MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE MADANAPALLE

(UGC-AUTONOMOUS)

www.mits.ac.in

MASTER OF TECHNOLOGY
ACADEMIC REGULATIONS (R24)

(For the students admitted into M.Tech Programmes from the academic year 2024-25 onwards)

M. Tech Regular Two Year P.G. Degree Course

1. Eligibility for Admissions

1.1 Admission to the M. Tech Program shall be made subject to the eligibility, qualification and specialization prescribed by the A.P. State Government/University from time to time.

1.2 Admissions shall be made either on the basis of either the merit rank or Percentile obtained by the qualified student in the relevant qualifying GATE Examination/ the merit rank obtained by the qualified student in an entrance test conducted by A.P. State Government (APPGECET) for M.Tech. programmes/an entrance test conducted by University/on the basis of any other exams approved by the University, subject to reservations as laid down by the Govt. from time to time.

2. Programme related terms:

2.1 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/Tutorial) or two hours of practical work/field work per week.

Credit definition:

1 Hr. Lecture (L) per week   1 credit
1 Hr. Tutorial (T) per week   1 credit
1 Hr. Practical (P) per week   0.5 credit

2.2 Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

2.3 Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses.

3. Program pattern

3.1 The entire program of study is for two academic years. Both the two academic years shall be on semester pattern. The program is studied for a total of 70 credits.

3.2 Each semester shall be for a minimum of 90 instruction days including examinations.

3.3 A candidate admitted to a program should complete it within a period equal to twice the prescribed duration of the program from date of admission.

3.4 A student eligible to appear for the end semester examination in a course, but absent or has failed in the end examination may appear for that course at the next supplementary examination when offered.

3.5 When a student is detained due to lack of credits/shortage of attendance he may be re-admitted when the semester is offered after fulfillment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted

S.No.	Broad Course Classification	Course Category	Description
1.	Core Courses	Foundational & Professional Core Courses (PC)	Includes subjects related to the parent discipline/department/branch of Engineering
		Professional Elective	Includes elective subjects related to the parent

2.	Elective Courses	Courses (PE)	discipline/department/ branch of Engineering
		Open Elective Courses (OE)	Elective subjects which include inter-disciplinary subjects or subjects in an area outside the parent discipline which are of importance in the context of special skill development
3.	Research	Research methodology & IPR	To understand importance and process of creation of patents through research
		Technical Seminar	Ensures preparedness of students to undertake major projects/Dissertation, based on core contents related to specialization
		Cocurricular Activities	Attending conferences, scientific presentations and other scholarly activities
		Dissertation	M.Tech. Project or Major Project
4.	Audit Courses	Mandatory noncredit courses	Covering subjects of developing desired attitude among the learners is on the line of initiatives such as Unnat Bharat Abhiyan, Yoga, Value education etc.

3.6 The college shall take measures to implement Virtual Labs (https://www.vlab.co.in) which provide remote access to labs in various disciplines of Engineering and will help student in learning basic and advanced concept through remote experimentation. Student shall be made to work on virtual lab experiments during the regular labs.

3.7 A faculty advisor/mentor shall be assigned to each specialization to advise students on the programme, its Course Structure and Curriculum, Choice of Courses, based on his competence, progress, pre-requisites and interest.

3.8 Preferably 25% course work for the theory courses in every semester shall be conducted in the blended mode of learning.

4. Attendance

4.1 A student shall be eligible to appear for the End Semester Examinations if he/she acquires i) a minimum of 50% attendance in each course and ii) 75% of attendance in aggregate of all the courses.

4.2 Condonation of 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.

4.3 Shortage of Attendance below 65% in aggregate shall in NO case be condoned.

4.4 Condonation of 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.

4.5 Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.

4.6 A student will not be promoted to the next semester unless he/she satisfies the attendance requirements of the present semester, as applicable. They may seek readmission for that semester when offered next.

