



JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY HYDERABAD

(Established by State Act No. 30 of 2008)

Kukatpally, Hyderabad, Telangana (India).

Academic Regulations for 3 Year BBA (Data Analytics) Course

With Effect From Academic Year 2022-23 (R22)

1.0 Under-Graduate 3 Year Degree Programme in BBA (Regular/Dual Degree) Course

Jawaharlal Nehru Technological University Hyderabad (JNTUH) offers a 3-Year (6 semesters) **Bachelor of Business Administration (BBA)** degree programme, under Choice Based Credit System (CBCS) at its non-autonomous constituent unit with effect from the academic year **2022-23**.

2.0 **Eligibility for admission**

2.1 Admission to the under graduate (UG) programme shall be made either on the basis of the merit obtained by the student in the intermediate education through Degree Online Services Telangana (DOST) or on the basis of any other order of merit approved by the University, subject to reservations as prescribed by the government from time to time.

2.2 The medium of instructions for the entire under graduate programme in Engineering & Technology will be **English** only.

3.0 **BBA Programme structure**

3.1 A student after securing admission shall complete the BBA programme in a minimum period of **Three** academic years (6 semesters), and a maximum period of **Six** academic years (12 semesters) starting from the date of commencement of first year first semester, failing which student shall forfeit seat in BBA (Data Analytics) course. Each student shall secure **138** credits (with CGPA \geq 5) required for the completion of the under graduate programme and award of the BBA degree.

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

3.2.1 **Semester scheme**

Each under graduate programme is of 3 academic years (6 semesters) with the academic year divided into two semesters of 22 weeks (\geq 90 instructional days) each, each semester having - 'Continuous Internal Evaluation (CIE)' and 'Semester End Examination (SEE)' under Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) indicated by UGC, and curriculum/course structure as suggested by AICTE are followed.

3.2.2 **Credit courses**

All subjects/ courses are to be registered by the student in a semester to earn credits which shall be assigned to each subject/ course in an L: T: P: C (lecture periods: tutorial periods: practical periods: credits) structure based on the following general pattern.

- One credit for one hour/ week/ semester for theory/ lecture (L) courses or Tutorials.
- One credit for two hours/ week/ semester for laboratory/ practical (P) courses.

3.2.3 Subject Course Classification

All subjects/ courses offered for the under graduate programme in Business Administration (BBA degree programmes) are broadly classified as follows. The University has followed almost all the guidelines issued by AICTE/UGC.

S.No.	Broad Course Classification	Course Group/ Category	Course Description
1	Core Courses (CoC)	CC - Core Courses	Includes subjects related to the management
		Project Work	BBA Project or UG Project or Major Project
		Seminar/ Pre-submission Project Seminar/ Summer Internship	Seminar based on core contents related to management
2	Elective Courses (EIE)	OE - Open Electives	Elective subjects which include inter-disciplinary subjects

4.0 Course registration

- 4.1 A 'faculty advisor or counselor' shall be assigned to a group of 20 students, who will advise the students about the under graduate programme, its course structure and curriculum, choice/option for subjects/ courses, based on their competence, progress, pre-requisites and interest.
- 4.2 The academic section of the college invites 'registration forms' from students before the beginning of the semester through 'on-line registration', ensuring 'date and time stamping'. The on-line registration requests for any 'current semester' shall be **completed before the commencement of SEEs (Semester End Examinations) of the 'preceding semester'**.
- 4.3 A student can apply for **on-line** registration, **only after** obtaining the '**written approval**' from faculty advisor/counselor, which should be submitted to the college academic section through the Head of the Department. A copy of it shall be retained with Head of the Department, faculty advisor/ counselor and the student.
- 4.4 If the student submits ambiguous choices or multiple options or erroneous entries during **on-line** registration for the subject(s) / course(s) under a given/ specified course group/ category as listed in the course structure, only the first mentioned subject/ course in that category will be taken into consideration.
- 4.5 Subject/ course options exercised through **on-line** registration are final and **cannot** be changed or inter-changed; further, alternate choices also will not be considered. However, if the subject/ course that has already been listed for registration by the Head of the Department in a semester could not be offered due to any unforeseen or unexpected reasons, then the student shall be allowed to have alternate choice either for a new subject (subject to offering of such a subject), or for another existing subject (subject to availability of seats). Such alternate arrangements will be made by the head of the department, with due notification and time-framed schedule, within the **first week** after the commencement of class-work for that semester.
- 4.6 Dropping of subjects/ courses may be permitted, only after obtaining prior approval from the faculty advisor/ counselor 'within a period of 15 days' from the beginning of the current semester.
- 4.7 **Open Electives:** The students have to choose Two Open Electives (OE-I & II) from the list of open electives given.

