# GUDLAVALLERU ENGINEERING COLLEGE
**(An Autonomous Institute with Permanent Affiliation to JNTUK, Kakinada)**
Seshadri Rao Knowledge Village, Gudlavalleru – 521 356. Krishna District

## Academic Regulations
(Effective from the Academic Year 2014-15)

## I.   INTRODUCTION

The college was established in the year 1998 and is presently offering six UG B.Tech programs with a total intake of 1020 and seven PG M.Tech programs with a total intake of 216 besides PG MBA with 120 intake.  The college is permanently affiliated to JNTUK, Kakinada and accredited by NAAC. The five eligible B.Tech programs except CE (started in 2009) have been accreted by NBA, CSE for five years and EEE, ME, ECE & IT for two years with effect from 05-08-2014. All these programs were earlier accredited by NBA for three years.  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.  These academic rules and regulations are effective from the academic year 2014-15 for the students admitted into the four year undergraduate B.Tech programs and the two year Post Graduate M.Tech & MBA programs offered by the college.

## 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. Control Systems (EEE)
4. Machine Design (ME)
5. Digital Electronics & Communication Systems (ECE)
6. Embedded Systems (ECE)
7. Computer Science and Engineering (CSE)

### PG – MBA:  Master of Business Administration

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### III. B.Tech PROGRAM

#### 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 third 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.

#### 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 broad course structure of each discipline of the B.Tech programs is given in Table-4.1:

**Table – 4.1 Types of Courses & Weightage**

| Sl.No. | Group | Range |
|--------|-------|-------|
| 1 | Humanities and Social Sciences (HSS) | 10 – 15 |
| 2 | Basic Sciences (BS) | 15 – 20 |
| 3 | Engineering Sciences (ES) | 10 – 20 |
| 4 | Professional Subjects Core (PSC) | 30 – 40 |
| 5 | Professional Subjects Electives (PSE) | 8 – 12 |
| 6 | Open Subjects Electives (OSE) | 5 – 10 |
| 7 | Project / Seminar / Industry | 8 – 10 |
| 8 | Non Credit Courses | 2 – 4 |

#### 4.1 Course Code and Course Numbering Scheme

i) Course Code consists of Six characters.

ii) The First & Second characters are as described in table 4.1.

**Table 4.1: 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 & 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.

| C | E | 1 | 5 | 0 | 1 |
|---|---|---|---|---|---|

First Two Characters as given in Table 4.1     Regulation Year Number     Numeral for UG Programs     Course Number
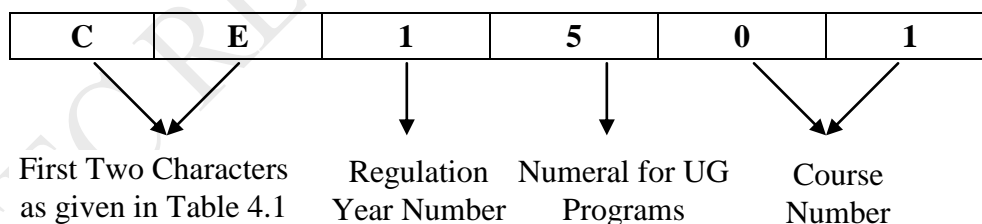
**Figure 4.1: Course Code description**

## 4.2 Credit Norms:

The Course Credits are broadly fixed based on the following norms.
i) Three credits for each theory subject with three lecture periods and one tutorial / practice period.
ii) Three credits for each elective subject / open elective with three lecture periods and one tutorial / practice period.
iii) Two credits for each Laboratory of three periods.
iv) Two credits for each Mandatory course with two\three periods.
v) Two credits for Self Study course.
vi) Four credits for Industrial / Practical Training.
vii) Nine credits for Project work with 9 contact periods.

### 4.3 Program Credits

i) Each discipline of the B.Tech program is designed to have a total of **180** credits and the student shall have to complete the four year course work and earn all the **180** credits for the award of B.Tech Degree.

ii) Students joining the B.Tech program into the third semester directly through Lateral Entry (LE) Scheme shall have to complete the three year course work and earn **132** credits for the award of B.Tech degree.

## 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 End Semester 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 a committee duly appointed by the college. 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.

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 NSS and Games & Sports / Creative Arts.

7.9 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.

