

MALLA REDDY COLLEGE OF ENGINEERING

Maisammaguda, Dhualapally, Secunderabad

CODE OF CONDUCT FOR STUDENTS

1. 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.

2. 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.

3. 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.

4. 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.

5.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.

6.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.

7.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

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

DON'Ts

1. Do not resort to ragging
2. Do not resort to malpractices during examination
3. Do not bring the cellphone inside the campus
4. Do not idle your time, spend your time in library
5. Do not disturb the class when in session
6. Do not violate the norms of the college
7. Avoid bringing valuable to college & class room
8. Don't skip the classes
9. Do not enter the computer rooms with shoes
10. Do not involve in the Unlawful & Anti Social activities
11. Do not indulge in taking drugs, liquor & tobacco.
12. Do not indulge in wrongful activities, parties, gangs etc.
13. Avoid cross talk and noise in class room

RESPONSIBILITIES OF A PRINCIPAL

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

THE FOLLOWING INFORMATION IS BROUGHT FOR AWARENESS AMONGST ALL EMPLOYEES.

Academic year 2017-18 will have the following UG and PG programs

UG Level Program

- 1) CSE (Computer Science Engineering),
- 2) ECE (Electronics and Communication Engineering)
- 3) ME (Mechanical Engineering)

PG Level Program

- 1) M.Tech (CSE-Computer Science Engineering; M.Tech in Embedded System & VLSI Designs; M.Tech in Thermal Engineering;
- 2) Master of Business Administration (MBA)

Rules and Regulations for Faculty/Staff:

- 1) The college timings are from 9:30 am to 4:00 pm on all working days except Second Saturday and holidays.
- 2) The class work for 2nd, 3rd and final year will begin from 26th July 2017 for the academic year 2017-18.
- 3) All faculty members are hereby advised to follow the academic calendar given by JNTUH.
- 4) In addition to regular class, all faculty should be ready to take up additional work assigned by their HODs.
- 5) 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.
- 6) HOD's and coordinators should intimate attendance daily.
- 7) 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.
- 8) 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.
- 9) Every unit content should be submitted in advance to the HOD's before start of the unit.
- 10) The classes are of 50 minutes duration and the concerned faculty must reach 5 minutes in advance of the commencement of classes.

- 11) 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.
- 12) The syllabus completion should be in accordance with the lesson plan and should be preferably one week in advance.
- 13) Assignments to be given to students unit-wise and unit test should also be conducted.
- 14) The attendance registers have to be signed by the respective HODs once in Fortnight and submitted to Principal once in month.
- 15) 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.
- 16) 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.
- 17) 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.
- 18) All Faculty/Staff are advised to keep their cell phones in switch off mode during the Class/Lab hours.
- 19) Faculty should ensure that all students must wear apron and identity card before entering the Lab/Library/Computer center.
- 20) 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.
- 21) 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.
- 22) All the technicians\operators\lab-assistants are responsible for house keeping of their respective Laboratories.
- 23) 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.
- 24) 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.
- 25) 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.
- 26) All staff must adhere to circulars/rules/regulations issued from time to time during academic year 2017-18.

ACADEMIC REGULATIONS FOR B.TECH. REGULAR STUDENTS

WITH EFFECT FROM

ACADEMIC YEAR 2017-18 (R-16)

Under-Graduate Degree Programme in Engineering & Technology (UGP in E&T)

The following courses of study are offered at present as specializations for **Bachelor of Technology (B.Tech.)** degree programme, under Choice Based Credit System (CBCS) with effect from the academic year 2016-17 in the following branches of Engineering:

Branch
Mechanical Engineering
Electronics and Communication Engineering
Computer Science and Engineering

Eligibility for admission

Admission to the under graduate programme shall be made either on the basis of the merit rank obtained by the qualified student in entrance test conducted by the Telangana State Government (EAMCET) or the University or on the basis of any other order of merit approved by the University, subject to reservations as prescribed by the government from time to time. The medium of instructions for the entire under graduate programme in E&T will be **English** only.

One credit for two hours/ week/ semester for laboratory/ practical (P) courses or tutorials (T).
Courses like Environmental Science, Professional Ethics, Gender Sensitization lab and other student activities like NCC/NSO and NSS are identified as mandatory courses. These courses will not carry any credits.

