

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

MADANAPALLE

(UGC-AUTONOMOUS)

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DEPARTMENT OF MANAGEMENT STUDIES

Academic Regulations (R24)

For the students admitted to

M.B.A. Regular Two Year P.G. Degree Programme from the academic year 2024-25



MASTER OF BUSINESS ADMINISTRATION

VISION AND MISSION OF THE INSTITUTION

Vision

To become a globally recognized research and academic institution and thereby contribute to technological and socio-economic development of the nation

Mission

To foster a culture of excellence in research, innovation, entrepreneurship, rational thinking and civility by providing necessary resources for generation, dissemination and utilization of knowledge and in the process create an ambience for practice-based learning to the youth for success in their careers.

VISION AND MISSION OF THE DEPARTMENT

Vision

To become a globally recognized center of excellence in the area of management by building managerial competencies among the students and making them global business leaders. Further the department aspires to prepare them to become visionary leaders with new perspectives, thinking and ideas.

Mission

M1: Empower students with ability to face real time situations and thereby inculcate the spirit of entrepreneurship

M2: To facilitate industry driven learning amongst students and faculty

M3: To provide a platform for knowledge creation and dissemination through requisite infrastructure to benefit students, staffs, research community, and society at large

M4: To contribute to the socio - economic development of the society through excellence in research and teaching

PROGRAM EDUCATIONAL OBJECTIVES (PEOs):

The MBA graduates will be able to:

PEO1: Graduates of the programme will have successful careers as managers and business leaders

PEO2: Graduates of the programme will display a sense of professionalism, ethical attitude, effective communication skills, multidisciplinary approach with a strong insight to address socio-cultural issues.

PEO3: Graduates of the programme will continue to learn and adopt to the changing world of business with a strong focus on R&D

PROGRAM OUTCOMES (POs):

The MBA graduate will have ability to

PO1: Apply knowledge of management theories and practices to solve business problems.

PO2: Foster Analytical and critical thinking abilities for data-based decision making.

PO3: Ability to develop Value based Leadership ability.

PO4: Ability to understand, analyze and communicate global, economic, legal, and ethical aspects of business. PO5: Ability to lead themselves and others in the achievement of organizational goals, contributing effectively to a team environment.

PO6: Apply emerging tools, techniques and resources to manage an organization.

PO7: Possess the skills required to integrate concepts from various disciplines to identify and develop business strategies.

PO8: Recognize the need for and have the preparation and ability to engage in independent and life- long learning in the broadest context.

ACADEMIC REGULATIONS (R24)

For the students admitted to

Master of Business Administration from the academic Year 2024-25 batch onwards

ACADEMIC REGULATIONS (R24) (2024-25)

Applicable for students admitted to Master of Business Administration from 2024-25 batch onwards

1. Admission Procedure

Admission to the M.B.A program shall be made subject to the eligibility, qualifications and specialization prescribed by the University for MBA Program, from time to time. Admission shall be made either on the basis of merit rank obtained by the qualified candidates at an Entrance Test conducted by the State Council for Higher Education / University on the basis of ICET score, subject to reservations prescribed by the University or Government policies from time to time.

2. Programme of Study

The M.B.A programme is offered with the approval from AICTE, APSCHE & JNTUA.

3. Programme Pattern

- 3.1 The medium of instruction, examinations and project reports shall be English.
- 3.2 The entire program of study is for two academic years. All two academic years shall be on semester pattern.
- 3.3 A student admitted to a program should complete it within a period equal to twice the prescribed duration of the program from the date of admission.
- 3.4 The minimum instruction days for each Semester shall be 90.
- 3.5 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 at the next supplementary examination when offered.
- 3.6 When a student is detained due to lack of credits/shortage of attendance he/she 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.
- 3.7 The curriculum of M.B.A. programme is designed to have a total of 102 credits for the award of M.B.A. degree.
- 3.8 Each course is assigned certain number of credits which will depend upon the number of lectures per week. In general, credits are assigned to the courses based on the following contact hours per week per semester.
 - a. For Theory Courses: One credit for each Lecture hour.
 - b. For Practical Courses: One credit for two hours of Practical OR
Two credits for three (or max. of four) hours of Practical.

