

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

(A State Government University)

ACADEMIC MANUAL



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MBA Block, College of Engineering, Thiruvananthapuram Campus

Thiruvananthapuram- 695016

Ownership	Dean (Academics)
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01. SCOPE

The Academic Manual holds information in relation to your academic experience at APJ Abdul Kalam Technological University (APJAKTU) in one place. It specifies the regulations, what you can expect of us, and what we can expect of you. The regulations aren't always very detailed, but you can find out more through the policies, procedures and guidance that link to each of them. The manual contains regulations, policy, procedure and guidance. The regulations are the rules behind your contract with KTU as an enrolled student and everyone complies with these. Policies are the statements of principles by which we conduct the business of KTU – again, we expect everyone to comply with these. The procedures are the ways in which we carry out the policies and regulations, and guidance is detailed information that provides assistance in specific areas.

By enrolling, all students agree to be bound by the KTU Charter, Statutes, Ordinances and Regulations. It is important to be aware of the regulations as they also underpin the Terms & Conditions we have with you. The KTU Charter, Statutes, Ordinances and Regulations (and, where relevant, the AICTE/UGC Regulations) regulate KTUs' activity and that of its staff and students. All programmes of study at KTU are developed in accordance with the Qualifications and Credit Framework and are formally reviewed by both internal staff and external experts. The details of all academic programme are referenced in the programme specification, which is published on the KTU/College website.

The provisions of this handbook are applicable to all programs and disciplines and will also be applicable to new disciplines and programs introduced in future. The academic council on the recommendation of the Dean Academics may change any or all parts of this handbook at any time.

02. TERMS USED

Undergraduate	A first-level degree program offered by the University
Postgraduate	Degree programs offered by the Institute beyond the first-level.
Academic Programme	The degree programs offered by the University, including undergraduate, postgraduate and research programs.
Course	Course is defined as a theory, practical or theory cum practical subject studied in a semester.
Academic year	Every academic year shall have two semesters "1st July to 31st December (Odd semester)" and "1st January to 30th June (Even semester)".
Semester	A division of an academic year (July-June), which comprises of two semesters
Grade	A letter system to indicate the performance of the students. Each grade carries associated numeric points.
CGPA	Cumulative Grade Point Average. A weighted average of numeric points obtained in the courses cleared by a student.
SGPA	Semester Grade Point Average. A weighted average of numeric points obtained in the courses within a semester cleared by a student.
Credit	The numeric value associated with courses to indicate the load for a course.

03. INTRODUCTION

APJ Abdul Kalam Technological University (initially Kerala Technological University), a State Government University has come into existence on May 21, 2014 with an aim to give leadership to the technology related policy formulation and Engineering Planning for the State. It also emphasizes to improve the academic standards of the Graduate, Post Graduate and Research Programmes in Engineering Science, Technology and Management and regulate the academic standards of all colleges affiliated to the University. The main thrust areas of the University are Research, Development and Innovation

Values

Evidence, Reason and Practice

Vision

To be the fountainhead of innovative thinking in science and technology and endeavour to be one among the best Universities pursuing research and education to produce leaders of tomorrow.

Mission

APJAKTU will build up schools of learning and research which will pursue as much of excellence as possible and as much relevance as is necessary. At the same time, it will guide its affiliated colleges to be centres of teaching and practice of the highest relevance without compromising on excellence. It will follow its core values such that the cycle of evidence and reason will lead to better practice and in turn lessons from practice will be the new evidence to continue the virtuous cycle.

04. ACADEMIC PROGRAMMES

APJAKTU fosters and encourages students to excel in their programmes of study and recognizes the same in several ways. It follows credit based system of education. Under this system, a student needs to complete the credit requirements for the courses. There is a prescribed nominal duration of the program. APJAKTU offers the following programs:

1. **B. Tech:** Bachelor of Technology (B. Tech) is a professional undergraduate engineering degree awarded to candidates after the completion of four years of study in the field. The programme comprises of both theoretical and practical knowledge.
2. **B. Tech (Honours):** The enhanced Bachelor of Technology degree wherein a student admitted to a B. Tech programme may choose to carry out additional courses/project in his/her own discipline. Honours is intended for a student to gain expertise/specialise in an area inside his/her major B. Tech discipline and to enrich knowledge in emerging/advanced areas in the branch of engineering concerned. In this programme students are not admitted initially but may opt to convert their B. Tech programme. On successful accumulation of extra credits at the end of the programme along with the eligibility criteria specified by the University, this will be mentioned in the degree certificate as "Bachelor of Technology in xxx, with Honours."
3. B. Tech (Minor): The enhanced Bachelor of Technology degree wherein a student admitted to a B. Tech programme may choose to carry out additional courses/project in another discipline. In this programme students are not admitted initially but may opt to convert their B. Tech programme. Registration is permitted for Minor at the beginning of third semester. On successful accumulation of extra credits at the end of the programme along with the eligibility criteria specified by the University, this will be mentioned in the degree certificate as "Bachelor of Technology in xxx with Minor in yyy".
4. **B. Arch:** Bachelor of Architecture (B. Arch) is an undergraduate degree in the field of architecture. This five-year full-time programme is a blend of theoretical and practical knowledge for students to learn the art of planning, designing and constructing physical structures of various kinds.
5. **BHMCT:** Bachelor of Hotel Management and Catering Technology (BHMCT) is a four-year undergraduate vocational programme which provides professional training to students for the hospitality and new inventions in catering technology. The main aim of the course is to make students familiar with management techniques, processes and methods used in hotel and hospitality business. The theoretical subjects are constructively supported by practical and

industrial training, making the BHMCT degree relevant and updated with the need of the time.

6. **B. Des:** Bachelor of Design (B. Des) or B. Design is an undergraduate academic degree in the field of designing. It is a four-year programme that deals with the conceptual design process, fashion designing, interior designing, accessory designing, textile designing and much more.
7. **MCA:** Master of Computer Applications (MCA) is a professional master's degree in computer science. It focuses on providing a theoretical as well as practical training to students in the related field. This post graduate program is designed to meet the growing demand for qualified professionals in the field of Information Technology.
8. **M. Tech:** Master of Technology (M. Tech) is a professional postgraduate engineering master degree awarded to candidates after completion of two years of study in the specialized discipline of engineering.
9. **M. Arch:** Master of Architecture (M. Arch) is a postgraduate Architecture Engineering programme. It is a two-year programme which is generally divided into four semesters.
10. **M. Plan:** Master of Planning (M. Plan) is a postgraduate level programme that can be completed in two years. M. Plan is designed to develop skills and capabilities to meet the challenges in designing, conceptualizing and executing plans to build an appropriate environment for the physical, technological and infrastructural needs of the habitats.
11. **MBA:** Master of Business Administration (MBA) is a two-year postgraduate professional programme in management offered in different types and is an internationally recognized degree designed to develop the skills required for careers in business and management.
12. **Ph. D:** Doctor of Philosophy (Ph. D) is a doctoral research degree and normally the highest level of academic qualification one can achieve. APJAKTU offers research programmes in various disciplines of Engineering and Technology, Architecture, Basic Sciences and Mathematics, Management, and allied inter-disciplinary areas leading to the award of the degree of Doctor of Philosophy.

05. ACADEMIC CALENDAR

Academic calendar is the schedule of all of the events that occur in an academic year. It is a planned document for the faculty members, students, staff and other stakeholders. Academic calendar includes a complete schedule of commencement of classes and registration, mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, approved holidays, extracurricular activities, last instruction day in the semester, exam registration, tentative end semester examination schedule, etc. It helps to finish the scheduled activities within deadlines and to improve the teaching-learning qualities as well as professionalism among teachers and students. The academic calendar approved by the academic council shall be published on the University website.

06. ADMISSIONS

1. Admissions to B. Tech/BHMCT/B. Des programme in all disciplines affiliated to the University shall be made through entrance examination conducted by Commissioner of Entrance Examinations (CEE). Admission policy and procedure shall be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE), the Government of India and the Government of Kerala. The admission shall be made during April to July of each academic year.
2. Admission to M. Tech/B. Tech Lateral Entry in all disciplines is conducted centrally or monitored by the Directorate of Technical Education(DTE) as per the guidelines given by the Government of Kerala.
3. Admission to the MCA programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by AICTE, the Government of India and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.
4. Admission to the B. Arch/M. Arch/M. Planning programmes, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala, the Government of India, AICTE and Council of Architecture (CoA).
5. The application for admission to Ph. D shall be invited by the University, once in a year. The selection of candidates shall also be conducted only once in a year – in the even semester. Though selection is conducted in the even semester facilitating admission in the odd semester, admission for the candidates shall be permitted in the subsequent even semester also. The University shall decide the selection procedure for admission. The

selection shall be through discipline wise common written tests and/or personal interview as decided by the University from time to time. AICTE QIP/NDF scholars and candidates with CSIR/UGC JRF fellowship are exempted from appearing for the test and interview. Such candidates can avail admission in the odd or even semester.

The admission policy may be modified from time to time by the University, particularly to confirm to the directions from the Government of Kerala and the Government of India.

All students admitted provisionally or otherwise to any programme shall submit copies of their mark-sheets, provisional certificates, etc. of the qualifying examination and other documents by the last date specified for the purpose in the Academic Calendar. All provisional admissions shall be cancelled if the student fails to submit the necessary document by the specified date. The Board of Governors (BoG) may cancel admission at any later time if it is found that the student had supplied false information or suppressed relevant information while seeking admission.

07. RULES AND REGULATIONS

07.1	**B. Tech 2015**
07.2	**B. Tech 2016 (Evening)**
07.3	**B. Tech 2019**
07.4	**M. Tech 2015**
07.5	**MBA 2015**
07.6	**MBA 2016 (Regular and Evening)**
07.7	**MBA 2020 (Full time) & MBA (Part time)**
07.8	**B. Arch 2016**
07.9	**M. Arch/M. Plan 2016**
07.10	**MCA, MCA Lateral Entry, Integrated Degree MCA 2016**
07.11	**MCA Regular , Integrated Degree 2020**
07.12	**BHMCT 2018**
07.13	**B. Des 2019**

07.1 B. Tech 2015 Regulation

KERALA TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala-695016

ORDINANCE

For

Bachelor of Technology (B. Tech)/B. Tech (Honours)

In exercise of the Powers conferred under Clause 44 of the Ordinance, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Academic Year 2015-2016. This Ordinance shall come into effect from the date of its publication in the Gazette.

I N D E X

01 Admission to Bachelor of Technology / B. Tech / B. Tech (Honours)

02 Examination

03 Eligibility for Award of Degree

04 Fee Structure

05 Discipline of the Student – Action Against Breach of Discipline

06 Action against breach of guidelines in Examinations - unfair measures in examination

07 Miscellaneous Provisions:

a) Language of Instruction and Evaluation
b) Academic Calendar
c) Branches of B. Tech Programmes
d) B. Tech Programme Structure
e) Curriculum, List of Courses and Syllabi
f) Faculty Advisor/Counsellor
g) Course Registration and Enrolment
h) Course Completion and Earning of Credits
i) Core courses, Prerequisites and Electives
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k) Summer Courses and Contact Courses
l) Academic Assessment/Evaluation
m) Eligibility to Continue
n) Course Committees and Class Committees
o) Eligibility for Grading
p) Award of Grades
q) Grades and Grade Points
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t) Revaluation and Grade Improvement
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v) B. Tech Degree
w) B. Tech. (Honours)
x) Discipline

y) Academic Discipline and Welfare Committee

z) Grievances and Appeals Committee

08 Amendment to Ordinance/Regulations/Rules

Rules to carry out the purpose of the Ordinance

Addendum

1. **Admission to Bachelor of Technology / B. Tech / B. Tech (Honours)**
   - **a.** Eligibility for admission to the B. Tech, programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India and other statutory body such as AICTE.
   - **b.** Subject to Clause 1(a), Admission to B. Tech shall be based on the guidelines given by the State and Central Governments on reservation. Candidates for admission to B. Tech, programme shall have passed the Higher Secondary Examination, Kerala or 12th Standard V.H.S.E., C.B.S.E., I.S.C or any other examination considered equivalent to the above mentioned ones. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders which is based on the entrance examination conducted by the Commission for Entrance Examinations, Government of Kerala and the marks in the qualifying examination subject to the relaxations allowed for backward classes and other communities as specified from time to time.
   - **c.** The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education and the Kerala Technological University.
   - **d.** Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.
   - **e.** The B. Tech, / B. Tech (Honours) programme is a credit based programme. The duration of the B. Tech / B. Tech (Honours) programme will normally be four academic years spanning 8 semesters**.** The maximum duration shall be six academic years spanning 12 semesters.

2. **Examination**
   - **a.** At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for them.
   - **b.** Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.
   - **c.** The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing

for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

d. Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

3. Eligibility for Award of Degree

The award of B. Tech/ B. Tech (Honours) degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of B. Tech Degree

A student will be eligible for the award of B. Tech Degree of the University on satisfying the following requirements.

i) Earned credits for all the core courses and the Project.

ii) Earned the required minimum credits as specified in the curriculum for the branch of study.

iii) No pending disciplinary action.

4. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

5. Discipline of the Student – Action Against Breach of Discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redressal and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined in 7-x, 7-y, and 7-z.

6. Breach of Guidelines and Unfair Practices in Examinations

These are viewed seriously and appropriate actions are to be taken by the colleges as detailed in 7-x.

a. Language of Instruction and Examination.

Unless otherwise stated, the language of instruction and examinations shall be English.

b. Academic Calendar.

The University shall publish on its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Summer course schedule and result declaration have also to be indicated in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

c. Branches of B. Tech Programmes.

The Branches of B. Tech /B. Tech (Honours) programme offered by the University are listed separately at the end of this Ordinance

d. B. Tech Programme Structure

i) B. Tech / B. Tech (Honours) programme in all branches of study is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of programme completion.

ii) The duration for the B. Tech /B. Tech (Honours) programme in all branches of study, will normally be 8 semesters.

iii) The maximum duration shall be six academic years spanning 12 semesters.

iv) Each semester shall have 72 instructional days, followed by end semester examinations.

v) A student can opt for B. Tech (Honours) at the end of the fourth semester.

vi) The curriculum of any branch of the B. Tech programme is designed to have a minimum of 180 academic credits and 2 additional pass/fail credits, for the award of the degree.

vii) The University follows Credit System and Credits are apportioned among the following knowledge segments.

B. Tech Programme

Knowledge Segments	**Credits**	
Basic Sciences	10	[8 Theory+ 2 Labs]
Mathematics	16	
Humanities	9	
Basic Engineering	29	[25 Theory +4 Labs]
Professional Engineering	89	[80 Theory +9 Labs]
Electives	15	
Seminar	2	
Comprehensive Viva	2	
Design Project	2	
Project	6	
Total Academic Credits:	**180**	
Student's Activities	2	[Audit-Pass/Fail]
Total credits for B. Tech Degree	**182**	

Credits are assigned to courses based on the following general pattern.

One credit for each lecture hour per week for one semester

One credit for each tutorial hour per week for one semester

One credit for each laboratory/ practical session of 2 or 3 hrs, per week for one semester

viii) In a semester normally up to six lecture based courses and three laboratory/practical courses, carrying a maximum credit of 26, could be offered.

ix) University may allow students to transfer credits they have earned at other Universities and Academic Institutions, as per the guidelines given by the Academic Committee and approved by the Board of Governors.

x) Student Activities Points:

To be an engineer capable of competing globally, in addition to technical knowledge and skills, students should develop excellent soft skills, nurture team work and leadership qualities and have an entrepreneurial and trail blazing outlook. To achieve this, in addition to academics, students are to actively engage in co-curricular and extra- curricular activities. For such activities, points are allotted. On getting a minimum of 100 activity points the student passes the course and earns 2 credits which do not count for the CGPA but mandatory for the award of the degree. Listing of these activities and the maximum points that could be earned by engaging in them are given at the end of this document. Additional activities could be included in the list with the approval of the Academic Committee.

e. Curriculum, List of Courses and Syllabi

i) Every branch of study in the B. Tech, programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

ii) Courses are categorized as Core Theory (CT), Core Practice (CP) and Electives (EL).

iii) Each course has a course number. Course number includes the offering department or knowledge segment code and a three digit number. Knowledge segment code is used when a course is offered by any one or more departments with the same course content and syllabus. Details on this are given under Rule, RU-1.

f. Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:-

To guide and help students on academics

To monitor their progress in academics and advise them

To counsel them and hand-hold them in any difficulty.

g. Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enrol for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the coming semester. They have to enrol for these courses at the beginning of the new semester, based on the previous semester results. This allows them to make changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be given in the academic

calendar. Any late registration or enrolment, allowed up to 7 working days from the stipulated date, will attract a late fee.

A student can withdraw from a course or substitute one already registered by another on valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the semester.

The maximum number of credits a student can register in a semester is limited to 26.

h. Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

i. Core courses, Prerequisites and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Tech. degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

j. Summer Courses

Students who could not earn the required minimum credits at the end of the second or fourth semester have two options to continue with the studies. They may register again for the courses, when they are offered in the next academic year. However, there is also a provision to run summer courses in failed courses for these students who may register and attend the course and write the final examination. This provision is only for students who have got 45% or more in the internal evaluation for the courses they attended in the regular semester.

Students should have 75% attendance in the summer course to write the examination.

For the final grading their internal evaluation marks obtained in the regular semester in which they had undergone the course shall be applicable. Summer courses are to be conducted for a minimum of 20 contact hours for each course. Summer courses are to be offered only at the end of the second and fourth semesters for the courses covered till that semester. They will be conducted either by all colleges or only by some, depending on the number of students registering for them. Details of summer courses planned will be announced by the colleges after the declaration of the even semester results. Final examination for summer courses will be conducted by the University. Based

on the availability of faculty and the number of students opting for courses, it will be the prerogative of the colleges to decide on the summer courses to be offered.

Options for the fifth and higher semesters

For higher semesters, i.e., fifth semester onwards, summer courses are not offered. Failed students who have less than 45% marks in internal assessments have to register again for the course in the regular semester in which it is offered and complete the course as per the regulations and appear for the end semester examination. Failed students having 45% marks or more in internal assessments have the option to register again for the course as mentioned above or register only for the end semester examination without attending the course again. A separate registration format will be available for this. This option is available in all semesters.

k. Contact Courses

If a student has to earn credits only just for one course to qualify for the degree after completing eight semesters of study, the college concerned may offer a contact course on a written request by the student. The contact course is considered as fresh registration and is to be offered by the teacher concerned who shall conduct the internal evaluation procedures and allot the marks as per the regulations. Minimum contact hours for the course shall be 20. The final examination will be conducted by the college and shall be monitored by the external academic auditor. Question paper for the examination will be given by the Controller of Examination. No grade above C shall be given for a contact course.

l. Academic Assessment/Evaluation

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure.

Academic evaluation procedure and corresponding weights are as follows:-

a) For theory courses: - 1/3rd weightage for internal evaluation and 2/3rd for end semester examination.

   For convenience, the maximum marks for internal evaluation and end semester examination for theory courses are fixed as 50 and 100 respectively.

Scheme of evaluation is as follows.

i) Two internal tests each of 20 marks and of one hour duration.
   (Internally by the College)

ii) Tutorials/Assignments/Mini Projects carrying 10 marks.
   (Internally by the College)

iii) End Semester examination carrying 100 marks.
(Conducted by the University)

All the above evaluations are mandatory requirements to earn credits.

Students who have missed either the first or the second test can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re- test which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 40 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

b) For Laboratory /Practical /Workshop courses

i) Practical records /Outputs 60 marks
(Internally by the College)

ii) Regular class Viva 10 marks
(Internally by the College)

iii) Final written test/quiz 30 marks
(Internally by the College)

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the Practical /Laboratory/Workshop courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/assessments.

c) Comprehensive Examination

As students appear for placements from seventh semester onwards, comprehensive examination is to be completed in the sixth semester. This examination will be a written cum oral examination covering broadly all courses so far completed [RU-5].

d) Seminar

Each student has to give a seminar on a professional topic of current interest in consultation with the faculty member in charge of the seminar in the Department. The seminar will be evaluated based on RU-6

e) Design Project

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with any faculty member in the department. The Evaluation of the project is to be done in two stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks. The project supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

f) Final Semester Project

Students, either individually or in a small batch not exceeding four, have to do a project approved by their faculty supervisor.

Evaluation scheme is given below:-

i)	Two progress assessments	20%	by the faculty supervisor/s
ii)	Final Project Report	30%	by the Assessment Board
iii)	Project presentation and Viva	50%	by the Assessment Board

If the project work is not completed satisfactorily, the student has to put in more work and appear again for assessment on a specified date, not earlier than one month after the first evaluation. If the student fails in the project, a fresh registration for the project for one semester is mandatory.

The project assessment board shall consist of the following members.

Chairman: Head of the Department

Members: Project supervisor/s of the student

One faculty member from the Department

One faculty member from a sister Department

An external expert, either from an academic/research institute or industry

m. Eligibility to Continue

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Summer courses are offered to those who do not satisfy this norm after the 2nd as well as the 4th semesters. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the ordinances and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor advice and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses.

Eligibility Criteria for Registering for Higher Semester Courses

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	24	24	Not insisted
Second	23	47	35
Third	24	71	Not insisted
Fourth	23	94	80
Fifth	23	117	Not insisted
Sixth	23	140	126
Seventh	22	162	Not insisted
Eighth	18	180	

n. Course Committees and Class Committees

These committees are to be in place in each college affiliated to the University.

a) Course Committee

This is for common courses (electives are excluded) offered to students admitted for the B. Tech. programme irrespective of their branch of study. Each of such courses will have a course committee constituted by the Principal of the college.

The chairman of the course committee shall be a senior faculty member not offering the course.

Members:-

i) All teachers offering the course.

ii) Four student representatives nominated by the Principal.

b) Class Committee

Beginning from the third semester, all branches of study will have class committees for every semester constituted by the respective Heads of Departments.

The chairman of the committee shall be a senior faculty member who does not offer any course during that semester.

Members:-

i) All faculty members teaching courses in that semester.

ii) Two student representatives nominated by the head of the Department.

The course committees and class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. Both committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

o. Eligibility for Writing the End Semester Examination and for Grading

Students with 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks shall be awarded FE grade and have to register for the course again.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %.

(For example if the end semester mark % is 45, then the maximum internal mark % is to be 45+25 = 70 %.)

In case the student writes the supplementary examination, the mark got in that will be taken into consideration for regulating the internal marks.

Those who have more than 45% marks in the end semester examination are awarded the grade based on both internal assessment and end semester examination marks. A student earns credits for a course if the grade is P or above.

p. Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 7q. The grade card will only give the grades against the courses the student has registered.

Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

q. Grades and Grade Points

Grades and Grade Points as per UGC guidelines is to be followed by the University

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O (Outstanding)	10	90% and above
A+ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8	80% and above but less than 85%
B+ (Good)	7	70% and above but less than 80%
B (Above Average)	6	60% and above but less than 70%
C (Average)	5	50% and above but less than 60%
P (Pass)	4	45% and above but less than 50%
F (Fail)	0	Less than 45%
FE	0	Failed due to eligibility criteria [7-0]
I		Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

r. Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic Auditing Shall Cover:-

i) Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.

ii) Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.

iii) Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

s. Break of Study

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the college Principal. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the B. Tech. programme will still be twelve semesters.

t. Revaluation and Grade Improvement

There is no provision for revaluation of the end semester answer books or for improving the grade.

However, the student is permitted to check the answer books of the end semester examination after the results are declared. Any discrepancy in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the Controller of Examination shall be final on this.

u. Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the B. Tech programme will be given by the University.

v. B. Tech Degree

B. Tech degree will not have any classifications like distinction or first class.

w. B. Tech (Honours)

Accredited departments in institutions, having at least two post graduate programmes, may offer B. Tech. (Honours). It should be noted that students with a CGPA above 8 at the end of the fourth semester and having no credit arrears only are eligible for this option. As only selected institutions

may have this provision, students cannot demand this or move later to an institute where this is available. Students have to earn 12 additional credits to get B. Tech (Honours). Furthermore their CGPA at the end of the programme should be 8 or higher. Those who opted for B. Tech (Honours) but unable to earn the required additional credits in 8 semesters or whose final CGPA is less than 8 shall automatically fall back to the B. Tech. programme. However, additional course credits and the grades thus far earned by them will be shown in the grade card but not included for the CGPA.

x. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

y. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

z. Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

8. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

RULES:

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number. The two letter code refers to the department offering the course or the knowledge segment of the course. The knowledge segment code is used when the course is to be offered by different departments either individually or together but having the same syllabus and course plan.

Course Number: MA 101 - This refers to a course in Mathematics with the course number 101.

Course Number: BE 102 - This refers to a course in Basic Engineering.

Course Number is a three digit number and the first digit refers to the Academic year in which the course is normally offered, i.e. 1, 2, 3, or 4 for the B. Tech. Programme of four year duration. Of the other two digits, the last digit identifies whether the course is offered normally in the odd (odd number), even (even number) or in both the semesters (zero). The middle number could be any digit.

MA 101 is a course in Mathematics offered in the first semester.

EE 344 is a course in Electrical Engineering offered in the sixth semester.

PH 110 is a course in Physics offered both the first and second semesters.

BE 102 is a course in Basic Engineering offered by one or many departments.

These course numbers are to be given in the curriculum and syllabi.

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However

under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

i) In case of accident or serious illness needing prolonged hospitalization and rest.
ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
iii) In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4 Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of

the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-5 Comprehensive Examination

This examination consists of two parts. Part one a written test and the other an oral one.

The written examination shall be objective type of 1 hour duration and shall have 50 marks and is to be conducted by the concerned department. Chairman of the oral examination board shall be a senior faculty in the department and the members include two other faculty members of the department and an external expert from another academic institute or an industry. Oral examination shall carry 50 marks. Comprehensive examination may be conducted any time during the 6th semester with sufficient notice given to the students.

RU-6 Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar. Distribution of marks for the seminar is as follows.

Marks for the report: 30%

Presentation: 40%

Ability to answer questions on the topic: 30%

RU-7 Ragging

Ragging of any nature is a criminal and non bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Addendum:-

1. Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

SGPA = Σ (Ci×GPi)/ΣCi where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = Σ (Ci×GPi)/ΣCi where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

2. Student Activity Points

Activities that a student can engage in and the maximum quantum of points that can be earned from them are listed below.

i) National Level Activities

Code	Name of activity	Max. Activity Points	Minimum Duration
NA1	N S O	70	Two Semesters
NA2	N C C	70	Two Semesters
NA3	N S S	70	Two Semesters

ii) College Level Activities

Code	Name of activity	Max. Activity Points	Minimum Duration
CA1	Active Member / Office bearer of Professional Societies (Student Chapters)	30/40	Four Semesters
CA2	Elected Office bearer of Student forums	30	Two semesters
CA3	Member / Captain - College Athletic / Games teams	20/30	Two Semesters

CA3	Executive Member of Student Clubs	20	Two Semesters
CA4	Volunteer for important College functions	20	Two Semesters
CA5	Committee member/ Organizer of Tech Fest/Cultural Fest/Conference	20/30	Two Semesters
CA6	Placed within top three in Paper presentation / debate / cultural competitions etc	30	
CA7	Placed within top three in State level Sports / Games /	30	

Additional 20 points are given for CA3/CA7 if the achievement is at the national level

iii) **Entrepreneurship**

Code	Name of activity	Max. Activity Points
EA1	Any Creative Project execution	40
EA2	Awards for Projects	60
EA3	Initiation of Start-ups	60
EA4	Attracted Venture Capital	80
EA5	Filed a Patent	80
EA6	Completed Prototype Development	80

iv) Self-Initiatives

Code	Name of activity	Max. Activity Points
SA1	Attend a National Conference	20
SA2	Attend an Int. National Conference	30
SA3	Published/ got an Award for a Technical paper	

SA4	Organiser of student level Technical Conf /Competition	30
SA5	Foreign language skills	50
SA6	Online courses taken& completed	50

Thiruvanthapuram **Registrar**

26-6-2015

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Bachelor of Technology (B. Tech)/B. Tech (Honours)

Object of the Amendments:

The ordinance for B. Tech/B. Tech (Honours) and M. Tech degree programs were framed considering the examinations and valuation system would be fully web based and assuming that the results could be published before the commencement of next semester classes. But as the examination system has been changed to the conventional system, it is impossible to publish the results before the commencement of next semester classes. Hence certain amendments are necessary. Also, the Controller of Examinations has suggested certain amendments in the ordinances regarding conduct of examination and malpractices. Further in the Academic Committee meeting also some amendments is suggested and the same is also incorporated.

In exercise of the Powers conferred under Section 44 and Section 45 of Act 17 of 2015, the following clauses are incorporated amending certain provisions of the Ordinance for B. Tech/ B. Tech(Hon) dated 26-6-2015; namely

AMENDMENT ORDINANCE No. 1

1. **Short Title and commencement:** This Ordinance is called Amendment to Ordinance for B. Tech/B. Tech (Hon) dated 26-6-2015 as Amendment Ordinance No.1 of 2016. This shall come into force with retrospective effect from 26-6-2015.

i) In Clause NO. 1(f), the following is also to be added.

For lateral entry to B. Tech/B. Tech (Hons.) programme only diploma holders shall be admitted subject to other eligible conditions prescribed by the Govt. of Kerala from time to time.

ii) Clause 2.(a) under the heading **Examination** shall be amended as follows:-

Clause 2 (a). At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after declaration of results, for students who are eligible and have registered for them.

iii) Clause 7 (g) under the heading **Course Registration and Enrolment shall be amended** as follows:

Clause 7 (g): It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses

listed for the semester. However they do not have to enroll for the semester. All other students are required to register and enroll for the courses they desire to take in the semester.

iv) Clause 7(h) under the heading **"Course completion and Earning of Credits",** the following condition to be added

For students admitted under lateral entry scheme the credits for the first and second semesters shall be given by credit transfer from the Diploma programme

v) Clause 7(j) under the heading **"Summer Course",** the following condition to be added.

The summer courses shall be considered as independent course and students have to register for this course. This provision of summer courses may be extended to students who have got FE grade due to (i) shortage of attendance (ie. having attendance less than 75%) and (ii) shortage of internal evaluation marks (ie. having IA marks less than 45%) with the following conditions.

i) The students shall have minimum 50% attendance in the specified course of the regular semester. They have to register for the summer course and obtain 75% attendance.

ii) The students shall have a minimum 35% IA marks in the regular semester. During the summer course the student will get a chance to improve the IA marks by writing one IA make up test during the summer course. This will replace the lower of the two marks got in the regular semester. However the IA marks shall be limited to 50%.

vi) Clause 7 (l) (b) (iii)

30 marks for final written test /quiz in the evaluation of laboratory /practical courses in 3 to 8 semesters shall be awarded by conducting one end semester internal practical examination.

iv) Clause 7 (q) Grades and Grade Points is to be amended as follows instead of the UGC Grade Points:

Clause 7 (q): Grade and Grade Points

Grades and Grade Points followed by the University is as follows.

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O (Outstanding)	10	90% and above
A+ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8.5	80% and above but less than 85%
B+ (Good)	8	70% and above but less than 80%
B (Above Average)	7	60% and above but less than 70%
C (Average)	6	50% and above but less than 60%

P (Pass)	5	45% and above but less than 50%
F (Fail)	0	Less than 45%
FE	0	Failed due to eligibility criteria
I		Course Incomplete

v) **Clause 7 (t)** Under the heading **Revaluation and Grade Improvement** shall be amended as follows:-

Clause 7 (t): There is no provision for improving the grade. The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it will be sent for third valuation. The final mark will then be the average of the closest of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners has inadvertently responsible for negligent valuation of answer script and recommend for suitable action.

v) **Clause 7 (v)** under the heading B. Tech Degree, the following is to be added.

The grade card and degree certificate of students admitted under lateral entry scheme will indicate so.

vi) **Clause 7(x) (Last paragraph) shall be amended as follows:**

Clause 7(x) (Last Paragraph): In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University. The Controller of Examinations shall refer the case to the Examination Monitoring Committee. The Controller of Examination will consider the same as a Review.

Thrivanathapuram. With the approval of the Executive Committee

21-4-2016 By Order Registrar.

Note : To be placed in the University Gazette.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Bachelor of Technology (B. Tech)/B. Tech (Honours)

In exercise of the Powers conferred under Section 44 and Section 45 of Act 17 of 2015, the following amendments to clauses are incorporated amending certain provisions of the Ordinance for B. Tech/ B. Tech (Hon) dated 26-6-2015 and in the 1st amendment Ordinance dated 21-04-2016.

AMENDMENT ORDINANCE No. 2

1. **Short Title and commencement:** This Ordinance is called Amendment to Ordinance for B. Tech/B. Tech (Hon) dated 26-6-2015 and the 1st Amendment Ordinance as Amendment Ordinance No.2 of 2016. This shall come into force with immediate effect.

i) **Clause 2.(a) under the heading Examination shall** be amended as follows:-

Clause 2 (a). At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless

otherwise specified. Supplementary examinations shall be conducted during summer vacation after the even semester examination and before the commencement of the next odd semester, for students who are eligible and have registered for the same.

ii) **Clause 7 (g)** under the heading **Course Registration and Enrolment** shall be amended as follows:

Clause 7 (g): It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enroll for the semester. All other students are required to register and enroll for the courses they desire to take in the coming semester. They have to enroll for these courses at the beginning of the new semester, based on the previous semester results. This allows them to make changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed up to 7 working days from the stipulated date, will attract a late fee. A student can withdraw from a course or substitute one already registered by another on valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the semester. The maximum number of credits a student can register for in a semester is limited to 28 instead of the 26.

iii) **Clause 7(l)** under the heading **Academic Assessment/Evaluation** will be amended and incorporated as follows:

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure. Academic evaluation procedure and corresponding weights are as follows:-

a). For theory courses: - Normally 1/3rd weightage for internal evaluation and 2/3rd for end semester examination.

For convenience, the maximum marks for internal evaluation and end semester examination for theory courses are fixed as 50 and 100 respectively unless otherwise specified through internal circulars for any particular examination.

iv) **Clause 7(t)** under the heading **Revaluation and Grade Improvement** shall be amended and incorporated as follows:

There is no provision for improving the grades. The student can apply for revaluation of the end semester examination after the results are published. The answer scripts already valued by two examiners will not be revalued again.

v) **Clause 7(u)** under the heading Grade Cards will be amended and incorporated as follows:

Students who have written the end semester examination will be given the grade cards for the registered courses, in every semester by the University. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the B. Tech programme including CGPA.

vi) Amendments and incorporation under the Rules of the Ordinance adding additional clause:

RU: 8 Under the heading Courses to be offered to B. Tech. (Honours) will be added as an additional Rule under the Ordinance:

RU: 8. To earn 12 additional credits, the student has to take at least four courses of which two should be from the M. Tech specialisation. MOOC courses (massive open online courses) of relevance offered by Institutions of repute are to be identified by the student in consultation with the faculty advisor and get it approved from the University regarding the credits to be allotted. Additionally, there is an option for the student to join the summer projects offered by IISc & IITs.

Thiruvananthapuram. With the approval of the Executive Committee.

1-11-2016 By Order Registrar.

Note : To be placed in the University Gazette.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Bachelor of Technology (B. Tech)/B. Tech (Honours)

In exercise of the Powers conferred under Section 44 and Section 45 of Act 17 of 2015, the following amendments to clauses are incorporated amending certain provisions of the Ordinance for B. Tech/ B. Tech(Hon) dated 26-6-2015 and in the 1st amendment Ordinance dated 21-04-2016 and in the 2nd amendment Ordinance dated 1-11-2016

AMENDMENT ORDINANCE No. 3

1. **Short Title and commencement:** This Ordinance is called 3rd Amendment to Ordinance for B. Tech/B. Tech (Hon) dated 26-6-2015. This shall come into force with immediate effect.

2. Rule 8 **Under the heading Courses to be offered to B. Tech (Honours) shall be amended as follows:**

   RU: 8. The Institutions with at least two NBA accredited B. Tech/M. Tech programmes can offer B. Tech (Honours) degree for the students. To earn 12 additional credits, the student has

to take at least four courses of which two should be from the M. Tech specialisation. MOOC courses (Massive open online courses) of relevance offered by Institutions of repute are to be identified by the student in consultation with the faculty advisor and get it approved from the University regarding the credits to be allotted. Additionally, there is an option for the student to join the summer projects offered by IISc & IITs. If a student after registering for the B. Tech (Honours) programme fails in any course, there after, will not be eligible for B. Tech (Honours) .

3. **Clause 7(h) under the heading "Course completion and Earning of Credits" shall be amended as follows:**

Clause 7 (h) : Under the heading "Course completion and Earning of Credits", the following condition to be added .**For students admitted under lateral entry scheme, credits for the first and second semester courses are deemed to have been earned from the Diploma programme. Their eligibility criteria for registering for higher semester courses will be same as that for the B. Tech programme.**

4. **Clause 7(m) shall be amended as follows:**

Clause 7(m): A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In 1,2&3 semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next semester. However to register in the 4th, 6th &8th semesters this requirement will be strictly implemented. Summer courses are offered to those who do not satisfy this norm after the 2nd, as well as 4th, semesters. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the ordinances and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor advice and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses.

