

PRASAD V. POTLURI

SIDDHARTHA INSTITUTE OF TECHNOLOGY

(Autonomous)

Kanuru, Vijayawada – 520 007

(AICTE approved, NBA accredited and ISO 9001:2008 certified Institution)

(Permanent affiliation to JNTUK, Kakinada)

Academic Regulations for B.Tech. (PVP12) Four Year Course

(Effective for students admitted into first year B.Tech. in 2012-13)

(Common to all branches)

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1. INTRODUCTION

Academic programs of the College are governed by rules and regulations as approved by the Academic Council, the highest academic body of the College. These academic rules and regulations are effective from the academic year 2012-13 for students admitted into four year undergraduate programs offered by the college leading to Bachelor of Technology (B.Tech.).

2. PROGRAMS OFFERED

Currently, the college is offering B.Tech. degree programs in the following disciplines:

- | | | |
|----|--|--------------|
| a. | Aeronautical Engineering | (AE) |
| b. | Civil Engineering | (CE) |
| c. | Computer Science and Engineering | (CSE) |
| d. | Electronics and Communication Engineering | (ECE) |
| e. | Electrical and Electronics Engineering | (EEE) |
| f. | Electronics and Computer Engineering | (ECM) |
| g. | Information Technology | (IT) |
| h. | Mechanical Engineering | (ME) |

3. DURATION OF THE PROGRAM

The duration of the program is four academic years consisting of eight semesters. A student is permitted to complete the B.Tech. program in a stipulated time frame of EIGHT years from the date of joining. The students joining in the third semester of B.Tech. program directly, through Lateral Entry (LE), shall have to complete the program in a stipulated time frame of SEVEN years from the date of joining. Otherwise they shall forfeit their seats in B.Tech. program and their admission shall stand cancelled.

4. MINIMUM INSTRUCTION DAYS

Each academic year shall be divided into two semesters. Each semester normally consists of a minimum of ninety instruction days with atleast thirty six contact periods per week.

5. ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility criteria for admission into first year of Bachelor of Technology Degree programs shall be as mentioned below:

- The Candidate shall be an Indian National.
- The Candidate should have passed the qualifying examination Intermediate or equivalent with Mathematics, Physics and Chemistry as optional subjects or any equivalent examination recognized by JNTUK, Kakinada on the date of admission.
- Seats in each program in the College are classified into CATEGORY-A (70% of intake), and CATEGORY-B (30% of intake) besides Lateral Entry.

5.1 CATEGORY- A Seats:

These seats will be filled by the Convener, EAMCET admissions.

5.2 CATEGORY- B Seats:

These seats will be filled by the College as per the guidelines of Andhra Pradesh State Council of Higher Education.

5.3 CATEGORY – Lateral Entry Seats:

Additional seats of 20% of the sanctioned intake in each branch shall be filled up in the third semester directly based on the rank secured by the candidates in Engineering Common Entrance Test (ECET- FDH) in accordance with the instructions received from the Convener, ECET and Government of Andhra Pradesh.

6. PROGRAM STRUCTURE

Every course of the B.Tech. program will be placed in one of the categories listed in Table 1.

Table 1: Categories of courses

S. No.	Courses	Weightage, %
1	Basic Science Courses	10-15
2	Basic Engineering Science Course	12 - 20
3	Humanities and Social Science Courses	2 - 5
4	Professional Core Courses and Electives	55 - 65
5	Major Project	4 - 6
6	Mandatory Learning Courses (Environmental Sciences, Ethics etc.)	2 - 3
7	Personality Development Courses:- Two personality development courses may be offered. Each course carries one credit. The students have to participate and achieve satisfactory level of performance in these courses.	1
8	Student Practice Courses: Student practice courses are offered from 2 nd year onwards. Each course carries one credit. Student will have to participate and achieve satisfactory level of performance in order to earn the credit in each course. Students have to acquire a minimum of 2 credits before completion of 7 th semester of B.Tech. <ul style="list-style-type: none">• Industry practice :- Student should undergo summer training for a minimum of two weeks or• Self learning:- Student should prepare and submit a report on a new topic relevant to the program	1
9	Co-curricular participation:- Students will be encouraged to participate in Technical Quizzes/Student paper contest/Seminars/Conferences etc. Extra- curricular participation:- Students will be encouraged to participate in Sports & Games/Cultural activities/ Drawing/Photography etc. National Service Scheme (NSS):- Students will be encouraged to enroll as members of NSS at least for one semester. National Cadet Corps (NCC):- The students will be encouraged to be cadets of NCC.	Non credit

Four core electives will be offered by the respective departments to students of third and fourth years. In addition to the core electives, a free elective (non departmental elective) is to be offered in the third year by all branches of B.Tech. program.

6.1 Course Code and Course Numbering

Course Code consists of five characters in which the first, second and fourth characters are alphabets and the rest are numerals. First two characters are described in Table 2.

Table 2: First and second character description

First two characters	Name of the Department
AE	Aeronautical Engineering
CE	Civil Engineering
CS	Computer Science and Engineering
EC	Electronics & Communication Engineering
EE	Electrical & Electronics Engineering
EM	Electronics and Computer Engineering
IT	Information Technology
ME	Mechanical Engineering

Third character represents the semester in which the course is offered as mentioned in Table 3.

Table 3: Third character description

Third character	Description
1	First Semester
2	Second Semester
3	Third Semester
4	Fourth Semester
5	Fifth Semester
6	Sixth Semester
7	Seventh Semester
8	Eight Semester

Fourth character represents course type, as described in Table 4.

Table 4: Course type description

Fourth character	Description
T	Theory course
L	Laboratory /Practice course

Fifth character represents course number as described in Figure 1 below.

For example:

CS 4L1 course is offered in Computer Science and Engineering Department (**CS**) in the fourth semester (**4**). The course is of laboratory type 'L' and the course number is '1', as given in figure 1 below.

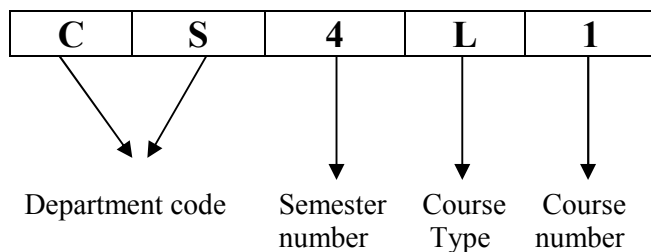


Figure 1: Course code description

6.2 Course Structure

The course structures of all B.Tech. programs are given separately.

6.3 Contact Hours and Credits

The Course Credits are broadly fixed based on the following norms.

- Lectures – One lecture period per week is assigned one credit.
- Tutorials - Two tutorial periods per week are assigned one credit.
- Practical – Three periods per week are assigned two credits and two periods per week are assigned one credit.
- Practice course: Mini project /Term paper is assigned two credits.
- Personality development course is assigned two credits.
- Major project shall have eight to twelve credits.
- However, some courses are prescribed with fixed number of credits depending on the complexity of the subject and relative importance.

6.4 Theory / Tutorial classes

Each course is prescribed with fixed number of lecture periods per week. During lecture periods, the course instructor shall deal with the concepts of the course. For certain courses, tutorial periods are prescribed in order to give exercises to the students and to closely monitor their learning ability and achievement.

6.5 Laboratory / Drawing Courses

A minimum prescribed number of experiments / drawings / jobs / programs have to be performed by the students in all respects and get each experiment evaluated by teacher concerned and certified by the Head of the Department concerned at the end of the semester.

6.6 Program Credits

Each discipline of the B.Tech. program is designed to have a total of 218 credits and the student shall have to complete the courses and earn 218 credits as per the requirements for award of the degree.

Students joining the undergraduate program in the third semester directly through Lateral Entry (LE) Scheme shall have to complete the courses, excluding first year courses and earn credits as per the requirements for award of the degree.

7. MEDIUM OF INSTRUCTION

The medium of instruction and examination is English.

8. SYLLABUS

As approved by the concerned Boards of Studies and the Academic Council.

9. ELIGIBILITY REQUIREMENT FOR APPEARING AT SEMESTER END EXAMINATION AND CONDONATION

- 9.1** A minimum attendance of 75% shall be secured by the student in a semester. The attendance is computed by totaling the number of periods of lectures, tutorials, drawing, practical, personality development courses and project work as the case may be, held in every course as the denominator and the total number of periods attended by the student in all the courses put together as the numerator.
- 9.2** Condonation of shortage in attendance may be recommended by respective Heads of Departments on genuine medical grounds, provided the student puts in at least 65% attendance as calculated above and provided the Principal is satisfied with the genuineness of the reasons and the conduct of the student. Student, having shortage of attendance, shall have to pay requisite fee towards condonation.
- 9.4** A student must secure a minimum of 50% marks in internal evaluation conducted for theory and laboratory courses.
- 9.5** A student, who does not satisfy the attendance and/or internal marks requirement, shall be detained and have to repeat that semester.

10. EXAMINATIONS AND SCHEME OF EVALUATION

10.1 INTERNAL EXAMINATIONS:

10.1.1 Theory Courses 30 marks

Each course is evaluated for **30** marks (a+b+c).

- a) Two midterm examinations each for 15 marks will be conducted for 90 min duration in every theory course in a semester. The internal marks shall be awarded by giving weightage of $2/3^{\text{rd}}$ in the midterm examination in which the student scores more marks and $1/3^{\text{rd}}$ weightage for the other midterm examination.
- b) Three class/objective type tests each for nine marks are to be conducted for 45 minutes duration in every department for each subject. The internal marks shall be awarded by giving weightage of $2/3^{\text{rd}}$ in the test in which the student scores more marks and $1/3^{\text{rd}}$ weightage for the other two tests.
- c) Six marks are allocated for three home assignments/projects. Students shall be informed regarding the home assignment/project after completion of every 2 units of syllabus and they have to submit the completed assignment in one week.

Note: A student who is absent for any midterm examination/ class test and non-submission of assignment for any reason whatsoever, shall be deemed to have scored zero marks in that midterm examination/ class test/ assignment.

