



Rajiv Gandhi University of Knowledge Technologies-AP
Academic Rules and Regulations for the Six Year Integrated B. Tech Program
(Comprising of 2-Year Pre-University Course and 4-Year B. Tech Program)

ACADEMIC RULES AND REGULATIONS

SIX YEAR INTEGRATED B. Tech PROGRAM

(Comprising of 2-Year Pre-University Course and 4-Year B. Tech Programme)

(With effect from Academic Year 2019-20)

RGUKT AP Campuses: Nuzvid, RK Valley, Ongole and Srikakulam



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Rules and Regulations of Six Year Integrated Program effective from 2019-2020

1. INTRODUCTION

Provision of these regulations shall come into force with effect from the academic year 2019-20 and shall be applicable to all PUC and B. Tech Courses (unless otherwise stated) offered by the institute.

- 1.1. The provisions of these regulations shall be applicable to any new discipline that may be introduced from time to time.
- 1.2. Prescribed service courses for all the programmes are supported by a) Basic Sciences Humanities and Social Sciences
- 1.3. All the academic rules and regulations hereinafter specified shall be read as a whole for the purpose of governing the academics of RGUKT-AP.
- 1.4. These guidelines provide the frame work for the conduct of academic activities and are used as a guide for all the IIIT campuses of RGUKT-AP and provide a uniform direction for the operation of Constituent Institutes of the University.
- 1.5. Academic Governing bodies of the RGUKT:
 - A. **Governing Council (GC)** is the highest administrative body at University level. Honorable Chancellor is the Chairman of GC and Vice-Chancellor is the Convener of GC.
 - B. **Academic Council (AC)** shall be the principal academic body of the University and shall co-ordinate and exercise general supervision over the academic policies of the constituent Institutes. The Hon'ble Chancellor acts as Chairman and Director, CETLS is the Convener. The other members are Vice-Chancellor, Deans, Academics of all constituent Institutes, Dean, Academics, IIIT Hyderabad, and three eminent academicians nominated by the Governing Council or chairman of the GC.
 - C. **Executive Committee (EC)** is the highest body at Institute level having authority to make policies and to execute the GC resolutions. Vice-Chancellor is the Chairman of the EC and the Administrative Officer is the Convener of EC.
 - D. **Board of Studies (BOS)** shall be the principal curriculum planning and reviewing body and it shall also arrange for periodical monitoring of the development programs and of teaching and research in the Institute. BoS is the academic body that frames the structure of curriculum and syllabus for all Programs. Each constituent Institute shall have its own Board of Studies. The Vice-Chancellor acts as the Chairman and the Dean of Academics is the Convener. The other members are, Director of the constituent Institute, three eminent persons nominated by the Governing Council or chairman of GC.



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2. ADMISSION:

- A. An open notification shall be released by RGUKT-AP every year in the month of May/June for six year integrated B. Tech Program for an intake to be decided each year for each of the four IIIT Campuses located at Nuzvid, Ongole, RK Valley, and Srikakulam. Counseling shall be conducted every year in the month of July/August.
- B. Eligibility, fee and scholarship related matters are as per the University regulations and AP state Govt. rules and regulations.
- C. If, any time after admission, it is found that a candidate had not in fact fulfilled all the requirements stipulated in the offer of admission, in any form what so ever, including possible misinformation etc., the HoD/Dean-Academic/Director shall report the matter to the AC/EC/GC recommending for cancelling the admission of the candidate.
- D. The institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of indiscipline or any misconduct.
- E. The decision of the Governing Council, regarding sections 2(C) and 2(D) above, is final and binding.
- F. Every Under Graduate student of the Institute shall be associated with the parent department offering the degree program that the student undergoes, throughout his/her study period.

3. COURSE STRUCTURE:

- A. The programme offered by the RGUKT-AP consists of a six year integrated course. The first part of the six-year course is a two-year Pre University Course (equivalent to Board of Intermediate Education, AP) and followed by four-year Engineering Program.

Table 3.1: List of Major courses in PUC

1 st Year PUC	Major courses are Mathematics, Physics and Chemistry
2 nd Year PUC	Major courses are Mathematics, Physics and Chemistry

- B. The two year PUC offers foundation courses of Engineering such as Mathematics, Physics and Chemistry (equivalent to MPC) and also offers English, Telugu and Information Technology. Optional course, Biology shall be offered for the interested students.

Table 3.2: List of B. Tech Programs

S No	Department	B. Tech Program Name
1	Civil Engineering	Civil Engineering



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2	Mechanical Engineering	Mechanical Engineering
3	Electronics and communication Engineering	Electronics and communication Engineering
4	Metallurgical and Materials Engineering	Metallurgical and Materials Engineering
5	Chemical Engineering	Chemical Engineering
6	Computer Science and Engineering	Computer Science and Engineering

- C. The total course package for B. Tech Degree Program typically consists of the following components.
- Basic Science Courses (BSC)
 - Engineering Science Courses (ESC)
 - Humanities and Social Science Courses (HSC)
 - Program Core Courses (PCC)
 - Program Elective Courses (PEC)
 - Open Elective Courses (OEC)
 - Mandatory Courses (MC)
 - Major Project & Minor Project (PROJ)
 - Induction Program (IDP)
- D. In major departments other than Chemical & MME, a minimum of 15 students and/or 1/3rd of the class strength should enroll for an elective course (PEC/OEC) to offer. In case of less registrations for an elective course, sliding option should be given to the registered students either to the other existing courses or a NPTEL online course. For long-term intern after advice of the supervisor/faculty advisor & approval of HoD, he/she may opt more than one NPTEL course but maximum no. of total credits should be within the permissible limits prescribed by the UGC/AICTE time to time. HoD should identify the SWAYAM-NPTEL courses/MOOC courses before the commencement of a semester registration.
- E. Institute Board of Studies with external members will discuss and finalize the exact credits offered for the program for the components (a) to (h) of 3(C), the semester-wise distribution among them, as well as the syllabi of all courses offered by the Department along with course outcomes of each course from time to time and recommend the same to the Academic council for consideration and approval.
- F. **Major Project:** The Major Project is offered in the IV Year First and Second semesters. The method of evaluation may be as per the guidelines given under B. Tech Project evaluation. (See Section B. Tech Project rules).



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- G. Students are allowed to opt for long term internship up to a maximum period of 1 year after successful completion of Third year of their B. Tech Programme. Offering of Environmental Science, Indian Constitution, Human Values and Community Service course are mandatory in B. Tech Programme. Upon completion of the prescribed requirements, the students shall be awarded a B. Tech degree.
- H. As per the AICTE guidelines, 21 days Induction program shall be offered to the students after completion of their second year PUC program. Typically, the induction program should be completed before the commencement of 1st year of engineering program. As part of the program, two mandatory courses, Human Values and Creative Arts (Syllabus strictly as per the AICTE norms) shall be offered along with physical activities, departmental exposure activities. Further, NSS/NCC/Sports/Yoga are mandatory for first two years of PUC program.

4. DEGREE REQUIREMENTS:

A. Credit Requirements: Minimum Earned Credit Requirements for the award of B. Tech Degree in any program listed in 3(B) is 160. The minimum number of additional credits required to obtain the minor degree is 20.

