B.TECH REGULATIONS

AUTONOMY SCHEME - 2020

Version 1.0

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

Autonomous College affiliated to APJ Abdul Kalam Technological University
**Mar Ivanios Vidyanagar, Nalanchira P.O., Thiruvananthapuram-695 015,
Kerala, INDIA.
www.mbcet.ac.in**

MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY
(Autonomous)
Thiruvananthapuram – 695 015

VISION OF THE INSTITUTION

To be an Institution moulding globally competent Professionals as epitomes of Noble Values.

MISSION OF THE INSTITUTION

To transform the Youth as technically competent, ethically sound and socially committed professionals, by providing a vibrant learning ambience, for the welfare of humanity.

B. TECH REGULATIONS APPROVAL MEETING

Items	Academic Council (AC)
Date of Approval	17.02.2021

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MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

REGULATIONS FOR THE BACHELOR OF TECHNOLOGY (B.Tech) PROGRAMMES APPLICABLE FROM B.Tech 2020 ADMISSION ONWARDS

Introduction

Mar Baselios College of Engineering and Technology (MBCET) (hereinafter referred to as College) has been conferred autonomous status by the University Grants Commission in July 2020. APJ Abdul Kalam Technological University (affiliating University) (hereinafter referred to as University) has notified the conferment of autonomy in September 2020, based on the directives from the Government of Kerala. The College has adopted Outcome Based Education (OBE) as the broad framework for instruction and evaluation. Examinations shall be governed by the principles of Outcome-Based Education that truly reflect the international viewpoint about the teaching-learning process. These regulations are for the Four Year Bachelor of Technology (B.Tech) Programmes being offered by the various Departments. The Regulations shall be applicable prospectively for the batches admitted from 2020 onwards.

Regulations

R1. Short Title, Application, and Commencement

R1.1   These Regulations shall be called the Mar Baselios College of Engineering and Technology B.Tech Regulations, 2020.

R1.2   These are subject to the provisions of the University Grants Commission (Conferment of Autonomous Status Upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2018. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the College.

R1.3   These Regulations shall apply to all B.Tech Programmes offered in the College.

R1.4   These regulations shall be applicable for students admitted from 2020 onwards.

R2. Admission

R2.1   The eligibility for admission shall be as decided by the APJ Abdul Kalam Technological University or the competent statutory authority for admissions from time to time.

R2.2   The norms for admission and mode of admission shall be as per the regulations of UGC and the agreement with the Government of Kerala from time to time [for the academic year 2020-21, see rule RU-1].

R2.3   The Branches of study and number of students admitted shall be based on the approval by the All India Council for Technical Education and the APJ Abdul Kalam Technological University.

R2.4   A student admitted to a branch of study shall normally continue to study in the same branch. However, branch change shall be permitted to a few vacant seats, if any, after successfully completing the first and second semesters [see rule RU-2].

R2.5   If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Principal may revoke the admission of the candidate and report the matter to the University.

R2.6   Migration of students from other Colleges/Universities shall be permitted in very special cases as per the norms approved by the Academic Council [see rule RU-3].

R3.   Structure of B.Tech Programme

R3.1   The duration of the B.Tech Programme shall be 4 years (8 semesters).

R3.2   The maximum duration shall be six academic years spanning 12 semesters.

R3.3   Every academic year shall have two semesters, '1st July to 31st December (Odd semester)' and '1st January to 30th June (Even semester)'. Each semester shall have a minimum of 75 working days followed by End Semester Examination.

R3.4   Academic Calendar: The College shall publish on its website the academic calendar for every academic semester indicating the commencement of the semester, beginning of classes, the course registration date, dates of course and class committee meetings, IQAC audits, schedule for mandatory Continuous Assessment Tests (CATs) for theory courses, dates by which laboratory/practical/project/comprehensive evaluations shall be completed, date for finalization of Continuous Assessment (CA) marks, last instruction day in the semester, planned schedule of End Semester Examinations and dates of result declaration. It shall indicate approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates shall also be included in the calendar. Along with the Academic Calendar, the timetable for all classes shall be published.

R3.5   Every branch of the B.Tech Programme shall have a curriculum and syllabi for the courses approved by the Academic Council. The curriculum shall be normally modified/updated once in three years. However, innovative elective courses can be included as and when required, on the recommendations of the respective Board of Studies and subject to the approval of the Academic Council. The syllabus may be revised/updated every year. All revisions shall be based only on the recommendations of the Board of Studies concerned.

R3.6   The academic Programmes of the College follow the credit system. The general pattern is as below:

1 Hour Lecture (L) per week	1 credit
1 Hour Tutorial (T) per week	1 credit
2 Hours Practical (P) per week	1 credit
3 to 4 Hours Practical (P) per week	2 credits

R3.7   The curriculum of any branch of the B.Tech Programme shall have a total minimum of 160 academic credits and 2 additional pass/fail credits.

R3.8   Credits per semester shall not be less than 15 or greater than 25.

R3.9   The College may allow students to transfer credits they have earned at other Universities and Academic Institutions, as per the guidelines given by the Board of Studies and approved by the Academic Council.