Eligibility Criteria for Registering for Higher Semester Courses

Semester (1)	**Allotted credits (2)**	**Cumulative credits (3)**	**Minimum cumulative credits required to register for courses in column(1) (4)**
First	24	24	Not applicable
Second	23	47	Not insisted
Third	24	71	Not insisted
Fourth	23	94	26 credits from S1&S2
Fifth	23	117	Not insisted
Sixth	23	140	71 credits from S1 to S4
Seventh	22	162	Not insisted
Eight	18	180	117 credits from of S1 to S6

With the approval of the Executive Committee.

By Order Registrar.

Thiruvananthapuram.

11-05-2017

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Bachelor of Technology (B. Tech)/B. Tech (Honours) 2015

AMENDMENT ORDINANCE No.4

1. Conversion of GPA to percentage.

PROCEEDINGS NO. KTU/AR (ACADEMIC-1)/1509/2016 Dated, 17.05.2017

KTU follows grading system for awarding grades and grade points to students as followed in most of the Universities. It follows 10 point grade scale. SGPA and CGPA are calculated as the weighted average of grade point multiplied by the credits for the courses.

A general formula for conversion of SGPA/CGPA into percentage of marks cannot be defined. However, several students request for percentage of marks, as in many cases they have to provide

%of marks. The Academic committee has approved an approximate formula for conversion of SGPA/CGPA to % marks as follows.

The Percentage Marks (% Marks) = 10xG - 3.75

Where G is SGPA or CGPA

2. <u>Revised College Transfer norms</u>.

PROCEEDINGS NO. KTU/AR(ACADEMIC-1)/1509/2016 Dated, 17.05.2017

1. The following Category of students are not eligible for intercollegiate transfer
   a. Govt. of India Nominee
   b. Management Quota in Aided Colleges
   c. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/ Govt. of India.
2. Inter college transfer shall be applicable only for regular B. Tech students.
3. Inter college transfer shall be permitted before the commencement of the Third semester and Fifth semester.
4. Inter college transfer shall be effected within the sanctioned strength of the college.
5. The Transfer shall be permitted
   i) Between Govt. / Govt. Aided Colleges.
   ii) Govt. and Govt. Aided colleges to self-financing colleges.
   iii) Between Self - financing Colleges. (Including Govt. controlled)
6. Notification inviting application for Inter College Transfer will be issued by the University during the Second semester/Fourth semester.
7. The candidate should fulfil the academic eligibility requirement for the promotion to the Third Semester/Fifth semester.
8. If the numbers of applicants are more than the seats available, the admission may be based on the GPA obtained in the First semester (for ICT to S3)/CGPA up to Third semester (for ICT to S5). Ties will be broken by the marks obtained in for Mathematics, Physics/Chemistry taken in that order.
9. The students will have only one option of the college for transfer.
10. The request for the transfer shall be submitted to the college in which the transfer is sought with the recommendation of the Principal of the college in which the student is currently studying.
11. The selected candidates shall remit a fee of Rs 3000/- (No fee for SC/ST students) within the stipulated date to KTU while joining in the new college.

12. The college transfer once approved by the receiving college will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of college once offered.
13. A student who has already availed inter college transfer in S3 will not be permitted college transfer in S5.

Procedure for the College Transfer

(Student seeks a transfer from College A to College B)

Step 1: Submit a request for transfer to the Principal where he/she is presently studying (College A)

Step 2: The principal of college A may or may not recommend the transfer. Once recommended, the recommendation cannot be reversed and hence the Principal of college A has to relieve the student, if the student gets the transfer to college B.

Step3: The Principal of college B shall publish the number of students that can be admitted based on the availability of vacant seats and based on the norms published by the University.

Step4: Principal A relieves the student if he/she is selected by college B with necessary entries in the KTU portal.

Step5: Principal B admits the student in College B with necessary entries in the KTU portal. Step6: Student remits the fee to the University.

3. Rules on Offering B. Tech (Honours).

PROCEEDINGS NO. KTU/AR (ACADEMIC-1)/1509/2016 Dated, 17.05.2017

1. Institutions having at least two NBA accredited B. Tech/M. Tech programs can offer B. Tech (Honours).
2. The Program should have valid NBA accreditation at the time of registration of the student for B. Tech (Honours), in the fifth semester.
3. The department concerned shall have at least one M. Tech in concerned stream, for B. Tech (Honours) registration.
4. Only Students having no credit arrears and a CGPA of 8 or above at the end of the fourth semester are eligible to register for B. Tech (Honours).
5. After registering for the B. Tech (Honours) programme, if a student fails in any course he/she will not be eligible for B. Tech (Honours).
6. They have to earn additional 12 credits to complete the B. Tech (Honours) programme by registering for courses, each having a minimum of 3 credits.

7. Of these 12 credits, 6 credits are to be earned from M. Tech courses offered by the concerned department.
8. Remaining credits can be earned by registering for any of the following courses:-
   - Additional B. Tech Elective courses (three credits each)
   - MOOC courses offered by reputed institutions / organization with the approval of University (three credits each)
   - Summer program/project offered by IITs or IISc (3 credits)
9. Online courses registered shall be certified ones with grading or marks or pass/fail.
10. Prior to registration to MOOC courses, formal approval of the University based on the organization of the programme, syllabus coverage, detailed duration of the programme, nature of evaluation etc. is needed.
11. If the MOOC course is a pass/fail course without any grades, the grade to be assigned will be B+.
12. Any expense incurred for the MOOC course/Summer program should be met by the students.

Modifications were effected in the eligibility for registering for B. Tech (Honours) degree.

PROCEEDINGS NO KTU/ASST (ACADEMIC)/2754/2017 Dated: 03.11.2018

1. Students having a CGPA of 8 or above at the end of the fourth semester shall be treated as eligible for registration of the first three B. Tech (Hons) courses, provided the institute have valid NBA accreditation for minimum two programme at the time of registration. The department offering B. Tech (Hons) should have at least one M. Tech programme in concerned stream at the time of registration.
2. The " No credit arrear at the time of registration" requirement shall be set aside for permitting the registration of the first three courses in view of the confusion in the date of publication of supplementary and revaluation results.
3. The students will be permitted to register the fourth B. Tech (Hons) course, in eight semesters, only if they fulfil the “No credit arrear " requirement as prescribed in the regulation.
4. The B. Tech (Hons) degree will be awarded to the students only if he/she fulfils all the academic requirements prescribed in the regulations.

The 6th Academic Council revised B. Tech (Honours) regulations for B. Tech 2015 (2017 admissions onwards) Scheme as follows:

U.O.No.724/2019/KTU Dated 06/12/2019

1. Registration of B. Tech (Honours) shall be along with regular course/ Exam registration of Sixth semester.

2. Students with no credit arrears & CGPA of 8 or above, upto 4th semester at the time of registration only are eligible to register for B. Tech (Honours). The mandatory CGPA at the end of eighth semester is 8 or higher for the award of B. Tech (Honours).
3. After registration for B. Tech (Honours), if a student fails in any course, he/she will not be eligible for B. Tech (Honours). However, the credits and grades thus far earned by them will be shown in the grade card but will not be considered for the calculation of CGPA.
4. (a). The student has to earn minimum 12 credits taking at least 4 additional courses, of which 2 should be from the list of B. Tech electives offered by the respective stream. However, the elective courses undergone for the normal B. Tech programme could not be opted to attain credits for B. Tech(Honours) and vice versa. Remaining 2 courses must be MOOC courses approved by the University.

   (b). MOOC courses shall be of duration not less than 12 weeks and shall be recommended by the Board of Studies/Curriculum Committee and approved by the Academic Council.

   (c). Grace Mark / Moderation will not be applicable for the additional courses undergone for B. Tech (Honours).

U.O.No. 108/2020/KTU Dated: 20.01.2020

The 7th meeting of the Academic Council, while confirming the minutes of the 6th meeting, took into consideration the modification suggested by the members that the revised B. Tech(Honours) regulations **"be made applicable to 2017 admissions onwards".** Thus it has been decided that the revised B. Tech (Honours) regulations for B. Tech 2015 Scheme, implemented vide U.O.no.724/2019/KTU dated 06/12/2019, will be applicable to 2017 admissions onwards.

4. Award of Grace marks for differently abled students of B. Tech courses.

PROCEEDINGS NO: KTU/AR(ACADEMIC-1)/1011/2016.

The Board of Governors in its meeting held on 24.11.2018 resolved to approve the decision of the Syndicate to award grace marks to differently abled students with prospective effect. Accordingly the following guidelines are issued for awarding the grace marks.

1. Profoundly deaf candidates with disability 40% or above or hearing impaired candidates with disability 70% or above are eligible for the award of Grace Mark.
2. The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results. Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be discarded.

3. Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examinations .Grace Marks shall be awarded only for the marks of end semester examinations conducted by the University.
4. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Practical /Lab/Viva Voce/ Seminar for which the University does not normally conduct End Semester Examinations. However the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
5. The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, with in the time limit prescribed by the University.
6. Grace marks shall be awarded based on the learning disability certificate used by the CEE at the time of allotment to the course.
7. The request for Grace Marks received after the time limit shall not be entertained on any account.

Award of Grace Marks for differently abled students of B. Tech courses- Addendum

PROCEEDINGS NO : KTU/AR(ACADEMIC-1)/1011/2016 Dated: 10.06.2019

The order issued by the University is silent on the applicability of disability certificates issued by the Government Medical Officers/Medical Boards of Government hospitals and of other disabilities than mentioned in the order.

The Academic Council as per the paper read 1st above have resolved that the disability certificates used by the CEE/ issued by the District Medical Boards shall be considered for awarding the Grace Marks. The cases other than those mentioned in the order shall be considered based on their merit with the approval of the Hon'ble Vice-Chancellor on the recommendations of the Controller of Examinations. Therefore it is ordered to add two para after 7 in the order referred 2nd above.

8. Disability certificates used by the CEE/issued by the District Medical Boards shall be considered for awarding the Grace Marks.
9. The cases other than those mentioned in the order shall be considered based on their merit with the approval of the Hon'ble Vice Chancellor upon the recommendations of the Controller of Examinations.

Guidelines for the award of Grace Marks - relevant University Order dated 10.06.2019 modified - Orders issued. U.O.No. 219/2020/KTU Dated: 07.02.2020

Addendum orders were issued to the Proceedings No.KTU/AR (ACADEMIC-1)/1011/2016 dated 18/12/2018. In the addendum order, which was issued based on the resolution of the Academic

Council vide item no.003.3.03: Grace marks for differently abled students, it was mentioned that : *the disability certificates used by the CEE / issued by the District Medical Boards shall be considered for awarding the Grace marks. The cases other than those mentioned in the order shall be considered based on their merit, with the approval of the Hon'ble Vice Chancellor on the recommendations of the Controller of Examinations.*

The Academic Council after discussion and deliberation concluded that:

"In case of any other disability, of more than 60%, duly certified by the District Medical Boards, students will be eligible for Grace Marks".

Orders are hereby issued that the addendum Proceedings No.KTU/AR (ACADEMIC-1)/1011/2016 dated 10.06.2019, clause 9, and second half of the second paragraph, is modified to the extent.

5. Grant of leave to the students participating in sports and cultural events -

PROCEEDINGS NO : KTU/ASST(ACADEMIC)/428/2018 Dated: 06.04.2018

Modified Rules

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave shall be allowed to the students participating in sports and other extracurricular activities representing the University or the State. The minimum attendance required for appearing the end semester examination of each course will be 75% (as prevailing in existing Ordinance). The Principals are authorised to grant relaxation to the students participating in sports / extracurricular activities representing the University or the State upto a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator / the Director of Physical Education in the case of sports activities and the Faculty Advisor in the case of other extracurricular activities; within ten days of the event to the respective Head of Department and then to the Principal. Under any circumstances, the certificate will not be considered if the overall attendance of the candidate is less than 65%.

Leave is also permitted on medical grounds or on personal exigencies. In case of long illness or major personal tragedies / contingencies the College Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only

to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

6. B. Tech Ordinance and Guide lines of Comprehensive Examination - Clarification

PROCEEDINGS NO: KTU/AR (ACADEMIC-1)/807/2017 Dated: 20.10.2018

As per the B. Tech ordinance, the internal marks given to the students who score more than 45% marks in the end semester examination shall be regulated in line with the end semester examination performance. The results of all the end semester examination for theory courses are being processed according to this regulation. But, after the declaration of the results of the Sixth Semester examination of April/May 2018, it has come to the notice that many students who secured the required pass minimum and cleared all subjects up to fifth semester had failed in the Comprehensive Examination. On detailed verification, it was observed that the same has happened due to the implementation of the rule regarding the regulation of internal marks as in the theory examinations for the comprehensive examination.

As defined in the curriculum the comprehensive examination is neither a theory course nor a practical course. Further, in the guidelines issued by the University regarding the comprehensive examination, it is mentioned that both oral and written examinations are mandatory, but separate minimum marks is not necessary for a pass.

In the various representations received from the students and Head of the institutions on this issue, it appears that there is a possibility of misunderstanding of the guide line by the students. In the light of the possible misunderstanding, it is clarified that the oral examination marks of the comprehensive examination shall not be regulated in line with the performance of written examination for the sixth semester comprehensive examination conducted during April/ May 2018. However this shall not be a precedent. It is reiterated that regulation of the oral examination marks in accordance with the performance of the written examination shall be in place, for all the comprehensive examinations in future, but there shall not be a separate minimum.

Additional Guidelines for Comprehensive Exam

PROCEEDINGS NO: KTU/AR (ACADEMIC-1)/807/2017 Dated: 01.03.2019

1. If a student does not meet attendance requirements (note that weekly 2 periods are allotted in the curriculum for this course) , as in other courses, he/she will be ineligible for appearing both oral and written examinations and 'FE' grade will be awarded. The student has to register and repeat the course again as in the case of other courses.
2. If a student meets attendance requirements, but does not appear for oral examination, he/she will not be permitted to appear for written exam and 'I' (Incomplete) grade will be awarded, as

both exams are mandatory as per B. Tech ordinance. He/she shall appear for both oral and written exam in the next chance.

3. If a student meets attendance requirements, appears for oral exam, but does not appear for written exam, he/she shall be awarded 'I' (Incomplete) grade, even if he/she gets 45% or more of maximum marks of the course from oral exam alone. He/she shall register and appear for the written exam alone in the next chance, as both exams are mandatory.
4. If a student meets attendance requirements, appears for both oral and written exams but gets less than 45% marks for oral and written exam together, he/she will be awarded 'F' (Fail grade. He/she shall register and appear for written exam alone to get pass grade.
5. As per the decision of the academic council, the oral examination marks will not be regulated in accordance with the performance in the written examination for all the comprehensive examinations in future and there will not be separate minimum for pass For the 2015 admission batch of students, who appeared in S6 B. Tech April/May 2018 exam, absence of students in oral exam would not have been noted and hence all students who got 'F' grade in S6 April/May 2018 Exam will be allowed to appear for oral exam and written exam in the next chance.

Provision to re-appear for Oral Examination of S6 B. Tech / B. Tech (PT) Comprehensive Examination for failed students - One chance of reappearance sanctioned.

U.O.No. 1424/2020/KTU, Dated: 15.10.2020

Circular No. KTU/AR (ACADEMIC-1)/807/2017 Dated 01.03.2019 issued to colleges on the additional guidelines for Comprehensive Examinations, a student who appeared for both oral and written examinations and failed in total, can appear for written exam alone to get pass grade. Vide para 5 of this Circular the oral examination marks will not be regulated in accordance with the performance in the written examination for all the comprehensive examinations in future and there will not be a separate minimum for pass. Also 2015 Admission batch of students in 'F' grade were allowed to re-appear for Oral and written part of Comprehensive Examination in the next chance. Resolution of the 10th Academic Council meeting ended on 07.10.220 vides agenda item No. 010:3:1and Circular No. KTU/AR(ACADEMIC-1)/807/2017 Dated 01.03.2019 a student who appeared for both Oral and Written parts of Comprehensive examination is denied the opportunity for reappearing for the Oral part of Comprehensive Examination and he has to secure the aggregate minimum (45%) by scoring high marks in the written part. Considering the demand from the students, Academic Council resolved to;

"extend the provision to re-appear for Oral Examination of S6 B. Tech / B. Tech (PT) Comprehensive Examination to all failed students of B. Tech 2015 and 2016 Regulations and

the same is extended to 2017 and 2018 batch students also. However a student will get only one chance to reappear for Oral part.

7. Credit Requirement

Programme	Semester	Credit Requirement
B. Tech	S5	26 Credits from S1 and S2
	S7	52 Credits from S1,S2,S3 & S4
B. Tech Lateral Entry	S7	5 credits from S3 & S4(total equivalent -52 credits of S1 to S4 B. Tech regular)

8. Amendment in the regulation for college transfer, branch transfer etc.

PROCEEDINGS NO. KTU/AR (ACADEMIC-1)/1509/2016 Dated, 05.03.2019

It has come to the notice of the University that many students could not apply for the Branch Transfer, College Transfer, B. Tech Honours etc. during Nth semester due to the delay in publishing the revaluation results of $(N-1)^{th}$ semester. The Examination section suggested that it would be better to consider the grade/result of $(N-2)^{th}$ semester instead of the grade/result of $(N-1)^{th}$ semester for Branch Transfer, College Transfer, B. Tech Honours etc

9. Award of activity points - formula composed

PROCEEDINGS NO : KTU/ASST(ACADEMIC)/3081/2018 Dated: 07.06.2019

There has been lack of clarity towards awarding of Activity points for Lateral Entry students and readmitted students (students admitted from other universities).

The Academic Council vide the paper referred above approved a formula for calculating activity points for B. Tech (LE) and B. Tech (Readmission) students.

'The formula is as follows:

"Activity points equal to 12.5*(9-Semester in which the student is admitted)"

10. APJAKTU- Amendment of the Ordinance for B. Tech / B. Tech (Honours) - clause 2(a).

U.O.No. 752/2019/KTU Dated: 11.12.2019

The Ordinance for B. Tech / B. Tech (Honours) dated 26/06/2015, clause 2(a) states " At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of 3 hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who

are eligible and have registered for them". As per the suggestion of the Controller of Examinations, the Academic Council **amended the clause 2(a)** as follows:

"At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of 3 hours duration, unless otherwise specified. **Supplementary examinations will be conducted along with respective end semester regular examinations.** Regarding students in 1st and 2nd year having FE grade in certain courses, they can acquire eligibility **after attending summer course,** and shall register for the examination when the supplementary examination is offered next by the University".

07.2 B. Tech 2016 (Evening) Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

REGULATIONS

For

Bachelor of Technology B. Tech (Evening) Degree

2016

In exercise of the Powers conferred under Section 46 of ACT 17 of 2015, the Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016-2017. These regulations shall come into effect from the date of its publication in the Gazette.

I N D E X

01 Admission to Bachelor of Technology (Evening) Degree

02 Examination

03 Eligibility for Award of Degree

04 Fee structure

05 Discipline of the student – Action against breach of discipline

06 Breach of guidelines and unfair practices in Examinations

07 Miscellaneous Provisions:

- **a)** Language of Instruction and Examination
- **b)** Academic Calendar
- **c)** Branches of B. Tech (Evening) Degree Programmes
- **d)** B. Tech. (Evening) Degree Programme Structure
- **e)** Curriculum, List of Courses and Syllabi
- **f)** Faculty Advisor/Counsellor
- **g)** Course Registration and Enrolment
- **h)** Course Completion and Earning of Credits
- **i)** Core courses, Prerequisites and Electives
- **j)** Academic Assessment/Evaluation
- **k)** Eligibility to Continue
- **l)** Class Committees
- **m)** Eligibility for writing the end semester examination and for Grading
- **n)** Award of Grades
- **o)** Grades and Grade Points
- **p)** Academic Auditing
- **q)** Break of Study
- **r)** Revaluation and Grade Improvement

s) Grade Cards

t) B. Tech (Evening) Degree

u) Academic Discipline and Malpractices in Examinations

v) Student's Welfare Committee

w) Grievances and Appeals Committee

08 Amendment to Regulations/Rules

Rules to carry out the purpose of the Regulations

Addendum

1. Admission to Bachelor of Technology (B. Tech) (Evening) Degree

a. Eligibility for admission to the B. Tech (Evening) Degree programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India and other statutory body such as AICTE.

b. Candidate shall have passed Diploma in Engineering / Technology awarded by the State Board of Technical examination or equivalent.

c. Candidates should be on permanent technical / professional employment at the time of application. As on 1st April of the corresponding year they should have at least one year of technical / professional experience after passing the Diploma examination in any of the following type of establishments:

1. Government Organizations.
2. Quasi - Government Organizations.
3. Industrial firm duly registered under Co. Operative Society's Act.
4. Public or Private limited companies registered under Companies Act.
5. Private aided Polytechnics and Private – aided and un – aided Engineering
6. Colleges in the State.

d. Reservation of seats will be as per the prospectus published by the Director of Technical Education.

2. Examination

a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted, for students who are eligible and have registered for them during the vacation after even semesters.

b. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination and earn the credits without having to register for the course again provided they meet other eligibility criteria.

c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

d. Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

e. The examinations for B. Tech (Evening) programme will be common with B. Tech degree programme.

3. Eligibility for Award of Degree

The award of B. Tech. (Evening) degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of B. Tech. (Evening) degree

A student will be eligible for the award of B. Tech. (Evening) degree of the University on satisfying the following requirements.

i. Earned credits for all the core courses and the Project.
ii. Earned the required minimum credits as specified in the curriculum for the branch of study.
iii. No pending disciplinary action.

4. Fee structure

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

5. Discipline of the student – Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined in 7-u, 7-v, and 7-w.

6. Breach of guidelines and unfair practices in Examinations

These are viewed seriously and appropriate actions are to be taken by the colleges as detailed in

7-u.

7. Miscellaneous provisions

a. Language of Instruction and Examination.

Unless otherwise stated, the language of instruction and examinations shall be English.

b. Academic Calendar.

The University shall publish in its website the academic calendar for every academic semester indicating the date of commencement of the semester as well as instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

c. Branches of B. Tech. (Evening degree) Programmes.

The Branches of B. Tech. (Evening) degree programme offered by the University will be those which are approved by AICTE and affiliated to KTU.

d. B. Tech. (Evening) degree Programme Structure

i. B. Tech. (Evening) degree programme in all branches of study is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of programme completion.

ii. The duration for the B. Tech. (Evening) degree programme in all branches of study, will normally be 8 semesters.

iii. The maximum duration shall be six academic years spanning 12 semesters.

iv. Each semester shall have 72 instructional days with 23 hours of instruction per week, followed by end semester examinations.

v. The curriculum of any branch of the B. Tech (Evening) programme is designed to have all the courses offered in 3 to 8 semesters of B. Tech programme for the award of the degree.

vi. The total academic credits and credits for each course for the B. Tech (Evening) degree will be same as that for the B. Tech programme. No credit requirement is insisted for Student's Activities

vii. The courses offered in 3 to 8 semesters of B. Tech programme shall be rearranged to be completed in 8 semesters of B. Tech (Evening) Degree programme. The curriculum thus framed will be known as restructured curriculum for B. Tech (Evening) Degree programme.

viii. The credits for the first two semesters of B. Tech degree programme will be considered to be earned by credit transfer from the diploma programme. However CGPA will be calculated only on the basis of courses studied in B. Tech (Evening) degree programme.

e. Curriculum, List of Courses and Syllabi

i. Every branch of study in the B. Tech (Evening) Degree, programme will have a restructured curriculum approved by the Academic Committee of the University.

ii. Courses are categorized as Core Theory (CT), Core Practice (CP) and Electives (EL).

iii. Each course has a course number which will be same as that of B. Tech degree programme.

f. Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:-

- To guide and help students on academics
- To monitor their progress in academics and advise them
- To counsel them and hand-hold them in any difficulty

g. Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enrol for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the coming semester. They have to enrol for these courses in the new semester, based on the previous semester results. This allows them to make changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed up to 7 working days from the stipulated date, will attract a late fee.

A student can withdraw from a course or substitute one already registered by another on valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the semester.

The maximum number of credits a student can register in a semester is limited to 20.

h. Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

i. Core courses, Prerequisites and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Tech. (Evening) degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

j. Academic Assessment/Evaluation

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure.

Academic evaluation procedure and corresponding weights are as follows:-

a) For theory courses: 1/3rd weightage for internal evaluation and 2/3rd for end semester examination.

For convenience, the maximum marks for internal evaluation and end semester examination for theory courses are fixed as 50 and 100 respectively.

Scheme of evaluation is as follows.

i) Two internal tests each of 20 marks and of one hour duration.
(Internally by the College)
ii) Tutorials/Assignments/Mini Projects carrying 10 marks.
(Internally by the College)
iii) End Semester examination carrying 100 marks.
(Conducted by the University)

All the above evaluations are mandatory requirements to earn credits.

Students who have missed either the first or the second test can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re- test which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 40 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

b) For Laboratory /Practical /Workshop courses

i) Practical records /Outputs	60 marks (Internally by the College)
ii) Regular class Viva	10 marks (Internally by the College)
iii) Final practical exam	30 marks (Internally by the College)

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the Practical /Laboratory/Workshop courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/assessments within the next semester.

c) Comprehensive Examination

A comprehensive examination is to be completed in the sixth semester. This examination will be a written cum oral examination covering broadly all courses so far completed [RU-5].

d) Seminar

Each student has to give a seminar on a professional topic of current interest in consultation with the faculty member in charge of the seminar in the Department. The seminar will be evaluated based on RU-6

e) Design Project

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with any faculty member in the department. The Evaluation of the project is to be done in two stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks. The project

supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

f) Final Semester Project

Students, either individually or in a small batch not exceeding four, have to do a project approved by their faculty supervisor.

Evaluation scheme is given below:-

i)	Two progress assessments	20%	by the faculty supervisor/s
ii)	Final Project Report	30%	by the Assessment Board
iii)	Project presentation and Viva	50%	by the Assessment Board

If the project work is not completed satisfactorily, the student has to put in more work and appear again for assessment on a specified date, not earlier than one month after the first evaluation. If the student fails in the project, a fresh registration for the project for one semester is mandatory.

The project assessment board shall consist of the following members.

Chairman: Head of the Department

Members: Project supervisor/s of the student

One faculty member from the Department

One faculty member from a sister Department

An external expert, either from an academic/research institute or industry

k. Eligibility to Continue

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the regulations and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor, advise and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses.

Eligibility Criteria for Registering for Higher Semester Courses

Semester	**Minimum cumulative credits required to register for courses in higher semesters**
First	Not insisted
Second	20
Third	Not insisted
Fourth	41
Fifth	Not insisted
Sixth	63
Seventh	Not insisted
Eighth	

l. Class Committees

This committee is to be in place in each college affiliated to the University.

a) Class Committee

Beginning from the first semester, all branches of study will have class committees for every semester constituted by the respective Heads of Departments.

The chairman of the committee shall be a senior faculty member who does not offer any course during that semester.

Members:-

i) All faculty members teaching courses in that semester.

ii) Two student representatives nominated by the head of the Department.

The course committees and class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. Both committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

m. Eligibility for writing the end semester examination and for grading

Students with 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks shall be awarded FE grade and have to register for the course again.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %.

(For example if the end semester mark % is 45, then the maximum internal mark % is to be 45+25 = 70 %.)

In case the student writes the supplementary examination, the mark got in that will be taken into consideration for regulating the internal marks.

Those who have more than 45% marks in the end semester examination are awarded the grade based on both internal assessment and end semester examination marks. A student earns credits for a course if the grade is P or above.

n. Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 7q. The grade card will only give the grades against the courses the student has registered.

Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

o. Grades and Grade Points

Grades and Grade Points as per UGC guidelines is to be followed by the University

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O (Outstanding)	10	90% and above
A+ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8.5	80% and above but less than 85%
B+ (Good)	8	70% and above but less than 80%
B (Above Average)	7	60% and above but less than 70%

C (Average)	6	50% and above but less than 60%
P (Pass)	5	45% and above but less than 50%
F (Fail)	0	Less than 45%
FE	0	Failed due to eligibility criteria [7-o]
I	-	Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

p. Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the college and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all academic activities including all internal evaluations and semester examinations. This cell is to prepare academic audit statements for each semester at regular intervals of four weeks of instruction. These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing will cover:-

1) Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects, conduct of practical classes and their evaluation. Semester examination and academic performance of the students.
2) Co-curricular and Extra-curricular activities available for students, and their organization.
3) Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

q. Break of Study

A student may break study on serious health reasons, for a maximum duration of two semesters, preferably in one academic year.

Break of study is permitted with the approval of the college Principal. [RU-3.]

All such cases of break of study are to be reported to the University. The maximum duration for completing the B. Tech. programme will still be twelve semesters (six years).

r. Revaluation and Grade Improvement

There is no provision for improving the grade. Revaluation rules are same as that for B. Tech programme.

s. Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the B. Tech programme will be given by the University.

t. B. Tech (Evening) Degree

B. Tech (Evening) Degree will neither have any ranking nor have any classifications like distinction or first class.

u. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the **Disciplinary Action Committee** (**DAC**). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

v. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

w. Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

8. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

RULES:

RU-1 Course Code and Course Number

The course code and number are same as that of B. Tech degree programme.

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in each course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course. Biometric Punching System shall be used for marking daily attendance.

In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the University. However this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

i) In case of accident or serious illness needing prolonged hospitalization and rest.

ii) In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4 Leave of Absence

Students who want to take leave under RU-2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-5 Comprehensive Examination

This examination consists of two parts. Part one a written test and the other an oral one.

The written examination shall be objective type of 1 hour duration and shall have 50 marks and is to be conducted by the concerned department. Chairman of the oral examination board shall be a senior faculty in the department and the members include two other faculty members of the department and an external expert from another academic institute or an industry. Oral examination shall carry 50 marks. Comprehensive examination may be conducted any time during the 6th semester with sufficient notice given to the students.

RU-6 Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the

department nominated by the Head of the Department are the evaluators for the seminar. Distribution of marks for the seminar is as follows.

- Marks for the report: 30%
- Presentation: 40%
- Ability to answer questions on the topic: 30%

RU-7 Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Addendum:-

1. Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

SGPA = $\Sigma (C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = $\Sigma (C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

Thiruvananthapuram — With the approval of Academic Committee.

25-6-2016 — Issued by Registrar

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

B. Tech (Evening) 2016

AMENDMENT ORDINANCE No.1

1. Amending academic regulation for B. Tech (Evening) batch in College of Engineering, Trivandrum

PROCEEDINGS NO: KTU/ASST(ACADEMIC)/3529/2017 Dated: 03.08.2018

Clause 7 (k) of the B. Tech (Evening) Regulations 2016 -Students of B. Tech evening course of College of Engineering, Trivandrum have submitted a representation requesting to drop the "Year out" (credit requirements for registering to higher semesters) from their academic regulations as in many streams of B. Tech (Part time) courses, there are no junior batches available so as to continue their studies.

Considering the matter in detail, the Vice Chancellor invoking the section 14(5) of A P J Abdul Kalam Technological University Act, in exercising the powers of Academic Council conferred under Section 34(ii) of the Act, accorded sanction to except 'credit requirements for registering to higher semesters' from the academic regulation in the case of students of 2016 admission, considering as a special case.

2. B. Tech Part time course-Credit Requirement for Higher course Registration

PROCEEDINGS NO: KTU/ASST1 (ACADEMIC)/5276/2018 Dated: 12.11.2018

As per reference cited, the Vice Chancellor, invoking the section 14(5) of A P J Abdul Kalam Technological University Act, in exercising the powers of Academic Council conferred under Section 34(ii) of the Act, accorded sanction to exempt 'credit requirements for registering to higher semesters' from the academic regulation in the case of Part time B. Tech students of 2016 admission, considering as a special case.

Citing the same, the evening batch students of CET (2017 admission), Thiruvananthapuram have submitted a representation for exempting them too from year back system. After examining the case in detail, the Hon'ble Vice Chancellor has accorded sanction to extend the benefits granted to 2016 batch students in the matter of Year Out system to subsequent admission batches too.

3. APJAKTU - B. Tech Evening Regulations 2016 - Rule 2(a) – amended

U.O.No. 816/2019/KTU Dated: 20.12.2019

As per the regulations of the B. Tech Evening programme,2016, Page 3, Rule 2(a), Examination: "At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary Examinations shall be conducted, for students who are eligible and have registered for them during the vacation after even semesters".

Academic Council modified the rule 2(a) as follows:

"At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. **Supplementary Examinations will be conducted along with respective end semester Regular examinations".**

07.3 B. Tech 2019 Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

REGULATIONS

For

B. Tech, 2019

The A. P. J. Abdul Kalam Technological University Academic Regulations for B. Tech, 2019

This may be called the A. P. J. Abdul Kalam Technological University Academic Regulations for B. Tech, 2019. These are subject to the provisions of the APJ Abdul Kalam Technological University Act, 2015, the statutes and ordinances if any issued in the subject from time to time. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the University. These regulations shall be applicable for students admitted from 2019 onward.

1. Preamble	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	In all matters related to the regulations, the decision of the University and its Interpretation given by the BOG shall be final and binding.
2. Admission	
R2.1	Admission policy, eligibility for admission and admission procedure shall be decided by the University or the competent statutory authority for admissions from time to time.
R2.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BOG.
R2.3	No student shall be permitted, under any circumstances, to change the branch/stream to which he/she is admitted by the competent authority for admission.
R2.4	A student admitted to a particular institute shall continue studying in that institute till the completion of the course, unless he/she is permitted an inter college transfer as per R9.1 to 9.12.
3. Structure of B. Tech Program.	
R3.1	The duration of the B. Tech Program shall be 4 years (8 semesters)
R3.2	The maximum duration shall be six academic years spanning 12 semesters.

<table>
<tr><td>R3.3</td><td colspan="4">Every academic year shall have two semesters “1st July to 31st December (Odd semester)” and “1st January to 30th June (Even semester)”. Each semester shall have minimum of 72 working days. The vacation of the faculty and staff shall be as per the Government orders from time to time.</td></tr>
<tr><td>R3.4</td><td colspan="4">Every branch of the B. Tech Program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified updated once in four years. However, innovative elective courses can be included as and when required, on the recommendations of the respective Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies concerned.</td></tr>
<tr><td>R3.5</td><td colspan="4">The academic programs of the University follow the credit system. The general pattern is as below:</td></tr>
<tr><td></td><td colspan="2">1 Hr. Lecture (L) per week</td><td colspan="2">1 credit</td></tr>
<tr><td></td><td colspan="2">1 Hr. Tutorial (T) per week</td><td colspan="2">1 credit</td></tr>
<tr><td></td><td colspan="2">1 to 2 Hours Practical(P) per week</td><td colspan="2">1 credit</td></tr>
<tr><td></td><td colspan="2">3 to 4 Hours Practical(P) per week</td><td colspan="2">2 credit</td></tr>
<tr><td></td><td colspan="4">The workload of a faculty member shall be the actual number of hours engaged by the faculty member.</td></tr>
<tr><td>R3.6</td><td colspan="4">The curriculum of any branch of the B. Tech Program shall have a total of 160 academic credits and 2 additional pass/fail credits.</td></tr>
<tr><td>R3.7</td><td colspan="4">Every course of B. Tech. Program shall be placed in one of the nine categories as listed in table below.</td></tr>
<tr><td></td><td>Sl. No.</td><td>Category</td><td>Code</td><td>Breakup of Credits</td></tr>
<tr><td></td><td>1</td><td>Humanities and Social Sciences including Management courses</td><td>HSMC</td><td>8</td></tr>
<tr><td></td><td>2</td><td>Basic Science courses</td><td>BSC</td><td>26</td></tr>
<tr><td></td><td>3</td><td>Engineering Science courses including workshop, drawing, basics of electrical/mechanical/computer etc</td><td>ESC</td><td>22</td></tr>
<tr><td></td><td>4</td><td>Professional core courses</td><td>PCC</td><td>76</td></tr>
</table>

	5	Professional Elective courses relevant to chosen specialization/branch	PEC	15
	6	Open subjects – Electives from other technical and /or emerging subjects ` as specified in the curriculum concerned.	OEC	03
	7	Project work, seminar and internship in industry or elsewhere	PROJ	10
	8	Mandatory Courses [Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge]	MC	Non credit
	9	Mandatory Student Activities (Pass/Fail)	SA	2
			Total Credits	**162**
R3.8	No semester shall have more than six lecture-based courses and two laboratory and/or drawing/seminar/project courses in the curriculum. Credit per semester shall not be less than 15 or greater than 25 and cumulative credits shall not be less than 162.			
R3.9	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.			
4. Academic Monitoring and Student Support.				
R4.1	Advisory System: There shall be one Senior Faculty Advisor (SFA) for a class and a faculty advisor (FA) each for 25 to 35 students in the class. The Principal shall assign a regular faculty member with minimum five years of experience as the Senior Faculty Advisor (SFA) in discussion with the Head of Department concerned.			
R4.2	The documents regarding all academic and non academic matters of students under an advisory group shall be kept under the custody of Faculty Advisor/Senior Faculty Advisor.			