B. Minor degree requirements:

- a. Minor courses: Electronics and Communication Engineering (ECE), Computer Science and Engineering (CSE), Mechanical Engineering (ME), Civil Engineering (CE), Chemical Engineering (CHEM), Materials and Metallurgical Engineering (MME), Electrical Engineering (EE), Humanities and Social Sciences (HSS), Basic Sciences (BS), Fine arts (Music, Vocal, Kuchipudi, Mridangam), Physical Education (Sports/Yoga), Aerospace Engineering (AE) and Information Technology (IT).
- b. For minor in engineering departments, HSS and Basic Sciences, students with CGPA 8.5 and above (upto engineering first year second semester, without any previous remedials) are eligible. Whereas for other departments, students with CGPA 7.0 and above are eligible.
- c. Number of minor programs to be offered in an academic year is at the discretion of campus Director based on availability of the faculty.
- d. Courses in Minor program are self-learning courses. However, in the event of time-table adjustment, separate slots may be allowed with the availability of faculty.
- e. Further, after advice of the course supervisor/coordinator & approval of HoD, he/she may opt the NPTEL course but maximum no. of total credits should be within the permissible limits prescribed by the UGC/AICTE time to time. HoD should identify the SWAYAM-NPTEL courses before the commencement of a semester registration.
- f. If any student wish to withdraw in between from the minor program then he/she should submit a request to the HoD (parent department where students belongs to) by stating the reason. HoD should process such request after having the discussion with course coordinator. Decision of the HoD should reflect on the request letter before



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proceeding to the Dean (Academic) section. Exam section shall receive the with drawl information from Dean (Academic) office before the commencement of the exams.

- g. For the benefit of students, all successfully completed courses in the minor program shall be reflected in the grade sheet. However, in case of withdraw from the minor program, only completed course shall be reflected in the final grade sheet with a column as ‘Additional courses completed’ but the grades obtained in this courses shall not be considered for calculating overall grading.

5. ACADEMIC CALENDAR:

- A. Definition of “Academic Year” is as per the UGC guidelines. Two regular semesters, namely, 1st semester and 2nd semester. Usually, 1st semester starts on 1st July and ends by 30th November and 2nd Semester starts on 1st December and ends by 30th April. On the account of unforeseen reasons, variations may be allowed in ending/starting dates of 1st/2nd semester with valid proofs.
- B. It should be ensured that the number of **effective teaching days in a semester is 90.**
- C. Schedule of academic activities in an academic year include the dates of registration, examinations, general/public orders, co-curricular and extra-curricular programs like Technical seminars /Spring Spree/Institute Fest etc. Every year, at the beginning of academic year, Conduction of Orientation program to all the students is mandatory. The program shall include students’ awareness sessions on academic regulations, examination evaluation pattern and guidelines of Long-term/summer internship. During the program, the semester registration will be done. The program shall be executed by the individual departmental faculty/placement cell/exam cell.

6. REGISTRATION:

- A. Every student is required to be present and register at the commencement of each semester on the day(s) fixed for and notified in the Academic Calendar.
- B. Percentage attendance for all students will be counted from the date of commencement of the semester, irrespective of his/her date of registration. However, in case of I Year I Semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.
- C. From the first semester onwards, the registration will be organized at the respective Department under the supervision of the Head of the Department.
- D. A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next week on payment of additional late fee as prescribed by the Institute from time to time. Normally no late registration shall be permitted after one week from the scheduled date.
- E. Only those students will be permitted to register who have
 - a. Cleared all the Institute and Hostel dues of the previous semesters,



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- b. Paid all required fees for the current semester, and
 - c. Not been debarred from registering for a specified period on disciplinary or any other ground.
- F. A Student can register for a backlog subject whenever it is offered. A student must register the backlog courses first giving priority to the oldest backlogs. The students will register by default for backlog courses being offered in a particular semester.

7. ATTENDANCE:

- A. Every student is expected to have 100% average attendance in all subjects in which he/she has registered at the beginning of the semester. However, condonation for shortage of attendance up to 25%(i.e., not lower than 75% aggregate average attendance) may be granted by the HoD/Coordinator/Dean (Academic)for attending the co-curricular and/or extra-curricular activities, NCC/NSS camps, availing the medical leaves and etc.
- B. Further grant of additional (maximum) of 10 days (beyond 25% consideration) for attending the co-curricular & extracurricular activities, NCC/ NSS Camps, and CDPC activities is strictly as per the discretion of the Director of the respective campus.
- C. Attendance of a student is computed by considering total number of periods conducted in all courses as the denominator and the total number of periods actually attended by the student in all courses, as the numerator.
- D. Students not having the mandatory requirement of minimum 75% attendance shall not be permitted to appear for the end semester examination.
- E. Shortage of attendance in aggregate up to 10% (65% and above, and below 75%) in each semester may be condoned by the college academic committee on genuine and valid grounds, based on the student's representation with supporting evidence.A stipulated fee shall be payable towards condoning of shortage of attendance.
- F. Shortage of attendance below 65% in aggregate shall in **no** case be condoned.
- G. Students whose shortage of attendance is not condoned in any semester are not eligible to take their end examinations of that semester. They get detained and their registration for that semester shall stand cancelled. They will not be promoted to the next semester. A student who does not put in the required minimum of attendance in any semester is automatically detained and shall repeat the next academic year. They may seek re-registration for all those subjects registered in that semester in which student was detained, by seeking re-admission into that semester as and when offered; in case if there are any professional electives and/ or open electives, the same may also be re-registered if offered. However, if those electives are not offered in later semesters, then alternate electives may be chosen from the same set of elective subjects offered under that category.
- H. If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of the Department concerned stating fully the reasons for the leave requested for along with supporting document(s). The Head of the Department will grant such leave. During such leave period, the student will be



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marked as absent. Even with this leave applied, the student must satisfy at least 75% attendance requirement to appear for end sem examination.

- I.** If the period of absence exceeds two weeks, a prior application for grant of leave will have to be submitted through the Head of the Department to the Dean-Academic with supporting documents. The decision to grant such leave shall be taken by the Dean-Academic, after considering the recommendation of the Head of the Department, if the aggregate attendance is at least 75% till the date of request.
- J.** A resident student must take prior permission from the corresponding warden before proceeding on leave. Failing to do so will be construed as breach of discipline and will be dealt with as per provisions.
- K.** Attendance for both theory and laboratory courses shall be entered before the end of each working week by the concerned faculty through faculty portal of the Institute website. Students are advised to monitor the status of their attendance through student portal of the Institute website.
- L.** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.

8. TEMPORARY WITHDRAWAL FROM THE INSTITUTE:

- A.** A student who has been admitted to an undergraduate degree course of the institute may be permitted to withdraw temporarily for a period of one semester or more from the Institute on grounds of prolonged illness or acute problem in the family, which compelled him/her to stay at home, provided that
 - a.** He/she applies to the Institute within 15 days of the commencement of the Semester or from the date he/she last attended his/her classes whichever is later, stating fully the reasons for such withdrawal together with supporting documents and endorsement of the parent/guardian.
 - b.** The Institute is satisfied that, including the period of withdrawal, the student is likely to complete his/her requirements for the degree within the time limits specified.
 - c.** There are no outstanding dues against him/her or demands from him/her in the Institute/Hostel/Department/Library/NCC etc.
- B.** A student, who has been granted temporary withdrawal from the Institute under the above provisions will be awarded 'W' grade. He/she will be required to pay the tuition fees and other essential fees/charges for the intervening period till such time as his/her name is borne on the Roll list.
- C.** A student will be granted only one such temporary withdrawal during his/her tenure as a student of the Institute.



