

W.E.F. 2023-24

MCA23

# ACADEMIC REGULATIONS

## Master of Computer Applications

(MCA23) w. e. f: 2023-24



## VELAGAPUDI RAMAKRISHNA SIDDHARTHA ENGINEERING COLLEGE

(An Autonomous, ISO 21001:2018 Certified Institution)

(Approved by AICTE, Accredited by NAAC with 'A+' Grade, Affiliated to JNTUK, Kakinada)

(Sponsored by Siddhartha Academy of General & Technical Education)

Kanuru, Vijayawada

Andhra Pradesh - 520007, INDIA.

[www.vrsiddhartha.ac.in](http://www.vrsiddhartha.ac.in)



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Kanuru, Vijayawada – 520 007

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## 1. INTRODUCTION

Academic Programmes of the College are governed by rules and regulations as approved by the Academic Council, which is the highest Academic body of the College. These academic rules and regulations are effective from the academic year 2023-24, for students admitted into two-year PG programme offered by the college leading to Master of Computer Applications (MCA).

The regulations listed under this head are for MCA programme, leading to award of MCA degree, offered by the college with effect from the academic year **2023-24** and they are called as “**MCA23**” regulations.

The regulations here under are subjected to amendments as may be made by the Academic Council of the college from time to time, keeping the recommendations of the Board of Studies in view. Any or all such amendments will be effective from such date and to such batches of candidates including those already undergoing the programme, as may be decided by the Academic Council.

## 2. DEFINITIONS

- a) “Commission” means University Grants Commission (UGC)
- b) “Council” means All India Council for Technical Education (AICTE)
- c) “University” means Jawaharlal Nehru Technological University Kakinada, Kakinada (JNTUK)
- d) “College” means Velagapudi Ramakrishna Siddhartha Engineering College (VRSEC)
- e) “Programme” means any combination of courses and/or requirements leading to award of a degree
- f) “Course” means a subject either theory or practical identified by its course title and code number and which is normally studied in a semester.
- g) “Degree” means an academic degree conferred by the university upon those who complete the postgraduate curriculum.

## 3. DURATION OF THE PROGRAMME

The duration of the program shall be two academic years consisting of four semesters. A student shall be declared eligible for the award of MCA degree, if he/she pursues a course of study and completes it successfully for not less than two academic years and not more than four academic years. A student, who fails to fulfill all the academic requirements for the award of the degree within four academic years from the year of their admission, shall forfeit his/her seat in MCA program.

#### 4. MINIMUM INSTRUCTION DAYS

Each semester, normally consists of a minimum of 90 instruction days with about 25 to 35 contact hours per week.

#### 5. ELIGIBILITY CRITERIA FOR ADMISSION

The eligibility criteria for admission into MCA programme are as per the norms approved by Government of Andhra Pradesh from time to time. The sanctioned seats of the program in the college are classified into CATEGORY-A and CATEGORY-B. The percentages of CATEGORY-A, CATEGORY-B seats are decided from time to time by Government of Andhra Pradesh.

##### 5.1 CATEGORY–A Seats:

These seats are filled as per the norms approved by the Government of Andhra Pradesh.

##### 5.2 CATEGORY–B Seats:

These seats are filled by the College as per the norms approved by the Government of Andhra Pradesh.

#### 6. PROGRAMME STRUCTURE

The curriculum is designed in such a way that it facilitates the courses required to attain the expected knowledge, skills and attitude by the time of their post-graduation as per the needs of the stakeholders. The curriculum structure consists of various course categories (6.1 to 6.5) to cover the depth and breadth required for the program and for the attainment of program outcomes.

##### 6.1 Humanities and Social Science:

The students are expected to learn the courses offered under this category. The total number of credits are 4.5 under this category.

##### 6.2 Program Core:

The courses (theory, lab and electives) under this category should satisfy the program specific criteria prescribed by the appropriate professional societies. The total number of credits are 61.

##### 6.2.1 Program Elective

The program electives (Theory and Lab) are offered in Second, Third and Fourth Semesters. The student can have flexibility to register for elective courses offered in the respective semesters. In Second and Third semesters, students will have class room teaching and in Fourth semester, student may opt for class room teaching/ self-learning method. Students who opted for class room teaching are required to attend for class work, internal assessment and satisfy the requirement of regular theory course.

The self-learning (MOOCs) course is offered as one of the courses in the program electives in Fourth Semester. The students have to learn the courses offered under this category on their own. The students can register and complete the opted courses from the list of approved MOOCs providers (NPTEL/ edX/ Others). They have to submit the certificate before the announcement of respective Semester End Examination results. These courses will be recommended by the department from the available open courseware. The minimum duration of MOOCs will be of 12 weeks (or) 40 hours. They must be approved in the Board of Studies.

### 6.3 Mini Project and Major Project:

The Mini and Major project shall be carried out in the major areas pertaining to the program approved by the corresponding Project Review Committee and may address the societal problems/ issues related to the program. The total number of credits is **13.5** under this category.