## 8. Examinations and Scheme of Evaluation

### 8.1 Theory Courses (3 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) Out of 40 marks for internal assessment, 20 marks are for continuous assessment in the form of class tests and 20 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) Four class tests, two tests before first mid-term examination and the other two before second mid-term examination, each for 10 marks, with 45 minutes duration, are conducted in a semester and the average marks of the three best scored tests are scaled up for 20 marks and taken as 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 four questions, each for 10 marks. All the questions need to be answered. First question shall have 5 short questions, each of two marks or 10 objective questions each of one mark and the remaining three questions are of descriptive type, one from each unit of syllabus.

iv) Sum of the 75% marks of best scored mid-term examination and 25% marks of least scored mid-term examination are scaled down for 20 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 for internal tests (average of 2 tests) and 60 marks for semester end examination.

*External Assessment:*

i) Semester End Examination will have questions under Part-A and Part-B with three hours duration. **Part-A** is compulsory and consists of six 2 marks questions. **Part-B** consists of six questions, one question from each unit, out of which four questions are to be answered. All questions carry equal marks of 12 each.

ii) For subjects like Engineering Drawing / Engineering Graphics, Machine Drawing, Building Planning & Drawing, etc, the pattern of semester end examination is given along with the syllabus of respective subject.

### 8.2 Theory Courses (2 credits):

Each theory course shall be evaluated for a total of 75 marks, consisting of 25 marks for internal assessment and 50 marks for semester end examination.

*Internal Assessment:*

i) Out of 25 marks for internal, 5 marks for assignments and 20 marks are based on two mid-term examinations.

ii) Two assignments, each for 10 marks, are evaluated in a semester and the average marks of two assignments are scaled down for 5 marks.

iii) Each mid-term examination is conducted for 40 marks with two hours duration. Each mid-term examination consists of four questions, each for 10 marks. All the questions need to be answered.

iv) Sum of the 75% marks of the best scored mid-term examination and 25% marks of the least scored mid-term examination are scaled down for 20 marks.

*External Assessment:*

i) Semester End Examination will have questions under Part-A and Part-B with three hours duration. **Part-A** is compulsory and consists of five 2 marks questions. **Part-B** consists of six questions, covering uniformly the entire syllabus, out of which four questions are to be answered. All questions carry equal marks of 10 each.

*Employability Skills:*

The distribution of marks shall be 25 marks for Internal Evaluation and 50 marks for the semester end examination. There shall be continuous evaluation by the internal subject teacher during the semester for 25 internal marks, of which 15 marks shall be for day-to-day performance and 10 marks shall be evaluated by conducting an internal test towards the end of semester.

Semester end examination shall be conducted by the teacher concerned and external examiner for 50 marks. The distribution of marks in the semester end examination will be:

| | |
|---|---|
| Questionnaire / data collection | : 10 marks, |
| Project Report | : 10 marks, |
| Presentation of the Project | : 15 marks and |
| Viva-voce | : 15 marks |

*MOOCs (Massive Open Online Courses):*

The evaluation procedures and award of grades in different MOOCs and equivalent letter grading of the college shall be prescribed for each MOOCs along with the notification of MOOCs.

**8.3 Laboratory Course:**

i) For practical subjects the distribution shall be 25 marks for Internal Evaluation and 50 marks for the semester end examinations. There shall be continuous evaluation by the internal subject teacher during the semester for 25 internal marks of which 15 marks shall be for day-to-day performance (10 marks for day-to-day evaluation and 5 marks for Record) and 10 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 50 marks.

**8.4 Mandatory Non-Credit Courses:**

A student is required to take up two Non-Credit courses, viz. NSS and Sports & Games / Creative Arts, one in II year and the other in III year, either in the first semester or second 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 180 credits of the B.Tech degree course.

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

**NSS**

There shall be internal valuation for 100 Marks, out of which 60 marks are for participation and involvement in day-to-day activities and 40 marks for participation and involvement in a three days NSS camp arranged during the semester.

**Sports and Games / Creative Arts**

There shall be two internal valuations, each for 50 marks, in the chosen activity, one in the middle of semester and the other towards the end of the semester. Sum of the two valuations shall be taken as the final marks for 100.

**8.5     Industrial / Practical Training:**

Industrial / Practical training shall be evaluated for a total of 100 marks, consisting of 40 marks for internal assessment of day-to-day work and 60 marks for the assessment of the training report and viva-voce examination, conducted by a panel of examiners appointed by the college.

**8.6     Mini Project**

Industrial / Practical training shall be evaluated for a total of 75 marks, consisting of 25 marks for internal assessment of day-to-day work and 50 marks for the assessment of the project report and viva-voce examination, conducted by a panel of examiners appointed by the college.

