

GUDLAVALLERU ENGINEERING COLLEGE

Seshadri Rao Knowledge Village, Gudlavalleru

Academic Regulations

(Effective from the Academic Year 2017-18)

I. INTRODUCTION

The college was established in the year 1998 and is presently offering six UG-B.Tech programs with a total intake of 1140 and six PG-M.Tech programs with a total intake of 120 besides PG – MBA with an intake of 120. The college is permanently affiliated to JNTUK, Kakinada and accredited by NAAC with ‘A’ Grade in the year 2016. All the six B.Tech programs have been accredited by NBA, CSE for five years with effect from 05-08-2013 and CE, EEE, ME, ECE & IT for three academic years respectively 2016-17, 2017-18 & 2018-19 i.e., up to 30-06-2019. All these programs except Civil Engineering were earlier accredited by NBA twice. UGC, New Delhi has conferred Autonomous status on the college for a period of six years from the academic year 2014-15.

Academic programs of the College are governed by the rules and regulations as approved by the Academic Council, which is the highest academic body of the College. R14 academic regulations have been in force from the academic year 2014-15. The revised academic regulations (R17) will be effective for the batches of students admitted into the four year undergraduate B.Tech programs and the two year Post Graduate M.Tech & MBA programs offered by the college from the academic year 2017-18 and henceforth until these regulations are revised.

II. PROGRAMS OFFERED

UG – B.Tech Programs:

1. Civil Engineering (CE)
2. Electrical and Electronics Engineering (EEE)
3. Mechanical Engineering (ME)
4. Electronics and Communication Engineering (ECE)
5. Computer Science and Engineering (CSE)
6. Information Technology (IT)

PG – M.Tech Programs:

1. Structural Engineering (CE)
2. Power Electronics and Electric Drives (EEE)
3. Machine Design (ME)
4. Embedded Systems (ECE)
5. Computer Science and Engineering (CSE)

PG – MBA: Master of Business Administration

III. B.Tech Programs

1. Duration of the Program

The duration of the program is four academic years consisting of eight semesters. However, a student is permitted to complete the course work of B.Tech program in the stipulated time frame of **EIGHT** years from the date of joining. Students admitted into II year 1st semester of B.Tech program directly, through Lateral Entry (LE), shall have to complete the course work of B.Tech program in the stipulated time frame of **SIX** years from the date of joining.

2. Minimum Instruction Days

Each semester consists of a minimum of ninety instruction days.

3. Eligibility Criteria for Admission

The eligibility criteria for admission into first year of B.Tech Degree programs shall be as mentioned below:

- i) The candidate shall be an Indian National.
- ii) 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.
- iii) Seats in each program are classified into **Category-A** (70% of intake) and **Category-B** (30% of intake).

3.1 Category - A Seats:

These seats shall be filled by the Convener, EAMCET admissions based on the ranks in EAMCET examination.

3.2 Category - B Seats:

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

3.3 Lateral Entry Seats:

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

4. Course Structure

The course structure of B.Tech programs has been designed as per the guidelines of AICTE & UGC, New Delhi by providing more choices to the students in the form of Open Electives, Professional Electives, Optional Electives and MOOCs with true spirit of implementing the Choice Based Credit System (CBCS).

4.1 Program Credits

- i) Each discipline of the B.Tech program is designed to have a total of **160** credits and the student shall have to complete the four year course work and earn all the **160** credits for the award of B.Tech Degree.
- ii) Students joining the B.Tech program into the II year 1st semester directly through Lateral Entry (LE) Scheme shall have to complete the three year course work and earn **120** credits for the award of B.Tech degree.
- iii) Students may register for optional elective courses beyond 160 (120 for Lateral Entry) credits for a maximum of 20 credits from II year 2nd semester to IV year 1st semester, five credits in each semester, subject to the condition that there shall not be any backlogs up to previous semester with CGPA not less than 7.5. Optional elective courses shall be treated on par with self study courses, but performance in optional elective courses shall not be included in calculating the SGPA.
- iv) Student shall register for a course only once in any semester in the entire program. He shall not register that course as open elective or optional elective or provisional elective further.
- v) Students with no backlogs up to III year 1st semester with CGPA not less than 7.5 may register for two professional elective courses offered in IV year 2nd semester in advance i.e. one in III year 2nd semester and another one in IV year 1st semester so as to have exclusive project work during the IV year 2nd semester.

