

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES :: TIRUPATI

(AUTONOMOUS)

Academic Regulations (AK20 Revised) for

B. Tech (Regular-Full time)

(Effective for the students admitted into I year from the Academic Year 2020-21 onwards)

and

B.Tech (Lateral Entry Scheme)

(Effective for the students getting admitted into II year through Lateral Entry Scheme from the Academic Year 2021-22 onwards)

1 MINIMUM QUALIFICATIONS FOR ADMISSION

- i) The medium of instruction for all course work, Examination, Seminar Presentations, Project Reports and all academic activities shall be **ENGLISH** only.
- ii) A candidate seeking admission to the first semester of the eight semester B.Tech. Degree programme should have passed the Intermediate Examination of the Board of Intermediate Education of Andhra Pradesh with Mathematics and Physical Sciences (Physics and Chemistry) as optional subjects or any other equivalent examination thereto recognized by Jawaharlal Nehru Technological University Anantapur, Ananthapuramu / Govt. of Andhra Pradesh.
- iii) For admissions into the third semester of B.Tech Degree programme under lateral entry scheme a candidate should have passed diploma in the respective branch of study or should have passed three year degree with Mathematics as optional subject. Eligibility conditions depends on changes made by the AP government from time to time.

2 AWARD OF THE DEGREE

A student will be declared eligible for the award of B. Tech. degree if he/she fulfills the following:

- i. Pursues a course of study is not less than four and not more than eight academic years.
- ii. 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.
- iii. Registers for 160 credits and must secure all the 160 credits.
- iv. A student shall be eligible for the award of B.Tech degree with Honors or Minor if he/she earns 20 credits in addition to the 160 credits. A student shall be permitted to register either for Honors or for Minor and not for both simultaneously.

The Degree will be conferred and awarded by Jawaharlal Nehru Technological University Anantapur, Ananthapuramu on recommendations by the College Academic Council of AITS - TIRUPATI (Autonomous) basing on the eligibility as in clause 29.

3 FOUR YEAR B.TECH DEGREE UG PROGRAMS

The programs of study prescribed for B.Tech. Degree are

- i. Civil Engineering(CE).
- ii. Computer Science and Engineering(CSE).
- iii. Electrical and Electronics Engineering(EEE).
- iv. Electronics and Communication Engineering(ECE).
- v. Mechanical Engineering(ME).
- vi. Computer Science and Engineering (Internet of Things and Cyber Security including Blockchain Technology).
- vii. Artificial Intelligence and Data Science (AI and DS)
- viii. Artificial Intelligence and Machine Learning (AIML)
- ix. Computer Science and Engineering (Data Science)

ECE

J.Gu

Am

W

N.Belis

Head/HBS

EEE



- x. Any other program approved by the relevant bodies AICTE and the affiliating University and offered by the college.

The duration of B.Tech program is four academic years divided into eight semesters comprising two semesters in each academic year. A student is required to choose a branch of study at the time of admission. Students under lateral entry admission will be admitted straightaway into II B.Tech I Semester of B.Tech program in the respective branch. No change of branch shall be allowed after the admissions are closed.

4 STRUCTURE OF THE PROGRAMME

By course in this context we mean a subject Every programme will have a curriculum consisting of Basic Science Courses (BSC); Humanities and Social Science including Management Courses (HSMC); Engineering Science Courses (ESC); Professional Core Courses (PCC); Professional Elective Courses (PEC); Open Elective Courses (OEC); Internship, Seminar, Project Work (PROJ);Mandatory Courses (MC);Skill Oriented Courses (SC);Laboratory Courses, Design and Drawing Courses which are classified as shown in Table 4.1 below.

S.No	Course Group /Category	Course Description
1	BSC- Basic Sciences	Includes Mathematics, Physics and Chemistry
2	HSMC - Humanities and Social Science including Management Courses	Includes courses related to Humanities, English, Social Sciences and Management
3	ESC - Engineering Science Courses	Includes fundamentals of Engineering, Workshops, Engineering Drawing etc.
4	PCC-Professional Core Courses	Includes core courses related to the respective branch of Engineering
5	PROJ- Internships, Seminars, Project Work	Projects and Internships related to the respective branch of Engineering
6	PEC- Professional Elective Courses	Elective courses relevant to respective specialization / programme
7	OEC- Open Elective Courses	Electives courses relevant to the other departments – on emerging technologies and interdisciplinary courses
8	MC - Mandatory Courses	Professional Ethics and Human Values, Environmental Studies, Constitution of India, Essence of Indian Traditional Knowledge etc., which have no credits but securing 40% marks only in the internal evaluation on max 30 marks is a must to pass in the course.
9	SC - Skill Oriented Courses	Subjects of Skill Enhancement in the related domains and/or Skill Oriented Courses interdepartmental in nature and/or Subjects related to work skills.

Table 4.1 Classification of Courses

5 ASSIGNING OF CREDITS

1 Hour Lecture (L) per week	1 Credit
1 Hour Tutorial (T) per week	1 Credit
1 Hour Practical (P) per week	0.5 Credits
2 Hours Practical (Lab)/ week	1 Credit
Skill Oriented Course/ Skill Advanced Course/ Soft Skill Course	2 Credits
Internship (Summer Break after II year)	1.5 Credits
Industrial/ Research Internship (Summer Break after III year)	3 Credits
Major Project	12 Credits
Mandatory Courses	0 Credits

Handwritten signatures and initials are present at the bottom of the page, including "A/206", "M. Balis", "Sree", "HOD/HBS", and "RPP/EEE".

