

# Computer Science & Engineering Department

## Department Policies

### 1. Attendance Policy:

Students must complete at least 75 % of the total scheduled lectures including theory, tutorials and practicals.

10% relaxation on attendance on medical grounds or other contingencies can be given by Director/Principal/HoD.

### 2. Usage of Laboratory Facility:

All the students of Computer Science & Engineering Department can avail all the facilities of following laboratories:

Sr. No.	Laboratory
1.	RDBMS Lab
2.	DAA
3.	Expert System
4.	Symbolic Logic & Logic Processing
5.	ATM lab
6.	Software Engg Lab
7.	Computer Graphics lab
8.	Data Communication Lab
9.	Computer Networks Lab
10.	Linux Lab
11.	System Programmin Lab
12.	Data Structure Lab
13.	OOPS lab
14.	FCPITLab
15.	Computer Centre
16.	Project lab

during the institute timing 8.45 am to 4.45 pm. While using the laboratory facility prior approval must be taken from the Head of the Department. HoD will depute one instructor who will accompany the students during the laboratory timing. No student will be allowed to use the laboratory facility alone.

If any student wants to use the laboratory facility on Saturday/Sunday or after institute hours then he/she has to pay Rs. 50 per hour.

### **3. Subjects offered by the department**

As CIET is affiliated to Punjab Technical University, subjects offered by the CSE department are as per PTU guidelines.

### **4. Student Training**

Students undergoing B.Tech course in Computer Science & Engineering have to complete three training during the whole 4 year course.

- A) Workshop Training will be imparted in the Institution at the end of second semester for 04 weeks duration for Six hours per day and six days a week or 05 weeks duration for Six hours per day and five days a week. Industrial tour will also form part of this training.
- B) There shall be an industrial training of 06 weeks duration in reputed industries at the end of 4th semester. The marks for this training will be included in the 5th semester.
- C) 6-month Industrial Training in 7th / 8th Semester depending upon the institute rules.

### **5. Teaching Load of faculty**

Minimum teaching load including theory, tutorial and practical lectures will be as follows:

Professor:	08 hours
Assoc. Professor:	10 hours
Assistant Professor:	12 hours
Senior Lecturer:	14 hours
Lecturer:	16 hours

Extra load can be given to the faculty by the HoD if need persists.

**Head**

**CSED**