4.2 Curricular Components

The curricular components of course structure of each discipline of the B.Tech programs is given in Table-4.1:

Table – 4.1 Curricular Components of B.Tech Programs

Sl. No.	Course Work-Subject Area	No. of credits	% of Total credits	% of credits as per UGC
1	Basic Sciences (BS)	21	13.13	15-20
2	Humanities and Social Sciences (HSS)	14	8.75	10-15
3	Engineering Sciences (ES)	26	16.25	10-20
4	Professional Core (PC)	55	34.37	25-35
5	Professional Electives (PE)	18	11.25	8-12
6	Open Electives (OE) & Self Study Course	12	7.50	5-10
7	Other (Project, Survey Camp, Term Paper, Internship, etc.)	14	8.75	8-10
8	Mandatory Non-Credit Courses	-	-	-

4.3 Course Code and Course Numbering Scheme

- i) Course code consists of Six characters.
- ii) The first and second characters are as described in table 4.2.

Table 4.2: First and second character description

First & Second Characters	Description
EG	Subjects offered by English Department
MA	Subjects offered by Mathematics Department
PH	Subjects offered by Physics Department
CH	Subjects offered by Chemistry Department
EN	Subjects offered by Environmental Studies Department
CE	Subjects offered by Civil Engineering Department
EE	Subjects offered by Electrical and Electronics Engg. Department
ME	Subjects offered by Mechanical Engineering Department
EC	Subjects offered by Electronics and Communication Engineering Department
CS	Subjects offered by Computer Science and Engineering Department
IT	Subjects offered by Information Technology Department
CT	Subjects offered by Computer Science and Engineering & Information Technology Departments
BA	Subjects offered by Business Administration Department

- iii) Third character is the numeral indicating the regulation, eg. '1' for 2014 regulations, '2' for 2017 regulations, etc.
- iv) The Fourth character is the numeral, '5' for UG programs and '9' for PG programs.
- v) Fifth and sixth characters represent the course number with two digits in the serial order of subjects offered by a department, '01', '02', '03' '11', '12' etc.

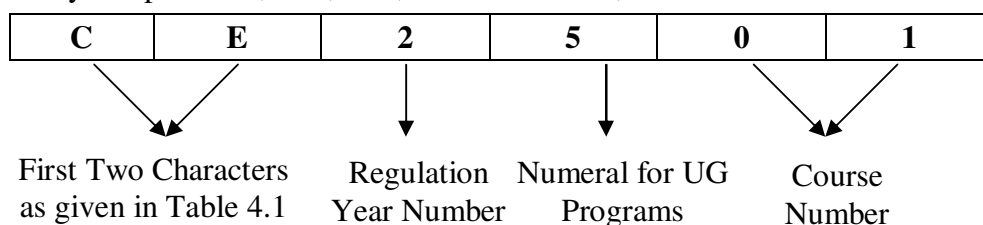


Figure 4.1: Course Code description

4.4 Credit Norms:

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

- i) A theory course with two credits shall have three lecture periods.
- ii) A theory course with three credits shall have four lecture periods or three lecture periods and one tutorial / two practice periods or two lecture periods and three practice periods.

- iii) A theory course with four credits shall have four lecture periods and one tutorial / two practice periods.
- ii) Three or four credits for an integrated theory and laboratory course with four or three lecture periods and one or two practice periods.
- iii) One or Two credits for a laboratory course with two or four periods respectively.
- iv) Two credits for Internship / Industrial Training / Practical Training.
- v) One or two credits for Mini project / filed work / Survey Camp with two / four practice periods.
- vi) Ten credits for project work with 20 contact periods.