- 6 The curriculum is designed for every programme so that the total credits will be 163 (124 only for lateral-entry students). To become eligible for the award of degree, every regular admitted student shall earn all the credits of 163 (124 for lateral-entry students) specified in the curriculum of the programme.
- 7 Newly admitted students should initially go through mandatory student induction program, with 3week duration before the commencement of first semester. Physical activity, Creative Arts, Universal Human Values, Literary, Proficiency Modules, Lectures by Eminent People, Visits to local Areas, Familiarization to Dept./Branch & Innovations etc., shall be included in the guidelines issued by AICTE.
- 8 All undergraduate students shall register for NSS/NCC activities. A student will be required to participate in an activity for two hours in a week 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.
- 9 Courses like Environmental Studies, Professional Ethics, Indian Constitution, Essence of Indian Traditional Knowledge etc., are included in the curriculum as non-credit mandatory courses. Environmental Studies is to be offered compulsorily as mandatory course for all branches. A 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.
- 10 There shall be 05 Professional Elective courses and 04 Open Elective courses. All the Professional & Open Elective courses shall be offered for 03 credits, wherever lab component is involved it shall be (2-0-2) and without lab component it shall be (3-0-0). If a course comes with a lab component, that component has to be cleared separately. The concerned BOS shall explore the possibility of introducing virtual labs for such courses with lab component.
- 11 Every student will have the choice to opt from the lists of Professional Elective Courses prescribed in the curriculum. The students shall have the choice to opt from the lists of Open Elective Courses of technical and/or emerging subjects. Further, student is required to give the options through registration for these Elective Courses in advance (at least one week) before the commencement of the semester during which the said courses are offered.
- 12 Each semester curriculum shall normally have a blend of Theory courses not exceeding 7 and practical courses (including engineering drawing practice) not exceeding 5. The total number of courses per semester shall not exceed 10 (including Mandatory Courses).
- 13 A student shall be permitted to pursue upto a maximum of two elective courses under MOOCs during the Programme. Each of the courses must be of minimum 12 weeks in duration. Attendance will not be monitored for MOOC courses. Student has to pursue and acquire a certificate for a MOOC course only from the organizations/ agencies approved by the BoS in order to earn the 3 credits. The Head of the department shall notify the list of such courses at the beginning of the semester.

For MOOC courses offered in III-II and in IV-I, computer lab facility will be given to learn MOOC content with the briefing of the course by the teacher allocated. In case the MOOC content is not available for the part of the syllabus, course teacher will deliver the sessions, attendance is made mandatory.

MOOC courses eligible for this purpose are the courses offered by NPTEL / SWAYAM / EDX / Course era/ by any other reputed organisations approved by the department only.

- i. In respect of AK20 B.Tech curriculum, one MOOC in III B.Tech II Semester & another MOOC in IV B.Tech I semester introduced.
Students should compulsorily submit the pass certificate generated by NPTEL for verification and for consideration of credits.

Handwritten signatures and initials:
A ECE
A
MBelin
HOD - BBS
RBS
EIE

As understood, Certificate by NPTEL will be issued only when a registered students submit assignments regularly as per schedule given and get a minimum of 10 out of 25 marks; and obtain a minimum of 30 marks out of 75 marks in the end examination. (Both criteria should be met to declare pass by NPTEL).

- ii. Out of two MOOC courses introduced, one MOOC shall be with 'Professional Elective Nature and another with 'open Elective' nature: Head of the department will announce options available on the NPTEL platform, and the students have to select 3 credited courses only to fit into the existing credit scheme.
- iii. Courses with minimum 12 weeks learning duration only shall be chosen for MOOC courses.
- iv. Marks or percentage obtained will be converted to grade points and reflects on the grade sheet.
- v. Swayam NPTEL Courses will be notified on this platform before 1st November for January semester; and will be notified before 1st June for July semester. Accordingly HOD shall issue notification/circular to the teachers connected and to the concerned student groups.
- vi. In case the student fails/ absent in the MOOC courses and not passed within the course duration he/she will be allowed to register for supply examination in manual mode.

The pattern of examination for manual mode in supplementary will be in the pattern of conventional exam on theory course (Five questions should be answered with either or type descriptive questions of 14 marks each). Supply exam fee shall be paid by the students. The syllabus for this pen-paper exam will be the syllabus mentioned in the MOOCS platform.

- vii. The exam fee payable for taking NPTEL online courses shall be borne by the students only
- viii. Teachers connected to the student group for guidance of MOOC courses shall also register for the course, go through the e-content in it to provide proper guidance to the students and also to get his 'mentor certificate'.
- ix. Registration facility – extension of dates if any shall be continuously monitored by the HOD & students.

An equivalent Grade corresponding to grade/marks awarded by MOOC agency shall be determined by a committee consisting of Principal, Controller of Examinations, and HoD concerned. This equivalent Grade shall be shown in the grade sheet and accounted in the SGPA and CGPA calculations.

- 14 The college invites registration forms from the students at the beginning of the semester for offering professional and open elective courses. There shall be a limit on the minimum and maximum number of registrations based on class/section strength.
- 15 Students shall undergo mandatory summer internships for a minimum of six weeks duration at the end of second and third year of the Programme. There shall also be mandatory full internship in the final semester of the Programme along with the project work.
 - i. Two summer internships each with a minimum of six weeks duration, done at the end of second and third years, respectively are mandatory. The internship can be done by the students at local industries, Govt. Organizations, construction agencies, Industries, Hydel and thermal power projects and also in software MNCs.
 - ii. Evaluation of the summer internships shall be through the departmental committee. A student will be required to submit a summer internship report to the concerned department and appear for an oral presentation before the departmental committee. The report and the oral presentation shall carry 40% and 60% weightages respectively.
 - iii. In the final semester, the student should mandatorily undergo internship and parallelly he/she should work on a project with well-defined objectives. Student has to do internship in the relevant industry/ department/ research departments/ IITs/ Central Institutions for the min period of 6 months and

J-6
AI
M. Belin
HOD HBS
RPM
EEE

submit internship completion certificate and a project report on the work carried out during the internship to the department for assessment and award credits. The project work shall be evaluated with an external examiner.

