KERALA TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala-695016

ORDINANCE

For

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

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

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

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

b. Subject to Clause 1(a), Admission to B.Tech., shall be based on the guidelines given by the State and Central Governments on reservation. Candidates for admission to B.Tech., programme shall have passed the Higher Secondary Examination, Kerala or 12th Standard V.H.S.E., C.B.S.E., I.S.C or any other examination considered equivalent to the above mentioned ones. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders which is based on the entrance examination conducted by the Commission for Entrance Examinations, Government of Kerala and the marks in the qualifying examination subject to the relaxations allowed for backward classes and other communities as specified from time to time.

c. The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education and the Kerala Technological University.

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

e. The B.Tech., / B.Tech. (Honours) programme is a credit based programme. The duration of the B. Tech / B. Tech (Honours) programme will normally be four academic years spanning 8 semesters. The maximum duration shall be six academic years spanning 12 semesters.

2. Examination

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

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

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

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

3. Eligibility for Award of Degree

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

Award of B. Tech. Degree

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

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

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

iii) No pending disciplinary action.

4. **Fee charged by the University**

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

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

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

6. **Breach of guidelines and unfair practices in Examinations**

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

a. **Language of Instruction and Examination.**

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

b. **Academic Calendar.**

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

c. **Branches of B. Tech. Programmes.**

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

d. **B. Tech. Programme Structure**

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

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

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

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

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

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

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

B.Tech. Programme.

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

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

One credit for each lecture hour per week for one semester
One credit for each tutorial hour per week for one semester

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

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

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

x) Student Activities Points:

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

e. Curriculum, List of Courses and Syllabi

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

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

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

f. Faculty Advisor/Counsellor

All students shall have faculty advisors whose role will be:-
To guide and help students on academics
To monitor their progress in academics and advise them
To counsel them and hand-hold them in any difficulty

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g. Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enrol for the

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

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

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

h. Course Completion and Earning of Credits

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

i) Core courses, Prerequisites and Electives

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

J) Summer Courses

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

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

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

Options for the fifth and higher semesters

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

k) **Contact Courses**

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

l) **Academic Assessment/Evaluation**

Academic Evaluation of Courses

University follows a continuous academic evaluation procedure.

Academic evaluation procedure and corresponding weights are as follows:-

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

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

Scheme of evaluation is as follows.

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

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

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

All the above evaluations are mandatory requirements to earn credits.

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

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

b) For Laboratory /Practical /Workshop courses

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

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

c) Comprehensive Examination

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

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d) Seminar

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

e) Design Project

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

f) Final Semester Project

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

Evaluation scheme is given below:-

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

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

The project assessment board shall consist of the following members.

Chairman: Head of the Department

Members: Project supervisor/s of the student

One faculty member from the Department

One faculty member from a sister Department

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

m) Eligibility to Continue

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

they are offered subject to the limitations imposed by the ordinances and course timetable.

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

Eligibility Criteria for Registering for Higher Semester Courses

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

n) Course Committees and Class Committees

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

a) Course Committee

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

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

Members:-

i) All teachers offering the course.

ii) Four student representatives nominated by the Principal.

b) Class Committee

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

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

Members:-

i) All faculty members teaching courses in that semester.
ii) Two student representatives nominated by the head of the Department.

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

o) Eligibility for writing the end semester examination and for grading

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

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

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

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

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

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

p) Award of Grades

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

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

q) **Grades and Grade Points**

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

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

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

r) **Academic Auditing**

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

Academic auditing shall cover:-

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

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

iii) Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic

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environment, academic accountability, academic achievements and benchmarking.

s) **Break of Study**

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

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

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

t) **Revaluation and Grade Improvement**

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

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

u) **Grade Cards**

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

v) **B. Tech Degree**

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

w) **B. Tech. (Honours)**

Accredited departments in institutions, having at least two post graduate programmes, may offer B. Tech. (Honours). It should be noted that students with a CGPA above 8 at the end of the fourth semester and having no credit arrears only are eligible for this option. As only selected institutions may have this provision, students cannot demand this or move later to an institute where this is available. Students have to earn 12 additional credits to get B. Tech (Honours). Furthermore their CGPA at the

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end of the programme should be 8 or higher. Those who opted for B. Tech (Honours) but unable to earn the required additional credits in 8 semesters or whose final CGPA is less than 8 shall automatically fall back to the B. Tech. programme. However, additional course credits and the grades thus far earned by them will be shown in the grade card but not included for the CGPA.

x) Academic Discipline and Malpractices in Examinations

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

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

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.
DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

y) Student's Welfare Committee

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

z) Grievances and Appeals Committee

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

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members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

8) Amendment to Ordinance/ Regulations/Rules

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

RULES:

RU-1 Course Code and Course Number

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

Course Number: MA 101 - This refers to a course in Mathematics with the course number 101.
Course Number: BE 102 - This refers to a course in Basic Engineering.

