



**NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE**  
**(NAAC Re Accredited with A Grade)**  
(Approved by AICTE, Affiliated to APJ Abdul Kalam Technological University, Kerala)



**1.2.1 Percentage of Programmes in which Choice Based Credit System (CBCS)/  
elective course system has been implemented**

This is to certify that the following programmes are implemented with Choice Based Credit System (CBCS)/ elective course system

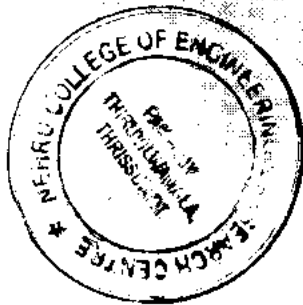
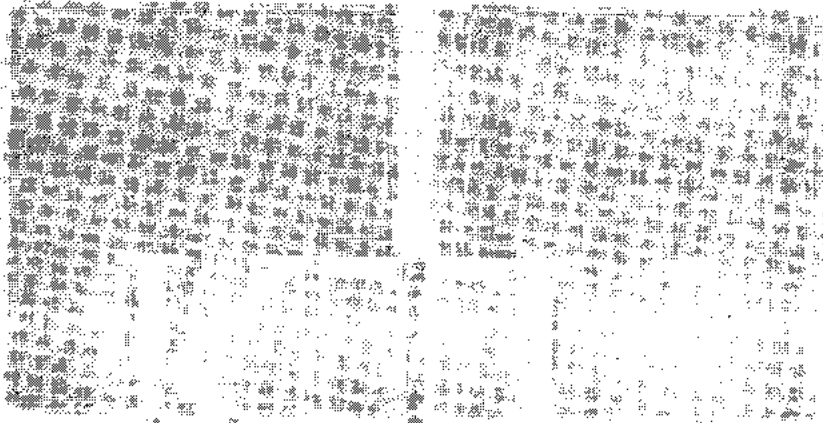
Programmes	Description	Link
B.Tech	University Regulation for 2019 scheme	<a href="http://www.ncerc.ac.in/downloads/criteria/1.2.1/1.2.1N CERC.pdf">http://www.ncerc.ac.in/downloads/criteria/1.2.1/1.2.1N CERC.pdf</a>
MCA	University Regulation	
M.Tech	University Regulation	
MBA	University Regulation	



*Soumya*  
Principal  
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**ANNEXURE 1**

**Regulation for B.Tech, 2019**



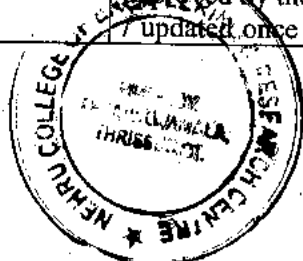
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**The A. P. J. Abdul Kalam Technological University Academic Regulations for B. Tech,  
2019**

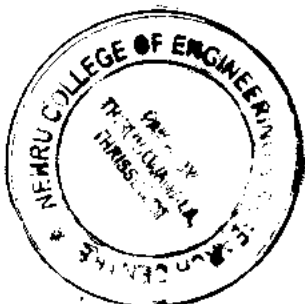
This may be called the A. P. J. Abdul Kalam Technological University Academic Regulations for B. Tech, 2019. These are subject to the provisions of the APJ Abdul Kalam Technological University Act, 2015, the statutes and ordinances if any issued in the subject from time to time. It is the express understanding 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.

<b>1. Preamble</b>	
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.
<b>2. Admission</b>	
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.
<b>3. Structure of B.Tech. Program.</b>	
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.
R3.3	Every academic year shall have two semesters "1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester)" and "1 <sup>st</sup> January to 30 <sup>th</sup> 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.
R3.4	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



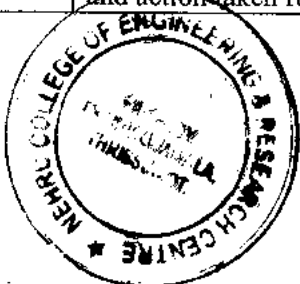
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	and when required, on the recommendations of the respective Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies concerned.		
R3.5	The academic programs of the University follow the credit system. The general pattern is as below:		
	1 Hr. Lecture (L) per week	1 credit	
	1 Hr. Tutorial (T) per week	1 credit	
	1 to 2 Hours Practical(P) per week	1 credit	
	3 to 4 Hours Practical(P) per week	2 credit	
	The workload of a faculty member shall be the actual number of hours engaged by the faculty member.		
R3.6	The curriculum of any branch of the B.Tech. Program shall have a total of 160 academic credits and 2 additional pass/fail credits.		
R3.7	Every course of B. Tech. Program shall be placed in one of the nine categories as listed in table below.		
	S. No.	Category	Breakup of Credits
	1	Humanities and Social Sciences including Management courses	8
	2	Basic Science courses	26
	3	Engineering Science courses including workshop, drawing, basics of electrical/mechanical/computer etc	22
	4	Professional core courses	76
	5	Professional Elective courses relevant to chosen specialization/branch	15
	6	Open subjects – Electives from other technical and /or emerging subjects as specified in the curriculum concerned.	03
	7	Project work, seminar and internship in industry or elsewhere	10
	8	Mandatory Courses [Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge]	Non credit
	9	Mandatory Student Activities (Pass/Fail)	2
	Total Credits		162



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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.
<b>4. Academic Monitoring and Student Support.</b>	
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: <ol style="list-style-type: none"> <li>1. Immediately after the commencement of the semester.</li> <li>2. Immediately after announcing the marks of first internal evaluation test.</li> </ol> <p>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 feed back 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.</p>

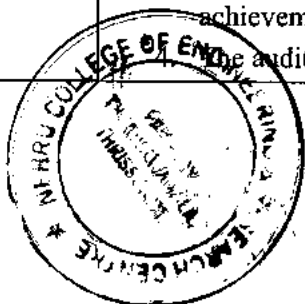


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R4.5	The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce it before the University as and when required.
R4.6	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 counseling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.

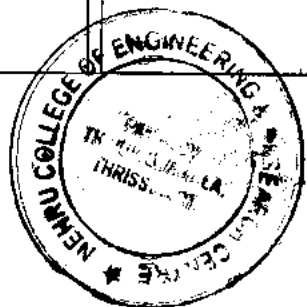
#### 5. Academic Auditing of affiliated institutions.