5.0 Attendance requirements

- 5.1 A student shall be eligible to appear for the semester end examinations, if the student acquires a minimum of 75% of attendance in aggregate of all the subjects/ courses for that semester. **Two periods** of attendance for each theory subject shall be considered, if the student appears for the mid-term examination of that subject. **This attendance should also be included in the fortnightly upload of attendance to the University.**
- 5.2 Shortage of attendance in aggregate up to 10% (65% and above, and below 75%) in each semester may be condoned by the college academic committee on genuine and valid grounds, based on the student's representation with supporting evidence.
- 5.3 A stipulated fee shall be payable for condoning of shortage of attendance.
- 5.4 Shortage of attendance below 65% in aggregate shall in **NO** case be condoned.
- 5.5 **Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester. They get detained and their registration for that semester shall stand cancelled**, including all academic credentials (internal marks etc.) of that semester. **They will not be promoted to the next semester.** They may seek re-registration for all those subjects registered in that semester in which the student is detained, by seeking re-admission into that semester as and when offered; if there are any open electives, the same may also be re-registered if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the **same** set of elective subjects offered under that category.
- 5.6 A student fulfilling the attendance requirement in the present semester shall not be eligible for readmission into the same class.

6.0 Academic requirements

The following academic requirements have to be satisfied, in addition to the attendance requirements mentioned in Item No.5.

- 6.1 A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to each subject/ course, , if student secures not less than 35% (14 marks out of 40 marks including minimum 35% of average Mid-Term examinations for 25 marks) in the internal examinations, not less than 35% (21 marks out of 60 marks) in the semester end examination, and a minimum of 40% (40 marks out of 100 marks) in the sum total of the CIE (Continuous Internal Evaluation) and SEE (Semester End Examination) taken together; in terms of letter grades, this implies securing 'C' grade or above in that subject/ course.
- 6.2 A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to **Summer Internship - I (Social Responsibility Project)**, if the student secures not less than 40% marks (i.e. 20 out of 50 allotted marks). The student is deemed to have failed, if he (i) does not submit a report on **Summer Internship**, or does not make a presentation of the same before the evaluation committee as per schedule, or (iii) secures less than 40% marks in **Summer Internship - I** evaluation.

A student shall be deemed to have satisfied the academic requirements and earned the credits allotted to **Summer Internship – II (Field Based Project in a Company (or) Public Sector (or) NGO)**, if the student secures not less than 40% marks (i.e. 20 out of 50 allotted marks). The student is deemed to have failed, if he (i) does not submit a report on **Summer Internship - II**, or does not make a presentation of the same before the evaluation committee as per schedule, or (iii) secures less than 40% marks in **Summer Internship - II** evaluation.

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

- 6.3** A student (i) shall register for all courses/subjects covering **138** credits as specified and listed in the course structure, (ii) fulfills all the attendance and academic requirements for **138** credits, (iii) earn all 138 credits by securing SGPA ≥ 5.0 (in each semester), and CGPA ≥ 5.0 (at the end of 6 semesters) to successfully complete the under graduate programme. The performance of the student in these **138** credits shall be considered for the calculation of 'the final CGPA (**at the end of under graduate programme**), and shall be indicated in the grade card/ marks memo of III year II semester.
- 6.4** A student eligible to appear in the semester end examination for any subject/ course, but absent from it or failed (thereby failing to secure 'C' grade or above) may reappear for that subject/ course in the supplementary examination as and when conducted. In such cases, internal marks (CIE) assessed earlier for that subject/ course will be carried over, and added to the marks to be obtained in the SEE supplementary examination for evaluating performance in that subject.
- 6.5** A student **detained in a semester due to shortage of attendance may be re-admitted in the same semester in the next academic year for fulfillment of academic requirements.** The academic regulations under which a student has been readmitted shall be applicable. However, no grade allotments or SGPA/ CGPA calculations will be done for the entire semester in which the student has been detained.

