

AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY

(AUTONOMOUS)

(Approved by AICTE | Accredited by NAAC | Affiliated to JNTUA)

Gudur, Nellore Dist - 524101, A.P (India)



OUTCOME BASED EDUCATION WITH CHOICE BASED CREDIT SYSTEM

MASTER OF BUSINESS ADMINISTRATION

ACADEMIC REGULATIONS UNDER AUTONOMOUS STATUS

MBA Regular Two Year PG Programme

(for the batches admitted from the academic year 2018 - 2019)



AUDISANKARA COLLEGE OF ENGINEERING & TECHNOLOGY
(AUTONOMOUS)
Gudur, Nellore Dist - 524101, A.P (India)

ACADEMIC REGULATIONS (R18) FOR MBA REGULAR STUDENTS
WITH EFFECT FROM ACADEMIC YEAR 2018-2019

1.0	Post- Graduate Degree Programme in Management
1.1	These academic rules and regulations are applicable to the students admitted from the academic year 2018-19 onwards into 2 years (4 Semesters) MBA Programmes under Choice Based Credit System(CBCS) at its autonomous institution with effect from the academic year 2018-19
2.0	Eligibility for admission
2.1	Admission to the post graduate programme shall be made either on the basis of the merit rank obtained by the qualified student in entrance test ICET conducted by the Andhra Pradesh State Government as per the norms of Andhra Pradesh State Council of Higher Education (APSCHE)
2.2	The medium of instructions for the entire post graduate programme in management will be English only.
3.0	MBA. Programme Pattern
3.1	A student after securing admission shall pursue the post graduate programme in management in a minimum period of two academic years (4 semesters), and a maximum period of four academic years (8 semesters) starting from the date of commencement of first year first semester, failing which student shall forfeit the MBA course. Each semester is structured to around 26 credits, totaling to 108 credits for the entire MBA programme. Each student shall secure 108 credits required for the completion of the post graduate programme and award of the MBA degree.
3.2	A student eligible to appear for the end examination in a course, but absent or has failed in the end examination may appear for that course at the next supplementary examination when offered
3.3	When a student is detained due to lack of shortage of attendance he/she may be re-admitted when the semester is offered after fulfillment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.
3.4	UGC/ AICTE specified definitions/ descriptions are adopted appropriately for various terms and abbreviations used in these academic regulations/ norms, which are listed below.
3.5	Semester scheme Each under graduate programme is of 2 academic years (4 semesters) with the academic year being divided into two semesters of 16 weeks (around 90 instructional days) each and semester having – Continuous Internal Evaluation (CIE) and Semester End Examination (SEE). Choice based Credit System (CBCS) and Credit Based Semester System (CBSS) as indicated by UGC and curriculum / course structure as suggested by AICTE are followed.
3.6	Credit courses All subjects/ courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/ course in an L: T: P: C (lecture periods: Tutorial periods: Practical periods: Credits) structure based on the following general pattern.

	<ul style="list-style-type: none"> • One credit for one hour/ week/ semester for theory/ lecture (L) courses. • One credit for two hours/ week/ semester for laboratory/ practical (P) courses or Tutorials (T).
3.7	Subject Course Classification All subjects/ courses offered for the post graduate programme in management (MBA. degree programmes) are broadly classified as follows. The ASCET has followed almost all the guidelines issued by AICTE/UGC.
4.0	Attendance requirements:
4.1	A student shall be eligible to appear for the semester end examinations, if student acquires a minimum of 75% of attendance in aggregate of all the subjects/ courses for that semester.
4.2	Shortage of attendance in aggregate up to 10% (65% and above, and below 75%) in each semester may be condoned by the college academic committee on genuine and valid grounds, based on the student's representation with supporting evidence.
4.3	A stipulated fee shall be payable towards condonation for shortage of attendance to the institute as decided by the College Academic Committee.
4.4	Shortage of attendance below 65% in aggregate shall in no case be condoned.
4.5	Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester. They get detained and their registration for that semester shall stand cancelled. They will not be promoted to the next semester. They may seek re-registration for all those subjects registered in that semester in which student was detained, by seeking re-admission into that semester as and when offered; in case if there are any professional electives and/ or open electives, the same may also be re-registered if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the same set of elective subjects offered under that category.
4.6	A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same class.
5.0	Academic requirements The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in item no.4.
5.1	A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory, practical, design, drawing subject or project if he secures not less than 40% of marks (i.e., 24) in the end semester examination and a minimum of 50% of marks (i.e., 50) in the sum total of the internal evaluation and end examination taken together.
5.6	A student shall register and put up minimum attendance in all 108 credits and earn all the 108 credits. Marks obtained in all 108 credits shall be considered for the calculation of aggregate percentage of marks obtained
5.7	Students who fail to earn 108 credits as indicated in the course structure within eight academic years from the year of their admission shall forfeit their seat in MBA. Course and their admission shall stand cancelled
6.0	Distribution and Weightage of marks
6.1	The performance of a student in each semester shall be evaluated through internal evaluation and /or an external evaluation conducted semester wise.