R5.1	<p>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.</p> <p>Academic auditing shall cover:-</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.</li> <li>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.</li> </ol> <p>The audit shall also cover the quality criteria prescribed by NBA/NAAC.</p>
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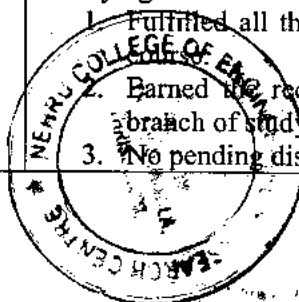
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<b>6. Assessment</b>															
R6.1	There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except the Lab/ workshops courses for I & 2 semesters. The End Semester Examinations shall be conducted by the University. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.														
R6.2	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.														
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) shall be as below: 1. Theory Courses : 1:2 2. Laboratory Courses : 1:1 3. Project : CIE only 4. Seminar : CIE only														
R6.4	<p>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.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Course</th> <th style="width: 25%;">Attendance</th> <th style="width: 25%;">Tests</th> <th style="width: 25%;">Assignment/ Class work/ Course project.</th> </tr> </thead> <tbody> <tr> <td>Theory</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">50%</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>Drawing/ Practical</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">40%</td> <td style="text-align: center;">40%</td> </tr> </tbody> </table> <p>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. Three days shall be utilised for conducting the internal evaluation test.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%; vertical-align: top;">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> </tbody> </table>	Course	Attendance	Tests	Assignment/ Class work/ Course project.	Theory	20%	50%	30%	Drawing/ Practical	20%	40%	40%	Project work	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.
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	Seminar	<p>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.</p> <p>a) Attendance : 10%  b) Guide : 20%  c) Technical content : 30%  d) Presentation : 40%</p>
<p>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.</p>		
R6.5	<p>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.</p>	
R6.6	<p>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.</p>	
R6.7	<p>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.</p>	
R6.8	<p>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.</p>	
R6.9	<p>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.</p>	
R6.10	<p>A student will be eligible for the award of B. Tech. Degree of the University on satisfying the following requirements:</p> <ol style="list-style-type: none"> <li>1. Fulfilled all the curriculum requirements within the stipulated duration of the</li> <li>2. Earned the required minimum credits as specified in the curriculum for the branch of study (R3.6 and R3.7).</li> <li>3. No pending disciplinary action.</li> </ol>	

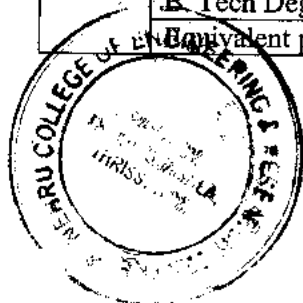


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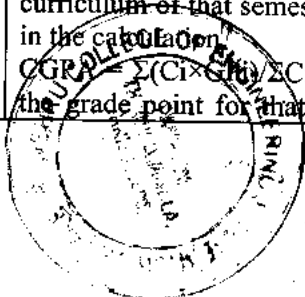
R6.11	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.																																															
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 %.																																															
R6.13	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.																																															
R6.14	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 $40+30=70\%$ .																																															
R6.15	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).																																															
R6.16	<table border="1"> <thead> <tr> <th colspan="3">Grade and Grade Points</th> </tr> <tr> <th>Grades</th> <th>Grade Point (GP)</th> <th>% of Total Marks obtained in the course</th> </tr> </thead> <tbody> <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 examination but fulfills the eligibility criteria.</td> </tr> <tr> <td rowspan="2">Classification of B. Tech 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> </tbody> </table> <p>Equivalent percentage mark shall be = <math>10 * CGPA - 2.5</math></p>	Grade and Grade Points			Grades	Grade Point (GP)	% of Total Marks obtained in the course	S	10	90% and above	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 (R6.6)	I	0	Could not appear for the end semester examination but fulfills the eligibility criteria.	Classification of B. Tech Degree.	First Class with Distinction	CGPA 8.0 and above	First Class	CGPA 6.5 and above
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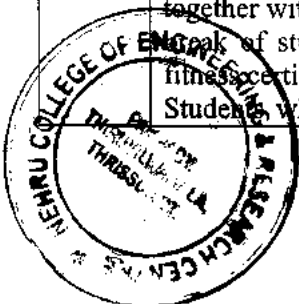
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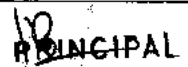
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R6.17 Minimum Cumulative Credit Requirements for Registering to Higher Semesters				
Semester	Allotted Credits	Cumulative Credits	Minimum Cumulative Credits required for B. Tech	Minimum Cumulative Credits required for B. Tech Lateral Entry.
First	17	17	Not Applicable	Not Applicable
Second	21	38	Not Insisted	Not Insisted
Third	22	60	Not Insisted	Not Insisted
Fourth	22	82	Not Insisted	Not Insisted
Fifth	23	105	21 Credits from S1 & S2	Not Insisted
Sixth	24	129	Not Insisted	Not Insisted
Seventh	15	144	47 Credits from S1 to S4	09 Credits from S3 to S4
Eight	16	160	Not Insisted	Not Insisted
R6.18	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.			
R6.19	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 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.			
R6.21	<p style="text-align: center;"><b>Calculation of SGPA/CGPA</b></p> <p>Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.</p> <p><math>SGPA = \frac{\sum(C_i \times G_{Pi})}{\sum C_i}</math>, where 'C<sub>i</sub>' is the credit assigned for a course and 'G<sub>Pi</sub>' 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.</p> <p><math>CGPA = \frac{\sum(C_i \times G_{Pi})}{\sum C_i}</math>, where 'C<sub>i</sub>' is the credit assigned for a course and 'G<sub>Pi</sub>' is the grade point for that course. Summation is done for all courses specified in the</p>			



	<p>curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted.</p> <p>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.</p> <p>For students admitted under lateral entry scheme, credits for the first and second semester courses shall not be accounted for the calculation of CGPA.</p> <p>Equivalent percentage mark shall be = <math>10 * CGPA - 2.5</math></p>
R6.22	<p>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.</p>
R6.23	<p>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.</p>
<p><b>7. Break of Study</b></p>	
R7.1	<p>A student is permitted to avail break of study:</p> <ol style="list-style-type: none"> <li>i) In case of accident or serious illness needing prolonged hospitalization and rest.</li> <li>ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a product.</li> <li>iii) In case of any personal reasons that need a break in study.</li> <li>iv) For internship leading to employment.</li> </ol> <p>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.</p> <p>Students who want to initiate a start-up venture or a product development, have to</p>



  
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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 4<sup>th</sup> 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.