5. Medium of Instruction

The medium of instruction and examination is English.

6. Syllabus

As recommended by the Board of Studies concerned and approved by the Academic Council.

7. Attendance Regulations

- 7.1 A student shall be eligible to appear for Semester End Examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.
- 7.2 Condoning of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester will be considered for genuine reasons such as medical grounds and participation in co-curricular and extra-curricular activities and shall be granted only after approval by the College Academic Committee. The student should submit application for medical leave along with medical certificate from a registered medical practitioner within three days from reporting to the class work after the expiry of the Medical Leave. In case of participation in co-curricular and extra-curricular activities, either in the college or other colleges, students must take prior written permission from HoD concerned and should also submit the certificate of participation from the organizer of the event within three days after the completion of the event. Only such cases will be considered for condoning attendance shortage.
- 7.3 A student shall be eligible to claim for condonation of attendance shortage for a maximum of two times during the four year (eight semesters) course work of B.Tech / three year (six semesters) course work of B.Tech, Lateral Entry. However, additional one time condonation exclusively during IV Year shall be considered on genuine valid reasons.
- 7.4 A student will not be promoted to the next semester unless he satisfies the attendance requirement of the current semester. He may seek re-admission for that semester when offered next.
- 7.5 Shortage of Attendance below 65% in aggregate shall in *NO* case be condoned.
- 7.6 Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- 7.7 A fee stipulated by the college shall be payable towards condonation of attendance shortage.
- 7.8 A student is required to put up a minimum of 75% of attendance in the mandatory non-credit courses such as Sports & Games/Cultural and Fine Arts/Yoga/Self Defense/NSS despite satisfactory performance / participation in the activities organized under each event for getting the satisfactory grade.

8. Examinations and Scheme of Evaluation

8.1 Theory / Electives (2 or 3 or 4 credits):

Each theory course shall be evaluated for a total of 100 marks, consisting of 40 marks for internal assessment and 60 marks for semester end examination.

Internal Assessment:

- i) Of 40 marks for internal assessment, 10 marks are for continuous assessment in the form of two quiz or subjective tests and 30 marks are based on two mid-term examinations. The first mid-term examination shall be from the first three units of syllabus and second mid-term from the last three units of syllabus, conducted during the semester.
- ii) Two quiz or subjective tests, one before first mid-term examination from I & II units of syllabus and another before second mid-term examination from IV & V units of syllabus, each for 10 marks, with 45 minutes duration, are conducted in a semester and the average marks of the two tests are taken as the marks for the continuous evaluation process.
- iii) Each mid-term examination is conducted for 40 marks with two hours duration. Each mid-term examination consists of five questions, each for 10 Marks and four questions need to be answered. First question shall have 5 short questions from all the three units, each of two marks or 10 objective questions each of one mark and is compulsory, three questions are of descriptive type, one from each unit of syllabus and the fifth question is from all the three units of syllabus.
- iv) Sum of the 75% marks of better scored mid-term examination and 25% marks of less scored mid-term examination are scaled down to 30 marks.
- v) For the subjects such as Engineering Graphics, Engineering Drawing, Machine Drawing, Design & Drawing of R.C., Structures, Steel Structures, Irrigation Structures, Estimation Cost and Valuation, Building Planning and Drawing etc., the distribution of 40 marks for internal evaluation shall be 20 marks for day-to-day work, and 20 marks based on two mid-term examinations. Each mid-term examination is conducted for 40 marks with two hours duration. Sum of the 75% marks of better scored mid-term examination and 25% marks of less scored mid-term examination are scaled down to 20 marks.
- vi) For subjects like Functional English and Professional Communication, the pattern of mid-term examination is given along with the syllabus of respective subject.
- vii) For the integrated course with theory and laboratory, the distribution of 40 marks for internal evaluation shall be 20 marks for theory based on two mid-term examinations and 20 marks for laboratory. Each mid-term examination is conducted for 40 marks with two hours duration. Each mid-term examination consists of five questions, each for 10 Marks and four questions need to be answered. First question shall have 5 short questions from all the three units, each of two marks or 10 objective questions each of one mark and is compulsory, three questions are of descriptive type, one from each unit of syllabus and the fifth question is from all the three units of syllabus. Sum of the 75% marks of better scored mid-term examination and 25% marks of less scored mid-term examination are scaled down to 20 marks. Of 20 marks for laboratory, 10 marks for day-to-day performance and 10 marks for semester end internal examination.
- viii) For the project based theory course, the distribution of 40 marks for internal evaluation shall be 20 marks for theory, based on two mid-term examinations and 20 marks for project. Each mid-term examination is conducted for 40 marks with two hours duration. Each mid-term examination consists of five questions, each for 10 Marks and four questions need to be answered. First question shall have 5 short questions from all the three units, each of two marks or 10 objective questions each of one mark and is compulsory, three questions are of descriptive type, one from each unit of syllabus and the fifth question is from all the three units of syllabus. Sum of the 75% marks of better scored mid-term examination and 25% marks of less scored mid-term examination are scaled down to 20 marks.

