

**JAWAHARLAL COLLEGE OF  
ENGINEERING AND TECHNOLOGY (AUTONOMOUS)**

**JAWAHAR GARDENS, LAKKIDI, MANGALAM  
PALAKKAD DT, KERALA - 679301**

**AFFILIATED TO APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY,  
THIRUVANANTHAPURAM**

**REGULATIONS FOR B.TECH PROGRAMMES**

**YEAR 2025**

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This may be called the Jawaharlal College of Engineering and Technology (JCET) Academic Regulations for B. Tech, 2025. These regulations shall be applicable for students admitted from 2025 onwards.

With the aim of creating competent Engineering Professionals with a global outlook, industry ready and societal concerns in a fast changing Technological Environment, JCET has decided to become Autonomous. We at JCET provide high quality technical education that provides the required knowledge, skills and the competencies that give the graduate the confidence to take up any assignment.

A student-centered Outcome Based Education (OBE) model is being implemented in Jawaharlal College of Engineering and Technology that sets clear and measurable goals for each student. The Choice Based Credit System that is followed provides for various choices according to the passion and interest of the student thus making the learning process more enjoyable and fulfilling. These Academic Regulations introduce pedagogical innovations enabling the furtherance of the institute in the implementation of OBE practices, following quality driven instructional methodologies.

1. Preamble		
24JCUG R1.1	The institute has the right to modify the regulations from time to time.	
24JCUG R1.2	In all matters related to the regulations, the decision of the institute and its interpretation given by the BOG shall be final and binding.	
2. Definitions and Nomenclature		
Sl. No	Name	Definition/ Expansion
24JCUG R2.1	NEP2020	National Education Policy introduced in Year 2020
24JCUG R2.2	NAD	The concept of National Academic Depository (NAD) is born out of an initiative by Ministry of Education (MoE) to provide a 24X7 online depository to Academic institutions to store and publish their academic awards. The digital depository not only ensures easy access to and retrieval of an academic award but also validates and guarantees its authenticity and safe storage.
24JCUG R2.3	ABC	Academic Bank of Credit. ABC shall deposit credits awarded by registered institutions into students' accounts. The Academic bank credit(s) can only be shared from institutions, not directly from the student. Only credits submitted by an authorized institution will be accepted for storage and validation by the ABC.

24JCUG R2.4	UGC	University Grants Commission
24JCUG R2.5	AICTE	All India Council for Technical Education
24JCUG R2.6	APJAKTU	APJ Abdul Kalam Technological University
24JCUG R2.7	Academic Council	The Academic Council of the College
24JCUG R2.8	Board of Studies	Board of Studies of a Programme/ Department
24JCUG R2.9	BOG	Board of Governors
24JCUG R2.10	Regulation	Rules or directives made and maintained by the Institute.
24JCUG R2.11	College/Institution	Jawaharlal College of Engineering and Technology, which provides undergraduate Programme for obtaining any Degree from the Parent University and which, in accordance with the rules and regulations of the University, is recognized as competent to provide for such programmes of study and present students undergoing such programmes of study for the examination for the award of such Degree.
24JCUG R2.12	Controller of Examinations	The authority of the College who is responsible for all activities related to the Examinations, publication of results, award of grade sheets etc.
24JCUG R2.13	CBCS	Choice Based Credit System. It is a flexible teaching learning system that offers students the freedom to opt for different courses as per their interest.
24JCUG R2.14	Programme	An Educational Programme leading to award of Degree Certificate.
24JCUG R2.15	Course	Usually referred as papers, is a component of a Programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise of lectures/ tutorials/ laboratory work/ field work outreach activities/ project work/ vocational training/ viva-voce/ seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of some of these.
24JCUG R2.16	Course Committee	Whenever a course is offered by more than one faculty in different sections, a course committee is constituted including all the faculty members offering the course to ensure the uniform coverage and effective delivery of the course.
24JCUG R2.17	Credit	A unit by which the course work is assessed. It determines the number of hours of instructions required per week.
24JCUG R2.18	SGPA	Semester Grade Point Average. A measure of academic performance of student/s in a semester.
24JCUG R2.19	CGPA	Cumulative Grade Point Average. A measure of overall performance of a student arrived at by considering all course credits that are needed for the Degree and their respective grade point.

24JCUG R2.20	Curriculum	Various components/courses studied in each Programme that provides appropriate outcomes in the chosen branch of study.
24JCUG R2.21	Disciplinary Action Committee	College-level body that look into the reported cases of malpractices in all examinations and appropriate course of action based on an inquiry report submitted to the Principal
24JCUG R2.22	Grade - Letter Grade	An index of the performance of students in a said course. Grades are denoted by letters.
24JCUG R2.23	Grade Point	A numerical weightage allotted to each letter grade on a 10-point scale.
24JCUG R2.24	Head of the Department	The authority responsible for Department level academic and non - academic activities.
24JCUG R2.25	University	University to which the institute is affiliated - APJ Abdul Kalam Technological University (APJAKTU), Thiruvananthapuram
24JCUG R2.26	Principal	The Head of the College
24JCUG R2.27	Programme Assessment Committee	Department level committee including HoD, Programme Coordinator, Senior faculty members of Department and stream coordinators. The objective of this committee is to monitor and assess the concerned Academic Programme of the Department
24JCUG R2.28	Department Advisory Committee	Department Advisory Committee (DAC) Consists of Members from industry, Members from eminent institutions, Alumni and faculty of the department. It helps to continuously improve the programme by recommending new goals/outcomes for the programme.

