

**COMMON ACADEMIC REGULATIONS (R20)
for
ALL AUTONOMOUS COLLEGES OF JNTUK**

For

B. Tech Programme

(Applicable for the batches admitted from 2020-21)



**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY KAKINADA
KAKINADA – 533003, ANDHRA PRADESH, INDIA**

AUTONOMOUS COLLEGES OF JNTUK
COMMON ACADEMIC REGULATIONS (R20) FOR B. TECH PROGRAMME
(Applicable for from the Academic Year 2020-21)

1. Award of B. Tech. Degree

- (a) A student will be declared eligible for the award of B. Tech. Degree if he fulfils the following academic regulations:
- (i) A student shall be declared eligible for the award of B. Tech Degree, if he pursues a course of study in not less than four and not more than eight academic years. After eight academic years from the year of their admission, he/she shall **forfeit** their seat in B. Tech course and their admission stands cancelled.
 - (ii) The candidate shall register for 160 credits and secure all the 160 credits.
- (b) The medium of instruction for the entire under graduate programme in Engineering & Technology will be in **English** only.

2. Programme Pattern:

- a) Total duration of the of B. Tech (Regular) Programme is four academic years
- b) Each Academic year of study is divided into **Two Semesters**.
- c) Minimum number of instruction days in each semester is 90.
- d) Grade points, based on percentage of marks awarded for each course will form the basis for calculation of SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average).
- e) The total credits for the Programme is 160.
- f) Three week induction program is mandatory for all first year UG students and shall be conducted as per AICTE/UGC/APSCHE guidelines.
- g) Student is introduced to “Choice Based Credit System (CBCS)”.
- h) A pool of interdisciplinary and job-oriented mandatory skill courses which are relevant to the industry are integrated into the curriculum of concerned branch of engineering (total five skill courses: two basic level skill courses, one on soft skills and other two on advanced level skill courses)
- i) A student has to register for all courses in a semester.
- j) All the registered credits will be considered for the calculation of final CGPA.
- k) Each semester has - ‘Continuous Internal Evaluation (CIE)’ and ‘Semester End Examination (SEE)’. Choice Based Credit System (CBCS) and Credit Based Semester System (CBSS) as indicated by UGC and course structure as suggested by AICTE are followed.
- l) A 10 months industry/field mandatory internship, both industry and social, during the summer vacation and also in the final semester to acquire the skills required for job and make engineering graduates to connect with the needs of the industry and society at large.
- m) All the students shall be mandatorily registered for NCC, NSS activities and Community Service Project as per the Government and University norms.
- n) Each college shall assign a faculty advisor/mentor after admission to each student or group of students from same department to provide guidance in courses registration/career growth/placements/opportunities for higher studies/GATE/other competitive exams etc.

3. Registration for Courses:

- a) In each semester a student shall mandatorily register courses which he/she wishes to pursue within a week from the starting of the class work with the advice of Head of the Department and mentor of the student of the concerned department of the college.
- b) If any student wishes to withdraw the registration of the course, he/she shall submit a letter to the Principal of the college through the Head of the Department and mentor within fifteen days.

- c) The concerned college shall thoroughly verify and upload the data/courses registered by each student in the university examination center within 20 days. The Principal of the concerned college shall ensure that there no wrong registration courses by the student. The university registration portal will be closed after 20 days.

4. (a) Award of B. Tech. Degree: A student will be declared eligible for the award of B. Tech. Degree if he fulfills the following academic regulations:

- i. A student shall be declared eligible for award of the B. Tech Degree, if he pursues a course of study in not less than four and not more than eight academic years. After eight academic years from the year of their admission, he/she shall **forfeit** their seat in B. Tech course and their admission stands cancelled.
- ii. The student shall register for 160 credits and must secure all the 160 credits.
- iii. All students shall mandatorily register for the courses like Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge etc., shall be included in the curriculum as non-credit mandatory courses. Environmental Sciences is to be offered compulsorily as mandatory course for all branches. A student has to secure at least 40% of the marks allotted in the internal evaluation for passing the course and shall maintain 75% of attendance in the subject.
- iv. All students shall mandatorily register for NCC/NSS activities and will be required to participate in an activity specified by NSS officer during second and third semesters. Grade shall be awarded as Satisfactory or Unsatisfactory in the mark sheet on the basis of participation, attendance, performance and behavior. If a student gets an unsatisfactory Grade, he/she shall repeat the above activity in the subsequent years, in order to complete the degree requirements.
- v. Credits are defined as per AICTE norms.