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

MA 101 is a course in Mathematics offered in the first semester.
EE 344 is a course in Electrical Engineering offered in the sixth semester.
PH 110 is a course in Physics offered both the first and second semesters.
BE 102 is a course in Basic Engineering offered by one or many departments.

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

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

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

RU-3 Break of Study

A student is permitted to have a break of study.

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

ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.

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

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

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

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

RU-4 Leave of Absence

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five

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instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

RU-5 Comprehensive Examination

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

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

RU-6 Seminar

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

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

RU-7 Ragging

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

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Addendum:-

1. Calculation of SGPA/CGPA

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

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

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

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

2. Student Activity Points

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

i) National Level Activities

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

ii) College Level Activities

CA1	Active Member/Office bearer of Professional Societies (Student Chapters)	30/40	Four Semesters
CA2	Elected Office bearer of Student forums	30	Two semesters
CA3	Member/Captain-College Athletic/ Games teams	20/30	Two Semesters
CA3	Executive Member of Student Clubs	20	Two Semesters
CA4	Volunteer for important College functions	20	Two Semesters
CA5	Committee member/ Organizer of Tech Fest/Cultural Fest/ Conference	20/30	Two Semesters

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CA6	Placed within top three in Paper presentation/debate/ cultural competitions etc	30
CA7	Placed within top three in State level Sports/Games/	30

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

iii) Entrepreneurship

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

iv) Self Initiatives

SA1	Attend a National Conference	20
SA2	Attend an Int. National Conference	30
SA3	Published/ got an Award for a Technical paper.	30/40
SA4	Organiser of student level Technical Conf/Competition	30
SA5	Foreign language skills	50
SA6	Online courses taken& completed	50

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Thiruvanthapuram
26-6-2015

Registrar

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

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

Object of the Amendments:

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

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

AMEDMENT ORDINANCE No. 1

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

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

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

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

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

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

Clause 7 (g) : It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enroll for the semester. All other students are required to register and enroll for the courses they desire to take in the semester.

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

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

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

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

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

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

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

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

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

Clause 7 (q) : Grade and Grade Points

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

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

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

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

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

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

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

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

Trivanathapuram. With the approval of the Executive Committee.

21-4-2016. By Order Registrar.

Note : To be placed in the University Gazette.

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APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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AMENDMENTS

OF THE

ORDINANCE

For

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

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

AMENDMENT ORDINANCE No. 2

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

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

Clause 2(a). At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. **Supplementary examinations shall be conducted during summer vacation after the even semester examination and before the commencement of the next odd semester, for students who are eligible and have registered for the same.**

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

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

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

Academic Evaluation of Courses

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

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

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

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

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

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

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

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

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

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

Thiruvananthapuram. With the approval of the Executive Committee.

1-11-2016 By Order Registrar.

Note : To be placed in the University Gazette.

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AMENDMENTS

OF THE

ORDINANCE

For

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

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

AMENDMENT ORDINANCE No. 3

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

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

RU : 8 . **The Institutions with at least two NBA accredited B.Tech/M.Tech programmes can offer B.Tech (Honours) degree for the students.** To earn 12 additional credits, the student has to take at least four courses of which two should be from the M.Tech specialisation. MOOC courses (Massive open online courses) of relevance offered by Institutions of repute are to be identified by the student in consultation with the

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faculty advisor and get it approved from the University regarding the credits to be allotted. Additionally, there is an option for the student to join the summer projects offered by IISc & IITs. **If a student after registering for the B.Tech(Honours) programme fails in any course, there after, will not be eligible for B.Tech (Honours) .**

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

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

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

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

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

Eligibility Criteria for Registering for Higher Semester Courses

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

With the approval of the Executive Committee.
Issued By order of Registrar

Thiruvananthapuram
11-05-2017

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KERALATECHNOLOGICAL UNIVERSITY

ACADEMIC ORDINANCES

MBA PROGRAMMEOF

CET SCHOOL OF MANAGEMENT

July 2015

ORDINANCES

O-1

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

O-2

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

O-3

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

O-4

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

O-5

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

O-6 Admission to the MBA programme

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

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

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

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

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

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

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

O-7 Language of Instruction and Evaluation

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

O-8 Academic Calendar

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

O-9 MBA Programme Structure

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

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

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

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

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

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

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

O-9.7 Credit Assignment

Three (3) credits for each of the23 courses in the core segment, each of which havingfour hours of instructions per week

Three (3) credits for each of the 10 elective courses of specialization, having four hours of instructions per week. The elective courses will be offered based on students' options, subject to the condition that the number of students opting for an elective course should be atleast10 or 15% of the total students admitted to the programme, whichever is higher. The specialization areas offered are Finance, Marketing, Human Resource Management, Information Systems and Operations.

