

**BR24**

# **ACADEMIC REGULATIONS**

**FOR**

**BACHELOR IN BUSINESS ADMINISTRATION ( BBA )**

**BBA / BBA ( Honours ) / BBA ( Honours with Research )**

*(Applicable for batches admitted from 2024-2025)*



**BONAM VENKATA CHALAMAYYA INSTITUTE OF TECHNOLOGY AND SCIENCE  
(AUTONOMOUS)**

*(Approved by AICTE : New Delhi; Permanently Affiliated to JNTU, KAKINADA & SBTET, Vijayawada,  
Accredited by NAAC with "A" Grade, ISO 9001:2015 QMS Certified Institute)*

**Batlapalem, Amalapuram**

## Academic Regulations (BR24)

for

### **BBA / BBA (Honours) / BBA (Honours with Research) (Regular-Full time)**

(Effective for the students admitted into I year from the Academic Year 2024-25 onwards)

#### **Curriculum and Credit Framework for Undergraduate Programmes**

**Rules and Regulations applicable to the batch students admitted from the academic year 2024-25.  
UG BR-24 (BBA / BBA (Honours) / BBA (Honours with Research) Program.)**

#### **1. ADMISSIONS:**

Admission to the BBA Degree Program shall be made subject to the eligibility, qualifications and specialization prescribed by the A.P. State Government /University from time to time. Admissions shall be made either based on the merit rank obtained by the student in the common entrance examination conducted by the A.P. Government/University or any other order of merit approved by the A.P. Government/University, subject to reservations as prescribed by the Government/University from time to time.

#### **2. AWARD OF THE UG CERTIFICATE, UG DIPLOMA, AND DEGREES**

##### **(a)UG Certificate in Business Administration:**

Students who opt to exit after completion of the first year and have secured **40 credits** will be awarded a **UG Certificate in Business Administration**, in addition, they have to compulsorily complete additional **04 Credits** either in a Skill based subject or work based Vocational Course offered during summer term or Internship/Apprenticeship / Social Responsibility & Community Engagement – encompassing community engagement with an NGO after the second semester of minimum 08 weeks of duration as decided by the Institution.

##### **(b)UG Diploma in Business Administration:**

Students who opt to exit after completion of the second year and have secured **80 credits** will be awarded the **UG Diploma in Business Administration**, in addition, have to compulsorily complete additional **04 Credits** either in a Skill based subject or work based

Vocational Course offered during summer term or Internship/Apprenticeship / Social Responsibility & Community Engagement – encompassing community engagement with an NGO / Capstone Project after the fourth semester of minimum 8 weeks of duration as decided by the Institution.

**(c) 3-year BBA Degree:**

Award of the BBA Degree if he/she fulfils the following:

- (i) Pursues a course of study for not less than **Three** academic years and not more than **Six** academic years.
- (ii) Registers for **120 credits** and secures all **120 credits**.

The student who takes an exit after third year with an award of BBA may be allowed to re-enter in to Seventh Semester for completion of the BBA (Honours) or BA ( Honours with Research) Program as per the institution schedule after earning requisite credits in the Third year.

**Minimum eligibility criteria for opting the course in the fourth year will be as follows:**

<b>Course</b>	<b>Minimum eligibility</b>
<b>For BBA (Honours)</b>	: BBA Degree
<b>For BBA (Honours with Research)</b>	: Minimum 75% marks or equivalent CGPA in BBA Degree up to Sixth Semester.

**(d) 4-year BBA Degree (Honours):**

A four-year BBA Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with **160 credits**

**(e) 4-year BBA Degree ( Honours with Research):**

Students who secure 75% marks and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research

project/ dissertation under the guidance of a faculty member of the University. The research project/dissertation will be in the major discipline. The students, who secure 160 credits, including 12 credits from research project/dissertation, are awarded BBA Degree (Honours with Research).

**(f)** Students, who fail to fulfil all the academic requirements for the award of the degree within stipulated time frame from the year of their admission, shall forfeit their seat in BBA Course and their admission stands cancelled.