(b) Award of B. Tech. (Honor)/B. Tech. (Minor): B. Tech. with Honors or a B. Tech. with a Minor will be awarded if the student earns 20 additional credits are acquired as per the regulations/guidelines. The regulations/guidelines are separately provided. Registering for an Honors/Minor is optional.

5. Attendance Requirements

- a) A student is eligible to write the University examinations if he acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.
- b) Condonation of shortage of attendance in aggregate up to 10% (65% and above, and below 75%) may be granted by the College Academic Committee. However, this condonation concession is applicable only to any two semesters during the entire programme.
- c) Shortage of Attendance below 65% in aggregate shall not be condoned.
- d) A student who is short of attendance in a semester may seek re-admission into that semester when offered within 4 weeks from the date of commencement of class work.
- e) Students whose shortage of attendance is not condoned in any semester are not eligible to write their end semester examination of that class.
- f) A stipulated fee of Rs. 500/- in the concerned semester shall be payable towards condonation of shortage of attendance. Students availing condonation on medical ground shall produce a medical certificate issued by the competitive authority.
- g) A student will be promoted to the next semester if he satisfies the (i) attendance requirement of the present semester and (ii) minimum required credits.
- h) If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.
- i) For induction programme attendance shall be maintained as per AICTE norms.
- j) For non-credit mandatory courses the students shall maintain the attendance similar to credit courses

6. Evaluation-Distribution and Weightage of marks

- (i) Paper setting and evaluation of the answer scripts shall be done as per the procedures laid down by the University Examination section from time to time.
- (ii) To maintain the quality, external examiners and question paper setters shall be selected from reputed institutes like IISc, IITs, IIITs, IISERs, NITs and Universities.
- (iii) For non-credit mandatory courses, like Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge, the student has to secure 40% of the

marks allotted in the internal evaluation for passing the course. No marks or letter grade shall be allotted for all mandatory non-credit courses.

(iv) A student is deemed to have satisfied the minimum academic requirements if he has earned the credits allotted to each theory/practical design/drawing subject/ project etc by securing not less than 35% of marks in the end semester exam and minimum 40% of marks in the sum total of the internal marks and end semester examination marks together.

(v) Distribution and Weightage of marks:

The assessment of the student's performance in each course will be as per the details given:

S. No	Components	Internal	External	Total
1	Theory	30	70	100
2	Engineering Graphics/Design/Drawing	30	70	100
3	Practical	15	35	50
4	Mini Project/Internship/Industrial Training/ Skill Development programmes/Research Project	-	50	50
5	Project Work	60	140	200

(vi) **Continuous Internal Theory Evaluation:**

- For theory subjects, during a semester, there shall be two mid-term examinations. Each mid-term examination consists of (i) one online objective examination (20 multiple choice questions) for 10 marks for a duration of 20 minutes (ii) one descriptive examination (3 full questions for 5 marks each) for 15 marks for a duration of 90 minutes and (iii) one assignment for marks. All the internal exams shall be conducted as per university norms from first 50% of the syllabi.
- In the similar lines, the second online, descriptive examinations assignment shall be conducted on the rest of the 50% syllabus.
- The total marks secured by the student in each mid-term examination are evaluated for 30 marks. The first mid marks (Mid-1) consisting of marks of online objective examination, descriptive examination and assignment shall be submitted to the University examination section within one week after completion of first mid examination.
- The mid marks submitted to the University examination section shall be displayed in the concerned college notice boards for the benefit of the students.
- If any discrepancy found in the submitted Mid-1 marks, it shall be brought to the notice of university examination section within one week from the submission.
- Second mid marks (Mid-2) consisting of marks of online objective examination, descriptive examination and assignment shall also be submitted to University examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of university examination section within one week from the submission.
- Internal marks can be calculated with 80% weightage for better of the two mid exams and 20% Weightage for other mid exam.