### 3. Programmes Offered

24JCUGR3.1	<ol style="list-style-type: none"> <li>1. B.Tech Aeronautical Engineering (AO)</li> <li>2. B Tech Agriculture Engineering (AG)</li> <li>3. B.Tech Civil Engineering with Computer Application (CE)</li> <li>4. B.Tech Computer Science &amp; Engineering (CS)</li> <li>5. B Tech Computer Science &amp; Engineering (Cyber Security) (CC)</li> <li>6. B Tech Computer Science &amp; Engineering (Data Science) (CD)</li> <li>7. B.Tech Electronics and Communication Engineering (EC)</li> <li>8. B.Tech Mechanical Engineering (Industry Integrated) (ME)</li> </ol>
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### 4. Admission

24JCUG R4.1	Admission policy, eligibility for admission and admission procedure shall be decided by the institute as per the guidelines of competent statutory authority for admissions from time to time.
24JCUG R4.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the institute or the statutory body concerned, the principal may revoke the admission of the candidate and report the matter to the BOG.
24JCUG R4.3	Student shall not be permitted, under any circumstances, to change the branch/ stream to which he/she is admitted by the competent authority for admission.

24JCUG R4.4	A student admitted to a particular institute shall continue studying in that institute till the completion of the course, unless he/she is permitted an inter college transfer by the University		
5. Structure of B.Tech. Program.			
24JCUG R5.1	The duration of the B.Tech. Program shall be 4 years (8 semesters)		
24JCUG R5.2	The maximum duration shall be six academic years spanning 12 semesters.		
24JCUG R5.3	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 minimum of 72 working days. The vacation of the faculty and staff shall be as per the Institute orders from time to time.		
24JCUG R5.4	Every B.Tech Program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be modified/ updated by the Board of studies with the approval of Academic council. 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. All revisions shall be based only on the recommendations of the Board of Studies concerned.		
24JCUG R5.5	The academic programs of the institute follow the credit system. The general pattern is as below:		
	1 Hr. Lecture (L) per week	1 credit	
	1 Hr. Tutorial (T) per week	1 credit	
	1 Hr. Project (R) per week of PBL	1 credit	
	1 Hr. Internship (R) per week of IBL	1 credit	
	1 to 2 Hours Practical (P) per week	1 credit	
	3 to 4 Hours Practical (P) per week	2 credit	
	The workload of a faculty member shall be the actual number of hours engaged by the faculty member.		

24JCUG R5.6

The curriculum of any branch of the B.Tech program shall have a total of 160 academic credits, distributed in 12 categories as mentioned below.

1. **Humanities and Social Sciences and Management Courses (HMC)** – These courses are such as Life Skills, Professional Communication, Engineering Economics, Engineering Ethics, Sustainable Development, Constitution of India, Project Management, Foreign Languages, Organizational Behaviour and Business Communication. Studying HMC helps the graduates to balance Engineering with Social wellbeing and to make better decisions in their profession.
2. **Basic Science Courses (BSC)** – Basic science courses like Physics, Chemistry Maths, etc are integral to any Engineering course.
3. **Engineering Science Courses (ESC)** – The fundamentals of various branches of Engineering is essential to all Engineering graduates as solution to many problems are interdisciplinary/ multi-disciplinary in nature and needs the minimum knowledge while working in groups.
4. **Programme (Professional) Core Courses (PCC)** – These are the essential courses needed for the chosen programme or branch of study.
5. **Programme (Professional) Core Courses- Project Based Learning/ Industry Based Learning (PCC-PBL/ IBL)** – These courses in the core area will have project component / industry collaboration.
6. **Programme Core Labs (PCL)** – In order to provide experimentation skills, Laboratory courses are offered by Programmes.
7. **Programme Elective Courses (PEC)** – These are elective courses in the programme chosen based on the interest and choice of the student. These courses will help the students to acquire advanced knowledge in various verticals.
8. **Open Electives Courses/ Industry linked Elective (OEC)** – These are such courses that are multi-disciplinary courses offered by other departments and students can choose from the list of Open Elective courses offered in the curriculum or students shall choose from SWAYAM/NPTEL platform with the approval of respective BOS.
9. **Project work and seminar (PWS)** – The students are required to give a seminar on any topic in their area of study in the seventh semester and a project work either as an application in their area of study or of research nature in the combined seventh and eighth semester or in eighth semester alone.
10. **Ability Enhancement Courses (AEC)** – Courses such as Health and Wellness (PS)- Physical skills are essential for the physical and mental wellbeing of any professional for efficient working.
11. **Skill Enhancement Courses (SEC)** – In today's fast evolving world of digital technologies, it is essential that all Engineering Professionals are aware of the current digital skills and enhancement programs aimed at building technical expertise, professional competencies and industry readiness. Certifications by recognized Professional Bodies or Organizations shall be accepted.
12. **Value Added Courses (VAC)** – Courses such as Web and Graphics Design are provided to fill the gaps between and industry and academia.
13. **Mandatory Student Activities (MSA)** – The below mentioned groups of activities are included in the MSA.