### **3. ATTENDANCE REQUIREMENTS:**

- i)** A student shall be eligible to appear for the University external examinations if he/she acquires a minimum of 40% attendance in each subject and 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 may be granted by the College Academic Committee.
- ii)** Shortage of Attendance below 65% in aggregate shall in NO CASE be condoned.
- iii)** A stipulated fee shall be payable towards condonation of shortage of attendance to the University.
- iv)** Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- v)** A student will not be promoted to the next semester unless he/she satisfies the attendance requirements of the present semester. They may seek readmission for that semester from the date of commencement of class work.
- vi)** If any candidate fulfils the attendance requirement in the present semester, he/she shall not be eligible for readmission into the same class.
- vii)** If the learning is carried out in blended mode (both offline & online), then the total attendance of the student shall be calculated considering the offline and online attendance of the student.
- viii)** For induction programme attendance shall be maintained as per AICTE norms.

#### **4. PROMOTION RULES:**

The following academic requirements must be satisfied in addition to the attendance requirements mentioned in **Section 3**.

- i)** A student shall be promoted from first year to second year if he/she fulfils the minimum attendance requirement as per university norms.
- ii)** A student will be promoted from II to III year if he/she fulfils the academic requirement of securing 40% of the credits (any **decimal** fraction should be **rounded off** to **lower** digit) up to in the subjects that have been studied up to III semester.
- iii)** A student shall be promoted from III year to IV year (*for B.B.A. (Hons)/B.B.A. (Hons) with Research*) if he/she fulfils the academic requirements in the subjects that have been studied up to V semester.

And in case a student is detained for want of credits for a particular academic year by ii) above, the student may make up the credits through supplementary examinations and only after securing the required credits he/she shall be permitted to join in the V semester.

When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the semester is offered after fulfilment of academic regulations.

#### **5. EVALUATION PROCESS:**

The performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 marks for practical subject. Summer Internships, Minor Project with Seminar shall be evaluated for 50 marks, Research Project / Dissertation work in VIII semester (BBA (Honours)/ B.B.A (Honours with Research) shall be evaluated for 200 marks, mandatory courses with no credits shall be evaluated for 30 mid semester marks.

A student has to secure not less than 35% of marks in the end examination and a minimum of 40% of marks in the sum total of the mid semester and end examination marks taken together for the theory, practical or project etc. In case of a mandatory course, he/she should secure 40% of the total marks.

### Theory Courses

Assessment Method	Marks
Continuous Internal Assessment	30
Semester End Examination	70
<b>Total</b>	<b>100</b>

- i) For theory subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination.
- ii) For practical subject, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End- Examination.
- iii) If any subject is having both theory and practical components, they will be evaluated separately as theory subject and practical subject. However, they will be given same subject code with an extension of 'T' for theory subject and 'P' for practical subject.

#### a) Continuous Internal Evaluation

- i) For theory subjects, during the semester, there shall be two midterm examinations. Each midterm examination shall be evaluated for 30 marks of which 10 marks for objective paper (20 minutes' duration), 15 marks for subjective paper (90 minutes' duration) and 5 marks for assignment.
- ii) Objective paper shall contain for 05 short answer questions with 2 marks each or maximum of 20 bits for 10 marks. Subjective paper shall contain 3 either or type questions (totally six questions from 1 to 6) of which student has to answer one from each either-or type of questions. Each question carries 10 marks. The marks obtained in the subjective paper are condensed to 15 marks.

#### Note :

- The objective paper shall be prepared in line with the quality of competitive examinations questions.
- The subjective paper shall contain 3 either or type questions of equal weightage of 10 marks. Any fraction shall be rounded off to the next higher mark.
- The objective paper shall be conducted by the respective institution on the day of subjective paper test.

- Assignments shall be in the form of problems, mini projects, design problems, slip tests, quizzes etc., depending on the course content. It should be continuous assessment throughout the semester and the average marks shall be considered.