4.7 A stipulated fee shall be payable towards condonation of shortage of attendance to the Institution.

5. Evaluation

The performance of the candidate in each semester shall be evaluated course wise, with a maximum of 100 marks for Theory and 100 marks for practical's, on the basis of Internal Evaluation and End Semester Examination. For the theory/practical courses 40 marks are allotted for internal evaluation and 60 marks for End Semester Examination.

5.1 Internal Evaluation

5.1.2 30 marks will be for Mid-term tests. Based on two Mid Term-tests held, one conducted for (I-II units) and another for (III, IV & V) units with three questions to be answered out of four in 2 hours, evaluated for 30 marks. There shall be in total 3 questions without any kind of choice of 10 marks each.

5.1.3 Final Mid-term marks shall be arrived by considering 80% weightage for the best mid-term test and 20% weightage for the other.

5.1.4 In case any student is unable to appear for both mid-term tests for genuine reasons (for example; medical grounds, tragedy in his/her family), the Principal at his discretion on the recommendation of Head of the department and concerned faculty may permit to re-conduct only the 2nd mid-term test.

5.1.5 Another 10 marks will be based on submission of two assignments (5marks each).

5.1.6 The first assignment is to be submitted before I Mid-Term Examination and the second assignment is to be submitted before II Mid-Term Examination.

5.2 End Semester Examinations

5.2.1 End semester examination of theory courses shall have the following pattern:

5.2.2 There shall be 5 questions and all questions shall be compulsory.

5.2.3 In each of the questions from 1 to 5, there shall be either-or type questions of 12 marks each.

5.2.4 Student shall answer any one of them. Each of these questions from 1 to 5 shall cover one unit of the syllabus.

5.2.5 The duration of Theory/practical end semester examination is 3 hours.

5.2.6 Minimum two question papers shall be collected for each theory course, set by an external expert.

5.2.7 The answer scripts shall be double valued by an External and Internal Examiner.

5.2.8 Under exceptional cases the answer scripts shall be double valued by only external examiners.

5.2.9 For each candidate the difference in the total marks awarded by each Examiner shall be computed.

5.2.10   If the obtained difference is less than or equal to 15% of the maximum marks, the final mark shall be arrived by considering 80% of the higher mark and 20% of the lower mark.

5.2.11   In case, the obtained difference of the marks awarded by the two examiners exceeds 15% of the total external marks for a given course; the Chief examiner shall request the two examiners to Re-examine the relevant answer script. If the difference in marks awarded by the two examiners after re-examination still exceeds 15% of the total external marks, the Controller of Examinations in

consultation with the Principal shall appoint the third examiner for re-evaluating the script. Of the three marks available thereafter, the highest two shall be considered for the application of the above stated 80% - 20% formula.

5.2.12 For practical courses, 60 marks shall be for the End Semester Examinations and 40 marks will be for internal evaluation based on day to day performance.

5.2.13 The minimum letter grade required for pass in each theory/practical course is "P" (internal evaluation + End Semester Examination). However, in the end semester examination for a course (theory/practical) it is mandatory to secure a minimum of 40% of the total marks.

5.2.14 In case the candidate does not secure the minimum academic requirement in any of the courses (as specified in 4.5.) he/she has to reappear for the Supplementary End Semester Examination as and when offered.

6. Evaluation of Project/Dissertation Work

The Project work shall be initiated at the beginning of the III Semester and the duration of the Project is of two semesters. Evaluation of Project work is for 300 marks with 200 marks for internal evaluation and 100 marks for external evaluation. Internal evaluation of the Project Work – I & Project work – II in III & IV semesters respectively shall be for 100 marks each. External evaluation of final Project work viva voce in IV semester shall be for 100 marks. A Project Review Committee (PRC) shall be constituted with the Head of the Department as Chairperson, Project Supervisor and one faculty member of the department offering the M.Tech. programme.

A candidate is permitted to register for the Project Work in III Semester after satisfying the attendance requirement in all the subjects, both theory and laboratory (in I & II semesters).

6.1 A candidate is permitted to submit Project dissertation with the approval of PRC. The candidate has to pass all the theory, practical and other courses before submission of the Thesis.