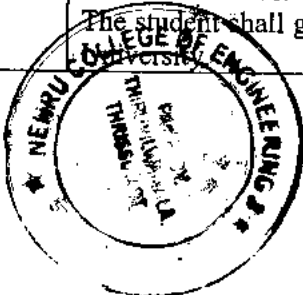
#### 8. Attendance

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.

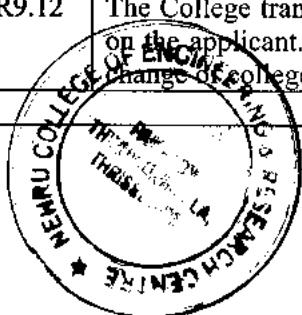
In case of prolonged illness, break of study is permitted as per R7.1.

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



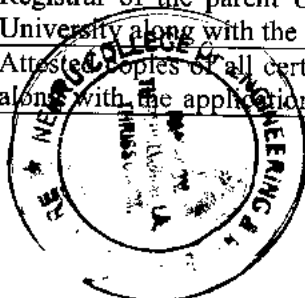
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8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University 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.
<b>9. Inter College Transfer</b>	
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 <ol style="list-style-type: none"> <li>1. Govt. of India Nominee.</li> <li>2. Management Quota in Aided colleges.</li> <li>3. Management Quota in private Self Financing Colleges</li> <li>4. Students admitted under NRI/PIO quota.</li> <li>5. Lateral Entry students.</li> <li>6. Students admitted under TFW Scheme.</li> <li>7. Students admitted in any supernumerary seats.</li> <li>8. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.</li> </ol>
R9.6	The transfer shall be permitted: <ol style="list-style-type: none"> <li>1. Between Govt/ Govt. Aided Colleges.</li> <li>2. Between Self – Financing Colleges. (Including Govt. Controlled SFC).</li> </ol>
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.



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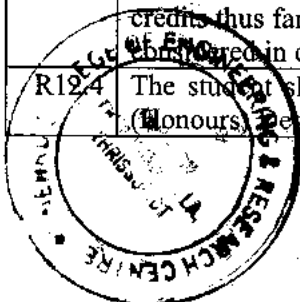
<b>10. Migration from other Universities</b>	
R10.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable 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 10 <sup>th</sup> onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be



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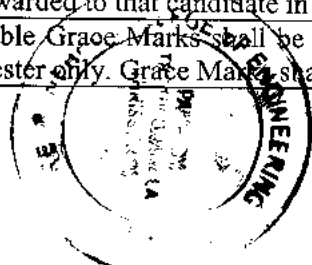
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	produced as and when required by the University).
R10.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the concerned Board of Studies.
R10.15	Assessment 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.
<b>11. Minor in Engineering.</b>	
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 3 <sup>rd</sup> 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.
<b>12. B. Tech (Honours)</b>	
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 4 <sup>th</sup> 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.



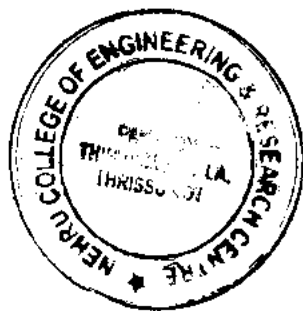
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R12.5	Out of the 20 Credits, 12 credits shall be earned by undergoing minimum three specified B. Tech (Honours) Elective courses of the respective stream. Credits for the B. Tech (Honours) Elective courses are deemed to be earned only on getting at 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.
<b>13. Grace Marks for Sports/Arts Competitions.</b>	
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 1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester) and 1 <sup>st</sup> January to 30 <sup>th</sup> 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.
<b>14. Grace Marks for Persons With Disability (PWD)</b>	
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.
<b>15. Transitory provision.</b>	
15.1	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.



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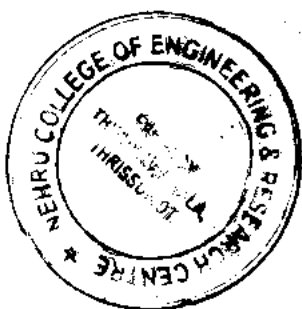
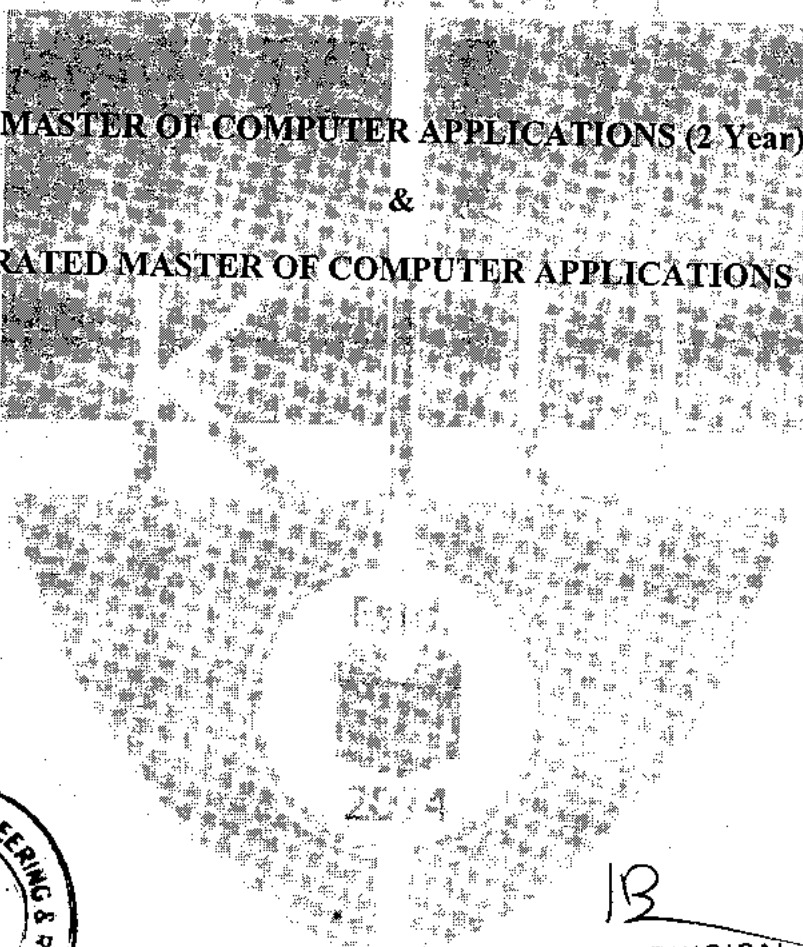
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**APJ ABDUL KALAM  
TECHNOLOGICAL  
UNIVERSITY  
REGULATIONS 2020**