Example:

Mid-1 marks = Marks secured in (online examination-1+descriptive examination-1
+one assignment-1)

Mid-2 marks = Marks secured in (online examination-2+descriptive examination-2
+one assignment-2)

Final internal Marks = (Best of (Mid-1/Mid-2) marks x 0.8
+ Least of (Mid-1/Mid-2) marks x 0.2)

- With the above criteria, university examination section will send mid marks of all subjects in consolidated form to all the concerned colleges and same shall be displayed in the concerned college notice boards. If any discrepancy found, it shall be brought to the notice of university examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

(vii) **Semester End Theory Examinations Evaluation:**

- a) The semester end examinations will be conducted university examination section for 70 marks consists of five questions carrying 14 marks each. Each of these questions is from one unit and may contain sub-questions. For each question there will be an “either” “or” choice, which means that there will be two questions from each unit and the student should answer either of the two questions.
- b) For practical subjects there shall be continuous evaluation during the semester for 15 internal marks and 35 end examination marks. The internal 15 marks shall be awarded as follows: day to day work - 5 marks, Record-5 marks and the remaining 5 marks to be awarded by conducting an internal laboratory test. The end examination shall be conducted by the teacher concerned and external examiner appointed.
- c) For the subject having design and / or drawing, (such as Engineering Graphics, Engineering Drawing, Machine Drawing) and estimation, the distribution shall be 30 marks for internal evaluation (15 marks for continuous Assessment (day-to-day work) and 15 marks for internal tests) and 70 marks for end examination. There shall be two internal tests in a Semester for 15 marks each and final marks can be calculated with 80% weightage for better of the two tests and 20% weightage for other test and these are to be added to the marks obtained in day to day work.
- d) Evaluation of the summer internships: It shall be completed in collaboration with local industries, Govt. Organizations, construction agencies, Industries, Hydel and thermal power projects and also in software MNCs in the area of concerned specialization of the UG programme. Students shall pursue this course during summer vacation just before its offering as per course structure. The minimum duration of this course is at least 6 weeks. The student shall register for the course as per course structure after commencement of academic year. A supervisor/mentor/advisor has to be allotted to guide the students for taking up the summer internship. The supervisor shall monitor the attendance of the students while taking up the internship. Attendance requirements are as per the norms of the University. After successful completion, students shall submit a summer internship technical report to the concerned department and appear for an oral presentation before the departmental committee consists of an external examiner; Head of the Department; supervisor of the internship and a senior faculty member of the department. A certificate from industry/skill development center shall be included in the report. The report and the oral presentation shall carry 40% and 60% weightages respectively. It shall be evaluated for 50 external marks at the end of the semester. There shall be no internal marks for Summer Internship. A student shall secure minimum 40% of marks for successful completion. In case, if a student fails, he/she shall reappear as and when semester supplementary examinations are conducted by the University.
- e) The job oriented skill courses may be registered at the college or at any accredited external agency. A student shall submit a record/report on the on the list skills learned. If the student completes job oriented skill course at external agency, a certificate from the agency shall be included in the report. The course will be evaluated at the end of the semester for 50 marks (record: 15 marks and viva-voce: 35 marks) along with laboratory end examinations in the presence of external and internal examiner (course instructor or mentor). There are no internal marks for the job oriented skill courses.
- f) Mandatory Course (M.C): Environmental Sciences, Universal Human Values, Ethics, Indian Constitution, Essence of Indian Traditional Knowledge etc non-credit (zero credits) mandatory courses. Environmental Sciences shall be offered compulsorily as mandatory course for all branches. A minimum of 75% attendance is mandatory in these subjects. There shall be an external examination for 70 marks and it shall be conducted by the college internally. Two internal examinations shall be conducted for 30 marks and a student has to secure at least 40% of the marks for passing the course. There is no online internal exam for mandatory courses. No marks or letter grade shall be printed in the transcripts for all mandatory non-credit courses, but only Completed (Y)/Not-completed (N) will be specified.
- g) **Procedure for Conduct and Evaluation of MOOC:** There shall be a Discipline Centric Elective Course through Massive Open Online Course (MOOC) as Program Elective course. The student shall register for the course (Minimum of 12 weeks) offered by SWAYAM/NPTEL through online with the approval of Head of the Department. The Head of the Department shall appoint

