

Established: 2009

ICET Code: MLRS

**Academic Regulations under Autonomous Status**

**Master of Business Administration (MBA)  
Choice Based Credit System (CBCS)  
(R20 Regulations)  
(Applicable for the batches admitted from 2020-2021)**



**MARRI LAXMAN REDDY INSTITUTE OF TECHNOLOGY AND MANAGEMENT  
[Autonomous]**

(An UGC Autonomous Institution, Approved by AICTE and Affiliated to JNTUH Hyderabad)  
Accredited by NAAC with 'A' Grade, Recognized under the section 2(1) & 12 (B) of  
UGC Act 1956

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**DEPARTMENT OF MANAGEMENT STUDIES (MBA)**

**Academic Regulations of MBA (Regular/Full Time) Programme  
Under Choice Based Credit System (CBCS) 2020-21 (R20)**  
**(Effective for the students admitted into I year from the Academic Year 2020-2021 onwards)**

**1.0 Post-Graduate Degree Programme in Management (PGP in Management)**  
Jawaharlal Nehru Technological University Hyderabad (JNTUH) offers **Two** Years (**Four** Semesters) full-time Master of Business Administration (**MBA**) Degree programme, under CBCS at its constituent (Autonomous)

**2.0 Eligibility for Admissions**

**2.1** Admission to the MBA programme shall be made subject to eligibility, qualification prescribed by the University from time to time.

**2.2** Admission to the post graduate degree programme shall be made on the basis of either the merit rank or Percentile obtained by the qualified student in the relevant qualifying Examination/ the merit rank obtained by the qualified student in an entrance test conducted by Telangana State Government (ICET) for MBA programme / an entrance test conducted by JNTUH/ on the basis of any other exams approved by the University, subject to reservations as laid down by the Govt. from time to time.

**2.3** The medium of instructions for MBA Programme will be **ENGLISH** only.

**3.0 MBA Programme (PGP in Management) Structure**

**3.1** The MBA Programme of MLRITM is in Semester pattern, with **Four** Semesters consisting of **Two** academic years, each academic year having **Two** Semesters (First/Odd and Second/Even Semesters). Each Semester shall be of 22 weeks duration (inclusive of Examinations), with a minimum of 90 instructional days per Semester.

**3.2.** The student shall be declared eligible for the award of the MBA Degree , if the student pursues a course of study in not less than and two and more than four academic years of course work, failing which he/she forfeited his/her seat in the MBA programme.

**3.3** The students shall register for all 106 credits and secure the all 106 credits

**3.4** **UGC/AICTE** specified definitions/descriptions are adopted appropriately for various terms and abbreviations used in these PG academic regulations, as listed below:

**3.4.1 Semester Scheme**

Each Semester shall have 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)'. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) are taken as 'references' for the present set of Regulations. The terms

'SUBJECT' and 'COURSE' imply the same meaning here and refer to 'Theory Subject', or 'Lab Course', or 'Seminar', or 'Comprehensive Viva', or 'Project' as the case may be.

### 3.4.2 Credit Courses

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

- ☐ One credit for one hour/week/semester for theory/lecture (L) courses
- ☐ One credit for two hours/ week/semester for laboratory/ practical (P) courses or tutorials (T)

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

### 3.4.3 Subject Course Classification

All subjects/courses offered for the MBA Degree Programme is broadly classified as follows. The University has followed in general the guidelines issued by AICTE/UGC.

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

**Total number of Credits**

## 4.0 Course Registration

**4.1** A 'Faculty Advisor or Counselor' shall be assigned to each specialization, who will

advise on the MBA, its Course Structure and Curriculum, Choice/Option for Subjects/ Courses, based on his competence, progress, pre-requisites and interest.

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

## 5.0 Attendance Requirements

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

- 5.1 Attendance in all classes (Lectures/Laboratories) is compulsory. The minimum required attendance in each theory including the attendance of mid-term examination / Laboratory etc. is 75%. Two periods of attendance for each theory subject shall be considered, if the student appears for the mid-term examination of that subject. A student shall not be permitted to appear for the Semester End Examinations (SEE), if his/her attendance is less than 75%.
- 5.2 **Condoning of shortage of attendance** (between 65% and 75%) up to a maximum of 10% (considering the days of attendance in sports, games, NCC, NSS activities and Medical grounds) in each subject of a semester shall be granted by the College Academic Committee(CAC).
- 5.3 Shortage of Attendance below 65% in any subject shall in **no case be condoned**.
- 5.4 A Student, whose shortage of attendance **is not condoned** in any subject(s) in any semester, is considered detained in that subject(s) and is not eligible to write Semester

End Examination(s) of such subject(s) in that semester, and he has to seek re-registration for those subject(s) in subsequent semesters, and attend the same as and when offered.