**MASTER OF COMPUTER APPLICATIONS (2 Year)**

**&**

**INTEGRATED MASTER OF COMPUTER APPLICATIONS (5 Year)**



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## 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.

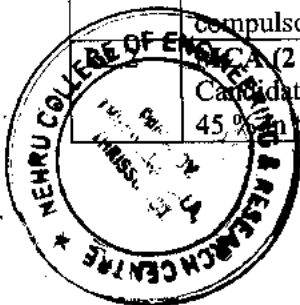
<b>1. PREAMBLE</b>	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	The Provisions contained in this set of regulations govern the policies and procedures on the admission and registration of students, imparting instructions of course, conducting of the examination 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.
<b>2. ELIGIBILITY OF ADMISSION</b>	
R2.1	<p><b>MCA (2 Year)</b> Candidates should have passed BCA/Bachelor Degree in Computer Science Engineering or equivalent Degree.</p> <p style="text-align: center;">OR</p> <p>Passed B.Sc./B.Com/BA with Mathematics at 10 + 2 level or at Graduation level</p> <p><b>Integrated MCA (5 Year)</b> Passed 10+2 examination with Mathematics OR Statistics OR Accountancy as compulsory subjects.</p>
	<p><b>MCA (2 Year)</b> Candidates should have obtained at least 50 % marks in the Degree examination. It is 45 % in the case of candidates belonging to reserved category.</p>

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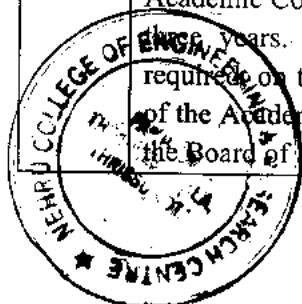
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	<b>Integrated MCA (5 Year)</b> Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in 10+2 examination.
R2.3	The reservation policy of the Government of Kerala and the Government of India from time to time 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.
<b>3. STRUCTURE OF MCA PROGRAM</b>	
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 "1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester)" and "1 <sup>st</sup> January to 30 <sup>th</sup> June (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 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 on the recommendations of the Board of Studies.

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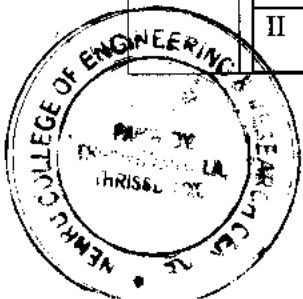


R3.6	The maximum number of lecture based courses and laboratory courses in any semester shall not exceed 6 and 3 respectively. The maximum number of credits a student can register (course registration) in a semester is limited to 8 credits in excess of the total credits allotted in the curriculum for that semester.
R3.7	A common course structure for the MCA programme is to be followed and consist of the following courses <ul style="list-style-type: none"> <li>• Core courses</li> <li>• Elective courses</li> <li>• Laboratory courses</li> <li>• Mini Projects</li> <li>• Seminar</li> <li>• Comprehensive Viva</li> <li>• Main Project</li> <li>• Non-credit courses</li> </ul>
R3.8	Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) schedule. The course Credits are fixed based on the following norms <ul style="list-style-type: none"> <li>1 credit for each lecture hour per week</li> <li>1 credit for each tutorial hour per week</li> <li>1 credit for 1 to 2 Hours Practical(P) per week</li> <li>2 credits for 3 to 4 Hours Practical(P) per week</li> <li>2 credits for the seminar</li> <li>2 credits for the mini projects</li> <li>6 credits for comprehensive viva</li> <li>12 credits for the main project</li> <li>Zero credit for non-credit courses</li> </ul>

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)**

Sem	Course details	Hours per week	Total credits allotted	Credits allotted semester-wise
I	Core courses: 4nos	4 each	4x4 = 16	22
	Lab courses: 3nos	4 each	3x2 = 6	
	Entrepreneurship and innovations in Technology	1 hours	No credit	
II	Core courses: 2nos	4 each	2x4 = 8	

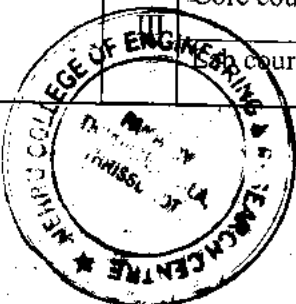


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	Elective: 2nos	4 each	$2 \times 4 = 8$	22	
	Lab courses: 3nos	4 each	$3 \times 2 = 6$		
	Industrial Readiness Training	1 hours	No credit		
III	Core Courses: 2 nos	4 each	$2 \times 4 = 8$	22	
	Electives : 2 nos	4 each	$2 \times 4 = 8$		
	Lab courses: 2 nos	4 each	$2 \times 2 = 4$		
	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		
<b>Total Credits in all four semesters</b>				<b>86</b>	

**Table 2: Distribution of credits among the Semesters for Integrated MCA (5 years)**

Sem	Course details	Hours per week	Total credits allotted	Credits allotted semester-wise
I	Core courses: 5nos	4 each	$5 \times 4 = 20$	22
	Lab courses: 2nos	5 & 4	$2 \times 1 = 2$	
II	Core courses: 5nos	4 each	$5 \times 4 = 20$	22
	Lab courses: 2nos	5 & 4	$2 \times 1 = 2$	
III	Core courses: 5nos	4 each	$5 \times 4 = 20$	22
	Lab courses: 2nos	5 & 4	$2 \times 1 = 2$	