	Sl. No	Group	Courses	Credits	Minimum Credit Requirements	
	1	I	NSS, NCC, NSO (National Sports Organization)	1 (40 Points)	3 Credits (One credit from each Group in 4 years)	
	2		Arts/ Sports/ Games			
	3		Union/ Club Activities/ Field Visit			
	4	II	English Proficiency Certification (TOEFL, IELTS, BEC etc)	1 (40 Points)		
	5		Aptitude Proficiency Certification (GRE, CAT, GMAT etc)/ Valid Gate Score			
	6		Short Term Internship (Minimum 4 weeks), Clinical Exposure/ Training (Minimum 4 weeks), Conferences/ Paper Presentation/ Workshop activities/ Professional body activities, Field Work With output			
	7	III	Journal Publication, Patents, Incubation, etc	1 (40 Points)		
	8		Skilling Certificates (Approved by The Institute)			
24JCUG R5.7	Every course of B. Tech. Program shall be placed in one of the ten categories as listed in table below.					
	Sl No.	Category		Code		Breakup of Credits
	1.	Basic Science Courses		BSC	20	
	2.	Engineering Science Courses		ESC	16	
	3.	Programme (Professional) Core Courses, Comprehensive Course work and Viva Voce		PCC	43	
	4.	Programme Core Labs		PCL	14	
	5.	PCC- Project Based Learning/ Industry Based Learning		PBL/ IBL	09	
	6.	Programme Elective Courses		PEC	12	
	7.	Humanities and Social Sciences including Management Courses		HMC	04	
	8.	Open Electives Courses/ Industry Linked Elective		OEC	03	
	9.	Project Work and Seminar		PWS	12	
	10.	Skill Enhancement Courses		SEC	14	
	11.	Ability Enhancement Course		AEC	10	
	12.	Value Added Courses		VAC	00	
	13.	Mandatory Student Activities		MSA	03	
		Total Mandatory Credits			160	
	Honours (MOOC)				15	
	Minors (MOOC)				20	



24JCUG R5.8	<b>Value Added Courses (VAC)</b> These are additional courses that provide students with skills and knowledge for industry readiness. There shall be both classroom and hands-on training to prepare the students for particular skill.
24JCUG R5.9	<b>Ability Enhancement Courses (AEC)</b> These courses include Internships, Case studies, Industrial/ Practical training, Professional Practices and Industry Oriented Courses.
24JCUG R5.10	<b>Online/ MOOC Courses</b> These are as per SWAYAM/ NPTEL consisting of 4, 8, 12 or 16 weeks, can be used for earning 1, 2, 3 or 4 credits respectively with approvals from respective Board of Studies.
24JCUG R5.11	No semester shall have more than Eight lecture-based courses and two laboratory and/or drawing/seminar/project courses in the curriculum.  Credit per semester shall not be less than 15 or greater than 25 except while taking VAC and cumulative credits shall not be less than 160
24JCUG R5.12	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.
<b>6. Academic Monitoring and Student Support.</b>	
24JCUG R6.1	<b>Advisory System:</b> There shall be one Senior Faculty member as Tutor (T) and two mentors (M) each for a class of strength 60. The Principal shall assign a regular faculty member with minimum five years of experience as tutor in discussion with the Head of Department concerned.
24JCUG R6.2	The documents regarding all academic and non-academic matters of students under an advisory group shall be kept under the custody of Tutor
24JCUG R6.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Tutor. Students and parents shall first approach their Tutor/Mentor for all kinds of advices, clarifications and permissions on academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.

24JCUG R6.4	<p>The Tutor shall arrange separate or combined meetings with mentors; course faculty, Parents and students as and when required and discuss the academic progress of students under their advisory group. The Tutor/Mentor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened:</p> <ol style="list-style-type: none"> <li>1. Immediately after the commencement of the semester.</li> <li>2. Immediately after announcing the marks of first internal evaluation test.</li> </ol> <p>The internal marks, activity points earned during the semester and eligibility of attendance shall be uploaded in the Institute portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks and activity points shall be looked into in the combined meetings of tutors, course faculty and the students concerned. The principal/ HoD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance. The Tutor shall be the custodian of the minutes and action taken reports of the advisory meetings.</p>
24JCUG R6.5	<p>The Tutor shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal.</p>
24JCUG R6.6	<p>The Tutor/Mentor shall keep a hard copy of the consolidated statement of attendance, activity points and internal marks of the students in their advisory group. It shall be kept with the HoD without fail for all sorts of inspections.</p>
24JCUG R6.7	<p>Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Tutor / Mentor</p>
24JCUG R6.8	<p>The Principal shall inform/forward all regulations, guide lines, communications, announcements etc. regarding student academic and other matters to the HoDs/ Tutors for information and timely action.</p>
24JCUG R6.9	<p>It shall be the official responsibility of the Principal to arrange necessary orientation programmes to the HoDs, Tutors and Mentors regarding student counselling, the prevailing Institute norms, regulations, guidelines and procedures on all academic and other Institute related matters.</p>

## 7. Academic Auditing

24JCUG R7.1	<p>There shall be academic auditing at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor(s) appointed by the Institute with intimation to the university. 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 in the formats prescribed for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the Institute in the prescribed format.</p> <p style="text-align: center;"><b>Academic auditing shall cover:-</b></p> <ol style="list-style-type: none"> <li>1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.</li> <li>2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.</li> <li>3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic accountability, academic achievements and benchmarking.</li> <li>4. The audit shall also cover the quality criteria prescribed by NBA/ NAAC.</li> </ol>
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## 8. Assessment

24JCUG R8.1	There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.
24JCUG R8.2	The End Semester Examinations (ESE) shall be held twice in a year – May/June session (for even semesters) and November/December session (for odd semesters). However, the End Semester Examinations of the VII and VIII Semesters shall be conducted in both the sessions. The results of all the ESE and supplementary exams to be declared within 1 or 2 weeks. There shall be a supplementary exam within 1 or 2 weeks of the publication of results of each End Semester Examination.