one mentor for each of the MOOC subjects offered. The student needs to register the course in the SWAYAM/NPTEL portal. During the course, the mentor monitors the student's assignment submissions given by SWAYAM/NPTEL. The student needs to submit all the assignments given and needs to take final exam at the proctor center. The student needs to earn a certificate by passing the exam. The student will be awarded the credits given in curriculum only by submission of the certificate. In case if student does not pass subjects registered through SWAYAM/NPTEL, the same or alternative equivalent subject may be registered again through SWAYAM/NPTEL in the next semester with the recommendation of HOD and shall be pass.

h) *Major Project* (Project - Project work, seminar and internship in industry):

In the final semester, the student should mandatorily register and undergo internship and in parallel he/she should work on a project with well-defined objectives. At the end of the semester the candidate shall submit an internship completion certificate and a project report. A student shall also be permitted to submit project report on the work carried out during the internship. The project report shall be evaluated with an external examiner.

Evaluation: The total marks for project work 200 marks and distribution shall be 60 marks for internal and 140 marks for external evaluation. The supervisor assesses the student for 30 marks (Report: 15 marks, Seminar: 15 marks). At the end of the semester, all projects shall be showcased at the department for the benefit of all students and staff and the same is to be evaluated by the departmental Project Review Committee consisting of supervisor, a senior faculty and HOD for 30 marks. The external evaluation of Project Work is a Viva-Voce Examination conducted in the presence of internal examiner and external examiner and is evaluated for 140 marks.

7. Results Declaration:

- (i) Before results declaration, an academic council meeting shall be conducted and results shall be placed before the academic council for approval.
- (ii) With the approval of academic council, the results shall be submitted to the University to get the approval from Honorable Vice-Chancellor.
- (iii) The University may normalize the result, if required, before declaration of the result (Guidelines for normalization will be provided separately)
- (iv) A copy of approved results in a CD shall be submitted to the University examination Center.

8. Academic Audit: Academic audit in each semester will be conducted as per norms.

9. Recounting or Re-evaluation of Marks in the End Semester Examination: A student can request for recounting of revaluation of his/her answer book on payment of a prescribed fee as per university norms.

10. Supplementary Examinations: A student who has failed to secure the required credits can appear for a supplementary examination, as per the schedule announced by the University.

11. Malpractices in Examinations: Disciplinary action shall be taken in case of malpractices during Mid/End examinations as per the rules framed by the University.

12. Promotion Rules

The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in item no.5 for promotion to higher classes

- a) A student shall be promoted from first year to second year if he fulfills the minimum attendance requirement as per University norm.
- b) A student will be promoted from II year to III year if he fulfills the academic requirement of 40% of credits up to either II year I-Semester or II year II-Semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in II year II semester.
- c) A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.

13. Course Pattern

- a) The entire course of study is for four academic years; all years are on semester pattern.

- b) A student eligible to appear for the end semester examination in a subject, but absent from it or has failed in the end semester examination, may write the exam in that subject when conducted next.
- c) When a student is detained for lack of credits / shortage of attendance, he may be re-admitted into the same semester/year in which he has been detained. However, the academic regulations under which he was first admitted shall continue to be applicable to him.

14. Earning of Credit:

A student shall be considered to have completed a course successfully and earned the credits if he/she secures an acceptable letter grade in the range A+ to E as given below. Letter grade 'F' in any course implies failure of the student in that course and no credits earned. Absent is also treated as no credits earned. For project same % percentages will be followed for grading.

