



**MAR BASELIOS**  
COLLEGE OF ENGINEERING AND TECHNOLOGY  
**AUTONOMOUS**

# **B.TECH REGULATIONS**

## **AUTONOMY SCHEME - 2023**

Version 1.0 August 2023

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**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,

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**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**

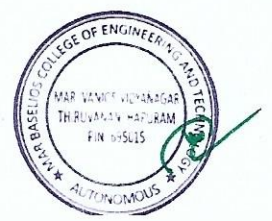
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## MAR BASELIOS COLLEGE OF ENGINEERING AND TECHNOLOGY

### REGULATIONS FOR THE BACHELOR OF TECHNOLOGY (B.Tech) PROGRAMMES APPLICABLE FROM B.Tech 2023 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 for the B.Tech Programmes was first formulated in the year 2020 and was termed as B.Tech Regulations – Autonomy Scheme 2020. Considering the need for upgrading the curriculum and syllabi in line with the requirements of the industry and to align with the National Education Policy 2020, the regulations are now revised as B.Tech Regulations – Autonomy Scheme 2023. This shall be applicable prospectively for the batches admitted from 2023 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, Autonomy Scheme 2023.
- 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 prospectively for students admitted from 2023 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 2023-24, 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 continue to study in the same branch. No branch change shall be permitted even if there are vacant seats available in another branch of study. If at all it is to be allowed it shall be exceptional.



- 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 shall 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 and the affiliating University [see rule RU-2].
- 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, '1<sup>st</sup> July to 31<sup>st</sup> December (Odd semester)' and '1<sup>st</sup> January to 30<sup>th</sup> June (Even semester)'. Each semester shall have a minimum of 75 instructional days followed by the 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), dates by which laboratory/practical/project/comprehensive evaluations shall be completed, date for finalization of Continuous Assessment (CA) marks, last day of instruction in the semester, planned schedule of End Semester Examinations, date of declaration of results and so on. It shall indicate approved holidays falling within the semester. The calendar shall also incorporate schedules for the supplementary examinations and the dates for declaring the results. 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 major revisions shall be based on the recommendations of the Board of Studies concerned. The course instructor has the freedom to add specific topics to the course delivery plan apart from what is approved by the Board of Studies and Academic Council.
- R3.6 The academic Programmes of the College follow the credit system. The general pattern is as below:

1 Lecture Hour (L) per week	1 credit
1 Tutorial Hour (T) per week	1 credit
2 Project/Seminar/Practical Hours (P) per week	1 credit
3 to 4 Practical Hours (P) per week	2 credits
1 Project Hour (J) in Project-based theory course per week	1 credit



- R3.7 The curriculum of any branch of the B.Tech Programme shall have a total of 163 mandatory credits, comprising 160 academic credits and 3 additional credits through activities outside the classroom.
- R3.8 Regular Credits per semester shall not be less than 15 or greater than 25.
- R3.9 Students can obtain a B.Tech with Minor and/or B.Tech (Honours) by earning additional 15 credits as per the norms specified in Clauses R24 and R25 respectively.
- R3.10 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.
- R3.11 Every course of the B.Tech Programme/ B.Tech with Minor/ B.Tech (Honours) shall be placed in one of the ten categories listed in the table below.

Sl. No.	Category	Code	Credit
1	Humanities and Social Sciences including Management Courses	HSC	6-9
2	Basic Science Courses	BSC	26
3	Engineering Science Courses including workshop, drawing, basics of electrical/mechanical/computer, etc.	ESC	19-22
4	Professional Core Courses	PCC	66-70
5	Professional Elective Courses relevant to chosen specialization/branch	PEC	18
6	Institute Elective Courses – Electives from other technical and/or emerging areas as specified in the curriculum concerned	IEC	06
7	Project Work, Seminar, and Comprehensive Viva Voce	PWS	12-13
8	Mandatory Non-credit Courses (Pass/Fail)	MNC	Non-credit
9	Mandatory Student Activities	MSA	3
	<b>Total Mandatory Credits</b>		<b>163</b>
10	Value Added Courses (Optional) – Honours/Minor	VAC	15

- 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 providing 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 one Faculty Advisor for 15 to 25 students. Hence, there shall be three FAs for a class of 63.



HoD shall recommend a regular faculty member with a minimum of 5 years 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.

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.

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.

- 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.
- R4.4 The FA/SFA shall be responsible for consolidating statements of attendance, continuous assessment marks and points/credits related to mandatory student activities of the students in their advisory group. These statements shall be certified by the Head of the 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 his/her ward.