R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor/Senior Faculty Advisor. Students and parents shall first approach their Faculty Advisor/ Senior Faculty Advisor for all kinds of advices, clarifications and permissions on academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.
R4.4	The SFA shall arrange separate or combined meetings with advisors; course faculty, Parents and students as and when required and discuss the academic progress of students under their advisory group. The Senior Faculty Advisor/ Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened: Immediately after the commencement of the semester. Immediately after announcing the marks of first internal evaluation test. The internal marks, activity points earned during the semester and eligibility of attendance shall be uploaded in the University portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks and activity points shall be looked into in the combined meetings of advisors, course faculty and the students concerned. The principal/ HoD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance. The FA/SFA shall be the custodian of the minutes and action taken reports of the advisory meetings.
R4.5	The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce it before the University as and when required.
R4.6	The FA/SFA shall keep a hard copy of the consolidated statement of attendance, activity points and internal marks of the students in their advisory group. It shall be kept with the HoD without fail for all sorts of inspections.
R4.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Senior

	Faculty Advisor/ Faculty Advisor.
R4.8	The Principal shall inform/forward all regulations, guide lines, communications, announcements etc issued by the University regarding student academic and other matters to the HoDs/ Senior Faculty Advisors for information and timely action.
R4.9	It shall be the official responsibility of the Principal to arrange necessary orientation programmes to the HoDs, SFAs and SAs regarding student counselling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.
5. Academic Auditing of affiliated institutions.	
R5.1	There shall be academic auditing in each affiliated college at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor(s) appointed by the University. The Internal Quality Assurance Cell (IQAC) in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in the formats prescribed by the University for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the University in the prescribed format. Academic auditing shall cover:- 1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipments, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students. 3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking.

<table>
<tr><td></td><td>4. The audit shall also cover the quality criteria prescribed by NBA/NAAC.</td></tr>
<tr><td colspan="2">6. Assessment</td></tr>
<tr><td>R6.1</td><td>There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except the Lab/ workshops courses for 1 & 2 semesters. The End Semester Examinations shall be conducted by the University.
Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.</td></tr>
<tr><td>R6.2</td><td>The End Semester Examinations (ESE) shall be held twice in a year – May/June session (for even semesters) and November/December session (for odd semesters). However, the End Semester Examinations of the VII and VIII Semesters shall be conducted in both the sessions.</td></tr>
<tr><td>R6.3</td><td>Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as below :
1. Theory Courses : 1 : 2
2. Laboratory Courses : 1 : 1
3. Project : CIE only
4. Seminar : CIE only</td></tr>
<tr><td>R6.4</td><td>Continuous Internal Evaluation (CIE)): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.
<table>
<tr><td>Course</td><td>Attendance</td><td>Tests</td><td>Assignment/ Class work/ Course project.</td></tr>
<tr><td>Theory</td><td>20%</td><td>50%</td><td>30%</td></tr>
<tr><td>Drawing/ Practical</td><td>20%</td><td>40%</td><td>40%</td></tr>
</table>
There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks. Retest shall be permitted to the students who could not appear for the internal tests due to genuine</td></tr>
</table>

<table>
<tr><td></td><td colspan="2">grounds. Three days shall be utilised for conducting the internal evaluation test.</td></tr>
<tr><td></td><td>Project work</td><td>a. Work assessed by the project guide – 30%
b. Three member Continuous Internal Evaluation Committee – 40% (Guide shall be one member in the CIE committee)
c. Final Evaluation by a three member Committee comprising of the department project coordinator, guide and an external expert. The external expert shall be an academician or from industry. The industry expert is preferred : 30%
d. One third of the project credit shall be completed in VII semester and two third in VIII semester.</td></tr>
<tr><td></td><td>Seminar</td><td>The report and the presentation shall be evaluated by a team of internal members comprising three senior faculty members based on the style of presentation, technical content, adequacy of reference, depth of knowledge and overall quality of the report.
a) Attendance : 10%
b) Guide : 20%
c) Technical content : 30%
d) Presentation : 40%</td></tr>
<tr><td></td><td colspan="2">The CIE marks for the attendance (20%) for each theory, practical and drawing shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.</td></tr>
<tr><td>R6.5</td><td colspan="2">Students, who have completed a course but could not write the end semester examination, shall be awarded “I’ Grade, provided they meet other eligibility criteria (R6.6). They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.</td></tr>
</table>

R6.6	The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.
R6.7	The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the seventh and eighth semester FE grade students can register for the courses in the next immediate chance, if offered by their institute.
R6.8	A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.
R6.9	The maximum number of credits a student can register (course registration) for, in a semester is limited to 08 credits in excess of the total mandatory credits allotted in the curriculum for that semester.
R6.10	A student will be eligible for the award of B. Tech. Degree of the University on satisfying the following requirements: 1. Fulfilled all the curriculum requirements within the stipulated duration of the course. 2. Earned the required minimum credits as specified in the curriculum for the branch of study (R3.6 and R3.7). 3. No pending disciplinary action.
R6.11	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.
R6.12	Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below 50 %.

<table>
<tr><td>R6.13</td><td colspan="3">Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.</td></tr>
<tr><td>R6.14</td><td colspan="3">Continuous Internal Evaluation mark percentage shall not exceed 30% over the End Semester Examination mark %. CIE marks awarded to a student shall be normalised accordingly. For example if the end semester mark % is 40, then the maximum eligible CIE mark % is 40+30 = 70 %.)</td></tr>
<tr><td>R6.15</td><td colspan="3">Grading is based on the overall % marks obtained by the student in a course, as given in 6.16. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).</td></tr>
<tr><td>R6.16</td><td colspan="3">Grade and Grade Points
<table>
<tr><th>Grades</th><th>Grade Point (GP)</th><th>% of Total Marks obtained in the course</th></tr>
<tr><td>S</td><td>10</td><td>90% and above</td></tr>
<tr><td>A+</td><td>9.0</td><td>85% and above but less than 90%</td></tr>
<tr><td>A</td><td>8.5</td><td>80% and above but less than 85%</td></tr>
<tr><td>B+</td><td>8.0</td><td>75% and above but less than 80%</td></tr>
<tr><td>B</td><td>7.5</td><td>70% and above but less than 75%</td></tr>
<tr><td>C +</td><td>7.0</td><td>65% and above but less than 70%</td></tr>
<tr><td>C</td><td>6.5</td><td>60% and above but less than 65%</td></tr>
<tr><td>D</td><td>6.0</td><td>55% and above but less than 60%</td></tr>
<tr><td>P (Pass)</td><td>5.5</td><td>50% and above but less than 55%</td></tr>
<tr><td>F (Fail)</td><td>0</td><td>Below 50% (CIE + ESE) or Below 40 % for ESE</td></tr>
<tr><td>FE</td><td>0</td><td>Failed due to lack of eligibility criteria (R6.6)</td></tr>
<tr><td>I</td><td>0</td><td>Could not appear for the end semester</td></tr>
</table></td></tr>
</table>

<table>
<tr><td></td><td></td><td></td><td colspan="3">examination but fulfils the eligibility criteria.</td></tr>
<tr><td></td><td rowspan="2">Classification of B. Tech Degree</td><td>First Class with Distinction</td><td colspan="3">CGPA 8.0 and above</td></tr>
<tr><td></td><td>First Class</td><td colspan="3">CGPA 6.5 and above</td></tr>
<tr><td></td><td colspan="5">Equivalent percentage mark shall be = 10 * CGPA – 2.5</td></tr>
<tr><td>R6.17</td><td colspan="5">Minimum Cumulative Credit Requirements for Registering to Higher Semesters</td></tr>
<tr><td></td><td>Semester</td><td>Allotted Credits</td><td>Cumulative Credits</td><td>Minimum Cumulative Credits required for B. Tech</td><td>Minimum Cumulative Credits required for B. Tech Lateral Entry.</td></tr>
<tr><td></td><td>First</td><td>17</td><td>17</td><td>Not Applicable</td><td>Not Applicable</td></tr>
<tr><td></td><td>Second</td><td>21</td><td>38</td><td>Not Insisted</td><td>Not Insisted</td></tr>
<tr><td></td><td>Third</td><td>22</td><td>60</td><td>Not Insisted</td><td>Not Insisted</td></tr>
<tr><td></td><td>Fourth</td><td>22</td><td>82</td><td>Not Insisted</td><td>Not Insisted</td></tr>
<tr><td></td><td>Fifth</td><td>23</td><td>105</td><td>21 Credits from S1& S2</td><td>Not Insisted</td></tr>
<tr><td></td><td>Sixth</td><td>24</td><td>129</td><td>Not Insisted</td><td>Not Insisted</td></tr>
<tr><td></td><td>Seventh</td><td>15</td><td>144</td><td>47 Credits from S1 to S4</td><td>09 Credits from S3 to S4</td></tr>
<tr><td></td><td>Eight</td><td>16</td><td>160</td><td>Not Insisted</td><td>Not Insisted</td></tr>
<tr><td>R6.18</td><td colspan="5">There is no provision for improving the grade. However, the student is permitted to check the answer books of the End Semester Examination after the results are declared, on payment of the prescribed fee. Any discrepancy in evaluation could be brought to the notice of the Controller of Examination, who shall initiate appropriate action as per the University Examination Manual.</td></tr>
<tr><td>R6.19</td><td colspan="5">The students can apply for revaluation of the answer books of the end semester</td></tr>
</table>

	examination after the results are declared. The final mark awarded will be the better of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it shall be sent for third valuation. The final mark shall then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners is responsible for negligent valuation of answer script and initiate suitable action as per the University Examination Manual.
R6.20	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the B. Tech program including CGPA.
Calculation of SGPA/CGPA	
R6.21	Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. SGPA = Σ (Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. CGPA = Σ (Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points. For students admitted under lateral entry scheme, credits for the first and second semester courses shall not be accounted for the calculation of CGPA. Equivalent percentage mark shall be = 10 * CGPA – 2.5
R6.22	Any act of violation of University directions, indiscipline, misbehavior, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is

	the legal responsibility of the principal and the college management to see that the examinations are conducted strictly as per the directions of the University and as specified in the examination Manual. Malpractices in examinations observed or reported by an official employed by the University, faculty member, invigilator or anybody shall be immediately reported to the Principal. The principal shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case. The Principal shall then forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidences within two working days. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.
R6.23	A student shall earn 2 credits by actively involving in co – curricular and extra – curricular activities as per the guidelines issued by the University from time to time. On getting minimum 100 activity points the student passes the course and earns the two credits which shall not be counted for the calculation of CGPA but mandatory for the award of the Degree. For the students admitted under lateral entry scheme the 2 credits shall be considered to be earned on getting 75 activity points. The students are required to keep a file containing documentary proofs of activities done by him/her attested by the Senior Faculty Advisor/ Faculty Advisor.
7.Break of Study	
R7.1	A student is permitted to avail break of study: i. In case of accident or serious illness needing prolonged hospitalization and rest. ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a product. iii. In case of any personal reasons that need a break in study. iv. For internship leading to employment. For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him. Students who want to initiate a start-up venture or a product development, have to

	submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the start-up shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters. Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same. Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility. In the semester system followed by the University, break of study for an academic year is the preferred option than break of study for a semester. The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student with all relevant documents to the University portal for the approval with his/her recommendations. Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.
8. Attendance	
R8.1	Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination. On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/

	University officials. This provision is applicable only to any two semesters during the entire program period. In case of prolonged illness, break of study is permitted as per R7.1.
R8.2	The Principals are authorized to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.
R8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
9.Inter College Transfer	
R9.1	Inter college transfer shall be applicable only for regular B. Tech students.
R9.2	The transfer shall be permitted just before the commencement of third semester.
R9.3	The transfer shall be with effect from the first working day of the third semester.
R9.4	The transfer shall be only within the sanctioned strength of the receiving college.
R9.5	The following Category of students shall not be eligible for inter college transfer

	1. Govt. of India Nominee. 2. Management Quota in Aided colleges. 3. Management Quota in private Self Financing Colleges 4. Students admitted under NRI/PIO quota. 5. Lateral Entry students. 6. Students admitted under TFW Scheme. 7. Students admitted in any supernumerary seats. 8. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.
R9.6	The transfer shall be permitted: 1. Between Govt/ Govt. Aided Colleges. 2. Between Self – Financing Colleges. (Including Govt. Controlled SFC).
R9.7	Notification inviting application for inter college transfer shall be issued by the University just before the commencement of the third semester.
R9.8	The candidate should fulfill the academic eligibility requirement for promotion to the third semester.
R9.9	If the number of applicants is more than the vacant seats available, the transfer may be based on the Kerala Engineering Entrance Rank.
R9.10	The students shall opt only one college for inter college transfer.
R9.11	The selected candidates shall remit a fee of Rs 3000/- (No fee for SC/ST students) within the stipulated date to the University. However, this rule is not applicable to the students transferred to other institutes under “Shift College” University order.
R9.12	The College transfer once approved by the receiving college will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of college once offered.
10.Migration from other Universities	
R10.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable to the students in any of the Engineering colleges/ institutions, which, before the commencement of KTU Act remained affiliated to Universities except

	Deemed to be Universities in the State of Kerala.
R10.2	The student shall be permitted to migrate only if he/she fulfills the University eligibility criteria for admission to the course applied for migration.
R10.3	The migration shall be permitted only up to the fifth semester of the B. Tech program and half the duration of the program in the case of other programs.
R10.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the concerned Board of Studies.
R10.5	The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to, maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
R10.6	The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
R10.7	The students offered admission shall have to take transitory courses/ additional courses of the previous semesters to satisfy the program requirement as recommended by the concerned board of studies.
R10.8	The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The migration fee is charged for the meeting expenses of the concerned Board of studies to decide on the student suitability for migration and to recommend the transitory courses/ additional courses to be done by the student to fulfill the academic requirement of the University. The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges / institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.

R10.9	The migrated students shall follow the rules and regulations of the University.
R10.10	The students offered admission shall produce a migration certificate from the parent University at the time of admission.
R10.11	The student offered admission shall produce a character certificate from the parent Institute/University at the time of admission.
R10.12	Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the University along with the application seeking migration to the University.
R10.13	Attested copies of all certificates and mark lists from 10th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when required by the University).
R10.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the concerned Board of Studies
R10.15	Assessment of the transitory courses/ additional courses to be done by the student as per the academic requirement of the University shall be as recommended by the concerned Board of Studies.
11. Minor in Engineering.	
R11.1	All B. Tech students shall be eligible to register for Minor in Engineering.
R11.2	The Minor in Engineering registration shall be along with the registration of the 3rd semester.
R11.3	If a student fails in any course of the minor, he/she shall not be eligible to continue the B. Tech Minor. However, the additional credits and grades thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
R11.4	The student shall earn additional 20 credits to be eligible for the award of B. Tech Degree with Minor.
R11.5	Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three courses, during the specified period. The total number of contact hours for these three courses shall be 126 Hrs (42Hrs/course). The duration of a course shall be

	minimum 14 weeks. The remaining 8 credits could be acquired through two MOOCs recommended by the Board of studies and approved by the Academic Council.
R11.6	Curriculum and the syllabus of the three courses shall be approved by the Board of studies and the Academic Council.
R11.7	The assessment of the courses other than MOOCs and earning of credits shall be as per R6.1 to R6.23. The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
R11.8	Under graduate Degree with minor shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B. Tech program and Minor in Engineering.
12.B. Tech (Honours)	
R12.1	All B. Tech students are eligible to register B. Tech (Honours). However, their mandatory CGPA at the end of eighth semester shall be 8.5 or higher to be eligible for the award of B. Tech (Honours).
R12.2	The B. Tech (Honours) registration shall be along with the registration of the 4th semester.
R12.3	If a student fails in any course including the course chosen for B. Tech (Honours), he/she shall not be eligible to continue the B. Tech (Honours). However, the additional credits thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
R12.4	The student shall earn additional 20 credits to be eligible for the award of B. Tech (Honours) Degree.
R12.5	Out of the 20 Credits, 12 credits shall be earned by undergoing minimum three specified B. Tech (Honours) Elective courses of the respective stream. Credits for the B. Tech (Honours) Elective courses are deemed to be earned only on getting at least a grade 'C' or better in the composite evaluation. A student shall not be permitted to select the normal elective courses of the respective B. Tech programs for attaining the credit requirements of B. Tech (Honours). The remaining 8 credits could be acquired through two MOOCs of the respective streams recommended by the Board of studies and approved by the Academic Council.

R12.6	The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
R12.7	The institutions offering B. Tech Honours programs shall not charge any additional fee from the students.
R12.8	B. Tech (Honours) Degree shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B. Tech and B. Tech (Honours) programs.
13. Grace Marks for Sports /Arts Competitions.	
R13.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R13.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.
R13.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
R13.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R13.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.
R13.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re – distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R13.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.

R13.8	Re- distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R13.09	Grace Marks shall not be re – distributed from one semester to another semester.
R13.10	If the candidate does not secure the minimum marks required for a pass even after effecting re- distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
R13.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R13.12	The performing semester shall be considered from 1st July to 31st December (Odd Semester) and 1st January to 30th June (Even Semester).
R13.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R13.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
R13.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
14.Grace Marks for Persons With Disability (PWD)	
R14.1	A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
R14.2	The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R14.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.

R14.4	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R14.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University.
R14.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
15. Transitory provision.	
R15.1	Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied to any B. Tech program with such modifications as may be necessary.

07.4 M. Tech 2015 Regulation

KERALA TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala -695 016

ORDINANCE

For

Master of Technology (M. Tech)

In exercise of the Powers conferred under Clause 44 of the Ordinance, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Academic Year 2015-2016.

The Academic ordinance will come into effect from the date of publication in the Gazette.

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O-1 Admission to the M. Tech Programme

Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering / Technology, from an Institution approved by AICTE are eligible for admission to the M. Tech, Programme. Eligibility of candidates having MCA/MSc qualifications will be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE) and the Government of Kerala and notified separately. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

O-1.1 Candidates qualified in Graduate Aptitude Test in Engineering (GATE) and admitted to the M. Tech programme are eligible to receive Half Time Teaching Assistantship (HTTA) as per the rules of the All India Council for Technical Education (AICTE)/Ministry of Human Resource Development (MHRD).

O-1.2 Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a bachelor's degree in engineering are eligible for admission to the M. Tech programme.

O-1.3 Foreign nationals whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible for admission to the M. Tech programme.

O-1.4 Announcements for M. Tech Programmes will be made by the DTE, Government of Kerala.

O-1.5 Selection of candidates for the M. Tech programme will be done centrally or monitored by the Directorate of Technical Education as per the guidelines given on this by the Government of Kerala

O-1.6 The number of candidates to be admitted to each M. Tech stream will be as per the All India Council for Technical Education.

O-1.7 Admission will be complete only on meeting all the other requirements mentioned in the letter of admission and on payment of the fees.

O-1.8 Candidates who have the Associate Membership of Professional Bodies that are approved by the University and have qualified in GATE shall also be eligible for admission to the M. Tech programme.

O-1.9 The reservation policy of the Government of Kerala and the Government of India shall be followed in admission to the M. Tech programme.

O-1.10 All admission will be governed by the procedure laid down for this by the Director of Technical Education, Kerala and the Government of Kerala.

O-1.11 Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

O-2 Duration of the Programme

The normal duration of the M. Tech programme, including the project work, shall be four semesters.

O-3 Post Graduate Programme Clusters

The University shall identify clusters of colleges offering M. Tech programmes in different streams and allow them to formulate procedures for the smooth conduct of all academic activities associated with the M. Tech programme, in line with the ordinances/regulations of the University. These clusters shall have academic autonomy, regulated by a Cluster level Graduate Committee [CGPC] consisting of all the principals of the colleges in the cluster. The Chairman of CGPC shall be an eminent academician nominated by the Vice Chancellor. The CGPC will be responsible for all academic matters including the curriculum, syllabi, course plans, internal evaluations, end semester examinations, and grading for all streams of M. Tech programme offered by the colleges in the cluster.

The CGPC can formulate additional rules for other academic aspects that are not covered by this Ordinance.

O-4 Specialization Streams in M. Tech Programme

The M. Tech programme streams offered by each cluster as well as the eligibility of candidates of different B. Tech. branches or having other qualifications, for each of them shall be approved by the CGPC.

O-5 M. Tech Programme Structure

i. The M. Tech programme in all streams of specialization will be structures on a credit based system following the semester pattern with continuous evaluation.
ii. The University permits regular as well as external registration (part time) for those in employment.
iii. The duration for the M. Tech. programme in all streams of specialization will normally be 4 semesters. The maximum duration is 6 semesters.
iv. For students admitted on external registration, the normal duration will be 6 semesters. Here the maximum duration is 7 semesters.

v. The University permits a regular student to change over to external registration during. The programme, under specific circumstances like initiating a start up venture or to take up a job.

vi. Each semester shall have a minimum of 72 instruction days followed by the end semester examination.

vii. A common course structure for the M. Tech programmes in all streams of specialization is to be followed and consists of the following.

- Core Courses
- Elective Courses
- Laboratory Courses
- Seminar
- Project

viii. Every stream of specialisation in the M. Tech. programme will have a curriculum and syllabi for the courses. The curriculum should be so drawn up that the minimum number of credits for successful completion of the M. Tech. programme in any stream of specialization is not less than 64 and not more than 68.

ix. Credits are assigned as follows, for one

- 1 credit for each lecture hour per week
- 1 credit for each tutorial hour per week
- 1 credit for each laboratory/ practical of 2 or 3 hours per week
- 2 credits for the seminar
- 2 credits for Mini Project
- 6 credits for Project in the 3rd Semester
- 12 credits for Project in the 4th Semester

x. A pass is mandatory in all core courses. In case of failure in an elective course, there is the provision to choose another elective listed in the curriculum.

xi. on their request ,CGPC shall examine the academic records and permit candidates with B.Tech (Honours) who have earned credits for any relevant graduate level courses to transfer credits towards the M. Tech. programme. Candidates who received B. Tech (Honours) degree just prior to their M. Tech admission are permitted to transfer up to 9 credits. For those who received the B. Tech (Honours) degree within three years prior to their M. Tech. admission is permitted to transfer up to 6 credits.

xii. The maximum number of lecture based courses and laboratory courses in any semester shall not exceed 5 and 2 respectively. The maximum credits in a semester shall be 23.

xiii. Extension of Programme duration

The normal duration of the programme shall be four semesters.

In case of prolonged illness or other personal exigencies, the university may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of six semesters.

Students who have earned credits for the courses listed in the first two semesters are permitted to transfer their registration as external candidates if they take up a job. However, they have to complete the programme within six semesters.

O-6 Course Registration and Enrolment

All students have to register for the courses they desire to attend in a semester. Students admitted to the first semester are advised to register for all courses offered in the first semester. They do not have to enrol for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the next semester. Later they have to enrol for these courses in the new semester based on the results in the previous semester. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary proceedings pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed only up to 7 working days from the commencement of the semester, will attract a late fee.

A student can drop a course or substitute one already registered for by another, for valid reasons with the approval of the faculty advisor. However this has to be done within 7 working days from the commencement of the semester.

The maximum number of credits a student can register for in a semester is limited to 24.

O-7 Recommended Credit distribution over the semesters

First Semester	:	20 to 23 credits
Second Semester	:	18 to 19 credits
Third Semester	:	14 credits
Fourth Semester	:	12 credits (Project)

O-8 Academic Assessment/Evaluation

The University follows a continuous academic evaluation procedure.

The Assessment procedure and corresponding weights recommended are as follows:-

For theory courses

i) Two internal tests, each having 15%
ii) Tutorials/Assignments/ Mini projects having 10%
iii) End Semester examination having 60%

All the above are mandatory requirements to earn credits.

Students who have missed either the first or the second test can register with the consent of the faculty member and the Head of the Department concerned for a re-test which shall be conducted soon after the completion of the second test and before the end semester examination. The re-test will cover both the first and the second test course plans. If a student misses both the scheduled tests, there is no provision for any retests and zero marks will be given for each test. In case of serious illness and where the attendance is above 70% the Principal may permit the conduct of the tests for a student based on his application and other relevant medical reports. Such cases are to be reported to CGPC.

For Laboratory /Practical courses

i) Practical Records /outputs 40%
ii) Regular Class Viva-Voce 20%
iii) Final Test (Objective) 40%

O-9 Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the University and appear for all internal evaluation procedures for the completion of the course. However, earning of credits is only on completion of the end semester/supplementary examination and on getting a pass grade. Students, who had completed a course but could not write the end semester/supplementary examination for genuine health reasons or personal exigencies, if otherwise eligible are permitted to write the semester examination, at the next opportunity and earn credits without undergoing the course again. Failed candidates having more than 45% marks in their internals can also avail of this option. However, those who are not eligible to appear for the end semester examination have to register and undergo the course again, whenever it is offered, to earn the credits.

O-10 End Semester and Supplementary Examinations

At the end of the semester, the end semester examination will be conducted in all courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary

examinations are to be conducted for eligible candidates registered for them, before the commencement of the next semester.

O-10.1 Eligibility to write the End Semester Examination and Grading

Eligibility criteria to appear for the semester examination are the attendance requirements in the course, 45% or more marks in the internal evaluation and having no pending disciplinary action. The minimum attendance for appearing for the semester examination is 85% in the course. In case of serious illness there is a relaxation for attendance [O-14.xvi]. Those who do not meet the eligibility criteria shall be awarded an FE Grade and have to register again for the course.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

O-10.2 Eligibility to write the Supplementary Examination

Only failed students and those who could not write the semester examination due to health reasons or other personal exigencies that are approved by the Principal can register for the supplementary examination provided they meet the eligibility requirements given in O-10.1. Grades awarded in the supplementary examination will be taken as the semester grades in these courses.

O-11 Conduct of End Semester Examination

The Clusters will prepare the question papers, conduct the end semester examinations, organize the valuation of the answer scripts, finalise the results and submit it to the University, as per the academic calendar.

O-12 Award of M. Tech Degree

The award of the M. Tech. Degree shall be in accordance with the Ordinances and Procedures given by the University.

A student will be eligible for the award of M. Tech. Degree of the University on meeting the following requirements;

i) Registered and earned the minimum credits, as prescribed in the curriculum, for the stream of specialization.
ii) No pending disciplinary action.

O-13 Amendments to Ordinance:

Notwithstanding all that has been stated above, the University has the right to modify any of the above provisions of the ordinance from time to time.

O-14 Miscellaneous provisions:

i) Stream of Specialization:

The streams of specializations are to be in line with the approval given on this by the All India Council for Technical Education.

ii) Language of Instruction

Unless otherwise stated, the language of instruction shall be English.

iii) Academic Calendar

The University shall publish in its website the academic calendar for every academic semester indicating the date of commencement of the semester as well as instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

iv) Eligibility to continue with the programme

A student has to earn a minimum number of credits in a semester to register for higher semester courses. This should be at least 2/3rd of the credits for the courses listed in for the semester. CGPC shall formulate the rules based on this and spell out the procedure to proceed with the programme.

Failed students who have more than 45% marks in the internal course evaluation are permitted to write the semester examination without registering and undergoing the course. Those with less than 45% in internal course evaluation have to register again for the course, attend the classes and earn the credits.

v) Seminar

Students have to register for the seminar and select a topic in consultation with any faculty member offering courses for the programme. A detailed write-up on the topic of the seminar is to be prepared in the prescribed format given by the Department. The seminar shall be of 30 minutes duration and a committee with the Head of the department as the chairman and two faculty members from the department as members shall evaluate the seminar based on the report and

coverage of the topic, presentation and ability to answer the questions put forward by the committee.

Suggested evaluation procedure:-

Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar. Distribution of marks for the seminar is as follows.

- Marks for the report: 30%
- Presentation: 40%
- Ability to answer questions on the topic: 30%

vi) Project work

Project work is spread over the third and fourth semesters. Project work is to be evaluated both in the third and the fourth semesters. Based on these evaluations the grade is finalised only in the fourth semester.

Project evaluation weights shall be as follows: - For convenience the marks are allotted as follows.

Total marks for the Project: 150

In the 3rd Semester: - Marks: 50

Project Progress evaluation details:

Progress evaluation by the Project Supervisor	: 20 Marks
Presentation and evaluation by the committee	: 30 Marks

In the 4th Semester: - Mraks: 100

Project evaluation by the supervisor/s	: 30 Marks
Presentation & evaluation by the Committee	: 40 Marks
Evaluation by the External expert	: 30 Marks

vii) Faculty Advisor, Class Committee

a. Faculty Advisor

The Head of the Department offering the M. Tech. programme shall nominate senior faculty members as faculty advisors who shall advise the students in academic matters and support them in their studies. Their role is to help the students in academics and personal difficulties related to studies. A faculty advisor may support a group of students in a semester.

b. Class Committees are to be in place for all M. Tech. programs in the college.

Class Committee

All M. Tech streams of specialization will have class committees for each semester, constituted by the respective Heads of Departments.

The Chairman of the committee shall be a senior faculty member who does not offer any course for that stream in that semester.

Members:-

i) All faculty members teaching courses for the stream in that semester.

ii) Two student representatives nominated by the Head of the Department, from the stream.

Class committees shall meet at least thrice in a semester - one in the beginning and one around the middle of the semester and one at least two weeks before the semester examinations. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and address the difficulties faced by the students and take suitable remedial actions at appropriate time. Before the end semester examination, the committee should meet without the student representatives and finalise the internal marks. A report on the student performance in each course should be prepared and submitted to the CGPC by the colleges.

viii)Award of Grades

Grading is based on the marks obtained by the student in a course. [O-14 ix]

The grade card will only show the grades against the courses the student has registered.

The semester grade card will show the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

ix) Grades and Grade Points

Grades and Grade Points as per UGC guidelines is to be followed by the University

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O	10	90% and above
A+	9	85% and above but less than 90%
A	8	80% and above but less than 85%
B+	7	70% and above but less than 80%
B	6	60% and above but less than 70%

C	5	50% and above but less than 60%
P	4	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria [O.10.1]
I	-	Course Incomplete

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are calculated based on the above grading norms and are explained at the end of this document.

x) Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the college and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all academic activities including all internal evaluations and semester examinations. This cell is to prepare academic audit statements for each semester at regular intervals of four weeks of instruction. These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing will cover:-

i) Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects, conduct of practical classes and their evaluation. Semester examination and academic performance of the students.
ii) Co-curricular and Extra-curricular activities available for students, and their organization.
iii) Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

xi) Revaluation and Grade improvement

There is no provision for revaluation of the semester answer books or for improving the grade.

Students are permitted to check the answer books of the semester examination, after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this and report to the CGPC for a final decision on this.

xii) Grade Cards

Students who have written the semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the M. Tech programme will be issued by the University on the recommendation of the respective CGPC.

The M. Tech. degree will not have any classification like distinction or first class.

xiii)Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the **Disciplinary Action Committee** (**DAC**). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principle who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the controller of examination which is to be followed by the Disciplinary Action Committee of the college.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

xiv)Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

xv) Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall

look into student's grievances and appeals and give its recommendations to the Principal for action.

xvi) Attendance

Attendance is marked for each course. 85% attendance is mandatory for writing the semester examination in a course. Students who get Part Time Teaching Assistantship (PTTA) or Scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extra-curricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 15 % of the academic contact hours for the course.

In case of long illness or major personal tragedies/exigencies the Principal can relax the minimum attendance requirement to 70%, to write the semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any one semester during the entire programme. In case of prolonged illness, break of study is permitted up to two semesters which could extend the programme up to six semesters, the maximum permitted by the regulations.

xvii) Leave of Absence

Students who desire to take leave have to apply for it to the teacher conducting the course. This application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Head of the Department with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the head of the department. After any prolonged medical leave, normally exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

xviii) Project Evaluation

Normally students are expected to do the project within the college. However they are permitted to do the project in an industry or in a government research institute under a qualified supervisor from that organization. Progress of the project work is to be evaluated at the end of the third semester. For this a committee headed by the head of the department with two other faculty members in the

area of the project and the project supervisor/s. If the project is done outside the college, the external supervisor associated with the student shall also be a member of the committee.

Final evaluation of the project will be taken up only if the student has earned all course credits listed in the first three semesters. Project evaluation shall be done by the same committee mentioned above with an external expert, either from an academic/R&D organization or from Industry, as an additional member. Final project grading shall take into account the progress evaluation done in the third semester and the project evaluation in the fourth semester. If the quantum of work done by the candidate is found to be unsatisfactory, the committee may extend the duration of the project up to one more semester, giving reasons for this in writing to the student. Normally further extension will not be granted and there shall be no provision to register again for the project.

xix)Project work outside the College

While students are expected to do their projects in their colleges, provision is available for them to do it outside the college either in an industry or in an institute of repute. This is only possible in the fourth semester and the topic of investigation should be in line with the project part planned in the 3rd semester. Student should apply for this through the project supervisor indicating the reason for this well in advance, preferably at the beginning of the 3rd semester. The application for this shall include the following:-

Topic of the Project:

Project work plan in the 3rd Semester:

Reason for doing the project outside:

Institution/Organization where the project is to be done:

External Supervisor – Name:

Designation:

Qualifications:

Experience:

Letter of consent of the External Supervisor as well as from the organization is to be obtained.

This application is to be vetted by the head of the department and based on the decision taken the student is permitted to do the project outside the college.

Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

SGPA = $\Sigma(C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = $\Sigma (C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

Thiruvananthapuram **Registrar**

26-6-2015

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Master of Technology (M. Tech)

In exercise of the Powers conferred under Section 44 and Section 45 of Act 17 of 2015, the following Ordinance are made amending certain provisions of the Ordinance for M. Tech dated 26-6-2015

Object of the Amendments:

The ordinance for B. Tech/B. Tech (Honours) and M. Tech degree programmes were framed considering the examinations and valuation system would be fully web based and assuming that the results could be published before the commencement of next semester classes. But as the examination system has been changed to the conventional system, it is impossible to publish the results before the commencement of next semester classes. Also, the Controller of Examinations has suggested certain amendments in the ordinances regarding conduct of examination and malpractices. The Academic Committee also suggested some modification and additions and the same also to be incorporated in the amendment.

AMENDMENT ORDINANCE No. 2

1. **Short Title and commencement: This Ordinance is called Amendment to Ordinance for M. Tech dated 26-6-2015 as Amendment Ordinance No.2 of 2016. This shall come into force with retrospective effect from 26-6-2015.**

i. **Amendment to Clause O-6. Course Registration and Enrolment is as follows:**

Clause O-6: Course Registration and Enrolment All students have to register for the courses they desire to attend in a semester. Students admitted to the first semester are advised to register for all courses offered in the first semester. They do not have to enrol for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the next semester. Later they have to enrol for these courses in the new semester. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary proceedings pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed only up to 7 working days from the registration or enrolment date, will attract a late fee. A student can drop a course or substitute one already registered for by another, for valid reasons with the approval of the faculty advisor. However this has to be done within 7 working days from the commencement of the semester. The maximum number of credits a student can register for in a semester is limited to 24.

ii. **Amendment to Clause O-10. End Semester and Supplementary Examinations is as follows:-**

Clause No. O-10. End Semester and Supplementary Examinations

The end semester examination will be conducted in all theory courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted for eligible candidates registered for them, after the declaration of results.

iii. **Amendment to Clause O-14 iv) Eligibility to continue with the programme is as follows:**

Clause O-14 iv) Eligibility to continue with the programme

A student shall be allowed to register for the second semester only if he/she is eligible to appear for end semester examination in 2/3 of the courses in the first semester.

iv. **Amendment to Clause O-14(ix) Grades and Grade Points**

Grades and Grade Points followed by the University is as follows instead of the UGC grade points.

Clause O-14(ix) Grades and Grade Points

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O (Outstanding)	10	90% and above
A+ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8.5	80% and above but less than 85%
B+ (Good)	8	70% and above but less than 80%
B (Above Average)	7	60% and above but less than 70%
C (Average)	6	50% and above but less than 60%
P (Pass)	5	45% and above but less than 50%
F (Fail)	0	Less than 45%
FE	0	Fail due to Eligibility criteria
I	-	Course Incomplete

v. Amendment to Clause O-14 xiii) Academic Discipline and Malpractices in Examinations. (last paragraph) is as follows:

In case of malpractices in end semester examinations, the report on malpractice shall be handed over to the Controller of Examinations, who will hand over it to the Examination Monitoring Committee. The Controller of Examinations will consider the same as a review.

Executive Committee

By Order . Registrar.

Thiruvananthapuram

21-4-2016

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Master of Technology (M. Tech)

2015

AMENDMENT ORDINANCE No. 2

1. APJAKTU- Amending academic regulations for M. Tech- project evaluation

PROCEEDINGS NO : KTU/JD(ACADEMICS)/3262/2019 Dated: 17.06.2019

As per the prevailing regulations of M. Tech, "Final evaluation of the project will be taken up only if the student has earned all course credits listed in the previous semesters."

Considering the matter in detail, the Vice-Chancellor accorded sanction to exempt the credit requirements as envisaged in the clauses O-14 (XViii), M. Tech Ordinance, thereby to appear for final project evaluation considering as a special case. Therefore permission is hereby accorded to the students to appear for final project evaluation and viva-voce, excluding the clauses O-14 (XViii) M. Tech Ordinance. This order is issued by invoking the section 14(5) of APJ Abdul Kalam Technological University Act, in exercising the powers of Academic Council conferred under Section 34(ii) of the Act.

2. APJAKTU- Amendment in Regulations - M. Tech

U.O.No. 761/2019/KTU Dated: 13.12.2019

As per rule o-10 of M.Tech regulations, "Supplementary examinations are to be conducted for eligible candidates registered for them, after the declaration of results".

The Academic Council **amended** the **clauses** as follows:

"At the end of the semester, the end semester examination will be conducted in all courses offered in the semester and will be of three hours duration unless otherwise specified. **Supplementary examinations for odd semesters will be conducted in odd semesters and supplementary examinations for even semesters will be conducted in even semesters for eligible candidates on registration, along with respective regular examinations**".

