



BAPATLA ENGINEERING COLLEGE:: BAPATLA (Autonomous)

Academic Rules & Regulations (R20 Regulations)

**Regulations for Four Year Bachelor of Technology (B.Tech) Degree programme
for the Batches admitted from the academic year 2020-21**

(Academic Regulations as amended in November 2021)

Preliminary Definitions and Nomenclature

AICTE: Means All India Council for Technical Education, New Delhi.

Autonomous Institute: Means an institute designated as Autonomous by University Grants Commission (UGC), New Delhi in concurrence with affiliating University (Acharya Nagarjuna University, Guntur).

Academic Autonomy: Means freedom to an institute in all aspects of conducting its academic programs, granted by UGC for Promoting Excellence.

Academic Council: The Academic Council is the highest academic body of the institute and is responsible for the maintenance of standards of instruction, education and examination within the institute. Academic Council is an authority as per UGC regulations and it has the right to take decisions on all academic matters including academic research.

Academic Year: It is the period necessary to complete an actual course of study within a year. It comprises two main semesters i.e., one odd and one even.

Branch: Means specialization in a program like B.Tech degree program in Civil Engineering, B.Tech degree program in Computer Science and Engineering etc.

Board of Studies (BOS): BOS is an authority as defined in UGC regulations, constituted by Head of the Organization for each of the departments separately. They are responsible for curriculum design and updation in respect of all the programs offered by a department.

Backlog Course: A course is considered to be a backlog course, if the student has obtained a failure grade in that course.

Basic Sciences: The courses offered in the areas of Mathematics, Physics, Chemistry etc., are considered to be foundational in nature.

Commission: Means University Grants Commission (UGC), New Delhi.

Choice Based Credit System: The credit-based semester system is one which provides flexibility in designing curriculum and assigning credits based on the course content and hours of teaching along with provision of choice for the student in the course selection.

Certificate Course: It is a course that makes a student to have hands-on expertise and skills required for holistic development in a specific area/field.

Compulsory course: Course required to be undertaken for the award of the degree as per the program.

Internal Examination: It is an examination conducted towards sessional assessment.



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Core: The courses that are essential constituents of each engineering discipline are categorized as professional core courses for that discipline.

Course: A course is a subject offered by a department for learning in a particular semester.

Course Outcomes: The essential skills that need to be acquired by every student through a course.

Credit: A credit is a unit that gives weight to the value, level or time requirements of an academic course. The number of 'Contact Hours' in a week of a particular course determines its credit value. One credit is equivalent to one lecture/tutorial hour per week.

Credit point: It is the product of grade point and number of credits for a course.

Cumulative Grade Point Average (CGPA): It is a measure of cumulative performance of a student overall the completed semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.

Curriculum: Curriculum incorporates the planned interaction of students with instructional content, materials, resources, and processes for evaluating the attainment of Program Educational Objectives.

Department: An academic entity that conducts relevant curricular and co-curricular activities, involving both teaching and non-teaching staff, and other resources in the process of study for a degree.

Detention in a Course: Student who does not obtain minimum prescribed attendance in a course shall be detained in that particular course.

Elective Course: A course that can be chosen from a set of courses. An elective can be Professional Elective and/or Open Elective.

Evaluation: Evaluation is the process of judging the academic performance of the student in her/his courses. It is done through a combination of continuous internal examinations and semester end examinations.

Grade: It is an index of the performance of the students in a said course. Grades are indicated by alphabets.

Grade Point: It is a numerical weight allotted to each letter grade on a 10 - point scale.

Institute: Means Bapatla Engineering College, Bapatla, unless indicated otherwise by the context.

Massive Open Online Courses (MOOC): MOOCs inculcate the habit of self-learning. MOOCs would be additional choices in all the elective group courses.

Minor: Minors are coherent sequences of courses which may be taken in addition to the courses required for the B.Tech degree.

Pre-requisite: A specific course or subject, the knowledge of which is required to complete before student register another course at the next grade level.

Professional Elective: It indicates a course that is discipline centric. An appropriate choice of minimum number of such electives as specified in the program will lead to a degree with specialization.

Program: Means, UG degree program: Bachelor of Technology (B.Tech).



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Program Educational Objectives: The broad career, professional and personal goals that every student will achieve through a strategic and sequential action plan.

Project work: It is a design or research-based work to be taken up by a student during his/her final year to achieve a particular aim. It is a credit-based course and is to be planned carefully by the student.

Registration: Process of enrolling into a set of courses in a semester of a program.

