



BAPATLA ENGINEERING COLLEGE:: BAPATLA **(Autonomous)**

Academic Rules & Regulations for B. Tech Program

(Approved by Academic Council & Governing Body of the College held on August 2018)

(Amended in August 2019; Effective for students admitted into First year B.Tech from the academic year 2018-2019 onwards – R18 Regulations).

1.0 EXTENT: All the rules and regulations, specified herein after, shall be read as a whole for the purpose of interpretation and when a doubt arises, the interpretation of the Chairman, Academic Council, Bapatla Engineering College (Autonomous) is final. As per the requirements of the Statutory Bodies, The Principal, Bapatla Engineering College (Autonomous), shall be the Chairman of the College Academic Council.

1.1 DURATION OF THE PROGRAMME AND MEDIUM OF INSTRUCTION: The duration of the B.Tech. Programme is for four academic years consisting of two semesters in each academic year. The medium of instruction and examinations is English.

2.0 ADMISSIONS:

2.1 Admission into the First year of any Four Year B.Tech. Programmes of study in Engineering: Admissions into the first year of B.Tech. Programme of Bapatla Engineering College (Autonomous) (**Subsequently referred to as B.E.C**) will be as per the norms stipulated by the Govt. of Andhra Pradesh from time to time.

2.2 Admission into the Second year of any Four year B.Tech. Programmes of study in Engineering as Lateral Entry Student: Admissions into the second year of B.Tech. Programme of B.E.C will be as per the norms stipulated by the Govt. of Andhra Pradesh from time to time.

2.3 Admissions with advance standing: These may arise in the following cases:

- 1) When a student seeks transfer from other colleges to B.E.C and intends to pursue B.Tech at B.E.C in an eligible branch of study.
- 2) When students of B.E.C get transferred from one regulation to another regulation or from previous curriculum to revised curriculum.
- 3) When a student, after long discontinuity, rejoins the college to complete his/her Programme of study for the award of the degree.

These admissions may be permitted by the Academic Council of B.E.C as per the norms stipulated by the statutory bodies and the Govt. of Andhra Pradesh from time to time. In all such cases for admission, when needed, permissions from the statutory bodies are to be obtained and the Programme of study at B.E.C will be governed by the transitory regulations stipulated in **4.3.3 and 4.3.4.**



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

3.0 Details of the Program:

S.No	Activity	Description
1.	Number of Semesters in an Academic Year	Two
2.	Course Work	15 Weeks. 90 instructional days.
3.	Evaluation	As per the Assessment and Examination Policy.

4.0 Programmes of study in B.Tech:

4.1 The Four year B.Tech Programme is offered in the following branches of study:

S.No.	Title of the UG Programme	Abbreviation
1.	Civil Engineering	CE
2.	Computer Science & Engineering	CS
3.	Electrical & Electronics Engineering	EE
4.	Electronics & Communication Engineering	EC
5.	Electronics & Instrumentation Engineering	EI
6.	Information Technology	IT
7.	Mechanical Engineering	ME

4.2 Structure of the Programme:

As per the Program Review Policy & AICTE model curriculum guidelines.

4.3 **Transitory Regulations:** For students admitted under advance standing (mentioned in 2.3) these transitory regulations will provide the *modus operandi*.

At the time of such admission, based on the Programme pursued (case by case)

- 1) Equivalent courses completed by the student are established by the BOS concerned.
 - 2) Marks/Credits are transferred for all such equivalent courses and treated as successfully cleared in the Programme of study prescribed by the concerned BOS.
 - 3) A Programme chart of residual courses not cleared will be derived and a Programme of study with duration specified will be prescribed for pursuit at B.E.C.
 - 4) Marks obtained in the previous system, if the case be, are converted to grades and CGPA is calculated accordingly.
-



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

All other modalities and regulations governing shall be the same as those applicable to the stream of students with whom such a candidate is included into.

4.4 Curriculum for each Programme of study:

- 1) The Four year curriculum of any B.Tech Programme of study in any branch of engineering is formulated based on the guidelines mentioned in 4.2 and will be recommended by the Board of Studies concerned and is approved by the Academic council of the college.
- 2) In the case of students admitted through lateral entry, the respective regular curriculum from the second year onwards is to be pursued by such students. Foundation courses may be added if necessary.
- 3) In the case of students admitted under advanced standing, the equivalency will be prepared by the Department Committee and to be approved by the Board of Studies concerned and the Academic Council.
- 4) After approval from the Academic Council, Department informs the courses to be taken by all the students along with the academic regulations.

Table below shows a typical curriculum frame work for B.Tech Degree program.

S.No.	Subject Area	Average no. of credits
1.	Humanities & Social Sciences courses	12 - 14
2.	Basic Science Courses	21 – 28
3.	Engineering Science	18 - 21
4.	Professional Core courses	65 – 78
5.	Professional Elective Courses	15 - 21
6.	Open Electives	6 – 12
7.	Major Project / Seminar, etc	12
8.	MOOCs	2
9.	Summer Internship	2
10.	Mandatory courses (2 courses)*	0
	TOTAL	165 - 170

The students admitted through the **Lateral Entry scheme** have to complete **125 – 130** credits.

*For mandatory courses as suggested by UGC / AICTE no credits are allocated but obtaining pass grade in these subjects is compulsory to obtain degree.