4. Award of M.B.A Degree

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

- 4.1 Pursue a program of study for not less than two academic years and in not more than four academic years.
- 4.2 Register for 102 credits and secure all 102 credits.
- 4.3 Student should clear all the Audit courses (Non-Credited).

- 4.4 Students, who fail to fulfill 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.B.A program and their admission stands cancelled.

5. Attendance Requirements:

- 5.1 A student shall be eligible to appear for Semester End examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the courses in a semester.
- 5.2 Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
- 5.3 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.
- 5.4 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.
- 5.5 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.
- 5.6 A stipulated fee shall be payable towards condonation of shortage of attendance to the Institution.

6. Relative Weightage for Internal Evaluation and End Semester Examination

- a. The performance of a student in each semester shall be evaluated course-wise.
- b. Performance evaluation in each course (theory/ practical) shall be based on a total of 100 marks, of which the relative weightage for internal evaluation and end semester examination shall be 40% and 60% respectively.
- c. However, Audit courses shall be evaluated entirely on the basis of internal evaluation.

6.1 Internal Evaluation

- 6.1.1 The total internal weightage for theory courses is 40 marks with the following distribution.
- a. 30 marks for Mid-term tests.
 - b. 10 marks for Assignments.
- 6.1.2 For all theory courses including audit courses (except NSS Programme) there shall be two mid-term tests in each semester. The duration of mid-term test shall be 2 hours. There shall be in total 4 questions without any kind of choice. While the first 3 questions shall be for seven marks each the 4th question shall be a case study for 9 marks. First mid-term test shall be conducted for I, II units of syllabus and second mid-term shall be conducted for III, IV & V units. Final Mid-term marks shall be arrived by considering 80% weightage for the best mid-term test and 20% weightage for the other
- 6.1.3 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.
- 6.1.4 The 10 marks allotted to assignments in each theory course shall be based on evaluation of two assignments (5 marks each), on topics relevant to that particular course. The first assignment shall be submitted before I mid-term examination and the second assignment before II mid-term Examination.

6.1.5 For courses with an L-T-P-C structure (which include both lecture and practical components) such as 2-0-2-3 or 3-0-2-4, as part of Continuous Internal Evaluation, 40 marks will be term test on the following assessment pattern.

Mid 1 & 2: 20 Marks

Assignments (5+5): 10 Marks

Day-to-day Record: 10 Marks

6.1.6 The Mid-term tests for the courses with L-T-P-C 2-0-2-3 & 3-0-2-4 shall be conducted in the laboratory. The mid exam for the laboratory courses shall be conducted in the same pattern as that of theory courses but with 5 marks for each question. Students are allowed to use prescribed software on the systems and take the printout of the output to attach with the main answer script for evaluation by the examiners. Final Mid-term marks shall be arrived by considering 80% weightage for the best mid-term test and 20% weightage for the other.

6.1.7 The End Semester examination for the L-T-P-C 2-0-2-3 & 3-0-2-4 shall be conducted in the laboratory for 60 marks with the following weightage:

Written Exam – 60

The question paper pattern shall have 5 questions (internal choice) of 10 marks each and a question in case study for 10 marks without any internal choice.

Relevant software and printer shall be made available to the students in the laboratory to take printouts and attach to the answer scripts.

6.2 Skill Enhancement Courses:

- I. Corporate Communication 24MBAP601
- II. Data Analytics Using Excel 24MBAP602

6.2.1 Corporate Communication - 24MBAP601

For the course **Corporate Communication-24MBAP601**, the following assessment pattern shall be followed.

Internal Assessment (40 Marks): The below weightage of marks shall be followed;

20 Marks: Two Mid-term tests for 20 marks each.

The mid-term test pattern shall have 2 theory questions for 5 marks each. Another 10 marks shall be on activity based assessment like Presentation/ Group discussion/ HR round etc. Final Mid-term marks shall be arrived by considering 80% weightage for the best mid-term test and 20% weightage for the other.