3. Duty leave

U.O.No. 663/2019/KTU Dated: 02.12.2019

The Academic council meeting decided to **amend** the **B. Tech regulations 2019 Clause 8.2** as extended **to 2015 scheme and to PG students** for **Inter Zonal/Inter University / National level participation**.

4. Minimum attendance requirement

U.O.No. 663/2019/KTU Dated: 02.12.2019

As per existing PG regulation, 85% attendance is mandatory for writing the semester examination in a course, and the condonation on long illness/major personal tragedies/exigencies was 70%. The Academic council discussed the matter and deliberated **to extend the attendance requirement of UG to PG with prospective effect.** Presently for UG, the minimum attendance for appearing for the end semester examination is 75% in each course, and the condonation is 60%.

07.5 MBA 2015 Regulation

KERALA TECHNOLOGICAL UNIVERSITY

ACADEMIC ORDINANCES

MBA PROGRAMME

JULY 2015

ORDINANCES

O-1

Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering / Technology / Business Administration with 50% marks in aggregate or Bachelor's degree in Arts / Science / Commerce with 50% marks in aggregate for the main course papers are eligible to apply for admission to the MBA programme.

O-2

Duration of the MBA programme will normally be two academic years spanning six trimesters.

O-3

Reservation policy of the Government of Kerala and the Government of India shall be followed in admissions to the MBA programme.

O-4

Award of MBA degree shall be in accordance with the academic regulations of the University.

O-5

Notwithstanding any that are stated in the ordinances, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

O-6 Admission to the MBA programme

O-6.1 Admission to MBA programme will be as per the ordinances and regulations of the University following the guidelines given by the State and Central Governments on reservation.

O-6.2 The number of students admitted are decided by the University based on the approval by the competent authorities.

O-6.3 It is mandatory that students seeking admission to the MBA programme should have a valid score in a national level admission test, notified by the University or Government of Kerala.

O-6.4 Admission to the programme as per the admission procedure is final and binding for the whole duration of the programme.

O-6.5 Foreign nationals, whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission to the MBA programme.

O-6.6 Announcements for MBA programmes, including brochures, will be made by CET School of Management, as per the ordinances and regulations of the University.

O-6.7 Admission will be complete only on meeting all the requirements mentioned in the letter of admission and on payment of the fees. Failing to comply with this will lead to cancellation of admission.

O-7 Language of Instruction and Evaluation

Unless otherwise stated, the language of instruction and evaluation shall be English.

O-8 Academic Calendar

The University shall publish the academic calendar for every academic trimester / year, indicating the commencement of trimesters as well as instructions, course registration date(s), enrolment date(s), weeks in which the mandatory internal tests are to be conducted, dates for completing internal evaluations, last instruction day in the trimester, schedule of trimester examinations and official holidays in the trimester / academic year. CET School of Management has to publish its own academic calendar in line with the University academic calendar indicating other events that are planned in each trimester.

O-9 MBA Programme Structure

O-9.1 MBA programme will be structured on credit based system following the trimester pattern with continuous evaluation.

O-9.2 Duration for the MBA programme will normally be 6 (six) trimesters. Maximum duration is 9 (nine) trimesters.

O-9.3 Each trimester shall have 55 instruction days; i.e. 11 weeks of instruction.

O-9.4 The general course structure of MBA programme will be as given below:

1. Core courses
2. Specialization Electives
3. Project work

O-9.5 A Student can opt for specialization in the second year as per rules framed for this by the Academic Board for Management Programme (ABM).

O-9.6 The curriculum of MBA programme is designed to have a total of **115** credits for the award of the degree. Curricula for the first three trimesters will be common for all specializations of the MBA programme.

O-9.7 Credit Assignment

Three (3) credits for each of the 23 courses in the core segment, each of which having four hours of instructions per week

Three (3) credits for each of the 10 elective courses of specialization, having four hours of instructions per week. The elective courses will be offered based on students' options, subject to the condition that the number of students opting for an elective course should be at least 10 or 15% of the total students admitted to the programme, whichever is higher. The specialization areas offered are Finance, Marketing, Human Resource Management, Information Systems and Operations.

Three (3) credits for soft-skill course spread over the first three trimesters, with internal evaluation in the first two trimesters and an exam in the third trimester for grading.

A two-month summer internship in an organization in between the third and fourth trimesters is part of the programme with three (3) credits. The credit is accounted in the sixth trimester.

Four (4) credits for a project carried out in an area of specialization during the fifth trimester

Six (6) credits for a comprehensive project which will be organization based to be completed during the sixth trimester. Evaluation of the project will be based on a report, presentation and viva-voce.

O-9.8 Credits are apportioned among knowledge segments in the core areas and elective courses that are approved by the Academic Board for Management Programme (ABM) constituted for CET School of Management by Kerala Technological University.

O-9.9 Self-selected projects for all Courses will form part of the internal evaluation process.

O-9.10 Foundation Course (non-credit)

The purpose of the Foundation Course is to bring all students who are admitted to MBA programmes from various streams at par in terms of knowledge in Accounting, Statistics & Mathematics, Economics, Principles & Practices of Management and Computer Applications.

The Foundation Course will have five components: Basic accounting principles; Principles and practices of management; Computer applications; Mathematics and Statistics; Economics (18 hrs x 5 components = 90 hours). Topics to be covered in these five components will be decided at college level.

The Foundation Course is to be offered for 15 working days at the beginning of the 1st Trimester. Students will have to obtain at least 75% marks in the examination conducted at the end of the Foundation Course for each of the components and the same is mandatory for grading in the third trimester examination. Those who score less than 75% will be given chances to improve their score to the required minimum, once each in the first three trimesters.

O-9.11 Electives: The students can select elective courses from the list of elective courses offered for the programme. Specialization depends on the number of electives opted by the student in a specific area. Students will have to opt for four elective courses in the fourth trimester, four electives in the fifth trimester and two electives in the sixth trimester.

The students will have the option of auditing additional courses in any one of the specialisations. Audited courses will not be considered for computing the CGPA.

O-9.12 Credits are assigned to courses at the rate of one credit for 15 lecture hours.

O-9.13 University may allow students to transfer credits, with the approval of the Academic Board for Management Programme (ABM).

O-10 Curriculum, List of Courses and Syllabi

O-10.1 The MBA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Board for Management Programme (ABM).

O-10.2 Courses are categorized as Core Theory (CT), Electives (EL), Projects (PR) and Internship (IS)

O-10.3 Courses and trimesters

Trimester 1: 18 credits – Six Core courses (CT)

Trimester 2: 18 credits – Six Core courses (CT)

Trimester 3: 21 credits – Six Core courses (CT), Three credits earned for soft- skill in the first three trimesters

Trimester 4: 18 credits – Two Core courses (CT) and Four Electives (EL)

Trimester 5: 22 credits – Two Core courses (CT), Four Elective courses (EL), and Project in an area of specialization (PR)

Trimester 6: 18 credits – One Core course (CT) and Two Elective courses (EL), Comprehensive project (PR) and internship credit earned between 3rdand 4thtrimester (IS)

O-11 Programme duration

Normal duration of the programme shall be for six trimesters, each of 11 weeks duration. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for at least one trimester, to extend the program by three more trimesters at the most.

Students who have earned credits for courses listed in the first three trimesters are permitted to register as external candidates if they take up a job. However, they have to complete the programme within a total of six trimesters.

O-12 Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. They do not have to enrol for the first three trimesters. All students are required to register at the end of the third, fourth and fifth trimesters for the courses they want to take in the following trimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar of CET School of Management. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/enrolment fee.

A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the trimester.

The maximum number of credits a student can register in a trimester is limited to 22.

O-13 Course completion and earning of credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university and appear for all the internal evaluation procedures for

completion of the course. However, earning of credits is only on completion of the trimester examination and on getting a pass grade. Students, who have completed a course but could not write the trimester examination for valid reasons, are permitted to write the trimester examination at the next opportunity and earn the credits without undergoing the course again. Failed candidates or those not allowed taking the trimester examination for want of attendance or for other reasons, do not have this option.

O-14 Core courses, prerequisites and electives

Courses identified as core courses are mandatory courses for which the credits are to be earned for the award of the MBA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective could be permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

O-15 Trimester and Supplementary Examinations

At the end of the trimester, trimester examination will be conducted in all courses offered in the trimester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted before the commencement of the next trimester, for eligible candidates registered for them.

O-15.1 Eligibility to write the trimester examination

The major eligibility criteria for the trimester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the trimester examination is 90% in each course.

O-15.2 Eligibility to write the Supplementary examination

Only failed students and those who could not write the trimester examination due to health reasons or other contingencies that are approved by the Principal of the College can register for the supplementary examination. Grades awarded in the supplementary examination will be taken as trimester grades in these courses and will be based on the trimester examination grading pattern in that course.

O-15.3 Re-registering for a course or courses

Students who could not earn the required minimum credits at the end of a trimester or had to discontinue the programme for valid reasons, are permitted to register again for the course on written request, when it is offered in the next academic year.

O-16 Academic Assessment/Evaluation

The university follows a continuous academic evaluation procedure.

O-16.1 Assessment procedure and the corresponding weights are as follows:-

For theory courses

i) Two internal tests, each having 15%
ii) Assignments having 10%
iii) Project & Presentation having 15%
iv) Trimester examination having 60%

All the above are mandatory requirements to earn credits.

Students who have missed either the first or second internal test can register with the consent of faculty and the Director (CET-SOM) for a re-test which shall be conducted soon after the completion of the second test and before the trimester examination. The re-test will cover both first and second test course plans.

All the above assessments are mandatory to earn credits.

O-17 Project in the area of Specialisation (during 5th trimester) (3 Credits)

Evaluation is based on the following:-

i) Two progress assessments: 20%
ii) Final Project Report: 30%
iii) Project presentation and Viva-voce: 50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman:	Director, CET School of Management
Members:	Project supervisor of the student
	One faculty member from the SOM

O-18 Comprehensive Project which is organisation based (6 Credits)

Evaluation is based on the following:-

i) Two progress assessments: 20%

ii) Final Project Report: 30%

iii) Project presentation and Viva-voce: 50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman:	Director, CET School of Management
Members:	Project supervisor of the student
	One external faculty in Management Studies
	One faculty member from SOM
	One external member from industry

O-19 Faculty Advisor/Counsellor

All students will have faculty advisors whose role will be:-

i) To guide and help them on academics

ii) To monitor their progress in academics and advise them

iii) To counsel them and hand hold them in any difficulty

O-20 MBA Course Committee

The MBA Course committee is to be in place with Director, CET School of Management as the Chairman. Other members of the Committee are:

i) All teachers in CET-SOM offering the course

ii) Four student representatives nominated by the Director, CET-SOM.

Course committee shall meet at least twice in trimester - one around the middle of the trimester and one before the end of the trimester. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and difficulties faced by the students, analyse the feedbacks collected from the students and take suitable remedial actions at the appropriate time. Immediately after the trimester, the committee should meet without student representatives to review the internal assessment marks and approve them.

O-21 Award of Grades

Grading is based on the total marks obtained by the student in a course. University will follow relative grading. The grade card will only give the grades against the courses.

Trimester grade card will give the grade for each registered course, Grade Point Average (GPA) for the trimester as well as Cumulative Grade Point Average (CGPA).

O-22 Grades and Grade Points as per UGC guidelines followed by the University are as given below:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
S	10	90% and above
A+	9	85% and above but less than 90%
A	8	80% and above but less than 85%
B+	7	70% and above but less than 80%
B	6	60% and above but less than 70%
C	5	50% and above but less than 60%
P	4	45% and above but less than 50%
F	0	Less than 45%
FA	0	Failed due to lack of attendance
FS	0	Failed in Trimester examination
I	-	Course Incomplete

GPA and CGPA are calculated based on the above grading norms.

O-23 Revaluation and Grade improvement

These options are not available. However the student is permitted to check the answer book of the trimester examination after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the university shall be final on this.

O-24 Grade Cards

Students who have written the trimester examination will be given the grade cards for the registered courses, in every trimester. On earning the required credits for the degree, a consolidated grade sheet for the MBA program will be given.

O-25Classifications like Distinction or First Class

MBA degree will not have any classifications like distinction or first class.

O-26 MBA Specialisation Course Certification

The MBA Programme offers elective courses in specialization areas. Students are allowed take more courses in addition to the ten elective courses, in which case, an additional certificate will be given named **MBA Course Certification in <name of elective course>.** However, the credits obtained in such courses will not be considered for calculating the GPA or CGPA.

O-27 Discipline

Every student is required to observe discipline and decorous behaviour both inside and outside the college campus and refrain from any activity which may tarnish the image of the college and the university.

Any act of indiscipline or misbehaviour will be referred to the Disciplinary Action Committee (DAC) of the college that will make detailed enquiry on the matter and decide on the course of action to be taken and forward it to the Director (CET-SOM) for implementation. The student may appeal to the Principal whose decision on the matter shall be final.

Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examination shall be reported to the Director of CET School of Management, who in turn shall refer it to DAC through the Principal of the College. On the basis of the report and evidence available or gathered, DAC shall immediately initiate enquiry giving the concerned student a chance to explain his / her case. Based on this, the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to Principal for action.

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the College. Each student of CET School of Management, along with his / her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

O-28 Miscellaneous Provisions

Provisions for Students' Welfare Committee and Grievances & Appeals Committee are as per the provisions given in the ordinances for M Tech programmes of the University.

Leave of absence: Students who desire to take leave have to apply for it to the concerned Faculty Advisor. The application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Director of CET SOM, with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the Director, CET SOM. After any prolonged medical leave, normally exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.

O-29 Amendment to Ordinance

Notwithstanding all that has been stated above, the University has the right to modify any of the above ordinances from time to time.

07.6 MBA 2016 (Regular and Evening) Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

REGULATIONS

For

Master of Business Administration (MBA)

2016

In exercise of the Powers conferred under Clause 44 of the Regulations, the Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016- 2017.This Regulations shall come into effect from the date of its publication in the Gazette.

REGULATIONS

R-1

Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering / Technology / Business Administration with 50% marks in aggregate or equivalent CGPA; or Bachelor's degree in Arts / Science / Commerce with 50% marks in aggregate or equivalent CGPA and 50% for the Part III or core papers are eligible to apply for admission to the MBA programme.

R-2

Duration of the MBA programme will normally be two academic years spanning six trimesters.

R-3

Reservation policy of the Government of Kerala and the Government of India shall be followed in admissions to the MBA programme.

R-4

Award of MBA degree shall be in accordance with the academic regulations of the University.

R-5

Notwithstanding any that are stated in the Rules and Regulations, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

R-6 Admission to the MBA programme

R-6.1 Admission to MBA programme will be as per the rules and regulations of the University following the guidelines given by the State and Central Governments on reservation.

R-6.2 The number of students admitted are decided by the University based on the approval by the competent authorities.

R-6.3 It is mandatory that students seeking admission to the MBA programme should have a valid score in a national level admission test or any other test, notified by the University or Government of Kerala.

R-6.4 Admission to the programme as per the admission procedure is final and binding for the whole duration of the programme.

R-6.5 Foreign nationals, whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission to the MBA programme.

R-6.6 Announcements for MBA programmes, including brochures, will be made by the affiliated colleges, as per the Rules and Regulations of the University.

R-6.7 Admission will be complete only on meeting all the requirements mentioned in the letter of admission and on payment of the fees. Failing to comply with this will lead to cancellation of admission.

R-7 Language of Instruction and Evaluation

Unless otherwise stated, the language of instruction and evaluation shall be English.

R-8 Academic Calendar

The University shall publish the academic calendar for every academic trimester / year, indicating the commencement of trimesters as well as instructions, course registration date(s), enrolment date(s), weeks in which the mandatory internal tests are to be conducted, dates for completing internal evaluations, last instruction day in the trimester, schedule of trimester examinations and official holidays in the trimester / academic year. Each affiliated college has to publish its own academic calendar in line with the University academic calendar indicating other events that are planned in each trimester.

R-9 MBA Programme Structure

R-9.1 MBA programme will be structured on credit based system following the trimester pattern with continuous evaluation.

R-9.2 Duration for the MBA programme will normally be 6 (six) trimesters. Maximum duration is 9 (nine) trimesters.

R-9.3 Each trimester shall have 55 instruction days; i.e. 11 weeks of instruction.

R-9.4 The general course structure of MBA programme will be as given below:

i. Core courses
ii. Specialization Electives
iii. Project work

R-9.5 A Student can opt for specialization in the second year as per rules framed for this by the Academic Board for Management Programme (ABM).

R-9.6 The curriculum of MBA programme is designed to have a total of 115 credits for the award of the degree. Curricula for the first three trimesters will be common for all specializations of the MBA programme.

R-9.7 Credit Assignment

Three (3) credits for each of the 23 courses in the core segment, each of which having four hours of instructions per week

Three (3) credits for each of the 10 elective courses of specialization, having four hours of instructions per week. The elective courses will be offered based on students' options, subject to the condition that the number of students opting for an elective course should be at least 10 or 15% of the total students admitted to the programme, whichever is higher. The specialization areas offered are Finance, Marketing, Human Resource Management, Information Systems and Operations.

Three (3) credits for soft-skill course spread over the first three trimesters, with internal evaluation in the first two trimesters and an exam in the third trimester for grading.

A two-month summer internship in an organization in between the third and fourth trimesters is part of the programme with three (3) credits. The credit is accounted in the sixth trimester.

Four (4) credits for a project carried out in an area of specialization during the fifth trimester

Six (6) credits for a comprehensive project which will be organization based to be completed during the sixth trimester. Evaluation of the project will be based on a report, presentation and viva-voce.

R-9.8 Credits are apportioned among knowledge segments in the core areas and elective courses that are approved by the Academic Board for Management Programme (ABM) constituted by Kerala Technological University.

R-9.9 Self-selected projects for all Courses will form part of the internal evaluation process.

R-9.10 Foundation Course (non-credit)

The purpose of the Foundation Course is to bring all students who are admitted to MBA programmes from various streams at par in terms of knowledge in Accounting, Statistics & Mathematics, Economics, Principles & Practices of Management and Computer Applications.

The Foundation Course will have five components: Basic accounting principles; Principles and practices of management; Computer applications; Mathematics and Statistics; Economics (18 hrs x 5 components = 90 hours). Topics to be covered in these five components will be decided at college level.

The Foundation Course is to be offered for 15 working days at the beginning of the 1st Trimester. Students will have to obtain at least 75% marks in the examination conducted at the end of the Foundation Course for each of the components and the same is mandatory for grading in the third trimester examination. Those who score less than 75% will be given chances to improve their score to the required minimum, once each in the first three trimesters.

R-9.11 Electives: The students can select elective courses from the list of elective courses offered for the programme. Specialization depends on the number of electives opted by the student in a specific area. Students will have to opt for four elective courses in the fourth trimester, four electives in the fifth trimester and two electives in the sixth trimester.

The students will have the option of auditing additional courses in any one of the specialisations. Audited courses will not be considered for computing the CGPA.

R-9.12 Credits are assigned to courses at the rate of one credit for 15 lecture hours.

R-9.13 University may allow students to transfer credits, with the approval of the Academic Board for Management Programme (ABM).

R-10 Curriculum, List of Courses and Syllabi

R-10.1 The MBA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Board for Management Programme (ABM).

R-10.2 Courses are categorized as Core Theory (CT), Electives (EL), Projects (PR) and Internship (IS)

R-10.3 Courses and trimesters

Trimester 1: 18 credits – Six Core courses

Trimester 2: 18 credits – Six Core courses

Trimester 3: 21 credits – Six Core courses (CT), Three credits earned for soft-skill in the first three trimesters

Trimester 4: 18 credits – Two Core courses (CT) and Four Electives (EL)

Trimester 5: 22 credits – Two Core courses (CT), Four Elective courses (EL), and Project in an area of specialization (PR)

Trimester 6: 18 credits – One Core course (CT) and Two Elective courses (EL), Comprehensive project (PR) and internship credit earned between 3rd and 4th trimester (IS)

R- 11 Programme duration

Normal duration of the programme shall be for six trimesters, each of 11 weeks duration. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for at least one trimester, to extend the program by three more trimesters at the most.

Students who have earned credits for courses listed in the first three trimesters are permitted to register as external candidates if they take up a job. However, they have to complete the programme within a total of six trimesters.

R-12 Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. All students are required to register at the end of the third, fourth and fifth trimesters for the courses they want to take in the following trimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar of the affiliated colleges. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/enrolment fee.

A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the trimester.

The maximum number of credits a student can register in a trimester is limited to 22.

R- 13 Course completion and earning of credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university and appear for all the internal evaluation procedures for

completion of the course. However, earning of credits is only on completion of the trimester examination and on getting a pass grade. Students, who have completed a course but could not write the trimester examination for valid reasons, are permitted to write the trimester examination at the next opportunity and earn the credits without undergoing the course again. Failed candidates or those not allowed to take the trimester examination for want of attendance or for other reasons, do not have this option.

R- 14 Core courses, prerequisites and electives

Courses identified as core courses are mandatory courses for which the credits are to be earned for the award of the MBA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective could be permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

R- 15 Trimester and Supplementary Examinations

At the end of the trimester, trimester examination will be conducted in all courses offered in the trimester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted before the commencement of the next trimester examinations, for eligible candidates registered for them.

R-15.1 Eligibility to write the trimester examination

The major eligibility criteria for the trimester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the trimester examination is 85% in each course.

R-15.2 Eligibility to write the Supplementary examination

Only failed students and those who could not write the trimester examination due to health reasons or other contingencies that are approved by the Head of the Department can register for the supplementary examination. Grades awarded in the supplementary examination will be taken as trimester grades in these courses and will be based on the trimester examination grading pattern in that course.

R-15.3 Re-registering for a course or courses

Students who could not earn the required minimum credits at the end of a trimester or had to discontinue the programme for valid reasons, are permitted to register again for the course on written request, when it is offered in the next academic year.

R- 16 Academic Assessment/Evaluation

The university follows a continuous academic evaluation procedure.

R-16.1 Assessment procedure and the corresponding weights are as follows:-

For theory courses

i) Two internal tests, each having 15%
ii) Assignments having 10%
iii) Project & Presentation having 15%
iv) Trimester examination having 60%

All the above are mandatory requirements to earn credits.

Students who have missed either the first or second internal test can register with the consent of faculty and the Head of Department or the Principal for a re-test which shall be conducted soon after the completion of the second test and before the trimester examination. The re-test will cover both first and second test course plans.

Minimum marks for internal and external evaluation are fixed for pass. A minimum of 45% marks for internal (Continuous evaluation of 40 marks) and University Exam (60 marks) separately and 45% aggregate (internal and University together), are required for a pass grade.

All the above assessments are mandatory to earn credits.

R- 17 Project in the area of Specialisation (during 5th trimester)(~~3~~ 4 Credits)

Evaluation is based on the following:-

i) Two progress assessments 20%
ii) Final Project Report 30%
iii) Project presentation and Viva-voce 50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman: Head of the Department of the College offering the MBA programme

Members: Project supervisor of the student

One faculty member from the Department in the College offering the MBA programme

R- 18 Comprehensive Project which is organisation based (during 6th trimester) (6 Credits)

Evaluation is based on the following:-

i) Two progress assessments: 20%
ii) Final Project Report: 30%
iii) Project presentation and Viva-voce: 50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman: Head of the Department of the College offering the MBA programme

Members: Project supervisor of the student

One external faculty in Management Studies

One faculty member from the Department of the College offering the MBA-programme

One external member from industry

R-19 Faculty Advisor/Counsellor

All students will have faculty advisors whose role will be:-

i) To guide and help them on academics
ii) To monitor their progress in academics and advise them
iii) To counsel them and hand hold them in any difficulty

R-20 MBA Course Committee

The MBA Course committee is to be in place with the Head of Department offering the MBA programme in the College as the Chairman. Other members of the Committee are:

i) All teachers in the Department offering the MBA programme in the College
ii) Four student representatives nominated by the Head of Department of the College offering MBA programme.

Course committee shall meet at least twice in trimester - one around the middle of the trimester and one before the end of the trimester. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and difficulties faced by the students, analyse the feedbacks collected from the students and take suitable remedial actions at the appropriate time. Immediately after the trimester, the committee should meet without student representatives to review the internal assessment marks and approve them.

R- 21 Award of Grades

Grading is based on the total marks obtained by the student in a course. University will follow relative grading. The grade card will only give the grades against the courses.

Trimester grade card will give the grade for each registered course, Grade Point Average (GPA) for the trimester as well as Cumulative Grade Point Average (CGPA).

R- 22 Grades and Grade Points as per UGC guidelines followed by the University are as given below:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	70% and above but less than 80%
B	7	60% and above but less than 70%
C	6	50% and above but less than 60%
P	5	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria
I	-	Course Incomplete

GPA and CGPA are calculated based on the above grading norms.

R- 23 Revaluation and Grade improvement

These options are not available. However the student is permitted to check the answer book of the trimester examination after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the university shall be final on this.

R- 24 Grade Cards

Students who have written the trimester examination will be given the grade cards for the registered courses, in every trimester. On earning the required credits for the degree, a consolidated grade sheet for the MBA program will be given.

R- 25 Classifications like Distinction or First Class

MBA degree will not have any classifications like distinction or first class.

R- 26 MBA Specialisation Course Certification

The MBA Programme offers elective courses in specialization areas. Students are allowed take more courses in addition to the ten elective courses, in which case, an additional certificate will be given named MBA Course Certification in <name of elective course>. However, the credits obtained in such courses will not be considered for calculating the GPA or CGPA.

R- 27 Discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee (DAC), constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

a. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report

given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

b. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

c. Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

R- 28 Leave of absence

Students who desire to take leave have to apply for it to the concerned Faculty Advisor. The application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Head of the Department, with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the Head of the Department. After any prolonged medical leave, normally exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.

R- 29 Amendment to Rules and Regulations

Notwithstanding all that has been stated above, the University has the right to modify any of the above Rules and Regulations from time to time.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

REGULATIONS

Master of Business Administration (Evening)

2016

REGULATIONS

In exercise of the Powers conferred under Section 46 of Act 17 of 2015, the Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016-2017.This Regulations shall come into effect from the date of its publication in the Gazette.

R-1

Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering / Technology / Business Administration with 50% marks in aggregate or equivalent CGPA; or Bachelor's degree in Arts / Science / Commerce with 50% marks in aggregate or equivalent CGPA for the Part III or core papers are eligible to apply for admission to the MBA (Evening) programme.

R-2

Duration of the MBA (Evening) programme will normally be two and two third academic years spanning eight trimesters.

R-3

Reservation policy of the Government of Kerala and the Government of India shall be followed in admissions to the MBA (Evening) programme.

R-4

Award of MBA degree shall be in accordance with the academic regulations of the University.

R-5

Notwithstanding any that are stated in the regulations, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

R-6

Admission to the MBA (Evening) programme

R-6.1 Admission to MBA (Evening) programme will be as per the regulations of the University following the guidelines given by the State and Central Governments on reservation.

R-6.2 The MBA (Evening) programme is intended for employed persons. In case of vacant seats, candidates who satisfy the eligibility conditions for admission to the full time MBA programme of the University will be considered

R-6.3 The number of students admitted is decided by the University based on the approval by the competent authorities.

R-6.4 It is mandatory that students seeking admission to the MBA (Evening) programme should have a valid score in a national level admission test or any other test, notified by the University or the Government of Kerala.

R-6.5 Admission to the programme as per the admission procedure is final and binding for the whole duration of the programme.

R-6.6 Foreign nationals, whose applications are received through Indian Council or Cultural Relations, Government of India, are also eligible for admission to the MBA(Evening) programme.

R-6.7 Announcements for MBA (Evening) programme, including brochures, will be made by CET School of Management, College of Engineering Trivandrum, as per the ordinances and regulations of the University.

R-6.8 Admission will be complete only on meeting all the requirements mentioned in the letter of admission and on payment of the fees. Failing to comply with this will lead to cancellation of admission.

R-7 Language of Instruction and Evaluation

Unless otherwise stated, the language of instruction and evaluation shall be English.

R-8 Academic Calendar

The University shall publish the academic calendar for every academic trimester / year, indicating the commencement of trimesters as well as instructions, course registration date(s), enrolment date(s), weeks in which the mandatory internal tests are to be conducted, dates for completing internal evaluations, last instruction day in the trimester, schedule of trimester examinations and official holidays in the trimester / academic year. Each affiliated college has to publish its own academic calendar in line with the University academic calendar indicating other events that are planned in each trimester.

R-9 MBA (Evening) Programme Structure

R-9.1 MBA programme will be structured on credit based system following the trimester pattern with continuous evaluation.

R-9.2 Duration of the MBA programme will normally be 8 (eight) trimesters. Maximum duration is 12 (twelve) trimesters.

R-9.3 Each trimester shall have 55 instruction days; i.e. 11 weeks of instruction with 21 hours/week.

R-9.4 The general course structure of MBA programme will be as given below:

i. Core courses
ii. Specialization Electives
iii. Project work

R-9.5 A Student can opt for specialization in the fourth trimester as per rules framed for this by the Academic Board for Management Programme (ABM).

R-9.6 The curriculum of MBA programme is designed to have a total of 115 credits for the award of the degree. Curricula for the first three trimesters will be common for all specializations of the MBA programme.

R-9.7 Credit Assignment

Three (3) credits for each of the 23 courses in the core segment, each of which having four hours of instructions per week

Three (3) credits for each of the 10 elective courses of specialization, having four hours of instructions per week. The elective courses will be offered based on students' options, subject to the condition that the number of students opting for an elective course should be at least 10 or 15% of the total students admitted to the programme, whichever is higher. The specialization areas offered are Finance, Marketing, Human Resource Management, Information Systems and Operations.

Three (3) credits for soft-skill course in the seventh trimester

A two-month summer internship in an organization in between the third and fourth trimesters is part of the programme with three (3) credits.

Four (4) credits for a project carried out in an area of specialization during the seventh trimester

Six (6) credits for a comprehensive project which will be organization based to be completed during the eighth trimester. Evaluation of the project will be based on a report, presentation and viva-voce.

R-9.8 Credits are apportioned among knowledge segments in the core areas and elective courses that are approved by the Academic Board for Management Programme (ABM) constituted by the University.

R-9.9 Self-selected projects for all courses will form part of the internal evaluation process.

R-9.10 Foundation Course (non-credit)

The purpose of the Foundation Course is to bring all students who are admitted to MBA programmes from various streams at par in terms of knowledge in Accounting, Statistics & Mathematics, Economics, Principles & Practices of Management and Computer Applications.

The Foundation Course will have five components: Basic accounting principles; Principles and practices of management; Computer applications; Mathematics and Statistics; and Economics. Topics to be covered in these five components will be decided at college level.

Students will have to obtain at least 75% marks in the examination conducted at the end of the Foundation Course for each of the components and the same is mandatory for grading in the third trimester examination. Those who score less than 75% will be given chances to improve their score to the required minimum, once each in the first three trimesters.

R-9.11 Electives: The students can select elective courses from the list of elective courses offered for the programme. Specialization depends on the number of electives opted by the student in a specific area. Students will have to opt for three elective courses in the Summer Term and Internship period between 3rd and 4th trimesters, four elective courses in the fourth trimester, three elective courses in the fifth trimester, two elective courses in the sixth trimester and one elective course in the seventh trimester.

The students will have the option of auditing additional courses in any one of the specialisations. Audited courses will not be considered for computing the CGPA.

R-9.12 Credits are assigned to courses at the rate of one credit for 15 lecture hours.

R-9.13 University may allow students to transfer credits, with the approval of the Academic Board for Management Programme (ABM).

R-10 Curriculum, List of Courses and Syllabi

The Curriculum, List of Courses and Syllabi of the MBA (Evening) Programme will be the same as that of the regular MBA Programme of the University.

R-11 Programme duration

Normal duration of the programme shall be eight trimesters, each of 11 weeks duration with 21 hours/week. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for at least one trimester, to extend the program by four more trimesters at the most.

R-12 Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. All students are required to register at the end of the second, third, fourth, fifth, sixth, and seventh trimesters for the courses they want to take in the following trimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/enrolment fee.

A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the trimester.

The maximum number of credits a student can register in a trimester is limited to 22.

R-13 Course completion and earning of credits

Students registered and later enrolled for a course have to attend the courses regularly and meet the attendance rules of the university and appear for all the internal evaluation procedures for completion of the courses. However, earning of credits is only on completion of the trimester examination and on getting a pass grade. Students, who have completed a course but could not write the trimester examination for valid reasons, are permitted to write the trimester examination at the next opportunity and earn the credits without undergoing the course again. Failed candidates or those not allowed to take the trimester examination for want of attendance or for other reasons, do not have this option.

R-14 Core courses, prerequisites and electives

Courses identified as core courses are mandatory courses for which the credits are to be earned for the award of the MBA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective could be permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

R-15 Trimester and Supplementary Examinations

At the end of the trimester, trimester examination will be conducted in all courses offered in the trimester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted, for eligible candidates registered for them, during the summer vacation

R-15.1 Eligibility to write the trimester examination

The major eligibility criteria for the trimester examination are attendance in the course, 45% internal marks and no pending disciplinary action. The minimum attendance for appearing for the trimester examination is 85% in each course, recorded using an automated attendance recording system like biometric attendance recording system.

R-15.2 Eligibility to write the Supplementary examination

Only failed students and those who could not write the trimester examination due to health reasons or other contingencies that are approved by the Head of the Department or the competent authority can register for the supplementary examination. Grades awarded in the supplementary examination will be taken as trimester grades in these courses and will be based on the trimester examination grading pattern in that course.

R-15.3 Re-registering for a course or courses

Students who could not earn the required minimum credits at the end of a trimester or had to discontinue the programme for valid reasons, are permitted to register again for the course on written request, when it is offered in the next academic year.

R-16 Academic Assessment/Evaluation

The university follows a continuous academic evaluation procedure.

R-16.1 Assessment procedure and the corresponding weights are as follows:-

For theory courses

i)	Two internal tests	15%
ii)	Assignments	10%
iii)	Project & Presentation	15%
iv)	Trimester examination	60%

All the above are mandatory requirements to earn credits.

Students who have missed either the first or second internal test can register with the consent of faculty and the Head of Department or the Principal for a re-test which shall be conducted soon after the completion of the second test and before the trimester examination. The re-test will cover both first and second test course plans.

Minimum marks for internal and external evaluation are fixed for pass. A minimum of 45% marks for internal (Continuous evaluation of 40 marks) and University Exam (60 marks) separately and 45% aggregate (internal and University together), are required for a pass grade.

All the above assessments are mandatory to earn credits.

R-17 Project in the area of Specialisation (during 7th trimester)(4 Credits)

Evaluation is based on the following:-

i.	Two progress assessments	20%
ii.	Final Project Report	30%
iii.	Project presentation and Viva-voce	50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman:	Director, School of Management
Members:	Project supervisor of the student
	One faculty member from the School of Management

R-18 Comprehensive Project which is organisation based (during 8th trimester) (6 Credits)

Evaluation is based on the following:-

i) Two progress assessments : 20%

ii) Final Project Report: 30%

iii) Project presentation and Viva-voce: 50%

If the project work is not completed satisfactorily, the student has to work further and again appear for assessment on a specified date, not earlier than two weeks after the first evaluation. The project assessment board shall consist of the following members.

Chairman: Director, School of Management

Members: Project supervisor of the student

One external faculty in Management Studies

One faculty member from the School of Management

One external member from industry

R-19 Faculty Advisor/Counsellor

All students will have faculty advisors whose role will be:-

i) To guide and help them on academics
ii) To monitor their progress in academics and advise them
iii) To counsel them and hand hold them in any difficulty

R-20 MBA Course Committee

The MBA Course committee is to be in place with Director, School of Management, as the Chairman. Other members of the Committee are:

i) All teachers in the School of Management engaging classes for the MBA (Evening) Programme
ii) Two student representatives nominated by the Director, the School of Management.

Course committee shall meet at least twice in trimester - one around the middle of the trimester and one before the end of the trimester. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and difficulties faced by the students, analyse the feedbacks collected from the students and take suitable remedial actions at the appropriate time. Immediately after the trimester, the committee should meet without student representatives to review the internal assessment marks and approve them.

R-21 Award of Grades

Grading is based on the total marks obtained by the student in a course. University will follow relative grading. The grade card will only give the grades against the courses.

Trimester grade card will give the grade for each registered course, Grade Point Average (GPA) for the trimester as well as Cumulative Grade Point Average (CGPA).

R-22 Grades and Grade Points as per UGC guidelines followed by the University are as given below:

Grades	Grade Point (GP)	% of Total Marks obtained in the course
O	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	70% and above but less than 80%
B	7	60% and above but less than 70%
C	6	50% and above but less than 60%
P	5	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria
I	-	Course Incomplete

GPA and CGPA are calculated based on the above grading norms.

R-23 Revaluation and Grade improvement

These options are not available. However the student is permitted to check the answer book of the trimester examination after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the university shall be final on this.

R-24 Grade Cards

Students who have written the trimester examination will be given the grade cards for the registered courses, in every trimester. On earning the required credits for the degree, a consolidated grade sheet for the MBA program will be given.

R-25 Classifications like Distinction or First Class

MBA (Evening) degree will not have any classifications like distinction or first class.

