

ORDINANCES, RULES AND REGULATIONS

Punjab Engineering College, Chandigarh

Table of Contents

Extract from the bye-laws of the Punjab Engineering College Society.....	2
ORDINANCE NO. 1: Academic Programmes and Degrees/Diplomas	3
ORDINANCE NO. 2: Academic Calendar	4
ORDINANCE NO. 3: Admissions	5
ORDINANCE NO. 4: Registration.....	6
ORDINANCE NO. 5: Teaching	7
ORDINANCE NO. 6: Attendance.....	8
ORDINANCE NO. 7: Evaluation.....	9
ORDINANCE NO. 8: Graduation Requirements.....	12
ORDINANCE NO. 9: Conduct of Discipline.....	13
ORDINANCE NO. 10: Thesis Evaluation	14
ORDINANCE NO. 11: Scholarships and Prizes	15

Extract from the bye-laws of the Punjab Engineering College Society

15. Rules

Subject to the provisions of the Memorandum of Association and the Bye-Laws, the Board of Governors shall, in addition to all other powers vested in it, have the power to frame Rules, with the approval of the Chandigarh Administration, which may provide for all or any of the following matters:

- (1) establishment of Departments / Centres / Cells;
- (2) the admission of students to the Institute and their enrolment as such;
- (3) the courses of study to be laid down for all degrees, diplomas and certificates of the Institute;
- (4) the grant of academic awards (such as degrees and diplomas) and distinctions;
- (5) the fees to be charged in the Institute and for admission to the examination, degrees, diplomas and certificates of the Institute;
- (6) the institution of and prescription of the conditions of the award of fellowships, scholarships, studentships, medals and prizes;
- (7) the conduct of examinations, appointment of examiners and approval and publication of results thereof;
- (8) the management of hostels, students facilities and support systems and maintenance of discipline amongst the students;
- (9) the maintenance of discipline among the employees of the Institute;
- (10) the classification, emoluments, methods of appointment and the determination of the terms and conditions of service of the teaching and non-teaching staff of the Institute and qualifications and recruitment Bye-Laws thereof with the prior approval of the Chandigarh Administration;
- (11) the constitution of pension, provident fund, insurance etc. for the benefit of the officers, teachers, academic staff and the other staff of the Institute with the prior approval of the Chandigarh Administration;
- (12) the delegation of financial powers to various authorities and officers of the Institute;
- (13) the creation, composition and functions of any committee or body, which is considered necessary for the working of the Institute;
- (14) the preparation and submission of budget estimates;
- (15) the procedure for convening and conducting of meetings of any authority or committee and determination of allowances in the form of sitting fees to be paid to the members and the chairman thereof;
- (16) procedure and conditions for taking up consultancy and sponsored research projects;
- (17) all other matters which, by this Memorandum of Association or the Bye-Laws or the Rules, may be provided for;

Provided that no Rules shall be made, affecting the conditions of residence, health and disciplines of students, admission or enrolment of students, conditions and mode of appointment or duties of examiners or the conduct or standard of examinations or new courses of study without consulting the Senate.

ORDINANCE No. 1: Academic Programmes and Degrees/Diplomas

- 1.1 The Senate, after examining each proposal for the introduction of a new programme from the point of view of its desirability and viability and the broad goals of the Institute as set forth in its MOA shall make suitable recommendations to the BOG of the Institute.
- 1.2 The minimum admission standards and the duration of the programmes within the Institute will be exactly as prescribed by the relevant statutory body like UGC and AICTE.
- 1.3 The curriculum of each programme, required for its successful conclusion, will be approved by the Senate of the Institute.
- 1.4 The Senate shall approve the format of each degree/diploma to be awarded to a student after successful completion of his/her programme of studies.
- 1.5 Conferment of an Honorary Degree of the Institute shall be in accordance with By-law 14 of Punjab Engineering College Society.