R3.10 Every course of B.Tech Programme/ B.Tech with Minor/ B.Tech (Honours) shall be placed in one of the ten categories as listed in the table below.

Sl. No.	Category	Code	Credit
1	Humanities and Social Sciences including Management Courses	HSC	5-8
2	Basic Science Courses	BSC	26
3	Engineering Science Courses including workshop, drawing, basics of electrical/mechanical/computer, etc.	ESC	22
4	Professional Core Courses	PCC	76-81
5	Professional Elective Courses relevant to chosen specialization/branch	PEC	15
6	Open Elective Courses – Electives from other technical and/or emerging areas as specified in the curriculum concerned	OEC	03
7	Project Work & Seminar	PWS	8-10
8	Mandatory Courses	MNC	Non credit
9	Mandatory Student Activities (Pass/Fail)	MSA	2
	Total Mandatory Credits		**162**
10	Value Added Courses (Optional) – Honours/Minor	VAC	20

R3.11 No semester shall have more than six lecture-based courses and two laboratories and/or drawing/seminar/project/mini project/comprehensive courses in the curriculum (excluding MNC).

R3.12 The medium of instruction shall be English. All examinations, project/seminar reports, and presentations shall be in English.

R4. Academic Monitoring and Student Support

R4.1 Advisory System

To help the students in planning their courses of study and for getting general advice on the academic programme, the concerned Department shall assign a certain number of students to a faculty member who will be called their 'Faculty Advisor' (FA). There shall be three FAs for a class of 63, each person in charge of 20 to 25 students. HoD shall recommend a regular faculty member with a minimum of 5years of experience (among the three) as the Senior Faculty Advisor (SFA).

Students shall first approach their FA for all kinds of academic advice, course registrations, leave, and all academic/study-related matters in the College. FA shall make appropriate recommendations or remarks on the applications submitted by the students before forwarding the same to HoD/other concerned officials. The documents regarding all academic and non-academic matters of students under an advisory group shall be kept under the custody of the Senior Faculty Advisor.

R4.2 The SFA shall arrange separate or combined meetings with Faculty Advisors, faculty, parents, and students as and when required and discuss the academic progress of

students under their advisory group. The Senior Faculty Advisor/ Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened:
i) Immediately after the commencement of the semester.
ii) Immediately after announcing the marks of the first Continuous Assessment test**.**

R4.3 Faculty advisor shall keep the complete record of academics, attendance/leave, disciplinary actions, if any, contact details of parents/local guardians, and any other relevant data of the students assigned to him/her. The FA/SFA shall maintain the meeting minutes and action taken reports of the advisory meetings and shall forward a copy to the Head of Department and the Principal.

R4.4 The FA/SFA shall be responsible for consolidating statements of attendance, activity points, and continuous assessment marks of the students in their advisory group. These statements shall be certified by the Head of Department and shall be kept in the safe custody of the HoD for all sorts of inspections.

R4.5 Parent/Local guardian shall be informed to maintain contact with the FA of his/her ward for seeking information on the performance of their ward.

R5. Course Committee

R5.1 Every common course (electives are excluded) offered to students admitted for the B.Tech Programme irrespective of their Branch of study shall have a course committee constituted by the Dean(Academic). The Chairperson of the course committee shall be a senior faculty member not teaching that course.
Members:-
i) All teachers offering the course
ii) One student representative each from the respective classes, recommended by SFA and nominated by HoD.

R6. Class Committee

R6.1 All branches of study shall have class committees for every semester constituted by the respective Heads of Departments. The Chairperson of the committee shall be a senior faculty member who does not offer any course for that class during the semester.
Members:-
i) All faculty members teaching courses in that semester
ii) Two student representatives (minimum) nominated by the Head of the Department.
iii) Senior Faculty Advisor/one Faculty Advisor of each class of that semester

R6.2 Term of office of the Class Committee and Course Committee shall be one semester. The course committees and class committees shall meet at least thrice in a semester. The first meeting shall be convened within two weeks after the commencement of classes and the second after the first Continuous Assessment test. The third one (without student representatives) shall be towards the end of the semester for the finalization of Continuous Assessment Marks. In every meeting, there shall be a review of the performance of the students and the feedback of the students on the teaching.

R6.3 The Principal or Dean (Academic) /or his/her nominee or HoD shall have the right to be present in any class committee meetings. The Chairperson of the committee shall record the proceedings of each meeting and communicate a copy of each meeting to the concerned HoD for any further actions.