Subject Course Classification

All subjects/ courses offered for the under graduate programme in E&T (B.Tech. degree programmes) are broadly classified as follows. The university has followed almost all the guidelines issued by AICTE/UGC.

student in entrance test conducted by the Telangana State Government (EAMCET) or the University or on the basis of any other order of merit approved by the University, subject to reservations as prescribed by the government from time to time. The medium of instructions for the entire under graduate programme in E&T will be **English** only.

B.Tech. Programme structure

A student after securing admission shall pursue the under graduate programme in B.Tech. in a minimum period of **four** academic years (8 semesters), and a maximum period of **eight** academic years (16 semesters) starting from the date of commencement of first year first semester, failing which student shall forfeit seat in B.Tech course

Each semester is structured to provide 24 credits, totaling to 192 credits for the entire B.Tech. programme.

Each student shall secure 192 credits (with CGPA ≥ 5) required for the completion of the under graduate programme and award of the B.Tech. degree.

UGC/ AICTE specified definitions/ descriptions are adopted appropriately for various terms and abbreviations used in these academic regulations/ norms, which are listed below.

Semester scheme

Each under graduate programme is of 4 academic years (8 semesters) with the academic year being divided into two semesters of 22 weeks ☐ 90 instructional days each, each semester having - 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)'. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) as indicated by UGC 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.

- ☐ One credit for one hour/ week/ semester for theory/ lecture (L) courses.
- ☐

S. No.	Broad Course Classification	Course Group/ Category	Course Description
1	Foundation Courses (FnC)	BS – Basic Sciences	Includes mathematics, physics and chemistry subjects
2		ES - Engineering Sciences	Includes fundamental engineering subjects
3		HS – Humanities and Social sciences	Includes subjects related to humanities, social sciences and management
4	Core Courses (CoC)	PC – Professional Core	Includes core subjects related to the parent discipline/ department/ branch of Engineering.
5	Elective Courses (ElC)	PE – Professional Electives	Includes elective subjects related to the parent discipline/ department/ branch of Engineering.
6		OE – Open Electives	Elective subjects which include inter-disciplinary subjects or subjects in an area outside the parent discipline/ department/ branch of Engineering.
7	Core Courses	Project Work	B.Tech. project or UG project or UG major project
8		Industrial training/ Mini- project	Industrial training/ Internship/ UG Mini-project/ Mini-project
9		Seminar	Seminar/ Colloquium based on core contents related to parent discipline/ department/ branch of Engineering.
10	Minor courses	-	1 or 2 Credit courses (subset of HS)
11	Mandatory Courses (MC)	-	Mandatory courses (non-credit)

Course registration

A 'faculty advisor or counselor' shall be assigned to a group of 15 students, who will advise student about the under graduate programme, its course structure and curriculum, choice/option for subjects/ courses, based on their competence, progress, pre-requisites and interest. The academic section of the college invites 'registration forms' from students before the beginning of the semester 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'**.

A student can apply for **on-line** registration, **only after** obtaining the '**written approval**' from faculty advisor/counselor, which should be submitted to the college academic section through the Head of the Department. A copy of it shall be retained with Head of the Department, faculty advisor/ counselor and the student.

A student may be permitted to register for the subjects/ courses of **choice** with a total of 24 credits per semester (minimum of 20 credits and maximum of 28 credits per semester and permitted deviation of $\pm 17\%$), based on **progress** and SGPA/ CGPA, and completion of the '**pre-requisites**' as indicated for various subjects/ courses, in the department course structure and syllabus contents. However, a **minimum** of 20 credits per semester must be registered to ensure the '**studentship**' in any semester.

Choice for '**additional subjects/ courses**' to reach the maximum permissible limit of 28 credits (above the typical 24 credit norm) must be clearly indicated, which needs the specific approval and signature of the faculty advisor/ counselor.

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.

Subject/ course options exercised through **on-line** registration are final and **cannot** be changed or inter-changed; further, alternate choices also will not be considered. However, if the subject/ course that has already been listed for registration by the Head of the Department in a semester could not be offered due to any unforeseen or unexpected reasons, then the student shall be allowed to have alternate choice either for a new subject (subject to offering of such a subject), or for another existing subject (subject to availability of seats). Such alternate arrangements will be made by the head of the department, with due notification and time-framed schedule, within the **first week** after the commencement of class-work for that semester.