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- D. Students who are readmitted on medical grounds or other extraordinary grounds will have to pay their mess and accommodation charges for the period of days present for the semester during which the student has discontinued, besides the regular fee payable for the year.

9. BIOMETRIC LEAVE RULES FOR SCHOLARSHIP:

The following rules and regulations shall be followed for Biometric Attendance through Vidyawaan/Gnanabhumi Portal

- A. All the students of the Institute (Those who are not receiving the scholarship also) shall give biometric attendance twice (Morning and Evening slot) on every working day (excluding institute declared holidays). Student should give their biometric attendance even on the examination days also.
- B. 75% of Attendance is mandatory to all the students to get the scholarship.
- C. At least two days' prior intimation has to be given for leaves.
- D. Students, those who are attending long term Internships, short term Internships, conferences, workshops, NCC Camps, NSS Camps, Sports and Games, Yoga and any other things representing the Institute has to give prior information at least before two days. (A format is available in the Online Notice Board (ONB) for representing the Institute. It has to be submitted to the Academic section through proper channel.)
- E. Attendance shall not be considered, if information is not given at least two days before leaving the Institute to the Academic section through proper channel.
- F. Timings for giving the biometric attendance.
- Morning Slot – 8.00 AM to 9.30 AM
 - Evening Slot— 4.30 PM to 6.00 PM
- G. It is the student's responsibility to give biometric attendance for getting the scholarships. Institute is not responsible for not getting the scholarship, if students fail to give biometric attendance.
- H. If students do not receive scholarships for not giving the biometric attendance, they have to pay the total fee to the Institute.

10. ASSESSMENT OF ACADEMIC PERFORMANCE:

- A. There will be continuous assessment of a student's performance through Assessment tests (total 8ATs), MID tests (total of 3 MIDs) etc., throughout the semester.
- B. Each theory subject in a semester is evaluated for 100 marks, with the following weightages.

Table 10.1 Weightage of Sub-Components

S. No	Sub-component	Weightage
1	Assessment tests (Best 5 out of 8)	10 marks
2	Mid-semester Examination (Best 2 of 3)	30 marks



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3	End-semester Examination	60 marks
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- C. The mode and nature of the evaluation and the corresponding weightages, for the subcomponent (a) shall be intimated to the students at the beginning of the semester along with the lecture schedule/lecture plan.
- D. In Assessment tests/MID tests/EST, if any mistakes is(are) found either in the question paper or in key or in both by the students and/or faculty in any subject should bring it to the notice of Controller of Examination through subject coordinator/HoD on or before “FOUR working days” after publication of the Key/Question paper. Such requests/issues should be processed within “FOUR working days” after receiving the requests/issues and modified results/key should be notified to the students through the notice boards.
- E. Each laboratory course in a semester (for both B. Tech & PUC) is evaluated for 100 marks, with the following weightages: No combined grading allowed for any lab course with respective theory course.

Table 10.2 Weightage of Internal/External exams

S. No	Sub-component	Weightage
1	Continuous Evaluation/Tests	40 marks
2	End semester examination	60 marks

- F. The marks for continuous evaluation may be distributed among various components like class work performance, Lab records, Quizzes, skill tests/ assignments/ mini projects. This is to be informed to students and supervisor before commencement of the dissertation work by the Faculty Advisor.
- G. The B. Tech Project work will be evaluated for 100 marks, with the following weightages:

Table 10.3 Weightage of B. Tech Evaluation components

S. No	Sub-component	Weightage
1	Periodic evaluation by Guide	20 marks
2	Mid Term review	20 marks
3	End Semester viva-voce examination	60 marks

- H. Except for the long-term interns (evaluation criterion mentioned in 19.4 of these regulations), the midterm review and the end semester viva-voce examination will be conducted by a committee constituted by the Head of the Department.
- I. The project work will commence in IV year I semester and will be for a duration of two semesters. The final evaluation of the project work will be done at the end of second semester.
- J. Evaluation (Pass/fail) procedure for mandatory courses shall be decided by the individual campuses.



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11. GRADING SYSTEM:

- A. The marks secured by students, those who have appeared for the end semester examination, in a course shall be computed in descending order.
- B. The expected percentages for each grade are given in below table. All the students, whose grade is below D, are considered to have failed (remedial) in the course.

Table 11.1: Grade positions

S. No	Marks Range	Grade	Grade points	% of students expected to fall in this range
1	90-100	EX	10	Top 5% of students
2	80-89	A	9	Next 20% of students
3	70-79	B	8	Next 35% of students
4	60-69	C	7	Next 20% of students
5	50-59	D	6	Next 15% of students
7	<50	Remedial (R)	0	Last 5% of students

The process for awarding the grades is as follows:

- C. In each subject marks awarded are compiled into cumulative frequency table. (Percentage of students crossing the threshold of marks given in decreasing order of marks scored.)
- D. A new cut off mark for each of the grades is obtained following the relative grading system on the basis of the above mentioned percentage number of students expected to fall in each grade. For example, the mark of the student who is at the border of the top 5% of students will be the relative grading cut-off mark for “EX” grade. Similarly, the marks of the student who is at the border of the next 20% of students will be the relative grading cut-off mark for “A” grade and so on.
- E. New cut off marks for awarding the grades are obtained by comparing the relative grading cut-off marks to the absolute grading cut-off marks. The lower of the two is taken as the new cut-off mark, subject to a maximum deviation of 10 marks from the fixed grading system.
- F. In each case, the new cut-off is limited to ± 10 marks from the cut-offs of the fixed grading system.
- G. In case the $((\text{absolute grading cut-off}) - (\text{relative grading cut-off})) > 10$, then the new cut-off is obtained as $(\text{absolute grading cut-off} - 10)$.

SGPA and CGPA calculations

$$SGPA = \frac{\sum_{i=1}^n C_i * GP_i}{\sum C}$$



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Where, C_i = Credit for the course, GP_i = the Grade Point obtained for the course and the summation over all the courses taken in that semester and 'n' is the number of subjects registered for the semester.

$$CGPA = \frac{\sum_i^m S_i \times C_i}{\sum_i^m C_i}$$

Where 'm' is the total number of semesters under consideration. C_i the total number of credit registered for during a particular semester and S_i is the SGPA of that semester. Both SGPA and CGPA shall be rounded off to the second place of decimal and recorded as such.

H. Reduction in pass marks for PH students (G.O Ms. No. 183): Following prevailing orders from the Government, PH students under the category of Hearing impaired, orthopedically handicapped, visually challenged, Deaf and dumb shall be given a concession of 10% over pass marks.

I. Recounting process

- a) Students must submit their application to the academic section in the institute indicating clearly the subject in which recounting is to be made.
- b) Application must be accompanied by a demand draft for the prescribed fee per course drawn in favor of the Director towards the subject(s) opted for recounting process.
- c) Results after the recounting process shall be declared following the academic regulations in force then.
- d) In case of any changes in marks after recounting is done, the higher of the original and recounted marks shall be taken as the final marks.

