

**Rules and Procedures**  
*for*  
**M.E. Programmes**

*(applicable from academic session 2005-06 onwards)*

**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. The broad objectives of the ME programmes are:

- (1) to develop the engineering /technical manpower of the highest quality to cater to the needs of industry, R&D organizations and educational institutions.
- (2) to develop advanced design capability among students.
- (3) to develop a deep understanding of the area of specialization in the students.
- (4) to develop innovative ability in the students to solve new problems, and a capacity to learn continually and interact with multidisciplinary groups.
- (5) to develop among students a capacity for free and objective enquiry, awareness and sensitivity to the needs and aspirations of the society.

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

The admissions to the M.E. programmes are regulated through valid GATE (Graduate Aptitude Test in Engineering) scores. However, non-GATE candidates can also be considered after conducting test and/or interview. A few seats in each branch of engineering are available for part time and sponsored candidates also. The Senate will approve intakes in various branches.

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

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

### 1.1 ME Programmes

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

1. Civil Engineering
  - (a) Highways
  - (b) Structures
  - (c) Hydraulics and Irrigation
  - (d) Environmental Engineering (Inter-disciplinary)
2. Mechanical Engineering
3. Electrical Engineering
4. Electronics Engineering
5. Electronic Product Design and Technology
5. Industrial Materials and Metallurgical Engineering
7. Production and Industrial Engineering
8. Computer Science and Engineering.

The M.E. programme in Electronic Product Design and Technology is being run in collaboration with CDAC, Mohali.

### 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 SPGC. 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 SPGC. It assists the SPGC and its subcommittees in their tasks.

### 1.3 Waiver Clause

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

## 2. ADMISSIONS

- A candidate must have obtained a BE/B. Tech. or an equivalent degree with at least 60 percent marks equivalent CGPA.

- The admission to ME programmes is regulated through valid GATE scores. However, non-GATE candidates can also be considered after conducting test and/or interview. The detailed procedure and other requirements for the admission are specified in the Admission Brochure brought out every year.
- The candidates belonging to the SC/ST category who have passed the basic qualifying degree are eligible to apply irrespective of marks/CGPA. In each programme 15 percent seats are reserved for the SC candidates and 7.5 percent seats are reserved for the ST candidates. The details of reservation of other categories & other information are supplied in Admission Brochure.
- Sponsored and part-time candidates are also considered for admission to M.E. programmes. They need not have a valid GATE score. Their admission will be based on the performance in test and/or interview conducted by the concerned department.
- A sponsored candidate must have been in service of the sponsoring organization for at least two years at the time of admission. The sponsoring organization must specifically undertake to provide full salary to the candidate and to relieve him/her to pursue the programme for its full duration.
- The Institute offers part time M.E. programmes to local professionally employed personnel such as working engineers, scientists and teachers who can, while employed, attend regular classes as per schedule of the Institute. The applicant for part time programme must be an employee of a recognized organization with at least two years of service at the time of admission and be engaged in professional work in the area in which admission is sought. They will have to produce 'No Objection Certificate' from their employer.
  - Admission to any ME programme requires that the applicant
    - (i) be eligible
    - (ii) go through the laid down admission procedure, and
    - (iii) pay the prescribed fees.
- All admissions to the M.E. programmes should be formally approved by the Senate.

### **2.1 Cancellation of Admission**

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

### **3. SCHOLARSHIP**

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

### **4. ACADEMIC SESSION**

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

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

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

Each of the two semesters is of 16 weeks duration.

#### **4.1 Academic Calendar**

The exact dates of all the important events, such as registration, late registration, commencement of classes, examinations, vacation etc., are specified in the *Academic Calendar* of the Institute to be approved by the Senate (**Annexure 1**).

### **5. CURRICULUM**

#### **5.1 Structure of the ME Programmes**

Every ME programme consists of courses in mathematics, research methodology, departmental core courses and elective courses in the first and second semesters of the programme. The elective courses should be in the area which improves student's focus, preferably in the area of thesis work. The third and fourth semesters are meant for thesis work, in which a student works on a chosen topic for investigation/study in consultation with the thesis supervisor. This culminates in to submission of thesis report by the student.

#### **5.2 Credit System**

##### **5.2.1 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.

5.3 Credit requirements:

Total minimum credits Required for completion of ME degree = 64

Through course work = 32 credits (Minimum)

Through Thesis work= 24 credits (Minimum)

## 6. REGISTRATION

1. 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.*

2. The DPGC nominates Programme Counsellors to advise students on selection of the courses of the concerned department. The student registering for the thesis must have a thesis supervisor assigned to him/her.