BAPATLA ENGINEERING COLLEGE:: BAPATLA **(Autonomous)**

4.5 The Maximum duration permitted to pursue the programme and cancellation of admission:

4.5.1 The maximum duration permitted for any student to successfully complete any four year B.Tech. Programme of study shall be:

- 1) Eight academic years in sequence from the year of admission for a normal student admitted into the first year of any Programme,
- 2) Six academic years in sequence from the year of admission for a Lateral entry student admitted into the second year of any Programme, and
- 3) For students admitted with advanced standing, the maximum time for completion of Programme study shall be twice the period in terms of academic years in sequence, stipulated in the Programme curriculum defined at the time of admission.

4.5.2 In case, any student fails to meet the applicable conditions for the eligibility of degree in the maximum stipulated period as mentioned in **4.5.1**, his/her admission stands cancelled and no degree will be awarded.

5.0 EXAMINATION & EVALUATION:

The performance of the students in each semester shall be assessed course wise. All assessments will be done on absolute mark basis. However, for the purpose of reporting the performance of a candidate, letter grades and grade points will be awarded as per section **9.1**.

EVALUATION:

The performance of the students in each semester shall be assessed course wise. All assessments will be done on absolute mark basis. However, for the purpose of reporting the performance of a candidate, letter grades and grade points will be awarded. The performance of a student in each course is assessed with alternate assessment methods, term examinations on a continuous basis during the semester called Continuous Internal Evaluation (CIE) and a Semester End Examination (SEE) conducted at the end of the semester. For each theory, design and/or drawing course, there shall be a comprehensive Semester End Examination (SEE) of three hours duration at the end of each Semester, except where stated otherwise in the detailed Scheme of Instruction.

The distribution of marks between Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) to be conducted at the end of the semester will be as follows:

Nature of the Course	CIE	SEE
Theory subjects	50	50
Drawing	50	50
Practical	50	50
Term Paper	50	50
Project work	75	75



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

5.1 Continuous Internal Evaluation (CIE) in Theory and Drawing subjects:

In each Semester there shall be two Term examinations and some **Alternate Assessment Tools (AAT)** like Home Assignment, Class Test, Problem Solving, Group Discussion, Quiz, Seminar and Field Study in every theory course. The Alternate Assessment Tools with detailed modality of evaluation for each course shall be finalized by the teacher concerned before beginning of the course. It will be reviewed and approved by the Department Committee.

The Term Examination is conducted in the regular mode according to a schedule which will be common for a particular year of study. The maximum weightage for Term Examinations, AATs and the calculation of marks for CIE in a theory course is given in the following table.

Particulars	Term Exams (Max. 20 marks)	AAT (Max. 30 marks)
Better Performed exam	75% of marks obtained	Continuous assessment by teacher as per the predetermined course delivery & assessment plan. (Min. two assessments)
Other exam	25% of marks obtained	

A minimum of 25 (50%) marks are to be secured exclusively in the Continuous Internal Evaluation (CIE) in order to be declared as passed in that course and eligible to write the SEE of that course.

Semester End Examination (SEE) in Theory, Design and/or Drawing course:

- For each theory, design and/or drawing course, there shall be a comprehensive Semester End Examination (SEE) of three hours duration at the end of each Semester for 50 marks, except where stated otherwise in the detailed Scheme of Instruction. Question paper setting shall be set by the teacher or teachers together in a multi section courses and to be verified as described in policy document.
- A minimum of 20 (40%) marks are to be secured exclusively in the Semester End Examination (SEE) of theory, design and/or drawing course in order to be declared as passed in that course and for the award of the grade in the course.

5.3 Continuous Internal Evaluation (CIE) in laboratory courses:

The evaluation for Laboratory course is based on CIE and SEE. The CIE for 50 marks comprises of 20 marks for day to day laboratory work, 15 marks for record submission and 15 marks for a laboratory examination at the end of the semester.

In any semester, a minimum of 90 percent of prescribed number of experiments / exercises specified in the syllabi for laboratory course shall be taken up by the students. They shall



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

complete these experiments / exercises in all respects and get the record certified by the internal lab teacher concerned and the Head of the Department concerned to be eligible to appear for the Final Examination in that laboratory course.

A minimum of 25 (50%) marks are to be secured exclusively in the Continuous Internal Evaluation (CIE) in order to be declared as passed in that lab course and eligible to write the SEE of that lab course.

5.4 Semester End Examination (SEE) in laboratory courses:

- a) For each laboratory course, the Semester End Examination (SEE) shall be conducted by one internal and one external examiner appointed by the Principal and the duration of the exam shall be for three hours. The SEE is for 50 marks which include 10 marks for write up, 20 marks for lab experiment/exercise, 15 marks for Viva-voce and 5 marks for general impression.
- b) A minimum of 20 (40%) marks shall be obtained in SEE of a laboratory course in order to be declared as passed and for the award of the grade in that laboratory course.

5.5 Evaluation of Term Paper:

- a) A term paper is to be submitted by each student in the 7th semester which would be a precursor to the project work to be done in the 8th semester. The evaluation is based on CIE for 50 marks, which includes a minimum of two seminars/presentations for 20 marks and the report submitted at the end of the semester which is evaluated for 30 marks.
- b) A minimum of 25 (50%) marks are to be secured exclusively in the Continuous Internal Evaluation (CIE) in order to be declared as passed in the Term Paper and eligible to write the SEE in the Term Paper.
- c) The Semester End Examination (SEE) shall be conducted for 50 marks by one internal and one external examiner appointed by the Principal. The SEE contains Viva-voce and the demonstration of the model developed or work performed as a part of the term paper.
- d) A minimum of 20 (40%) marks shall be obtained in SEE of the term paper in order to be declared as passed and for the award of the grade in the term paper.

