ACADEMIC REGULATIONS

for

UG & PG Programs

Approved by

Academic Council

With effective from the Academic Year 2020-2021

Chapter-I

UG Regulations

Chapter – I

B.Tech. Regulations

1.1 Short title and Commencement

The regulations listed under this head are common for all degree level under graduate programs (B.Tech.) offered by the college with effect from the academic year 2020-21 and they are called as "SITE18M" regulations.

The regulations here under are subject to amendments as may be made by the Academic Council of the college from time to time, keeping the recommendations of the Board of Studies in view. Any or all such amendments will be effective from such date and to such batches of candidates including those already undergoing the program, as may be decided by the Academic Council.

1.2. Definitions

a. "Commission" means University Grants Commission (UGC)

b. "Council" means All India Council for Technical Education (AICTE)

c. "University" Means Jawaharlal Nehru Technological University Kakinada (JNTUK)

d. "College" means Sasi Institute of Technology & Engineering, Tadepalligudem.

e. "Program" Means any combination of courses and /or requirements leading to award of a degree

f. "Course" Means a subject either theory or practical identified by its course title and code number and which is normally studied in a semester.

g. For example, (Data Structures) is a course offered at third semester of B.Tech (CST) and its code is (18CSCST3020)

h. "Degree" means an academic degree conferred by the university upon those who complete the undergraduate curriculum

i. "Regular Student" means student enrolled into the four-year program in the first year

j. "Lateral entry Students" Means student enrolled into the four-year program in the second year

1.3. Academic Programs

1.3.1. Nomenclature of Programs

The nomenclature and its abbreviation given below shall continue to be used for the degree programs under the University, as required by the Council and Commission. The name of specialization shall be indicated in brackets after the abbreviation. For e.g. UG engineering degree in

Mechanical Engineering program is abbreviated as B.Tech. (ME). Bachelor of Technology (B.Tech.) degree program offered in:

1. Civil Engineering(CE)

2. Computer Science and Engineering(CSE)

3. Computer Science and Technology(CST)

4. Electronics and Communication Engineering(ECE)

5. Electronics and Communication Technology(ECT)

6. Electrical and Electronics Engineering(EEE)

7. Information Technology(IT)

8. Mechanical Engineering(ME)

– Curriculum framework is important in setting the right direction for a Degree program as it takes into account the type and quantum of knowledge necessary to be acquired by a student to qualify for a award in his/her chosen branch or specialization.

– Besides, this also helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfill the requirements for conferment of degree.

– Each theory course shall consist of five units.

1.3.2. Curriculum Structure

The curriculum structure is designed in such a way that it facilitates the courses required to attain the expected knowledge, skills and attitude by the time of their graduation as per the needs of the stakeholders. The curriculum structure consists of various course categories to cover the depth and breadth required for the program and for the attainment of program outcomes of the corresponding program. Each Programme of study will be designed to have 40-45 theory courses and 16-18 laboratory courses. The distribution and types of courses offered from the above is indicated in the following **Table 1**.

Table:1 Credits distribution (Category wise)

Sem(Year)	Category									Sem Credits	Remarks
	BS	ES	HSS	PC	PE	OE	MC	SAC	SI		
I (1)	9.5	9.5	-	-	-	-	1	-	-	19	
II (1)	9.5	5.5	4	-	-	-	1	-	-	19	
III (2)	4	3	-	12	-	-	1	-	-	19	
IV (2)	-	4	-	16.5	-	-	-	-	-	20.5	
V (3)	-	3	3	13	3	0	1	2	-	24	
VI (3)	-	-	-	9.5	6	6	-	2	-	23.5	
VII (4)	-	-	3	3	6	6	-	2	3	23	
VIII (4)	Major Project (6 months Internship)									12	
Category Credits	23	25	10	54	15	12	0	6	3	160	

1.3.3. Induction Program

The Induction Program for two weeks is designed to make the newly joined students feel comfortable, sensitize them towards exploring their academic interests and activities, reducing competition and making them work for excellence, promote bonding within them, build relations between teachers and students and building of character. Induction program covers:

- Physical activity
- Creative arts
- Universal human values
- Literary and Proficiency modules
- Lectures by Eminent peoples

1.4 Admission Criteria

The eligibility criteria for admission into UG engineering programs are as per the norms approved by government of Andhra Pradesh from time to time. The sanctioned seats in each program in the college are classified into CATEGORY-A and CATEGORY-B at first year level and Lateral Entry at second year level.

- **CATEGORY – A Seats:** These seats will be filled as per the norms approved by the Government of Andhra Pradesh.
- **CATEGORY – B Seats:** These seats will be filled by the College as per the norms approved by the Government of Andhra Pradesh.
- **CATEGORY – Lateral Entry Seats:** Lateral entry candidates shall be admitted into the Third semester directly as per the norms approved by government of Andhra Pradesh. The percentages of Category-A, Category-B and Lateral Entry Seats are decided time to time by the Government of Andhra Pradesh.

2. Award of B. Tech. Degree

a) A student will be declared eligible for the award of B. Tech. Degree if he fulfils the following academic regulations:

i. A student shall be declared eligible for the award of B. Tech Degree, if he pursues a course of study in not less than four and not more than eight academic years. After eight academic years from the year of their admission, he/she shall forfeit their seat in B.Tech course and their admission stands cancelled.

ii. The candidate shall register for 160 credits and secure all the 160 credits.

b) The medium of instruction for the entire under graduate program in Engineering &Technology will be in **English** only.

3. Program Pattern:

a) Total duration of the of B. Tech (Regular) Program is four academic years

b) Each Academic year of study is divided into Two Semesters.

c) Minimum number of instruction days in each semester is 90.

d) Grade points, based on percentage of marks awarded for each course will form the basis for calculation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).

e) The total credits for the Program is 160.

f) Three-week induction program is mandatory for all first year UG students and shall be conducted as per AICTE/UGC/APSCHE guidelines.

g) Student is introduced to "Choice Based Credit System (CBCS)".

h) A pool of interdisciplinary and job-oriented mandatory skill courses which are relevant to the industry are integrated into the curriculum of concerned branch of engineering (total five skill courses: two basic level skill courses, one on soft skills and other two on advanced level skill courses)

i) A student has to register for all courses in a semester.

j) All the registered credits will be considered for the calculation of final CGPA.

k) Each semester has - '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 course structure as suggested by AICTE are followed.

l) A 10 months industry/field mandatory internship, both industry and social, during the summer vacation and also in the final semester to acquire the skills required for job and

make engineering graduates to connect with the needs of the industry and society at large.

m) All the students shall be mandatorily registered for NCC, NSS activities and Community Service Project as per the Government and University norms.

n) Each college shall assign a faculty advisor/mentor after admission to each student or group of students from same department to provide guidance in courses registration/career growth/placements/ opportunities for higher studies/GATE/other competitive exams etc.

4. Registration for Courses:

a) In each semester a student shall mandatorily register courses which he/she wishes to pursue within a week from the starting of the class work with the advice of Head of the Department and mentor of the student of the concerned department of the college.

b) If any student wishes to withdraw the registration of the course, he/she shall submit a letter to the Principal of the college through the Head of the Department and mentor within fifteen days.

c) The concerned college shall thoroughly verify and upload the data/courses registered by each student in the university examination center within 20 days. The Principal of the concerned college shall ensure that there no wrong registration courses by the student. The university registration portal will be closed after 20 days.

5. (a) **Award of B. Tech. Degree:** A student will be declared eligible for the award of B. Tech. Degree if he fulfills the following academic regulations:

i. A student shall be declared eligible for award of the B. Tech Degree, if he pursues a course of study in not less than four and not more than eight academic years. After eight academic years from the year of their admission, he/she shall **forfeit** their seat in B. Tech course and their admission stands cancelled.

ii. The student shall register for 160 credits and must secure all the 160 credits.

iii. All students shall mandatorily register for the courses like Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge etc., shall be included in the curriculum as non-credit mandatory courses. Environmental Sciences is to be offered compulsorily as mandatory course for all branches. A student has to secure at least 40% of the marks allotted in the internal evaluation for passing the course and shall maintain 75% of attendance in the subject.

iv. All students shall mandatorily register for NCC/NSS activities and will be required to participate in an activity specified by NSS officer during second and third semesters. Grade shall be awarded as Satisfactory or Unsatisfactory in the mark sheet on the basis of participation, attendance, performance and behavior. If a student gets an unsatisfactory Grade, he/she shall repeat the above activity in the subsequent years, in order to complete the degree requirements.

v. Credits are defined as per AICTE norms.