- 5.5** A student fulfills the attendance requirement in the present semester, shall not be eligible for readmission into the same class.
- 5.6** A prescribed fee per subject shall be payable for condoning shortage of attendance.
- 5.7** A Candidate shall put in a minimum required attendance at least THREE theory subjects in each semester for promoting to next Semester. In order to qualify for the award of MBA degree, the candidate shall complete all the academic requirement of the subjects, as per the course structure.
- 5.8** A student shall not be promoted to the next semester unless the student satisfies the attendance requirements of the present semester, as applicable. The student may seek re admission to the semester when offered next. If any candidates fulfil the attendance requirement in the present semester, the student shall not be eligible for the readmission in to the same class.

## **6. EVALUATION**

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory and 100 marks for practical, on the basis of Internal Evaluation and End Semester Examination. For the theory courses 70 marks shall be awarded for the performance in the Semester End Examination (SEE) and 30 marks shall be awarded for Continuous Internal Evaluation (CIE). The Continuous Internal Evaluation shall be made based on the average of the marks secured in the two CIE conducted, one in the middle of the Semester and the other, immediately after the completion of Semester instructions. Each CIE shall be conducted for a total duration of 120 minutes.

### **6.1 Continues Internal Examination (CIE)**

The performance of a student in each semester shall be evaluated subject- wise (irrespective of credits assigned) for a maximum of 100 marks. The MBA project work (main project viva voce) will also be evaluated for 100 marks.

- 6.2** For the theory subjects 70 marks shall be awarded for the performance in the Semester End Examination and 30 marks shall be awarded for Continuous Internal Evaluation (CIE). The Continuous Internal Evaluation shall be made based on the average of the marks secured in the two Mid-Term Examinations conducted, first Mid-Term examinations in the middle of the Semester and second Mid-Term examinations during the last week of instruction. Each Mid-Term Examination shall be conducted for a total duration of 120 minutes with Part 'A' as compulsory consisting of 6 questions carrying 2 marks each (12 marks), and Part 'B' with 3 questions to be answered out of 5 questions, each question carrying 6 marks (18 marks). The details of the Question Paper pattern for Semester End Examination (Theory) are given below:

- The Semester End Examination will be conducted for 70 marks examination shall be conducted for a total duration of 180 minutes. Question paper consists of Part-A and Part-B with the following.

- Part-A is a compulsory question consisting of 5 questions, one from each unit and carries 4 marks each (20 Marks).
  - Part-B to be answered 5 questions carrying 10 marks each. There will be two questions from each unit and only one should be answered (50Marks).
- 6.1 For practical subjects, 70 marks shall be awarded for performance in the Semester End Examinations and 30 marks shall be awarded for day-to-day performance as Internal Marks.
  - 6.2 For conducting laboratory end examinations of all PG Programmes, one internal examiner and one external examiner are to be appointed by the Chief Controller of Examination in one week before for commencement of the lab end examinations.
  - 6.3 There shall be two seminar presentations during MBA program. For seminar, a student under the supervision of a faculty member shall collect the information on a topic, analyse the data and submit it to the department in a report form and shall make an oral presentation before the Departmental Academic Committee consisting of Head of the Department, Supervisor and two other senior faculty members of the department. For each Seminar will be evaluation for 100 marks. Candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to fulfill minimum marks, he has to reappear during the supplementary examinations.
  - 6.4 There shall be a Comprehensive Viva-Voce in II year II Semester. The Comprehensive Viva-Voce is intended to assess the students' understanding of various subjects he has studied during the MBA course of study. The Head of the Department shall be associated with the conduct of the Comprehensive Viva-Voce through a Committee. The Committee consisting of Head of the Department, one senior faculty member and an external examiner. The external examiner shall be appointed by the Chief Controller of Examinations. For this, the Head of the Department shall submit a panel of 3 examiners. There are no internal marks for the Comprehensive Viva-Voce and evaluates for maximum of 100 marks. A candidate has to secure a minimum of 50% of marks to be declared successful. If he fails to fulfill minimum marks, he has to reappear during the supplementary examinations.
  - 6.5 A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the Semester End Examination and a minimum aggregate of 50% of the total marks in the Semester End Examination and Continuous Internal Evaluation taken together.
  - 6.6 In case the candidate does not secure the minimum academic requirement in any subject (as specified in 6.5) he has to reappear for the Semester End Examination in that subject.
  - 6.7 A candidate shall be given one chance to re-register for the subjects if the internal marks secured by a candidate is less than 50% and failed in that subject for maximum of two subjects and should register within four weeks of commencement of the class work. In such a case, the candidate must re-register for the subjects and secure the required minimum attendance. The candidate's attendance in the re-registered subject(s) shall be calculated separately to decide upon his eligibility for writing the Semester End Examination in those subjects. In the event of the student taking another chance, his Continuous Internal Evaluation (internal) marks and Semester End Examination marks

