Annamacharya Institute of Technology and Sciences

Kadapa, Y S R Dist. - 516003 (A.P) India

Academic Regulations (R23) for

M.C.A

(Master of Computer Applications)

(Effective for the students admitted into I year from the Academic Year **2023-2024** onwards)

ANNAMACHARYA INSTITUTE OF TECHNOLOGY AND SCIENCES :: KADAPA

(AUTONOMOUS)

Academic Regulations (R23) for

Master of Computer Applications (Regular-Full time)

(Effective for the students admitted into I year from the Academic Year 2023-2024 onwards)

1. DEFINITION(s) OF KEYWORD(s)

A few key words are interpreted in the following way:

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

Course: Usually referred to, as 'papers' is a component of a programme. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ laboratory work/project work/viva/ seminars/ term papers/assignments/ presentations/ self-study etc. or a combination of some of these.

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

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.

Cumulative Grade Point Average (CGPA): It is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale. Letter Grade: It is an index of the performance of students in a said course. Grades are denoted by letters O, A, B, C, D, E and F.

Programme: An educational programme leading to award of a Degree, diploma or certificate.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Semester: Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.

College/Institute: Annamacharya Institute of Technology and Sciences (Autonomous), Kadapa.

University: Jawaharlal Nehru Technological University Anantapur, Ananthapuramu.

All the rules specified herein, approved by the Academic Council, will be in force and applicable to students admitted from the academic year 2023-24 onwards. The regulations are subject to amendments as may be made by the Academic Council of the College from time to time. Any or all such amendments will be effective from such date and to such batches of students (including those already undergoing the programme) as may be decided by the Academic Council. The Jawaharlal Nehru Technological University Anantapur, Ananthapuramu shall confer MCA Post Graduate degree to candidates who are admitted to the Master of Computer Applications Programme and fulfill all the requirements for the award of the degree.

All the rules and regulations, specified hereafter shall be read as a whole for the purpose of interpretation. As and when a doubt arises, the interpretation of the Chairman, Academic Council is final.

As per the requirements of statutory bodies, The Principal, Annamacharya Institute of Technology and Sciences, Kadapa shall be the Chairman, Academic Council.

2. ELIGIBILITYFORADMISSION

Admission to the MCA programme shall be made subject to eligibility, qualification prescribed by APSCHE and the University from time to time.

Admissiontothepostgraduatedegreeprogrammeshallbemadeonthebasisofeitherthemerit 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 Andhra Pradesh State Government (ICET) for MCA programme subject to reservations as laid down by the Govt. from time to time.

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

3. MCA PROGRAMME STRUCTURE

The MCA Programme 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 beof22 weeks duration (inclusive of Examinations), with a minimum of 90 instructional days per Semester

MCA course	Number of credits
First year-(I and II semester)	56 (28+28) credits of core courses including MOOCs
Second year-(III semester)	28 credits of core courses, electives, Lab and Internship.
Second year-(IV semester)	18 credits of electives and Project.
Total	102 credits.

The student shall not take more than four academic years to fulfill all the academic requirements for the award of MCA degree from the date of commencement of first year first semester, failing which the student shall forfeit the seat in MCA programme.

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

Semester scheme

Each Post graduate programme is of 2 academic years (4 semesters) with the academic year divided into two semesters of 15-18 weeks (90 instructional days) each, each semester having - 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)' and curriculum/course structure as suggested by AICTE are followed.

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.

1Hr. Lecture (L) per week	1 credit
1Hr. Tutorial (T) per week	1 credit
1Hr. Practical (P) per week	0.5 credit
2 Hours Practical (Lab)/week	1 credit

Course Classification and description

As directed by UGC/AICTE, Classes shall be conducted in blended mode of learning.

S.No.	Broad Course Classification	Course Category	Description
1.	Core Courses	Professional Core Courses (PC)	Includes subjects related to the parent discipline
2	Elective Courses	Professional Elective Courses (PE)	Includes elective subjects related to the parent discipline
		Open Elective Courses (OE)	Elective subjects which include inter-disciplinary subjects or subjects in an area outside the parent discipline which are of importance in the context of special skill development
3	Research	Internship / Mini-Project	Parent discipline/department
		Project Work	Major Project
4.	Comprehensive Viva	Viva Voce	To test the student's learning and understanding during the course of their specialization

Course Composition with respect to Credits:

Course Category	Credits	Percentage of credits
Professional core	62	60.78
Professional Elective	12	11.76
Open Elective	6	5.88
Mandatory Course	2	1.96
Skill-oriented	4	3.92
Project	16	15.7

Massive Open Online Courses (MOOCS)
Institution intends to encourage the students to do one MOOCs during first year (II semester).