Marks Range Theory (Max – 100)	Marks Range Lab (Max – 50)	Level	Letter Grade	Grade Point
≥ 90	≥ 45	Outstanding	A+	10
≥80 to <89	≥40 to <44	Excellent	A	9
≥70 to <79	≥35 to <39	Very Good	B	8
≥60 to <69	≥30 to <34	Good	C	7
≥50 to <59	≥25 to <29	Fair	D	6
≥40 to <49	≥20 to <24	Satisfactory	E	5
<40	<20	Fail	F	0
-		Absent	AB	0

15. 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 shall be placed in one of the following four classes:

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥ 7.75 (Without any supplementary appearance)	From the CGPA secured from 160 Credits
First Class	≥ 6.75	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 5.00 to < 5.75	

16. Minimum Instruction Days

The minimum instruction days for each semester shall be 90 working days. There shall be no branch transfers after the completion of the admission process. There shall be no transfer from one college/stream to another within the Constituent Colleges and Units of Jawaharlal Nehru Technological University Kakinada.

17. Withholding of Results

If the student is involved in indiscipline/malpractices/court cases, the result of the student will be withheld.

18. Transitory Regulations

- a) Discontinued or detained candidates are eligible for re-admission as and when next offered.
- b) The re-admitted candidate will be governed by the rules & regulations under which the candidate has been admitted.
- c) (i) In case of transferred students from other Universities, credits shall be transferred to JNTUK as per the academic regulations and course structure of JNTUK.
d) The students seeking transfer to colleges affiliated to JNTUK from various other Universities / Institutions have to obtain the credits of any equivalent subjects as prescribed by JNTUK. In addition, the transferred candidates have to pass the failed subjects at the earlier Institute with already obtained internal/sessional marks to be conducted by JNTUK.

19. 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 I/II/III year to pursue entrepreneurship full time. This period shall be counted for the maximum time for graduation. An evaluation committee at university level shall be constituted to evaluate the proposal submitted by the student and the committee shall decide on permitting the student for availing the Gap Year.

20. General

- a) Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.
- b) The academic regulation should be read as a whole for the purpose of any interpretation.
- c) In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- d) The University may change or amend the academic regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.

ACADEMIC REGULATIONS (R19) FOR B. TECH. (LATERAL ENTRY SCHEME)

Applicable for the students admitted into II year B. Tech. from the Academic Year 2020-21 onwards

1 **Award of B. Tech. Degree**

A student will be declared eligible for the award of B. Tech. Degree if he fulfills the following academic regulations:

- a) A student shall be declared eligible for the award of the B. Tech Degree, if he pursues a course of study in not less than three academic years and not more than six academic years. After six academic years from the year of their admission, he/she shall **forfeit** their seat in B. Tech course and their admission stands cancelled.
- b) The candidate shall register for 121 credits and secure all the 121 credits.

2. The attendance regulations of B. Tech. (Regular) shall be applicable to B.Tech (lateral entry).

3. **Promotion Rules**

A student shall be promoted from second year to third year if he fulfills the minimum attendance requirement.

A student shall be promoted from III year to IV year if he fulfills the academic requirements of 40% of the credits up to either III year I semester or III year II semester from all the examinations, whether or not the candidate takes the examinations and secures prescribed minimum attendance in III year II semester.

4. **Award of Class**

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

Class Awarded	CGPA to be secured	Remarks
First Class with Distinction	≥ 7.75 (Without any supplementary appearance)	From the CGPA secured from 121 Credits from II Year to IV Year
First Class	≥ 6.75	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 5.00 to < 5.75	

The Grades secured, Grade points and Credits obtained will be shown separately in the memorandum of marks.

5. All the other regulations as applicable to **B. Tech. 4-year degree course (Regular)** will hold good for **B. Tech. (Lateral Entry Scheme)**

COMMUNITY SERVICE PROJECT

Introduction

1. Community Service Project is an experiential learning strategy that integrates meaningful community service with instruction, participation, learning and community development
2. Community Service Project involves students in community development and service activities and applies the experience to personal and academic development.
3. Community Service Project is meant to link the community with the college for mutual benefit. The community will be benefited with the focused contribution of the college students for the village/ local development. The college finds an opportunity to develop social sensibility and responsibility among students and also emerge as a socially responsible institution.

