

ACADEMIC RULES & REGULATIONS

2014



**Amritsar College of Engineering Technology
Amritsar(Punjab) – 143001**

**(An Autonomous College Under UGC Act 1956 & Affiliated to IK Gujral
Punjab Technical University, Jalandhar)**

www.acetamritsar.ac.in

Preface

Academic programmes of ACET Amritsar are governed by Rules and Regulations as approved by the Academic Council, which is the highest academic body of the College. The Academic Council continuously monitors these programmes and makes appropriate modifications/improvements from time to time. This UG Manual gives comprehensive information on the existing Rules and Regulations about the B.Tech. Programmes.

The academic system is semester based and hence the students are required to follow certain procedures and meet certain academic requirements in each semester.

It is in the interest of the student that he/she should be fully familiar with the academic systems of this College. Attention should be paid to the schedule and structure of coursework and project work, the assessment procedure and the rules governing conduct and assessment of these activities.

Dr. V. K. Banga
Principal

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1. INTRODUCTION

1.1 Vision

To Produce engineers with highest caliber by imparting technical education through innovative and Analytical approach with an objective to create valuable resources for Industry and Society.

1.2 Mission

- To provide Latest infrastructure conducive to innovative learning.
- To establish Centers of Excellence to enhance Academia Industry Partnership.
- Focus on specialized practical oriented teaching to develop analytical ability among students.
- To empower students with the required skills to encourage entrepreneurship and enhance employability

1.3 CORE VALUES

- DISCIPLINE.
- PASSION.
- WORK FOR IDENTITY.
- SPEED OF WORK.
- RESPONSIBILITY & ACCOUNTABILITY.

1.4 Objectives

The objectives of the undergraduate programmes at ACET Amritsar are:

- To provide the highest level of education in technology and science and to produce competent, creative and imaginative engineers and scientists.
- To provide a broad grasp of the fundamental principles of the engineering sciences and scientific, technological and managerial methods through its curriculum.
- To be a role model of educational institutions in the country.
- To promote a spirit of free and objective enquiry in different fields of knowledge to cultivate high standard of performance in teaching and research.
- To develop the scientific, engineering and managerial manpower of the highest quality to cater to the needs of the industry, R&D organizations, academia and nation as a whole.

- To provide an innovative ability to solve new and open problems.
- To develop the students with a capability for:
 - Free and objective enquiry
 - Courage and integrity
 - Awareness and sensitivity to the needs and aspirations of society

The undergraduate programmes are designed to achieve these objectives and to inculcate in the students concept of intellectual skills, courage and integrity, awareness and sensitivity to the needs and aspirations of the society.

This Manual sets out the procedures and requirements of the undergraduate programmes of study that fall under the jurisdiction of the College Under Graduate Committee. The set of regulations, on approval by the Academic Council, shall supersede all the corresponding earlier set of regulations of the institution, with all the amendments thereto, and shall be binding on all parties concerned including students undergoing UG programmes, Faculty, Staff, Departments and College Authorities.

In order to guarantee fairness and justice to all the parties concerned, in view of the periodic evolutionary refinements, any specific issues or matters of concern shall be addressed separately, by the appropriate authorities, as and when found necessary.

The effect of year to year (periodic) refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.

Academic Council may consider any issue or matters of concern relating to any or all the Academic Activities of the College, for appropriate action, irrespective of whether a reference is made (or the nature and extend of any reference if so present) to the set of regulations or otherwise.

The procedures and requirements stated in this Manual embody the philosophy of the under graduate education & research and ensure the highest standards of performance in teaching and research at the College. Within this general framework, subject to the approval of the CUGC/

Academic Council, the various departments may impose such additional requirements as will serve their particular academic goals. It shall be ensured that all the Rules and Procedures given in this manual are adhered to and implemented without any change and with all fairness. While considering an issue, if the UG Manual does not specifically mention something, the same shall be forwarded by DUGC to Chairman, Academic Council through Chairman, CUGC and Dean Academic for its consideration.

1.5 Office of the Dean Academic Affairs(DAA)

The office of the Dean Academic Affairs (DAA), called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Academic Council. Its functions are as follows:

- i. Receives, processes and maintains all records relating to the under graduate programmes including curricula, courses offered, academic calendar, registration, leave and award of degrees and prizes.
- ii. Disseminates information pertaining to all relevant academic matters.
- iii. Issues necessary memoranda/orders.
- iv. Acts as a channel of communication between the students, departments/ registrar office/secretary branch.

