



NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE

(AN AUTONOMOUS INSTITUTION)

Pampady, Thiruvilwamala, Thrissur Dt., Kerala - 680588

NBA Accredited Programmes - B.Tech CSE, B.Tech MTR | NAAC Re-accredited with 'A' Grade

Recognized by UGC under Section(2f) of the UGC Act, 1956 | ISO 9001:2015 Certified

Approved by AICTE | Affiliated to APJ Abdul Kalam Technological University



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1.2.1 – Number of Programmes in which CBCS/Elective Course System Implemented

Programme	Description	Page No.
B.Tech	Affiliated University Regulation 2019	1
M.Tech	Affiliated University Regulation 2022	17
MBA	Affiliated University Regulation 2020	43
MCA	Affiliated University Regulation 2020	58

ANNEXURE 1

Regulation for B.Tech, 2019



[Signature]

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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.

1. Preamble	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	In all matters related to the regulations, the decision of the University and its interpretation given by the BOG shall be final and binding.
2. Admission	
R2.1	Admission policy, eligibility for admission and admission procedure shall be decided by the University or the competent statutory authority for admissions from time to time.
R2.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BOG.
R2.3	No student shall be permitted, under any circumstances, to change the branch/stream to which he/she is admitted by the competent authority for admission.
R2.4	A student admitted to a particular institute shall continue studying in that institute till the completion of the course, unless he/she is permitted an inter college transfer as per R9.1 to 9.12.
3. Structure of B.Tech. Program.	
R3.1	The duration of the B.Tech. Program shall be 4 years (8 semesters)
R3.2	The maximum duration shall be six academic years spanning 12 semesters.
R3.3	Every academic year shall have two semesters "1 st July to 31 st December (Odd semester)" and "1 st January to 30 th 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	Code	Breakup of Credits
	1	Humanities and Social Sciences including Management courses	HSMC	8
	2	Basic Science courses	BSC	26
	3	Engineering Science courses including workshop, drawing, basics of electrical/mechanical/computer etc	ESC	22
	4	Professional core courses	PCC	76
	5	Professional Elective courses relevant to chosen specialization/branch	PEC	15
	6	Open subjects – Electives from other technical and /or emerging subjects as specified in the curriculum concerned.	OEC	03
	7	Project work, seminar and internship in industry or elsewhere	PROJ	10
	8	Mandatory Courses [Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge]	MC	Non credit
	9	Mandatory Student Activities (Pass/Fail)	SA	2
	Total Credits			162



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R3.8	<p>No semester shall have more than six lecture-based courses and two laboratory and/or drawing/seminar/project courses in the curriculum.</p> <p>Credit per semester shall not be less than 15 or greater than 25 and cumulative credits shall not be less than 162.</p>
R3.9	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.
4. Academic Monitoring and Student Support.	
R4.1	Advisory System: There shall be one Senior Faculty Advisor (SFA) for a class and a faculty advisor (FA) each for 25 to 35 students in the class. The Principal shall assign a regular faculty member with minimum five years of experience as the Senior Faculty Advisor (SFA) in discussion with the Head of Department concerned.
R4.2	The documents regarding all academic and non academic matters of students under an advisory group shall be kept under the custody of Faculty Advisor/Senior Faculty Advisor.
R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor/Senior Faculty Advisor. Students and parents shall first approach their Faculty Advisor/ Senior Faculty Advisor for all kinds of advices, clarifications and permissions on academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.
R4.4	<p>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:</p> <ol style="list-style-type: none"> 1. Immediately after the commencement of the semester. 2. Immediately after announcing the marks of first internal evaluation test. <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>

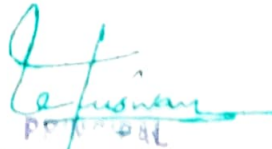
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R4.5	The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce it before the University as and when required.
R4.6	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"> 1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipments, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students. 3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking. 4. The audit shall also cover the quality criteria prescribed by NBA/NAAC.
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6. Assessment																		
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 1 & 2 semesters. The End Semester Examinations shall be conducted by the University. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.																	
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	<p>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 :</p> <ol style="list-style-type: none"> 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"> <thead> <tr> <th>Course</th> <th>Attendance</th> <th>Tests</th> <th>Assignment/ Class work/ Course project.</th> </tr> </thead> <tbody> <tr> <td>Theory</td> <td>20%</td> <td>50%</td> <td>30%</td> </tr> <tr> <td>Drawing/ Practical</td> <td>20%</td> <td>40%</td> <td>40%</td> </tr> </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"> <tr> <td rowspan="4">Project work</td> <td>a. Work assessed by the project guide – 30%</td> </tr> <tr> <td>b. Three member Continuous Internal Evaluation Committee – 40% (Guide shall be one member in the CIE committee)</td> </tr> <tr> <td>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%</td> </tr> <tr> <td>d. One third of the project credit shall be completed in VII semester and two third in VIII semester.</td> </tr> </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%</p> <p>b) Guide : 20%</p> <p>c) Technical content : 30%</p> <p>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"> 1. Fulfilled all the curriculum requirements within the stipulated duration of the course. 2. Earned the required minimum credits as specified in the curriculum for the branch of study (R3.6 and R3.7). 3. No pending disciplinary action.



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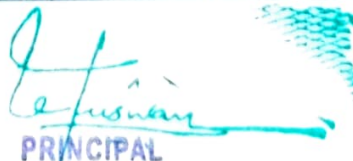
R6.11	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.																																																				
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><tr><th colspan="3">Grade and Grade Points</th></tr><tr><th>Grades</th><th>Grade (GP)</th><th>Point % of Total Marks obtained in the course</th></tr><tr><td>S</td><td>10</td><td>90% and above</td></tr><tr><td>A+</td><td>9.0</td><td>85% and above but less than 90%</td></tr><tr><td>A</td><td>8.5</td><td>80% and above but less than 85%</td></tr><tr><td>B+</td><td>8.0</td><td>75% and above but less than 80%</td></tr><tr><td>B</td><td>7.5</td><td>70% and above but less than 75%</td></tr><tr><td>C +</td><td>7.0</td><td>65% and above but less than 70%</td></tr><tr><td>C</td><td>6.5</td><td>60% and above but less than 65%</td></tr><tr><td>D</td><td>6.0</td><td>55% and above but less than 60%</td></tr><tr><td>P (Pass)</td><td>5.5</td><td>50% and above but less than 55%</td></tr><tr><td>F (Fail)</td><td>0</td><td>Below 50% (CIE + ESE) or Below 40 % for ESE</td></tr><tr><td>FE</td><td>0</td><td>Failed due to lack of eligibility criteria (R6.6)</td></tr><tr><td>I</td><td>0</td><td>Could not appear for the end semester 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><tr><td colspan="3">Equivalent percentage mark shall be = $10 * CGPA - 2.5$</td></tr></table>			Grade and Grade Points			Grades	Grade (GP)	Point % 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	Equivalent percentage mark shall be = $10 * CGPA - 2.5$		
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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.				
R.6.19	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 align="center">Calculation of SGPA/CGPA</p> <p>Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.</p> <p>SGPA = $\Sigma(C_i \times GPI) / \Sigma C_i$, where 'C_i' 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>CGPA = $\Sigma(C_i \times GPI) / \Sigma C_i$, where 'C_i' 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</p>				

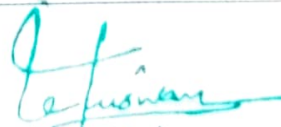

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	<p>curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted.</p> <p>CGPA for the B. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective 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 = $10 * CGPA - 2.5$</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>
7. Break of Study	
R7.1	<p>A student is permitted to avail break of study:</p> <ul style="list-style-type: none"> i) In case of accident or serious illness needing prolonged hospitalization and rest. ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a product. iii) In case of any personal reasons that need a break in study. iv) For internship leading to employment. <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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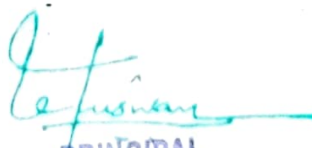
	<p>submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the start up shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters.</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>
8.Attendance	
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 R7.1.</p>
R8.2	<p>The Principals are authorized to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.</p>