7.0 Evaluation - Distribution and Weightage of marks

- 7.1** The performance of a student in every theory subject/course will be evaluated for 100 marks, with 40 marks allotted for CIE (Continuous Internal Evaluation) and 60 marks for SEE (Semester End-Examination). Laboratory/Practical courses will be evaluated for 50 marks with 20 marks allotted for CIE (Continuous Internal Evaluation) and 30 marks for SEE (Semester End-Examination). Project Work will be evaluated for 100 external marks.
- 7.2** In CIE, for theory subjects, during a semester, there shall be two mid-term examinations. Each Mid-Term examination consists of two parts i) **Part – A** for 10 marks, ii) **Part – B** for 15 marks with a total duration of 2 hours as follows:
1. Mid_Term Examination for 25 marks:
 - a. Part - A : Objective/quiz paper/short answer questions for 10 marks.
 - b. Part – B : Descriptive paper for 15 marks.

Student shall have to earn 35%, i.e 9 marks out of 25 marks from average of two mid-term examinations (I Mid-Term & II Mid-Term).

The remaining marks (15 out of 40 marks) of continuous internal assessment are distributed as:

2. Assignment for 5 marks. (Average of 2 Assignments each for 5 marks)
 3. PPT presentation/ group discussion/ role plays/ best practices in an organization of concerned subject for 5 marks before II Mid-Term Examination.
 4. Case study (or) Survey (or) Team based presentations on a topic in the concerned subject for 5 marks before II Mid-Term Examination.
- The objective/quiz paper/ short answer questions is set with multiple choice, fill-in the blanks, matching type of questions and short note for a total of 10 marks. The descriptive paper shall contain 5 full questions out of which, the student has to answer 3 questions, each carrying 5 marks. The student has to get minimum of 35% (on 25 marks allocated for Mid-Term examinations) on average of two Mid-Term examinations.

While the first mid-term examination shall be conducted on 50% of the syllabus, the second mid-term examination shall be conducted on the remaining 50% of the syllabus.

Five (5) marks are allocated for assignments (as specified by the subject teacher concerned). The first assignment should be submitted before the conduct of the first mid-term examination, and the second

assignment should be submitted before the conduct of the second mid-term examination. The average of the two assignments shall be taken as the final marks for assignment (for 5 marks).

The details of the end semester question paper pattern are as follows:

7.2.1 The semester end examinations (SEE) will be conducted for 60 marks consisting of two parts viz. i) **Part- A** for 10 marks, ii) **Part - B** for 50 marks.

- Part-A is a compulsory question consisting of ten sub-questions from all units carrying equal marks.
- Part-B consists of five questions (numbered from 2 to 6) carrying 10 marks each. Each of these questions is from each unit and may contain sub-questions. For each question there will be an “either” “or” choice, which means that there will be two questions from each unit and the student should answer either of the two questions.
- The duration of semester end examination is 3 hours.

7.3 For practical subjects there shall be a continuous internal evaluation during the semester for 40% (20 marks) and Semester End Examination for 60% (30 marks). Out of the 20 marks for internal evaluation:

1. The experiments/programs in the laboratory shall be evaluated for 10 marks
2. 5 marks for viva voce (or) tutorial (or) case study (or) application of the concerned course.
3. Internal practical examination shall be evaluated for 5 marks conducted by the laboratory teacher concerned.

The practical Semester End Examination shall be conducted with an external examiner and the laboratory teacher. The external examiner shall be appointed from the cluster (or) other colleges which are decided by the examination branch of the University.