ORDINANCE No. 2: Academic Calendar

- 2.1 Academic Year is divided into about two 16-week semesters plus an 8-week summer term. The summer term is essentially for removal of backlog of deficient students.
- 2.2 The exact dates for the important academic events scheduled during the academic session shall be specified in the academic calendar to be approved by the Senate.

These include:

- 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

ORDINANCE No. 3: Admissions

- 3.1 The Institute shall not discriminate on the basis of sex, race, caste, class, religious belief or profession in admission to the academic programmes of the Institute. This, however, does not rule out reservation of seats provided by Chandigarh Administration.
- 3.2 The number of admissions that can be made to any approved programme of the Institute shall be decided by the Senate.
- 3.3 The admission of students to the undergraduate programmes of the Institute shall be made on the basis of the merit list of the All India Engineering Entrance Examination (AIEEE) conducted by Central Board of Secondary Education, New Delhi (CBSE).
- 3.4 A limited number of foreign nationals and Non-Resident Indians may be admitted directly (without AIEEE) to the undergraduate programmes. The rules and procedures of such admissions shall be laid down by the BOG.
- 3.5 Students admitted to the undergraduate programmes shall normally pursue the Programme initially allotted to them at the time of admission. However, the Senate may permit a limited number of students to change their programme of studies after first year as a reward for meritorious academic performance in the courses undertaken in the first two semesters of a student's programme. The rules for such changes, including the process for determination of meritorious academic performance will be laid down by the Senate.
- 3.6 The eligibility requirements within the requirements prescribed by UGC and AICTE for admissions to post-graduate programmes shall be laid down by the Senate. The Senate shall also lay down the frequency of admissions to such programmes.
- 3.7 Candidates studying in the final year of their qualifying degree programmes may be considered for provisional admission to the post-graduate programmes of the Institute provided they satisfy all other prescribed requirements. The academic calendar of the Institute shall prescribe a cut-off date by which a student must complete all the requirements of the qualifying examination and is declared to have passed that examination with the minimum prescribed standard for admission, failing which the admission will be revoked. Such cut-off date must be prior to start of the term-end examination in the very first academic term of such a student.
- 3.8 The admission requirements and the procedure for post-graduate admissions will be laid down by the Senate from time to time.
- 3.9 A department may stipulate additional requirements over and above those specified by the Senate for admission to the post-graduate programmes.
- 3.10 The admission of any student admitted to the Institute may be cancelled by the Senate at a later time, if it is found that the student had supplied some false information or had suppressed some relevant information.

ORDINANCE No. 4: Registration

- 4.1 The Senate shall lay down the norms and procedure for registration.
- 4.2 Students register individually for courses at the beginning of an academic term depending on their standing in the Programme, their backlogs, and the pre-requisites of the various courses.
- 4.3 Such registration will be on the advice and approval of the programme counsellor allotted to the student.
- 4.4 The registration will not be complete till the student pays the prescribed fees for the academic term and all other outstanding dues to the Institute and student hostels, if any.
- 4.5 The registration must be completed by the date prescribed for such registration each semester.
- 4.6 For sufficient reasons, a student may be allowed to register late, but no later than the prescribed date for late registration as laid down in the academic calendar.
- 4.7 Students who do not register by the prescribed date for late registration may not be allowed to pursue their programme of studies in that semester. They may, however, register in the following semesters.
- 4.8 The Senate may cancel or change the registration of any student, during or after a term according to the process laid down for such change.
- 4.9 A student will not get credit for any course for which he/she is not registered in any academic term.