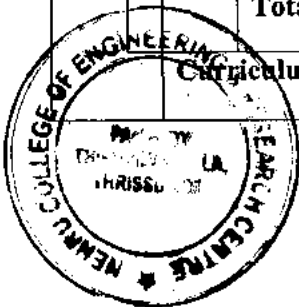
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IV	Core courses: 5nos	4each	$5 \times 4 = 20$	22
	Lab courses: 2nos	5 & 4	$2 \times 1 = 2$	
V	Core courses: 5nos	4each	$5 \times 4 = 20$	22
	Lab courses: 2nos	5 & 4	$2 \times 1 = 2$	
VI	Core courses: 4nos	4each	$4 \times 4 = 16$	20
	Lab courses: 2nos	5 & 4	$2 \times 1 = 2$	
	Mini Project 1	4 hours	$1 * 2 = 2$	
VII	Core courses: 5nos	4 each	$5 \times 4 = 20$	22
	Lab courses: 2nos	4 each	$2 \times 1 = 2$	
	Entrepreneurship and innovations in Technology	1hour	No credit	
VIII	Core courses: 3nos	4 each	$3 \times 4 = 12$	22
	Elective: 2nos	4 each	$2 \times 4 = 8$	
	Lab courses: 2nos	4 each	$2 \times 1 = 2$	
	Industrial Readiness Training	1 hour	No credit	
IX	Core Courses: 2 nos	4 each	$2 \times 4 = 8$	20
	Electives : 2 nos	4 each	$2 \times 4 = 8$	
	Lab courses: 2 nos	4 each	$2 \times 1 = 2$	
	Mini Project 2	4 hours	$1 * 2 = 2$	
	Domain Expertise Workshops	1 hour	No credit	
X	Main Project	7 hours	12	20
	Seminar	2 hours	2	
	Comprehensive Viva voce		6	
<b>Total Credits in all ten semesters</b>				<b>214</b>

Curriculum details are given separately

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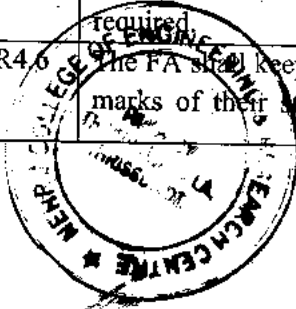


R3.9	The medium of instruction shall be English. All examinations, project, seminar, reports and presentations shall be in English.
R3.10	Revision of Regulations notwithstanding all that has been stated above, the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.

#### 4. ACADEMIC MONITORING AND STUDENT SUPPORT

R4.1	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	<p>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:</p> <ol style="list-style-type: none"> <li>Immediately after the commencement of the semester.</li> <li>Immediately after announcing the marks of first internal evaluation test.</li> </ol> <p>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 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.</p>
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

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 Principal/Director



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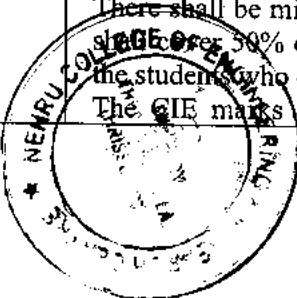
	without fail for all sorts of inspections.
R4.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Faculty Advisor.
R4.8	The Principal shall inform/forward all regulations, guidelines, communications, 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.
<b>5.0 COURSE REGISTRATION AND ENROLMENT</b>	
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.
<b>6. EVALUATION PROCESS</b>	
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.

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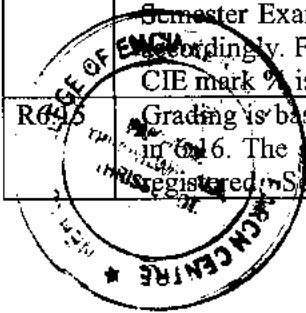
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R6.2	For MCA (2 year), University will publish a list of 10 MOOC Courses on IT introductory subjects every year. The first-year students shall enroll and successfully complete minimum one MOOC course during their first semester and the second MOOC course before completion of their second semester. Submission of 'Successful Course Completion Certificate' to the University is mandatory to publish their results of respective semesters.																								
R6.3	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).																								
R6.4	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).																								
R6.5	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 border="1"> <thead> <tr> <th>Course</th> <th>Class Participation and Attendance</th> <th>Tests/Evaluation</th> <th>Assignment / Class work</th> </tr> </thead> <tbody> <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> <tr> <td>Main Project</td> <td colspan="3"> <ul style="list-style-type: none"> <li>Project evaluation by the supervisor(s) : 30 Marks</li> <li>Presentation &amp; evaluation by the Committee : 40 Marks</li> </ul> </td> </tr> <tr> <td>Seminar</td> <td colspan="3">                     Scope and relevance of topic – 20%                      Attendance – 10%                      Presentation – 30%                      Technical content – 20%                      Report – 20%                 </td> </tr> </tbody> </table>	Course	Class Participation and Attendance	Tests/Evaluation	Assignment / Class work	Theory	20%	50%	30%	Practical	20%	40%	40%	Mini Project	10%	50%	40%	Main Project	<ul style="list-style-type: none"> <li>Project evaluation by the supervisor(s) : 30 Marks</li> <li>Presentation &amp; evaluation by the Committee : 40 Marks</li> </ul>			Seminar	Scope and relevance of topic – 20% Attendance – 10% Presentation – 30% Technical content – 20% Report – 20%			<p style="text-align: center;">   <b>PRINCIPAL</b>              Nehru College of              Engineering and Research Centre              Thiruvithamala, Thirissur Dt.              Pin - 686 597         </p>
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<p>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</p>																									

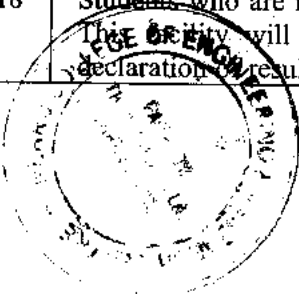


	awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published 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 semester shall not be eligible to enroll for the next higher semester.
R6.10	A student will be eligible for the award of MCA Degree of the University on satisfying the following requirements: <ol style="list-style-type: none"> <li>1. Fulfilled all the curriculum requirements within the stipulated duration of the course.</li> <li>2. Earned the required minimum credits as specified in the curriculum</li> <li>3. No pending disciplinary action.</li> </ol>
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 %.
R6.13	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.
R6.14	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 $40+30 = 70\%$ .
R6.15	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.