5.6 Evaluation of the Project

- a) In case of the Project work, the evaluation shall be based on CIE and SEE. The CIE for 50 marks consists of a minimum of two Seminars / presentations for 20 marks and the Project Report submitted at the end of the semester which is evaluated for 30 marks.
-



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

- b) A minimum of 25 (50%) marks are to be secured exclusively in the Continuous Internal Evaluation (CIE) in order to be declared as passed in the Project Work and eligible to write the SEE in the Project Work.
- c) SEE shall be evaluated in the form of a Viva- voce and the demonstration of the thesis work for 100 marks. Viva-voce Examination in Project Work shall be conducted by one internal examiner and one external examiner to be appointed by the Principal.
- d) A minimum of 40 marks shall be obtained in SEE exclusively in order to be declared as passed in the Project and for the award of the grade.

NOTE : A student who is absent for any Test / Exam / Seminar / Presentation as a part of Continuous Internal Evaluation (CIE), for any reason whatsoever, shall be deemed to have scored zero marks in the respective component and no provision for make-up shall be provided.

5.7 Course Repetition (Repeater course)

The students not qualified to write SEE in a course may register for the repeater courses through course repetition and summer semester. The students have to apply to the Principal through the respective HOD by paying prescribed fees.

Course repetition: A student can take up a maximum of two theory courses in a semester immediately after the semester end examinations of that particular semester in accordance with the guidelines recommended by the Academic Council. The students who are not taking regular semester courses may additionally register for one more theory course.

Summer semester: Further the students can register maximum three (theory + lab courses together) courses in the summer semester. Summer semester courses shall be of both even & odd semesters. Summer semester shall be conducted immediately after completion of even semester end examinations.

The HODs concerned have to allot a teacher related to that course to conduct class work. The minimum number of periods to be conducted should not be less than 75% of the total prescribed periods for that course. The classes will be conducted in the vacation period or in the weekends or in the afternoons as decided by the HOD concerned. Teacher has to evaluate the student for his performance in CIE as per the autonomous norms and the qualified students should appear for a semester end examination. The pass criteria in both CIE & SEE should be as per autonomous norms.

The documents for monitoring the candidates registered for course repetition are available with the Heads of the Departments and Exam Section.



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

6.0 ATTENDANCE REGULATIONS:

All students shall maintain a minimum attendance of 75% in each course registered. The attendance percentage is computed by considering total number of periods conducted in a course as the denominator and the total number of periods actually attended by the student in that course, as the numerator.

In case of shortfall in this, the Principal of the College shall consider and may condone deficiency up to a limit of 10% in special cases for reasons such as medical emergencies, participation in sport, cultural activities, seminars, workshops and paper presentation etc. at the level of University, State, and National after due recommendation by the concerned Head of the Department.

For the above cases student must take prior permission from the head of the department to participate in such events and in case of medical emergencies intimation should be given immediately and submit the medical certificate to the concerned Head of the Department. Any student failing to meet the above standard of attendance in any course(s) registered, shall not be allowed to appear for SEE of such course(s). The student seeking condonance of attendance on the above grounds has to pay the condonance fee as specified by the college.

Further a student, who could not satisfy the minimum attendance of average 75% in all the courses put together (or 65% in special cases as mentioned above) in any semester, is not eligible to appear for the Semester End examinations and shall have to repeat that semester in the subsequent year.

- 6.1** Attendance at CIE and SEE: Attendance at all examinations, both CIE and SEE of each course registered shall be compulsory for the students and there shall not be any provision for re-examinations/consideration.
 - 6.2** Any student against whom any disciplinary action by the College is imposed shall not be permitted to attend any SEE in that Semester.
 - 6.3** The basis for the calculation of the attendance shall be the period prescribed by the College by its calendar of events. For the first semester students, the same is reckoned from the date of admission to the course.
 - 6.4** The students shall be informed about their attendance position periodically by the College so that the students can strive to make up the shortage. However, non-receipt of such information from the college will not be considered as valid reason for exemption from the attendance requirements.
 - 6.5** If a student does not fulfil the attendance requirements in any subject, he/she is not permitted to attend the Semester End Examination in that subject and is deemed to have been awarded "F" grade in that subject.
-



BAPATLA ENGINEERING COLLEGE:: BAPATLA **(Autonomous)**

7.0 DETENTION: A student is said to have been detained and not allowed to appear for Semester End Examination (SEE) at the end of the semester when

- 7.1** The student does not have a minimum average 75% attendance or 65% attendance with condonation in all subjects put together in that semester.
- 7.2** Such a student shall have to repeat the same semester subsequently and satisfy the above requirements afresh to become eligible to appear for the Semester End Examination (SEE), conducted at the end of the semester.

8.0 CONDITIONS FOR PROMOTION:

- 8.1** A student not detained in the first semester of a year of study shall be promoted to second semester of that year of study.
- 8.2** A student shall be eligible for promotion to III semester of B.Tech. Programme, if he/she is not detained in the second semester (of first year B.Tech. Programme) irrespective of the number of backlog courses (in terms of credits not earned) in I year B.Tech. (i.e. I & II semesters together).
- 8.3** A student shall be eligible for promotion to V semester of B.Tech. Programme, if he/she is not detained in the IV semester and also must secure 50% of the credits of the subjects (including laboratory courses, MOOC courses etc as per curriculum) that have been studied in I & II semesters irrespective of whether the candidate takes the end examination or not as per the normal course of study. At the time of commencement of class work for the V semester, student must secure the required credits.
- 8.4** A student shall be eligible for promotion to VII semester of B.Tech. Programme, if he/she is not detained in the VI semester of B.Tech. Programme and also must secure 50% of the credits of the subjects (including laboratory courses, MOOC courses etc as per curriculum) that have been studied upto IV semester. At the time of commencement of class work for the VII semester, student must secure the required credits.