6.2 Project work shall be carried out under the supervision of teacher in the parent department concerned.

6.3 A candidate shall be permitted to work on the project in an industry/research organization on the recommendation of the Head of the Department. In such cases, one of the teachers from the department concerned would be the internal guide and an expert from the industry/ research organization concerned shall act as co-supervisor/ external guide. It is mandatory for the candidate to make full disclosure of all data/results on which they wish to base their dissertation. They cannot claim confidentiality simply because it would come into conflict with the Industry's or R&D laboratory's own interests. A certificate from the external supervisor is to be included in the dissertation.

6.4 Continuous assessment of Project Work - I and Project Work – II in III & IV semesters respectively will be monitored by the PRC.

6.5 The candidate shall submit status report by giving seminars in three different phases (two in III semester and one in IV semester) during the project work period. These seminar reports must be approved by the PRC before submission of the Project Thesis.

6.6 After registration, a candidate must present in Project Work Review - I, in consultation with his Project Supervisor, the title, objective and plan of action of his Project work to the PRC for approval within four weeks from the commencement of III Semester. Only after obtaining the approval of the PRC can the student initiate the project work.

6.7 The Project Work Review - II in III semester carries internal marks of 100. Evaluation should be done by the PRC for 50 marks and the Supervisor will evaluate the work for the other 50 marks. The Supervisor and PRC will examine the Problem Definition, Objectives, Scope of Work, Literature Survey in the same domain and progress of the Project Work.

6.8 A candidate has to secure a minimum of 50% of marks to be declared successful in Project Work Review - II. Only after successful completion of Project Work Review – II, candidate shall be permitted for Project Work Review – III in IV Semester. The unsuccessful students in Project Work Review - II shall reappear for it as and when supplementary examinations are conducted.

6.9 The Project Work Review - III in IV semester carries 100 internal marks. Evaluation should be done by the PRC for 50 marks and the Supervisor will evaluate it for the other 50 marks. The PRC will examine the overall progress.of the Project Work and decide whether or not eligible for final submission. A candidate has to secure a minimum of 50% of marks to be declared successful in Project Work Review - III. If he fails to obtain the required minimum marks, he has to reappear for Project Work Review - III after a month.

6.10 For the approval of PRC the candidate shall submit the draft copy of dissertation to the Head of the Department and make an oral presentation before the PRC.

6.11 After approval from the PRC, the students are required to submit a report showing that the plagiarism is within 30%. The dissertation report will be accepted only when the plagiarism is within 30%, which shall be submitted along with the dissertation report.

6.12 Research paper related to the Project Work shall be published in conference proceedings/UGC recognized journal. A copy of the published research paper shall be attached to the dissertation.

6.13 After successful plagiarism check and publication of research paper, three copies of the dissertation certified by the supervisor and HOD shall be submitted to the College.

6.14 The dissertation shall be adjudicated by an external examiner selected by the Principal. For this, the HoD of the concerned department shall submit a panel of three examiners as submitted by the supervisor concerned and department head for each student. However, the dissertation will be adjudicated by one examiner nominated by the Principal.

6.15 If the report of the examiner is not satisfactory, the candidate shall revise and resubmit the dissertation, in the time frame as decided by the PRC. If report of the examiner is unfavourable again, the thesis shall be summarily rejected. The candidate has to reregister for the project and complete the project within the stipulated time after taking the approval from the University.

6.16 If the report of the examiner is satisfactory, the Head of the Department shall coordinate and make arrangements for the conduct of Project Viva voce exam.

6.17 The Project Viva voce examinations shall be conducted by a board consisting of the Supervisor, Head of the Department and the external examiner who has adjudicated the

dissertation. For Dissertation Evaluation (Viva voce) in IV Sem. there are external marks of 100 and it is evaluated by external examiner. The candidate has to secure a minimum of 50% marks in Viva voce exam.

6.18 If he fails to fulfill the requirements as specified, he will reappear for the Project Viva voce examination only after three months. In the reappeared examination also, if he fails to fulfill the requirements, he will not be eligible for the award of the degree.

