



Estd.2002

**SAHRDAYA** **AUTONOMOUS**  
COLLEGE OF ENGINEERING & TECHNOLOGY

A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY | MANAGED BY IRINJALAKUDA DIOCESAN EDUCATION TRUST

Approved by AICTE & Affiliated to APJ Abdul Kalam Technological University | Accredited by:



# M.Tech Academic Regulations 2024

*(SHR/AC/Auto/Acad. Council//M.Tech/1/Reg 2024)*

*Approved by Academic Council on 31/08/2024*

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## **DEFINITIONS**

- ‘Academic Calendar’** means the schedule of commencement and culmination of classes and events for M. Tech programme started every academic year and declared by the Institute by order issued from time to time.
- ‘Academic Year’** means the academic year consisting of two consecutive (one odd + one even) semesters.
- ‘AICTE’** means the All India Council for Technical Education constituted under the All India Council for Technical Education ACT 1987.
- ‘Academic council’** Academic Council constituted by the Institute in accordance with UGC Regulations for Autonomous colleges 2023
- ‘BoG’** means the Board of Governors of the Institute.
- ‘BoS’** means the Board of Studies constituted by the Institute in accordance with UGC Regulations for Autonomous colleges 2023
- ‘CGPA’** means Cumulative Grade Point Average.
- ‘CIA’** means Continuous Internal Assessment which is assessed for every student for every course during the semester.
- ‘Course’** means a theory / dissertation / miniproject / practical subject that is normally studied included in the curriculum.
- ‘Discipline’** means the branch of M. Tech Degree Programme or the broad branch of engineering. Example: Electronics and Communication Engineering, Biotechnology Engineering etc.
- ‘ESE’** means the End Semester Examination which is conducted by the Institute at the End of the Semester for all the courses of that semester as per the curriculum.

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

## **1. PREAMBLE**

24R1.1 These regulations are applicable to all M.Tech Degree Programmes conducted in Sahrdaya College of Engineering and Technology affiliated to the APJAKTU from the Academic Year 2024-25 onwards.

24R1.2 The provisions contained in these regulations shall govern the policies and procedures on the admission and registration of students, imparting instructions of course, conduct of the examination, evaluation, certification of students' performance leading to the award of M.Tech Degree(s).

24R1.3 These regulations for the M.Tech Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said M.Tech Degree Programme(s) conducted in Sahrdaya college of Engineering and Technology affiliated to the APJAKTU from the Academic Year 2024-25 onwards.

24R1.4 These regulations, as amended from time to time, shall be binding on all parties concerned, including the Students, Faculty, Staff, affiliated colleges and the University.

24R1.5 In all matters related to the interpretation of the provisions in these Regulations, the decision of the Academic council of the College shall be final.

## **2. ELIGIBILITY OF ADMISSION**

24R2.1 The candidate shall be an Indian National.

24R2.2 The candidate should have B.Tech. Degree in the appropriate branch of APJ Abdul Kalam Technological University or bachelor's degree in Engineering from another University approved by AICTE/UGC approved Deemed Universities in India and recognized to be eligible for higher studies by APJAKTU.

24R2.3 In case of candidates who have an Under Graduate Degree in Engineering from foreign universities, an eligibility certificate from APJ Abdul Kalam Technological University is to be produced.