R6.4 The responsibilities of the Course/Class Committee include the following:

   i) Discuss the lecture plan and the evaluation/assessment methods submitted by the course faculty – The method of evaluation/assessment and lecture plan shall be decided by the concerned course faculty/course coordinator and shall be announced in the class at the beginning of the semester. These details shall be presented for discussion in the first class committee meeting (to be conducted within two weeks from the commencement of the semester) by the course faculty and modifications, if any, based on the discussions shall be made. All such records shall be filed and kept by the Chairperson of the course/class committee.

   ii) Review periodically the progress of the classes in terms of adherence to the course plan and schedule, standards of continuous assessment tests/assignments, etc.

   iii) Monitor periodically the attendance of the students. Identify students with low attendance and poor performance in the tests. These students shall be motivated or given necessary advice/warning through FA/HoD. Faculty shall take remedial measures for improving the performance of slow learners in the class.

   iv) Discuss problems concerning the conduct of the classes with reference to the curriculum and syllabi and make suitable suggestions and recommendations. These points shall be communicated to Dean (Academic).

   v) Finalization of the Continuous Assessment Marks (meeting to be conducted without the student members). Final CA marks shall be submitted to the HoD in the prescribed format for publishing on the web/notice board, with a copy given to the FA.

R7. Registration and Enrolment

R7.1 Registration for the first semester is automatic for all the students admitted. From S2 to S8, registration and enrolment shall be done at the beginning of each semester.

R7.2 A student shall be eligible for enrolment only if he/she completely satisfies the minimum requirement to continue the programme as per Rule 11 and shall be permitted to enroll only if,

   (i) he/she has cleared all the dues in the College, Hostel & Library up to the end of the previous semester,

   (ii) he/she is not debarred from enrolment by disciplinary action of the College, and

   (iii) he/she has paid all the tuition fees and all other relevant fees, if any, prescribed by the College.

   (iv) Progress is satisfactory as per the regulations

   Students shall complete formalities like teaching evaluation of the courses registered in the previous semester. The procedure for registration will be notified by the academic section before the registration into the next semester.

R8. Minimum Cumulative Credit Requirements for Registering to Higher Semesters

R8.1 All students admitted in the first semester can continue to the second semester.

R8.2 The students shall register and enroll to the third semester. All students registered for third semester courses and enrolled in the third semester can do the registration and enrollment to the fourth semester.

R8.3 A student should earn a minimum of 21 credits from the first and second semester courses for the registration to the fifth semester. If any student fails to score the above minimum credit requirement to continue the programme, he/she shall be on academic probation, during which he/she is to earn/make up the deficit credits. If any student still does not qualify to register for the fifth semester, he/she has to discontinue the programme.

R8.4 All students registered for fifth semester courses and admitted in the fifth semester can register and enroll to the sixth semester.

R8.5 A student should earn a minimum of 47 credits upto and including the fourth semester for registration to the seventh semester. If any student fails to score the above minimum credit requirement and if he/she was not on academic probation earlier for more than once, he/she shall be put on academic probation to earn/makeup the deficit credits. If he/she is on academic probation and at the end of the probation period, still does not qualify to register for the seventh semester, he/she has to discontinue the programme.

R8.6 The maximum period of academic probation is two years, under R3.2.

R8.7 All students registered for seventh semester courses and enrolled in the seventh semester can register and enroll to the eighth semester.

R8.8 Minimum credit requirements to continue the programme is given in Table below:

Semester	Allotted Credits	Cumulative Credits	Required Minimum Cumulative Credits
First	17	17	Not Applicable
Second	21	38	Not Insisted
Third	22	60	Not insisted
Fourth	22	82	Not Insisted
Fifth	23	105	21 Credits from S1 and S2
Sixth	23	128	Not Insisted
Seventh	15	143	47 Credits from S1 to S4
Eight	17	160	Not Insisted

R8.9 A student who has not registered for all the core courses listed in the curriculum for a semester shall not be eligible to register for the next higher semester.

R8.10 For the B.Tech programme, the maximum number of credits a student can register in a semester, in excess of the total mandatory credits allotted in the curriculum for that semester, is limited to 08 credits.

R8.11 In case of change in the curriculum/syllabus, a student has to register for the approved equivalent courses (meeting the same credits) as per the revised curriculum/syllabus in line with the advice of FA, recommendation of the HoD, and approval of Dean (Academic), whenever he/she is allowed to continue the programme after the period of discontinuation/academic probation.

R9.   Assessment Procedure

R9.1   The Academic Council shall decide the assessment procedure from time to time. It shall be based on a system of Continuous Assessment (CA) through components such as tests, assignments, tutorials, presentations, course projects, reports, etc., and End Semester Examination (ESE) in each course in each semester.

R10.   Weightage for Assessment Components

R10.1   For all lecture-based courses and for all courses where lectures are clubbed with practical or drawing or projects etc., the End Semester Examination shall carry appropriate weightage between 40 to 70%. The remaining weightage is for Continuous Assessment through tests, assignments, tutorials, course projects, presentations, etc.

R10.2   For courses where lectures clubbed with practical or drawing or projects etc. assessment procedure shall be a properly weighted combination of those for lectures and those for practical or drawing or project components etc. and shall be decided by the course faculty.

R10.3   End Semester Examination is not mandatory for laboratory/practical/drawing courses. If it is planned, it shall be conducted before the last instructional day and the weightage for it should not exceed 50%.

R10.4   For Project, Mini Project, Seminar and Comprehensive course work and viva voce, the assessment will be continuous assessment (CA) only and the pattern shall be decided by the panel of evaluators.