24JCUG R8.3

Candidates in each semester shall be evaluated both by Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). The percentage ratio of Continuous Internal Assessment (CIA) to End Semester Examinations (ESE) shall be as below:

Sl No	Category of Exams	Continuous Internal Exams	End Semester Exams
1	Theory Courses	40 Marks	60 Marks
2	Laboratory Courses	60 Marks	40 Marks
3	Theory courses with Laboratory Project component or Industry Collaboration/ Laboratory Courses with Project component	60 Marks	40 Marks
4	Project Work	60 Marks	40 Marks
5	All Other Employability	100 Marks	-

All End Semester Exams shall be conducted for 2.5 Hours duration during the period of October to December and during the period of April to June.

24JCUG R8.4

Continuous Internal Assessment (CIA): The CIA shall be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The faculty member(s) concerned shall carry out the Continuous Internal Assessment (CIA) for the course allotted to him/her. The CIA marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Attendance	Tests	Assignment/ Classwork/ Course Project
Theory Course	15%	50%	35%
Laboratory Course	15%	40%	45%
PBL Course	15%	40%	45%

**Question Paper Pattern for Theory**

Type of Test	Pattern
Internal Series Test I & II	<b>Total = 50 Marks;</b> <b>Duration = 90 Minutes</b> Part A: 5 X 3 = 15 Marks Part B: 5 X 7 = 35 Marks
End Semester Exam	<b>Total = 60 Marks;</b> <b>Duration = 150 Minutes</b> Part A: 5 X 3 = 15 Marks Part B: 5 X 9 = 45 Marks

**Question Paper Pattern for Theory Courses with Laboratory Component**

Type of Test	Pattern
Internal Series Test I & II	<b>Total = 50 Marks;</b> <b>Duration = 90 Minutes</b> Part A: 5 X 3 = 15 Marks Part B: 5 X 7 = 35 Marks
End Semester Exam	<b>Total = 40 Marks;</b> <b>Duration = 150 Minutes</b> Part A: 5 X 3 = 15 Marks Part B: 5 X 5 = 25 Marks

**AND / OR**

Type of Test	Pattern
Internal Series Test I & II	<b>Total = 50 Marks;</b> <b>Duration = 90 Minutes</b> <b>Theory Evaluation</b> 5 X 6 = 30 Marks <b>Practical Evaluation</b> 2 X 8 = 16 Marks 1 X 4 = 4 Marks
End Semester Exam	<b>Total = 40 Marks;</b> <b>Duration = 150 Minutes</b> Part A: 5 X 8 = 40 Marks

**Laboratory Courses / Practical**

The procedure for the conduct of internal assessments for theory and laboratory component shall be as per clause.

**Awarding marks**

a)	Preliminary work	8 Marks
b)	Implementing the work/ Conducting the experiment	8 Marks
c)	Performance, Result and Inference	12 Marks
d)	Viva voce	8 Marks
e)	Record	4 Marks

**Assessment of Project Works**

The student shall register for Project Work in seventh/final semester. Project work may be allotted to a single student or to a group of students not exceeding 4 per group. The student is also permitted to undergo a semester long internship in an industry/ academic/ research institution

Project Work shall be carried out under the supervision of a faculty member in the department concerned

The Project Work carried out in industry / academic/ research institution shall be jointly supervised. The Project Work shall be jointly supervised by a supervisor of the department and an expert from the organization as a joint supervisor and the student shall be instructed

to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. The review meetings, if necessary, may also be arranged in online mode with prior approval from the Head of the Institution and suitable record of the meetings shall be maintained.

The Head of the Institutions shall constitute a review committee for Project Work for each programme. The review committee consists of supervisor, an expert from the Department and a project coordinator from the Department. If the project coordinator/expert member happens to be the supervisor, then an alternate member shall be nominated. In the case of Industrial Project / Internship, the review committee shall consist of the supervisor, the coordinator from industry and the project coordinator from the Department

There shall be three reviews conducted by the review committee. The student shall make presentation on the progress made by him/her before the committee. The total marks obtained in the three reviews shall be reduced for 60 marks and rounded to the nearest integer.

The project report shall carry a maximum of 10 marks. The project report shall be submitted as per the approved guidelines. Same marks shall be awarded to every student within the project group for the project report. The viva-voce examination shall carry 20 marks. Marks awarded to each student of the project group are based on the individual performance in the viva-voce examination

Continuous Assessment of 60 Marks			End Semester Exams for 40 Marks			
Review I	Review II	Review III	Project Report		Viva Voce Exam	
			Internal	External	Supervisor	External
20	20	20	10	10	10	10

In the case of industrial projects, the marks allotted for supervisor will be shared equally by the supervisor from the Department and coordinator from Industry

The last date for submission of project report is the last working day of the semester. If a student fails to submit the project report on or before the specified deadline or the student has submitted the project report but did not appear for the viva-voce examination, it will be considered as fail in the Project Work and shall re-register for the same in the subsequent semester

Students shall also undertake a start-up activity for the development of products as part of project work. If the outcome of a start-up is a fully developed product and whose concept is tested and validated, then it shall be considered in lieu of the project work. Such students shall submit a start-up report, which includes the concepts and process flow of the developed product, publications and patents, if any.