Academic Section assists the CUGC and its subcommittees in their functioning. Dean Academic (Dean-A) is the main functionary who ensures the smooth functioning of the academic programmes as approved by the Academic Council, executes the policies and decisions of the Academic Council and ensures that all records and files are maintained.

1.6 Under Graduate Programmes

The College shall offer the following undergraduate programmes or as decided by the College with approval from appropriate bodies such as Academic Council/BOG/P'TU/UGC/AICTE from time to time:

1.7 Bachelor of Technology (B. Tech.)

It will be 4 years (8 Semesters) under graduate programme in the following disciplines:

- I. Civil Engineering
- II. Computer Science & Engineering
- III. Electronics & Communication Engineering.
- IV. Electrical Engineering
- V. Information Technology
- VI. Mechanical Engineering

2. ADMISSIONS

2.1 Academic Session

The academic session of the UG programmes is divided into two semesters each of approximately 15 weeks duration. The Academic Council shall approve the schedule of academic activities for an academic year including the dates of registration, mid semester and end semester examinations. The semester timeline is defined in the Academic Calendar and is broadly the following:

Semester I (Odd Semester). Starts around the last week of July and ends around the middle of November.

Semester II (Even Semester). Starts around the first week of January and ends around the last week of April.

2.2 Admission Calendar

Admissions to B. Tech. programmes are made once a year in Odd Semester. The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, submission of documents, examinations, submissions of Awards, vacation etc., during the Academic Session are specified in the Academic Calendar of the College, approved by the Academic Council.

2.3 Admission procedure

The admission to various undergraduate programmes are made once a year normally during June-July by Centralized Counselling of IK Gujral PTU Jalandhar (affiliating University) /or as directed by the university/Punjab Govt from time to time on the basis of Joint Entrance Examinations-Main (JEE Main) conducted by Central Board of Secondary Education (CBSE), New Delhi. All the details are normally made available on the PTU Jalandhar/ College website and candidates are required to follow the prescribed procedure. Additional seats, if any allocated to the College by Govt. of India/ Punjab Govt. are also filled as per PTU Jalandhar/Punjab Government norms. After the seat allotment, the candidates are required to report in the College.

2.4 Reservation Policy in Admission

Reservation policy as prescribed by Government of Punjab from time to time shall be applicable.

3. REGISTRATION

A student is mandatorily required to register in every semester in person as per schedule mentioned in the Academic Calendar for the courses that he/she intends to pursue in that semester. The registration will be done department wise. The registration process involves following three steps.

- i. Submitting a duly approved prescribed registration form. This may also include an online procedure, if any.
- ii. Payment of fees for that semester and clearance of any outstanding dues of the previous semester.

Submission of the registration form along with fee receipt etc in the concerned department.

3.1 Late Registration

If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee fine as decided by the Academic Council from time to time. However, in genuine cases supported by the authenticated documents the late fee can be waived off by the Dean Academics/Chairman Academic Council. Such application shall only be considered if forwarded and recommended by the concerned Head of Department based on genuineness of the case. In no case, student will be permitted to register after last date of late registration without the approval of Chairman, Academic Council.

4. LEAVE RULES

Students may be granted leave under Clause 4.2 on submission of application to the Head of Department concerned. Leave under Clauses 4.3 will be sanctioned by Principal on the recommendation of HOD. Leave under Clauses 4.4 will be sanctioned by Chairman, Academic Council on the recommendation of Head of Department. Applications must be submitted well in advance of the date of commencement of the leave requested.

4.1 Vacation Leave

Undergraduate students are entitled to avail vacation as specified in the Academic Calendar.

4.2 Medical Leave

Leave on medical ground, duly supported by a medical certificate from registered doctor, may be granted to a student for up to 07 days per semester. However, in case of illness of serious nature, the medical leave can be extended up to 15 days per semester with the approval of Principal.

In case, the student requires more leave as advised by the medical officer he/she shall be asked to withdraw his registration and go on semester leave.

4.3 On Duty Leave

A final year B. Tech. student may be granted on duty leave for attending conference /workshop/seminar/symposium/ placement interviews/NSS for up to 08 days per semester. While applying for on duty leave, the student is required to provide details of such leave availed previously during the programme.