#### R5. Course Committee

- R5.1 Every common course (programme 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 of class committee:-

- 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 the class

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 the 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 and learning process.

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

R6.4 The responsibilities of the course/class committee include the following:

- i) Discuss the lecture plan and the evaluation/assessment methods prepared by the course faculty. Modifications, if any, based on the discussions shall be incorporated.
- 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.
- ii) 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.
- iii) 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 the Dean (Academic).
- iv) Finalize the Continuous Assessment marks (meeting to be conducted without the student members).

## R7. Enrolment and Registration

R7.1 Enrolment and registration for the first semester are automatic for all the students admitted. From S2 to S8, enrolment and registration shall be done at the beginning of each semester for which the date shall be announced from the College Office.

R7.2 A student shall be eligible for enrolment only if he/she completely satisfies the minimum requirement to continue the programme as per Clause R8 and shall be permitted to enroll only if,

- (i) he/she has cleared all the dues in the College, Hostel and Library up to the end of the previous semester,
- (ii) he/she is not debarred from enrolment due to disciplinary action taken by the College,



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

(iv) progress is satisfactory as per the regulations.

The procedure for enrolment and registration will be notified by the academic section before the commencement of the next semester.

### **R8. Minimum Cumulative Credit Requirements for Enrolling in Higher Semesters**

R8.1 All students admitted in the first semester can enroll and register for the second semester.

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

R8.3 A student should earn a minimum of 22 credits from the first and second semester courses for becoming eligible for registration for 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 enrolled in the fifth semester and registered for fifth semester courses can enroll and register for the sixth semester.

R8.5 A student should earn a minimum of 48 credits upto and including the fourth semester for becoming eligible to enroll 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/make up 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 Scheme Migration: College, being autonomous, continuous revision of curriculum and scheme shall be a regular feature. When a student rejoins after probation and if the batch in which he/she is joining is following a new scheme, because of any revision, the student shall undertake to migrate to the new scheme and the College shall not be obliged to offer to continue the Scheme in which the student concerned was admitted.

R8.7 The maximum period of academic probation is two years, under Clause R3.2.

R8.8 All students enrolled in the seventh semester and registered for the seventh semester courses can enroll and register for the eighth semester.

R8.9 Minimum credit requirements to continue the programme are given in the Table below:

Semester	Allotted Credits	Cumulative Credits	Required Minimum Cumulative Credits to continue registration
First (S1)	17-19	17-19	Not Applicable
Second (S2)	19-21	38-39	Not Insisted
Third (S3)	21-22	59-60	Not insisted
Fourth (S4)	21-23	80-83	Not Insisted



Fifth (S5)	21-22	101-105	22 Credits from S1 and S2
Sixth (S6)	21-25	123-129	Not Insisted
Seventh (S7)	16-21	142-145	48 Credits from S1 to S4
Eight (S8)	15-18	160	Not Insisted

- R8.10 A student who has not registered for all the courses listed in the curriculum for a semester shall not be eligible to register for the next higher semester courses.
- R8.11 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.
- R8.12 In case of change in the curriculum/syllabus and the consequent scheme migration, 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

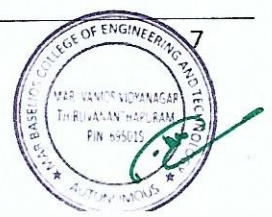
- R9.1 The Academic Council shall decide the assessment procedure from time to time. It shall be based on a system of Continuous Assessment (CA) through components such as tests, assignments, Quiz, tutorials, presentations, course projects, laboratory work, reports, etc., and the End Semester Examination (ESE), as applicable, 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 laboratory or drawing or projects etc., the End Semester Examination shall carry appropriate weightage between 40 to 60 %. The remaining weightage is for Continuous Assessment through tests, assignments, tutorials, course projects, presentations, lab work etc.
- R10.2 For Practical based courses evaluation shall be based on the continuous assessment by considering the performance, quality of reports, interim tests, viva voce, quiz etc. A final evaluation is recommended for summative evaluation for which the weight can be up to 40%.
- R10.3 For mandatory non-credit courses, the assessment will be continuous assessment (CA) only.
- R10.4 For Project, Mini Project, Seminar, and Comprehensive viva voce, the assessment will be continuous assessment (CA) only.