The MOOC(s) shall be offered for the existing course titles (professional core or professional electives).

The Courses offered by Swayam/NPTEL in that academic year/semester will be taken into consideration.
A student shall register for an online course (relevant to his/her programme of study) from the given list as endorsed by the teacher concerned, with the approval of the HOD.

The 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.

If MOOCs providers provide the result in percentage, in such case, the departments shall follow the grade table, while allotting letter grade for the MOOCs. If MOOCs provider declares result in grade, the institution shall consider the same.

Range in which the Subject marks % fall	Grade	Grade points Assigned
≥90	O (Outstanding)	10
80-89	A(Excellent)	9
70-79	B(Very Good)	8
60-69	C(Good)	7
50-59	D(Average)	6
40-49	E (Below Average)	4
<40	F (Fail)	0

In case of any deviation from the above, the committee appointed by the Principal shall take a decision for converting MOOC results in to the relevant grade points.

Student has to complete the course and produce the course completion certificate as per the academic schedule.

In case a student fails to complete the MOOCs he/she re-register for the same with any of the provision 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 100 marks in pen-paper manual mode as per the MOOCs syllabi after the course duration.**

In case any provider discontinues offering the course, Institution shall allow the student to opt for any other provider from the list provided by the department, for completion of the same course.

The details of the MOOCs courses registered by the students shall be submitted to the controller of examinations by the HoD.

Titles that are available in Swayam should exactly match with titles in Course Structure approved by Board of Studies and College Academic Council of the institution.

Syllabus in the Swayam Portal of a particular course/ title should at least constitute 70% of the syllabus content of the course approved by Board of Studies.

Online course Completion certificate should be submitted before the end of the semester; otherwise, the incompletion will be considered as Supplementary.

4. ATTENDANCE REQUIREMENTS

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 subjects (Including attendance in mandatory courses) for that semester.

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.

Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
Minimum 65% in every semester to make them eligible for condonation.

A stipulated fee shall be payable towards condonation of shortage of attendance to the Institution.
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.
A student will not be promoted to the next semester unless he/she satisfies the attendance requirements of the present semester. They may seek re-admission for that semester when offered next.
A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same class.

5. EVALUATION-DISTRIBUTIONANDWEIGHTAGEOFMARKS

The performance of a student in every subject/course (including practicals) will be evaluated for 100 marks each, with 40 marks allotted for CIE (Continuous Internal Evaluation) and 60 marks for SEE (Semester End-Examination).

Continuous Internal Evaluation (CIE)

Two Internal Examinations shall be conducted for 30 mark each, one in the middle of the Semester and the other immediately after the completion of instruction. First mid examination shall be conducted on half of the syllabus and second mid examination on remaining half of the syllabus. Each mid exam shall be conducted in the duration of 120 minutes with 3 questions out of 3only without any choice and each question is of 10 marks.
Internal marks for a total of 30 marks shall be arrived at by considering the marks secured by the student in both the internal examinations with 80% weightage to the better internal exam and 20% to the other.
There shall be an online examination conducted at the end of the semester by the department for the remaining 10 marks with 20 objective questions.
Final Internal marks for 40 shall be arrived by summing up descriptive marks obtained for 30 and objective marks obtained in online test for 10 marks.

CIE for the practical courses:

For practical subjects, 60 marks shall be for the End Semester Examinations, and 40 marks will be for internal evaluation.
The internal evaluation based on the day-to-day work assessment of 30 marks and the remaining 10 marks to be awarded by conducting an internal laboratory test.

Semester End-Examination (SEE)

Semester End examination of theory subjects shall have the following pattern:
Five questions shall be set from each of the five units with either/or type for 12 marks each.
All the questions have to be answered compulsorily.
Each question may consist of one, two or more bits.
The end semester examination for laboratory Courses shall be conducted for 60 marks by the laboratory teacher concerned and one senior teacher of the same department nominated by the Principal.