3. The registration procedure involves:

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

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

4. All the students who are not on authorized leave must continue to register in the following semester till they submit their thesis. If, however, a student is likely to submit his/her thesis within two weeks from the commencement of the classes, he/she need not register in that semester. The period will not be extended in any case.

5. A new entrant (to the M.E. programme) who is awaiting the results of the qualifying examination will be allowed to register “provisionally” on submission of a certificate from his/her institution certifying that he/she has appeared in the final qualifying examination (including all papers in theory, practical, project, oral etc.). The candidate will submit attested copies as specified by the Academic Section.

6. In very special cases, students who have completed all the experimental work and analysis related to the thesis and are on sanctioned leave, the SPGC on the specific recommendations of DPGC and HOD may allow submission of the thesis without registration.

### 6.1 Late Registration

1. If for any compelling reason like illness, etc. a student is unable to register by the date of normal registration, he/she can register on the late registration day, after about two weeks from the beginning of the semester, specified in Academic Calendar on payment of a late fee. However, if a student seeks prior permission to register late on valid grounds, he /she may be allowed to do so without payment of late registration fee by the Chairperson, SPGC. No late registration is permitted in summer term.
2. In exceptional cases, the SPGC on the recommendation of the DPGC and HOD may consider the registration beyond the date of late registration. In such cases, the student will be allowed to register for the thesis only.

### 6.2 Semester Load Requirements

1. A semester load is defined as equivalent of 16 credits in first two semesters.

Most courses, except a few, carry 4 credits. Thus, a student who has registered for a full semester load solely by theory courses is expected to attend 4 such courses, each of four hours a week. For a well-merited case, the SPGC may permit a student to register for a maximum of 20 credits or a minimum of 12 credits. In case of registration of the thesis, in a full semester, it will be equivalent to four theory courses but will not carry any credits.

2. A part time student will register for a minimum of 8 credits.

### 6.3 Adding and Dropping of Courses

1. 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 SPGC. No adding and dropping of the courses is permitted in the summer term.
2. For this, he/she must fill up the appropriate form, get the endorsement of the Instructor and the Convenor, DPGC and submit the form to the Academic Section for approval.
3. A student may be required to drop a course at any stage if it is found that he/she does not meet the pre-requisites of the course, or if there is a clash in the student's time table preventing him/her from attending the course, or if he/she is found not entitled to register for that course for any other reason.
4. The HOD in consultation with the instructor and with the approval of SPGC may allow a student at his/her request to withdraw from one or more courses during the semester, if he/she has been sick for considerable time and has submitted a certificate to the satisfaction of the HOD, but the reduced load shall not be less than the minimum semester load, as specified in section 6.2.

#### **6.4 Change of registration from Part-Time to Full-Time**

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

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

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

#### **6.6 Cancellation of Registration**

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

### **7. TEACHING AND EVALUATION**

#### **7.1 Teaching**

- a) **Medium** - The medium of instruction and evaluation is English.
- b) **Approval of Courses** - Each course along with its weightage in terms of credits is approved by the Senate Standing Committee as per the procedure laid down by the Senate. Only approved courses may be offered during any semester.
- c) **List of Courses** -The list of courses to be offered by a department is finalized before the beginning of the semester by the concerned Head, taking into consideration all the requirements and the recommendations of the standing committee of the Senate. The list of all courses offered by the Institute in an academic term will be made available to the students before the date of registration for that term.
- d) **Conduct of Courses**- Each course is conducted by the Instructor, assigned by the Head of Department. The Instructor is responsible for conducting the course, making the question paper, holding the examinations in his/her course, getting the answer scripts evaluated, awarding grades at the end of the semester and transmitting the grades to the Academic Section through the HOD within the prescribed time limit (i.e., 96 hours after the conduct of the End Semester Examination).

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.

#### **7.2 Evaluation**

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

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

The Instructor is responsible for making the question paper, conducting the examination in his/her course, getting the answer scripts evaluated, and awarding the grades. The grades are forwarded through the Head of the Department who will ensure that proper standards have been used.

Complete transparency will be maintained in evaluation system. The graded scripts of quizzes, tests, and mid-semester examinations will be returned to the students within a reasonable time. The answer scripts of the final examinations will be shown to the students after marking. All instructors

will notify a time for such access within three days of the examination. A student may point out errors or omissions, if any, in marking in writing on the cover sheet of the answer script. The instructor will take these into account before submission of grades.