And in case of getting detained for shortage of earned credits as per above, the student may make up the credits through supplementary exams for the failed courses before the date of commencement of class work for V or VII semester respectively.

7.0 Reregistration of not qualified courses in CIE for lack of attendance or lack of marks:

Students who failed to secure minimum attendance (75%) and minimum percentage of marks (50%) in CIE specified in any course, he / she will not be allowed to write SEE of that course. Such students have to register and qualify in CIE for those courses through course repletion and summer semester.

Students, who failed after final regular examination (SEE), must appear for the supplementary examinations to be conducted as per the college examination schedule.



BAPATLA ENGINEERING COLLEGE:: BAPATLA **(Autonomous)**

Registration: Every eligible student has to register himself / herself at the beginning of every semester indicating all the Courses taken up for pursuit by him / her during that Semester and mentor's signature is mandatory.

8.1 When a student is debarred for one or more semesters, his / her registration in the present semester is cancelled and the student is debarred from registering in future during the debarred period.

8.2 In any case, while re-registering in any semester, he or she will have to pay the requisite fee once again.

For extended years of study, students must pay the tuition fees as per the college regulations.

9.0 GRADING SYSTEM

Based on the student performance during a given semester, a final letter grade will be awarded at the end of the semester for each course.

Letter Grades: A letter grade is basically a qualitative measure (an alphabet/letter) giving the performance of a student, such as,

Performance	Grade
Extraordinary	A+
Excellent	A
Very Good	B+
Good	B
Average	C
Pass	P
Unsatisfactory/Fail	F

The above grades are based on the marks obtained by the student in both CIE and SEE.

9.1 Grade Points

Depending on the letter grades assigned, a student earns certain grade points. The Colleges follow the 10-point grading system, as given below for absolute grading system.

The letter grades and the corresponding grade points are as given in the Table.



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

Table: Grades & Grade Points

Grade	Grade Points	% of Marks
A+	10	≥90% – 100%
A	9	≥80% – < 90%
B+	8	≥70% – <80%
B	7	≥60% – <70%
C	6	≥50% – < 60%
P	5	≥45% – <50%
F(Fail)	0	< 45%

9.1.1 The grade points given in above tables help in the evaluation of credit points earned by the student in a Course as the credit points are equal to the number of credits assigned to the Course multiplied by the grade points awarded to the student in that Course. This shall be used in arriving at the Semester Grade Point Average (SGPA) of the student for that semester, as it is the sum of all the credit points earned by the student for all the Courses registered in that semester.

9.1.2 Earning of Credit: A student shall be considered to have completed a Course successfully and earned the credits if he/she secures an acceptable letter grade in the range A+ to P. Letter grade 'F' in any Course implies failure of the student in that Course and no credits earned.

9.2 A student who earns a minimum of 5 grade points (P grade) in a course is declared to have successfully completed the course, and is deemed to have earned the credits assigned to that course.

However it should be noted that a pass in any course/term paper/Project shall be governed by the rules mentioned Assessment and Examination Policy.

10.0 GRADE POINT AVERAGE

10.1 The Grade Point Average (GPA) will be calculated according to the formula:

$$GPA = \frac{\sum C_i G_i}{\sum C_i}$$

Where C_i = number of credits for the course i ,

G_i = grade points obtained by the student in the course.



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

10.2 Semester Grade Point Average (SGPA) is awarded to candidates considering all the courses of the semester. Zero grade points are also included in this computation.

10.3 To arrive at Cumulative Grade Point Average (CGPA), the formula is used considering the student's performance in all the courses taken in all the semesters completed up to that particular point of time.

10.4 Example

Semester	Course Code.	Credits	Grade	Grade Point	Credit Points	SGPA	CGPA
III	18EC301	3	C	6	18	6.72 (148/22)	6.72 (148/22)
III	18EC302	3	B	7	21		
III	18EC303	3	A	9	27		
III	18EC304	4	P	5	20		
III	18EC305	4	C	6	24		
III	18EC306	2	B+	8	16		
III	18ECL301	1	P	5	5		
III	18ECL302	1	B	7	7		
III	18ECL303	1	A+	10	10		
Total		22			148		
IV	18EC401	3	P	5	15	7.40 (163/22)	7.06 (311/44)
IV	18EC402	3	B	7	21		
IV	18EC403	4	A+	10	40		
IV	18EC404	4	C	6	24		
IV	18EC405	2	A	9	18		
IV	18EC406	3	B+	8	24		
IV	18ECL401	1	P	5	5		
IV	18ECL402	1	C	6	6		
IV	18ECL403	1	A+	10	10		
Total		22			163		

11.0 ELIGIBILITY FOR AWARD OF B.TECH. DEGREE: A student shall be eligible for award of the B.Tech degree if he/she fulfils all the following conditions:

- 1) Registered and successfully completed all the components prescribed in the Programme of study to which he/she is admitted
- 2) Obtained CGPA greater than or equal to 6.0 (Minimum requirements for Pass)
- 3) Has no dues to the Institute, hostels, Libraries, NCC/NSS etc., and
- 4) No disciplinary action is pending against him/her



BAPATLA ENGINEERING COLLEGE:: BAPATLA **(Autonomous)**

12.0 AWARD OF CLASS: A candidate who becomes eligible for the award of B.Tech. Degree shall be placed in one of the following Classes based on CGPA.

