INFORMATION BULLETIN
2017-2018

LOURDES MATHA COLLEGE OF SCIENCE & TECHNOLOGY

An ISO 9001-2008 Certified Institution
(Promoted by Lourdes Matha Catholic Educational Society)
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CONTENTS

OUR VISION

The vision of Lourdes Matha Educational Society is to establish a "centre of excellence" in the field of Engineering and Technology to mould world class professionals.

OUR MISSION

LMCST is committed to mould world class professionals to meet the present and future needs in the global market. We will strive to achieve the mission by creating an excellent learning environment with the state of art technology and a team of competent and dedicated teachers by providing value based education to mould a younger generation with integrity and character capable of achieving progress and prosperity through selfless service to humanity.

1. COLLEGE AT A GLANCE

1.1. Brief History

The reputation, painstakingly achieved over the years by the Christian Community in Kerala in the field of both basic and higher education, is the result of the synergic action fuelled with the right vision, commitment and hard work put in by our predecessors. The new educational policy introduced recently by the Govt.of Kerala, encouraging self financing institutions in the field of Engineering and Technology, has been catalytic to the visionaries among us to think in this line also. As flag bearers of excellence in professional education in South Kerala, "Lourdes Matha Catholic Educational Society" was given birth by the initiative of Rev. Fr. Joseph Kurinjiparampil, with the encouragement and association of a few Syrian Catholic Parishioners in Thiruvananthapuram, who have left indelible imprints in the segment of education and with the blessings and patronage of His Grace Mar Joseph Powathil, the then Archbishop of Changanacherry.

Lourdes Matha College of Science and Technology established by the "Lourdes Matha Catholic Educational Society" has been approved by the Govt of Kerala and the All India Council for Technical Education (AICTE) vide order No: 06/06/KER/ENGG 2002-03 dated 27-05-2002 and is affiliated to the University of Kerala.

The College has a spacious campus of 25 acres at Kuttichal,a rustic village in the outskirts of Thiruvananthapuram city, hardly 24 km away from it. The scenic beauty and virgin surroundings of the picturesque lush green rubber plantations in the back drop of misty Western Ghats and the serene, tranquil hillock provide a perfect environment for harmonious study. The vision of the Lourdes Matha Educational Society is to establish a "Centre of Excellence" in the field of Engineering and Technology to mould world class professionals.

The College is governed by a Governing Board consisting of 29 members. His Grace Mar Joseph Perumthottam,the Archbishop of Changanacherry is the Patron and Spiritual Guide and Rev.Fr. Jose Viruppel, Vicar, Lourdes Forane Church is the President.

1.2 GOVERNING BOARD MEMBERS OF LOURDES MATHA CATHOLIC EDUCATIONAL SOCIETY

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5.	Mr. Tony Jacob	Assistant Professor	B.Tech, MBA UGC-NET	9809800296	tony.jacob@lmcst.ac.in
6.	Ms Haritha Simon	Assistant Professor	B.Com MBA	9846088231 04712291054	haritha.simon@lmcst.ac.in

7.	Mr. Ranjit Thomas	Assistant Professor	B.E. MBA	9846220920	ranjith.thomas@lmcst.ac.in
8.	Mr. Sahirsha S.R.	Assistant Professor	B. Tech, MBA	9895630615	sahirshas@gmail.com

DEPARTMENT OF MECHANICAL ENGINEERING

1	Prof. Franklin P. Joshua	Professor	Msc (Engg)	0471 2351134 8547551134	franklin.joshua@lmcst.ac.in
2	Mr. Sabarinath A.R.	Associate Prof. & HOD	M.E	9446846038	sabarinath.ar@lmcst.ac.in
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4	Mrs. Resmi V. Prasad	Assistant Professor	M.E, MBA	9495865437	resmi.prasad@lmcst.ac.in
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7	Mrs. Deeja Milner L.	Assistant Professor	M.Tech	9496241081	deeja.milner@lmcst.ac.in
8	Mrs. Indu R.	Assistant Professor	M.Tech	9447780035	indu.r@lmcst.ac.in
9	Mr. Krishna Prasanth K.	Assistant Professor	M.Tech	9446511777	krishna.prasanth@lmcst.ac.in
10	Mr. Niyas Salim	Assistant Professor	M.Tech	9846232941	niyas.salim@lmcst.ac.in
11	Mr. Adarsh S.J.	Assistant Professor	M.E.	9447318590	adarsh.sj@lmcst.ac.in
12	Mr.Sajith Krishnan R	Assistant Professor	M.Tech	8281648056	sajith.krishnan@lmcst.ac.in
13.	Mr.Vishnu C.S.	Assistant Professor	M.Tech	9446326889	vishnu.cs@lmcst.ac.in
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16.	Mr. Ankur A.	Assistant Professor	ME	8089788329	ankur.a@lmcst.ac.in

17.	Mr.Roshan S.Lal	Assistant Professor	M.Tech	9747149524	roshansumalal@gmail.com
18.	Mr. Siju K. Abraham	Assistant Professor	M.Tech	9400031679	siju.aby@gmail.com
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DEPARTMENT OF PHYSICAL EDUCATION

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RESEARCH & DEVELOPMENT

| 1. | Dr. N. A. Jose | Advisor | Ph.D | 9496116412 | najose63@gmail.com |

LIBRARY STAFF

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2.	Sr. Jessy Thomas	Assistant Librarian	B.A, B.LISc	0472 2853922 9895717940	sr.jessy@lmcst.ac.in
3.	Ms. Vidya. K.S	Library Assistant	B.A, M.LISc	9656401664	vidya.ks@lmcst.ac.in

MECHANICAL ENGINEERING WORKSHOP

| 1. | Mr. Prabhakaran B. | Workshop Supt. | B.Tech | 0471-2571436 9447031436 | prabhakaran.b@lmcst.ac.in |