Dropping of subjects/ courses may be permitted, only after obtaining prior approval from the faculty advisor/ counselor (subject to retaining a minimum of 20 credits), '**within a period of 15 days**' from the beginning of the current semester.

Open electives: students are to choose one open elective (OE-I) during III year I semester, one (OE-II) during III year II semester, and one (OE-III) in IV year II semester, from the list of open electives given. However, student cannot opt for an open elective subject offered by their own (parent) department, if it is already listed under any category of the subjects offered by parent department in any semester.

Professional electives: students are to choose professional elective (PE-I) during III year II semester, Professional electives II, III, and IV (PE-II, III and IV) during IV year I semester, Professional electives V, and VI (PE-V and VI) in IV year II semester, from the list of professional electives given. However, students may opt for professional elective subjects offered in the related area.

Subjects/ courses to be offered

A typical section (or class) strength for each semester shall be 60.

A subject/ course may be offered to the students, **only if** a minimum of 20 students ($1/3$ of the section strength) opt for it. The maximum strength of a section is limited to 80 ($60 + 1/3$ of the section strength).

More than **one teacher** may offer the **same subject** (lab/ practical may be included with the corresponding theory subject in the same semester) in any semester. However, selection of choice for students will be based on - '**first come first serve** basis and CGPA criterion' (i.e. the first focus shall be on early **on-line entry** from the student for registration in that semester, and the second focus, if needed, will be on CGPA of the student).

If more entries for registration of a subject come into picture, then the Head of Department concerned shall decide, whether or not to offer such a subject/ course for **two (or multiple) sections**.

In case of options coming from students of other departments/ branches/ disciplines (not considering **open electives**), first **priority** shall be given to the student of the '**parent department**'.

Attendance requirements:

A student shall be eligible to appear for the semester end examinations, if student acquires a minimum of 75% of attendance in aggregate of all the subjects/ courses (excluding attendance in mandatory/ non-credit courses, Environmental Science, Gender Sensitization Lab, NCC/NSO and NSS) for that semester.

Condoning 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 on genuine and valid grounds, based on the student's representation with supporting evidence.

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

Shortage of attendance below 65% in aggregate shall in **no** case be condoned.

Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester. They get detained and their registration for that semester shall stand cancelled. They will not be promoted to the next semester. They may seek re-registration for all those subjects registered in that semester in which student was detained, by seeking re-admission into that semester as and when offered; in case if there are any professional electives and/ or open electives, the same may also be re-registered if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the **same** set of elective subjects offered under that category.

If any student fulfills the attendance requirement in the present semester shall not be eligible for readmission into the same class.

Academic requirements

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in item no.6.

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course, if student secures not less than 35% marks (26 out of 75 marks) in the semester end examination, and a minimum of 40% of marks in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of letter grades, this implies securing '**C**' grade or above in that subject/ course.

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to industry oriented mini-project and seminar, if student secures not less than 40% marks (i.e. 40 out of 100 allotted marks) in each of them. The student would be treated as failed, if student (i) does not submit a report on industry oriented mini-project, or does not make a presentation of the same before the evaluation committee as per schedule, or (ii) does not present the seminar as required in the IV year I Semester, or (iii) secures less than 40% marks in industry oriented mini-project/ seminar evaluations.

Student may reappear once for each of the above evaluations, when they are scheduled again; if student fails in such 'one reappearance' evaluation also, student has to reappear for the same in the next subsequent semester, as and when it is scheduled.

Promotion Rules

S. No.	Promotion	Conditions to be fulfilled
1	First year first semester to first year second semester	Regular course of study of first year first semester.
2	First year second semester to second year first semester	(i) Regular course of study of first year second semester. (ii) Must have secured at least 24 credits out of 48 credits i.e., 50% credits up to first year second semester from all the relevant regular and supplementary examinations, whether the student takes

		those examinations or not.
3.	Second year first semester to second year second semester	Regular course of study of second year first semester.
4	Second year second semester to third year first semester	(i) Regular course of study of second year second semester. (ii) Must have secured at least 58 credits out of 96 credits i.e., 60% credits up to second year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
5	Third year first semester to third year second semester	Regular course of study of third year first semester.
6	Third year second semester to fourth year first semester	(i) Regular course of study of third year second semester. (ii) Must have secured at least 86 credits out of 144 credits i.e., 60% credits up to third year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
7	Fourth year first semester to fourth year second semester	Regular course of study of fourth year first semester.