obtained in the previous attempt stands cancelled.

- 6.8 In case the candidate secures less than the required attendance in any subject, he shall not be permitted to write the Semester End Examination in that subject. He shall re-register for the subject when next offered.
- 6.9 The department is offering two open elective courses, Open elective –I in I-Semester and Open Elective-II in II-Semester along with core and specialized courses as a part of inculcating interdisciplinary knowledge to the student.

## **7. Examinations and Assessment - The Grading System**

- 7.1 Marks will be awarded to indicate the performance of each student in each Theory Subject, or Lab / Practicals, or Seminar, or Project, etc., based on the % marks obtained in CIE + SEE (Continuous Internal Evaluation + Semester End Examination, both taken together) as specified in Item 6 above, and a corresponding Letter Grade shall be given.
- 7.2 As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades (UGC Guidelines) and corresponding percentage of marks shall be followed:

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

- 7.3 A student obtaining F Grade in any Subject shall be considered “failed” and is required to reappear as “Supplementary Candidate” in the Semester End Examination (SEE), as and when offered. In such cases, his Internal Marks (CIE Marks) in those Subjects will remain the same as those he obtained earlier.

- 7.4 A student not appeared for examination then “AB” Grade will be allocated in any Subject shall be considered „failed“ and will be required to reappear as “Supplementary Candidate” in the Semester End Examination (SEE), as and when offered.
- 7.5 A Letter Grade does not imply any specific Marks percentage and it will be the range of marks percentage.
- 7.6 In general, a student shall not be permitted to repeat any Subject/ Course (s) only for the sake of, Grade Improvement” or “SGPA / CGPA” Improvement.
- 7.7 A student earns Grade Point (GP) in each Subject/ Course, on the basis of the Letter Grade obtained by him in that Subject/ Course. The corresponding “Credit Points” (CP) are computed by multiplying the Grade Point with Credits for that particular Subject / Course.

**Credit Points (CP) = Grade Point (GP) x Credits .... For a Course**

- 7.8 The Student passes the Subject/ Course only when he **gets GP 6 (B Grade or above)**.
- 7.9 A student earns Grade Point (GP) in each Subject/ C Course, on the basis of the Letter Grade obtained by him in that Subject/Course (excluding Mandatory non-credit Courses). Then the corresponding “Credit” Points (CP) are computed by multiplying the Grade Point with Credits for that particular Subject/Course.

**Credit Points (CP) = Grade Point (GP) x Credits .... For a Course**

7.10 The Semester Grade Point Average (SGPA) is calculated by dividing the Sum of Credit Points (CP)secured from ALL Subjects/ Courses registered in a Semester, by the Total Number of Credits registered during that Semester. SGPA is rounded off to TWO Decimal Places. SGPA is thus computed as

$$\text{SGPA} = \left\{ \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i} \right\} \dots\dots \text{for each semester}$$

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

#### **Illustration computation of SGPA**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course1	3	A	8	3 x 8 = 24
Course2	4	B+	7	4 x 7 = 28
Course3	3	B	6	3 x 6 = 18
Course4	3	O	10	3 x 10 = 30
Course5	3	C	5	3 x 5 = 15
Course6	4	B	6	4 x 6 = 24

Thus, **SGPA =139/20 =6.95**

- 7.11 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student over all Semesters considered for registration. The CGPA is the ratio of the Total Credit Points secured by a student in ALL registered Courses in ALL Semesters, and the Total Number of Credits registered in ALL the Semesters.