### **Assessment of Other Employability Enhancement Courses**

The Industrial Training/ Internship/ Certificate by standard Professional bodies or organizations - shall carry 100 marks and shall be evaluated through internal assessment only. At the end of Industrial training / internship, the student shall submit an attendance certificate from the organization where he / she has undergone training and a brief report. The evaluation shall be based on the report (30%), presentation (30%) and response to the questions asked during presentation (40%) by a three-member panel constituted by the Head of the Institution. The certificates submitted by the candidate shall be attached to the mark list sent by the Head of the Department

Value Added Courses shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of faculty member handling the course, coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The credits earned by the students for value added courses will be recorded in the grade sheet, and shall be considered for the computation of GPA/CGPA.

The online courses shall be chosen from the SWAYAM platform/ MOOC courses with proctored examination. The credits earned shall be transferred and the marks earned shall be converted into grades and transferred, provided the organization offering the course conducts regular examination and the student has passed in the examination as per the norms of the offering organization. The details regarding online courses taken up by student and marks/ credits earned should be sent to the Controller of Examinations, in the subsequent semester(s) along with the details of the Professional core course / Professional elective course/ Courses approved by BOS to be dropped

Sl. No.	No. of Weeks	No. of Credits
1	4	1
2	8	2
3	12	3
4	16	4

#### **Assessment of Mini projects and Seminar**

The report and the presentation shall be evaluated by a team of internal members comprising three senior faculty members based on the style of presentation, technical content, adequacy of reference, depth of knowledge and overall quality of the report

Attendance	Guide	Technical Content	Presentation by Three Member Committee	
	Seminar/ Project Diary	Seminar/ Project Report	Review I	Review II
10%	20%	30%	20%	20%

Internal marks approved by the Head of the Institution shall be displayed by the respective HoDs within 5 days from the last working day

#### **Attendance and Assessment Records and Retention of Records**

Every faculty member is required to maintain the Attendance and Assessment Record which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered), separately for each course. This should be submitted to the Head of the department periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The Head of the Department will authenticate after due verification. At the end of the semester, the record should be verified by the IQAC and Head of the Institution. Department concerned will maintain this document for five years

All answer books shall be preserved for four years in the strong room of office of the Controller of Examinations



	<p><b>Question Paper Setting and Evaluation of Answer Booklets</b></p> <p>Controller of Exams shall arrange Question Paper Setters as the experts identified for each course such that 60% from external and 40% from Internal. Heads of the Departments shall provide the list of question setters for each course.</p> <p>Controller of exams shall appoint 60% of evaluators from external and 40% of evaluators from Internal through the panel of experts identified for paper evaluation.</p> <p>Malpractices in exams shall be dealt as per the norms of the University and the punishments shall be awarded accordingly.</p> <p>The CIA marks for the attendance (15%) for each theory, practical and drawing shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIA marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the End Semester Examinations. Duty leave shall be accounted for awarding the internal marks for attendance.</p>
24JCUG R8.5	Students, who have completed a course but could not write the end semester examination, shall be awarded “I” Grade, provided they meet other eligibility criteria (24JCUG R8.6). They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.
24JCUG R8.6	The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.
24JCUG R8.7	The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the seventh and eighth semester FE grade students can register for the courses in the next immediate chance, if offered by the institute.
24JCUG R8.8	A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enrol for the next higher semester.
24JCUG R8.9	The maximum number of credits a student can register (course registration) for, in a semester is limited to 08 credits in excess of the total mandatory credits allotted in the curriculum for that semester.
24JCUG R8.10	<p>A student will be eligible for the award of B. Tech. Degree of the University on satisfying the following requirements:</p> <ol style="list-style-type: none"> <li>1. Fulfilled all the curriculum requirements within the stipulated duration of the course.</li> <li>2. Earned the required minimum credits as specified in the curriculum for the branch of study (24JCUG R5.6 and 24JCUG R5.7).</li> <li>3. No pending disciplinary action.</li> </ol>



24JCUG R8.11	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIA) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade “P” or better in the composite evaluation.		
24JCUG R8.12	Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIA and ESA put together. Letter grade “F” will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Assessment (CIA) + End Semester Examination (ESE)] is below 50 %.		
24JCUG R8.13	Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.		
24JCUG R8.14	Grading is based on the overall % marks obtained by the student in a course, as given in 8.15. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).		
24JCUG R8.15	<b>Grade and Grade Points</b>		
	<b>Grades</b>	<b>GradePoint (GP)</b>	<b>Percentage of Total Marks obtained in the course</b>
	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% (CIA + ESE) or Below 40% for ESE
	FE	0	Failed due to lack of eligibility criteria
	I	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
	Classification of B. Tech Degree.	First Class with Distinction	CGPA 8.0 and above
		First Class	CGPA 6.5 and above
	Equivalent percentage mark shall be = 10 * CGPA		

24JCUG R8.16	Assessment for Skill Enhancement courses, MOOC courses and self-study courses taken in the online mode will be given the credit as specified in the curriculum when the certificate of successful completion is obtained
24JCUG R8.17	Preservation of Documents: The physical documents of a student like answer papers of ESE, Tests, and Assignments etc. shall be preserved for a period of five years from the year of course completion.
24JCUG R8.18	The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the better of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 15% of the maximum marks, it shall be sent for third valuation. The final mark shall then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners is responsible for negligent valuation of answer script and initiate suitable action, as per the University/ College examination manual.
24JCUG R8.19	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the Institute will issue the final consolidated grade sheet for the B. Tech program including CGPA to the University for the award of the Degree.
24JCUG R8.20	<p style="text-align: center;"><b>Calculation of SGPA/CGPA</b></p> <p>Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.  <math>SGPA = \sum (C_i \times GP_i) / \sum C_i</math>, where “<math>C_i</math>” is the credit assigned for a course and “<math>GP_i</math>” is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation.  <math>CGPA = \sum (C_i \times GP_i) / \sum C_i</math>, where “<math>C_i</math>” is the credit assigned for a course and “<math>GP_i</math>” is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the “CGPA” is needed. Here the failed courses shall also be accounted.</p> <p>The SGPA and 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.  For students admitted under lateral entry scheme, credits for the first and second semester courses shall not be accounted for the calculation of CGPA.</p> <p>Equivalent percentage mark shall be = <math>10 * CGPA</math></p>