- 24R2.4 The candidate should have a minimum CGPA of 6.0 in a 10 point scale in the Engineering Degree Examination. For SEBC (OBC) students, the minimum CGPA requirement is 5.5 in a 10 point scale. Wherever the credit system is/was followed, only CGPA will be considered for selection. If the candidate has obtained the bachelor's degree in Engineering from a University where credit system is/was not followed, he/she should have a minimum of 60% aggregate marks (For SEBC /OBC students, a minimum of 55% aggregate marks in the Engineering Degree examination is mandatory). For SC/ST candidates a pass in the Engineering Degree Programme is sufficient.
- 24R2.5 In case the CGPA by any University is mentioned on a scale other than 10 point, then the corresponding CGPA will be proportionally scaled to 10 point scale.
- 24R2.6 Candidates, who have passed AMIE / AMIETE Examinations and satisfying the following conditions, are also eligible for admission. i) They must have valid GATE score. ii) A minimum of 55% marks for section B in AMIE/AMIETE examination.
- 24R2.7 Sponsored candidates/working professionals 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.
- 24R2.8 Candidate for sponsored quota must have a minimum experience of three years in the relevant field and must be sponsored by University or Industry/Teaching/Research Organizations of Centre/State Government/Private or by Private Engineering Colleges approved by AICTE. A special fee will be levied on the sponsored candidates. Such candidates may opt for admission into a programme recommended by the sponsoring institute/organization.
- 24R2.9 Admission shall normally be restricted to those with valid GATE score. However, this stipulation is relaxed in the case of sponsored candidates. In case seats remain vacant due to lack of candidates with valid GATE score, candidates without valid GATE score shall be considered. Admission to such seats will be made on the basis of their CGPA/% marks scored in their Engineering Degree.

24R2.10 The reservation policy of the Government of Kerala shall be followed in admission to the M. Tech. programme.

24R2.11 Notwithstanding all that is stated above; the admission policy may be modified from time to time by the University, particularly to conform to the directions from the Government of Kerala/Government of India/AICTE as the case may be.

24R2.12 The maximum number of seats under various categories (regular, sponsored candidates and SC/ST) shall be as per the intake as approved by the AICTE, State Government and APJAKTU.

24R2.13 If at any time after admission, a candidate is found not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the University may revoke the admission of the candidate and report the matter to the BoG for ratification.

### **3.0 STRUCTURE OF THE M. TECH PROGRAMME**

24R3.1 All the M. Tech programmes will be structured on a credit based system following the semester pattern having continuous evaluation.

24R3.2 Every M.Tech Programme shall have a curriculum and syllabi approved by the Academic Council. Syllabus for any course can be modified/updated by the Academic Council upon the recommendations of the Board of Studies. All revisions shall be only based on the recommendations of the Board of Studies.

24R3.3 The programme shall span four semesters. First and second semester shall have a minimum of 75 instruction days followed by the end semester examination. Third semester shall have a minimum of 60 instruction days followed by the end semester examination. Fourth semester shall have a minimum of 90 instruction days followed by the end semester examination. The total contact hours shall normally be 29 hours per week including teaching assistance.

24R3.4 Duration of the Programme: The minimum duration of M. Tech programme will normally be two years consisting of four semesters. The maximum

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

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

24R3.5 The academic work in each semester shall consist of course work, miniproject, lab and/or dissertation work as specified for each programme. The curriculum is so drawn up that the minimum number of credits for successful completion of the M. Tech programme of any specialization is 68. Each programme will consist of

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

24R3.6 Every Course comprises of specific Lecture-Tutorial-Practical (L-T-P) schedule. The course credits are fixed based on the following norms: (i) Lectures/Tutorials: 1 hour per week is assigned one credit (ii) Practical/Project: 2 hour per week is assigned one credit (iii) Dissertation/Research Project: 1.5 hour per week is assigned one credit. The distribution of credits for the course work is given in Table 1.



Table 1: Distribution of credits among the Semesters

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

24R3.7 Nomenclature of Programmes: The nomenclature and its abbreviation given below shall be used for the degree programmes under the University. Master of Technology shall be abbreviated as M.Tech. Examples:

- Postgraduate (PG) engineering degree academic programme in Embedded Systems shall be mentioned as Master of Technology (M.Tech.) in Embedded Systems (Discipline: Electronics and Communication Engineering).
- Postgraduate (PG) engineering degree academic programme in Industrial Biotechnology shall be mentioned as Master of Technology (M.Tech.) in Industrial Biotechnology (Discipline: Biotechnology).