10.1.2 Engineering Drawing: 30 marks

For the subjects having drawing such as Engineering Drawing, the internal marks distribution is as given below:

Table 6: Distribution of marks

Criteria	Marks
Day to day work	20
Internal examination	10

10.1.3 Laboratory Courses: 25 marks

For Laboratory courses including Engineering Graphics, there shall be continuous evaluation during the semester for 25 internal marks. The distribution of internal marks is given below:

Table7: Distribution of marks

Criteria	Marks
Day to day work & record	15
Internal examination	10

10.1.4 Term Paper/Mini Project: 25 marks

The distribution of internal marks for Term paper/ Mini project is given below:

Table 8: Distribution of Marks

Criteria	Marks
Report	10
Seminar & viva-voce	15

10.1.5 Major Project: 50 marks

The internal evaluation shall be on the basis of two seminars by each student & viva-voce examination on the topic of his/her project and evaluated by project review committee. The project review committee consists of Head of Department, respective internal guide and three senior faculty members of the department. The distribution of marks is as follows.

Table 9: Distribution of marks

Criteria	Marks
Two seminars & viva-voce	15+15
Day to day assessment	20

10.2 SEMESTER END EXAMINATIONS

10.2.1 Theory Courses: 70 marks

- The Semester end examinations shall be conducted for THREE hour duration at the end of the semester. The question paper shall be given in the following pattern:
- Each course shall consist of eight units of syllabus. There shall be one question from each unit. Any FIVE questions shall be answered out of eight questions. Each question carries 14 marks.

10.2.2 Engineering Drawing: 70 marks

- The semester end Engineering Drawing examination shall be conducted for THREE hour duration at the end of the semester. The question paper shall be given in the following pattern:
- Each course shall consist of eight units of syllabus. There shall be one question from each unit. Any FIVE questions can be answered out of eight questions. Each question carries 14 marks.

10.2.3 Laboratory Courses (Practical / Practice / Workshop): 50 marks

- 40 marks are allotted for experiments/job works and 10 marks are allotted for viva-voce examination.
- Each semester-end laboratory examination shall be evaluated by an External examiner along with an Internal examiner. The average of the marks awarded by Internal and External examiners shall be considered.

10.2.4 Term Paper/ Mini Project: 50 marks

The distribution of semester end examination marks for Term Paper/Mini Project is given below.

Table 10: Distribution of marks

Criteria	Marks
Report	30
Seminar & viva-voce	20

10.2.5 Major Project: 150 marks

The major project work shall be evaluated by a committee consisting of an External examiner, Head of the Department and Supervisor of the project. The evaluation of project work shall be conducted at the end of the VIII Semester.

11. CONDITIONS FOR PASS AND AWARD OF CREDITS FOR A COURSE

11.1 Conditions for Pass and award of Grades and Credits:

a) A student shall be declared to have passed in individual theory/drawing course if he/she secures a minimum of 40% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 35% marks in semester end examination.

b) A student shall be declared to have passed in individual laboratory/project course if he/she secures a minimum of 50% aggregate marks (Internal & semester end examination marks put together), subject to a minimum of 40% marks in semester end examination.

c) The student has to pass the failed course by appearing in supplementary examination.

d) On passing a course of a program, the student shall earn assigned credits in that Course.

11.2 Method of Awarding Letter Grades and Grade Points for a Course.

A letter grade and grade points will be awarded to a student in each course based on his/her performance as per the grading system given below.

Table 11: Grading system for B.Tech. Program

Theory/Drawing	Laboratory/Project	Grade points	Letter grade
85-100%	85-100%	10	S
75-84%	75-84%	9	A+
70 – 74%	70 – 74%	8	A
65 – 69%	65 – 69%	7	B+
60 – 64%	60 – 64%	6	B
50 – 59%	55 – 59%	5	C
40 – 49%	50 – 54%	4	D
< 40%	< 50%	0	F (Fail)

11.3 Calculation of Semester Grade Points Average (SGPA)* for semester

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as:

$$\text{SGPA} = \frac{\sum (\text{CR} \times \text{GP})}{\sum \text{CR}}$$

where CR= Credits of a course

GP = Grade points awarded for a course

* SGPA is calculated for the candidates who passed all the courses in that semester.

11.4 Calculation of Cumulative Grade Point Average (CGPA) and Award of Division for Entire Program

The CGPA is calculated as below:

$$\text{CGPA} = \frac{\sum (\text{CR} \times \text{GP})}{\sum \text{CR}} \quad (\text{for entire program})$$

Where CR= Credits of a course

GP = Grade points awarded for a course

* CGPA is calculated by considering the best 210 credits.

11.5 Conditions for Promotion

A student shall be eligible for promotion to next semester of B.Tech. program, if he/she satisfies the conditions as stipulated in Regulation 9.

11.5.1 Promotion to V Semester

For Four Year B.Tech. Course candidates:

A four year program student shall be promoted from semester-IV to semester-V only if he/she earns 50% credits of the designed program credits from semester-I to semester-III.

11.5.2 Promotion to VII Semester

i) For Four Year B.Tech. Course candidates

A four year program student shall be promoted from semester-VI to semester-VII only if he/she earns 50% credits of the designed program credits from semester-I to semester-V.

ii) For Lateral Entry candidates

A lateral entry student shall be promoted from semester-VI to semester-VII only if he/she earns 50% credits of the designed program credits from semester-III to semester-V.

11.6 Consolidated Grade Card

A consolidated grade card containing credits & grades obtained by the student will be issued after completion of the four year B.Tech. program.

11.7 Award of Rank

The rank shall be awarded based on the following:

Ranks shall be awarded in each branch of study for the top ten percent of the students appearing for the regular semester end examinations or the top ten students, whichever is lower.

The rank will be awarded only to those students who complete their degree within four academic years as regular student.

For the purpose of awarding rank in each branch, the CGPA calculated based on the grades secured at the first attempt only shall be considered.

Award of prizes, scholarships, or any other honors shall be based on the rank secured by a candidate, consistent with the desire of the donor, wherever applicable.

12. SUPPLEMENTARY EXAMINATIONS

- Supplementary examinations will be conducted along with regular semester end examinations.
- Semester end supplementary examinations shall be conducted in subjects of each semester four times after the conduct of the last set of regular examinations (i.e. IV B.Tech. second semester examinations) under the present regulation.

Thereafter supplementary examinations will be conducted in the equivalent courses as prescribed by concerned Boards of Studies.

13. REVALUATION

- As per the notification issued by the Controller of Examinations, the students can submit the applications for revaluation, along with the prescribed fee receipt for revaluation of his/her answer script(s) of theory course(s).
- The Controller of Examinations shall arrange for revaluation of those answer script(s).
- A new external examiner, other than the first examiner, shall reevaluate the answer script(s).
- Better mark awarded of the two valuations will be taken into consideration for awarding grade.
- If the difference of marks between the two valuations is more than 20, the answer script will be referred to third valuation. The average of nearest two marks will be awarded.

14. READMISSION CRITERIA

A student, who is detained in a semester due to lack of attendance/marks/credits, has to obtain written permission from the Principal for readmission into the same semester after duly fulfilling all the required norms stipulated by the college in addition to paying an administrative fee of Rs. 1,000/-.

15. BREAK IN STUDY

Student, who discontinues the studies for what so ever may be the reason, can get readmission into appropriate semester of B.Tech. program only with the prior permission of the Principal of the College provided such student shall follow the transitory regulations applicable to such batch in which he/she joins. An administrative fee of Rs. 2000/- per each year of break in study in addition to the prescribed tuition and special fees has to be paid by the candidate to condone his/her break in study.

16. ELIGIBILITY FOR AWARD OF B.Tech. DEGREE

The B.Tech. degree shall be conferred on a student who has satisfied the following requirements.

- A regular student (four year program) should register himself for 218 credits, the breakup for which is 214 academic credits and 4 student practice and personality development courses. The student has to secure all the 218 credits in order to become eligible for the award of B.Tech. degree.
- A Lateral Entry student should register himself for 166 credits, the breakup for which is 162 academic credits and 4 student practice and personality development courses. The student has to secure all 166 academic credits in order to become eligible for the award of B.Tech. degree.

17. BETTERMENT/ IMPROVEMENT OF CUMULATIVE GRADE POINT AVERAGE

A student, after becoming eligible for the award of the degree, may reappear for the external examination in any of the theory courses as and when conducted, for the purpose of improving the aggregate. But this reappearance shall be within a period of two academic years after becoming eligible for the award of the Degree, subject to fulfillment of Regulation 3.

However, this facility shall not be availed of by a candidate who has taken the provisional certificate.

Modified grade cards and new consolidated grade card will be issued after incorporating new grades and credits.

18. ADVANCED SUPPLEMENTARY EXAMINATIONS

Student(s), who failed in theory/ laboratory courses of 4th year 1st and 2nd semesters, can appear for advanced supplementary examinations to be conducted within one month after declaration of the revaluation results of 4th year 2nd semester. However, those students who fail in these advanced supplementary examinations of 4th year shall appear for subsequent examinations along with regular candidates, in the examinations conducted at the end of the respective academic semester.

19. TRANSITORY REGULATIONS

A student, who is detained or discontinued in a semester, on readmission shall be required to do all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given in all those courses of the semester(s) of the batch, which he / she had passed earlier. However, the decision of the Board of Studies will be final.

- 19.1** A student who is following JNTUK curriculum, detained due to lack of academics/ attendance at the end of the first semester or at the subsequent semesters, shall join with the autonomous batch at the appropriate semester. Such students shall be required to pass in all the courses in the program prescribed by concerned Board of Studies for such batch of students, to be eligible for the award of degree. However, exemption will be given in all those courses of the semester(s) of the batch, which he / she had passed earlier. The student has to clear all his backlog subjects by appearing the supplementary examinations, conducted by JNTUK and College (Autonomous stream) for the award of degree. The class will be awarded based on the academic performance of a student in the autonomous pattern.

20. CONDUCT AND DISCIPLINE

- Students shall conduct themselves within and outside the premises of the College in a manner befitting the students of the College.
- As per the order of Honorable Supreme Court of India and AICTE guidelines, ragging in any form is considered a criminal offence and is banned. Ragging within or outside any educational institution is prohibited. Ragging means doing an act, that causes or is likely to cause insult or annoyance or fear of apprehension or threat or intimidation or outrage of modesty or injury to a student. Any form of ragging will be severely dealt with as per AP Prohibition of Ragging Act-1997 section-4.