6.2	The performance of a student in every theory course shall be evaluated for total of 100 marks each, of which the relative weightage for Continuous Internal Evaluation and Semester End Examination shall be 40 marks and 60 marks respectively.
6.3	The performance of a student in every practical course shall be evaluated for total of 75 marks each, of which the relative weightage for Continuous Internal Evaluation and Semester End Examination shall be 25 marks and 50 marks respectively.
6.4	<p>Internal Evaluation for Theory Course:</p> <p>The total internal weightage for theory courses is 40 marks with the following distribution.</p> <ul style="list-style-type: none"> ➤ 30 marks for Mid-Term Examination ➤ 10 marks for Assignment Test <p>While the first mid-term examination shall be conducted on the 50% of the syllabus (Unit-I, Unit-II, & 50% of Unit-III), the second mid-term examination shall be conducted on the remaining 50% of the syllabus (50 % of Unit III, Unit-IV & Unit-V).</p> <p>10 marks are allocated for assignment test (as specified by the subject teacher concerned). The first assignment should be conducted after completion of Unit-I for 5 marks and the second assignment should be conducted after completion of Unit-IV for 5 marks. The final Assignment Test marks will be the addition of these two.</p> <p>Two midterm examinations each for 30 marks with the duration of 90 minutes each will be conducted for every theory course in a semester. The midterm examination marks shall be awarded giving a weightage of 80% in the midterm examination in which the student scores better performance and 20% in the remaining midterm examination.</p> <p>The final mid-term marks obtain by the addition of these two (80% + 20%).</p> <p>Example: If a student scores 33 marks and 34 marks in the first and second mid-term examinations respectively, then Weighted Average Marks = $34 \times 0.8 + 33 \times 0.2 = 33.8$, rounded to 34 Marks.</p> <p>Note: The marks of any fraction shall be rounded off to the next higher mark.</p>
6.5	<p>Pattern of the midterm examination question paper is as follows:</p> <ul style="list-style-type: none"> ➤ A total of three questions ➤ Question paper contains six questions are to be designed taking three questions from each unit (Unit Wise - Either or type) of the three units. (3X10=30 Marks) <p>Pattern of the Assignment Test is as follows:</p> <ul style="list-style-type: none"> ➤ Five assignment questions are given in advance, out of which two questions given by the concerned teacher has to be answered during the assignment test ➤ Sum of Assignment Tests marks is considered. <p>Note: A student who is absent for any Mid-Term Examination/ Assignment Test, for any reason whatsoever, shall be deemed to have scored zero marks in that Mid-Term Examination/ Assignment Test and no make-up test shall be conducted.</p>
6.6	<p>Internal Evaluation for Practical Course:</p> <p>For practical subjects there shall be a Continuous Internal Evaluation during the semester for 25 internal marks. Out of the 25 marks for internal evaluation, day-today assessment in the laboratory shall be evaluated for 10 marks and internal practical examination shall be evaluated for 15 marks conducted by the laboratory teacher concerned.</p>