The Practical end examination shall be conducted by the examiners, with a breakup mark of Procedure- 10, Experimentation/coding-25, Results/Execution - 10, and Viva-voce-15.

Requirement for clearing any course

The students have to obtain a minimum of 50 % marks in the CIE and end examination taken to gether, otherwise they will be awarded grade-F in that course. F is considered as a fail grade indicating that the student has to reappear for the end examination in that course and obtain a non fail-grade for clearing that course.

In other words to pass in a course, a student shall score 24 marks (40% in SEE or more) out of 60 marks in the end examination and also shall score 50 marks or more out of 100 in the end examination and the continuous internal assessment put together.

Apart from the regular end examinations, the college may also schedule and conduct supplementary examinations for all courses for the benefit of students with backlogs. Such of the students writing supplementary examinations as supplementary candidates, may have to write more than one examination per day.

There is no provision for improvement of grade in any course of any semester. A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades.

6. INTERNSHIP

Student is allowed to take up internship during summer after II sem. Internship Report has to be submitted in III semester to the department after approval by the concerned supervisor/mentor and the Head of the department. Internship Report is evaluated for 100 marks.

The report has to be evaluated by the Head, Supervisor/ mentor and a senior faculty of the department. A candidate has to secure a minimum of 50% of marks to be declared successful.

If he fails to obtain the minimum marks, he has to reappear for the same during the supplementary examinations as and when conducted.

7. CREDIT TRANSFER POLICY

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

Student willing to register for online courses apart from regular MOOCS in the curriculum shall take prior approval from the head of the department and HoD gives permission based on the match ability of online learning content with the syllabus approved in the curriculum for a particular course.

The institute shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses through SWAYAM platform.

The online learning courses available on the SWAYAM platform will be considered for credit transfer. SWAYAM course credits are as specified in the platform. The credits should be equal with respect to the Portal and Programme offered by the institution.

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

The institution shall select the courses to be permitted for credit transfer through SWAYAM. However, while selecting courses in the online platform institution would essentially avoid the courses offered through the curriculum in the offline mode.

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

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

The institution shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.

The institute shall ensure no overlap of SWAYAM MOOC exams with that of the institute examination schedule.

Student pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.

The department shall submit the following to the examination section of the institute:
a) List of students who have passed MOOC courses in the current semester along with the certificates of completion.
b) Undertaking form filled by the students for credit transfer.

The Academic Council shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government.

8. **PROJECT WORK**

- A Project Review Committee (PRC) shall be constituted with the Head of the Department as Chairperson, Project coordinator and one senior faculty member of the Department offering the MCA programme.
- A candidate is permitted to register for the Project Work in III Semester after satisfying the attendance requirement in all the subjects, both theory and laboratory (in I & II semesters). However, project work will be initiated in IV semester.
- Every candidate shall be required to submit a thesis or dissertation on a topic approved by the Project Review Committee.
- A candidate has to present proposal of project work in the beginning of IV semester. For submission of proposal of project work, a student, in consultation with his Project Supervisor, has to present the title, objective, and plan of action of his project work to the Project Work Review Committee (PRC) for approval within two weeks from the

commencement of IV Semester. Only after obtaining the approval of the PRC, the student can initiate the Project work. One seminar in the middle of the semester on progress, and another two weeks before submission of final report are mandatory for internal assessment of 80 marks. Evaluation should be done by the PRC for 40 marks and the Supervisor will evaluate the work for the other 40 marks.

- PRC will evaluate in each review for 20 marks.
- External assessment will be evaluated for 120 marks (The candidate has to secure a minimum of 50% of marks in the combined internal and external examination).
- If a candidate wishes to change his/her topic of the project, he/she can do so with the approval of the PRC.
- After approval from the PRC, a soft copy of the thesis should be submitted for ANTI PLAGIARISM check and the plagiarism report should included in the final thesis. The Thesis will be accepted for submission, if the similarity index is less than 30%. If the similarity index has more than the required percentage, the student is advised to modify accordingly and re-submit the soft copy of the thesis within a week.
- One published research article in any relevant journal listed under UGC care is mandatory or paper presented in international/national conference of repute accepted by Principal/HoD will be taken in to consideration. A copy of the submitted research paper shall be attached to thesis.
- Two copies of the Project Thesis, plagiarism report and at least one published/presented research article certified by the supervisor and HOD shall be submitted to the Academic Section.
- If he/she fails to fulfil the requirements as specified, he/she reappears for the project viva-voce examinations only in next semester during supplementary examinations.
- The Head of the Department shall coordinate and make arrangements for the conduct of Project Viva- Voce examination. The Project Viva-Voce examination shall be conducted by a board consisting of the Supervisor, Head of the Department (or member nominated by Head) as internal examiner and the external examiner nominated by the principal