Three (3) credits for soft-skill course spread over the first threetrimesters, with internal evaluation in the first twotrimesters and an exam in the thirdtrimester for grading.

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

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

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

O-9.8 Credits are apportioned among knowledge segments in the core areas and elective coursesthat are approved by the Academic Board for

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Management Programme (ABM) constituted for CET School of Management by Kerala Technological University.

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

O-9.10Foundation Course (non-credit)

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

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

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

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

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

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

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

O-10 Curriculum, List of Courses and Syllabi

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

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

O-10.3 Courses and trimesters

Trimester 1: 18 credits – Six Core courses (CT)
Trimester 2: 18 credits – Six Core courses (CT)
Trimester 3: 21 credits – Six Core courses (CT), Three credits earned for soft-skill in the first three trimesters
Trimester 4: 18 credits – Two Core courses (CT) and Four Electives (EL)
Trimester5: 22 credits – Two Core courses (CT), FourElective courses (EL), and Project in an area of specialization (PR)
Trimester6: 18 credits – One Core course (CT) and TwoElective courses (EL), Comprehensive project (PR) and internship credit earned between 3rdand 4thtrimester (IS)

O-11 Programme duration

Normal duration of the programme shall be for sixtrimesters, each of11 weeks duration. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for atleast one trimester, to extend the program by three moretrimesters at the most.

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

O-12 Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. They do not have to enrol for the first three trimesters. All students are required to register at the end of the third, fourth and fifthtrimesters for the courses they want to take in the followingtrimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including

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any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar of CET School of Management. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/enrolment fee.

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

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

O-13 Course completion and earning of credits

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

O-14 Core courses, prerequisites and electives

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

O-15 Trimester and Supplementary Examinations

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

O-15.1 Eligibility to write the trimester examination

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

O-15.2 Eligibility to write the Supplementary examination

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

O-15.3 Re-registering for a course or courses

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

O-16 Academic Assessment/Evaluation

The university follows a continuous academic evaluation procedure.

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

For theory courses

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

All the above are mandatory requirements to earn credits.

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

All the above assessments are mandatory to earn credits.

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

Evaluation is based on the following:-

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

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

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

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

Evaluation is based on the following:-

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

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

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

O-19 Faculty Advisor/Counsellor

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

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

O-20 MBA Course Committee

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

i) All teachers in CET-SOM offering the course
ii) Four student representatives nominated by the Director, CET-SOM.

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

O-21 Award of Grades

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

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

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

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

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

O-23 Revaluation and Grade improvement

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

O-24 Grade Cards

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

O-25 Classifications like Distinction or First Class

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

O-26 MBA Specialisation Course Certification

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

O-27 Discipline

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

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

Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examination shall be reported to the Director of CET School of Management, who in

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turn shall refer it to DAC through the Principal of the College. On the basis of the report and evidence available or gathered, DAC shall immediately initiate enquiry giveng the concerned student a chance to explain his / her case. Based on this, the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to Principal for action.

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

O-28 Miscellaneous Provisions

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

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

O-29 Amendment to Ordinance

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

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APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala-695016

ORDINANCE
For

MASTER OF COMPUTER APPLICATIONS
(MCA, MCA Lateral Entry, Integrated MCA)

Object:

Though a Regulation is framed for MCA programme since the provisions of Section 44 &45 of Act 17 of 2015 is more specific on Examination, Award of Degree, Fee charged by the University, Discipline of the student and Languages it is better to incorporate the same in an Ordinance with out any conflict with the provisions of the Regulation.

In exercise of the Powers conferred under Sections 44 and 45 of the Act 17 of 2015, the Executive Committee of the University hereby promulgate the Ordinance for the University for the Master of Computer Applications(MCA)

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Clause 1. Admission policy and procedure:

a. Eligibility for admission to the MCA programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by All India Council for Technical Education (AICTE), Government of India and the Government of Kerala. Other important eligibility criteria are as listed out by the Director of Technical Education with the approval of the Government of Kerala.

b. Subject to Clause 1(a), Admission to MCA, shall be based on the guidelines given by the State and Central Governments on reservation. Other eligibility criteria for admission is currently prescribed by the Government of Kerala through Government orders.

c. The Branches of study and number of students admitted are to be based on the approval by the All India Council for Technical Education (AICTE) and the APJ Abdul Kalam Technological University (KTU).