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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.
9. Inter College Transfer	
R9.1	Inter college transfer shall be applicable only for regular B. Tech students.
R9.2	The transfer shall be permitted just before the commencement of third semester.
R9.3	The transfer shall be with effect from the first working day of the third semester.
R9.4	The transfer shall be only within the sanctioned strength of the receiving college.
R9.5	The following Category of students shall not be eligible for inter college transfer <ol style="list-style-type: none"> 1. Govt. of India Nominee. 2. Management Quota in Aided colleges. 3. Management Quota in private Self Financing Colleges 4. Students admitted under NRI/PIO quota. 5. Lateral Entry students. 6. Students admitted under TFW Scheme. 7. Students admitted in any supernumerary seats. 8. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.
R9.6	The transfer shall be permitted: <ol style="list-style-type: none"> 1. Between Govt/ Govt. Aided Colleges. 2. Between Self – Financing Colleges. (Including Govt. Controlled SFC).
R9.7	Notification inviting application for inter college transfer shall be issued by the University just before the commencement of the third semester.
R9.8	The candidate should fulfill the academic eligibility requirement for promotion to the third semester.
R9.9	If the number of applicants is more than the vacant seats available, the transfer may be based on the Kerala Engineering Entrance Rank.
R9.10	The students shall opt only one college for inter college transfer.
R9.11	The selected candidates shall remit a fee of Rs 3000/- (No fee for SC/ST students) within the stipulated date to the University. However, this rule is not applicable to the students transferred to other institutes under “Shift College” University order.
R9.12	The College transfer once approved by the receiving college will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of college once offered. -


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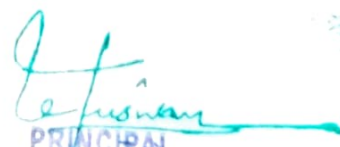
10. Migration from other Universities	
R10.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable to the students in any of the Engineering colleges/ institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala.
R10.2	The student shall be permitted to migrate only if he/she fulfills the University eligibility criteria for admission to the course applied for migration.
R10.3	The migration shall be permitted only up to the fifth semester of the B. Tech program and half the duration of the program in the case of other programs.
R10.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the concerned Board of Studies.
R10.5	The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to, maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
R10.6	The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
R10.7	The students offered admission shall have to take transitory courses/ additional courses of the previous semesters to satisfy the program requirement as recommended by the concerned board of studies.
R10.8	The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The migration fee is charged for the meeting expenses of the concerned Board of studies to decide on the student suitability for migration and to recommend the transitory courses/ additional courses to be done by the student to fulfill the academic requirement of the University. The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges / institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
R10.9	The migrated students shall follow the rules and regulations of the University.
R10.10	The students offered admission shall produce a migration certificate from the parent University at the time of admission.
R10.11	The student offered admission shall produce a character certificate from the parent institute/University at the time of admission.
R10.12	Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the University along with the application seeking migration to the University.
R10.13	Attested copies of all certificates and mark lists from 10 th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be


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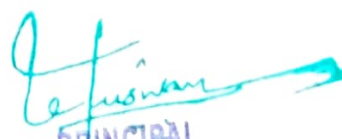
	produced as and when required by the University).
R10.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the concerned Board of Studies.
R10.15	Assessment of the transitory courses/ additional courses to be done by the student as per the academic requirement of the University shall be as recommended by the concerned Board of Studies.
11. Minor in Engineering.	
R11.1	All B. Tech students shall be eligible to register for Minor in Engineering.
R11.2	The Minor in Engineering registration shall be along with the registration of the 3 rd semester.
R11.3	If a student fails in any course of the minor, he/she shall not be eligible to continue the B.Tech Minor. However, the additional credits and grades thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
R11.4	The student shall earn additional 20 credits to be eligible for the award of B. Tech Degree with Minor.
R11.5	Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three courses, during the specified period. The total number of contact hours for these three courses shall be 126 Hrs (42Hrs/course). The duration of a course shall be minimum 14 weeks. The remaining 8 credits could be acquired through two MOOCs recommended by the Board of studies and approved by the Academic Council.
R11.6	Curriculum and the syllabus of the three courses shall be approved by the Board of studies and the Academic Council.
R11.7	The assessment of the courses other than MOOCs and earning of credits shall be as per R6.1 to R6.23. The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
R11.8	Under graduate Degree with minor shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B. Tech program and Minor in Engineering.
12. B. Tech (Honours)	
R12.1	All B. Tech students are eligible to register B.Tech (Honours). However, their mandatory CGPA at the end of eighth semester shall be 8.5 or higher to be eligible for the award of B. Tech (Honours).
R12.2	The B. Tech (Honours) registration shall be along with the registration of the 4 th 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.
13. Grace Marks for Sports /Arts Competitions.	
R13.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R13.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.
R13.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
R13.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R13.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.
R13.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re – distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R13.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R13.8	Re- distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R13.09	Grace Marks shall not be re – distributed from one semester to another semester.
R13.10	If the candidate does not secure the minimum marks required for a pass even after effecting re- distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
R13.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.


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R13.12	The performing semester shall be considered from 1 st July to 31 st December (Odd semester) and 1 st January to 30 th June (Even Semester).
R13.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R13.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
R13.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
14. Grace Marks for Persons With Disability (PWD)	
R14.1	A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
R14.2	The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R14.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
R14.4	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R14.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University.
R14.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
15. Transitory provision.	
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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M. Tech. 2022

Guidelines Curriculum and Regulations



APJ Abdul Kalam Technological University

[Signature]
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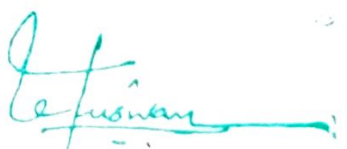
A handwritten signature in blue ink, appearing to read 'S. S. S.', located above the official stamp.

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DEFINITIONS

'Act'	means APJ Abdul Kalam Technological University Act, 2015 (17 of 2015)
'Academic Calendar'	means the schedule of commencement and culmination of classes and events for M. Tech programme started every academic year and declared by the University by order issued from time to time.
'Academic Year'	means the academic year consisting of two consecutive (one odd + one even) semesters.
'AICTE'	means the All India Council for Technical Education constituted under the All India Council for Technical Education ACT 1987.
'BoG'	means the Board of Governors of the University.
'BoS'	means the Board of Studies constituted by the University in accordance with Act and First Statutes of the University.
'CGPA'	means Cumulative Grade Point Average.
'CIA'	means Continuous Internal Assessment which is assessed for every student for every course during the semester.
'Course'	means a theory / dissertation / miniproject / practical subject that is normally studied included in the curriculum.
'Discipline'	means the branch of M. Tech Degree Programme or the broad branch of engineering. Example: Civil Engineering, Mechanical Engineering etc.
'ESE'	means the End Semester Examination which is conducted by the University/Institute at the End of the Semester for all the courses of that semester as per the curriculum.



'First Statutes'	means the APJ Abdul Kalam Technological University First Statutes, 2020
'Grade Card'	means the certificate issued to each candidate generally containing course type, course code, course title, grade, credit values and grade points along with SGPA of that semester/CGPA of the Programme.
'Private Candidate'	means a student who has not completed the M. Tech programme within the stipulated duration of the programme but permitted to appear in the End Semester Examination of the programme.
'Programme'	means the combination of courses and/or requirements to be completed that lead to a degree or certificate. Example, M.Tech in Information Security, M.Tech in Construction Management etc.
'M. Tech Degree Programme'	means a programme leading to the award of a Masters Degree by the University.
'SGPA'	means the Semester Grade Point Average.
'Stream'	means two or more similar M.Tech Programmes.
'Supervisor'	means the person who supervises the work and mentors/advises the student in his Dissertation/Research Project work.
'UGC'	means the University Grants Commission constituted under the University Grants Commission Act 1956.
'University'	means the APJ Abdul Kalam Technological University (APJAKTU) established by the Act.



1. PREAMBLE

- R1.1 These regulations are applicable to all M.Tech (Regular) Degree Programmes conducted in colleges affiliated to the APJAKTU from the Academic Year 2022-23 onwards.
- R1.2 The provisions contained in these regulations shall govern the policies and procedures on the admission and registration of students, imparting instructions of course, conduct of the examination, evaluation, certification of students performance leading to the award of M.Tech Degree(s).
- R1.3 These regulations for the M.Tech Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said M.Tech Degree Programme(s) conducted in colleges affiliated to the APJAKTU from the Academic Year 2022-23 onwards.
- R1.4 These regulations, as amended from time to time shall be binding on all parties concerned, including the Students, Faculty, Staff, affiliated colleges and the University.
- R1.5 In all matters related to the interpretation of the provisions in these Regulations, the decision of the BoG of the University shall be final.