4.4 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 for up to a maximum of two semesters. Except for medical reasons, such leave would not normally be sanctioned before a student has completed first year of study. However, on medical considerations such leave may be sanctioned after his/her stay of one semester.

A candidate needs not to register and pay registration fee during the semester of leave.

4.5 Medical Certificate

If a student falls ill while in the ACET Amritsar College campus, Head of the department will sanction the medical leave(hostler by Chief warden). If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from the Registered doctor.

4.6 Absence Without Sanctioned Leave

Absence without sanctioned leave for more than 7 days , Students has to take readmission and on absence more than this period may result in the termination of the student's programme on the recommendation of the HOD and approval of Chairman, Academic Council.

4.7 Extra Special Leave

Only Principal of the college is empowered to sanction extra special leave in deserving cases.

5. ACADEMIC REQUIREMENTS FOR B. TECH.

- 1. A B. Tech. student** is required to complete successfully all prescribed courses in the scheme & syllabi of concerned programme approved by the Academic Council and attain a minimum 50% Therefore, the minimum percentage of award for B.Tech degree is 50%.
- 2. A minimum of 40% of the subject credits of the two semester in each year are required to be earned for entering in the next year of the course**, failing which student will not be allowed to register in 3rd, 5th, or 7th semester as per applicability.

5.1 Course Work

B. Tech. programmes are of four years. The total credits are divided among various components including branch specific theory courses (compulsory and electives), laboratory courses and other academic work like seminar, projects, training etc. besides courses in Humanities and Social Sciences. To enhance interdisciplinary content, few Open Elective courses have been made mandatory for all students, wherein students will select a course from a list of floated courses by other departments from time to time. The course framework of the programmes incorporates sufficient flexibility, both at the individual programme level and the student level.

At present the college is offering B. Tech. in six disciplines. The course schemes for all the B. Tech. programmes are attached as annexure-III C. The number of theory and lab courses and semester wise credits are tabulated as per PTU Jalandhar norms given below:

Details of Credits for B. Tech. Computer Science and Engineering

Semester	No. of Theory Courses	No. of Lab Courses
1/2	5	4
1/2	6	3
3	5	3
4	5	4
5	5	4
6	5	4
7/8	4	2
7/8	Industrial Training	

Details of Credits for B. Tech. Electronics and Communication Engineering

Semester	No. of Theory Courses	No. of Lab Courses
1/2	5	4
1/2	6	3
3	5	3
4	6	3
5	5	4
6	6	2
7/8	5	3
7/8	Industrial Training	

*Not mentioned in the PTU scheme.

Details of Credits for B. Tech. Information Technology

Semester	No. of Theory Courses	No. of Lab Courses
1/2	5	4
1/2	6	3
3	5	3
4	5	4
5	5	3
6	6	3
7/8	2	2
7/8	Industrial Training	

Details of Credits for B. Tech. Mechanical Engineering

Semester	No. of Theory Courses	No. of Lab Courses
1/2	5	4
1/2	6	3
3	6	3
4	5	3
5	6	4
6	5	3
7/8	5	3
7/8	Industrial Training	

Details of Credits for B. Tech. Electrical and Electronics Engineering

Semester	No. of Theory Courses	No. of Lab Courses
1/2	5	4
1/2	6	3
3	5	2
4	6	3
5	5	3
6	6	3
7/8	5	3
7/8	Industrial Training	

Details of Credits for B. Tech. Civil Engineering

Semester	No. of Theory Courses	No. of Lab Courses
1/2	5	4
1/2	6	3
3	6	3
4	6	2
5	5	3
6	6	2
7/8	6	6
7/8	Industrial Training	

5.2 Minimum and Maximum Residential Requirements

The following table lists the minimum residential and maximum duration allowed in the programme for graduation in the various **B. Tech.** programmes. To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. Maximum duration is counted from the student's first registration date.

Programme	Minimum Residential Period	Maximum Duration of the Programme
B. Tech.	4 years	6 years from 1st Registration

5.3 Extension of Programme

No student, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, unless he/she has been granted extension of the programme by the Academic Council on the recommendations of the HOD as a special case.

6. EXAMINATION AND GRADING SYSTEM

Distribution of weightage of marks for theory course, laboratory courses are given in the annexure-III B

6.1 Formation of BOE (Board of Examinations)

A committee consisting of following members will act as a board of examination (BOE).