24JCUG R8.21	Malpractices in examinations observed or reported by an official employed, faculty member, invigilator or anybody shall be immediately reported to the Principal. The principal shall in turn arrange to conduct an enquiry giving the student concerned a chance to explain his/her case. The case shall be forwarded to Controller of Exams/ Principal, shall then take an appropriate action.
24JCUG R8.22	A student shall earn 3 credits by actively involving in co – curricular and extra – curricular activities as per the guidelines issued by the institute from time to time. On getting minimum 120 activity points the student passes the course and earns the three credits which shall not be counted for the calculation of CGPA but mandatory for the award of the Degree. For the students admitted under lateral entry scheme the 3 credits shall be considered to be earned on getting 120 activity points during their 2, 3 and 4 <sup>th</sup> year of study. The students are required to keep a file containing documentary proofs of activities done by him/her attested by the Tutor/Mentor
<b>9. Break of Study</b>	
24JCUG R9.1	<p>A student is permitted to avail break of study:</p> <ol style="list-style-type: none"> <li>i. In case of accident or serious illness needing prolonged hospitalization and rest.</li> <li>ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a product.</li> <li>iii. In case of any personal reasons that need a break in study.</li> <li>iv. For internship leading to employment.</li> </ol> <p>For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.</p> <p>Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the start-up shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters.</p> <p>Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.</p> <p>Students who require break in study for “internship leading to employment” shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and grant the approval. Only campus placed students are eligible to avail this facility. In the semester system followed, break of study for an academic year is the preferred option than break of study for a semester.</p> <p>The student can avail the break of study only with the prior approval of the Institute. Students shall have to re-join on the first working day of the same semester on which he/she had started availing the break of study.</p>

	Students who have secured 8 or above CGPA can join for internships in the final year and complete the course by self-study or by taking appropriate MOOC courses and completing the project work.
<b>10. Attendance</b>	
24JCUG R10.1	<p>Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination.</p> <p>On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors. This provision is applicable only to any two semesters during the entire program period.</p> <p>In case of prolonged illness, break of study is permitted as per 24JCUGR9.1</p>
24JCUG R10.2	<p>The Principal is authorized to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Tutor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%.</p> <p>Late applications received shall not be considered on any account. The student shall get official prior permission from the Institute for representing the Institute.</p>
24JCUG R10.3	<p>The Principal is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 5%. Such students should produce the required documents countersigned by the Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Tutor in the case of other extra/co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%.</p> <p>Late applications received shall not be considered on any account.</p>
<b>11. Inter College Transfer</b>	
24JCUG R11.1	Inter college transfer shall be applicable only for regular B. Tech students.
24JCUG R11.2	The transfer shall be permitted just before the commencement of third semester.

24JCUG R11.3	The transfer shall be with effect from the first working day of the third semester.
24JCUG R11.4	The transfer shall be only within the sanctioned strength of the receiving college.
24JCUG R11.5	<p>The following Category of students shall not be eligible for inter college transfer</p> <ol style="list-style-type: none"> <li>1. Govt. of India Nominee.</li> <li>2. Management Quota in Aided colleges.</li> <li>3. Management Quota in private Self Financing Colleges</li> <li>4. Students admitted under NRI/PIO quota.</li> <li>5. Lateral Entry students.</li> <li>6. Students admitted under TFW Scheme.</li> <li>7. Students admitted in any supernumerary seats.</li> <li>8. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.</li> </ol>
24JCUG R11.6	The transfer shall be permitted as applicable by the university
24JCUG R11.7	Notification inviting application for inter college transfer shall be issued by the University just before the commencement of the third semester.
24JCUG R11.8	The candidate should fulfill the academic eligibility requirement for promotion to the third semester.
24JCUG R11.9	If the number of applicants is more than the vacant seats available, the transfer may be based on the Kerala Engineering Entrance Rank.
24JCUG R11.10	The students shall opt only one college for inter college transfer.
24JCUG R11.11	The selected candidates shall remit a fee of Rs.3000/- (No fee for SC/ST students) within the stipulated date to the University. However, this rule is not applicable to the students transferred to other institutes under “Shift College” University order.
24JCUG R11.12	The College transfer once approved by the receiving college will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of college once offered.
<b>12. Migration from other Universities</b>	
24JCUG R12.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable to the students in any of the Engineering colleges/ institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala.
24JCUG R12.2	The student shall be permitted to migrate only if he/she fulfills the University eligibility criteria for admission to the course applied for migration.
24JCUG R12.3	The migration shall be permitted only up to the fifth semester of the B. Tech program and half the duration of the program in the case of other programs.

