

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 2012-13 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)
- 4) ANE (Aeronautical Engineering)

PG LEVEL PROGRAM

- 1) M.Tech (CSE-Computer Science Engineering; M.Tech in CNIS; M.Tech in Embedded System & VLSI Designs;
- 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 12th July 2012 for the academic year 2012-13.
- 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 2012-13.

MALLA REDDY COLLEGE OF ENGINEERING
Maisammaguda, Dhualapally, Secunderabad

**ACADEMIC REGULATIONS FOR B.TECH. REGULAR STUDENTS WITH EFFECT FROM
ACADEMIC YEAR 2009-10 (R-09)**

Academic Regulations 2009 for B. Tech (Regular) (Effective for the students admitted into I year from the Academic Year 2009-2010 onwards) Award of B.Tech. Degree
A student will be declared eligible for the award of the B. Tech. Degree if he fulfils the following academic regulations: Pursued a course of study for not less than four academic years and not more than eight academic years

Register for 200 credits and secure 200 credits 2 Students, who fail to fulfil all the academic requirements for the award of the degree within eight academic years from the year of their admission, shall forfeit their seat in B.Tech course.

Credits

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

Distribution and Weightage of Marks

The performance of a student in each semester /1 year shall be evaluated subject -wise with a maximum of 100 marks for theory and 75 marks for 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 the semester there shall be 2 mid term examinations. Each mid term examination consists of one objective paper, one subjective paper and one assignment. The objective paper is for 10 marks and subjective paper is for 10 marks, with a duration of 1 hour 20 minutes (20 minutes for objective and 60 minutes for subjective paper). Objective paper is set for 20 bits of –multiple choice questions, fill-in the blanks, matching type questions - for the 10 marks. Subjective paper of each semester shall contain 4 full questions (one from each unit) of which, the student has to answer 2 questions, each carrying 5 marks. First mid term examination shall be conducted for 1-4units of syllabus and second mid term examination shall be conducted for 5-8 units. 5 marks are allocated for Assignments (as specified by the concerned subject teacher) - first Assignment should be submitted before the conduct of the first mid. and the second Assignment should be submitted before the conduct of the second mid. The total marks secured by the student in each mid term examination are evaluated for 25 marks, and the better of the two mid term examinations shall be taken as the final marks secured by each candidate. However, for first year, there shall be 3 mid term examinations (each for 25 marks), *along with 3 assignments* in a similar pattern as above [1 mid shall be from 1 -2 units, 2~ mid from 3-5 units and 3~ mid shall be from 6-8 units], and the average marks of the best two examinations secured (*each evaluated for a total of 25 marks*) in each subject shall be considered as final marks for the internals / sessionals.

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

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 examination. There shall be two internal tests in a Semester and the better 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 of best two 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 with the project work in IV year II Semester. The industry oriented mini project shall be submitted in report form and should be presented before the committee, which shall be evaluated for 50 marks. The committee consists of an external examiner. head of the department, the supervisor of 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 over the topic, and submit to the department, which shall be evaluated by the Departmental committee consisting of Head of the department, semi- supervisory and a senior faculty member. The seminar report shall be evaluated for 50 marks. There shall be no external examination for 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 (i) Head of the Department (ii) two Senior Faculty members of the Department. The Comprehensive Viva-Voce is aimed to assess the students' understanding in various subjects he / she 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 for Internal Evaluation and 150 marks for the End Semester Examination. The End Semester Examination (viva-voce) shall be conducted by the same committee appointed for 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 each other. The evaluation of project work shall be conducted 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.

Laboratory marks and the sessional marks awarded by the College are not final. They 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 as per the scaling factor. 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 norms and shall be produced to the Committees of the University as and when the same is asked for.

Attendance Requirements:

A student shall be eligible to appear for University examinations if he acquires a minimum of 75% of attendance in aggregate of all the subjects.

Shortage of Attendance below 65% in aggregate shall in NO case be condoned.

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.

A student will not be promoted to the next semester unless he satisfies the attendance requirement of the present semester / I year, as applicable. They may seek re-admission for that semester / I year when offered next.

Students whose shortage of attendance is not condoned in any semester /I year are not eligible to take their end examination of that class and their registration shall stand cancelled.

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

Minimum 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 minimum academic requirements and earned the credits allotted to each theory or practical design or drawing subject or project if he secures not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the internal evaluation and end examination taken together.

A student shall be promoted from II to III year only if he fulfils the academic requirement of 37 credits from one regular and one supplementary examinations of I year, and one regular examination of II year

I .semester irrespective of whether the candidate takes the examination or not.

A student shall be promoted from third year to fourth year only if he fulfils the academic requirements of total 62 credits from the following examinations, whether the candidate takes the examinations or not. Two regular and two supplementary examinations of I year.

Two regular and one supplementary examinations of II year I semester.

One regular and one supplementary examinations of II year II semester.

One regular examination of III year I semester.

A student shall register and put up minimum attendance in all 200 credits and earn the 200 credits. Marks obtained in all 200 credits shall be considered for the calculation of percentage of marks. Students who fail to earn 200 credits as indicated in the course structure within eight academic years from the year of their admission shall forfeit their seat in B.Tech course and their admission shall stand cancelled.

Course pattern :

The entire course of study is of four academic years. The first year shall be on yearly pattern and the second, third and fourth years on semester pattern.

A student eligible to appear for the end examination in a subject, but absent at it or has failed in the end examination may appear for that subject at the supplementary examination. When a student is detained due to lack of credits / shortage of attendance he may be re-admitted when the semester / year is offered after fulfillment of academic regulations, whereas the academic regulations hold good with the regulations he was first admitted.

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	Class Awarded
First Class with Distinction	70% and above	From the aggregate marks secured for the best 200 Credits.
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 in internal evaluation and end examination shall be shown separately in the marks memorandum)

Minimum Instruction Days :

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

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

There shall be no place transfer within the Constituent Colleges and Units of Jawaharlal Nehru Technological University Hyderabad.

General:

Where the words "he", "him", "his", occur in the regulations, they include "she", "her", "hers".

The academic regulation should be read as a whole for the purpose of any interpretation.

In the 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.

Academic Regulations for B. Tech. (Lateral Entry Scheme)

(Effective for the students getting admitted into **II** year from the Academic Year **2009-2010** and onwards)

The Students have to acquire **150** credits from II to IV year of B .Tech. Program (Regular) for the award of the degree. Register for 150 credits and secure 150 credits.

Students, who fail to fulfill the requirement for the award of the degree in 6 consecutive academic years from the year of admission, shall forfeit their seat.

The same attendance regulations are to be adopted as that of B. Tech. (Regular).

Promotion Rule :

A student shall be promoted from third year to fourth year only if he fulfills the academic requirements of 37 credits from the examinations.

Two regular and one supplementary examinations of II year I semester.

One regular and one supplementary examinations of II year II semester.

One regular examination of III year I semester.

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	Class Awarded
First Class with Distinction	70% and above	From the aggregate marks secured for 150 Credits, (i.e. II year to IV year)
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 in internal evaluation and end examination shall be shown separately in the marks memorandum)

All other regulations as applicable for B. Tech. Four-year degree course (Regular) will hold good for B. Tech. (Lateral Entry Scheme)