External Assessment:

- i) Semester End Examination will have six questions with internal choice, one question from each unit. All questions carry equal marks of 10 each.
- ii) For the integrated theory and laboratory course, the pattern of examination is same as above. There will not be any external assessment for laboratory component.

- iii) For the project based theory course, semester end examination will have three questions, each for 20 marks, with internal choice. All the questions need to be answered. There will be no external assessment for project component.
- iv) For subjects like Functional English, Professional Communication, Building Planning & Drawing, etc, the pattern of semester end examination is given along with the syllabus of respective subject.

8.2 Laboratory Course (1 or 2 credits):

- i) For practical courses the distribution shall be 40 marks for Internal Evaluation and 60 marks for the semester end examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 40 internal marks of which 25 marks shall be for day-to-day performance (15 marks for day-to-day evaluation and 10 marks for Record) and 15 marks shall be evaluated by conducting an internal laboratory test towards the end of semester.
- ii) Semester end examination shall be conducted by the teacher concerned and external examiner for 60 marks.

8.3 Mandatory Non-Credit Courses:

A student is required to take up two Non-Credit courses, viz. Sports & Games/ Cultural and Fine Arts/Yoga/Self Defense/NSS, one in II year 1st semester and the other in II year 2nd semester. Marks are awarded based on the day-to-day participation and performance in the activities organized under each event. A student is required to score 40 marks out of 100 marks despite putting up a minimum of 75% attendance to be declared satisfactory in each mandatory non-credit course. The B.Tech degree shall only be awarded if a student gets satisfactory grade in each of the two mandatory non-credit courses and besides acquiring 160 (120 for Lateral Entry) credits of the B.Tech degree course.

A student whose shortage of attendance is condoned in the case of credit courses in that semester shall also be eligible for condoning shortage of attendance up to 10% in the case of mandatory non-credit courses also.

A student has to repeat the course if he does not get satisfactory grade in each non-credit course for getting the degree awarded.

8.4 Internship / Industrial Training/ Practical Training:

Internship / Industrial Training / Practical training shall be evaluated for a total of 100 marks. Of 100 marks, 40 marks shall be awarded by an internal committee consisting of two faculty members based on the presentation given and work carried out by a student and the remaining 60 marks are for final Viva-Voce examination conducted by the committee consisting of an External Examiner and the Head of the Department at the end of IV B.Tech 1st semester.

8.5 Mini Project / Field Work:

Mini Project / field work shall be evaluated for a total of 100 marks.

- i) Of 100 marks, 40 marks shall be awarded by the project supervisor based on student's involvement in carrying out the project and the remaining 60 marks are based on presentation and viva-voce before a committee consisting of supervisor and a senior faculty of the department.
- ii) There will be no external assessment for mini project / field work.