Nature of ragging	Punishment
Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or both
Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
Causing grievous hurt kidnapping or raping or committing unnatural offence	Imprisonment upto 5 years and fine upto Rs.10,000/-
Causing death or abetting suicide	Imprisonment upto 10 years and fine upto Rs.50,000/-

- A student convicted of an offence under and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.
- Whenever any student complains of ragging to the head or manager of an educational institution, such head or manager should inquire into the complaint and if the complaint is prima-facie found true, should suspend the student or students complained against.
- If the head or manager of an educational institution fails or neglects to take action in the manner specified in the Act, the person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures.

- Lack of courtesy and decorum; indecent behavior any where within or outside the campus.
- Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.

The following activities are not allowed within the campus:

- Mutilation or unauthorized possession of library books.
- Noisy and unseemly behavior, disturbing studies of fellow students.
- Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.)
- Use of cell phones in the campus.
- Plagiarism of any nature.
- Any other act of gross indiscipline as decided by the college from time to time.
- Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

- For an offence committed in (i) a hostel, (ii) a department or in a class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
- Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
- Unauthorized collection of money in any form is strictly prohibited.
- Detained and break-in-study candidates are allowed into the campus for academic purposes only with permission from authorities.
- Misconduct committed by a student outside the college campus but having the effect of damaging, undermining & tarnishing the image & reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.
- The disciplinary action committee constituted by the Principal, shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- Grievance redressal committee, constituted by the Principal, shall deal with all grievances pertaining to the academic / administrative and disciplinary matters.
- All the students must abide by the code and conduct rules of the college.

21. MALPRACTICES

The Principal shall refer the cases of malpractices by students in internal assessment tests and semester end examinations, to a malpractice enquiry committee constituted for the purpose. The committee shall follow the approved scales of punishment. The committee consists of:

- | | |
|--|----------|
| 1. Principal | Chairman |
| 2. Chief examiner of the subject/ Subject expert | Member |
| 3. Controller of examinations | Convenor |

Disciplinary action for malpractices/improper conduct in examinations

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in the examination hall but has not made use of (material shall include any marks on the student's body that can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The hall ticket of the candidate is to be cancelled.

3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the candidate smuggles in an answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	If the candidate uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	If the candidate refuses to obey the orders of the Chief Superintendent/Assistant Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also

		debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	If the candidate possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college: Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted for the remaining examinations of the subjects of that semester/ year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College: Will be handed over to police and a police case will be registered against them.
10	If the candidate comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11, shall be awarded suitable punishment.	

*Special squads may be formed to oversee the proper conduct of examinations.

The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

22. OTHER MATTERS

The physically challenged students who have availed additional examination time and a scribe during their Intermediate/EAMCET examinations will be given similar concessions on production of relevant proof/documents.

Students who are suffering from contagious diseases are not allowed to appear either internal or semester end examinations.

The students who participated in coaching/tournaments held at State/ National/ International levels through University/ Indian Olympic Association during semester end external examination period will be promoted to subsequent semesters till the entire course is completed as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994.

The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Heads of the Departments in an appropriate manner and subsequently such actions shall be placed before the Academic Council for ratification. Any emergency modification of regulation, approved in the meetings of the Heads of the Departments, shall be reported to the Academic Council for ratification.

23. AMENDMENTS TO REGULATIONS

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/or syllabi.

PRASAD V POTLURI
SIDDHARTHA INSTITUTE OF TECHNOLOGY
(Autonomous)
Kanuru, Vijayawada – 520 007
(AICTE approved, NBA accredited and ISO 9001:2008 certified Institution)
(Permanent affiliation to JNTUK, Kakinada)
Academic Regulations for M.Tech. (PVP12) Two Year Course
(Effective for students admitted into first year M.Tech. in 2012-13)
(Common to all branches)

Contents:

- 1. Introduction**
- 2. Programs offered**
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- 5. Eligibility criteria for admission**
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- 8. Syllabus**
- 9. Eligibility requirement for appearing semester end examination & condonation**
- 10. Examinations and scheme of evaluation**
- 11. Conditions for pass and award of credits for a course**
- 12. Eligibility for award of M.Tech. degree**
- 13. Supplementary examinations**
- 14. Revaluation**
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- 18. Conduct and discipline**
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- 21. Amendments to regulations**

1. INTRODUCTION

Academic programs of the College are governed by rules and regulations as approved by the Academic Council, the highest academic body of the College. These academic rules and regulations are effective from the academic year 2012-13 for students admitted into two year postgraduate programs offered by the college leading to Master of Technology (M.Tech.) degree.

2. PROGRAMS OFFERED

Currently, the college is offering M.Tech. degree programs in the following disciplines:

Table 1: List of Specializations

S. No.	Specialization	Department
1	Computer Science and Engineering	Computer Science and Engineering
2	Microwave & Communication Engineering	Electronics and Communication Engineering
3	Power Systems & Control	Electrical and Electronics Engineering
4	Machine Design	Mechanical Engineering

3. DURATION OF THE PROGRAM

The duration of the program is two academic years consisting of four semesters. A student is permitted to complete the M.Tech. program in a stipulated time frame of FIVE years from the date of joining. Otherwise the student shall forfeit his seat in M.Tech. program and his/her admission shall stand cancelled.

4. MINIMUM INSTRUCTION DAYS

Each academic year shall be divided into two semesters. Each semester normally consists of a minimum of ninety instruction days with about thirty six contact periods per week.

5. ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility criteria for admission into first year of Master of Technology Degree programs shall be as per the guidelines of Andhra Pradesh State Council of Higher Education.

5.1 CATEGORY- A Seats (70% of intake):

These seats will be filled by the Convener, PGCET as per the ranks in GATE and PGCET.

5.2 CATEGORY- B Seats (30% of intake):

These seats will be filled by the College as per the guidelines of Andhra Pradesh State Council of Higher Education.

6. PROGRAM STRUCTURE

Every specialization of M.Tech. program shall have six theory courses and one practical and mini project with seminar in each of the first and second semesters. A major project is offered in third and fourth semesters.

6.1 Course Code and Course Numbering

Course Code consists of seven characters in which the first four and sixth characters are alphabets and the rest are numerals. First four characters are described in Tables 2 & 3.

Table 2: First and Second Characters description

First Two Characters	Name of the Department
CS	Computer Science and Engineering
EC	Electronics & Communication Engineering
EE	Electrical & Electronics Engineering
ME	Mechanical Engineering

Table 3: Third and Fourth Characters description

Third & Fourth Characters	Name of the Department
CS	Computer Science and Engineering
MC	Microwave & Communication Engineering
PC	Power Systems & Control
MD	Machine Design

Fifth character represents the semester number in which the Course is offered.

Sixth character represents course type, as per Table No. 4.

Table 4: Course type description

Sixth Character	Description
T	Theory course
L	Laboratory /Practice course

The seventh character represents course number as described in Figure 1 below.

For example, **MEMD 1L1** course is offered in Mechanical Engineering Department (ME) in Machine Design (MD) specialization in the first semester (1), the course is of laboratory type 'L' and the course number is '1' as given in figure 1 below.

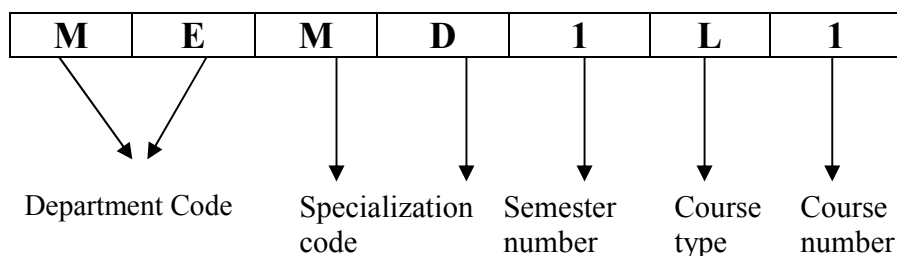


Figure 1: Course code description

6.2 Course Structure

The course structures of all M.Tech. programs are given separately.

6.3 Contact Hours and Credits

The Course Credits are broadly fixed based on the following norms.

- Lectures – One lecture period per week is assigned one credit.
- Tutorials - One tutorial period per week is assigned one credit.
- Laboratory – Three periods per week are assigned two credits.
- Mini project /Term paper is assigned four credits.
- Major project shall have eighteen credits.
- However, some courses are prescribed with fixed number of credits depending on the complexity of the subject and relative importance.

6.4 Theory / Tutorial classes

Each course is prescribed with fixed number of lecture periods per week. During lecture periods, the course instructor shall deal with the concepts of the course. For certain courses, tutorial periods are prescribed in order to give exercises to the students and to closely monitor their learning ability and achievement.

6.5 Laboratory Courses

A minimum prescribed number of experiments / jobs / programs have to be performed by the students in all respects and get each experiment evaluated by teacher concerned and certified by the Head of the Department concerned at the end of the semester.

6.6 Mini Project

Student should select a topic to prepare a report for submission and presentation on a new topic relevant to the program.

6.7 Major Project

Every student shall be required to undertake a major project in 3rd and 4th semesters on a topic to be approved by the Project Review Committee under the guidance of faculty member and submit the thesis.

6.8 Program Credits

Each discipline of the M.Tech. program is designed to have a total of seventy eight credits and the student shall have to complete the courses and earn seventy eight credits for award of the degree.

7. MEDIUM OF INSTRUCTION

The medium of instruction and examination is English.

8. SYLLABUS

As approved by the concerned Boards of Studies and the Academic Council.

