

ACADEMIC REGULATIONS

Faculty of Management

Under Graduate Programs

Three Years (Online Education)

(Candidates admitted from the year 2021)



DIRECTORATE OF ONLINE EDUCATION (DOE)

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY

(Deemed to be University u/s 3 of UGC Act, 1956)

Kattankulathur, Chengalpattu District 603203, Tamil Nadu, India

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Faculty of Management - UG REGULATIONS (DOE)

R.1.0 ADMISSION

R.1.1 **Number of Seats:** The number of seats in Undergraduate (UG) Management programs for which admission is to be made in the Directorate of Online Education (DOE) will be decided by the Board of Management of SRM Institute of Science and Technology (SRMIST).

R.1.2 **Admission Procedure:** Admission to UG programs in any year is based on multiple criteria decided by Admission committee which includes the percentage of marks obtained in the qualifying examinations and the results of the online entrance examination cum interview. Selection will be made on merit basis and will be intimated to the candidates as per the guidelines.

R.1.3 Minimum Qualification:

(i) Students with a pass in higher secondary examination (10+2 pattern) are eligible to apply. The minimum percentage of marks / Cumulative Grade Point Average (CGPA) required to be eligible for admission will be prescribed by the Admission committee.

(ii) At the time of admission process, a candidate should have appeared / passed in the qualifying higher secondary examinations.

(iii) Applicant must possess enough knowledge and understanding of English Language.

R.1.4 **Selection Process :** The selection process is based on multiple criteria such as marks obtained in the qualifying examination and/or online entrance examination and interview or based on recognized national entrance test as per the guidelines of Admission committee of DOE, SRMIST and UGC. The candidates who are currently working in the organization or having qualified score from nationally recognized entrance test are given priority.

- R.1.5 **Admission Cycle** – There will be two admission cycles every year in the month of January for Calendar year admission and in the month of June for Academic Year admission.
- R.1.6 **Student Authentication** – The students must produce / upload AADHAAR or other government recognized identity in case of Indian nationality and Passport compulsory for foreign students.
- R.1.7 **Fees for Admission:** The selected candidate will be admitted to the UG programs after he / she fulfills all the admission requirements and payment of the prescribed fees as indicated in the letter of provisional admission.
- R.1.8 **Authority for Admission:** In the matter of admission to the UG programs, the decision of the Admission Committee is final.
- R.1.9 **Cancellation of Admission:** If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director of Online Education may revoke the admission of the candidate and report the matter to the Vice Chancellor.
- R.1.10 **Credit Transfer and Student Mobility (Conventional Mode to Online Mode):**
Students who wish to transfer from a different institute / university studied in different mode with an objective of getting awarded a degree is referred to as transfer students. Such students must submit their transcripts along with the curriculum and syllabi of the program they have studied. The equivalence committee shall check the curriculum and syllabi, transcripts and submit the recommendations on equivalence of credit transfer of some or all their prior courses for consideration and approval to the authorities, based on which admission shall be carried out (as per the UGC Guidelines on Adoption of Choice Based Credit System &). The transfer and other processing fee will be as per the notification of DOE. The students shall necessarily fulfill all requirement needed for the award of degree (inclusive of transferred courses) as stipulated in R.2.0

R.1.11 Notwithstanding the above, the actual admissions will be in accordance to the UGC online regulation 2020, competent authorities from time to time.

R.2.0 STRUCTURE OF THE PROGRAM

R.2.1 **Category of Courses:** The complete UG programs on management consist of core subjects, electives and program specific specialized courses under choice based credit system with mandatory course as Project.

R.2.2 UG programs will have a curriculum and course contents (syllabi) for the courses proposed by the respective Board of studies and approved by the Academic Council.

R.2.3 **Program Duration and Credits of the Program:** The curriculum of the UG Management program shall be designed with the following credits and duration.

Program	Credits	Minimum Duration	Maximum Duration
Bachelor of Business Administration with specialization in Digital Marketing BBA (DM)	124	Three Years (Six Semesters)	Six Years (Twelve Semesters)

A student is ordinarily expected to complete the undergraduate program in Six semesters (minimum duration of N= 3 years) for Online Education program. However, a student may complete the program at a slower pace by taking more time but in any case not more than 12 semesters (maximum duration of N+N= 6 years) under Online Education program including semesters withdrawn on medical grounds etc. as per R.4.1.

