

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

Madanapalle

(UGC-AUTONOMOUS)

www.mits.ac.in



DEPARTMENT OF COMPUTER APPLICATIONS

ACADEMIC REGULATIONS (R24)

For the students admitted to
Master of Computer Applications from the academic year 2024-25 batch onwards



Vision

To be the source of producing competent computer application professionals in academic and research activities to serve the industry and society.

Mission

- **M1:** To empower students with knowledge of computer applications through state-of-art infrastructure and curriculum.
- **M2:** To groom students to become competent professionals in emerging technologies with industry specific programs.
- **M3:** To inculcate ethical values, leadership and managerial skills in the students.

Programme Outcomes

1. **PO1 (Foundation Knowledge):**
Apply knowledge of mathematics, programming logic and coding fundamentals for solution architecture and problem solving.
2. **PO2 (Problem Analysis):**
Identify, review, formulate and analyse problems for primarily focussing on customer requirements using critical thinking frameworks.
3. **PO3 (Development of Solutions):**
Design, develop and investigate problems with as an innovative approach for solutions incorporating ESG/SDG goals.
4. **PO4 (Modern Tool Usage):**
Select, adapt and apply modern computational tools such as development of algorithms with an understanding of the limitations including human biases.
5. **PO5 (Individual and Teamwork):**
Function and communicate effectively as an individual or a team leader in diverse and multidisciplinary groups. Use methodologies such as agile.
6. **PO6 (Project Management and Finance):**
Use the principles of project management such as scheduling, work breakdown structure and be conversant with the principles of Finance for profitable project management.
7. **PO7 (Ethics):**
Commit to professional ethics in managing software projects with financial aspects. Learn to use new technologies for cyber security and insulate customers from malware
8. **PO8 (Life-long learning):**
Change management skills and the ability to learn, keep up with contemporary technologies and ways of working.

Program Educational Objectives

The MCA graduates will be able to:

PEO1:

Excel in the software industry with the application of comprehensive knowledge and skills.

PEO2:

Contribute by building innovative and sustainable solutions to the problems in the IT industry.

PEO3:

Become successful professionals, exhibiting social responsibility leading to lifelong learning.

ACADEMIC REGULATIONS (R24)

Applicable for students admitted to MCA from 2024-25 batch onwards

1. Admission Procedure

- 1.1** Admission to the MCA program shall be made subject to the eligibility, qualifications and specialization prescribed by the Andhra Pradesh State Government from time to time.
- 1.2** Admission shall be made either on the basis of merit rank obtained by the qualified candidates at an Entrance Test APICET conducted by the Andhra Pradesh State Government, on the basis of APICET score, subject to reservations prescribed by the Government policies from time to time.

2. Programme of Study

With the approval from AICTE, APSCHE & JNTUA, the MCA Degree programme is offered.

3. Programme Pattern

- 3.1** The medium of instruction, examinations and project reports shall be in 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 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** 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 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 MCA Programme is designed to have a total of 102 credits for the award of 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/Tutorial hour
 - b.** For Practical Courses: One credit for two hours of Practical

4. Award of MCA Degree

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

- 4.1** Pursue a program of study for not less than two Consecutive academic years and in not more than four academic years
- 4.2** Register for 102 credits and secure all 102 credits
- 4.3** Students should clear all 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 MCA 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. 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.

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.

For all theory courses including Audit course/s 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 3 questions without any kind of choice of 10 marks each. 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 midterm test and 20% weightage for the other. 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.

The 10 marks allotted to assignments in each theory course shall be based on evaluation of two assignments. 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.