Out of the 30 marks for practical Semester End Examination for 3 hours:

1. 5 marks for write-up
2. 10 for experiment/program
3. 5 for evaluation of results
4. 5 marks for presentation
5. 5 marks for viva-voce

7.4 There shall be a *Social responsibility Project Report and Internship Field based Project in a company/Public sector/NGO during summer vacation* at reputed organization or in collaboration with an industry of their specialization. Students shall register for this immediately after I Year II Semester examinations and pursue it during summer vacation/during II Year without affecting regular course work. Internship at reputed organization shall be submitted in a report form and presented before the committee in II Year II Semester before end semester examination. It shall be evaluated for 20 internal marks during the project and 30 for external marks. The committee consists of Head of the department, supervisor and a senior faculty member of the department.

7.5 There shall be an Summer Internship - I at reputed organization/industry. Students shall register for this immediately after I - Year II Semester examinations and pursue it during summer vacation/semester break and during II Year I Semester without affecting regular course work. Summer Internship - I at reputed organization/ industry shall be submitted in a report form and presented before the committee in II year I semester before end semester examinations. It shall be evaluated for 50 internal marks. The committee consists of Head of the department, supervisor of the Internship, internal supervisor and a senior faculty member of the department.

There shall be NO external marks for Summer Internship - I and the student has to secure not less than 40% marks (i.e. 20 out of 50 allotted internal marks).

7.6 There shall be an Summer Internship - II at reputed organization/ industry. Students shall register for this immediately after I Year II Semester examinations and pursue it during summer vacation/

semester break and during II Year II Semester without affecting regular course work. Summer Internship - II shall be submitted in a report form and presented before the committee in II Year II Semester before end semester examinations. The external examiner shall evaluate the Summer Internship - II for 30 marks and the internal project committee shall evaluate it for 20 marks. Out of 20 internal marks, the departmental committee consisting of Head of the Department, project supervisor and a senior faculty member shall evaluate the project work for 10 marks and project supervisor shall evaluate for 10 marks.

7.7 The UG project shall be initiated at the end of the III Year I Semester II Mid examinations and the duration of the project work is one semester. The student must present in Project Work Stage - I, in consultation with his Supervisor, the title, objective and plan of action of his Project work to the departmental committee for approval before commencement of III-year II Semester. Only after obtaining the approval of the departmental committee the student can start his project work.

7.8 UG project work shall be carried out in two stages: Project Stage – I for approval of project before Mid-II examinations in III Year I Semester and Project Stage – II during III Year II Semester. Student has to submit project work report at the end of III Year II semester. The project work shall be evaluated for 100 external marks before commencement of SEE Theory examinations.

7.9 For Project Work Stage – I, the departmental committee consisting of Head of the Department, project supervisor and a senior faculty member shall approve the project work to begin at the end of III Year I Semester. The student is deemed to be not eligible to register for the Project work, if he does not submit a report on Project Work Stage - I or does not make a presentation of the same before the evaluation committee as per schedule. The Pre-submission seminar of the Project Work is evaluated for 50 internal marks by the departmental committee.

A student who has failed may reappear once for the above evaluation, when it is scheduled again; if he fails in such 'one reappearance' evaluation also, he has to reappear for the same in the next subsequent semester, as and when it is scheduled.

7.10 For Project Work Stage – II, the committee shall evaluate the project work for 100 marks. The committee consists of External examiner, Head of the department, and internal supervisor of the department. The topics for Summer Internship – I, Summer Internship - II and Project work shall be different from the topic already taken. The student is deemed to have failed, if he (i) does not submit a report on Project Work, or does not make a presentation of the same before the external examiner as per schedule, or (ii) secures less than 40% marks in the sum total of 100 marks.

For conducting viva-voce of project, University selects an external examiner from the list of experts in the relevant branch submitted by the Principal of the College.

A student who has failed may reappear once for the above evaluation, when it is scheduled again; if student fails in such 'one reappearance' evaluation also, he has to reappear for the same in the next subsequent semester, as and when it is scheduled.

7.11 A student shall be given one chance to re-register for a maximum of two subjects, if the internal marks secured by a candidate are less than 40% and failed in those subjects but fulfilled the attendance requirement. A student must re-register for failed subjects within four weeks of commencement of the class work. In the event of the student taking this chance, his Continuous Internal Evaluation (internal) marks and Semester End Examination marks obtained in the previous attempt stand cancelled.