2	Mr. Aby C. Jacob	Addl. Workshop Supt. (PRO)	B.Tech	9995101137	aby.jacob@lmcst.ac.in
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4	Mr. Sreekumaran B.	Trade Instructor Gr.1	I.T.I., NAC	8907301165 0471-2286641	sreekumaran.b@lmcst.ac.in
5	Mr. Ponnunni K.	Trade Instructor Gr.1	I.T.I (Black Smithy)	9567294353	ponnunni.k@lmcst.ac.in
6	Mr. Dilip Kumar K .	Trade Instructor Gr.1	I.T.I (Plumbing)	9946293836 0472 2850110	dilip.kumar@lmcst.ac.in
7	Mr. Mathukutty A.V.	Lab Instructor	ITI, Diploma (Electrical)	0472-2887292 9744043658	mathukutty.av@lmcst.ac.in
8	Mr. D. Venugopalan	Lab Instructor	ITI	9447471159	venugopalan.d@lmcst.ac.in
9	Mr. Thomas R.	Lab Instructor	Diploma (Mechanical)	9995924554	
10	Mr. Jose George	Lab Instructor Gr. I	ITI	9809093073	jose.george@lmcst.ac.in
11	Mr. Ajino Philip	Lab Instructor/ Charge of Store Keeper	ITI	9605577917 9400094900	ajino.philip@lmcst.ac.in
12	Mr. SailendraKumar M.L.	Lab Instructor	ITI	9961193014	sailendran3014@lmcst.ac.in
13	Mr. Chandradas S.V.	Lab Instructor	Diploma (Tools & Die Making)	9495189774	chandradas.sv@lmcst.ac.in

OFFICE STAFF

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2	Ms. Binu Ittyavirah	Office Assistant Senior grade (on leave)	B.Com, PGDCA	9447554086 0471 2314015	binu.ittyavirah@lmcst.ac.in
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10	Ms. Sheela Sebastian	Office Assistant Grade II	B.A PGDCA	9446066780	sheela.sebastian@lmcst.ac.in

11	Mr. Jaison Benny	Office Assistant Grade I	B.Com PGlDBO,DCA	9207425996	jaison27benny@gmail.com
12	Ms. Rejitha O.	Receptionist	B.Sc	9388751100	rejitha.o@lmcst.ac.in
13	Mr. Saji A.M.	Store Keeper	B.A, ITI (on leave)	0471 2246397 9895510169	saji.am@lmcst.ac.in
14	Ms. Sunitha A.	Office Attendant		0471 2854939 9048467714	sunitha.a@lmcst.ac.in
15	Mr. Soji Thomas	Driver cum Peon		9567310358	kallelmannil82@gmail.com
16	Mr. Karunakaran K.	Peon		0472 2852938 94001588488	
17	Mr. Sivarajan M.	Peon		8129918145	
18	Mr. Pradeep Kumar S.	Peon		9809207441	pradeepkumar65226@gmail.com
19	Mr. Sreejith R.	Peon		9633621204	

SYSTEM ADMINISTRATION

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3.	Mr. Vishnu Jawahar	System Service Engineer	B.Tech	9400777705	vishnu.jawahar@lmcst.ac.in

ESTATE STAFF

1	Mr. Ambrosis Ninan	Estate Manager	B.Sc, B.Ed	9446108855

CANTEEN

1	Mr. Shaji Joseph	Canteen Supervisor	0471 2289940, 9447207851

CIVIL CONSTRUCTION

1	Mr. Govinda Pillai P.	Site Engineer	0472 2832477, 9446172212

HOUSEKEEPING STAFF

1	Mr. Rajappan Nair. K	Security	0471 2557768 8891177450
2	Ms. Ragini. S	Pantry Attendant	9446442031
3	Ms. Rajalekshmi. T	Pantry Attendant	9544646894
4	Ms. Baby Varghese	Sweeper	9567318887
5	Ms. Ambily S.	Sweeper	9995080768
6	Ms. Bindu. M	Sweeper	9567173870
7	Ms. Rathikumari T.	Sweeper	9995971670
8	Ms. Sajeena B.	Sweeper	9605806066
9	Ms. Sheela.V.	Sweeper	7293253586

TRANSPORTATION STAFF

1	Mr. Kamal Basha S	Driver	9947911592

HOSTELS

1. St.Thomas Hostel for Boys, College Campus

Rev. Fr. Cherian Kakkuzhy (Students Welfare Officer)	Warden	9495643338 0472 2851331

2. Assissi Hostel for Girls, College Campus

Sr. Jessy Thomas	Warden	0472 2853922, 9895717940

3. St.Bridgets Hostel for Girls, Plavoor

Sr. Maria	Warden	9605105757

1.4   INTERCOM EXTENSION NUMBERS

President	…………………………	101
Secretary	…………………………	102
Director	…………………………	201, 202
Principal	…………………………	203
Treasurer	…………………………	103
Reception	…………………………	222, 9
TA to Director	…………………………	206
Administrative Office	…………………………	207,188
Office Superintendent	…………………………	507
Accounts	…………………………	154, 208, 173
Library	…………………………	156
NSS Unit Cell	…………………………	555
Server Room	…………………………	444
HOD (Applied Sciences)	…………………………	216
HOD (Civil)	…………………………	245
HOD (ECE)	…………………………	301
HOD (CSE & IT)	…………………………	401
HOD (ME)	…………………………	166
HOD (EEE)	…………………………	174
HOD (MBA)	…………………………	158
HOD (MCA)	…………………………	178
Staff Room (Civil)	…………………………	242
Staff Room (Applied Sciences & Humanities)	…………………………	231
Staff Room (ECE)	…………………………	195
Staff Room (CSE)	…………………………	406, 506
Staff Room (IT)	…………………………	221, 159
Staff Room (ME)	…………………………	165
Staff Room (EEE)	…………………………	167, 223
Staff Room (MCA)	…………………………	244

