

**J. B. INSTITUTE OF ENGINEERING & TECHNOLOGY**  
**UGC AUTONOMOUS**

(Yenkapally, Moinabad Mandal, P.O.Himayath Nagar, R.R.District, Hyderabad-500 075)

**Academic Regulations of MBA (Regular) Programme**

**Under Choice Based Credit System (CBCS) 2018-19 (R18)**

For Pursuing two year program of study in Maste of Business Administration(MBA) offered by **JB Institute of Engineering & Technology (JBIET)** all the rules specified herein after and approved by the Academic council shall be in force and applicable to the students admitted from the academic year 2018-2019 onwards.

**1.0 Eligibility for Admissions**

- 1.1 Admission to the MBA programme shall be made subject to eligibility, qualification prescribed by the University from time to time.
- 1.2 Admission to the post graduate degree programme shall be made on the basis of either the merit /rank obtained by the qualified student in an entrance test conducted by Telangana State Government (ICET) for MBA programme.
- 1.3 The medium of instructions for MBA Programme will be **ENGLISH** only.

**2.0 MBA Programme (Post Graduate Programme in Management) Structure**

- 3.1 The MBA Programme of JBIET is in Semester pattern, with **Four** Semesters consisting of **Two** academic years, each academic year having **Two** Semesters (First/Odd and Second/Even Semesters). Each Semester shall be of 22 weeks duration (inclusive of Examinations), with a minimum of 90 instructional days per Semester.
- 3.2 A student shall be declared eligible for the award of the MBA Degree, if he pursues a course of study in not less than two and not more than four academic years. However, he is permitted to write the examinations for two more years after four academic years of course work, failing which he shall forfeit his seat in MBA programme.
- 3.3 **UGC/AICTE** specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in these PG academic regulations, as listed below:

**3.3.1 Semester Scheme**

Each Semester shall have 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)'. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) are taken as 'references' for the present set of Regulations. The terms 'SUBJECT' and 'COURSE' imply the same meaning here and refer to 'Theory Subject', or 'Lab Course', or 'Seminar', or 'Comprehensive Viva', or 'Project' as the case may be.

### 3.3.2 Credit Courses

All subjects/courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/course in an L: T: P: C (Lecture Periods: Tutorial Periods: Practical Periods: Credits) structure based on the following general pattern:

One credit for one hour/week/semester for theory/lecture (L) courses

One credit for one hour/week/semester tutorials (T) courses

One credit for two hours/ week/semester for laboratory/ practical (P) courses

Other student activities like study tour, guest lecture, conference/workshop participations, technical paper presentations, and identified mandatory courses, if any, will not carry credits.

### 3.3.3 Subject Course Classification

All subjects/courses offered for the MBA Degree Programme is broadly classified as follows.

The University has followed in general the guidelines issued by AICTE/UGC.

S.No	Broad Course Classification	Course Group/Category	Course Description
1	Core Courses (CoC)	CC – Core Course	Includes subjects related to the parent discipline / department
		Project Work	MBA Project or PG Project or Major Project
		Seminar/Pre-Submission of Project Work/ Summer Internship	Seminar/Colloquium based on core contents related to parent discipline/department
		Comprehensive Viva-Voce	Viva-voce covering all the PG subjects studied during the course work and related aspects
2	Elective Courses (EtE)	FE – Functional Electives	Includes elective subjects related to the parent discipline/department
		OE - Open Electives	Elective subjects which include inter- disciplinary subjects or subjects in an area outside the parent discipline/department
<b>Total number of Credits = 102</b>			

## 4.0. Course Registration

- 4.1 A ‘Faculty Advisor or Counsellor’ shall be assigned to each specialization, who will advise on the MBA, its Course Structure and Curriculum, Choice/Option for Subjects/ Courses, based on his competence, progress, pre-requisites and interest.