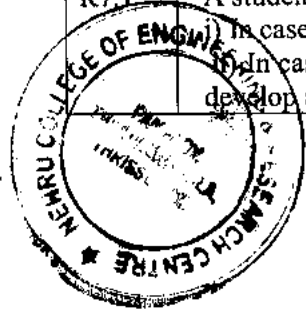


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Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).																																														
R6.16	<p style="text-align: center;"><b>Grade and Grade Points</b></p> <table border="1"> <thead> <tr> <th>Grades</th> <th>Grade Point (GP)</th> <th>% of Total Marks obtained in the course</th> </tr> </thead> <tbody> <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 (R6.7)</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 MCA 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> </tbody> </table> <p>Equivalent percentage mark shall be = <math>10 * CGPA - 2.5</math></p>		Grades	Grade Point (GP)	% of Total Marks obtained in the course	S	10	90% and above	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 fulfills the eligibility criteria.	Classification of MCA Degree.	First Class with Distinction	CGPA 8.0 and above	First Class	CGPA 6.5 and above
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R6.17	<p>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.</p>																																													
R6.18	<p>Students who are in the 'failed' status on declaration of results can apply for review. The review will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days</p>																																													

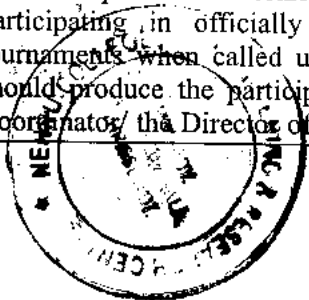


	of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal. The fee for review will be Rs 5,000 per answer script of which Rs 3,000 will be refunded in case of a grade change after the 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.
R6.20	<p style="text-align: center;"><b>Calculation of SGPA/CGPA</b></p> <p>Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.  <math>SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}</math>, where 'C<sub>i</sub>' is the credit assigned for a course and 'GP<sub>i</sub>' 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.  <math>CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}</math>, where 'C<sub>i</sub>' is the credit assigned for a course and 'GP<sub>i</sub>' 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.</p>
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.
<b>7. Break of Study</b>	
R7.1	<p>A student is permitted to avail break of study:</p> <p>(i) In case of accident or serious illness needing prolonged hospitalization and rest.</p> <p>(ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a product.</p>

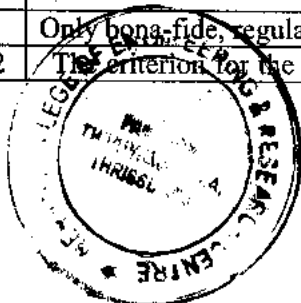


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	<p>iii) In case of any personal reasons that need a break in study.</p> <p>iv) For internship leading to employment.</p> <p>For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the 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.</p> <p>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 2<sup>nd</sup> semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first semester.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>
	<p><b>8. Attendance</b></p>
R8.1	<p>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.</p> <p>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.</p> <p>In case of prolonged illness, break of study is permitted as per R7.4.1.1.</p>
R8.2	<p>The Principals are authorized to grant attendance relaxation (duty leave) to the students participating in officially sponsored national level competitions/Research projects/ 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</p>



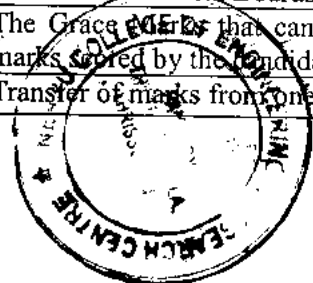
	Faculty Advisor in the case of other extracurricular activities, within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider 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.
	<b>9. Academic Auditing of affiliated institutions.</b>
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:- <ol style="list-style-type: none"> <li>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.</li> <li>2. Co-curricular and Extra-curricular activities available for students.</li> <li>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.</li> </ol> The audit shall also cover the quality criteria prescribed by NBA/NAAC.
	<b>10. Grace Marks for Sports /Arts Competitions.</b>
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



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	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 1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester) and 1 <sup>st</sup> January to 30 <sup>th</sup> 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.
<b>11. GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)</b>	
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 disabled 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





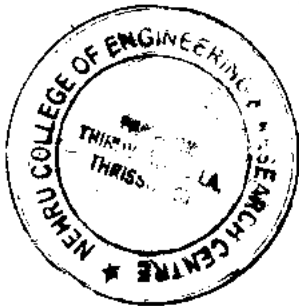
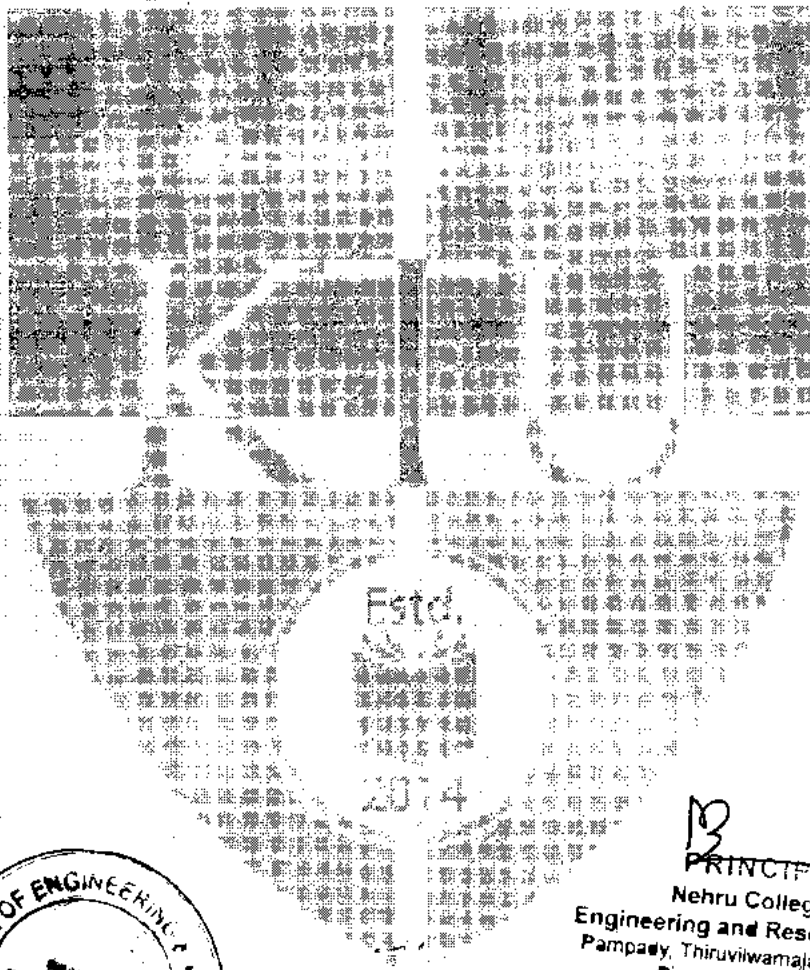
	any, while computing the Grace Marks shall be discarded.
R11.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R11.5	Grace Marks shall be awarded only for the marks of the End Semester 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.
<b>12. TRANSITORY PROVISION</b>	
12.1	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.



