing evaluation (i.e. within 10 days of conduct of that examination) without charging any fee from students. Students will

be allowed to check the answer sheets of their fellow students. The schedule of this activity will be displayed on notice board by the concerned HOD. The sheets will be signed by the students. HOD must ensure that at least 20% sheets should be signed by the students.

10. The examination cell will declare the provisional result within the month of January for regular and reappear examinations for the current odd session or the date to be decided by the director. For the subsequent even session, the result may be declared provisionally by examination cell within the month of July or a date to be decided by the director.
11. Student can check his/her answer sheets and that of his/her fellow students within 07 days of declaration of provisional results by depositing fee of Rs 250 and 500 per subject, respectively.
12. Deputy Controller (Evaluation and Result) will act as incharge of evaluation centre. .
13. In case any student is not satisfied with the evaluation of his/her answer sheets, he/she can approach the concerned teacher. If he is still not satisfied, he can approach the Head Examiner (HOD of the concerned Department) and, thereafter, Controller of Examination.
14. If student is still not satisfied with the evaluation of his/her sheets, then he can approach to the Campus Director. Campus Director is the final authority, who can get his/her sheets evaluated from any other teacher.
15. No students can claim revision of his/her results after 07 days of declaration of provisional results by COE.
16. A student can get a Photostat copy of his/her answer sheet under RTI Act after paying requisite charges. However, only the evaluation done by the designated evaluator (as specified by the institute authorities) will be accepted for compilation of results. No other evaluation, by any other person, will be honoured. In case of any dispute in this regards, the decision of campus Director shall be final and binding to all concerned.
17. In case it is found that teacher has intentionally failed the students, then case should be referred to IQAC for taking action against the concerned teacher.

12. Practical or Lab Courses

12.1 Conduct

Experiments will be conducted on all the equipments simultaneously by dividing the class into various small subgroups (2 to 5 students in each group). Experiments will be rotated for each subgroup every week and the continuous evaluation of the same will be done by the concerned teacher in each lab class itself.

12.3 Evaluation

Practical examiners for final exams should be different, as far as possible, than the faculties who have taught the subject.

Marks distribution for a Lab. course (Maximum Marks 50) is:

S. No.	Assessment Tool	Weightage
1.	Assessment of 10 Experiment	40%
2.	Quiz / Viva-Voce Test	10%
3.	Practical Record File	10%
4.	Attendance	10%
5.	End Semester Exam	30%
Grand Total		100%

For Practical examination, the distribution of marks for attendance in the sessional awards will be as follows:

Sr.	Attendance Percentage	Marks
1	Upto 75%	0
2	75%< and upto 80%	1
3	80%< and upto 85%	2
4	85%< and upto 90%	3
5	90%< and upto 95%	4
6	Greater Than 95%	5

13. Projects, Industrial and Training

13.1 For judicious evaluation of students in Projects and Training, not more than 60 students should be allotted to a single external examiner on a single day (8 Hours).

13.2 Students should be evaluated three times during semester industrial training (02 times during training plus one end term evaluation)

13.3 Examiners for evaluation of Project, Semester Trainings and MTech Theses will be chosen from approved panel of outside experts. These experts shall be approved by Director, and HOD of concerned department shall propose three outside experts to Campus Director for ticking one expert.

13.4 Marks distribution for a Project course is:

S. No.	Assessment Tool for Project	Weightage
1.	Team & Synopsis Presentation	20%
2.	Mid-Sem Progress Assessments	20%
3.	End Sem Project Report	20%
4.	End Sem Demonstration &	40%

	Presentation& Viva	
Grand Total		100%

13.5 Marks distribution for Industrial Training course is:

S. No.	Assessment Tool for Industrial Training	Weightage
1.	Training Proposal/Project	15%
2.	Mid-Sem Progress Assessments	15%
3.	End Sem Project Report	15%
4.	Industrial Tutor Evaluation	15%
5.	End Sem Demonstration & Presentation	40%
Grand Total		100%

14. Grace Marks and Rationalisation of Marks

1. The internal marks for all the regular subjects will be rationalized for better evaluation. A committee consisting of all ADs and HODs will rationalize the internal marks. The rationalization is accompanied with proper written comments about the reason for such rationalization. After rationalization, the updated internal marks will be submitted by the faculty members through department heads to the examination cell (COA).
2. In case of any part of the question paper being out of syllabus in the end semester examination, students may submit a representation to Controller of examination, with comments from the concerned faculty through respective HOD. The said representation shall be referred to Internal Quality Assessment Committee. The committee will decide the case and may recommend grace marks for that subject's external marks. The recommendations of IQAC shall be forwarded by its Chairman to controller of examination, after approval from the director.

15. Mechanisms for Quality Assurance

15.1 Internal Quality Assurance Committee

Internal Quality Assurance Committee (IQAC) is formed with the following goals:

- i. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute.
- ii. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

The IQAC shall meet at least once in a quarter. Dean Academic shall be member-secretary of IQAC. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

The IQAC shall have the following structure:

Nomenclature	Designation
Director	Chairman
All Associate Directors and HODs	Members
All Deans & COE	Member
Two external experts on Quality Management/ Industry/Local Community Member with relevant background	Member
Dean Academics	Member Secy.

15.2 The IQAC shall have the following functions

- i. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute;
- ii. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii. Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- iv. Dissemination of information on the various quality parameters of higher education;
- v. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vi. Documentation of the various programmes/activities of the Institute, leading to quality improvement;
- vii. Acting as a nodal agency of the institute for coordinating quality-related activities, including adoption and dissemination of good practices

- viii. Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- ix. Development of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- x. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Institute based on the AQAR.

15.3 Departmental Quality Assurance Committee (DQAC) and other mechanisms

1. Each department will have its own Departmental Quality Assurance Committee (DQAC) consisting of HOD and 1-2 senior faculty members for:
 - a. Review of question papers in MSTs and final exams;
 - b. Checking of course files and assignments;
 - c. Checking of Lab Manuals for each experiment.
 - d. Sampled monitoring of evaluation of answer sheets;
 - e. Evaluation of course outcomes.
2. Director or his nominee can review or check any question papers in MSTs and final exams; course files and assignments; and evaluation of answer sheets of MSTs/End Term Examination.
3. IQAC, DQAC and Director can also check the quality of Lab Manuals for each experiment.
4. DQAC will ensure that each lab manual has a set of about 20 short question-answers related to each experiment/lab work.
5. HOD and DQAC will also ensure that each student/group of two to five students must perform separate experiments during practical period every week.
6. HOD and DQAC will ensure the maintenance of theory and practical course files in the respective department.
7. DQAC will also check the conformity of the Course Outcomes and questions papers of MSTs and ETEs to Blooms Taxonomy at the pre-defined levels.

