

MALLA REDDY COLLEGE OF ENGINEERING

Maisammaguda, Dhualapally, Secunderabad

CODE OF CONDUCT FOR STUDENTS

DRESS CODE

BOYS

- Should wear only formals with shirts tucked in.
- Jeans should not be worn.
- Only formal shoes; sports or canvas shoes are not allowed.
- Dhoti/ lungi/ shorts are not allowed.
- Lab coats and prescribed shoes are to be worn during laboratory classes.
- Wearing short chains around the neck, plastic bracelets are not permitted.

GIRLS

- Should wear only Chudidhar with Dupatta pinned on both sides.
- Shoes or strapped slippers are only allowed.
- Ornaments like anklets, glass bangles, etc. which will cause distraction will not be allowed.
- Loose hair is not allowed. Hair should be plaited or tied.
- Lab coats and shoes are to be worn during laboratory classes.

BUS AND TRANSPORTATION

- Students must carry the college bus pass and individual ID card while travelling by college bus.
- Students should travel only by the bus route indicated in the bus pass and they should board and alight at the same point in the route.
- Students should be seated during the journey and footboard travelling is strictly prohibited.
- Students should not move inside the bus or lie down on the seat during the journey.
- Students should refrain from dancing, singing, shouting, disturbing other students etc. which disturbs the decorum inside the bus.

- Celebration of bus day, birthday, Holi or any other functions/festivals is strictly prohibited.
- The instructions given by the faculty members travelling by the bus should be strictly adhered and students should not indulge in any kind of unruliness inside the bus.
- Students are not allowed to talk with the other gender.

CANTEEN

- Seating arrangements should not be altered by students inside the canteen/mess for any reason.
- Canteen is meant for limited purpose of dining and should not be used for academic or recreational activities.
- Misbehavior inside canteen/mess services is an offence and is punishable.
- Students should be polite and courteous to the canteen staff.
- Boys and girls should stand in separate queues to collect tokens.
- Canteen timings should be strictly adhered.
- Students are not allowed to go to canteen during class hours.

GENERAL DISCIPLINE

- Students must wear I.D card in the campus.
- Students must have their breakfast before the commencement of the first hour.
- Parents are requested to advice their ward suitably in this matter.
- Students should not celebrate any function by themselves like Friendship day, Birthday, Valentine's Day, Annual day, Teachers day, New Year's Day, Holi, etc. within the college campus.
- Students littering (throwing any kind of items such as waste paper, fruit peels, tea cups, plates etc.) are not permitted inside the campus.
- Entry into and exit from the college should only be through designated points/gates.
- Walking on the lawns and playground is strictly prohibited.
- Use of cameras is not permitted inside the campus, without the written permission from the college authorities.

- Students indulging in ragging, smoking/consumption of alcohol and physical assault within the campus and college bus is prohibited and students indulging in the same will be dismissed.
- Cell phones will not be permitted to be used inside the college campus. Any violation in this regard will entitle appropriate action.
- Any form of ragging is a serious offence anywhere inside or outside the campus or in the college bus and the same is punishable as per the University and Ministry of Human Resources Development's guidelines/rules.
- Clapping and desk thumping are not permitted inside the classroom.
- Students should not sit on the parapet wall.
- Eating and chewing inside the classrooms during class hours is strictly prohibited.
- Possession of incriminating documents/books/posters/cassettes etc. is punishable.
- Use of crackers, on any occasion by students is not permitted.
- Smoking/chewing pan masala and consuming alcohol is not permitted inside the college and hostel premises.
- Students found to have caused any damage to the assets of the college will be punished severely besides being penalized for the cost of damages.
- Possession of lethal weapons is strictly banned and punishable.

CURRICULAR ACTIVITIES

- Students should be punctual to the classes (expected to be inside the classroom at least five mins before the commencement of the class) they should attend all classes regularly and participate fully in all learning and assessment activities.
- Attendance for tests and Model examinations is compulsory.
- They should go to library only during the library hours with the accompaniment of the teaching staff or when there are no classes.
- Submission of records, observation notebooks and assignments on time is compulsory.