6.2 End Semester Examination

- 6.2.1** End Semester Examination of theory courses shall have the following pattern:
- 6.2.1.1** There shall be 5 questions and all questions shall be compulsory.
- 6.2.1.2** One Question from One Unit must be given
- 6.2.1.3** In each of the questions there shall be either-or type questions of 12 marks each, Student shall answer any one of them.
- 6.2.1.4** The duration of Theory/Practical End Semester Examination is 3 hours.
- 6.2.1.5** Minimum two question papers shall be collected for each theory course, set by an External Expert.
- 6.2.1.6** The answer scripts shall be double valued by an External and Internal Examiner.
- 6.2.1.7** Under exceptional cases the answer scripts shall be double valued by only External Examiners.
- 6.2.1.8** For each candidate the difference in the total marks awarded by each Examiner shall be computed.
- 6.2.1.9** 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.
- 6.2.1.10** 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.

6.3 Practical Courses

- 6.3.1** The internal evaluation for practical courses shall be 40 marks for day to day work based on conduction of experiment/prerequisite work/ record/ Viva/ Case Study.
- 6.3.2** For laboratory courses as part of Continuous Internal Evaluation of 40 marks, it will be based on day to day work, covering exercise performed, record of exercise and viva conduction the weightage for each work shall be as follows:
- | | |
|-------------------------------------|-----------|
| a. Exercise undertaken in the class | -15 Marks |
| b. Record of Exercise | -15 Marks |
| c. Viva | -10 Marks |
- 6.3.3** The end semester examination shall be conducted by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.

6.4 Audit Courses

- 6.4.1** Audit course shall bear no credits.
- 6.4.2** The details of Audit course shall be reflected in Grade card.
- 6.4.3** Attendance for Audit course is compulsory and shall be considered while calculating the aggregate attendance.
- 6.4.4** There shall be only internal assessment/evaluation for Audit course. The student shall be declared passed in Audit course 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.
- 6.4.5** If a student is desirous of pursuing the same through MOOC's, he/she will be encouraged to do so if the course is available.

6.5 Skill Enhancement Courses

- 6.5.1** There shall be two skill enhancement courses of 3 credits each offered during I and II semesters
- 6.5.2** For all skill enhancement courses in Two theory lecture and Two practical hours type the assessment shall be as follows;
Internal assessment shall be for 40 marks with the following distribution;
- | |
|---|
| a. 20 marks: There shall be two Mid-Term Tests of 20 marks each. Mid-Term Test-I shall be conducted for Units I & II. Mid-Term Test-II shall be conducted for Units III, IV & V. Question paper shall be set for three questions of 10 marks each. Out of these three questions, a student needs to answer any two. The final Mid-Term Test mark shall be arrived by taking 80% of the better one and 20% of the other. |
| b. 10 marks: Two assignments evaluated for 5 marks each. |
| c. 10 marks: Record & Observation. |

- 6.5.3** The End Semester Examination shall be purely in practical mode. The weightage is for 60 marks and it shall be jointly conducted and evaluated by two internal examiners who are appointed by the Principal. End Semester Examination Question paper shall comprise of 3 questions of either or choice, each weighing 20 marks. The distribution of the questions across the syllabus is as follows;
- i) Question-1 shall have one question each from Unit I & II respectively.
 - ii) Question-2 shall have both questions from Unit-III
 - iii) Question-3 shall have one question each from Unit IV & V respectively.
- 6.5.4** The student shall be given an option to choose either the skill courses being offered by the college or to choose a certificate course being offered by industries, professional bodies and any other accredited bodies. If a student chooses to take a Certificate Course offered by external agencies, the credits shall be awarded to the student only upon producing the course completion certificate along with percentage/grades from the agency. Minimum course duration if offered by external agencies shall be either 6 weeks or 30 Hrs.
- 6.5.5** Student registration for the certificate courses offered by external agencies shall be approved by the Head of the Department and the Principal, it will be mandatory for the student to share necessary information with the institution. 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.
- 6.5.6** If a student prefers to take a certificate course offered by external agency, the department shall mark attendance of the student for the remaining courses in that semester excluding the skill course in all the calculations of mandatory attendance requirements upon producing a valid certificate.