8.6 Project work:

- i) The final project work shall be carried out during the IV year 2nd semester and will be evaluated for 100 marks.
- ii) Of 100 marks, 40 marks shall be for Internal Evaluation and 60 marks for the project evaluation and semester end viva-voce examination.
- iii) Each student needs to give two seminars on the topic of his project, and each seminar is evaluated for 20 marks by a committee consisting of the supervisor and a senior faculty of

the department. The sum of the mark of two seminars is taken as internal marks for 40.

- iv) The project evaluation and semester end Viva–Voce shall be conducted by the committee consisting of an External Examiner, Head of the Department and the supervisor of the project. The evaluation of project work shall be conducted at the end of the fourth year second semester.

9. Criteria for Passing a Course and Award of Grades:

9.1 Criteria for Passing a Course:

- i) A candidate shall be declared to have passed in individual theory / integrated theory and laboratory / project based theory / drawing course if he secures a minimum of 40% aggregate marks (internal & semester end examination marks put together), subject to securing a minimum of 35% marks in the semester end examination.
- ii) A candidate shall be declared to have passed in individual laboratory/project / mini project / field work / industrial internship / practical training course if he secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to securing a minimum of 40% marks in the semester end examination.
- iii) On passing a course of a program, the student shall earn the credits assigned to that course.

9.2 Method of Awarding Letter Grade and Grade Points for a Course:

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

Theory/ Drawing / Elective / Self Study Course (%)	Laboratory/ Industrial / Practical Training / Mini Project / Project work (%)	Grade Points	Letter Grade
≥ 90	≥ 90	10	O (Outstanding)
≥ 80 & < 90	≥ 80 & < 90	9	A+ (Excellent)
≥ 70 & < 80	≥ 70 & < 80	8	A (Very Good)
≥ 60 & < 70	≥ 60 & < 70	7	B+ (Good)
≥ 50 & < 60	≥ 50 & < 60	6	B (Above Average)
≥ 45 & < 50	-	5	C (Average)
≥ 40 & < 45	-	4	P (Pass)
< 40	< 50	0	F (Fail)

9.3 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 given below:

$$SGPA = \frac{\sum(CR \times GP)}{\sum CR} \text{ for each semester.}$$

where CR = Credits of a course

GP = Grade Points awarded for a course

- * SGPA is calculated for a candidate who passed all the courses in that semester.
- * Performance in optional elective courses shall not be included in calculating the SGPA.

9.4 Eligibility for Award of B.Tech Degree:

A student will be declared eligible for the award of the B. Tech. Degree if he fulfills the following academic regulations.

i) 4 Year B.Tech Course:

- (a) Pursued a course of study for not less than four academic years and not more than eight academic years.
- (b) Registered for prescribed **160** credits and secured **160** credits.
- (c) Students, who fail to complete their Four years Course of study within Eight years or fail to acquire the **160** Credits for the award of the degree within eight academic years from the year of their admission shall forfeit their seat in B. Tech course and their admission shall stand cancelled.

ii) 3 Year B.Tech Course under Lateral Entry:

- (a) Pursued a course of study for not less than three academic years and not more than six academic years.
- (b) Registered for prescribed **120** credits and secured **120** credits.
- (c) Students, who fail to complete their Three years Course of study within Six years or fail to acquire the **120** Credits for the award of the degree within six academic years from the year of their admission shall forfeit their seat in B. Tech course and their admission shall stand cancelled.

9.5 Calculation of Cumulative Grade Point Average (CGPA) for Entire Program:

The CGPA is calculated as given below:

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

where CR = Credits of a course

GP = Grade points awarded for a course

9.6 Award of Division:

After satisfying the requirements prescribed for the completion of the program, the student shall be eligible for the award of B. Tech Degree and shall be placed in one of the following grades:

CGPA	Class
≥ 7.5	First Class with Distinction
$\geq 6.5 \ \& \ < 7.5$	First Class
$\geq 5.5 \ \& \ < 6.5$	Second Class
$\geq 4.5 \ \& \ < 5.5$	Pass Class

9.7 Consolidated Grade Card

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

10. Supplementary Examinations

- i) Supplementary examinations will be conducted twice in a year at the end of odd and even semesters.
- ii) Semester end supplementary examinations shall be conducted till next regulation comes into force for that semester, after the conduct of the last set of regular examinations under the present regulation.
- iii) Thereafter, supplementary examinations will be conducted in the equivalent courses as decided by the Board of Studies concerned.
- iv) There is no makeup examination in case of supplementary examinations.