R10.5   For all courses, the course plan and assessment pattern shall be announced in the class at the beginning of the semester and shall be presented in the first class committee. Modifications, if any based on the discussions, shall be made by the course faculty. All such records shall be filed and kept by the Chairperson of the class committee.

R11.   Continuous Assessment

R11.1   There shall be a minimum of two Continuous Assessment Tests (CATs) of one-and-a-half-hour duration each, for lecture-based courses and for courses where lectures are clubbed with practical or drawing or projects, etc. Each test shall cover 50% of the syllabus.

R11.2   Re-test, covering the entire syllabus, shall be permitted to the students who could not appear for the test due to genuine grounds towards the end of the semester.

R11.3   For laboratory/practical/drawing courses, the method of assessment shall be based on tests and the performance of students in the regular laboratory/practical/drawing classes and shall be decided by the course faculty.

A general guideline regarding the weightage of various components of continuous assessment is shown below:

Course	Attendance	CA Tests	Assignment/ Classwork/ Course project
Theory	20%	50%	30%
Drawing/ Practical	20%	40%	40%

R11.4   The tests shall be conducted as scheduled in the academic calendar by the Examination Cell.

R11.5 The marks of tests shall be consolidated and published on the notice board duly signed by the SFA and the HoD.

R11.6 Number of assignments/tutorials/presentations/course projects/reports etc. shall be decided by the course faculty.

R11.7 At the end of the semester, the SFA shall forward the consolidated statements of Continuous Assessment Marks prepared by the course faculty and attendance statement for each course to the HoD. These statements shall be certified by the Head of Department and forwarded to the Controller of Examinations.

R11.8 The certified copy of consolidated attendance and Continuous Assessment marks shall be displayed on the Department Notice Board for at least two working days for the information of students.

R11.9 Any concerns raised by the students regarding attendance and Continuous Assessment marks shall be submitted to the Chairperson, Grievance Redressal Committee. The committee shall take appropriate steps to ensure proper redressal of the concerns raised by the students.

R11.10 The Continuous Assessment marks and the attendance shall be uploaded in the College portal after displaying on the notice board and redressal of grievances if any.

R11.11 The original statement of Continuous Assessment Marks and Attendance shall be kept in the safe custody of the HoD for all sorts of inspections.

R11.12 Activity points earned by the students shall be published at the Department at the end of every semester.

R12. End Semester Examination

R12.1 There shall be an end-semester examination (ESE) of three hours duration for each lecture-based course and for each course where lectures are clubbed with practical or drawing or projects etc. The End Semester Examinations for all theory courses are conducted by the Controller of Examinations.

R12.2 The regular classes shall be completed well before the commencement of the End Semester Examinations.

R12.3 The eligibility criteria for registering for the End Semester Examination are the mandatory percentage of attendance in the course (as per R17) and no pending disciplinary action. The minimum attendance for registering for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.

R12.4 The End Semester Examinations (ESE) shall be held twice a year – May/June session (for even semesters) and November/December session (for odd semesters).

R12.5 The students can apply for re-evaluation of the answer books of the End Semester Examination within 3 working days from the date of declaration of results. The final mark awarded will be the better of the two marks. If the difference in marks obtained in re-evaluation and the original evaluation is more than 15% of the maximum marks, Answer Sheet shall be sent for a third evaluation. The final mark shall then be the average of the two closer marks obtained in the three evaluations, to the advantage of the candidate or the mark obtained in the original evaluation whichever is higher. Results shall be kept on hold in the cases of re-evaluation till the final result is announced after the completion of the re-evaluation process.

R12.6 After the publication of results students can apply for scrutiny of answer scripts in the cases where the students doubt the grades received. The answer scripts shall be scrutinized and corrected results shall be published, in case of discrepancy of marks. Results shall be kept on hold in the cases of scrutiny till the final result is announced after the completion of the scrutiny process.

R12.7 Supplementary/Re-examination shall be conducted for absent/failed students of a regular examination within 10 days from the date of publication of results of the same. Re-examination may be deemed as a supplementary chance for failed students and absentees. To save the year and to enable smooth progress of the slow learners, annual supplementary examinations for all semesters (courses) will be conducted before the starting of the next academic year. The declaration of results shall be completed within the timeframe possible before the commencement of the odd semester in the following academic year.

R12.8 Students, who have completed a course (lecture-based courses and courses where lectures are clubbed with practical/drawing/projects etc.), but could not write the End Semester Examination, shall be considered as absent and shall be awarded "F' Grade, provided they meet other eligibility criteria (R12.3). They can appear for the End Semester Examination at the next opportunity and earn the credits without having to register (course registration) for the course again.

R12.9 The students with FE grade shall register for the courses during the normal semesters in which the courses are offered again. However, for the seventh and eighth semesters, FE grade students can register for the courses in the next immediate chance, when offered.

R12.10 In case of Laboratory/Practical/Workshop/Drawing courses, if the student has not completed the course assessments, or did not meet the minimum attendance requirement of 75%, or scored less than 50% in the assessment, he/she shall be awarded an "I" grade against the course. The final grade will be given only after satisfying these requirements.