CGPA is rounded off to TWO Decimal Places. CGPA is thus computed from the I Year Second Semester onwards, at the end of each Semester, as per the formula

$$\text{CGPA} = \left\{ \sum_{j=1}^M C_j G_j \right\} / \left\{ \sum_{j=1}^M C_j \right\} \dots \quad \text{for all S Semesters registered (i.e., up to and inclusive of S Semesters, S 2)}$$

where “M” is the TOTAL no. of Subjects (as specifically required and listed under the Course Structure of the parent Department) the Student has “REGISTERED” from the 1<sup>st</sup> Semester onwards upto and inclusive of the Semester S (obviously  $M > N$ ), “j” is the Subject indicator index (takes into account all Subjects from 1 to S Semesters),  $C_j$  is the no. of Credits allotted to the j<sup>th</sup> Subject, and  $G_j$  represents the Grade Points (GP) corresponding to the Letter Grade awarded for that j<sup>th</sup> Subject. After registration and completion of I Year I Semester however, the SGPA of that Semester itself may be taken as the CGPA, as there are no cumulative effects.

### For CGPA Computation

Semester 1	Semester 2	Semester 3	Semester 4
Credits : 20	Credits : 22	Credits : 25	Credits : 26
SGPA : 6.9	SGPA : 7.8	SGPA : 5.6	SGPA : 6.0

Thus,

$$\text{CGPA} = (20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0)$$

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$$= 6.51$$

93

7.12 For Calculations listed in Item 7.6 – 7.10, performance in failed Subjects/ Courses (securing F Grade) will also be taken into account, and the Credits of such Subjects/ Courses will also be included in the multiplications and summations.

7.13 No SGPA/CGPA is declared, if a candidate is failed in any one of the courses of a given semester.

7.14 Conversion formula for the conversion of GPA into indicative percentage is  $[\text{CGPA Earned} - 0.50] \times 10 = \% \text{ of marks scored}$

## 8. EVALUATION OF PROJECT/DISSERTATION WORK

Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.

8.1. A Project Review Committee (PRC) shall be constituted with Head of the Department as Chairperson, Project Supervisor and one senior faculty member of the Departments offering the MBA programme.

8.2 Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the subjects, both theory and practical.

8.3 After satisfying 8.2, a candidate has to submit, in consultation with his Project Supervisor, the title, objective and plan of action of his project work to the PRC for approval. Only after obtaining the approval of the PRC the student can initiate the Project work.

- 8.4. If a candidate wishes to change his supervisor or topic of the project, he can do so with the approval of the PRC. However, the PRC shall examine whether or not the change of topic/supervisor leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.
- 8.5 A candidate shall submit his project status report in two stages at least with a gap of 3 months between them.
- 8.6 A) The work on the project shall be initiated at the beginning of the II year II Semester and the duration of the project is one semester. A candidate is permitted to submit Project dissertation only after successful completion of all theory and practical courses with the approval of PRC not earlier than the Academic Calendar of the Semester from the date of registration of the project work. For the approval of PRC the candidate shall submit the draft copy of the dissertation to the Head of the Department and make an oral presentation before the PRC. A pre project submission seminar will be conducted to evaluate the fitness of the project for final submission which will be evaluated for 50 marks by Internal Examiner.
- 8.7 After approval from the PRC, the soft copy of the thesis should be submitted to the college for **ANTI-PLAGIARISM** for the quality check and the plagiarism report should be included in the final thesis. If the copied information is less than 30%, then only thesis will be accepted for submission.
- 8.8 Three copies of the Project Thesis certified by the supervisor shall be submitted to the College, after submission of a research paper related to the project work in a UGC approved journal. A copy of the submitted research paper shall be attached to thesis.
- 8.9 For Project Evaluation (Viva Voce) there is an internal marks of 30, the evaluation should be done by the PRC for 15 marks and Supervisor will evaluate for 15 marks. The Supervisor and PRC will examine the Problem Definition, Objectives, Scope of Work, Literature Survey in the same domain.
- 8.10 For Project Evaluation (Viva Voce) there is an external marks of 70 and the same evaluated by the External examiner appointed by the Chief Controller of Examinations. The candidate has to secure minimum of 50 marks out of 100 marks in the Project Evaluation (Viva-Voce) examination.
- 8.11 If he fails to fulfil as specified in 8.10, he will reappear for the Viva-Voce examination only after three months. In the reappeared examination also, fails to fulfil, he will not be eligible for the award of the degree.
- 8.12 The dissertation shall be adjudicated by one examiner selected by the Chief Controller of Examinations. For this, the Head of the Department shall submit a panel of 3 examiners,

- eminent in that field, with the help of the guide concerned and Subject Expert.
- 8.13 If the report of the examiner is not favourable, the candidate shall revise and resubmit the Dissertation. If the report of the examiner is unfavourable again, the dissertation shall be summarily rejected.
- 8.14 If the report of the examiner is favourable, Project Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department and the external examiner who adjudicated the dissertation.
- 8.15 The Head of the Department shall coordinate and make arrangements for the conduct of Project Viva- Voce examination.