12. MID-SEMESTER AND END-SEMESTER EXAMS:

- A.** Assessment Tests (ATs), MID exams and the End-semester examinations in respect of theory courses will be conducted centrally by the examination section as per the schedule. Individual departments should schedule and conduct the labs as per the academic calendar.
- B.** Head of the Department should send the list of courses (of particular semester) registered by each student to both the central exam section and academic section on or before commencement of 1st Assessment test of the semester.
- C.** Assessment Tests, viva-voce, laboratory assignments etc. are the constituent components of continuous assessment process, and a student must undergo the continuous assessment process as prescribed by academic regulations.
- D.** Appearing in the end-semester examination in the theory and laboratory subjects is mandatory for a student. If a student fails to appear for the end-semester examination, he/she shall be awarded 'Fail' grade in the subject. He/ She can be permitted to appear



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for the remedial examinations to be conducted later, as announced in the academic calendar.

- E. Students will be permitted to appear in the examinations in only those subjects for which they have registered at the beginning of the semester.
- F. End semester theory subject question paper contains two parts: Part-A consists of 18 objective questions for 18 marks (3 objective questions from each unit) and Part-B contains 12 descriptive questions with internal choice between 2 questions from each unit, and each question carries 7 marks (total 42 marks) Grand total will become $18+42 = 60$ marks. Office of the Controller of Examination, should provide the blue print of the question paper and Bloom's taxonomy for maintaining the standards. Paper setters must assess on course outcomes outlined in each course and there by the program outcomes can be evaluated.
- G. As a process of learning by students and also to ensure transparency, the answer scripts after correction of Assessment tests, MIDexaminations, assignments etc., will be shown to the students within the time frame fixed by the respective campus. The teacher/ Chairman, Coordination Committee must submit the marks obtained in MID examinations to the Exam cell within the time frame fixed by the respective campus.
- H. The student can appeal to Head of the department/Controller of Examination for any arbitration within 20 days from the date of official publication of semester end results in the Institute Website. A committee may be constituted with the approval of the Director to examine the student appeal.

CGPA range	Division
≥ 7.5 without any backlog through out	First class with Distinction
≥ 6.5 with at least one backlog	First division
$< 6.5 \ \&\& \ \geq 5.5$	Second division
< 5.5	Pass division

- I. The valued answer scripts shall be preserved for a maximum period of 4 years after publication of results. Respective campuses can dispose the answer scripts which are preserved for more than prescribed period by adopting the procedure outlined in any state universities or the recommendations of the committee constituted by the respective campus Director for disposing the answer scripts. The teachers are required to send the valued answer scripts of both monthly and end semester examinations to the examination section to preserve them.
- J. Examination record of all students should be maintained in both soft and hard copy form in the academic/examination section.



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13. REMEDIAL EXAMINATION:

Number of remedial examinations and pattern should be uniform among all the campuses. The remedial examination dates may vary for each campus for practical reasons.

- A. The following are registration fee for the remedial examinations for each course from A.Y 2019-20 onwards.

Table: Remedial / Grade Improvement registration Fee (in Rupees)

Item	Amount for each course
First time appearing for Remedial	200/-
Second time appearing for Remedial	500/-
Third time appearing for Remedial	750/-

14. CONDUCT AND DISCIPLINE:

Students shall conduct themselves within and outside the precincts of the institute in a manner befitting the students of an Institute of National importance. Detailed rules regarding conduct and discipline are given in Appendix-II.

15. MALPRACTICES:

Students are not allowed to leave the Examination Hall without submitting the answer script. They will not be permitted to enter the examination hall after 30 minutes of commencement of the examination and to leave the examination hall before 30 minutes of the closure of examination.

The nature of malpractice and the minimum punishment are indicated in the following table:

Table: Malpractice Rules

S.No.	Malpractice/Improper conduct	Disciplinary action
1.	<p>In the examination hall, if the candidate possesses or keeps accessible such as any paper, note book, programmable calculators, Cell phones, pager, palm computers, pen drives, memory cards or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be an aid in the subject of the examination)</p> <p>Note: The Controller of Examination shall update the list of objectionable material from time to time according to the advancing methods in the malpractice.</p>	Expulsion from the examination hall and cancellation of the performance in that subject only.



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2	<p>Gives assistance or guidance to any other candidate</p> <p>or</p> <p>Receives information from any other candidate (orally, body language methods, cell phones or any such media) in or outside the exam hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved.</p> <p>In case of an outsider, (1) Refer Clause 10 in the Table. (2). If the outsider is also the candidate of that particular exam, the same mentioned in the clause (10) is applicable.</p>
3	<p>Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject. Student will not be permitted to appear for the remaining examinations of the subjects of that semester.</p>
4	<p>Impersonates any other candidate in connection with the examination.</p>	<p>The candidate who has impersonated shall be expelled from examination hall. He would be debarred and his seat gets forfeited.</p> <p>The performance of the original candidate who has been impersonated shall be cancelled in all the subjects of the examination (including practical's and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester. The candidate is also debarred for ONE semester from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeit of seat.</p> <p>If the imposter is an outsider, he will be handed over to the police and a police case will be registered.</p>
5	<p>Smuggling of answer scripts during or after the examination.</p> <p>or</p> <p>Takes out or arranges to send out the question paper during the examination</p>	<p>Expulsion from the examination hall.</p> <p>Cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work.</p> <p>He shall not be permitted for the remaining examinations of the subjects of that semester.</p>
6	<p>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.</p>	<p>Cancellation of the performance in that subject.</p>
7	<p>Refuses to obey the orders of the Invigilators/Squad Team/Controller of</p>	<p>The student(s) of the institute shall be expelled from examination hall and shall not be</p>



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	<p>Examination/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 or 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 Institute campus or Engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	<p>permitted to appear for the remaining examinations of the subjects of that semester.</p>
8	<p>Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work.</p> <p>The candidate shall not be permitted for the remaining examinations of the subjects of that semester.</p>
9	<p>Possess any lethal weapon or firearm in the examination hall.</p>	<p>Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practicals and project work.</p> <p>The candidate shall not be permitted for the remaining examinations of the subjects of that semester.</p> <p>The candidate is also debarred for two consecutive semesters.</p> <p>The continuation of course by the candidate is subject to the academic regulations in</p>



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		connection with forfeiture of seat.
10	If student of the institute, who is not a candidate for the particular examination or Any person not connected with the institute indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the institute will be expelled from the examination hall along with cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. The candidate shall not be permitted for the remaining examinations of the subjects of that semester. Maximum punishment: Based on the severity of the case, the candidate's seat shall be forfeited. Person(s) who do not belong to the Institute will be handed over to police and a police case will be registered against them.
11	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. The student shall not be permitted for the remaining examinations of the subjects of that semester.
12	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject only. Note: The Director is authorized to form a suitable committee and apply the above said rule.
13	Unauthorized uploading of jar file in online examination, unauthorized usage of the local servers (renaming the script file, uploading script file from the location other than the exam hall allocated to student, etc.)	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work. The student shall not be permitted to appear for the examinations in the remaining subjects in that semester. The candidate shall be handed over to the police and case will be filed against them.
14	Unauthorized access to any of the examination archives, examination server and database, rooms, files etc. Illegal manipulation of examination data through hacking etc.	The candidate shall be debarred for two years. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the candidate is an outsider, he will be



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		handed over to the police and case will be registered.
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Note: The authority (invigilator/Squad team/Controller of Examinations/Special invigilator) whoever is implementing the above disciplinary action must hold all the suitable evidences.

15.1 Any malpractice not covered in the above clause shall be reported to the Disciplinary committee for necessary action.