2. ELIGIBILITY OF ADMISSION

- R2.1 The candidate shall be an Indian National.
- R2.2 The candidate should have B.Tech. Degree in the appropriate branch of APJ Abdul Kalam Technological University or bachelor's degree in Engineering from another University approved by AICTE/UGC approved Deemed Universities in India and recognized to be eligible for higher studies by APJAKTU.
- R2.3 In case of candidates who have an Under Graduate Degree in Engineering from foreign universities, an eligibility-certificate from APJ Abdul Kalam Technological University is to be produced.



- R2.4 The candidate should have a minimum CGPA of 6.0 in a 10 point scale in the Engineering Degree Examination. For SEBC (OBC) students, the minimum CGPA requirement is 5.5 in a 10 point scale. Wherever the credit system is/was followed, only CGPA will be considered for selection. If the candidate has obtained the bachelor's degree in Engineering from a University where credit system is/was not followed, he/she should have a minimum of 60% aggregate marks (For SEBC /OBC students, a minimum of 55% aggregate marks in the Engineering Degree examination is mandatory). For SC/ST candidates a pass in the Engineering Degree Programme is sufficient.
- R2.5 In case the CGPA by any University is mentioned on a scale other than 10 point, then the corresponding CGPA will be proportionally scaled to 10 point scale.
- R2.6 Candidates, who have passed AMIE / AMIETE Examinations and satisfying the following conditions, are also eligible for admission. i) They must have valid GATE score. ii) A minimum of 55% marks for section B in AMIE/AMIETE examination.
- R2.7 Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a bachelor's degree in Engineering are eligible for admission to the M.Tech Programme.
- R2.8 Candidate for sponsored quota must have a minimum experience of three years in the relevant field and must be sponsored by University or Industry/Teaching/Research Organizations of Centre/State Government/Private or by Private Engineering Colleges approved by AICTE. A special fee will be levied on the sponsored candidates. Such candidates may opt for admission into a programme recommended by the sponsoring institute/organization.
- R2.9 Admission shall normally be restricted to those with valid GATE score. However, this stipulation is relaxed in the case of sponsored candidates. In case seats remain vacant due to lack of candidates with valid GATE score, candidates without valid GATE score shall be considered. Admission to such seats will be made on the basis of their CGPA/% marks scored in their Engineering Degree.



- R2.10 The reservation policy of the Government of Kerala shall be followed in admission to the M. Tech. programme.
- R2.11 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/Government of India/AICTE as the case may be.
- R2.12 The maximum number of seats under various categories (regular, sponsored candidates and SC/ST) shall be as per the intake as approved by the AICTE, State Government and APJAKTU.
- R2.13 If at any time after admission, a candidate is found not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the University may revoke the admission of the candidate and report the matter to the BoG for ratification.

3.0 STRUCTURE OF THE M. TECH PROGRAMME

- R3.1 All the M. Tech programmes will be structured on a credit based system following the semester pattern having continuous evaluation.
- R3.2 Every M.Tech Programme shall have a curriculum and syllabi approved by the Academic Council. Syllabus for any course can be modified/updated by the Academic Council upon the recommendations of the Board of Studies. All revisions shall be only based on the recommendations of the Board of Studies.
- R3.3 The programme shall span four semesters. First and second semester shall have a minimum of 75 instruction days followed by the end semester examination. Third semester shall have a minimum of 60 instruction days followed by the end semester examination. Fourth semester shall have a minimum of 90 instruction days followed by the end semester examination. The total contact hours shall normally be 29 hours per week including teaching assistance.
- R3.4 Duration of the Programme: The minimum duration of M. Tech programme will normally be two years consisting of four semesters. The maximum



duration which a student can take to complete a programme shall be as follows:

Maximum duration = $N+2$ years, where N stands for the minimum duration (In Years) prescribed for completion of the programme. Under exceptional circumstance, a further extension of one more year may be granted subject to approval of the Syndicate for the requisition made by the student. The request made by the student for duration extension shall be recommended by the Principal with valid justification. During the extended period (beyond maximum duration) the student shall be considered as a private candidate and not eligible for first class.

R3.5 The academic work in each semester shall consist of course work, miniproject, lab and/or dissertation work as specified for each programme. The curriculum is so drawn up that the minimum number of credits for successful completion of the M. Tech programme of any specialisation is 68. Each programme will consist of

- Core courses (Discipline core courses and Programme core courses)
- Elective courses (Programme electives and Interdisciplinary electives)
- Audit course
- Research Methodology & IPR
- Miniproject
- Laboratory work
- Dissertation/Research work

R3.6 Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) schedule. The course credits are fixed based on the following norms: (i) Lectures/Tutorials: 1 hour per week is assigned one credit (ii) Practical/Project: 2 hour per week is assigned one credit (iii) Dissertation/Research Project: 1.5 hour per week is assigned one credit. The distribution of credits for the course work is given in Table 1.



Table 1: Distribution of credits among the Semesters

Sem	Course work content	Total credits allotted	Credits allotted semester-wise
I	Core courses: 3 nos	3x3 = 9	18
	Programme electives: 2 nos	2x3 = 6	
	Laboratory: 1 no	1x1 = 1	
	Research Methodology & IPR: 1 no	1x2 = 2	
II	Core courses: 2 nos	2x3 = 6	18
	Industry/Interdisciplinary Elective 1 no	1 x3 =3	
	Programme electives: 2 nos	2x3 = 6	
	Laboratory: 1 no	1x1 = 1	
	Miniproject: 1 no	1x2 = 2	
III	MOOC: 1 no	1x2 = 2	16
	Internship: 1 no	1x3 = 3	
	Audit course: 1 no	No credit	
	Phase 1: Dissertation/Research Project: 1 no	1x11 = 11	
IV	Phase 2: Dissertation/Research Project: 1 no	1x16 = 16	16
Total credits in all four semesters			68

R3.7 Nomenclature of Programmes: The nomenclature and its abbreviation given below shall be used for the degree programmes under the University. Master of Technology shall be abbreviated as M.Tech. Examples:

- Postgraduate (PG) engineering degree academic programme in Structural Engineering shall be mentioned as Master of Technology (M.Tech.) in Structural Engineering (Discipline: Civil Engineering).
- Postgraduate (PG) engineering degree academic programme in Artificial Intelligence shall be mentioned as Master of Technology (M.Tech.) in Artificial Intelligence (Discipline: Electronics & Communication Engineering).



- Postgraduate (PG) engineering degree of (Interdisciplinary) academic programme in Translational Engineering shall be mentioned as Master of Technology (M.Tech.) in Translational Engineering (Interdisciplinary / Civil Engineering).

R3.8 The medium of instruction followed by APJAKTU shall be English.

4.0 LEAVE RULES FOR M.TECH STUDENTS

R4.1 M. Tech students are eligible for leave of 30 days in a year (15 days per semester). The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays. In no way the leave rules would relax the attendance requirements for the students mentioned in R6.9.

R4.2 M. Tech students would apply to the HoD concerned for leave stating the specific reasons.

R4.3 M. Tech students shall be eligible to leave station for visiting other places preferably after completion of their course work or during vacations when there is no teaching work scheduled based on the recommendation by the supervisor(s) and approval by the HoD. The permission will be granted for library consultation, meeting experts, presentation of research papers/participation in the conferences/short term courses/symposiums etc., getting samples tested from other laboratories, using the lab facilities elsewhere, interaction with the External supervisor, and any other similar purpose. For these purposes, he/she shall be permitted for 30 days per year. The leave as mentioned at Clause 4.1 shall be in addition to this.

5.0 COURSE REGISTRATION AND ENROLMENT

R5.1 It is mandatory for students to register for the courses they intend to attend in a semester. For the first semester every student has to enrol and register for the courses he/she intends to undergo on a specified date notified to the students by the University. Similarly the students need to register for second, third and fourth semesters.

R5.2 The dates for registration and enrolment will be given in the academic calendar.

R5.3 A student will become eligible for enrolment only if he/she has registered for all the courses listed in the curriculum of 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 should not have any pending disciplinary proceedings. Besides, a student should have fulfilled the credit requirement as given in Table 2 for registering to higher semesters.