R-26 MBA Specialisation Course Certification

The MBA Programme offers elective courses in specialization areas. Students are allowed to take more courses in addition to the ten elective courses, in which case, an additional certificate will be given named MBA Course Certification in <name of elective course>. However, the credits obtained in such courses will not be considered for calculating the GPA or CGPA.

R-27 Discipline

Every student is required to observe discipline and decorous behaviour both inside and outside the college campus and refrain from any activity which may tarnish the image of the college and the university.

Any act of indiscipline or misbehaviour will be referred to the Disciplinary Action Committee (DAC) of the college that will make detailed enquiry on the matter and decide on the course of action to be taken and forward it to the Director, School of Management for implementation. The student may appeal to the Principal or the competent authority whose decision on the matter shall be final.

Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examination shall be reported to the Director, School of Management, who in turn shall refer it to DAC through the Principal of the College. On the basis of the report and evidence available or gathered, DAC shall immediately initiate enquiry giving the concerned student a chance to explain his / her case. Based on this, the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to Principal for action.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

Ragging of any nature is a criminal and non bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the College. Each student, along with his / her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of admission.

R-28 Miscellaneous Provisions

Provisions for Students' Welfare Committee and Grievances & Appeals Committee are as per the provisions given below.

a. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

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Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

c. Leave of absence:

Students who desire to take leave have to apply for it to the concerned Faculty Advisor. The application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Director, School of Management, with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the Director, School of Management. After any prolonged medical leave, normally exceeding five instruction days, on re-joining, the student has to produce the fitness certificate given by the doctor.

R- 29 Amendment to Regulations

Notwithstanding all that has been stated above, the University has the right to modify any of the above regulations from time to time.

With Approval of the Academic Committee

Registar

25-06-2016

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

REGULATIONS

For

Master of Business Administration (MBA) - 2016 Regular/

Master of Business Administration (Evening) 2016

1. Duty leave

U.O.No. 663/2019/KTU Dated: 02.12.2019

The Academic council meeting decided to amend the B. Tech regulations 2019 Clause 8.2 as extended to 2015 scheme and to PG students for Inter Zonal/Inter University / National level participation.

2. Minimum attendance requirement

U.O.No. 663/2019/KTU Dated: 02.12.2019

As per existing PG regulation, 85% attendance is mandatory for writing the semester examination in a course, and the condonnation on long illness/major personal tragedies/exigencies was 70%. The Academic council discussed the matter and deliberated to extend the attendance requirement of UG to PG with prospective effect. Presently for UG, the minimum attendance for appearing for the end semester examination is 75% in each course, and the condonation is 60%.

3. MBA Full time and Part time - amending Rule-15 - Trimester and Supplementary Examinations.

U.O.No. 750/2019/KTU Dated: 11.12.2019

Rule 15-the Trimester and Supplementary Examinations of MBA Full time and Part time in the MBA Regulations 2016, As per existing regulation, "Supplementary examinations are to be conducted before the commencement of the next trimester examinations, for eligible candidates registered for them".

The rule is amended as follows:

"The supplementary exams will be conducted only along with the regular exams of respective trimesters for eligible candidates on registration."

07.7 MBA 2020 (Full time) & MBA (Part time) Regulation

REGULATION FOR MBA, 2020

MBA (Full time) & MBA (Part time)

The A. P. J. Abdul Kalam Technological University Academic Regulations for MBA, 2020

MBA (Full time) & MBA (Part time)

This may be called the A. P. J. Abdul Kalam Technological University Academic Regulations for MBA, 2020. These are subject to the provisions of the APJ Abdul Kalam Technological University Act, 2015, the statutes and ordinances if any issued in the subject from time to time. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the University. These regulations shall be applicable for students admitted from 2020 onward.

1. Preamble	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	The Provisions contained in this set of regulations govern the policies and procedures on the admission and registration of students, imparting instructions of course, conducting of the examination and evaluation and certification of students performance and all amendments there to leading to the said Degree Programme(s).
R1.3	This set of Regulations, on approval by the BoG, APJAKTU shall supersede all the corresponding earlier sets of regulations of the University for the MBA Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said Post Graduate Degree Programme(s) conducted by the APJAKTU and its affiliated colleges.
R1.4	This set of Regulations, may evolve and get updated or refined or modified or amended through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
R1.5	The MBA Degree of A. P. J. Abdul Kalam Technological University shall be conferred on students who are admitted to the program and who fulfill all the requirements for the award of the Degree.
2. Eligibility of Admission	
2.1	A Bachelor's Degree or equivalent awarded by any of the universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized

	by the Ministry of HRD, Government of India. The bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.
R2.2	A minimum of 50% marks in aggregate (of all the years/semesters) or 5.00 CGPA on a 10 point scale or equivalent in the qualifying degree. A relaxation of 5% in marks (i.e. minimum 45%) or equivalent in CGPA (i.e. minimum 4.50 on a 10-point scale) for the SEBC candidates. For SC/ST students a pass in qualifying examination is sufficient. Relaxation in criteria for PWD candidates may be as per the Government rules.
R2.3	Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a bachelor's degree(meeting criteria specified in R2.2) are eligible for admission to the MBA programme.
R2.4	Foreign nationals seeking admission should meet the criteria specified in R2.1 and R2.2. In addition they should get eligibility/equivalency certificate from Association of Indian Universities and should obtain clearance certificate from Foreigners Regional Registration Office (FRRO).
R2.5	The reservation policy of the Government of Kerala and the Government of India from time to time shall be followed in admission to the MBA programme.
R2.6	Notwithstanding all that is stated above; the admission policy may be modified from time to time by the University, particularly to conform to the directions from the Government of Kerala and the Government of India. The maximum number of seats under various categories (regular, sponsored, foreign and SC/ST) shall be as per the sanctions of the AICTE, State Government and APJAKTU.
R2.7	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BOG.
3. Structure of MBA Programme	
R3.1	The MBA programme shall be structured on a credit based system following the semester pattern with continuous evaluation.
R3.2	The duration of the MBA (Full-time) & MBA (Part time) programmes of the

<table>
<tr><td></td><td>APJAKTU will be two years consisting of four semesters. Maximum period for completing the programme is eight semesters. For MBA (Full-time) programme, each semester shall consist of 14 instructional weeks of 29 hours per week. For MBA (Part time) programme, each semester shall consist of 15 instructional weeks of seven days each of three hours per day on weekdays and six hours on Saturdays and Sundays.</td></tr>
<tr><td>R3.3</td><td>The duration for the MBA programme will normally be 4 semesters. In case of prolonged illness or other personal exigencies, the university may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of eight semesters. However, they have to complete the programme within a total of eight semesters.</td></tr>
<tr><td>R3.4</td><td>Every academic year shall have two semesters “1st July to 31st December (Odd semester)” and “1st January to 30thJune (Even semester)”. The vacation of the faculty and staff shall be as per the Government orders from time to time. The University shall publish academic calendar for each academic year which is to be strictly followed by all affiliated institutions.</td></tr>
<tr><td>R3.5</td><td>The MBA Program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified/updated once in two years. However, innovative elective courses can be included as and when required, on the recommendations of the Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies.</td></tr>
<tr><td>R3.6</td><td>The academic programme in each semester will consist of course work and field work/ internship. The scheme shall be so drawn up that the minimum number of credits for successful completion of the MBA programme of any specialization is 102 credits with a split up of :
<table>
<tr><td>First year (I and II semester)</td><td>:</td><td>54 credits</td></tr>
<tr><td>Second year (III and IV semesters)</td><td>:</td><td>40 credits (Course work)</td></tr>
<tr><td>Internship</td><td>:</td><td>03 credits (Second year)</td></tr>
<tr><td>Project& Comprehensive Viva</td><td>:</td><td>05 credits (Second year)</td></tr>
<tr><td>Total</td><td>:</td><td>102 credits</td></tr>
</table>
</td></tr>
</table>

R3.7 Every Course comprises of specific Lecture-Tutorial–Practical (L-T-P) schedule. The course Credits are fixed based on the following norms: Lectures/Tutorials: one hour per week is assigned one Credit. The distribution of credits for the course work is given in Table 1.

Table 1: Distribution of credits among the Semesters

Semester	Course details	Hours per week	Total credits allotted	Credits allotted semester-wise
I	Core courses: 3nos	4 each	3x4 = 12	27
	Core courses: 5nos	3 each	5x3 = 15	
	Employability Enhancement Programme	2	No credit	
II	Core courses: 3nos	4 each	3x4 = 12	27
	Core courses: 4nos	3 each	4x3 = 12	
	MOOC Course: 1 no (PG level management course of 3 credit)	3	1x3 = 3	
	Integrated Disaster Management	2	No credit	
III	Elective: 5 nos	3 each	5x3 = 15	26
	Core courses: 2nos	4 each	2x4 = 8	
	Internship	6	1x3 = 3	
IV	Elective: 3 nos	3 each	3x3 = 9	22
	Core courses: 2 no	4	2x4 = 8	
	Project & Comprehensive Viva	10	1x5 = 5	

		voce			
		Total Credits in all four semesters			**102**
	Curriculum details are given separately				
R3.8	The maximum number of credits a student can register (course registration) in a semester is limited to 8 credits in excess of the total credits allotted in the curriculum for that semester.				
R3.9	The medium of instruction shall be English. All examinations, project, seminar, reports and presentations shall be in English.				
R3.10	Revision of Regulations notwithstanding all that has been stated above, the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.				
4. Academic Monitoring and Student Support					
R4.1	Advisory System: There shall be one Faculty Advisor (FA) for a class. The Principal/Director shall assign a regular faculty member with minimum two years of experience as the FA in discussion with the Head of the Department.				
R4.2	The documents regarding all academic and non-academic matters of students shall be kept under the custody of Faculty Advisor.				
R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor. Students and parents shall first approach their Faculty Advisor for all kinds of advices, clarifications and permissions on all academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.				
R4.4	The FA shall arrange separate or combined meetings with course faculty, parents and students as and when required and discuss the academic progress of students. The Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students. Advisory meetings shall preferably be convened: Immediately after the commencement of the semester. Immediately after announcing the marks of first internal evaluation test.				

	The internal marks and eligibility of attendance shall be uploaded in the University portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks shall be looked into in the combined meetings of advisor, course faculty and the students concerned. The Principal/Director/Head of the Department shall ensure to take steps redress the concerns raised by the students regarding internal assessment and attendance. The FA shall be the custodian of the minutes and action taken reports of the advisory meetings.
R4.5	The FA shall get the minutes and action taken reports of advisory meetings approved by the Head of the Department and the Director. It shall be the duty of the Head of the Department and the Principal/Director to produce it before the University as and when required.
R4.6	The FA shall keep a hard copy of the consolidated statement of attendance and internal marks of their students. It shall be kept with the Head of the Department/Director without fail for all sorts of inspections.
R4.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Faculty Advisor.
R4.8	The Principal shall inform/forward all regulations, guidelines, communications, announcements issued by the University regarding student academic and other matters to the Head of the Department/Director for information and timely action.
R4.9	It shall be the official responsibility of the Principal to arrange necessary orientation programmes to the Director/Head of the Department and Faculty regarding student counseling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.
5.0 Course Registration and Enrolment	
R5.1	It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission.
R5.2	The dates for registration and enrolment for the semesters two to four will be given

	in the academic calendar. Any late enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late enrolment fee.
R5.3	A student will become eligible for enrolment only if he/she has registered for the previous semester. In addition he/she has to clear all dues to the Institute up to the end of the previous semester and also he/she and should not have any pending disciplinary proceedings.
R5.4	In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. A student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.
6. Evaluation Process	
R6.1	At the end of the semester, examination will be conducted for all courses offered in that semester and will be of three hours duration unless otherwise specified. The major eligibility criteria for the semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the semester examination is 75% in each course.
R6.2	The End Semester Examinations (ESE) shall be held twice in a year – May/June (for even semesters) and November/December (for odd semesters). However, the End Semester Examinations of the third & fourth Semesters shall be conducted in both the sessions.
R6.3	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) for theory courses is 1:1.5.
R6.4	Continuous Internal Evaluation (CIE): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, seminar, periodic tests (minimum two in a semester) and assignments (minimum two). The course instructor (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual courses shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

	Course	**Class Participation and Attendance**	**Tests**	**Seminar and Discussion**	**Assignment/ Class work**
	Theory	10%	40%	25%	25%
	Duty leave shall be accounted for awarding the internal marks for attendance. A systematic record for the award of internal assessment marks shall be maintained in the department signed by the faculty member concerned and countersigned by the Head of the Department /Director. The CIE marks obtained by the student for all courses in a semester are to be published at least 3 days before the commencement of the University examinations. Anomalies if any shall be scrutinized by the Institution. The final Continuous Assessment marks endorsed by the respective students, teachers, Faculty Advisor of the batch, Head of the Department, Director and Principal shall be kept in the department for scrutiny and reference.				
R6.5	Students, who have completed a course but could not write the end semester examination, shall be awarded "ab' Grade, provided they meet other eligibility criteria (R6.6). They shall register (exam registration) and appear for the end semester examination at next opportunity and earn the credits without having to register (course registration) for the course again.				
R6.6	The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.				
R6.7	The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the fourth semester, FE grade students can register for the courses in the next immediate chance, if offered by their institute.				
R6.8	A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.				
R6.9	Candidates for MBA (Full-time) & MBA (Part time) programmes shall be eligible				

	to undergo the course of study in the next semester and take the examinations of that semester, irrespective of the results of the examination of the previous semester provided they have completed all the formalities of attendance, payment of all fee due to the University & Institution and registration for examination in the earlier semester.
R6.10	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.
R6.11	Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40% or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below 50 %.
R6.12	Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.
R6.13	Continuous Internal Evaluation mark percentage shall not exceed 30% over the End Semester Examination mark %. CIE marks awarded to a student shall be normalized accordingly. For example if the end semester mark % is 40, then the maximum eligible CIE mark % is 40+30 = 70 %.)
R6.14	A candidate shall be required to complete the programme within a period of four years after joining the programme.
R6.15	The maximum number of credits a student can register (course registration) for, in a semester is limited to 08 credits in excess of the total mandatory credits allotted in the curriculum for that semester.
R6.16	A student will be eligible for the award of MBA Degree of the University on satisfying the following conditions: i. Fulfilled all the curriculum requirements within the stipulated duration of the course. ii. Earned the required minimum credits as specified in the curriculum

<table>
<tr><td></td><td colspan="3">iii. No pending disciplinary action.</td></tr>
<tr><td>R6.17</td><td colspan="3">Grading is based on the % marks obtained by the student in a course. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).</td></tr>
<tr><td rowspan="16">R6.18</td><td colspan="3">Grade and Grade Points</td></tr>
<tr><td>Grades</td><td>Grade Point (GP)</td><td>% of Total Marks obtained in the course</td></tr>
<tr><td>S</td><td>10</td><td>90% and above</td></tr>
<tr><td>A+</td><td>9.0</td><td>85% and above but less than 90%</td></tr>
<tr><td>A</td><td>8.5</td><td>80% and above but less than 85%</td></tr>
<tr><td>B+</td><td>8.0</td><td>75% and above but less than 80%</td></tr>
<tr><td>B</td><td>7.5</td><td>70% and above but less than 75%</td></tr>
<tr><td>C +</td><td>7.0</td><td>65% and above but less than 70%</td></tr>
<tr><td>C</td><td>6.5</td><td>60% and above but less than 65%</td></tr>
<tr><td>D</td><td>6.0</td><td>55% and above but less than 60%</td></tr>
<tr><td>P (Pass)</td><td>5.5</td><td>50% and above but less than 55%</td></tr>
<tr><td>F (Fail)</td><td>0</td><td>Below 50% (CIE + ESE) or Below 40% for ESE</td></tr>
<tr><td>FE</td><td>0</td><td>Failed due to lack of eligibility criteria (R6.6)</td></tr>
<tr><td>ab</td><td>0</td><td>Could not appear for the end semester examination but fulfills the eligibility criteria.</td></tr>
<tr><td rowspan="2">Classification of MBA Degree.</td><td>First Class with Distinction</td><td>CGPA 8.0 and above</td></tr>
<tr><td>First Class</td><td>CGPA 6.5 and above</td></tr>
<tr><td colspan="3">Equivalent percentage mark shall be = 10 * CGPA – 2.5</td></tr>
</table>

R6.19	There shall be double valuation of theory papers for which end semester examinations are conducted by the University. The theory answer script shall be valued independently by the two examiners appointed by the University. If the difference between the marks awarded by the two Examiners is not more than 15% of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15% of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging. There is no provision for revaluation of the semester answer scripts or for improving the grade.
R6.20	Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal. The fee for review will be Rs 5,000 per answer script of which Rs 3,000 will be refunded in case of a grade change after the review. The paid amount of Rs 5,000 will be forfeited in case of no grade change after the review. The review will be carried out by a competent/mapped faculty with a minimum of three years' experience. The result of the review will be final and no appeal will be entertained thereafter.
R6.21	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the consolidated grade sheet for the MBA program including CGPA.
R6.22	Calculation of SGPA/CGPA: Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. SGPA = $\Sigma(Ci \times GPi)/\Sigma Ci$, where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation.

	CGPA = Σ(Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points. Equivalent percentage mark shall be = 10 * CGPA – 2.5
R6.23	Academic Discipline and Malpractices in Examinations: Any act of violation of University directions, indiscipline, misbehaviour, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the Principal and the college management to see that the examinations are conducted strictly as per the directions of the University and as specified in the examination manual. Malpractices in examinations observed or reported by an official employed by the University, faculty member, invigilator or anybody shall be immediately reported to the Principal. The Principal shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case. The Principal shall then forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidences within two working days. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.
7. Academic Auditing of Affiliated Institutions	
R7.1	There shall be academic auditing in each affiliated college at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor(s) appointed by the University. The Internal Quality Assurance Cell (IQAC) in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in the formats prescribed by the University for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the University in the prescribed format.

	Academic auditing shall cover:- Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipments, practical assignments, mini projects and conduct of practical classes and their evaluation. Co-curricular and Extra-curricular activities available for students. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking. The audit shall also cover the quality criteria prescribed by NBA/NAAC.
8.Attendance	
R8.1	Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination. On medical ground the college Principal can relax the minimum attendance requirement to 65%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ University officials. This provision is applicable only to any one semester during the entire program period. In case of prolonged illness, break of study is permitted as per R9.1.
R8.2	The Principals are authorized to grant attendance relaxation (duty leave) to the students in national level competitions/championships/ tournaments representing University, when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extracurricular activities within ten days of the event, as the case may be. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the Head of the Department/Director. Under any circumstances, the Principal shall not consider the

	certificate if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.
R8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 5%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extra/ co-curricular activities within ten days of the event, as the case may be. The documents thus produced shall be forwarded to the Principal with the due recommendation of the Head of the Department/Director. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered on any account.
9. Break of Study	
R9.1	Break of study is permitted up to maximum of two semesters. But the student could extend the programme up to eight semesters, the maximum permitted by the regulation. A student is permitted to avail break of study: i) In case of accident or serious illness needing prolonged hospitalization and rest. ii) In case of any personal reasons that need a break in study. iii) For internship leading to employment. For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him. Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same. Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval. Only campus placed students with an annual

	compensation of more than Rs.5 lakhs are eligible to avail this facility. In the semester system followed by the University, break of study can be availed only for an academic year. The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student with all relevant documents to the University portal for the approval with his/her recommendations. Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.
10. Migration From Other Universities	
R10.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable to the students in any of the Engineering colleges/ institutions, which, before the commencement of APJAKTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala.
R10.2	The student shall be permitted to migrate only if he/she fulfills the University eligibility criteria for admission to the course applied for migration.
R10.3	The migration shall be permitted only up to the third semester of the MBA program.
R10.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the Board of Studies.
R10.5	The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to, maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
R10.6	The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
R10.7	The students offered admission shall have to take transitory courses/ additional courses of the previous semesters to satisfy the program requirement as recommended by the board of studies.
R10.8	The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee)

	shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The migration fee is charged for the meeting expenses of the Board of studies to decide on the student suitability for migration and to recommend the transitory courses/ additional courses to be done by the student to fulfill the academic requirement of the University. The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges/institutions, which, before the commencement of APJAKTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
R10.9	The migrated students shall follow the rules and regulations of the University.
R10.10	The students offered admission shall produce a migration certificate from the parent University at the time of admission.
R10.11	The student offered admission shall produce a character/conduct certificate from the parent institute/University at the time of admission.
R10.12	Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the University along with the application seeking migration to the University.
R10.13	Attested copies of all certificates and mark lists from 10th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when required by the University).
R10.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the Board of Studies.
R10.15	Assessment of the transitory courses/ additional courses to be done by the student as per the academic requirement of the University shall be as recommended by the Board of Studies.
11. Grace Marks for Sports /Arts Competitions	
R11.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R11.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when

	called upon to do so. The student shall get official prior permission from the University for representing the University.
R11.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
R11.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R11.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.
R11.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R11.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R11.8	Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R11.09	Grace Marks shall not be re – distributed from one semester to another semester.
R11.10	If the candidate does not secure the minimum marks required for a pass even after effecting re- distribution, eligible moderation fixed by the respective pass board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
R11.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R11.12	The performing semester shall be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester).
R11.13	Grace Marks shall be awarded on the basis of performance in the respective

	semester.
R11.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
R11.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
12.Grace Marks For Persons With Disability (PWD)	
R12.1	To be eligible for the grace marks, the certificate of disability specifying the percentage of disability certified by the District Medical Board shall be produced before the Principal at the time of admission. Profoundly deaf candidates with disability 40% or above or hearing impaired candidates with disability 70% or above are eligible for the award of Grace Mark. In case of any other disability of more than 60% duly certified by the District Medical Boards, students will be eligible for grace marks.
R12.2	The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R12.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be discarded.
R12.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R12.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Viva Voce/ Seminar for which the University does not normally conduct End Semester Examinations. However the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
R12.6	The request for Grace Marks shall be submitted to the Controller of Examinations

	through the Principal along with all relevant documents, within the time limit prescribed by the University.
R12.7	The request for Grace Marks received after the time limit shall not be entertained on any account.
13. Transitory Provision	
R13.1	Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied with any modifications as may be necessary.

07.8 B.Arch. 2016 Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET CAMPUS, THIRUVANANTHAPURAM,

KERALA - 695016

REGULATIONS

For

Bachelor of Architecture (B. Arch)

In exercise of the Powers conferred under Clause 44 of the Regulations, the Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016-2017 onwards. This Regulation shall come into effect from the date of its publication in the Gazette.

I N D E X

01 Admission to Bachelor of Architecture (B. Arch)

02 Examination

03 Eligibility for Award of Degree

04 Fee charged by the University

05 Discipline of the student – Action against breach of discipline

06 Breach of guidelines and unfair practices in Examinations

07 Miscellaneous Provisions:

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- **b.** Academic Calendar
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- **d.** Curriculum, List of Courses and Syllabi
- **e.** Faculty Advisor/Counsellor
- **f.** Course Registration and Enrolment
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- **l.** Class Committees
- **m.** Eligibility for writing the end semester examination and for grading
- **n.** Award of Grades
- **o.** Grades and Grade Points
- **p.** Academic Auditing
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- **r.** Revaluation and Grade Improvement
- **s.** Grade Cards
- **t.** B. Arch Degree
- **u.** Academic Discipline and Malpractices in Examinations
- **v.** Student Welfare Committee
- **w.** Grievances and Appeals Committee

08 Amendment to Regulations/Rules

1. Admission to Bachelor of Architecture (B.Arch.)

Admission to the B.Arch. programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala, the Government of India, the All India Council for Technical Education (AICTE) and the Council of Architecture (CoA).

Subject to Clause 1(a), admission to the B.Arch. Degree course shall require to have passed the Higher Secondary Examination, Kerala or 12th standard V.H.S.E, C.B.S.E, C.I.S.C.E. or any other examination accepted by the University as equivalent there to, with Mathematics as a subject and obtaining not less than 50 percent marks in aggregate or a Diploma in Engineering awarded by the Board of Technical Education, Kerala or an examination recognised as equivalent thereto after undergoing an institutional course of at least three years securing a minimum of 50% marks in the final diploma examination or International Baccalaureate Diploma, after ten years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

All Admissions to Architecture degree course shall be subject to passing of an Aptitude Test in Architecture conducted by the competent authority and approved by the Council of Architecture (CoA). No lateral admission shall be permitted as per the minimum standards of Architectural Education Regulations 1983 or of Council of Architecture and AICTE notification, July 1992

The number of students admitted shall be based on the sanctioned intake by the Council of Architecture, the All India Council for Technical Education and the APJ Abdul Kalam Technological University.

Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

The B. Arch programme is a choice based credit programme. The duration of the regular B. Arch. Programme will normally be of five academic years spanning 10 semesters including internship as per the curriculum.

2. Examination

a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of end semester examination results, for students who are eligible and have registered for them.

Jury Examinations for Architectural Design will be conducted at the end of 2nd, 4th, 6th and 8th semesters by a jury appointed by the University. The final viva voce of the 10th semester Architectural thesis will also be conducted by a jury appointed by the University.

b. Students who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.
c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.
d. Students who could not write the end semester examination due to health reasons or other exigencies but otherwise eligible can register for the supplementary examination, with the approval of the Principal. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

3. Eligibility for Award of Degree

Award of B. Arch degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors in accordance with the academic regulations of the University.

4. Award of B. Arch. Degree

A student will be eligible for the award of B. Arch. Degree of the University on satisfying the following requirements.

- Earned credits for all the Core courses, Practical Training and Architectural Thesis.
- Earned the required minimum credits as specified in the curriculum for the study.
- No pending disciplinary action.

5. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

6. Discipline of the student – Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redressal and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined in 7-u, 7-v, and 7-w.

7. Breach of guidelines and unfair practices in Examinations

These are viewed seriously and appropriate actions are to be taken by the colleges as detailed in 7-u

8. Miscellaneous Provisions:

a) Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

b) Academic Calendar.

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Summer course schedule and result declaration have also to be indicated in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

c) B Arch Programme Structure

Bachelor of Architecture Program (B.Arch) - 10 semesters

i. B. Arch programme is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of the programme completion.
ii. The normal duration for B.Arch programme will be 10 semesters. Max. duration that can be allowed to a student to complete the course is 14 semesters.
iii. The B. Arch programme shall cover the group of courses as given in the curriculum.

iv. Each semester other than practical training shall ordinarily comprise of not less than 16 working weeks.

v. A student who could not complete the programme and pass the whole programme within 14 semesters will not be allowed to continue and she/ he has to quit the programme.

vi. Each semester shall have 80 instructional days, ie. 16 weeks of instruction, followed by end semester examinations.

vii. The curriculum of B. Arch programme is designed to have a minimum of 225 academic credits and 2 additional pass/fail credits, for the award of degree.

viii. The University shall follow Credit System and Credits are apportioned among the following knowledge segments

B. Arch Programme – Knowledge Segments

Knowledge Segments	**Credits as per the proposed scheme**
Architectural Studies - AS	136
Building Construction - BC	17
Engineering Studies - ES	31
Humanities - EH	12
Practical Training- PT	9
Professional Practice - PP	3
Mathematics - MA	2
Stream Electives - SE	11
Practical Skills - PS	4
Total Academic Credits	225
Student Activities	2 (Audit – Pass/Fail)
Total credits for B.Arch. Degree	**227**

Credits are assigned to courses based on the following general pattern.

- One credit each for lecture/ tutorial hour per week for one semester
- One credit each for one and a half hours of drawing per week for one semester
- One credit each for design studio of one hour per week for one semester

- One credit each for workshop of two hours or three hours per week for one semester. No semester shall offer more than four lecture based courses and four studio/workshop courses, carrying a maximum credit of 26

ix. University may allow students to transfer credits from other universities as per the guidelines given by the Academic Committee and approved by the Board of Governors.

x. Student Activities Points:

To be an Architect capable of competing globally, in addition to Architectural knowledge and skills, students should develop excellent soft skills, nurture team work and leadership qualities and have an entrepreneurial and trail blazing outlook. To achieve this, in addition to academics, students have to actively engage in co-curricular and extra-curricular activities. For such activities, points are allotted. On getting a minimum of 100 activity points the student passes the course and earns 2 credits which do not count for the CGPA but mandatory for the award of the degree. The University will list out these activity points. Additional activities could be included in the list with the approval of the Academic Committee.

d) Curriculum, List of Courses and Syllabi

i. Study in the B.Arch. programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

ii. Courses are categorised as Mathematics (MA) Architectural Studies (AS), Building Construction (BC) Engineering Studies (ES), Humanities(EH), Practical Training (PT), Professional Practice (PP) Stream Electives (SE) and Practical Skills (PS)

iii. Each course has a course number.

e) Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:-

i. To guide and help students on academics

ii. To monitor their progress in academics and advise them

iii. To counsel them and hand-hold them in any difficulty

f) Course Registration and Enrolment

i. It is mandatory for students to register for the courses they want to attend in a semester. Newly admitted students have to register for all courses offered in the first semester. They do not have to enrol for the semester. All other students are required to register at the end of the semester for the courses they want to take in the coming semester. Later they have to enrol for

these courses in the new semester based on the previous semester results. This allows them to make minor changes in the list of courses already registered. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced by the colleges in their academic calendar. Any late registration or enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late registration/enrolment fee.

ii. A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the semester.

iii. The maximum number of credits a student can register in a semester is limited to 26.

g) Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

h) Core courses, Prerequisites and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Arch degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

i) End Semester and Supplementary Examinations

1. Summer Courses & Contact Courses

i. Students who could not earn the required minimum credits at the end of the second, fourth and sixth semester have two options to continue with the studies. They may register again for the courses, when they are offered in the next academic year. However, there is also a provision to offer summer courses for these students who may register and attend the course and write the final examination.

ii. Students should have 75% attendance in the summer course to write the examination.

iii. For the final grading their internal evaluation marks obtained in the regular semester in which they had undergone the course shall be applicable. Summer courses are to be conducted for a minimum of 20 contact hours for each course. Summer courses are to be offered only at the

end of the second and fourth semesters for the courses covered till that semester. They will be conducted either by all colleges or only by some, depending on the number of students registering for them. Details of summer courses planned will be announced by the colleges after the declaration of the even semester results. Final examination for summer courses will be conducted by the University. Based on the availability of faculty and the number of students opting for courses, it will be the prerogative of the colleges to decide on the summer courses to be offered.

iv. The summer courses shall be considered as independent course and students have to register for this course. This provision of summer courses may be extended to students who have got FE grade due to (i) shortage of attendance (ie. having attendance less than 75%) and (ii) shortage of internal evaluation marks (ie. having IA marks less than 45%) with the following conditions.

a) The students shall have minimum 50% attendance in the specified course of the regular semester. They have to register for the summer course and obtain 75% attendance.

b) The students shall have a minimum 35% IA marks in the regular semester. During the summer course the student will get a chance to improve the IA marks by writing one IA make up test during the summer course. This will replace the lower of the two marks got in the regular semester. However the IA marks shall be limited to 50%.

v. Options for the Fifth and higher semesters

For higher semesters, i.e., fifth semester onwards, summer courses are not offered. Failed students who have less than 45% marks in internal assessments have to register again for the course in the regular semester in which it is offered and complete the course as per the regulations and appear for the end semester examination. Failed students having 45% marks or more in internal assessments have the option to register again for the course as mentioned above or register only for the end semester examination without attending the course again. A separate registration format will be available for this. This option is available in all semesters.

v. If a student has to earn credits only just for one course to qualify for the degree after completing ten semesters of study, the college concerned may offer a contact course on a written request by the student. The contact course is considered as fresh registration and is to be offered by the teacher concerned who shall conduct the internal evaluation procedures and allot the marks as per the regulations. Minimum contact hours for the course shall be 20. The final examination will be conducted by the college and shall be monitored by the external academic auditor. Question paper for the examination will be given by the Controller of Examination. No grade above C shall be given for a contact course**.**

j) Academic Assessment/Evaluation

1. **Academic Evaluation of Courses**

The University follows a continuous academic evaluation procedure for B.Arch Academic evaluation procedure and corresponding weights are as follows:-

Group I Architectural Design/ Basic Design

- Continuous Assessment - 60%(Internal)
- Jury Examination* - 40%

* Jury will be conducted by the Institution for odd semester and conducted by the university for the even semester

Scheme of evaluation is as follows.

- Two internal tests each having 10% (By the Institute)
- Design Assignments having 40% marks. (By the Institute)
- Jury having 40%.

Jury panel consists of one internal faculty member and an external expert registered with CoA having minimum 5 years of experience.

Group II All Courses other than Architectural Design, Basic Design, Group III and Group IV)

- Continuous Assessment-50%(Internal)
- Examination - 50% (Conducted by the Institute)

Scheme of evaluation is as follows.

- Two internal tests each having 10% (Internally by the Institute)
- Tutorials/Assignments having 30% marks. (Internally by the Institute)
- Examination - 50% (Conducted by the Institute)

Group III (Theory based subjects)

Scheme of evaluation is as follows.

- Two internal tests each having 15% (Internally by the Institute)
- Tutorials/Assignments having 10% marks. (Internally by the Institute)
- Semester examination having 60%. (Conducted by the University)

Group IV (Workshops/ Practical Training/Documentation Camp.)

Scheme of evaluation is as follows.

- Marks for report : 30%(internal)
- Presentation/ demonstration : 40% (Internal)
- Viva : 30% (Internal)

All the above evaluations are mandatory requirements to earn credits.

Students who have missed either the first or the second test on genuine grounds can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re-test which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans.

The Continuous assessment will be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments/class projects (minimum of two). The faculty member concerned will do the continuous assessment for each semester. The C.A. marks for the Individual subjects shall be computed by giving weight to the above mentioned parameters.

Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 40 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the studio /practical training courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/assessments.

2. **Dissertation**

Each student has to take up a dissertation project on the topic approved by the Institution. The institution will allot a guide to each student to supervise the dissertation work. The Evaluation of the project is to be done in stages. There will be two progress evaluations each carrying 20 marks, and a final evaluation (presentation and report) of the project for 60 marks at the end of the 9th semester. The project supervisor and two other faculty members of the same institute form the members of the two progress evaluations.

Scheme of Evaluation is as follows

- Two progress assessment 20% each (internal)
- Final evaluation 60 % (conducted by Institute)

The dissertation assessment board for final evaluation shall consist of the following members. Chairman: A senior faculty member appointed by the institute

Members: Dissertation Coordinator/Internal faculty member, an external member either from academic/research institute or practicing COA registered architect with minimum five years experience shall be appointed by the institute.

If the dissertation is not completed satisfactorily, the student has to work further and again appear for final assessment on a specified date, not earlier than one month after the first evaluation.

3. Practical Training

As per the B. Arch curriculum students shall undergo practical training for one semester i.e., in the Seventh semester of the B Arch programme. The training shall be under a registered architect having a minimum of five years experience and approved by the institution. The duration of practical training shall be a minimum of 100 working days. Only those who have completed the practical training successfully will be permitted to register for the 8th semester of the B. Arch degree course. Those students who fail to obtain 45% have to repeat the practical training.

Candidates shall select a registered architect with minimum five years experience and good reputation in the field of Architectural practice for practical training and the same should be approved by the institution well in advance before the commencement of the 6th semester examination.

4. Final Semester Architectural Thesis

``The students of B.Arch. degree course are required to prepare architectural design thesis during the last semester of the programme under the guidance of faculty appointed by the Department.

The student has to obtain prior permission on the subject of thesis from the department and the guide.

The nature of design thesis shall be either a live project or a proposal and the student has to work out all aspects including it's programming in consultation with the guide allotted.

Evaluation of the thesis is done in four stages.

- Continuous assessment by supervising guide.
- Four progress evaluations by internal evaluation team appointed by the institute.
- Mock review
- Final evaluation by a committee appointed by the University.

Scheme of Thesis evaluation are as follows:

- Continuous evaluation by supervising guide- 25%
- Internal evaluation by team of three examiners- 25%
- Final Evaluation by team of two examiners - 50%

Constitution of internal evaluation committee

The thesis guide and two faculty members either from the department or practicing architect or academician with COA registration and with minimum of five years of experience shall form the internal progress evaluation team appointed by Institution.

Constitution of evaluation committee appointed for final evaluation

- One senior faculty member from the institute
- One senior faculty member from other institutes/practicing architect registered with CoA, with a minimum of ten years of professional experience

Those students who have acquired a minimum pass in the internal assessment, but failed in the external evaluation will be given an opportunity to resubmit the thesis in the supplementary chance. Otherwise the student will have to register for the same in the next thesis semester.

k) Eligibility to Continue

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student may be allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Summer courses are offered to those who do not satisfy this norm after the 2nd and 4th semesters. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the Regulations and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor advice and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses.

Eligibility Criteria for Registering for Higher Semester Courses

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for the courses in higher semesters

First	25	25	Not insisted
Second	24	49	39
Third	25	74	NI
Fourth	25	99	80
Fifth	25	124	NI
Sixth	24	148	120
Seventh	8	156	NI
Eighth	27	183	156
Ninth	27	210	NI
Tenth	15	225	
Total Credits - 225			

l) Class Committee

This committee is constituted by the respective Heads of Departments for every semester.

The Chairman of the class committee shall be a senior faculty member who does not offer any course during that semester.

Members:-

- All faculty members teaching courses in that semester.
- Two student representatives nominated by the Head of the Department.