8.0 Grading procedure

8.1 Grades will be awarded to indicate the performance of students in each theory subject, laboratory / practicals/ Internship/SDC and project Stage. Based on the percentage of marks obtained (Continuous Internal Evaluation and Semester End Examination, both taken together) as specified in item 7 above, a corresponding letter grade shall be given.

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

% of Marks Secured in a Subject/Course (Class Intervals)	Letter Grade (UGC Guidelines)	Grade Points
Greater than or equal to 90%	O (Outstanding)	10
80 and less than 90%	A ⁺ (Excellent)	9
70 and less than 80%	A (Very Good)	8
60 and less than 70%	B ⁺ (Good)	7
50 and less than 60%	B (Average)	6
40 and less than 50%	C (Pass)	5
Below 50%	F (Fail)	0
Absent	Ab	0

- 8.3 A student who has obtained an 'F' grade in any subject shall be deemed to have 'failed' and is required to reappear as a 'supplementary student' in the semester end examination, as and when offered. In such cases, internal marks in those subjects will remain the same as those obtained earlier.
- 8.4 To a student who has not appeared for an examination in any subject, 'Ab' grade will be allocated in that subject, and he is deemed to have 'Failed'. A student will be required to reappear as a 'supplementary student' in the semester end examination, as and when offered next. In this case also, the internal marks in those subjects will remain the same as those obtained earlier.
- 8.5 A letter grade does not indicate any specific percentage of marks secured by the student, but it indicates only the range of percentage of marks.
- 8.6 A student earns Grade Point (GP) in each subject/ course, on the basis of the letter grade secured in that subject/ course. The corresponding 'Credit Points' (CP) are computed by multiplying the grade point with credits for that particular subject/ course.

$$\text{Credit Points (CP)} = \text{Grade Point (GP)} \times \text{Credits} \dots \text{For a course}$$

- 8.7 A student passes the subject/ course only when $\text{GP} \geq 5$ ('C' grade or above)
- 8.8 The Semester Grade Point Average (SGPA) is calculated by dividing the sum of credit points (ΣCP) secured from all subjects/ courses registered in a semester, by the total number of credits registered during that semester. SGPA is rounded off to **two** decimal places. SGPA is thus computed as

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

where 'i' is the subject indicator index (considering all subjects in a semester), 'N' is the no. of subjects 'registered' for the semester (as specifically required and listed under the course structure of the parent department), C_i is the no. of credits allotted to the i^{th} subject, and G_i represents the grade points (GP) corresponding to the letter grade awarded for that i^{th} subject.

- 8.9 The Cumulative Grade Point Average (CGPA) is a measure of the overall cumulative performance of a student in all semesters considered for registration. The CGPA is the ratio of the total credit points secured by a student in **all** registered courses (of 138) in **all** semesters, and the total number of credits registered in **all** the semesters. CGPA is rounded off to **two** decimal places. CGPA is thus computed from the I year II semester onwards at the end of each semester as per the formula

$$\text{CGPA} = \{ \sum_{j=1}^M C_j G_j \} / \{ \sum_{j=1}^M C_j \} \dots \text{for all S semesters registered}$$

(i.e., up to and inclusive of S semesters, $S \geq 2$),

where 'M' is the total no. of subjects (as specifically required and listed under the course structure of the parent department) the student has 'registered' i.e., from the 1st semester onwards up to and inclusive of the 8th semester, 'j' is the subject indicator index (takes into account all subjects from 1 to 8 semesters), C_j is the no. of credits allotted to the jth subject, and G_j represents the grade points (GP) corresponding to the letter grade awarded for that jth subject. After registration and completion of 1 year 1 semester, the SGPA of that semester itself may be taken as the CGPA, as there are no cumulative effects.

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

8.11 SGPA and CGPA of a semester will be mentioned in the semester Memorandum of Grades if all subjects of that semester are passed in first attempt. Otherwise the SGPA and CGPA shall be mentioned only on the Memorandum of Grades in which sitting he passed his last exam in that semester.