Regulations: The regulations, common to all B.Tech programs offered by Institute, are designated as "BEC Regulations – R20" and are binding on all the stakeholders.

Semester: It is a period of study consisting of 16 to 18 weeks of academic work equivalent to normally 90 working days. Odd semester commences usually in July and even semester in December of every year.

Semester End Examinations: It is an examination conducted for all courses offered in a semester at the end of the semester.

Student Outcomes: The essential skill sets that need to be acquired by every student during her/his program of study. These skill sets are in the areas of employability, entrepreneurial, social and behavioural.

University: Means Acharya Nagarjuna University, Guntur.

1. Award of B.Tech. Degree

A student will be declared eligible for the award of the B.Tech. degree if he/she fulfils the following academic regulations:

- i. Pursues a course of study for not less than four academic years and in not more than eight academic years. However, for the students availing Gap year facility, this period shall be extended by two years at the most and these two years would not be counted in the maximum time permitted for graduation. A lateral entry student pursues a course of study for not less than three academic years and in not more than six academic years
- ii. Registers for 160 credits and secures all 160 credits. However, a lateral entry student registers for 121 credits and secures all the 121 credits from III semester to VIII semester of Regular B. Tech. program.
- iii. The student will be eligible to get Under graduate degree with honours or additional minor engineering if he/she completes an additional 20 credits
- iv. A student will be permitted to register either for Honours degree or additional minor engineering but not both.

2. Students, who fail to fulfil all the academic requirements for the award of the degree within eight academic years from the year of their admission, shall forfeit their seat in B.Tech. course and their admission stands cancelled. A lateral entry student should complete the course within six academic years from the year of their admission, failing which his/her admission in B.Tech course stands cancelled



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3. Courses of study

The following courses of study are offered at present as specializations for the B. Tech. course

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
8.	Cyber Security	CB
9.	Data Science	DS

4. Credits:

- i. *Credit*: A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (Lecture) or two hours of practical work/field work per week.
- ii. *Academic Year*: Two consecutive (one odd + one even) semesters constitute one academic year.
- iii. *Choice Based Credit System (CBCS)*: The CBCS provides choice for students to select from the prescribed courses.
- iv. Each course in a semester is assigned certain number of credits based on following

Description	Periods/Week	Credits
Theory	03	03
Tutorial	01	01
Practical	03	1.5
Internship (At the end of IV & VI evaluated in V & VII resp.)	-	1.5/3.0
Project Work	-	12

5. Course Structure

Every course of the B.Tech program will be placed in one of the 8 categories with suggested credits as listed below.

S.No.	Category	Category Description	Abbreviated Category	Credits
1	Humanities and social science	Humanities and social science including Management courses	HS	10.5
2	Basic Sciences	Basic Science courses	BS	21
3	Engineering Science courses	Engineering Science Courses including workshop, drawing, basics of electrical / mechanical / computer etc.	ES	24
4	Professional core	Professional core Courses	PC	51



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5	Open Electives	Open Elective Courses- from other technical/ emerging and job oriented	OE	12
6	Professional Courses	Professional Elective Courses relevant to chosen specialization/ branch	PE	18
7	Project Work	Project Work, Seminar, Internship in industry elsewhere	PW	16.5
8	Mandatory courses	Environmental Studies, Induction training, Universal human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge (Non-Credit)	MC	0
9	Skill Oriented Courses	Skill Oriented Courses relevant to domain, interdisciplinary, communication skill, industry	SC	10
Total Credits				160

6. Weightage for course evaluation

6.1 Course Pattern

- ❖ The entire course of study is for four academic years. Semester pattern shall be followed in all years.
- ❖ A student eligible to appear for the end examination in a subject, but absent or has failed in the end examination may appear for that subject at the next supplementary examination when offered.
- ❖ When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the semester is offered after fulfilment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.

6.2 Evaluation Process

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 performance of a student in each semester shall be evaluated subject wise with a maximum of 100 marks for theory and 100 marks for practical subject. In addition, Internships carried out after IV Semester & VI Semester shall be evaluated for 100 marks each and the Internship along with Project Work carried out in VIII Semester shall be evaluated for 150 marks. For theory subjects, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End-Examination. For practical subjects, the distribution shall be 30 marks for Internal Evaluation and 70 marks for the End- Examination. For project work, the distribution shall be 50 marks for Internal Evaluation and 100 marks for the End-Examination / Viva-Voce. 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:



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Nature of the Course	CIE	SEE
Theory subjects	30	70
Drawing	30	70
Practical	30	70
Summer / Industrial / Research Internship	--	100
Project work	50	100