R13. Evaluation of Project/Thesis, Seminar and Comprehensive Viva Voce

R13.1 Project/Thesis work in the curriculum shall be done by a group of 3 to 5 students as decided by the Department. The objective of the project is to facilitate higher learning through engagement with the project work. The project work shall be assessed by a panel of evaluators decided by the HoD. The panel of evaluators for Phase I of the project (in Semester VII) shall comprise of HoD/Senior Faculty member, Project Coordinator, and the Project Supervisor.

The final evaluation of Phase II of the project in S8 shall be done by a panel with one expert from Industry/research institute and a senior faculty from a sister Department, in addition to the project coordinator and project supervisor. Interim evaluations shall be done by the panel, without the external expert. The method of assessment/evaluation shall be decided by the panel of evaluators and shall be announced in the class committee. The outside experts invited for evaluation, shall be with the approval of the Dean (Academics).

R13.2 On completion of the project work, the student shall submit a report in the prescribed format to the Department. The number of copies and the format shall be as per the

Department guidelines. A soft copy of the report shall be submitted to the College Digital Library after a due check for plagiarism.

R13.3 Seminar as per the curriculum shall be presented by individual students. This shall be assessed by a panel of evaluators decided by the HoD, comprising of one senior faculty, seminar coordinator, and seminar guide. Method of assessment/evaluation shall be decided by the panel of evaluators and shall be announced in the class committee.

R13.4 After the successful presentation of the seminar, the student shall submit a report in the prescribed format to the Department. The number of copies and the format shall be as per the Department guidelines.

R13.5 The Comprehensive viva-voce shall be conducted in the eighth semester based on the core courses studied from the third to eighth semester. The viva-voce shall be conducted by the panel of evaluators (excluding project supervisor) assigned for the final project phase II evaluation towards the end of the semester (Project coordinator, expert from Industry/research Institute, and senior faculty from a sister Department).

R14.   Pattern of Grading

R14.1 A student will be eligible for the award of B.Tech Degree of the University on satisfying the following requirements:
   i)   Fulfilled all the curriculum requirements within the stipulated duration of the Programme.
   ii)   Earned the required minimum credits as specified in the curriculum for the branch of study.
   iii) No pending disciplinary action.

R14.2 Students registered for a course have to attend the course regularly and undergo the Continuous Assessment and appear for the End Semester Examinations. Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.

R14.3 For lecture-based courses and courses where lectures are clubbed with practical/drawing/projects etc. the pass minimum shall be 40% for the End Semester Examination and 50% of CA and ESE put together. Grade 'F' will be awarded to the student for the course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Assessment + End Semester Examination] is below 50 %.

R14.4 Students who received an F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.

R14.5 Grading is based on the overall % marks obtained by the student in a course, as given in R14.8. The grade card shall only give the grades against the courses the student has registered for. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

R14.6 There is no provision for improving the grades once received.

R14.7 Grade cards shall be issued by the College to the student after acquiring a minimum 'P' grade for all the courses in the semester. On earning the required credits for the degree,

the College shall issue the final consolidated grade sheet for the B.Tech programme including CGPA.

R14.8 **Grade and Grade Points**

Grades	Grade Point (GP)	% of Total Marks obtained in the Course
S	10	90% and above
A+	9.0	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.0	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C +	7.0	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.0	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F (Fail)	0	Below 50% (CA+ ESE) or Below 40 % for ESE
FE	0	Failed due to lack of eligibility criteria (R12.3)
F	0	Could not appear for the End Semester Examination but fulfills the eligibility criteria, for lecture-based courses and courses where lectures are clubbed with practical/drawing/projects, etc.
I	0	Failed to satisfy the requirements (R12.10) for Laboratory/Practical/Workshop/Drawing courses
CGPA 8.0 and above		First class with Distinction
CGPA 6.5 and above		First class
Equivalent percentage mark shall be = $10 \times \text{CGPA} - 2.5$		

R15. Calculation of SGPA/CGPA

R15.1 Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

$$SGPA = \frac{\sum C_i \times GP_i}{\sum C_i}$$

where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester.

$$CGPA = \frac{\sum C_i \times GP_i}{\sum C_i}$$

where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed.

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.

R15.2 A student shall earn 2 credits by actively involving in co-curricular and extracurricular activities as per the guidelines issued from time to time. On getting a minimum of 100 activity points the student satisfies the requirement and earns the two credits which shall

not be counted for the calculation of CGPA but shall be mandatory for the award of the degree.

R16. Break of Study

R16.1 A student is permitted to avail break of study:
   i)   In case of accident or serious illness needing prolonged hospitalization and rest.
   ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a product.
   iii) In case of any personal reasons that need a study break.
   iv) For internship leading to employment.

R16.2 For the break of study due to illness, the student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for the break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who had treated him.

R16.3 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 Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the startup shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in all four semesters.