15.2 Disciplinary Committee on Prevention of Examination Malpractices (DCPEM) consists of the following members:

- A. Dean of Academics - Chairman
- B. Controller of Examinations/ Faculty In-charge (Exam) - convener
- C. Head/Faculty-in-charge/PUC coordinator of the Department to which the reported student belongs – Member
- D. The Invigilator reporting the case (optional)– Member
- E. Two faculty members (Director nominees) – Members

15.3 The Committee shall recommend appropriate measures in each case to the Director of the institute for necessary action. For any other type of malpractices reported, The Malpractice and Disciplinary Action Committee (Academic) may recommend appropriate punishment.

16. BRANCH ALLOCATION RULES:

A. Branch allotment shall be done as per the institute norms. The number of seats available shall be decided considering the total number of students passing the first two years of PUC course and going by the following ratio.

S. No	Department	No. of seats allotted
1	Chemical Engineering	60
2	Civil Engineering	120/180
3	Computer Science Engineering	300
4	Electronics and Communication Engineering	300
5	Mechanical Engineering	180
6	Metallurgical and Material Engineering	60

Note: -The Institute may increase/decrease number of seats in a department depending on the number of students admitted in the batch.

B. The number of seats in each branch of B.Tech Programme in each institute and criteria to allocate the branch for students shall be approved by the Governing Council with the recommendations of the Academic Council.

C. Students shall be given an opportunity to give options to choose the desirable engineering branch before the commencement of engineering first semester. Branch allocation process shall be done for students as per Rule of Reservation and merit, through online.



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- D. Based on the availability of the vacancies as per Rule of Reservation and merit, change of branch shall be allowed only on valid grounds on or before the commencement of first Assessment test of first year first semester of B. Tech programme.
- E. After thorough verification of vacancies in the department as per the institute academic regulations, HOD of concerned department should send his recommendations/remarks on students' department change requests to the Dean (Academic). Submission of requests merely, doesn't guarantee the change of department. Change of department strictly as per the university academic regulations.
- F. Change of branch/department after completion of first assessment test of first year first semester of B. Tech program shall not be entertained.

17. PROMOTION RULES:

17.1. Promotion from PUC to Engineering

- A. A student, who have cleared all the courses of PUC and fee dues (Institute Tuition fee, hostel and library dues), is eligible for department allocation in B. Tech programmes.
- B. A student, who failed to satisfy the above qualification requirement mentioned in 17.1 (A) in a given time & remedial exams, shall re-register and re-appear for regular examinations during the next year in failed courses. However, this opportunity shall be given only once. Such candidates shall not permitted to stay in the campus.

18. SUMMER INTERNSHIP GUIDELINES:

- A. Students should opt for summer internship that would provide to gain ample field knowledge in the relevant field of engineering such that theoretical knowledge gained in the class can be applied to solve the practical/ field problem.
- B. Students should take a challenging task, may be small portion, and apply the knowledge gained to solve it. Summer internship can also involve data collection from different sources including generating experimental data, collection of data from field etc. Later on the student is required to analyze the data collected and arrive at meaningful conclusions. **Registration to the summer internship program is mandatory.**
- C. Summer internship shall be aimed at solving some of the problems of the society/ local region that should have practical applications and benefit the society.
- D. Different central and state government organizations, CSIR labs, premier institutions like IITs and IIMs, DRDO, public sector undertaking organizations, top IT companies, skill enhancement centers recognized by state or central governments, research labs and Industries (small scale to large scale) can be considered for summer internships.
- E. Students of RGUKT are permitted to undertake internships in RGUKT campuses.
- F. Students should devote 6 weeks for summer internship in an organization outlined in 18.1.D. If any student undergoes internship duration is less than 06weeks, such interns



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shall not be considered. For in-house internships, student has to work on either for 6 weeks or 160 hours.

- G. Faculty advisor shall educate the assigned students on the importance of the summer internship program at regular intervals of time.
- H. Head of the department should depute faculty members for monitoring the student summer internship by communicating to the company guide.
- I. The internship done by the student is assessed in two stages. i) External evaluation for 60 marks and internal evaluation for remaining 40 marks. HOD should constitute summer internship evaluation boards consisting of dept. faculty members that may include one faculty from other dept. The evaluation board should involve in the evaluation process. Board may take decision to reject the student summer internship if it doesn't meet the requirements of summer internships. Such students have to repeat the summer internship.
- J. Individual department shall send the recommended student list to the academic section by second week of March every year. The list should contain the student basic details, concern faculty details, research areas, expected outcome of the internships.
- K. It is the responsibility of the faculty advisor to monitor the day-to-day academic activities of their students. If any student found misbehaving, misconduct during summer internships (particularly during academic hours) and upon receipt of the complaint, immediately the disciplinary action shall be initiated against the student and faculty concerned should submit a report.
- L. Maximum number of students allowed per faculty shall be decided by the individual department in consultation with Academic section.
- M. After careful examination&observations of committee outlined in 15.2, if a student found "ABSENT" for the summer internship program during his/her scheduled course of time, then he/she must complete the summer internship within stipulated time suggested by the HoD/Dean (Academic)/Director.

19. LONGTERM INTERNSHIP GUIDELINES:

19.1 Guidelines for selection of Long-term Internship:

- A. Long term internship (purely an optional) is an opportunity through which students can apply academic knowledge gained from their coursework in the workplace. Students enrich their educational experience through practical work in an organization. A student may have multiple internships (6 months), as long as each internship is linked to the student's educational goals. The student may improve communication skills and establish connections for a future career by gaining experience in an industry or similar organization.
- B. Different central and state government organizations, premier institutions and research labs across the world, public sector undertaking organizations, IT companies (existing & start-ups), skill enhancement centers recognized by state or central governments,



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Industries (small scale to large scale) and any organization which shall satisfy the objectives of the program can be considered for long-term internships.

- C. Students of RGUKT are permitted to undertake internships in RGUKT campuses under the in-house faculty, provided the offer should satisfy the objectives of the program.
- D. Career Development & Placement Cell (CDPC) interacts with various companies to explore the possibility of finding long term internship and brief the organization on the strength of institutional resources. When an internship is materialized either through CDPC or directly by the student, further processing shall be taken over by the Project supervisor and HOD.

19.2 General guidelines of Long-term internship program:

- A. It is the responsibility of the individual students to have thorough knowledge on the internship guidelines and if selected he/she must compliance with the guidelines.
- B. Institute shall permit the students to undertake long-term internship program after completion of engineering third year (E3 SEM-II). However, institute campus placement cell may organize the selection process during the 2nd semester of Third year engineering. Minimum duration for long-term internship is one complete semester. However, a student may opt for multiple of internships, maximum of up to one year duration.
- C. Students are not permitted to undertake the internship during a semester. However, in genuine cases and/or good intern offer, a student may be permitted to undertake the internship during a semester, this relaxation can extend up to commencement of 1st MID test. In view of smooth completion of internship program, it may not be advisable to permit the students to undertake the internships after 1st MID test exam in a semester. However, a student can be permitted to appear for long-term internship selection process during a semester.
- D. If a student get selected, then he/she must complete the formalities as prescribed at Institute level before joining the internship organization. Without completing the formalities students shall not be permitted to leave the institute. During relieving process, communication shall be made from institute end to the parent/guardian of the intern for submitting his/her undertaking. As per the AICTE guidelines, Intern student in general, students who are participating in co-curricular, curricular and extra- curricular must have some insurance provision.
- E. It is highly recommended to establish a departmental placement & internship cell/office for close monitoring & smooth completion of the internships. It is the responsibility of the faculty in-charge of the cell/office (along with the institute level placement office) to maintain the complete data starting from notification to till completion of the internship against an individual/group of students.
- F. If a student selected for the internship in an interdisciplinary domain, then there will be a limited role for the existing project supervisor during the internship. Responsibility of departmental placement coordinator (or nominee)/faculty advisor/existing supervisor in such cases is to monitor, report and coordinate between intern and the department for



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smooth completion of the program. Assigning of separate project guide shall not be needed as the students are in the project supervision of external guide. It is the responsibility of the HoD to assign either DPN/faculty advisor/project supervisor for an individual intern for smooth completion of the internship program.