11. Conditions for Promotion

- i) A student shall be eligible for promotion to next Semester of B.Tech program, if he satisfies the conditions as stipulated in Regulation 7.
- ii) The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in Regulation 7 for promotion into III Year I semester and IV year I semester.

a) 4 Year B.Tech Program:

- i) A student shall be promoted from II year to III year only if he acquires the academic requirement of a minimum of 50% credits up to second year second semester as shown below.
 1. Two regular and two supplementary examinations of I year I semester,
 2. Two Regular and one supplementary examinations of I year II semester,
 3. One regular and one supplementary examinations of II year I semester
 4. One regular examination of II year II semester,irrespective of whether the candidate takes the examination or not.
- ii) A student shall be promoted from III year to IV year only if he acquires the academic requirement of a minimum of 50% of credits upto third year second semester as shown below.
 1. Three Regular and three supplementary examinations of I year I semester,
 2. Three Regular and two supplementary examinations of I year II semester,
 3. Two Regular and two supplementary examinations of II year I semester,
 4. Two Regular and one supplementary examinations of II Year II semester,
 5. One Regular and one supplementary examinations of III Year I semester,
 6. One regular examination of III Year II semester,irrespective of whether the candidate takes the examination or not.

b) 3 Year B.Tech Program under Lateral Entry Scheme:

- i) A student shall be promoted from III to IV year only if he acquires the academic requirement of a minimum of 50% credits up to third year second semester as shown below.
 1. Two regular and two supplementary examinations of II year I semester,
 2. Two Regular and one supplementary examinations of II year II semester,
 3. One regular and one supplementary examinations of III year I semester
 4. One regular examination of III year II semester,irrespective of whether the candidate takes the examination or not.

11. Revaluation

- i) Students can submit the applications for revaluation, along with the prescribed fee receipt for revaluation of his answer script(s) of theory course(s) as per the notification issued by the Controller of Examinations.
- ii) The Controller of Examinations shall arrange for revaluation of such answer script(s).
- iii) An examiner, other than the first examiner, shall reevaluate the answer script(s).
- iv) If the variation in marks of two evaluations is less than 15% of total marks, the best mark of two evaluations shall be taken into consideration.
- v) If the variation in marks of two evaluations is more than 15% of total marks, there shall be third evaluation by an examiner other than the first two examiners. The best marks of two evaluations (which are nearer) shall be taken into consideration.

12. Readmission Criteria

- i) A candidate, who is detained in a semester due to lack of attendance has to obtain written permission from the Principal for readmission into the same semester after duly fulfilling

the required norms stipulated by the college and by paying the required tuition fee and special fee in addition to paying an administrative fee of Rs. 1,000/-.

- ii) A candidate, who is not promoted either to III year or IV year due to lack of required credits can seek admission into III / IV year in subsequent years after obtaining the required credits as stipulated in regulation 12 by paying the required tuition fee and special fee in addition to paying an administrative fee of Rs. 1,000/-.

13. Break in Study

Student, who discontinues the studies for what-so-ever reason, can get readmission into appropriate semester of B.Tech program only with the prior permission of the Principal of the College, provided such candidate shall follow the transitory regulations applicable to the batch he joins. An administrative fee of Rs.2,000/- per each year of break in study in addition to the prescribed tuition and special fees should be paid by the candidate to condone his break in study.

14. Transitory Regulations

A candidate, who is detained or discontinued in a semester, on readmission shall be required to do all the courses in the curriculum prescribed for the batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed such courses in the earlier semester(s) he was originally admitted into and substitute subjects are offered in place of them as decided by the Board of Studies. However, the decision of the Board of Studies will be final.