ORDINANCE No. 5: Teaching

- 5.1 The medium of instruction and evaluation shall be the English language.
- 5.2 Each course, along with its identifying number, title, its weightage in term of assigned credits, and course contents, shall require approval of the Senate Standing Committee authorised for the purpose, and following the procedure laid down by the Senate. Only courses approved in such a manner will be taught in any term.
- 5.3 An instructor-in-charge assigned by the Head of the Department concerned conducts each approved course. The Instructor-in-charge is assisted by the required number of tutors and laboratory instructors. The instructor-in-charge and the team of assigned tutors and laboratory instructors are responsible for the proper conduct of the course according to the academic calendar.
- 5.4 The list of all courses offered by the Institute in an academic term will be made available to the students before the date for registration for that term.

ORDINANCE No. 6: Attendance

- 6.1 As a general rule, a student will be required to attend at least 80% of all the scheduled lectures and laboratories, separately.
- 6.2 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.
- 6.3 The Chairman of the Senate, on sufficient reasons and on the recommendation of the concerned instructor may condone a shortfall of up to 10%. The classes missed by the student while on authorized leave will not be counted in these calculations.

ORDINANCE No. 7: Evaluation

- 7.1 The medium of evaluation of the academic performance of the students in the Institute shall be English language.
- 7.2 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 ensures that proper standards have been used. The Institute will install a system of complete transparency in the assignment of grades.
- 7.3 In all theory courses there should be an end-semester examination and two mid-semester examinations.
- 7.4 The performance of student in a course is reported in terms of broadband grades. The following letter grades are used:

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

- 7.5 A student's overall academic performance within a given semester or in all the courses completed is measured by two grade point averages. The grade point averages give the weighted averages of the grade points obtained by a student in the various courses completed. The grade point average is obtained by dividing the sum of the product of the grade points and credit hours by the sum of the credit hours. The Semester Grade Point Average (SGPA) is given as:

$SGPA = \text{Sum (credit points x credit hours)} / \text{Sum (credit hours)}$, where the sum is taken over all the courses completed in a given semester, and

The Cumulative Grade Point Average (CGPA) is given as:

CGPA = Sum (credit points x credit hours)/ Sum (credit hours), where the sum is taken over all the courses completed up to and including the given semester.

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

- 7.6 The grades should reflect the performance of a student throughout a course. Though the teaching team is free to use their own weights, it is expected that the end-semester examination should not have a weight of more than 50% in the final grade.
- 7.7 The end-semester examination and the mid-semester examinations must be held within the periods allocated in the Academic Calendar. In exceptional circumstances, the Dean may permit holding the examinations outside these periods.
- 7.8 Grade *D* should be allotted only on minimum *acceptable* performance.
- 7.9 The graded scripts of quizzes, tests, and mid-semester examinations are to be returned to the students within a reasonable time.
- 7.10 The graded scripts of the end-semester examinations are not to be returned to the students, and are to be preserved till the end of the next regular semester. However, as a policy of the Institute, the students shall have access to the scripts of their final examinations in all courses for inspection. All Instructors will notify a time for such access within three days of the examination. Any errors or omissions should be pointed out to the Instructors in writing on the cover sheet. The instructor will take these into account before submission of the grades.
- 7.11 The final grades earned by all students registered in a course must be submitted by the Instructor-in-charge to the academic office through the Head of the Department within the stipulated time
- 7.12 For reasons acceptable to the Instructor, an *I* (for Incomplete) grade may be assigned if a student fails to complete any of the required coursework 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 should include:
 - The coursework that remains to be completed.
 - The date by which the specified work must be completed (no later than one month of the close of the 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* should 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.

- 7.13 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 final decision. The Chairman, Senate may also look into such a case directly
- 7.14 No grade change will be allowed more than four months after the completion of the course.
- 7.15 The Senate shall prescribe the norms for evaluating the semester-wise and cumulative performance of students as to satisfactory or deficient. For students with performance classified as deficient, the Senate shall prescribe norms for allowing them to continue in the programme or to terminate their programmes.
- 7.16 Programme of any student can be terminated only after the appropriate standing committee of the Senate makes such a recommendation and the Senate accepts the recommendation.