R16.4 Students who require a break from the study due to personal reasons shall convince the Principal of the genuine need of it by giving authentic evidence for the same.

R16.5 Students who require a break of study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The Principal shall verify the authenticity of the offer and take appropriate decision, based on the recommendation of the standing committee.

R16.6 Break of study for an academic year is the preferred option to break of study for a semester.

R16.7 Students shall have to rejoin on the first working day of the next immediate semester after the break of study.

R16.8 Students readmitted after a break of study shall continue their studies in the existing scheme to which he/she was readmitted. The exemption and addition of courses to be registered, the transitory courses (approved by the Academic Council), if any due to curriculum change, shall be decided by the respective Board of Studies.

R17. Attendance

R17.1 Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances, they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering for the End Semester Examination.

R17.2 Condonation of shortage of attendance up to 15% will be considered on medical grounds, to write the End Semester Examination. This shall be permitted for one or more courses registered in the semester. The relaxation/condonation of attendance on medical grounds

is applicable only twice during the entire programme period. In case of prolonged illness, break of study is permitted as per R16.2.

R17.3 There can be relaxation up to a maximum of 10% to students participating in officially sponsored National level/Inter-Zonal/Inter-University competitions/championships/ tournaments which will be granted in the form of duty leave. The student shall get prior permission from the Principal before participating in such events. Such students should produce the participation certificate countersigned by the University Sports Coordinator/Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under no circumstances, the Principal shall consider the certificate if the overall physical attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.

R17.4 There can be relaxation up to a maximum of 5% to students for organizing extra/ co-curricular activities which will be granted in the form of duty leave. Such students should produce the required documents countersigned by the University Sports Coordinator/ Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under no circumstances, the Principal shall consider the documents, if the overall physical attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.

R17.5 All cases of Attendance relaxation shall be reported to the Academic Council

R18. Discipline

R18.1 Discipline is of paramount importance in the College. Every student is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activities, which shall spoil the decorum and tend to bring down the prestige of the Institution.

R18.2 Ragging of any nature is a criminal and non-bailable offense. 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. In all cases of harassment, if any, of the junior students by the seniors, the College level Anti-Ragging Committee will take appropriate decisions for immediate implementation by the College. Each student of the College, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of admission to the College.

R19. Malpractices in Examinations

R19.1 Every student is required to be scrupulous and shall observe discipline and decorous behaviour. Any act of indiscipline, misbehaviour, and unfair practice in examinations, threatening, damage to the property, etc. shall be referred to the Disciplinary Action Committee (DAC).

R19.2 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 Controller of Examinations who in turn shall refer it to the DAC. Based on the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. The committee shall recommend the course of action in line with the guidelines in the examination manual and forward it to the Head of the Institution/Professor nominated by the Head of the Institution, for action.

R19.3 The actions are to be based on the severity of the offense and are to be dealt with, on a case-to-case basis. The student, if desires, may appeal to the Grievances Redressal Committee for a relook on the decision. Based on the committee's report, the Principal shall take a final decision on the matter.

R20. Academic Auditing

R20.1 There shall be academic auditing in each Department of the College at stipulated intervals. The academic auditing shall be conducted by the Internal Quality Assurance Cell (IQAC) constituted as per the guidelines of UGC. The Internal Quality Assurance Cell (IQAC) shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements. These reports shall be presented to the Principal for further action.

Academic auditing shall cover: -

i) Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for Continuous Assessment Tests, Continuous Assessment, maintenance of laboratory experimental setups and equipment, practical assignments, mini projects/projects/comprehensive viva voce, and conduct of practical classes and their evaluation.

ii) Co-curricular and Extracurricular activities available for students, and the monitoring mechanism of activity points to be earned by the students.

iii) The audit shall cover the key performance indicators prescribed by NBA/NAAC/NIRF/University.

R21. Minor in Engineering

R21.1 All students of the B.Tech Programme shall be eligible to register for a Minor in Engineering if they desire.

R21.2 The registration to Minor in Engineering shall be along with the registration to the 3rd semester. The batch size of a minor program can be between 20(-)10% to 60(+)10%. That is the number of students in a batch be in between 18 to 66. Each batch shall be mapped to a faculty member.

R21.3 If a student fails in any course of the minor, he/she shall not be eligible to continue with B.Tech Minor option. There won't be any supplementary examination for the courses chosen for Minor. However, the additional credits and grades thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.

R21.4   The student shall earn 20 additional credits to be eligible for the award of a B.Tech Degree with a Minor in the specified field. The total credits required is **182** (162 + 20 credits from value added courses).

R21.5   Out of the 20 additional credits, 12 credits shall be earned by undergoing a minimum of 3 courses, during the specified period. The number of contact hours for these courses shall be 15 hours/credit. The duration of a course shall be a minimum of 15 weeks. Of these three courses, one shall be a mini project to be done in S7 based on the chosen area of study. The remaining 8 credits could be earned from two or more MOOCs offered by reputed online platforms (NPTEL, SWAYAM, Coursera, etc.) recommended by the Board of studies and approved by the Academic Council.