7. Technical Seminar

There shall be a **Technical Seminar** during I year II semester for internal evaluation of 100 marks. A student under the supervision of a faculty member,shall collect the literature on a topic and critically review the literature and submit it to the department in a report form and shall make an oral presentation before the Project Review Committee consisting of Head of the Department, supervisor/mentor and two other faculty members of the department. The student 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 same as and when supplementary examinations are conducted. The Technical seminar shall be conducted anytime during the semester as per the convenience of the Project Review Committee and students. There shall be no external examination for Technical Seminar.

8. Audit Courses

An audit course is an educational term for the completion of a course of study for which a nominal assessment of the performance of the student is made without awarding grades. In this case, 'audit' indicates that the individual merely has received teaching and achieved a given standard of knowledge of the subject, rather than being evaluated. A student who audits a course does so for the purpose of self-enrichment and academic exploration.

The regulations to implement Audit Courses are as follows:

8.1 Institution intends to encourage the students to do any two audit courses – one in each of I Year I Semester and I Year II Semester of their program. The students shall have the choice to opt for one audit course from list provided in the syllabi.

8.2 Audit Courses shall bear no credits.

8.3 The details of audit courses shall be reflected in Grade card.

8.4 Attendance for audit courses is compulsory and shall be considered while calculating the aggregate attendance.

8.5 There shall be only internal assessment/evaluation for audit courses. The student shall be declared passed in audit courses when he/she secures 50% marks or above in the internal evaluation.

8.6 If any student does not attain the required pass percentage, the student needs to reappear for the mid-term tests, as and when the college conducts them in subsequent semesters.

9. Credits for Co-curricular Activities

The credits assigned for co-curricular activities shall be maintained by the Institution.

A Student shall earn 02 credits under the head of co-curricular activities, viz., attending Conference, Scientific Presentations and Other Scholarly Activities.

Following are the guidelines for awarding Credits for Co-curricular Activities

Name of the Activity	Maximum Credits /Activity
Participation in National Level Seminar/ Conference / Workshop /Training programs (related to the specialization of the student)	1
Participation in International Level Seminar / Conference / workshop/Training programs held outside India (related to the specialization of the student)	2
Academic Award/Research Award from State Level/National Agencies	1
Academic Award/Research Award from International Agencies	2
Research / Review Publication in National Journals (Indexed in Scopus / Web of Science)	1
Research / Review Publication in International Journals with Editorial board outside India (Indexed in Scopus / Web of Science)	2

Note:
   i)   Credit shall be awarded only for the first author. Certificate of attendance and participation in a Conference/Seminar is to be submitted for awarding credit.
   ii) Certificate of attendance and participation in workshops and training programs (Internal or External) is to be submitted for awarding credit. The total duration should be at least one week.
   iii) Participation in any activity shall be permitted only once for acquiring required credits under cocurricular activities

10. Credit Transfer Policy

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

10.1 The Institution 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.

10.2 The online learning courses available on the SWAYAM platform will be considered for

credit transfer. SWAYAM course credits are as specified in the platform

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

10.4 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.

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

10.6 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

10.7 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.

10.8 The Institution shall ensure no overlap of SWAYAM MOOC exams with that of the end semester examination schedule. In case of delay in SWAYAM results, the Institution will re-issue the marks sheet for such students.

10.9 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.

10.10 The HoD shall submit the following to the examination section of the Institution:
  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.

10.11 The Institution 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.

Note: Students shall also be permitted to register for MOOCs offered through online platforms other than SWAYAM NPTEL. In such cases, credit transfer shall be permitted only after seeking approval of the Principal at least three months prior to the commencement of the semester.

11. Re-Registration for Improvement of Internal Evaluation Marks:

Following are the conditions to avail the benefit of improvement of internal evaluation marks.

11.1 The candidate should have completed the course work and obtained examinations results upto II Year I Semester.

11.2 He should have passed all the courses for which the internal evaluation marks secured are more than 50%.

11.3 In those courses in which the student has failed in the end semester examination due to Internal evaluation marks secured being less than 50%, the candidate shall be given one chance for each Theory course and for a maximum of three Theory courses for Improvement of Internal evaluation marks.