- a. DAA- Chairman
- b. Controller of Examinations-Convener
- c. Heads of various Departments- Member \

6.2 The Powers and Duties of BOE:

- i. The BOE shall ensure proper performance of the various duties in conducting examinations viz. paper setting, date sheet preparation, evaluation and declaration of results.
- ii. The BOE shall recommend examination reforms and shall implement them after approval of academic council.
- iii. For any meeting of BOE, one-third members shall constitute a quorum.
- iv. The members of BOE shall meet at least twice during the academic year and at other times as and when necessary.
- v. The **BOE shall also act as** an advisory body to the COE for smooth conduct of examination.ix. COE shall be assisted by the in-charges (Secrecy & Conduct, Evaluation and Result) and HODs for carrying out the following activities during end semester examinations (ESE).
 - a. Paper Setting (internal): Head of concerned Department
 - b. Paper Setting (external): Deputy Registrar (Secrecy)
 - c. Examinations (Theory): Superintendent, Deputy Superintendent and invigilators.
 - d. Examinations (Practical, Project/Dissertation, Seminar): Head of concerned department.
 - e. Evaluation of answer books: Professor In-charge (Evaluation) and Concerned HOD
 - f. Showing of answer books to the students after evaluation: Teacher Concerned and Head of concerned department.
 - g. Subject wise internal and external marks for each semester (theory and practical): Concerned HOD
 - h. Preparation and declaration of final results: Deputy Registrar (Secrecy/Results)

NOTE: BOE recommendations to be put up before Chairman of Academic Council for final approval.

6.3 Guidelines for the Award of Grades

The guidelines for the award of grades will be adopted as per the absolute grading system of PTU Jalandhar (Refer Annexure-II).

6.4 Project, Industrial Training and General Fitness Evaluation

The project and industrial training shall normally be evaluated through the quality of work carried out, the report submissions, contents and presentation in the particular semester, while General Fitness of the student will be based on the performance in Aptitude Test (20%), Comm Skills (20%) participation, performance in various co-curricular activities and conduct of the student during the entire programme(60).

A. Project

The project work will be carried out in parts as minor project in 5th semester(During 4-6 weeks Industrial Training) and major project in 7/8th semester. The literature survey, problem formulation, assessment for viability of the project, objectives and methodology of the project shall be decided in 5th semester. The same project problem may be extended in the major project in 7/8th semester. The 4-6 weeks Industrial Training project may be carried out by a group of students 2 to 4. Head of Department will nominate a faculty member as Project Coordinator. Major Project groups shall be formed during 6th semester and will also allot supervisor(s) to each group. Project Coordinator will get all the presentations conducted and keep all records.

Project Monitoring:

Following schedule may be followed to ensure continuous monitoring of the project progress.

Project in 4-6 weeks Industrial Training: The minor project will be evaluated related to the tentative topic, literature survey, problem formulation, assessment for viability of the project, objectives and methodology of the project. For this, brief power point presentation may be made in the department in the presence of faculty members involved. This presentation should specifically include a work plan/PERT Chart for the proposed work.

Major Project: The design/construction, fabrication/computer modeling / experimentation etc. is to be carried out. The results and analysis followed by discussion regarding suitability /non suitability of the project or any positive gain in the project made with conclusions and recommendations for future extension of the project must be covered.

The first presentation for reviewing the progress may be held after about one month from the date of commencement of the semester. In the second presentation students should be asked to make power point presentation of the progress made till date which will be reviewed by the faculty members.

Final presentation of 7th/8th semester for evaluation of part of the project work completed in 7th/8th semester may be held as per convenience of the department. In this presentation students should be asked to make power point presentation of the work completed during the whole semester.

Project Evaluation

1. Internal Evaluation of Project work in 4-6 week Industrial Training and Major Projects

Each project group shall be evaluated by a Committee as per the schedule to be notified by the HOD. The Committee is to be constituted by the concerned HOD as per the following composition:

- | | |
|--------------------------------------|----------|
| 1. HOD or his/her nominee | Chairman |
| 2. Project Guide | Members |
| 3. One senior faculty member by HOD. | Members |

2. External Evaluation of Project work in 4-6 week Industrial Training and Major Projects

For the End-Term evaluation, the Committee constituted by the concerned **HOD** as per the following composition-will evaluate the project:

- | | |
|---|---------|
| External expert
(<i>Outside the College, to be invited by HOD</i>) | Member |
| Teacher Incharge of the Class | Members |

Evaluation of progress of the projects may be done as per the criteria mentioned in the format given below.