- 4.2** The Academic Section of the College invites 'Registration Forms' from students within 15 days from the commencement of class work. The Registration Requests for any 'CURRENT SEMESTER' shall be completed BEFORE the commencement of SEEs (Semester End Examinations) of the 'PRECEDING SEMESTER'.
- 4.3** A Student can apply for Registration, ONLY AFTER obtaining the 'WRITTEN APPROVAL' from his Faculty Advisor, which should be submitted to the College Academic Section through the Head of Department (a copy of it being retained with Head of Department, Faculty Advisor and the Student).
- 4.4** If the Student submits ambiguous choices or multiple options or erroneous entries during Registration for the Subject(s) / Course(s) under a given/ specified Course Group/ Category as listed in the Course Structure, only the first mentioned Subject/ Course in that Category will be taken into consideration.
- 4.5** Subject/ Course Options exercised through Registration are final and CANNOT be changed, nor can they be inter-changed; further, alternate choices also will not be considered. However, if the Subject/ Course that has already been listed for Registration by the College in a Semester could not be offered due to unforeseen or unexpected reasons, then the Student will be allowed to have alternate choice either for a new Subject, if it is offered, or for another existing Subject (subject to availability of seats). Such alternate arrangements will be made by the Head of Department, with due notification and time-framed schedule, within the FIRST WEEK from the commencement of Class-work for that Semester.

## **5.0 Attendance Requirements**

The programmes are offered on the basis of a unit system with each subject being considered a unit.

- 5.1** A student is eligible to appear for the semester end examinations, if the student acquires a minimum of 75% of attendance in aggregate of all the subjects / courses (excluding attendance in mandatory courses) for that semester.
- 5.2** Shortage of attendance in aggregate up to 10% (65% and above, and below 75%) in each semester may be condoned on medical grounds by the committee comprising of HOD, Class incharge and 2 senior faculty members.
- 5.3** Shortage of attendance below 65% in aggregate shall in no case be condoned.
- 5.4** Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester.
- 5.5** A student fulfils the attendance requirement in the present semester, shall not be eligible for readmission into the same class.

**5.6** A stipulated condonation fee is payable for condoning of shortage of attendance. This fee will be informed time to time by the college administration.

## **6.0 Academic Requirements**

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in item no. 5. The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks per subject / course (theory / laboratory), on the basis of Internal Evaluation and Semester End Examination.

- 6.1** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/course, if he secures not less than 40% of marks (28 out of 70 marks) in the End Semester Examination, and a minimum of 50% of marks in the sum total of CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together.
- 6.2** A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to a subject/ course, if he secures not less than 50% of the total marks. The student is deemed to have failed, if he (i) does not attend the comprehensive viva-voce as per the schedule given or (ii) does not submit a report on summer internship, or does not make a presentation of the same before the evaluation committee as per schedule, in such a case, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item 3.2.
- 6.3** A student shall register for all subjects for total of 102 credits as specified and listed in the course structure for the chosen specialization, put in the required attendance and fulfil the academic requirements for securing 102 credits obtaining a minimum of 'B' Grade or above in each subject, and all 102 credits securing Semester Grade Point Average (**SGPA**) **6.0** (in each semester) and final Cumulative Grade Point Average (**CGPA**) (i.e., CGPA at the end of PGP) **6.0**, to complete the PGP successfully.
- 6.4** Marks and Letter Grades obtained in all those subjects covering the above specified 102 credits alone shall be considered for the calculation of final CGPA, which will be indicated in the Grade Card /Marks Memo of second year second semester.
- 6.5** If a student registers for extra subject(s) (in the parent department or other departments/ branches of Engineering) other than those listed subjects totalling to 102 credits as specified in the course structure, the performance in extra subject(s) (although evaluated and graded using the same procedure as that of the required 102 credits) will not be taken into account while calculating the SGPA and CGPA. For such extra subject(s) registered, a certificate will be issued with a letter grade indicated as a performance measure, subject to completion of the attendance and academic requirements as stated in items 5 and 6.1 - 6.3.
- 6.6** A student detained in a semester due to shortage of attendance may be readmitted in the same semester in the next academic year for fulfillment of academic requirements. The academic regulations under which a student has been readmitted shall be applicable. However, no grade

allotments or SGPA/ CGPA calculations will be done for the entire semester in which the student has been detained.