16. Unfair Means Cases and other Discipline Rules

16.1 Students related

1. For the smooth conduct of examination, Campus Director can constitute a flying squad to inspect the ongoing examination.
2. In case an unfair means case is reported, a committee consisting of the following will investigate and take decision for the same:
 - 1) Director Technical Education & IT : Chairman

- 2) Director/ Associate Director/ DSW : Member
- 3) Subject expert : Member

16.2 Regulations for Prevention, punishment and procedure concerning cases of Misconduct and use of unfair means in or in relation to Examination

1. In these Regulations, unless there is anything repugnant in the subject or context:
 - (i) "Candidate" shall mean an intending examinee, an examinee taking any examination in a particular semester and wherever the context so permits, every student on the rolls of a department of the institute.
 - (ii) "Committee" shall mean the Standing Committee appointed under Regulations 16.1.2 infra to deal with the cases of alleged use of unfair means and misconduct in or in relation to the End Semester Examination'
 - (iii) "Disqualification" shall mean disqualification from appearing in any examination of the institute/university and will be treated as failure in the examination and all consequences of failure will follow;
 - (iv) "Examination" shall mean an examination conducted by institute and shall include an examination so conducted though subsequently cancelled;
 - (v) "Academic Council", "Director" and "Controller" shall mean respectively the Academic Council, the Director and the controller of examination of the institute;
 - (vi) " Institute " shall mean the Shaheed Bhagat Singh State Technical Campus Ferozpur; and
 - (vii) Semester of disqualification shall be taken to extend from commencement of the examination in which the candidate is detected to have terminated one day before commencement of the next Semester examination as the case may be.
2. The Registrar, or an officer authorized by him in this behalf, shall call upon the candidate alleged to have employed unfair means in the examination or obtaining admission to an examination on a false representation, to appear before the Standing Committee to represent his case personally at his own expense on the date fixed for his appearance before the said Committee. If despite of service of notice, the candidate fails to do so, he / she will be proceeded against ex-parte.
3. Where a candidate wishes to produce any evidence and/ or witness before the Committee, he / she may be allowed to do so by the Committee at his / her own expense. The Committee may also, on its own motion and for arriving at a just conclusion based on the principles of natural justice, direct the members of the supervisory staff of any other person to appear before it.
4. When the Committee, after having heard the candidate when present and after having heard such evidence as he / she may produce and after going through the record is unanimous in its decision, that decision shall be final except as provided in Regulations 20 infra. If the Committee is not unanimous in its decision, the record of the case shall be referred to the Director who may either decide the case himself / herself or refer it to the Academic Council for decision.

5. All candidates must leave all papers, notes, books and hand bags etc. outside the examination hall. A place or a receptacle will be provided outside the examination hall for the purpose and the same shall be locked wherever possible, and the key will be kept by the Superintendent.
6. Every day, before the examination begins, the Superintendent or the Deputy Superintendent, as the case may be, shall call upon the candidates to search their persons/ pockets, etc. and part with and deliver to him / her all papers, books and / or notes which may be having in their possession. Where a late comer is admitted, this warning shall be given to him / her before he / she is permitted to take the examination.
The Superintendent or the Deputy Superintendent as the case may be, and both, when there is a Superintendent as well as a Deputy Superintendent-in-charge of the examination, shall forward to the Controller of examination, every day, a declaration certifying compliance with this provision.
7. The Superintendent shall report to the controller without delay and on the day of occurrence, if possible, each case where the use of unfair means in the examination is detected, giving details of the evidence and explanation of the candidate concerned on Form no. 749 (as prescribed by IKGPTU Jalabdhari)
Provided that in case of non-availability of Form 749, they may be reported on Photostat copy of Form 749 or on a plain paper.
Provided further that the case can also be reported by the members of the flying Squad or Centre Superintendent directly on a plain paper.
Non-reporting of an unfair means case shall be deemed as dereliction of duty making the defaulting member of the supervisory staff liable for being debarred from all remunerative work of the institute and further, dereliction takes place.
8. Soon after the detection, the Superintendent shall require the candidate to make a statement explaining his / her conduct. In case the candidate refuses to do so, the fact of his / her refusal shall be recorded by the Superintendent, which should be attested by one member of the supervisory staff or a Clerk on duty, present at the time of refusal.
9. While reporting a case of use of unfair means in the End term Examinations detected by or in the presence of the member of flying squad, both the member of flying squad and the Centre Superintendent shall be required to sign the incriminating papers recovered from the possession of the candidate and those papers should also be got signed by the candidate. If the candidate or the Centre Superintendent refuses to do so, this should be reported to the authorities in writing.
10. The answer-book in which the use of unfair means is alleged shall be seized by the Superintendent, and the candidate concerned shall be permitted to answer the remaining part of the question paper on a separate answer book. The Superintendent shall forward both the answer books, alongwith his / her report in Form 749, to the controller. The candidate shall not forfeit his / her right to appear in the rest of the examination in subsequent papers.
11. If during a end term examination, a candidate is found having in his / her possession or accessible to him / her papers, books, notes or other material, which do not relate to the subject of the examination of the day and which could not possibly be of any assistance to him / her,

no action shall be taken against him / her. The Superintendent shall nevertheless promptly report the case to the controller and all the papers shall be sent alongwith the report.

Note : The controller need not report such a case to the Committee, unless he disagrees with the report of the Centre Superintendent.