The final grades earned by all students registered in a course will be submitted by the Instructor to the Academic Section through the Head of the Department within 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 Examination**

If a student, for bonafide reasons such as illness, etc., fails to appear in the end-semester examination in one or more course(s), he/ she may make a request personally or through someone to SPGC 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.

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

**7.3 Grading System**

The 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
F	Failing	0
I	Incomplete	0
S	Satisfactory (for zero credit courses only)	-
X	Unsatisfactory (for zero credit courses only)	-

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 Grade Point Average (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

$$SGPA = \frac{w_1g_1 + w_2g_2 + w_3g_3 + w_4g_4 + w_5g_5}{w_1 + w_2 + w_3 + w_4 + w_5}$$

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 Grade Point Average (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

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

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 F being fail grade. Each letter grade has a grade point associated with it, as given in the above Table

**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 filed 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.

**Thesis Grades** –The grade S or X will be awarded for thesis as per approved guidelines set by the Senate at the end of first and second semesters of second year. The thesis grades do not carry any credits. The final grading of the thesis will be in terms of Very Good, Good, Pass or Unacceptable that will be awarded by Examining Committee at the time of thesis evaluation.

### **Thesis Evaluation**

1. Every ME student shall have at least one but not more than two thesis supervisors from amongst the faculty members of the Institute. A thesis supervisor, with post graduate qualifications, from industry/research organization may be considered on recommendation by HOD & SPGC and approval by the Chairman, Senate but a co-supervisor should be from the Institute.
2. Every department shall prescribe a procedure for the appointment of the supervisors keeping in view the students aspirations and research interest of the faculty. Any change in supervisor will require the approval of the Senate.



3. In case the supervisor proceeds on long leave, resigns, superannuates or otherwise ceases to be a faculty member of the Institute before the submission of the thesis, a new supervisor will be appointed by the Senate on the recommendation of the department, if there is no other supervisor from within the Institute.

4. In case there has been a change/addition in the supervisor(s), the ME thesis will not be Submitted earlier than three months.

5. The ME thesis will be examined by a committee to be appointed by the Chairperson, Senate, on the recommendation of the Supervisor Head of the Department following the guidelines set by the Senate. The examining committee will consist of four examiners: an external examiner, thesis supervisor, an internal examiner within the department, and an examiner from the other department of the Institute.

6. Thesis Examination Committee will be appointed by the Chairman, Senate on the recommendation of the Supervisor and Head of the Department. Following procedure will be followed:

A proforma for the purpose will be available in Academic Office. Thesis Supervisor will obtain the proforma. The Thesis Supervisor will suggest the a panel of three experts to act as external examiner, preferably from IITs and NITs, in the area in which student has completed his thesis. Two internal & two examiners from the other departments (preferably from allied departments) of the College will be included in the panel of the examiners. The filled up proforma under the signature of Thesis Supervisor & the Head of the Department will be submitted to the office of Dean, Academic Affairs. E-mail addresses & contact numbers of the external examiners are to included in the addresses. Electronic version of the abstract (approx 250 words) should also be communicated, simultaneously, to Dean, Academic Affairs. This will be put up to Chairman, Senate who will appoint the Thesis Examination Committee tick marking the names of examiners. The Thesis Examination Committee so constituted will be notified to all concerned.

7. After Thesis Examination Committee has been constituted, unbound copies of the thesis , one for each examiner of the Examination Committee, prepared according to the format prescribed in the pamphlet entitled 'Specification and Information Regarding Preparation of M.E. thesis'. The thesis, at the earliest, can be submitted one month before the end of the term in which student is completing the minimum thesis credits. The Thesis Examination should be scheduled at least seven days after the submission of the thesis. Academic Office will arrange to send the copies of the thesis to the examiners.

8. The consent of the external examiner for his/her availability & date of examination will be obtained by the Dean, Academic Affairs and thesis will be dispatched by the Academic Office with intimation to all examiners, HOD & student.

9. The thesis examination will be conducted in the department & the thesis evaluation report, in a proformas available in the Academic Office, will be submitted by the thesis supervisor through the Head of the Department.

10. The candidate shall appear before the examining committee for oral examination and presentation on the scheduled date. The oral examination cannot be scheduled earlier than one week after the submission of the thesis. The examining committee shall award the final grade in terms of Very Good, Good, Pass or Unacceptable. Unacceptable thesis, after revision, will not be resubmitted till one month has elapsed.

**Grade Report** - A copy of the Grade Report is issued to each student at the end of the semester, and a copy of it 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.