R.2.4 **Medium of Instruction:** The medium of instruction, examination and Project report will be English.

R.2.5 **Pedagogy:** The UG Programs have a pedagogy comprising of appropriate combinations of learning from Theory & Practice. Interactive Audiovisual learning materials (Asynchronous), Self-learning Textual materials, Case Study, Live

interactive session (Synchronous), OER (Open Educational Recourses), Formative and Summative assessments.

R.2.6 Learning Credits: Credit system helps in mapping the academic achievement of a learner in accurate manner. The credit value of the course and required four quadrant effort as per UGC guidelines helps the student to understand the academic effort to successfully complete a course.

Credit value of the course	No. Of Weeks	No. Of Hours of Interactive Sessions		Hours of study Material		Self study hours including assessment etc.,	Total Hours of study (based on 30 Hours per credit)
		Synchronous Online Counselling / Webinars / Interactive Lectures (1 Hour per week)	Discussion Forum / Asynchronous Mentoring (2 Hours per week)	e-Tutorial in Hours	e-Content in Hours		
2	6	6	12	10	10	22	60
4	12	12	24	20	20	44	120
6	14	14	28	30	30	66	180
8	16	16	32	40	40	88	240

a) The academic learning activities of semester spans minimum of 14 weeks. The student must have minimum participation of 75 % in all activities of online program prior to end semester exam. The students who do not meet the above criteria will repeat the particular course in the next consecutive semesters.

R.2.7 Delivery of Online Learning Materials (SRM Online Learning Platform): The Learning materials (Four Quadrant Approach, UGC online Regulation 2020) are delivered through Learning Management System (LMS), called as SRM online learning platform. The unit wise continuous assessment (designed using blooms taxonomy)is conducted online in the LMS on adaptive basis as per the requirement of the course.

- (i) Quadrant-I i.e. e-Tutorial that shall contain - Video and Audio Contents, animation, simulations, virtual labs.
- (ii) Quadrant-II i.e. e-Content that shall contain - Portable Document Format or e-Books or Illustration, video demonstrations, documents and interactive simulations, Web Resources, that shall contain - Related Links, Open Content on Internet, Case Studies, Historical development of the subject, Articles,

wherever required.

- (iii) Quadrant-III is the Discussion Forum for raising of doubts and clarifying the same on real time basis by the course coordinator or team.
- (iv) Quadrant-IV i.e. Self-Assessment, that shall contain – MCQ, Problems, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQ, Clarifications on general misconceptions.

R.3.0 Registration and Enrollment for Courses

- a. The process of signing up for courses is called registering. Students are enrolled after they pay prescribed fees.
- b. Registration and enrolment will be controlled by the office of the Directorate of Online Education.
- c. For a student to pursue course she/he has to complete both registration and enrolment for the courses every semester.

R.3.1 The registration form contains the course code, course name, number of credits, functional electives and non-functional electives to be offered in that semester.

R.3.2 **Break in Studies:** There is no minimum enrollment requirement of credits to be earned for promotions to higher semesters. A student of Online Education will be allowed to move to subsequent semesters without any break but payment of tuition fees every year / semester is mandatory.

R.4.0 Flexible Entry & Exit Option

R.4.1 **Temporary withdrawal from the program:** A student may be permitted by the Director of Online Education to withdraw from the program for a semester or longer for reasons of ill health or other valid reasons. Normally a student will be permitted to discontinue from the program only for a maximum continuous period of two semesters or the aggregate of individual discontinuation not exceeding two semesters. But the student should complete the program within the maximum stipulated period of study. Any way the student can continue his/her studies in the subsequent year from where he / she discontinued after getting proper approval and paying the prescribed

fees. The Candidate who rejoins the program after the temporary withdrawal shall be governed by the rules and regulations in force at the time of rejoining.