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**REGULATION FOR MBA, 2020**  
**MBA (Full time) & MBA (Part time)**

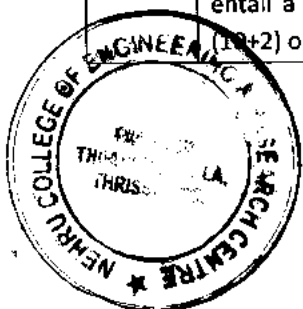


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**The A. P. J. Abdul Kalam Technological University Academic Regulations for MBA, 2020  
MBA (Full time) & MBA (Part time)**

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.

<b>1. Preamble</b>	
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, APIAKTU 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 APIAKTU 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.
<b>2. ELIGIBILITY OF ADMISSION</b>	
R2.1	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.

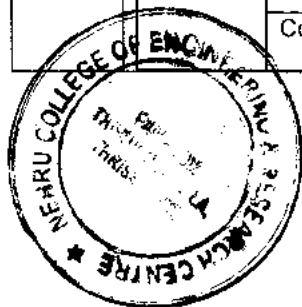


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R2.2	A minimum of 50% marks in aggregate (of all the years/semesters) or 5.00 CGPA on a 10 point scale or equivalent in the qualifying degree. A relaxation of 5% in marks (i.e. minimum 45%) or equivalent in CGPA (i.e. minimum 4.50 on a 10-point scale) 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.
<b>3. STRUCTURE OF MBA PROGRAM</b>	
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 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.
R3.3	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.
R3.3	Every academic year shall have two semesters "1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester)" and "1 <sup>st</sup> January to 30 <sup>th</sup> June (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.																																						
R3.4	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.																																						
R3.5	<p>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:</p> <p>First year (I and II semester): 54 credits          Second year (III and IV semesters): 40 credits (Course work)          Internship: 03 credits (Second year)          Project &amp; Comprehensive Viva: 05 credits (Second year)          Total: 102 credits</p>																																						
R3.6	<p>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.</p> <p style="text-align: center;"><b>Table 1: Distribution of credits among the Semesters</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Semester</th> <th>Course details</th> <th>Hours per week</th> <th>Total credits allotted</th> <th>Credits allotted semester-wise</th> </tr> </thead> <tbody> <tr> <td rowspan="3">I</td> <td>Core courses: 3nos</td> <td>4 each</td> <td>3x4 = 12</td> <td rowspan="3">27</td> </tr> <tr> <td>Core courses: 5nos</td> <td>3 each</td> <td>5x3 = 15</td> </tr> <tr> <td>Employability Enhancement Programme</td> <td>2</td> <td>No credit</td> </tr> <tr> <td rowspan="4">II</td> <td>Core courses: 3nos</td> <td>4 each</td> <td>3x4 = 12</td> <td rowspan="4">27</td> </tr> <tr> <td>Core courses: 4nos</td> <td>3 each</td> <td>4x3 = 12</td> </tr> <tr> <td>MOOC Course: 1 no (PG level management course of 3 credit)</td> <td>3</td> <td>1x3 = 3</td> </tr> <tr> <td>Integrated Disaster Management</td> <td>2</td> <td>No credit</td> </tr> <tr> <td rowspan="2">III</td> <td>Elective: 5 nos</td> <td>3 each</td> <td>5x3 = 15</td> <td rowspan="2">26</td> </tr> <tr> <td>Core courses: 2nos</td> <td>4 each</td> <td>2x4 = 8</td> </tr> </tbody> </table>	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
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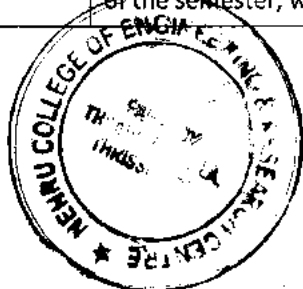
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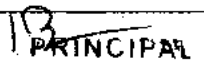
	Internship	6	1x3 = 3	
IV	Elective: 3 nos	3 each	3x3 = 9	
	Core courses: 2 no	4	2x4 = 8	
	Project & Comprehensive Viva voce	10	1x5 = 5	22
	<b>Total Credits in all four semesters</b>			<b>102</b>
Curriculum details are given separately				
R3.8	The maximum number of credits a student can register (course 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.			
<b>4. ACADEMIC MONITORING AND STUDENT SUPPORT</b>				
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.			



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R4.4	<p>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:</p> <ol style="list-style-type: none"> <li>Immediately after the commencement of the semester.</li> <li>Immediately after announcing the marks of first internal evaluation test.</li> </ol> <p>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.</p>
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.
<b>5:0 COURSE REGISTRATION AND ENROLMENT</b>	
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.



  
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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.