Staff Room (MBA)	……………………………	192
KTU Exam Cell	……………………………	202
Series Exam Cell	……………………………	157
Exam Cell (University)	……………………………	211
Conference Hall	……………………………	215
Physical Education	……………………………	213
Research and Development	……………………………	236
Electronics Devices Lab	……………………………	312
Digital Lab	……………………………	148
Power Electronics Lab	……………………………	184
Instrumentation & Control System Lab (ECE)	……………………………	241
Power System Lab	……………………………	185
Microprocessor Lab (CS)	……………………………	240
Microprocessor Lab (EEE)	……………………………	149
P & S Lab	……………………………	307
Project Lab (Circuits Lab)	……………………………	311
Computer Lab A	……………………………	411
Computer Lab B	……………………………	412
Computer Lab C	……………………………	150
Computer Lab D	……………………………	193
MCA Lab	…………………………...	164
Internet Lab	……………………………	415
CADD Lab	……………………………	126
Hydraulics Lab	……………………………	170
Metrology Lab	……………………………	169
Microwave Lab	……………………………	160
Control System Lab (EEE)	……………………………	185
Thermal Engineering Lab	……………………………	187
Mechanical Workshop	……………………………	611
Addl. Workshop Supt.	……………………………	243
Machine shop	……………………………	168

Electrical workshop	……………………………	220
Pantry	……………………………	217,176
Electrician Room	……………………………	162
Photostat	……………………………	172
Book Shop	……………………………	175
Store Office	……………………………	163
Canteen	……………………………	218
Construction Site	……………………………	183
Ladies Hostel	……………………………	251
Boys Hostel	……………………………	198,199
Driver's Room	……………………………	124
Security (Main gate)	……………………………	153
Security (Kallode gate)	……………………………	131

HOTEL MANAGEMENT

Principal	……………………………	128
Office	……………………………	127
Administration	……………………………	147
Staff Room	……………………………	134
Library	……………………………	133

2. COLLEGE PROSPECTUS

2.1 Courses Offered

B.Tech Programmes	**Intake**
Electronics & Communication Engineering	60
Computer Science & Engineering	90
Electrical & Electronics Engineering	30
Mechanical Engineering	90
Civil Engineering	60
Post Graduate Programmes	**Intake**
M.Tech Computer Science & Engg	18
M.Tech Applied Electronics	18
M.Tech Control Systems	18
MBA	60
MCA	30

2.2   Code of conduct for Students

Students are advised to strictly abide by the following guidelines for the smooth conduct of all activities of the Institution.

Dress Code and ID card:

- The students should come to the institution in proper uniform. Boys should tuck in their shirts. ID cards should be worn around the neck and conspicuously displayed.
- It is compulsory to wear shoes and workshop uniform for entering the laboratories. Students should wear workshop uniform if there is a workshop/lab class on that day and regular uniform on other days.
- Students should not wear slippers, jeans, low waist trousers or tight fitting leg wear inside the campus.

Attendance:

- Attendance is compulsory and leave can be availed in unavoidable circumstances with the knowledge of parents and permission of Principal.
- Be punctual in all the activities taking place in the campus.
- A student shall be permitted to appear for the end semester university examination only if he/she satisfies the Kerala University/KTU requirements.
- Students eligible for medical/duty leave shall submit the completed applications within 3 days and this will be considered for attendance calculations as per university norms.

Mobile phone:

- Students are permitted to use mobile phones during interval time only outside the buildings in the campus. It must be in switch-off mode inside the classrooms.
- If a violation is observed, the phone will be seized by Principal and parents can personally claim it back from the Principal after paying a fine of Rs.500/-. If such a violation is repeated, the seized phone shall be retained till the end of the semester and parents can personally get it back on payment of fine amounting to Rs.1000/.

Series Test and Assignments:

- Assignments should be submitted on time.
- Two centralized series examinations will be conducted in each semester as per the college calendar and no further tests will be conducted.
- Absence in series test should be intimated in advance to Advisor/HoD and shall be permitted only on medical grounds/valid reasons. Absentees

should get a "Certificate for retest" from Principal within one week of the completion of series test and should be handed over to HoD.

PTA:

The parents will be summoned for meeting the Principal, if:

- The student fails to get pass in all subjects in the series test.
- The average of series test marks falls below 60%.
- Due to any other specific reason that arises in the campus.

Extra and Co-curricular Activities:

- The intercollegiate cultural and technical fest (Equinox) organized every year shall be conducted in the month of February (preferably 2nd Friday and Saturday). All students must attend the programme.
- Prior permission from Principal should be obtained for availing duty leave towards attending Extra and Co-curricular activities.

Duty leave:

- Any duty leave availed with the permission of the authorities shall be approved within 3 working days after availing leave.
- Extra duty leave can be availed with prior permission from Principal for taking part in placement drives, intercollegiate fest, youth festival and sports events.

Sports day:

- Sports day shall be conducted immediately after the Equinox.

Mal-practices:

- Any mal-practices in the series test shall result in debarring from all the exams in that series test
- Malpractices in University examinations will be handled as per University rules.

Miscellaneous:

- Conduct of any kind of special programs need prior permission from Principal.
- Birthdays and similar celebrations are strictly prohibited inside the classroom and campus.
- Any other actions by the student causing indiscipline in the campus will be dealt by the Principal and appropriate action will be initiated.

Summary: The above rules are framed for the smooth conduct of the curricular, co-curricular and extra-curricular activities of the Institution in a conducive environment for the overall benefit of students. This will definitely enhance the academic ambience of the campus ultimately leading to the fulfillment of the goals set by the Institution.

