

Rules & Procedures for Undergraduate Programmes

(Applicable to students admitted from academic session 2005-06 onwards)

(Amended up to 9th Meeting of Senate)

**Punjab Engineering College
Chandigarh
(Deemed University)
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1. INTRODUCTION

Punjab Engineering College, Chandigarh (Deemed University), is a premier institution in Northern India. Annually, about 385 students are admitted in its undergraduate programmes. Admissions are made once a year in the month of July based on ranks of candidates in AIEEE (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.E. programme is 8 semesters.

The objectives of the undergraduate programmes are:

- (i) To impart the 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 individual programmes to tailor it to their 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.E.) – 4 year (8 semesters) programme in Aeronautical Engineering, Civil Engineering, Computer Science and Engineering, Electrical Engineering, Electronics & Electrical communication Engineering, Information Technology, Mechanical Engineering, Metallurgical Engineering and Production 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 SUGC. 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 SUGC. It assists the SUGC 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 SUGC. All exceptions are, however, reported to the Senate.

2. ADMISSIONS

- Admissions to the B.E. programmes are made once a year in July based on rank in **AIEEE**, conducted on an All India level by CBSE.
- The minimum academic qualification for admission is a pass in the final examination of 10+2 system or its equivalent with Mathematics, Physics and one out of Chemistry, Computer Science, Biology and Engineering Drawing. 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.E. programmes should be formally approved by the SUGC 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.E. 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 year, to change their branch as per approved guidelines ([Annexure 1](#)).

3. ACADEMIC SESSION

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

Summer Term : Normally from the last week of May to the middle of July.

Each of the two semesters is of 16 weeks which includes about 15 weeks of teaching, one week being utilized for the two mid-semester examinations, and one week of end semester examination. The summer term consists of about eight 8 working weeks, four days being taken up by the two mid-term and one end-term examinations.

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 to be approved by the Senate ([Annexure 2](#)).

4. CURRICULUM

Every B.E. 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.E. Programme

The B.E. 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 Science, Mathematics, Humanities & Social Sciences, Technical Arts.

- (ii) Engineering core 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.E. capstone project in which a student studies the problems of integrated design and which integrates the learning in all the courses that a student undertake 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 modelling, design & development.

4.2 Credit System

4.2.1 Credit Assignment

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

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

Tutorials/Laboratory: One tutorial/laboratory hour per week per semester is assigned half a credit

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

A few courses are without credit and are referred to as non-credit (NC) courses.

5. REGISTRATION

All students are required to register 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 the HoDs and Programme Counsellors.

The SUGC nominates Programme Counsellors from amongst the faculty to provide necessary information on the core courses offered and changes, if

any, during registration in each semester. Similarly, the DUGC nominates Programme Counsellors to advise students on Registration for the courses of the professional curriculum.

The registration procedure involves:

- a) filling of the registration form mentioning the courses to be credited in the semester/summer term,
- b) payment of fees and clearance of all outstanding dues (if any), and
- c) 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 terms.

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 DUGC 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 DUGC.

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 on the late registration day (i.e., after about a week 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, SUGC.

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 the last date(s) specified in the Academic Calendar with the permission of the SUGC.

For this, he/she must fill up the appropriate form, get the endorsement of the Instructors– in- Charge and the Convenor, DUGC 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 SUGC to take up an overload of one course to enrich his/her knowledge or

(i) clear backlogs as per the approved guidelines .

Similarly, SUGC 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 SUGC/decisions of the Senate.

5.6 Summer Term Registration

The Summer Term is essentially for removal of backlogs of deficient students.

A list of courses to be offered in the Summer Term is brought out during the second semester, normally before March 15 every year.

Students register for these courses at the beginning of the Summer Term on the advice of the SUGC or DUGC.

No student is allowed to register for more than two courses during the Summer Term.

In view of the short duration of the Summer Term, late registration and adding and dropping of courses are not permitted.

5.7 Cancellation of Registration

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

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 the Senate Standing Committee as per the

procedures laid down by the Senate. Only approved courses may be offered during any semester/ summer term.

- c) **List of Courses** -The list of courses to be offered by a department is finalized before the beginning of the semester/ summer term 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/summer term and transmitting the grades to the Academic Section through the Head of the Department within the prescribed time limit (i.e., 96 hours after the conduct of the End Semester Examination).
- e) **Teaching Assignments** - The Instructors-in-Charge, instructors and tutors for all the courses offered by a department during the semester / summer term 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 examinations, 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 used.