6.7	<p>Internal Evaluation for Rural Community Internship:</p> <p>There shall be 60 hours duration to complete rural community internship during summer vacations. The total internal weightage for internship course is 40 marks and will be evaluated based on day to day assessment by concern industry.</p>
6.8	<p>Internal Evaluation for Seminar:</p> <p>There shall be a seminar presentation in IV Semester. A Seminar shall have two components, one chosen by the student from the course work as an extension and approved by the faculty supervisor. The other component is suggested by the supervisor and can be a reproduction of the concept in any standard research paper or an extension of concept from earlier course work. A hard copy of the information on seminar topic in the form of a report is to be submitted for evaluation along with presentation. The presentation of the seminar topics shall be made before a committee consisting of Head of the department, seminar supervisor and a senior faculty member. Each Seminar shall be evaluated for 50 marks. Seminar component-I for 25 marks and component-II for 25 marks making total 50 marks. (Distribution of marks for 25: 5 marks for report, 5 marks for subject content, 10 marks for presentation and 5 marks for queries).</p>
6.9	<p>Project Work:</p> <p>Out of a total of 200 marks for the project work, 80 marks shall be for Internal Evaluation and 120 marks for the End Semester Examination. The End Semester Examination (viva-voce) shall be conducted by an External examiner nominated by the Principal, HOD & Supervisor as a committee. The Internal Evaluation shall be made by the departmental committee, on the basis of two seminars given by each student on the topic of his project.</p>
6.10	<p>External Evaluation for Theory Course - Semester End Examination:</p> <p>The Semester End Examination in each theory subject shall be conducted for 3 hours duration at the end of the semester for 60 marks.</p> <p>Pattern of the Semester End Examination question paper is as follows:</p> <ul style="list-style-type: none"> ➤ Question Paper contains ten questions are to be designed taking two questions from each unit (Unit Wise - Either or type) of the total five units. (5X12=60 Marks) <p>A student has to secure not less than a minimum of 40% of marks (24 marks) exclusively at the Semester End Examinations in each of the theory subjects in which the candidate had appeared. However, the candidate shall have to secure a minimum of 50% of marks (50 marks) in both external and internal components put together to become eligible for passing in the subject.</p>
6.11	<p>External Evaluation for Practical Course</p> <p>Out of 50 marks 35 marks are allocated for experiment (procedure for conducting the experiment carries 15 marks & readings, calculation and result-20) and 10 marks for viva-voce examination with 5 marks for the record.</p> <p>Each Semester External Lab Examination shall be evaluated by an Internal Examiner along with an External Examiner appointed by the Principal.</p> <p>A candidate shall be declared to have passed in individual lab course if he secures a minimum of 50% aggregate marks (38 marks) (Internal & Semester External Examination marks put together), subject to a minimum of 50% marks (25 marks) in the semester external examination.</p>

6.12	<p>Internal Evaluation for Rural Community Internship:</p> <p>There shall be 60 hours duration to complete summer internship during summer vacations. The total internal weightage for internship course is 40 marks and will be evaluated based on day to day assessment by concern industry.</p> <p>The external examination shall be evaluated by the two senior faculties (i.e one faculty act as external examiner and other one as internal examiner) for 60 marks based on the his/her report and presentation.</p>
6.13	<p>Project Work :</p> <p>The Semester End Examination for project work done during IV Semester for 120 marks shall be conducted by a Project Review Committee (PRC).</p> <p>A candidate shall be declared to have passed in project work if he secures a minimum of 50% aggregate marks (100 marks) (Internal & Semester External Examination marks put together), subject to a minimum of 50% marks (60 marks) in the project work end examination. The External examiner is appointed by the Principal.</p> <p>Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the college/ institute.</p> <ul style="list-style-type: none"> ➤ Registration of Project work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the courses (theory and practical courses of I , II and III Sem) ➤ An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work. ➤ The candidate can submit Project thesis with the approval of I.D.C. at the end of the IV semester Instruction as per the schedule. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institution. ➤ The student must submit status report at least in two different phases during the project work period. These reports must be approved by the I.D.C before submission of the Project Report. ➤ The viva-voce examination may be conducted for all the candidates as per the IV semester examination schedule. ➤ Three copies of the Thesis / Dissertation certified in the prescribed form by the supervisor & HOD shall be presented to the H.OD. ➤ The HOD shall submit a panel of three experts for a maximum of every 5 students. However, the viva voce examiners will be nominated by the Principal.
6.14	<p><u>Re-Registration For Improvement of Internal Evaluation Marks:</u></p> <p>Following are the conditions to avail the benefit of improvement of internal evaluation marks.</p> <ul style="list-style-type: none"> ❖ The candidate should have completed the course work and obtained examinations results for I, II, III & IV semesters. ❖ He should have passed all the subjects for which the internal evaluation marks secured are more than 50%. ❖ Out of the subjects the candidate has failed in the examination due to Internal evaluation marks secured being less than 50%, the candidate shall be given one more chance for each Theory subject and for a maximum of three Theory subjects for Improvement of Internal evaluation marks.