11.4 The candidate has to re-register for the chosen courses and fulfill the academic requirements.

11.5 For each course, the candidate has to pay a fee equivalent to one third of the semester

tuition fee and the amount is to be remitted in the form of DD in favour of the Principal, Madanapalle Institute of Technology & Science payable at Madanapalle along with the requisition.

11.6 In the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the End Examinations marks secured in the previous attempt(s) for the reregistered courses stand cancelled.

12. Award of Degree

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

12.1 Pursue a programme of study for not less than two academic years and in not more than four academic years.

12.2 Register for 70 credits and secure all 70 credits.

12.3 Students, who fail to fulfil all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit their seat in M.Tech. Programme and their admission stands cancelled.

12.4 A student should clear all the mandatory Non-credit courses (Audit Courses)

13. Programmes of Study

With the approval from AICTE & JNTUA, the M. Tech. Degree programme is offered at present with the following specializations;

S.No	Specialization	Code
1	Computer Science and Engineering	58
2	VLSI & Embedded System	68

14. Grading System

14.1 Letter Grades

Based on the student's performance during a given Semester, the students are awarded a final letter grade at the end of the Semester in each course. The letter grades and the corresponding grade points are as follows:

Letter Grade	Grade points	Absolute marks
O (Outstanding)	10	90 - 100
A+ (Excellent)	9	80 - 89
A (Very Good)	8	70 - 79
B+ (Good)	7	65 - 69
B (Above Average)	6.5	60 - 64
C (Average)	6	55 -59

P (Pass)	5.5	50 - 54
F (Fail)	0	< 50
Ab (Absent)	0	

A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than F / Ab in that course. A letter grade F / Ab in any course implies that the candidate is yet to clear that course.

A course successfully completed cannot be repeated.

A Semester Grade Point Average (SGPA) will be computed for each semester. The SGPA shall be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^{m} c_i g_i}{\sum_{i=1}^{m} c_i}$$

Where 'n' is the number of courses registered for the semester, 'c_i' is the number of Credits allotted to a particular course, and 'g_i' is the grade points carried by the letter corresponding to the grade awarded to the student for the course. SGPA will be rounded off to the second place of decimal and recorded as such. The SGPA would indicate the performance of the student in the semester to which it refers.

Starting from the second semester at the end of each semester S, a Cumulative Grade Point Average (CGPA) will be computed for every student as follows:

$$CGPA = \frac{\sum_{i=1}^{m} c_i g_i}{\sum_{i=1}^{m} c_i}$$

Where 'm' is the total number of courses the student has registered from the first semester onwards up to and including the semester S, 'c_i' is the number of Credits allotted to a particular course 's_i' and 'g_i' is the grade-point carried by the letter corresponding to the grade awarded to the student for the course 's_i'. CGPA will be rounded off to the second place of decimal and recorded as such.

The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.

When a student gets the grade 'F' in any subject during a semester, the SGPA and the CGPA from that semester onwards will be tentatively calculated, taking only 'zero point' for each such 'F' grade. After the 'F' grade(s) has/have been substituted by better grades during a subsequent semester, the SGPA and the CGPA of all the semesters, starting from

the earliest semester in which the 'F' grade has been updated, will be recomputed and recorded to take this change of grade into account.

Cumulative grade point average [CGPA] averaged over all the courses is calculated for the award of class.

14.2 Award of Class

The following Class is awarded to the student on successful completion of the M.Tech Degree. Programme depending upon the CGPA obtained;

Class	CGPA	
First Class with Distinction	≥ 7.5 & 10.0	Based on the aggregate of grades secured from the total Credits.
First Class	≥ 6.5 & < 7.5	
Second Class	≥ 5.5 & < 6.5	

In case of a specific query by students/employers regarding Semester Grade Point Average (SGPA)/ Cumulative Grade Point Average (CGPA) into percentage, the following formulae will be adopted for **notional conversion of SGPA/CGPA** into percentage.