9. ELIGIBILITY REQUIREMENT FOR APPEARING AT SEMESTER END EXAMINATION AND CONDONATION

- 9.1** A minimum attendance of 75% shall be secured by the student in a semester. The attendance is computed by totaling the number of periods of lectures, tutorials, practical and project work as the case may be, held in every course as the denominator and the total number of periods attended by the student in all the courses put together as the numerator.
- 9.2** Condonation of shortage in attendance may be recommended by respective Heads of Departments on genuine medical grounds, provided the student puts in at least 65% attendance as calculated above and provided the Principal is satisfied with the genuineness of the reasons and the conduct of the student. Student, having shortage of attendance, shall have to pay requisite fee towards condonation.
- 9.4** A student must secure a minimum of 50% marks in internal evaluation conducted for theory and laboratory courses.
- 9.5** A student, who does not satisfy the attendance and/or internal marks requirement, shall have to repeat that semester.

10. EXAMINATIONS AND SCHEME OF EVALUATION

10.1 INTERNAL EXAMINATIONS:

10.1.2 Theory Courses: 30 marks

Each course is evaluated for **30** marks (a+b).

- a) Two midterm examinations each for 20 marks will be conducted for 90 min duration in every theory course in a semester. The internal marks shall be awarded by giving weightage of $\frac{2}{3}^{\text{rd}}$ in the midterm examination in which the student scores more marks and $\frac{1}{3}^{\text{rd}}$ weightage for the midterm examination in which the student scores less marks.
- b) Two assignment/class/objective type tests each for 10 marks are to be conducted for 45 minutes duration in each subject. The internal marks shall be awarded by giving weightage of $\frac{2}{3}^{\text{rd}}$ in the assignment/class/objective type test in which the student scores more marks and $\frac{1}{3}^{\text{rd}}$ weightage for the other assignment/class/objective type tests.

Students shall be informed regarding the home assignment after completion of every 3 units of syllabus and they have to submit the completed assignment in one week.

Note: A student who is absent for any Mid Term Examination/class test or non-submission of assignment, for any reason whatsoever, shall be deemed to have scored zero marks in that Mid Term Examination/class test or assignment.

10.1.2 Laboratory Courses: 25 marks

For Laboratory courses, there shall be continuous evaluation during the semester for 25 internal marks. The distribution of internal marks is given below:

Table 5: Distribution of Marks

Criterion	Marks
Day to Day work	10
Record	05
Internal Examination	10

10.1.3 Mini Project/ Term Paper: 25 marks

The distribution of internal marks for Mini Project/ Term Paper is given below:

Table 6: Distribution of Marks

Criterion	Marks
Report	15
Seminar & viva-voce	10

10.2 SEMESTER END EXAMINATIONS

10.2.1 Theory Courses: 70 marks

- The Semester end examinations shall be conducted for THREE hour duration at the end of the semester. The question paper shall be given in the following pattern:
- Each course shall consist of eight units of syllabus. There shall be one question from each unit. Any FIVE questions can be answered out of eight questions. Each question carries 14 marks.

10.2.2 Laboratory Courses (Practical / Practice / Workshop): 50 marks

- 40 marks are allotted for laboratory experiments/ job works and 10 marks are allotted for viva-voce examination.
- Each semester-end laboratory examination shall be evaluated by an External examiner along with an Internal examiner. The average of the marks awarded by Internal and External examiners shall be considered.

10.2.3 Mini Project/ Term Paper: 50 marks

The distribution of semester end examination marks for Mini Project/ Term Paper are given below.

Table 7: Distribution of marks

Criteria	Marks
Report	30
Seminar & Viva-voce	20

10.2.4 Major Project:

The project work shall be initiated in the beginning of the second year and the duration of the project is two semesters. Every student shall be required to submit thesis after taking up a topic approved by the Project Review Committee (PRC).

- a) A PRC shall be constituted with Head of the Department as chair person, two senior faculty members of the concerned department and Project supervisor.
- b) The student has to submit, in consultation with his project supervisor, the title, objective and plan of the action of his/her project work to the Project Review Committee for its approval before the second semester end examinations. After obtaining the approval of the Committee the student can initiate the project work after the second semester end examinations.
- c) If a student wishes to change his/her supervisor or topic of the project he can do so with approval of the PRC. However PRC shall examine whether the change of topic/supervisor leads to a major change of his initial plans of project proposal. If so, his date of registration for the project work starts from the date of change of topic or supervisor as the case may be.
- d) After approval of the project in the PRC, the student shall be required to submit status report in four stages. The first one in the middle of 3rd semester, second one in the end of 3rd semester, 3rd one in the middle of 4th semester and the final report in the form of draft copy of thesis to the Head of the Department for the approval of PRC and shall make an oral presentation before the PRC.
- e) Due weightage will be given to the papers published from the thesis in the order of international journal, national journal, international conference and national conference while evaluating the thesis.
- f) Three copies of the project thesis certified by the supervisor shall be submitted to the college.
- g) The thesis shall be evaluated by a board consisting of the supervisor, Head of the Department and one external examiner selected by the principal. For selection of the external examiner, Head of the Department shall submit a panel of five examiners, who are eminent in the field, to the principal.
- h) The evaluation is on the basis of the thesis submitted, publications brought out on the project topic and viva-voce examination. Letter grades are given for the major project, which will be reflected in the marks sheet and also will be considered for calculating Cumulative Grade Point Average (CGPA) and award of division for entire program.

In a special case, if any student does not submit his/her thesis due to ill health or any other reason permitted by the head of the institution, he/she will be given another chance to attend for the viva-voce examination conducted separately at a later date, if the expenditure for conducting the viva-voce is completely borne by the candidate.

- i) If the report of the viva-voce is unsatisfactory, the student will appear for the viva-voce examination after three months. If he fails to get a satisfactory report at the

second viva-voce examination, the candidate may be asked to submit a new project proposal to PRC and the procedure mentioned above will be followed.

11. CONDITIONS FOR PASS AND AWARD OF CREDITS FOR A COURSE

11.1 Conditions for Pass and award of Grades & Credits:

- a) A student shall be declared to have passed in individual theory course if he/she secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 40% marks in semester end examination.
- b) A student shall be declared to have passed in individual laboratory/project course if he/she secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 50% marks in semester end examination.
- c) The student has to pass the failed course by appearing in supplementary examination.
- d) On passing a course of a program, the student shall earn assigned credits in that Course.

11.2 Method of Awarding Letter Grades and Grade Points for a Course.

A letter grade and grade points will be awarded to a student in each course based on his/her performance as per the grading system given below.

Table 8: Grading System for M.Tech. Program

Theory/Laboratory/Project	Grade points	Letter grade
85-100%	10	S
75-84%	9	A+
70 – 74%	8	A
65 – 69%	7	B+
60 – 64%	6	B
55 – 59%	5	C
50 – 54%	4	D
< 50%	0	F (Fail)

11.3 Calculation of Semester Grade Points Average (SGPA)* for semester

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as:

$$SGPA = \frac{\sum (CR \times GP)}{\sum CR}$$

where CR= Credits of a course and GP = Grade points awarded for a course

* SGPA is calculated for the candidates who passed all the courses in that semester.

11.4 Calculation of Cumulative Grade Point Average (CGPA) and Award of Division for Entire Program

The CGPA is calculated as below:

$$\text{CGPA} = \frac{\sum (\text{CR} \times \text{GP})}{\sum \text{CR}} \quad (\text{for entire program})$$

Where CR= Credits of a course and GP = Grade points awarded for a course

11.5 Consolidated Grade Card

A consolidated grade card containing credits & grades obtained by the student will be issued after completion of the M.Tech. program.

11.6 Award of Divisions

Table 9: Award of Divisions

CGPA	Division
≥ 8	First class with distinction
$\geq 6 - <8$	First class
$\geq 4 - <6$	Second class
<4	Fail

12. ELIGIBILITY FOR AWARD OF M.TECH. DEGREE

The M.Tech. degree shall be conferred on a student who has satisfied the following requirement.

A Regular student (two year program) should register himself for 78 credits and has to secure all 78 academic credits.

13. SUPPLEMENTARY EXAMINATIONS

- Supplementary examinations will be conducted along with regular semester end examinations.

14. REVALUATION

- As per the notification issued by the Controller of Examinations, the students can submit the applications for revaluation, along with the prescribed fee receipt for revaluation of his/her answer script(s) of theory course(s).
- The Controller of Examinations shall arrange for revaluation of those answer script(s).
- A new external examiner, other than the first examiner, shall reevaluate the answer script(s).
- Better mark awarded of the two valuations will be taken into consideration for awarding grade.
- If the difference of marks between the two valuations is more than 20, the answer script will be referred to third valuation. The average of nearest two marks will be awarded.

15. READMISSION CRITERIA

A student, who is detained in a semester due to lack of attendance/marks/credits, has to obtain written permission from the Principal for readmission into the same semester after duly fulfilling all the required norms stipulated by the college in addition to paying an administrative fee as prescribed.

16. BREAK IN STUDY

Student, who discontinues the studies for any reason, can get readmission into appropriate semester of M.Tech. program only with the prior permission of the Principal of the College provided such student shall follow the transitory regulations applicable to such batch in which he/she joins. An administrative fee of Rs. 2000/- per each year of break in study in addition to the prescribed tuition and special fees, has to be paid by the student to condone his/her break in study.

17. TRANSITORY REGULATIONS

A student, who is detained or discontinued in the semester, on readmission shall be required to do all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently. However, exemption will be given to those courses which have been already passed in the earlier semester(s), he/she was originally admitted into. However, the decision of the Board of Studies will be final.

18. CONDUCT AND DISCIPLINE

- Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of the Institution.
- As per the order of Honorable Supreme Court of India and AICTE guidelines, ragging in any form is considered a criminal offence and is banned. Ragging within or outside any educational institution is prohibited. Ragging means doing an act, that causes or is likely to cause insult or annoyance or fear of apprehension or threat or intimidation or outrage of modesty or injury to a student. Any form of ragging will be severely dealt with as per AP Prohibition of Ragging Act-1997 section-4.

Nature of ragging	Punishment
Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or both
Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
Causing grievous hurt kidnapping or raping or committing unnatural offence	Imprisonment upto 5 years and fine upto Rs.10,000/-
Causing death or abetting suicide	Imprisonment upto 10 years and fine upto Rs.50,000/-

- A student convicted of an offence under and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.
- Whenever any student complains of ragging to the head or manager of an educational institution, such head or manager should inquire into the complaint and if the complaint is prima-facie found true, should suspend the student or students complained against.