## **8. REQUIREMENTS**

### **8.1 Attendance**

As a general rule a student will be 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-term examination and shall be required to repeat the whole course. The Chairman, Senate, on sufficient reasons and on the recommendation of the concerned instructor may condone a shortfall of up to 10 percent.

### **8.2 Minimum Residence and Maximum Duration**

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

### **8.3 Academic**

2. The minimum CGPA requirement for continuing in the programme or for the graduation is 6.5.

3. In the first semester in which the student registers, the minimum CGPA (SGPA) may be relaxed to 6.0.

4. A student will normally not be allowed to continue in the programme if his/her CGPA is below 6.0. If a student secures a CGPA between 6.0 and 6.5, he/she may be allowed to continue in the following semester on the recommendation of the DPGC & HOD, and with the approval of Chairman, Senate.

5. A student will normally not be allowed to continue in the programme if

(i) his/her CGPA is below 6.0

(ii) his/her CGPA is below 6.5 in two consecutive semesters( however, SPGC may consider continuation as per Para 3)

(iii) He/she accumulates two Xs towards thesis grades.

6. If it appears that a student will not be able to obtain CGPA of 6.5 even after clearing all the courses, he/she may be permitted to improve up to three courses with 'D' grade.

7. The DPGC will keep a watch on the progress of every student and whenever a student fails to meet the requirements; will put up the case to Senate that may terminate the programme of the student. If a student's programme is terminated, the Dean, Academic Affairs will issue the letter of termination.

### **8.4 Additional Requirements**

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

### **8.5 Graduation Requirements**

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

f) met the attendance, residence and academic requirements given in Sections 8.1 to 8.3,

g) satisfied additional requirements, if any, of the concerned department,

h) paid all dues to the Institute and the Hostels, and

i) no case of indiscipline is pending against him/her.

j) satisfied all the requirements specified by the Senate and Ordinances.

k) must have submitted the thesis that has been found acceptable by the examining committee.

## **9. TERMINATION OF THE PROGRAMME**

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

(a) he/she is not meeting the academic requirements as given Section 8.

(b) is absent without authorized leave for more than four weeks.

(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.

### **9.1 Appeal against Termination**

A student whose programme is terminated on account of inadequate academic

performance or otherwise, has the right to appeal to the Chairman, Senate for reconsideration.

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.

## **10. DEGREES**

### **(a) Award of Degrees**

A student, who completes all the graduation requirements specified in Section 8.5, is recommended by the Senate to the Board of 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 for the withdrawal of a degree already awarded.

## **11. LEAVE RULES**

1. Students who are absent from the Institute continuously for two weeks without permission from the HOD, may not be permitted to continue in the semester and may be asked to drop the semester, unless satisfactory explanation of their absence, as given by them through HOD, is duly accepted by the Chairman, Senate.

2. If a student does not turn up after winter or summer vacations, his/her name will be sent to Chairman, Senate for termination of the programme. If approved by the Senate, his/her name will be removed from the Institute rolls with effect from the date on which he actually appeared in the last semester examination.

3. If a student does not appear in the end semester examination, then the concerned HOD will forward the name of the student for termination to the Chairman, Senate.

4. Students who are in receipt of the scholarship shall be entitled to a total leave of 30 days in a year without loss of scholarship. They are not entitled for vacation.

### **11.1 Medical Leave**

Leave on medical ground, duly supported by a medical certificate, may be granted to a student up to eight days per semester. Unavailed leave may be carried over to the next semester up to a maximum of 8 days. However, at a stretch, the medical leave shall not exceed 15 days. The medical certificate must be obtained from the medical officer of a Government Hospital or the Medical Officer of the Institute dispensary.

### **11.2 Semester Leave**

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

## **12. PERMISSION TO PROCEED FOR ACADEMIC WORK OUTSIDE THE INSTITUTE**

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

## **13. CONDUCT AND DISCIPLINE**

### **13.1 Code of Conduct**

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

Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the

Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.

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

### **13.2 Disciplinary Actions and Related Matters**

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

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

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

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

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

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

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

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

### **14. AMENDMENTS**

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

**Annexure 1: Academic Calendar**

The academic calendar will specify the dates for the following academic events for each semester

Registration dates

Start of Teaching Session

Last date for late registration (August 18 and February 01)

Last date for change in registration (adding and dropping of courses)

( August 18 and February 01)

I Mid-term Exam

II Mid-term Exam

End Semester Exam

Last date for submission of grades ( December 07 and May 24 )

Vacation period