A student shall register for all subjects covering 192 credits as specified and listed (with the relevant course/ subject classifications as mentioned) in the course structure, fulfills all the attendance and academic requirements for 192 credits securing a minimum of 'C' grade or above in each subject, and 'earn all 192 credits securing SGPA 5.0 (in each semester), and CGPA (at the end of each successive semester) 5.0, to successfully complete the under graduate programme.

After securing the necessary 192 credits as specified for the successful completion of the entire under graduate programme, the student can avail exemption of two subjects up to 6 credits, that is, one open elective and one professional elective subject or two professional elective subjects for optional drop out from these 192 credits earned; resulting in 186 credits for under graduate programme performance evaluation, i.e., the performance of the student in these 186 credits shall alone be taken into account for the calculation of 'the final CGPA (at the end of under graduate programme, which takes the SGPA of the IV year II semester into account)', and shall be indicated in the grade card of IV year II semester. However, the performance of student in the earlier individual semesters, with the corresponding SGPA and CGPA for which grade cards have already been given will not be altered.

If a student registers for some more 'extra subjects' (in the parent department or other departments/branches of engg.) other than those listed subjects totaling to 192 credits as specified in the course structure of his department, the performances in those 'extra subjects' (although evaluated and

graded using the same procedure as that of the required 192 credits) will not be taken into account while calculating the SGPA and CGPA. For such '**extra subjects**' registered, % of marks and letter grade alone will be indicated in the grade card as a performance measure, subject to completion of the attendance and academic requirements as stated in regulations 6 and 7.1 – 7.5 above.

A student eligible to appear in the end semester examination for any subject/ course, but absent from it or failed (thereby failing to secure '**C**' grade or above) may reappear for that subject/ course in the supplementary examination as and when conducted. In such cases, internal marks (CIE) assessed earlier for that subject/ course will be carried over, and added to the marks to be obtained in the SEE supplementary examination for evaluating performance in that subject.

When a student is **detained in a semester due to shortage of attendance may be re-admitted when the same semester is offered in the next academic year for fulfillment of academic requirements.** The academic regulations under which student has been readmitted shall be applicable. However, no grade allotments or SGPA/ CGPA calculations will be done for the entire semester in which student has been detained.

A student is detained **due to lack of credits shall be promoted to the next academic year only after acquiring the required academic credits.** The academic regulations under which student has been readmitted shall be applicable to him.

Evaluation - Distribution and Weightage of marks

The performance of a student in every subject/course (including practicals and major project) will be evaluated for 100 marks each, with 25 marks allotted for CIE (Continuous Internal Evaluation) and 75 marks for SEE (Semester End-Examination).

For theory subjects, during a semester, there shall be two 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 out of which, the student has to answer 2 questions, each carrying 5 marks. While the first mid-term examination shall be conducted on 50% of the syllabus, the second mid-term examination shall be conducted on the remaining 50% of the syllabus. Five 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 student in internals/sessionals. If any student is absent from any subject of a mid-term examination, an on-line test will be conducted for him by the university. The details of the question paper pattern are as follows,

- ☐ The end semester examinations will be conducted for 75 marks consisting of two parts viz. i) **Part- A** for 25 marks, ii) **Part - B** for 50 marks.
- ☐ Part-A is compulsory question which consists of ten sub-questions. The first five sub-questions are from each unit and carry 2 marks each. The next five sub-questions are one from each unit and carry 3 marks each.
- ☐ Part-B consists of five questions (numbered from 2 to 6) carrying 10 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an "either" "or" choice, which means that there will be two questions from each unit and the student should answer either of the two questions.

For practical subjects there shall be a continuous internal evaluation during the semester for 25 sessional marks and 75 semester end 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 semester end 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 continuous internal evaluation (15

marks for day-to-day work and 10 marks for internal tests) and 75 marks for semester end 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.

There shall be an industry-oriented mini-project, in collaboration with an industry of their specialization. Students will register for this immediately after III year II semester examinations and pursue it during summer vacation. The industry oriented mini-project shall be submitted in a report form and presented before the committee in IV year I semester. It shall be evaluated for 100 marks. The committee consists of an external examiner, Head of the Department, 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 I 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 100 marks. There shall be no semester end examination for the seminar.