19.3 Guidelines for completing the due academic work during long-term internship:

- A. Students, whosoever on institute rolls as on academic registration notification date, should register at commencement of each semester on the day fixed or/and notified in the academic calendar.
- B. It is the responsibility of each course instructor to make the arrangements for course content available to the students. The arrangements may include provision of NPTEL courses, videos from reputed institutions, PPTs, lecture notes, soft copies of the reference text books, scheduled interactions, online discussion forums and weblinks.
- C. Long-term interns are advised to register for NPTEL online courses to a maximum of 32 credits in entire B. Tech program. Further, student should submit the NPTEL online course (must be in-line with institute curriculum) registration certificate to the department within the registration dates. The online registered course must not be completed before either at institute level or at the NPTEL environment.

19.4 Guidelines for evaluating Long-term intern registered courses:

- A. If a long-term intern registered to institute offered course, then evaluation of course is as follows:

Table 20.4.1 Weightage of Internal/External exams for Long-term Interns

S. No	Sub-component	Weightage
1	Continuous Evaluation/Tests	40 marks
2	End semester examination	60 marks

- B. If a long-term intern registered to the NPTEL online courses, then credits obtained in the online end exam can be converted to our grading system. For grade conversion, divide the marks obtained in proctored NPTEL course by 10 rounded off to next nearest integer. For example, if a student got 8.42 after conversion, then it will be rounded off to 9
- C. In case of project, 40% marks can be considered from external guide and remaining 60% shall be awarded by the academic committee constituted by the HOD. HoD should constitute an internship evaluation committee to evaluate the performance of all long-term internship students. In case of inter disciplinary internship projects, faculty of concern specialization (may be from other departments) must be the part of the special committee for evaluating the internship performance. Further, faculty



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advisor/DPN/project supervisor, who assumed to be internal guide may be included as part of the committee.

19.5 Termination of Internship offer or Pre-Placement Offer (PPO)

In the following cases on the mutual agreement the internship offer can be terminated:

- A. Medical grounds- In this case student should produce the medical certificate from authorized Doctor (must be a MBBS and higher).
- B. Misconduct of the student- Company should provide the valid proof against the Misconduct
- C. Performance- If a student internship performance is not found suitable for the full time employment
- D. Not honored with the PPO within the stipulated time meanwhile student got selected in the other campus drive.

20. UNIVERSITY RANK AND GOLD MEDALS

Students fulfilling the conditions listed below shall be eligible for award of 'University rank' and 'gold medal':

- A. Should have CGPA of 8.50 and above
- B. Should have passed all the courses in 'first appearance' within 4 academic years
- C. Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.
- D. Should not have been punished due to any in disciplinary action.

20.1 Gold Medal for the Institute Topper

- A. It shall be awarded to the student who have passed all the courses within prescribed period and topped among all the branches in that Institute.
- B. Should have passed all the courses in 'first appearance' within 4 academic years
- C. Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.

20.2 Gold Medal for Engineering Department Toppers

- A. It shall be awarded to the student who has passed all the courses within prescribed period in his/her own department and topped among all the students in his/her department.
- B. Should have passed all the courses in 'first appearance' within 4 academic years
- C. Should not have been detained or prevented from writing the end semester examinations in any semester due to shortage of attendance or any other reason.

21. MAXIMUM DURATION OF PROGRAM



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The maximum duration of six year integrated B. Tech program is Twelve years (i.e. for PUC: 2+2 years & for Engineering: 4+4 years) reckoned from the year of admission which shall include any sort of discontinuity.

22. RESIDENTIAL REQUIREMENT:

The Institute is essentially residential and unless otherwise exempted/permited, every student shall be required to reside in and be a boarder of one of the Halls of Residence and mess to which he/she is assigned. The rules relating to the residential requirements are given in Appendix I.

23. MARKS INCENTIVES FOR MEDALISTS IN SPORTS

It is proposed to award incentive marks (in each subject) to the medalists & participants of various national and international sports event in the following proportions:

S. No	Tournament Type	Category	Incentive marks
1	International	Medalist	15 marks
2	International	Participants	10 marks
3	All India Inter University	Medalist	10 marks
4	All India Inter University	Participants	5 marks
5	South India Inter University	Medalist	8 marks
6	South India Inter University	Participants	3 marks

Award of the incentive marks should be recommended by the committee constituted by the Director.

24. CHANGE OF REGULATIONS:

Notwithstanding all that has been stated above, the Governing Council/Academic Council, has the right to modify/amend any of the above rules and regulations from time to time. All such modifications shall be documented and numbered sequentially and shall be made available in the Institute website.

APPENDIX-I

RULES RELATING TO RESIDENTIAL REQUIREMENT (Rules for Hostellers)

1. All the students are normally expected to stay in the hostels and be a boarder of one of the messes.
2. Under special circumstances, the Director/Dean-Academic may permit a student to reside with his parent(s) within a reasonable distance from the institute. However, this permission may be withdrawn at the discretion of the Institute at any time considered appropriate without assigning any reason.
3. Married accommodation shall not be provided to any student of the undergraduate courses.



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4. No student shall come into or give up the assigned accommodation in any Hall of residence without prior permission of the Chief Warden.
5. A student shall reside in a room allotted to him/her and may shift to any other only under the direction/permission of the Chief Warden.
6. Students shall be required to make their rooms available whenever required for inspection, repairs, maintenance or disinfecting and shall vacate the rooms when leaving for the vacation/ holidays.
7. Students shall be responsible for the proper care of the furniture; fan and other fittings in the rooms allotted to them and shall generally assist the Warden in ensuring proper use, care and security of those provided in the Halls for common use of all students.
8. Students will be responsible for the safe keeping of their own property. In the event of loss of any personal property of a student due to theft, fire or any other cause the Institute shall accept no responsibility and shall not be liable for payment of any compensation.
9. Engaging personal attendants, keeping pets and use of appliances like electric heater, refrigerator, etc. by a student in Halls of Residence are prohibited.
10. All students must abide by the rules and regulations of the Halls of Residence as may be framed from time to time.

APPENDIX-II

STUDENTS' CONDUCT AND DISCIPLINARY CODE

It is the responsibility and duty of each and every student of the Institute to become acquainted with "Students Conduct and Disciplinary Code". It is presumed that every student from the date of his/her admission to the Institute has knowledge of this code. All students are required to strictly adhere to this code as a condition of their admission to the Institute and these rules would be binding on and enforceable against them or any one among them.