- 6.7** A student eligible to appear for the Semester End Examination in any subject, but absent from it or failed (failing to secure 'B' Grade or above), may reappear for that subject at the supplementary examination as and when conducted. In such cases, his Internal Marks assessed earlier for that subject will be carried over, and added to the marks secured in the supplementary examination, for the purpose of evaluating his performance in that subject.
- 6.8** A student shall be declared eligible for the award of the MBA Degree by JNTUH, if he earns 102 credits as per the specified course structure and pursues a course of study

**7.0 Evaluation - Distribution and Weightage of Marks**

- 7.1** The performance of a student in every subject/course (including practicals) will be evaluated for 100 marks each, with 30 marks allotted for Continuous Internal Evaluation (CIE) and 70 marks for Semester End Examination (SEE).
- 7.2** For theory courses, during the semester there is 2 mid-term examinations (internal exams of 20 marks each), 5 Unit Tests of 5 marks each and 2 assignments carrying 5 marks each.
- 7.3** Each mid-term examination will be of 1 hour 20 minutes consisting of Part-A (short answer questions) for 10 marks and Part-B (long answer) for 10 marks. Part-A consists of 5 two marks questions. Part- B consists of 2 questions from each unit carrying 5 marks each and student should answer either of the 2 questions

Each Unit Test will be of 1 hour duration, consisting of 3 questions from that unit carrying 5 marks each and student should answer any two questions for 10 Marks. These 10 marks are scaled down to 5 for Unit Test marks calculation.

- 7.4** First mid-term examination is conducted from first 2 units of syllabus and second mid-term examination is conducted for remaining 3 Units of syllabus during the last week of instruction.
- 7.5** The Continuous Internal Evaluation for theory course shall be made as average of marks obtained in CIE – I and CIE –II as detailed in the table below.

<b>CIE – I</b>	<b>Marks</b>	<b>CIE - II</b>	<b>Marks</b>
MID – I	20	MID - II	20
Best of Unit Test - I and Unit Test - II	5	Average of Best Two of Unit Test – III, Unit Test – IV and Unit Test V	5
Assignment – I	5	Assignment - II	5
<b>Total</b>	<b>30</b>	<b>Total</b>	<b>30</b>

- 7.6 If a student is absent for any mid term examination, may be permitted to apply for makeup examinations within a week after completion of mid-term examinations on medical grounds. A subcommittee with the following composition will look into such cases.

**Subcommittee-composition:**

S.No	Faculty Member	Designation
1	Concern Head of the Department	Chairman
2	Senior faculty nominate by Principal	Member
3	One Senior faculty member of the concern department	Member
4	One faculty member of the other department	Member
5	Additional Controller of Examinations	Convener

- 7.7 The details of the Question Paper pattern for Semester End Examination (Theory) are given below:

The Semester End Examination will be conducted for 70 marks. It consists of two parts.

i). Part A for 20 marks, ii). Part B for 50 marks

- Part A is compulsory and consists of 5 questions, one from each unit and carrying 4 marks each.
- Part-B consists of five questions carrying 10 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.

- 7.8 For practical subjects, 70 marks shall be awarded for performance in the Semester End Examinations and 30 marks shall be awarded as Internal Marks. Out of the 30 marks for internal evaluation, day-to-day work in the laboratory is evaluated for 20 marks and internal practical examination is evaluated for 10 marks conducted by the laboratory teacher concerned.

The semester end examination is conducted with an external examiner and the laboratory teacher. The external examiner is selected and appointed by the Principal from the list submitted by Head of the Department

- 7.9 The student shall undergo summer internship during the summer vacation between I Year II Semester and II year I Semester. Summer internship Report has to be submitted to the department after approval by the concerned supervisor / mentor and the Head of the department. Summer internship Report is evaluated for 50 marks in the II Year I Semester by the Head, Supervisor/ mentor and a senior faculty of the department. A candidate has to secure a minimum of 50% of marks (25 out of 50) to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted, subject to item 3.2.

- 7.10 There shall be a Comprehensive Viva-Voce after completion of II Mid-term examinations of II year II Semester. The Comprehensive Viva-Voce is intended to assess the student's understanding of various subjects he has studied during the MBA course of study. A Committee consisting of Head of the Department, one senior faculty member and an external examiner shall evaluate the Comprehensive Viva-Voce for a maximum of 100 marks. There are no internal marks for the Comprehensive Viva-Voce. The external examiner is selected and appointed by the Principal from the list submitted by Head of the Department. A candidate has to secure a minimum

of 50% of marks to be declared successful. If he fails to obtain the minimum marks, he has to reappear for the viva-voce during the supplementary examinations.