6. Attendance Requirements

a) A student is eligible to write the University examinations if he acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.

b) Condonation of shortage of attendance in aggregate up to 10% (65% and above, and below 75%) may be granted by the College Academic Committee. However, this Condonation concession is applicable only to any two semesters during the entire program.

c) Shortage of Attendance below 65% in aggregate shall not be condoned.

d) A student who is short of attendance in a semester may seek re-admission into that semester when offered within 4 weeks from the date of commencement of class work.

e) Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.

f) A stipulated fee of Rs. 1000/- in the concerned semester shall be payable towards Condonation of shortage of attendance. Students availing Condonation on medical ground shall produce a medical certificate issued by the competitive authority.

g) A student will be promoted to the next semester if he satisfies the (i) attendance requirement of the present semester and (ii) minimum required credits.

h) If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

i) For induction program attendance shall be maintained as per AICTE norms.

j) For non-credit mandatory courses the students shall maintain the attendance similar to credit courses

7. Evaluation-Distribution and Weightage of marks

i. Paper setting and evaluation of the answer scripts shall be done as per the procedures laid down by the University Examination section from time to time.

ii. To maintain the quality, external examiners and question paper setters shall be selected from reputed institutes like IISc, IITs, IIITs, IISERs, NITs and Universities.

iii. For non-credit mandatory courses, like Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge, the student has to secure 40% of the marks allotted in the internal evaluation for passing the course. No marks or letter grade shall be allotted for all mandatory non-credit courses.

iv. A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical design/drawing subject/ project etc by securing not less than 35% of marks in the end semester exam and minimum 40% of marks in the sum total of the internal marks and end semester examination marks together.

v. **Distribution and Weightage of marks:**

The assessment of the student's performance in each course will be as per the details given:

Table2: Distribution and Weightage of marks

S.No.	Components	Internal	External	Total
1	Theory	30	70	100
2	Engineering	30	70	100
3	Practical	15	35	50
4	Mini Project/Internship/Industrial Training/ Skill Development programs/Research Project	–	50	50
5	Project Work	60	140	200

vi. **Continuous Internal Theory Evaluation:**

a) For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination (20 multiple choice questions) for 10 marks for duration of 20 minutes (ii) one descriptive examination (3 full questions for 5 marks each) for 15 marks for duration of 90 minutes and (iii) one assignment for marks. All the internal exams shall be conducted as per university norms from first 50% of the syllabi.

b) In the similar lines, the second online, descriptive examinations assignment shall be conducted on the rest of the 50% syllabus.

c) The total marks secured by the student in each mid-term examination are evaluated for 30 marks. The first mid marks (Mid-1) consisting of marks of online objective examination, descriptive examination and assignment shall be submitted to the University examination section within one week after completion of first mid examination.

d) The mid marks submitted to the University examination section shall be displayed in the concerned college notice boards for the benefit of the students.

e) If any discrepancy found in the submitted Mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission.

f) Second mid marks (Mid-2) consisting of marks of online objective examination, descriptive examination and assignment shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission.

g) Internal marks can be calculated with 80% Weightage for better of the two mids and 20% Weightage for other mid exam.

Example:

Mid-1 marks = Marks secured in

(Online examination-1 + descriptive examination-1 +one assignment-1)

Mid-2 marks = Marks secured in

(Online examination-2+descriptive examination-2+one assignment-2)

Final internal Marks = (Best of (Mid-1/Mid-2) marks x 0.8 + Least of (Mid-1/Mid-2) marks x 0.2)

h) With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

vii. Semester End Theory Examinations Evaluation:

a) The semester end examinations will be conducted university examination section for 70 marks consists of five questions carrying 14 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an "either" "or" choice, which means that there will be two questions from each unit and the student should answer either of the two questions.

b) For practical subjects there shall be continuous evaluation during the semester for 15 internal marks and 35 end examination marks. The internal 15 marks shall be awarded as follows: day to day work - 5 marks, Record-5 marks and the remaining 5 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner appointed.

c) For the subject having design and / or drawing, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 30 marks for internal evaluation (15 marks for continuous Assessment (day–to–day work) and 15 marks for internal tests) and 70 marks for end examination. There shall be two internal tests in a Semester for 15 marks each and final marks can be calculated with 80% Weightage for better of the two tests and 20% Weightage for other test and these are to be added to the marks obtained in day to day work.

d) Evaluation of the summer internships: It shall be completed in collaboration with local industries, Govt. Organizations, construction agencies, Industries, Hydel and thermal power projects and also in software MNCs in the area of concerned specialization of the UG program. Students shall pursue this course during summer vacation just before its offering as per course structure. The minimum duration of this course is at least 6 weeks. The student shall register for the course as per course structure after commencement of academic year. A supervisor/mentor/advisor has to be allotted to guide the students for taking up the summer internship. The supervisor shall monitor the attendance of the students while taking up the internship. Attendance requirements are as per the norms of the University. After successful completion, students shall submit a summer internship technical report to the concerned department and appear for an oral presentation before the departmental committee consists of an external examiner; Head of the Department; supervisor of the internship and a senior faculty member of the department. A certificate from industry/skill development center shall be included in the report. The report and the oral presentation shall carry 40% and 60% Weightage respectively. It shall be evaluated for 50 external marks at the end of the semester. There shall be no internal marks for Summer Internship. A student shall secure minimum 40% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.

e) The job oriented skill courses may be registered at the college or at any accredited external agency. A student shall submit a record/report on the on the list skills learned. If the student completes job oriented skill course at external agency, a certificate from the agency shall be included in the report. The course will be evaluated at the end of the semester for 50 marks (record: 15 marks and viva-voce: 35 marks) along with laboratory end examinations in the presence of external and internal examiner (course instructor or mentor). There are no internal marks for the job oriented skill courses.

f) Mandatory Course (M.C): Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge etc non-credit (zero credits) mandatory courses. Environmental Sciences shall be offered compulsorily as mandatory course for all branches. A minimum of 75% attendance is mandatory in these subjects. There shall be an external examination for 70 marks and it shall be conducted by the college internally. Two internal examinations shall be conducted for 30 marks and a student has to secure at least 40% of the marks for passing the course. There is no online internal exam for mandatory courses. No marks or letter grade shall be printed in the transcripts for all mandatory non-credit courses, but only Completed (Y)/Not-completed (N) will be specified.

g) **Procedure for Conduct and Evaluation of MOOC:** There shall be a Discipline Centric Elective Course through Massive Open Online Course (MOOC) as Program Elective course. The student shall register for the course (Minimum of 12 weeks) offered by SWAYAM/NPTEL through online with the approval of Head of the Department. The Head of the Department shall appoint one mentor for each of the MOOC subjects offered. The student needs to register the course in the SWAYAM/NPTEL portal. During the course, the mentor monitors the student's assignment submissions given by SWAYAM /NPTEL. The student needs to submit all the assignments given and needs to take final exam at the proctor center. The student needs to earn a certificate by passing the exam. The student will be awarded the credits given in curriculum only by submission of the certificate. In case if student does not pass subjects registered through SWAYAM/NPTEL, the same or alternative equivalent subject may be registered again through SWAYAM/NPTEL in the next semester with the recommendation of HOD and shall be pass.

h) **Major Project (Project - Project work, seminar and internship in industry):**
    In the final semester, the student should mandatorily register and undergo internship and in parallel he/she should work on a project with well-defined objectives. At the end of the semester the candidate shall submit an internship completion certificate and a project report. A student shall also be permitted to submit project report on the work carried out during the internship. The project report shall be evaluated with an external examiner.

    Evaluation: The total marks for project work 200 marks and distribution shall be 60 marks for internal and 140 marks for external evaluation. The supervisor assesses the student for 30 marks (Report: 15 marks, Seminar: 15 marks). At the end of the semester, all projects shall be

showcased at the department for the benefit of all students and staff and the same is to be evaluated by the departmental Project Review Committee consisting of supervisor, a senior faculty and HOD for 30 marks. The external evaluation of Project Work is a Viva-Voce Examination conducted in the presence of internal examiner and external examiner and is evaluated for 140 marks.

8   Results Declaration:

i.   Before results declaration, an academic council meeting shall be conducted and results shall be placed before the academic council for approval.

ii.   With the approval of academic council, the results shall be submitted to the University to get the Approval from Honorable Vice-Chancellor.

iii. The University may normalize the result, if required, before declaration of the result (Guidelines for normalization will be provided separately)

iv.   A copy of approved results in a CD shall be submitted to the University Examination Center.

9. Academic Audit: Academic audit in each semester will be conducted as per norms.

10. Recounting or Re-evaluation of Marks in the End Semester Examination: A student can request for recounting of revaluation of his/her answer book on payment of a prescribed fee as per norms.

11. Supplementary Examinations: A student who has failed to secure the required credits can appear for a supplementary examination, as per the schedule announced by the University.

12. Malpractices in Examinations: Disciplinary action shall be taken in case of malpractices during Mid/End examinations as per the rules framed by the University.

13. Promotion Rules: The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in <u>item no.5 for</u> promotion to higher classes

a) A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement as per University norm.

b) A student will be promoted from II year to III year if he fulfills the academic requirement of 40% of credits up to either II year I-Semester or II year II-Semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in II year II semester.

c) A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.

14. Course Pattern

a) The entire course of study is for four academic years; all years are on semester pattern.

b) A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject when conducted next.

c) When a student is detained for lack of credits / shortage of attendance, he may be re-admitted into the same semester/year in which he has been detained. However, the academic regulations under which he was first admitted shall continue to be applicable to him.

15. Earning of Credit:

A student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range A+ to E as given below. Letter grade 'F' in any course implies failure of the student in that course and no credits earned. Absent is also treated as no credits earned. For project same % percentages will be followed for grading.

Table 3: Allocation of grades

Marks Range Max:100	Marks range Max:50	Level	Letter Grade	Grade point
≥ 90	≥ 45	Outstanding	A+	10
≥80 to <89	≥40 to <44	Excellent	A	9
≥70 to <79	≥35 to <39	Very Good	B	8
≥60 to <69	≥30 to <34	Good	C	7
≥50 to <59	≥25 to <29	Fair	D	6
≥40 to <49	≥20 to <24	Satisfactory	E	5
<40	<20	Fail	F	0
-		Absent	AB	0

16. Award of Class:

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he shall be placed in one of the following four classes:

Table 4: Award of class

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥7.75 (Without any supplementary appearance)	From the CGPA secured from 160 Credits
First Class	≥ 6.75	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 5.00 to < 5.75	

17. Minimum Instruction Days:

The minimum instruction days for each semester shall be 90 working days. There shall be no branch transfers after the completion of the admission process. There shall be no transfer from one college/stream to another within the Constituent Colleges and Units of Jawaharlal Nehru Technological University Kakinada.