Section 1: Responsibilities of the Students

It shall be the responsibility of the students

- (1) To behave and conduct themselves in the Institute campus, hostels and premises in a dignified and courteous manner and show due respect to the authorities, employees and elders.
- (2) To follow decent and formal dressing manners. Students should avoid clothing depicting illegal drugs, alcohol, profane language, racial, sexual and vulgar captions etc.
- (3) To access all educational opportunities and benefits available at the Institute and make good use of them to prosper academically and develop scientific temper.
- (4) To respect the laws of the country, human rights and to conduct in a responsible and dignified manner at all times.
- (5) To report any violation of this Code to the functionaries under this Code.

Section 2: Behavior of the Students

- a) Groupism of any kind that would distort the harmony is not permitted.



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- b) Students are expected to spend their free time in the Library. They shall not loiter along the verandas or crowd in front of the offices or the campus roads. Students should refrain from sitting on places such as parapets, stairs, footpaths etc.
- c) Possession or consumption of narcotic drugs and other intoxicating substances are strictly prohibited in the campus and hostels.
- d) Silence shall be maintained in the premises of the Institute.
- e) Students are not permitted to use mobile phones in the class room, library, computer center, examination halls, etc.
- f) **Students shall refrain from all activities considered as ragging which is a criminal offence.**
- g) Students are prohibited from indulging in anti-institutional, anti-national, antisocial, communal, immoral or political expressions and activities within the campus and hostels.
- h) Politically based students' and other organizations or outfits are not allowed in the campus. Students are strictly prohibited from organizing, attending or participating in any activity or agitation sponsored by politically based organizations.
- i) Students shall not deface, disfigure, damage or destroy or cause any loss in any manner to all the public, private or Institute properties.
- j) Without specific permission of the authorities, students shall not bring outsiders to the Institute or hostels.
- k) No one shall bring, distribute or circulate unauthorized notices, pamphlets, leaflets etc within the campus or hostels. The possession, distribution or exhibition of any item by any means which is *per se* obscene is prohibited within the campus or on any property owned/ managed by the Institute.
- l) No student shall collect money either by request or by coercion from others within the campus or hostels.
- m) The Institute being a place of learning and an exclusive academic zone, nobody shall respond to any call for any form of strike, procession or agitation including slogan shouting, *dharna*, *gherao*, burning of effigy or indulge in anything which may harm the peaceful atmosphere of the Institution and shall eschew from violence in the campus and hostels and even outside.
- n) Possession or usage of weapons, explosives or anything that causes injury/ damage to the life and limb or body of any human being or property is prohibited.
- o) **Use of motorized vehicles within the Institute premises are strictly prohibited.**
- p) Students shall only use the waste bins for dispensing waste materials within the campus including classrooms, hostels, offices, canteen and messes.
- q) Any conduct which leads to lowering of the esteem of the Institute is prohibited.
- r) **Any unauthorized tour/visit by individual or group of students shall be treated as a serious conduct violation and all such students will be imposed disciplinary penalties.**



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- s) Violating Indian Penal Code
- t) Promoting any religion or Business
- u) Making a false official statement to the Institute official, faculty or staff member.

Notwithstanding the above list, disciplinary actions can be initiated for any behavior that disrupts the harmonious functioning of the institute/individuals.

Section 3: Disciplinary Sanctions

Any student exhibiting prohibited behavior mentioned in this Code shall, depending upon the gravity of the misconduct or depending on its recurrence, be subjected to any of the following disciplinary sanctions. Any student who is persistently insubordinate, who is repeatedly or willfully mischievous, who is guilty of fraud, in the opinion of the competent authority, is likely to have an unwholesome influence on his/ her fellow students, will be removed from the rolls.

I. Minor Sanctions

All minor issues will be dealt by the Faculty advisor/HoD/Chief warden/Dean Student Welfare. A range of disciplinary measures either in single or in combination can be imposed on the student. These measures include

- A. Counselling
- B. **Warning or Reprimand:** This is the least sanction envisaged in this Code. The student engaged in any prohibited behavior will be issued a warning letter.
- C. **Tendering Apology:** The student engaged in any prohibited behavior may be asked to tender an apology for his/her act and undertaking that he/she shall not indulge in such or any of the prohibited behavior in future.
- D. Withholding student privileges such as loaning books from library, using sports facilities, membership in student bodies such as NCC, NSS etc. leaves or outings etc. temporarily, Shifting the student(s) to another hostel
- E. If needed, as a precautionary measure a student may be sent to home along with the parent(s)/Guardian(s) for stipulated time.

II. Major Sanctions

Issues of serious nature/issues which can't be solved at the HoD/warden/Dean Student Welfare and/or repeated mistakes by the same student (s) will be referred to the Director. Upon careful examination of the issue, the Director may refer it to the campus Discipline Committee (DC) through the office of Dean (Student welfare).

Members of the Disciplinary Committee (DC)

- 1. Dean of student Welfare - Chairman
- 2. Associate Dean of student welfare - Convener
- 3. Dean/Associate Dean of Academics – member
- 4. Respective hostel warden(s) – member
- 5. Respective department HoD(s) – member



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6. Student Counsellor (if any) - member
 7. Faculty (ies) – Nominated by the Director
 8. An Advocate - member
- A. **Debarring from Examinations:** A student/group of students may be debarred from writing all/any/some of the examinations, which forms part of the academic program for which he/she/they has/ have joined.
- B. **Suspension:** A student may be suspended from the Institute for violation of any of the provisions of this Code. The period of suspension and conditions, if any, shall be clearly indicated in the communication addressed to the student. The student shall lose his/her attendance for the suspended period.
- C. **Restitution:** Restitution implies reimbursement in terms of money and/or services to compensate for personal injury or loss, damage/disfiguration to property of the Institute or any property kept in the premises of the Institute in any manner. The students/group of students may be asked to compensate for the loss that has been caused to any person or property of the Institute or any property kept in the premises of the Institute due to the act of vandalism perpetrated by the students. The students/group of students shall also be liable to put in their service to restore any loss or damage caused to any property and thereby bringing it to its original form if it is possible.
- D. **Forfeiture:** Caution deposit of any student engaged in any prohibited behavior shall be forfeited.
- E. **Expulsion:** This is the extreme form of disciplinary action and shall be resorted to only in cases where stringent action is warranted. Expulsion is the permanent dismissal of a student from the Institute. Such a student will not be eligible for readmission to any of the courses of this Institute.

Section 4: Functionaries under the Code

A. Heads of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels:

- a. As the persons in charge of the Departments/Hostels, the respective functionaries of all Teaching Departments and Hostels shall have the power and duty to take immediate action to curb any prohibited behavior as envisaged under this code.
- b. As these functionaries cannot single handedly manage all the issues, they can assign part of the work to the teachers and the teachers of all the departments/wardens have the responsibility to inform any incident of prohibited behavior to the Heads of the Departments/ Chief Warden so that any serious issue can be settled before the same goes out of control.
- c. The Head of the Departments/ Chief Warden shall have the power to impose minor sanctions as envisaged under section 3(I) of this Code.They can also recommend imposition of major sanctions as envisaged under Section 3(II) of this Code to the Director.