6.3 Continuous Internal Evaluation (CIE) in Theory subjects:

6.3.1 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. 10 marks)
Better Performed exam	75% of marks obtained	Continuous assessment by teacher as per the predetermined course delivery & assessment plan. (Minimum two & maximum four assessments). AAT marks shall be considered based on average of all tests conducted.
Other exam	25% of marks obtained	

A minimum of 15 (50%) marks are to be secured exclusively in the Continuous Internal Evaluation (CIE) in order to be declared as qualified in that course and eligible to write the SEE of that course. If a student fails to obtain 15 marks in CIE, he can register for the course repetition as per the guidelines mentioned in 6.5.

6.3.2 Semester End Examination (SEE) in Theory and Design Course:

- a) 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 70 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.
- b) A minimum of 25 (Approx. 35%) marks are to be secured exclusively in the Semester End Examination (SEE) of theory, design and/or drawing course. However a minimum 40 marks are to be secured in CIE & SEE together for the award of the grade and securing the credits in that course.



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6.3.3 Continuous Internal Evaluation (CIE) in laboratory courses:

The evaluation for Laboratory course is based on CIE and SEE. The CIE for 30 marks comprises of 15 marks for day to day laboratory work, 5 marks for record submission and 10 marks for a laboratory examination at the end of the semester. In any semester, a minimum of 90% of prescribed number of experiments / exercises specified in the syllabi for laboratory course shall be taken up by the students. They shall 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 15 (50%) marks are to be secured exclusively in the Continuous Internal Evaluation (CIE) in order to be declared as qualified in that lab course and eligible to write the SEE of that lab course. If a student fails to obtain 15 marks in CIE, he can register for the course repetition as per the guidelines mentioned in 6.5.

6.3.4 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 70 marks which include 15 marks for write up, 35 marks for lab experiment/exercise, 15 marks for Viva-voce and 5 marks for general impression.
- b) A minimum of 25 (Approx. 35%) marks are to be secured exclusively in the Semester End Examination (SEE) of laboratory course. However a minimum 40 marks are to be secured in CIE & SEE together for the award of the grade and securing the credits in that course.

6.3.5 Evaluation of Summer Internship and Industrial/Research Internship:

- a) **Summer Internship at the end of IV semester and Industrial/Research Internship** at the end of VI carried out in industry are to be evaluated in V & VII semesters respectively based report and certificate provided by the industry. The report and certificate will be evaluated by the department committee for 100 marks. 50 marks shall be for the report and certificate and 50 marks based on seminars/presentation to the department committee by the student.
- b) A minimum of 40 (40%) marks are to be secured exclusively to be declared as passed and securing the credits in the internships.

6.3.6 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.



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- 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 (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.

- 6.4** There shall be mandatory courses with zero credits. There shall be no external examination. However, attendance in the mandatory course shall be considered while calculating aggregate attendance and student shall be declared to have passed the mandatory course only when he/she secures 50% or more in the internal examinations. In case, the student fails, a re-examination shall be conducted for failed candidates every six months/semester at a mutually convenient date of college/student satisfying the conditions mentioned in item 1 & 2 of the regulations.

6.5 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.



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

6.6 There shall be five Professional Elective Courses from V Semester to VII and for each elective there shall be choices such that the student shall choose a course from the list of choice courses offered by the department for that particular elective.

6.7 There shall four be Open Electives / Job Oriented Courses common to all disciplines from V Semester to VII, where in the students shall choose the electives offered by various departments including his/her own department in such a manner that he/she has not studied the same course in any form during the Programme.

The students shall be permitted to pursue up to a maximum of two elective courses (either Professional Elective Courses in clause 6.6 or Open Electives/ Job Oriented Courses in clause 6.7) under MOOCs (Massive Open Online Courses) offered by NPTEL and other reputed organizations as notified by the Department during the semester. Each of the Courses must be of minimum 8/12 weeks in duration. The student has to acquire a certificate for the concerned course from the agency during the semester only in order to earn the credits for that course.