	<ul style="list-style-type: none">❖ The candidate has to re-register for the subjects so chosen and fulfill all the academic requirements.❖ For each subject, the candidate has to pay a fee equivalent to one third of the semester tuition fee and the amount is to be remitted in the form of D.D. in favour of ‘The Principal, Audisankara College of Engineering & Technology’ payable at Gudur along with the requisition through the Controller of the Examinations of the college.❖ In the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the End Examinations marks secured in the previous attempt(s) for the reregistered subjects stand cancelled.																											
7.0	SEMESTER – WISE DISTRIBUTION OF CREDITS <table><tr><th>Semester</th><th>Theory</th><th>Practicals</th><th>Credits</th></tr><tr><td>MBA I Semester</td><td>6</td><td>1</td><td>26</td></tr><tr><td>MBA II Semester</td><td>6</td><td>1</td><td>26</td></tr><tr><td>MBA III Semester</td><td>6</td><td>Internship</td><td>28</td></tr><tr><td>MBA IV Semester</td><td>4</td><td>Seminar + Project Work</td><td>28</td></tr><tr><td colspan="3">Total</td><td>108</td></tr></table>	Semester	Theory	Practicals	Credits	MBA I Semester	6	1	26	MBA II Semester	6	1	26	MBA III Semester	6	Internship	28	MBA IV Semester	4	Seminar + Project Work	28	Total			108			
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8.0	GRADING PROCEDURE <p>Grades will be awarded to indicate the performance of students in each theory subject, laboratory / practicals, Term Paper and project Work Phase-I & II. Based on the percentage of marks obtained (Continuous Internal Evaluation plus Semester End Examination, both taken together) as specified in item 6 above, a corresponding letter grade shall be given.</p>																											
8.1	As a measure of the performance of a student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed: <table><tr><th>Marks Range</th><th>Letter Grade</th><th>Grade Points</th></tr><tr><td>91-100</td><td>S (Superior)</td><td>10</td></tr><tr><td>81-90</td><td>A (Excellent)</td><td>9</td></tr><tr><td>70-80</td><td>B (Very Good)</td><td>8</td></tr><tr><td>60-69</td><td>C (Good)</td><td>7</td></tr><tr><td>55-59</td><td>D (Average)</td><td>6</td></tr><tr><td>50-54</td><td>E (Pass)</td><td>5</td></tr><tr><td><50</td><td>F (FAIL)</td><td>0</td></tr><tr><td>Ab (Absent)</td><td>Ab</td><td>0</td></tr></table>	Marks Range	Letter Grade	Grade Points	91-100	S (Superior)	10	81-90	A (Excellent)	9	70-80	B (Very Good)	8	60-69	C (Good)	7	55-59	D (Average)	6	50-54	E (Pass)	5	<50	F (FAIL)	0	Ab (Absent)	Ab	0
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50-54	E (Pass)	5																										
<50	F (FAIL)	0																										
Ab (Absent)	Ab	0																										
8.2	A student who has obtained an ‘F’ grade in any subject shall be deemed to have ‘failed’ and is required to reappear as a ‘supplementary student’ in the semester end examination, as and when offered. In such cases, internal marks in those subjects will remain the same as those obtained earlier																											