Out of a total of 100 marks for the project work, 25 marks shall be allotted for internal evaluation and 75 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 IV year II semester. The internal evaluation shall be on the basis of two seminars given by each student on the topic of project work.

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 marks 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 institutions as per the university rules and produced before the committees of the university as and when asked for.

For mandatory/non-credit courses like Environmental Science, Professional Ethics and gender sensitization lab, a student has to secure 40 marks out of 100 marks (i.e. 40% of the marks allotted) in the CIE (continuous internal evaluation) for passing the subject/course.

For Environmental Science, Gender Sensitization lab, NCC/ NSO and NSS, a 'satisfactory certificate' shall be issued to the student from the authorities concerned, only after securing $\geq 65\%$ attendance in such a course. No marks or letter grade shall be allotted for these activities.

Grading procedure

Marks will be awarded to indicate the performance of student in each theory subject, laboratory / practicals, seminar, industry oriented mini project, project work. Based on the percentage of marks obtained (Continuous Internal Evaluation plus Semester End Examination, both taken together) as specified in item 8 above, a corresponding letter grade shall be given.

As a measure of the performance of student, a 10-point absolute grading system using the following letter grades (as per UGC/AICTE guidelines) and corresponding percentage of marks shall be followed:

% of Marks Secured in a Subject/Course (Class Intervals)	Letter Grade (UGC Guidelines)	Grade Points
Greater than or equal to 90%	O (Outstanding)	10
80 and less than 90%	A+ (Excellent)	9
70 and less than 80%	A (Very Good)	8
60 and less than 70%	B+ (Good)	7

50 and less than 60%	B (Average)	6
40 and less than 50%	C (Pass)	5
Below 40%	F (FAIL)	0
Absent	Ab	0

A student obtaining '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.

A student who has not appeared for examination in any subject, 'Ab' grade will be allocated in that subject, and student shall be considered 'failed'. Student will be required to reappear as a 'supplementary student' in the semester end examination, as and when offered.

A letter grade does not indicate any specific percentage of marks secured by the student, but it indicates only the range of percentage of marks.

A student earns grade point (GP) in each subject/ course, on the basis of the letter grade secured 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

The student passes the subject/ course only when **GP ≥ 5 ('C' grade or above)**

The semester grade point average (SGPA) is calculated by dividing the sum of credit points ($\sum CP$) 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

$$SGPA = \{ \sum_{i=1}^N C_i G_i \} / \{ \sum_{i=1}^N C_i \} \dots \text{For each semester,}$$

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 is the no. of credits allotted to the i^{th} subject, and G represents the grade points (GP) corresponding to the letter grade awarded for that i^{th} subject.

The cumulative grade point average (CGPA) is a measure of the overall cumulative performance of a student in 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 II semester onwards at the end of each semester as per the formula

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

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' i.e., from the 1st semester onwards up to and inclusive of the 8th semester, 'j' is the subject indicator index (takes into account all subjects from 1 to 8 semesters), C is the no. of credits allotted to the j^{th} subject, and G represents the grade points (GP) corresponding to the letter grade awarded for that j^{th} subject. After registration and completion of I year I semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

Illustration of calculation of SGPA

Course/Subject	Credits	Letter Grade	Grade Points	Credit Points
Course 1	4	A	8	4 x 8 = 32
Course 2	4	O	10	4 x 10 = 40

Course 3	4	C	5	4 x 5 = 20
Course 4	3	B	6	3 x 6 = 18
Course 5	3	A+	9	3 x 9 = 27
Course 6	3	C	5	3 x 5 = 15
	21			152

$$\text{SGPA} = 152/21 = 7.23$$

Illustration of calculation of CGPA:

Semester	Credits	SGPA	Credits x SGPA
Semester I	24	7	24 x 7 = 168
Semester II	24	6	24 x 6 = 144
Semester III	24	6.5	24 x 6.5 = 156

Semester IV	24	6	24 x 6 = 144
Semester V	24	7.5	24 x 7.5 = 180
Semester VI	24	8	24 x 8 = 192
Semester VII	24	8.5	24 x 8.5 = 204
Semester VIII	24	8	24 x 8 = 192
	192		1380

$$\text{CGPA} = 1380/192 = 7.18$$

For merit ranking or comparison purposes or any other listing, **only** the 'rounded off' values of the CGPAs will be used.