LEAVE APPLICATION

- Students cannot absent themselves from the classes without prior approval of the Class Advisors/HoDs.
- Leave application in the prescribed format should be submitted with the signature of Class/Faculty advisor and HoD. Hostellers should get the leave letter signed by the Class/Faculty advisor, HoD and Warden during holidays. On the other days it has to be submitted with the signature of Class/Faculty advisor and HoD. Those who stay alone in outside hostels will have to obtain approval of their parents/guardians.

- When students fall sick, intimation should be given to HODs or Class Advisors about the nature of sickness, duration of leave required, etc. On the next day of the absence leave applications (letters) signed by the parents along with doctor's certificate should be submitted.
- Students should ensure a minimum of 75% attendance in each subject as they are otherwise not eligible to appear for the University examinations.

LEAVE ON DUTY

- Permission or leave on duty will be given only in the following cases:
 1. Students who are permitted to take part in paper presentations.
 2. A limited number of students will be permitted to take part in cultural, sports and other competitions in other colleges on a 'first come first served' basis and the criteria of 'no arrears' may also be applicable as appropriate.

DOs & DON'Ts for students

DOs

- Wear the Identity badges during college hours
- Be in class by 9:30 am and leave at 4:00 pm
- Wear formal dress
- Pay due respect to your teachers and elders
- Maintain good discipline
- Protect class room and laboratory materials
- Involve in sports activities for your good health
- Possess valid bus pass while traveling in college buses
- Produce bus pass whenever there is a check
- Speak in English as long as you are inside the campus
- Handle the laboratory equipment with due care
- Maintain neatness and cleanliness
- Take permission slip signed by HOD & Principal before leaving the college during working hours.
- Obtain prior permission from HOD & Principal to go on leave
- Utilize the canteen services only during lunch break
- Use Internet facility for your educational purpose only
- Be gentle with everyone
- Develop the habit of presenting technical papers, seminars and workshops
- Complete the assignments given by your teachers in time
- Be punctual to the classes and maintain minimum of 75% attendance
- Take care of your own belongings
- Use Blue/White Apron coat while working in prescribed Labs

DON'Ts

- Do not resort to ragging
- Do not resort to malpractices during examination
- Do not bring the cellphone inside the campus
- Do not idle your time, spend your time in library
- Do not disturb the class when in session
- Do not violate the norms of the college
- Avoid bringing valuable to college & class room
- Don't skip the classes
- Do not enter the computer rooms with shoes
- Do not involve in the Unlawful & Anti Social activities
- Do not indulge in taking drugs, liquor & tobacco.

- Do not indulge in wrongful activities, parties, gangs etc.
- Avoid cross talk and noise in class room

RESPONSIBILITIES OF A PRINCIPAL

- All processes required for approval of JNTU, AICTE, State Government, NBA, NAAC, ISO including inspections.
- Discipline of the students and staff
- Co-ordination with HODs, Staff and Administration and Accounts Department for smooth function of the college.
- Feedback collection from students, regular monitoring of syllabus completion, regular monitoring of classes in person at least once a day by physical visit.
- Conduct of guest lectures, organizing technical conferences, annual events etc in the college.
- Monitoring the work of college committees
- Smooth conduct of examination of B.Tech, M.Tech
- Co-ordination with Management Committee for all matters related to faculty recruitment.
- R&D Centers in all departments and development of research oriented project.

THE FOLLOWING INFORMATION IS BROUGHT FOR AWARENESS AMONGST ALL EMPLOYEES.

Academic year 2013-14 will have the following UG and PG programs

UG LEVEL PROGRAM

- 1) CSE (Computer Science Engineering)
- 2) ECE (Electronics and communication Engineering)
- 3) MECH (Mechanical Engineering)

PG LEVEL PROGRAM

- 1) M.Tech in CSE-Computer Science Engineering
- 2) M.Tech in CNIS
- 3) M.Tech in CS
- 4) M.Tech in Embedded System & VLSI Designs
- 5) M.Tech in CAD-CAM
- 6) M.Tech in Thermal Engineering
- 7) Master of Business Administration (MBA)

RULES AND REGULATIONS FOR FACULTY/STAFF:

- The college timings are from 9:30 am to 4:00 pm on all working days except Second Saturday and holidays.
- The class work for 2nd, 3rd and final year will begin from 12th July 2017 for the academic year 2017-18.
- All faculty members are hereby advised to follow the academic calendar given by JNTUH.
- In addition to regular class, all faculty should be ready to take up additional work assigned by their HODs.
- HODs are directed to conduct the meeting in every fortnight (15 days) with their staff and record the minutes and obtain the signatures of the Principal, in the departmental meeting book.
- HOD's and coordinators should intimate attendance daily.
- Staff absenting without making alternate arrangement for class work, Invigilation duties and other works will be made loss of pay and leave will not be sanctioned even if leave is there to their credit.
- All teaching staff members are directed to submit their internal marks to the Exam Cell / Office / Principal within two days after the completion of Internal Test.
- Every unit content should be submitted in advance to the HOD's before start of the unit.
- The classes are of 50 minutes duration and the concerned faculty must reach 5 minutes in advance of the commencement of classes.
- Every faculty will be allotted a group of students for counselling and the student's performance details should be submitted fortnightly to the concerned HOD.
- The syllabus completion should be in accordance with the lesson plan and should be preferably one week in advance.
- Assignments to be given to students unit-wise and unit test should also be conducted.
- The attendance registers have to be signed by the respective HODs once in Fortnight and submitted to Principal once in month.
- All employees must wear formal dress. No employee should come to the college wearing Jeans and T-Shirt. Faculty should not stay in Canteen for more than 10 minutes during the working/class hours.
- Lab should be run for full three hours as per timings given in the time table. The incharges and Lab Assistants must continue to remain in the Lab until end of specified Lab hour.
- If any student is absent on any day in the next class the faculty must ask the reason for absence. Depending upon satisfactory reply or otherwise he should report to their HODs.
- All Faculty/Staff are advised to keep their cell phones in switch off mode during the Class/Lab hours.
- Faculty should ensure that all students must wear apron and identity card before entering the Lab/Library/Computer center.
- All the Teaching staff members are directed to attend the college with formal dress, shoe and ID card for male staff members and female staff members preferable with Saree and ID cards.
- All the faculty and other staff members are requested to synchronize their watches with the college watch and go to their classes well before the time without waiting for the bell to ring. This will prevent the students from going out of the class without permission from the faculty of the concern period.

- All the technicians\operators\lab-assistants are responsible for house keeping of their respective Laboratories.
- Maintenance and cleaning of the equipments, tools Instruments etc. is the sole responsibility of the concerned lab technician/operator/lab assistant. It should not be left to sweeper or attender.
- Occasionally, the faculty will be given assignments and their work may demand stay beyond 3:30 pm also. It may
- be reiterated that buses are meant primarily for students and faculty are accommodated in the buses for the convenience. All faculties are responsible for maintaining the discipline of the students and ensuring the presence of their department students in the class.
- College encourages all faculty who is carrying out research. Additional 7 days special leave is granted to the faculty who are carry research. In addition, faculty can present their research papers and all facility with regard to paper presentation is provided.
- All staff must adhere to circulars/rules/regulations issued from time to time during academic year 2017-18.

ACADEMIC REGULATIONS R13 FOR B. TECH. (REGULAR)

Applicable for the students of B. Tech. (Regular) from the Academic Year 2013-14 and onwards

AWARD OF B. TECH. DEGREE

- A student will be declared eligible for the award of B. Tech. Degree if he fulfils the following academic regulations:
- The candidate shall pursue a course of study for not less than four academic years and not more than eight academic years.
- After eight academic years of course of study, the candidate is permitted to write the examinations for two more years.
- The candidate shall register for 224 credits and secure 216 credits with compulsory subjects as listed in Table-1.

Table 1: Compulsory Subjects

Serial Number	Subject Particulars
1	All practical subjects
2	Industry oriented mini project
3	Comprehensive Viva-Voce
4	Seminar
5	Project work

The students, who fail to fulfill all the academic requirements for the award of the degree within ten academic years from the year of their admission, shall forfeit their seats in B. Tech. course.