6.8 There shall be a mandatory **induction program** for three weeks before the commencement of first semester.

6.9 Minor in a discipline (Minor degree/programme) concept is introduced in the curriculum for all conventional B. Tech programmes in which it offers a major. The main objective of Minor in a discipline is to provide additional learning opportunities for academically motivated students and it is an optional feature of the B. Tech. programme.

a. i) Students who are desirous of pursuing their special interest areas other than the chosen discipline of Engineering may opt for additional courses in minor specialization groups offered by a department other than their parent department. For example, If Mechanical Engineering student selects subjects from Civil Engineering under this scheme, he/she will get Major degree of Mechanical Engineering with minor degree of Civil Engineering

ii) Student can also opt for Industry relevant tracks of any branch to obtain the Minor Degree, for example, a B.Tech Mechanical student can opt for the industry relevant tracks like Data Mining track, IOT track, Machine learning track etc.

b. The BOS concerned shall identify as many tracks as possible in the areas of emerging technologies and industrial relevance / demand. For example, the minor tracks can be the fundamental courses in CSE, ECE, EEE,CE,ME etc or industry tracks such as Artificial Intelligence (AI), Machine Learning (ML), Data Science (DS), Robotics, Electric vehicles, Robotics, VLSI etc.

c. The list of disciplines/branches eligible to opt for a particular industry relevant minor specialization shall be clearly mentioned by the respective BOS.

d. There shall be no limit on the number of programs offered under Minor. The University/Institution can offer minor programs in emerging technologies based on expertise in the respective departments or can explore the possibility of collaborating with the relevant industries/agencies in offering the program.



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- e. The concerned BOS shall decide on the minimum enrolments for offering Minor program by the department. If a minimum enrolments criterion is not met, then the students may be permitted to register for the equivalent MOOC courses as approved by the concerned Head of the department in consultation with BOS.
- f. A student shall be permitted to register for Minors program at the beginning of 4th semester subject to a maximum of two additional courses per semester, provided that the student must have acquired 8 SGPA (Semester Grade point average) upto the end of 2nd semester without any history of backlogs. It is expected that the 3rd semester results may be announced after the commencement of the 4th semester. If a student fails to acquire 8 SGPA upto 3rd semester or failed in any of the courses, his registration for Minors program shall stand cancelled. An SGPA of 8 has to be maintained in the subsequent semesters without any backlog in order to keep the Minors registration active.
- g. A student shall earn additional 20 credits in the specified area to be eligible for the award of B. Tech degree with Minor. This is in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 160 credits).
- h. Out of the 20 Credits, 16 credits shall be earned by undergoing specified courses listed by the concerned BOS along with prerequisites. It is the responsibility of the student to acquire/complete prerequisite before taking the respective course. If a course comes with a lab component, that component has to be cleared separately. A student shall be permitted to choose only those courses that he/she has not studied in any form during the Programme.
- i. In addition to the 16 credits, students must pursue at least 2 courses through MOOCs. The courses must be of minimum 8 weeks in duration. Attendance will not be monitored for MOOC courses. Student has to acquire a certificate from the agencies approved by the BOS with grading or marks or pass/fail in order to earn 4 credits. If the MOOC course is a pass/fail course without any grades, the grade to be assigned as decided by the university/academic council.
- j. Student can opt for the Industry relevant minor specialization as approved by the concerned departmental BOS. Student can opt the courses from Skill Development Corporation (APSSDC) or can opt the courses from an external agency recommended and approved by concerned BOS and should produce course completion certificate. The Board of studies of the concerned discipline of Engineering shall review such courses being offered by eligible external agencies and prepare a fresh list every year incorporating latest skills based on industrial demand.
- k. A committee should be formed at the level of College/Universities/department to evaluate the grades/marks given by external agencies to a student which are approved by concerned BOS. Upon completion of courses the departmental committee should convert the obtained grades/marks to the maximum marks assigned to that course. The controller of examinations can take a decision on such conversions and may give appropriate grades.
- l. If a student drops (or terminated) from the Minor program, they cannot convert the earned credits into free or core electives; they will remain extra. These additional courses will find mention in the transcript (but not in the degree certificate). In such cases, the student may choose between the actual grade or a "pass (P)" grade and also choose to omit the mention of the course as for the following: All the courses done under the dropped Minors will be



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shown in the transcript. None of the courses done under the dropped Minor will be shown in the transcript.

- m. In case a student fails to meet the CGPA requirement for B.Tech degree with Minor at any point after registration, he/she will be dropped from the list of students eligible for degree with Minors and they will receive B. Tech degree only. However, such students will receive a separate grade sheet mentioning the additional courses completed by them.
- n. Minor must be completed simultaneously with a major degree program. A student cannot earn the Minor after he/she has already earned bachelor's degree.
- o. Minimum enrollment for a Minor course to be offered is 12
- p. Students fulfilling the stipulated criterion can register for a Minor by paying a prescribed registration fee.

6.10 Honors degree in a discipline:

Students of a Department/Discipline are eligible to opt for Honors Programme offered by the same Department/Discipline.