Format No1: End Term Evaluation Sheet for B. Tech. Project							
Group No.	Name of Students	Project Title	Work Done 40% marks	Presentati on 25 % Marks	Project Report 25% marks	Viva-Voce 10% marks	Total marks obtained
Date :			Signature of Faculty				

The final evaluation of the projects may be done as per the criteria mentioned in the format given below.

Format No. 2: End Term Evaluation Sheet for B. Tech. Minor and Major Project							
Group No.	Name of Students	Project Title	Work Done 40% marks	Presentati on 15 % Marks	Project Report 20% marks	Viva-Voce 25% marks	Total marks obtained
Date :		Signature of Faculty					

The detailed guidelines for writing the project report is given in the Annexure-I.

The Students have to use anti-plagiarism software before submitting the Project report. The Student is required to generate the report from the software and attach the same with the Project report. Regarding this the student should also attach a certificate stating the originality of the work.

B. Institutional and Industrial Training

B. Tech. students are required to undergo various (Institutional and Industrial) trainings as per the curriculum. The evaluation and award of grades for Industrial and Institutional training shall be done by the committee constituted by HOD consisting of:

- HOD or his/her nominee
- Teacher Incharge of the class
- One senior faculty member by HOD.

The slots for evaluation/presentation for the training undertaken by the students shall be mentioned in the departmental curriculum immediately following the training. The Committee shall evaluate the students as per the planned Curriculum.

C. General Fitness

The evaluation and award of grades for General Fitness shall be done by the committee consisting of:

- Head of the Department
- Teacher incharge of the class.
- Coordinator of departmental society/student activities
- One coordinator of co-curricular activities

7. FINANCIAL ASSISTANCE, PRIZES AND MEDALS 8.1 Financial

Assistance

The college adhere and facilitate the policies of the Govt of Punjab and IK Gujral PTU Jalandhar for various scholarships to the students. The financial assistant may be considered for the students keeping in view the following:

- (i) Student should be registered in ACET Amritsar.
- (ii) During his/her degree some mishappening occurs to the parents (bread winner) of the student
- (iii) Very low income of the parents and not covered under any other scholarship scheme
- (iv) May be considered on merit basis only

Such cases will be considered by the following committee:

- i. Dean Student Welfare
- ii. DAA
- iii. HOD of concerned Department

The recommendations of the committee will be forwarded to the Chairman, Academic Council for final approval.

7.2 Prizes and Medals

To promote & recognize academic excellence, constructive leadership and overall growth & development of students, the College awards number of prizes and Medals. With the approval of the Chairman, Academic Council.

8. CONDUCT AND DISCIPLINES

Students shall conduct themselves within and outside the precincts of the College in a manner befitting the students of an College of National Importance.

8.1 Attendance Requirement

Attendance in all classes (lectures/tutorials, laboratories, etc.) is compulsory. All B.Tech. students are normally required to have full (100%) attendance in each theory/laboratory course. However, a student having deficient attendance on account of illness, participation in extra-curricular and Co.. curricular activities or any other genuine ground can be given attendance condonation to the maximum extent of 25%. Further 10% reduction may be given in very special case by the Chairman, Academic Council.

8.2 Code of Conduct

Every student is expected not to indulge in any activity, which is likely to bring down the prestige of the College. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the College, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to visitors to the College and residents of the Campus.

Lack of courtesy and decorum, unbecoming conduct (both within and outside the College), wilful damage and/or removal of College property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the College, 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 criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the College and punishment as decided by the legal court order.

A student will have to abide by the guidelines issued by the ACET Amritsar/PTU/AICTE/MHRD/UGC/Honorable Supreme Court of India.

8.3 Disciplinary Actions and Related Matter

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 College.

(a) Indiscipline

The faculty member/course coordinator shall have the power to take appropriate action against a student who misbehaves in his/her class with intimation to HOD and Dean Students Affairs.

(b) Unfair Means

The faculty member/course coordinator 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. All such cases should be brought to the notice of the Principal/COE along with all the supporting evidences. All such cases shall be looked into by the unfair means committee (UMC) nominated by Principal.