6.6 Massive Open Online Courses (MOOCs)

The Institution, in alignment with advancements in Learning Management Systems (LMS), encourages students to enroll in Massive Open Online Courses (MOOCs). The primary objective of introducing MOOCs is to provide students with broader learning opportunities through online tutorials, self-paced learning, interactive quizzes, and engagement with professors from reputed institutions worldwide. Upon successful completion, students are expected to obtain a certificate from the respective MOOC provider.

Regulations for MOOCs:

- 6.6.1 Institution intends to encourage the students to pursue MOOC's as per the provisions given in the curriculum structure.
- 6.6.2 The respective departments shall give a list of standard MOOCs providers including SWAYAM whose credentials are endorsed by the Dean/HoD.
- 6.6.3 In general, MOOCs providers provide the result in percentage. The following grade table shall be used, while allotting letter grade for the MOOCs. If MOOCs provider declares a student as passed, the institution shall consider the same.
- 6.6.4 In case of any deviation in the above clause, the committee appointed by the Principal shall take a decision for converting MOOC results in to the relevant grade points.
- 6.6.5 The Credits for MOOC(s) shall be transferred same as given for the respective discipline or open electives.

- 6.3.6 Each department shall appoint Coordinators/Mentors and allot the students to them who shall be responsible to guide students in selecting online courses and provide guidance for the registration, progress and completion of the same.
- 6.3.7 In case a student fails to complete the MOOCs he/she shall re-register for the same with any of the providers from the list provided by the department. Still if a student fails to clear the course/s, the Institution shall evaluate for the said course/s for 60 marks (scaled up to 100 marks), as per the MOOCs syllabi during the final year.
- 6.3.8 In case a provider fails to offer a MOOC in any semester, then in all such cases the Institution shall conduct the end semester examinations for the same as per the Institution end semester examination pattern. The syllabi for the supplementary examinations shall be same as that of MOOCs. There shall be no internal assessment however the marks obtained out of 60 shall be scaled up to 100 marks and the respective letter grade shall be allotted.
- 6.3.9 The details of MOOC(s) shall be displayed in Grade card of a student, provided he/she submits the proof of completion of it or them to the department concerned through the Coordinator/Mentor, before the end semester examination of the particular semester.
- 6.3.10 The marks secured by the candidate shall be mapped to the respective letter grades as mentioned in the grading table.

6.7 Choice Based Credit System (CBCS)

The CBCS provides choice for students to select from the prescribed courses (core, elective). The CBCS provides a 'cafeteria' type approach in which students can take courses of their choice, learn at their own pace and adopt an interdisciplinary approach to learning.

Regulations for CBCS:

The CBCS, also called as Open Electives (OEs) will be implemented in the college.

- 6.7.1 It is mandatory for students to study CBCS course after I year II Semester of their programme. A student shall opt for courses from the list given by the department from time to time, complying with the requirement of the prerequisite course(s), if any.
- 6.7.2 A CBCS course shall be offered by the department, only when there are a minimum number of students opting for that course, as defined by the department.
- 6.7.3 A student, pursuing or has already completed a course under core/discipline elective is not eligible to pursue the same under CBCS / Open Electives category.

6.8 Mini Project

Students shall take a Project for 3 credits and this project shall be done individually or by a group of 3 students at the maximum. Students shall submit 3 copies of the project report to the department concerned after the work. The work shall be evaluated for 100 marks, out of which 40 marks for work execution, 20 marks for report submission and 40 marks for internal viva-voce. The evaluation shall be made by the Internal Departmental Committee (IDC), comprising of HoD, internal guide and 2 to 3 senior faculty members. Students are also encouraged to present or publish their work in symposium/ Conference/ Journal.