#### R11. Continuous Assessment for Lecture based Courses/Project based Lecture Courses/ Lab integrated Lecture Courses

- R11.1 There shall be 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 In the case of courses that are conducted in the fractal mode, there shall be one CAT of one-and-a-half-hour duration.
- R11.3 Assessment of the Mandatory Non-credit courses can be different based on the nature of the course.
- R11.4 For students who could not appear for the test due to genuine grounds, re-test shall be permitted towards the end of the semester, covering portions of the respective test that he/she has missed.
- R11.5 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.
- R11.6 The tests shall be conducted as scheduled in the academic calendar by the Office of the Controller of Examinations.
- R11.7 The marks of tests shall be consolidated and published on the notice board duly signed by the SFA and the HoD.
- R11.8 Number of assignments/tutorials/presentations/course projects/reports etc. shall be decided by the course faculty.
- R11.9 At the end of the semester, the SFA shall consolidate the Continuous Assessment Marks and attendance statement prepared by the course faculty and forward it to the Dean (Academic) after verification by HoD.
- R11.10 The consolidated Continuous Assessment marks and attendance, duly signed by Dean (Academic) shall be displayed on the Department/College Notice Board for at least two working days for the information of students. A copy of the same is to be filed in the Office of the Dean (Academic).
- R11.11 Any concerns raised by the students regarding attendance and/or Continuous Assessment marks shall be submitted to the Chairperson, Grievance Redressal Committee (Students). The committee shall take appropriate steps to ensure proper redressal of the concerns raised by the students.
- R11.12 The Continuous Assessment marks and attendance, after redressal of grievance, if any, shall be uploaded in the College portal by the faculty concerned.
- R11.13 The original statement of Continuous Assessment Marks and Attendance along with the decisions of the Grievance Redressal Committee, if any, shall be kept in the safe custody of the HoD and a copy of the same shall be forwarded to the Controller of Examinations.
- R11.14 Points earned by the students related to mandatory student activities shall be published in 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 (or as specified in the course syllabus) 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 Office of the Controller of Examinations.
- R12.2 The regular classes shall be completed before the commencement of the End Semester Examinations as per the academic calendar.



- R12.3 The eligibility criteria for registering for the End Semester Examination are the mandatory percentage of attendance in the course (Clause R20) and no pending disciplinary action. 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 provisional results of ESE shall be published by the Office of the Controller of Examinations, within 10 working days from the completion of the examination of a season (Odd/Even).
- R12.6 After the publication of provisional 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.
- R12.7 The students can apply for re-evaluation of the answer books of the End Semester Examination after the declaration of results, as notified by the Office of the CoE. The marks after re-evaluation will be updated if there is any change.
- R12.8 Supplementary/Re-examination shall be conducted for absent/failed students of a regular examination in the season itself (odd/even). Re-examination may be deemed as a supplementary chance for failed students and absentees. To save the year and enable the smooth progress of slow learners, annual supplementary examinations for all semesters (courses) will be conducted.
- R12.9 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 (Clause 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.

**R13 Evaluation of Courses having only Continuous Assessment**

- R13.1 In the 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% (73% for female students), 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.
- R13.2 In the case of mandatory non-credit courses (MNCs), if the student did not meet the minimum attendance requirement of 75% (73% for female students), he/she shall be awarded an “FE” grade against the course. If he/she has not completed the course assessment or has scored less than 50% in the assessment, he/she shall be awarded a “F” grade. The pass grade “P” will be given only after satisfying these requirements.
- R13.3 The final results of a batch after completing eight semesters shall be published within one month after completion of the S8 Examination.

**R14. Evaluation of Project, Mini Project, Seminar and Comprehensive Viva Voce**

- R14.1 Project work in the curriculum shall be done by a group of 3 to 4 students as decided by the Department. However, in the case of inter-disciplinary projects, the number of



students in a group can be more based on the nature of the project. 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 HoD/Senior Faculty member, Project Coordinator, and the Project Supervisor.

The final evaluation of Phase II of the project in Semester VIII shall be done by a panel comprising a senior faculty from the Department or preferably an external expert from an Industry/research institute/academia, a senior faculty from a sister Department, the project coordinator, and project supervisor. The panel of Examiners shall be approved by the Principal before the examination.

- R14.2 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.
- R14.3 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.
- R14.4 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.
- R14.5 The Comprehensive viva voce shall be conducted based on the core courses studied till the corresponding semester. The viva voce examination shall be conducted by a panel of two evaluators. The panel shall consist of one senior faculty member from the Department and an expert from Industry/research institute/academia or two senior faculty members from the Department.