The class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. The committee should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalise the internal assessment marks and approve them.

m) Eligibility for writing the end semester examination and for grading

Students with 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks shall be awarded FE grade and have to register for the course again.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise she/he will be considered to have failed in the course and an F grade will be awarded.

Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %.

(For example if the end semester mark % is 45, then the maximum internal mark % is to be 45+25 = 70 %.)

In case the student writes the supplementary examination, the mark got in that will be taken into consideration for regulating the internal marks.

Those who have more than 45% marks in the end semester examination are awarded the grade based on both internal assessment and end semester examination marks. A student earns credits for a course if the grade is P or above.

n) Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 7n. The grade card will only give the grades against the courses the student has registered.

Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

o) Grades and Grade Points

Grades and Grade Points is to be followed by the University

Grades	**Grade Point (GP)**	**% of Total Marks obtained in the course**	
O	(Outstanding)	10	90% and above
A+	(Excellent)	9	85% and above but less than 90%
A	(Very Good)	8.5	80% and above but less than 85%
B+	(Good)	8	70% and above but less than 80%
B	(Above Average)	7	60% and above but less than 70%
C	(Average)	6	50% and above but less than 60%
P	(Pass)	5	45% and above but less than 50%
F	(Fail)	0	Less than 45%

FE		0	Failed due to eligibility criteria [7-m]
I			Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

p) Academic Auditing

i. The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for his independent auditing and for submitting the final report to the University**.**

Academic auditing shall cover:-

ii. Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, assignments, and conduct of classes and their evaluation.

iii. Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.

iv. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

q) Break of Study

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the college Principal. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the B. Arch. programme will still be fourteen semesters.

r) Revaluation and Grade Improvement

There is no provision for revaluation of the end semester answer books as the answer scripts are valued by two examiners or for improving the grade.

However, the student is permitted to check the answer books of the end semester examination after the results are declared. Any discrepancy in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the Controller of Examination shall be final on this.

s) Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses on the website, in every semester. On earning the required credits for the degree, a consolidated grade sheet for the B. Arch programme will be given by the University.

t) B. Arch Degree

B.Arch. degree will not have any classifications like distinction or first class.

u) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

v) Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the Principal.

w) Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

8. Amendment to Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Rules/regulations from time to time.

RULES:

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number. The two letter code refers to the Knowledge segment. Course number is a three digit number and the first digit refers to the academic year in which the course is normally offered. The last digit identifies whether the course is offered normally in the odd (odd number), even (even number) or in both the semesters (zero). The middle digit could be any digit.

MA101 : Mathematics offered in the first Semester

EH102 : Humanities offered in the second Semester

AS304: Architectural Design offered in the sixth semester

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

i. In case of accident or serious illness needing prolonged hospitalization and rest.
ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
iii. In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, Archnical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a Archnocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4 Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-5 Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Addendum:-

1. **Calculation of SGPA/CGPA**

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

SGPA = $\Sigma (C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = $\Sigma (C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the B. Arch programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

2. **Student Activity Points**

The University will list out the activity points.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET CAMPUS, THIRUVANANTHAPURAM, KERALA - 695016

ORDINANCE

For

Bachelor of Architecture (B. Arch)

Object:

Though a Regulation is framed for B.Arch programme since the provisions of Section 44 &45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance without any conflict with the provisions of the Regulation.

In exercise of the Powers conferred under Sections 44 and 45 of the Act 17 of 2015, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Bachelor of Architecture (B.Arch.)

I N D E X

Clause-01 **Admission policy and procedure**

Clause-02 **Examination**

Clause-03 **Eligibility for Award of Degree**

Clause-04 **Fee structure**

Clause-05 **Discipline of the student – Action against breach of discipline**

Clause-06 **Language of Instruction and Evaluation**

Clause-07 **Amendment to Ordinance/ Regulations/Rules**

Clause 1. Admission policy and procedure:

a. For Admission to the B.Arch. Degree course, the candidate should require to have passed the Higher Secondary Examination, Kerala or 12th standard V.H.S.E, C.B.S.E, C.I.S.C.E.or any other examination accepted by the University as equivalent there to, with Mathematics as a subject and obtaining not less than 50 % marks in aggregate or a Diploma in Engineering awarded by the Board of Technical Education, Kerala or an examination recognised as equivalent thereto after undergoing an institutional course of at least three years securing a minimum of 50% marks in the final diploma examination or International Baccalaureate Diploma, after ten years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

b. Admissions to Architecture degree course shall be subject to passing of an Aptitude Test in Architecture conducted by the competent authority (NATA) and approved by the Council of Architecture (COA). No lateral admission shall be permitted as per the minimum standards of Architectural Education Regulations 1983 or of Council of Architecture and AICTE notification, July 1992.

c. The number of students admitted is based on the sanctioned intake by the Council of Architecture, All India Council for Technical Education and the APJ Abdul Kala Technological University. If there is any Conflict with Counsel of Architecture and AICTE, the decision of AICTE will be final.

d. The B. Arch programme is a choice based credit programme. The duration of the regular B. Arch. programme will normally be of five academic years spanning 10 semesters including internship as per the curriculum.

Clause 02. Examination

a. At the end of each semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for the same.

b. Jury Examinations for Architectural Design will be conducted at the end of 2nd, 4th, 6th and 8th semesters by a jury appointed by the University. The final viva voce of the 10thsemester Architectural thesis will also be conducted by a jury appointed by the University.

c. Students who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies are allowed to write the supplementary

examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

d. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.
e. Students who could not write the end semester examination due to health reasons or other exigencies but otherwise eligible can register for the supplementary examination, with the approval of the Principal. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

Clause 03. Eligibility for Award of Degree

Award of B. Arch degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors in accordance with the academic regulations of the University.

Award of B. Arch. Degree

A student will be eligible for the award of B. Arch. Degree of the University on satisfying the following requirements.

a. Earned credits for all the Core courses, Practical Training and Architectural Thesis.
b. Earned the required minimum credits as specified in the curriculum for the study.
c. No pending disciplinary action.

Clause 04. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance through appropriate Circulars.

Clause 05. Discipline of the student – Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redressal and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

1. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

2. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

3. Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

Clause 06. Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

Clause 07. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Bachelor of Architecture (B. Arch) 2016

AMENDMENT ORDINANCE No.2

1. Conversion of GPA to percentage.

PROCEEDINGS NO. KTU/AR(ACADEMIC-1)/1509/2016 Dated,17.05.2017

KTU follows grading system for awarding grades and grade points to students as followed in most of the Universities. It follows 10 point grade scale. SGPA and CGPA are calculated as the weighted average of grade point multiplied by the credits for the courses.

A general formula for conversion of SGPA/CGPA into percentage of marks cannot be defined. However, several students request for percentage of marks, as in many cases they have to provide % of marks. The Academic committee has approved an approximate formula for conversion of SGPA/CGPA to % marks as follows.

The Percentage Marks (% Marks) = 10xG - 3.75

Where G is SGPA or CGPA

2. B. Arch Regulations-Clause 2(a)-amended

U.O.No. 759/2019/KTU Dated: 12.12.2019

Clause 2(a) , regarding end semester examinations , as per original B.Arch regulations was as follows:

"At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. **Supplementary examinations shall be conducted after the declaration of end semester examination results, for students who are eligible and have registered for them**. Jury examinations for Architectural design will be conducted at the end of 2nd, 4th, 6th, and 8th semesters by a jury appointed by the University. The final viva voce of the 10th semester Architectural thesis will also be conducted by a jury appointed by the University".

As per B. Arch ordinance, cited as reference 2, the highlighted part of the clause 2(a) was **modified as : "**Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for the same**".**

Now, the 6th meeting of the Academic Council amended the above portion as: "**Supplementary examinations will be conducted along with respective end semester regular examinations**".

With this modification, clause 2(a) of the B. Arch Regulation will be read as follows: "At the end of each semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. **Supplementary examinations will be conducted along with respective end semester regular examinations.** Jury examinations for Architectural design will be conducted at the end of 2nd, 4th, 6th, and 8th semesters by a jury appointed by the University. The final viva voce of the 10th semester Architectural thesis will also be conducted by a jury appointed by the University"

07.9 M. Arch / M. Plan 2016 Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala -695 016

REGULATIONS

For

Master of Planning / Master of Architecture

(M. Planning/M. Arch)

In exercise of the Powers conferred under Section 46 of Act 17 of 2015, the Academic Committee of the University hereby promulgate the Ordinance for the University for the Academic Year 2016-2017. The Academic ordinance will come into effect from the date of publication in the Gazette.

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O-1 Admission to the M. Planning /M. Arch Programme

Candidates who have been awarded or qualified for the award of the appropriate Bachelor's degree in Architecture/Engineering/ planning as per the following table, from an Institution approved by All India Council for Technical Education (AICTE) or Council of Architecture (COA) are eligible for admission to the M. Planning/ M. Arch. Programme. Eligibility of candidates will be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE) and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

Specialization	**Eligibility**
M. Planning	Degree in Architecture/ Civil Engineering/ Planning
M. Arch.	Degree in Architecture

O-1.1 Candidates qualified in Graduate Aptitude Test in Engineering (GATE) and admitted to the M. Planning/ M. Arch programme are eligible to receive Half Time Teaching Assistantship (HTTA) as per the rules of the All India Council for Technical Education (AICTE)/Ministry of Human Resource Development (MHRD).

O-1.2 Sponsored candidates from Industries, R&D organizations, National Laboratories, State/ Central Town Planning organizations as well as Educational Institutions, with a bachelor's degree in Architecture/ Civil Engineering/ Planning as per eligibility criteria are eligible for admission to the M. Planning / M. Arch. programme.

O-1.3 Foreign nationals whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible for admission to the M. Planning/ M. Arch programme.

O-1.4 Announcements for M. Planning/ M. Arch Programmes will be made by the DTE, Government of Kerala.

O-1.5 Selection of candidates for the M. Planning/ M. Arch programme will be done centrally or monitored by the Directorate of Technical Education as per the guidelines given on this by the Government of Kerala

O-1.6 The number of candidates to be admitted to each M. Planning/ M. Arch stream will be as per the approval of the University which shall be based on decision on this given by the All India Council for Technical Education/ Council of Architecture.

O-1.7 Admission will be complete only on meeting all the other requirements mentioned in the letter of admission and on payment of the fees.

O-1.8 Candidates who have the Associate Membership of Professional Bodies that are approved by the University and have qualified in GATE shall also be eligible for M. Planning / M. Arch programme.

O-1.9 The reservation policy of the Government of Kerala and the Government of India shall be followed in admission to the M. Planning/ M. Arch programme.

O-1.10 All admissions will be governed by the procedure laid down for this by the Director of Technical Education, Kerala and the Government of Kerala.

O-1.11 Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

O-2 Duration of the Programme

The normal duration of the M. Planning/ M. Arch programme, including the Thesis, shall be four semesters.

O-3 M. Planning/ M. Arch Programme Structure

i. The M. Planning/ M. Arch programme in all streams of specialization will be structured on a credit based system following the semester pattern with continuous evaluation.
ii. The University permits regular as well as external registration (part time) for those in employment.
ii. The duration for the M. Planning/ M. Arch. programme in all streams of specialization will normally be 4 semesters. The maximum duration is 6 semesters.
v. The University permits a regular student to change over to external registration during the programme, under specific circumstances like initiating a start up venture or to take up a job.
vi. Each semester shall have a minimum of 75 instruction days followed by the end semester examination.

vii. A common course structure for the M. Planning/ M. Arch programmes in all streams of specialization is to be followed and consists of the following.

- Studio Courses
- Core Courses
- Elective Courses
- Internship
- Dissertation
- Project

viii. Every stream of specialization in the M. Planning/ M. Arch. programme will have a curriculum and syllabi for the courses. The curriculum should be so drawn up that the minimum number of credits for successful completion of the M. Arch/ M.Planning programme in any stream of specialization is not less than 68 and not more than 74.

ix. Credits are assigned as follows, for one semester

- 1 credit for each studio of 2 or 3 hours per week
- 1 credit for each lecture hour per week
- 1 credit for each tutorial hour per week
- 2 credits for internship
- 3 credits for Dissertation in the 3rd Semester
- 12 credits for Project in the 4th Semester

x. A pass is mandatory in all core courses. In case of failure in an elective course, there is the provision to choose another elective listed in the curriculum.

xi. The maximum number of lecture based courses in any semester shall not exceed 5. The maximum credits in a semester shall be 21.

xii. Extension of Programme duration

The normal duration of the programme shall be four semesters. In case of prolonged illness or other personal exigencies, the university may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of six semesters.

Students who have earned credits for the courses listed in the first two semesters are permitted to transfer their registration as external candidates if they take up a job. However, they have to complete the programme within six semesters.

O-6 Course Registration and Enrolment

All students have to register for the courses they desire to attend in a semester. Students admitted to the first semester are advised to register for all courses offered in the first semester. They do not

have to enrol for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the next semester. Later they have to enrol for these courses in the new semester based on the results in the previous semester. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary proceedings pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed only up to 7 working days from the commencement of the semester, will attract a late fee.

A student can drop a course or substitute one already registered for by another, for valid reasons with the approval of the faculty advisor. However this has to be done within 7 working days from the commencement of the semester.

The maximum number of credits a student can register for in a semester is limited to 24.

O-7 Recommended Credit distribution over the semesters

- First Semester : 21 credits
- Second Semester: 20 credits
- Third Semester: 20 credits
- Fourth Semester: 12 credits [Project]

O-8 Academic Assessment/Evaluation

The University follows a continuous academic evaluation procedure. The assessment procedure and corresponding weights recommended are as follows:-

For theory courses

i. Two internal tests, each having 15%
ii. Tutorials/Assignments having 10%
iii. End Semester examination having 60%

Students who have missed either the first or the second test can register with the consent of the faculty member and the Head of the Department concerned for a re-test which shall be conducted soon after the completion of the second test and before the end semester examination. The re-test will cover both the first and the second test course plans. If a student misses both the scheduled tests, there is no provision for any retests and zero marks will be given for each test. In case of serious illness and where the attendance is above 70% the Principal may permit the conduct of the tests for a student based on his application and other relevant medical reports.

For studio based courses

i. Seminars/Assignments/ Group / Individual projects : 200 marks
ii. End semester jury : 100 marks

For Dissertation

i. Internal assessment by guide : 100 marks
ii. Internal evaluation by committee : 100 marks

For Thesis

i. Internal assessment by guide 10%
ii. Internal evaluation by committee 40%
iii. Final evaluation by internal and external examiner 45%
iv. Marks for publication in journal/ conference 5%

All the above are mandatory requirements to earn credits.

O-9 Course Completion and earning of credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the University and appear for all internal evaluation procedures for the completion of the course. However, earning of credits is only on completion of the end semester/supplementary examination and on getting a pass grade for core and elective courses. Students, who had completed a course but could not write the end semester/ supplementary examination for genuine health reasons or personal exigencies, if otherwise eligible are permitted to write the semester examination, at the next opportunity and earn credits without undergoing the course again. Failed candidates having more than 45% marks in their internals can also avail of this option. However, those who are not eligible to appear for the end semester examination have to register and undergo the course again, whenever it is offered, to earn the credits.

O-10 End Semester and Supplementary Examinations

At the end of the semester, the end semester examination will be conducted in all core and elective courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted for eligible candidates registered for them, before the commencement of the next semester.

O-10.1 Eligibility to write the End Semester Examination/ Jury and Grading

Eligibility criteria to appear for the semester examination/ Jury are the attendance requirements in the course, 45% or more marks in the internal evaluation and having no pending disciplinary action. The minimum attendance for appearing for the semester examination is 85% in the course.

In case of serious illness there is a relaxation for attendance [O-14.xvi]. Those who do not meet the eligibility criteria shall be awarded an FE Grade and have to register again for the course.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

O-10.2 Eligibility to write the Supplementary Examination

Only failed students and those who could not write the semester examination due to health reasons or other personal exigencies that are approved by the Principal can register for the supplementary examination provided they meet the eligibility requirements given in O-10.1. Grades awarded in the supplementary examination will be taken as the semester grades in these courses.

O-11 Conduct of End Semester Examination

The University will prepare the question papers, conduct the end semester examinations, organize the valuation of the answer scripts, finalize the results and submit it to the University, as per the academic calendar.

O-12 Award of M. Planning/ M. Arch. Degree

The award of the M. Planning/ M. Arch. Degree shall be in accordance with the Ordinances and Procedures given by the University. A student will be eligible for the award of M. Planning/ M. Arch. Degree of the University on meeting the following requirements;

i. Registered and earned the minimum credits, as prescribed in the curriculum, for the stream of specialization.
ii. No pending disciplinary action.

O-13 Amendments to the Regulations:

Notwithstanding all that has been stated above, the University has the right to modify any of the above provisions of the regulations from time to time.

O-14 Miscellaneous Provisions:

i. Stream of Specialization: The streams of specializations are to be in line with the approval given on this by the All India Council for Technical Education/Council of Architecture/ Institute of Town Planners India.

ii. Language of Instruction

Unless otherwise stated, the language of instruction shall be English.

iii. Academic Calendar

The University shall publish in its website the academic calendar for every academic semester indicating the date of commencement of the semester as well as instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

iv. Eligibility to continue with the programme

A student has to earn a minimum number of credits in a semester to register for higher semester courses. This should be at least 2/3rd of the credits for the courses listed in for the semester. CGPC shall formulate the rules based on this and spell out the procedure to proceed with the programme.

Failed students who have more than 45% marks in the internal course evaluation are permitted to write the semester examination without registering and undergoing the course. Those with less than 45% in internal course evaluation have to register again for the course, attend the classes and earn the credits.

v. Studio courses.

All studio courses will have projects including field work and primary studies. End semester Jury will have a committee for evaluation-comprising of an external subject expert and a faculty member in charge of the studio.

vi. Internship

At the end of the second semester the students are required to undergo an internship for four weeks in an organization (public, private, NGO) which specializes in the concerned stream. At the end of the training the students will submit a report which will be evaluated by an internal committee.

vii. Dissertation

In the third semester, the students will chose a topic of interest for dissertation and will do an independent research on a focused research question/ hypothesis, under the guidance of a faculty member. Students have to register for the Dissertation and select a topic in consultation with the guide. A detailed synopsis on the topic of the dissertation is to be prepared in the prescribed format

given by the Department. Continuous evaluation will be conducted by a three member committee including the guide. The student will submit a report at the end of the semester which will be evaluated by a two member committee comprising an internal faculty member, and an external expert.

The final dissertation presentation shall be of 30 minutes duration and a committee with the Head of the department or his/ her nominee as the chairman and two faculty members from the department as members shall evaluate the dissertation based on the report and coverage of the topic, presentation and ability to answer the questions put forward by the committee.

Due credits shall be given for publication of articles based on the dissertation in peer reviewed journals.

viii.Thesis Evaluation

Students are required to do an independent project in the fourth semester. The project may be related to the dissertation work done in the third semester.

Progress of the thesis work is to be evaluated during the fourth semester by a committee with two faculty members in the area of the project and the project supervisor/s. If the project is done outside the college, the external supervisor associated with the student shall also be a member of the committee.

Final evaluation of the thesis will be taken up only if the student has earned all course credits listed in the first three semesters. Project evaluation shall be done by the same committee mentioned above with an external expert, either from an academic/R&D organization or from Industry, as an additional member. If the quantum of work done by the candidate is found to be unsatisfactory, the committee may extend the duration of the project up to one more semester, giving reasons for this in writing to the student. Normally further extension will not be granted and there shall be no provision to register again for the project.

Project evaluation weights shall be as follows:-

Project Progress evaluation details:

- Progress evaluation by the Project guide: 25 %
- Presentation and evaluation by the internal committee: 25%
- Final Evaluation by the committee: 50%

Project Work outside the College

Normally students are expected to do the project within the college. However they are permitted to do the thesis in an industry or in a reputed research institute under a qualified supervisor from that organization.

This is only possible in the fourth semester. Student should apply for this through the supervisor indicating the reason for this well in advance, preferably at the beginning of the 3rd semester. The application for this shall include the following:-

Topic of the Project:

Reason for doing the project outside:

Institution/Organization where the project is to be done:

External Supervisor –

Name:

Designation:

Qualifications:

Experience:

Letter of consent of the External Supervisor as well as from the organization is to be obtained.

This application is to be vetted by the head of the department and based on the decision taken by the principal the student is permitted to do the project outside the college.

ix. Faculty Advisor, Class Committee

a. Faculty Advisor

The Head of the Department offering the M. Planning / M. Arch. programme shall nominate senior faculty members as faculty advisors who shall advise the students in academic matters and support them in their studies. Their role is to help the students in academics and personal difficulties related to studies. A faculty advisor may support a group of students in a semester.

Class Committees are to be in place for all post graduate programs in the college.

b. Class Committee

All M. Planning / M. Arch. streams of specialization will have class committees for each semester, constituted by the respective Heads of Departments. The Chairman of the committee shall be a senior faculty member who does not offer any course for that stream in that semester. Members:-

i. All faculty members teaching courses for the stream in that semester.
ii. Two student representatives nominated by the Head of the Department, from the stream.

Class committees shall meet at least thrice in a semester - one in the beginning and one around the middle of the semester and one at least two weeks before the semester examinations. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and address the difficulties faced by the students and take suitable remedial actions at the appropriate time. Before the end semester examination, the committee should meet without the student representatives and finalize the internal marks. A report on the student performance in each course should be prepared and submitted to the CGPC by the colleges.

x. Award of Grades

Grading is based on the marks obtained by the student in a course. [O-14 ix] The grade card will only show the grades against the courses the student has registered. The semester grade card will show the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

xi. Grades and Grade Points

Grades and Grade Points followed by the University

Grades	Grade Point	% of Total Marks obtained in the course
O	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	70% and above but less than 80%
B	7	60% and above but less than 70%
C	6	50% and above but less than 60%
P	5	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria [O.10.1]
I		Course Incomplete

Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are calculated based on the above grading norms and are explained at the end of this document.

xii. Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the college and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all academic activities including all internal evaluations and semester examinations. This cell is to prepare academic audit statements for each semester at regular intervals of four weeks of instruction. These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for the independent auditing and for the final report to the University.

Academic auditing will cover:-

i. Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, assignments, projects, conduct of practical training and evaluation, Semester examination and academic performance of the students.
ii. Co-curricular and Extra-curricular activities available for students, and their organization.
iii. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

xiii.Revaluation and Grade improvement

There is no provision for revaluation of the semester answer books or for improving the grade.

Students are permitted to check the answer books of the semester examination, after the results are declared. Any discrepancies in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this and report to the CGPC for a final decision on this.

xiv.Grade Cards

Students who have written the semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the programme will be issued by the University on the recommendation of the respective CGPC.

The M. Arch./ M. Planning. degree will not have any classification like distinction or first class.

xv. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour. Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident

observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principle who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college. DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

xvi. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairperson shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

xvii. Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

xviii. Attendance

Attendance is marked for each course. 85% attendance is mandatory for writing the semester examination in a course. Students who get Part Time Teaching Assistantship (PTTA) or scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extra-curricular activities. Leave is also permitted on medical grounds or

on personal exigencies. Leave of absence for all these is limited to 15 % of the academic contact hours for the course.

In case of long illness or major personal tragedies/exigencies the Principal can relax the minimum attendance requirement to 70%, to write the semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any one semester during the entire programme. In case of prolonged illness, break of study is permitted up to two semesters which could extend the programme up to six semesters, the maximum permitted by the regulations.

xix.Leave of Absence

Students who desire to take leave have to apply for it to the teacher conducting the course. This application together with any supporting documents like doctor's certificate or other relevant information is to be forwarded to the Head of the Department with the recommendation of the teacher indicating the total leave of absence the student has so far availed. Approval for leave is to be given by the head of the department. After any prolonged medical leave, normally exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

xx. Ragging

Ragging of any nature is a criminal and non bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

xxi.Calculation of SGPA/CGPA Semester Grade Point Average (SGPA) and Cumulative Grade Point Average

(CGPA) are calculated as follows. SGPA = $\Sigma(Ci \times GPi)/\Sigma Ci$ where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted. CGPA = $\Sigma(Ci \times GPi)/\Sigma Ci$ where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

With the Approval of Academic Committee

25-6-2016 Registar

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET CAMPUS, THIRUVANANTHAPURAM, KERALA-695016

ORDINANCE

For

Master of Planning/Master of Architecture

(M. Planning/M. Arch)

Object:

Though a Regulation is framed for M. Planning and M. Arch programmes since the provisions of Section 44 &45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged

by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance without any conflict with the provisions of the Regulation.

In exercise of the Powers conferred under Sections 44 and 45 of the Act 17 of 2015, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Master of Planning / Master of Architecture.

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Clause-01 **Admission Policy and Procedure.**

Clause -02 **Examinations.**

Clause-03 **Eligibility and Award of Degree.**

Clause-04 **Fee Structure**

Clause-05 **Discipline of the student-Action against breach of discipline.**

Clause-06 **Language of Instruction and Evaluation.**

Clause07 **Amendment to Ordinance/Regulations/Rules.**

O-1 Admission Policy and Procedure.

Candidates who have been awarded or qualified for the award of the appropriate Bachelor's degree in Architecture/Engineering/ Planning as per the following table, from an Institution approved by All India Council for Technical Education (AICTE) or Council of Architecture (COA) are eligible for admission to the M. Planning/ M.Arch Programme. Eligibility of candidates will be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE) and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

Specialization	Eligibility
M. Planning	Degree in Architecture/ Civil Engineering/ Planning
M. Arch.	Degree in Architecture

O-1.1 Candidates qualified in Graduate Aptitude Test in Engineering (GATE) and admitted to the M. Planning/ M. Arch programme are eligible to receive Half Time Teaching Assistantship (HTTA) as per the rules of the All India Council for Technical Education (AICTE)/Ministry of Human Resource Development (MHRD).

O-1.2 Sponsored candidates from Industries, R&D organizations, National Laboratories, State/ Central Town Planning organizations as well as Educational Institutions, with a bachelor's degree in Architecture/ Civil Engineering/ Planning as per eligibility criteria are eligible for admission to the M. Planning/ M. Arch programme.

O-1.3 Foreign nationals whose applications are received through Indian Council of Cultural Relations, Government of India are also eligible for admission to the M. Planning/ M. Arch programme.

O-1.4 Announcements for M. Planning/ M. Arch Programmes will be made by the DTE, Government of Kerala.

O-1.5 Selection of candidates for the M. Planning/ M. Arch programme will be done centrally or monitored by the Directorate of Technical Education as per the guidelines given on this by the Government of Kerala

O-1.6 The number of candidates to be admitted to each M. Planning/ M. Arch stream will be as per the approval of the University which shall be based on decision on this given by the All India Council for Technical Education/ Council of Architecture.

O-1.7 Admission will be complete only on meeting all the other requirements mentioned in the letter of admission and on payment of the fees.

O-1.8 Candidate s who have the Associate Membership of Professional Bodies that are approved by the University and have qualified in GATE shall also be eligible for M. Planning / M. Arch programme.

O-1.9 The reservation policy of the Government of Kerala and the Government of India shall be followed in admission to the M. Planning/ M. Arch programme.

O-1.10 All admissions will be governed by the procedure laid down for this by the Director of Technical Education, Kerala and the Government of Kerala.

O-1.11 Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

O-2 Examinations

a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for them.
b. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.
c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.
d. Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

O-3 Eligibility for Award of Degree

The award of the M. Planning/ M. Arch Degree shall be in accordance with the Ordinances and Procedures given by the University. A student will be eligible for the award of M. Planning/ M. Arch Degree of the University on meeting the following requirements;

i. Registered and earned the minimum credits, as prescribed in the curriculum, for the stream of specialization.
ii. No pending disciplinary action.

Clause 04. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

Clause 05. Discipline of the student – Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee (DAC), constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

1. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

2. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

3. Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

Clause 06. Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

Clause 07. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

By the approval of Executive Committee.

Registrar.

Dated this the 13th day of May 2016.

Thiruvanthapuram.

Note : To be published in University Gazattee.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Master of Planning / Master of Architecture

(M. Planning/M. Arch) 2016

1. APJAKTU- Amendment in Regulations - M.Arch, M.Plan,

U.O.No. 761/2019/KTU Dated: 13.12.2019

Rule o-10 of the existing regulations of M.Plan & M.Arch states, " At the end of the semester, the end semester examination will be conducted in all core and elective courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted for eligible candidates registered for them, before the commencement of the next semester".

The Academic Council **amended the clauses** as follows:

"At the end of the semester, the end semester examination will be conducted in all courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary examinations for odd semesters will be conducted in odd semesters and **supplementary examinations for even semesters will be conducted in even semesters for eligible candidates on registration, along with respective regular examinations".**

2. Duty leave

U.O.No. 663/2019/KTU Dated: 02.12.2019

The Academic council meeting decided to **amend** the **B. Tech regulations 2019 Clause 8.2** as extended **to 2015 scheme and to PG students** for **Inter Zonal/Inter University / National level participation**.

3. Minimum attendance requirement

U.O.No. 663/2019/KTU Dated: 02.12.2019

As per existing PG regulation, 85% attendance is mandatory for writing the semester examination in a course, and the condonnation on long illness/major personal tragedies/exigencies was 70%. The Academic council discussed the matter and deliberated **to extend the attendance requirement of UG to PG with prospective effect.** Presently for UG, the minimum attendance for appearing for the end semester examination is 75% in each course, and the condonation is 60%.

07.10 MCA, MCA Lateral Entry, Integrated Degree MCA 2016 Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala-695016

2016

REGULATIONS

For

MASTER OF COMPUTER APPLICATIONS

(MCA, MCA Lateral Entry, Integrated Degree MCA)

I N D E X

01 Admission to the Master of Computer Applications

02 Examination

03 Eligibility for Award of Degree

04 Fee structure

05 Discipline of the student – Action against breach of discipline

06 Action against breach of guidelines and unfair practices in Examinations

07 Miscellaneous Provisions:

- **a.** Language of Instruction and Evaluation
- **b.** Academic Calendar
- **c.** MCA Programme Structure
- **d.** Curriculum, List of Courses and Syllabi
- **e.** Faculty Advisor/Counsellor
- **f.** Course Registration and Enrolment
- **g.** Course Completion and Earning of Credits
- **h.** Core courses, Prerequisites and Electives
- **i.** Academic Assessment/Evaluation
- **j.** Eligibility to Continue
- **k.** Class Committees
- **l.** Eligibility for writing the end semester examination and for grading
- **m.** Award of Grades
- **n.** Grades and Grade Points
- **o.** Academic Auditing
- **p.** Break of Study
- **q.** Revaluation and Grade Improvement
- **r.** Grade Cards
- **s.** MCA Degree
- **t.** Academic Discipline and Malpractices in Examinations
- **u.** Student's Welfare Committee
- **v.** Grievances and Appeals Committee

08 Amendment to the ordinance/Regulations/Rules.

1. Admission to the Master of Computer Applications

a. Eligibility for admission to the MCA programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE), Government of India and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

b. Subject to Clause 1(a), Admission to MCA, shall be based on the guidelines given by the State and Central Governments on reservation. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders.

c. The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education (AICTE) and the APJ Abdul Kalam Technological University (KTU).

d. Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

e. The MCA programme is a credit based programme. The duration of the MCA programme will normally be three academic years spanning 6 semesters, MCA Lateral Entry programme will normally be two academic years spanning 4 semesters and Dual Degree MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be,for MCA - five academic years spanning 10 semesters, for MCA Lateral Entry - four academic years spanning 8 semesters, for Dual Degree MCA – seven academic years spanning 14 semesters.

2. Examination

a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of results of end semester examinations, for students who are eligible and have registered for them.

b. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for

the end semester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

d. Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

3. Eligibility for Award of Degree

The award of MCA degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of MCA Degree

The award of the MCA Degree shall be in accordance with the Ordinances and Procedures given by the University.

A student will be eligible for the award of MCA Degree of the University on meeting the following requirements;

a. Registered and earned the minimum credits, as prescribed in the curriculum.
b. No pending disciplinary action.

4. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

5. Discipline of the student – Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined in 7- v, 7-w, and 7-x.

6. Action against breach of guidelines and unfair practices in Examinations

These are viewed seriously and appropriate actions are to be taken by the colleges as detailed in 7-v.

7. Miscellaneous Provisions:

a. Language of Instruction and Examination.

Unless otherwise stated, the language of instruction and examinations shall be English.

b. Academic Calendar.

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

c. MCA Programme Structure

i. MCA programme is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of programme completion.

i. Each semester shall have 72 instructional days, followed by end semester examinations.

ii. A common course structure for the MCA programme is to be followed and consists of the following.

- Core Courses
- Elective Courses
- Laboratory Courses
- Seminar
- Project

iii. The curriculum of MCA programme is designed to have a minimum number academic credits based on 7 (l), for the award of the degree.

Credits are assigned as follows, for one semester

- 1 credit for each lecture hour per week
- 1 credit for each tutorial hour per week

- credit for each laboratory/ practical of 2, 3 or 4 hours per week
- 2 credits for the seminar
- credits for Mini Project
- 12 credits for Final Project

iv. The maximum number of lecture based courses and laboratory courses in any semester shall not exceed 5 and 2 respectively. The maximum credits in a semester shall be 23.

v. University may allow students to transfer credits they have earned at other Universities and Academic Institutions, as per the guidelines given by the Academic Committee and approved by the Board of Governors.

d. Curriculum, List of Courses and Syllabi

MCA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

e. Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:- To guide and help students on academics To monitor their progress in academics and advise them To counsel them and hand-hold them in any difficulty

f. Course Registration and Enrolment

All students have to register for the courses they desire to attend in a semester. Students admitted to the first semester are advised to register for all courses offered in the first semester. They do not have to enrol for the semester. All other students are required to register at the end of the semester for the courses they desire to take in the next semester. Later they have to enrol for these courses in the new semester based on the results in the previous semester. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary proceedings pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed only up to 7 working days from the commencement of the semester, will attract a late fee.

A student can drop a course or substitute one already registered for by another, for valid reasons with the approval of the faculty advisor. However this has to be done within 7 working days from the commencement of the semester.

The maximum number of credits a student can register for in a semester is limited to 24.

g. Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

h. Core courses, Prerequisites and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the MCA degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

i. Academic Assessment/Evaluation

1. Academic Evaluation of Courses

University follows a continuous academic evaluation procedure.

Academic evaluation procedure and corresponding weights are as follows:-

1. For theory courses: - The maximum marks for internal evaluation and end semester examination for theory courses are fixed as 40 and 60 respectively. Scheme of evaluation is as follows.
    i. Two internal tests each of 15 marks and of one hour duration. (Internally by the College)
    ii. Tutorials/Assignments/Mini Projects carrying 10 marks. (Internally by the College)
    iii. End Semester examination carrying 60 marks. (Conducted by the University)

All the above evaluations are mandatory requirements to earn credits. Students who have missed either the first or the second test can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re-test which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 30 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

2. For Laboratory /Practical courses			
a)	Practical records /Outputs	60 marks	(Internally by the College)
b)	Regular class Viva	10 marks	(Internally by the College)
c)	Final practical exam	30 marks	(Internally by the College)

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the Practical /Laboratory courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/assessments.

3. Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar.

Distribution of marks for the seminar is as follows.

- Marks for the report: 20%
- Presentation: 60%
- Ability to answer questions on the topic: 20%

4. Final Semester Project

Students, individually have to do a project approved by their faculty supervisor.

Project evaluation weights shall be as follows:-For convenience the marks are allotted as follows.

Marks for the Final Project: 100

Project Progress evaluation details

- Project evaluation by the supervisor/s: 30 Marks
- Presentation & evaluation by the Committee : 40 Marks
- Evaluation by the External expert: 30 Marks

The project assessment board shall consist of the following members.

Chairman: Head of the Department

Members: Project supervisor/s of the student

One faculty member from the Department

One faculty member from a sister Department

An external expert, either from an academic/research institute or industry

l. Eligibility to Continue

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the ordinances and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor, advice and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses.

Eligibility Criteria for Registering for Higher Semester Courses

Integrated MCA			
Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in highersemesters
First	22	22	Not insisted
Second	22	44	33 (75%)
Third	22	66	Not insisted
Fourth	22	88	75 (85%)
Fifth	22	110	Not insisted
Sixth	22	132	119 (90%)
Seventh	22	154	Not insisted
Eighth	22	176	167 (95%)

Ninth	23	199	Not insisted
Tenth	12	211	

REGULAR MCA				
Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters	
			MCA Regular	**MCA Lateral Entry**
First	22	22	Not insisted	Credit Transfer
Second	22	44	33 (75%)	Credit Transfer
Third	22	66	Not insisted	Not insisted
Fourth	22	88	75 (85%)	75 (85%)
Fifth	23	111	Not insisted	Not insisted
Sixth	12	123		

m. Class Committees

The Class Committees are to be in place in each college affiliated to the University. Beginning from the first semester, all branches of study will have class committees for every semester constituted by the respective Heads of the Departments. The chairman of the committee shall be a senior faculty member who does not offer any course during that semester.

Members:-

1. All faculty members teaching courses in that semester.
2. Two student representatives nominated by the head of the Department.

The class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. Class committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the

semester, the committee should meet without student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

n. Eligibility for writing the end semester examination and for grading

Students with 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks shall be awarded FE (Failed due to Eligibility criteria) grade and have to register for the course again.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise he/she will be considered to have failed in the course and an F grade will be awarded.

Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %.

(For example if the end semester mark % is 45, then the maximum internal mark % is to be 45+25 = 70 %.)

In case the student writes the supplementary examination, the mark got in that will be taken into consideration for regulating the internal marks.

Those who have more than 45% marks in the end semester examination are awarded the grade based on both internal assessment and end semester examination marks. A student earns credits for a course if the grade is P or above.

o. Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 7(p). The grade card will only give the grades against the courses the student has registered. Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

p. Grades and Grade Points

Grades and Grade Points to be followed by the University

Grades	Grade Point (GP)		% of Total Marks obtained in the course
O	(Outstanding)	10	90% and above
A^+	(Excellent)	9	85% and above but less than 90%

A	(Very Good)	8.5	80% and above but less than 85%
B+	(Good)	8	70% and above but less than 80%
B	(Above Average)	7	60% and above but less than 70%
C	(Average)	6	50% and above but less than 60%
P	(Pass)	5	45% and above but less than 50%
F	(Fail)	0	Less than 45%
FE		0	Failed due to Eligibility criteria [7-n]
I			Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

q. Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing shall cover:-

i. Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.
ii. Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.
iii. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

r. Break of Study

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on

successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the college Principal in any semester. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the MCA programme will still be as given in 1(e).

s. Revaluation and Grade Improvement

There is no provision for revaluation of the end semester answer books as they are valued by two examiners or for improving the grade.

However, the student is permitted to check the answer books of the end semester examination after the results are declared. Any discrepancy in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the Controller of Examination shall be final on this.

t. Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses on the website, in every semester. On earning the required credits for the degree, a consolidated grade sheet for the MCA programme will be given by the University.

u. MCA Degree

MCA degree will not have any classifications like distinction or first class.

v. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University. The Controller of Examinations will refer the cases to the examination monitoring committee for review.

w. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

x. Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

8. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

RULES:

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number.

For regular MCA programme the course code will be CA XXX, where XXX is the course Number for 1st and 2nd semesters and the course code will be CA XXX, where XXX is the course Number for 3rd to 6th semesters as the subjects are same as that for lateral entry students.

Course Number: MCA101 - This refers to a course in first year, odd semester with the course number 101.

Course Number: MCA505 - This refers to a course in fifth year, odd semester with the course number 505.

These course numbers are to be given in the curriculum and syllabi.

RU-2 Attendance

Attendance is marked for each course. 85% attendance is mandatory for writing the semester examination in a course. Students who get Part Time Teaching Assistantship (PTTA) or Scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extra-curricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 15 % of the academic contact hours for the course.

In case of long illness or major personal tragedies/exigencies the Principal can relax the minimum attendance requirement to 70%, to write the semester examination. This is permitted for one or more courses registered in the semester The Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme.

In the case where students with less than 85% attendance and more than 70% attendance are permitted by the Principal to write the end semester exam, the details must be reported to the University and the records must be maintained in the College and University.

In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

i. In case of accident or serious illness needing prolonged hospitalization and rest.
ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
iii. In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4 Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-6 Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar. Distribution of marks for the seminar is as follows.

- Marks for the report: 20%
- Presentation: 60%
- **Ability to answer questions on the topic: 20%**

RU-7 Project Evaluation

Normally students are expected to do the project within the college. However they are permitted to do the project in an industry or in a government research institute under a qualified supervisor from that organization. Progress of the project work is to be evaluated at least twice before the final evaluation. For this a committee headed by the head of the department with two other faculty members in the area of the project and the project supervisor/s.If the project is done outside the college, the external supervisor associated with the student shall also be a member of the committee.

Final evaluation of the project will be taken up only if the student has earned all course credits listed in the previous semesters Project evaluation shall be done by the same committee mentioned above with an external expert, either from an academic/R&D organization or from Industry, as an additional member. If the quantum of work done by the candidate is found to be unsatisfactory, the committee may extend the duration of the project up to one more semester, giving reasons for this in writing to the student. Normally further extension will not be granted and there shall be no provision to register again for the project.

RU -8 Project work outside the College

While students are expected to do their projects in their colleges, provision is available for them to do it outside the college either in a reputed software industry or in an institute of repute. This is only possible in the final semester. Student should apply for this through the project supervisor indicating the reason for this well in advance.

- The application for this shall include the following:-
- Topic of the Project:
- Project work plan:
- Reason for doing the project outside: Institution/Company where the project is to be done:
- External Supervisor Name:

  Designation:

  Qualifications:

  Experience:

Letter of consent of the External Supervisor as well as from the organization is to be obtained.

This application is to be vetted by the head of the department and based on the decision taken, the student is permitted to do the project outside the college.

RU-9 Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

Addendum:-

1. Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

07.10 SGPA = Σ (Ci×GPi)/ΣCi where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = Σ (Ci×GPi)/ΣCi where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the MCA programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala-695016

ORDINANCE

For

MASTER OF COMPUTER APPLICATIONS

(MCA, MCA Lateral Entry, Integrated MCA)

Object:

Though a Regulation is framed for MCA programme since the provisions of Section 44 &45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance without any conflict with the provisions of the Regulation.

In exercise of the Powers conferred under Sections 44 and 45 of the Act 17 of 2015, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Master of Computer Applications (MCA)

I N D E X

Clause-01 Admission policy and procedure

Clause-02 Examination

Clause-03 Eligibility for Award of Degree

Clause-04 Fee structure

Clause-05 Discipline of the student – Action against breach of discipline

Clause-06 Language of Instruction and Evaluation

Clause-07 Amendment to Ordinance/ Regulations/Rules

Clause 1. Admission policy and procedure:

a. Eligibility for admission to the MCA programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE), Government of India and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

b. Subject to Clause 1(a), Admission to MCA, shall be based on the guidelines given by the State and Central Governments on reservation. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders.

c. The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education (AICTE) and the APJ Abdul Kalam Technological University (KTU).

d. Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

e. The MCA programme is a credit based programme. The duration of the MCA programme will normally be three academic years spanning 6 semesters, MCA Lateral Entry programme will normally be two academic years spanning 4 semesters and Dual Degree MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be,for MCA - five academic years spanning 10 semesters, for MCA Lateral Entry - four academic years spanning 8 semesters, for Dual Degree MCA – seven academic years spanning 14 semesters.

Clause 02. Examination

a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted before the commencement of the next semester, for students who are eligible and have registered for them.

b. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.
d. Students who could not write the end semester examination due to health reasons or
e. other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

Clause 03. Eligibility for Award of Degree

The award of MCA degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of MCA Degree

The award of the MCA Degree shall be in accordance with the Ordinances and Procedures given by the University.

A student will be eligible for the award of MCA Degree of the University on meeting the following requirements;

a. Registered and earned the minimum credits, as prescribed in the curriculum.
b. No pending disciplinary action.

Clause 04. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

Clause 05. Discipline of the student – Action against breach of discipline

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee (DAC), constituted by the Principal of the college. Each college should have a Grievance Redress and Appeals Committee constituted by the Principal to address the grievances of the students and

to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined below.

1. Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University.

2. Student's Welfare Committee

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

3. Grievances Redress and Appeals Committee

Each college should have a Grievances Redress and Appeal Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a

senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

Clause 06. Language of Instruction and Examination

Unless otherwise stated, the language of instruction and examinations shall be English.

Clause 07 . Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

REGULATIONS

For

MASTER OF COMPUTER APPLICATIONS 2016

(MCA, MCA Lateral Entry, Integrated Degree MCA)

1. Maximum number of credits register for in a semester

PROCEEDINGS NO : KTU/ASST(ACADEMIC)/3618/2017 Dated: 04.12.2018

As per the regulation 'the maximum number of credits as student can register for in a semester is limited to 24'. It restricts the students from registering an extra course other than courses offered for the semesters, which leads to the situation that the FE students can only register after the course completed ie it needs another year for course completion. Considering the matter in detail, the Vice Chancellor invoking the section 14(5) of A P J Abdul Kalam Technological University Act, in exercising the powers of Academic Council conferred under Section 34(ii)of the Act, accorded sanction to except 'the maximum number of credits as student can register for in a semester is limited to 24' from the MCA regulation. The maximum number of credits as student can register for in a semester shall be limited to 31 hereafter.

2. Minimum credit requirement for MCA

U.O.No. 663/2019/KTU Dated: 02.12.2019

As per the existing rule, from S1 and S2, 27 credits are to be obtained for registration to 3rd semester MCA. It was requested that this condition may be waived off and an additional chance of S2 supplementary examination shall be provided. **The Academic council decided that with effect from 26/10/2019, only one gate for MCA programme at S5, where the student need 27 credits from S1 and S2 for registration. Minimum credit requirement for S7 has been waived off.**

3. MCA Regulations, 2016 - Clause 2(a) – amended.

U.O.No. 751/2019/KTU Dated: 11.12.2019

As per the existing regulations, clause 2(a) is as follows:

"At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of results of end semester examinations, for students who are eligible and have registered for them".

The amended clause 2(a) is as follows:

"At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. **The Supplementary exams for odd semesters will be conducted in odd semesters, and supplementary exam for even semesters will be conducted in even semesters, for eligible candidates on registration, along with the respective regular exams."**

4. Final evaluation of the project

PROCEEDINGS NO : KTU/JD(ACADEMICS)/3262/2019 Dated: 17.06.2019

As per the prevailing regulations of MCA, "Final evaluation of the project will be taken up only if the student has earned all course credits listed in the previous semesters. ” Considering the matter in detail, the Vice-Chancellor accorded sanction to exempt the credit requirements as envisaged in the clauses RU-7, of the MCA Regulation, thereby to appear for final project evaluation considering as a special case. Therefore permission is hereby accorded to the students to appear for final project evaluation and viva-voce, excluding the clauses RU- 7,of the MCA Regulation. This order is issued by invoking the section 14(5) of APJ Abdul Kalam Technological University Act, in exercising the powers of Academic Council conferred under Section 34(ii) of the Act.

5. Duty leave

U.O.No. 663/2019/KTU Dated: 02.12.2019

The Academic council meeting decided to **amend** the **B. Tech regulations 2019 Clause 8.2** as extended **to 2015 scheme and to PG students** for **Inter Zonal/Inter University / National level participation**.

6. Minimum attendance requirement

U.O.No. 663/2019/KTU Dated: 02.12.2019

As per existing PG regulation, 85% attendance is mandatory for writing the semester examination in a course, and the condonnation on long illness/major personal tragedies/exigencies was 70%. The Academic council discussed the matter and deliberated **to extend the attendance requirement of UG to PG with prospective effect.** Presently for UG, the minimum attendance for appearing for the end semester examination is 75% in each course, and the condonation is 60%.

07.11 MCA Regular, Integrated Degree Regulation 2020

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

REGULATIONS 2020

MASTER OF COMPUTER APPLICATIONS

(2 Year)

&

INTEGRATED MASTER OF COMPUTER APPLICATIONS

(5 Year)

The A. P. J. Abdul Kalam Technological University Academic Regulations for MCA, 2020

This may be called the A. P. J. Abdul Kalam Technological University Academic Regulations for MCA, 2020. These are subject to the provisions of the APJ Abdul Kalam Technological University Act, 2015, the statutes and ordinances if any issued in the subject from time to time. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the University. These regulations shall be applicable for students admitted from 2020 onward.

1. PREAMBLE	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	The Provisions contained in this set of regulations govern the policies and procedures on the admission and registration of students, imparting instructions of course, conducting of the examination and evaluation and certification of students' Performance and all amendments there to leading to the said MCA Programme(s).
R1.3	This set of Regulations, on approval by the BoG, APJAKTU shall supersede all the corresponding earlier sets of regulations of the University for the MCA Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said Post Graduate Degree Programme(s) conducted by its affiliated colleges.
R1.4	This set of Regulations, may evolve and get updated or refined or modified or amended through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
R1.5	The MCA Degree of A. P. J. Abdul Kalam Technological University shall be conferred on students who are admitted to the program and who fulfill all the requirements for the award of the Degree.
2. ELIGIBILITY OF ADMISSION	

R2.1	**MCA (2 Year)** Candidates should have passed BCA/Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./B.Com/BA with Mathematics at 10 + 2 level or at Graduation level **Integrated MCA (5 Year)** Passed 10+2 examination with Mathematics OR Statistics OR Accountancy as compulsory subjects.
R2.2	**MCA (2 Year)** Candidates should have obtained at least 50 % marks in the Degree examination. It is 45 % in the case of candidates belonging to reserved category.
	Integrated MCA (5 Year) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in 10+2 examination.
R2.3	The reservation policy of the Government of Kerala and the Government of India from time to time shall be followed in admission to the MCA programme.
R2.4	Notwithstanding all that is stated above; the admission policy may be modified from time to time by the University, particularly to conform to the directions from the Government of Kerala and the Government of India. The maximum number of seats under various categories (regular and SC/ST) shall be as per the sanctions of the AICTE, State Government and APJAKTU.
R2.5	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BOG.

3. STRUCTURE OF MCA PROGRAM	
R3.1	The MCA programme shall be structured on a credit based system following the semester pattern with continuous evaluation.
R3.2	The duration of the MCA programme of the KTU will be two years consisting of four semesters and Integrated MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be, for MCA - four academic years spanning 8 semesters and for Integrated MCA – seven academic years spanning 14 semesters. Each semester shall have a minimum of 72 instruction days followed by the end semester examination. The total contact hours are normally 30 hours per week.
R3.3	The duration for the programme will normally be 4 semesters for MCA (2 year) and 10 semesters for Integrated MCA (5year). In case of prolonged illness or other personal exigencies, the university may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of four years in case of MCA (2 year) and seven years in the case of Integrated MCA (5year).
R3.4	Every academic year shall have two semesters “1st July to 31st December (Odd semester)” and “1st January to 30thJune (Even semester)”. The vacation of the faculty and staff shall be as per the Government orders from time to time. The University shall publish academic calendar for each academic year which is to be strictly followed by all affiliated institutions.
R3.5	The MCA Program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified / updated once in three years. However, innovative elective courses can be included as and when required, on the recommendations of the Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies.
R3.6	The maximum number of lecture based courses and laboratory courses in any semester shall not exceed 6 and 3 respectively. The maximum number of credits a student can register (course registration) in a semester is limited to 8

<table>
<tr><td></td><td>credits in excess of the total credits allotted in the curriculum for that semester.</td></tr>
<tr><td>R3.7</td><td>A common course structure for the MCA programme is to be followed and consist of the following courses
Core courses
Elective courses
Laboratory courses
Mini Projects
Seminar
Comprehensive Viva
Main Project
Non-credit courses</td></tr>
<tr><td>R3.8</td><td>Every Course comprises of specific Lecture-Tutorial–Practical (L-T-P) schedule. The course Credits are fixed based on the following norms.
1 credit for each lecture hour per week 1 credit for each tutorial hour per week
1 credit for1 to 2 Hours Practical(P) per week
2 credits for3 to 4 Hours Practical(P) per week
2 credits for the seminar
2 credits for the mini projects 6 credits for comprehensive viva
12 credits for the main project
Zero credit for non-credit courses
The distribution of credits for the course work is given in Table 1& 2.
Table 1: Distribution of credits among the Semesters for MCA (2 year)
<table>
<tr><th>Sem</th><th>Course details</th><th>Hours per week</th><th>Total credits allotted</th><th>Credits allotted semester-wise</th></tr>
<tr><td rowspan="2">I</td><td>Core courses: 4nos</td><td>4 each</td><td>4x4 = 16</td><td rowspan="2">22</td></tr>
<tr><td>Lab courses: 3nos</td><td>4 each</td><td>3x2 = 6</td></tr>
<tr><td rowspan="4">II</td><td>Core courses: 2nos</td><td>4 each</td><td>2x4 = 8</td><td rowspan="4">22</td></tr>
<tr><td>Elective: 2nos</td><td>4 each</td><td>2x4 = 8</td></tr>
<tr><td>Lab courses: 3nos</td><td>4 each</td><td>3x2 = 6</td></tr>
<tr><td>Industrial Readiness</td><td>1 hours</td><td>No credit</td></tr>
</table></td></tr>
</table>

		Training			
	III	Core Courses: 2 nos	4 each	2x4 = 8	22
		Electives : 2 nos	4 each	2x4 = 8	
		Lab courses:2 nos	4 each	2x2 = 4	
		Mini Project	4 hours	1*2=2	
		Domain Expertise Workshop	1 hours	No credit	
	IV	Main Project	27 hours	12	20
		Seminar	2 hours	2	
		Comprehensive Viva voce		6	
	Total Credits in all four semesters				**86**

Table 2: Distribution of credits among the Semesters for Integrated MCA (5 years)

Semester	Course details	Hours per week	Total credits allotted	Credits allotted semester-wise
I	Core courses: 5nos	4 each	5x4 = 20	22
	Lab courses: 2nos	5& 4	2x1 = 2	
II	Core courses: 5nos	4 each	5x4 = 20	22
	Lab courses: 2nos	5 & 4	2x1 = 2	
III	Core courses: 5nos	4each	5x4 = 20	22
	Lab courses: 2nos	5 & 4	2x1 = 2	
IV	Core courses: 5nos	4each	5x4 = 20	22
	Lab courses: 2nos	5 & 4	2x1 = 2	
V	Core courses: 5nos	4each	5x4 = 20	22
	Lab courses: 2nos	5 & 4	2x1 = 2	
VI	Core courses: 4nos	4each	4x4 = 16	20
	Lab courses: 2nos	5 & 4	2x1 = 2	
	Mini Project 1	4 hours	1*2=2	
VII	Core courses: 5nos	4 each	5x4 = 20	22
	Lab courses: 2nos	4 each	2x1 = 2	
	Entrepreneurship and innovations in Technology	1hour	No credit	
	Core courses: 3nos	4 each	3x4 = 12	22

<table>
<tr><td rowspan="11"></td><td rowspan="3">VIII</td><td>Elective: 2nos</td><td>4 each</td><td>2x4 = 8</td><td rowspan="3"></td></tr>
<tr><td>Lab courses: 2nos</td><td>4 each</td><td>2x1 = 2</td></tr>
<tr><td>Industrial Readiness Training</td><td>1 hour</td><td>No credit</td></tr>
<tr><td rowspan="5">IX</td><td>Core Courses: 2 nos</td><td>4 each</td><td>2x4 = 8</td><td rowspan="5">20</td></tr>
<tr><td>Electives : 2 nos</td><td>4 each</td><td>2x4 = 8</td></tr>
<tr><td>Lab courses:2 nos</td><td>4 each</td><td>2x1 = 2</td></tr>
<tr><td>Mini Project 2</td><td>4 hours</td><td>1*2=2</td></tr>
<tr><td>Domain Expertise Workshops</td><td>1 hour</td><td>No credit</td></tr>
<tr><td rowspan="3">X</td><td>Main Project</td><td>7 hours</td><td>12</td><td rowspan="3">20</td></tr>
<tr><td>Seminar</td><td>2 hours</td><td>2</td></tr>
<tr><td>Comprehensive Viva voce</td><td></td><td>6</td></tr>
<tr><td></td><td colspan="3">Total Credits in all ten semesters</td><td>214</td></tr>
<tr><td></td><td colspan="4">Curriculum details are given separately</td></tr>
<tr><td>R3.9</td><td colspan="5">The medium of instruction shall be English. All examinations, project, seminar, reports and presentations shall be in English.</td></tr>
<tr><td>R3.10</td><td colspan="5">Revision of Regulations notwithstanding all that has been stated above, the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.</td></tr>
<tr><td colspan="6">4. ACADEMIC MONITORING AND STUDENT SUPPORT</td></tr>
<tr><td>R4.1</td><td colspan="5">There shall be one Faculty Advisor (FA) for a class. The Principal/Director shall assign a regular faculty member with minimum two years of experience as the FA in discussion with the Head of the Department.</td></tr>
<tr><td>R4.2</td><td colspan="5">The documents regarding all academic and non-academic matters of students shall be kept under the custody of Faculty Advisor.</td></tr>
<tr><td>R4.3</td><td colspan="5">All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor. Students and parents shall first approach their Faculty Advisor for all kinds of advices, clarifications and permissions on all academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the</td></tr>
</table>

	students and parents strictly based on the prevailing academic regulations.
R4.4	The FA shall arrange separate or combined meetings with course faculty, parents and students as and when required and discuss the academic progress of students. The Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students. Advisory meetings shall preferably be convened: i. Immediately after the commencement of the semester. ii. Immediately after announcing the marks of first internal evaluation test. The internal marks and eligibility of attendance shall be uploaded in the University portal only after displaying the same in the department notice board at least for two working days. This isfor the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks shall be looked into in the combined meetings of advisor, course faculty and the students concerned. The Principal/Director/Head of the Department shall ensure to take steps to redress the concerns raised by the students regarding internal assessment and attendance. The FA shall be the custodian of the minutes and action taken reports of the advisory meetings.
R4.5	The FA shall get the minutes and action taken reports of advisory meetings approved by the Head of the Department and the Director. It shall be the duty of the Head of the Department and the Principal/Director to produce it before the University as and when required.
R4.6	The FA shall keep a hard copy of the consolidated statement of attendance and internal marks of their students. It shall be kept with the Head of the Department/Director without fail for all sorts of inspections.
R4.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Faculty Advisor.
R4.8	The Principal shall inform/forward all regulations, guidelines, communications, announcements issued by the University regarding student academic and other matters to the Head of the Department/Director for information and timely action.

R4.9	It shall be the official responsibility of the Principal to arrange necessary orientation programmes to the Director/Head of the Department and Faculty regarding student counselling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.
5.0 COURSE REGISTRATION AND ENROLMENT	
R5.1	It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission and for all courses offered in the second semester before the commencement of second semester. Similarly the students need to register for third and fourth semester.
R5.2	The dates for registration and enrolment will be given in the academic calendar. Any late enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late enrolment fee.
R5.3	A student will become eligible for enrolment only if he/she has registered for the previous semester. In addition he/she has to clear all dues to the Institute up to the end of the previous semester and also he/she and should not have any pending disciplinary proceedings.
R5.4	In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.
6. EVALUATION PROCESS	
R6.1	There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except for Non-credit courses, Mini Project and Seminar. The End Semester Examinations shall be conducted by the University. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.
R6.2	For MCA (2 year), University will publish a list of 10 MOOC Courses on IT introductory subjects every year. The first-year students shall enroll and successfully complete minimum one MOOC course during their first semester and the second MOOC course before completion of their second semester.

<table>
<tr><td></td><td>Submission of ‘Successful Course Completion Certificate’ to the University is mandatory to publish their results of respective semesters.</td></tr>
<tr><td>R6.3</td><td>The End Semester Examinations (ESE) shall be held twice in a year – May/June (for even semesters) and November/December (for odd semesters). However, the End Semester Examinations of the third & fourth Semesters shall be conducted in both the sessions. The Comprehensive viva is to be done at the beginning of the fourth semester for MCA (year) and at the beginning of the tenth semester for Integrated MCA (5 year).</td></tr>
<tr><td>R6.4</td><td>Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as below:

1. Theory Courses : 1 : 1.5
2. Laboratory Courses : 1 : 1
3. Mini Projects : CIE only
4. Seminar : CIE only
5. Comprehensive Viva : ESE only
6. Main Project: CIE by Supervisors (30 marks) and a Committee (40 marks) separately and ESE by External Expert (30 marks).</td></tr>
<tr><td>R6.5</td><td>Continuous Internal Evaluation (CIE)): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.
<table>
<tr><th>Course</th><th>Class Participation and Attendance</th><th>Tests/Evaluation</th><th>Assignment /Class work</th></tr>
<tr><td>Theory</td><td>20%</td><td>50%</td><td>30%</td></tr>
<tr><td>Practical</td><td>20%</td><td>40%</td><td>40%</td></tr>
<tr><td>Mini Project</td><td>10%</td><td>50%</td><td>40%</td></tr>
</table>
</td></tr>
</table>

	Main Project	• Project evaluation by the supervisor(s) : 30 Marks • Presentation & evaluation by the Committee : 40 Marks
	Seminar	• Scope and relevance of topic – 20% • Attendance – 10% • Presentation – 30% • Technical content – 20% • Report – 20%
	There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks. Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. The CIE marks for the attendance for each theory, practical and seminar shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.	
R6.6	Students, who have completed a course but could not write the end semester examination, shall be awarded “ab” Grade, provided they meet other eligibility criteria (R.6.7). They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.	
R6.7	The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.	
R6.8	The students with FE grade shall register for the courses during the normal semesters in which the courses are offered.	
R6.9	A student who does not register for all the courses listed in the curriculum for a	

<table>
<tr><td></td><td colspan="3">semester shall not be eligible to enroll for the next higher semester.</td></tr>
<tr><td>R6.10</td><td colspan="3">A student will be eligible for the award of MCA Degree of the University on satisfying the following requirements:
1. Fulfilled all the curriculum requirements within the stipulated duration of the course.
2. Earned the required minimum credits as specified in the curriculum
3. No pending disciplinary action.</td></tr>
<tr><td>R6.11</td><td colspan="3">Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade ‘P’ or better in the composite evaluation.</td></tr>
<tr><td>R6.12</td><td colspan="3">Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade ‘F’ will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation(CIE) + End Semester Examination (ESE)] is below 50 %.</td></tr>
<tr><td>R6.13</td><td colspan="3">Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.</td></tr>
<tr><td>R6.14</td><td colspan="3">Continuous Internal Evaluation mark percentage shall not exceed 30% over the End Semester Examination mark %. CIE marks awarded to a student shall be normalized accordingly. For example if the end semester mark % is 40, then the maximum eligible CIE mark % is 40+30 = 70 %.)</td></tr>
<tr><td>R6.15</td><td colspan="3">Grading is based on the overall % marks obtained by the student in a course, as given in 6.16. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average(CGPA).</td></tr>
<tr><td rowspan="3">R6.16</td><td colspan="3">Grade and Grade Points</td></tr>
<tr><td>Grades</td><td>Grade Point (GP)</td><td>% of Total Marks obtained in the course</td></tr>
<tr><td>S</td><td>10</td><td>90% and above</td></tr>
</table>

	A+	9.0	85% and above but less than 90%
	A	8.5	80% and above but less than 85%
	B+	8.0	75% and above but less than 80%
	B	7.5	70% and above but less than 75%
	C +	7.0	65% and above but less than 70%
	C	6.5	60% and above but less than 65%
	D	6.0	55% and above but less than 60%
	P (Pass)	5.5	50% and above but less than 55%
	F (Fail)	0	Below 50% (CIE + ESE) or Below 40 % for ESE
	FE	0	Failed due to lack of eligibility criteria (R6.7)
	Ab	0	Could not appear for the end semester examination but fulfils the eligibility criteria.
	Classification of MCA Degree.	First Class with Distinction	CGPA 8.0 and above
		First Class	CGPA 6.5 and above
	Equivalent percentage mark shall be = 10 * CGPA – 2.5		
R6.17	There shall be double valuation of theory papers for which end semester examinations are conducted by the University. The theory answer script shall be valued independently by the two examiners appointed by the University. If the difference between the marks awarded by the two Examiners is not more than 15% of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15% of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two		

	valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging. There is no provision for revaluation of the semester answer scripts or for improving the grade.
R6.18	Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal. The fee for review will be Rs 5,000 per answer script of which Rs 3,000 will be refunded in case of a grade change after the review. The paid amount of Rs 5,000 will be forfeited in case of no grade change after the review. The review will be carried out by a competent/mapped faculty with a minimum of three years experience. The result of the review will be final and no appeal will be entertained thereafter.
R6.19	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the MCA program including CGPA.
Calculation of SGPA/CGPA	
R6.20	Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. SGPA = Σ (Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. CGPA = Σ (Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the MCA programme is arrived at by considering all course credits

	that are needed for the degree and their respective grade points.
R6.21	Any act of violation of University directions, indiscipline, misbehavior, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the Principal and the college management to see that the examinations are conducted strictly as per the directions of the University and as specified in the examination Manual. Malpractices in examinations observed or reported by an official employed by the University, faculty member, invigilator or anybody shall be immediately reported to the Principal. The Principal shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case. The Principal shall then forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidences within two working days. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.
7. Break of Study	
R7.1	A student is permitted to avail break of study: i. In case of accident or serious illness needing prolonged hospitalization and rest. ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a product. iii. In case of any personal reasons that need a break in study. iv. For internship leading to employment. For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him. Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a

	technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the start up shall be permitted only after the 2nd semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first semester. Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same. Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility. In the semester system followed by the University, break of study for an academic year is the preferred option than break of study for a semester. The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student with all relevant documents to the University portal for the approval with his/her recommendations. Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.
8.Attendance	
R8.1	Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination. On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the

	Academic Auditors/ University officials. This provision is applicable only to any two semesters during the entire program period. In case of prolonged illness, break of study is permitted as per R7.1.
R8.2	The Principals are authorized to grant attendance relaxation (duty leave) to the students participating in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Faculty Advisor in the case of other extracurricular activities, within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.
R8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
9. Academic Auditing of affiliated institutions.	
R9.1	There shall be academic auditing in each affiliated college at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor(s) appointed by the University. The Internal Quality Assurance Cell (IQAC) in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in the formats prescribed by the University for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the University in

	the prescribed format. Academic auditing shall cover:- 1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipments, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for students. 3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking. The audit shall also cover the quality criteria prescribed by NBA/NAAC.
10. Grace Marks for Sports /Arts Competitions.	
R10.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R10.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.
R10.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
R10.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R10.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.
R10.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re – distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re- distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.

R10.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R10.8	Re- distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R10.9	Grace Marks shall not be re – distributed from one semester to another semester.
R10.10	If the candidate does not secure the minimum marks required for a pass even after effecting re- distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
R10.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R10.12	The performing semester shall be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester).
R10.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R10.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
R10.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
11.GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)	
R11.1	To be eligible for the grace marks, the certificate of disability specifying the percentage of disability certified by the District Medical Board shall be produced before the Principal at the time of admission. Profoundly deaf candidates with disability 40% or above or hearing impaired candidates with disability 70% or above are eligible for the award of Grace Mark. In case of any other disability of more than 60% duly certified by the District Medical Boards, students will be eligible for grace marks.
R11.2	The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R11.3	Transfer of marks from one paper to another shall not be permitted. Fractions

	of marks if any, while computing the Grace Marks shall be discarded.
R11.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R11.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Viva Voce/ Seminar for which the University does not normally conduct End Semester Examinations. However the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
R11.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University.
R11.7	The request for Grace Marks received after the time limit shall not be entertained on any account.
12. TRANSITORY PROVISION	
R12.1	Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied with any modifications as may be necessary.

07.12 BHMCT 2018 Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala-695016

REGULATIONS

BACHELOR OF HOTEL MANAGEMENT & CATERING TECHNOLOGY (BHMCT)

2018

I N D E X

1. **Admission to BHMCT**
2. **Examination**
3. **Eligibility for Award of Degree**
4. **Fee structure**
5. **Discipline of the student – Action against breach of discipline**
6. **Action against breach of guidelines in Examinations - unfair measures in examination**
7. **Miscellaneous Provisions:**
    a. Language of Instruction and Evaluation
    b. Academic Calendar
    c. BHMCT Programme Structure
    d. Curriculum, List of Courses and Syllabi
    e. Faculty Advisor/Counsellor
    f. Course Registration and Enrolment
    g. Course Completion and Earning of Credits
    h. Core courses, Prerequisites and Electives
    i. Academic Assessment/Evaluation
    j. Eligibility to Continue
    k. Class Committees
    l. Eligibility for Grading
    m. Award of Grades
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    t. Discipline
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8. **Amendment to Ordinance/Regulations/Rules**

Rules to carry out the purpose of the Regulations

Addendum

1. Admission to BHMCT

a. Eligibility for admission to the BHMCT, programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala, the Government of India and statutory body such as AICTE.

b. Subject to Clause 1(a), Admission to BHMCT shall be based on an entrance examination conducted/approved by APJ Abdul Kalam Technological University. Candidates seeking admission to the BHMCT programme shall have passed the Higher Secondary Examination, Kerala or 12th Standard V.H.S.E., C.B.S.E., I.S.C or any other examination considered equivalent to the above- mentioned ones. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders and the marks in the qualifying examination subject to the relaxations allowed for backward classes and other communities as specified from time to time.

c. The number of students admitted is to be based on the approval by the All India Council for Technical Education and the APJ Abdul Kalam Technological University.

d. Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to confirm to directions from the Government of Kerala and the Government of India.

e. The BHMCT programme is a credit based programme. The duration of the BHMCT programme will normally be four academic years spanning 8 semesters. The maximum duration shall be six academic years spanning 12 semesters.

2. Examination

a. At the end of the semester, end semester examination will be conducted in all courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of results, for students who are eligible and have registered for the same

b. Students, who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.

c. The main eligibility criteria for the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

d. Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal.. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

3. Eligibility for Award of Degree

The award of BHMCT degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors and in accordance with the academic regulations, if any, issued for the said purpose by the University.

Award of BHMCT Degree

A student will be eligible for the award of BHMCT of the University on satisfying the following requirements.

i. Earned credits for all the core courses and the Project.
ii. Earned the required minimum credits as specified in the curriculum
iii. No pending disciplinary action.

4. Fee charged by the University

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

5. Discipline of the student – Action against breach of discipline

Every college shall have a *Student's Welfare Committee* and a *Disciplinary Action Committee*, constituted by the Principal of the college. Each college should have a *Grievance Redress and Appeals Committee* constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details of the constitution and terms of reference are outlined in 7(t), 7(u) and & 7(v).

6. Breach of guidelines and unfair practices in Examinations

These are viewed seriously, and appropriate actions are to be taken by the colleges as detailed in 7(t).

7. Miscellaneous Provisions

a. Language of Instruction and Examination.

Unless otherwise stated, the language of instruction and examinations shall be English.

b. Academic Calendar

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Summer course schedule and result declaration have also to be indicated in the calendar. Additionally, colleges must publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

c. BHMCT Programme Structure

i. BHMCT programme is structured on a credit based system following the semester pattern with continuous evaluation
ii. The duration for the BHMCT programme will normally be 8 semesters.
iii. The maximum duration shall be six academic years spanning 12 semesters.
iv. Each semester shall have 90 working days of which at least 80 days of teaching is mandatory.
v. Classroom and Laboratory contact, in total, shall be 36 hours per week.
vi. The curriculum of the BHMCT programme is designed to have a minimum of 197 academic credits for the award of the degree.
vii. The University follows Credit System and Credits are apportioned among the following knowledge segments.

BHMCT. Programme.

Knowledge Segment	**Theory**	**Practical**	**Total Credits**
Core Subjects	63	55	118
Ancillary Subject	42	4	46
Electives	8		8
Projects		5	5

Seminar		4	4
Industrial Training		20	15
Personality Development		1	1
Total Credits for BHMCT Degree			**197**

Credits are assigned to courses based on the following general pattern.

One credit for each lecture hour per week for one semester

One credit for each laboratory/ practical session of 2 or 3 hrs, per week for one semester

viii. In a semester normally up to six lectures based courses and five laboratory/practical courses, carrying a maximum credit of 29, could be offered.

ix. University may allow students to transfer credits they have earned at other Universities and Academic Institutions, as per the guidelines given by the Academic Committee and approved by the Board of Governors.

d. Curriculum, list of Courses and Syllabi

i. BHMCT programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

ii. Courses are categorized as Core, Ancillary, and Electives

iii. Each course has a course number. Course number includes the offering department or knowledge segment code and a three digit number. Knowledge segment code is used when a course is offered by any one or more departments with the same course content and syllabus. Details on this are given under Rule, RU-1.

e. Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:-

- To guide and help students on academics
- To monitor their progress in academics and advise them
- To counsel them and hand-hold them in any difficulty

f. Course Registration and Enrolment

It is mandatory for students to register for all courses in a semester. Any late registration, allowed up to 7 working days from the stipulated date, will attract a late fee.

g. Course Completion and Earning of Credits

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

h. Core courses and Electives

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the BHMCT degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned.

i. Academic Assessment/Evaluation

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure. Academic evaluation procedure and corresponding weights are as follows:-

i. For theory courses: - Normally 30% weightage for internal evaluation and 70% for end semester examination.
ii. For practical courses- Normally 30% weightage for internal evaluation and 70% for end semester examination.
iii. Marks for Internal evaluation and end semester examination for Theory courses are fixed as 30 and 70 respectively.
iv. Marks for Internal evaluation and end semester examination for Practical courses are fixed as 30 and 70 respectively.
v. Marks for Internal evaluation and End semester examination for Projects are fixed as 30 and 70 respectively.

Scheme of evaluation is as follows.

For Theory courses

i. Two internal tests of 30 marks of 60 minutes duration. Average score to be calculated out of a maximum of 15 marks(Internally by the College)
ii. Tutorials/Assignments/Mini Projects carrying 15 marks. (Internally by the College)
iii. End Semester examination conducted by the University carrying maximum marks 100. Score will be recalculated out of a maximum of 70 marks.

For Practical courses

i. Two internal tests each of 100 marks of 4 hours duration each. Average score to be calculated out of a maximum of 20 marks (Internally by the College)
ii. Assignments/Mini Project/Record work 10 marks. (Internally by the college)
iii. End Semester examination carrying 100 marks. (Conducted by the University). Score will be recalculated out of a maximum of 70 marks

All the above evaluations are mandatory requirements to earn credits.