- 7.11** Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.
- 7.12** A Project Review Committee (PRC) shall be constituted with Head of the Department as Chairperson, Project coordinator and one senior faculty member.
- 7.13** Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement in all the subjects, both theory and practical's up to II Year I Semester.
- 7.14** After satisfying 7.13, a candidate has to submit, in consultation with his Project Supervisor, the title, objective and plan of action of his project work to the PRC for approval. Only after obtaining the approval of the PRC the student can initiate the Project work.
- 7.15** The work on the project shall be initiated at the beginning of the II year II Semester and the duration of the project is one semester. A candidate is permitted to submit Project Thesis only after successful completion of all theory and practical courses with the approval of PRC not earlier than 20 weeks from the date of approval of the project work. For the approval of PRC the candidate shall submit the draft copy of thesis to the Head of the Department and make an oral presentation before the PRC.
- 7.17** After approval from the PRC, the soft copy of the thesis should be submitted to the Department for ANTI-PLAGIARISM for the quality check and the plagiarism report should be included in the final thesis. If the copied information is less than 30%, then only thesis will be accepted for submission.
- 7.18** For Project Report 1 Stage there is an internal marks of 50, the evaluation should be done by the PRC for 25 marks and Supervisor will evaluate for 25 marks. The Supervisor and PRC will examine the Problem Definition, Objectives, Scope of Work, Literature Survey. A candidate has to secure a minimum of 50% of marks to be declared successful for Project Work Review. If he fails to fulfill minimum marks, he has to reappear during the supplementary examination
- 7.19** Three copies of the Project Thesis certified by the supervisor shall be submitted to the College, after submission of a research paper related to the project work in a UGC approved journal. A copy of the submitted research paper shall be attached to thesis.
- 7.21** For Main Project Work Evaluation in II Year II Sem. there is an external marks of 100 and the same evaluated by the External examiner appointed by the principal from the panel 3 examiners submitted by the Head of the Department. The candidate has to secure minimum of 50% marks in Project Evaluation examination. The candidate has to secure a minimum of 50% of marks in Main Project Viva-Voce examination.
- 7.22** If he fails to fulfil the requirements as specified above, he will reappear for the Main Project examination only after three months.
- 7.23** The Main Project Viva-Voce External examination marks must be submitted to the Exam Branch on the day of the examination.

## 8.0 Re-Admission/Re-Registration

### 8.1 Re-Admission for Discontinued Student

A student, who has discontinued the MBA degree programme due to any reason whatsoever, may be considered for 'readmission' into the same degree programme (with the same specialization) with the academic regulations of the batch into which he gets readmitted, with prior permission from the authorities concerned, subject to item 6.6.

8.2 If a student is detained in a subject (s) due to shortage of attendance in any semester, he may be permitted to **re-register** for the same subject(s) in the same category (core or elective group) or equivalent subject, if the same subject is not available, as suggested by the Board of Studies of that department, as and when offered in the subsequent semester(s), with the academic regulations of the batch into which he seeks re-registration, with prior permission from the authorities concerned, subject to item 3.2.

8.3 A candidate shall be given one chance to re-register for a maximum of two subjects, if the internal marks secured by a candidate are less than 50% and failed in those subjects. A candidate must re-register for failed subjects within four weeks of commencement of the class work and secure the required minimum attendance. In the event of the student taking this chance, his Continuous Internal Evaluation (internal) marks and Semester End Examination marks obtained in the previous attempt stand cancelled.

## 9.0 Examinations and Assessment - The Grading System

9.1 Grades will be awarded to indicate the performance of each student in each Theory Subject, or Lab/Practical's, or Seminar, or Project, etc., based on the % of marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 7 above, and a corresponding Letter Grade shall be given.