9. SUPPLEMENTARY EXAMINATIONS

At the end of each Semester there will be regular examinations of the current Semester. Those students who are unable to pass their courses in their previous attempt can appear for the examinations under supplementary category along with the regular students.

10. SKILL ORIENTED COURSES

The course shall carry 100 marks and shall be evaluated through continuous assessments during the semester for 40 sessional marks and end examination shall be for 60 marks. Day-to-day work in the class / laboratory shall be evaluated for 40 marks by the concerned teacher based on the regularity/assignments/viva/mid semester test. The end examination similar to practical examination pattern shall be conducted by the concerned teacher and an expert in the subject nominated by the principal.

11. SUMMER INTERNSHIP/INDUSTRY-ORIENTED MINI PROJECT

The internship or mini project should be done either onsite or virtual with a minimum of six weeks duration, done at the end of first year, is mandatory. It shall be completed in collaboration with local industries, Govt. Organizations, software MNCs or any industries in the areas of concerned specialization.

Evaluation of the summer internship/ Industry Oriented Mini Project shall be through the departmental committee. A student will be required to submit a summer internship / Mini Project report to the department and appear for an oral presentation before the departmental committee comprising of Head of the Department, supervisor of the internship and a senior faculty member of the department. A certificate from industry shall be included in the report. The report and the oral presentation shall carry 40% and 60% weightages, respectively. It shall be evaluated for 100 external marks. There shall be no internal marks. A student shall secure minimum 50% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.

The College shall facilitate and monitor the student internship/ Mini Project program. Completion of internship/Mini Project is mandatory, if any student fails to complete, he/she will not be eligible for the award of degree. In such cases, the student shall repeat and complete the internship/Mini Project. 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 End Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.

In case, the candidate does not secure the minimum academic requirement in any of the subjects he/she has to reappear for the Semester Examination either supplementary or regular in that subject or repeat the course when next offered or do any other specified subject as may be required.

The laboratory records and mid semester test papers shall be preserved for a minimum of 3 years in the respective institutions as per the University norms and shall be produced to the Committees of the University as and when the same are asked for.

12. 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, and III semesters.
- He/she should have passed all the subjects for which the Internal Evaluation marks secured are more than 50%.
- Out of the subjects the candidate has failed in the examination due to Internal Evaluation marks secured being less than 50%, the candidate shall be given one chance for each Theory subject and for a maximum of three Theory subjects for Improvement of Internal evaluation marks.
- The candidate has to re-register for the chosen subjects and fulfill the academic requirements.
- For each subject, 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 the event of availing the Improvement of Internal evaluation marks, the internal evaluation marks as well as the End Examinations marks secured in the previous attempt(s) for the reregistered subjects stand cancelled.

13. WITH–HOLDING OF RESULTS

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

GRADING PROCEDURE

Grades will be awarded to indicate the performance of students in each theory subject, laboratory /practicals, seminar and project. Based on the percentage of marks obtained (Continuous Internal Evaluation plus Semester End Examination, both taken together), a corresponding letter grade shall be given.

10-pointgradingsystemwiththefollowinglettergradesisfollowed:

Marks %Range	Grade	Grade points Assigned
91-100	O (Outstanding)	10
81-90	A (Excellent)	9
70-80	B (Very Good)	8
60-69	C (Good)	7
55-59	D (Average)	6
50-54	E (Below Average)	5
<50	F (Fail)	0
ABSENT	AB (Absent)	0
MALPRACTICE	MP	0

Note: Whenever the performance of a student is cancelled in any course/ courses due to Malpractice, he has to register for the End Examination in those course/courses consequently and has to fulfill all the norms required for award of Degree.