Table: CGPA required for award of Degree

Distinction	$\geq 8.0^*$
First Class	$\geq 6.5 < 8.0$
Second Class	$\geq 5.5 < 6.5$
Pass Class	< 5.5

* In addition to the required CGPA of 8.0, the student must have necessarily passed all the courses of every semester **in the minimum stipulated period for the Programme.**

If the student did not obtain a CGPA of 6.0 after completing all courses of study, he/she should repeat some courses and obtain higher grade till his/her CGPA is 6.0. Unless he/she obtains a CGPA of 6.0, degree will not be awarded.

12.1 Grade Sheet: A grade sheet (Memorandum) will be issued to each student indicating his performance in all courses taken in that semester and also indicating the Grades and SGPA.

12.2 Transcripts: After successful completion of the total Programme of study, a Transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued if required after the payment of requisite fee. Partial transcript will also be issued up to any point of study to any student on request and by paying the stipulated fee in force.

12.3 The Academic council of the College approves and recommends the same to Acharya Nagarjuna University for the award of a degree to any student.

13.0 IMPROVEMENT OF CLASS:

13.1 A candidate, after becoming eligible for the award of the Degree, may reappear for the Final Examination in any of the theory courses as and when conducted, for the purpose of improving the class. But this reappearance shall be only once and within a period of two academic years after becoming eligible for the award of the Degree.

However, this facility shall not be availed by a candidate who has taken the Original Degree Certificate. Candidates shall not be permitted to reappear either for CIE in any course or for Semester End Examination (SEE) in laboratory courses (including Project Viva-voce) for the purpose of improvement.

14.0 SUPPLEMENTARY EXAMINATIONS: In addition to the Regular Final Examinations held at the end of each semester, Supplementary Final Examinations will be conducted during the academic year. Candidates taking the Regular / Supplementary examinations as Supplementary candidates may have to take more than one Final Examination per day.



BAPATLA ENGINEERING COLLEGE:: BAPATLA **(Autonomous)**

15.0 INSTANT SUPPLEMENTARY EXAMINATIONS: Candidates who fail in one theory course of VIII semester can appear for Instant Supplementary Examination conducted after declaration of the revaluation results of the said exam.

16.0 MALPRACTICES:

The Principal shall refer the cases of malpractices in Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) to an Enquiry Committee constituted by him / her. The Committee will submit a report on the malpractice allegedly committed by the student to the Principal. The Principal along with the members of the Committee is authorized to award a punishment as per the norms, if the student is found guilty.

16.1 To prevent the students indulging in Malpractices through latest electronic gadgets such as Cell-phones, Pagers, Organizer PDAs and Palmtops in addition to chits, printed material etc. in the examination halls, students shall be thoroughly checked at the main entrance as well as in the examination halls by the invigilators. The senior staff members appointed as internal flying squad has greater and decisive role to play in this regard.

16.2 A notice displaying the 'SCALE OF PUNISHMENT' shall prominently be displayed at the Main Entrance to the Examination Halls, preferably near the 'Seating Plan Display'.

16.3 If any student is found resorting to malpractice, the matter shall immediately be brought to the notice of Chief/Additional chief superintendent, Flying squad by the invigilator concerned.

16.4 The above staff members will then prepare a detailed report on the spot in proforma-I (copy enclosed) of the case. The full details of the offence and the details of supporting material must be written in establishing the case. The residential addresses of the students involved in malpractice shall be noted with contact telephone numbers in the malpractice report.

16.5 A written statement is to be obtained from the candidate. If any candidate refuses to give the written statement, the same shall be recorded by the invigilator with the signature of another invigilator as witness.

16.6 Whatever be the supporting material for establishing the case of malpractice, the same are to be confiscated immediately for sending the same to the Malpractices prosecuting committee as a proof.

16.7 The supporting materials so confiscated shall be signed by the chief superintendent and flying squad/invigilator and shall be attached and tagged properly to the scripts of the malpractice cases and are to be sent to Malpractices prosecuting committee along with the report (proforma enclosed).



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

- 16.8 Any representation to relax the punishment will not be entertained by Malpractices prosecuting committee.
- 16.9 The answer scripts of the candidates who resorted to mal-practice shall be packed in a separate sealed cover duly subscribing on the cover as "MAL-PRACTICE" and send the same to Malpractices prosecuting committee.
- 16.10 Any student who is arrogant and does not follow the examination rules shall be sent out of the examination hall after collecting his question paper and answer book. Complaints on such cases shall be lodged to the Principal irrespective of imposter is an examinee or an outsider.

SCALE OF PUNISHMENT FOR MAL-PRACTICE CASES

Rule No.	Nature of Offence	Scale of Punishment
01	Writing unparliamentary / vulgar / obscene / words or Language in the answer book. OR Refusing to obey instructions of Chief Superintendent / Invigilator.	The performance of the candidates in that subject shall be cancelled. Further the case should be referred to the disciplinary committee by Chief Superintendent / Malpractices prosecuting committee. If the student repeat the same offence, the performance of the candidate in the semester examination in ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) shall be cancelled
02	A candidate found in possession of any relevant material pertaining to the day of examination such as Papers, Books, Notes OR Notes written on any part of the clothes dressed by the candidate or any part of his/her body or any part of Table or Desk; OR Foot rule, instruments like setsquare, protractor, calculator, mobile phones, etc., with notes written on them. OR Mass copying at the examination centre detected during the conduct of examination or during valuation.	The candidate is to be sent out of the examination hall immediately after obtaining his/her written explanation and duly confiscating his/her Hall-ticket. He/she shall be allowed to appear for the remaining subjects in that examination by obtaining duplicate hall ticket. The performance of the candidates in that subject shall be cancelled. Further depending on severity of offence or reoccurrence of the offence by the student, the Malpractices prosecuting committee may impose the cancellation of performance of the candidate in two or more or ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) in that semester examination.
03	A candidate found having copied or indulging in copying from any paper, book or notes or any other source or allowed or is found allowing any other candidate to	The candidate is to be sent out of the examination hall immediately after obtaining his/her written explanation and duly confiscating his/her Hall-ticket. He/she shall be allowed to appear for the remaining subjects in that examination by