- a. A student shall be permitted to register for Honors program at the beginning of 4th semester provided that the student must have acquired a minimum of 8.0 SGPA upto the end of 2 semester without any backlogs. In case of the declaration of the 3rd semester results after the commencement of the 4th semester and if a student fails to score the required minimum of 8 SGPA, his/her registration for Honors Programme stands cancelled and he/she shall continue with the regular Programme.
- b. Students can select the additional and advanced courses from their respective branch in which they are pursuing the degree and get an honors degree in the same. e.g. If a Mechanical Engineering student completes the selected advanced courses from same branch under this scheme, he/she will be awarded B.Tech. (Honors) in Mechanical Engineering.
- c. In addition to fulfilling all the requisites of a Regular B.Tech Programme, a student shall earn 20 additional credits to be eligible for the award of B. Tech (Honors) degree. This is in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 160 credits).
- d. Of the 20 additional Credits to be acquired, 16 credits shall be earned by undergoing specified courses listed as pools, with four courses, each carrying 4 credits. The remaining 4 credits must be acquired through two MOOCs, which shall be domain specific, each with 2 credits and with a minimum duration of 8/12weeks as recommended by the Board of studies.
- e. It is the responsibility of the student to acquire/complete prerequisite before taking the respective course. The courses offered in each pool shall be domain specific courses and advanced courses.
- f. The concerned BOS shall decide on the minimum enrolments for offering Honors program by the department. If minimum enrolments criteria are not met then the students shall be permitted to register for the equivalent MOOC courses as approved by the concerned Head of the department in consultation with BOS.



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- g. Each pool can have theory as well as laboratory courses. If a course comes with a lab component, that component has to be cleared separately. The concerned BOS shall explore the possibility of introducing virtual labs for such courses with lab component. (Model pool list is enclosed in the Annexure-2).
 - h. MOOC courses must be of minimum 8 weeks in duration. Attendance will not be monitored for MOOC courses. Students have to acquire a certificate from the agencies approved by the BOS with grading or marks or pass/fail in order to earn credits. If the MOOC course is a pass/fail course without any grades, the grade to be assigned will be as decided by the BOS/academic council.
 - i. The concerned BOS shall also consider courses listed under professional electives of the respective B. Tech programs for the requirements of B. Tech (Honors). However, a student shall be permitted to choose only those courses that he/she has not studied in any form during the Programme.
 - j. If a student drops or is terminated from the Honors program, the additional credits so far earned cannot be converted into free or core electives; they will remain extra. These additional courses will find mention in the transcript (but not in the degree certificate). In such cases, the student may choose between the actual grade or a "pass (P)" grade and also choose to omit the mention of the course as for the following: All the courses done under the dropped Minors will be shown in the transcript. None of the courses done under the dropped Minor will be shown in the transcript.
 - k. In case a student fails to meet the CGPA requirement for Degree with Honors at any point after registration, he/she will be dropped from the list of students eligible for Degree with Honors and they will receive regular B.Tech degree only. However, such students will receive a separate grade sheet mentioning the additional courses completed by them.
 - l. Honors must be completed simultaneously with a major degree program. A student cannot earn Honors after he/she has already earned bachelor's degree.
 - m. Minimum enrollment for the Honors to be offered is 12.
 - n. Students fulfilling the stipulated criterion can register for Honors by paying a prescribed registration fee.
- 6.11** National Service Scheme (NSS)/Yoga is compulsory for all the Undergraduate students. The student participation shall be for a minimum period of 45 hours during the first year. Grades will be awarded as Very Good, Good, Satisfactory in the mark sheet on the basis of participation, attendance, performance and behaviour. If a student gets Un-satisfactory grade, he/she has to repeat the above activity in the subsequent years along with the next year students.
- 6.12** Students shall undergo two summer internships each for a minimum of six weeks duration at the end of second and third years of the programme for 1.5 credits & 3 credits respectively. The organization in which the student wishes to carry out Internship need to be approved by Internal Department Committee comprising Head of Department and two senior faculty members. The student shall submit a detailed technical report along with



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internship certificate from the Internship organization in order to obtain the prescribed credits. The student shall submit the Internship Project Report along with Certificate of Internship. The evaluation of the first and second summer internships shall be conducted at the end of the V Semester & VII semester respectively.

There shall be internal evaluation for 100 marks and there shall not be external evaluation. The Internal Evaluation shall be made by the departmental committee (Head of the Department and two senior faculty of the department) on the basis of the project report submitted by the student.