## R15 Internship

- R15.1 A student shall opt for carrying out Internship(s) at Industry/Research Organization or institute of higher learning and repute (Academia) as per the requirements of the Programme concerned. The place of Internship(s) shall be selected/decided by the students with the guidance of the Faculty Advisor. The same shall be approved by the Head of the Department.
- R15.2 A group of students (not more than 20) shall be assigned an internship Supervisor/Guide at the beginning of the Internship. The training shall be related to their stream of study and must be carried out during the period and duration as specified in the curriculum/syllabus.
- R15.3 All students should compulsorily follow the rules and regulations as laid out by the industry. Students should follow all ethical practices and SOPs of the industry.
- R15.4 The student should contact his/her Guide/Supervisor from the College weekly to communicate the progress. Monthly attendance shall be needed for long-term internships
- R15.5 After completion of the internship, students are required to submit the report of work done, internship certificate, feedback from employer/internship mentor, and proof of stipend received (if applicable).



**R16 MOOC Course**

- R16.1 Students can opt for MOOC courses as specified in the respective Curriculum/Syllabus. The list of MOOC courses shall be recommended by the concerned BoS if at least 70% of the course content matches with the area/ stream of study. The course shall not be considered if its content has more than 50% overlap with a core/ elective course in the concerned discipline.
- R16.2 The MOOC course shall be considered only if it is conducted by the agencies namely AICTE/ NPTEL-SWAYAM/ NITTTR.
- R16.3 The MOOC course shall have a minimum duration of 8 weeks and the content of the syllabus shall be enough for at least 40 hours of teaching.
- R16.4 The course shall have a proctored online/offline end-semester examination. A certificate of successful completion of the MOOC course (as per the evaluation pattern of the respective agency conducting the MOOC) is to be duly produced for verification.
- R16.5 The grade for the MOOC course successfully completed by the student shall be awarded based on the percentage/rating obtained and as per the grading pattern (Clause R17.10).

**R17. Pattern of Grading**

- R17.1 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.
- R17.2 Students registered for a course have to attend the course regularly and undergo Continuous Assessment and appear for the End Semester Examinations, as applicable.
- R17.3 The students with FE grade shall register for the course during the normal semesters in which the course is offered again. However, for the seventh and eighth semesters, FE grade students can register for the courses at the next immediate chance, when offered.
- R17.4 Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.
- R17.5 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%.
- R17.6 Students who received an F grade in the credit-based courses 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.
- R17.7 Grading is based on the overall % marks obtained by the student in a course, as given in Clause R17.10. 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).

R17.8 There is no provision for improving the grades once received.

R17.9 On earning the required credits for the degree, the College shall issue the final consolidated grade sheet and the Provisional Certificate for the B.Tech programme.

#### R17.10 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%
FE	0	Failed due to lack of eligibility criteria (Clause R12.3)
F	0	(a) Courses having CA and ESE <ul style="list-style-type: none"> <li>Below 50% (CA+ ESE) or Below 40 % for ESE</li> <li>Absent for the ESE but fulfills the eligibility criteria (Clause R12.9)</li> </ul> (b) Mandatory Non-Credit courses with CA only <ul style="list-style-type: none"> <li>Below 50% of CA marks</li> </ul>
I	0	Failed to satisfy the requirements (Clause R13.1) for Laboratory/Practical/Workshop/Drawing courses
CGPA 8.0 and above		First class with Distinction
CGPA 6.5 and above		First class
Equivalent percentage marks shall be calculated as per the norm of the affiliating University.		

#### R18. Calculation of SGPA/CGPA

R18.1 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.

R18.2 A student shall earn 3 credits by actively involving in co-curricular and extracurricular activities outside the classroom as per the guidelines issued from time to time. The three credits shall not be counted for the calculation of CGPA but shall be mandatory for the award of the degree.

### **R19. Break of Study**

R19.1 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.

R19.2 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/her 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/her.

R19.3 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 4<sup>th</sup> semester for a maximum duration of two semesters. This is however permitted only on completion of the courses in the first four semesters.

R19.4 Students who require a break of the study due to personal reasons shall seek approval from the Principal. The Principal shall take appropriate decision based on the recommendation of the standing committee.

R19.5 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.

R19.6 Break of study for an academic year is the preferred option to break of study for a semester.

R19.7 Students shall have to rejoin on the first working day of the next immediate semester after the break of study.

R19.8 Students re-admitted after a break of study shall continue their studies in the existing scheme to which he/she is re-admitted. The exemption or addition of courses to be registered and the transitory courses (approved by the Academic Council), if any due to curriculum change, shall be decided by the respective Board of Studies.