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

	<p>copy any matter from his/her answer book or to have in any manner rendered any assistance to another candidate, or if he/she is found to have been receiving assistance from another candidate.</p> <p style="text-align: center;">OR</p> <p>Destruction or suppression of the evidence of the forbidden material in any way like swallowing, tearing or throwing outside etc.</p>	<p>obtaining duplicate hall ticket. The performance of the candidates in that subject shall be cancelled. Further depending on severity of offence or reoccurrence of the offence by the student, the Malpractices prosecuting committee may impose the cancellation of performance of the candidate in two or more or ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) in that semester examination.</p>
04	<p>Copying detected on the basis of internal evidence such as during valuation/special scrutiny</p>	<p>The performance of the candidates in that subject shall be cancelled. Further depending on severity of offence or reoccurrence of the offence by the student, the Malpractices prosecuting committee may impose the cancellation of performance of the candidate in two or more or ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) in that semester examination.</p> <p>Note for MPC: "The Malpractice Prosecuting Committee which awards the punishment to the candidates involved in the malpractice has to make sure of the involvement of the Candidate/s in the offence before any punishment is awarded to the candidate/s."</p>
05	<p>Throwing of Question paper after writing the answers on it to the other candidate(s) with the intention to help the other candidate(s).</p> <p style="text-align: center;">OR</p> <p>Throwing / Sending the Question paper/ questions contained in the question paper on any sheet/article out during the period of examination with an intention to receive assistance and caught by the Invigilator or by an Officer involved in the conduct of examinations</p>	<p>The candidate is to be sent out of the examination hall immediately after obtaining his/her written explanation and duly confiscating his/her Hall-ticket. He/she shall be allowed to appear for the remaining subjects in that examination by obtaining duplicate hall ticket. The performance of the candidates in that subject shall be cancelled. Further depending on severity of offence or reoccurrence of the offence by the student, the Malpractices prosecuting committee may impose the cancellation of performance of the candidate in two or more or ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) in that semester examination.</p>
06	<p>Exchanging intentionally the answer scripts with a view to give or take help from another examinee.</p>	<p>The candidates (both who helps and who takes help) are to be sent out of the examination hall immediately after obtaining his/her written explanation and duly confiscating his/her Hall-ticket. The performance of all the candidates involved in the act in all subjects in that particular year/semester examination (whole/ part examination, as the case may be, including Practicals) shall be cancelled.</p>



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

07	Taking away the answer book or leaving the examination hall without handing over the answer book to the Invigilating Staff whether returned Subsequently or tearing the answer Book.	The performance of the candidate in all subjects in that semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled and shall not be permitted to appear for whole/part examination, as the case may be, for next subsequent semester examinations.
08	Writing of answers in the answer book by his/her associates in the examination hall or at any other level.	The performance of all the candidates involved in the act in all subjects in that particular year/semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled and the candidates shall not be permitted to appear for TWO subsequent semesters examinations and they shall not be permitted to study the next higher class (debarred for one semester).
09	Obstructing the Chief Superintendent from performing his/her duties, abusing, threatening and showing disrespect towards Invigilator/ Chief Superintendent/ any other official connected with the conduct of examination within the institution premises.	The culprits are to be handed over to the Police immediately and a Criminal case is to be booked against them. The performance of the candidate in the particular year/ semester examination in ALL SUBJECTS (whole/part examination, as the case may be, including Practicals) shall be cancelled and the candidates shall not be permitted to appear for TWO subsequent semesters examinations and they shall not be permitted to study the next higher class (debarred for one semester).
10	Substitution of answer book. OR Insertion of drawing sheets or replacement of main answer book written outside with one written inside the examination hall.	The performance of the candidate in all subjects in that semester examination (whole/ part examination, as the case may be, including Practicals) shall be cancelled and the candidate shall not be permitted to appear for TWO subsequent examinations and he/she is not permitted to study next higher class (debarred for one semester).
11	Impersonation.	The performance of both the candidates, i.e., the impostor and the candidate, who is being impersonated, in all subjects in that semester examination (whole/ part examination, as the case may be, including Practicals) shall be cancelled and they are not permitted to study and appear for any examination for the next THREE semesters (including academic year in which the impersonation has taken place) in respect of either or both the candidates. A Criminal case may be lodged in the Police Station if the impostor is an outsider
12	Physical assault within the institution premises on personnel connected with the conduct of examinations.	The performance of the candidate in all the subjects in that semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled and the



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

		candidate shall not be permitted to appear for THREE subsequent examinations and he/she is not permitted to study next higher class (debarred for two semester), if any, till he/she completes the punishment period. A Criminal / Disciplinary case is to be booked against the culprits involved in the act.
13	Possession of blank main answer book/ additional answer book/ drawing sheet/ graph sheet which have not been issued in the Examination hall on the day of exam.	A Criminal / Disciplinary case is to be booked against the candidate. The matter should be brought to the notice of the authorities for initiation of appropriate action against all the guilty. The performance of the candidate in all subjects in that semester examination (whole/part examination, as the case may be, including Practicals) shall be cancelled.
14	Other offences, if any, not covered under the above provisions.	The Malpractice Prosecuting Committee shall make specific recommendations on the punishment to be awarded keeping in view the gravity of offence and also the scale of punishment, as above.