2.3 Committees

Internal Complaint Committee (ICC)

The women's Cell has been re-constituted as The Internal Complaint Committee (ICC) (As per section 4 Sexual Harassment of Women at workplace (Prevention, prohibition and Redressal) Act 2013. The Committee is authorized to look into the complaints from female staff and students and advise the Principal for appropriate action. The role of the committee is to monitor and maintain a healthy discipline in the college Campus. The members of the committee for Teaching & Non-teaching staff are:-

- Prof. Baksi Sunderambal (Rtd. Prof. Christian College, Kattakada)
- Prof. Swapna M.(EEE) –Convenor
- Prof.Sunu Thomas (CSE)
- Prof.Divya Subash (ECE)
- Smt. Sheela Sebastian (Office)
- Smt. T. Rajalakshmi (Pantry Attendant)
- Smt. Sheela V (Sweeper)
- Ms. Anjali K.V. - S7 CE
- Ms. Aleena Chacko - S7 EC
- Ms. Ashna M. Paul - S5 CSE

Anti- Ragging Committee

An Anti-Ragging Committee is re-constituted in the college for academic year 2017-18 with the following members:

- Dr.V.Syam Prakash (Principal) –Chairman
- Dr. Retnakumari Amma (ASH)
- Prof.Mohan S. (CE)
- Prof.Sabarinath A.R (ME)
- Prof.Beshiba Wilson (CSE)
- Prof.Swapna M. (EEE)
- Prof.Ram Prasad Tripathy (ECE)

- K. Kumara Pillai (MBA)
- Prof.Neethu Mohan (MCA)
- Mr.Aby C. Jacob (PRO & Addl. Workshop Supt.)
- Mr. Wilfred Gomez (Representative of Parents) F/o. Bineesh W J - S1 ME
- Sri. Mohankumar, P.V. (Additional S.I. Kattakada) Representative of Police
- Smt.V.H. Vahida (Block Panchayath member)
  Representative of Civil Administration
- 4 Student representatives

Anti-Ragging Squad

An Anti-Ragging Squad is re-constituted in the college for academic year 2017-18. The squad shall make surprise raids in the areas earmarked for them and identify and check any activities which can develop into a ragging incident. The squad shall in particular keep in view the places where the freshers and seniors get chance to interact. The squad shall also inform undersigned, if any preventive actions are to be taken in any area.

The members of the Anti ragging squad are:-

- Mentor: Dr. V. Syam Prakash, (Principal)
- Prof. Krishna Prasanth K. (ME) Coordinator
- Prof.Anupama P.L. (CE)
- Prof.Susanth S.G.
- Prof. Ashitha S.S. (CSE)
- Prof. Jobin Jose (ECE)
- Prof. Rohini G.P. (EEE)
- Prof. Tony Jacob (MBA)
- Prof. Sherin Joseph (MCA)
- Mr. Prabhakaran P. (Workshop Supt.)
- Mr. Aby C. Jacob (PRO & Addl. Workshop Supt.)

Website Committee

The College Website Committee has been reconstituted for the academic year 2017-18

Students Welfare Committee

A student Welfare Committee has been constituted in the college. The role of the committee is to monitor and maintain the welfare of students. The members of the committee are:-

- Mentor: Dr. V. Syam Prakash, (Principal)
- Prof. Sreekala Devi (EEE)- Chairperson
- Prof. Maya G.S. Thankachy (ASH)
- Prof. Anagha V. (CE)
- Prof. Divya Christopher (CSE)
- Prof. Soumya V.S. (ECE)
- Prof. Akhil Augustine (ME)
- Prof. Sahirsha S.R. (MBA)
- Prof. Sherin Joseph (MCA)

Students Grievance Redressal Committee

Students Grievance Redressal Committee has been re-constituted in the college. The role of the committee is to monitor and maintain a healthy discipline in the College Campus. The members of the committee are:-

- Mentor: Dr. V. Syam Prakash, (Principal)
- Prof. Swapna M. (EEE)- Chairperson
- Prof. Jayaram V. (ME)
- Prof. Manju M.S. (ECE)
- Prof. Sheeja Beevi S (CSE)
- Prof. Indu Rajan (CE)
- Prof. Tony Jacob (MBA)
- Prof. Priya S.A. (MCA)
- Students representatives from all classes

Staff Grievance Redressal Committee

- Mentor: Dr. V. Syam Prakash, (Principal)
- Prof.Mohan S. (CE) - Convenor
- Prof.Ram Prasad Tripathy (ECE)
- Prof.Sabarinath A.R.(ME)
- Prof.Swapna M. (EEE)
- Prof.Beshiba Wilson (CSE)
- Dr.K. Kumara Pillai (MBA)
- Prof.Neethu Mohan (MCA)
- Prof.Retnakumari Amma (ASH)

1.   Grievances, if any, should be in writing, dated and signed. Name and Department must be given.

2.   It should be submitted to the respective departmental representative given above.

Discipline Committee

A Discipline Committee has been constituted with the following members representing each department.

- Prof.Ram Prasad Tripathy (ECE) – Chairman
- Prof.Carold Wilson Lazer (ASH)
- Prof.Sumitha Rani P.R. (CE)
- Prof.Anjana Thampy (CSE)
- Prof. Soorya S.R. (ECE)
- Prof. Revathy Sasidharan (EEE)
- Prof. Niyas Salim (ME)
- Prof.Tony Jacob (MBA)
- Prof.Selma Joseph (MCA)
- Mr.Robin Sebastian (Phy. Edn)

SC/ST COMMITTEE

Committee for SC/ST (As per scheduled caste and Scheduled tribes (Prevention of Atrocities) Act 1989, No. 33 of 1989 dated 11.09.1989 has been re-constituted as w.e.f. 20th February 2017.

KTU COURSE COMMITTEE

a)   Course Committee

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

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

Members:-

i)   All teachers offering the course.

ii)   Four student representatives nominated by the Principal.