- If the head or manager of an educational institution fails or neglects to take action in the manner specified in the Act, the person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.

The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.

- i. Lack of courtesy and decorum; indecent behavior any where within or outside the campus.
- ii. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.

The following activities are not allowed within the campus

- Mutilation or unauthorized possession of library books.
- Noisy and unseemly behavior, disturbing studies of fellow students.
- Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.)
- Use of cell phones in the campus.
- Plagiarism of any nature.
- Any other act of gross indiscipline as decided by the college from time to time.
- Commensurate with the gravity of offence, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
- For an offence committed in a (i) hostel, (ii) department or class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
- Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
- Unauthorized collection of money in any form is strictly prohibited.
- Detained and break-in-study candidates are allowed into the campus for academic purposes only with permission from authorities.
- Misconduct committed by a student outside the college campus but having the effect of damaging, undermining and tarnishing the image and reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.
- The disciplinary action committee constituted by the Principal, shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- Grievance redressal committee, constituted by the Principal, shall deal with all grievances pertaining to the academic / administrative /disciplinary matters.
- All the students must abide by the code and conduct and rules and regulations of the college.

19. MALPRACTICES

The Principal shall refer the cases of malpractices by students in internal assessment tests and semester end examinations, to a malpractice enquiry committee constituted for the purpose. The committee shall follow the approved scales of punishment. The committee consists of:

- | | |
|--|----------|
| 1. Principal | Chairman |
| 2. Chief examiner of the subject/ Subject expert | Member |
| 3. Controller of examinations | Convenor |

Disciplinary action for malpractices/improper conduct in examinations

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in the examination hall but has not made use of (material shall include any marks on the student's body that can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The hall ticket of the candidate is to be cancelled.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the candidate smuggles in an answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also

		debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	If the candidate uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	If the candidate refuses to obey the orders of the Chief Superintendent/Assistant -Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	If the candidate possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
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		Person(s) who do not belong to the College: Will be handed over to police and a police case will be registered against them.
10	If the candidate comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11, shall be awarded suitable punishment.	

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The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

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The physically challenged students, who have availed additional examination time and a scribe during their graduation/ GATE/ PGECET examinations, will be given similar concessions on production of relevant proof/documents.

Students who are suffering from contagious diseases are not allowed to appear either internal or semester end examinations.

The students who participated in coaching/tournaments held at State/ National/ International levels through University/ Indian Olympic Association during semester end external examination period will be promoted to subsequent semesters till the entire course is completed as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994.

The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Heads of the Departments in an appropriate manner and subsequently such actions shall be placed before the Academic Council for ratification. Any emergency modification of regulation, approved in the meetings of the Heads of the Departments, shall be reported to the Academic Council for ratification.

21. AMENDMENTS TO REGULATIONS

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/ or syllabi.

PRASAD V POTLURI
SIDDHARTHA INSTITUTE OF TECHNOLOGY
(Autonomous)
Kanuru, Vijayawada – 520 007
(AICTE approved, NBA accredited and ISO 9001:2008 certified Institution)
(Permanent affiliation to JNTUK, Kakinada)
Academic Regulations for MCA (PVP12) Three Year Course
(Effective for students admitted into first year MCA in 2012-13)

Contents

- 1. Introduction**
- 2. Duration of the program**
- 3. Minimum instruction days**
- 4. Eligibility criteria for admission**
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- 8. Eligibility requirement for appearing semester end examination & condonation**
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1. INTRODUCTION

Academic programs of the College are governed by rules and regulations as approved by the Academic Council, the highest academic body of the College. These academic rules and regulations are effective from the academic year 2012-13 for students admitted into three year postgraduate program offered by the college leading to **Master of Computer Applications (MCA)**.

2. DURATION OF THE PROGRAM

The duration of the program is three academic years consisting of six semesters. A student is permitted to complete MCA program in a stipulated time frame of SIX years from the date of joining. Otherwise the student shall forfeit his/her seat in MCA program and his/her admission shall stand cancelled.

3. MINIMUM INSTRUCTION DAYS

Each academic year shall be divided into two semesters. Each semester normally consists of a minimum of ninety instruction days with about thirty six contact periods per week.

4. ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility criteria for admission into MCA program is as per the guidelines of Andhra Pradesh State Council of Higher Education.

4.1 CATEGORY – A Seats (70% of seats) :

- These seats will be filled by the Convener, ICET Admissions as per ranks.

4.2 CATEGORY – B Seats (30% of seats):

- These seats will be filled by the College as per the guidelines of Andhra Pradesh State Council of Higher Education.

5. PROGRAM STRUCTURE

The MCA program shall have six theory courses and two laboratory courses / five theory courses and three laboratory courses. A mini project is offered in the fifth semester and a major project is offered in the sixth semester along with a seminar on advanced topics.

5.1 COURSE CODE AND COURSE NUMBERING

Course Code consists of five characters in which the first two characters represent **Department Code**, third character represents **Semester Number**, fourth character represents **Course Type (Theory / Laboratory Practice)** and fifth character represents **Course Number**.

- First two characters are described in Table 1.

Table 1: First three characters description

First Two Characters	Name of the Department
CA	Department of Computer Applications

- Third character represents semester number in which the course is offered as mentioned in Table 2.

Table 2: Third Character description

Third Character	Description
1	First Semester
2	Second Semester
3	Third Semester
4	Fourth Semester
5	Fifth Semester
6	Sixth Semester

- Fourth character represents Course type, as per Table 3.

Table 3: Course type description

Fourth Character	Description
T	Theory course
L	Laboratory course

- Fifth character represents course number as described in Figure1 below.

For example, CA1T5 course, is offered in the Department of Computer Applications, in first semester '1', the course is of theory type 'T' and the course number in that semester is '5'.

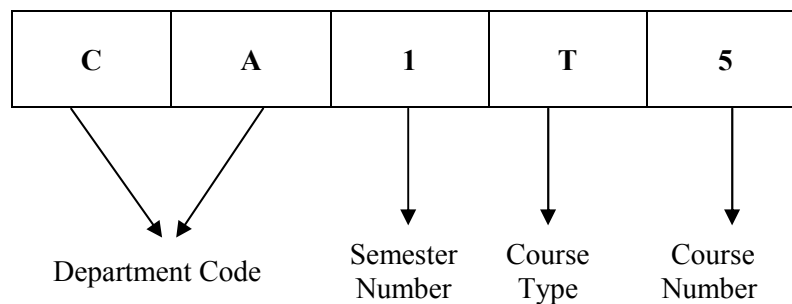


Figure 1: Course code description

5.2 PROGRAM STRUCTURE

The course structure for MCA program is given separately.

5.3 CONTACT HOURS AND CREDITS

The Course Credits are broadly fixed based on the following norms:

- Lectures – Four lecture periods per week shall have 4 Credits.
- Laboratory – Three periods per week shall have 2 Credits.
- Major project shall have 20 credits.
- Mini project shall have 6 credits.
- Seminar shall have 4 credits.

However, some courses are prescribed with fixed number of credits depending on the subject complexity and relative importance.

5.4 THEORY / TUTORIAL CLASSES

Each course is prescribed with fixed number of lecture periods per week. During lecture periods, the course instructor shall deal with the concepts of the course. For certain courses, tutorial periods are prescribed, to give exercises to the students and to closely monitor their learning ability.

5.5 LABORATORY CLASSES

A minimum prescribed number of experiments have to be performed by the students, who shall complete these in all respects and get the record certified by the Head of the Department at the end of the semester.

5.6 PROGRAM CREDITS

MCA program is designed to have a total of 150 credits and the student shall have to complete the courses and earn 150 credits for the award of degree.

6. MEDIUM OF INSTRUCTION

The medium of instruction and examination is English.

7. SYLLABUS

As approved by the Board of Studies and Academic Council.

8. ELIGIBILITY REQUIREMENT FOR APPEARING AT SEMESTER END EXAMINATION AND CONDONATION

- 8.1** A minimum attendance of 75% shall be secured by the student in a semester. The attendance is computed by totaling the number of periods of lectures, tutorials, drawing, practical, personality development courses and project work as the case may be, held in every course as the denominator and the total number of periods attended by the student in all the courses put together as the numerator.

- 8.2** Condonation of shortage in attendance may be recommended by the Head of Department on genuine medical grounds, provided the student puts in at least 65% attendance as calculated above and provided the Principal is satisfied with the genuineness of the reasons and the conduct of the student. Students, having shortage of attendance, shall have to pay requisite fee towards condonation.
- 8.3** A student must secure a minimum of 50% marks in internal evaluation conducted for theory and laboratory courses.
- 8.4** A student, who does not satisfy the attendance and/or internal marks requirement, shall have to repeat that semester.

9. EXAMINATIONS AND SCHEME OF EVALUATION

9.1 INTERNAL EXAMINATIONS:

9.1.1 Theory Courses: 30 marks

Each course is evaluated for **30** marks (a+b).

- a) Two midterm examinations each for 20 marks will be conducted for **1.5** hour duration in every theory course in a semester. The internal marks shall be awarded giving a weightage of $2/3^{\text{rd}}$ in the examination in which the student scores more marks and $1/3^{\text{rd}}$ weightage for the examination in which the student scores less marks.
- b) Two assignments/ class/ objective type test each for 10 marks are to be conducted for 45 minutes duration in each theory subject. The internal marks shall be awarded giving weightage of $2/3^{\text{rd}}$ in the test in which the student scores more marks and $1/3^{\text{rd}}$ for the examination in which the student scores less marks

Student shall be informed regarding the home assignment after completion of every three units of syllabus and they have to submit the completed assignment in one week.

Note: A student who is absent for any midterm Examination/class test or non-submission of assignment, for any reason whatsoever shall be deemed to have scored **zero** marks in that midterm Examination/Assignment.

9.1.2 Laboratory Courses: 25 marks

For Laboratory courses there shall be continuous evaluation during the semester for **25** internal marks. The distribution of internal marks is given below:

Table 4: Laboratory Internal Marks Distribution

Criteria	Marks
Day to day work	5
Record	5
Viva-voce	5
Internal examination	10

9.1.3 Mini Project: 50 marks

The continuous internal evaluation for **50** marks allocated for the mini project work in the Fifth Semester shall be on the basis of two seminars by the student on the topic of his/her project evaluated by Project Review Committee and day to day assessment by the project supervisor. The Project Review Committee consists of Head of Department, Project supervisor and two senior faculty members of the department. The distribution of marks is as follows.