For calculations listed in regulations 9.6 to 9.9, 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. After passing the failed subject(s) newly secured letter grades will be taken into account for calculation of SGPA and CGPA. However, mandatory courses will not be taken into consideration.

Passing standards

A student shall be declared successful or 'passed' in a semester, if student secures a GP ≥ 5 ('C' grade or above) in every subject/course in that semester (i.e. when student gets an SGPA ≥ 5.00 at the end of that particular semester); and a student shall be declared successful or 'passed' in the entire under graduate programme, only when gets a CGPA ≥ 5.00 for the award of the degree as required.

A student shall be declared successful or 'passed' in any non-credit subject/ course, if student secures a 'satisfactory participation certificate' for that mandatory course.

After the completion of each semester, a grade card or grade sheet (or transcript) 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, and grade earned etc.), credits earned, SGPA, and CGPA.

Declaration of results

Computation of SGPA and CGPA are done using the procedure listed in 9.6 to 9.9.

For final percentage of marks equivalent to the computed final CGPA, the following formula may be used.

$$\% \text{ of Marks} = (\text{final CGPA} - 0.5) \times 10$$

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 192 credits (with CGPA 5.0) within 8 academic years from the date of commencement of the first academic year, shall be declared to have '**qualified**' for the award of the B.Tech. degree in the chosen branch of Engineering as selected at the time of admission.

A student who qualifies for the award of the degree as listed in item 12.1 shall be placed in the following classes.

Students with final CGPA (at the end of the under graduate programme) ≥ 8.00 , and fulfilling the following conditions -

- (i) Should have passed all the subjects/courses in '**first appearance**' within the first 4 academic years (or 8 sequential semesters) from the date of commencement of first year first semester.
- (ii) Should have secured a CGPA ≥ 8.00 , at the end of each of the 8 sequential semesters, starting from I year I semester onwards.
- (iii) Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason, shall be placed in '**first class with distinction**'.

Students with final CGPA (at the end of the under graduate programme) ≥ 6.50 but < 8.00 , shall be placed in '**first class**'.

Students with final CGPA (at the end of the under graduate programme) ≥ 5.50 but < 6.50 , shall be placed in '**second class**'.

All other students who qualify for the award of the degree (as per item 12.1), with final CGPA (at the end of the under graduate programme) ≥ 5.00 but < 5.50 , shall be placed in '**pass class**'.

A student with final CGPA (at the end of the under graduate programme) < 5.00 will not be eligible for the award of the degree.

Students fulfilling the conditions listed under item 12.3 alone will be eligible for award of '**university rank**' and '**gold medal**'.

Withholding of results

If the student has not paid the fees to the university/ college at any stage, or has dues pending due to any reason whatsoever, or if any case of indiscipline is pending, the result of the student may be withheld, and student will not be allowed to go into the next higher semester. The award or issue of the degree may also be withheld in such cases.

Transitory regulations

A. For students detained due to shortage of attendance:

1. A Student who has been detained in I year of R09/R13/R15 Regulations due to lack of attendance, shall be permitted to join I year I Semester of R16 Regulations and he is

required to complete the study of B.Tech./B. Pharmacy programme within the stipulated period of eight academic years from the date of first admission in I Year.

2. A student who has been detained in any semester of II, III and IV years of R09/R13/R15 regulations for want of attendance, shall be permitted to join the corresponding semester of R16 regulations and is required to complete the study of B.Tech./B. Pharmacy within the stipulated period of eight academic years from the date of first admission in I Year. The R16 Academic Regulations under which a student has been readmitted shall be applicable to that student from that semester.

See rule (C) for further Transitory Regulations.

B. For students detained due to shortage of credits:

3. A student of R09/R13/R15 Regulations who has been detained due to lack of credits, shall be promoted to the next semester of R16 Regulations only after acquiring the required credits as per the corresponding regulations of his/her first admission. The student is required to complete the study of B.Tech./B. Pharmacy within the stipulated period of eight academic years from the year of first admission. The R16 Academic Regulations are applicable to a student from the year of readmission onwards.

See rule (C) for further Transitory Regulations.