B.Tech

No.	Semester I Subject	Chairman
1.	Calculus (MA101)	Dr. Dinakardas C.N.
2.	Engineering Physics (PH100)	Dr. Dinakardas C.N.
3.	Engineering Chemistry (CY100)	Dr. Dinakardas C.N.
4.	Engineering Mechanics (BE100)	Prof. Soorya S.R
5.	Engineering Graphics (BE 110)	Prof. Soorya S.R
6.	Introduction to Sustainable Engineering (BE 103)	Prof. Soorya S.R
7.	Basic Electrical Engineering (EE100)	Prof. Rohini G.P
8.	Basic Mechanical Engineering (ME100)	Prof. Bindu M.V
9.	Basic Civil Engineering (CE100)	Prof. Indu Rajan
10.	Introduction to Computing and problem Solving (CS110)	Prof. Anjana Thampy S.
11.	Introduction to Electrical Engineering (BE 101-03)	Prof. Jean Dickson
12.	Introduction to Civil Enginnering (BE-101-01)	Prof. D. Remadevi
13.	Introduction to Electronics Engineering (BE-101-04)	Prof. Nisha George
14.	Introduction to Mechanical Engineering (BE-101-02)	Prof. Deeja Milner L.

Semester 3

	Subject	Chairman
1	Linear Algebra and Complex Analysis (MA 201)	Dr. K. Retnakumari Amma
2.	Life skills (HS 210)	Prof. Franklin P. Joshua
3.	Business Economics (HS 200)	Prof. Roy K. Varghese

Semester 5

	Subject	Chairman
1	Design Project	Prof. Ram Prasad Tripathy

MBA

	Batch	Chairman
1	2016-2018	Dr. K. Kumara Pillai
2.	2017-2019	Dr. K. Kumara Pillai

KTU CLASS COMMITTEE

b) Class Committee

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

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

Members:-

i) All faculty members teaching courses in that semester.

ii) Two student representatives nominated by the head of the Department.

B.Tech

No.	Semester 3 Department	Chairman
1.	Civil Engineering	Prof. Mohan S.
2.	Computer Science and Engineering	Prof. Smitha J.C.
3.	Electronics and Communication Engineering	Prof. Binu Chacko
4.	Electrical and Electronics Engineering	Prof. Revathy Sasidharan
5.	Mechanical Engineering	Prof. Resmi V. Prasad

	Semester 5 Department	Chairman
1.	Civil Engineering	Prof. Sumitha Rani P.R
2.	Computer Science and Engineering	Prof. Sunu Thomas
3.	Electronics and Communication Engineering	Prof. Veena V.U
4.	Electrical and Electronics Engineering	Prof. Priya P.S.
5.	Mechanical Engineering	Prof. Krishna Prasanth K.

MCA

Semester	Chairman
Semester 1	Prof. Anjana J
Semester 3.	Prof. Bismi K. Charleys

INTERNAL QUALITY ASSURANCE CELL (IQAC)

 Chairperson: Dr.V.Syam Prakash, Principal

• Aims to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

• The Cell includes the following committees :

a.   KTU Internal audit
b.   ISO internal audit Committee
c.   NAAC

GREEN CAMPUS INITIATIVE

Green Campus initiative is an earnest effort from LMCST to contribute to reduce Carbon Foot print

1. The quarries inside the campus is being used for rain water harvesting
2. The biodegradable waste materials from the college campus is being converted to Biogas.
3. Organic farming
4. Tree Planting programs
5. Water conservation etc.

SKILL DELIVERY PLATFORM

Skill Delivery Platform has been constituted with the aim for making fresh graduates, industry ready, also to create new entrepreneurs. Our college is a remote centre of SRC Kerala Skill Development Initiative.

MOOC ONLINE COURSES

SWAYAM, a web portal where Massive Open Online Courses are available on all kinds of subjects was launched by the human resource development ministry for young aspiring minds.By providing free online courses on demand , MOOC enable leaners to learn from anywhere irrespective of their situation as long as they have internet access.

2.4. College Council

The College Council of Lourdes Matha College of Science & Technology consists of 9 members. The College Council functions as the Advisory Body for all academic, administrative & disciplinary matters. The Council meets regularly on every tuesdays. Emergency meetings may be convened in case of necessity.

2.5 Working Hours

Class time	:	8.30 a.m.to 4.00 p.m.
College Office	:	8.30 a.m.to 4.00 p.m.
Library	:	8.30 a.m.to 6.00 p.m.

3. FACILITIES

3.1. Central Library and Information Centre

All the members of staff and students of the College are entitled to use the Library.

E-Journal Packages:

- IEEE
- Science Direct
- J-Gate
- ASCE

Rules and Regulations:-

1. All the personal belongings such as text books, note books, files, briefcases, umbrellas etc. should be kept in the property counter. However calculator and plain paper for taking down notes can be taken into the library.

2. Books in the reference section are not open for borrowing.

3. The library is kept open on all working days, at the times which be specified on the notice board. The Library is kept open from 8.30 a.m. to 6.00 p.m.

4. Strict silence should be observed within the Library. The student must show his/her identity card when demanded by the Library staff.

5. Writing or underlining in the books, periodicals maps etc. is not allowed. If required at racing may be taken with the permission of the librarian. Photocopying facilities is available for the students with specific recommendation of the concerned Group/ Advisor/ H.O.D.

6. The person in whose name a book / periodical is issued will be held responsible for the care of the same. He will have to bear the compensation for any damages or loss either by replacing or by paying double the cost as decided by the institution.

7. The number of books that can be borrowed from the central library is as follows

   UG Students - 3 books for 14 days

   PG Students - 4 books for 14 days

   Faculties   - 6 books for 3 months

   Non-teaching Staff -3 books for 3 months

   These books can be renewed 3 times if there is no reservation for the same.

8. The period of loan will be 14 days. If a member fails to return the book on the 14th day, a fine of **Re.1/- per day, per book will be levied for the first week, Rs.2/- per day per book for the second week and Rs.5/- per day per book for the subsequent weeks**. If a student is absent on medical ground the payment of fine will be waived if recommended by the concerned Head of the Department. No further issue of book will be made till all the dues are cleared.