- iv. The HOD will monitor the student internship programmes. Completion of internships is mandatory, if any student fails to complete internship, he/she will not be eligible for the award of degree. In such cases, the student shall repeat and complete the internship.
- 16 There shall be 05 skill-oriented courses offered during III to VII semesters. Among the five skill courses, four courses shall focus on the basic and advanced skills related to the domain courses and the remaining one shall be a soft skills course.
- i. For skill oriented/skill advanced course, one theory and 2 practical hours or two theory hours may be allotted as per the decision of concerned BOS.
 - ii. Out of the five skill courses two shall be skill-oriented courses from the same domain and shall be completed in second year. Of the remaining 3 skill courses, one shall be necessarily be a soft skill course and the remaining 2 shall be skill-advanced courses either from the same domain or Job oriented skill courses, which can be of inter disciplinary nature. (See Annexure 1 for model skill courses)
 - iii. A pool of interdisciplinary job-oriented skill courses shall be designed by a common Board of studies by the participating departments/disciplines and the syllabus along with the pre requisites shall be prepared for each of the laboratory infrastructure requirements. The list of such courses shall be included in the curriculum structure of each branch of Engineering, so as to enable the student to choose from the list.
 - iv. The student shall be given an option to choose either the skill courses being offered by the college or to choose a certificate course being offered by industries/ Professional bodies/ APSSDC or any other accredited bodies as approved by the concerned BoS.
 - v. The Board of studies of the concerned discipline of Engineering shall review the skill advanced courses being offered by eligible external agencies and prepare a fresh list every year incorporating latest courses based on industrial demand.
 - vi. If a student chooses to take a Certificate Course offered by industries/Professional bodies/APSSDC or any other accredited bodies, in lieu of the skill advanced course offered by the Department, the credits shall be awarded to the student upon producing the Course Completion Certificate from the agency/professional bodies as approved by the Board of studies.
 - vii. If a student prefers to take a certificate course offered by external agency, the department shall mark attendance of the student for the remaining courses in that semester excluding the skill course in all the calculations of mandatory attendance requirements upon producing a valid certificate as approved by the concerned Board of Studies, the student is deemed to have fulfilled the attendance requirement of the course and acquire the credits assigned to the course.
 - viii. A committee shall be formed at the level of the college to evaluate the grades/marks given for a course by external agencies and convert to the equivalent marks/grades. The recommended conversions and appropriate grades/marks are to be approved by a committee constituted by the Head of the Institution.
- 17 Under graduate Degree with Honors/Minor shall be issued by the College/ University to the students who fulfill all the academic eligibility requirements for the B. Tech program and Honors/Minor program. The objective is to provide additional learning opportunities to academically motivated students.
- 18 **UNDER GRADUATE DEGREE WITH HONORS**
- i. Students of a Department/ Discipline are eligible to opt for Honors Programme offered by the same Department/Discipline.

J.G.
AI
ECE
M.Belin
HOD - EEE
EEE

- ii. A student shall be permitted to register for Honors program at the beginning of 4th semester provided that the student must have acquired a minimum of 8.0 CGPA (7.5 CGPA for SC/ST) upto the end of 3rd semester without any backlogs. In case of the declaration of the 3rd semester results after the commencement of the 4th semester and if a student fails to score the required minimum of 8 CGPA, his/her registration for Honors Programme stands cancelled and he/she shall continue with the regular Programme.
- iii. Students can select the additional and advanced courses from the respective branch in which they are pursuing the degree and get an honors degree in the same. e.g. If a Mechanical Engineering student completes the selected advanced courses from same branch under this scheme, he/she will be awarded B.Tech. (Honors) in Mechanical Engineering.
- iv. In addition to fulfilling all the requisites of a Regular B.Tech Programme, a student shall earn 20 additional credits to be eligible for the award of B.Tech(Honors)degree. This is in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 163credits (124 credits for LE students)).
- v. Of the 20 additional Credits to be acquired, 16 credits shall be earned by undergoing specified courses listed as pools, with four courses, each carrying 4 credits. The remaining 4 credits must be acquired through two MOOCs, which shall be domain specific, each with 2 credits and with a minimum duration of 8/12weeks as recommended by the Board of Studies.
- vi. It is the responsibility of the student to acquire/complete prerequisite before taking the respective course. The courses offered in each pool shall be domain specific courses and advanced courses.
- vii. The concerned BoS shall decide on the minimum enrolments for offering Honors program by the department. If minimum enrolments criteria are not met then the students shall be permitted to register for the equivalent MOOC courses as approved by the concerned Head of the department in consultation with BoS.
- viii. Each pool can have theory as well as laboratory courses. If a course comes with a lab component, that component has to be cleared separately. The concerned BoS shall explore the possibility of introducing virtual labs for such courses with lab component. (Model pool list is enclosed in the Annexure-2)
- ix. MOOC courses must be of minimum 8 weeks in duration. Attendance will not be monitored for MOOC courses. Students have to acquire a certificate from the agencies approved by the BOS with grading or marks or pass/fail in order to earn 4 credits. If the MOOC course is a pass/fail course without any grades, the grade to be assigned will be as decided by the university/academic council.
- x. The concerned BoS shall also consider courses listed under professional electives of the respective B.Tech programs for the requirements of B.Tech(Honors). However, a student shall be permitted to choose only those courses that he/she has not studied in any form during the Programme.
- xi. If a student drops or is terminated from the Honors program, the additional credits so far earned cannot be converted into free or core electives; they will remain extra. These additional courses will find mention in the transcript (but not in the degree certificate). In such cases, the student may choose between the actual grade or a "pass (P)" grade and also choose to omit the mention of the course as for the following: All the courses done under the dropped Minors will be shown in the transcript. None of the courses done under the dropped Minor will be shown in the transcript.
- xii. In case a student fails to meet the CGPA requirement for Degree with Honors at any point after registration, he/she will be dropped from the list of students eligible for Degree with Honors and they will receive regular B.Tech degree only. However, such students will receive a separate grade

Handwritten signatures and initials in blue ink:
JG
AI
ECB
M. Belin
HOD-HBS
RFB

sheet mentioning the additional courses completed by them.

- xiii. Honors must be completed simultaneously with a major degree program. A student cannot earn Honors after he/she has already earned bachelor's degree.