## **9. AWARD OF DEGREE AND CLASS**

- 9.1 A Student who registers for all the specified Subjects/ Courses as listed in the Course Structure, satisfies all the Course Requirements, and passes the examinations prescribed in the entire PG Programme (PGP), and secures the required number of 106 Credits (with  $CGPA \geq 6.0$ ), shall be declared to have „QUALIFIED“ for the award of the M.BA Degree in the chosen Branch of Engineering and Technology with specialization as he admitted.
- 9.2 Award of Class after a student has satisfied the requirements prescribed for the completion of the programme and is eligible for the award of MBA Degree, he shall be placed in one of the following three classes based on the CGPA:

**Table: Declaration of Class based on CGPA (Cumulative Grade Point Average)**

<b>Class Awarded</b>	<b>Grade to be Secured</b>
First Class with Distinction	$CGPA \geq 8.00$
First Class	$\geq 6.50$ to $< 8.00$ CGPA
Second Class	$\geq 6.50$ to $< 7.50$ CGPA
Pass Class	$\geq 6.00$ to $< 6.50$ CGPA
FAIL	$CGPA < 6$

- 9.3 A student with final CGPA (at the end of the PGP)  $< 6.00$  will not be eligible for the Award of Degree.

## **10. WITHOLDING OF RESULTS**

If the student has not paid the dues, if any, to the college or if any case of indiscipline is pending against him, the result of the student will be withheld and he will not be allowed into the next semester. His degree will be with held in such cases.

## **11. REVALUATION**

Students shall be permitted for revaluation after the declaration of end semester examination results within due dates by paying prescribed fee. After revaluation if there is any betterment in the grade, then improved grade will be considered. Otherwise old grade shall be retained.

## 12. TRANSITORY REGULATIONS

- 12.1. If any candidate is detained due to shortage of attendance in one or more subjects, they are eligible for re-registration to maximum of two earlier or equivalent subjects at a time as and when offered.
- 12.2. The candidate who fails in any subject will be given two chances to pass the same subject; otherwise, he has to identify an equivalent subject as per Marri Laxman Reddy Institute of Technology and Management (MLRITM) R19 Academic Regulations.

## 13. AMENDMENTS TO REGULATIONS

The Academic Council of Marri Laxman Reddy Institute of Technology and Management (MLRITM) reserves the right to revise, amend, or change the regulations, scheme of examinations, and / or syllabi or any other policy relevant to the needs of the society or industrial requirements etc., without prior notice.

## 14. GENERAL

- 14.1. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- 14.2 **Credit Point:** It is the product of grade point and number of credits for a course.
- 14.3 Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”.
- 14.4 The academic regulation should be read as a whole for the purpose of any interpretation.
- 14.5 In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of the Academic Council is final.

## MALPRACTICES RULES

### DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

Sl. No	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 or any other form of material concerned with or related to the subject to the examination (theory or practical) in which he 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 subject of the examination).	Expulsion from the examination hall and cancellation of the performance in that subject only
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and Cancellation of the

		<p>performance in that subject only of all the candidates involved.</p> <p>In case of an outsider, he will be handed over to the police and a case is registered</p>
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject to the examination (theory or practical) in which the candidate is appearing.	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.</p>
3.	Impersonates any other candidate in connection with the examination.	<p>The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the (including practical) and project work) already appeared and shall not be allowed to appear for examinations of remaining subjects that The candidate is debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the</p>

		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.	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the semester/year.</p> <p>The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.

6.	<p>Refuses to obey the orders of the Chief Superintendent/Assistant Superintendent/ 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</p>	<p>In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.</p>
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	<p>act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	
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7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The 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 subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The 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	Expulsion from the examination hall and

	examination hall.	cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical
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		examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award suitable punishment.	

#### **Malpractices identified by squad or special invigilators**

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions: (if the squad reports that the college is also involved in encouraging malpractices)
  - (i) A show cause notice shall be issued to the college.
  - (ii) Impose a suitable fine on the college.
  - (iii) Shifting the examination centre from the college to another college for a specific period of not less than one year