9. A book which is temporarily in special demand may be lent for a shorter period than 14 days. The Librarian may at any time terminate loans.

10. Members are not allowed to sub-lend the books borrowed from the Library.

11. No Book shall be issued which in the opinion of the Librarian is not in sufficiently good condition for safe handling.

12. Periodicals are regarded as reference books.

13. New Books received will be displayed for a fortnight in new arrivals. These are available for issue at the end of the fortnight.

3.2 IIT Bombay Remote Centre

The College is a remote centre for providing QIP training to faculty members of engineering colleges through video conferencing. Our college is a 5 Star rated remote centre of IIT Bombay.

3.3 Campus Management Software

An all in one integrated campus automation software that manages administrative, curricular and co curricular activities is being installed in the campus.

3.4 Language Laboratory

The College has set up a language laboratory to assist the students to develop their communication skills. The laboratory has both audio and video facilities to learn any language. The students are also being given an opportunity to develop their personality by attending the Personality Development Course.

3.5. Spoken Tutorial

Spoken Tutorial (ST) program, IIT Bombay is the Knowledge Partner of APJ Abdul Kalam Technological University, to provide Basic IT and Skill oriented IT/ Software courses to students FREE of COST. The Spoken Tutorial project is the initiative of the "Talk to a Teacher" project of the National Mission on Education through Information and Communication Technology, launched by MHRD, Govt of India. This program is implemented and rolled out in our institution from the Academic Year 2016-2017.

3.6. Career Guidance & Placement Unit

The Placement and Training Cell of the College is working under the leadership of Faculty members and students from various departments.

The cell is managed by the following dynamic and committed members of the faculty

Mentor : Er. Philip John, Secretary, LMCES
- Prof.Neema Therese (CE)
- Prof.Anjana Thampy (CSE)
- Prof.Alphonse D. (ECE) - Coordinator
- Prof.Ashima C.R. (EEE)
- Prof.Jayaram V. (ME)
- Prof. Tony Jacob (MBA)
- Prof.Justin G. Russel (MCA)

The Cell arranges hands-on training, conducts industry interaction and reputed talks of experts like NASSCOM Director, Finishing Schools, etc.

The following companies visit our campus for placement drives:

Lourdes Matha College of Science & Technology

- Subex
- Infosys
- IBS
- Mphasis
- Hages Business Solutions
- HCL
- X-Stream Software
- MobME
- SoftLand
- Attinad
- Vinod International (core)

- SunTech Software Solutions.
- Satyam Computers
- Speridian
- UST Global
- Allsec
- NEST
- Travancore Analytics
- RM ESI
- Spericon
- American Mega Trends

We have hosted Placement drive for Microsoft & Wipro.

3.7 Research, Consultancy and Extension Activities

The Research & Development activities at Lourdes Matha College of Science and Technology (LMCST) are guided by the Research Advisory Council and the R & D activities, innovative projects by students and sponsored research projects by the faculty members are being coordinated by the research division set up in the college as Lourdes Innovation Facility for Excellence (LIFE). The mission of LIFE@LMCST is to innovate excellence in academic, technology development and R & D activities. This is achieved by providing technical support for innovate ideas of faculty members and students, by integrating the academic projects with the research interests and by sharing research and development experiences in advanced topics among the students and faculty members through workshops, conferences and seminars. LIFE@LMCST also aims at developing and encouraging enterpreneurship skills among the students. The activities of LIFE are guided by Mr.Ignatious C.A. (Advisor, R & D).

The core committee of the Lourdes Innovation Facility for Excellence (LIFE) is constituted as below:

Mentor: Dr. N.A. Jose, Advisor, R & D

- Dr.Syam Prakash V. (Principal)-Chairman
- Prof. Roy K. Varghese (ASH)
- Prof. Lekshmi Narayanan (CE)
- Prof.Smitha J.C. (CSE)

- Prof.Debarati Ganguly (ECE)
- Prof. Cibumol B. Babu (EEE)
- Prof.Bindu M.V. (ME) (Coordinator)
- Prof. Jayaram (ME)
- Prof. Haritha Simom (MBA)
- Prof. Anjana J (MCA)
- Heads of all Departments

3.8 Industry - Institute - Interaction Cell

An Industry - Institute Interaction facilitate greater collaboration of the college with the neighboring as well as global Industries. The various industries initiatives are:

a. Advanced Partnership with Infosys through Campus Connect.

b. Partnership with UST Global

3.9 Parent-Teacher Interaction

Parent Teacher meetings are arranged with a view of maintaining effective interaction between the Institution and the parents. It also meets whenever necessary to discuss the issues connected with the smooth functioning of the College.

PTA EXECUTIVE COMMITTEE- 2017

1. Prof. P. M. Hormese (Director of LMCST)
2. Dr. V. Syam Prakash (Principal of LMCST)
3. Ms.Divya S Nair (Secretary)
4. Ms.Sarika A S (Treasurer)

HODs

5. Dr. K. Retnakumari Amma (Department of Applied Sciences & Humanities)
6. Ms. Neethu Mohan (Department of Computer Applications)
7. Dr. A.Lenin Jothi (Department of Management Studies)
8. Prof. Mohan S. (Department of Civil Engineering)
9. Ms. Beshiba Wilson (Department of Computer Science & Information Technology)

10. Ms. Swapna M. (Department of Electrical &Electronics Engineering)
11. Mr. Ram Prasad Tripathy (Department of Electronics &
     Communication Engineering)
12. Mr.Sabarinath A R (Department of Mechanical Engineering)

Parent Members

13. Vikraman. L.   (Parent of Vivek V. K, S8 ME)
14. Prabhakumar. S   (Parent of Rahul P. S, S8 ECE)
15. Jayakumar. K.   (Parent of Arya. J. Nair, S6 CSE)
16. Jainraj. D.   (Parent of Blesson Jain, S6 CE)
17. S. Surendran   (Parent of Sharika. S, S4 CSE)
18. Hareendran   (Parent of Aiswarya. S, S4 CE)
19. Poulose. G   (Parent of Ancy. A. P, S4 EEE)
20. Saitha   (Parent of Amina, S2 ECE)
21. Mohana Kumar. K.   (Parent of Harikrishnan. M. S, S2 ME)
22. Vijayan Nair   (Parent of Vineetha V. N, MBA)
23. D. Christu Das   (Parent of Grace Das. H , MCA)
24. P. John Kumar   (Parent of Sheeja John , M.TECH)

3.10 Technical Associations

Each branch of study has a Student's Technical Association which organizes

- Periodic Seminars in emerging areas

- Technical Tours and Visits.