18. Withholding of Results:

If the student is involved in indiscipline/malpractices/court cases, the result of the student will be withheld.

19. Transitory Regulations

a) Discontinued or detained candidates are eligible for re-admission as and when next offered.
b) The re-admitted candidate will be governed by the rules & regulations under which the candidate has been admitted.
c) In case of transferred students from other Universities, credits shall be transferred to JNTUK as per the academic regulations and course structure of JNTUK.
d) The students seeking transfer to colleges affiliated to JNTUK from various other Universities / Institutions have to obtain the credits of any equivalent subjects as prescribed by JNTUK. In addition, the transferred candidates have to pass the failed subjects at the earlier Institute with already obtained internal/sessional marks to be conducted by JNTUK.

20. Gap – Year:

Gap Year concept of Student Entrepreneur in Residence shall be introduced and outstanding students who wish to pursue entrepreneurship are allowed to take a break of one year at any time after I/II/III year to pursue entrepreneurship full time. This period shall be counted for the maximum time for graduation. An evaluation committee at university level shall be constituted to evaluate the proposal submitted by the student and the committee shall decide on permitting the student for availing the Gap Year.

21. General:

a) Wherever the words "he", "him", "his",occur in the regulations, they include "she", "her", "hers".
b) The academic regulation should be read as a whole for the purpose of any interpretation.
c) In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
d) The University may change or amend the academic regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.

ACADEMIC REGULATIONS (SITE18M) FOR B. Tech

(LATERAL ENTRY SCHEME)

Applicable for the students admitted into II-year B. Tech. from the Academic Year 2021-22 onwards

1. Award of B. Tech. Degree

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

   a) A student shall be declared eligible for the award of the B. Tech Degree, if he pursues a course of study in not less than three academic years and not more than six academic years. After six academic years from the year of their admission, he/she shall forfeit their seat in B. Tech course and their admission stands cancelled.

   b) The candidate shall register for 122 credits and secure all the 122 credits.

2. The attendance regulations of B. Tech. (Regular) shall be applicable to B. Tech (Lateral entry)

3. **Promotion Rules:** A student shall be promoted from second year to third year if he fulfills the minimum attendance requirement.

   A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.

4. **Award of Class**

   After a student has satisfied the requirement prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he shall be placed in one of the following four classes:

Table 5: Award of class

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥ 7.75 (Without any supplementary appearance)	From the CGPA secured from 122 Credits from II Year to IV Year
First Class	≥ 6.75	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 5.00 to < 5.75	

   The Grades secured, Grade points and Credits obtained will be shown separately in the memorandum of marks.

5. All the other regulations as applicable to **B. Tech. 4-year degree course (Regular) will hold good for B. Tech. (Lateral Entry Scheme)**

COMMUNITY SERVICE PROJECT

Introduction

1. Community Service Project is an experiential learning strategy that integrates meaningful community service with instruction, participation, learning and community development

2. Community Service Project involves students in community development and service activities and applies the experience to personal and academic development.

3. Community Service Project is meant to link the community with the college for mutual benefit. The community will be benefited with the focused contribution of the college students for the village/ local development. The college finds an opportunity to develop social sensibility and responsibility among students and also emerge as a socially responsible institution.

Objective

Community Service Project should be an integral part of the curriculum, as an alternative to the 2 months of Summer Internships / Apprenticeships / On the Job Training, whenever there is an exigency when students cannot pursue their summer internships. The specific objectives are;

1. To sensitize the students to the living conditions of the people who are around them,

2. To help students to realize the stark realities of the society.

3. To bring about an attitudinal change in the students and help them to develop societal consciousness, sensibility, responsibility and accountability

4. To make students aware of their inner strength and help them to find new /out of box solutions to the social problems.

5. To make students socially responsible citizens who are sensitive to the needs of the disadvantaged sections.

6. To help students to initiate developmental activities in the community in coordination with public and government authorities.

7. To develop a holistic life perspective among the students by making them study culture, traditions, habits, lifestyles, resource utilization, wastages and its management, social problems, public administration system and the roles and responsibilities of different persons across different social systems.

Implementation of Community Service Project

1. Every student should put in a minimum of **180 hours** for the Community Service Project during the summer vacation

2. Each class/section should be assigned with a mentor.

3. Specific Departments could concentrate on their major areas of concern. For example, Dept. of Computer Science can take up activities related to Computer Literacy to different sections of people like - youth, women, house-wives, etc

4. A log book has to be maintained by each of the student, where the activities undertaken/involved to be recorded. The log book has to be countersigned by the concerned mentor/faculty in charge.

5. Evaluation to be done based on the active participation of the student and grade could be awarded by the mentor/faculty member.

6. The final evaluation to be reflected in the grade memo of the student.

7. The Community Service Project should be different from the regular programs of NSS/NCC/Green Corps/Red Ribbon Club, etc.

8. Minor project report should be submitted by each student. An internal Viva shall also be conducted by a committee constituted by the principal of the college.

9. Award of marks shall be made as per the guidelines of Internship/apprentice/ on the job training

Procedure

1. A group of students or even a single student could be assigned for a particular habitation or village or municipal ward, as far as possible, in the near vicinity of their place of stay, so as to enable them to commute from their residence and return back by evening or so.

2. The Community Service Project is a twofold one –
   a) First, the student/s could conduct a survey of the habitation, if necessary, in terms of their own domain or subject area. Or it can even be a general survey, incorporating all the different areas. A common survey format could be designed. This should not be viewed as a duplication of work by the Village or Ward volunteers, rather, it could be another primary source of data.

b) Secondly, the student/s could take up a social activity, concerning their domain or subject area. The different areas, could be like –

- Agriculture
- Health
- Marketing and Cooperation
- Animal Husbandry
- Horticulture
- Fisheries
- Sericulture
- Revenue and Survey
- Natural Disaster Management
- Irrigation
- Law & Order
- Excise and Prohibition
- Mines and Geology
- Energy
- Internet
- Free Electricity
- Drinking Water

EXPECTED OUTCOMES **BENEFITS OF COMMUNITY SERVICE PROJECT TO STUDENTS**

Learning Outcomes

1. Positive impact on students' academic learning.
2. Improves students' ability to apply what they have learned in "the real world".
3. Positive impact on academic outcomes such as demonstrated complexity of understanding, problem analysis, problem-solving, critical thinking, and cognitive development.
4. Improved ability to understand complexity and ambiguity.

Personal Outcomes

1. Greater sense of personal efficacy, personal identity, spiritual growth, and moral development.
2. Greater interpersonal development, particularly the ability to work well with others, and build leadership and communication skills

Social Outcomes

1. Reduced stereotypes and greater inter-cultural understanding
2. Improved social responsibility and citizenship skills
3. Greater involvement in community service after graduation

Career Development

1. Connections with professionals and community members for learning and career opportunities
2. Greater academic learning, leadership skills, and personal efficacy can lead to greater opportunity

Relationship with the Institution

1. Stronger relationships with faculty
2. Greater satisfaction with college
3. Improved graduation rates

BENEFITS OF COMMUNITY SERVICE PROJECT TO FACULTY MEMBERS

1. Satisfaction with the quality of student learning
2. New avenues for research and publication via new relationships between faculty and community
3. Providing networking opportunities with engaged faculty in other disciplines or institutions
4. A stronger commitment to one's research

BENEFITS OF COMMUNITY SERVICE PROJECT TO COLLEGES AND UNIVERSITIES

1. Improved institutional commitment
2. Improved student retention
3. Enhanced community relations

BENEFITS OF COMMUNITY SERVICE PROJECT TO COMMUNITY

1. Satisfaction with student participation
2. Valuable human resources needed to achieve community goals
3. New energy, enthusiasm and perspectives applied to community work
4. Enhanced community-university relations.

SUGGESTIVE LIST OF PROGRAMS UNDER COMMUNITY SERVICE PROJECT

The following the recommended list of projects for engineering students. The lists are not exhaustive and open for additions, deletions and modifications. Colleges are expected to focus on specific local issues for this kind of projects. The students are expected to carry out these projects with involvement, commitment, responsibility and accountability. The mentors of a group of students

should take the responsibility of motivating, facilitating, and guiding the students. They have to interact with local leadership and people and appraise the objectives and benefits of this kind of projects. The project reports shall be placed in the college website for reference. Systematic, Factual, methodical and honest reporting shall be ensured.