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 96 hours after the conduct of the End Semester Examination.

a) Schedule of Examinations -

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

b) Make-up 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 someone to SUGC for a make-up examination within two days of the date of the scheduled examination. Such a request must, however, be made on a prescribed form , available in the Academic Section, giving reasons for the failure to appear in the end-semester examination with a certificate from a Government Hospital/Institute Dispensary, in case the failure was due to illness. 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 at the cost of 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 performance of the student in a course is reported in terms of broadband grades. The following letter grades are used:

Letter Grade	Performance	Grade Points
A	Excellent	10
B	Very Good	8
C	Satisfactory	6
D	Marginal	4
E	Deficient, reappear	0
F	Failing	0
I	Incomplete	0

* N	Not Eligible
S	Satisfactory(for zero credit courses only) -
X	Unsatisfactory (for zero credit courses only) -

The grade E may be awarded to a student only if the student's performance is within 5% of the cut-off performance for the last passing grade D.

The E grade will be available to the students in only the first and second semester courses. The reappear examination will be scheduled by the Academic Section.

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 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 $w_5,$ the SGPA is given by

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

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

$$SGPA = (5 \times 10 + 4 \times 8 + 4 \times 10 + 4 \times 8 + 4 \times 6 + 3 \times 4) / 24 = 190 / 24 = 7.9$$

SGPA is calculated up to one decimal place only.

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/summer term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given by

$$CGPA = \frac{\sum_{i=1}^n w_i g_i}{\sum_{i=1}^n w_i}$$

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 in to the computation of CGPA. Incomplete grades are not included in computing the GPA until an appropriate letter grade is assigned.

The Institute follows a continuous evaluation system with considerable freedom being given to the course Instructor in deciding the pattern of evaluation and weightages. However, a typical theory course will have two mid-semester examinations carrying weight of 30 percent, one or two quizzes or short tests carrying 20 percent and an end-semester examination carrying 50 percent. The total marks thus obtained are converted to a letter grade. The conversion to letter grades may or may not be based on the relative performance of the students. The grades are on a scale of 10 with the grade A being the best and E and F being fail grades. Each letter grade has a grade point associated with it, as given in the above Table. The grade E will represent a marginal failing grade with performance within 5% of minimum passing grade D. A student getting an E grade may be allowed a reappear in a repeat examination (allowed only once) to replace the performance in the regular end semester examination. Further, this grade will be available only to the students of 1st and 2nd semesters.

Incomplete 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 with 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.

*Grade N: A student who fails to fulfil 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.

Project Grades – Project grades finalized as per approved procedure shall be submitted by the last date specified for the submission of grades (i.e., within 96 hours of the last date of the end semester examination). 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.& 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

To provide sufficient challenge to the brighter students, an *Honours* programme will be offered. In this programme the students will be encouraged to overreach and undertake extra learning units, assignments, projects, etc., over and above what is prescribed for the regular course. A student will have to register for the course under the *Honours* programme at the beginning of the semester. Such courses will be identified with the letter *H* suffixed to the course number. The grade in the *Honours* course will depend upon the student's performance in the regular material prescribed for the course *as well as* in the extra material covered. For a student to *graduate with Honours*, she/he must earn *at least 65* credits in courses with *H* as a suffix. The Institute Senate shall provide rules for administration of the *Honours* programme.

Registration of the Honours courses will be available to a student from the second academic semester. A student with CGPA of at least 8.0 is eligible to register for Honours courses. He/she has to earn at least 65 credits in Honours courses in order to get an Honours degree. An eligible student can opt register for Honours courses at the time of registration. However, if he/she does not wish to continue in Honours courses, he/she may withdraw within six weeks of starting of classes. In passing that course with Honours,

student has to obtain A or B grade in that course. If he/she gets lower grades, he/she automatically shifts to normal course (with out Honours).

8. INADEQUATE ACADEMIC PERFORMANCE

8.1 Academic Probation

The academic performance of each undergraduate student is reviewed at the end of a regular semester and is considered inadequate if his/her $CGPA \leq 5.0$ and the number of cumulative earned credits in the semester are less than 15. Such a student is termed as “Academically Deficient” and is put on ‘Academic Probation’. A letter of ‘Warning’ is issued to the student and a copy of the letter is sent to Guardian/Parents. In the next regular semester such a student is permitted to take reduced load by one or two courses but is required to obtain an $SGPA \geq 4.5$, and the earned credits in that semester should be greater than 15. A student continues on academic probation as long as his CGPA is less than 5.0.

8.2 Termination of the Programme

The undergraduate programme of a student may be terminated by the Senate if he/she:

- (a) is on ‘Academic Probation’ and does not meet the conditions of probation, i.e., his $SGPA < 4.5$, and the earned credits in that semester is less than 15.
- (b) Is absent without authorized leave of absence for more than eight weeks and does not appear in the end-semester examination of the courses in which he/she is registered.
- (c) Involves himself/herself, in violation of the code of conduct, in ragging, etc. and the appropriate committee of the Senate makes a recommendation to that effect.
- (d) Fails to complete the programme within the maximum duration prescribed.