10 Marks: Two assignments of 5 marks each.

10 Marks: Day to day evaluation/Record.

End Semester Assessment (60 Marks): It shall be conducted for a duration of 3 hours with the below weightage of marks.

25 Marks: Conduct of Experiment.

25 Marks: Conduct of Activity

10 Marks: Conduct of Viva

6.2.2 Data Analytics Using Excel - 24MBAP602

For the above mentioned course with L-T-P-C structure 2-0-2-3 as part of Continuous Internal Evaluation, 40 marks shall be assessed with will be based on the following term test pattern.

Mid 1 & 2: 20 Marks

Assignments (5+5): 10 Marks

Day-to-day Record: 10 Marks

The Mid-term tests for the above mentioned courses with L-T-P-C 2-0-2-3 shall be conducted in the laboratory. The mid-term test course shall be conducted in the same pattern as that of theory courses but with 5 marks for each question. Students are allowed to use prescribed software on the systems and take the printout of the output to attach with the main answer script for evaluation by the examiners. Final Mid-term marks shall be arrived by considering 80% weightage for the best mid-term test and 20% weightage for the other.

The End Semester examination for the above course with L-T-P-C 2-0-2-3 shall be conducted in the laboratory for 60 marks for the duration of 3 hours with the following weightage:

Written Exam – 60

The question paper pattern shall have a total of 6 questions of 10 marks each. Out of which Question number 1 to Question number 5 with internal choice shall be from each of the 5 units & Question Number 6 which is a case study is compulsory.

6.3. End Semester Examination

- 631 End semester examination of theory courses shall have the following pattern:
- 632 There shall be 6 questions of 10 marks each with duration of 3 hours, and all questions shall be answered compulsorily.
- 633 Each of these questions from 1 to 5 (with internal choice) shall cover one unit of the syllabus.
- 634 The 6th question shall be a case study without any internal choice.
- 635 The duration of Theory/practical end semester examination is 3 hours.
- 636 Minimum two question papers shall be collected for each theory course, set by an external expert.
- 637 The answer scripts shall be double valued by an External and Internal Examiner.
- 638 Under exceptional cases the answer scripts shall be double valued by only external examiners.
- 639 For each candidate the difference in the total marks awarded by each Examiner shall be computed.
- 6310 If the obtained difference is less than or equal to 15%, the final mark shall be arrived by considering 80% of the higher mark and 20% of the lower mark.
- 6311 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

6.4. Dual Specialization

The student can have single or dual specialization, i.e. (i) major specialization; and (ii) minor specialization. In all there are Six specialization modules offered by the Institute Viz: Financial Management, Marketing Management, Human Resource Management, Strategic Management, Analytics and Banking & Insurance. If the student wants to opt single specialization, then they will take any one specialization as both major and minor. If the student opts for dual specialization, then they will take one specialization as Major and the other specialization as minor.

6.5. Rural Immersions:

- 651 A group of maximum of 5 students shall take up the rural immersions in I Year II Semester.
- 652 Every project group required to submit a topic that should be approved by the department.
- 653 A candidate is permitted to register for the rural immersions after satisfying the attendance requirement of all the courses (theory and practical courses) of I Year
- 654 Two reviews shall be conducted for both rural immersions.
- 655 Each student shall be allowed to take viva-voce examination of the rural immersions, after fulfilling the attendance requirements.
- 656 If the report of the supervisor is satisfactory, viva-voce examination shall be conducted by a board consisting of the guide, Head of the Department and the examiner who adjudicate the Project Report/ dissertation.
- 657 If the report of the viva-voce is either Grade F or Ab the candidate shall retake the viva-voce examination after three months. If he/she fails to get a satisfactory report at the second viva-voce examination, he/she will not be eligible for the award of the degree, unless he/she is permitted by the IDC & Principal to revise and resubmit the Project Report.
- Assessment of the Rural Immersion Programme:
Internal Marks:40 (based on 3 Reviews)
External marks:60 (Record: 20 Marks, Presentation:40 Marks)