For Engineering Students

1. Water facilities and drinking water availability
2. Health and hygiene
3. Stress levels and coping mechanisms
4. Health intervention programs
5. Horticulture
6. Herbal plants
7. Botanical survey
8. Zoological survey
9. Marine products
10. Aqua culture
11. Inland fisheries
12. Animals and species
13. Nutrition
14. Traditional health care methods
15. Food habits
16. Air pollution
17. Water pollution
18. Plantation
19. Soil protection
20. Renewable energy
21. Plant diseases
22. Yoga awareness and practice
23. Health care awareness programs and their impact
24. Use of chemicals on fruits and vegetables
25. Organic farming
26. Crop rotation
27. Floury culture

28. Access to safe drinking water

29. Geographical survey

30. Geological survey

31. Sericulture

32. Study of species

33. Food adulteration

34. Incidence of Diabetes and other chronic diseases

35. Human genetics

36. Blood groups and blood levels

37. Internet Usage in Villages

38. Android Phone usage by different people

39. Utilization of free electricity to farmers and related issues

40. Gender ration in schooling level- observation.

Complimenting the community service project, the students may be involved to take up some awareness campaigns on social issues/special groups. The suggested lists of programs are;

Programs for School Children:

1. Reading Skill Program (Reading Competition)

2. Preparation of Study Materials for the next class.

3. Personality / Leadership Development

4. Career Guidance for X class students

5. Screening Documentary and other educational films

6. Awareness Program on Good Touch and Bad Touch (Sexual abuse)

7. Awareness Program on Socially relevant themes.

Programs for Women Empowerment

1. Government Guidelines and Policy Guidelines

2. Women's' Rights

3. Domestic Violence

4. Prevention and Control of Cancer

5. Promotion of Social Entrepreneurship

General Camps

1. General Medical camps
2. Eye Camps
3. Dental Camps
4. Importance of protected drinking water
5. ODF awareness camp
6. Swatch Bharat
7. AIDS awareness camp
8. Anti Plastic Awareness
9. Programs on Environment
10. Health and Hygiene
11. Hand wash programs
12. Commemoration and Celebration of important days

Programs for Youth Empowerment

1. Leadership
2. Anti-alcoholism and Drug addiction
3. Anti-tobacco
4. Awareness on Competitive Examinations
5. Personality Development

Common Programs

1. Awareness on RTI
2. Health intervention programs
3. Yoga
4. Tree plantation
5. Programs in consonance with the Govt. Departments like –
     i.   Agriculture
     ii. Health
     iii. Marketing and Cooperation
     iv. Animal Husbandry
     v.   Horticulture
     vi. Fisheries
     vii. Sericulture

    viii.   Revenue and Survey

    ix.   Natural Disaster Management

    x.   Irrigation

    xi.   Law & Order

    xii.   Excise and Prohibition

    xiii.   Mines and Geology

    xiv.   Energy

Role of Students:

1. Students may not have the expertise to conduct all the programs on their own. The students then can play a facilitator role.

2. For conducting special camps like Health related, they will be coordinating with the Government agencies.

3. As and when required the College faculty themselves act as Resource Persons.

4. Students can work in close association with Non-Governmental Organizations like Lions Club, Rotary Club, etc or with any NGO actively working in that habitation.

5. And also, with the Governmental Departments. If the program is rolled out, the District Administration could be roped in for the successful deployment of the program.

6. An in-house training and induction program could be arranged for the faculty and participating students, to expose them to the methodology of Service Learning.

Timeline for the Community Service Project Activity
Duration: 8 weeks

1. *Preliminary Survey (One Week)*

   a) A preliminary survey including the socio-economic conditions of the allotted habitation to be conducted.

   b) A survey form based on the type of habitation to be prepared before visiting the habitation with the help of social sciences faculty. (However, a template could be designed for different habitations, rural/urban.

   c) The Governmental agencies, like revenue administration, corporation and municipal authorities and village secretariats could be aligned for the survey.

2. *Community Awareness Campaigns (Two Weeks)*

   Based on the survey and the specific requirements of the habitation, different awareness campaigns and programs to be conducted, spread over two weeks of time. The list of activities suggested could be taken into consideration.

3. Community Immersion Program (Four Weeks)

Along with the Community Awareness Programs, the student batch can also work with any one of the below listed governmental agencies and work in tandem with them. This community involvement program will involve the students in exposing themselves to the experiential learning about the community and its dynamics. Programs could be in consonance with the Govt. Departments.

4. Community Exit Report (One Week)

During the last week of the Community Service Project, a detailed report of the outcome of the 8 weeks works to be drafted and a copy shall be submitted to the local administration. This report will be a basis for the next batch of students visiting that particular habitation. The same report submitted to the teacher-mentor will be evaluated by the mentor and suitable marks are awarded for onward submission to the University.

Throughout the Community Service Project, a daily log-book need to be maintained by the students' batch, which should be countersigned by the governmental agency representative and the teacher-mentor, who is required to periodically visit the students and guide them.

Course Numbering Scheme

The Course number code consists of 11 alphabets. A typical course number code is illustrated in the following Figure-1.
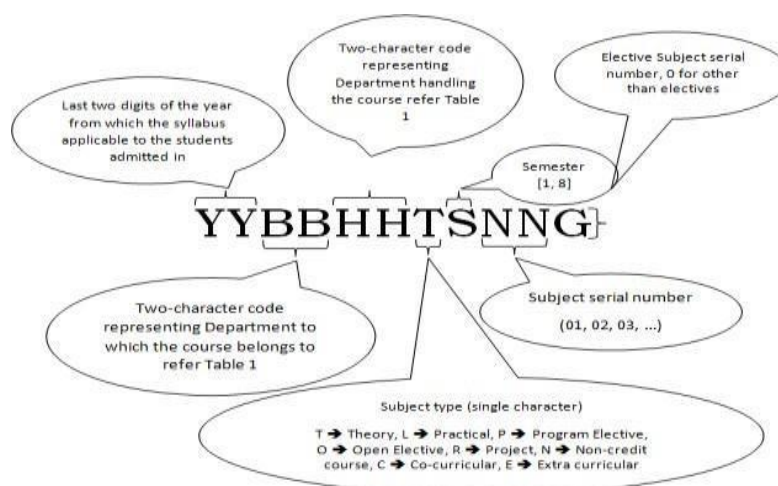
Figure 1: Course Numbering Scheme

The department codes are in given in following Table 6.

Table 6: Department Codes

Department	Two-character code
Civil Engineering	CE
Electrical & Electronics Engineering	EE
Mechanical Engineering	ME
Electronics and Communication Engineering	EC
Electronics and Communication Technology	ET
Computer Science and Engineering	CS
Computer Science and Technology	CT
Information Technology	IT
Management Science	MS
Mathematics	MA
Physics	PH
Chemistry	CH
English	EG
Biology	BI
Common to All Branches	CM

Example: Signals & Systems in 3rd semester for ECE with S. No 4

Course Code: 18ECECT3040

Table 7: Comparison of Number of credits given by AICTE and Approved credits

S. No.	Category	ECE/		EEE		CSE/IT/C		ME		CE	
		AICTE	Approved	AICTE	Approved	AICTE	Approved	AICTE	Approved	AICTE	Approved
1	Humanities and Social Sciences	12	11	12	11	12	11	12	11	12	08
2	Basic Science courses	25	23	26	25	24	26	25	26	26	26
3	Engineering Science courses	24	23	20	20	29	29.5	24	23	29	24.5
4	Professional Core courses	48	56	53	62	49	48.5	48	55	47	56.5
5	Professional Elective Courses	18	20	18	15	18	18	18	18	23	21
6	Open elective courses	18	12	18	12	12	12	18	12	11	9
7	Project work , Seminar and Internship	15	15	11	15	15	15	15	15	12	15
8	Mandatory Courses	-	-	-	-	-	-	-	-	-	-
	Total Credits	**160**	**160**	**160**	**160**	**160**	**160**	**160**	**160**	**160**	**160**

DISCIPLINARY ACTION FOR MALPRACTICES /IMPROPER CONDUCT IN EXAMS

S.No.	Nature of Malpractices/Improper conduct	Punishment
	If the candidate:	
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.
1.(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 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 examinations of the remaining subjects of that semester/year. The candidate is also

		debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	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 subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all 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 the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in	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.

	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.	
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 performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all 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 for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.

		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 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 further action to award suitable punishment.	

MALPRACTICES

- The Principal shall refer the cases of malpractices in Continuous Evaluation and Semester-End Examinations, to Malpractice Enquiry Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students based on the recommendations of the committee.

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

Ragging

Prohibition of ragging in educational institutions Act 26 of 1997 Salient Features

- Ragging within or outside any educational institution is prohibited.

- Ragging means doing an act which causes or is likely to cause Insult or Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student.

	Imprisonment upto	Fine Upto
Teasing Embarrassing and Humiliation	^6 Months	Rs. 1,000/-
Assaulting or Using Criminal force or Criminal intimidation	1 Year	Rs. 2,000/-
Wrongfully restraining or confining or causing	2 Years	Rs. 5,000/-
Causing grievous hurt, kidnapping or Abducts or rape or committing unnatural offence	^5 Years	Rs. 10,000/-
	Months	Rs. 50,000/-

Causing death or abetting suicide

In Case of Emergency call Toll Free Number : 1800-425-1288

LET US MAKE JNTU-K A RAGGING FREE UNIVERSITY

Program Outcomes for an Engineering Graduates:

1. **Engineering knowledge:** Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

2. **Problem analysis:** Identify, formulate, review research literature, and analyze complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.

3. **Design/development of solutions:** Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.

4. **Conduct investigations of complex problems:** Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

5. **Modern tool usage:** Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modeling to complex engineering activities with an understanding of the limitations.

6. **The engineer and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

7. **Environment and sustainability:** Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

8. **Ethics:** Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

9. **Individual and team work:** Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

10. **Communication:** Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

11. **Project management and finance:** Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

12. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

Chapter-II

M.Tech. Regulations

<div align="center">

Chapter-II

M.Tech. Regulations

</div>

2.1 Introduction

Academic program of the institute are governed by the rules and regulations approved by the Academic council, which is the highest academic body of the Institution. These academic rules and regulations are effective from the academic year 2018-19., for the students admitted into two years M.Tech programme offered by the college leading to Master of Technology (M.Tech).

2.2 Programmes Offered

Presently college is offering Post Graduate Programmes in Engineering with the following specializations

<div align="center">

Table 1: List of Specializations

</div>

S.No.	Specialization	Department
1	Computer Science & Engineering	Computer Science & Engineering
2	Communication Engineering & Signal Processing	Electronics & Communication Engineering
3	VLSI & Embedded Systems	
4	Power Electronics	Electrical& Electronics Engineering
5	CAD/CAM	Mechanical Engineering

2.3 Duration of the Programme

The duration of the programme is two years consisting of four semesters. A student is permitted to complete the M.Tech programme in the stipulated time frame 4 years from the date of joining. A student, who fails to fulfil all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit his seat in M.Tech course.