24JCUG R12.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the concerned Board of Studies.
24JCUG R12.5	The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to, maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
24JCUG R12.6	The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
24JCUG R12.7	The students offered admission shall have to take transitory courses/ additional courses of the previous semesters to satisfy the program requirement as recommended by the concerned board of studies.
24JCUG R12.8	The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The migration fee is charged for the meeting expenses of the concerned Board of studies to decide on the student suitability for migration and to recommend the transitory courses/ additional courses to be done by the student to fulfill the academic requirement of the University. The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges / institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
24JCUG R12.9	The migrated students shall follow the rules and regulations of the University.
24JCUG R12.10	The students offered admission shall produce a migration certificate from the parent University at the time of admission.
24JCUG R12.11	The student offered admission shall produce a character certificate from the parent institute/University at the time of admission.
24JCUG R12.12	Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the University along with the application seeking migration to the University.
24JCUG R12.13	Attested copies of all certificates and mark lists from 10th onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when required by the University).
24JCUG R12.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the concerned Board of Studies.

24JCUG R12.15	Assessment of the transitory courses/ additional courses to be done by the student as per the academic requirement of the University shall be as recommended by the concerned Board of Studies.
<b>13. B. Tech (Honours)</b>	
24JCUG R13.1	All B. Tech students are eligible to register B.Tech (Honours). However, their mandatory CGPA at the end of eighth semester shall be 8.5 or higher to be eligible for the award of B. Tech (Honours).
24JCUG R13.2	The B. Tech (Honours) registration shall be along with the registration of the 4 <sup>th</sup> semester.
24JCUG R13.3	If a student fails in any course including the course chosen for B. Tech (Honours), he/she shall not be eligible to continue the B.Tech (Honours). However, the additional credits thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
24JCUG R13.4	The student shall earn additional 15 credits to be eligible for the award of B. Tech (Honours) Degree.
24JCUG R13.5	<p>Out of the 15 Credits – student can choose for any of these options:</p> <ul style="list-style-type: none"> <li>• 3 Credits of each 5 courses <b>Or</b></li> <li>• 4 Credits of each 3 courses with 1 course of 3 Credits <b>Or</b></li> <li>• 5 Credits of each 3 courses</li> </ul> <p>shall be earned by undergoing minimum one specified B. Tech (Honours) Elective courses of the respective stream. Credits for the B. Tech (Honours) Elective courses are deemed to be earned only on getting at least a grade “C” or better in the composite evaluation. A student shall not be permitted to select the normal elective courses of the respective B. Tech programs for attaining the credit requirements of B. Tech (Honours).</p>
24JCUG R13.6	The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
24JCUG R13.7	B. Tech (Honours) Degree shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B. Tech and B. Tech (Honours) programs.
<b>14. Grace Marks for Sports /Arts Competitions.</b>	
24JCUG R14.1	Only Bonafide, regular candidates are eligible for the award of Grace Marks.
24JCUG R14.2	The criterion for the award of Grace Marks is representing the Institute in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the Institute for representing the Institute.
24JCUG R14.3	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 Institute conducts End Semester Examinations.



24JCUG R14.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
24JCUG R14.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ Internal assessment/ Seminar etc even though she/he fails for the same.
24JCUG R14.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. 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.
24JCUG R14.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
24JCUG R14.8	Re- distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
24JCUG R14.9	Grace Marks shall not be re – distributed from one semester to another semester.
24JCUG R14.10	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.
24JCUG R14.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
24JCUG R14.12	The performing semester shall be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester).
24JCUG R14.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
24JCUG R14.14	The request for Grace Marks shall be submitted to the principal along with all relevant documents, within the time limit prescribed. The request for Grace Marks received after the time limit shall not be entertained on any account.
24JCUG R14.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
<b>15. Grace Marks for Persons With Disability(PWD)</b>	
24JCUG R15.1	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.
24JCUG R15.2	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.
24JCUG R15.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
24JCUG R15.4	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.



24JCUG R15.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations including supplementary examinations
24JCUG R15.6	The request for Grace Marks shall be submitted to the principal along with all relevant documents, within the time limit. The request for Grace Mark prescribed received after the time limit shall not be entertained on any account.
<b>16. Course Registration</b>	
24JCUG R16.1	<p>Students shall register for the courses that they want to attend in a semester. They have to register for all the courses offered in the first semester, at the time of admission.</p> <p>A student will become eligible for registration to a semester only if he/she has registered for the previous semester. In addition, he/ she has to clear all the dues to the college up to the end of previous semester and also he/she should not have any pending disciplinary proceedings. Every student must complete the course registration formalities within five working days of the commencement of that semester.</p> <p>In extra ordinary circumstances like medical grounds a student may be permitted to withdraw from a semester completely. A student will be permitted to withdraw from the programme only once and for a maximum continuous period of two semesters.</p>
<b>17. B. Tech and Honours Regulation</b>	
24JCUG R17.1	<p>These regulations governing the award of Honours at B.Tech, degree programmes have been framed in pursuance of the provisions for this qualifications in AICTE model curriculum for the under graduate programmes in Engineering and Technology, Vol I and II ,January 2018 and in the UGC Notification on the specification of degrees, March 2014. These provisions aim at facilitating the award of higher qualifications and recognition to well performing undergraduate students of the KTU on their acquiring additional credits in the same time period for the programmes. In adopting these provisions, the KTU has taken steps to ensure that the quality and standard of the Degree awards are not compromised in any way and they continue to be maintained at a high level.</p> <p><b>Schedule of Exams</b></p> <p>The controller of Examination announces the Time table for the ESE. These examinations in an academic year are conducted in the order as follows.</p> <ol style="list-style-type: none"> <li>1. ESE at the end of odd and even semester</li> <li>2. Additional examination after odd and even semester to students as per regulation clause.</li> </ol> <p>An additional examination is conducted within Three weeks after the announcement of Results of the ESE of regular semester for students Who have failed in the course in ESE by securing “F” grade and for the students awarded with “I” grade.</p>

### **Redressal of Grievances**

A Grievance & Redressal Cell functions for the redressal of problems reported by the students of the College, in writing, with the following objectives:

- To promote a cordial relationship between all the stakeholders.
- To encourage the students to express their grievance freely and honestly, without any fear of being victimized.
- To advise students of the college to respect the right and dignity of everyone and to stay away from any violent or unlawful behaviour against other students, teachers, college administration and college properties.
- To advise all staff members to be affectionate and kind to the students.