Table 5: Continuous internal assessment

Criteria	Marks
Two seminars	15 + 15
Day to day assessment	20

9.1.4 Major Project: 50 marks

The continuous internal evaluation for **50** marks allocated for the project work in the Sixth Semester shall be on the basis of two seminars by the student on the topic of his/her project evaluated by Project Review Committee and day to day assessment by the project supervisor. The Project Review Committee consists of Head of Department, Project supervisor and two senior faculty members of the department. The distribution of marks is as follows.

Table 6: Continuous internal assessment

Criteria	Marks
Two seminars	15 + 15
Day to day assessment	20

9.1.5 Seminar Topic: 50 marks

For the seminar topic, **50** internal marks shall be awarded. An advanced concept shall be presented as seminar.

Table 7: Seminar assessment

Criteria	Marks
Two seminars	15 + 15
Documentation and presentation	20

9.2 SEMESTER END EXAMINATIONS

9.2.1 Theory Courses: 70 marks

- Each course is evaluated for **70** marks. The Semester end examinations shall be conducted for **3** hours duration. The question paper contains **8** questions out of which **5** questions to be answered,
- Each question carries **14** marks. Each course shall consist of eight units of syllabus. There shall be one question from each unit.

9.2.2 Laboratory Courses: 50 marks

For Laboratory courses evaluation is for **50** marks. Each semester-end laboratory examination shall be evaluated by an External examiner along with an internal examiner. The average of the marks awarded by External and Internal examiners shall be considered.

The distribution of marks is given below:

Table 8: Laboratory Marks Distribution

Criteria	Marks
Program Description	20
Program Execution	10
Viva-Voce	10
Result Analysis	10

9.2.3 Major Project: 150 marks

The major project work shall be evaluated for **150** marks by a committee consisting of an External examiner, Head of the Department and Supervisor of the project. The evaluation of project work shall be conducted at the end of the VI Semester.

The project work shall be initiated at the end of V Semester and the duration of the project is for VI semester. Every student shall be required to submit thesis or dissertation after taking up a topic approved by the Project Review Committee (PRC) [not earlier than **15** weeks from the date of registration of the project work].

- a) A **PRC** shall be constituted with Head of the Department as chair person, project supervisor and two senior faculty members of the department.
- b) The student has to submit, in consultation with his/her project supervisor, the title, objective and plan of action of his/her project work to the **PRC** for its approval. After obtaining the approval of the Committee, the student can initiate the Project work.
- c) If a student wishes to change his/her supervisor or topic of the project he/she can do so with approval of the PRC. However, the **PRC** shall examine whether the change of topic/supervisor leads to a major change of his/her initial plans of project proposal. If so, his/her date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.

- d) After approval of the Project in the **PRC**, the student shall be required to submit status report in two stages. The first report should be submitted in the middle of the 6th semester. The second report should be submitted in the form of draft copy of Project Report for the approval of PRC (to the Head of the Department) and shall make an oral presentation before the PRC at the end of Sixth semester.
- e) Three copies of the Project Report certified by the supervisor shall be submitted to the Head of the Department.
- f) The Project Report shall be evaluated by a board consisting of the supervisor, Head of the department and one External examiner selected by the Principal. For selection of the external examiner, the Head of the Department shall submit a panel of Five examiners who are eminent in the field.
- g) The evaluation is on the basis of the Project report submitted and Viva-Voce examination. The marks are awarded for the major project which will be reflected in the marks sheet and also will be considered for calculating Cumulative Grade Point Average (CGPA) and award of division for the entire program.
- h) In a special case, if the student is not submitted his/her Project Report due to ill health or any other reason permitted by the Head of the Institution, he/she will be given a chance to attend for the viva-voce examination conducted separately at a later date, if the expenditure for conducting the viva-voce is completely borne by the student.
- i) If the report of the viva-voce is unsatisfactory, the student will retake the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination, the student may be asked to submit a new project proposal to PRC and the procedure mentioned above will be followed.

10. CONDITIONS FOR PASS AND AWARD OF CREDITS FOR A COURSE

10.1 Conditions for Pass and award of Grades & Credits:

- a) A student shall be declared to have passed in individual theory course if he/she secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 40% marks in semester end examination.
- b) A student shall be declared to have passed in individual laboratory/project course if he/she secures a minimum of 50% aggregate marks (Internal & semester end examination marks put together), subject to a minimum of 50% marks in semester end examination.
- c) The student has to pass the failed course by appearing in supplementary examination as per the requirement for the award of Degree.
- d) On passing a course of a program, the student shall earn assigned credits in
that Course.

10.2 Method of Awarding Letter Grades and Grade Points for a Course.

A letter grade and grade points will be awarded to a student in each course based on his/her performance as per the grading system given below.

Table 9: Grading System for MCA Program

Theory	Lab/Project	Grade Points	Lecture Grade
90-100%	90-100%	10	S
85-89%	85-89%	9	A+
80-84%	80-84%	8	A
75-79%	75-79%	7	B+
70-74%	70-74%	6	B
60-69%	60-69%	5	C
50-59%	50-59%	4	D
<50%	<50%	0	F (Fail)

10.3 Calculation of Semester Grade Point Average (SGPA)* for semester

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as:

$$\text{SGPA} = \frac{\sum (\text{CR} \times \text{GP})}{\sum \text{CR}}$$

where CR= Credits of a course

GP = Grade points awarded for a course

* SGPA is calculated for the student who passed all the courses in that semester.

10.4 Calculation of Cumulative Grade Point Average (CGPA) and Award of Division for Entire Program

The CGPA is calculated as below:

$$\text{CGPA} = \frac{\sum (\text{CR} \times \text{GP})}{\sum \text{CR}} \quad (\text{for entire program})$$

Where CR= Credits of a course

GP = Grade points awarded for a course

10.5 Consolidated Grade Card

A consolidated grade card containing credits and grades obtained by the student will be issued after completion of the three year MCA program.

10.6 Award of Divisions

Award of divisions is as per the following criteria:

Table 10: Grading system for MCA program

CGPA	Division
≥ 8	First Class with Distinction
$\geq 6 - < 8$	First Class
$\geq 4 - < 6$	Second Class
< 4	Fail

11. SUPPLEMENTARY EXAMINATIONS

Supplementary examinations will be conducted along with regular semester end examinations.

12. REVALUATION

- As per the notification issued by the Controller of Examinations, the students can submit the applications for revaluation, along with the prescribed fee receipt for revaluation of his/her answer script(s) of theory course(s).
- The Controller of Examinations shall arrange for revaluation of those answer script(s).
- A new external examiner, other than the first examiner, shall reevaluate the answer script(s).
- Better mark awarded of the two valuations will be taken into consideration for awarding grade.
- If the difference of marks between the two valuations is more than 20, the answer script will be referred to third valuation. The average of nearest two marks will be awarded.

13. READMISSION CRITERIA

A student, who is detained in a semester due to lack of attendance/marks/credits, has to obtain written permission from the Principal for readmission into the same semester after duly fulfilling all the required norms stipulated by the college in addition to paying an administrative fee as prescribed.

14. BREAK IN STUDY

Student, who discontinues the studies for what so ever may be the reason, can get readmission into appropriate semester of MCA program only with the prior permission of the Principal of the College provided such student shall follow the transitory regulations applicable to such batch in which he/she joins. An administrative fee of Rs. 2000/- per each year of break in study in addition to the prescribed tuition and special fees has to be paid by the student to condone his/her break in study.

15. TRANSITORY REGULATIONS

A student, who is detained or discontinued in the semester, on readmission shall be required to do all the courses in the curriculum prescribed for such batch of students in which the students joins subsequently. However, exemption will be given to those candidates courses, which have been already passed in the earlier semester(s), he / she was originally admitted into. However, the decision of the Board of Studies will be final.

16. ELIGIBILITY FOR AWARD OF MCA DEGREE

The MCA degree shall be conferred on a student who has satisfied the following requirements.

A regular student (three year program) should register himself for 150 credits and has to secure all 150 credits.

17. CONDUCT AND DISCIPLINE

- Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of the Institution.
- As per the order of Honorable Supreme Court of India and AICTE guidelines, ragging in any form is considered a criminal offence and is banned. Ragging within or outside any educational institution is prohibited. Ragging means doing an act, that causes or is likely to cause insult or annoyance or fear of apprehension or threat or intimidation or outrage of modesty or injury to a student. Any form of ragging will be severely dealt with as per AP Prohibition of Ragging Act-1997 section-4.

Nature of ragging	Punishment
Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or both
Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
Causing grievous hurt kidnapping or rapping or committing unnatural offence	Imprisonment upto 5 years and fine upto Rs.10,000/-
Causing death or abetting suicide	Imprisonment upto 10 years and fine upto Rs.50,000/-

- A student convicted of an offence under and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.
- Whenever any student complains of ragging to the head or manager of an educational institution, such head or manager should inquire into the complaint and if the complaint is prima-facie found true, should suspend the student or students complained against.

- If the head or manager of an educational institution fails or neglects to take action in the manner specified in the Act, the person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.
 - The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
 - i. Lack of courtesy and decorum; indecent behavior any where within or outside the campus.
 - ii. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.

The following activities are not allowed within the campus

- Mutilation or unauthorized possession of library books.
- Noisy and unseemly behavior, disturbing studies of fellow students.
- Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.)
- Use of cell phones in the campus.
- Plagiarism of any nature.
- Any other act of gross indiscipline as decided by the college from time to time.
- Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
- For an offence committed in a (i) hostel, (ii) department or class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
- Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
- Unauthorized collection of money in any form is strictly prohibited.
- Detained and break-in-study students are allowed into the campus for academic purposes only with permission from authorities.
- Misconduct committed by a student outside the college campus but having the effect of damaging, undermining & tarnishing the image & reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.
- The disciplinary action committee constituted by the Principal shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- "Grievance redressal committee" constituted by the Principal shall deal with all grievances pertaining to the academic / administrative /disciplinary matters.
- All the students must abide by the code and conduct rules of the college.