24R3.8 The medium of instruction shall be English.

#### **4.0 LEAVE RULES FOR M.TECH STUDENTS**

24R4.1 M. Tech students are eligible for leave of 30 days in a year (15 days per semester). The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays. In no way the leave rules would relax the attendance requirements for the students mentioned in R6.9.

24R4.2 M. Tech students would apply to the HoD concerned for leave stating the specific reasons.

24R4.3 M. Tech students shall be eligible to leave station for visiting other places preferably after completion of their course work or during vacations when there is no teaching work scheduled based on the recommendation by the supervisor(s) and approval by the HoD. The permission will be granted for library consultation, meeting experts, presentation of research papers/participation in the conferences/short term courses/symposiums etc., getting samples tested from other laboratories, using the lab facilities elsewhere, interaction with the External supervisor, and any other similar purpose. For these purposes, he/she shall be permitted for 30 days per year. The leave as mentioned at Clause 4.1 shall be in addition to this.

#### **5.0 COURSE REGISTRATION AND ENROLMENT**

24R5.1 It is mandatory for students to register for the courses they intend to attend in a semester. For the first semester every student has to enroll and register for the courses he/she intends to undergo on a specified date notified to the students by the Institute. Similarly the students need to register for second, third and fourth semesters.

24R5.2 The dates for registration and enrolment will be given in the academic calendar.

24R5.3 A student will become eligible for enrolment only if he/she has registered for all the courses listed in the curriculum of the previous semester. In addition

he/she has to clear all dues to the Institute up to the end of the previous semester and also he/she and should not have any pending disciplinary proceedings. Besides, a student should have fulfilled the credit requirement as given in Table 2 for registering to higher semesters.

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

<b>Semester</b>	<b>Allotted credits</b>	<b>Cumulative credits</b>	<b>Minimum credits required</b>
1	18	18	Not Applicable
2	18	36	Not Insisted
3	16	52	12 credits from S1
4	16	68	Not Insisted

24R5.4 The maximum number of credits a student can register (course registration) in a semester is limited to 6 credits in excess of the total credits allotted in the curriculum for that semester.

24R5.5 In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme for a maximum continuous period of two semesters only.

## **6.0 ASSESSMENT PROCEDURE**

24R6.1 In the first, second and the third semesters, all the courses to be credited are evaluated through continuous internal assessment and end semester examinations. Dissertation/ research project Part II will be evaluated through continuous internal assessment and external assessment.

- 24R6.2 The maximum marks allotted for all lecture based courses for continuous internal assessment is fixed as 40 and for the end semester examination as 60, unless otherwise specified in the curriculum. The assessment marks for all courses are listed in the curriculum.
- 24R6.3 Students registered for a course have to attend the course regularly, meet the attendance requirements and undergo the entire evaluation procedure for the completion of the course. Credits for the courses are deemed to be earned only on getting a P grade (Pass) in the composite evaluation.
- 24R6.4 Continuous Internal Assessment (CIA): The marks awarded for the continuous internal assessment shall be on the basis of the day-to-day work, micro project, course based project/task, seminar, data collection/interpretation, preparation of review articles, quizzes, periodic tests, etc. The faculty member (s) concerned shall carry out the continuous assessment for the course allotted to him/her. The CIA marks for individual courses shall be computed by giving weightage to the parameters as specified in the curriculum.
- 24R6.5 The CIA marks obtained by the student for all courses in a semester are to be published in the department notice board as stipulated in the academic calendar. Anomalies if any shall be rectified by the Institution. A copy of the CIA marks shall be kept in the department for scrutiny and reference.
- 24R6.6 The eligibility criteria for registering to the end semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the end semester examination for any course is 75%. Students who get scholarships from the Central or State Governments or any other agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave as per clause number 4. Leave of absence for all these activities is limited to 25 % of the academic contact hours for the course. Students who do not meet these eligibility criteria are ineligible (identified by FE grade) to appear for the ESE.
- 24R6.7 On medical ground the Principal can relax the minimum attendance requirement to 65%, to register for the end semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to the decision on attendance, for verification by the Academic Auditor. However, this concession is applicable to any one

semester during the entire programme.