- iii) If the student is absent for the mid semester examination, no re-exam shall be conducted and mid semester marks for that examination shall be considered as zero.
- iv) First midterm examination shall be conducted for I, II units of syllabus with one either or type question from each unit and third either or type question from both the units. The second midterm examination shall be conducted for III, IV and V units with one either or type question from each unit.
- v) Final mid semester marks shall be arrived at by considering the marks secured by the student in both the mid examinations with 80% weightage given to the better mid exam and 20% to the other.

**For Example:**

Marks obtained in first mid: 25

Marks obtained in second mid: 20

Final mid semester Marks:  $(25 \times 0.8) + (20 \times 0.2) = 24$

If the student is absent for any one midterm examination, the final mid semester marks shall be arrived at by considering 80% weightage to the marks secured by the student in the appeared examination and zero to the other.

**For Example:**

Marks obtained in first mid: **Absent**

Marks obtained in second mid: 25

Final mid semester Marks:  $(25 \times 0.8) + (0 \times 0.2) = 20$

**b) End Examination Evaluation**

End examination of theory subjects shall have the following pattern:

- i) There shall be 6 questions and all questions are compulsory.
- ii) Question I shall contain 10 compulsory short answer questions for a total of 20marks such that each question carries 2 marks.
- iii) There shall be 2 short answer questions from each unit- In each of the questions

from 2 to 6, there shall be either/or type questions of 10 marks each. Student shall answer any one of them.

iv) The questions from 2 to 6 shall be set by covering one unit of the syllabus for each question.

**Practical Courses**

<b>Assessment Method</b>	<b>Marks</b>
Continuous Internal Assessment	30
Semester End Examination	70
<b>Total</b>	<b>100</b>

i) For practical courses, there shall be a continuous evaluation during the semester for 30 sessional marks and end examination shall be for 70 marks.

ii) Day-to-day work in the laboratory shall be evaluated for 15 marks by the concerned laboratory teacher based on the record/viva and 15 marks for the internal test.

iii) The end examination shall be evaluated for 70 marks, conducted by the concerned laboratory teacher and a senior expert in the subject from the same department.

- i. Procedure: 20 marks
- ii. Experimental work & Results: 30 marks
- iii. Viva voce: 20 marks.

iv) There shall be no external examination for mandatory courses with zero credits. However, attendance shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 40% or more in the internal examinations. In case, the student fails, a re-examination shall be conducted for failed candidates for 30 marks satisfying the conditions mentioned in item 1 & 2 of the regulations.

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

vi) There shall be an internship, one need to complete during year break (*i.e., IV sem to V Sem*) and will be evaluated for 50 marks internally at the end of V Semester by the departmental committee. A candidate has to secure a minimum 50% of marks to be declared successful (*for 2 credits*).

- vii) There shall be a mini project, during VI Sem and will be evaluated for 50 marks internally at the end of VI Semester by the departmental committee. A candidate has to secure a minimum 50% of marks to be declared successful (*for 2 credits*).
- viii) There shall be a **Research project/ Dissertation** for B.B.A. (Honours)/ BBA( Honours with Research ) students, during VIII Sem. (*for 12 credits*).
- ix) For audit courses, attendance is mandatory and a candidate has to get a satisfactory report for successful completion
- x) In case the candidate does not secure the minimum academic requirement in any subject he/she has to reappear for the End Semester Examination in that subject.
- xi) A candidate shall be allowed to submit the Research Project / Dissertation work only after fulfilling the attendance requirements of all the semesters. The viva-voce examination shall be conducted at the end of the course work for B.B.A. (Hons.)/ B.B.A., (Hons.) with Research (VIII semester).

#### **1. Massive Open Online Courses (MOOCs):**

A Student has to pursue and complete one course compulsorily through MOOCs approved by the University. A student can pursue courses other than core through MOOCs and it is mandatory to complete one course successfully through MOOCs for awarding the degree. A student is not permitted to register and pursue core courses through MOOCs.

A student shall register for the course (Minimum of either 8 weeks or 12 weeks) offered through MOOCs with the approval of Head of the Department. The Head of the Department shall appoint one mentor to monitor the student's progression. The student needs to earn a certificate by passing the exam. The student shall be awarded the credits assigned in the curriculum only by submission of the certificate. Examination fee, if any, will be borne by the student.