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

e. The MCA programme is a credit based programme. The duration of the MCA programme will normally be three academic years spanning 6 semesters, MCA Lateral Entry programme will normally be two academic years spanning 4 semesters and Dual Degree MCA programme will normally be five academic years spanning 10 semesters. The maximum duration shall be,for MCA - five academic years spanning 10 semesters, for MCA Lateral Entry - four academic years spanning 8 semesters, for Dual Degree MCA – seven academic years spanning 14 semesters.

Clause 02. Examination

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

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

c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 85% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.

d. Students who could not write the end semester examination due to health reasons or

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other exigencies can register for the supplementary examination, with the approval of the principal provided they have 45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

Clause 03. Eligibility for Award of Degree

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

Award of MCA Degree

The award of the MCA Degree shall be in accordance with the Ordinances and Procedures given by the University.
A student will be eligible for the award of MCA Degree of the University on meeting the following requirements;

a. Registered and earned the minimum credits, as prescribed in the curriculum.
b. No pending disciplinary action.

Clause 04. Fee charged by the University

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

Clause 05. Discipline of the student – Action against breach of discipline

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

1) Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.
Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the Disciplinary Action Committee (DAC). Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the

Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

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

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

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

2) Student's Welfare Committee

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

3) Grievances Redress and Appeals Committee

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

Clause 06. Language of Instruction and Examination

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

Clause 07. Amendment to Ordinance/ Regulations/Rules

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

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KERALA TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala -695 016

ORDINANCE

For

Master of Technology - M.Tech.

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

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

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xix) **Project Work outside the College**
Ragging
Calculation of SGPA/CGPA

O-1 Admission to the M. Tech. Programme

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

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

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

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

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

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

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O-1.6 The number of candidates to be admitted to each M. Tech stream will be as per the approval of the University which shall be based on decision on this given by the All India Council for Technical Education.

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

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

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

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

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

O-2 Duration of the Programme

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

O-3 Post Graduate Programme Clusters

The University shall identify clusters of colleges offering M. Tech programmes in different streams and allow them to formulate procedures for the smooth conduct of all academic activities associated with the M. Tech programme, in line with the ordinances/regulations of the University. These clusters shall have academic autonomy, regulated by a Cluster level Graduate Committee [CGPC] consisting of all the principals of the colleges in the cluster. The Chairman of CGPC shall be an eminent academician nominated by the Vice Chancellor. The CGPC will be responsible for all academic matters including the curriculum, syllabi, course plans, internal evaluations, end semester examinations, and grading for all streams of M. Tech. programme offered by the colleges in the cluster.
The CGPC can formulate additional rules for other academic aspects that are not covered by this Ordinance.

O-4 Specialization Streams in M. Tech., Programme

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

O-5 M. Tech. Programme Structure

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i) The M. Tech programme in all streams of specialization will be structured on a credit based system following the semester pattern with continuous evaluation.

ii) The University permits regular as well as external registration (part time) for those in employment.

iii) The duration for the M. Tech. programme in all streams of specialization will normally be 4 semesters. The maximum duration is 6 semesters.

iv) For students admitted on external registration, the normal duration will be 6 semesters. Here the maximum duration is 7 semesters.

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

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

vii) A common course structure for the M. Tech programmes in all streams of specialization is to be followed and consists of the following.
Core Courses
Elective Courses
Laboratory Courses
Seminar
Project

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

Ix) Credits are assigned as follows, for one semester
1 credit for each lecture hour per week
1 credit for each tutorial hour per week
1 credit for each laboratory/ practical of 2 or 3 hours per week
2 credits for the seminar
2 credits for Mini Project
6 credits for Project in the 3rd Semester
12 credits for Project in the 4th Semester

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

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

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

Xiii) Extension of Programme duration

The normal duration of the programme shall be four semesters.

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

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

O-6. Course Registration and Enrolment

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

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

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

O-7 Recommended Credit distribution over the semesters

First Semester	: 20 to 23 credits
Second Semester	: 18 to 19 credits
Third Semester	: 14 credits

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Fourth Semester : 12 credits [Project]

O-8. Academic Assessment/Evaluation

The University follows a continuous academic evaluation procedure.