- 24R6.8 The Principal of the Institution is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Students should produce required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extra/co-curricular activities, as the case may be, within ten days of the event, for awarding the relaxation. The documents thus produced shall be forwarded to the Principal with due recommendation of the Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered.
- 24R6.9 The students with courses having FE grade shall register for the courses again during the succeeding semesters in which the courses are offered. However, for the third semester students having FE grades can register for the courses in the next immediate chance, if offered by their institute.
- 24R6.10 Students, who have completed a course but could not write the end semester examination, shall be awarded 'AB' Grade, provided they meet other eligibility criteria (R6.9). They shall register (exam registration) and appear for the end semester examination at the next available opportunity and earn credits without having to register (course registration) for the course again.
- 24R6.11 A student should obtain a minimum of 45% marks in the end semester examination and a minimum of 50 % of the total mark (CIA marks + ESE marks) (See Table 3) to be eligible for grading a course as Pass. The students who have not scored minimum of 45% marks in the end semester examination and minimum of 50 % of the total mark (CIA marks + ESE marks) will be considered to have failed in the course and an F grade will be awarded.

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

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

24R6.12 For the courses with no end semester examination, Letter grade 'F' will be awarded if CIA mark is below 50%.

24R6.13 Candidates who received F grade in a course shall have to appear the end semester examination at the next available opportunity and earn the credits. Grades awarded in the supplementary examination will be considered as the grades in these courses.

24R6.14 A student shall be eligible for the award of M. Tech Degree of the University on satisfying the following requirements:

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

24R6.15 Grading is based on the % marks obtained by the student for a course. Semester grade card shall contain the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA) up to that semester.

Grades and Grade Points are assigned as follows:

<b>Grades</b>	<b>Grade Point</b>	<b>% of Total Marks obtained in the course</b>
S	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F(Fail)	0	Below 50% (CIA + ESE) or Below 45% for ESE
FE	0	Failed due to lack of eligibility criteria
AB	0	Could not appear for the end semester Examination but fulfils the eligibility criteria.

### Calculation of SGPA/CGPA

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

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

$CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$ , where 'C<sub>i</sub>' is the credit assigned for a course i and 'GP<sub>i</sub>' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the M. Tech programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

**Note:** Students whoever successfully completed MOOC Course, GP<sub>i</sub> will be taken as 10 for both SGPA and CGPA calculation.

#### 24R6.16 Classification of M.Tech Degree

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

24R6.17 Award of Degree: Upon satisfying all the conditions noted in 24R6.17, the institution shall recommend to the affiliated university for awarding the M.Tech degree to such students. The affiliated university is the authority that awards the degree certificate.

24R6.18 Provisional Degree Certificate & Consolidated Semester Grade Card: Upon satisfying all the conditions noted in 24R6.17, the institution shall issue the students a consolidated grade card and Provisional Degree certificate.

24R6.19 Malpractices in Examination: Any act of violation of Institute directions, indiscipline, misbehaviour, or unfair practice in examinations by students, faculty members, staff, institution, management, or any other source shall be viewed very seriously. It is the legal responsibility of the Controller of Examination to see that the examinations are conducted strictly as per the institution Examination Manual. Malpractices in examinations observed or reported by an official employed by the University/Institution, faculty member, or invigilator shall be immediately reported to the Deputy Controller



of Examination. The Deputy Controller of Examinations shall, in turn, conduct a preliminary enquiry, giving the student concerned a chance to explain his/her case and forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidence within two working days. The Controller of Examination shall decide the course of action on the issue per the prescribed norms in the Institution Examination Manual.