19 UNDER GRADUATE MINOR DEGREE

- i. a) Students who are desirous of pursuing their special interest areas other than the chosen discipline of engineering may opt for additional courses in minor specialization groups offered by a department other than their parent department. For example, If Mechanical Engineering student selects subjects from Civil Engineering under this scheme, he/she will get Major degree of Mechanical Engineering with minor degree of Civil Engineering.
b) Student can also opt for Industry relevant tracks of any branch to obtain the Minor Degree, for example, a B.Tech Mechanical student can opt for the industry relevant tracks like Data Mining track, IOT track, Machine learning track etc.
- ii. The BOS concerned shall identify as many tracks as possible in the areas of emerging technologies and industrial relevance / demand. For example, the minor tracks can be the fundamental courses in CSE, ECE, EEE, CE, ME etc or industry tracks such as Artificial Intelligence (AI), Machine Learning (ML), Data Science (DS), Robotics, Electric vehicles, Robotics, VLSI etc.
- iii. The list of disciplines/branches eligible to opt for a particular industry relevant minor specialization shall be clearly mentioned by the respective BoS.
- iv. There shall be no limit on the number of programs offered under Minor. The University/Institution can offer minor programs in emerging technologies based on expertise in the respective departments or can explore the possibility of collaborating with the relevant industries/agencies in offering the program.
- v. The concerned BoS shall decide on the minimum enrolments for offering Minor program by the department. If a minimum enrolments criterion is not met, then the students may be permitted to register for the equivalent MOOC courses as approved by the concerned Head of the department in consultation with BoS.
- vi. A student shall be permitted to register for Minors program at the beginning of 4th semester subject to a maximum of two additional courses per semester, provided that the student must have acquired 8 SGPA (Semester Grade point average) upto the end of 2nd semester without any history of backlogs. It is expected that the 3rd semester results may be announced after the commencement of the 4th semester. If a student fails to acquire 8 SGPA upto 3rd semester or failed in any of the courses, his registration for Minors program shall stand cancelled. An SGPA of 8 has to be maintained in the subsequent semesters without any backlog in order to keep the Minors registration active.
- vii. A student shall earn additional 20 credits in the specified area to be eligible for the award of B. Tech degree with Minor. This is in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 163credits (124 credits for LE students)).
- viii. Out of the 20 Credits, 16 credits shall be earned by undergoing specified courses listed by the concerned BoS along with prerequisites. It is the responsibility of the student to acquire/complete prerequisite before taking the respective course. If a course comes with a lab component, that component has to be cleared separately. A student shall be permitted to choose only those courses that he/she has not studied in any form during the Programme.
- ix. In addition to the 16 credits, students must pursue at least 2 courses through MOOCs. The courses must be of minimum 8 weeks in duration. Attendance will not be monitored for MOOC courses. Student has to acquire a certificate from the agencies approved by the BOS with grading or marks or pass/fail in order to earn 4 credits. If the MOOC course is a pass/fail course without any grades,

Handwritten signatures and initials at the bottom of the page, including "SG", "AI", "A", "M. Behis", "H.D. HBS", and "EEE".

the grade to be assigned as decided by the university/academic council.

- x. Student can opt for the Industry relevant minor specialization as approved by the concerned departmental BoS. Student can opt the courses from Skill Development Corporation (APSSDC) or can opt the courses from an external agency recommended and approved by concerned BOS and should produce course completion certificate. The Board of studies of the concerned discipline of Engineering shall review such courses being offered by eligible external agencies and prepare a fresh list every year incorporating latest skills based on industrial demand.
- xi. A committee should be formed at the level of College/Universities/department to evaluate the grades/marks given by external agencies to a student which are approved by concerned BoS. Upon completion of courses the departmental committee should convert the obtained grades/marks to the maximum marks assigned to that course. The controller of examinations can take a decision on such conversions and may give appropriate grades.
- xii. If a student drops (or terminated) from the Minor program, they cannot convert the earned credits into free or core electives; they will remain extra. These additional courses will find mention in the transcript (but not in the degree certificate). In such cases, the student may choose between the actual grade or a "pass(P)" grade and also choose to omit the mention of the course as for the following: All the courses done under the dropped Minors will be shown in the transcript. None of the courses done under the dropped Minor will be shown in the transcript.
- xiii. In case a student fails to meet the CGPA requirement for B.Tech degree with Minor at any point after registration, he/she will be dropped from the list of students eligible for degree with Minors and they will receive B. Tech degree only. However, such students will receive a separate grade sheet mentioning the additional courses completed by them.
- xiv. Minor must be completed simultaneously with a major degree program. A student cannot earn the Minor after he/she has already earned bachelor's degree.

20 ASSESSMENT

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory as well as for practical subject. The distribution shall be 30 marks for Continuous Internal Evaluation (CIE) and 70 marks for the Semester End Examinations (SEE). A student has to secure not less than 35% of marks in the end semester examination and minimum 40% of marks in the sum total of internal and end semester examination marks to earn the credits allotted to each course.

- For Theory, Design and Drawing courses out of 100 marks, 30 marks will be for the CIE and 70 marks will be for the SEE
- In respect of Skill Oriented Courses maximum of 100 marks will be for CIE only.
- In VIII semester, for Major Project, there shall be 60 marks for CIE only and there will be 140 marks for SEE. For maximum of 60 marks for CIE, based on the continuous evaluation by the guide / supervisor and Project review committee, assessment will be done by taking two assessments (minimum) one in the middle of the semester and another towards the end of the semester before submission of the final report.

i. Continuous Internal Evaluation for theory courses including Professional and Open Electives:

In case of theory courses there shall be two internal examinations for 30 marks each with the first exam (on first two units) conducted in the middle of the semester and the second exam (for remaining three units) conducted towards the end of the semester and the sessional marks are

I.G.
AI
M. Balis
R.M. FEE

awarded giving a weightage of 0.80 for the better score and 0.20 for the other score.

ii. Continuous Internal Evaluation for the practical courses:

In case of practical courses out of 30 marks, 15 marks are awarded based on the performance in the day to day laboratory work, 05 marks for record work. Viva-voce and internal practical examination will be conducted for 10 marks at the end of the semester.

iii. Continuous Internal Evaluation for the Design/Drawing/Estimation courses:

For these courses the distribution shall be 30 marks for internal exams out of which 15 marks for day to day work and there shall be two internal exams conducted for 15 marks each time and the marks shall be finalized with a weightage of 0.80 for the better score and 0.20 for the other.

iv. Continuous Internal Evaluation for Internship(at the end of IV sem, at the end of VI sem and in the VIII sem):

The internal evaluation for 50 marks will be done in respect of first two internships by the department and III internship will be evaluated for 100 marks based on internship the reports submitted by the student and a viva-voce examination.

x. Continuous Internal Evaluation for Skill Oriented Course:

Depending upon the grade points/ grade mentioned in the course completion certificate by the agency/ professional bodies, the grade points can be converted onto a scale of 0 – 100 marks. A committee constituted with the senior faculty in the department by the principal will take care of this conversion process.

xi. Continuous Internal Evaluation for Major Project:

60 marks are awarded based on the continuous evaluation by the guide / supervisor and Projectreview committee based on two seminars given by each student.

xii. Semester End Examination (SEE):

SEE for the theory, professional electives, open electives and design/drawing courses :

There shall be a comprehensive written end examination of three hours duration for each Theory, Design and /or Drawing courses for 70 marks. Question paper setting shall be done by the external examiners. BoS recommended panels of paper setters will be considered by the principal to appoint the paper setter.

xiii. SEE for practical courses:

For each practical course the end examination with duration as specified in the regulation shall be conducted for 70 marks by one internal and one external examiner nominated by the Principal. However, if external examiner is not available, Principal may nominate a faculty member as an external examiner from among the same department competent in the course and preferably who had not handled that practical course for that class.

xiv. SEE for the Major Project:

For Major Project, the external evaluation will be for 140 marks based on the report/model if any, and the performance of the student in the viva-voce examination. Viva-voce examination will be

Handwritten signatures and initials at the bottom of the page, including "A1", "BCE", "M. Belis", "HOD-HBS", and "RFE".

conducted by the evaluation committee comprising Head of the Department, One Senior Faculty Member and an External examiner nominated by the Principal from the three member panel of examiners submitted by the concerned Head of the Department.

Table 20.1 : Distribution of Weightages for CIE and SEE in Tabular form

S. No	Nature of the course	Marks	Type of examination and Mode of assessment	Scheme of examination	
1.	Theory (including Professional and Open Elective Courses)	30	Internal Assessment	Two internal exams for 30 marks each shall be conducted and shall be finalized with a weightage of 0.80 for the better score and 0.20 for the other score.	
		70	End Examination	This end examination in theory courses will be for a maximum of 70 marks.	
2.	Practical	30	Internal Assessment	15 marks are allotted for day to day laboratory work, 05 marks for Record work and 10 marks for viva-voce and internal exam.	
		70	End Examination	This end examination in practical courses will be for a maximum of 70 marks. In this 40 Marks are allotted for procedure and experiment. Calculations, graphs and result etc. for 20 marks and 10 marks for Viva Voce	
3.	Major Project	200	60	Internal Assessment	Continuous evaluation by guide / supervisor/ Evaluation review committee with the following guide lines for the breakup: i) Evaluation by the Supervisor : (Max Marks:30) (a) Problem identification /Literature Review : 10 marks (b) Thesis preparation : 20 marks ii) Evaluation by the Project Review committee (Max Marks: 30) (a) Presentation:15 marks (b) Defence of the topic/problem and results: 15 marks
			140	End Examination	Thesis Presentation / Viva Voce Examination will be conducted by a committee comprising HoD, Senior faculty and one external examiner. Presence of supervisor is optional and left to the discretion of committee.

J.G.
AI

BCB

M. Belis

HOD-HBS

EEE

Handwritten signature and scribbles in the bottom right corner.

4.	Design Drawing/ Estimation	100	30	Internal Assessment	Sessional exam marks : 15 marks for Day to day assessment and for 15 marks two internal exams for 15 marks each shall be conducted and shall be finalized with a weightage of 0.80 for the better score and 0.20 for the other score.
			70	End Examination	This end examination will be for a maximum of 70 marks

21 QUESTION PAPER PATTERN

a. Internal Assessment

- For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination consists of subjective paper for 20 marks and quiz paper for 10 marks with duration of 2 hours.
- Question paper shall contain 6 questions with internal choice (either or type) hence 3 questions to be answered, and the marks obtained for 30 shall be condensed to 20 marks. For remaining 10 marks, ten fill up the blanks type questions of each 1 mark weightage can be asked.

Note-1: Any fraction (0.5 and above) shall be rounded off to the next higher marks.

Note-2: In the subjective paper of I Mid Examinations, First two questions to be set from Unit-I, Third and fourth questions from unit-II, Fifth question shall be from Unit-I and sixth question from Unit-II.

- For theory courses, comprising two parts of syllabus from two different disciplines for Example Basic Electrical & Electronics Engineering, question paper for First Mid examination shall contain two sections. Section-I on First discipline and section –II on second discipline. Section-I Comprises First Question of Fill up the blank type of 5 questions of 1 mark weightage for each and 4 subjective questions of either or type internal choice. First two questions will from Unit-I and questions 3 & 4 will be from Unit-II. Student has to answer two questions and each question carries 5 marks. Internal question paper on the other discipline also follows the same pattern.
- However to meet the specific course requirement a different pattern of question paper can be recommended by the course teacher with the approval of HOD/Chairman BOS. But this must be informed to the students well in advance.

b. End Examination assessment:

- For theory courses, the SEE question paper shall contain two parts viz. Part-A for 20 marks and Part-B for 50 marks. Part-A comprises one compulsory question having 10 sub questions of short answer type with 2 marks weightage for each. Part-B comprises Ten (10) questions with internal choice (either or type), picking up two questions from each unit and all questions are of equal weightage of 10 marks each.
- For theory courses, comprising two parts of syllabus from two different disciplines, the question paper on each part shall contain two sections viz. section 1 comprises compulsory question of short answer type for 5 marks (5 questions with weightage of one mark each) and section 2 comprises 6 questions with internal choice (either or type), for 30 marks with the weightage of 10 marks each. Part-B Question paper on another discipline also follows same pattern.
- Model Question paper for each theory course shall be prepared by the course teacher/expert within 15 days from the commencement of the semester and the same shall be forwarded to the Controller of Examinations through the Chairman, BOS concerned.

22 ATTENDANCE REQUIREMENTS

Handwritten signatures and initials at the bottom of the page, including "JF", "A1", "ECS", "M. Behn", "HOD-HBS", and "RFE".