**R20. Attendance**

- R20.1 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 course wise. However, as per the Government order (G.O(Rt.) No. 33/2023/HEDN dated 19.01.2023 for “Granting menstrual leave and maternity leave to the girl students”, female students are granted a 2% attendance relaxation, and hence their attendance requirement is 73%, including period leave. Further maternity leave upto a maximum of 60 days is allowed to girl students above 18 years of age.
- R20.2 Condonation of shortage of attendance up to 15% will be considered on medical/genuine 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 is applicable only twice during the entire programme period. The requests shall be forwarded to Dean (Academic) with due recommendation of the Head of Department. In case of prolonged illness, break of study is permitted as per Clause R19.2.
- R20.3 A duty leave upto a maximum of 10% attendance can be granted to students for participating in/organizing co-curricular and extra-curricular activities. The students participating in events outside College shall get prior permission from the Principal. Students should produce the proof of participation/organizing, countersigned by the HoD/Senate Advisor/Director of Physical Education, as the case may be, within ten days of the event. The same shall be forwarded to the Dean (Academic) with due recommendation of the respective Head of Department. Under no circumstances, the duty leave shall be granted to any candidate if the overall physical attendance of the candidate is less than 60% (58% in case of girl students). Late applications received shall not be considered on any account.
- R20.4 All applications/requests related to attendance shall be forwarded to the Principal for approval after due verification by the HoD and recommendation by the Dean (Academic).

**R21. Discipline**

- R21.1 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.
- R21.2 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.



**R22. Malpractices in Examinations**

- R22.1 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).
- R22.2 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 Dean (Academic)/Professor nominated by the Principal, for action.
- R22.3 The actions are to be based on the severity of the offense and are to be dealt with, on a case-to-case basis for which a charter shall be given in the Examination Manual. The student, if desired, may appeal to the Grievances Redressal Committee for a relook at the decision. Based on the committee's report, the Principal shall take a final decision on the matter.

**R23. Academic Auditing**

- R23.1 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, conduct of practical classes and their evaluation, etc..
- ii) Co-curricular and Extracurricular activities available for students, and the monitoring mechanism of credits/activity points to be earned through mandatory student activities.
- iii) Key performance indicators prescribed by NBA/NAAC/NIRF/University.

**R24. Minor in Engineering**

- R24.1 All students of the B.Tech Programme shall be eligible to register for a Minor in Engineering if they desire.
- R24.2 The enrolment to Minor in Engineering and registration for the Minor course(s) shall be along with the registration for the 3<sup>rd</sup> semester. A batch size of minimum 10 students is desirable for a particular Minor stream. Each batch of students shall be mapped to a faculty member.



- R24.3 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.
- R24.4 The student shall earn 15 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 178 (163 + 15 credits from value added courses).
- R24.5 Out of the 15 credits, 6 credits shall be earned by undergoing two courses offered by the Department during the specified period. Six credits could be earned from two MOOCs offered by reputed online platforms (AICTE, NPTEL-SWAYAM, NITTTT, etc.) recommended by the Board of Studies and approved by the Academic Council. The remaining three credits shall be earned by doing a mini project of 3 credits based on the chosen area of study.
- R24.6 The curriculum and the syllabus of the contact courses shall be recommended by the Board of Studies and approved by the Academic Council.
- R24.7 The assessment of the contact courses and award of credits shall be exactly as that of regular courses. Clauses 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 (Clause R16). The candidate shall produce the certification issued by the MOOCs conducting agency as proof of credit attainment.
- R24.8 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.
- R24.9 The College shall not charge any additional fee from the students for registering for additional courses for B.Tech with a Minor.

## R25. B.Tech (Honours)

- R25.1 All B.Tech students who have passed all the courses in the first three semesters in the regular examination itself (the first chance) are eligible to register for B.Tech (Honours).
- R25.2 The registration to B.Tech (Honours) shall be done along with the enrollment to the 4<sup>th</sup> semester and registration for the 4<sup>th</sup> semester courses.
- R25.3 "Bachelor of Technology (Honours) in XXX" will be awarded to a student if the CGPA at the end of the eighth semester is greater than or equal to 8.5 without any history of "F"/"FE"/"I" Grade. The student must have earned a grade of "C" or above in the courses chosen for Honours degree that are offered by the Institution.
- R25.4 There won't be any supplementary examination for the courses chosen for Honours.
- R25.5 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.
- R25.6 A student shall earn 15 additional credits to be eligible for the award of B.Tech (Honours) Degree. The total credits required is 178 (163 + 15 credits from value added courses).