16.3 Offences and Punishment

1. The use of unfair means in or in relation to the examination shall include the following facts or omissions on the part of the candidate, viz:
 - (a) Being in possession in the examination hall, of papers, books, notes or writing on any part of the candidate's clothes or any writing on his/ her body or table or desk or on a foot rule and/ or instruments like set squares, protractors, slide rules or any other material with notes or hints written thereon or any such material accessible to him / her which may be, or intended to be of possible help to the candidate in the examination.
 - (b) Talking to another candidate or any person inside or outside the examination hall without the permission of the supervisory staff.
 - (c) Presenting to the examiner a practical or class work note book not prepared by himself / herself.
 - (d) Leaving the examination hall without delivering to the supervisor concerned the answer book or may part thereof or taking away the same or tearing it or otherwise disposing it of or tearing the answer-book of other candidate or otherwise disposing it off.
 - (e) Refusing to obey the legitimate orders of the Superintendent and / or any other member of the Supervisory Staff.
 - (f) Changing the seat without the permission of the supervisory staff or occupying the seat not allotted to him / her
 - (g) Coming to the examination hall under the influence of alcoholic drink or drugs.
 - (h) (i) Copying or attempting to copy from the objectionable material lfound in his / her possession ; Or
(ii) Copying or attempting to copy from another candidate : or
(iii) assisting another candidate to copy from the objectionable material in his / her possession or from his / her answer-book.
 - (i) Receiving help or attempting to receive help for answering the question paper from any source in any manner, inside or outside the examination hall.
 - (j) Swallowing or attempting to swallow a note or paper or running away with it or causing its disappearance or destroying it in any manner.
 - (k) Writing on any piece of paper or blotting paper or on any other material any question or a part thereof set in the question paper or anything connected with it or a solution thereof.
 - (l) Passing or attempting to pass on to any one a copy of the question set in the question paper or the question itself, or a part thereof, or a solution to a question set in the question paper.
 - (m) Possessing a solution to a question set in the question paper with or without the connivance of any person including a member of the supervisory staff.

- (n) Smuggling an answer book of a continuation sheet or any part thereof in or outside the place of examination
 - (o) Replacing or getting replaced answer books or any of its leaves or a continuation sheet during or after the examination.
 - (p) (i) Misbehaving towards the Superintendent or any other member of the Supervisory staff or any member of the inspection team or the flying squad, or with another candidate inside the examination hall or outside, before, during or after the examination: or
 - (ii) Creating disturbance in the examination hall or in its vicinity; or
 - (iii) Organising a walk out; or instigating others to walk out; or misconducting oneself in any manner in or outside the examination hall; or
 - (iv) Disturbing or disrupting the examination in any manner whatsoever; or
 - (v) Carrying into the examination hall fire-arms or any other weapon.
 - (q) Deliberately disclosing one's identity or making any distinctive mark in the answer book for that purpose.
 - (r) Using abusive or obscene language in the answer book.
 - (s) Forging another person's signature on admission form or using a forged document knowing it to be forged with the view to seeking admission to a institute
 - (t) Obtaining admission to an examination on a false representation made in the admission form or any document or suppressing material information relating to the candidate's eligibility and / or obtaining admission to a course in an institute to eventually appear in a examination and such admission has been found to have been obtained on the basis of the false representation.
 - (u) Getting oneself impersonation by someone in the examination or impersonating another candidate.
 - (v) Communicating or attempting to communicate, directly or through person, with an examiner with the object of influencing him / her in the award of marks.
 - (w) Making an appeal to the examiner in the answer book.
 - (x) Knowingly writing another person's Roll Number on one's answer book.
And / or
 - (y) Engaging in any other act or omission which amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.
 - (z) i) Carriage of mobile or other means of electronics communication inside the examination hall (even in off condition).
ii) Communicating or trying to communicate, by any means whatsoever, through electronic media or otherwise with any other person in a manner that is indicative of help being sought/ given in an examination.ö
2. A candidate found guilty of committing any one or more of the offences under Regulation 10 supra shall be disqualified from appearing in any examination of the institute for the period specified as under :

S.No.	Offences under clauses	Punishment
1)	(c), (k) and (r)	Disqualification for a period that may extend to two

		semesters but be not less than one semester.
2)	(a), (d), (e),(g), (h), (i), (j), (l), (v), (x) and (z)	Disqualification for a period of not less than two semesters.
3)	(m) and (t)	Disqualification for a period of not less than three semesters.
4)	(s) and (u)	Disqualification for a period of not less than four semesters.
5)	(n) and (o)	Disqualification for a period of not less than five semesters.
6)	(p)	Disqualification for a period that may extend to five semesters
7)	(y)	Disqualification for a period that may extend to five semesters, but be not less than two semesters.

Note : All cases in which disqualification has been ordered for a period of five years shall be reported to the Academic Council by the controller.

11.2 A candidate contravening the provisions of clause (b), (f), (q), and (w) or Regulation 10 shall be liable to cancellation of his/her answer book in the subject/ paper concerned without any implication of moral turpitude.

3. If during an end term examination, a candidate is found having in his/her possession or notes which could be of assistance to him/her in the examination but he/she has not made use of them, and if the committee is satisfied that the papers, books or notes, as the case may be, remained with the candidate out of inadvertence, he/she may as a disciplinary measure and without any implication of moral turpitude, be debarred from passing in that paper.
4. If the answer book of a candidate shows or it is otherwise established that he/she had received or attempted to receive help from any source and in any manner, or has given help or attempted to give help to another candidate in any manner, he/she shall be disqualified from appearing in any examination for a period of not less than two year.
5. A person found guilty of writing an answer book or a continuation sheet for a candidate, which the latter has smuggled, or intends to smuggle, into the examination hall and has submitted or intends to submit, as one having been written by himself/herself, shall be disqualified from appearing in any examination for a period of not less than four years, including that in which he/she is found guilty.
6. A person, not being a candidate, found guilty of impersonating or misrepresenting a candidate in the examination shall be declared not a fit and proper person to be admitted to any future examination. Besides, if it is considered necessary, his/her case may be reported to the Police.
7. (a) If a person misbehaves with a member of the supervisory staff or a member of the flying squad or inspection team or threatens or intimidates any one or more of them, or otherwise interferes with their work in any manner, he/she shall be disqualified from appearing in any examination for a period which may extend from two to five years.
(b) If a person misbehaves with an examiner or any other individual deputed in connection with the evaluation work of threatens or intimidates any one or more of them or otherwise

interferes with their work in any manner, he/she shall be disqualified from appearing in any examination for a period which may extend from two to five years.