2.4 Minimum Instruction Days

Each academic year shall be divided into two semesters. Each semester normally consists of a minimum of 90 working days with at least 30 to 35 contact periods per week.

2.5 Eligibility Criteria for Admission

The eligibility criteria for admission into M.Tech programme shall be as mentioned below.

- The candidate shall be an Indian Nation.
- The candidate should have passed the qualifying examination or equivalent on the date of admission.
- Seats in the program in the institute are classified into CATEGORY-A (70% of intake) and Category-b (30 % of intake).
  - CATEGORY-A Seats: These seats will be filled by the Convenor, PGCET admission.
  - CATEGORY-B Seats: These seats will be filled by the College as per the guidelines of the government of Andhra Pradesh State Council for Higher Education.

2.6 Programme Structure

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

2.6.1 Courses Code and Course Numbering Scheme

Courses Code consists of nine characters in which the first six are alphabets and rests are numerals.

- First two characters describes year of Regulation.
- Third and Fourth characters are described in Table 2

Table 2: Third and Fourth Characters description

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

- Fifth and sixth characters represent specialization offering as mentioned in Table No.3

**Table 3: Fifth and sixth Character description**

Fifth and sixth Characters	Name of the Specialization
CS	Computer Science and Engineering
SP	Communication Engineering and Signal Processing
VE	VLSI & ES
PE	Power Electronics
CC	CAD/CAM

- Seventh and Eighth characters represent semester number and Course type. The course type is described as per Table No.4

Table 4: Course type description

EIGHTH CHARACTER	DESCRIPTION
0	Theory course
5	Lab course

- Ninth character represents course number as described in Figure 1 below. However, few courses are given distinct codes.

- For example, in 18MECC151 course, the course is offered by Mechanical Engineering Department (ME) in CAD/CAM specialization offered in the first semester (1), the course is of lab type (5) and the course number is (1), as given in figure-1 below.
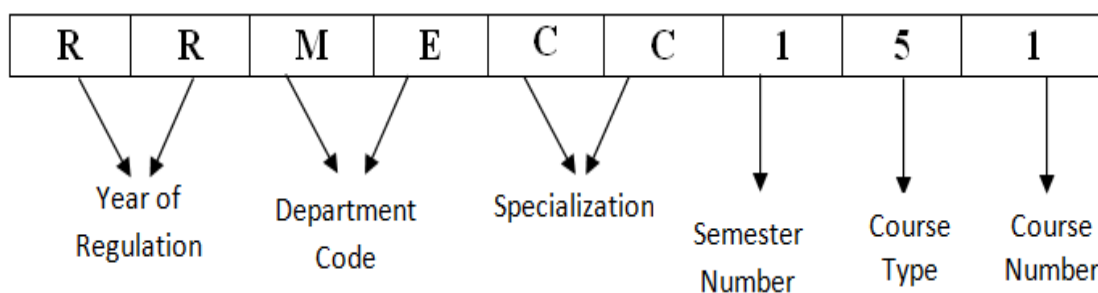
Figure 1: Course and Description

2.6.2 Scheme of Instruction for 1st and 2nd Years

The scheme of instruction and exact syllabi of all postgraduate programmes are given separately.

2.6.3 Contact Hours and Credits

The Course Credits are broadly fixed based on the following norms

- Lectures – One Lecture period per week is assigned one credit.
- Tutorials – Two tutorial periods per week are assigned one credit
- Practical – 2 periods per week is assigned one credit
- Seminar with term paper 3 credits
- Internship shall have 4 credits
- However, some courses are prescribed with fixed number of credits depending on the subject complexity and importance.

2.6.4 Theory / Tutorial Classes

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

2.6.5 Laboratory Courses

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

2.6.6 Programme Credits

- Each specialization of M.Tech programme is designed to have a total of 64 credits, and the student shall have to complete the courses and earn credits as per the requirements for the award of degree.
- The medium of instruction and examination is English and the Syllabus is approved by the concerned BOS and the Academic Council.

2.7 Eligibility Requirement for Appearing Semester End Examination and Condonation

- Regular course of study means a minimum average attendance of 75% in all the courses computed by totaling the number of periods of lectures, tutorials, practical courses and project work as the case may be, held in every course as the

denominator and the total number of periods attended by the student in all courses put together as numerator.

- Condonation of shortage in attendance may be recommended by respective Head of Departments on genuine medical grounds, provided the student puts in at least 65% attendance as calculated above and provided the Principal is satisfied with the genuineness of the reasons and the conduct of the student.

- Students, having shortage of attendance, shall to pay requisite fee towards Condonation.

- Minimum of 50% aggregate marks must be secured by the candidates in the internal examinations conducted for theory, practice and lab courses, to be eligible to write semester and examinations. However, if the student is eligible for promotion based on the attendance, in case necessary, a shortage of internal marks up to a maximum of 10% may be condoned by the Principal based on the recommendations of the Heads of the Departments.

- Students having shortage of internal marks up to a maximum of 10% shall have to pay requisite fee towards Condonation.

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

- Eligible candidates who failed to register for all papers for the semester-end examinations shall not be permitted to continue the subsequent semester and has to repeat the semester for which he/she has not registered for semester and examinations.

2.8. Examinations and Scheme of Evaluation

2.8.1. Theory Courses

- **Internal Evaluation**
  - Each course is evaluated for 40 marks.
  - The internal evaluation shall be made based on the two midterm examinations each for 25 marks will be conducted in every theory course in a semester.
  - The midterm marks shall be awarded by taking average of the internal evaluation. Each midterm examination shall be conducted for duration of 90 minutes without any choice.

− The remaining 15 marks are awarded through continuous evaluation of assignments / mini project in each subject as notified by the teacher at the beginning of the semester

− Students shall be informed regarding the comprehensive assignment/project during first week of semester and they have to submit completed assignment on or before 12th week of semester.

- **External Evaluation**

  − Each course is evaluated for 60 marks.

  − The Semester end examinations shall be conducted for 3 hours duration at the end of the semester.

  − There shall be two questions from each unit with internal choice. Each question carries 12 marks. Each course shall consist of five units of syllabus.

2.8.2. Laboratory Courses

- **Internal Evaluation**

  − For Laboratory courses there shall be continuous evaluation during the semester for 50 internal marks. The distribution of internal marks is given below table 5.

Table 5: Distribution of Marks

S.No.	Criteria	Marks
1	Day to Day work	20
2	Viva-Voce	10
3	Internal Examination	20
	Total	50

- **External Evaluation**

  − Each Lab is evaluated for 50 marks.

  − 40 marks are allotted for experiments/job works & 10 marks are allotted for viva-voce examination.

2.8.3. Major Project Phase-I

- **Internal Evaluation**

  For major Project phase-I there shall be continuous evaluation during the semester for 100 marks. The student has to complete problem formation,

literature survey and analysis and design of the project. The continuous evaluation for the Major Project shall be on the basis of two seminars by each student on the topic of his/her project. These seminars are evaluated by project review committee. In addition to this the project guide will evaluate for day to day performance. The project review committee shall consist of Head of Department, program coordinator and one senior faculty member of department. The distribution of marks is given in the Table 6:

Table 6: Continuous Evaluation for major project Phase-I

S.No.	Criteria	Marks
1	Two Seminars	15+15
2	Day to Day Assessment	20
3	Project Review Committee	50
	Total	100

2.8.4. Major Project Phase-II

- **Internal Evaluation**

For major Project Phase -II there shall be continuous evaluation during the semester for 100 marks and semester end evaluation for 100 marks. The student has to complete software/Hardware implementation, Testing and calibration and final report. The continuous evaluation for the Major Project phase-II shall be on the basis of two seminars by each student on the topic of his/her project. These seminars are evaluated by project review committee. In addition to this the project guide will evaluate for day to day performance. The project review committee shall consist of Head of Department, program coordinator and one senior faculty member of department. The distribution of marks is given in the Table 7

Table 7: Continuous Evaluation for major project

S.No.	Criteria	Marks
1	Two Seminars	30+30
2	Day to Day Assessment	40
	Total	100

- **External Evaluation**
    - The Semester end examination for major project work shall be evaluated for 100 marks by a committee consisting of an external examiner, Head of the Department and project guide. The evaluation of project work shall be conducted at the end of the IV Semester.
    - The average of the marks awarded by the committee members shall be taken into consideration in case of variation among the members. The evaluation of 100 marks is distributed as given in Table 8:

Table 8: Semester end evaluation of Major Project

S.No.	Criteria	Marks
1	Report	30
2	Presentation	35
3	Project Demonstration/Execution	35
	Total	100

2.8.5. Seminar with term paper: 100 marks

There shall be a seminar presentation. For Seminar with term paper, a student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the Department in a report form and shall make an oral presentation before the Departmental Committee. The Departmental Committee consists of Head of the Department, supervisor and two other senior faculty members of the department. For Seminar with term paper the evaluation is done for 100 marks internally. A candidate has to secure a minimum of 50% to be declared successful.

2.9 Major Project

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

- A Project Review Committee (PRC) shall be constituted with Head of the Department as chair person, two senior faculty members of the concerned department.
- The candidate has to submit, in consultation with his project supervisor, the title,

objective and plan of action of his/her project work to the Project Review Committee for its approval before the second semester end examinations. After obtaining the approval of the Committee the student can initiate the Project work after the second semester end examinations.

- If a candidate wishes to change his/her supervisor or topic of the project he can do so with approval of the PRC. However, the Project Review Committee (PRC) shall examine whether the change of topic/supervisor leads to a major change of his initial plans of project proposal. If so, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.