### 6.4 Personality Development:

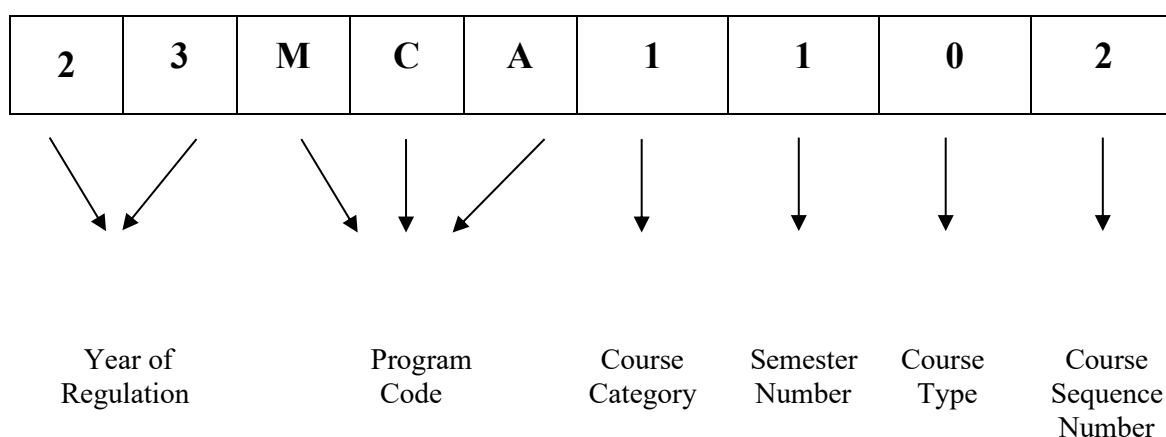
The courses offered under this category are to improve employability skills of the students. These courses are mandatory and non-credit courses. One course is offered in each of the First and Second semesters. The course will be evaluated by continuous evaluation only.

### 6.5 Term Paper:

Student shall collect the literature on the advanced topic in relevant fields and critically review the literature and submit it to the department in a form of report and shall make an oral presentation before the Departmental Review Committee consisting of program coordinator, guide and a senior faculty member of the department. The total number of credits is **01** under this category.

### 6.7 Course Code and Course Numbering Scheme

Course Code consists of nine characters which includes digits and alphabets. A typical course code is illustrated in the following Figure 1.



**Figure 1: Course Numbering Scheme**

- First two digits are described in Table 1.

**Table 1: First Two Digits Description**

First Two Digits	Description
23	Year of Regulation

- Third to Fifth character is described in Table 2.

**Table 2: Third to Fifth Character Description**

Third to Fifth Character	Program Description
MCA	Department of Computer Applications

- Sixth character represents course category as described in Sl.No.6 (6.1 to 6.5)
- Seventh character represents semester offering as described in Table 3.

**Table 3: Sixth Character Description**

Sixth Character	Description
1	First Semester
2	Second Semester
3	Third Semester
4	Fourth Semester

- Eighth character represents course type as mentioned in Table 4.

**Table 4: Course Type Description**

Eighth Character	Description
0	Theory course
5	Lab course/ Term Paper/ Mini Project / Major Project/ Personality Development Course

- Ninth character represents course sequence number.

## 6.8 SCHEME OF INSTRUCTION

The scheme of instruction and syllabi of MCA programme is given separately.

## 6.9 CONTACT HOURS AND CREDITS

Credit means quantifying and recognizing learning. Credit is measured in terms of contact hours per week in a semester. The course credits are broadly fixed based on the following norms:

- Lectures – One lecture period per week is assigned one credit.
- Tutorials – One tutorial period per week is assigned one credit.
- Laboratory – Two periods per week is assigned one credit.
- Mini Project shall have one and half credit.

- Major Project shall have twelve credits.
- Personality Development Course does not carry any credit.
- Term Paper shall have one credit,
- However, some courses are prescribed with fixed number of credits depending on the subject complexity and importance.

#### **6.10 THEORY/ TUTORIAL CLASSES**

Each course is prescribed with fixed number of lecture periods per week. During lecture periods, the course instructor shall deal with the concepts of the course. For certain courses, tutorial periods are prescribed, to give exercises to the students and to closely monitor their learning ability.

#### **6.11 LABORATORY CLASSES**

A minimum of 75% of prescribed number of experiments have to be performed by the students, who shall complete these in all respects and get the record certified by the concerned Head of the Department.

#### **6.12 PROGRAMME CREDITS**

MCA programme is designed to have a total of 80 credits. The student shall have to complete the courses and earn total 80 credits for the award of degree.

### **7. MEDIUM OF INSTRUCTION**

The medium of instruction and examination is English.

### **8. SYLLABUS**

As approved by the concerned BOS and Academic Council.