9.0 Passing standards

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

9.2 After the completion of each semester, a grade card or grade sheet shall be issued to all the registered students of that semester, indicating the letter grades and credits earned. It will show the details of the courses registered (course code, title, no. of credits, grade earned, etc.) and credits earned. **There is NO exemption of credits in any case.**

10.0 Declaration of results

10.1 Computation of SGPA and CGPA are done using the procedure listed in 8.6 to 8.9.

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

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

11.0 Award of degree

11.1 A student who registers for all the specified subjects/ courses as listed in the course structure and secures the required number of 138 credits (with $CGPA \geq 5.0$), within 6 academic years from the date of commencement of the first academic year, shall be declared to have 'qualified' for the award of BBA (Data Analytics) degree in the selected at the time of admission.

11.2 A student who qualifies for the award of the degree as listed in item 11.1 shall be placed in the following classes.

11.3 A student with final CGPA (at the end of the under graduate programme) > 7.00 , and fulfilling the following conditions - shall be placed in '**First Class with Distinction**'. However, he

(i) Should have passed all the subjects/courses in '**First Appearance**' within the first 3 academic years (or 6 sequential semesters) from the date of commencement of first year first semester.

(ii) Should not have been detained or prevented from writing the semester end examinations in any semester due to shortage of attendance or any other reason.

A student not fulfilling any of the above conditions with final $CGPA > 7$ shall be

placed in **'First Class'**.

- 11.4 Students with final CGPA (at the end of the under graduate programme) ≥ 7.0 but < 8.00 shall be placed in **'First Class'**.
- 11.5 Students with final CGPA (at the end of the under graduate programme) ≥ 6.0 but < 7.0 , shall be placed in **'Second Class'**.
- 11.6 All other students who qualify for the award of the degree (as per item 11.1), with final CGPA (at the end of the under graduate programme) ≥ 5.00 but < 6.0 , shall be placed in **'Pass Class'**.
- 11.7 A student with final CGPA (at the end of the under graduate programme) < 5.00 will not be eligible for the award of the degree.
- 11.8 Students fulfilling the conditions listed under item 12.3 alone will be eligible for award of **'Gold Medal'**.

12.0 Withholding of results

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

13.0 Student transfers

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

14.0 Scope

- 14.1 The academic regulations should be read as a whole, for the purpose of any interpretation.
- 14.2 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 14.3 The University may change or amend the academic regulations, course structure or syllabi at any time, and the changes or amendments made shall be applicable to all students with effect from the dates notified by the University authorities.
- 14.4 Where the words "he", "him", "his", occur in the regulations, they include "she", "her", "hers".

Malpractices Rules

Disciplinary Action For / Improper Conduct in Examinations

	Nature of Malpractices/Improper conduct	Punishment
	If the student:	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which student is appearing but has not made use of (material shall include any marks on the body of the student which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other student orally or by any other body language methods or communicates through cell phones with any student or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the students involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the student is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The hall ticket of the student is to be cancelled and sent to the University.
3.	Impersonates any other student in connection with the examination.	The student who has impersonated shall be expelled from examination hall. The student is also debarred and forfeits the seat. The performance of the original student who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The student is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
	Smuggles in the answer book or additional sheet or takes out or arranges to send out the question paper during the examination or	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the student has already appeared including

4.	answer book or additional sheet, during or after the examination.	practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the chief superintendent/assistant – superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by 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.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the student(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The students also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears off the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat.
8.	Possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work and shall

		not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred and forfeits the seat.
9.	If student of the college, who is not a student for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The student is also debarred and forfeits the seat. Person(s) who do not belong to the college will be handed over to the police and, a police case will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the student has already appeared for including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the student has appeared for including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action to award a suitable punishment.	

Malpractices identified by squad or special invigilators

1. Punishments to the students as per the above guidelines.
2. Punishment for institutions: (if the squad reports that the college is also involved in encouraging malpractices)
 - a. A show-cause notice shall be issued to the college.
 - b. Impose a suitable fine on the college.
 - c. Shifting the examination center from one college to another college for a specific period of not less than one year.

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