A student who has obtained an 'F' grade in any subject shall be deemed to have 'failed' and is required to reappear as a 'supplementary student' in the semester end examination, as and when offered. In such cases, internal marks in those subjects will remain the same as those obtained earlier.

To a student who has not appeared for an examination in any subject, '**AB**' grade will be allocated in that subject, and he/she is deemed to have 'failed'. A student will be required to reappear as a 'supplementary student' in the semester end examination, as and when offered next. In this case also, the internal marks in those subjects will remain the same as those obtained earlier.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e **SGPA (S_i)= $\Sigma(C_i x G_i)/\Sigma C_i$,** where C_i is the number of credits of the ith course and G_i is the grade point scored by the student in the ith course.

The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e. **CGPA= $\Sigma(C_i x S_i) / \Sigma C_i$,** where S_i is the SGPA of the ith semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the Memorandum of Marks / transcripts.

ILLUSTRATION OF COMPUTATION OF SGPA AND CGPA

Illustration for SGPA

Course	Credit	Letter Grade	Grade Point	Credit Point (Credit x Grade Point)
Course– I	4	O	10	4 x 10 = 40
Course– II	4	A	9	4 x 9 = 36
Course– III	4	B	8	4 x 8 = 32
Course– IV	2	C	7	2 x 7 = 14
Course– V	2	D	6	2 x 6 = 12
Course– VI	2	F	0	2 x 0 = 0
	18			134

Thus, SGPA=134/ 18= 7.44

Illustration for CGPA

Semester1	Semester2	Semester3	Semester4
Credit:28	Credit:22	Credit:28	Credit:24
SGPA: 7.44	SGPA: 6.9	SGPA: 7.3	SGPA: 6.8

Thus, CGPA=(28x7.44)+(22x6.9)+(28x7.3)+(24x6.8)/102=7.13

PASSING STANDARDS

A student shall be declared 'successful' or 'passed' in a semester, if he/she secures a GP $\geq$ 6 ('B' grade or above) in every subject/course in that semester (i.e. when the student gets an SGPA$\geq$ 6.00 at the end of that particular semester); and he/she shall be declared successful or 'passed' in the entire PG graduate programme, only when gets a CGPA $\geq$ 6.00 for the award of the degree as required.

After the completion of each semester, a grade card or grade sheet shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, title, no. of credits, grade earned, etc.), credits earned.

14. AWARD OF DEGREE

A student who registers for all the specified subjects/ courses as listed in the course structure and secures the required number of 102 credits (with CGPA $\geq$5.0), within 4 academic years from the date of commencement of the first academic year, shall be declared to have 'qualified' for the award of MCA degree in the chosen branch of specialization selected at the time of admission.

Division/Class Awarded	CGPA Secured
First Class with Distinction	$\geq$8
First Class	$\geq$7 <8
Second Class	$\geq$5 <7

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RULES FOR DISCIPLINARY ACTION FOR MALPRACTICES/ IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/ Improper conduct *If the candidate:*	Punishment
1. (a)	Possesses or keeps accessible in examination hall, any paper, notebook, 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 exam 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 / her.
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 four consecutive semesters from class work and all semester end examinations if his/her involvement is established. Otherwise, the candidate is 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

	Nature of Malpractices/ Improper conduct *If the candidate:*	**Punishment**
		that semester/year. If the imposter is an outsider, he/she will be handed over to the police and a case is registered against him/her. The continuation of the course by the candidate is subject to the academic regulations in connection with for feature of seat
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 for feature 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 Chief Superintendent /Asst.Superintendent /any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walkout or instigates others to walkout, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his/her person or to any of his/her 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/her 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(s) is (are) also barred and forfeit his/her (their) seat(s). In case of outsiders, they will be handed over to the police and a police case is registered against them. In case of outsiders, they will be handed over to the police and a police case is registered against them.

	Nature of Malpractices/ Improper conduct *If the candidate:*	Punishment
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 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 coursebythecandidateissubjecttotheacademic regulationsinconnectionwithforfeitureofseat.
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 6to8.	Student of the college 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

	Nature of Malpractices/ Improper conduct *If the candidate:*	Punishment
		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 aboveclauses1to11shallbereportedtothePrincipal for further action to award suitable punishment.	

Note:

i) All malpractices cases are to be handled by the Chief Controller with a committee consist of Controller of Examinations, HOD concerned and subject expert.