Completion of the internship is mandatory, if any student fails to complete internship, he/she will not be eligible for the award of degree. In such a case, the student shall repeat the internship in the subsequent summer provided that the student doesn't pursue two summer internships in the same summer.

Community Service Project focussing on specific local issues shall be an alternative to the six weeks of summer Internship, whenever there is any emergency and when students cannot pursue their summer internships. The Community Service Project shall be for 6 weeks in duration which includes preliminary survey for 1 week, community awareness programs for one week, community immersion program in consonance with Government agencies for 3 weeks and a community exit report (a detailed report) for one week. The community service project shall be evaluated for 100 marks by the internal departmental committee comprising Head of the Department and two senior faculty of the department. **However, the first priority shall be given to the internship.**

- 6.13** There shall also be a mandatory full internship in the final semester (VIII Semester) of the Programme along with the project work. The organization in which the student wishes to carry out the Internship need to be approved by Internal Department Committee comprising Head of the Department and two senior faculty. The faculty of the respective department monitors the student internship program along with project work. At the end of the semester, the candidate shall submit a certificate of internship and a project report. The project report and presentation shall be internally evaluated for 50 marks by the departmental committee consisting of Head of the Department, Project supervisor and a senior faculty member. The Viva-Voce shall be conducted for 100 marks by a committee consisting of HOD, Project Supervisor and an External Examiner.

Completion of internship is mandatory, if any student fails to complete internship, he/she will not be eligible for the award of degree. In such a case, the student shall repeat the internship along with project work for next six months.

- 6.14** There shall be five skill-oriented courses offered during III semester to VII semester. Out of the five skill courses, two shall be skill-oriented programs related to the domain and these two shall be completed in second year. Of the remaining three skill courses, one shall necessarily be a soft skill course and the remaining 2 shall be skill-advanced courses either from the same domain or Job oriented skill courses, which can be of inter disciplinary nature.

The student can choose between a skill advanced course being offered by the college or to choose a certificate course being offered by industries/Professional bodies/APSSDC or any other accredited bodies which are duly approved by the Internal Department Committee. The credits assigned to the skill advanced course shall be awarded to the student upon producing



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the Course Completion Certificate from the agencies / professional bodies.

The Internal Department Committee comprising Head of Department and two senior faculty shall evaluate the grades / marks awarded for a course by external agencies and convert to the equivalent marks / grades.

7. Attendance Requirements:

- ❖ A student shall be eligible to appear for semester end examinations (SEE), if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects in a semester.
- ❖ Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester may be granted on medical ground duly approved by the Principal.
- ❖ Shortage of Attendance below 65% in aggregate shall in NO case be condoned.
- ❖ Further the student must obtain a minimum of 50% attendance in each subject failing which; the student shall not be permitted to write the SEE of that subject. Student has to register this subject through course repetition and satisfy the CIE qualification criteria of attendance and marks in the subsequent semesters.
- ❖ Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examination of that class and their registration shall stand cancelled.
- ❖ A student will not be promoted to the next semester unless he satisfies the attendance requirements of the present semester. They may seek readmission for that semester when offered next.
- ❖ A stipulated fee shall be payable towards condonation of shortage of attendance to the college.

8. Minimum Academic Requirements:

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no.7

- 8.1 A student shall be deemed to have satisfied the minimum academic requirements and earned the credits allotted to each theory, practical, design, drawing subject or project, if he/she secures not less than 15 marks in CIE and 25 marks in SEE. In case of, internships, project work viva – voce, he/she should secure 40% of the total marks. For mandatory courses minimum 15 marks in CIE are to be secured.
- 8.2 B.Tech students: A student shall be promoted from II to III year only if he/she fulfils the academic requirement of securing 40% of the credits in the subjects that have been studied up to III Semester from the following examinations.

One regular and two supplementary examinations of I Semester.
One regular and one supplementary examination of II Semester.
One regular examination of III semester.

Lateral Entry students: A student shall be promoted from II to III year only if he/she fulfils the academic requirement of securing 40% of the credits in the subjects that have been studied up to III Semester from the following examinations.



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One regular examination of III semester.

- 8.3 B.Tech students: A student shall be promoted from III year to IV year only if he/she fulfils the academic requirements of securing 40% of the credits in the subjects that have been studied up to V semester from the following examinations, irrespective of whether the candidate takes the end examination or not as per the normal course of study.

One regular and four supplementary examinations of I Semester.

One regular and three supplementary examinations of II Semester.

One regular and two supplementary examinations of III Semester.

One regular and one supplementary examinations of IV Semester.