R.4.2 Diploma & Advanced Diploma : The candidates can select exit option due to unavoidable reason, after completing few semesters and earn diploma and advanced diploma. This flexible exit option is applicable to the students who have enrolled, studied and earned credits in our Institution from first semester onwards.

Program Enrolled	Exit Option	Credits to be earned	Award of Certificate
Bachelor of Business Administration with specialization in Digital Marketing BBA (DM)	After completion of first two semesters with Pass Mark	40	Diploma in Business Administration
	After completion of first four semesters with Pass Mark	89	Advanced Diploma in Business Administration

R.5.0 Academic Advising

In order to provide academic assistance to students, different levels of advising/attention will be provided by three types of coordinators viz., (1) Academic coordinator (2) Program coordinator (3) Course coordinator as per the UGC online regulation 2020.

R.5.1 Academic Coordinator: A Faculty member called Academic coordinator will look after all the academic related responsibilities as under

- (a) To advise the student in career planning and identifying resources, if needed.
- (b) To be knowledgeable about the program(s) for which he/she is advising and be familiar with published academic rules and regulations of the Institution, UGC / Competent authorities.
- (c) To inform the student of the various aspects of degree requirements.
- (d) To guide the students while applying for readmission.

In all these matters, the Academic Coordinator must judge whether the student's request is in order, is in the student's best interest, and is feasible under existing regulations.

R.5.2 Program coordinator:

A Faculty member called Program coordinator will look after all the academic related responsibilities as under:

- (a) To coordinate with course coordinator for smooth conduct of synchronous and asynchronous sessions.
- (b) Planning and execution of synchronous and asynchronous session and internal assessments.
- (c) To assist student in planning for a suitable schedule of Electives, at least one semester in advance considering the preferences given at the time of admission with a provision to reconfirm before the commencement of 3rd semester (ie. Launching of learning portal access) & at the time of fee payment as per the academic schedule.
- (d) To provide counseling on academic and non-academic matters whenever necessary

R.5.3 Course Coordinator:

A Faculty member called Course coordinator whose basic responsibilities in DOE are:

- (a) To perform virtual interaction with students whenever required
- (b) To conduct synchronous and asynchronous sessions for each and every course.
- (c) To provide four quadrants of learning materials to the students as per the course plan, learning need and assessment components in the learning portal.
- (d) To advise students from time to time for the timely completion of course related work, in addition to online orientation sessions at the start of semester as well as before the start of end time exam. And also coordination of LMR (Last Minute Revision) as per the requirement.

R.6.0 Conduct and Discipline

R.6.1 Expected Conduct and Discipline: Every student is required to demonstrate ethical, professional and exemplary conduct and decorous behavior both in online and brick & mortar DOE centers, and not to indulge in any activity that will tend to bring down the prestige of the DOE, SRMIST. The students are expected to

- (a) Be self-motivated and self-disciplined
- (b) Make the most of their ability and to contribute to the well-being of DOE SRMIST community by supporting others.
- (c) Treat others in the way that they would wish to be treated themselves
- (d) Abide by the orders of the Honourable Supreme Court of India, and not to get involved in any act of ragging in any form. Ragging is absolutely and completely prohibited in DOE, SRMIST.
- (e) Avoid Plagiarism, copying, malpractices of any kind in learning assignments/assessments including project work and its reports.
- (f) Abide by Online etiquette (netiquette) principles.

R.6.2 Act of Indiscipline: A student who does not conduct in the manner expected and as stated above is considered to be performing an act of Indiscipline.

- (a) Act of Indiscipline are dealt with at zero tolerance
- (b) Any act of Indiscipline of a student is initially enquired by the Discipline and Welfare Committee of the DOE, SRMIST for necessary action. If the issue demands more serious consideration, the act of indiscipline will be reported to the Director of Online Education and he will refer it to the Discipline and Welfare Committee of SRMIST, constituted by the Vice Chancellor. The Committee will enquire into the charges and recommend suitable action if the charges are substantiated. The Director of Online Education will take appropriate action on the recommendation of the Discipline and Welfare Committee of SRMIST DOE.
- (c) Anyone found indulging in inappropriate comments during online virtual sessions & interaction or any such acts is liable to be dismissed forthwith.