8.3	To a student who has not appeared for an examination in any subject, 'Ab' grade will be allocated in that subject, and he is deemed to have 'failed'. A student will be required to reappear as a 'supplementary student' in the semester end examination, as and when offered next. In this case also, the internal marks in those subjects will remain the same as those obtained earlier.
8.4	A letter grade does not indicate any specific percentage of marks secured by the student, but it indicates only the range of percentage of marks.
8.5	A student earns grade point (GP) in each subject/ course, on the basis of the letter grade secured in that subject/ course. The corresponding 'credit points' (CP) are computed by multiplying the grade point with credits for that particular subject/ course. Credit points (CP) = grade point (GP) x credits For a course
8.6	A student passes the subject/ course only when GP ≥ 5 ('E' grade or above)
8.7	<ul style="list-style-type: none"> ➤ A student obtaining Grade F shall be considered failed and will be required to reappear for that subject when the next supplementary examination offered. ➤ For Mandatory courses "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA. ➤
8.8	<p>Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):</p> <p>The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.</p> $SGPA = \sum_{i=1}^n (C_i \times G_i) / \sum_{i=1}^n C_i$ <p>Where, C_i is the number of credits of the i^{th} subject, G_i is the grade point scored by the student in the i^{th} course and n is the no. of subjects.</p> <p>The Cumulative Grade Point Average (CGPA) will be computed in the same manner taking into account all the courses undergone by a student over all the semesters of a program, i.e.</p> $CGPA = \sum_{i=1}^n (C_i \times S_i) / \sum_{i=1}^n C_i$ <p>Where 'S_i' is the SGPA of the i^{th} semester, C_i is the total number of credits in that semester and n is the no. of semesters.</p> <p>Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.</p> <p>While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.</p> <p>Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale.</p> <p>Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters as mentioned in the above table.</p>

9.0	Award of Class								
9.1	<p>After a student has satisfied the requirement prescribed for the completion of the program and is eligible for the award of MBA Degree he/she shall be placed in one of the following four classes:</p> <table border="1"> <thead> <tr> <th>Class Awarded</th><th>CGPA Secured</th></tr> </thead> <tbody> <tr> <td>First class with Distinction</td><td>≥ 8</td></tr> <tr> <td>First class</td><td>≥ 7 and < 8</td></tr> <tr> <td>Second class</td><td>≥ 5 and < 7</td></tr> </tbody> </table>	Class Awarded	CGPA Secured	First class with Distinction	≥ 8	First class	≥ 7 and < 8	Second class	≥ 5 and < 7
Class Awarded	CGPA Secured								
First class with Distinction	≥ 8								
First class	≥ 7 and < 8								
Second class	≥ 5 and < 7								
10.0	Transitory regulations								
10.1	<p>For students detained due to shortage of attendance:</p> <ol style="list-style-type: none"> 1. A Student who has been detained in I year of R16 Regulations due to lack of attendance, shall be permitted to join I year I Semester of R18 Regulations and he is required to complete the study of MBA programme within the stipulated period of eight academic years from the date of first admission in I year. 2. A student who has been detained in any semester of II, III and IV years of R16 regulations for want of attendance, shall be permitted to join the corresponding semester of R18 regulations and is required to complete the study of MBA within the stipulated period of eight academic years from the date of first admission in I Year. The R18 Academic Regulations under which a student has been readmitted shall be see rule 10.3 for further Transitory Regulations. 								
10.2	<p>For students detained due to shortage of credits:</p> <p>A student of R16 Regulations who has been detained due to lack of credits, shall be promoted to the next semester of R18 Regulations only after acquiring the required credits as per the corresponding regulations of his/her first admission. The student is required to complete the study of MBA within the stipulated period of eight academic years from the year of first admission. The R18 Academic Regulations are applicable to a student from the year of readmission onwards. See rule 10.3 for further Transitory Regulations.</p>								
10.3	<p>For readmitted students in R18 Regulations:</p> <ol style="list-style-type: none"> 1. A student who has failed in any subject under any regulation has to pass those subjects in the same regulations. 2. The maximum credits that a student acquires for the award of degree, shall be the sum of the total number of credits secured in all the regulations of his/her study including R18 Regulations. 3. If a student readmitted to R18 Regulations, has any subject with 80% of syllabus common with his/her previous regulations, that particular subject in R18 Regulations will be substituted by another subject to be suggested by the College standing committee. <p>Note: If a student readmitted to R18 Regulations, has not studied any subjects/topics in his/her earlier regulations of study which is prerequisite for further subjects in R18 Regulations, the department HOD concerned shall conduct remedial classes to cover those subjects/topics for the benefit of the students.</p>								