Table 2: Minimum Cumulative Credit Requirements for Registering to Higher Semesters

Semester	Allotted credits	Cumulative credits	Minimum credits required
1	18	18	Not Applicable
2	18	36	Not Insisted
3	16	52	12 credits from S ₁
4	16	68	Not Insisted

R5.4 The maximum number of credits a student can register (course registration) in a semester is limited to 6 credits in excess of the total credits allotted in the curriculum for that semester.

R5.5 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 for a maximum continuous period of two semesters only.

6.0 ASSESSMENT PROCEDURE

R6.1 In the first, second and the third semesters, all the courses to be credited are evaluated through continuous internal assessment and end semester examinations. For all lecture based courses in the first semester (except the Programme Electives and Research Methodology & IPR) and for all lecture based courses in the second semester (except the Programme Electives and Industry/Interdisciplinary Elective), the end semester examination will be conducted by the University. For Programme Electives, Industry/Interdisciplinary Elective, Research Methodology & IPR, laboratory Part I and II, Miniproject, Open Elective and dissertation/research project Part I, the end semester examination will be conducted by the respective Colleges. Dissertation/ research project Part II will be evaluated through continuous internal assessment and external assessment.



- R6.2 The maximum marks allotted for all lecture based courses for continuous internal assessment is fixed as 40 and for the end semester examination as 60, unless otherwise specified in the curriculum. The assessment marks for all courses are listed in the curriculum.
- R6.3 Students registered for a course have to attend the course regularly, meet the attendance requirements and undergo the entire evaluation procedure for the completion of the course. Credits for the courses are deemed to be earned only on getting a P grade (Pass) in the composite evaluation.
- R6.4 Continuous Internal Assessment (CIA): The marks awarded for the continuous internal assessment shall be on the basis of the day-to-day work, micro project, course based project/task, seminar, data collection/interpretation, preparation of review articles, quizzes, periodic tests, etc. The faculty member (s) concerned shall carry out the continuous assessment for the course allotted to him/her. The CIA marks for individual courses shall be computed by giving weightage to the parameters as specified in the curriculum.
- R6.5 The CIA marks obtained by the student for all courses in a semester are to be published in the department notice board as stipulated in the academic calendar. Anomalies if any shall be rectified by the Institution. A copy of the CIA marks uploaded to the University shall be kept in the department for scrutiny and reference.
- R6.6 The marks obtained for the ESE for a programme elective course shall not exceed 20% over the average ESE mark % for the core courses. ESE marks awarded to a student for each programme elective course shall be normalized accordingly. For example if the average end semester mark % for a core course is 40, then the maximum eligible mark % for a programme elective course is $40 + 20 = 60$ %. The normalisation shall not be applicable for Research Methodology & IPR, Industry/Interdisciplinary Elective and Audit Course.
- R6.7 CIA mark percentage for a course shall not exceed 30% over the End Semester Examination mark % of that course. CIA marks awarded to a student for each course shall be normalized accordingly. For example if the end semester mark % for a course is 40, then the maximum eligible CIE mark % for that course is $40 + 30 = 70$ %. The normalisation will not be done in the cases of internship and dissertation/research project phase 2.



- R6.8 The end semester examinations shall be held twice in a year: April/May session (for even semesters) and November/December session (for odd semesters). However, the end semester examinations of the third/fourth semester shall be conducted in both the sessions.
- R6.9 The 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 for any course is 75%. Students who get scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave as per clause number 4. Leave of absence for all these activities is limited to 25 % of the academic contact hours for the course. Students who do not meet these eligibility criteria are ineligible (identified by FE grade) to appear for the ESE.
- R6.10 On medical ground the Principal can relax the minimum attendance requirement to 65%, to register for the end semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to the decision on attendance, for verification by the Academic Auditor. However this concession is applicable to any one semester during the entire programme.
- R6.11 The Principal of the Institution is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Students should produce 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, as the case may be, within ten days of the event, for awarding the relaxation. The documents thus produced shall be forwarded to the Principal with due recommendation of the Head of the Department. 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.
- R6.12 The students with courses having FE grade shall register for the courses again during the succeeding semesters in which the courses are offered. However, for the third semester students having FE grades can register for the courses in the next immediate chance, if offered by their institute.



R6.13 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 (R6.9). They shall register (exam registration) and appear for the end semester examination at the next available opportunity and earn credits without having to register (course registration) for the course again.

R6.14 A student should obtain a minimum of 45% marks in the end semester examination and a minimum of 50 % of the total mark (CIA marks + ESE marks) (See Table 3) to be eligible for grading a course as Pass. The students who have not scored minimum of 45% marks in the end semester examination and minimum of 50 % of the total mark (CIA marks + ESE marks) will be considered to have failed in the course and an F grade will be awarded.

Table 3 Weightage of the CIA and ESE for various categories of the courses

Sl. No	Category	CIA Weightage	ESE Weightage	Pass Minimum
1	Discipline Core Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
2	Programme Core Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
3	Programme Elective Courses	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
4	Lab Courses/ Mini-project	100%	---	50% for CIA
5	MOOC	----	----	As stipulated by the agency conducting MOOC
6	Audit Course	40%	60%	45% for ESE and 50% for (CIA and ESE) put together
7	Internship	50%	50%	45% for ESE and 50% for (CIA and ESE) put together



Sl. No	Category	CIA Weightage	ESE Weightage	Pass Minimum
8	Dissertation/ Research Project Phase 1	100%	---	50% for CIA
9	Dissertation/ Research Project Phase 2	50%	50%	45% for ESE and 50% for (CIA and ESE) put together

R6.15 For the courses with no end semester examination, Letter grade 'F' will be awarded if CIA mark is below 50%.

R6.16 Candidates who received F grade in a course shall have to appear the end semester examination at the next available opportunity and earn the credits. Grades awarded in the supplementary examination will be considered as the grades in these courses.

R6.17 A student shall be eligible for the award of M. Tech Degree of the University on satisfying the following requirements:

- Fulfilled all the curriculum requirements within the maximum duration permitted for the programme
- No pending disciplinary action.

R6.18 Grading is based on the % marks obtained by the student for a course. Semester grade card shall contain the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA) up to that semester.

Grades and Grade Points are assigned as follows:

Grades	Grade Point	% of Total Marks obtained in the course
S	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7	65% and above but less than 70%



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C	6.5	60% and above but less than 65%
D	6	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F(Fail)	0	Below 50% (CIA + ESE) or Below 45% for ESE
FE	0	Failed due to lack of eligibility criteria
AB	0	Could not appear for the end semester Examination but fulfils the eligibility criteria.

Calculation of SGPA/CGPA

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

$SGPA = \frac{\sum(C_i \times GPI_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course i and 'GPI' is the grade point for that course. Summation is done for all courses registered by the student in the semester. The failed and incomplete courses shall also be considered in the calculation.

$CGPA = \frac{\sum(C_i \times GPI_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course i 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 M. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

Note: Students whoever successfully completed MOOC Course, GPI will be taken as 10 for both SGPA and CGPA calculation.

R6.19 Classification of M.Tech Degree

First Class with Distinction:	CGPA 8.0 and above
First Class:	CGPA 6 and above
Equivalent percentage marks:	$10 * CGPA - 2.5$

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 Degree Certificate and Consolidated Grade Card.



- R6.21 Valuation: Answer papers of theory examinations, for which end semester examinations are conducted by the University, shall be valued by two examiners. These two examiners shall preferably be from two different colleges. If the difference between the marks awarded by the two Examiners is not more than 15 per cent of the maximum marks for ESE for the course, the marks awarded to the candidate shall be the average of two evaluations. If the difference in marks obtained in two valuations exceeds 15% of the maximum marks for the course, the answer script will be evaluated by a third examiner. The average of the closest two marks 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.
- R6.22 Review: Option for revaluation is not available to the M.Tech programme. However, answer scripts of the courses for which examinations have been conducted by the University can be reviewed as per request by the student. Outcome of the review shall be for improvement of marks and improvement of grade. In this case, the marks obtained in the 1st valuation, 2nd valuation and review shall be considered. The average of the two closest marks of the above three shall be considered as the marks obtained after review. In case of a tie of the closest marks, the average of all three above i.e. 1st valuation, 2nd valuation and review shall be considered as the marks obtained after review. Detailed procedure is given in the examination manual.
- R6.23 Malpractices in Examinations: Any act of violation of the directions of the University, indiscipline, misbehaviour, unfair practice in examinations from the part of students, faculty/staff members, institution, management or any other source and malpractices in examinations observed or reported by faculty member, invigilator, any official appointed by the University or anybody shall be dealt with promptly as per the prescribed norms in the examination manual.