Objective

Community Service Project should be an integral part of the curriculum, as an alternative to the 2 months of Summer Internships / Apprenticeships / On the Job Training, whenever there is an exigency when students cannot pursue their summer internships. The specific objectives are;

1. To sensitize the students to the living conditions of the people who are around them,
2. To help students to realize the stark realities of the society.
3. To bring about an attitudinal change in the students and help them to develop societal consciousness, sensibility, responsibility and accountability
4. To make students aware of their inner strength and help them to find new /out of box solutions to the social problems.
5. To make students socially responsible citizens who are sensitive to the needs of the disadvantaged sections.
6. To help students to initiate developmental activities in the community in coordination with public and government authorities.
7. To develop a holistic life perspective among the students by making them study culture, traditions, habits, lifestyles, resource utilization, wastages and its management, social problems, public administration system and the roles and responsibilities of different persons across different social systems.

Implementation of Community Service Project

1. Every student should put in a minimum of **180 hours** for the Community Service Project during the summer vacation.
2. Each class/section should be assigned with a mentor.
3. Specific Departments could concentrate on their major areas of concern. For example, Dept. of Computer Science can take up activities related to Computer Literacy to different sections of people like - youth, women, house-wives, etc
4. A log book has to be maintained by each of the student, where the activities undertaken/involved to be recorded.
5. The log book has to be countersigned by the concerned mentor/faculty in charge.
6. Evaluation to be done based on the active participation of the student and grade could be awarded by the mentor/faculty member.
7. The final evaluation to be reflected in the grade memo of the student.
8. The Community Service Project should be different from the regular programmes of NSS/NCC/Green Corps/Red Ribbon Club, etc.
9. Minor project report should be submitted by each student. An internal Viva shall also be conducted by a committee constituted by the principal of the college.
10. Award of marks shall be made as per the guidelines of Internship/apprentice/ on the job training

Procedure

1. A group of students or even a single student could be assigned for a particular habitation or village or municipal ward, as far as possible, in the near vicinity of their place of stay, so as to enable them to commute from their residence and return back by evening or so.

2. The Community Service Project is a twofold one –
- a) First, the student/s could conduct a survey of the habitation, if necessary, in terms of their own domain or subject area. Or it can even be a general survey, incorporating all the different areas. A common survey format could be designed. This should not be viewed as a duplication of work by the Village or Ward volunteers, rather, it could be another primary source of data.
 - b) Secondly, the student/s could take up a social activity, concerning their domain or subject area. The different areas, could be like –
 - Agriculture
 - Health
 - Marketing and Cooperation
 - Animal Husbandry
 - Horticulture
 - Fisheries
 - Sericulture
 - Revenue and Survey
 - Natural Disaster Management
 - Irrigation
 - Law & Order
 - Excise and Prohibition
 - Mines and Geology
 - Energy
 - Internet
 - Free Electricity
 - Drinking Water

EXPECTED OUTCOMES

BENEFITS OF COMMUNITY SERVICE PROJECT TO STUDENTS

Learning Outcomes

1. Positive impact on students' academic learning
2. Improves students' ability to apply what they have learned in "the real world"
3. Positive impact on academic outcomes such as demonstrated complexity of understanding, problem analysis, problem-solving, critical thinking, and cognitive development
4. Improved ability to understand complexity and ambiguity

Personal Outcomes

1. Greater sense of personal efficacy, personal identity, spiritual growth, and moral development
2. Greater interpersonal development, particularly the ability to work well with others, and build leadership and communication skills

Social Outcomes

1. Reduced stereotypes and greater inter-cultural understanding
2. Improved social responsibility and citizenship skills
3. Greater involvement in community service after graduation

Career Development

1. Connections with professionals and community members for learning and career opportunities
2. Greater academic learning, leadership skills, and personal efficacy can lead to greater opportunity