### **9. ELIGIBILITY REQUIREMENT TO APPEAR FOR THE SEMESTER END EXAMINATION AND CONDONATION**

- a. Regular course of study means a minimum average attendance of 75% in all the courses computed by totaling the number of periods of lectures, tutorials, practicals, term paper, project work, and personality development courses and as the case may be, held in every course as the denominator and the total number of periods attended by the students in all the courses put together as the numerator, to be eligible to write semester end examinations.
- b. Condonation of shortage in attendance may be recommended by Head of the Department on genuine medical grounds, provided the student puts in at least 65% attendance as calculated above and provided the Principal is satisfied with the genuineness of the reasons and the conduct of the student.

- c. A student is eligible to write the University examinations if he/she acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.
- d. Students, having shortage of attendance shall pay Rs.20/- per every period of attendance shortage subject to a minimum of Rs.500/-.
- e. Minimum of 50% aggregate marks must be secured by the candidates in the internal examinations conducted for theory, practical and project work to be eligible to write semester end examinations. However, if the student is eligible for promotion based on the attendance, in case necessary, a shortage of internal marks up to a maximum of 10% may be condoned by the Principal based on the recommendations of the Heads of the Department.
- f. Students having shortage of internal marks up to a maximum of 10% shall have to pay requisite fee towards condonation.
- g. A student, who does not satisfy the attendance and/or internal marks requirement, shall have to repeat that semester.
- h. Eligible candidates who failed to register for all papers for the semester-end examinations shall not be permitted to continue the subsequent semester and has to repeat the semester for which he/she has not registered for semester end examinations.

## 10. EXAMINATIONS AND SCHEME OF EVALUATION

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory and 100 marks for Laboratory, on the basis of Continuous Evaluation and Semester End Evaluation.

### 10.1 CONTINUOUS EVALUATION

#### 10.1.1 Theory Courses:

Each course is evaluated for **40** marks (a+b).

- a. The continuous evaluation shall be made based on the two midterm examinations each for **25** marks will be conducted in every theory course in a semester. The midterm marks shall be awarded giving a weight-age of  $\frac{2}{3}$ <sup>rd</sup> in the examination in which the student scores more marks and  $\frac{1}{3}$ <sup>rd</sup> for the examination in which the student scores less marks. Each midterm examination shall be conducted for the duration of 90 minutes.
- b. There shall be project based assessment/assignment/seminar decided by the course handling faculty for **15** marks. A project-based assessment will apply multifaceted skills to be encompassed into a cumulative project. This can be a single project at the end of a semester or it can be done at designated intervals throughout the semester. The intent is to design the project-based assessment to encompass the lesson plans, teacher worksheets and any additional teacher

resources which will ultimately provide a physical example of what has been learned and what can be applied by the student. It shall measure the knowledge of the students in apply and above levels, in cognitive learning domain as per the revised Bloom's taxonomy. The 15 marks shall be awarded as per the rubric prepared by the course handling faculty and shall be informed to the students well in advance. Marks Distribution for 10.1.1.b is shown in Table 5.

**Table 5: Project based Assessment/Assignment/Seminar Marks Distribution**

S. No.	Criteria	Marks
1	Report	8
2	Presentation/ Execution	7

- c. The continuous evaluation for the courses under MOOCs in Program Electives of Fourth Semester shall be carried out by the concerned open courseware service providers.

#### **10.1.2 Laboratory Courses:**

For Laboratory courses there shall be continuous evaluation during the semester for 40 internal marks. The distribution of internal marks is shown in Table 6.

**Table 6: Laboratory Internal Marks Distribution**

S. No.	Criteria	Marks
1	Continuous Assessment	10
2	Record	10
3	Internal Examination	20

#### **10.1.3 Mini Project:**

The student shall submit project to the department in the form of a report and shall make an oral presentation on the topic of his/her work done before the Project Review Committee consisting of Head of the Department, respective project supervisor and one senior faculty member of the department. The continuous evaluation for 10.1.3 is for 40 marks. The distribution of marks is shown in Table 7.

**Table 7: Mini Project Internal Marks Distribution**

S. No.	Criteria	Marks
1	Continuous Assessment	10
2	Two Reviews	15+15

**10.1.4 Major Project:**

The continuous internal evaluation is for **40** marks allocated for the project work in the Fourth Semester shall be on the basis of three (3) reviews by each student on the topic of his/her project evaluated by Project Review Committee and continuous assessment by the project supervisor. The Project Review Committee consists of Head of Department, respective project supervisor and two senior faculty members of the department. The distribution of marks is shown in Table 8.

**Table 8: Major Project Internal Marks Distribution**

S. No.	Criteria	Marks
1	Continuous Assessment	10
2	Three Reviews	10+10+10

**10.1.5 Personality Development Course:**

Examination will be conducted by the department concerned for 100 marks and will be evaluated by the concerned faculty. Students participating in this course shall attain satisfactory level of performance. To complete this course, the student should get 50% of marks in the examination conducted at the end of the semester.

If the candidate fails to attain 50% marks, he/she may be permitted to write the examination again after the declaration of the End-Semester result. The distribution of marks for Personality Development Course is shown in Table 9.