- After approval of the topic in Project Review Committee, the candidate shall be required to submit status report in four stages. The first one in the mid of 3rd semester, second one in the end of 3rd semester, third one in the mid of 4th semester and the final report in the form of draft copy of thesis for the approval of PRC to the Head of the Department and shall make an oral presentation before the PRC.

- Due weightage will be given to the papers published from the thesis submitted in the order of International Journal, National Journal, International conference and National conference while evaluating the thesis.

- Three copies of the Project Thesis certified by the supervisor shall be submitted to the College.

- The thesis shall be adjudicated by one external examiner selected by the Principal. For this, Head of the Department shall submit a panel of five examiners, who are eminent in the field.

- The viva-voce examination shall be conducted by a board consisting of the supervisor, Head of the Department and the external examiner. Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination. If any candidate gets less than 50% marks in the viva-voce examination, he/she shall revise and resubmit the project work and reappear for viva-voce examination when next conducted.

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

later date, if the expenditure for conducting the viva-voce is completely borne by the candidate.

2.10 Conditions for Pass and Award of Credits for a Course

2.10.1 Conditions for Pass and award of Grades & Credits

- A candidate shall be declared to have passed in individual Theory course if he/she secures a minimum of 50% aggregate marks (Internal & semester end examination marks put together), subject to a minimum of 40% marks in semester end examination.
- A candidate shall be declared to have passed in individual lab/project course if he/she secures a minimum of 50% aggregate marks (Internal & semester end examination marks put together), subject to a minimum of 50% marks in semester end examination.
- If a candidate secures minimum of 40% marks in Theory Courses in the semester end examination and 40% - 49% of the total marks in the semester end examination and internal evaluation taken together in some theory courses and secures an overall aggregate of 50% in all theory courses of that semester he/she declared to be passed in the theory courses of that semester in regular Examinations. This provision is applicable for Regular candidates only during Regular Semester – end Examinations.
- The student has to pass the failed course by appearing the examination when offered next, as per the requirement for award of the degree. On passing a course of a programme, the student shall earn assigned credits in that Course.

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

A letter grade and grade points will be awarded to a student in each course based on his/her performance as per the grading system given below table 9.

Table 9: Grading System for individual subjects/labs

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

2.10.3 Consolidated Grade Card

A consolidated grade card containing credits & grades obtained by the candidates will be issued after completion of the two year M.Tech Programme.

2.11 Eligibility for award of M.Tech. Degree

The M.Tech. Degree shall be conferred on a candidate who satisfies the following requirement. A student should register himself for 80 Credits, and should obtain all the 80 credits in order to become eligible for the award of M.Tech Degree.

2.12 Amendments to Regulations

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

Chapter-III

MBA Regulations

<div align="center">

Chapter-III

MBA Regulations

</div>

3.1 Introduction

Academic program of the institute are governed by the rules and regulations approved by the Academic council, which is the highest academic body of the Institution. These academic rules and regulations are effective from the academic year 2018-19., for the students admitted into two years MBA programme offered by the institute.

3.2 Duration of the Programme

The duration of the programme is two years consisting of four semesters. A student is permitted to complete the MBA programme in the stipulated time frame 4 years from the date of joining. A student, who fails to fulfil all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit his seat in MBA course.

3.3 Minimum Instruction Days

Each academic year shall be divided into two semester .Each semester normally consists of a minimum of 90 working days with at least 30 to 35 contact periods per week.

3.4 Eligibility Criteria for Admission

The eligibility criteria for admission into MBA programme shall be as mentioned below.

- The candidate shall be an Indian Nation.
- The candidate should have passed the qualifying examination or equivalent on the date of admission.
- Seats in the program in the institute are classified into CATEGORY-A (70% of intake) and Category-b (30 % of intake).
  - CATEGORY-A Seats: These seats will be filled by the Convenor, ICET admission.
  - CATEGORY-B Seats: These seats will be filled by the College as per the guidelines of the government of Andhra Pradesh State Council for Higher Education

3.5 Programme Structure

3.5.1 Course Code and Course Numbering

Course Code consists of Eight characters in which the third, fourth and seventh are alphabets and rest numerals.

- First two numerals represent the year of regulation.
- Third and fourth characters are described in Table 1.

Table 1: Third & Fourth Characters description

Third & Fourth Characters	Name of the Department
MS	Management Science

- Fifth character represents the syllabus version number of the course.
- Sixth character represents semester of offering as mentioned in Table No 2.

Table 2: Sixth Character description

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

- Seventh character represents course type, as per Table No.3

Table 3: Course Type Description

Seventh Character	Description
T	Theory
L	Laboratory
F/M/H	Elective
C	Case Study
I	Internship
P	Project

- Eighth character represents course Number as described in Figure 1 below.

For example, 18MS01T5 course, the course syllabus version number is (0), the course is offered in the first semester (1), and the course is of theory type (T) and the

course number in that semester (5).
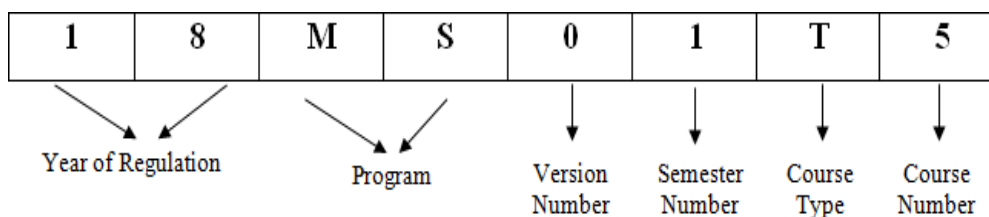
3.5.2 Scheme of Instruction

The scheme of instruction and syllabi of MBA programme is given separately

3.5.3 Contact Hours and Credits

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

- Lectures – Four lecture period per week is assigned three credits

- Case Study – Two Case Study periods per week are assigned two credits.

- Practical – 3 periods per week is assigned one credit.

- Project /Internship shall have 10 credits.

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

3.5.4 Theory Classes

Each course is prescribed with fixed number of lecture periods per week. During lecture periods, the course instructor shall deal with the concepts of the course.

3.5.5 Laboratory Classes

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

3.5.6 Programme Credits

- MBA programme is designed to have a total of 100 credits and the student shall have to complete the courses and earn credits as per the requirements for the award of degree.

- The medium of instruction and examination in English.

- Syllabus is approved by the concerned BOS and ratified by the Academic Council

3.6 Eligibility Requirement for Appearing Semester End Examination and Condonation

- Regular course of study means a minimum average attendance of 75% in all the courses computed by totaling the number of periods of lectures, practical's and

personality development courses as the case may be, held in every course as the denominator and the total number of periods attended by the students in all the courses put together as the numerator.

- Condonation of shortage in attendance may be recommended on genuine medical grounds, provided the student puts in at least 65% attendance i.e., as calculated above and provided the Principal is satisfied with the genuineness of the reasons and the conduct of the students.

- Students, having shortage of attendance, shall to pay requisite fee towards Condonation.

- Minimum of 50% aggregate marks must be secured by the candidates in the internal examinations conducted for theory and lab to be eligible to write semester end examinations.

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

- Eligible candidates who failed to register for all papers for the semester-end examinations shall not be permitted to continue the subsequent semester and has to repeat the semester for which he/she has not registered for semester end examinations.

3.7 Examinations and Scheme of Evaluation

The performance of the candidate in each semester shall be evaluated subject-wise in general, with a maximum of 100 marks for theory and 100 marks for Laboratory, on the basis of Internal Evaluation and End Semester Examination.

- **Theory Courses**
  - Each course is evaluated for 40 marks.
  - Two internal examinations each for 20 marks will be conducted in every theory course in a semester. Average of two internal examination internal marks is the final. Duration for the examination is 120 minutes, consisting of four questions out of which all the four questions are to be answered, each carrying five marks.
  - Remaining 20 marks is allotted for comprehensive assignment/Mini Project (10 marks for Report and 10 marks for presentation and viva) in the respective subject.

- **Laboratory Courses**
  - For Laboratory courses there shall be continuous evaluation during the semester for 50 internal marks. The distribution of internal marks is given below

Table 4: Laboratory Internal Marks' Distribution

S.No.	Criteria	Marks
1	Day to Day work	10
2	Viva-Voce	10
3	Internal Examination	30
	Total	50

3.7.1 Semester End Examinations

- **Theory Courses:** 60 marks
  - The Semester end examinations shall be conducted for 3 hours duration at the end of the semester. The question paper shall be given in the following pattern

Table 5: Semester end Exam Marks Distribution

S.No.	Pattern	Marks
1	Section A: Five one page answer question from each unit	5*3=15
2	Section B: Three essay type questions. Out of Five questions.	3*10=30
3	Section C: Case Study (Compulsory)	1*15=15
	Total	60 Marks

- **Lab Courses (Practical): 50 marks**
  - 30 marks are allotted for experiments/job works & 10 marks are allotted for viva-voce examination and 10 marks for record.

3.8. Mini Project Evaluation

The work on the Mini Project shall be initiated during the II Semester course work. A candidate has to procure and prepare the report through live/online available data and submit the report for evaluation. Two reviews will be conducted and the marks will be awarded for Mini Project Report (50 Marks) and Seminar on Mini Project (50 Marks).

3.9. Case Study Evaluation

The student will be given with a Case Study on contemporary issues and he/she should analyse & present the given case. He/she should prepare & submit detailed Case Analysis report at time of presentation. On the basis of the Presentation and Report, the Evaluation will be done for 50 Marks and will be assigned with A/B/C grade. If the student acquires D Grade, he/she should prepare and resubmit with necessary modifications.