ORDINANCE No. 8: Graduation Requirements

- 8.1 The Senate shall prescribe the minimum CGPA required for graduation.
- 8.2 A student shall be deemed to have completed the graduation requirement if the student has:
 - (a) completed all the courses prescribed in the programme of studies,
 - (b) attained the minimum prescribed CGPA,
 - (c) completed all other requirements specified by the Senate, if any.
- 8.3 A student who has satisfied all the graduation requirements shall be recommended by the Senate to the Board of Governors for award of the appropriate degree/diploma. The degree/diploma is awarded at the ensuing convocation after approval of the Board of Governors.
- 8.4 Under extremely exceptional circumstances where gross violation of the graduation requirements is detected at any stage after the award of a degree/diploma, the Senate may recommend to the Board of Governors to withdraw the degree/diploma already awarded.

ORDINANCE No. 9: Conduct of Discipline

- 9.1 Each student shall conduct herself/himself, both within and outside the campus of the Institute in a manner befitting a student of a prestigious institute. Each student shall show due respect and courtesy to the teachers, administrators, staff of the Institute, and to the visitors and residents to the Institute, and good neighbourly behavior to fellow students.
- 9.2 Lack of courtesy and decorum; unbecoming conduct within and outside the Institute; willful damage to Institute property, removal of any property belonging to the Institute, fellow students or other personnel and residents of the Institute; disturbing fellow students in their studies; breach of rules and regulations of the Institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.
- 9.3 The Senate shall constitute a standing committee to investigate the alleged violations of the code of conduct and make recommendations on the case. The Senate shall establish a procedure for handling the recommendations of the standing committee.
- 9.4 The extreme punishment of termination of the academic programme of a defaulting student will normally be referred to the Senate for final decision.
- 9.5 A defaulting student who is aggrieved with the punishment awarded may prefer an appeal to the Chairman of the Senate stating the reasons as to why the punishment should not be awarded. The Senate shall prescribe the procedure to process such appeals.
- 9.6 The student who has been found guilty of some major offence may not be recommended by the Senate to the Board for the award of Degree/Diploma even if all academic requirements have been satisfactorily completed.

ORDINANCE No. 10: Thesis Evaluation

- 10.1 Every P.G. student shall have at least one but not more than two thesis supervisors from amongst the faculty members of the Institute. However, another supervisor from outside the Institute may be appointed, if necessary.
- 10.2 Each department shall prescribe a procedure for the appointment of supervisors keeping in view the students aspirations and the research interest of the faculty. Any change in supervisor will require the approval of the Senate.
- 10.3 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 recommendation of the Department, if there is no other supervisor from within the institute.
- 10.4 The Master's thesis will be examined by a Committee to be appointed by the Dean, Academic Affairs on the recommendation of the supervisor and the Head following the guidelines set by the Senate.
- 10.5 The Senate shall frame rules regarding the requirements for a doctoral degree of the Institute.
- 10.6 Every doctoral degree candidate must pass a comprehensive examination as prescribed by the Senate. The Senate will prescribe the procedure for the conduct of thesis examination
- 10.7 Every doctoral degree candidate must satisfactorily present a state-of-the-art seminar within three semesters of his/her initial registration in the programme. The Senate shall frame rules for determining whether the presentation is satisfactory or not.
- 10.8 The procedure for the evaluation of the doctoral thesis will be laid down by the Senate.

ORDINANCE No. 11: Scholarships and Prizes

- 11.1 The Institute shall award merit-cum-means scholarships, free-ships, notional prizes, certificates of merit, medals and other awards to the students according to the rules laid down by the Senate.
- 11.2 No student can receive two scholarships simultaneously.
- 11.3 A Standing Committee of the Senate will select the students for the various scholarships/prizes and other awards according to the rules laid down by the Senate.
- 11.4 The Institute may accept awards from individuals and organizations according to the prescribed procedure if it is felt that such award would promote scholarship in the institute and will lead to general growth of the Institute.