- Programmes for personal and professional development and networking with Technical Experts.

Institutional Membership

LMCST is an Institutional member of the following:

- Institution of Engineers - Life Membership Number : IM-139

- ISTE   "   : IM-1139

- CSI   "   : 10144

Student Branches

- **IEEE Student Branch :** Institute of Electrical &Electronics Engineers, Inc., a non-profit organization, is the world's leading professional association for the advancement of technology. The student Branch gives

students the opportunity to meet and learn from fellow students, as well as faulty members and professionals in the field.

- **CSI Student Branch:** Computer Society of India is a Professional Body with 72 Chapters and over 511 Students branches in Engineering Colleges throughout India. It has association with similar societies other countries. A CSI student's branch with a membership of over hundred students has been functional since October 2005. Faculties and students of Computer Science & IT Departments actively participate in the activities of CSI.

- **ISTE Student Branch :** The major objective of the Indian Society for Technical Education is to assist and contribute in the production and development of top quality professional engineers and technicians needed by the industries and other organizations

- **NIQR student chapter**

  National Institution for Quality and Reliability is administered by a National Executive Council functioning at the National Head Quarters at Chennai, and Executive Committee at Various Branches. Leading Industrialists, Top level officers, Managers, Professionals and Academia elected through a democratic process with appropriate representation are the members of the Executive Council and Branch Executive committees. It has student members from first year to final year.

Trivandrum Management Association(TMA)

Is an affiliate of All India Management Association (AIMA), an apex body of professional managers engaged in promoting Excellence in Management. TMA, established in 1985 has 325 individual members, 30 corporate members and 20 student members

3.11 Alumni Association:

The Lourdes Matha College of Science & Technology Alumni Association (LOMAA) has been registered and the following are the office bearers for 2017-2018.

President	:	Principal, LMCST (Ex-Officio)
Vice President	:	Mr. Naveen Mohan
Secretary	:	Mr. Justin G. Russel (Asst. Prof. Dept of MCA)
Joint Secretary	:	Mr. Rinku Mathew
Treasurer	:	Ms. Renetha J.B. (Asso. Prof. Dept. of CS/IT)

4. Amenities

4.1. College Hostels

Hostel is second home to mould the students as excellent professionals with good discipline and right attitude. The College has excellent residential facilities for the students admitted to the various courses. There are two hostels in the campus. St. Thomas Hostel for Boys and Assisi Hostel for Girls. Hostels have a common room with LED television & cable connection for recereation facilities. The hostels have separate well equipped Mess, Kitchen and Dining Hall, Local/national newspapers are also subscribed with a view to bring the overall development of personality of the boarders into play. There is a strict set of hostel rules regarding general discipline, study time, mess time etc. and all the expected to follow the rules. Raggin in any form in strictly prohibited by law (Kerala prohibition of Ragging Act 1998 section 3 which makes ragging Punishable)

St. Thomas Boys Hostel

St. Thomas Hostel can accomodate 210 inmates. Hostel administration is managed by a Priest, who is the Chief Warden and a team of Wardens drawn from the faculty. Hostel Executive Committee takes decisions on routine matters. The hostel is set-up in a three storeyed building. Biometric system has been introduced to monitor the attendance and presence of students in the hostel. Hostel has full-fledged supporting staff, security staff and other workers. A chapel is provided, so that catholic studens can attend the daily Holy Mass, and prayer meetings. During study time hostel inmates are expected to observe complete silence, they can make personal studies in their own rooms and combined studies in the study hall.

Assisi Ladies Hostel

Assisi Hostel is run by Franciscan Clarist Sisters. This Hostel can accommodate about 75 girls. The Management evinces keen interest in ensuring that the living of the boarders on the campus should be secure, safe and academic oriented. A chapel is provided, so that catholic students can attend daily Holy Mass, and prayer meetings. Hostel, with its beautifully landscaped and carefully tended garderns, provides and ideal environment for a congenial learning experience.

4.2. Transportation

College Buses will be available for staff and students. They will be plying from various points in Trivandrum, Balaramapuram, Neyyattinkara and Nedumangad to College Campus and back on all working days.

4.3. Canteen

The college is having a modern canteen. More than 200 students and faculty members can be served simultaneously. It houses an elegantly designed kitchen which epitomizes cleanliness.

4.4. Book Stall

A good collection of Technical Books is available in the Book stall. Stationery items are also available in the shop.

4.5. Robotics club

An industry initiative promoted for naturing the new trends in the field of "Robotics". It is done in partnership with IIT Bombay.

4.6. Photographic Club

It is start up initiative to attract as well as encourage the art of photography. Both the faculty members and students with a taste for this art are participants in the club.

4.7. NSS Unit

The National Service Scheme unit No. 230 believes in serving the rural community surrounding the College and well as celebrating days of National importance.

4.8. Staff Club

It's the forum where both teaching as well as non-teaching staff get together to celebrate festival events like onam and Christmas. It also supports their members and relatives, students in their exigency. The club meets monthly to interact with each other so as to develop a very healthy and strong bond of friendship.

4.9. IEDC UNIT

Innovation and Entrepreneurship Development Centre aims to develop and create entrepreneurial culture and foster growth of innovation and entrepreneurship amongst the faculty and students.