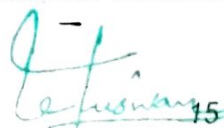
Note: Notwithstanding the above regulations related to examinations, assessments and malpractices, the details provided in the Examination Manual shall be taken as reference and final.

7.0 ACADEMIC MONITORING AND STUDENT SUPPORT

- R7.1 The implementation and monitoring of academic activities relating to the PG programme will be entrusted with the College Level Academic Committee



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(CLAC) for the institutions and with the Department Level Academic Committee (DLAC) for each department.

CLAC comprises following members:

- | | |
|--|-------------|
| ▪ Principal | - Chairman |
| ▪ PG Dean | - Secretary |
| ▪ Heads of Departments/PG Coordinators of the Department having M.Tech Programme | - Members |
| ▪ UG Dean | - Member |
| ▪ Dean Research | - Member |

Functions of CLAC: CLAC shall conduct at least two meetings in each semester. The minutes of the meeting along with the action taken report shall be maintained with the counter sign of the Principal in the PG Dean's Office. All these documents will be verified by the external auditor during academic auditing. Agenda of the meeting shall include the following points:

- Review of the progress of course coverage against the academic calendar and the course plan and suggestions for improvement
- Academic standard and excellence of various programmes
- Performance appraisal of Faculty handling the course as reported by DLAC
- Matters related to the postgraduate programme of various departments
- Any responsibility or function assigned by the University

DLAC comprises the following members:

- | | |
|---|-------------|
| ▪ Head of the Department | - Chairman |
| ▪ PG Coordinator of the Department | - Secretary |
| ▪ Programme Coordinators of all M.Tech Programmes in the Department | - Members |
| ▪ Department Coordinator for UG | - Member |
| ▪ Two Faculty Members handling PG Classes | - Members |



Functions of DLAC: DLAC shall conduct at least three meetings in each semester. Minutes of the meeting along with the action taken report (with the counter sign of the HoD) shall be maintained by the PG coordinator. The relevant points of the meeting shall be communicated to the Principal/PG Dean for reporting in the CLAC. All these documents will be verified by the external auditor during academic auditing. The following points shall be discussed in the meeting:

- Academic standard and excellence of the courses offered by the department.
- To verify whether the course progress in alignment with Academic calendar.
- To oversee the continuous internal evaluation of the students in a class, for each course.
- Performance appraisal of Faculty handling the courses
- Any matter related to the M.Tech programme of the department.
- Any appropriate responsibility or function assigned by the University or the Principal.

R7.2 PG Coordinator: Each Department will have a Professor as the PG Coordinator. The responsibilities of the PG Coordinator are:

- To supervise and coordinate the activities of the PG courses.
- To guide and advice the students in all academic matters.
- To keep a record of the academic activities of students registered for all M Tech programmes in that department.
- To maintain the attendance of the students on a daily basis (FN & AN).

R7.3 Programme Coordinators: In the departments where more than one M.Tech programmes are offered, one senior faculty assigned by HoD will act as the programme coordinator for coordinating the academic activities in the department for that PG programme. Programme coordinator will be having the role of Faculty Adviser (FA) of that programme. If the department has only one M.Tech programme, PG coordinator may serve as the programme coordinator.

The responsibilities of the programme coordinators are:



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- To supervise and coordinate the activities of the particular programme.
- To guide and advice the students in all academic matters.
- To keep a record of the academic and non-academic activities of students registered for the particular M Tech programme
- Regular communication with the parents of students in respect of progress in academic and other general matters.
- Keep custody of the minutes and action taken reports of the meetings conducted with the students.

R7.4 The internal marks and attendance shall be uploaded in the University portal by the respective faculty members after displaying the same in the department notice board as stipulated in the academic calendar. If any anomalies are raised by the students, it shall be rectified by the Institution. A copy of the CIA marks uploaded to the University shall be kept in the department for scrutiny and reference.

8.0 BREAK OF STUDY

R8.1 Students are permitted to avail break of study for a maximum duration of two semesters. Availing break of study could extend the duration of the programme up to eight semesters, the maximum permitted duration by the regulation. The student can avail the break of study only with the prior approval of the University. The Principal, along with his/her recommendations, shall upload the request of the student with all relevant documents to the University portal for the approval. Students shall have to re-join at the commencement of the incomplete semester where he/she had started availing the break of study.

Students are permitted to avail break of study:

- In case of accident or serious illness needing prolonged hospitalization and rest.
- In case of any personal reasons that need a break in study.
- For taking up an employment.

R8.2 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.

- R8.3 Students who require a break in study due to personal reasons shall get the approval from the Principal on the genuineness of the need for it by providing authentic evidences for the same.
- R8.4 Students who require break of study for 'taking up a job' 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.

9.0 ACADEMIC AUDITING

- R9.1 There shall be academic auditing in each affiliated college at stipulated intervals. The internal academic auditing shall be conducted by Internal Quality Assurance Cell (IQAC) functioning within the college and the external academic auditing by auditor/auditors appointed by the University. The 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 formats prescribed by the University for each semester at regular intervals. These reports shall be presented to the external academic auditor/auditors, who shall use it as reference for independent auditing. The external auditors shall submit the final audit report to the University in the prescribed format through University portal.

Academic auditing shall cover the activities mentioned in the audit manual and in the regulations. Important aspects to be covered are the following:

- Course delivery, adherence to the academic calendar regarding meetings of various committees and series tests, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, mini projects, seminar and project evaluation, innovative teaching methods, and conduct of practical classes and their evaluation.
 - Facility for Co-curricular and Extra-curricular activities available for the students.
 - Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline,



academic environment, learning ecosystem, academic accountability, academic achievements and benchmarking.

10.0 MIGRATION FROM OTHER UNIVERSITIES

- R10.1 Migration to the University from other Universities shall be permitted only if the other University is approved by the UGC/AICTE/AIU and subject to the recommendation by the respective BoS.
- R10.2 The student shall be permitted to migrate only if he/she fulfils the University eligibility criteria for admission to the course applied for migration. The student shall be permitted to migrate only if he/she has passed all the previous semester(s) in the parent University.
- R10.3 The migration shall be permitted only up to the third semester of the M. Tech program.
- R10.4 The admission shall be offered on migration basis through lateral transfer of credits.
- 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 the programme such as 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 register for the transitory/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 produce a migration certificate from the parent University at the time of admission.
- R10.9 The student offered admission shall produce a character and conduct certificate from the parent institute/University at the time of admission.



- R10.10 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.
- R10.11 Attested copies of all certificates and mark lists from 10th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when demanded by the University).
- R10.12 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 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 Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
- R10.13 The migrated students shall follow the rules and regulations of the University.

11.0 GRACE MARKS FOR SPORTS /ARTS COMPETITIONS

- R11.1 Only bona fide, regular students are eligible for the award of Grace Marks.
- R11.2 The grace marks will be awarded to the students for representing the University in official 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 events participated during that semester shall be 5% of the aggregate maximum of the 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 events participated during that



semester shall not exceed 10% of the maximum aggregate marks of the End Semester Examination of that course.

- R11.5 The Grace Marks shall not be awarded for Programme Electives/ Research Methodology & IPR/ Laboratory Courses/ Industry Elective/ Interdisciplinary Elective / Miniproject / Audit Course/ Dissertation/ Research Project etc even though she/he fails for the same.
- R11.6 Eligible Grace Marks shall be distributed equally on all theory papers/courses of end semester examination of the semester concerned. 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 in a semester for which end semester examinations are conducted by the University.
- 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 redistributed from one semester to another semester.
- R11.10 If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective pass board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
- R11.11 Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
- R11.12 The performing semester shall generally be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester) for the purpose of awarding grace marks.
- R11.13 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.

- R11.14 Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
- R11.15 Notwithstanding the above in R11, the guidelines given in the Examination manual and orders issued by the University from time-to-time will be followed. The R11.1 to R11.14 shall be taken as general information.

12.0 GRACE MARKS TO DIFFERENTLY ABLED CANDIDATES

- R12.1 A person with disability (PWD) is a student of the University suffering from not less than 40% of any disability, as certified by the District Medical Board. To be eligible for the Grace marks, certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
- R12.2 The Grace marks that can be awarded for PWD shall be 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 rounded off to the next higher integer.
- R12.4 PWD 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.
- 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. The request for Grace marks received after the time limit shall not be entertained on any account.