**Table 9: Personality Development Course Marks Distribution**

S. No.	Criteria	Marks
1	Continuous Assessment	50
2	Viva-Voce	50

**10.1.6 Term Paper:**

The student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the Department in a report form at the end of the semester.

The continuous evaluation for 10.1.6 is for **40** marks. There shall be seminar presentations twice before the Departmental Review Committee which consists of Program coordinator, supervisor and a senior faculty member of the department. The distribution of internal marks (40) for the Term Paper is shown in Table 10.

**Table 10: Term Paper Internal Marks Distribution**

S. No.	Criteria	Marks
1	Continuous Assessment	10
2	Two Reviews	15 + 15

## 10.2 SEMESTER END EXAMINATIONS

### 10.2.1 Theory Courses:

Each course is evaluated for 60 marks. The semester end examinations shall be conducted for 3 hours duration. The question paper shall be given in the following pattern.

**Part – A:** Shall contain 8 questions of one mark each. A minimum of two Questions will be given from each unit of the syllabus out of four units.

**Part – B:** There shall be two questions from each unit with internal choice. Each question carries 13 marks. Each course shall consist of four units of syllabus.

### 10.2.2 Laboratory Courses:

For Laboratory courses evaluation is for 60 marks. The distribution of external marks is shown in Table 11.

**Table 11: Laboratory External Marks Distribution**

S. No.	Criteria	Marks
1	Procedure	25
2	Program Execution	15
3	Viva-Voce	20

### 10.2.3 MOOCs

The student can complete the course offered by the MOOCs providers in Second semester (or) Third semester (or) Fourth Semester which are provided in Program Elective of Fourth Semester. The student is considered successful if he/she produces a certificate before the announcement of respective end semester examination results. In case, if a student fails to pass the chosen course approved by the department offered by MOOCs providers and the same course is not available in the subsequent semester, he/she may be permitted to choose any other course with any of the providers from the list approved by the department.

### 10.2.4 Mini Project: 60 Marks

The distribution of Semester End Examination marks for mini project is shown in Table 12. The semester end examination shall be evaluated by the Project Review Committee.

**Table 12: Mini Project External Marks Distribution**

S. No.	Criteria	Marks
1	Report	30
2	Presentation & Viva-Voce	30

### 10.2.5 Major Project:

The work on the project shall be initiated in the Fourth Semester and the duration of the project is for one semester. A candidate shall be allowed 4 weeks of time to get his/her project problem definition (abstract) approved by the Project Review Committee (PRC) and registered. A candidate shall be allowed to submit the project report only with the approval of Project Review Committee (PRC) and not earlier than 15 weeks from the day of registration of the project work. Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the Project Review Committee (PRC).

- a) A Project Review Committee (PRC) shall be constituted with Head of the Department as chair person, project supervisor and two senior faculty members of the concerned department.
- b) A candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his project work to the Project Review Committee (PRC) for its approval. After obtaining the approval of the Committee, the student can initiate the project work.
- c) If a candidate wishes to change his topic of the project, he/she can do so with approval of the PRC within maximum of 8 weeks. However, the Project Review Committee (PRC) shall examine whether the change of topic leads to a major change of his initial plans of project proposal. If so, his/her date of registration for the project work starts from the date of change of topic as the case may be.
- d) The final report should be submitted in the form of draft copy of thesis for the approval of PRC to the Head of the Department and shall make an oral presentation before the PRC at the end of Fourth semester.
- e) Plagiarism check is mandatory for major project reports with a maximum 50% Plagiarism index before submission.
- f) Two copies of the Project Thesis certified by the supervisor shall be submitted to the College.
- g) The thesis shall be adjudicated by one external examiner selected by the Principal. For this, Head of the Department shall submit a panel of three examiners, who are eminent in the field.
- h) The viva-voce examination shall be conducted by a board consisting of the Head of the Department, External examiner and respective project supervisor. The semester end evaluation shall be for 60 marks. Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination. If any candidate gets less than 50% marks in the viva-voce examination, he/she shall

retake viva-voce exam only after 3 months. If he/she fails in 2<sup>nd</sup> viva-voce exam also, he/she has re-register for the project work and complete within the stipulated time after taking the approval from institution. In a special case, if the candidate is not submitted his/her thesis due to ill health or any other reason permitted by the head of the institution, he/she will be given a chance to attend for the viva-voce examination conducted separately at a later date, if the expenditure for conducting the viva-voce is completely borne by the candidate.