11.0	Supplementary Examinations: Apart from the regular End Examinations the institute may also schedule and conduct supplementary examinations for all subjects for the benefit of students with backlogs. Such students writing supplementary examinations as supplementary candidates may have to write more than one examination per day.
12.0	Student Transfers Student transfers shall be as per the guidelines issued by the Government of Andhra Pradesh from time to time.
13.0	With–Holding of Results If the candidate has any dues not paid to the institute or if any case of indiscipline or malpractice is pending against him/her, the result of the candidate shall be withheld and he/she will not be allowed / promoted into the next higher semester. The issue of awarding degree is liable to be withheld in such cases.
12.0	Conduct and Discipline <ul style="list-style-type: none"> ➤ Students shall conduct themselves within and outside the premises of the Institute in a descent and dignified manner befitting the students of Audisankara College of Engineering & Technology. ➤ As per the order of the Honorable Supreme Court of India, ragging in any form is considered a criminal offence and is totally banned. Any form of ragging will be severely dealt with <p>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.</p> <ul style="list-style-type: none"> (i) Lack of courtesy and decorum; indecent behavior anywhere within or outside the college campus. (ii) Damage of college property or distribution of alcoholic drinks or any kind of narcotics to fellow students / citizens. <ul style="list-style-type: none"> ➤ Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs. ➤ Mutilation or unauthorized possession of library books. ➤ Noisy and unruly behavior, disturbing studies of fellow students. ➤ Hacking in 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. ➤ Usage of camera /cell phones in the campus. ➤ Plagiarism of any nature. ➤ Any other act of gross indiscipline as decided by the college academic council from time to time. ➤ Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute/ hostel, debarring from 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

	<p>enforcement authorities or the judiciary, as required by the circumstances.</p> <ul style="list-style-type: none"> ➤ For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the chief Warden, the concern 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 corrective action. ➤ All cases of serious offence, possibly requiring punishment other than reprimand, shall be reported to the Academic council of the college. ➤ The Institute Level Standing Disciplinary Action Committee constituted by the academic council 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. ➤ The Principal shall deal with any problem, which is not covered under these rules and regulations. ➤ “Grievance and Redressal Committee” (General) 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 prescribed by the college from time to time.
13.0	<p>General</p> <ul style="list-style-type: none"> ➤ s/he represents “she” and “he” both ➤ Where the words ‘he’, ‘him’, ‘his’, occur, they imply ‘she’, ‘her’, ‘hers’ also. ➤ The academic regulations should be read as a whole for the purpose of any interpretation. ➤ In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman, Academic Council will be final. <p>The college may change or amend the academic regulations or syllabi from time to time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the institute.</p>

**RULES FOR
DISCIPLINARY ACTION FOR MALPRACTICES / IMPROPER CONDUCT IN
EXAMINATIONS**

	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, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she 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 course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course 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 candidate or persons in or outside the examination hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he/she 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 course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to 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 for four consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with for feature of seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that Semester/year. The candidate is also debarred for four consecutive Semesters from class work and all Semester end examinations if his involvement is

		established. Otherwise the candidate is debarred for two consecutive semesters from class work and all end 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/she will be handed over to the police and a case is registered against him.
4	Smuggles in the 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 course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end 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 the performance in that course.
6	Refuses to obey the orders of the any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walkout 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 result 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 course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that Semester. If candidate physically assaults the invigilator or/officer in charge of the examination, then the candidate is also barred 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 examination 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 course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end 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 course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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 colleges expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the Courses 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	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses 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 course and all other courses the candidate has appeared including practical examinations and project work of that Semester examinations depending on the recommendation of the committee.

12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal for further action to award suitable punishment.	
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Note:

- i. All malpractices cases are to be handled by the Chief Controller with a committee consist of Controller of Examinations, HOD concerned and subject expert.
- ii. Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he has to register for the End Examination in those course/courses consequently and has to fulfill all the norms required for award of Degree.