- | | |
|----------------------------------|----------|
| i. Controller of Examination | Chairman |
| ii. One Senior Professor | Member |
| iii. One Senior Assoc. Professor | Member |
| iv. One Advocate | Member |

(c) Stay at Hostel

The Dean Students' Affairs, Chief Warden, 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.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a DAA by the Principal. Constitution of Board of Discipline" (BOD) shall be as under:

- i. Dean (Students' Affairs) Chairman
- ii. Chief Warden, Hostels Member
- iii. Concerned HOD Member
- iv. Concerned Warden Member

A student, teacher or other functionary of the Institution can refer a case to this Committee for consideration. Further, in very exceptional circumstances, the Chairman, Academic Council 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 College. The recommendation for any action, including expulsion of a student from the College, shall be referred to the Chairman, Academic Council for its final decision.

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

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, Academic Council 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 termination merits reconsideration. The Chairman, Academic Council shall take a final decision after considering all the available inputs. However, the Chairman, Academic Council will not entertain any further appeal for review unless substantial additional information is brought to his/her notice. The Academic Council normally shall not entertain the appeal more than two times from the same student.

9. GENERAL

(a) General

These rules shall be in force immediately after the approval of the Academic Council /BOG ACET Amritsar. Notwithstanding anything contained in this Manual, all categories of students/candidates shall be governed by the Rules & Regulations framed by the Academic Council in this behalf and in force from time to time.

(b) Interpretation

Any doubt or dispute arising about the interpretation of the Rules & Regulations shall be referred to the Chairman, Academic Council whose decision shall be the final.

(c) Waiver of Requirements in Special Cases

The procedures and requirements stated in this Manual, other than those in Clauses covering Eligibility, Admissions and Academic Requirements may be waived in special circumstances by the Chairman, Academic Council on the recommendation of the HOD and Dean Academic. All such exceptions shall be reported to the Academic Council for ratification.

(d) Jurisdiction

This Manual sets out the procedure and requirements of the B.Tech. programmes of study that fall under the jurisdiction of the Academic Council ACET Amritsar and PTU Jalandhar. Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the College and not that of any other parties.

Annexure-III A

GUIDELINES FOR B. TECH. MAJOR PROJECT PREPARATION

FORMAT OF COVER PAGE (Hard Bound)

TITLE OF PROJECT REPORT (24pt)

By

NAMES OF STUDENT(14pt)

(CLASS ROLL NO.)

(UNIV ROLL NO.)



DEPARTMENT OF.....

**AMRITSAR COLLEGE OF ENGINEERING AND TECHNOLOGY,
AMRITSAR**

Month, Year

FORMAT FOR INSIDE COVER PAGE

A PROJECT REPORT ON

TITLE OF PROJECT (24pt)

SUBMITTED IN PARTIAL FULFILLMENT FOR AWARD OF DEGREE OF (12pt)

BACHELOR OF TECHNOLOGY(14pt)

In

.....(14pt)

By

NAME OF STUDENTS(14pt)

(UNIV ROLL NO.)

UNDER THE GUIDANCE OF

NAME OF GUIDE



DEPARTMENT OF.....
AMRITSAR COLLEGE OF ENGINEERING AND TECHNOLOGY, AMRITSAR

Text :

The text should be typed in 12 font size Times New Roman style in 1.5 spacing on both sides of A4 size page (Executive Bond) only. The Captions for figures should be typed at the its bottom for example 4th figure in Chapter 3 should be captioned as Fig. 3.4 Title of Figure. The captions for tables should be typed at its top for example 7th/8th table in Chapter 3 should be captioned as Table. 3.7 Title of Table.

Arrangement of Contents of Project Report

The sequence in which the project report should be arranged and bound is as follows:

1. Cover Page & Title Page
2. Certificate
3. Abstract
4. Acknowledgement
5. Table of Contents
6. List of tables
7. List of Figures
8. List of Symbols, Abbreviations
9. Chapters I, II ,
10. Appendices
11. References

Numbering of Chapters, Sections and Sub-sections:

The numbering of Chapters, division and sub-divisions should be done using Arabic numerals only and further decimal notation should be used for numbering the divisions and subdivisions within a chapter. For examples sub-division 4 under division 3 belonging to chapter 2 should be numbered as 2.3.4.