NOTE:

1. No re-examination shall be conducted, where candidates resort to boycott of examinations on any pretext.
 2. In case a candidate resorting to malpractice by copying from any material in his/her possession and/or by any means is caught by the Flying Squad or Observers or any other Officer posted for duty for the examination, the explanation of the Invigilator in that particular hall of examination shall be called for, for not detecting the same and appropriate disciplinary action be initiated against him/her, after examining his/her explanation in the matter.
 3. In all the malpractice cases the report made by the Invigilators should be thoroughly enquired into by the Chief Superintendent concerned and he/she should satisfy himself/herself with all the details in the Invigilators report and record the same in his/her report.
 4. In cases where there is a laxity on the part of invigilators and chief superintendents and other officials connected with the conduct of examinations in the discharge of their duties properly, such as in cases where mass copying is reported in an examination hall or where the candidate involved in malpractice in an examination hall is booked by flying squad or others but not the invigilator, then appropriate disciplinary action should be taken against all the staff members involved, after giving them notice and considering their explanations, if any, offered.
 5. Punishment for different offences committed in all cases and its duration is mentioned above. It is quite possible that in few cases, the punishment recommended to the candidates, may exceed, the validity of the Curriculum in existence. In such cases, the punishment period should be limited to that extent within which the candidate has to obtain his/her B.Tech. In certain cases, the candidate may not get any more chances to appear for examination and qualify for the award of B.Tech. The candidate will have to suffer the consequence for his/her misdemeanor.
 6. In all cases of Malpractice, the hall ticket of the candidate is to be confiscated and shall be sent to the Malpractices prosecuting committee along with the answer script in separate cover. The candidate shall not be permitted to appear for the remaining subjects if any, in that examination.
-



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

PROFORMA - I

BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

MAL-PRACTICE CASE REPORT

1. Examination Hall : _____

2. Date of Examination : _____

3. Time of Examination : _____

4.a) Course : _____

b) Year/Semester : _____

c) Scheme : _____

5. Subject in which candidate is booked:

a) Subject Code : _____

b) Subject : _____

6. Particulars of the candidate booked:

a) Regd. No. : _____

b) Name : _____

c) Residential address : _____

: _____

: _____

7. (a) Case booked by : Invigilator / Squad Members / Surprise Check Squad /
Other Invigilator / Chief superintendent / Examination
officers (Strike out whichever is not applicable)

(b) Name & Designation of the : _____
Staff who booked the case

(c) Name & Designation of the : _____
Other invigilators in the Hall

as witness. : _____

8. Give Full Details of the Offence : _____



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

9. Give full details of Supporting material like Written Chits, Printed material, Mobile Phones, Books, Matter written on Scale, Calculator case etc., (matter should be related to the subject of examination on that day). If copied, the copied matter is to be marked in the supporting material and write Regd. No. of the candidate on the supporting material and should be sent to this office along with the answer booklet.

11. Signature of the Invigilator : _____
(whether the case is booked by him or by other officials)

12. Whether the student has given : YES / NO
the statement or not ?

13. Signature of the candidate : _____

14. Remarks of the : _____
Chief Superintendent _____

SIGNATURE OF THE CHIEF SUPERINTENDENT

- Encl: 1) Answer-script
2) Forbidden confiscated material
3) Statement of Student.

17.0 AMENDMENTS TO REGULATIONS:

The Academic Council of Bapatla Engineering College (Autonomous) reserves the right to revise, amend, change or nullify the Regulations, Schemes of Examinations, and/ or Syllabi or any other matter pertained that meets to the needs of the students, society and industry without any notice and the decision is final.



BAPATLA ENGINEERING COLLEGE :: BAPATLA

(Autonomous)

DISCIPLINE AND CODE OF CONDUCT FOR STUDENTS

The following are some of the important rules of discipline. All students are required to be aware of and act consistently with these values.

1. Students must punctually attend all lectures, practicals, tutorials, assignments, tests, examinations, etc. A student whose attendance and/or progress in the various tests and examinations are not satisfactory and who does not perform the required number of assignments, tutorials and/or practicals are likely to lose their terms. Prolonged absence even on ground of ill health may also lead to loss of terms. Defaulters will not be sent up for Final /University Examinations.
 2. The identity card is meant for identifying bonafide students and is used for permitting the students to participate in various activities and programs of the college. Every student must wear Identity card as long as he/she is in the college campus. It must be produced by the student whenever demanded by the member of the teaching or non-teaching staff of the college. Every student must wear his/her Identity card in the college every day. He/She must take proper care of it to avoid its misuse by other students and outsiders. In case the Identity card is lost, the matter should be immediately reported to the Principal and an application should be made for a duplicate Identity card, which will be issued on payment of charges.
 3. The conduct of the students in the classes and in the premises of the college shall be such as will cause no disturbance to teachers, fellow students or other classes.
 4. Every student shall wear a clean formal dress while coming to the college also when representing the college for various activities out station.
 5. No Society or Association shall be formed in the College and no person should be invited in the college campus without the specific permission of the Principal.
 6. No student is allowed to display any Notice/Circular/Poster/Banner in the College premises without the prior permission of the Principal.
 7. Using foul language in the college campus is prohibited. If any student is caught using foul language, disciplinary action shall be initiated against the student.
 8. Use of **BEC name tag or logo** by the students for their caste, political, religious, personal reasons is prohibited. Further placing banners on caste, political, religious, personal reasons, promoting cinema heroes & political leaders, taking possessions and burning fire crackers in front of the college is strictly prohibited. If any student is involved in such activities in and around the campus, severe disciplinary action will be taken including rustication from the college and filing a criminal case.
 9. Outsiders are not permitted in the college premises without the prior permission of the Principal. College students are not allowed to bring their relatives/friends to the college premises without the permission of the principal.
-