Students who have qualified in the proctored examinations conducted through MOOCs platform can apply for credit transfer as specified and are exempted from appearing internal as well as external examination (for the specified equivalent credit course only) conducted by the university.

Necessary amendments in rules and regulations regarding adoption of MOOC courses would be proposed from time to time.

## **2. Credit Transfer Policy**

Adoption of MOOCs is mandatory, to enable Blended model of teaching-learning as also envisaged in the NEP 2020. As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, the University shall allow up to a maximum of 20% of the total courses being offered in a particular programme i.e., maximum of 32 credits through MOOCs platform.

- i) The University shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses.
- ii) Student registration for the MOOCs shall be only through the respective department of the institution, it is mandatory for the student to share necessary information with the department.  
*Student can register ONE Semester in advance and obtain required credits, i.e. e.g., V Sem courses can be register while studying IV Sem itself and can obtain credits.*
- iii) The concerned department shall identify the courses permitted for credit transfer.
- iv) The University/institution shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer.
- v) The institution shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.
- vi) The university shall ensure no overlap of MOOC exams with that of the university examination schedule. In case of delay in results, the university will re-issue the marks sheet for such students.
- vii) Student pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.
- viii) The institution shall submit the following to the examination section of the university:
  - a) List of students who have passed MOOC courses in the current semester along with the certificate of completion.
  - b) Undertaking form filled by the students for credit transfer.

**Note:** Students shall be permitted to register for MOOCs offered through online platforms approved by the University from time to time.

## **6. GRADING:**

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 or 50 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

**Structure of Grading of Academic Performance**

For Theory / Practical course / Project (100 marks)				For Internship / Mini project (50 marks)			
Range of Marks	Letter Grade	Level	Grade points	Range of Marks	Letter Grade	Level	Grade points
90 & above	<b>S</b>	Superior	10	45 & above	<b>S</b>	Superior	10
80-89	<b>A</b>	Excellent	9	40-44	<b>A</b>	Excellent	9
70-79	<b>B</b>	Very good	8	35-39	<b>B</b>	Very good	8
60-69	<b>C</b>	good	7	30-34	<b>C</b>	good	7
50-59	<b>D</b>	Average	6	25-29	<b>D</b>	Pass	6
40-49	<b>E</b>	Pass	5	<25	<b>F</b>	Fail	0
<40	<b>F</b>	Fail	0		<b>AB</b>	Absent	0
	<b>AB</b>	Absent	0				

- i) A student obtaining Grade "F" or Grade "AB" in a subject shall be considered failed and will be required to reappear for that subject when it is offered the next supplementary examination.
- ii) For non-credit audit courses, "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA/Percentage.
- iii) **Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):**

The **Semester Grade Point Average (SGPA)** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$\text{SGPA} = \Sigma (C_i \times G_i) / \Sigma C_i$$

where,  $C_i$  is the number of credits of the  $i$ th subject and  $G_i$  is the grade point scored by the student in the  $i$ th course.

The **Cumulative Grade Point Average (CGPA)** will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e.,

$$\text{CGPA} = \Sigma (C_i \times S_i) / \Sigma C_i$$

where "Si" is the SGPA of the ith semester and Ci is the total number of credits up to that semester.

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

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

#### **7. AWARD OF CLASS:**

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of BBA/ BBA(Honours)/ BBA(Honours with Research) Degree, he/she shall be placed in one of the following four classes:

<b>Class Awarded</b>	<b>CGPA Secured</b>
First Class with Distinction	$\geq 7.5$
First Class	$\geq 6.5 < 7.5$
Second Class	$\geq 5.5 < 6.5$
Pass Class	$\geq 5.0 < 5.5$

**\*CGPA to Percentage conversion Formula – (CGPA – 0.5) x 10**

#### **8. WITH-HOLDING OF RESULTS:**

If the candidate has any dues not paid to the institution or if any case of indiscipline or malpractice is pending against him/her, the result of the candidate shall be withheld in such cases.