C. For readmitted students in R16 Regulations:

4. A student who has failed in any subject under any regulation has to pass those subjects in the same regulations.
5. The maximum credits that a student acquires for the award of degree, shall be the sum of the total number of credits secured in all the regulations of his/her study including R16 Regulations. The performance evaluation of the student will be done after the exemption of two subjects if total credits acquired are ≤ 206 , three subjects if total credits acquired are > 206 (see R16 Regulations for exemption details).
6. If a student readmitted to R16 Regulations, has any subject with 80% of syllabus common with his/her previous regulations, that particular subject in R16 Regulations will be substituted by another subject to be suggested by the University.

Note: If a student readmitted to R16 Regulations, has not studied any subjects/topics in his/her earlier regulations of study which is prerequisite for further subjects in R16 Regulations, the College Principals concerned shall conduct remedial classes to cover those subjects/topics for the benefit of the students.

Student transfers

There shall be no branch transfers after the completion of admission process.

There shall be no transfers from one college/stream to another within the constituent colleges and units of Jawaharlal Nehru Technological University Hyderabad.

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 students have not studied at the earlier institution. 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 students have to study those subjects in JNTUH in spite of the fact that those subjects are repeated.

The transferred students from other Universities/institutions to JNTUH affiliated colleges who are on rolls to be provide one chance to write the CBT (internal marks) in the **failed subjects and/or subjects not studied** as per the clearance letter issued by the university.

The autonomous affiliated colleges have to provide one chance to write the internal examinations in the **failed subjects and/or subjects not studied**, to the students transferred from other universities/institutions to JNTUH autonomous affiliated colleges who are on rolls, as per the clearance (equivalence) letter issued by the University.

Scope

The academic regulations 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/ principal is final.

The university may change or amend the academic regulations, course structure or syllabi at any time, and the changes or amendments made shall be applicable to all students with effect from the dates notified by the university authorities.

Academic Regulations for B.Tech. (Lateral Entry Scheme) from the AY 2018-19

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

The LES students after securing admission shall pursue a course of study for not less than three academic years and not more than six academic years.

2. The student shall register for 144 credits and secure 144 credits with CGPA ≥ 5 from II year to IV year B.Tech. programme (LES) for the award of B.Tech. degree. **Out of the 144 credits secured, the student can avail exemption up to 6 credits**, that is, one open elective subject and one professional elective subject or two professional elective subjects resulting in 138 credits for B.Tech programme performance evaluation.

3. The students, who fail to fulfil the requirement for the award of the degree in 6 from the year of admission, shall forfeit their seat.

4. The attendance requirements of B. Tech. (Regular) shall be applicable to B.Tech. (LES).

5. Promotion rule

S. No	Promotion	Conditions to be fulfilled
1	Second year first semester to second year second semester	Regular course of study of second year first semester.
2	Second year second semester to third year first semester	(i) Regular course of study of second year second semester. (ii) Must have secured at least 29 credits out of 48 credits i.e., 60% credits up to second year second semester from all the relevant regular and supplementary examinations, whether the student takes those examinations or not.
3	Third year first semester to third year second semester	Regular course of study of third year first semester.
4	Third year second semester to fourth year first semester	(i) Regular course of study of third year second semester. (ii) Must have secured at least 58 credits out of 96 credits i.e., 60% credits up to third year second semester from all the relevant regular and supplementary

		examinations, whether the student takes those examinations or not.
5	Fourth year first semester to fourth year second semester	Regular course of study of fourth year first semester.

6. 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
	If the student:	
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 student is appearing but has not made use of (material shall include any marks on the body of the student 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 student orally or by any other body language methods or communicates through cell phones with any student 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 students 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 and calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the student is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student 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 student is to be cancelled and sent to the university.
3.	Impersonates any other student in	The student who has impersonated shall be expelled from examination hall. The student is

	connection with the examination.	also debarred and forfeits the seat. The performance of the original student 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 student is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the student 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 student 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 student is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or 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 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 officer-in-charge, or any person on duty in or outside the examination hall or any	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 student(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The students 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.

	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 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 student 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 student is also debarred for two consecutive semesters from class work and all university examinations. The continuation of the course by the student 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 student 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 student is also debarred and forfeits the seat.
9.	If student of the college, who is not a student 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 student 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 student 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 student 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 student 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 students as per the above guidelines.
2. Punishment for institutions : (if the squad reports that the college is also involved in encouraging malpractices)
 - a. A show cause notice shall be issued to the college.
 - b. Impose a suitable fine on the college.
 - c. Shifting the examination centre from the college to another college for a specific period of not less than one year.

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