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

For theory courses

i) Two internal tests, each having 15%

ii) Tutorials/Assignments/ Mini projects having 10%

iii) End Semester examination having 60%

All the above are mandatory requirements to earn credits.

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

For Laboratory /Practical courses

i) Practical Records /outputs 40%

ii) Regular Class Viva-Voce 20%

iii) Final Test (Objective) 40%

O-9. Course Completion and earning of credits

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

O-10. End Semester and Supplementary Examinations

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

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

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

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

O-10.2 Eligibility to write the Supplementary Examination

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

O-11. Conduct of End Semester Examination

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

O-12. Award of M. Tech., Degree

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

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

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

O-13. Amendments to Ordinance:

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

O- 14. Miscellaneous provisions:

i) Stream of Specialization:

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

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ii) Language of Instruction

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

iii) Academic Calendar

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

Iv) Eligibility to continue with the programme

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

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

v) Seminar

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

Suggested evaluation procedure:-

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

Marks for the report: 30%

Presentation: 40%

Ability to answer questions on the topic: 30%

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vi) Project work

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

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

Total marks for the Project: 150

In the 3rd Semester:- Marks:50
Project Progress evaluation details:

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

In the 4th Semester:- Mraks:100

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

vii) Faculty Advisor, Class Committee

a) Faculty Advisor

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

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

Class Committee

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

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

Members:-

i) All faculty members teaching courses for the stream in that semester.
ii) Two student representatives nominated by the Head of the Department, from the stream.

Class committees shall meet at least thrice in a semester - one in the beginning and one around the middle of the semester and one at least two weeks before the semester examinations. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the

syllabus, standards of internal tests and evaluation process and address the difficulties faced by the students and take suitable remedial actions at the appropriate time. Before the end semester examination, the committee should meet without the student representatives and finalise the internal marks. A report on the student performance in each course should be prepared and submitted to the CGPC by the colleges.

viii) Award of Grades

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

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

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

ix) Grades and Grade Points

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

Grades	Grade Point	% of Total Marks obtained in the course
O	10	90% and above
A^+	9	85% and above but less than 90%
A	8	80% and above but less than 85%
B^+	7	70% and above but less than 80%
B	6	60% and above but less than 70%
C	5	50% and above but less than 60%
P	4	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria [O.10.1]
I		Course Incomplete

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

x) Academic Auditing

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

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the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing will cover:-

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

ii) Co-curricular and Extra-curricular activities available for students, and their organization.

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

xi) Revaluation and Grade improvement

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

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

xii) Grade Cards

Students who have written the semester examination will be given the grade cards for the registered courses, in every semester by the respective colleges. On earning the required credits for the degree, a consolidated grade sheet for the M. Tech programme will be issued by the University on the recommendation of the respective CGPC.
The M. Tech. degree will not have any classification like distinction or first class.

xiii) Academic Discipline and Malpractices in Examinations

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

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

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

xiv) Student's Welfare Committee

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

xv) Grievances and Appeals Committee

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

xvi) Attendance

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

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

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xvii) Leave of Absence

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

xviii) Project Evaluation

Normally students are expected to do the project within the college. However they are permitted to do the project in an industry or in a government research institute under a qualified supervisor from that organization. Progress of the project work is to be evaluated at the end of the third semester. For this a committee headed by the head of the department with two other faculty members in the area of the project and the project supervisor/s. If the project is done outside the college, the external supervisor associated with the student shall also be a member of the committee.

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

Xix) Project work outside the College

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

Topic of the Project:
Project work plan in the 3rd Semester:
Reason for doing the project outside:
Institution/Organization where the project is to be done:

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External Supervisor – Name:
Designation:
Qualifications:
Experience:

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

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

Ragging

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

Calculation of SGPA/CGPA

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

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

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

Thiruvanthapuram
26-6-2015

Registrar

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Engineering College Campus, Thiruvananthapuram

AMENDMENTS

OF THE

ORDINANCE

For

Master of Technology (M.Tech).

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

Object of the Amendments:

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

AMENDMENT ORDINANCE No. 2

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

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

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

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

Clause No. O-10. End Semester and Supplementary Examinations The end semester examination will be conducted in all theory courses offered in the semester and will be of three hours duration unless otherwise specified. Supplementary examinations are to be conducted for eligible candidates registered for them, after the declaration of results.

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

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

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

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

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

Clause O-14(ix) Grades and Grade Points

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

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

Clause. O-14 xiii) **Academic Discipline and Malpractices in Examinations (last paragraph)**

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

Thiruvananthapuram

Executive Committee

21-4-2016

By Order . Registrar.

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