Numbering of Equations:

Equations appearing in each Chapter should be numbered serially, the numbering commencing fresh for each Chapter or Appendix. For example, an equation appearing in Chapter 2, if it happens to be the eighth equation in that Chapter 2 should be numbered (2.8). While referring this equation in the body of the thesis it should be referred to as Equation (2.8).

List of References:

Any work of other researchers, if used either directly or indirectly, the origin of the material thus referred to at appropriate places in the report should be indicated. The citation may assume IEEE standard form. For more details the students may contact their respective guides.

Page Dimensions and Margin:

The dimensions of the final bound 2 copies report should be Standard A4 size (297mm x 210mm) paper may be used for preparing the copies. The Thesis (at the time of submission) should have the following page margins: Top and Bottom edge : 25 mm (1 inches) Left and right side : 32 mm (1.25 inches)

Page Numbering:

All pages numbers should be typed at the centre of page bottom. The preliminary pages of the thesis (such as Title page, Acknowledgement, Table of Contents, List of tables and figures, Notations, Abbreviations etc.) should be numbered in lower case Roman numerals.

Binding Specifications

Project Report submitted (2 copies) should be bound in Sky Blue colour (Matt finish) hard rexin binding. The side/face of thickness of thesis should have the surname of the students, and month of submission at top and bottom edge respectively.

Number of Copies to be submitted

Two copies (one for guide and one for departmental library) are to be submitted before _____ due date _____ to the Department.

Annexure-III B
GRADING SYSTEM OF PTU JALANDHAR

Guidelines for the Award of Grades

The Institute follows absolute grading system. A student is awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are nine letter grades: O, A, B+, B, C, D, F. The correspondence between letter grades, grade points (on a 10-point scale), percentage marks and academic performance is given below:

Letter Grade	O	A	B+	B	C	D	F
Grade Point	10	9	8	7	6	4	0
Marks (%)	≥ 90	<90 & ≥ 80	<80 & ≥ 70	<70 & ≥ 60	<60 & ≥ 50	<50 & ≥ 40	<40
Academic Performance	Outstanding	Excellent	Very Good	Good	Average	Marginal	Fail

No student can pass a theory course without securing at least 40% of the maximum marks in end semester examination.

The following are the general guidelines for the award of grades:

- i. All evaluations of different Components of a course announced in the course plan shall be done in marks for each students.
- ii. The marks of various components shall be added to get total marks secured on a 100 point scale.
- iii. For any course, the above table will be used to award letter grades corresponding to the secured marks.
- iv. The teacher will ensure coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the syllabus. At the end of the semester a teacher will submit a complete course file to the HOD having following documents:
 - a. Course Plan
 - b. Attendance record
 - c. Tutorial sheets/Assignment sheets
 - d. Question papers of midterm examination and class test
 - e. Quizzes
 - f. Question paper of end semester examination
 - g.. Complete details of marks with final grades
- v. The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) of the

Department, if required. This committee will finalize the grades and the concerned teacher shall submit the final grades online as well as forward an authenticated copy of these grades to the HoD for onward transmission to Academic Section as per the schedule mentioned in Academic Calendar. The GMC shall consist of:

- a. Head of the Department
- b. Convener, DPGC
- c. Two members from DPGC
- d. Course Coordinator/Teacher

- vi. A student getting F grade in a course due to non-fulfilment of minimum percentage of marks requirement may appear for supplementary examination as per Academic Calendar provided the student had fulfilled the attendance requirement in that course.
- vii. A student getting D grade in a course may be allowed to improve it during supplementary examination, provided he/she has passed all the courses of the programme and is short of requisite CGPA specified for the programme and is allowed to continue in the programme as per provision of Clause (6.5).

Computation of Grade Point Average

The SGPA (Semester Grade Point Average) is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. For example, if the grades awarded to a student are G_1, G_2, \dots, G_m in courses (say, m) with corresponding credits C_1, C_2, \dots, C_m , the SGPA is given by

$$SGPA = (C_1.G_1 + C_2.G_2 + \dots + C_m.G_m) / (C_1 + C_2 + \dots + C_m)$$

Similarly, the CGPA (Cumulative Grade Point Average) indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/supplementary term. It is computed in the same manner as the SGPA, considering all the courses (say, n), and is given by

$$CGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i G_i}$$

The Institute follows absolute grading system, however, for the conversion, equivalent percentage marks of CGPA may be considered.