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TECHNOLOGICAL
UNIVERSITY

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.

1. Preamble	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	The Provisions contained in this set of regulations govern the policies and procedures on the admission and registration of students, imparting instructions of course, conducting of the examination and evaluation and certification of students performance and all amendments there to leading to the said Degree Programme(s).
R1.3	This set of Regulations, on approval by the BoG, APJAKTU shall supersede all the corresponding earlier sets of regulations of the University for the MBA Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said Post Graduate Degree Programme(s) conducted by the APJAKTU and its affiliated colleges.
R1.4	This set of Regulations, may evolve and get updated or refined or modified or amended through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
R1.5	The MBA Degree of A. P. J. Abdul Kalam Technological University shall be conferred on students who are admitted to the program and who fulfill all the requirements for the award of the Degree.
2. ELIGIBILITY OF ADMISSION	
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.

3. STRUCTURE OF MBA PROGRAM

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 st July to 31 st December (Odd semester)" and "1 st January to 30 th 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

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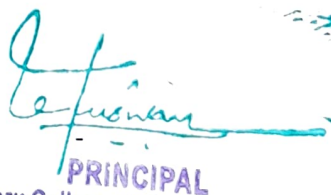
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	each academic year which is to be strictly followed by all affiliated institutions.																																									
R3.4	The MBA Program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any 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> <table><tr><td>First year (I and II semester):</td><td>54 credits</td></tr><tr><td>Second year (III and IV semesters):</td><td>40 credits (Course work)</td></tr><tr><td>Internship :</td><td>03 credits (Second year)</td></tr><tr><td>Project& Comprehensive Viva:</td><td>05 credits (Second year)</td></tr><tr><td>Total:</td><td>102 credits</td></tr></table>	First year (I and II semester):	54 credits	Second year (III and IV semesters):	40 credits (Course work)	Internship :	03 credits (Second year)	Project& Comprehensive Viva:	05 credits (Second year)	Total:	102 credits																															
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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;">Table 1: Distribution of credits among the Semesters</p> <table><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><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="5">II</td><td>Core courses: 3nos</td><td>4 each</td><td>3x4 = 12</td><td rowspan="5">27</td></tr><tr><td>Core courses: 4nos</td><td>3 each</td><td>4x3 = 12</td></tr><tr><td>MOOC Course: 1 no</td><td>3</td><td>1x3 = 3</td></tr><tr><td>(PG level management course of 3 credit)</td><td></td><td></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></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	3	1x3 = 3	(PG level management course of 3 credit)			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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	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
	Total Credits in all four semesters			102
Curriculum details are given separately				
R3.8	The maximum number of credits a student can register (course registration) in a semester is limited to 8 credits in excess of the total credits allotted in the curriculum for that semester.			
R3.9	The medium of instruction shall be English. All examinations, project, seminar, reports and presentations shall be in English.			
R3.10	Revision of Regulations notwithstanding all that has been stated above, the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.			
4. ACADEMIC MONITORING AND STUDENT SUPPORT				
R4.1	Advisory System: There shall be one Faculty Advisor (FA) for a class. The Principal/Director shall assign a regular faculty member with minimum two years of experience as the FA in discussion with the Head of the Department.			
R4.2	The documents regarding all academic and non-academic matters of students shall be kept under the custody of Faculty Advisor.			
R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor. Students and parents shall first approach their Faculty Advisor for all kinds of advices, clarifications and permissions on all academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.			

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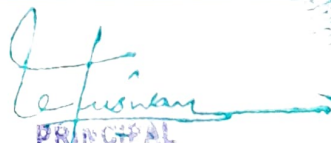


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R4.4	<p>The FA shall arrange separate or combined meetings with course faculty, parents and students as and when required and discuss the academic progress of students. The Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students. Advisory meetings shall preferably be convened:</p> <ol style="list-style-type: none"> Immediately after the commencement of the semester. Immediately after announcing the marks of first internal evaluation test. <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.
5.0 COURSE REGISTRATION AND ENROLMENT	
R5.1	It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission.
R5.2	The dates for registration and enrolment for the semesters two to four will be given in the academic calendar. Any late enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late enrolment fee.

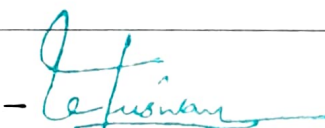

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R5.3	A student will become eligible for enrolment only if he/she has registered for the previous semester. In addition he/she has to clear all dues to the Institute up to the end of the previous semester and also he/she should not have any pending 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.										
<div>APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY</div> <h3>6. EVALUATION PROCESS</h3>											
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	<p>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.</p> <table><tr><th>Course</th><th>Class Participation and Attendance</th><th>Tests</th><th>Seminar and Discussion</th><th>Assignment/ Class work</th></tr><tr><td>Theory</td><td>10%</td><td>40%</td><td>25%</td><td>25%</td></tr></table> <p>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.</p>	Course	Class Participation and Attendance	Tests	Seminar and Discussion	Assignment/ Class work	Theory	10%	40%	25%	25%
Course	Class Participation and Attendance	Tests	Seminar and Discussion	Assignment/ Class work							
Theory	10%	40%	25%	25%							
<p>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>											

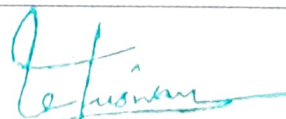

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	<p>Department/Director.</p> <p>The CIE marks obtained by the student for all courses in a semester are to be published at least 3 days before the commencement of the University examinations.</p> <p>Anomalies if any shall be scrutinized by the Institution. 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. Estd.
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. <ol style="list-style-type: none"> Fulfilled all the curriculum requirements within the stipulated duration of the course. Earned the required minimum credits as specified in the curriculum. 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;">Grade and Grade Points</p> <table> <tr> <th>Grades</th><th>Grade Point (GP)</th><th>% of Total Marks obtained in the course</th></tr> <tr> <td>S</td><td>10</td><td>90% and above</td></tr> <tr> <td>A+</td><td>9.0</td><td>85% and above but less than 90%</td></tr> <tr> <td>A</td><td>8.5</td><td>80% and above but less than 85%</td></tr> <tr> <td>B+</td><td>8.0</td><td>75% and above but less than 80%</td></tr> <tr> <td>B</td><td>7.5</td><td>70% and above but less than 75%</td></tr> <tr> <td>C +</td><td>7.0</td><td>65% and above but less than 70%</td></tr> <tr> <td>C</td><td>6.5</td><td>60% and above but less than 65%</td></tr> <tr> <td>D</td><td>6.0</td><td>55% and above but less than 60%</td></tr> <tr> <td>P (Pass)</td><td>5.5</td><td>50% and above but less than 55%</td></tr> <tr> <td>F (Fail)</td><td>0</td><td>Below 50% (CIE + ESE) or Below 40% for ESE</td></tr> <tr> <td>FE</td><td>0</td><td>Failed due to lack of eligibility criteria (R6.6)</td></tr> <tr> <td>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> </table> <p>Equivalent percentage mark shall be = $10 * CGPA - 2.5$</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																																													


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	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>$SGPA = \frac{\sum(Ci \times GPI)}{\sum Ci}$, where 'Ci' is the credit assigned for a course and 'GPI' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation.</p> <p>$CGPA = \frac{\sum(Ci \times GPI)}{\sum Ci}$, where 'Ci' is the credit assigned for a course and 'GPI' is the grade point for that course. Summation is done for all courses specified in the curriculum 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 style="text-align: center;">Estd.</p> <p>Equivalent percentage mark shall be $= 10 * CGPA - 2.5$</p>
R6.23	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


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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	<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"> 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	<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 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.</p> <p>In case of prolonged illness, break of study is permitted as per R9.1.</p>
R8.2	The Principals are authorized to grant attendance relaxation (duty leave) to the students in national level competitions/championships/ tournaments representing University, when called upon to do so, up to a maximum of 10%. Such students should produce the participation