Relationship with the Institution

1. Stronger relationships with faculty
2. Greater satisfaction with college
3. Improved graduation rates

BENEFITS OF COMMUNITY SERVICE PROJECT TO FACULTY MEMBERS

1. Satisfaction with the quality of student learning
2. New avenues for research and publication via new relationships between faculty and community
3. Providing networking opportunities with engaged faculty in other disciplines or institutions
4. A stronger commitment to one's research

BENEFITS OF COMMUNITY SERVICE PROJECT TO COLLEGES AND UNIVERSITIES

1. Improved institutional commitment
2. Improved student retention
3. Enhanced community relations

BENEFITS OF COMMUNITY SERVICE PROJECT TO COMMUNITY

1. Satisfaction with student participation
2. Valuable human resources needed to achieve community goals
3. New energy, enthusiasm and perspectives applied to community work
4. Enhanced community-university relations.

SUGGESTIVE LIST OF PROGRAMMES UNDER COMMUNITY SERVICE PROJECT

The following the recommended list of projects for Engineering students. The lists are not exhaustive and open for additions, deletions and modifications. Colleges are expected to focus on specific local issues for this kind of projects. The students are expected to carry out these projects with involvement, commitment, responsibility and accountability. The mentors of a group of students should take the responsibility of motivating, facilitating, and guiding the students. They have to interact with local leadership and people and appraise the objectives and benefits of this kind of projects. The project reports shall be placed in the college website for reference. Systematic, Factual, methodical and honest reporting shall be ensured.

For Engineering Students

1. Water facilities and drinking water availability
2. Health and hygiene
3. Stress levels and coping mechanisms
4. Health intervention programmes
5. Horticulture
6. Herbal plants
7. Botanical survey
8. Zoological survey
9. Marine products
10. Aqua culture
11. Inland fisheries
12. Animals and species
13. Nutrition
14. Traditional health care methods
15. Food habits
16. Air pollution
17. Water pollution
18. Plantation
19. Soil protection
20. Renewable energy
21. Plant diseases
22. Yoga awareness and practice
23. Health care awareness programmes and their impact
24. Use of chemicals on fruits and vegetables
25. Organic farming
26. Crop rotation
27. Floury culture
28. Access to safe drinking water

29. Geographical survey
30. Geological survey
31. Sericulture
32. Study of species
33. Food adulteration
34. Incidence of Diabetes and other chronic diseases
35. Human genetics
36. Blood groups and blood levels
37. Internet Usage in Villages
38. Android Phone usage by different people
39. Utilization of free electricity to farmers and related issues
40. Gender ration in schooling level- observation.

Complimenting the community service project, the students may be involved to take up some awareness campaigns on social issues/special groups. The suggested list of programmes are;

Programmes for School Children

1. Reading Skill Programme (Reading Competition)
2. Preparation of Study Materials for the next class.
3. Personality / Leadership Development
4. Career Guidance for X class students
5. Screening Documentary and other educational films
6. Awareness Programme on Good Touch and Bad Touch (Sexual abuse)
7. Awareness Programme on Socially relevant themes.

Programmes for Women Empowerment

1. Government Guidelines and Policy Guidelines
2. Womens' Rights
3. Domestic Violence
4. Prevention and Control of Cancer
5. Promotion of Social Entrepreneurship

General Camps

1. General Medical camps
2. Eye Camps
3. Dental Camps
4. Importance of protected drinking water
5. ODF awareness camp
6. Swatch Bharat
7. AIDS awareness camp
8. Anti Plastic Awareness
9. Programmes on Environment
10. Health and Hygiene
11. Hand wash programmes
12. Commemoration and Celebration of important days

Programmes for Youth Empowerment

1. Leadership
2. Anti-alcoholism and Drug addiction
3. Anti-tobacco
4. Awareness on Competitive Examinations
5. Personality Development