- i. A student shall be eligible to appear for end semester examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects in a semester.
- ii. Shortage of Attendance below 65% in aggregate and below 40% individually in every subject (theory and practical courses) shall in NO case be condoned.
- iii. Condonation for shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted by the College Academic Committee subject to the fulfillment of condition 22(ii).
- iv. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end semester examination of that class and their registration shall stand cancelled.
- v. A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester, as applicable. They may seek readmission for that semester when offered next.
- vi. Astipulatedfeeshallbepayabletowardscondonationofshortageofattendance to the college. (a)
- vii. A student cannot avail the condonation for more than **FOUR** times throughout his/her entire course of study. In case of Lateral Entry students, Condonation cannot be availed for more than **THREE** times throughout his/her entire course of study.
- viii. A student who has not satisfied these requirements of attendance in any semester will not be allowed to write the end examination and shall have to repeat that semester. The attendance under this clause does not include attendance of CIE (Continuous Internal Examinations).
- ix. Students who represent the college in the affiliating university / inter university / National / International tournaments shall be given attendance exemption of maximum one week duration on submission of relevant attendance certificate from the competent authority. However, for such participations, prior approval from the HoD / Principal is compulsory.

23 PROMOTION RULES

Promotion from a lower semester to successive higher semester will be automatic, if the student satisfies the minimum attendance requirements during the lower semester. However, in order to promote a student from 4th to 5th semester or 6th to 7th semester the student should also satisfy the minimum academic requirements in terms of credits in addition to satisfying the minimum attendance requirements.

Minimum Academic requirements / Credit requirements for promotion

The promotion from I to II Sem, II to III Sem and from every odd semester to the next immediate even semester, shall be automatic for all the students except for those detained due to shortage of attendance and there will be no credit requirements and restrictions for a student to progress. Example (I to II, III to IV, V to VI and VII to VIII semester). However for promotion to V semester (Regular students only) and VII semester (Regular and Lateral entry students), in addition to attendance requirement mentioned above in clause 22, the following credit requirements have to be satisfied.

(The credit requirements specified here are to make the students not to carry too many backlogs.)

For Four Year B.Tech (Regular) students

(i) Promotion to V semester

A student shall be promoted from IV semester to V semester only if he/she secures 40% (24 credits) (rounded off to lower integer) of credits (up to and including III semester) from the following Examinations, whether the candidate takes the examinations or not.

- a) One Regular and Two subsequent Supplementary Examinations of semester –I
- b) One Regular and One subsequent Supplementary Examinations of semester –II
- c) One Regular Examination of Semester –III

(ii) Promotion to VII semester

J.C.
AI

ABC

~

M. Behin

~
HOD-HBS

~
FFF

~

A student shall be promoted from VI semester to VII semester only if he/she secures 40% (41 credits) (rounded off to lower integer) of credits (up to and including V semester) from the following Examinations, whether the candidate takes the examination or not.

- One Regular & Four subsequent Supplementary Exams of Semester -I
- One Regular & Three subsequent Supplementary Exams of semester -II
- One Regular & Two subsequent Supplementary Exams of semester -III
- One Regular & One subsequent Supplementary Exam of semester -IV
- One Regular Exam of semester - V

For Lateral Entry Students:

Promotion to VII semester

A student shall be promoted from VI semester to VII semester only if he/she secures 40% (25 credits) (rounded off to lower integer) of total credits of III semester, IV semester and V semester from the following Examinations, whether the candidate takes the examination or not.

- One Regular & Two subsequent Supplementary Exams of semester - III
- One Regular & One subsequent Supplementary Exam of semester - IV
- One Regular Exam of semester - V

The above promotion criteria is also depicted in a tabular form in Table 23.1

For Promotion to	Minimum Credits required	
	For Four Year B.Tech Students	For Lateral Entry Students
V Semester	Students should earn 40% of the credits up to and including III semester before they register for IV semester regular exams.	---
VII Semester	Students should earn 40% of the credits upto and including V semester before they register for VI semester regular exams.	Students should earn 40% of the total credits of III, IV and V semesters before they register for VI semester regular exams.

Table 23.1 : Promotion Criteria

When a student is detained due to lack of credits in any semester, he/she shall be eligible for promotion to the next semester after obtaining required number of credits.

Eligibility for appearing the end examinations: All students who have satisfied the attendance requirement in any semester with or without condonation and also who have satisfied academic requirements are eligible to appear for the regular end examinations of that semester. They shall register for the end examinations of that semester by paying the prescribed examination fee. It is mandatory for all the eligible students to register for the regular end examination.

24 MAXIMUM PERIOD FOR COMPLETION OF PROGRAMME

- The normal duration of B.Tech programme shall be Four academic years (Three academic years in case of Lateral entry admission). The maximum period which a student can take to complete a B.Tech programme shall be double the normal duration of the programme, i.e., eight years (excluding period of Gap Year, explained in clause 31) for regular and six years (excluding period of Gap Year) for lateral entry students reckoned from the commencement of the semester to which the student was first admitted to the programme. A student is required to complete the B.Tech Programme of study satisfying the attendance and academic/credit requirements in all the eight semesters of the course within a period of eight (six in case of lateral entry) academic years

JG
A1
etc
M. Belin
ROR
EEE

(excluding period of Gap Year) from the year of admission, failing which he/she shall be declared ineligible to pursue B.Tech degree course.

- ii. Completing the programme of study shall mean not only satisfying the attendance and academic/credit requirements but also passing of all the courses and earning the credits prescribed in the curriculum within the respective stipulated period.

25 GRADING

After each course is evaluated for 100 marks, the marks obtained by the student in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks fall.

Table 25.1 – Conversion into Grades and Grade Points assigned

Range in which the marks in the subject fall	Grade	Grade points Assigned
≥ 90	S (Superior)	10
80-89	A (Excellent)	9
70-79	B (Very Good)	8
60-69	C (Good)	7
50-59	D (Average)	6
40-49	E (Below Average)	4
< 40	F (Fail)	0
ABSENT	AB (Absent)	0
MALPRACTICE	MP	0

Note: Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he has to register for the End Examination in those course/courses consequently and has to fulfill all the norms required for award of Degree.

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum (C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Memorandum of Marks / transcripts.

Handwritten signatures and initials are present at the bottom of the page, including 'Jw', 'EC6', 'AI', 'M. Belis', '100-HDS', and 'EEE'.