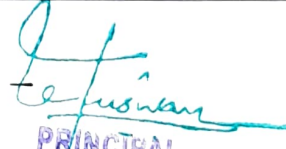

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	certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extracurricular activities within ten days of the event, as the case may 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.
RS.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 5%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extra/ co-curricular activities within ten days of the event, as the case may be. The documents thus produced shall be forwarded to the Principal with the due recommendation of the Head of the Department/Director. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered on any account.
9. BREAK OF STUDY	
R9.1	<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.</p> <p>A student is permitted to avail break of study:</p> <ul style="list-style-type: none"> i) In case of accident or serious illness needing prolonged hospitalization and rest. ii) In case of any personal reasons that need a break in study. iii) For internship leading to employment. <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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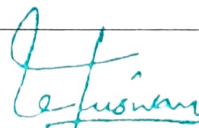
	In the semester system followed by the University, break of study can be availed only for an academic year. The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student with all relevant documents to the University portal 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.
10. MIGRATION FROM OTHER UNIVERSITIES	
R10.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable to the students in any of the Engineering colleges/ institutions, which, before the commencement of APJAKTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala.
R10.2	The student shall be permitted to migrate only if he/she fulfills the University eligibility criteria for admission to the course applied for migration.
R10.3	The migration shall be permitted only up to the third semester of the MBA program.
R10.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the Board of Studies.
R10.5	The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to, maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
R10.6	The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
R10.7	The students offered admission shall have to take transitory courses/ additional courses of the previous semesters to satisfy the program requirement as recommended by the board of studies.
R10.8	The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The migration fee is charged for the meeting expenses of the Board of studies to decide on the student suitability for migration and to recommend the transitory courses/ additional courses to be done by the student to fulfill the academic requirement of the University. The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges/institutions, which, before the commencement of APJAKTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
R10.9	The migrated students shall follow the rules and regulations of the University.


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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 th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when required by the University).
R10.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the Board of Studies.
R10.15	Assessment of the transitory courses/ additional courses to be done by the student as per the academic requirement of the University shall be as recommended by the Board of Studies.

11. GRACE MARKS FOR SPORTS /ARTS COMPETITIONS

R11.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R11.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.
R11.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
R11.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R11.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.
R11.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R11.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R11.8	Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R11.09	Grace Marks shall not be re – distributed from one semester to another semester.
R11.10	If the candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective passboard if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.


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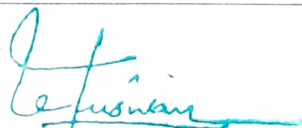
R11.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R11.12	The performing semester shall be considered from 1 st July to 31 st December (Odd semester) and 1 st January to 30 th June (Even Semester).
R11.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R11.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
R11.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.

12. GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)

R12.1	To be eligible for the grace marks, the certificate of disability specifying the percentage of disability certified by the District Medical Board shall be produced before the Principal at the time of admission. Profoundly deaf candidates with disability 40% or above or hearing impaired candidates with disability 70% or above are eligible for the award of Grace Mark. In case of any other disability of more than 60% duly certified by the District Medical Boards, students will be eligible for grace marks.
R12.2	The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R12.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be discarded.
R12.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R12.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Viva Voce/ Seminar for which the University does not normally conduct End Semester Examinations. However the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
R12.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University.
R12.7	The request for Grace Marks received after the time limit shall not be entertained on any account.

13. TRANSITORY PROVISION

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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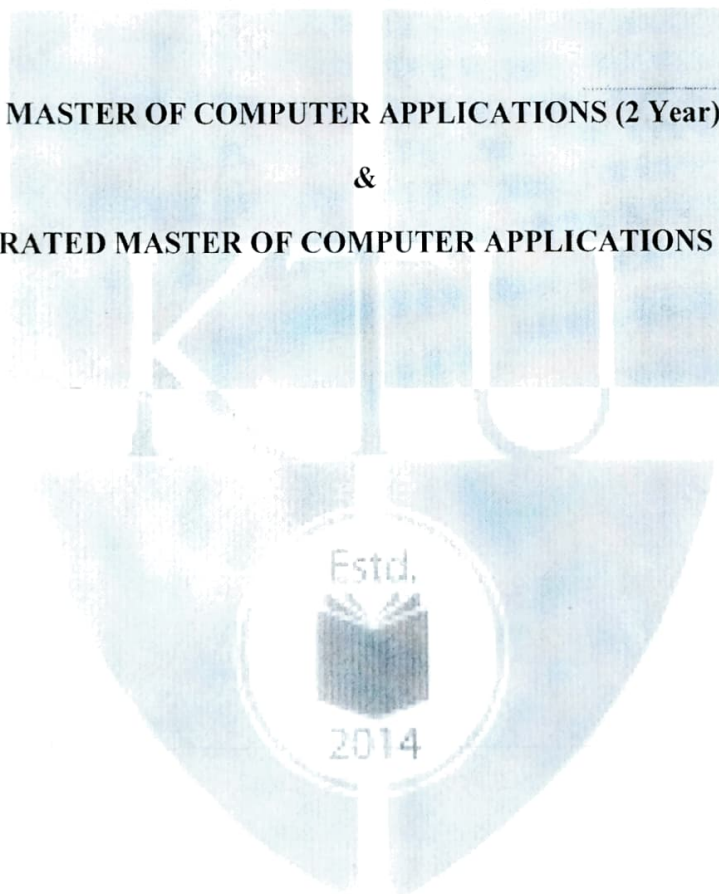
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

REGULATIONS 2020

MASTER OF COMPUTER APPLICATIONS (2 Year)

&

INTEGRATED MASTER OF COMPUTER APPLICATIONS (5 Year)



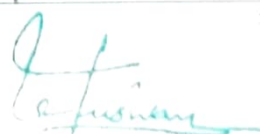
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The A. P. J. Abdul Kalam Technological University Academic Regulations for MCA, 2020

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.

1. PREAMBLE	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	The Provisions contained in this set of regulations govern the policies and procedures on the admission and registration of students, imparting instructions of course, conducting of the examination and evaluation and certification of students' performance and all amendments there to leading to the said MCA Programme(s).
R1.3	This set of Regulations, on approval by the BoG, APJAKTU shall supersede all the corresponding earlier sets of regulations of the University for the MCA Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said Post Graduate Degree Programme(s) conducted by its affiliated colleges.
R1.4	This set of Regulations, may evolve and get updated or refined or modified or amended through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
R1.5	The MCA Degree of A. P. J. Abdul Kalam Technological University shall be conferred on students who are admitted to the program and who fulfill all the requirements for the award of the Degree.
2. ELIGIBILITY OF ADMISSION	
R2.1	MCA (2 Year) Candidates should have passed BCA/Bachelor Degree in Computer Science Engineering or equivalent Degree. OR Passed B.Sc./B.Com/BA with Mathematics at 10 + 2 level or at Graduation level Integrated MCA (5 Year) Passed 10+2 examination with Mathematics OR Statistics OR Accountancy as compulsory subjects.
R2.2	MCA (2 Year) Candidates should have obtained at least 50 % marks in the Degree examination. It is 45 % in the case of candidates belonging to reserved category.


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	Integrated MCA (5 Year) Obtained at least 45% marks (40% marks in case of candidates belonging to reserved category) in 10+2 examination.
R2.3	The reservation policy of the Government of Kerala and the Government of India from time to time shall be followed in admission to the MCA programme.
R2.4	Notwithstanding all that is stated above; the admission policy may be modified from time to time by the University, particularly to conform to the directions from the Government of Kerala and the Government of India. The maximum number of seats under various categories (regular and SC/ST) shall be as per the sanctions of the AICTE, State Government and APJAKTU.
R2.5	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BOG.
3. STRUCTURE OF MCA PROGRAM	
R3.1	The MCA programme shall be structured on a credit based system following the semester pattern with continuous evaluation.
R3.2	The duration of the MCA programme of the KTU will be two years consisting of four semesters and Integrated MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be, for MCA - four academic years spanning 8 semesters and for Integrated MCA – seven academic years spanning 14 semesters. Each semester shall have a minimum of 72 instruction days followed by the end semester examination. The total contact hours are normally 30 hours per week.
R3.3	The duration for the programme will normally be 4 semesters for MCA (2 year) and 10 semesters for Integrated MCA(5year). In case of prolonged illness or other personal exigencies, the university may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of four years in case of MCA (2 year) and seven years in the case of Integrated MCA (5year).
R3.4	Every academic year shall have two semesters “1 st July to 31 st December (Odd semester)” and “1 st January to 30 th 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 three years. However, innovative elective courses can be included as and when required, on the recommendations of the Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies.