SGPA to Percentage = (SGPA – 0.5) x 10
CGPA to Percentage = (CGPA – 0.5) x 10

15. Award of Ranks
16.
- Ranks are awarded based on the CGPA secured by the candidates for all the courses from first to final year, provided the candidate has:
    - Passed all the courses in first attempt only.
    - Not discontinued the programme for any period during the course of study.
    - Not been awarded any punishment for being involved in malpractice or indiscipline during the course of study in the Institute.
    - In case, more than one student secures same CGPA, then first rank shall be awarded based on:
    - Student who secured more number of letter grade "O"," A+" and so on in decrementing order of grades.
    - After applying the above clause, if a tie still exists, then all such students shall be awarded the same rank.
    - Certificate and medal/award shall be given to such students as an appreciation for their achievement.

17. Transitory Regulations

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the program in earlier regulations or have discontinued and wish to continue the program are eligible for admission into unfinished Semester from the date of commencement of class work with the same or equivalent courses as and when such courses are offered, subject to 4.5 and 2.3 sections. Whereas they continue to be in the academic regulations into which they get readmitted.

18. Withholding of Results

If the candidate has any dues not paid to the institution or if any case of indiscipline or malpractice is pending against him, the result of the candidate shall be withheld and he will not be allowed/ promoted to the next higher Semester. The issue of awarding degree is liable to be withheld in such cases.

19. Student transfers

Student transfer shall be as per the guidelines issued by the Government of Andhra Pradesh from time to time.

20. Supplementary Examinations

At the end of each Semester there will be regular examinations for the current Semester. Those students who could not clear their courses in their previous attempt can appear for the examinations under supplementary category along with the regular students after registering themselves at the examination branch. Supplementary examinations for the all the other Semesters other than the current one will also be conducted at the same time.

21. Malpractice cases consideration committee

Whenever, the Chief Superintendent receives a report from the concerned authorized persons regarding student malpractice cases, he/she shall call for meeting with malpractice committee for necessary action.
The malpractice committee shall be constituted by the following members:

1.	Principal	Chairman
2.	Dean Academic/ Vice Principal -Academics	Member
3.	Controller of Examinations	Member
4.	Concerned HoD	Member
5.	Course Expert	Member

22. Declaration of Results

The results shall be declared after approval by the Results Declaration Committee, comprising of the below members;

S.No	Faculty	Designation
1	Principal	Chair Person
2	Affiliating University Nominee	Member
3	Dean/Vice Principal -Academics	Member
4	Controller of Examinations	Member
5	Asst. Controller of Examinations	Member
6	Concerned HoD	Member

23. Post-Examination Moderation:

After conduction of End semester examination, if any discrepancies like out of syllabus, mistakes in given questions are represented by the concerned HoD within three days, a committee appointed by the Principal, shall look into the issue.

24. Re-Totaling / Re Counting

The facility of re-totaling of the answer scripts shall be followed for both theory/practical examinations.

   i. Students can apply for re-totaling of marks for any number of theory/practical courses.
  ii. A candidate shall submit an application for re-totaling with the prescribed fee within the specified date as per the notification.
 iii. A candidate shall be awarded corrected grade after the re-totaling. However, if the candidate secure lesser grade than the awarded grade, the original grade shall be retained.

25. General

22.1 The academic regulations should be read as a whole for purpose of any interpretation.
22.2 Malpractice rules nature and punishments are appended.
22.3 Where the words "he", "him", "his" occur in the regulations, they also include "she", "her", "hers", respectively.
22.4 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final.
22.5 The Institute may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the Institute.

Rules for Disciplinary Action for Malpractices / Improper Conduct in Examinations

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

	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.	course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that Semester. If candidate physically assaults the invigilator or/ officer in charge of the examination, then the candidate is also barred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the examination hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred for two consecutive Semesters from class work and all Semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat.

9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that Semester examinations depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Principal for further action to award suitable punishment.	

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.