R.6.3 Suspension: Director of Online Education may suspend a student pending inquiry depending upon the prima facie evidence.

R.6.4 Appeal: The aggrieved student may appeal to the Vice Chancellor whose decision will be final and binding.

R.7.0 Learning Assessment Procedure

R.7.1 a) The complete academic performance of a student is evaluated by the internal / external examiners.

b) In the case of practical / project work where an internal / external examiner shall be nominated for evaluation / viva voce.

R.7.2 The student's performance in each course, in general, is evaluated based on in-semester continuous assessment (internal assessment) and end-semester examination.

R 7.3 An in-semester continuous assessment (also known as internal assessment) is spread through the duration of course and is done by the concerned course / program coordinator of the course through learning portal.

The various assessment components are as follows:

1. Assignments
2. Objective type Quizzes
3. Online Presentations and Discussions
4. Case studies
5. Projects
6. Webinar
7. Online discussions forum / Group activities, etc

R 7.4 The end-semester examination shall have assessment from the following perspective with respect to all courses are Outcome based on Bloom's Taxonomy:

1. Evaluation with respect to knowledge
2. Evaluation with respect to Understanding
3. Evaluation with respect to skill
4. Evaluation with respect to Applications
5. Higher Order Thinking Skills (Analysis, Evaluation and Synthesis)

R.7.5 The assessment method of courses is further detailed below:

(a) Theory Courses

Assessment Tool	Weightage of Marks
In-Semester Internal Examination: Unit wise Graded Assessment in the combination of <ul style="list-style-type: none"> • Objective type questions • Descriptive question • Case study and solution • Presentation of topic • Case study, Mini project • Discussion form • Quiz • Webinar presentation & participation 	5 (Units) X 6 = 30 Marks
End-Semester Examination:	Duration - 2.30 Hours 70 Marks
Total	100 Marks

(b) Virtual Lab Courses

Assessment Tool	Weightage of Marks
In-Semester Lab Exercises: Carrying out virtual lab exercises and submission of record with <ul style="list-style-type: none"> • Observation, process steps, data collection, analysis, program writing, debugging, output result, interpretation, inference and prompt submission of record • Online viva-voce / quiz 	25 Marks 5 Marks
End-Semester Examination: <ul style="list-style-type: none"> • Carrying out the lab-examination and related quiz 	70 Marks
Total	100 Marks

(c) Theory cum Virtual Lab Courses

Assessment Tool	Weightage of Marks
In-Semester Theory Examination: Unit wise Graded Assessment in the combination of <ul style="list-style-type: none"> • Objective type questions • Descriptive question • Case study and solution • Presentation of topic • Mini project • Discussion form • Quiz • Webinar presentation & participation 	5 (Units) X 4 = 20 Marks
In-Semester Lab Exercises: Carrying out virtual lab exercises and submission of record with <ul style="list-style-type: none"> • Observation, process steps, data collection, analysis, program writing, debugging, output result, interpretation, inference and prompt submission of record 	10 Marks
End-Semester Practical Examination: Carrying out the lab-examination and related quiz	30 Marks
End-Semester Theory Examination:	Duration : 2.30 Hours 40 Marks (Conduct for 70 Marks & convert into 40 Marks)
Total	100 Marks

(d) Purely Internal courses

Assessment Tool	Unit-wise Graded Assessment (Both objective & subjective)	Presentation & Viva-Voce / Test Assessment	Total
Weightage	5 X 15 = 75 Marks	25 Marks	100 Marks

(e) Internship Evaluation

The student must do internship (either remote / in-person) in a semester for a minimum period of 6 weeks and submit the internship report.