Students who have missed the internal tests (Theory or Practical) can register with the consent of the faculty and the Head of the Department (HoD) concerned for a re- test which shall be conducted before the end semester examination. The re-test will cover both the course contents of first and second tests. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 60 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

Seminar

Each student has to make a presentation based on a current topic based on in his/her Open Elective in consultation with the faculty member in charge of the seminar in the Department. The seminar will be evaluated based on RU-5

Distribution of marks for the seminar is as follows.

- Marks for the report: 30%
- Presentation: 40%
- Ability to answer questions on the topic: 30%

Project

Each student has to do a project on a topic based on in his/her Professional Elective in consultation with their faculty supervisor.

Evaluation scheme

Two progress assessments	30% of marks	by the faculty supervisor
Final Project Report	30% of marks	by the Internal Assessment Board
Project presentation & Viva	40% of marks	By the Assessment Board including

external expert

If the project work is not completed satisfactorily, the student has to put in more work and appear again for assessment on a specified date, not earlier than one month after the first evaluation. If the student fails in the project, a fresh registration for the project for one semester is mandatory.

The project internal assessment board shall consist of the following members.

Chairman: Head of the Department

Members: Project supervisor/s of the student

One faculty member from the Department

The assessment board for final evaluation (Project presentation & viva-voce) shall consist of the members of internal assessment board and an external subject expert, either from an academic/research institute or industry

Industrial training

Industrial Training Report—50 marks

Industrial Training Presentation to be made on a core department of choice. —50 marks

Industry Appraisal across departments—100 marks

The assessment board for industrial training shall consist of Head of the Dept, Staff advisor, two faculty members from the Dept (one must be of student's core dept) and expert from the industry. The industrial training shall be as per rule RU-6.

j. Eligibility to Continue

A student has to pass a minimum number of courses to be eligible to register for the courses offered in fifth and seventh semesters. The eligibility requirement is given below. Faculty advisors shall monitor advice and support the students in this. Students should be informed about this requirement.

Eligibility Criteria for Registering Higher Semester Courses

Semester **(1)**	**Pass Requirement** **(2)**
First	xxx
Second	xxx

Third	xxx
Fourth	xxx
Fifth	Not failed in more than 08 courses (including theory & practical) (Cumulative of semesters 1 to 4)
Sixth	xxx
Seventh	Not failed in more than 08 courses (including theory & practical together) (Cumulative of semesters 1 to 6)
Eighth	xxx

k. Class Committees

The class committee is to be in place in each college affiliated to the University.

The chairman of the committee shall be a senior faculty member who does not offer any course in the concerned class during that semester.

Members:-

i. All faculty members teaching courses in that semester.
ii. Two student representatives nominated by the Principal.

The class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. The committee should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalize the internal assessment marks and approve them.

l. Eligibility for grading

Theory/Practical/ Industrial Training/ Seminar/Project:

- Minimum of 40% marks in the internal assessment and end semester examination combined.
- A minimum of 40% marks in the end semester examination- theory and practical.

Otherwise, he/she will be considered to have failed in the course and an F grade will be awarded.

A student earns credits for a course if the grade is **P** or above.

m. Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 6n. The grade card will only give the grades against the courses the student has registered. Semester grade card will give the grade for each registered course, Semester Grade

Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

n. Grades and Grade Points

Grades and Grade Points followed by the University is as follows.

Grades	**Grade Point (GP)**	**% of Total Marks obtained in the course**
O (Outstanding)	10	90% and above
A+ (Excellent)	9	85% and above but less than 90%
A (Very Good)	8.5	75% and above but less than 85%
B+ (Good)	8	65% and above but less than 75%
B (Above Average)	7	55% and above but less than 65%
C (Average)	6	45% and above but less than 55%
P (Pass)	5	40% and above but less than 45%
F (Fail)	0	Less than 40%
FE		Failed due to eligibility criteria
I		Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

o. Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an *Internal Academic Auditing Cell* within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented

to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing shall cover:-

i. Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, laboratory experiments, practical assignments, mini projects and conduct of practical classes and their evaluation.
ii. Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.
iii. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

p. Break of Study

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the college Principal. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the BHMCT programme will still be twelve semesters.

q. Revaluation and Grade Improvement

There is no provision for improving the grades. The student can apply for scrutiny and/or revaluation of answer scripts of theory papers of the end semester examination after the results are published. The final marks awarded will be the best of the two marks. If the difference in marks obtained in revaluation and the original revaluation is more than 15% of the maximum marks, it will be sent for third valuation. The final marks will then be the average of the closest of the two marks obtained in the three valuations to the advantage of the student or the marks obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners has inadvertently responsible for negligent valuation of answer script and recommend for suitable action.

r. Grade Cards

Students who have written the end semester examination will be given the grade cards for the registered courses, in every semester by the University. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the BHMCT programme including CGPA.

s. BHMCT Degree

BHMCT. Degree will not have any classifications like distinction or first class.

t. Disciplinary Action Committee

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members.

In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University. The Controller of Examinations shall refer the case to the Examination Monitoring Committee. The Controller of Examination will consider the same as a Review.

u. Student's Welfare Committee

Every college shall have a *Student's Welfare Committee*, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman

shall be a senior faculty member. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the principal.

v. Grievances and Appeals Committee

Each college should have a Grievances and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior faculty member shall look into student's grievances and appeals and give its recommendations to the Principal for action.

8. Amendment to Ordinance/ Regulations/Rules

Notwithstanding all that has been stated above, the University has the right to modify any of the above Ordinance/Rules/regulations from time to time.

RULES:

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number. The letter code refers to the department offering the course or the knowledge segment of the course. And the last letter indicates whether it is a theory (T) or Practical (P) paper

Course Number is a three digit number and the first digit refers to the Academic year in which the course is normally offered, i.e. 1, 2, 3, or 4 for the BHMCT Programme of four year duration. Of the other two digits, the last digit identifies the semester in which the course is offered. The middle number would be zero.

FPT 101 is a course in Food Production-Theory offered in the first semester. FPP 301 is a course in Food Production-Practical offered in the fifth semester.

These course numbers are to be given in the curriculum and syllabi.

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

i. In case of accident or serious illness needing prolonged hospitalization and rest.
ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
iii. In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of an industry expert and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

RU-4 Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-5 Seminar

Students have to prepare a detailed report on the topic of the seminar and submit it to the teacher concerned. The seminar is to be of 20 minutes duration with another 5 minutes given for questions and answers. All students in the class have to attend the seminar without fail. Evaluation will be based on the report, seminar presentation as well as on the ability of the student to answer the questions put forward. Faculty member in charge of the seminar and another faculty member in the department nominated by the Head of the Department are the evaluators for the seminar.

RU-6 Industrial Training

Duration of training: - 20 weeks during Semester VI.

A week would consist of 06 working days. 10% of total working days can be availed as leave with prior permission of the hotel.

A further 10% can be condoned by the Principal on production of bonafide medical certificate in case of illness or due to extreme unforeseen circumstances. Leave taken must be made up by doing double shifts or working on weekly offs. Once a student has been selected / deputed for industrial training by the institute, he/ she shall not undergo IT elsewhere. In case students make direct arrangements with the hotel for industrial training, the same should necessarily be approved by the institute.

RU-7 Ragging

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

9. Addendum:-

1. Calculation of SGPA/CGPA

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

SGPA = $\Sigma(C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = $\Sigma(C_i \times GP_i)/\Sigma C_i$ where C_i is the credit assigned for a course and GP_i is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for

which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the BHMCT programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

BACHELOR OF HOTEL MANAGEMENT & CATERING TECHNOLOGY (BHMCT)

2018

AMENDMENT ORDINANCE No. 1

1. APJAKTU- BHMCT Regulations - Clause2(a) &(b) - amended

U.O.No. 758/2019/KTU Dated: 12.12.2019

As per the existing regulations, Clause 2(a) states: "At the end of the semester, end semester examination will be conducted in all courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of results, for students, who are eligible and have registered for the same".

Clause 2(b) states : "Students, who have completed a course, but could not write the end semester examination for valid reasons, like illness or personal exigencies, are allowed to write the supplementary examination or the end semester examination at the next opportunity, and earn the credits without having to register for the course again, provided they meet other eligibility criteria".

Now the clause 2(a) is amended as follows:"At the end of the semester, end semester examination will be conducted in all courses offered in the semester and will normally be of three hours duration, unless otherwise specified. **Supplementary examinations will be conducted along with respective end semester regular examinations**".

On revising clause 2(a) , clause 2(b) became obsolete and hence it is removed.

2. CGPA to Percentage conversion formula - BHMCT course.

U.O.No. 1740/2020/KTU Dated: 14.12.2020

The Academic council, vide paper read above, resolved that since BHMCT programme is introduced in the year 2017, the same formula used for converting CGPA to Percentage, approved for B. Tech 2015 Regulations can be used for BHMCT programme also.

Accordingly the formula for converting CGPA to percentage for BHMCT Programme is as below:

Percentage of marks = (CGPA*10) - 3.75.

07.13 B. Des 2019 Regulation

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

REGULATIONS

for

BACHELOR OF DESIGN (B. Des)

2019

The A. P. J. Abdul Kalam Technological University Academic Regulations for B. Des, 2019

This may be called the A. P. J. Abdul Kalam Technological University Academic Regulations for B. Des, 2019. These are subject to the provisions of the APJ Abdul Kalam Technological University Act, 2015, the statutes and ordinances, if any, issued in the subject from time to time. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the University. These regulations shall be applicable for students admitted from 2019 onward.

1. Preamble	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	In all matters related to the regulations, the decision of the University and its interpretation given by the BOG shall be final and binding.
2. Admission	
R2.1	Admission policy, eligibility for admission and admission procedure shall be decided by the University or the competent statutory authority for admissions from time to time.
R2.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BOG.
R2.3	No student shall be permitted, under any circumstances, to change the branch/stream to which he/she is admitted by the competent authority for admission.
R2.4	A student admitted to a particular institute shall continue studying in that institute till the completion of the course, unless he/she is permitted an inter college transfer as per R9.1 to 9.12.
3. Structure of B. Des Program.	
R3.1	The duration of the regular B. Des. Programme will normally be of four Academic years spanning 8 semesters including internship as per the curriculum.
R3.2	The maximum duration shall be six academic years spanning 12 semesters.

<table>
<tr><td>R3.3</td><td colspan="3">Every academic year shall have two semesters “1st July to 31st December (Odd semester)” and “1st January to 30thJune (Even semester)”. Each semester shall have minimum of 72 working days. The second half of 7th semester shall have a minimum of 45 working days. The vacation of the faculty and staff shall be as per the Government orders from time to time.</td></tr>
<tr><td>R3.4</td><td colspan="3">The B. Des program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified/ updated once in four years. However, innovative elective courses can be included as and when required, on the recommendations of the respective Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies concerned.</td></tr>
<tr><td>R3.5</td><td colspan="3">The academic programs of the University follow the credit system. The general pattern is as below:</td></tr>
<tr><td></td><td>1 Hr. Lecture (L) per week</td><td colspan="2">1 credit</td></tr>
<tr><td></td><td>1 Hr. Tutorial (T) per week</td><td colspan="2">1 credit</td></tr>
<tr><td></td><td>1Hr. Studio S per week</td><td colspan="2">1 credit</td></tr>
<tr><td></td><td>Up to3 Hrs. Practical/ Workshop/Drawing per week</td><td colspan="2">1 credit</td></tr>
<tr><td></td><td>Above 3 Hrs. Practical/ Workshop per week</td><td colspan="2">2 credits</td></tr>
<tr><td></td><td colspan="3">The workload of a faculty member shall be the actual number of hours engaged by the faculty member.</td></tr>
<tr><td>R3.6</td><td colspan="3">The curriculum of the B. Des Program shall have a total of 160 academic credits and 2 additional pass/fail credits</td></tr>
<tr><td>R3.7</td><td colspan="3">Every course of B. Des Program shall be placed in one of the nine categories as listed in table below</td></tr>
<tr><td></td><td colspan="3"><table>
<tr><th>SL. No.</th><th>Category</th><th>Code</th><th>Breakup of Credits</th></tr>
<tr><td>1</td><td>Design Studies</td><td>DS</td><td>124</td></tr>
<tr><td>2</td><td>Applied Science</td><td>AS</td><td>4</td></tr>
<tr><td>3</td><td>Environment and Humanities</td><td>EH</td><td>5</td></tr>
</table></td></tr>
</table>

	4	Professional Training	PT	4
	5	Professional Practice	PP	4
	6	Program Electives	PE	14
	7	Practical Skills	PS	5
	8	Mandatory Courses [Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge]	MC	Non credit
	9	Mandatory Student Activities (Pass/Fail)	SA	2
	Total Credits			**162**
R3.8	No semester shall have more than six courses Credit per semester shall not be greater than 29 and cumulative credits shall not be less than 162.			
R3.9	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.			
4. Academic Monitoring and Student Support.				
R4.1	Advisory System: There shall be one Senior Faculty Advisor (SFA) for a class and a faculty advisor (FA) each for 25 to 35 students in the class. The Principal shall assign regular faculty member with minimum five years of experience as the Senior Faculty Advisor (SFA) in discussion with the Head of Department concerned.			
R4.2	The documents regarding all academic and non-academic matters of students under an advisory group shall be kept under the custody of Faculty Advisor/Senior Faculty Advisor.			
R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor/Senior Faculty Advisor. Students and parents shall first approach their Faculty Advisor/ Senior Faculty			

	Advisor for all kinds of advices, clarifications and permissions on academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.
R4.4	The SFA shall arrange separate or combined meetings with advisors; course faculty, Parents and students as and when required and discuss the academic progress of students under their advisory group. The Senior Faculty Advisor/ Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened: 1. Immediately after the commencement of the semester. 2. Immediately after announcing the marks of first internal evaluation test. The internal marks, activity points earned during the semester and eligibility of attendance shall be uploaded in the University portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks and activity points shall be looked into in the combined meetings of advisors, course faculty and the students concerned. The Principal/ HoD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance. The FA/SFA shall be the custodian of the minutes and action taken reports of the advisory meetings.
R4.5	The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce it before the University as and when required.
R4.6	The FA/SFA shall keep a hard copy of the consolidated statement of attendance, activity points and internal marks of the students in their advisory group. It shall be kept with the HoD without fail for all sorts of inspections.
R4.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Senior Faculty Advisor/ Faculty Advisor.
R4.8	The Principal shall inform/forward all regulations, guidelines, communications, announcements etc issued by the University regarding student academic and other

	matters to the HoDs/ Senior Faculty Advisors for information and timely action.
R4.9	It shall be the official responsibility of the Principal to arrange necessary orientation programs to the HoDs, SFAs and FAs regarding student counselling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.
5. Academic Auditing of affiliated institutions.	
R5.1	There shall be academic auditing in each affiliated college at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor(s) appointed by the University. The Internal Quality Assurance Cell (IQAC) in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in the formats prescribed by the University for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the University in the prescribed format. Academic auditing shall cover:- 1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students. 3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking. 4. The audit shall also cover the quality criteria prescribed by the University.
6. Assessment	
R6.1	There shall be End Semester Examinations (ESE) in every semester for all courses as

<table>
<tr><td></td><td>prescribed under the respective curriculum. The End Semester Examinations shall be conducted by the University for all theory based subjects under group III. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.</td></tr>
<tr><td>R6.2</td><td>The End Semester Examinations (ESE) shall be held twice in a year – May/June session (for even semesters) and November/December session (for odd semesters). However, the End Semester Examinations of the VII and VIII Semesters shall be conducted in both the sessions.</td></tr>
<tr><td>R6.3</td><td>Jury Examinations for Studio based courses shall be conducted by the institution for odd semesters and by the University for even semesters. The final viva voce of the 8th semester project will be conducted by a jury appointed by the University.</td></tr>
<tr><td>R6.4</td><td>Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE), External Jury (EJ) and End Semester Examinations (ESE). The distribution of marks between Continuous Internal Evaluation (CIE),External Jury (EJ) and End Semester Examinations (ESE) in percentage shall be as below :
<table>
<tr><td></td><td>Course</td><td>CIE</td><td>EJ</td><td>ESE</td></tr>
<tr><td>1</td><td>Design Studio</td><td>60%</td><td>40%</td><td>Nil</td></tr>
<tr><td>2</td><td>Theory cum Studio</td><td>100%</td><td>Nil</td><td>Nil</td></tr>
<tr><td>3</td><td>Theory Courses</td><td>60%</td><td>Nil</td><td>40%</td></tr>
<tr><td>4</td><td>Workshop/Practical</td><td>100%</td><td>Nil</td><td>Nil</td></tr>
</table>
External Jury (EJ) panel consists of one internal faculty member and an external expert from Industry /Institute having minimum 5 years of experience.</td></tr>
<tr><td>R6.5</td><td>Continuous Internal Evaluation (CIE)): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.
<table>
<tr><td>Course</td><td>Attendance</td><td>Tests</td><td>Assignment/ Class work/ Course project.</td></tr>
</table></td></tr>
</table>

	Design Studio	10%	Nil	90%
	Theory cum Studio	10%	30%	60%
	Theory	10%	40%	50%
	Workshop/ Practical	10%	Nil	90%

There shall be minimum two internal evaluation tests for theory subjects, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be of 50 marks. Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. Three days shall be utilized for conducting the internal evaluation test.

Scheme of evaluation of CIE is as follows:-

Group I Design Studio

- Attendance 10%
- Design Assignments 90%

Group II (Theory cum Studio Courses)

- Attendance 10%
- Two internal tests each having 15%
- Tutorials/Assignments 60%

Group III (Theory based subjects)

- Attendance 10%
- Two internal tests each having 20%
- Tutorials/Assignments 50% marks.

Group IV (Workshops/ Practical Training.)

- Attendance 10%
- Marks for report 30%
- Presentation/ demonstration 30%
- Viva 30%

The CIE marks for the attendance (10%) for each theory, practical/ workshop, design studio and theory cum studio courses shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a

	subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.
R6.6	**Core courses, Prerequisites and Electives** All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Des. degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. A pass in Design studio in all semesters is a prerequisite for registration to immediate higher semester. Those students who have failed in Design studio will be given an opportunity to resubmit the portfolio in a supplementary chance before the commencement of the next semester. If the student fails to secure passing grades in the supplementary chance he/she will have to repeat the semester in the next academic year.
R6.7	**Final Semester Design Project (Thesis)** The students of B. Des. degree course are required to take up a design project (Thesis) during the last semester of the programme under the guidance of faculty appointed by the Department. The student has to obtain prior permission on the subject of this project from the department and the guide. The nature of design thesis shall be either a live project or a proposal and the student has to work out all aspects including its programming in consultation with the guide allotted. Evaluation of the thesis project is done as follows: • Continuous Internal Evaluation by supervising guide. • Mid stage evaluation by a team appointed by the institute. • Final evaluation by a committee appointed by the University. Scheme of Thesis project evaluation is as follows: • Continuous Internal Evaluation by supervising guide- 40% • Internal Evaluation by team of three examiners- 10% • Final Evaluation by team of two examiners - 50% **Constitution of Internal Evaluation committee** The thesis guide and two faculty members from the department/ practicing

	designers/ academicians and with minimum of five years of experience shall form the internal progress evaluation team appointed by Institution. Those students who have not acquired minimum 40% marks in the internal assessment will not be eligible to appear for final thesis review and will be given FE grade. The students with FE grade shall register for the course during a normal semester. **Constitution of evaluation committee appointed for final evaluation** • One senior faculty member from the institute • One senior faculty member from other institutes/practicing designer, with a minimum of five years of professional experience Pass minimum for final semester Project (Thesis) shall be 40% for the Continuous Internal Evaluation (CIE) and Final Jury evaluation individually and 50% of CIE and Final Jury assessment put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation (CIE) + Final Jury marks is below 50%. The students have to acquire minimum 40% marks in the final thesis review and those students with F Grade will be given an opportunity to resubmit the thesis in the supplementary chance. Otherwise the student will have to register for the same during a normal semester
R6.8	**Dissertation** Each student has to take up a dissertation project on the topic approved by the Institution. The institution will allot a guide to each student to supervise the dissertation work. The Evaluation of the project is to be done in stages. There will be two progress evaluations each carrying 20 marks, and a final evaluation (presentation and report) of the project for 60 marks at the end of the 7th semester. The project supervisor and two other faculty members of the same institute form the members of the two progress evaluations. Scheme of Evaluation is as follows • Two progress assessment 20% each (internal) • Final evaluation 60 %(conducted by Institute) The dissertation assessment board for final evaluation shall consist of the following

	members. Chairman: A senior faculty member appointed by the institute Members: Dissertation Coordinator/Internal faculty member, an external member either from academic/research institute or practicing designer with minimum five years' experience shall be appointed by the institute. If the dissertation is not completed satisfactorily, the student has to work further and again appear for final assessment on a specified date, not earlier than one month after the first evaluation.
R6.9	**Practical Training** As per the B. Des curriculum students shall undergo practical training immediately after the 6th semester examinations of the B Des programme. The training shall be under a designer having a minimum of five years' experience and approved by the institution. The duration of practical training shall be a minimum of 60 working days. Only those who have completed the practical training successfully will be permitted to register for the second half of 7th semester of the B. Des degree course. Those students who fail to obtain 40% marks shall repeat the practical training. Candidates shall select a designer with minimum five years' experience and good reputation in the field of design for practical training and the same should be approved by the institution well in advance before the commencement of the 6th semester examination.
R6.10	**Self -Initiated Summer Internship.** Students can initiate internship to enhance their knowledge and skills during summer breaks and these internships will be awarded with activity points. The training shall be under a designer/institute in India or abroad having a good reputation with more than 5 years of experience in the field and approved by the institution. The duration of Internship shall be a minimum of 15 working days.
R6.11	Students, who have completed a course under Groups II, III & IV but could not write the end semester examination, shall be awarded "I' Grade, provided they meet other eligibility criteria (R6.12). They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.
R6.12	The main eligibility criteria for registering to the End Semester Examination are

	attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.
R6.13	The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the seventh and eighth semester FE grade students can register for the courses in the next immediate chance, if offered by their institute.
R6.14	A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.
R6.15	The maximum number of credits a student can register (course registration) for, in a semester is limited to 08 credits in excess of the total mandatory credits allotted in the curriculum for that semester.
R6.16	A student will be eligible for the award of B. Des. Degree of the University on satisfying the following requirements: 1. Fulfilled all the curriculum requirements within the stipulated duration of the course. 2. Earned the required minimum credits as specified in the curriculum for the branch of study (R3.6 and R3.7). 3. No pending disciplinary action.
R6.17	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.
R6.18	Pass minimum for a course under Groups II & III shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation (CIE) +End Semester Examination (ESE)] is below 50 %.
R6.19	Students with F Grade can appear for the End Semester Examinations as supplementary chance/ chances and earn credits. They will also have the option to

<table>
<tr><td></td><td>re-register for the course to improve the CIE in the immediate chance offered to him/ her by the Institution.</td></tr>
<tr><td>R6.20</td><td>Continuous Internal Evaluation mark percentage shall not exceed 30% over the End Semester Examination mark %. CIE marks awarded to a student shall be normalized accordingly. For example if the end semester mark % is 40, then the maximum eligible CIE mark % is 40+30 = 70 %.)</td></tr>
<tr><td>R6.21</td><td>Grading is based on the overall % marks obtained by the student in a course, as given in 6.16. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).</td></tr>
<tr><td>R6.22</td><td>Grade and Grade Points
<table>
<tr><th>Grades</th><th>Grade Point (GP)</th><th>% of Total Marks obtained in the course</th></tr>
<tr><td>S</td><td>10</td><td>90% and above</td></tr>
<tr><td>A+</td><td>9.0</td><td>85% and above but less than 90%</td></tr>
<tr><td>A</td><td>8.5</td><td>80% and above but less than 85%</td></tr>
<tr><td>B+</td><td>8.0</td><td>75% and above but less than 80%</td></tr>
<tr><td>B</td><td>7.5</td><td>70% and above but less than 75%</td></tr>
<tr><td>C +</td><td>7.0</td><td>65% and above but less than 70%</td></tr>
<tr><td>C</td><td>6.5</td><td>60% and above but less than 65%</td></tr>
<tr><td>D</td><td>6.0</td><td>55% and above but less than 60%</td></tr>
<tr><td>P (Pass)</td><td>5.5</td><td>50% and above but less than 55%</td></tr>
<tr><td>F (Fail)</td><td>0</td><td>Below 50% (CIE + ESE) or Below 40 % for ESE</td></tr>
<tr><td>FE</td><td>0</td><td>Failed due to lack of eligibility criteria (R6.12)</td></tr>
<tr><td>I</td><td>0</td><td>Could not appear for the end semester examination but fulfills the eligibility criteria.</td></tr>
</table></td></tr>
</table>

<table>
<tr><td></td><td>Classification of B. Des Degree.</td><td>First Class with Distinction</td><td>CGPA 7.5 and above</td></tr>
<tr><td></td><td></td><td>First Class</td><td>CGPA 6.5 and above</td></tr>
<tr><td></td><td colspan="3">Equivalent percentage mark shall be = 10 * CGPA – 2.5</td></tr>
<tr><td>R6.23</td><td colspan="3">Minimum Cumulative Credit Requirements for Registering to Higher Semesters
<table>
<tr><th>Semester</th><th>Allotted Credits</th><th>Cumulative Credits</th><th>Minimum Cumulative Credits required for B. Des</th></tr>
<tr><td>First</td><td>20</td><td>20</td><td>Not Applicable</td></tr>
<tr><td>Second</td><td>20</td><td>40</td><td>Not Insisted</td></tr>
<tr><td>Third</td><td>20</td><td>60</td><td>Not Insisted</td></tr>
<tr><td>Fourth</td><td>20</td><td>80</td><td>Not Insisted</td></tr>
<tr><td>Fifth</td><td>20</td><td>100</td><td>25 Credits from S1& S2</td></tr>
<tr><td>Sixth</td><td>20</td><td>120</td><td>Not Insisted</td></tr>
<tr><td>Seventh</td><td>20</td><td>140</td><td>52 Credits from S1 to S4</td></tr>
<tr><td>Eight</td><td>20</td><td>160</td><td>Not Insisted</td></tr>
</table></td></tr>
<tr><td>R6.24</td><td colspan="3">There is no provision for improving the grade. However, the student is permitted to check the answer books of the End Semester Examination after the results are declared, on payment of the prescribed fee. Any discrepancy in evaluation could be brought to the notice of the Controller of Examination, who shall initiate appropriate action as per the University Examination Manual.</td></tr>
<tr><td>R6.25</td><td colspan="3">The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the better of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 25% of the maximum marks, it shall be sent for third</td></tr>
</table>

	valuation. The final mark shall then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners is responsible for negligent valuation of answer script and initiate suitable action as per the University Examination Manual.
R6.26	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the B. Des program including CGPA.
Calculation of SGPA/CGPA	
R6.27	Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. SGPA = Σ (Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. CGPA = Σ (Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the B. Des programme is arrived at by considering all course credits that are needed for the degree and their respective grade points. For students admitted under lateral entry scheme, credits for the first and second semester courses shall not be accounted for the calculation of CGPA. Equivalent percentage mark shall be = 10 * CGPA – 2.5
R6.28	Any act of violation of University directions, indiscipline, misbehaviour, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the Principal and the college management to see that the examinations are conducted strictly as per the directions of the University and as specified in the examination Manual. Malpractices in examinations observed or

	reported by an official employed by the University, faculty member, invigilator or anybody shall be immediately reported to the Principal. The Principal shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case. The Principal shall then forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidences within two working days. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.
R6.29	A student shall earn 2 credits by actively involving in co – curricular and extra – curricular activities as per the guidelines issued by the University from time to time. On getting minimum 100 activity points the student passes the course and earns the two credits which shall not be counted for the calculation of CGPA but mandatory for the award of the Degree. The students are required to keep a file containing documentary proofs of activities done by him/her attested by the Senior Faculty Advisor/ Faculty Advisor.
7. Break of Study	
R7.1	A student is permitted to avail break of study: i. In case of accident or serious illness needing prolonged hospitalization and rest. ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a product. iii. In case of any personal reasons that need a break in study. iv. For internship leading to employment. For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him. Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The

	break of study for the start-up shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters. Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same. Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The Principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility. In the semester system followed by the University, break of study for an academic year is the preferred option than break of study for a semester. The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student with all relevant documents to the University portal for the approval with his/her recommendations. Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.
8.Attendance	
R8.1	Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination. On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ University officials. This provision is applicable only to any two semesters during the entire program period. In case of prolonged illness, break of study is permitted as per R7.1.
R8.2	The Principals are authorized to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students

	should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the Principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.
R8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 5%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the Principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
9.Inter College Transfer	
R9.1	Inter college transfer shall be applicable only for regular B. Des students.
R9.2	The transfer shall be permitted just before the commencement of third semester.
R9.3	The transfer shall be with effect from the first working day of the third semester.
R9.4	The transfer shall be only within the sanctioned strength of the receiving college.
R9.5	The following Category of students shall not be eligible for inter college transfer 1. Govt. of India Nominee. 2. Management Quota in Aided colleges. 3. Management Quota in private Self-Financing Colleges 4. Students admitted under NRI/PIO quota. 5. Lateral Entry students. 6. Students admitted under TFW Scheme.

	7. Students admitted in any supernumerary seats. 8. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.
R9.6	The transfer shall be permitted: 1. Between Govt/ Govt. Aided Colleges. 2. Between Self – Financing Colleges. (Including Govt. Controlled SFC).
R9.7	Notification inviting application for inter college transfer shall be issued by the University just before the commencement of the third semester.
R9.8	The candidate should fulfill the academic eligibility requirement for promotion to the third semester.
R9.9	If the number of applicants is more than the vacant seats available, the transfer may be based on the Entrance Exam Rank.
R9.10	The students shall opt only one college for inter college transfer.
R9.11	The selected candidates shall remit a fee of Rs 3000/- (No fee for SC/ST students) within the stipulated date to the University. However, this rule is not applicable to the students transferred to other institutes under “Shift College” University order.
R9.12	The College transfer once approved by the receiving college will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of college once offered.
10.Migration from other Universities	
R10.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable to the students in any of the Engineering colleges/ Institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala.
R10.2	The student shall be permitted to migrate only if he/she fulfills the University eligibility criteria for admission to the course applied for migration.
R10.3	The migration shall be permitted only up to the fifth semester of the B. Des

	program and half the duration of the program in the case of other programs.
R10.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the concerned Board of Studies.
R10.5	The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
R10.6	The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
R10.7	The students offered admission shall have to take transitory courses/ additional courses of the previous semesters to satisfy the program requirement as recommended by the concerned board of studies.
R10.8	The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The migration fee is charged for the meeting expenses of the concerned Board of studies to decide on the student suitability for migration and to recommend the transitory courses/ additional courses to be done by the student to fulfill the academic requirement of the University. The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges / institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
R10.9	The migrated students shall follow the rules and regulations of the University.
R10.10	The students offered admission shall produce a migration certificate from the parent University at the time of admission.
R10.11	The student offered admission shall produce a character certificate from the parent institute/University at the time of admission.
R10.12	Regulations, Scheme and Syllabus of the respective specialization attested by the

	Registrar of the parent University or equivalent authority shall be submitted to the University along with the application seeking migration to the University.
R10.13	Attested copies of all certificates and mark lists from 10th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when required by the University).
R10.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the concerned Board of Studies.
R10.15	Assessment of the transitory courses/ additional courses to be done by the student as per the academic requirement of the University shall be as recommended by the concerned Board of Studies.
11. Minor in Design.	
R11.1	All B. Des students shall be eligible to register for Minor in Design.
R11.2	The Minor in Design registration shall be along with the registration of the 3rd semester.
R11.3	If a student fails in any course of the minor, he/she shall not be eligible to continue the B. Des Minor. However, the additional credits and grades thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
R11.4	The student shall earn additional 20 credits to be eligible for the award of B. Des Degree with Minor.
R11.5	Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three courses, during the specified period. The total number of contact hours for these courses shall be 126 Hrs (42Hrs/course). The duration of a course shall be minimum 14 weeks. The remaining 8 credits could be acquired through two MOOCs recommended by the Board of studies and approved by the Academic Council.
R11.6	Curriculum and the syllabus of the four courses shall be approved by the Board of studies and the Academic Council.

R11.7	The assessment of the courses other than MOOCs and earning of credits shall be as per R6.1 to R6.29. The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
R11.8	Under graduate Degree with minor shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B. Des program and Minor in Design.
12. B. Des (Honours)	
R12.1	All B. Des students are eligible to register B. Des (Honours). However, their mandatory CGPA at the end of eighth semester shall be 7.5 or higher to be eligible for the award of B. Des (Honours).
R12.2	The B. Des(Honours) registration shall be along with the registration of the 4th semester.
R12.3	If a student fails in any course including the course chosen for B. Des (Honours), he/she shall not be eligible to continue the B. Des (Honours). However, the additional credits thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
R12.4	The student shall earn additional 20 credits to be eligible for the award of B. Des (Honours) Degree.
R12.5	Out of the 20 Credits, 12 credits shall be earned by undergoing minimum three specified B. Des (Honours) Elective courses of the respective stream. Credits for the B. Des (Honours) Elective courses are deemed to be earned only on getting at least a grade 'C' or better in the composite evaluation. A student shall not be permitted to select the normal elective courses of the respective B. Des programs for attaining the credit requirements of B. Des (Honours). The remaining 8 credits could be acquired through two MOOCs of the respective streams recommended by the Board of studies and approved by the Academic Council.
R12.6	The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
R12.7	The institutions offering B. Des (Honours) programs shall not charge any additional

	fee from the students.
13. Grace Marks for Sports /Arts Competitions.	
R13.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R13.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.
R13.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
R13.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R13.5	The Grace Marks shall not be awarded to a student for Practical/ Workshop/ Internal assessment/ Design Studio/ Theory cum Studio courses etc even though she/he fails for the same.
R13.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re – distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R13.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R13.8	Re- distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R13.9	Grace Marks shall not be re – distributed from one semester to another semester.
R13.10	If the candidate does not secure the minimum marks required for a pass even after effecting re- distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.

R13.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R13.12	The performing semester shall be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester).
R13.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R13.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
14.Grace Marks for Persons with Disability (PWD)	
R14.1	A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
R14.2	The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R14.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
R14.4	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R14.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University.
R14.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.

15. Transitory provision.	
R15.1	Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied to any B. Des program with such modifications as may be necessary.

08. EXAMINATION SYSTEM

08.1 EXAMINATION HANDBOOK

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

EXAMINATION HANDBOOK

(For Internal Private Circulation Only)

2016

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09. PLAGIARISM POLICY

Plagiarism (n) is the act of using another person's words or ideas without giving credit to that person and plagiarize (v) is to use the words or ideas of another person as if they were your own words or ideas (http://www.merriam-webster.com/dictionary/plagiarize)

Students copying from each other or from any other sources (including Internet, books, monographs, research papers etc.) for their academic activities without giving proper reference to the original source falls under plagiarism. This defeats the purpose of doing academic activities which is to learn and grow academically and professionally. Performing academic activities by copying is counter-productive as students invest time and learn almost nothing. Plagiarism discourages hard work among students and faculty both.

9.1 Policy

At KTU, plagiarism is strictly prohibited. A case of plagiarism will be dealt by the individual Institute and could be referred to the University disciplinary action committee; the committee, depending upon the severity of the case may give F in the course, suspend the student for a certain period or may expel the student from the institute. A faculty has the right to check the students' submission at any time and take necessary action. It is the responsibility of students to ensure originality of their work, be aware of this policy and abide by it.

010. ANTI RAGGING POLICY

10.1 Ban on Ragging

In view of the directions of the Honourable Supreme Court in the matter of "University of Kerala v/s Council, Principals, Colleges and others" in SLP no. 24295 of 2006 dated 16.05.2007 and that dated 8.05.2009 in Civil Appeal number 887 of 2009, and in consideration of the determination of the Central Government, UGC & AICTE to prohibit, prevent and eliminate the scourge of ragging, including any conduct by any student or students, whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher, APJ Abdul Kalam Technological University ensures strict compliance on the prevention of Ragging of any form.

10.2 Measures for Prohibition of Ragging at the Institute Level

No Institution or any part of it thereof, including, but not limited to the schools, the departments, constituent units, affiliated colleges and all its premises, whether academic, residential, playgrounds, or canteen, whether located within the campus or outside, and in all means of transportation of students, whether public or private, accessed by the students for the pursuit of studies in such institutions, shall permit or condone any reported incident of ragging in any form; and all institutions shall take all necessary and required measures, including but not limited to the provisions of these Regulations, to achieve the objective of eliminating ragging, within the institution or outside. All institutions shall take action in accordance with these Regulations against those found guilty of ragging and/or abetting ragging, actively or passively, or being part of conspiracy to promote ragging.

10.3 Penalty for Ragging

No person who is a student of an educational institution shall commit ragging. The Supreme Court of India has ordered that "If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution".

10.4 Warning

No leniency will be shown to the offenders involved in ragging. All students are requested to note and cooperate in keeping our institutions free from ragging. Names of the officials with telephone numbers to be contacted in case of emergency are published in the leaflet/handbook given by the institution as well as publicized on notice boards etc.

10.5 Important Note

Action against ragging will be taken as per KTU rules & regulation.

011. CONTACT INFORMATION

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Suggestions	: letters@ktu.edu.in	
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Technical Support working hours: 9.00 am - 5.00 pm		