#### **10.2.6 Term Paper:**

The distribution of Semester End Examination marks for term paper is shown in Table 12. The semester end examination shall be evaluated by the Departmental Review Committee

## **11. CONDITIONS FOR PASS AND AWARD OF DEGREE**

### **11.1 Conditions for Pass and Award of Grades & Credits:**

- a) A candidate shall be declared to have passed in individual Theory course if he/she secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 40% marks in semester end examination.
- b) A candidate shall be declared to have passed in individual lab/ project course if he/she secures a minimum of 50% aggregate marks (internal & semester end examination marks put together), subject to a minimum of 50% marks in semester end examination.
- c) If a candidate secures minimum of 40% marks in theory courses in the semester end examination and 40% - 49% of the total marks in the semester end examination and internal evaluation taken together in some theory courses and secures an overall aggregate of 50% in all theory courses of that semester he/she declared to be passed in the theory courses of that semester in regular examination. This provision is applicable for regular candidates only during Regular Semester End Examinations. If a candidate appear in the supplementary semester end examination, should satisfy 11.1(a) so as to pass each course.
- d) The candidate has to pass the failed course by appearing the examination when offered next as per the requirement for the award of degree.
- e) On passing a course of a programme, the student shall earn assigned credits in that course.

### 11.2 Method of awarding Letter Grades and Grade Points for a Course

A letter grade and grade points will be awarded to a student in each course based on his/her performance as per the grading system as shown in Table 13.

**Table 13: Grading System for Individual Theory/Lab/Project**

Theory	Lab/Project Work	Grade Points	Letter Grade
90% and above	90% and above	10	Ex
80 to < 90%	80 to < 90%	9	A+
70 to < 80%	70 to < 80%	8	A
60 to < 70%	60 to < 70%	7	B
50 to < 60%	55 to < 60%	6	C
40 to < 50%	50 to < 55%	5	D
< 40%	< 50%	0	F (Fail)
ABSENT	ABSENT	0	AB

### 11.3 Calculation of Semester Grade Points Average (SGPA)\* and Award of Division for the programme

The performance of each student at the end of the each semester is indicated in terms of SGPA. The SGPA is calculated as below:

$$SGPA = \frac{\sum (CR \times GP)}{\sum CR} \quad (\text{For all courses passed in semester})$$

Where CR= Credits of a course

GP = Grade points awarded for a course

\*SGPA is calculated for the candidates who passed all the courses in that semester.

### 11.4 Calculation of Cumulative Grade Point Average (CGPA) for entire programme

The CGPA is calculated as below:

$$CGPA = \frac{\sum (CR \times GP)}{\sum CR} \quad (\text{For all the courses offered upto that semester/ entire programme})$$

Where CR= Credits of a course

GP = Grade points awarded for a course

### 11.5 Award of Division

The award of division for MCA programme for the candidates who were admitted into MCA in the year **2023-24** and onwards is shown in the Table 14.

**Table 14: Criteria for the Award of Division**

CGPA	DIVISION
$\geq 7.75$	First Class with Distinction
$\geq 6.75$	First Class
$\geq 5.75$ to $< 6.75$	Second Class
$\geq 5.00$ to $< 5.75$	Pass class
$< 5$	Fail

**Conversion of CGPA into equivalent percentage as follows:**

**Equivalent Percentage = (CGPA-0.75) x 10**

- For the purpose of awarding First Class with Distinction, the candidate should complete the program within 2 years and should get required CGPA without backlogs.
- Detained, break-in study candidates and the candidates who availed themselves of the opportunity of extension of Major Project for a period of 3 months are not eligible for the award of First Class with Distinction.
- The cases of students who are absent for semester end examination only once in his/her duration of MCA Programme on valid medical grounds/humanitarian grounds may be considered for the award of First Class with Distinction subject to the recommendations of the committee constituted by the Principal.
- For the purpose of awarding First, Second and Pass Class, CGPA obtained in the examinations appeared within the maximum period allowed for the completion of course including extensions in major project, if any shall be considered.

### **11.6 Transitory Regulations**

A candidate, who is detained or discontinued in the semester, on readmission shall be required to pass all the courses in the curriculum prescribed for such batch of students in which the student joins subsequently and the academic regulations be applicable to him/her which have in force at the time of his/her admission. However, exemption will be given to those candidates who have already passed in such courses in the earlier semester(s) and additional subjects are to be studied as approved by Board of Studies and ratified by Academic Council.

## **12. READMISSION CRITERIA**

A candidate, who is detained in a semester due to lack of attendance/marks, has to obtain written permission from the Principal for readmission into the same semester after duly fulfilling all the required norms stipulated by the college in addition to paying an administrative fee of Rs.1,000/-

**Rules for calculation of attendance for readmitted students:**

- a) No. of classes conducted will be counted from the day 1 of the semester concerned, irrespective of the date of payment of tuition fee.
- b) They should submit a written request to the principal of the college, along with a challan paid towards tuition and other fee for re – admission before the commencement of class work.
- c) Student should come to know about the date of commencement of class – work of the semester in to which he / she wishes to get re–admission. The information regarding date

of commencement of class work for each semester is available in the college notice boards/ website.

### **13. BREAK IN STUDY**

Student, who discontinues the studies for what so ever may be the reason, can get readmission into appropriate semester of MCA programme after break-in study only with the prior permission of the Principal of the College provided such candidate shall follow the transitory regulations applicable to such batch in which he/she joins. An administrative fee of Rs.2000/- per each year of break in study has to be paid by the candidate to condone his/her break in study.