3.9.1. Evaluation Criteria for Case Study (50 Marks)

- Problem Identification (10 Marks)
- SWOT Analysis (10 Marks)
- Alternative Evaluation (10 Marks)
- Selection of Best Alternative (10 Marks)
- Report (10 Marks)

Grade	Marks	Explanation
A Grade	> 40	Excellent
B Grade	> 30 - < 40	Good
C Grade	> 20 - < 30	Satisfactory
D Grade	<20	Unsatisfactory

3.10. Evaluation of Project Work

The work on the project shall be initiated after completion of II Semester examinations and the duration of the project is 6 weeks. A candidate shall be allowed to submit the project report only with the approval of Project Review Committee (PRC) and not earlier than 15 weeks from the date of registration of the project work. Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the Project Review Committee.

- A Project Review Committee (PRC) of the college is to be constituted with Head of the Department as the chair person and two other senior faculty members of the department.
- Every candidate shall work on projects approved by the PRC of the college.
- A Student has to undertake project for a period of 6 weeks in a Corporate. Enterprise during the Second semester summer vacation. The duration of the project work will be suggested by the PRC. The candidates should work only during that period on a specific submit a certificate obtained from the

organization. The student should prepare a Project Report under the supervision of a guide from the faculty of the department.

- Two copies of Project dissertation certified by the Project supervisor shall be submitted to the College.

- The project report shall be adjudicated by one external examiner selected by the Principal. The HOD has to submit a panel of five examiners who are eminent in the respective fields.

- The viva-voce examination of the project report shall be conducted by a board consisting of the External examiner, The Head of the Department and Supervisor. Head of the Department shall coordinate and make arrangement for the conduct of viva- voce examination and may be conducted for two days if necessary.

- The viva-voce examination of the project report shall be conducted by a board consisting of the External examiner, the Head of the Department and Supervisor. The Candidate should have to secure Grade A/Grade B/Grade C in Project viva-voce.

- If the candidate fails to secure Grade A/Grade B/Grade C in project viva-voce, the candidate will retake the viva-voce examination after three months. If he fails to get **Grade A/Grade B/Grade C** at the second viva-voce examination, he will not be eligible for the award of the degree, unless the candidate is asked to revise and resubmit. If the candidate fails to secure **Grade A/Grade B/Grade C** again, the project shall be summarily rejected.

  Grade A: Excellent, Grade B: Good, Grade C: Satisfactory Grade D: Unsatisfactory

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

3.11. Conditions for Pass and Award of Credits for a Course

3.11.1. Conditions for Pass and award of Grades & Credits

- A candidate shall be declared to have passed in individual Theory/ course if he/she secures a minimum of 50% aggregate marks (Internal & semester end examination

marks put together), subject to a minimum of 40% marks in semester end examination.

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

- If a candidate secures minimum of 40% marks in Theory Courses in the semester end examination and 40% - 49% of the total marks in the semester end examination and internal evaluation taken together in some theory courses and secures an overall aggregate of 50% in all theory courses of that semester he/she declared to be passed in the theory courses of that semester in regular Examinations. This provision is applicable for Regular candidates only during Regular Semester end Examinations.

- The student has to pass the failed course by appearing the examination when offered next, as per the requirement for award of the degree.

- On passing a course of a programme, the student shall earn assigned credits in that Course.

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

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

Table 6: Grading System for individual subjects/labs

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

3.11.3. Consolidated Grade Card

A consolidated grade card containing credits & grades obtained by the candidates will be issued after completion of the two year MBA Programme.

3.12. Eligibility for award of MBA Degree

The MBA Degree shall be conferred on a candidate who satisfied the following requirement. A student should register himself/herself for 100 Credits, out of which a student must secure 100 academic credits in order to become eligible for the award of MBA Degree.

3.13. Amendments to Regulations

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

Chapter-IV

Common Regulations

to

UG/PG Programs

Chapter-IV

Common Regulations to UG/PG Programs

4.1   Transitory Regulations

For the UG/PG candidates, who are detained or discontinued in any semester, should continue on readmission JNTUK rules and regulations shall apply.

4.2 Readmission Criteria

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

4.2.1 Rules for Calculation of Attendance for Re-Admitted students

- Number of classes conducted will be counted from the day 1 of the semester concerned, irrespective of the date of payment of tuition fee.
- They should submit a written request to the principal of the college, along with a challan paid towards tuition and other fee, for re-admission before the commencement of class-work.
- Student should come to know about the date of commencement of class-work of the semester in to which he/she wishes to get re-admission, The information regarding date of commencement of class-work for each semester is available in the college notice boards / website.

4.3 Break in Study

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

4.4 Conduct and Discipline

- Students shall conduct themselves within and outside the premises of the Institute in a manner befitting the students of our Institution.

- As per the order of Honorable Supreme Court of India, ragging in any form is considered a criminal offence and is banned. Any form of ragging will be severely dealt with.
- 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.
  - Lack of courtesy and decorum;
  - Indecent behavior anywhere within or outside the campus.
  - Willful distribution of alcoholicdrinks or any kind of narcotics to fellow students / citizens.
- The following activities are not allowed within the campus
  - Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
  - Mutilation or unauthorized possession of library books.
  - Noisy and unseemly behavior, disturbing studies of fellow students.
  - Hacking computer systems such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime etc.
  - Use of cell phones in the campus.
  - Plagiarism of any nature.
  - Any other act of gross indiscipline as decided by the college from time to time.
- Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from an examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
- For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
- Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
- Un-authorized collection of money in any form is strictly prohibited.

- Detained and Break-in-Study candidates are allowed into the campus for academic purposes only with permission from Authorities.
- Misconduct committed by a student outside the college campus but having the effect of damaging, undermining and tarnishing the image and reputation of the institution will make the student
- concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.
- The disciplinary Action Committee constituted by the Principal, shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- "Grievance Appeal 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 of the college.

Chapter-V

Rules and Regulations for

Examinations and

Evaluation System

of UG and PG

programs

Chapter-V

Rules and Regulations for Examinations and Evaluation System of UG and PG programs (w.e.f. Academic Year 2018-19)

5.1. Introduction

The Academic Council for this institute has been proposed as per the UGC guidelines and as per JNTUK, Kakinada to decide upon academic policies and academic activities from time to time. With the approval from Academic Council, the methodology for examination and evaluation of the programmes run by this institute is as under. Examination Committee is constituted as follows:

      a) Principal (Chairman)

      b) Controller of Examination (CE)

      c) Chair persons of the BOS

5.2. The Powers and Duties of Examination Committee (EC)

- The EC shall ensure proper performance of the various duties in conducting examinations viz. paper setting, time table preparation, assessment and declaration of results.

- The EC shall recommend examination reforms and shall implement them after approval of academic council.

- The EC shall prepare the detailed time table of examinations as per the schedule approved by academic council.

- The EC shall arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.

- Complaint Redressal Committee (CRC) shall be an independent committee consisting of three members appointed by Chairman, EC as and when required to deal with the complaints related to the conduct of examinations.

- The recommendations of the CRC shall be approved by Chairman, EC to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the EC.

- For any meeting of EC, one-third members shall constitute a quorum.

- The members of EC shall meet at least twice during the academic year and at other

times as and when necessary.

- The various formats shall be prepared by EC for record keeping and monitoring all examination related activities.

- The EC shall perform such duties and responsibilities that are assigned by Academic Council of the institute from time to time.

- Controller of Examination (CE) shall be assisted by the Assistant Controllers of Examination (ACE) for carrying out the following activities

5.2.1. Controller of Examinations

The Controller of Examinations shall be responsible for the conduct of all examinations of the College and it shall be his/her duty to arrange for preparation, scheduling, conduct of examinations of the College and all other contingent matters connected with examinations. The Controller of Examinations in the execution of his/her office shall report to the Principal periodically on the performance of his/her duties. The Controller of Examination should take earnest efforts to see that all examinations are conducted as per the scheduled academic calendar and end semester examinations are completed. The responsibilities of the Controller of Examinations shall include:

- He/she shall be responsible for the conduct of all examinations and it shall be his/her duty to arrange for the preparation, scheduling, evaluation and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other contingent matters connected with examinations.

- Direct superintending control over the examination wing including examination sections, examination confidential wing, examination stores, examination computer section and records.

- Taking decision on all matters related to examinations not falling within the powers of statutory officers of the College.

- Making necessary arrangements for the safe custody of office files connected with the conduct of examinations of the College, documents, certificates etc. by the officers under whom such documents are kept.

- He/she shall convene meetings and issue notices to the Boards of Examiners and committees appointed by the examination cell and conduct official communications thereof.

- He/she shall keep the minutes of the Boards of Examiners and all committees appointed by the said Boards.

- Taking special care to see that secrecy and confidentiality are kept in connection with all examinations of the College.

- Payment of remuneration and travelling allowances to question paper setters and examiners.

- Taking quick decisions as circumstances warrant with or without taking advice from examination cell.

- Exercising control over the space allotted for the examination wing including that for centralized valuation. Further he/she should ensure that the rooms, building, laboratories, stores etc are well in order / prepared to conduct the examinations.

5.2.2. Appointment of Paper Setters and Examiners

- The paper setting of SEE shall be done by the external faculty who is teaching the course. A panel of subject experts from outside the college shall be prepared for this purpose. This step is necessary for gaining the confidence of the University and also of the society at large, on the fairness and transparency in the system.

- Two sets of papers to be possessed for each course.

- The remuneration for paper setting is to be proposed by the Finance Committee.

- CE shall be responsible for smooth and proper conduct of examination in the Institute. She/he shall

  - Give the directions to all Departmental Examination Coordinators (DEC) for smooth conduct of examination.