6.6. Comprehensive Viva:

The Comprehensive Viva has been introduced in the I Year II Semester and II Year II Semester with the objective to evaluate each and every student on their knowledge and application of subject knowledge. The Comprehensive Viva shall test subject knowledge of 1st and 2nd Semester topics and shall also tests problem solving ability of students, presentation skills, communication skills and critical thinking. A panel of 2 to 3 faculty members shall be constituted by HoD. The viva will be conducted at the end of 2nd Semester after completion of the written examination. The comprehensive viva shall be of one credit which will comprise of 100 Marks to be evaluated on Five (5) broad criteria.

6.7. Mini Project/Internship

Students shall commence the Mini Project in the parent Institution/Other Academic Institution/Industry/Research Organization during 2nd year 1st semester. Students shall submit their concerned report in 2 copies to the department at the end of II Year I Semester. The work shall be evaluated for 100 marks, out of which 40 marks for continuous internal assessment based on reviews and student regularity and 60 marks (40 marks for viva, 20 marks for report submission) for end semester viva examination to be conducted in the Department. Attendance in the viva examination shall be mandatory. Student who failed to clear the mini project shall attend to the supplementary exam as and when conducted. The evaluation shall be made by the Internal Departmental Committee (IDC), comprising of HoD, internal guide and 2 to 3 senior faculty members.

6.8. Comprehensive Project work:

- 6.8.1. Students shall carry out their project work in department/Industry/research organization in consultation with Head of the Department (HoD) and faculty guide and submit the Dissertation/Project report thereon at the end of the semester. Students shall also be encouraged to do internship for a minimum period of 6/8 weeks preferably offline in such companies where they may get employment after their course. Students will go for such internship after spending 8/9 weeks in the department for successfully completing the course
- 6.8.2. Students shall be encouraged to publish their Project Work in ABDC/Scopus/UGC-Care Listed Journals.
- 6.8.3. Students carrying out project work/Internship in industry/research organization should complete their report in II year II semester. These students shall submit the documentary evidence for the attendance towards regularity during their Project /Internship at Industry/research organization.
- 6.8.4. Every candidate shall be required to submit the dissertation after taking up a topic approved by the college/ institute. /Industry/Research organization.
- 6.8.5. Out of a total of 100 marks for the dissertation, 40% weightage shall be for internal evaluation and 60% weightage for the end semester examination. The end semester examination (viva-voce) shall be conducted by an external examiner nominated by the Principal, HOD and Supervisor as a committee. The evaluation of dissertation shall be conducted at the end of the IV semester. The internal evaluation shall be made by the departmental committee, on the basis of the three seminars given by the student on the topic of his/her dissertation.
- 6.8.6. An Internal Departmental Committee (I.D.C) consisting of HOD, Supervisor and one internal senior expert shall monitor the progress of the project work.
- 6.8.7. The work on the project shall be initiated in the penultimate semester and the duration of the project is for one semester.
- 6.8.8. The student must submit status report at least in two different phases during the project work period. These reports must be approved by the I.D.C before submission of the Project Report.
- 6.8.9. A candidate shall be allowed to take viva-voce examination of the project, after fulfilling the attendance requirements.
- 6.8.10. Two copies of the Project / Dissertation certified in the prescribed form by the supervisor &

HOD shall be presented to the HOD. Soft copy of the report should be submitted to the Department.

- 6.8.11. The department shall submit a panel of experts to conduct viva-voce examination to the office of the Controller of Examinations consisting of Industry personnel and academicians. However, the dissertation will be adjudicated by one examiner for every 20 students nominated by the Principal.
- 6.8.12. If the report of the viva-voce is either Grade F or Ab the candidate shall retake the viva-voce examination after three months. If he/she fails to get a satisfactory report at the second viva-voce examination, he/she will not be eligible for the award of the degree, unless he/she is permitted by the IDC & Principal to revise and resubmit the project.