Illustration for SGPA

Course	Credit	Letter Grade	Grade Point	Credit Point (Credit x Grade Point)
Course – I	3	S	10	3 x 10 = 30
Course – II	3	A	9	3 x 9 = 27
Course – III	3	B	8	3 x 8 = 24
Course – IV	3	C	7	3 x 7 = 21
Course – V	2	B	8	2 x 8 = 16
Course – VI	1	B	8	1 x 8 = 8
	15			126

Thus, SGPA = $126 / 15 = 8.40$

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 27 SGPA : 8.13	Credit : 27 SGPA : 6.9	Credit : 30 SGPA : 7.3	Credit : 18 SGPA : 6.8

Thus, CGPA = $(27 \times 8.13) + (27 \times 6.9) + (30 \times 7.3) + (18 \times 6.8) / 102 = 7.32$

26 REQUIREMENT FOR CLEARING ANY COURSE

- i. In the theory and practical courses the students have to obtain a minimum of 35% marks in the end examinations and also minimum 40% of marks in the sum total of the continuous internal assessment and semester end examination taken together, otherwise they will be awarded grade-F in that course. F is considered as a fail grade indicating that the student has to reappear for the supplementary examination in that course and obtain a non fail grade for clearing that course.
- ii. In other words to pass in a course, a student shall score 25 marks or more out of 70 marks in the end examination and also shall score 40 marks or more out of 100 in the end examination and the continuous internal assessment put together.
- iii. To become eligible for the award of degree a student must obtain a minimum CGPA of 4.5 (as per computations shown in clause 25).

27 SUPPLEMENTARY EXAMINATIONS

- i) Apart from the regular end examinations, the college will also schedule and conduct supplementary examinations for all courses for the benefit of students with backlogs. Such of the students writing supplementary examinations as supplementary candidates, may have to write more than one examination per day.
- ii) Instant examination / Advanced supplementary examination for eighth semester courses will be conducted only for the benefit of those outgoing students who are failed or who are absent in eighth semester examinations. The instant exam will be conducted normally within one month from the date of announcement of the final semester revaluation results.

28 NO IMPROVEMENT

No improvement facility is available for the students, who cleared the examinations. However, failed students can take up supplementary examinations within the stipulated period.

29 MINIMUM ACADEMIC REQUIREMENTS

A student is deemed to have satisfied the minimum academic requirement if he/she scores not less than 35% marks in the end examinations and also minimum 40% of marks in the sum total of the internal evaluation and end examination together in each of the theory and practical courses including project work etc., and obtains a minimum CGPA of 4.5 which is calculated considering all the semesters. However, lateral entry

Handwritten signatures and initials at the bottom of the page, including "Mr. Belin", "HOD-HBS", and "RDB EEE".

students must obtain a CGPA of 4.5 which is calculated considering the performance from third semester to eighth semester.

A student shall be declared to have satisfied the minimum academic requirements and has become eligible for the award of degree if he/she fulfills each of the following conditions.

- i. Satisfies minimum requirements as stated in clause 26.
- ii. Satisfies the minimum requirement of attendance as stipulated in clause 22 and satisfies all other regulations, academic or otherwise stipulated by the college from time to time.

30 AWARD OF CLASS

After a student has satisfied the minimum requirements prescribed for the completion of the Course as stipulated in clause 26 and has become eligible for the award of degree he/she shall be placed in one of the following classifications based on CGPA.

Class Awarded	CGPA Secured
First Class with Distinction	≥ 7.5
First Class	$\geq 6.5 < 7.5$
Second Class	$\geq 5.5 < 6.5$
Pass Class	$\geq 4.0 < 5.5$

31 GAP YEAR

The concept of Student Entrepreneur in Residence is being introduced and outstanding students who wish to pursue entrepreneurship are allowed to take a break of one year at any time after IV semester to pursue entrepreneurship full time. This period may be extended to two years at the most and this period would not be counted for the time for the maximum time for graduation. A sub-committee appointed by the principal shall evaluate the proposal submitted by the student and the committee shall recommend whether or not to permit student(s) to avail the Gap Year. The students permitted to rejoin the programme after break of study shall be governed by the Curriculum and Regulations in force at the time of rejoining.

32 WITH HOLDING OF RESULTS

The result of a candidate shall be withheld if: He/she has not cleared any dues to the Institution/ Hostel /University A case of disciplinary action against him/her is pending disposal.

33 EXAM HALL CULTURE

- i. Students are not permitted to use mobile phones in the examination halls.
- ii. Any attempt by any student to influence the examiners, faculty and staff or Controller of Examinations for undue favours in the exams, and bribing them either for marks or attendance will be treated as malpractice case and the student can be debarred from the college.
- iii. When a student absents himself/herself, he/she is treated as to have appeared and obtained zero marks in that course(s) and Grading is done accordingly.
- iv. When a student's answer book is confiscated for any kind of attempted or suspected malpractice, the decision of the examination committee is final.

34 MINIMUM INSTRUCTION WEEKS

Each semester shall consist of 15 instruction weeks excluding the days allotted for examinations.

35 TRANSITORY REGULATIONS

Candidates who have been detained for want of attendance/lack of credits or who wish to repeat the same semester and who have availed gap year/s are eligible for readmission into the respective semester and shall

Handwritten signatures and initials in blue and green ink are present at the bottom of the page, including 'AI', 'BCE', 'ne Belis', 'HOD-HBS', and 'RAN EFF'.

be governed by the curriculum and academic regulations in force at the time of re-joining.

36 AMENDMENT OF REGULATIONS

The college may, from time to time, revise, amend or change the regulations, scheme of examinations and syllabi.

37 RAGGING

Ragging of any kind is strictly prohibited. A Student who indulges in ragging shall be punished as per the provisions of the ragging act.

38 RULES OF DISCIPLINE

- i. Use of mobile phones with camera, in the campus is strictly prohibited.
- ii. Students shall behave and conduct themselves in a dignified and courteous manner in the campus/Hostels.
- ii. Students shall not bring outsiders to the institution or hostels.
- v. Students shall not steal, deface, damage or cause any loss to the institution property.
- v. Students shall not collect money either by request or coercion from others within the campus or hostels.
- vi. Students shall not resort to plagiarism of any nature/extent. Use of material, ideas, figures, code or data without appropriate acknowledgement or permission of the original source shall be treated as cases of plagiarism. Submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself shall also be considered as cases of plagiarism.
- ii. Use of vehicles by the students inside the campus is prohibited.
- ii. Any conduct which leads to lowering of the esteem of the organization is prohibited.
- x. Any student exhibiting prohibited behaviour shall be suspended from the institute. The period of suspension and punishment shall be clearly communicated to the student. The student shall lose the attendance for the suspended period
- x. Dress Code
Boys: All the boy students should wear formal dresses. Wearing T-shirts and other informal dresses in the campus is strictly prohibited.
Girls : All the girls students shall wear saree/churidhar with dupatta.