The College Grievance and Redressal cell scrutinizes the merit of the complaint or grievances received and will act accordingly as per the College Policy. The Grievance and Redressal Cell shall submit a monthly report to the Principal about the cases attended to and the number of pending cases, if any.

Any student with a genuine grievance may approach the Tutor in person or contact the officer-in-charge of Grievance & Redressal Cell or drop the complaint in the suggestion box kept at the College premises. An online grievance redressal system is also in place in the College for the convenience of all stake holders.

The grievance related to the examination can be represented as per the relevant provisions given in the Examination manual

### **Discipline**

General Discipline: Jawaharlal College of Engineering and Technology has a unique mechanism to inculcate discipline among the students. Every student is required to maintain discipline and decorum both inside and outside the College campus. They shall follow all the rules and regulations and should not indulge in any activity which can tarnish the reputation of the College/ Parent University.

### **Ragging**

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

### **Malpractice in Examinations**

The principal shall decide the course of action on the issue related to malpractice in examinations, based on the recommendations of the Disciplinary Action Committee (DAC) as per the prescribed norms in the College Examination Manual.

### **Withholding of Results**

The results of the examinations of a student will be withheld on account of anyone or more of the following conditions.

- a) Any pending disciplinary action
- b) Involvement in malpractice
- c) Non-payment of examination fees
- d) Involvement in any other prohibited activities
- e) Suppressing material facts

#### **Non-submission of qualification certificates**

#### **Termination**

A student will be terminated from a programme if he fails to satisfy all the academic requirements within the stipulated period

#### **Plagiarism**

Plagiarism issues in Assignment/ Internship/ Project Reports: Plagiarism means an act of academic dishonesty and breach of ethics. It involves using someone else's original ideas, thoughts, data or work as one's own. It is important that students learn how to properly attribute and acknowledge the work, data and ideas of others. Any documents that are publicly accessible/ borrowed should be appropriately acknowledged and referenced.

Particularly in professional education, plagiarism is undoubtedly scientific misconduct, and hence, the submitted reports should not be a mere reproduction of existing manuscripts. However, if the content similarly is inside the acceptable limit (Table 8), the report shall be accepted, approved and recommended for further processing.

While submitting the reports, every student shall submit an undertaking stating that the document prepared by him has been duly checked through a Plagiarism Detection Tool which is approved by the institution and the percentage of similarity is well inside the acceptable limits. If the submitted report exceeds the acceptable limits, he shall be asked to submit a revised script.

#### **Acceptable Level of Content Similarity**

Nature of Reports	Acceptable Level of Similarity
Assignments and Course Projects	30%
Internship Projects	20%
Project Reports	20%

### **18. B. Tech Minor Degree**

24JCUG R18.1	All B. Tech students shall be eligible to register for Minor in Engineering.
24JCUG R18.2	The Minor in Engineering registration shall be along with the registration of the 3 <sup>rd</sup> semester.

24JCUG R18.3	If a student fails in any course of the minor, he/she shall not be eligible to continue the B. Tech Minor. However, the additional credits and grades thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
24JCUG R18.4	The student shall earn additional 20 credits to be eligible for the award of B. Tech Degree with Minor.
24JCUG R18.5	Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three courses, during the specified period. The total number of contact hours for these three courses shall be 126 Hrs (42Hrs/course). The duration of a course shall be minimum 14weeks. The remaining 8 credits could be acquired through two MOOCs recommended by the Board of studies and approved by the Academic Council.
24JCUG R18.6	Curriculum and the syllabus of the three courses shall be approved by the Board of studies and the Academic Council.
24JCUG R18.7	The assessment of the courses other than MOOCs and earning of credits shall be as per 24JCUG R8.1 to R8.22. 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.
24JCUG R18.8	Under graduate Degree with minor shall be issued by the University to the students who fulfil all the academic eligibility requirements for the B. Tech program and Minor in Engineering.
24JCUG R18.9	<p><b>B.Tech Minors Regulations:</b></p> <p>To enhance employability skills and impart deep knowledge in emerging areas that are usually not being covered in the Undergraduate Degree credit framework, AICTE has come up with the concept of 'Minor Degree' in emerging areas. The concept of a Minor Degree is discussed in the Approval Process Handbook (APH) for the academic session 2022-23 page no. xxiv issued by AICTE. A minor Degree will carry 20 credits in addition to the credits essential for obtaining the Under Graduate Degree in Major Discipline (i.e. 160 credits for regular students and 117 credits for lateral entry students). The Bachelor of Engineering /Bachelor of Technology (B.E./B. Tech.) with Minor program focuses on the fundamental principles of multiple Engineering disciplines, critical &amp; analytical thinking, and the ability to develop a distinctive approach to Inter-disciplinary problems.</p>
<b>19. Transitory provision</b>	
24JCUG R19.1	The institute reserves the right to make modifications in the regulations, curriculum syllabi and the scheme of examinations as may be necessary from time to time through the BOS, Academic council and Board of Governors.