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

## **7.0 ACADEMIC MONITORING AND STUDENT SUPPORT**

24R7.1 The implementation and monitoring of academic activities relating to the PG programme will be entrusted with the College Level Academic Committee (CLAC) for the institutions and with the Department Level Academic Committee (DLAC) for each department.

### **CLAC comprises following members:**

- |  |             |
|--|-------------|
| ▪ Principal  | - Chairman  |
| ▪ PG Dean/Co-ordinator of the institute  | - Secretary |
| ▪ Heads of Departments/PG Coordinators of the Department having M.Tech Programme | - Members   |
| ▪ UG Dean(If applicable)   | - Member    |
| ▪ Dean Research (If applicable)  | - Member    |

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

- Review of the progress of course coverage against the academic calendar and the course plan and suggestions for improvement
- Academic standard and excellence of various programmes
- Performance appraisal of Faculty handling the course as reported by

DLAC

- Matters related to the postgraduate programme of various departments
- Any responsibility or function assigned by the University

**DLAC comprises the following members:**

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

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

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

24R7.2 PG Coordinator: Each Department will have a Senior faculty as PG Coordinator. The responsibilities of the PG Coordinator are:

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

24R7.3 Programme Coordinators: In the departments where more than one M.Tech programmes are offered, one senior faculty assigned by HoD will act as the programme coordinator for coordinating the academic activities in the department for that PG programme. Programme coordinator will be having the role of Faculty Adviser (FA) of that programme. If the department has only one M.Tech programme, PG coordinator may serve as the programme coordinator.

The responsibilities of the programme coordinators are:

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

24R7.4 The internal marks and attendance shall be sent to the Controller of Examinations by the Department after displaying the same in the department notice board as stipulated in the academic calendar. If any anomalies are raised by the students, it shall be rectified by the Department.

## **8.0 BREAK OF STUDY**

24R8.1 Students are permitted to avail break of study for a maximum duration of two semesters. Availing break of study could extend the duration of the programme up to eight semesters, the maximum permitted duration by the regulation. The student can avail the break of study only with the prior approval of the University. The Principal, along with his/her

recommendations, shall upload the request of the student with all relevant documents to the University for approval. Students shall have to re-join at the commencement of the incomplete semester where he/she had started availing the break of study.

Students are permitted to avail break of study:

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

24R8.2 For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.

24R8.3 Students who require a break in study due to personal reasons shall get the approval from the Principal on the genuineness of the need for it by providing authentic evidences for the same.

24R8.4 Students who require break of study for 'taking up a job' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval.

## **9.0 ACADEMIC AUDITING**

24R9.1 Academic auditing shall be conducted in each department as stipulated by the University. The academic auditing shall be conducted by an Internal Quality Assurance Cell (IQAC) within the college in association with the Department Quality Assurance Cell (DQAC) of each department. The IQAC shall oversee and monitor all academic activities, including all internal evaluations and examinations. The IQAC shall prepare academic audit statements for each semester at regular intervals. These reports shall be presented to the Principal for the consideration of the statutory bodies concerned. Academic auditing shall cover the following:

1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal

- examinations, internal evaluation, laboratory experimental setups and equipment maintenance, practical assignments, mini projects and conduct of practical classes and their evaluation.
2. Co-curricular and Extracurricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
  3. The academic functioning of the college encompasses students, faculty, and college administration and covers punctuality, attendance, discipline, academics, environment, learning ecosystem, academic accountability, academic achievements, and benchmarking.
  4. The audit shall also cover the quality criteria prescribed by various accreditation bodies and other agencies. The IQAC shall have an external Peer Team comprising two or more members who shall be academicians of repute not below the rank of Professor. The report regarding the performance of the Autonomous

## **10.0 MIGRATION FROM OTHER UNIVERSITIES**

24R10.1 Migration to the University from other Universities shall be permitted only if the other University is approved by the UGC/AICTE/AIU and subject to the recommendation by the respective BoS.