- R25.7 Out of the 15 Credits, 9 credits shall be earned by undergoing two specified B. Tech (Honours) Elective courses of the respective stream and a mini project.  
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 6 credits shall be acquired through two MOOC courses offered by reputed online platforms (AICTE, NPTEL-SWAYAM, NITTTR, etc.) of the respective streams recommended by the Board of studies and approved by the Academic Council.
- R25.8 The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs (Clause R16). The candidate shall produce the certification issued by the MOOC conducting agency as proof of credit attainment.
- R25.9 The College shall not charge any additional fee from the students for offering B.Tech (Honours) courses.
- R25.10 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.
- R25.11 If eligible, students have the option to choose both Minor and Honours programmes.
- R25.12 Grace marks shall not be awarded for Honours and Minor Courses.

**R26. Grace Marks for Sports /Arts Competitions**

- R26.1 Only regular bonafide candidates are eligible for the award of grace marks.
- R26.2 The criterion for the award of Grace Marks is representing the University in officially sponsored arts/sports competitions when called upon to do so. The student shall get official prior permission from the College for representing the University.
- R26.3 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.
- R26.4 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.
- R26.5 The grace marks shall not be awarded to a student for Laboratory course/ Mandatory non-credit course/ Viva Voce/ Continuous Assessment/ Project/ Mini Project/ Seminar/ Internship/ Comprehensive course viva voce even though she/he fails for the same.
- R26.6 Eligible grace marks shall be distributed equally on all theory courses of an examination. However, re-distribution of grace marks shall be allowed only from 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.
- R26.7 Re-distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
- R26.8 Grace marks shall not be re-distributed from one semester to another semester.
- R26.9 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.



R26.10 Grace marks shall not be awarded for supplementary examinations.

R26.11 The performing semester shall be considered from 1<sup>st</sup> July to 31<sup>st</sup> December (Odd semester) and 1<sup>st</sup> January to 30<sup>th</sup> June (Even Semester).

R26.12 The grace marks shall be awarded to the student only in the respective semester during which he/she has participated in the arts/sports events.

R26.13 The request for grace marks shall be submitted to the Dean (Academic) through the Head of Department 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.

R26.14 Only a single highest achievement during a semester shall be considered for awarding the grace marks.

### **R27. Grace Marks for Persons with Disability (PWD)**

R27.1 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 to the Principal before the commencement of the End Semester Examination.

R27.2 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. For a course for which grace marks have been awarded, the grade shall be limited to A+.

R27.3 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.

R27.4 PWD candidates who are eligible for grace marks shall be awarded grace marks for regular and supplementary chances until they pass the whole examination.

R27.5 Grace marks shall be awarded only for the marks of the End Semester Examinations.

R27.6 The request for grace marks shall be submitted to the Dean (Academic) through the Head of Department 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.

### **R28. Revision of Regulations and Curriculum**

R28.1 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 respective BoS.

R28.2 In the event of any clarification in the interpretation of the rules and regulations, they shall be referred to the Standing Committee.

### **R29. Standing Committee**

The College shall have a Standing Committee of the Academic Council, constituted by the Academic Council. 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.



**R30. Student Welfare Committee**

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

**R31. Grievance Redressal Committee**

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

**R32. 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 the Government 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 is 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 5% of sanctioned intake under the Tuition Fee Waiver (TFW) scheme will be allotted by the Commissioner of Entrance Examinations.**

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

**RU-2 Norms for Migration from Other Colleges/Universities**

**RU-2.1** Migration of meritorious students from other Colleges shall be permitted only up to the fifth semester.

**RU-2.2** Migration shall be allowed only within the sanctioned strength of the College.

**RU-2.3** The student shall fulfill the affiliating University's eligibility criteria for admission to the Programme applied for migration.

**RU-2.4** The student should have passed all the courses in the lower semesters and shall fulfill the academic eligibility requirement for admission to the semester concerned.

**RU-2.5** The student seeking migration shall submit copies of all certificates and mark lists upto the last semester including secondary and higher secondary examinations.



- RU-2.6 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-2.7 The student seeking migration shall submit no-objection certificate, migration certificate, and conduct certificate from the parent College/University.
- RU-2.8 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-2.9 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-2.10 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-2.11 The existing rules and regulations of the College shall be applicable to the migrated students.