One regular examination of V Semester.

Lateral entry students: A student shall be promoted from III year to IV year only if he/she fulfils the academic requirements of securing 40% of the credits in the subjects that have been studied up to V semester from the following examinations, irrespective of whether the candidate takes the end examination or not as per the normal course of study.

One regular and two supplementary examinations of III Semester.

One regular and one supplementary examinations of IV Semester.

One regular examination of V Semester.

And if a student is detained for want of credits for particular academic year by sections 8.2 and 8.3 above, the student may make up the credits through supplementary examinations and only after securing the required credits he/she shall be permitted to join in the V Semester or VII Semester as the case may be.

- 8.4 A student shall register and put up minimum attendance in all 160 credits and earn all the 160 credits. Marks obtained in all 160 credits shall be considered for the calculation of aggregate percentage of marks obtained. In case of lateral entry students, the number of credits is 121.

- 8.5 Students who fail to earn 160 credits as indicated in the course structure within eight academic years from the year of their admission shall forfeit their seat in B.Tech. course and their admission shall stand cancelled.

Lateral entry students who fail to earn 121 credits as indicated in the course structure within six academic years from the year of their admission shall forfeit their seat in B.Tech. course and their admission shall stand cancelled.

9. Course Pattern:

- (i) A student eligible to appear for the end examination in a subject, but absent or has failed in the end examination may appear for that subject at the next supplementary examination when offered.

When a student is detained due to lack of credits/shortage of attendance he/she may be re-admitted when the semester is offered after fulfilment of academic regulations. In such case, he/she shall be in the academic regulations into which he/she is readmitted.



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(ii) **With-holding of Results**

If any case of indiscipline or malpractice is pending against candidate, the result of the candidate shall be with held and he/she will not be allowed/promoted into the next higher semester. The issue of awarding degree is liable to be withheld in such cases.

(iii) **Grading**

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

Table – Conversion into Grades and Grade Points assigned

Range in which the marks in the subject fall	Grade	Grade Points Assigned
≥ 90	S (Superior)	10
80-89	A (Excellent)	9
70-79	B (Very Good)	8
60-69	C (Good)	7
50-59	D (Average)	6
40-49	E (Below Average)	4
< 40	F (Fail)	0
Absent	Ab (Absent)	0

A student obtaining Grade F shall be considered failed and will be required to reappear for that subject when the next supplementary examination offered. Same is the case with a student who obtains 'Ab' in end examination.

For **mandatory** courses "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

10. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

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

$$SGPA = \frac{\sum_{i=1}^n C_i \times GP_i}{\sum_{i=1}^n C_i}$$

where, C_i is the number of credits of the i^{th} subject and GP_i is the grade point scored by the student in the i^{th} course.



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

$$CGPA = \frac{\sum_{j=1}^m SGPA_j \times TC_j}{\sum_{j=1}^m TC_j}$$

where “SGPA_j” is the SGPA of the jth semester and TC_j is the total number of credits in that semester.

- (iii) Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- (iv) While computing the SGPA, the subjects in which the student is awarded Zero grade points will also be included.
- (v) *Grade Point*: It is a numerical weight allotted to each letter grade on a 10-point scale.
- (vi) *Letter Grade*: It is an index of the performance of students in a said course. Grades are denoted by letters S, A, B, C, D, E and F.

11. Award of Class

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of B. Tech. degree, he/she shall be placed in one of the following four classes.

Class Awarded	CGPA Secured
First Class with Distinction	≥ 7.5
First Class	$\geq 6.5 < 7.5$
Second Class	$\geq 5.5 < 6.5$
Pass Class	$\geq 4.0 < 5.5$

12. Gap Year

Gap year concept of Student Entrepreneur in Residence shall be introduced and outstanding students who wish to pursue entrepreneurship are allowed to take a break of one year at any time after II year to pursue entrepreneurship full time. This period may be extended to two years at the most and these two years would not be counted for the time for the maximum time for graduation. An evaluation committee shall be constituted by the College to evaluate the proposal submitted by the student and the committee shall decide whether or not to permit the student(s) to avail the Gap Year.



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13. Transitory Regulations

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

Candidates who were permitted with Gap Year shall be eligible for rejoining into the succeeding year of their B.Tech from the date of commencement of class work, and they will be in the academic regulations into which the candidate is presently re-joining.

14. Minimum Instruction Days

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

15. Medium of Instruction

The Medium of Instruction is **English** for all courses, laboratories, internal and external examinations and project reports.