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- d. The Head of the Departments/ Faculty Advisors/Chief Warden/ Wardens of Hostels while taking any action as envisaged in the code shall do so in an impartial manner and see to it that the sanction imposed/proposed is commensurate with the gravity of the prohibited behavior.
 - e. Any lapse on the part of a teacher/ Warden to report any instance of violence and misconduct on the part of the students shall be reported to the Director by the respective Head of the Departments/Chief Warden.
 - f. The Wardens of Hostels shall be responsible for maintaining strict discipline and decorum in the hostel. He/she shall specifically see to it that the inmates of the hostel do not involve themselves in violation of any clause under Section 2 of this Code.
- B. Deans:** Any authority of the Institute with delegated powers shall have the power to visit/inspect any premises, buildings or any property of the Institute when there is a genuine doubt that any act of prohibited behavior is taking place and can take any lawful actions to curb such behavior.
- a. The HODs/ Faculty Advisors/Chief Warden/ Wardens of Hostels shall report to the Dean (Students) any instances of prohibited behavior, who in turn shall bring it to the notice of the Director.
 - b. The Dean (Students) shall forward the recommendations from the HODs/ Chief Warden to impose a major sanction under Section 3(II) of this Code to the Director after noting his observations.
- D. Director:** The Director shall be the ultimate authority (at institute level) in imposing major sanctions as envisaged under Section 3(II) against the students for acts of prohibited behavior. The Director can also entertain any appeal from any student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director and decide the case on merit.

Section 5: Right to Appeal

The student/students aggrieved by the action of any authority of the Institute under or subordinate to the Director can appeal to the Director and any student aggrieved by the action of the Director can appeal to the Governing Council/Executive committee. The decision of the Academic Council/Executive Committee/Governing Council shall be final and binding on the students.

Section 6: Assistance from Law Enforcement Agencies

The Deans/HoDs/Chief Warden shall have the power and duty to call the Police immediately with the concurrence of the Director when there is a threat of Law and Order situation in the Campus and also when there is a genuine apprehension that any incident of rioting, vandalism or any other act prohibited by law is likely to take place. The Deans/HoDs/Chief Warden shall in such a case give a detailed report to the Director. The Director/Deans/HoDs/Chief Warden can



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also arrange for video recording of the entire situation and take requisite actions through police and other concerned authorities.

Section 7: Grievance Redressal Committee

The Institute will also set up “Grievance Redressal Committee” where the students can air their grievances. The Committee shall consist of the Deans/HoDs/Chief Warden and also members of the Parent-Teacher Association. Till these committees are constituted, *ad-hoc* committees shall be formed by the Director.

Section 8: Undertaking by the Students

The students joining any academic program of the Institute will have to give an undertaking to the effect that he/she will comply with the provisions envisaged in this Code in letter and spirit and even if it is not given them as well, will be bound by the provisions of this Code.

Section 9: Opportunity for Hearing

No order other than the order suspending or warning a student shall be passed without giving an opportunity of hearing to the Student/ Students.

Section 10: Ultimate Authority

For all disciplinary matters related to students, the Governing Council/Executive Council shall be the ultimate authority as provided herein.

Section 11: Amendments to the Code

The Governing Council/Academic Council of the Institute shall have the power to amend any of the provisions in this Code. The amendments shall be brought to the notice of the students and faculty of the Institute through notice put on the Institute web site, notice boards of the Institute or through emails.



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ACADEMIC COMMITTEES: FUNCTIONS AND RESPONSIBILITIES

1. Faculty Advisor

- A. Specific number of students will be assigned of the concerned department
- B. Faculty Advisors will be appointed by the Head of the Department.
- C. To help the Students in planning their courses and activities during their study.
- D. To guide, advice and counsel the students on academic program.
- E. To monitor, coordinate and counsel the interns.

2. Course Coordination & Review committee (CCRC)

2.1 Constitution guidelines

- A. CCRC would be constituted for each subject taught by more than one teacher of one or more Departments/ Centre's.
- B. **Validity:** One semester
- C. **Frequency of meetings:** Every month
- D. **Chairman:** Nominated by the Head of the department from the constituted list of the subject teachers.
- E. **Members:** All the teachers who *are* involved with the teaching of the Subject during the semester.
- F. It is the responsibility of the HoD office to circulate the students' performance statistics to the individual CCRC within the timeframe after publication of ATs/MIDs/ESTs.

2.2 Functions of the committee

- A. To plan the lecture schedule for the subject
- B. To coordinate instruction and progress of teaching in the subject and to ensure that the full syllabus is covered.
- C. To set the question papers jointly as per the rules and regulations of the institute.
- D. To review the performance of the registered students in the concern subject at regular intervals of time.
- E. To review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes.
- F. To submit the duly signed minutes of the meeting and measures for improving the students' performance in the subject.

3. Departmental Development and Academic Auditing Committee (DDAAC)

3.1 Constitution guidelines

- A. The Head of the Department/PUC Coordinator will be the convener of the committee.



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- B. There shall be one DDC-UG for every department that is involved in the teaching for the B. Tech program.
- C. There shall be combined DDC for Basic Science and Humanities and Social Science Departments.
- D. The Chairman may co-opt and/or invite more members including external experts while framing the curriculum/or revising the curriculum
- E. **Chairman:** Dean Academic/ Associate Dean (Academic)
- F. **Members:** Three to Five (excluding the convener) depending on theno. of faculty in the department.
- G. **Tenure:** One year
- H. **Frequency of Meeting:** For Every 45 days

3.2 Functions of the committee

- A. To monitor the conduct of courses offered by the department
- B. To ensure academic standard and excellence of the courses offered by the department.
- C. To oversee the evaluation of each course offered by the department. Subject wise Monthly test/EST (lab & theory) results analysis at the departmental and initiation of necessary measures for improving the performance.
- D. To recommend modifications in the curriculum and establishment of new labs
- E. To conduct the academic auditing of the department: Academic auditing usually involves, students' performance at class level, subject level (no. of students' whose performance is extremely poor, poor, average, good and outstanding). Year wise, performance analysis like no. of remedials, CGPA and etc.
- F. To recommend any proposals (academic related) to the Institute level academic standing committee.
- G. To analyze students' performance in career related activities (placements/internships) and measures for improving placements/internships/Industrial relations/university relations.
- H. To arrange Workshops/seminars/invited talks/hands-on sessions and etc.

4. Institute Academic Audit Committee (IAAC)

4.1 Constitution guidelines

- A. **Chairman:** Director
- B. **Members:** HoD/One department nominee/PUC Coordinator/Associate Deans
- C. **Convener:** Dean Academics
- D. **Duration of the committee:** One year
- E. **Frequency of Meeting:** Once in a semester

4.2 Functions of the committee

- A. To review the recommendations of DDAAC of each department



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- B.** Academic auditing at the institute level to initiate appropriate measures (counseling/training etc.) for improving the performance.

5. DEPARTMENTAL BOARD OF STUDIES (UG)

5.1 Constitution guidelines

- A.** The Chairman will nominate one of the members as secretary.
- B.** The Chairman may co-opt and / or invite more members including external experts while framing /revising the curriculum.
- C. Chairman:** Head of the department
- D. Members:**2/3 departmental faculty and one external expert each from Industry and Academia

5.2 Functions of the Committee

- A.** To develop the curriculum for the Undergraduate courses offered by the department and recommend the same to the Academic Council.
- B.** The Board of studies is required to meet at least once in two years.

Quorum:2/3rd members of the committee (any committee outlined in the regulations), present in person, shall constitute a quorum at any meeting of the committee. In case of absence, the representative shall attend the meeting after prior permission of member secretary/Chairman of the committee. However, if there is no quorum for the meeting convened up to half an hour, then the meeting shall stand adjourned to the next convenient day fixed. In the adjourned meeting, if there is no quorum for up to half an hour, the members present shall themselves constitute the quorum and conduct the meeting.