Assessment Tool	Social Relevance / Innovation	Review 1	Review 2	Evaluation of Report & Viva	Total
Weightage	10 Marks	20 Marks	20 Marks	50 Marks	100 Marks

R.7.6 Question paper pattern of End-Semester Examination

- a) The question paper for all theory examinations consist of three part namely Part – A, Part – B and Part – C (Total 70 Marks) with the duration of 2.30 hours
- Part A : 25 objective questions of 1 marks each (25 X 1 Marks = 25 Marks)
 - Part B : 5 short descriptive 300 words questions of 5 marks each (either- or pattern) (5 X 5 Marks = 25 Marks)
 - Part C: 2 Long descriptive 600 words question of 10 marks each [or] One case study of 20 marks (2 X 10 marks [or] 1 X 20 marks = 20 Marks)
- b) Question paper pattern for virtual lab examinations with the duration of 2.30 hours and conduct for 70 marks
- The examiner will set a question paper and conduct the examination & viva-voce
 - Marks secured by the candidate will be considered as it is for Virtual Lab courses and converted into 30 marks for Theory cum Lab courses

R.8.0 Final Project Evaluation:

R.8.1 The final Projects should be socially relevant and industry focused ones. Project has to be done by every individual student in the final semester. On the completion of Project work the student will submit a project report online in the learning portal which will be evaluated by duly appointed internal examiner and external examiner.

R.8.2 The evaluation of the Project is done in two phases aggregating to marks 100 on the basis of criteria stipulated by the DOE. In Phase I, 50 marks will be awarded through two reviews by internal faculty members. In Phase II, the balance 50 mark is awarded by analyzing the dissertation and conducting Online Viva voce and presentation.

Project Evaluation is done in two phases aggregating to marks of 100			
Review of Report		Dissertation & Online Viva Voce	
Component	Marks	Component	Marks
First review	25	Analysis	15
Second review	25	Finding & conclusion	15
		Online Presentation	20
Total	50	Total	50

R.9.0 End Semester Examination (Technology Enabled Proctored Examination)

R.9.1 Registration for the University End Semester Examination for all the courses of the semester is mandatory.

R.9.2 There will be an end semester examination conducted through online (**Proctored**) for two and half hours.

R.9.3 The examination at the end of a particular semester will be conducted for the courses of all odd and even semesters in the month of June / July and December / January. A student should have appeared for the end semester examination of the prescribed course of study to be eligible for the award of grade in that course.

R.9.4 Whenever there is a deviation from procedures stated under R.7.5, R.7.6 & R.8.2, as warranted by the unique nature of the course, the same will be specified by the concerned Academic Coordinator and approved by the Director of Online Education.

R.10.0 Course Wise Grading of Students

R.10.1 **Passing Minimum** : A candidate who secures not less than 40 % of total marks prescribed for any course with a minimum of 40 % of the marks prescribed for the end semester examination shall be declared to have passed in the examination for that course.

R.10.2 Method of awarding Letter Grades: All assessment marks of a course will be done absolute marks basis on the aggregate of marks obtained through in-semester assessment and external assessment. Each student is awarded a final Letter Grades and Grade Points (GP) at the end of the semester, for each Course as recommended by UGC, are as follows:

Letter Grade	Grade Points	Normalized Mark Range
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B(Above Average)	6	51-60
C (Average)	5	41-50
P (Pass)	4	40
F (Fail)	0	<40 Failure due to insufficient marks in the course
Ab(Absent)	0	Failure due to non-appearance in examination

R.10.3 A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than ‘F’ or ‘Ab’ in that course. A letter grade ‘F’ or ‘Ab’ in any course implies a failure in that course.

R.10.4 A course successfully completed cannot be repeated.

R.10.5 **Re-appearing for Examination**

- (a) Students who have secured ‘F’(Fail) / ‘Ab’ (Absent) grade in a particular course can reappear when the end semester examination for that course is again conducted provided they satisfy other eligibility conditions such as minimum credit / appearance in end semester examinations requirements.
- (b) Temporary withdrawal from the programme and Discipline.
- (c) For first two attempts, the internal assessment marks obtained in the first attempt will only be considered and it will be combined with the marks obtained in the end semester examinations for the award of appropriate grade.
- (d) The first attempt is that which corresponds to the first registration for the course. If a student gets ‘F’ or ‘Ab’ in an attempt that is treated as an attempt.
- (e) However, if a student obtains ‘F’(Fail) / ‘Ab’ (Absent) grade in a course in the first two attempts, from the third attempt onwards, full weightage (100%) shall be assigned to marks scored in the end semester examinations and the internal

assessment marks they have scored during the regular course of study will be ignored.