R21.6   The curriculum and the syllabus of the contact courses shall be prepared by the Board of studies and approved by the Academic Council.

R21.7   The assessment of the contact courses and award of credits shall be exactly as that of regular courses. R9 to R15 shall be followed in the assessment and evaluation of the contact classes. The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.

R21.8   The certificate of B.Tech degree with Minor shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B.Tech programme and Minor in Engineering.

R21.9   The College shall not charge any additional fee from the students for registering for additional courses for B.Tech with a Minor.

R22.   B.Tech (Honours)

R22.1   All B.Tech students are eligible to register for B.Tech (Honours). However, their mandatory CGPA at the end of the eighth semester shall be **8.5** or higher to be eligible for the award of B.Tech (Honours).

R22.2   A student can take Honours and Minor together if all eligibility criteria are satisfied.

R22.3   The registration to B.Tech (Honours) shall be along with the registration to the 4th semester.

R22.4   If a student fails in any course including the course chosen for B.Tech (Honours), he/she shall not be eligible to continue with B.Tech (Honours). However, the additional credits thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.

R22.5   A student shall earn 20 additional credits to be eligible for the award of B.Tech (Honours) Degree. The total credits required is **182** (162 + 20 credits from value added courses).

R22.6   Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three specified B. Tech (Honours) Elective courses of the respective stream. Students have to get at least a 'C' grade or better in all the additional courses for the award of B.Tech (Honours). There won't be any supplementary examination for the courses chosen for Honours. The student shall not be permitted to select the normal elective courses of the respective B.Tech programmes for attaining the additional credit requirements of B.Tech (Honours). The remaining 8 credits could be acquired through two or more MOOCs offered by reputed online platforms (NPTEL, SWAYAM, Coursera, etc.) of the respective streams recommended by the Board of studies and approved by the Academic Council.

R22.7 The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.

R22.8 The College shall not charge any additional fee from the students for offering B.Tech (Honours) courses.

R22. 9 B.Tech (Honours) Degree shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B.Tech and B.Tech (Honours) programmes.

R23. Grace Marks for Sports /Arts Competitions

R23.1 Only regular bonafide candidates are eligible for the award of grace marks.

R23.2 The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.

R23.3 The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the College conducts End Semester Examinations.

R23.4 The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum marks of the End Semester Examination of the course.

R23.5 The grace marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ continuous assessment/Seminar/Comprehensive course work and viva voce etc. even though she/he fails for the same.

R23.6 Eligible grace marks shall be distributed equally on all theory courses of an examination. However, re-distribution of grace marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of grace marks is not permissible from failed courses to other courses for a pass.

R23.7 The grace marks shall be awarded for all theory courses in a semester.

R23.8 Re-distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.

R23.9 Grace marks shall not be re-distributed from one semester to another semester.

R23.10 If the candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the grace marks for a pass.

R23.11 Eligible grace marks shall be awarded for the regular examination of the performing semester only. Grace marks shall not be awarded for supplementary examinations.

R23.12 The performing semester shall be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester).

R23.13 Grace marks shall be awarded based on performance in the respective semester.

R23.14 The request for grace marks shall be submitted to the Dean (Academic) through the Head of Dept. along with all relevant documents, within the time limit prescribed by the College. The request for grace marks received after the time limit shall not be entertained on any account.

R23.15 Only a single highest achievement during a semester shall be considered for awarding the grace marks.

R23.16 Due approval from Academic Council will be taken for granting the Grace Marks.

R24. Grace Marks for Persons with Disability (PWD)

R24.1 A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.

R24.2 The grace marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.

R24.3 Transfer of marks from one course 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.

R24.4 PWD candidates who are eligible for grace marks shall be awarded grace marks for regular and supplementary chances until they pass the whole examination.

R24.5 Grace marks shall be awarded only for the marks of the End Semester Examinations.

R24.6 The request for grace marks shall be submitted to the Controller of Examinations through the Head of Dept. along with all relevant documents, within the time limit prescribed by the College. The request for grace marks received after the time limit shall not be entertained on any account.

R24.7 Due approval from Academic Council will be taken for granting the Grace Marks.

R25. Revision of Regulations and Curriculum

R25.1 The Academic Council of the College reserves the right to revise or change or amend the rules and regulations, the scheme of examinations, the curriculum, and the syllabi from time to time, if found necessary, and will be intimated to the University.

R25.2 In the event of any clarification in the interpretation of the rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/ clarifications /amendments required for special cases on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.

R25.3 The Principal shall inform/forward all regulations, guidelines, communications, announcements, etc. issued by the regulatory bodies and the affiliating University regarding student academic and other matters to the HoDs for information and timely action.

R25.4 It shall be the official responsibility of the Principal to arrange necessary orientation programs to the HoDs, SFAs, and FAs regarding student counseling, the prevailing norms, regulations, guidelines, and procedures on all academic and other student-related matters.

R26 Student Welfare Committee

The College shall have a Student Welfare Committee, constituted by the Principal.

R27. Grievance Redressal Committee

The College shall have a Grievance Redressal Committee constituted by the Principal.