**8.7     Project work:**

i)   The final project work shall be carried out during the 8th semester and will be evaluated for 200 marks.

ii)  Out of 200 marks, 80 marks shall be for Internal Evaluation and 120 marks for the assessment of project thesis and viva-voce examination.

iii) Each student needs to give two seminars on the topic of his project, and each seminar is evaluated for 40 marks by a committee consisting of the supervisor and a senior faculty of the department. The sum of the marks of two seminars is taken as internal marks for 80.

iv)  The assessment of Project Thesis and Viva–Voce shall be conducted by the 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 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/ drawing / design course / open elective 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 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)  The candidate shall be declared to have passed in Employability Skills / Industrial / Practical Training / Mini Project / Project Work if he secures 50% marks.

iv)   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 / Self Study Course (%) | Laboratory/ Advanced Employability Skills/ Industrial / Practical Training / 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:

$$\textbf{SGPA} = \frac{\sum (CR \, X \, GP)}{\sum CR}$$

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.

**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 **180** credits and secured **180** credits.

(c) Students, who fail to complete their Four years Course of study within Eight years or fail to acquire the **180** 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 **132** credits and secured **132** credits.

(c) Students, who fail to complete their Three years Course of study within Six years or fail to acquire the **132** 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:

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

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 divisions:

| CGPA | Class |
|---|---|
| $\geq 7.5$ | First Class with Distinction |
| $\geq 6.5 \ \& \ < 7.5$ | First Class |
| $\geq 5.5 \ \& \ < 6.5$ | Second Class |
| $\geq 5.0 \ \& \ < 5.5$ | 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) **Advanced Supplementary Examinations:** Candidate(s), who failed in theory / seminar / project work courses in $4^{th}$ B.Tech $2^{nd}$ Semester can appear for advanced supplementary examination conducted within one month after declaration of the revaluation results. However, those candidates who fail in these advanced supplementary examinations shall appear for subsequent examination along with regular candidates in the examinations conducted at the end of the respective semester.

**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 up to 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.

## 12. 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 external examiner, other than the first examiner, shall revaluate the answer script(s).

iv) It 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.

## 13. 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 11 by paying the required tuition fee and special fee in addition to paying an administrative fee of Rs.1,000/-.

## 14. 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.

## 15. 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.

### a) Four Year B.Tech Regular course:

**15.1** A student who is following JNTUK curriculum and detained due to shortage of attendance at the end of the first semester of first year shall join the autonomous batch of first year first semester. Such students shall study all the courses prescribed for the batch in which the student joins and considered on par with regular candidates of Autonomous stream and will be governed by the autonomous regulations.

**15.2** A student who is following JNTUK curriculum, detained due to lack of credits or shortage of attendance at the end of the second semester of first year or at the 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 will be offered in place of them as decided by the Board of Studies. The student has to clear all his backlog subjects up to previous semester by appearing for the supplementary examinations conducted by JNTUK for the award of degree. The total number of credits to be secured for the award of the degree will be sum of the credits up to previous semester under JNTUK regulations and the credits prescribed for the semester in which a candidate seeks readmission and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

### b) Three Year B.Tech program under Lateral Entry Scheme:

**15.3** A student who is following JNTUK curriculum and detained due to shortage of attendance at the end of the first semester of second year shall join the autonomous batch of second year first semester. Such students shall study all the courses prescribed for the batch in which the student joins and considered on par with Lateral Entry regular candidates of Autonomous stream and will be governed by the autonomous regulations.

**15.4** A student who is following JNTUK curriculum, detained due to lack of credits or shortage of attendance at the end of the second semester of second year or at the 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 place of them as decided by the Board of Studies. The student has to clear all his backlog subjects up to previous semester by appearing for the supplementary examinations conducted by JNTUK for the award of degree. The total number of credits to be secured for the award of the degree will be sum of the credits up to previous

semester under JNTUK regulations and the credits prescribed for the semester in which a candidate seeks readmission and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

**c) Transfer candidates (from non-autonomous college affiliated to JNTUK):**

**15.5** A student who is following JNTUK curriculum, transferred from other college 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 student has to clear all his backlog subjects up to previous semester by appearing for the supplementary examinations conducted by JNTUK for the award of degree. 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 under JNTUK regulations 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.

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

**15.6** 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 upto 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.

## 16. 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 be withheld in such cases.

## 17. 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 / year. The hall ticket of the candidate is to be cancelled and sent to the university. |
| 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/ year. The candidate is also debarred from class work and all university examinations 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. |
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| 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 / 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. |
| 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/ 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 | 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/ 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. |
|---|---|---|
| 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/ 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. | 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/ year. 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/ 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 reported to the university for future action toward 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 university.

| | | |
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| 1. | Principal | Chairman |
| 2. | Dean Academic Affairs | 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.

## 18. 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.

## 19. 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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