### **14. ELIGIBILITY FOR AWARD OF DEGREE**

The MCA Degree shall be conferred on a candidate who has satisfied the following requirement.

- A student should register himself for **80** credits and should obtain all the **80** credits in order to become eligible for the award of MCA Degree.
- Student should attain satisfactory level of performance in Personality Development course.

### **15. CONDUCT AND DISCIPLINE**

- Students shall conduct themselves within and outside the premises of the College in a manner befitting the students of our College.
- As per the order of Honorable Supreme Court of India, ragging in any form is considered a criminal offence and is banned. Any form of ragging will be severely dealt with.
- The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures with regard to ragging.
  - i. Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
  - ii. Willful damage or distribution of alcoholic drinks or any kind of narcotics to fellow students/citizens.
- Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- Mutilation or unauthorized possession of library books.
- Noisy and unseemly behavior, disturbing studies of fellow students.
- Hacking computer systems such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cybercrime etc.
- Students are not allowed to use cell phones in the campus.
- Plagiarism of any nature is prohibited.
- Any other act of gross indiscipline as decided by the college from time to time.

- Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
- For an offence committed in (i) a hostel (ii) a department or in a class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
- Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
- Unauthorized collection of money in any form is strictly prohibited.
- Detained and Break-in-Study candidates are allowed into the campus for academic purposes only with permission from Authorities.
- Misconduct committed by a student outside the college campus but having the effect of damaging, undermining & tarnishing the image & reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature & gravity of such misconduct.
- The Disciplinary Action Committee constituted by the Principal, shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed.
- “Grievance appeal Committee” (General) constituted by the Principal shall deal with all grievances pertaining to the academic/administrative/disciplinary matters.
- All the students must abide by the code and conduct rules of the college.

## **16. MALPRACTICES**

- The Principal shall refer the cases of malpractices in internal assessment tests and Semester-End Examinations, to a Malpractice Enquiry Committee, constituted by him/her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students basing on the recommendations of the committee.
- Any action on the part of candidate at an examination trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the Staff, who are in charge of conducting examinations, valuing examination papers and preparing/keeping records of documents relating to the examinations in such acts (inclusive

of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at the examination shall be viewed seriously and recommended for award of appropriate punishment after thorough enquiry.

## **17. OTHER MATTERS**

- 17.1 The physically challenged candidates who have availed additional examination time during their Graduation/API CET examinations will be given additional examination time on production of relevant proof/documents.
- 17.2 Students who are suffering from contagious diseases are not allowed to appear either internal or semester end examinations.
- 17.3 The students who participated in coaching/tournaments held at state/National /International levels through University / Indian Olympic Association during end semester external examination period will be promoted to subsequent semesters till the entire course is completed as per the guidelines of University Grants Commission Letter No. F.1-5/88 (SPE/PES), dated 18-08-1994.
- 17.4 The Principal shall deal with any academic problem, which is not covered under these rules and regulations, in consultation with the Heads of the Departments in an appropriate manner, and subsequently such actions shall be placed before the academic council for ratification. Any emergency modification of regulation, approved in the Heads of the Departments Meetings, shall be reported to the academic council for ratification.

## **18. AMENDMENTS TO REGULATIONS**

The Academic Council may, from time to time, revise, amend or change the regulations, schemes of examination and/or syllabi.

## **19. SCALE OF PUNISHMENT TO DEFAULTERS WHO INDULGE IN MALPRACTICE CASES AT YEAR END / SEMESTER END EXAMS**

1. Any action on the part of a candidate at an Examination trying to get undue advantage in the performance in the examination or trying to help another, derive the same through unfair means is punishable according to the provisions contained hereunder. The involvement of the staff (who are in charge of conducting examinations, valuing examination papers and preparing / keeping records and documents relating to the examinations) in such acts (inclusive of providing incorrect or misleading information) that infringe the course of natural justice to one and all concerned at the examinations shall be viewed seriously and recommended for award of appropriate punishment. In case of persons who do not fall within the ambit of these rules for applicability, the cases shall be reported to the police for taking appropriate steps to deal as per the laws of the land.