Transfer candidates (from an autonomous college affiliated to JNTUK):

A student who has secured the required credits up to previous semesters as per the regulations of other autonomous institutions shall only be permitted to be transferred to this college. A student who is transferred from the other autonomous colleges to this college in second year first semester or subsequent semesters shall join with the autonomous batch in the appropriate semester. Such candidates shall be required to pass in all the courses in the program prescribed by the Board of Studies concerned for that batch of students from that semester onwards to be eligible for the award of degree. However, exemption will be given in the courses of the semester(s) of the batch which he had passed earlier and substitute subjects are offered in their place as decided by the Board of Studies. The total number of credits to be secured for the award of the degree will be the sum of the credits up to previous semester as per the regulations of the college from which he is transferred and the credits prescribed for the semester in which a candidate joined after transfer and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

15. Withholding of Results

If the student has not paid the dues, if any, to the College or if any case of indiscipline is pending against him, the result of the student will be withheld. His degree will also be withheld in such cases.

16. Malpractices

- i) The Principal shall refer the cases of malpractices in internal assessment tests and semester end examinations to a malpractice enquiry committee constituted by him for the purpose. Such committee shall follow the approved levels of punishment. The Principal shall take necessary action against the erring students based on the recommendations of the committee.
- ii) Any action by the candidate trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder.

Malpractice Provisions:

Sl. No.	Nature of Malpractices / Improper conduct	Punishment
1 (a)	Possesses or keeps accessible in examination hall, 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 which he is appearing but has not made use of (material shall include any marks on the body of the candidate which 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)	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 candidates 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	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 and shall not be permitted to appear for the remaining examinations of the subjects of that semester. The hall ticket of the candidate shall be cancelled.
3	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 the examinations of the remaining subjects of that semester. The candidate is also debarred for two consecutive semesters. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him.
4	Smuggles in the Answer book or takes out or arranges to send out the question paper during the examination or answer book during or after the examination.	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 to appear for the remaining examinations of the subjects of that

		semester. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	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 performance in that subject.
6	Refuses to obey the orders of the Chief Superintendent /Asst.-Superintendent/ any officer on duty or misbehaves or creates disturbance of any kind in or around the examination hall or organizes a walkout or instigates others to walkout 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 of 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. 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	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 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 to appear for the remaining examinations of the subjects of that semester. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8	Possess 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 to appear for the remaining examinations of the subjects of that semester. 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.	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 to appear for the remaining examinations of the subjects of that semester. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to the police and a police case is registered against them.
10	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 and shall not be permitted for the remaining examinations of the subjects of that semester.
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 examinations.
12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Chief Superintendent of Examinations for future action towards suitable punishment.	

Malpractices identified at spot centre during valuation

The following procedure is to be followed in the case of malpractice cases detected during valuation, scrutiny etc. at spot centre.

- I. A notice is to be served to the candidate(s) involved **(i)** through the Principal of the college concerned, **(ii)** to the candidate(s) to his college address and **(iii)** to the candidate(s) to his permanent address regarding the malpractice.
- II. A committee consisting of the following is to be constituted at spot centre to process such malpractice cases and the recommendations of the malpractice committee are to be sent to the Chief Superintendent of Examinations.
 1. Principal Chairman
 2. Vice Principal - Academics Member
 3. Chief examiner of that subject Member
 4. Controller of Examinations Convener
- iii) The involvement of the staff, who are in charge of conducting examinations, valuing examination papers and preparing / keeping records of documents related 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 appropriate disciplinary action will be taken after thorough enquiry.

17. Other Matters

- i) Physically challenged candidates 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 for internal or semester end examinations.
- ii) 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 as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994.
- iii) The Principal shall deal in an appropriate manner with any academic problem which is not covered under these rules and regulations, in consultation with the Heads of the Departments 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.

18. General

- i) The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and /or syllabi.
- ii) The academic regulations should be read as a whole for the purpose of any interpretation.
- iii) In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of the Academic Council is final.
- iv) Wherever the word he, him or his occurs, it will also include she, her and hers.

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