6.9 Major Project

Every student shall be required to undertake a suitable project in Department / Industry / Research organization in consultation with Head of the department and faculty guide and submit the project report thereon at the end of the semester in which the student is registered on dates announced by the college/department. The project work submitted to the department shall be evaluated for 200 marks, out of which 80 marks are for internal evaluation and 120 marks for external viva-voce. The internal evaluation shall be made by the internal departmental committee (IDC), on the basis of two reviews given by each student on the topic of his/her project. Student shall submit 3 hard copies of the project report. The viva-voce shall be conducted by a committee consisting of HOD, Project Supervisor and an External Examiner nominated by the Principal at the end of the Semester.

S.No	Mode of Evaluation	Period of Submission/ Presentation	Marks	
			Internal	External
1	Review-1: Presentation & Report submission on status of Project work.	Between 3 rd & 4 th week	20	--
2	Review-2 - Presentation & Report submission on complete Project work.	Between 7 th &8 th week	20	--
3	Review-3 - Presentation & Report submission on complete Project work.	Between 11 th &12 th week	20	
3	Submission Project Report	Between14 th & 15 th week	20	--
4	Final Presentation - Viva Voce	As per Academic Calendar Schedule	--	120
Total			200	

6.9.1 The total marks obtained by the students shall be scaled down to 100 marks and the Award of Letter grade as per academic regulations shall be followed. Further, the letter grade obtained by the student shall be included for the CGPA computation.

6.9.2 In case a student fails in viva voce he /she shall reappear as and when MCA II Year II Semester supplementary examinations are conducted.

6.10 Comprehensive Viva–Voce

There shall be Comprehensive Viva–Voce in IV semester. This will test the student’s learning and understanding during the course of their specialization. The Comprehensive viva-voce will be conducted by the committee consisting of Head of the Department and two faculty members related to the specialization. The Comprehensive Viva-Voce shall be evaluated for 100 marks by the committee. There are no internal marks for the Comprehensive Viva-Voce. A student shall acquire 2 credits assigned to the Comprehensive Viva–voce when he/she secures 50% or more marks for the total of 100 marks. In case, if a student fails in Comprehensive Viva–voce he/she shall reappear as and when IV semester supplementary examinations are conducted.

6.11 Technical Seminar

A technical seminar carrying 2 credits. Each candidate shall deliver Technical seminar as per the Scheme of Teaching and Examination on the topic chosen from the relevant fields. He/she shall submit 3 copies of the report and deliver a seminar on the same. The report and the presentation shall be evaluated for 100 marks by a departmental committee consisting of Head of the Department, seminar supervisor and two senior faculty members. The seminar shall be conducted anytime during the semester as per the convenience of the department committee and the student. There shall be no external examination for seminar.

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.

- 8.1** The candidate should have completed the course work and obtained Examinations results for all I to IV Semesters
- 8.2** He/she should have passed all the courses for which the internal evaluation marks secured are more than 50%.
- 8.3** 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
- 8.4** The candidate has to re-register for the chosen courses and fulfill the academic requirements
- 8.5** 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.
- 8.6** 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

- 9.1** Students need the attendance requirements mentioned in section no.5.
- 9.2** 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.
- 9.3** If a student found to be guilty due to malpractice in the end semester examinations, he/she shall be awarded a letter grade “**F**”.
- 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 MCA 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 section 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
A (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.

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

The SG Where ‘n’ is the number of courses registered in 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.

PA shall be calculated as follows:

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, ‘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 overall the courses is calculated for the award of class.

13. Award of Class

The following Class is awarded to the student on successful completion of the MCA Degree. Programme depending upon the CGPA obtained:

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

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

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

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:

- 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.

15. Student Transfers

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

16. 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 Academics / Vice Principal -Academics	Member
3.	Controller of Examinations	Member
4.	Concerned HoD	Member
5.	Course Expert	Member

17. 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

18. Re-Totaling / Re Counting

The facility of re-totalling 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.

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

19. General

The academic regulations should be read as a whole for purpose of any interpretation. Malpractice rules nature and punishments are appended. Where the words “he”, “him”, “his” occur in the regulations, they also include “she”, “her”, “hers”, respectively. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final. 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, Bluetooth 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
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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