6.9. Industrial Visit

As part of Industrial exposure the students shall visit nearby Industries' at least once during the entire course duration and are required to submit individual report.

6.10. 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.

Regulations for Audit Courses:

- 6.10.1. Institution intends to encourage the students to do one audit course in I year II semester of their program. The students shall have the choice to opt for one audit course from the list given by the college.
- 6.10.2. Audit Courses shall bear no credits.
- 6.10.3. The details of audit courses shall be reflected in Grade card of the successful students
- 6.10.4. Attendance for audit courses is compulsory and shall be considered while calculating the aggregate attendance.
- 6.10.5. 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. 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.
- 6.10.6. For practical oriented audit courses like NSS, evaluation shall be based on practical work, as judged by the coordinator of NSS, without any compulsory internal examination.

7 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 section. Supplementary examinations for all other Semesters, other

than the current one will be conducted during the same period.

8 Re-Registration for Improvement of Internal Evaluation Marks

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

The candidate should have completed the course work and obtained examinations results for I& II semesters.

- a. He/she should have passed all the courses for which the internal evaluation marks secured are more than 50%.
- b. 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.
- c. The candidate has to re-register for the chosen courses and fulfill the academic requirements.
- d. In the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the end semester examinations marks secured in the previous attempt(s) for the reregistered courses stand cancelled.
- e. 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.

9 Minimum Academic Requirements:

Students need to acquire necessary credits to get promoted to the subsequent academic year in addition to the attendance requirements mentioned in section no.5.

- 9.3. The minimum letter grade required for pass in each theory/practical/Seminar/Project work is “P” grade (internal evaluation + End Semester Examination). However, a minimum of 40% marks in each theory/practical in end semester examination have to be secured.
- 9.4. Students, who fail to earn 102 credits as indicated in the course structure within four academic years from the year of their admission, shall forfeit their seat in M.B.A. Programme and their admission shall stand cancelled.

10 Transitory Regulations

Discontinued, detained or failed candidates are eligible for readmission as and when the semester is offered after fulfillment of academic regulations. Candidates who are detained due to shortage of attendance or for not fulfilling academic requirements or 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 clause 4.3 and they will be in the academic regulations into which they get readmitted.

11 Withholding of Results

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

12 Grading System

Letter Grade

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	

12.3.1 A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than F and Ab in that course. A letter grade F or 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:

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

Where 'n' is the number of courses registered for the semester, 'ci' is the number of Credits allotted to a particular course, and 'gi' 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

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

Average (CGPA) will be computed for every student as follows:

Where 'm' is the total number of courses the student has registered from the first semester onwards up to and including the semester S, 'ci' is the number of Credits allotted to a particular course 'si' and 'gi' is the grade-point carried by the letter corresponding to the grade awarded to the student for the course 'si'. 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.

The CGPA, SGPA and the grades obtained in all the courses in a semester will be communicated to every student at the end of every semester.

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 are calculated for the award of class.

13 Award of Class

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

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

13.3. 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.

$$\text{SGPA to Percentage} = (\text{SGPA} - 0.5) \times 10$$

$$\text{CGPA to Percentage} = (\text{CGPA} - 0.5) \times 10$$

14 Award of Ranks

- Ranks are awarded based on the CGPA secured by the candidates for all the courses from first to final year, Provided the candidate has:
- Completed the entire programme in the college itself.
- 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 secure 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.

15 Student transfers

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

16 General

16.3. The academic regulations should be read as a whole for purpose of any interpretation.

16.4. Malpractice rules nature and punishments are appended.

16.5. Where the words “he”, “him”, “his” occur in the regulations, they also include “she”, “her”, “hers”, respectively.

16.6. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final.

16.7. The Institute, with the approval of the Academic Council, may change or amend the academic regulations / structure / credits / 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.

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 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 Practical 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 examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in- charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that 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/she has to register for the End semester examination in that particular course/s consequently and has to fulfill all the norms required for award of Degree.