8. If a person, including a member of the supervisory staff or menial, helps the candidate to copy from certain material or from the answer-book of another candidate or helps in any other manner, he/she shall be disqualified from appearing in any examination for a period of not less than two years and shall not be given any remunerative work of examination for a period to be determined by the Director. In case such a person is a member of the teaching staff, or is working as a Librarian, or a Director of Physical Education etc. his approval as Lecturer, Instructor or Librarian or Director Physical Education, as the case may be, shall be withdrawn.
9. A person who is found guilty of committing an offence under these Regulations but is not a candidate for any examination, shall be dealt with as under :
In case of a teacher or a person connected with the institute, his/her conduct shall be reported to the IQAC, and he/she shall be debarred from any remunerative job in the examination.
Provided that in such cases where a teacher/ member of the nonteaching staff had been or is debarred/ disqualified permanently from any remunerative work of the examination, the punishment would be for 10 years in all.
The Director may hand over the case to the Police if it discloses commission of a criminal offence.
10. For cases of unfair means not covered by these Regulations, the Academic council may, on the recommendations of the Committee, impose such punishment as the nature of the offence demands.
11. An appeal against the decision of the Committee shall lie to the Director only if a candidate, or a Branch dealing with Unfair Means Cases, is in a position to put up some new facts which are likely to be crucial in the sense that they might induce the Committee to come to a decision other than the one taken by it.
The candidate may go in for appeal within thirty days from the date of receipt of information about the decision whereas the Branch may also initiate the cases, if any, within thirty days from the date of receipt of decision from the Committee. In such cases, Director may order that such facts be reduced to writing and placed before the Committee for reconsidering the whole case.
After reconsideration of the whole case by the Committee, the case shall be referred to the Director, who may either finally decide the case himself/herself or refer it to the Academic Council for final decision, as he/she may deem proper.
12. If the Academic Council is satisfied after enquiry that the integrity of an examination has been violated at an examination centre as a consequence of large-scale unfair assistance rendered to the examinees, it may, besides taking action under these Regulations order re-examinations, cancelling the results of such examination if already declared.

17 Faculty and Employees

1. To keep the sanctity of the examination system, there will be an exemplary punishment for the employee whosoever is found to be involved in any kind of undesirable academic activities or leakage of question paper/examination related activities.

2. In case it is found that teacher or staff member is academically harassing the student/students intentionally, then case could be referred to IQAC for taking action against the concerned teacher.

18. Remuneration Rules

The remuneration to faculty for performing various exams related duties shall be as per below:

- | | |
|--------------------------------------------|---------------------------------------------------------------------------|
| 1. Paper setting (external paper setter) | Rs.1000 per paper |
| 2. Paper setting (internal paper setter) | Rs.500 per paper |
| 3. Project/Six month training | Rs.20/- per student to external examiner and TA-DA as per Institute rules |
| 4. Chief Controller of Examination | Rs. 12000/- per semester |
| 5. Controller of examination | Rs. 20000/- per semester |
| 6. Deputy Controller (Secrecy & Conduct) | Rs. 12000/- per semester |
| 7. Deputy Controller (Result & Evaluation) | Rs. 12000/- per semester |
| 8. I/c software | Rs. 12000/- per semester |
9. For the conduct of examination, the prevailing PTU/ MRSSTU norms applicable to running of examination centre and evaluation centre will be utilized. In addition, refreshment charges at the rate of Rs 15/- per person per session may be allowed for the examination centre.

19. Regarding Silent Rules:

MRSSTU Bathinda/IKGPTU Jalandhar norms governing the examination system, as the case may be, will be followed wherever the relevant norms are not approved by SBSSTC Academic Council.

20. Course Files

1. Only one course file will be prepared for each theory subject.
2. It will contain elaborated notes, tutorial sheets and their solutions, assignments, quizzes and a question bank.
3. Course file also contain syllabus, lab manuals and viva question bank etc. in case of theory and practical course.

21. Registration of students, Scholarships etc.

Director is competent authority to prescribe rules for admission, registration of students in each semester, Scholarships and fine to students.

22. Authorization to the Chairman of Academic Council

Academic Council vide agenda item No. 3.15 (i) has authorized the Chairman of Academic Council to take decisions on behalf of Academic Council for the smooth and efficient functioning of the institute and such decisions taken by the Chairman Academic Council shall be reported in the next meeting of Academic Council for ratification.

PART-B

Programme Ordinances

1. B.Tech. Programmes (Applicable for 2015 batch and onwards)

1.1 Credit System:

A credit-based system with 160-200 credits required for graduation with B.Tech. degree. In this system, the course credits will be computed based on the student contact hours per week for the course using the following.

Table: Credit Representation

Contact	Hrs	Credit
Lecture	01	01
Tutorial	01/02	01
Practical	02/03 04 and above	01 02

Credit for a course $C = L + T + P$; where C is the number of credits, L is the number of lecture hours, T is the number of tutorial hours and P is the number of laboratory hours.

An average student, registered for normal load, is expected to register for 20-26 credits in each semester. In some courses, there may not be tutorials, then $T=0$, if Practicals are not there then $P=0$. In case of Lab based courses, there may not be lectures and tutorials so L and T both will be 0.

To categorize the performance of students as Outstanding, Excellent, good or just Pass represented by an Alphabet as follows.

A	Outstanding Performance
B	Excellent Performance
C	Good Performance
D	Satisfactory Performance (Pass)
F	Unsatisfactory Performance (Fail)

Under this approach, student performances are first quantified as marks. Then, the instructor assigns the following letter grades. The degree of difficulty in the various examination papers, the leniency exercised in giving partial credits for incomplete responses, and the instructors overall assessment of the student's understanding of the subject, form the input to awarding letter grades.

Introduction of an E grade in the UG system has been deliberately avoided to keep a future scope of introduction an addition performance level if required. This grade may worth two points. An E grade, however, is not a passing grade, but a student can use this grade to satisfy prerequisites.