- (f) If a student obtains 'F' grade or 'Ab' grade in a course for which only internal assessment is applicable as per R.7.3.
- (g) Similarly, for project work, if a student gets a 'F' or 'Ab' grade he/she should register again for course, earn marks for reviews and project report as applicable and then appear for the final viva. Under this circumstances the student shall choose a new project topic (other than the one he/she had been associated with earlier) under the guidance of the allotted faculty member. This provision is applicable for only that student who falls within the maximum period of study.
- (h) If a course has both theory and practical component, then the student shall appear in the end semester examinations of both the theory and practical components.
- (i) All applicable fees charged for the purpose of examination will apply for reappearance courses as well.

R.11.0 Declaration of Results

R.11.1 The aggregate of in-semester and end-semester secured marks are referred to the Result Passing Board for the finalization of results. Controller of Examinations assigns letter grades and announces the results.

R.11.2 The 'Ab' / 'F' grade once awarded stays in the record of the student and is deleted once the course is successfully completed. The pass grade acquired by the student will be indicated in the grade card of the appropriate academic year with an indication of the month and the year of passing. The CGPA will be accordingly revised.

R.11.3 **Review of Answer Scripts :** In case any student feels aggrieved on the final outcome of the assessment in any course ,the student shall apply to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The COE shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

R.12.0 Grade Card

R.12.1 The grade card issued by the Controller of Examinations to each student, after the announcement of the results will contain the following:

- a. The credits for each course registered for that semester,
- b. The letter grade obtained in each course
- c. The total number of credits earned by the student up to the end of that semester in each of the course categories
- d. The Cumulative Grade Point Average (CGPA) of all the courses taken from the First semester.
- e. AADHAR number or other government recognized identifier or Passport number, as applicable.

R.12.2 Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where C_i = credit for the i^{th} course, $(GP)_i$ = the grade point obtained for the i^{th} course, n = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured F, Ab grades.

(ii) For the cumulative grade point average (CGPA) following formula issued:

$$CGPA = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

Where S_i = Sum of credits in i^{th} semester, $(SGPA)_i$ = Semester Grade Point Average earned in i^{th} semester and r = number of semesters and the sum is over all the semesters under consideration.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

R.12.3 Eligibility for the Award of the Degree

A student shall be declared to be eligible for the award of the Degree provided if he/she has.

- (a) Registered and successfully completed the course requirements and has passed all the prescribed examinations within the maximum period reckoned from the commencement of the first semester to which the candidate was admitted.
- (b) No disciplinary action pending against him/her.

R.12.4 Class/Distinction will be awarded to the students after they successfully complete the UG program as per the norms stipulated in the following table:

Class / Distinction Award		
Category	CGPA	Class
Students who successfully complete the UG Program within the time duration of 6 semesters (3 years)	≥ 4.0 & < 5.0	Third Class
	≥ 5.0 & < 6.0	Second Class
	≥ 6.0 & < 8.0	First Class
	≥ 8.0 (without 'F' or 'Ab' or temporary withdrawal in any semester)	First Class with Distinction
	≥ 8.0 (with 'F' or 'Ab' in any semester but obtained pass grade (O to P) subsequently)	First Class
Students who cannot complete the UG program in 6 semesters but complete it successfully within the time duration of 7 semesters	≥ 4.0 & < 5.0	Third Class
	≥ 5.0 & < 6.0	Second Class
	≥ 6.0	First Class
Students who cannot complete the UG Program in 7 semesters but complete it successfully within the time duration of 12 semesters	≥ 4.0 & < 5.0	Third Class
	≥ 5.0	Second Class

There is no classification of Class / Distinction in the case of award of Diploma and Advanced Diploma certificates as per R.4.2.

R 13.0 Academic dishonesty : When a student is found responsible for a violation of the DOE SRMIST code of conduct pertaining to academic dishonesty (Malpractice in Examinations), the Office of Controller of Examinations will initiate action based on the pre-approved procedures. Appropriate penalty or punishment will be awarded to the student and communication sent to Director of Online Education. The matter will be informed to the student's parents duly.

R.14.0 Revision of Regulation and Curriculum : The Academic Council of the Institution reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.