  - Prepare the master plan for seating arrangement, by taking into considerations the total number of students appearing for the examination and seating arrangement available in the institute.

  - Get the examination schedule prepared for the entire programme and send the copy of the same to all Heads of the Department and DECs.

  - Receive the requirements of answer books, supplements, drawing sheets, graph papers and other material from DECs of various departments and keep it ready centrally for distributing to students during examinations. A record of the same shall be maintained.

  - Receive the cases of misbehavior, malpractices, copy cases from Examination

Coordinators and forward the same to CRC for further necessary action.

- Receive the list of external examiners (for conducting practical examinations) for various courses from Heads of the Department for record purpose.

5.2.3. Semester End Examination for Lab courses

- Semester End Examination for lab shall be conducted as per the examination schedule approved by EC. However in case of any emergency, the examination may be rescheduled with the prior approval of CE.

- DEC shall act as coordinator for conducting practical examinations. HOD/DEC of the concerned department shall be responsible for proper conduct of practical examinations and various examination related activities of the concerned department. He/She shall, however, take the services of staff of his/her Department for this purpose.

- DECs in consultation with HOD and CE shall prepare detailed timetable (batch-wise) for the lab examination of the concerned department.

- The HOD shall submit the schedule and final list of examiners for all lab examinations to exam cell. Based on the list of examiners received from HOD, CE shall issue the appointment orders.

- For external evaluation of UG project and PG project, external examiner outside the college is mandatory.

- HOD of concerned department shall send the required panels of external examiners for UG and PG projects to the exam cell. The appointment orders of internal and external examiner shall be issued by CE.

- HOD of the concerned department shall appoint staff for lab examination and forward the copy of the same to the CE.

- Internal examiners shall make all the necessary arrangements of equipment / laboratory setup required for conducting lab examination of the courses for which their appointment is made.

- After the lab examination of the course is over, internal examiner along with the other examiner shall prepare the mark list, and submit it in sealed envelope to exam cell on the same day or latest by the next working day along with TA/DA and remuneration bills. These marks are not to be disclosed to the students.

- Seating arrangement shall be made centrally as per the master plan for seating arrangement.

- CE shall appoint staff for examination as per requirement.
  - There shall be one invigilator for a block of 25- 35 (maximum up to 40) students subject to maximum two per class room.
  - Reliever: One reliever per five class rooms subject to maximum two Invigilators, additional invigilator and relievers shall be appointed centrally among the faculty of all departments.
  - Depending on the need and availability, CE may change the number of staff for conducting examination.
- On each day of examination, CE shall open the required number of packets of question papers at least one hour before the start of examination. Prior to opening, however, he/she shall sign on all the packets indicating the date and time of opening the packets. He/She shall then take out the required number of question papers from the packets and arrange moderator of respective paper to get rectified any discrepancies if found, before distributing them in required quantity to the invigilators.
- CE shall hand over the required material to the invigilators, at least 20 minutes before the start of the examination.
- The invigilators shall follow the "Guidelines/Instructions to the Invigilators" of the college.
- There shall be continuous monitoring by taking rounds in different examination blocks to confirm that invigilators are performing their duties properly and discipline is being maintained during examination.
- ACE shall forward the cases of misbehavior, indiscipline, malpractices, attempt to copy, copying cases to CRC through CE.
- After receiving the answer books from invigilators, ACE shall check them as per the attendance record submitted by the invigilators and then sort out the answer books of each course separately.
- ACE shall direct the sealing assistant to tie the bundles of answer books of each course separately along with two copies of question papers, copies of attendance sheet, record of supplements issued etc. and pack them. Thereafter, he/she shall handover all packets to the ACE looking after assessment on the same day or latest

on the next day. He/she shall maintain the record of all such packets of answer books.

- Office-clerk (examination) shall maintain the account of answers books and supplements received and consumed for the examination in a register. He/She shall also prepare the bills of remuneration of all staff involved in the examination work and submit those to ACE for further action.

- ACE shall prepare the bill for remunerations of staff involved in SEE as per rules. Remuneration shall be paid to staff involved in conduct of examination after the examination is over and account of payment shall be submitted to office within a week.

5.3. Supplementary Examinations

The supplementary examinations for B.Tech. will be conducted usually 2-3 weeks after announcement of results.

- **General**
    - Supplementary examinations will be conducted along with regular semester end examinations.
    - Semester end supplementary Examinations shall be conducted in courses of each semester four times after the conduct of the last set of regular examinations (i.e IV/IV B.Tech., Second Semester Examinations) under the present regulation.
    - Thereafter supplementary examinations will be conducted in the equivalent courses as prescribed by concerned BOS

- **Advance Supplementary Exams**
    - Candidate(s), who failed in Theory or Lab courses of 8th semester, can appear for advanced supplementary examination conducted within one month after declaration of the revaluation results. However, those candidates that failed in this advanced supplementary examinations of 8th shall appear for subsequent examinations along with regular candidates. In the examinations conducted at the end of the respective academic year.

5.4. Central Assessment

Assessment of answer books of semester end examination shall be done by external evaluators.

– All evaluators to sit together to decide a common scheme of evaluation in writing before beginning assessment.

– Award step-wise marks for each solved question.

– Transfer marks carefully on the front page of the answer book and carry out total of marks correctly.

– Blank pages should be struck and signed by evaluator of the answer book.

– The evaluator shall neither put any comment nor any markings in the answer script. He/she shall place the marks for answers in specified spaces provided on the cover page.

– He/she shall put signature with his/her name in the space provided on the cover page of the answer book.

– He/she, who handled the answer book later, should hand over valued answer books to concerned officials.

5.4.1. Preservation of assessed answer books

All valued answer booklets shall be preserved for two consecutive academic years along with scanned copies.

5.4.2. Semester End Examination Result

Results will usually be declared after three weeks from the date of the last examination. After all grievances are addressed, the final result will be declared by CE office.

5.4.3. Revaluation of Answer books

If student is aggrieved of SEE marks declared, he/she may apply for the revaluation of answer book by paying prescribed fee. All the cases of revaluation where the change in marks occur, they should get corrected. He/she may apply for the revaluation within one week from the date of result declaration. The following procedure shall be followed.

- A candidate desirous of revaluation of the answer book(s) shall be required to apply in the prescribed form.

- The candidate shall have to submit application form within one week from the date of display of marks of the concerned course(s).

- The candidate shall have to submit application to the office of CE after paying requisite fee per answer book or such fee as may be prescribed by the Institute from time to time.

- Candidate will be responsible for submitting application in prescribed time limit. An application form received after the last date will not be accepted.

- Upon receipt of the application, the paper to be scrutinized for the following.

  – Whether the total marks displayed in the given paper matches with the marks awarded to the candidate on the cover page of the answer book.

  – Whether the question-wise marks awarded to all the questions inside the answer book are correctly carried over on the cover page.

  – Whether the total of the question-wise marks on the cover page is correct.

  – Whether all the answers in the answer book have been assessed by the examiner. If any question or part of it in the answer book is observed to be un-assessed, the same shall be got assessed from the examiner in the subject and additional marks, if any, awarded shall be then carried, noted and added on the cover page also and accordingly the total of the marks shall be corrected.

  – The CE shall issue corrected statement of marks to the concerned department for display.

5.5.Semester Grade Points Average (SGPA)

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as shown in eq.1

$$\text{SGPA} = \frac{CR*GP}{\text{CR(for all courses offered in semester)}} \quad \text{--- (1)}$$

Where   CR = Credits of a course

GP = Grade points awarded for a course

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

5.6.Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average is a calculation of the average of all courses required for obtaining the degree. The CGPA is calculated as shown in eq.2

$$\text{CGPA} = \frac{CR*GP}{\text{CR(for all courses offered in semester)}} \quad \text{--- (2)}$$

Where   CR = Credits of a course

GP = Grade points awarded for a course

5.7. Guidelines/Instructions to the Invigilators

The invigilators shall enter the examination hall at least 15 minutes before the start of examination. He/She shall

- Ask the students to keep their books, note books, mobile phones and their written materials at the front of the hall/outside the hall. Enter correct seat numbers; use only blue ink for writing.
- Check whether the students have occupied their seats as per the seating arrangement.
- Distribute answer books to the students at least 10 minutes before the start of the examination and ask them to fill in correct details on the front page of the answer books,
- Distribute the question papers to the students at the beginning of the examination,
- Check the identity cards of the students and sign on their answer books, if all details are correct.
- Take the signature of students on the attendance proforma, mark "AB" for absent students and maintain the attendance record of his/her examination hall,
- Distribute the supplements, graph papers to the students as and when demanded by the students and maintain the record of supplements issued in the given proforma.
- Maintain general discipline in the classroom by frequently moving in the examination hall and preventing any malpractices or attempt of copying by students.
- Report cases of misbehavior, indiscipline, malpractices and copying cases of students to the CE for further necessary action,
- Give warning to the students to tie their supplements, 10 minutes before the end of examination,
- Collect the answer books from the students at the end of examination and arrange them sequentially as per the examination seat numbers of students for each course separately,
- Hand over the answer books and filled in Proforma to CE.

5.8. Malpractices

- The Principal shall refer the cases of malpractices in Continuous Evaluation and Semester-End Examinations, to Malpractice Enquiry Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students based on the recommendations of the committee.

- Any action on the part of student at an examination 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. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in

such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

5.9. Disciplinary Action for Malpractices /Improper Conduct in Examinations

S.No.	Nature of Malpractices/Improper conduct	Punishment
	If the candidate:	
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 candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	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 examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.

4.	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 subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all 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 the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant–Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer- in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which 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 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 performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all 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 for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. 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 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 further action to award suitable punishment.	

5.10. Other Matters

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

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

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

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