The description of the various letter grades is:

Grade	Weight	Description
A	10	Outstanding
B	8	Excellent
C	6	Good
D	4	Pass
F	0	Fail

The Departmental Quality Assessment Committee (DQAC) will ensure that grading must be done uniformly in a class. The following general criteria should be followed

1. The average marks obtained by a class should be calculated and grade C should correspond to the average marks.
2. The grade A should be given to the students getting marks more than 85% or to the students at the most top 5% of the class.
3. Students getting marks below a pre-decided threshold (may 33% or so) will be given F grade. This will be applicable after awarding grace marks etc. as decided by competent forum/authority.

1.2 Semester and Cumulative Performance Index (SPI & CPI)

A student is awarded a letter grade in each course he/she is registered for, including his/her overall performance in that course.

There are five letter grades: A, B, C, D and F. The correspondence between grades and points (on a 10-point scale) / rating is given below;

A: 10, B: 8, C: 6, D: 4 and F: 0

If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the programme ordinances failing which it is automatically converted to an F grade.

A student getting F grade in a course must either repeat it or substitute it by another course as per the provisions of programme ordinances.

A student getting a D grade in a course may be allowed to repeat it or substitute it by another course, provided: his/her CPI is less than the prescribed minimum and the student is allowed to continue in the programme as per provision in the Academic Performance Requirement, and he/she has completed all the courses as prescribed by the department. In case a course is repeated or substituted, the old grade will also appear on the transcript, although it will not be taken into account while computing the CPI/SPI.

Seminars, dissertations and projects will be given some credits as per the Scheme Plan of the programme and these will also be graded using the aforesaid scheme of grades A, B, C, D and F.

1.3 Computation of the Semester Performance Index (SPI) and Cumulative Performance Index (CPI)

The SPI is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. It is computed as follows: If the grades awarded to student are G1, G2, etc in courses with corresponding units U1, U2, etc, the SPI is given by :-

$$\text{SPI} = (U_1G_1 + U_2G_2 + \dots) / (U_1 + U_2 + \dots)$$

In the above computation, non-credit course(s), if any, are to be ignored.

Similarly, the CPI indicates the cumulative academic performance in all the courses taken including those taken in the current semester.

1.4 Degree options/Graduation Requirements:

The graduation requirement is that the student collects all the credits that are prescribed for that programme. Students who do well in the programme will be awarded a distinction.

The minimum residence time for the BTech programme is 7 semesters. BTech with Distinction will be awarded to students with a minimum CPI of 8.0 and either an average CPI of 9.0 in department core or an average CPI of 8.0 in all UG project courses. The normal academic load, for the purpose of evaluating performance, is 20-26 credits per semester. The minimum SPI required for a student in a semester is 03 and minimum value of CPI for award of degree is 4.5. The semesters that the student may be on leave are excluded from the computation.

1.5 Scheme

1.5.1 Total Credit in B.Tech programme: 176

General : 10-15% (18-25 Credits): This includes Humanities and Social Sciences, Communication, Professional, Management and Communication Skills, General Fitness/NSS/ NCC/ Extra Curricular & Co-curricular Activities/ Rural Development

Basic Science: 10-20% (25-35 Credits): Physics, Chemistry, Mathematics & Computer Literacy with Numerical Analysis

Engineering Sciences and Technical Arts: 15-25% (25-44 Credits): Engineering graphics, Workshop Practice, Basics of Mechanical Engg., Electrical Science, Electronics Engg. & Instrumentation

Professional subjects: 55-65% (95-114 Credits):

1. Each engineering discipline will have its own minimum number of core courses which will be classed as the Professional Core.
2. Rest of the courses will cover professional subjects as per list suggested by experts, in line with the academic regulations of the institution.
3. About 10% Electives should be made available to the students. These will be Professional Electives.
4. Open interdisciplinary electives allow a student to diversify his/her spectrum of knowledge. These come under the category of Free Electives.
5. In order to create a variety of individual skill and profile, it will be desirable to have a provision for some non-credit (audit) courses during the last two years of the programme of study.

1.5.2 Break-up of the different categories of Professional subjects

Professional Core: 45-55 credits

Professional Elective: 10-15 credits

Free Elective: 10-15 credits

Project: 08-12 credits

Industrial Training & Seminar: 15-20 credits

2. Bachelor of Architecture

2.1 General

1 The degree Bachelor of Architecture acronym as B.Arch. shall be of 10 semesters based on course credit system. The B.Arch. course shall extend over a minimum period of 5 academic years. Teaching in each academic year shall be divided into two semesters extending to about fourteen weeks duration. Teaching for odd semesters will normally be during July to November and for even semesters from January to May.

2. Eligibility for admission shall be as per rule of the institute, Council of Architecture under the Autonomous status given by UGC New Delhi.

3. The minimum qualification for admission to the first semester of B.Arch. course shall be passing with not less than 50% marks in aggregate of a Higher Secondary School Certificate exam (10+2) scheme with Mathematics as a subject conducted by Central Board of Secondary Education or Senior School Certificate Examination or an equivalent exam of a recognized Board/University

OR

Passing of a (10+3) year diploma course (any stream) recognized by Central / State Govt. with 50% aggregate marks.

4. Admission to the first semester of B.Arch. course shall be through securing a place in merit list of eligible candidates of a competitive examination, presently All India Engineering Entrance Examination (AIEEE) governed by the rules of Central Counselling Board (CCB) with the aptitude tests specially designed to assess the candidates' aptitude for architecture time to time.

5. Duration of B.Arch. course shall be minimum 5 years. At any earliest point of time during the entire course, if a student is found that despite clearing the remaining course regularly and clearly, he/she will NOT be able to complete the course within maximum permissible time, maximum three years could be given under extraordinary circumstances by the Director of the Institute for clearing the course. Further, she/he will have to relinquish the course at that point of time if not completed.

2.2 Credit System

A credit-based system with 220-260 credits required for graduation in Architecture degree. In this system, the course credits will be computed based on the student contact hours per week for the course using the following.

Table: Credit Representation

Contact	Hrs	Credit
Lecture/Studio	01	01
Tutorial	01/02	01
Practical	02/03	01
	04 and above	02

Credit for a course $C = L/S + T + P$; where C is the number of credits, L/S is the number of lecture/Studio hours, T is the number of tutorial hours and P is the number of laboratory hours.

An average student, registered for normal load, is expected to register for 20-28 credits in each semester. In some courses, there may not be tutorials, then T=0, if Practicals are not there then P=0. In case of Lab based courses, there may not be lectures/Studio and tutorials so L/S and T both will be 0.