18. MALPRACTICES

The Principal shall refer the cases of malpractices by students in internal assessment tests and semester end examinations, to a malpractice enquiry committee constituted for the purpose. The committee shall follow the approved scales of punishment. The committee consists of:

- | | |
|--|----------|
| 1. Principal | Chairman |
| 2. Chief examiner of the subject/ Subject expert | Member |
| 3. Controller of examinations | Convener |

Disciplinary action for malpractices/improper conduct in examinations

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in the examination hall but has not made use of (material shall include any marks on the student's body that can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The hall ticket of the candidate is to be cancelled.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the candidate smuggles in an answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also

		debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	If the candidate uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	If the candidate refuses to obey the orders of the Chief Superintendent/Assistant -Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	If the candidate possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college: Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted for the remaining examinations of the subjects of that semester/ year. The candidate is also debarred and forfeits the seat.

		Person(s) who do not belong to the College: Will be handed over to police and a police case will be registered against them.
10	If the candidate comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11, shall be awarded suitable punishment.	

*Special squads may be formed to oversee the proper conduct of examinations.

The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

19. OTHER MATTERS

- 19.1 The physically challenged students who have availed additional examination time and a scribe during their Graduation/ICET examinations will be given similar concessions on production of relevant proof/documents.
- 19.2 Students who are suffering from contagious diseases are not allowed to appear either internal or semester end examinations.
- 19.3 The students who participated in coaching/tournaments held at state/National International levels through University / Indian Olympic Association during end semester external examination period will be promoted to subsequent semesters till the entire course is completed as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994.
- 19.4 The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Heads of the Departments in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved in the Heads of the Departments Meetings, shall be reported to the academic council for ratification.

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PRASAD V POTLURI
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(Autonomous)
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(AICTE approved, NBA accredited and ISO 9001:2008 certified Institution)
(Permanent affiliation to JNTUK, Kakinada)
Academic Regulations for MBA (PVP12) Two Year Course
(Effective for students admitted into first year MBA in 2012-13)

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- 2. Duration of the program**
- 3. Minimum instruction days**
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1. INTRODUCTION

Academic programs of the College are governed by rules and regulations as approved by the Academic Council, the highest academic body of the College. These academic rules and regulations are effective from the academic year 2012-13 for students admitted into two year postgraduate program offered by the college leading to Master of Business Administration (MBA).

2. DURATION OF THE PROGRAMME

The duration of the program is two academic years consisting of four semesters. A student is permitted to complete the MBA program in a stipulated time frame of FOUR years from the date of joining. Otherwise they shall forfeit their seat in MBA program and their admission shall stand cancelled.

3. MINIMUM INSTRUCTION DAYS

Each academic year shall be divided into two semesters. Each semester normally consists of a minimum of 90 instruction days with about 36 contact periods per week.

4. ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility criteria for admission into the first year MBA program shall be as per the guidelines of Andhra Pradesh State Council of Higher Education (APSCHE).

4.1 CATEGORY – A Seats (70% of intake):

- These seats will be filled by the Convener, ICET as per ranks in Integrated Common Entrance Test (ICET)

4.2 CATEGORY – B Seats (30% of intake):

- These seats will be filled by the College as per the guidelines of Andhra Pradesh State Council of Higher Education.

5. PROGRAM STRUCTURE

MBA program shall have eight theory/practical courses in each semester. A major project is offered at the end of the second semester and will be evaluated in the fourth semester.

5.1 Course Code and Course Numbering

Course code consists of five characters, in which the first two and fourth characters are alphabets and the rest are numerals.

- First two characters are described in Table 1.

Table 1: First two characters description

First two characters	Name of the department
BA	Department of Business Administration

- Third character represents semester number in which the course is offered as mentioned in Table 2.

Table 2: Third character description

Third character	Description
1	First Semester
2	Second Semester
3	Third Semester
4	Fourth Semester

- Fourth character represents course type, as per Table 3.

Table 3: Course type description

Fourth character	Description
T	Theory course
L	Lab course/Practice
V	Viva Voce

- Fifth character represents course number as described in Figure1 below.

For example, MB1T5 course is offered in the Department of Business Administration, in the first semester '1', the course is of theory type 'T' and the course number in that semester is '5'.

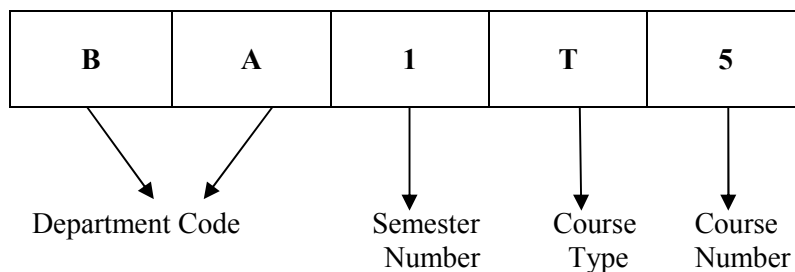


Figure 1: Course code description

5.2 Course Structure

The course structure of MBA program is given separately.

5.3 Contact Hours and Credits

The Course Credits are broadly fixed based on the following norms.

- Lectures – One Lecture periods per week is assigned one credit.
- Tutorials -Two Tutorial periods per week are assigned one credit.
- Practical – Three periods per week are assigned one credit.
- Professional Skills Development-Five instructional periods per week are assigned one credit.
- Major project shall have four credits.

- However, some courses are prescribed with fixed number of credits depending on the complexity of the subject and relative importance.

5.4 Theory / Tutorial Classes

Each course is prescribed with fixed number of lecture periods per week. During lecture periods, the course instructor shall deal with the concepts of the course. For certain courses, tutorial periods are prescribed in order to give exercises to the students and to closely monitor their learning ability and achievement.

5.5 Laboratory Courses

A minimum prescribed number of programs have to be performed by the student, who shall complete these in all respects and get the record certified by the concerned Head of the Department at the end of the semester.

5.6 Major Project

Every student shall be required to undertake a major project during the summer vacation at the end of the first year on a topic to be approved by the Project Review Committee under the guidance of a faculty member and submit the project report. The student shall undergo project internship for six weeks in a corporate enterprise.

5.7 Program Credits

MBA program is designed to have a total of 124 credits and the student shall have to complete the courses and earn 124 credits for the award of degree.

6. MEDIUM OF INSTRUCTION

The medium of instruction and examination is English.

7. SYLLABUS

As approved by the Board of Studies and Academic Council.

8. ELIGIBILITY REQUIREMENT FOR APPEARING AT SEMESTER END EXAMINATION AND CONDONATION

- a. A minimum attendance of 75% shall be secured by the student in a semester. The attendance is computed by totaling the number of periods of lectures, tutorials, practical and project work as the case may be, held in every course as the denominator and the total number of periods attended by the student in all the courses put together as the numerator.
- b. Condonation of shortage in attendance may be recommended by the Head of Department on genuine medical grounds, provided the student puts in at least 65% attendance as calculated above and provided the Principal is satisfied with the genuineness of the reasons and the conduct of the student. Students, having shortage of attendance, shall have to pay requisite fee towards condonation.
- c. A student must secure a minimum of 50% marks in internal evaluation conducted for theory and laboratory courses.

- d. A student, who does not satisfy the attendance and/or internal marks requirement, shall be detained and have to repeat that semester.

9. EXAMINATIONS AND SCHEME OF EVALUATION

9.1 INTERNAL EXAMINATIONS:

9.1.1 Theory Courses 30 marks

Each course is evaluated for 30 marks (a+b).

- Two midterm examinations each for 20 marks will be conducted for two hour duration each in every theory course. The internal marks shall be awarded by giving weightage of 2/3rd in the midterm examination in which the student scores more marks and 1/3rd weightage for the midterm examination in which the student scores less marks.
- Two class tests/ assignments each for 10 marks are to be conducted for 45 minutes duration for each subject. The internal marks shall be awarded by giving weightage of 2/3rd in the test/ assignment in which the student scores more marks and 1/3rd weightage for the other test/ assignment.

Students shall be informed regarding the home assignment/project after completion of every 2 units of syllabus and they have to submit the completed assignment in one week.

Note: A student who is absent for any Midterm Examination/class test and non-submission of assignment, for any reason whatsoever, shall be deemed to have scored zero marks in that Midterm Examination/class test/ Assignment.

9.1.2 Laboratory Courses: 25 marks

For Laboratory courses, there shall be continuous evaluation during the semester for 25 internal marks. The distribution of internal marks is given below:

Table 4: Distribution of marks

S.No.	Criteria	Marks
1	Day to day work	10
2	Record	05
3	Internal Examination	10

9.1.3 Professional Skills Development:

Evaluation of Professional Skills Development course is through two internal viva-voce examinations which are conducted along with third and fourth semester internal examinations and each is evaluated for 25 marks. The student must secure 50% marks in order to get the credit allotted.

9.2 SEMESTER END EXAMINATIONS

9.2.1 Theory Courses: 70 marks

The Semester end examinations shall be conducted for three hour duration at the end of the semester. The question paper shall be given in the following pattern:

S. No.	Pattern	Marks
1.	Section-A: Five short note questions to be answered out of eight questions (At least one question in each unit)	5 x 2 = 10 marks

2.	Section-B: Five short essay type questions to be answered with internal choice from each unit.	5 x 10 = 50 marks
3.	Section- C: One Case Study	10 marks
	Total	70 marks

9.2.2 Laboratory Courses: 50 marks

- 40 marks are allotted for programs, 10 marks are allotted for viva-voce examination.
- Semester end laboratory examination shall be evaluated by an external examiner along with internal examiner. The average of marks awarded by external and internal examiners shall be considered.

9.2.3 Subject viva-voce

The viva-voce will be conducted along with second semester end examinations and letter credits will be awarded. The student must secure at least 'C' grade in order to get the credit allotted. The student will be awarded grades on the basis of communication skills and knowledge in the first and second semester subjects.