2. In the rules to follow, the year means the examination year (i.e. the period between two regular examinations, for a course of one academic year), and for some courses examinations may be held twice. In such a year in the name of one regular and one supplementary examination (i.e. March and September examinations) when the candidate has two chances in a year.
3. Cancellation of the performance of a candidate at an examination and disqualification from appearing at the examination for a specific period would refer to all papers in all years of study of the candidate for which he/she has registered or is due to register for appearing at the examinations (including practical and viva-voce examinations).
4. a) COLLEGE herein means Velagapudi RamaKrishna Siddhartha Engineering College, Vijayawada, A.P  
 b) MEC Means MALPRACTICE ENQUIRY COMMITTEE.  
 c) CS Means Chief Superintendent.  
 d) Year End / Semester End Examinations mean Examinations conducted at the end of Academic year or at the end of each semester.  
 e) SMP means Suspected Malpractice.  
 f) EXAMINATION means Theory / Practical / Project.
5. Whenever a candidate is suspected to be resorting to malpractice at the time of taking the examination at the centre, the candidate is to be booked by the Squad / by the Observers / CS/ any other college Staff or Officer On Duty, under SMP case following scrupulously the instructions given by the Academic Council, V R Siddhartha Engineering College, Vijayawada, in processing such cases. Under any circumstances, the candidate shall not be allowed to continue writing the paper; however, the Chief Superintendent, shall permit him/her for the rest of the papers on subsequent days at the current session of examinations only when the candidate is not involved in serious offences such as copying from the forbidden material, inserting papers with answers written by others or written by him outside, involving in impersonation case, exchanging answer papers in the hall, showing disrespect towards or assaulting the supervising personnel or acting in any manner that his presence is not conducive to maintaining discipline in the Examination Hall.

The permission given by Chief Superintendent to appear at subsequent examinations does not guarantee the candidate that his answer scripts will be valued or result announced which is, however, subject to the final decision of the MEC, constituted by Principal of V R Siddhartha Engineering College, Vijayawada in the case already booked.

Since the candidate does not complete answering the paper at the time of booking the case, the CS/Observer/Squad Leader must ensure the Malpractice being reported is at least of the order that can be awarded a punishment not less than cancellation of performance of that paper

as per the application of the rules. It means that the CS/Observer/Squad Leader is imposing on his/her responsibility a punishment of cancellation of performance of the paper on the prima facie evidence. A benefit of doubt, if any, shall be passed on to the candidate lest it should affect his career.

NATURE OF OFFENCE / MALPRACTICE	SCALE OF PUNISHMENT
<p>1) Found in possession of any material relevant or related to the subject of examination (even when present in a coded form)</p> <p>a) Written, typed or printed or photo copy in any form; matter relevant or related to the subject or Question Paper on clothes worn or possessed on any part of the body (other than palm) or pad or hall ticket or single or multiple papers, vanity bag or purse or any other instrument normally permitted into hall.</p> <p>b) A Candidate found copying or has copied from the forbidden material. (the copied portion in the answer book is to be marked and signed by the invigilators and chief superintendent)</p> <p>c) Matter (A Question or Answer to a Question in the paper or anything related to the subject) written on his/her own question paper or on the palm. The matter available on the palm should be transferred onto a paper and should be attested by the Invigilator &amp; Chief Superintendent as a piece of evidence.</p> <p>d) If matter written on a desk or wall is established to be in the handwriting of candidate in the examination hall (the evidence has to be established). Even if the matter is in somebody's handwriting taking into account the nearness and circumstantial evidences the invigilating staff is empowered to book the case.</p>	<p>i) Expulsion from the examination hall and cancellation of performance of the candidate in all papers at the current session of examinations if the matter copied into the answer book is relevant to the Question Paper.</p> <p>ii) Expulsion from the examination hall and cancellation of performance of the candidate in all papers attempted up to the current exam, at the current session of examinations if the forbidden material is relevant to the question paper but not copied into the answer script.</p> <p>iii) Expulsion from the examination hall and cancellation of performance of the candidate in the current paper at the current session of examinations if the matter copied in to the answer script is not relevant to Question Paper or if the matter is not copied at all.</p>
<p>2) i) Possession of a calculator knowingly or unknowingly other than prescribed or permitted at an examination.</p> <p>ii) Possession of a Cell phone / Ipod/ organizer or any other electronic device knowingly or unknowingly other than prescribed or permitted at an examination.</p> <p>iii) Communicates through cell phone with any candidate or persons in or outside the exam hall in respect of any matter.</p>	<p>For the Malpractice cases (i) and (ii) Expulsion from the exam hall and cancellation in the current paper.</p> <p>Expulsion from the exam hall and cancellation in all the papers of the current examination.</p>
<p>3) Destruction or supervision of evidence in any way like swallowing, tearing or throwing out etc.</p>	<p>Expulsion from the hall, cancellation of performance in all papers of the current examination.</p>

4) Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods.	Expulsion from the exam hall, cancellation of the performance in the current paper.
5) If the rendering of assistance is through transfer or exchange of answer book/additional book, both candidates are to be punished whether copying has taken place or not. a) Where exchange is involved from both sides. b) Where one candidate has transferred his paper to the second candidate without receiving paper in exchange.	Expulsion from the hall, cancellation of performance in all papers at the current exams for both candidates. The first candidate giving the paper to the other is awarded the punishment of cancellation of current paper at the current exams, while the second candidate is awarded punishment of cancellation of the all papers. Expulsion from college by issuing Transfer Certificate and informing to Police
6) a) Main / Additional Answer books printed outside found with candidate b) Forged signature of invigilator	Wherever applicable, the candidate is expelled from the hall. Cancellation of performance of the candidate at the current series of exams and disqualification from appearing any year end / semester end college exams for 1 year.
7) i) Insertion of main or additional book detected during examination time/ during valuation. ii) Influencing the examiner/ invigilator or staff of college examination cell directly or through agents to get undue benefit.	Expulsion from hall, series debarment from the rest of current exams.
8) Consulting books or papers or persons outside the hall before handling over the paper (e.g. going on the plea of easing etc).	Cancellation of the performance in that paper at the current examination.
9) a) Candidates writing irrelevant matter or making markings or writing names/ initials/register number on the additional book etc. b) Making request to award pass etc. c) Writing objectionable, abusive or offensive language in the answer paper or in letters to the examiner.	Expulsion from the hall, cancellation of performance in all papers of current exams and disqualification from appearing any year end / semester end college examinations under autonomy status for one year.
10) i) Taking away the Answer Book (even if it is returned later) or leaving the hall without handing over the answer script or tearing away the answer book. ii) Sending out or throwing out question paper or answer paper or any kind of paper / object on which some questions or answers or related matter are written with the intention of getting or giving help	Expulsion from the hall, debarment for the rest of exams and disqualification from appearing any year end / semester end examinations for 1-2 years depending on the nature of misconduct.
11) Abuses, threats, disrespect (either by oral or written or by signs) to invigilating and supervising staff within the premises or outside. a) Comes in drunken condition to the examination hall. Causing damage to invigilator or college property.	Same as in 11, In addition Handing over to police depending on the severity.  The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. If the imposter is

	<p>an outsider, he will handed over to the police and a case is registered against him.</p> <p>The performance of the original candidate, who has been impersonated, shall be cancelled in all the subjects of the examination (including practical 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 semester end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.</p>
12) If the candidate impersonates any other candidate in connection with the examination.	Permanent debarment from appearing any year end / semester end exams.
13) Physical assault on Examination personnel or college supervising staff a) Possess any lethal weapon or firearm in the examination hall	Permanent debarment from the college with a remark in TC and handing over to police. Cancellation of performance of the candidate in the current practical exam.
14) Presentation of records of another candidate at the practical examination.	Disqualification from appearing at any year end / semester end examination for 1 year.
15) A Candidate is found guilty for more than one time at the current or earlier examinations.	Suspension from service following accepted procedures and disciplinary action depending on the seriousness of offence. Decision of the college management & MEC is final.
16) Involvement of Chief Superintendent, Principal, Invigilators, Teachers and other Staff in the leakage of question paper or meddling with answer books, selling or giving examination stationery for use outside the hall.	Loss of increment with entry in the SR of the person / persons causing obstruction for one year.
17) Obstruction of the Controller of examination or Observer or Squad from doing the duty at the examination centre by any staff member(s).	

- a) Chief Superintendent and Assistant Superintendents who have reasons to suspect misconduct on the part of any candidate or candidates should forthwith make all possible preliminary investigation and communicate with the Principal or his nominee immediately, forwarding all material evidence available, together with the answer book (e.g. SMP Proforma, report of the squad, invigilators report, statement of issue of main answer books and additional books to candidates in the hall, seating arrangement and other relevant material or record) and the written explanation of the candidate. All such communications shall be sent through an authorized person on the same day, addressed to the Controller of Examinations or his nominee by name.
- b) In all such cases, the candidate or the candidates involved shall be sent out of the hall forthwith and kept out from writing the paper on the day, but before the candidate or candidates actually leaves or leave the premises, his or their explanation shall be taken in writing and forwarded to

the Controller of examinations along with the report setting forth in detail all the material evidence. The address to which further communications are to be sent shall be obtained from the candidate.

- c) In all such cases of a suspected nature, the chief superintendents shall ordinarily permit the candidate in question to continue sitting for the subsequent papers at current examination except in cases of serious offences (e.g. when the candidate has not actually copied or inserted papers or reacted violently or shown disrespect to the supervising personnel or involved in impersonation).
- d) In case the candidate refuses to give a statement he is not to be forced to do so, only the fact of his refusal shall be recorded by the superintendent / observer / flying squad member and attested by one of the members of the supervisory staff on duty at the time of occurrence. In this case of the person who commits an offence under any of these rules but is not a candidate for any year end / semester end examinations the chief superintendent may hand over the case to the police. Where a candidate / invigilating staff is alleged to have employed / promoted unfair means / violated year end / semester end examination conducted by the college under autonomous scheme, be given an opportunity, through a letter / telegram to explain the misconduct or violation of examination rules. If such explanation is not received within the stipulated period, the Controller of examinations shall proceed with the case as per the accepted legal provisions.

Other items, if any, not covered by the above rules, the MEC is to make specific recommendations taking into account the circumstances, evidences and gravity of offence. If the MEC comes to the conclusion basing on circumstantial evidences that a person has resorted to malpractice despite some procedural lapses in reporting by the supervising staff concerned, the case is to be decided according to the rules prescribed above.