R28.   Disciplinary Action Committee

The College shall have a Disciplinary Action Committee (DAC) constituted by the Principal. The constitution of the DAC and its functioning are detailed in the Examination Manual.

RULES

RU-1   Admission Procedure

(a) Government Quota (50% of the approved intake):

Allotted by the office of Commissioner for Entrance Examination (CEE) from the list prepared based on the rank obtained in Kerala Engineering Architecture Medical (KEAM) entrance examination by Govt. of Kerala. Reservation of seats is as per the Government regulations.

(b) Management Quota (50% of the approved intake):

The admissions to the management quota are done based on the agreement signed by the State Government with the Colleges coming under the Kerala Catholic Engineering College Managements' Association (KCECMA) and the prospectus approved by the Admission Supervisory Committee, Government of Kerala.

The applications are to be submitted online to the College admission portal on or before the date mentioned in the prospectus. A rank list prepared by apportioning the marks obtained in the entrance examination conducted by the CEE and the marks obtained for mathematics, physics, and chemistry/ equivalent subjects in the qualifying examination. The marks will be apportioned in the ratio of 50:50. The seats are filled from this rank list.

(c) An additional 3% of sanctioned intake under the Fee Waiver Scheme will be allotted by the Commissioner of Entrance Examinations.

(d) Admission under OCI/PIO/FN category will be as per the norms.

RU-2   Branch Change

RU-2.1   A student admitted to a particular branch of the B.Tech program will normally continue studying in that branch till completion.

RU-2.2   However, in special cases the college may permit a student, who has requested for a change from one branch of study to another, after the first two semesters, strictly following the provisions laid down hereinafter.

RU-2.3   Only those students who have (a) earned all the credits prescribed in the first two semesters of their studies, and (b) obtained a CGPA not lower than 8.5 at the end of the second semester will be eligible for consideration for a change of branch after the second semester.

RU-2.4   Change of branch shall be made strictly based on CGPA of S1 & S2 at the end of the second semester of the applicant. Ties shall be broken by the marks obtained in S1 &S2 for Mathematics, Physics, and Chemistry taken in that order.

RU-2.5   Change of branch to/from will be considered only against the vacant seats within the sanctioned strength limited to 2.5% (rounded to the nearest integer) of the sanctioned intake of the branch in the college.

RU-2.6   The notification regarding the transfer of branch shall be published on the website of the College after the second semester examination. The College shall collect the applications from the students and a list of students whose branch changes are approved shall be put on the notice board/College website.

RU-2.7   Students can give only one choice of branch, to which they wish to change over.

RU-2.8   All changes of branch made following the above rules will be effective from the third semester of the applicants concerned. No change of branch shall be permitted thereafter.

RU-2.9   The change of branch will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of branch once offered.

RU-2.10   The appropriate credits applicable to the new branch of study earned by the student in the first two semesters will be transferred to him in the new branch.

RU-3   Norms for Migration from other Colleges/Universities

RU-3.1   Migration of meritorious students from other Colleges shall be permitted to the third semester only.

RU-3.2   Migration shall be allowed only within the sanctioned strength of the College.

RU-3.3   The following Category of students shall not be eligible for migration:
    i)   Govt. of India Nominee
    ii)   Management Quota in Aided Colleges
    iii) Management Quota in Private Self-Financing Colleges
    iv)   Students admitted under NRI/PIO Quota
    v)   Lateral Entry Students
    vi)   Students admitted under TFW Scheme.
    vii) Students admitted in any Supernumerary Seats.
    viii) Any other category which is ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.

RU-3.4   The student shall fulfill the affiliating University eligibility criteria for admission to the Programme applied for migration.

RU-3.5   The student should have passed all the courses in the lower semesters and secured a minimum CGPA of 8.5 (First and second semester together) and shall fulfill the academic eligibility requirement for promotion to the third semester.

RU-3.6   The student seeking migration shall submit copies of all certificates and mark lists upto the last semester including secondary and higher secondary examinations.

RU-3.7   The student seeking migration shall submit copies of rules and regulations, curriculum and syllabus certified by the Principal (in the case of Autonomous College)/ the Registrar (in the case of affiliated Colleges/Universities) along with the application for migration.

RU-3.8   The student seeking migration shall submit no objection certificate, migration certificate, and conduct certificate from the parent College/University.

RU-3.9   The students shall not be permitted to change the branch of study and the selection of students in each branch shall be based on CGPA earned till the previous semester.

RU-3.10   The respective Board of Studies shall examine each migration case and shall decide on any addition, exemption, or substitution of courses the student has to undergo based

on the courses so far completed and the academic requirement of the existing curriculum and syllabus of the College.

RU-3.11   The credits so far earned by the student in the parent University will be transferred as per the clauses in the regulations for the respective Programme and as per the pattern of credits followed in the existing regulations. The respective Board of Studies will decide the equivalency of the courses and the credits to be transferred in each case subject to approval by the Academic Council.

RU-3.12   The existing rules and regulations of the College shall be applicable to the migrated students.

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