To categorize the performance of students as Outstanding, Excellent, good or just Pass represented by an Alphabet as follows.

A	Outstanding Performance
B	Excellent Performance
C	Good Performance
D	Satisfactory Performance (Pass)
F	Unsatisfactory Performance (Fail)

Under this approach, student performances are first quantified as marks. Then, the instructor assigns the following letter grades. The degree of difficulty in the various examination papers, the leniency exercised in giving partial credits for incomplete responses, and the instructors overall assessment of the student's understanding of the subject, form the input to awarding letter grades.

Introduction of an E grade in the UG system has been deliberately avoided to keep a future scope of introduction an addition performance level if required. This grade may worth two points. An E grade, however, is not a passing grade, but a student can use this grade to satisfy prerequisites.

The description of the various letter grades is:

Grade	Weight	Description
A	10	Outstanding
B	8	Excellent
C	6	Good
D	4	Pass
F	0	Fail

The Departmental Quality Assessment Committee (DQAC) will ensure that grading must be done uniformly in a class. The following general criteria should be followed

4. The average marks obtained by a class should be calculated and grade C should correspond to the average marks.
5. The grade A should be given to the students getting marks more than 85% or to the students at the most top 5% of the class.
6. Students getting marks below a pre-decided threshold (may 33% or so) will be given F grade. This will be applicable after awarding grace marks etc. as decided by competent forum/authority.

2.3 Semester and Cumulative Performance Index (SPI & CPI)

A student is awarded a letter grade in each course he/she is registered for, including his/her overall performance in that course.

There are five letter grades: A, B, C, D and F. The correspondence between grades and points (on a 10-point scale) / rating is given below;

A: 10, B: 8, C: 6, D: 4 and F: 0

If a student does not complete all the requirements for a course for a genuine reason, the instructor may award grade I (Incomplete). An I grade must be converted by the instructor to a regular letter grade by the last date for such conversion specified in the programme ordinances failing which it is automatically converted to an F grade.

A student getting F grade in a course must either repeat it or substitute it by another course as per the provisions of programme ordinances.

A student getting a D grade in a course may be allowed to repeat it or substitute it by another course, provided: his/her CPI is less than the prescribed minimum and the student is allowed to continue in the programme as per provision in the Academic Performance Requirement, and he/she has completed all the courses as prescribed by the department. In case a course is repeated or substituted, the old grade will also appear on the transcript, although it will not be taken into account while computing the CPI/SPI.

Seminars, dissertations and projects will be given some credits as per the Scheme Plan of the programme and these will also be graded using the aforesaid scheme of grades A, B, C, D and F.

2.4 Computation of the Semester Performance Index (SPI) and Cumulative Performance Index (CPI)

The SPI is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. It is computed as follows: If the grades awarded to student are G1, G2, etc in courses with corresponding units U1, U2, etc, the SPI is given by :-

$$\text{SPI} = (U_1G_1 + U_2G_2 + \dots) / (U_1 + U_2 + \dots)$$

In the above computation, non-credit course(s), if any, are to be ignored.

Similarly, the CPI indicates the cumulative academic performance in all the courses taken including those taken in the current semester.

2.5 Degree options/Graduation Requirements:

The graduation requirement is that the student collects all the credits that are prescribed for B.Arch programme. Students who do well in the programme will be awarded a distinction.

The minimum residence time for the B.Arch Programme is 9 semesters. B.Arch with Distinction will be awarded to students with a minimum CPI of 8.0 and either an average CPI of 9.0 in department core or an average CPI of 8.0 in all UG project courses. The normal academic load, for the purpose of evaluating performance, is 20-28 credits per semester. The minimum SPI required for a student in a semester is 03 and minimum value of CPI for award of degree is 4.5. The semesters that the student may be on leave are excluded from the computation.

2.6 Scheme

2.6.1 Total Credit in B-Arch programme: 220-260

General: 0-5% (5-10 Credits):

This includes communications skills, comm. English, Workshops, Computer Applications, General fitness/ NSS / NCC / Extra Curricular and co-curricular Activities.

Technical Arts: 5-10% (10-20 Credits):

This includes Structure systems, Building Sciences, Surveying and Levelling, Climate and Environment, Architectural legislation, Building Economics etc.

Basic Sciences: 10-15% (20-35 Credits):

This includes Structure systems, Building Sciences, Surveying and Levelling, Climate and Environment, Architectural legislation, Building Economics etc.

Professional Subjects: 70-80% (150-170 Credits):

This includes Architectural Design and Theory, Architectural Drawing, Building Construction, Structure Design, Theory of design, History of Architecture , Building Services , Interior Design, Estimating, Costing and Specifications , Urban Design, Housing, Building Maintenance, Town Planning , Construction Management.

Training Programme: 5-10% (15-20 Credits):

This includes a training programme of 6 months duration under an Architect having an experience of minimum 10 years.

Architectural Thesis: 5-10% (15-20 Credits):

To provide a program of design research in architecture that leads to a degree in a specialist area related to the profession of architecture.

3. M.Tech Programmes (Applicable for 2015 batch and onwards)

3.1. Admission and Curriculum

(i) Admission in regular M.Tech. programmes in first semester will be made by the University through centralized admission process as per rules prescribed by Maharaja Ranjit Singh State Technical University, Bhatinda (MRSSTU) and AICTE.

(ii) Admissions in first semester of M.Tech. (Part Time) programmes will be carried out by the Institute through a selection committee constituted by the Institute with a nominee from University as per rules prescribed by Maharaja Ranjit Singh State Technical University, Bhatinda (MRSSTU) and AICTE.

(ii) Curriculum as approved by Academic Council of the Institute shall be applicable on all M.Tech. programmes.

3.2 Registration

(i) After admission through the University counseling in case of regular M.Tech. programme or at the Institute level in case M.Tech. (Part Time) programme, a candidate is required to get himself/herself registered in the academic section of the Institute after paying the annual fee prescribed by the Institute by the stipulated date, failing which the admission shall stand cancelled automatically.

(ii) The list of registered students in each semester will be made available by the Academic Section of the respective departments.

(iii) After every semester, a student is required to get registered in subsequent even semester before attending the classes in that semester.