COURSES OF STUDY

The following courses of study are offered at present as specializations for the B. Tech. Course:

Branch	Branch code
Mechanical Engineering	03
Electronics and Communication Engineering	04
Computer Science and Engineering	05

CREDITS

	I Year		Semester	
	Periods / Week	Credits	Periods / Week	Credits
Theory	03	06	04	04
	02	04	--	--
Practical	03	04	03	02
Drawing	03	06	03	02
			06	04
Mini Project	--	--	--	02
Comprehensive Viva Voce	--	--	--	02
Seminar	--	--	6	02
Project	--	--	15	10

DISTRIBUTION AND WEIGHTAGE OF MARKS

The performance of a student in each semester or I year shall be evaluated subject-wise for a maximum of 100 marks for a theory and 75 marks for a practical subject. In addition, industry-oriented mini-project, seminar and project work shall be evaluated for 50, 50 and 200 marks, respectively.

For theory subjects the distribution shall be 25 marks for Internal Evaluation and 75 marks for the End- Examination.

For theory subjects, during a semester there shall be 2 mid-term examinations. Each mid-term examination consists of one objective paper, one essay paper and one assignment. The objective paper and the essay paper shall be for 10 marks each with a total duration of 1 hour 20 minutes (20 minutes for objective and 60 minutes for essay paper). The Objective paper is set with 20 bits of multiple choice, fill-in-the-blanks and matching type of questions for a total of 10 marks. The essay paper shall contain 4 full questions (one from each unit) out of which, the student has to answer 2 questions, each carrying 5 marks. While the first mid-term examination shall be conducted on 1 to 2 1/2 units of the syllabus, the second mid-term examination shall be conducted on 2 1/2 to 5 units. Five (5) marks are allocated for Assignments (as specified by the subject teacher concerned). The first Assignment should be submitted before the conduct of the first mid-examination, and the second Assignment should be submitted before the conduct of the second mid-examination. The total marks secured by the student in each mid-term examination are evaluated for 25 marks, and the average of the two mid-term examinations shall be taken as the final marks secured by each candidate. However, in the I year, there shall be 3 mid-term examinations, each for 25 marks, along with 3 assignments in a similar pattern as above (1st mid shall be from Unit-I, 2nd mid shall be 2 & 3 Units and 3rd mid shall be 4 & 5 Units) and the average marks of the examinations secured (each evaluated for a total of 25 marks) in each subject shall be considered to be final marks for the internals/sessionals. If any candidate is absent from any subject of a mid-term examination, an on-line test will be conducted for him by the University. The end examination will be conducted for 75 marks with Part A as a compulsory question for 25 marks. Part B is for maximum of 50 marks with 5 questions consisting of two parts each (a) and (b), out of which the student has to answer either (a) or (b), not both. Each question in

Part B carries 10 marks.

For practical subjects there shall be a continuous evaluation during a semester for 25 sessional marks and 50 end semester examination marks. Out of the 25 marks for internal evaluation, day-to-day work in the laboratory shall be evaluated for 15 marks and internal practical examination shall be evaluated for 10 marks conducted by the laboratory teacher concerned. The end semester examination shall be conducted with an external examiner and the laboratory teacher. The external examiner shall be appointed from the clusters of colleges which are decided by the examination branch of the University.

For the subject having design and/or drawing, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and Estimation, the distribution shall be 25 marks for internal evaluation (15 marks for day-to-day work and 10 marks for internal tests) and 75 marks for end semester examination. There shall be two internal tests in a Semester and the average of the two shall be considered for the award of marks for internal tests. However, in the I year class, there shall be three tests and the average will be taken into consideration.

There shall be an industry-oriented Mini-Project, in collaboration with an industry of their specialization, to be taken up during the vacation after III year II Semester examination. However, the mini-project and its report shall be evaluated along with the project work in IV year II Semester. The industry oriented mini- project shall be submitted in a report form and presented before the committee. It shall be evaluated for 50 marks. The committee consists of an external examiner, head of the department, the supervisor of the mini-project and a senior faculty member of the department. There shall be no internal marks for industry-oriented mini-project.

There shall be a seminar presentation in IV year II Semester. For the seminar, the student shall collect the information on a specialized topic and prepare a technical report, showing his understanding of the topic, and submit it to the department. It shall be evaluated by the departmental committee consisting of head of the department, seminar supervisor and a senior faculty member. The seminar report shall be evaluated for 50 marks. There shall be no external examination for the seminar.