9.2 As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades (UGC Guidelines) and corresponding percentage of marks shall be followed:

<i>% of Marks Secured (Class Intervals)</i>	<i>Letter Grade (UGC Guidelines)</i>	<i>Grade Points</i>
90% and above ( $\geq 90\%$ , $\leq 100\%$ )	O (Outstanding)	10
Below 90% but not less than 80% ( $\geq 80\%$ , $< 90\%$ )	A <sup>+</sup> (Excellent)	9
Below 80% but not less than 70% ( $\geq 70\%$ , $< 80\%$ )	A (Very Good)	8
Below 70% but not less than 60% ( $\geq 60\%$ , $< 70\%$ )	B <sup>+</sup> (Good)	7
Below 60% but not less than 50% ( $\geq 50\%$ , $< 60\%$ )	B (above Average)	6
Below 50% ( $< 50\%$ )	F (FAIL)	0
<b>Absent</b>	<b>Ab</b>	<b>0</b>



- 9.3 A student obtaining F Grade in any Subject is deemed to have ‘failed’ and is required to reappear as ‘Supplementary Candidate’ for the Semester End Examination (SEE), as and when conducted. In such cases, his Internal Marks (CIE Marks) in those subjects will remain as obtained earlier.
- 9.4 If a student has not appeared for the examinations, ‘Ab’ Grade will be allocated to him for any subject and shall be considered ‘failed’ and will be required to reappear as ‘Supplementary Candidate’ for the Semester End Examination (SEE), as and when conducted.
- 9.5 A Letter Grade does not imply any specific marks percentage; it is only the range of percentage of marks.
- 9.6 In general, a student shall not be permitted to repeat any Subject/ Course (s) only for the sake of ‘Grade Improvement’ or ‘SGPA/ CGPA Improvement’.
- 9.7 A student earns Grade Point (GP) in each Subject/ Course, on the basis of the Letter Grade obtained by him in that Subject/ Course. The corresponding ‘Credit Points’ (CP) are computed by multiplying the Grade Point with Credits for that particular Subject/ Course.
- Credit Points (CP) = Grade Point (GP) x Credits .... For a Course**
- 9.8 The student passes the Subject/ Course only when he gets  $GP \geq 6$  (B Grade or above).
- 9.9 The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points (CP) secured from ALL Subjects/ Courses registered in a Semester, by the Total Number of Credits registered during that Semester. SGPA is rounded off to TWO Decimal

Places. SGPA is thus computed as

$$\text{SGPA} = \left\{ \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i} \right\} \dots \text{For each Semester,}$$

where ‘i’ is the Subject indicator index (taking into account all Subjects in a Semester), ‘N’ is the no. of Subjects ‘REGISTERED’ for the Semester (as specifically required and listed under the Course Structure of the parent Department),  $C_i$  is the no. of Credits allotted to the  $i^{\text{th}}$  Subject, and  $G_i$  represents the Grade Points (GP) corresponding to the Letter Grade awarded for that  $i^{\text{th}}$  Subject.

- 9.10 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in ALL registered Courses in ALL Semesters, and the Total Number of Credits registered in ALL the Semesters. CGPA is rounded off to TWO Decimal Places. CGPA is thus computed from the I Year Second Semester onwards, at the end of each Semester, as per the formula

$$\text{CGPA} = \left\{ \frac{\sum_{J=1}^M C_J G_J}{\sum_{J=1}^N C_J} \right\} \dots \dots \text{FOR ALL "S" SEMESTERS REGISTERED}$$

**(I.E., UP TO AND INCLUSIVE OF S SEMESTER,  $S \geq 2$  ),**

where ‘M’ is the TOTAL no. of Subjects (as specifically required and listed under the Course Structure of the parent Department) the Student has ‘REGISTERED’ for from the 1<sup>st</sup> Semester

onwards up to and inclusive of the Semester S (obviously  $M > N$ ), 'j' is the Subject indicator index (taking into account all Subjects from 1 to S Semesters),  $C_j$  is the no. of Credits allotted to the  $j^{\text{th}}$  Subject, and  $G_j$  represents the Grade Points (GP) corresponding to the Letter Grade awarded for that  $j^{\text{th}}$  Subject. After registration and completion of I Year I Semester however, the SGPA of that Semester itself may be taken as the CGPA, as there are no cumulative effects.