Common Programmes

1. Awareness on RTI
2. Health intervention programmes
3. Yoga

4. Tree plantation
5. Programmes in consonance with the Govt. Departments like –
 - i. Agriculture
 - ii. Health
 - iii. Marketing and Cooperation
 - iv. Animal Husbandry
 - v. Horticulture
 - vi. Fisheries
 - vii. Sericulture
 - viii. Revenue and Survey
 - ix. Natural Disaster Management
 - x. Irrigation
 - xi. Law & Order
 - xii. Excise and Prohibition
 - xiii. Mines and Geology
 - xiv. Energy

Role of Students:

1. Students may not have the expertise to conduct all the programmes on their own. The students then can play a facilitator role.
2. For conducting special camps like Health related, they will be coordinating with the Governmental agencies.
3. As and when required the College faculty themselves act as Resource Persons.
4. Students can work in close association with Non-Governmental Organizations like Lions Club, Rotary Club, etc or with any NGO actively working in that habitation.
5. And also, with the Governmental Departments. If the programme is rolled out, the District Administration could be roped in for the successful deployment of the programme.
6. An in-house training and induction programme could be arranged for the faculty and participating students, to expose them to the methodology of Service Learning.

Timeline for the Community Service Project Activity

Duration: 8 weeks

1. Preliminary Survey (One Week)

- a) A preliminary survey including the socio-economic conditions of the allotted habitation to be conducted.
- b) A survey form based on the type of habitation to be prepared before visiting the habitation with the help of social sciences faculty. (However, a template could be designed for different habitations, rural/urban.
- c) The Governmental agencies, like revenue administration, corporation and municipal authorities and village secretariats could be aligned for the survey.

2. Community Awareness Campaigns (Two Weeks)

Based on the survey and the specific requirements of the habitation, different awareness campaigns and programmes to be conducted, spread over two weeks of time. The list of activities suggested could be taken into consideration.

3. Community Immersion Programme (Four Weeks)

Along with the Community Awareness Programmes, the student batch can also work with any one of the below listed governmental agencies and work in tandem with them. This community involvement programme will involve the students in exposing themselves to the experiential learning about the community and its dynamics. Programmes could be in consonance with the Govt. Departments.

4. Community Exit Report (One Week)

During the last week of the Community Service Project, a detailed report of the outcome of the 8 weeks works to be drafted and a copy shall be submitted to the local administration. This report will be a basis for the next batch of students visiting that particular habitation. The same report submitted to the teacher-mentor will be evaluated by the mentor and suitable marks are awarded for onward submission to the University.

Throughout the Community Service Project, a daily log-book need to be maintained by the students batch, which should be countersigned by the governmental agency representative and the teacher-mentor, who is required to periodically visit the students and guide them.

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	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 and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year. The Hall Ticket of the candidate is to be cancelled and sent to the University.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	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 and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.

	amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	
7.	Leaves the exam hall taking away answer script or intentionally tears the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	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 clause 6 to 8.	Student of the colleges 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 and shall not be permitted for the remaining examinations of the subjects 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 will be registered against them.
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the University for further action and impose suitable punishment.	

Malpractices identified by squad or special invigilators

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

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Ragging

Prohibition of ragging in educational institutions Act 26 of 1997

Salient Features

- Ragging within or outside any educational institution is prohibited.
- Ragging means doing an act which causes or is likely to cause Insult or Annoyance of Fear or Apprehension or Threat or Intimidation or outrage of modesty or Injury to a student.

	Imprisonment upto		Fine Upto
Teasing, Embarrassing and Humiliation	 6 Months	+	Rs. 1,000/-
Assaulting or Using Criminal force or Criminal intimidation	 1 Year	+	Rs. 2,000/-
Wrongfully restraining or confining or causing	 2 Years	+	Rs. 5,000/-
Causing grievous hurt, kidnapping or Abducts or rape or committing unnatural offence	 5 Years	+	Rs. 10,000/-
Causing death or abetting suicide	 10 Months	+	Rs. 50,000/-

In Case of Emergency CALL TOLL FREE NO. : 1800 - 425 - 1288

LET US MAKE JNTUK A RAGGING FREE UNIVERSITY