#### **9. MULTIPLE ENTRY / EXIT OPTION**

##### **(a) Entry Policy:**

Modalities on multiple entry by the student into the B.B.A /B.B.A.(Honours)/ B.B.A (Honours with Research) programme will be provided in due course of time.

**Note:** The Universities shall resolve any issues that may arise in the implementation of Multiple Entry and Exit policies from time to time and shall review the policies in the light of periodic changes brought by UGC, AICTE and State government.

### Registration for BBA ( Honours )

- i) Students who Complete BBA Degree are eligible to pursue 4 years BBA ( Honours ) programme.
- ii) The eligible and interested students shall apply through the HOD of his/her department. The whole process should be completed within one week before the start of 4<sup>th</sup> year. Selected students shall be permitted to register the courses under BBA (Honours).
- iii) The selected students shall submit their willingness to the principal through his/her department offering Honours. The department shall maintain the record of student pursuing the Honours.
- iv) The students enrolled in the BBA (Honours) programme will be monitored continuously. An advisor/mentor from department shall be assigned to a group of students to monitor the progress.
- v) The students enrolled in the 4 years BBA (Honours) programme shall complete two semesters and to obtain **40 credits** in addition to **120 credits** what they secure upto 3 years BBA programme.
- vi) The students who secure total 160 credits within stipulated time period decided by the University are eligible to get 4 years BBA (Honours) Degree

### Registration for BBA (Honours with Research)

- i) Students who Complete BBA Degree with Minimum 75% Marks or Equivalent CGPA upto 6<sup>th</sup> Semester are eligible to pursue 4 years BBA ( Honours with Research ) programme.
- ii) The eligible and interested students shall apply through the HOD of his/her department. The whole process should be completed within one week before the start of 4<sup>th</sup> year. Selected students shall be permitted to register the courses under BBA (Honours with Research).
- iii) The selected students shall submit their willingness to the principal through his/her department offering Honours. The department shall maintain the record of student pursuing the Honours.

- iv) The students enrolled in the BBA (Honours with Research) programme will be monitored continuously. An advisor/mentor from department shall be assigned to a group of students to monitor the progress.
- v) The students enrolled in the 4 years BBA (Honours with Research) programme shall complete two semesters and to obtain **40 credits** in addition to **120 credits** what they secure upto 3 years BBA programme.
- vi) The students who secure total 160 credits within stipulated time period decided by the University are eligible to get 4 years BBA (Honours with Research) Degree.

**(b)Exit Option:**

Total duration of the of BBA/ BBA ( Honours ) / BBA ( Honours with Research ) (Regular) Programme is offered with various exit options as prescribed below

<b>Programme</b>	<b>Duration</b>
Under Graduate Certificate in Business Administration	1 Year
Under Graduate Diploma in Business Administration	2 years
BBA Program	3 years
BBA (Honours)	4 years
BBA (Honours With Research)	4 years

**10. SEMESTER WISE CREDIT DISTRIBUTION:**

Semester Wise Credit Distribution of BBA / BBA (Honours) and BBA (Honours With Research) Program:

Semester	Core Courses	Ability Enhancement Courses	Multi-Disciplinary Elective course	Value Added Courses	Skill Enhancement courses	Discipline Specific Elective	Total
<b>BBA Degree</b>							
I	12	4	2	2	-	-	20
II	12	2	2	2	2	-	20
III	12	-	2	2	4	-	20
IV	14	-	-	2	4	-	20
V	8	-	-	-	4	8	20
VI	6	-	-	-	6	8	20
<b>BBA (Honours) / BBA (Honours With Research)</b>							
VII	4	-	4	-	4	8	20
VIII	-	-	-	-	8	12	20