There shall be a Comprehensive Viva-Voce in IV year II semester. The Comprehensive Viva-Voce will be conducted by a Committee consisting of Head of the Department and two Senior Faculty members of the Department. The Comprehensive Viva-Voce is intended to assess the students understanding of the subjects he studied during the B. Tech. course of study. The Comprehensive Viva-Voce is evaluated for 100 marks by the Committee. There are no internal marks for the Comprehensive Viva-Voce

Out of a total of 200 marks for the project work, 50 marks shall be allotted for Internal Evaluation and 150 marks for the End Semester Examination (Viva Voce). The End Semester Examination of the project work shall be conducted by the same committee as appointed for the industry-oriented mini-project. In addition, the project supervisor shall also be included in the committee. The topics for industry oriented mini project, seminar and project work shall be different from one another. The evaluation of project work shall be made at the end of the IV year. The Internal Evaluation shall be on the basis of two seminars given by each student on the topic of his project.

The Laboratory marks and the sessional marks awarded by the College are subject to scrutiny and scaling by the University wherever necessary. In such cases, the sessional and laboratory mark awarded by the College will be referred to a Committee. The Committee will arrive at a scaling factor and the marks will be scaled accordingly. The recommendations of the Committee are final and binding. The laboratory records and internal test papers shall be preserved in the respective institution as per the University rules and produced before the Committees of the University as and when asked for.

ATTENDANCE REQUIREMENTS

A student is eligible to write the University examinations only if he acquires a minimum of 75% of attendance in aggregate of all the subjects. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester or I year may be granted by the College Academic Committee

SHORTAGE OF ATTENDANCE BELOW 65% IN AGGREGATE SHALL NOT BE CONDONED.

A student who is short of attendance in semester / I year may seek re-admission into that semester/I year when offered within 4 weeks from the date of the commencement of class work.

Students whose shortage of attendance is not condoned in any semester/i year are not eligible to write their end semester examination of that class and their registration stands cancelled.

A stipulated fee shall be payable towards condonation of shortage of attendance.

A student will be promoted to the next semester if he satisfies the attendance requirement of the present semester/I year, as applicable, including the days of attendance in sports, games, NCC and NSS activities. If any candidate fulfills the attendance requirement in the present semester or I year he shall not be eligible for readmission into the same class.

MINIMUM ACADEMIC REQUIREMENTS

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no.6. A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical design/drawing subject/project and secures not less than 35% of marks in the end semester exam, and minimum 40% of marks in the sum total of the mid-term and end semester exams.

A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement. A student will not be promoted from II year to III year unless he fulfills the academic requirement of 34 credits up to II year I semester from all the examinations, whether or not the candidate takes the examination and secures prescribed minimum attendance in II year II semester.

A student shall be promoted from III year to IV year only if he fulfills the academic requirements of 56 credits up to III year I semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.

A student shall register and put up minimum attendance in all 224 credits and earn 216 credits. Marks obtained in the best 216 credits shall be considered for the calculation of percentage of marks.

Students who fail to earn 216 credits as indicated in the course structure within ten academic years (8 years of study + 2 years additionally for appearing for exams only) from the year of their admission, shall forfeit their seat in B.Tech. course and their admission stands cancelled.

COURSE PATTERN

The entire course of study is for four academic years. I year shall be on yearly pattern and II, III and IV years on semester pattern.

A student, eligible to appear for the end examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject during the period of supplementary exams.

When a student is detained for lack of credits/shortage of attendance, he may be re-admitted into the next semester/year. However, the academic regulations under which he was first admitted, shall continue to be applicable to him.

AWARD OF CLASS

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he shall be placed in one of the following four classes:

Class Awarded	% of marks to be secured	From the aggregate marks secured from 216 Credits.
First Class with Distinction	70% and above	
First Class	Below 70 but not less than 60%	
Second Class	Below 60% but not less than 50%	
Pass Class	Below 50% but not less than 40%	

The marks obtained in internal evaluation and end semester / I year examination shall be shown separately in the memorandum of marks.