24R10.2 The student shall be permitted to migrate only if he/she fulfils the University eligibility criteria for admission to the course applied for migration. The student shall be permitted to migrate only if he/she has passed all the previous semester(s) in the parent University.

24R10.3 The migration shall be permitted only up to the third semester of the M. Tech program.

24R10.4 The admission shall be offered on migration basis through lateral transfer of credits.

24R10.5 The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to the programme such as maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.

- 24R10.6 The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
- 24R10.7 The students offered admission shall register for the transitory/additional courses of the previous semesters to satisfy the program requirement as recommended by the concerned Board of Studies.
- 24R10.8 The students offered admission shall produce a migration certificate from the parent University at the time of admission.
- 24R10.9 The student offered admission shall produce a character and conduct certificate from the parent institute/University at the time of admission.
- 24R10.10 Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the University along with the application seeking migration to the University.
- 24R10.11 Attested copies of all certificates and mark lists from 10th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when demanded by the University).
- 24R10.12 The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges/institutions, which, before the commencement of APJAKTU Act remained affiliated to Universities except Deemed Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
- 24R10.13 The migrated students shall follow the rules and regulations of the University.

## **11.0 GRACE MARKS FOR SPORTS /ARTS COMPETITIONS**

24R11.1 Only bona fide, regular students are eligible for the award of Grace Marks.

24R11.2 The grace marks will be awarded to the students for representing the

University in official level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.

24R11.3 The maximum grace marks that can be awarded to a candidate in a particular semester for all events participated during that semester shall be 5% of the aggregate maximum of the End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.

24R11.4 The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all events participated during that

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

24R11.5 The Grace Marks shall not be awarded for Programme Electives/ Research Methodology & IPR/ Laboratory Courses/ Industry Elective/ Interdisciplinary Elective / Miniproject / Audit Course/ Dissertation/ Research Project etc even though she/he fails for the same.

24R11.6 Eligible Grace Marks shall be distributed equally on all theory papers/courses of end semester examination of the semester concerned. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.

24R11.7 The Grace Marks shall be awarded for all theory papers/courses in a semester for which end semester examinations are conducted by the University.

24R11.8 Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.

24R11.09 Grace Marks shall not be redistributed from one semester to another semester.

24R11.10 If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective pass board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.

24R11.11 Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.

24R11.12 The performing semester shall generally be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester) for the purpose of awarding grace marks.

24R11.13 The request for Grace Marks shall be submitted to the Controller of Examinations through the principal along with all relevant documents, within

the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.

24R11.14 Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.

24R11.15 Notwithstanding the above in R11, the guidelines given in the Examination manual and orders issued by the University from time-to-time will be followed. The R11.1 to R11.14 shall be taken as general information.

## **12.0 GRACE MARKS TO PERSONS WITH DISABILITY**

24R12.1 A person with disability (PWD) is a student of the University suffering from not less than 40% of any disability, as certified by the District Medical Board. To be eligible for the Grace marks, certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.

24R12.2 The Grace marks that can be awarded for PWD shall be 25% of the marks, scored by the candidate in each course, at the time of finalization of the results.



- 24R12.3 Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace marks, shall be rounded off to the next higher integer.
- 24R12.4 PWD who are eligible for Grace marks shall be awarded Grace marks, for regular and supplementary chances until they pass the whole examination.
- 24R12.5 Grace marks shall be awarded only for the marks of the End Semester examinations conducted by the University.
- 24R12.6 The request for Grace marks shall be submitted to the Controller of Examinations, through the Principal, along with all relevant documents, within the time limit prescribed by the University. The request for Grace marks received after the time limit shall not be entertained on any account.

### **13.0 TRANSITORY PROVISION**

- 24R13.1 Notwithstanding anything contained in these regulations, the statutory bodies shall have the power to provide by order that these regulations shall be applied to any M.Tech program with such modifications as may be necessary.