39 GENERAL

- i. The academic regulations should be read as a whole for purpose of any interpretation. The college reserves the right of altering the regulations as and when necessary.
- ii. The regulations altered may be applicable to all the Candidates on rolls.
- iii. Wherever the word he, him or his occur, it will also include she, her, hers.
- iv. Whenever ambiguities arise in interpreting the regulations, the joint board of studies shall have the powers to issue clarifications and /or to make new rule for removing such ambiguities which shall be final.

40. CREDIT TRANSFER POLICY:

As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, the University shall allow up to 40% of the total courses being offered in a particular Programme in a semester through the Online Learning courses through SWAYAM.

Student willing to register for online courses apart from regular MOOCS in the curriculum shall take prior approval from the head of the department and HoD gives permission based on the matchability of online learning content with the syllabus approved in the curriculum.

Handwritten signatures and initials in blue and green ink are present at the bottom of the page, including 'AI', 'ECS', 'M. Behri', and 'HBS'.

The institute shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform.

The online learning courses available on the SWAYAM platform will be considered for credit transfer. SWAYAM course credits are as specified in the platform. The credits should be equal with respect to the Portal and Programme offered by the institution.

Student registration for the MOOCs shall be only through the institution, it will be mandatory for the student to share necessary information with the institution.

The institution shall select the courses to be permitted for credit transfer through SWAYAM. However, while selecting courses in the online platform institution would essentially avoid the courses offered through the curriculum in the offline mode.

The institution shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer in the forthcoming Semester.

The institution shall also ensure that the student has to complete the course and produce the course completion certificate as per the academic schedule given for the regular courses in that semester

The institution shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.

The institute shall ensure no overlap of SWAYAM MOOC exams with that of the institute examination schedule.

Student pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.

The department shall submit the following to the examination section of the institute:

- a) List of students who have passed MOOC courses in the current semester along with the certificates of completion.
- b) Undertaking form filled by the students for credit transfer.

The Academic Council shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government

[Handwritten signatures and initials in blue and green ink, including 'M. Behar', 'Rohit', and 'Rohit HBS']

Academic Regulations (AK20) for B. Tech (Lateral Entry)

(Effective for the students admitted into 3rd Semester from the Academic Year 2020-21 onwards)

NOTE: All the regulations adopted for B.Tech (Regular-Full Time) programme are applicable to lateral entry students in addition to the following:

1. AWARD OF B.TECH. DEGREE

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

- i) Pursues a course of study for not less than three academic years and in not more than six academic years from the year of their admission. However, for the students availing Gap year facility this period shall be extended by two years at the most and these two years would not be counted for the time for the maximum time for graduation.
- ii) Register for 124 credits and secures all 124 credits.
- iii) Forfeit of Seat: Students, who fail to fulfill all the academic requirements for the award of the degree within six academic years from the year of their admission, shall forfeit their seat in B.Tech. Course and their admission stands cancelled.

2. MINIMUM ACADEMIC REQUIREMENTS

Students need to acquire necessary credits to get promoted to the subsequent academic year, in addition to the attendance requirements mentioned above.

- i) A student shall be promoted from III Year to IV Year only if he / she fulfils the academic requirements as mentioned in clause 23, irrespective of whether the candidate takes the examinations or not as per the normal course of study.
- ii) When a student is detained due to lack of credits/shortage of attendance he/she may be readmitted when the semester is offered after fulfillment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.
- iii) A student shall register and put up minimum attendance in all 124 credits and earn all 124 credits. Marks obtained in all 124 credits shall be considered for the calculation of aggregate percentage of marks obtained.
- iv) Students who fail to earn 124 credits as indicated in the course structure within six academic years from the year of their admission shall forfeit their seat in B.Tech. programme and their admission shall stand cancelled.

3. COURSE PATTERN

- i) The entire course of study is for three academic years. All years shall be on semester pattern.
- ii) A student eligible to appear for the end examination in a course, but absent or has failed in the end examination may appear for that course in the next supplementary examination when offered.

Handwritten notes and signatures in blue ink:

- Initials "AI" with a checkmark
- Signature
- Signature "M. Babin"
- Signature "HOD - HBS"
- Signature "FDF"
- Signature "FDF"
- Signature "AEC"

Handwritten signature in green ink.

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

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers, blue tooth or any other form of material concerned with or related to the course of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination).	Expulsion from the examination hall and cancellation of the performance in that course only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he/she will be handed over to the police and a case is registered against him / her.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester/year. The Hall Ticket of the candidate is to be cancelled.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all semester end examinations if his/her involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him/her. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that course.
6.	Refuses to obey the orders of the Chief Superintendent /Asst. Superintendent / any officer on duty or misbehaves	In case of students of the college, they shall be expelled from examination halls and cancellation of

M. Behin

HOD - HBI

RDM
EFF

	or creates disturbance of any kind in and around the examination hall or organizes a walkout or instigates others to walkout, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his/her person or to any of his/her 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/her 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.	their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester. If candidate physically assaults the invigilator or/officer in charge of the examination, then the candidate(s) is (are) also barred and forfeit his/her (their) seat(s). In case of outsiders, they will be handed over to the police and a police case is registered against them. 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 course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the college expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal for further action to award suitable punishment.	

Note:

- i) All malpractices cases are to be handled by the Chief Controller with a committee consist of Controller of Examinations, HOD concerned and subject expert.

Handwritten signatures and initials are present at the bottom of the page, including:

- Green signature: *Zh*
- Blue signature: *AI*
- Blue signature: *M. Belis*
- Blue signature: *HOD-HBS*
- Blue signature: *ROB EEE*
- Green scribble: *---*