The viva-voce shall be evaluated by a board consisting of Head of the Department and one external examiner selected by the principal. For selection of the external examiner, Head of the Department shall submit a panel of five examiners, who are eminent in the field, to the principal.

9.3 Major Project:

A student has to undertake a project for a period of six weeks in a Corporate Enterprise during the summer vacation at the end of first year. The duration of the project work will be suggested by the Project Review Committee (PRC).

- A PRC shall be constituted with Head of the Department as chair person, two senior faculty members of the concerned department and Project supervisor.
- The student has to submit, in consultation with his project supervisor, the title, objective and plan of the action of his/her project work to the Project Review Committee for its approval before the second semester end examinations. After obtaining the approval of the Committee the student can initiate the project work after the second semester end examinations.
- If a student wishes to change his/her supervisor or topic of the project he can do so with approval of the PRC. However PRC shall examine whether the change of topic/supervisor leads to a major change of his initial plans of project proposal. If so, his date of registration for the project work starts from the date of change of topic or supervisor as the case may be.
- After approval of the project in the PRC, the student shall be required to submit final report in the form of draft copy of project report to the Head of the Department for the approval of PRC and shall make an oral presentation before the PRC.
- Three copies of the project report certified by the supervisor shall be submitted to the college.
- The project report shall be evaluated by a board consisting of the supervisor, Head of the Department and one external examiner selected by the principal. For selection of the external examiner, Head of the Department shall submit a panel of five examiners, who are eminent in the field, to the principal.
- The evaluation is on the basis of the project report submitted and viva-voce examination. Letter grades are given for the major project, which will be reflected in the marks sheet and

also will be considered for calculating Cumulative Grade Point Average (CGPA) and award of division for entire program.

In a special cases, if any student does not submit his/her project report due to ill health or any other reason permitted by the head of the institution, he/she will be given another chance to attend for the viva-voce examination conducted separately at a later date, if the expenditure for conducting the viva-voce is completely borne by the candidate.

- q) If the report of the viva-voce is unsatisfactory, the student will appear for the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination, the candidate may be asked to submit a new project proposal to PRC and the procedure mentioned above will be followed.

10. CONDITIONS FOR PASS AND AWARD OF CREDITS FOR A COURSE

10.1 Conditions for Pass and award of Grades & Credits:

- a) A student shall be declared to have passed in individual theory course if he/she secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 40% marks in semester end examination.
- b) A student shall be declared to have passed in individual laboratory/project course if he/she secures a minimum of 50% aggregate marks (Internal & semester end examination marks put together), subject to a minimum of 50% marks in semester end examination.
- c) The student has to pass the failed course by appearing in supplementary examination as per the requirement for the award of Degree.
- d) On passing a course of a program, the student shall earn assigned credits in that course.

10.2 Method of Awarding Letter Grades and Grade Points for a Course

A letter grade and grade points will be awarded to a student in each course based on his/her performance as per the grading system given below.

Table 5: Grading system for MBA Program

Theory/Lab/Project	Grade Points	Lecture Grade
85 - 100%	10	S
75 - 84%	9	A+
70 - 74%	8	A
65 - 69%	7	B+
60 - 64%	6	B
55 - 59%	5	C
50 - 54%	4	D
< 50%	0	F (Fail)

10.3 Calculation of Semester Grade Points Average (SGPA)* for semester

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as:

$$SGPA = \frac{\sum (CR \times GP)}{\sum CR}$$

where CR= Credits of a course

GP = Grade points awarded for a course

* SGPA is calculated for the students who passed all the courses in that semester.

10.4 Calculation of Cumulative Grade Point Average (CGPA) and Award of Division for Entire Program

The CGPA is calculated as below:

$$\text{CGPA} = \frac{\sum (\text{CR} \times \text{GP})}{\sum \text{CR}} \text{ (for entire program)}$$

Where CR= Credits of a course

GP = Grade points awarded for a course

10.5 Consolidated Grade Card

A consolidated grade card containing credits & grades obtained by the students will be issued after completion of the three year MBA programme.

10.6 Award of Divisions

Award of divisions is as per the following criteria:

CGPA	Division
≥8	First Class with Distinction
≥6 - <8	First Class
≥4 - <6	Second Class
<4	Fail

11. ELIGIBILITY FOR AWARD OF MBA DEGREE

The MBA degree shall be conferred on a regular student (two year program) who registers and secures all 124 credits.

12. SUPPLEMENTARY EXAMINATIONS

Supplementary examinations will be conducted along with regular semester end examinations.

13. REVALUATION

- As per the notification issued by the Controller of Examinations, the students can submit the applications for revaluation, along with the prescribed fee receipt for revaluation of his/her answer script(s) of theory course(s).
- The Controller of Examinations shall arrange for revaluation of those answer script(s).
- A new external examiner, other than the first examiner, shall reevaluate the answer script(s).
- Better mark awarded of the two valuations will be taken into consideration for awarding grade.
- If the difference of marks between the two valuations is more than 20, the answer script will be referred to third valuation. The average of nearest two marks will be awarded.

14. READMISSION CRITERIA

A student, who is detained in a semester due to lack of attendance/marks/credits, has to obtain written permission from the Principal for readmission into the same semester after duly

fulfilling all the required norms stipulated by the college in addition to paying an administrative fee as prescribed.

15. BREAK IN STUDY

Student, who discontinues the studies for what so ever may be the reason, can get readmission into appropriate semester of MBA programme only with the prior permission of the Principal of the College provided such student shall follow the transitory regulations applicable to such batch in which he/she joins. An administrative fee of Rs. 2000/- per each year of break in study in addition to the prescribed tuition and special fees has to be paid by the student to condone his/her break in study.

16. TRANSITORY REGULATIONS

A student, who is detained or discontinued in the semester, on readmission shall be required to do all the courses in the curriculum prescribed for such batch of students in which the students joins subsequently. However, exemption will be given to those courses, which have been already passed in the earlier semester(s), he / she was originally admitted into. However, the decision of the Board of Studies will be final.

17. CONDUCT AND DISCIPLINE

- a. Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of the Institution.
- b. As per the order of Honorable Supreme Court of India and AICTE guidelines, ragging in any form is considered a criminal offence and is banned. Ragging within or outside any educational institution is prohibited. Ragging means doing an act, that causes or is likely to cause insult or annoyance or fear of apprehension or threat or intimidation or outrage of modesty or injury to a student. Any form of ragging will be severely dealt with as per AP Prohibition of Ragging Act-1997 section-4.

Nature of ragging	Punishment
Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or both
Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
Causing grievous hurt kidnapping or rapping or committing unnatural offence	Imprisonment upto 5 years and fine upto Rs.10,000/-
Causing death or abetting suicide	Imprisonment upto 10 years and fine upto Rs.50,000/-

- A student convicted of an offence under and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.

- Whenever any student complains of ragging to the head or manager of an educational institution, such head or manager should inquire into the complaint and if the complaint is prima-facie found true, should suspend the student or students complained against.
 - If the head or manager of an educational institution fails or neglects to take action in the manner specified in the Act, the person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
 - If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.
- c. The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
- i. Lack of courtesy and decorum; indecent behavior any where within or outside the campus.
 - ii. Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- d. The following activities are not allowed within the campus
- i. Mutilation or unauthorized possession of library books.
 - ii. Noisy and unseemly behavior, disturbing studies of fellow students.
 - iii. Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.)
 - iv. Use of cell phones in the campus.
 - v. Plagiarism of any nature.
 - vi. Any other act of gross indiscipline as decided by the college from time to time.
 - vii. Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
 - viii. For an offence committed in a (i) hostel, (ii) department or class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
 - ix. Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
 - x. Unauthorized collection of money in any form is strictly prohibited.
 - xi. Detained and break-in-study students are allowed into the campus for academic purposes only with permission from authorities.
 - xii. Misconduct committed by a student outside the college campus but having the effect of damaging, undermining & tarnishing the image & reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.
 - xiii. The disciplinary action committee constituted by the Principal, shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
 - xiv. "Grievance Redressal committee" constituted by the Principal shall deal with all grievances pertaining to the academic / administrative /disciplinary matters.
 - xv. All the students must abide by the code and conduct rules of the college.

18. MALPRACTICES

The Principal shall refer the cases of malpractices by students in internal assessment tests and semester end examinations, to a malpractice enquiry committee

constituted for the purpose. The committee shall follow the approved scales of punishment. The committee consists of:

- | | |
|--|----------|
| 1. Principal | Chairman |
| 2. Chief examiner of the subject/ Subject expert | Member |
| 3. Controller of examinations | Convenor |

Disciplinary action for malpractices/improper conduct in examinations

	Nature of Malpractices/Improper conduct	Punishment
1 (a)	If the candidate possesses or keeps accessible, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in the examination hall but has not made use of (material shall include any marks on the student's body that can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	If the candidate gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	If the candidate has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The hall ticket of the candidate is to be cancelled.
3	If the candidate impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4	If the candidate smuggles in an answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.

5	If the candidate uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6	If the candidate refuses to obey the orders of the Chief Superintendent/Assistant -Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which results in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7	If the candidate leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all other examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	If the candidate possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	<p>Student of the college: Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted for the remaining examinations of the subjects of that semester/ year. The candidate is also debarred and forfeits the seat.</p> <p>Person(s) who do not belong to the College: Will be handed over to police and a police case will be registered against them.</p>

10	If the candidate comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. He shall not be permitted for the remaining examinations of the subjects of that semester/year.
11	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11, shall be awarded suitable punishment.	

*Special squads may be formed to oversee the proper conduct of examinations.

The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

19. OTHER MATTERS

- i. The physically challenged students who have availed additional examination time and a scribe during their Graduation/ICET examinations will be given similar concessions on production of relevant proof/documents.
- ii. Students who are suffering from contagious diseases are not allowed to appear either internal or semester end examinations.
- iii. The students who participated in coaching/tournaments held at state/National International levels through University / Indian Olympic Association during end semester external examination period will be promoted to subsequent semesters till the entire course is completed as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994.
- iv. The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Heads of the Departments in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved in the Heads of the Departments Meetings, shall be reported to the academic council for ratification.

20. AMENDMENTS TO REGULATIONS

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/or syllabi.