16. Rules of Discipline

- (i) Use of mobile phones with camera, in the campus is strictly prohibited.
- (ii) Students shall behave and conduct themselves in a dignified and courteous manner in the campus/Hostels.
- (iii) Students shall not bring outsiders to the institution or hostels.
- (iv) Students shall not steal, deface, damage or cause any loss to the institution property.
- (v) Students shall not collect money either by request or coercion from others within the campus or hostels.
- (vi) Students shall not resort to plagiarism of any nature/extent. Use of material, ideas, figures, code or data without appropriate acknowledgement or permission of the original source shall be treated as cases of plagiarism. Submission of material, verbatim or paraphrased, that is authored by another person or published earlier by oneself shall also be considered as cases of plagiarism.
- (vii) Use of vehicles by the students inside the campus is prohibited.
- (viii) Any conduct which leads to lowering of the esteem of the organization is prohibited.
- (ix) Any material to be uploaded to social media sites need to be approved by Head of the Department concerned/Dean/Principal.
- (x) Any student exhibiting prohibited behaviour shall be suspended from the institute. The period of suspension and punishment shall be clearly communicated to the student. The student shall lose the attendance for the suspended period
- (xi) Dress Code
Boys : All the boy students should wear formal dresses. Wearing T-shirts and other informal dresses in the campus is strictly prohibited.
Girls : All the girls students shall wear saree / chudidhar with dupatta



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17. Punishments for Malpractice cases – Guidelines

The examinations committee may take the following guidelines into consideration while dealing with the suspected cases of malpractice reported by the invigilators/squad members etc; during end examinations. The punishment may be more severe or less severe depending on the merits of the individual cases.

S.No.	Nature of Malpractice/Improper conduct	Punishment
1	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cellphones, pager, palm computers or any other form of material concerned with or related to the course of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the student which can be used as an aid in the course of the examination).	Expulsion from the examination hall and cancellation of the performance in that course only.
2	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 course.
3	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that semester/year examinations.
4	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 other 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 course only of all the students involved. In case of an outsider, he will be handed over to the police and a case shall be registered against him.
5	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the student is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses including practical examinations and project work of that semester/year.
6	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses including practical examinations and project work of that semester/year.
7	Smuggles in the Answer book or takes out or arranges to send out the	Expulsion from the examination hall and cancellation of performance in that



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	question paper during the examination or answer book during or after the examination	course and all the other courses including practical examinations and project work of that semester/year. The student is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the student is subject to the academic regulations in connection with forfeit of seat.
8	Refuses to obey the orders of the Chief 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 course and all other courses 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 shall be registered against them.
9	Leaves the exam hall taking away answer script or intentionally tears up the script or any part there of inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that course and all the other courses including practical examinations and project work of that semester/year. The candidate is also debarred for two consecutive semesters from classwork and all end examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
10	Possesses any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses including practical examinations and project work of that semester/year. The student is also debarred and forfeits the seat.



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11	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in S.No7 to S.No 9.	For Student of the college: Expulsion from the examination hall and cancellation of the performance in that course and all other courses including practical examinations and project work of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case shall be registered against them.
12	Impersonates any other student in connection with the examination	The student who has impersonated shall be expelled from examination hall. The student is debarred from writing the remaining exams, and rusticated from the college for one academic year during which period the student will not be permitted to write any exam. If the imposter is an outsider, he will be handed over to the police and a case shall be registered against him. The performance of the original student who has been impersonated, shall be cancelled in all the courses of the examination including practicals and project work of that semester/year. The student is rusticated from the college for two consecutive years during which period the student will not be permitted to write any exam. The continuation of the course by the student is subject to the academic regulations in connection with forfeiture of seat.
13	If any malpractice is detected which is not covered in the above S.No 1 to S.No 12 items, it shall be reported to the college academic council for further action and award suitable punishment.	
14	Malpractice cases identified during sessional examinations will be reported to the examination committee nominated by Academic council to award suitable punishment.	

18.0 ADDITIONAL ACADEMIC REGULATIONS:

- 18.1 Any attempt to impress upon the teachers, examiners, faculty and staff of Examinations, bribing for either marks or attendance will be treated as malpractice.
- 18.2 When a component of Continuous Internal Evaluation (CIE) or Semester End Examination (SEE) is cancelled as a penalty, he/she is awarded zero marks in that component.

19.0 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, Academic schedules, Examination schedules, Examination pattern, Moderation to students, Special opportunity to complete degree beyond stipulated time and any other matter pertained that meets to the needs of the students, society and industry without any notice and the decision is final.