BAPATLA ENGINEERING COLLEGE :: BAPATLA

(Autonomous)

10. All meetings, cultural programs, debates, elocutions etc. organized on the college premises must be held in presence of teaching staff members and with the prior permission of the Principal. The subjects of debates/elocutions must have the prior approval of the principal.
11. Conducting fresher's meet, farewell meets etc. by the students outside the campus are prohibited. If any student is involved in such activities (organizing as well as participating), severe disciplinary action will be taken including rustication from the college.
12. Students must take proper care of the college property. Strict action will be taken against students damaging College property and will be required to compensate the damage.
13. Students should not be involved in academic offences including cheating or plagiarism in academic course work malpractices at the College/Board/University Examinations
14. Smoking is strictly prohibited in the college premises.
15. If, for any reason, the continuance of a student in the College is found detrimental to the best interest of the college, the Management may ask the student to leave the college without assigning any reasons and the decision will be final and binding on the student.
16. Playing music on Transistors, Tape-Recorders, Car Stereos, Mobile phones or any other similar gadgets with or without earphones is strictly prohibited in the college premises. Defaulters will be punished and their instrument shall be confiscated.
17. Use of Mobile phones is strictly prohibited in the academic area of the college, Defaulters will be penalized and their instrument confiscated.
18. Students who are travelling to college on personal vehicles (2/4 wheelers) need to have valid driving license issued by RTO and follow all the rules listed by RTO. Students have to park the vehicle in the parking area of the college.
19. Students must not hang around in the college premises while the classes are at work.
20. Students must not attend classes other than their own without the permission of the authority concerned.
21. Students shall do nothing inside or outside the college that will interface with the discipline of the college or tarnish the image of the college.
22. Students are not allowed to communicate any information about college matters to Press.
23. Matters not covered above will be decided at the discretion of the Principal.

Acts of misbehavior, misconduct, indiscipline or violation of the Rules of Discipline mentioned above liable for one more punishments as stated below:

- A. Warning to the students.
 - B. Warning to the student as well as inform the parents.
 - C. Imposition of a fine.
-



BAPATLA ENGINEERING COLLEGE :: BAPATLA

(Autonomous)

- D. Denial of gymkhana, library, laboratory, N.C.C., N.S.S. student aid or any other facility for a specified period or for the whole Term/Year.
- E. Expulsion from College for a specified period
- F. Cancellation of Terms.
- G. Refusal of admission in the term or academic year.
- H. Cancellation of admission.
- I. Rustication.

Anti Ragging Rules and Regulations (As per AICTE Norms)

- 1. What constitutes Ragging:** - Ragging constitutes one or more of any of the following acts:
 - a. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
 - b. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
 - c. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
 - d. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
 - e. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
 - f. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
 - g. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
 - h. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
 - i. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.
-



BAPATLA ENGINEERING COLLEGE :: BAPATLA

(Autonomous)

2. Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

1. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
 2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
 3. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
 4. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Suspension/expulsion from the hostel
 - (viii) Rustication from the institution for period ranging from 1 to 4 semesters
 - (ix) Expulsion from the institution and consequent debarring from admission to any other institution.
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggars.
-



BAPATLA ENGINEERING COLLEGE :: BAPATLA

(Autonomous)

Important Contact Numbers (In case of Ragging)

Sl.No.	Member Category	Name of the Member	Phone No
1.	Principal	Dr. V. Damodara Naidu, M.Tech., Ph.D.	8332857027
2.	HODs: Chemical Engg. Civil Engg. CSE ECE EEE EIE IT Mechanical Engg. M.C.A. Mathematics Physics Chemistry English T&P Warden, Campus Hostel Coordinator for anti ragging	Dr. J.S.Rao, M.Tech., Ph.D. Dr. Ch.Naga Satish Kumar, M.Tech., Ph.D. Dr. Shaik Nazeer, M.Tech., Ph.D., Dr. B. Chandramohan, M.Tech., Ph.D. Dr. N.Rama Devi, M.Tech.,Ph.D., Prof. Ch.Ramesh M.Tech., (Ph.D.) Prof. N.Sivarama Prasad, M.Tech.,(Ph.D.) Dr. T.Nanacharaiah, M.Tech., Ph.D. Sri. K.N.Prasad, M.C.A.,M.Tech., Dr. P.VijayaSaradhi, M.Sc.,M.Phil.,Ph.D. Dr. K.Rama Krishna, M.Sc., Ph.D. Dr. V.Madhava Rao, M.Sc., Ph.D. Dr. P.Asha Madhavi, M.A.,M.Phil.,Ph.D. Mr. Justin Chako Dr. T.Chandrasekhara Rao Mr. Y. Narendra	9490224100 9440110124 9642302577 9491112477 9703374075 9701407595 9885882200 9492715018 8121708069 9949559288 9441207751 8374498399 9951507742 9845787354 9848276672 9704090941
4.	Police Department	Crime Stopper SP, Guntur Rural SP Camp Office DSP, Bapatla CI, Bapatla Town CI, Bapatla Rural PS, Bapatla Town SI, Bapatla Rural Anti-Ragging Toll Free	1090 9440796200 08632234828 9440796165 9440796171 9440796221 08643-224036 9440796258 18004255314