8.3 Reduced Academic Load

A student placed on Academic Probation/Warning will be permitted a reduced load up to a maximum of two courses, if he/she so desires. However, the courses for which he/she registers will be decided by DUGC on advice from appropriate level. The parents/guardian of such a student will be kept informed of his/her progress.

8.4 Appeal against Termination

A student whose programme is terminated on account of inadequate academic performance or otherwise has the right to appeal to the Chairman, Senate for reconsideration. While making the appeal against termination, he/she is expected to give reasons for his/her poor academic performance and/or to explain why his/her position merits reconsideration. The Senate

shall take a final decision after considering all the available inputs. However, the Senate will not entertain any further appeal for review unless substantial additional information is brought to its notice.

****9. LEAVE OF ABSENCE**

Applications for leave of absence have to be addressed and submitted to the Convener DUGC Applied Sciences for 1st year UG students and Convener DUGC of respective discipline for 2nd to 4th year UG students. The medical certificate in case of illness, recommendation of faculty Incharge in case a student has represented the institute for the activities like Sports / NCC / NSS etc. must be enclosed with the application. Leave must be submitted usually prior to availing the leave or in case of emergency within a week's time from the first day of the leave. Such leaves are only for the purpose of recommendation for condonation in case of attendance shortage.

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.

Authorized 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/summer term.

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 SUGC is fully satisfied of his/her state of health.

10. REQUIREMENTS

***10.1 Attendance**

As a rule students are required to attend 80 % of all the scheduled lectures and labs, separately. A student who does not fulfil these minimum requirements in a course shall not be allowed to appear for the end semester examination and shall be required to repeat the whole course. The Chairman, Senate, on recommendation of Convener of concerned DUGC can condone a shortfall of upto 10% on medical grounds, participation in sports, attending conference/seminars and for assisting various officer-incharges of the college for conduct of activities.

10.2 Minimum Residence and Maximum Duration

The minimum residence and maximum duration requirements for B.E. programmes are eight (08) semesters and twelve (12) semesters, respectively.

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 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

- a) met the attendance, residence and academic requirements given in Sections 10.1 to 10.3,
- b) satisfied additional requirements, if any, of the concerned department,
- c) paid all dues to the Institute and the Hostels, and
- d) 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 Governors (BOG) for the award of the appropriate degree in the ensuing convocation. The degree can be awarded only after the BOG 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), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

Ragging in any form is strictly prohibited and considered a serious offence.

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.

*** The Instructor-in-Charge of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. Any student found cheating /copying be awarded 'F' grade in the course by the instructor as minimum punishment and detailed report be sent to Chairman, Senate.

The Chairman, Senate, if he so desires, may refer the case to Student Affairs Committee for recommending additional punishment, if felt necessary to discourage the use of unfair means by the students.

In all such cases, where a student is caught cheating second time, the cases would be referred to Student Affairs Committee.

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

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

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

The Senate Student Affairs Committee (SSAC) investigates alleged misdemeanours, complaints, etc. and recommends a suitable course of action. Violation of the Code of Conduct by an individual or 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 Governors for the award of a degree/diploma/certificate 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, Chandigarh reserves the right to modify/amend without notice, the curricula, procedures, requirements, and rules pertaining to its undergraduate programmes.

Annexure 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 second semester, subject to the strength constraints of the departments, using the guidelines below:

The application for the change of branch may be made to Chairman, SUGC at the end of second semester. Following are the rules/guidelines for the branch change:

- (i) Such change will be considered only once at the end of the second semester.
- (ii) All students who have successfully completed the first two semesters with $CGPA \geq 9.0$ will be eligible for consideration for the change of branch subject to the availability of vacancy.
- (iii) In making a change of branch, the strength of a class should not go above the existing strength by more than ten percent.
- (iv) All such transfers can be effected only once at the beginning of the second academic year. No application for the change of branch during the subsequent academic years will be entertained.

Annexure 2: Academic Calendar

The academic calendar will specify the dates for the following academic events for each semester and the summer term:

- Registration dates
- Start of Teaching Session
- Last date for late registration*
- Last date for change in registration (adding and dropping of courses)*
- I Mid-term Exam
- II Mid-term Exam
- End Semester Exam
- Last date for submission of grades
- Vacation period

*these events are not available for the summer term

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Approved 1st meeting of Senate

*Amended as per decision taken in 3rd Meeting of Senate vide Item 3.5

**Amended as per decision taken in 4th Meeting of Senate vide Item 4.9.1

*** Amended as per decision taken in 9th meeting of senate vide item 9.7