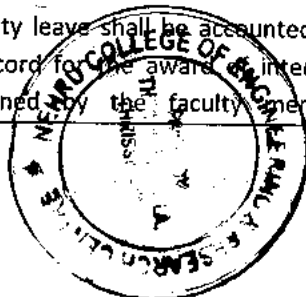
### 6. EVALUATION PROCESS

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%

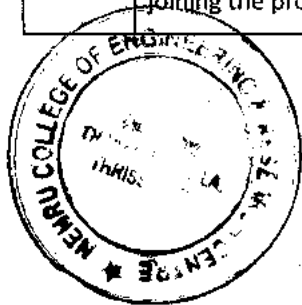
There shall be minimum two internal evaluation tests, each of 2 hrs duration. Each test shall cover 50% of the syllabus and shall be for 40 marks. Students who have missed either the first or second internal test can register with the consent of faculty and the Director/Head of the Department for a re-test which shall be conducted soon after the completion of the second test and before the end semester examination. The retest will cover entire syllabus.


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



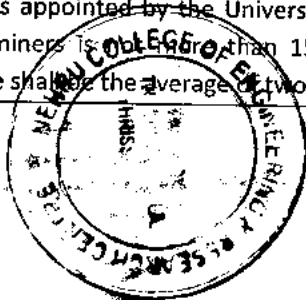


	<p>Department/Director.</p> <p>The CIE marks obtained by the student for all courses in a semester are to be published at least 3 days before the commencement of the University examinations.</p> <p>Anomalies if any shall be scrutinized by the Institution. The final Continuous Assessment marks endorsed 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.</p>
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.

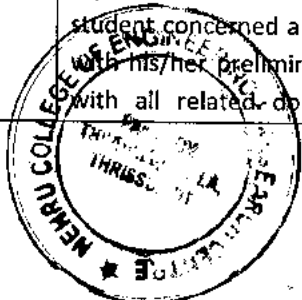



  
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R6.15	The maximum number of credits a student can register (course registration) for, in a semester is limited to 08 credits in excess of the total mandatory credits allotted in the curriculum for that semester.																																												
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 iii. No pending disciplinary action.																																												
R6.17	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).																																												
R6.18	<p style="text-align: center;"><b>Grade and Grade Points</b></p> <table border="1"> <thead> <tr> <th>Grades</th> <th>Grade Point (GP)</th> <th>% of Total Marks obtained in the course</th> </tr> </thead> <tbody> <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> </tbody> </table> <p>Equivalent percentage mark shall be = <math>10 * CGPA - 2.5</math></p>	Grades	Grade Point (GP)	% of Total Marks obtained in the course	S	10	90% and above	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 (R6.6)	ab	0	Could not appear for the end semester examination but fulfills the eligibility criteria.	Classification of MBA Degree.	First Class with Distinction	CGPA 8.0 and above	First Class	CGPA 6.5 and above
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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	<p>Calculation of SGPA/CGPA: Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows:</p> <p><math>SGPA = \frac{\sum(C_i \times GPI)}{\sum C_i}</math>, where 'C' 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.</p> <p><math>CGPA = \frac{\sum(C_i \times GPI)}{\sum C_i}</math>, where 'C' 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.</p> <p>Equivalent percentage mark shall be = <math>10 * CGPA - 2.5</math></p>
R6.23	<p>Academic Discipline and Malpractices in Examinations: 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</p>



  
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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-

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.
4. 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

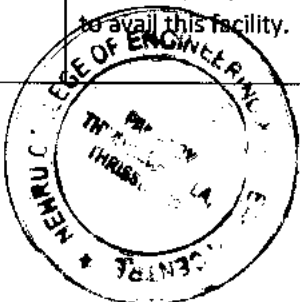
The Principals are authorized to grant attendance relaxation (duty leave) to the students in national level competitions/championships/ tournaments representing University, when called upon to do so, up to maximum of 10%. Such students should produce the participation



Principal

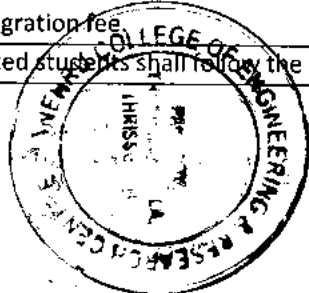
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	<p>certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extracurricular activities within ten days of the event, as the case 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.</p>
R8.3	<p>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.</p>
<p><b>9. BREAK OF STUDY</b></p>	
R9.1	<p>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:</p> <ul style="list-style-type: none"> <li>i) In case of accident or serious illness needing prolonged hospitalization and rest.</li> <li>ii) In case of any personal reasons that need a break in study.</li> <li>iii) For internship leading to employment.</li> </ul> <p>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.</p> <p>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.</p> <p>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.</p>



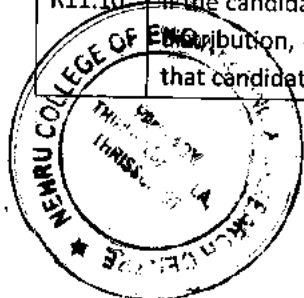
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	In the semester system followed by the University, break of study can be availed only for an academic year. The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student 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.
<b>10. MIGRATION FROM OTHER UNIVERSITIES</b>	
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.



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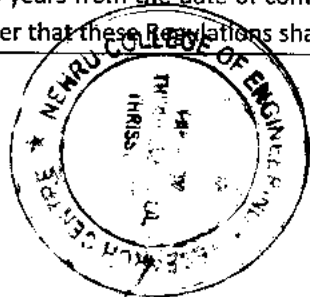
R10.10	The students offered admission shall produce a migration certificate from the parent University at the time of admission.
R10.11	The student offered admission shall produce a character/conduct certificate from the parent institute/University at the time of admission.
R10.12	Regulations, Scheme 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 10 <sup>th</sup> 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.
<b>11. GRACE MARKS FOR SPORTS/ARTS COMPETITIONS</b>	
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 passboard if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.



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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 1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester) and 1 <sup>st</sup> January to 30 <sup>th</sup> 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.
<b>12. GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)</b>	
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.
<b>13. TRANSITORY PROVISION</b>	
13.1	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.



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