(iv) If a student fails to get registered in a semester he will not be allowed to attend the classes of that semester and he/she will be required to get registered by paying the late fee along with the semester fee as prescribed by the Institute. In no case, a student will be allowed to get registered after the last date of registration prescribed for that semester.

(v) A student can leave the Institute only after completing the minimum time period requirement of two years in case of regular M.Tech. programme and three years in case M.Tech. (Part Time) programme even if he/she has submitted the dissertation.

(vi) If a student is unable to submit the dissertation to the satisfaction of Department of study by the end of fourth semester or stipulated period, he/she is required to get registered every subsequent year till the submission of the dissertation or the prescribed time limit whichever is earlier. For every onward registration after two years, he/she has

to get registered and pay the required fee as prescribed by the Institute. Student is required to pay the annual fee as prescribed by Institute for all years of his/her course duration within stipulated period as notified by the Institute. Institute reserves the right to cancel the admission in case the student does not get registered within stipulated period during the course period.

(vii) The admission of a student shall be cancelled if he/she is found unable to submit his/her dissertation upto the satisfaction of Department of study within maximum stipulated period from the day of his/her first registration in the Institute.

3.3 Terms and Conditions for the Scholarship

(i) The GATE scholarship will only be awarded to the students holding the valid GATE score card and scholarship will be released to the eligible students after receiving the fund/grant from the AICTE or any other mode prescribed by AICTE.

(ii) The student shall be required to give an undertaking in *Form A* to the effect that he/she would not leave the M.Tech. programme midway and he/she is not be entitled to receive the salary, stipend. etc. from any other source in order to be eligible to receive the scholarship

(iii) The scholarship is allowed only for a maximum period of 24 months from the date of his/her first registration in the Institute as prescribed by AICTE as per laid down terms and conditions.

(iv) The GATE qualified student is required to submit progress report in *Form B* to the Head of Department by 4th working day of start of every month. To be eligible for the scholarship, the student shall have to work as teaching assistant for 8-10 hours under a faculty member nominated by Head of Department in first and second semester. In third and fourth semesters the dissertation supervisor of the student will supervise the 8-10 hours work as well as dissertation. However, the Institute can always engage these students for any Institute work under intimation to the concerned Head of Department.

(v) Every GATE qualified student will be allotted 8 to 10 hours work per week related to assistance in teaching, laboratory, research or academic related activities assigned by the department. This could include tutorials, lab classes conduction, development and maintenance of lab manuals, assistance in research and development activities undertaken by the faculty members of the department maintenance and operation of computers and other central facilities, assistance in library, or any other activity of the Institute.

(vi) Whenever the Government of India/UP/UPCST/UGC/CSIR/AICTE/DST sponsored projects are being undertaken by the department, the services of students may be used for providing assistance in the projects without any financial assistance from the project.

(vii) The students must secure a first class/equivalent percentage of marks (60%) during the first semester, second semester and third semester examinations to become eligible for

continuance of GATE scholarship during the second semester, third semester and fourth semester respectively.

(viii) Scholarship once discontinued will not be continued, even if a student secures first class/equivalent percentage of marks in the second semester and third semester examination.

(ix) For any semester, the scholarship will be released only for a maximum of six months. The scholarship in subsequent semesters will be released only after the declaration of previous semester result as per the guidelines given at 3 (vii).

(x) No house allowance is admissible to the students receiving scholarship. However, hostel accommodation will be available as per availability after paying the charges as applicable.

(xi) The scholarship may be discontinued at any time for any kind of misconduct recommended by the inquiry committee/HODs/DEANs/Chief Warden of the Institute with the approval of Director.

(xii) In case the contingency amount is not received from AICTE with GATE scholarship then the same shall be charged from the students as per prevailing norms of the Institute along with fees.

3.4 Processing of Scholarship

(i) The consolidated monthly report for GATE scholarship (*Form C*) recommended by the Head of Department should reach the office of Dean, PG studies of the Institute by 6th working day of start of every month after taking into account the leave sanctioned to the students.

(ii) If a student has availed all the leave to his/her credit the scholarship corresponding to the period of absence will be deducted.

(iii) The office of Dean, PG studies will process the consolidated monthly report for GATE scholarship (*Form C*) within three days, after the receipt of *Form C* from HOD.

(iv) The scholarship processing on monthly basis shall be done by the Dean, PG studies of the Institute after the first sanction of scholarship by the Director of the Institute. Disbursement of scholarship shall be done by the Accounts Section of the Institute.

(v) The office of Dean, PG studies is required to forfeit the original GATE score card at the time of releasing the GATE scholarship for the first semester.

(vi) After receiving the office order for the release of scholarship the accounts section will transfer the scholarship directly into the savings bank account of the concerned student.

(vii) All students eligible for scholarship are required to open a savings bank account in the particular Bank as notified by A.I.C.T.E. to enable transfer credit of the scholarship amount directly into their account. Students should complete all formalities for direct scholarship transfer in association with Academic Section within stipulated period. It is also the

responsibility of student to ensure that the necessary formalities have been completed for smooth transfer of scholarship to them.

(viii) If a student does not submit the monthly progress for GATE scholarship (*Form B*) in the department before the due date, the same will be considered in the next month and a supplementary consolidated monthly progress report will be forwarded by Head of Department in respect of such cases. However, if a student fails to submit *Form B* in the next month also his/her scholarship for that month will be forfeited.

(ix) For non-GATE students of SC/ST category, Post-matric Scholarship is applicable subject to the condition that if the annual income of his/her father/mother/guardian is less than the limit prescribed by Punjab Govt. from time to time.

(x) At a time, the student is entitled to receive one scholarship only.

3.5 Procedure for Allotment and Evaluation of M.Tech. Dissertation

(i) Department shall notify the concerned M.Tech. students in the first week of commencement of respective semester to opt for M.Tech. Dissertation supervisor and topic.

(ii) M.Tech. students be asked to make a brief presentation of their Dissertation topic, objectives and methodology within a fortnight of commencement of respective semester for approval of Department. It is quite likely that the Dissertation topic approval is not granted in one presentation and multiple presentations may be required. Since it is not possible to convene the meeting of Board of Studies (BOS) too frequently, so Head of Department (who is also the Convener of Board of Studies) should convene a meeting of all faculty members of Department who are also members of BOS and ask candidates for making presentation for the approval of Dissertation topic.