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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	<p>A common course structure for the MCA programme is to be followed and consist of the following courses</p> <ul style="list-style-type: none"> • Core courses • Elective courses • Laboratory courses • Mini Projects • Seminar • Comprehensive Viva • Main Project • Non-credit courses

R3.8	<p>Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) schedule. The course Credits are fixed based on the following norms.</p> <ul style="list-style-type: none"> 1 credit for each lecture hour per week 1 credit for each tutorial hour per week 1 credit for 1 to 2 Hours Practical(P) per week 2 credits for 3 to 4 Hours Practical(P) per week 2 credits for the seminar 2 credits for the mini projects 6 credits for comprehensive viva 12 credits for the main project Zero credit for non-credit courses <p>The distribution of credits for the course work is given in Table 1 & 2.</p>
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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	

	Elective: 2nos	4 each	2x4 = 8	22	
	Lab courses: 3nos	4 each	3x2 = 6		
	Industrial Readiness Training	1 hours	No credit		
III	Core Courses: 2 nos	4 each	2x4 = 8	22	
	Electives : 2 nos	4 each	2x4 = 8		
	Lab courses:2 nos	4 each	2x2 = 4		
	Mini Project	4 hours	1*2=2		
	Domain Expertise Workshop	1 hours	No credit		
IV	Main Project	27 hours	12	20	
	Seminar	2 hours	2		
	Comprehensive Viva voce		6		
Total Credits in all four semesters				86	

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


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	4each	$5 \times 4 = 20$	22
	Lab courses: 2nos	5 & 4	$2 \times 1 = 2$	




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IV	Core courses: 5nos	4each	5x4 = 20	22	
	Lab courses: 2nos	5 & 4	2x1 = 2		
V	Core courses: 5nos	4each	5x4 = 20	22	
	Lab courses: 2nos	5 & 4	2x1 = 2		
VI	Core courses: 4nos	4each	4x4 = 16	20	
	Lab courses: 2nos	5 & 4	2x1 = 2		
	Mini Project I	4 hours	1*2=2		
VII	Core courses: 5nos	4 each	5x4 = 20	22	
	Lab courses: 2nos	4 each	2x1 = 2		
	Entrepreneurship and innovations in Technology	1hour	No credit		
VIII	Core courses: 3nos	4 each	3x4 = 12	22	
	Elective: 2nos	4 each	2x4 = 8		
	Lab courses: 2nos	4 each	2x1 = 2		
	Industrial Readiness Training	1 hour	No credit		
IX	Core Courses: 2 nos	4 each	2x4 = 8	20	
	Electives : 2 nos	4 each	2x4 = 8		
	Lab courses: 2 nos	4 each	2x1 = 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		
Total Credits in all ten semesters				214	
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"> Immediately after the commencement of the semester. Immediately after announcing the marks of first internal evaluation test. <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 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


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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.

5.0 COURSE REGISTRATION AND ENROLMENT

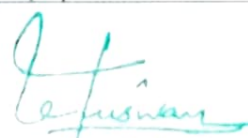
R5.1	It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission and for all courses offered in the second semester before the commencement of second semester. Similarly the students need to register for third and fourth semester.
R5.2	The dates for registration and enrolment will be given in the academic calendar. Any late enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late enrolment fee.
R5.3	A student will become eligible for enrolment only if he/she has registered for the previous semester. In addition he/she has to clear all dues to the Institute up to the end of the previous semester and also he/she should not have any pending disciplinary proceedings.
R5.4	In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.

6. EVALUATION PROCESS

R6.1	There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except for Non-credit courses, Mini Project and Seminar. The End Semester Examinations shall be conducted by the University. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.
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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	<p>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:</p> <ol style="list-style-type: none">1. Theory Courses : 1 : 1.52. Laboratory Courses : 1 : 13. Mini Projects : CIE only4. Seminar : CIE only5. Comprehensive Viva : ESE only6. Main Project : CIE by Supervisors (30 marks) and a Committee (40 marks) separately and ESE by External Expert (30 marks).																								
R6.5	<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><tr><th>Course</th><th>Class Participation and Attendance</th><th>Tests/Evaluation</th><th>Assignment / Class work</th></tr><tr><td>Theory</td><td>20%</td><td>50%</td><td>30%</td></tr><tr><td>Practical</td><td>20%</td><td>40%</td><td>40%</td></tr><tr><td>Mini Project</td><td>10%</td><td>50%</td><td>40%</td></tr><tr><td>Main Project</td><td colspan="3"><ul style="list-style-type: none">• Project evaluation by the supervisor(s) : 30 Marks• Presentation & evaluation by the Committee : 40 Marks</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></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.</p> <p>The CIE marks for the attendance for each theory, practical and seminar shall be</p>	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">• Project evaluation by the supervisor(s) : 30 Marks• Presentation & evaluation by the Committee : 40 Marks			Seminar	Scope and relevance of topic – 20% Attendance – 10% Presentation – 30% Technical content – 20% Report – 20%		
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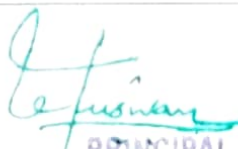

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	awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student 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 <u>awarding the internal marks for attendance.</u>
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"> 1. Fulfilled all the curriculum requirements within the stipulated duration of the course. 2. Earned the required minimum credits as specified in the curriculum 3. No pending disciplinary action.
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	<table><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><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><tr><td colspan="3">Equivalent percentage mark shall be = $10 * \text{CGPA} - 2.5$</td></tr></table>	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 (R6.7)	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	Equivalent percentage mark shall be = $10 * \text{CGPA} - 2.5$		
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R6.17	There shall be double valuation of theory papers for which end semester examinations are conducted by the University. The theory answer script shall be valued independently by the two examiners appointed by the University. If the difference between the marks awarded by the two Examiners is not more than 15% of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15% of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging. There is no provision for revaluation of the semester answer scripts or for improving the grade.																																																		
R6.18	Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days																																																		

	of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal. The fee for review will be Rs 5,000 per answer script of which Rs 3,000 will be refunded in case of a grade change after the review. The paid amount of Rs 5,000 will be forfeited in case of no grade change after the review. The review will be carried out by a competent/mapped faculty with a minimum of three years experience. The result of the review will be final and no appeal will be entertained thereafter.
R6.19	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the MCA program including CGPA.
R6.20	<p style="text-align: center;">Calculation of SGPA/CGPA</p> <p>Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. $SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. $CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses 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.
	7. Break of Study
R7.1	A student is permitted to avail break of study: i) In case of accident or serious illness needing prolonged hospitalization and rest. ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a product.

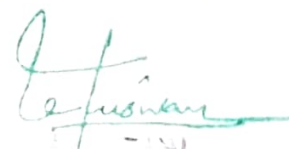

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	<p>iii) In case of any personal reasons that need a break in study.</p> <p>iv) For internship leading to employment.</p> <p>For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the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


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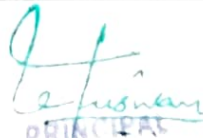
	Faculty Advisor in the case of other extracurricular activities, within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the University.
R8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
	9. Academic Auditing of affiliated institutions.
R9.1	<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"> 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. <p>The audit shall also cover the quality criteria prescribed by NBA/NAAC.</p>
	10. Grace Marks for Sports /Arts Competitions.
R10.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R10.2	The criterion for the award of Grace Marks is representing the University in officially


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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 st July to 31 st December (Odd semester) and 1 st January to 30 th June (Even Semester).
R10.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R10.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
R10.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.

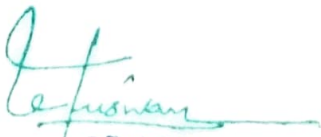
11.GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)

R11.1	To be eligible for the grace marks, the certificate of disability specifying the percentage of disability certified by the District Medical Board shall be produced before the Principal at the time of admission. Profoundly deaf candidates with disability 40% or above or hearing impaired candidates with disability 70% or above are eligible for the award of Grace Mark. In case of any other disability of more than 60% duly certified by the District Medical Boards, students will be eligible for grace marks.
R11.2	The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R11.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if


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	any, while computing the Grace Marks shall be discarded.
R11.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R11.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Viva Voce/ Seminar for which the University does not normally conduct End Semester Examinations. However the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
R11.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University.
R11.7	The request for Grace Marks received after the time limit shall not be entertained on any account.
12. TRANSITORY PROVISION	
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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