MINIMUM INSTRUCTION DAYS

The minimum instruction days for each semester/I year shall be 90/180 days.

There shall be no branch transfers after the completion of the admission process.
There shall be no transfer from one college/stream to another within the Constituent Colleges and Units of Jawaharlal Nehru Technological University Hyderabad.

WITHHOLDING OF RESULTS

If the student has not paid the dues, if any, to the university 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 withheld in such cases.

TRANSITORY REGULATIONS

Discontinued, detained, or failed candidates are eligible for readmission as and when next offered.
After the revision of the regulations, the students of the previous batches will be given two chances for passing in their failed subjects, one supplementary and the other regular. If the students cannot clear the subjects in the given two chances, they shall be given equivalent subjects as per the revised regulations which they have to pass in order to obtain the required number of credits.
In case of transferred students from other Universities, the credits shall be transferred to JNTUH as per the academic regulations and course structure of the JNTUH.

15. General

Wherever the words he, him, his, occur in the regulations, they include she, her, hers. 15.2 The academic regulation should be read as a whole for the purpose of any interpretation. In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.

The University may change or amend the academic regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University. The students seeking transfer to colleges affiliated to JNTUH from various other Universities/Institutions, have to pass the failed subjects which are equivalent to the subjects of JNTUH, and also pass the subjects of JNTUH which the candidates have not studied at the earlier Institution on their own without the right to sessional marks. Further, though the students have passed some of the subjects at the earlier institutions, if the same subjects are prescribed in different semesters of JNTUH, the candidates have to study those subjects in JNTUH in spite of the fact that those subjects are repeated.

*_*_*

ACADEMIC REGULATIONS R13 FOR B. TECH. (LATERAL ENTRY SCHEME)

Applicable for the students admitted into II year B. Tech. (LES) from the Academic Year 2014-15 and onwards

1. **Eligibility for award of B. Tech. Degree (LES)**

- I. The LES candidates shall pursue a course of study for not less than three academic years and not more than six academic years.
- II. They shall be permitted to write the examinations for two more years after six academic years of course work.

2. **The candidate shall register for 168 credits and secure 160 credits from II to IV year B.Tech. Program (LES) for the award of B.Tech. degree with compulsory subjects as listed in Table-1.**

Table 1: Compulsory Subjects

Serial Number	Subject Particulars
1	All practical subjects
2	Industry oriented mini project
3	Comprehensive Viva-Voce
4	Seminar
5	Project work

3. The students, who fail to fulfil the requirement for the award of the degree in 8 consecutive academic years (6 years of study + 2 years additionally for appearing exams only) from the year of admission, shall forfeit their seats.
4. The attendance regulations of B. Tech. (Regular) shall be applicable to B.Tech. (LES).

5. **Promotion Rule**

A student shall be promoted from second year to third year if he fulfills the minimum attendance requirement.

A student shall be promoted from III year to IV year only if he fulfills the academic requirements of **34 credits up to III year I semester from all the examinations, whether or not the candidate takes the examinations.**

6. **Award of Class**

After a student has satisfied the requirement prescribed for the completion of the program and is eligible for the award of B. Tech. Degree, he shall be placed in one of the following four classes:

Class Awarded	% of marks to be secured	From the aggregate marks secured from 160 Credits from II year to IV year.
First Class with Distinction	70% and above	
	Below 70% but not less than	
First Class	60%	
Second Class	Below 60% but not less than	
Pass Class	50%	
	Below 50% but not less than 40%	

The marks obtained in the internal evaluation and the end semester examination shall be shown separately in the marks memorandum.

7. All the other regulations as applicable to **B. Tech. 4-year degree course (Regular)** will hold good for **B. Tech. (Lateral Entry Scheme)**.

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / 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 or any other form of material concerned with or related to the subject of 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 performance in that subject only of all the candidates involved. In case of an outsider, he 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 subject of the examination (theory or practical) in which the candidate is appearing.	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 remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
	Impersonates any other candidate in connection	The candidate who has impersonated shall be expelled

3.	with the examination.	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 examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining 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. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that 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.
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.	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	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.

	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.	
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 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.
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.

* * * *