#### **11. GAP YEAR CONCEPT:**

Gap year concept for Student Entrepreneur in Residence is introduced and outstanding students who wish to pursue entrepreneurship / become entrepreneur are allowed to take a break of one year at any time after II year to pursue full-time entrepreneurship programme/to establish startups. This period may be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation. The principal of the respective college shall forward such proposals submitted by the students to the University. An evaluation committee constituted by the University shall evaluate the proposal submitted by the student and the committee shall decide whether to permit the student(s) to avail the Gap Year or not

#### **12. TRANSITORY REGULATIONS:**

Discontinued, detained, or failed candidates are eligible for readmission as and when the semester is offered after fulfillment of academic regulations. Candidates who have been detained for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

Candidates who are permitted to avail Gap Year shall be eligible for re-joining into the succeeding year of their BBA Degree from the date of commencement of class work, subject to Section 2 and they will follow the academic regulations into which they are readmitted.

#### **13. MINIMUM INSTRUCTION DAYS FOR A SEMESTER:**

The minimum instruction days including exams for each semester shall be 90 days.

#### **14. MEDIUM OF INSTRUCTION:**

The medium of instruction of the entire BBA undergraduate programme (including examinations and project reports) will be in English only.

## **15. STUDENT TRANSFERS:**

Student transfers shall be as per the guidelines issued by the Government of Andhra Pradesh and the Universities from time to time.

## **16. PROGRAM RELATED TERMS**

**(A ) Credit:** A unit by which the course work is measured. It determines the number of hours of instruction required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work/field work per week.

### **Credit Definition:**

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

### **(B ) Course code and definition:**

<b>Course code</b>	<b>Definitions</b>
L	Lecture
T	Tutorial
P	Practical
C	Credits
CC	Core Course
AEC	Ability Enhancement Courses
MDE	Multi-Disciplinary Elective course
VAC	Value added Courses
SEC	Skill Enhancement courses
DSE	Discipline Specific Elective
OE	Open Elective

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

**(D) Choice Based Credit System (CBCS):** The CBCS provides a choice for students to select from the prescribed courses.

**17. GENERAL INSTRUCTIONS:**

- The academic regulations should be read as a whole for purpose of any interpretation.
- Malpractices rules-nature and punishments are appended.
- Where the words “he”, “him”, “his”, occur in the regulations, they also include “she”, “her”, “hers”, respectively.
- In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor / Head of the institution is final.
- The Institution may change or amend the academic regulations or syllabus at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the Institution.

In the case of any doubt or ambiguity in the interpretation of the guidelines given, the decision of the Vice-Chancellor / Head of the institution is final.

### MALPRACTICES RULES

#### DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

	<b>Nature of Malpractices/Improper conduct</b>	<b>Punishment</b>
	<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.
3	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is

		also debarred 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
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	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

	<p>examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	<p>appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.</p>
7	<p>Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and Project work and shall not be permitted for the 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.</p>
8	<p>Possess any lethal weapon or firearm in the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already</p>

		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 Head of the Institution for further action to award suitable punishment.	

Ratified by:

<i>Chairman</i>	<i>A. k - 2</i>	<i>P. Uma</i>
<b>Dr. G P S V S D Nagendraraao</b> (Chairman)	<b>Dr. A Krishnamohan</b> (University Nominee)	<b>Dr. P Uma Maheswari Devi</b> (Subject Expert-1)
<i>M.S.Raju</i>		
<b>Dr. M Sreerama Raju</b> (Subject Expert-2)	<b>Mr. Subbarao R</b> (Representative from Industry)	<b>Mr. Nandyala. Manuvihar</b> (Alumni Member)

<b>BOS Members</b>	<i>Dr. Achanta Satyanarayana</i>	<i>Y.V.V.Satyanarayana</i>	<i>V.Padmasri</i>
	<i>P.K. chaitanya</i>	<i>G. Haritha</i>	<i>S. Banu</i>
	<b>Mrs. P.Krishna Chaitanya</b>	<b>Mrs. G.Haritha</b>	<b>Mrs. M Shakira Banu</b>
	<i>Y.A.L.Devi.</i>	<i>J.J. Velle</i>	
	<b>Mrs. A L Devi Yellamilli</b>	<b>Ms. J Vasundhara</b>	