(iii) At least two progress review presentations on the topic should be carried out. The presence of Head of Department in the presentations is essential.

(iv) After completion of Dissertation work the candidate shall submit a written application along with one loose bound Dissertation report to the Head of Department with the recommendation of Supervisor for holding the internal presentation and for approval of the Department before final examination. Student shall also procure a certificate of his/her dissertation work being free from plagiarism as per the provisions enforced in the Institute from time to time and submit it along with the loose bound dissertation. Head of Department shall constitute panel of at least three faculty members and Supervisor(s) of Department in areas related to work for evaluation of internal presentation well in advance. In case Supervisor does not report in presentation, then also the presentation shall be carried out by the Department.

(v) After permission of Dissertation submission by the Department, the candidate shall submit two copies of Dissertation in loose bound form for examination. Head of Department will take proposed panel of examiners for the candidate's Dissertation examination from Supervisor and forward the panel of three external examiners as per

proposal or with modification to the Controller of Examination for appointment of examiner for M.Tech. Dissertation of candidate. Controller of Examination will forward the proposed panel to the Dean, Academic Affairs for ensuring the eligibility of candidate for examination and then get examiner appointed by the Director from the proposed panel. Director may appoint the examiner from the proposed panel or return it for modification to the concerned Head of Department who is also the Convener, BOS. For every candidate separate panel of examiners should be proposed and in any case not more than two M.Tech. Dissertation viva-voce examinations should be got conducted by the same external examiner in a day.

(vi) After appointment of external examiner the Controller of Examination shall send the letter of appointment to examiner with a copy of the same to concerned Head of Department.

(vii) Head of Department shall essentially send loose bound Dissertation report of the candidate by registered/speed post to the appointed examiner. However, if the appointed examiner desires then the dissertation report may also be sent in electronic form (PDF form) in addition to the hard copy of the dissertation report for evaluation.

(viii) Head of Department shall schedule the final viva-voce examination after receipt of satisfactory report about Dissertation on phone/e-mail/fax by the external examiner and inform to candidate, supervisor(s) and all concerned giving at least one week time.

(ix) Dissertation examination shall be conducted as per the provisions of Ordinance and send the marks awarded to the Controller of Examination after the candidate submits the final M.Tech. Dissertation report in three copies (one for Institute Library, One for Department Library, One for Supervisor) in hard bound form and two CDs containing soft copy of complete Dissertation in single file as per format notified by the Institute from time to time. One CD of Dissertation shall be stored in Institute's Library and other in Department. Head of Department shall ensure the uploading of digital format of Dissertation on Institute's server through System Manager for access of all concerned in Institute.

(x) In case the candidates are not able to complete their M.Tech. Dissertation in stipulated academic session they are required to re-register by depositing fees as per laid down procedure for next academic session, till the work is not completed. The duration for completion of M.Tech. course shall be counted from the date of registration of candidate in First Semester in the Institute. The completion of Dissertation shall be considered from the date of approval of Dissertation for final examination by the Department.

(xi) The responsibility for carrying out M.Tech. Dissertation evaluation as per laid down process lies on the concerned Head of Department.

3.6 Leave Rules

(i) The student will be entitled for leave for a maximum period of 15 days in each semester for scholarship in addition to general holidays but is not entitled to any vacations. i.e. summer, winter etc.

(ii) If a student goes out of station in connection with his/her academic pursuit or attending the seminars/conferences/workshops/symposia/ training programmes etc. or for attending programmes related to co-curricular/extra-curricular activities outside the Institute, duty leave will be granted to him/her by HOD on *Form D*.

(iii) The leave for dissertation work in the industry/ outside the Institute will be considered as duty leave provided that the student has taken prior permission from the HOD after submitting the consent from the outside industry/organization for the same through Supervisor.

(iv) The leave will be sanctioned by the respective HOD and the record will be maintained in the department.

3.7 General

(i) Every student is required to put his/her signature on the attendance register available in the department on all working days of the Institute.

(ii) Attendance in all classes (Lectures, Tutorials, Laboratories, Practical, Workshops etc) must be at least 75 percent of the total classes. A student will be debarred from appearing in an examination if his / her attendance falls below 75 percent.

(iii) The admission of a student at any stage of study will be cancelled if he/she is not found qualified as per the AICTE norms/guidelines or the eligibility criteria prescribed by the University.

(iv) The admission of a student at any stage of study shall be cancelled if he/she is found indulged in any act of gross indiscipline in the Institute.

(v) The student shall be eligible for hostel facility (if available), medical facility, library facility. etc. as per the Institute rules.

(vi) Every student will be required to follow the terms and conditions imposed by AICTE/Punjab Govt. Government/University/Institute from time to time.

(vii) Directions issued by AICTE/Punjab Govt./University/Institute shall be applicable for the matter not covered in this regulation.

Form-A

Undertaking by GATE Qualified Students

I S/o am a

Roll No.....student of M.Tech. (First Semester) in department of

..... in for the Academic Session _____ hereby undertake that I would not

leave the M.Tech. programme mid way and shall not be involved in any other activities

leading to receipt of salary, stipend, etc. from any other source.

Place: Ferozpur

Date:

(Signature and name of student)

Countersigned by

Head of Department

Form-B

Monthly Progress Report for GATE Scholarship

Name of Department:Specialization:

Semester: Year: I / II Month: Session

Name of Student: Father's name:

University Roll No: GATE Score:

Roll No.: Date of registration:.....

Attendance:..... out of

Semester wise Result

Semester	Carry Over	Marks btained	Max. Marks	Percentage Marks
I				
II				
III				

Sr No	Subject	Name of supervisor	Performance	Signature

(Signature and name of student)

Countersigned by

Head of Department

Name of Department:

Specialization :

Session: 20..... - 20.....

Semester: I / II / III / IV

Year: I / II Scholarship for the Month

Sr.	Name of student	Roll no	GATE Score	% Marks in Previous Semester	Carry Over Paper, if any	No. Of absentee days in the month	Total No. of leave granted in the Year	No. of days for which scholarship is to be paid in percentage	Recommended /Not recommended for scholarship payment	Remarks

Signature of Head of Department