### Illustration of calculation of SGPA

Course/Subject	Credits	Letter Grade	Grade points	Credit Points
Course 1	4	A	8	$4*8 = 32$
Course 2	4	O	10	$4*10 = 40$
Course 3	4	B	6	$4*6 = 24$
Course 4	3	B	6	$3*6 = 18$
Course 5	3	A+	9	$3*9 = 27$
Course 6	3	B	6	$3*6 = 18$
	21			159

$$\text{SGPA} = 159/21 = 7.57$$

### Illustration of calculation of CGPA

Semester	Credits	SGPA	Credits * SGPA
Semester I	24	7	$24*7 = 168$
Semester II	24	6	$24*6 = 144$
Semester III	24	6.5	$24*6.5 = 156$
Semester IV	24	6	$24*6 = 144$
	96		612

$$\text{CGPA} = 612/96 = 6.37$$

## 10.0 Award of Degree and Class

**10.1** If a student who registers for all the specified Subjects/ Courses as listed in the Course Structure, satisfies all the Course Requirements, and passes the examinations prescribed in the entire PG Programme (PGP), and secures the required number of **102** Credits (with CGPA 6.0), shall be declared to have 'QUALIFIED' for the award of the MBA Degree that he was admitted into.

## 10.2 Award of Class

After a student has earned the requirements prescribed for the completion of the programme and is eligible for the award of MBA Degree, he shall be placed in one of the following three classes based on the CGPA:

Class Awarded	CGPA
First Class with Distinction	$\geq 7.75$
First Class	$6.75 \leq \text{CGPA} < 7.75$

A student with final CGPA (at the end of the **PGP**) < **6.00** shall not be eligible for the Award of Degree.

### 11.0 Withholding of Results

If the student has not paid the dues, if any, to the University or if any case of indiscipline is pending against him, the result and degree of the student will be withheld and he will not be allowed into the next semester.

### 12.0 Transitory Regulations

**12.1** A student who has been detained in any semester of I Year of R13/R15 Regulations due to lack of attendance, shall be permitted to join the same semester of I Year of R18 Regulations and he is required to complete the study of MBA programme within the stipulated period of four academic years from the date of first admission in I Year I semester. The R18 Academic Regulations under which a student has been readmitted shall be applicable to that student from that semester.

**12.2** Candidate detained due to shortage of attendance in one or more subjects is eligible for re-registration of maximum of two earlier or equivalent subjects at a time as and when offered.

**12.3** The candidate who fails in any subject under R12/R15 regulations will be given two chances to pass the same subject in the same regulations; otherwise, he has to identify an equivalent subject and fulfil the academic requirements of that subject as per R18 Academic Regulations.

**12.4** For student readmitted to R18 Regulations, the maximum credits that a student acquires for the award of the degree, shall be the sum of the total number of credits secured in R12/R15 regulations of his/her study including R18 Regulations.

**12.5** If a student readmitted to R18 Regulations, has any subject with 80% of syllabus common with his/her previous regulations, that particular subject in R18 regulations will be substituted by another subject to be suggested by the Institute.

### 13.0 General

**13.1 Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

**13.2 Credit Point:** It is the product of grade point and number of credits for a course.

**13.3** Wherever the words “he”, “him”, “his”, occur in the regulations, they shall include “she”, “her”.

**13.4** The academic regulation should be read as a whole for the purpose of any interpretation.

**13.5** In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the University is final.

**13.6** 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.

## MALPRACTICES RULES

### DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	If the student:	
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 student is appearing but has not made use of (material shall include any marks on the body of the student 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 student orally or by any other body language methods or communicates through cell phones with any student 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 students 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 student is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student 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.

3.	Impersonates any other student in connection with the examination.	The student who has impersonated shall be expelled from examination hall. The student is also debarred and forfeits the seat. The performance of the original student 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 student is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the student 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 student 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 student is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the student 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	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that

	<p>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.</p>	<p>subject and all other subjects the student(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The students 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.</p>
7.	<p>Leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the student 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 student is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat.</p>
8.	<p>Possesses any lethal weapon or firearm in the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student 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 student is also debarred and forfeits the seat.</p>

9.	If student of the college, who is not a student for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student 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 student is also debarred and forfeits the seat.  Person(s) who do not belong to the college will be handed over to the police and, a police case 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 student has already appeared for 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 student has appeared for 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 Examination Result Processing Committee (ERPC) for further action to award a suitable punishment.	