- Mentor: Dr. N.A. Jose, Advisor, R & D
- Prof. Lekshmi Narayanan(CE)
- Prof. Christy Jojy (CSE)
- Prof. Veena V.U (ECE)
- Prof. Cibumol B. Babu (EEE) (Nodal Officer)
- Prof. Daniel C. Ribu (ME)
- Prof. Sahirsha S.R (MBA)
- Prof. Bismi K. Charleys (MCA)

4.10. ANTINARCOTICS CELL

- Prof. Vishnu C.S. (ME) (Coordinator)
- Prof. Ashima C.R. (EEE)

5. LIST OF STAFF ADVISORS- 2017-18

DEPARTMENT OF CIVIL ENGINEERING

Sl No	Batch	Faculty	Email ID	Contact No
1	B.TECH CE 2014 -2018	Ms. Indu Rajan Ms. Arya P S	indu.rajan@lmcst.ac.in arya.ps@lmcst.ac.in	9895027906 9400334226
2	B.TECH CE 2015 -2019	Ms. Anupama P L Ms. Neema Therese	anupama.pl@lmcst.ac.in neemavtherese@gmail.com	8289985919 7902884613
3	B.TECH CE 2016 -2020	Ms. Tanuja Christopher D'cruz Ms. Sarika S	tanuja.cd@lmcst.ac.in sarika.s@lmcst.ac.in	9496858566 8156912084
4	B.TECH CE 2017 -2021	Ms. Lekshmi J Satheesh	lekshmi.js@lmcst.ac.in	8281794925

DEPARTMENT OF COMPUTER APPLICATIONS

Sl No	Batch	Faculty	Email ID	Contact No
1	S6 MCA	Prof. Anjana J. Prof. Bismy K. Charleys	anjana.j@lmcst.ac.in bismy.charleys@ lmcst.ac.in	9995794050 9446925420
2	S4 MCA	Prof. Priya S.A. Prof. Justin G. Russel	priya.sa@ lmcst.ac.in justin.russel@lmcst.ac.in	9895020261 9947178279
3	S3 MCA	Prof. Sherin Joseph	sherin.joseph@lmcst.ac.in	9495627025

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

Sl No	Batch	Faculty	Email ID	Contact No
1	B.TECH CSE 2014 -18	Prof.Smitha J C Prof.Ashitha S S Prof.Ambily Jane	smitha.jc@lmcst.ac.in ashitha.ss@lmcst.ac.in ambily.jane@lmcst.ac.in	9387391331 9447491885 9946938388
2	B.TECH CSE 2015 -19 (A)	Prof.Christy Jojy Prof.Saranya B.S	christy.joji@lmcst.ac.in saranya.bs@lmcst.ac.in	9447698959 8111820591
	B.TECH CSE 2015 -19 (B)	Prof.Divya Christopher Prof.Sheeja Beevi S.	divya.christopher@lmcst.ac.in sheeja.beevi@lmcst.ac.in	9072296516 9495312012
3	B.TECH CSE 2016 -20 (A)	Prof.Asha A.S. Prof.Nisha O.S.	asha.as@lmcst.ac.in nisha.os@lmcst.ac.in	9495404213 9895325840
	B.TECH CSE 2016 -20 (B)	Prof.Anjana Thampy Prof.Sunu Thomas	anjana.thampy@lmcst.ac.in sunu.thomas@lmcst.ac.in	9446176719 9447158231
4	B.TECH CSE 2017 -21	Prof.Sonia George Prof.Maya G.S.Thankachy	sonia.george@lmcst.ac.in maya.gs@lmcst.ac.in	9995076362 9946999110
5	M.TECH CSE	Prof.Chithra A.S.	chithra.as@lmcst.ac.in	9447713548

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

Sl No	Batch	Faculty	Email ID	Contact No
1	B.TECH EEE 2014 -2018	Prof.Jean Dickson Prof. Cibumol B Babu Prof.Sreedevi R C	jean.dickson@lmcst.ac.in cibumol.babu@lmcst.ac.in sreedevi.rc@lmcst.ac.in	9497771727 9446494938 9746571974
2	B.TECH EEE 2015 -2019	Prof.Jiflin Das Prof.Arya Vijayan	jiflin.das@lmcst.ac.in arya.vijayan@lmcst.ac.in	9447888388 9496337717
3	B.TECH EEE 2016 -2020	Prof.Renu V	renu.v@lmcst.ac.in	9447571240
4	B.TECH EEE 2017 -2021	Prof.Rohini G P Prof.Lekshmy Surendran	rohini.gp@lmcst.ac.in lekshmy.surendran@lmcst.ac.in	9633836043 9495656577
5	M.TECH EEE 2016-2018 Control Systems	Prof.Ashima C R	ashima.cr@lmcst.ac.in	9895240130

DEPARTMENT OF ELECTRONICS AND COMMUNICATION

Sl No	Batch	Faculty	Email ID	Contact No
1	B.TECH ECE 2014-18 A-BATCH	Prof. Shammy Arun Mathew Prof. Divya Subhash	shammy.mathew@lmcst.ac.in divya.subhash@lmcst.ac.in	9995703896 9447026104
	B.TECH ECE 2014-18 B-BATCH	Prof.Bincy Loius Prof.Jobin Jose	bincy.louis@lmcst.ac.in jobin.jose@lmcst.ac.in	9744506622 9539525844
2	B.TECH ECE 2015-19	Prof.Veena V U Prof. Manju M S	veena.vu@lmcst.ac.in manju.ms@lmcst.ac.in	9446544189 9946688135
3	B.TECH ECE 2016-20	Prof.Binu Chacko Prof.Athira A P	binu.chacko@lmcst.ac.in athira.ap@lmcst.ac.in	9446861012 9995538395
4	B.TECH ECE 2016-20	Prof.Soumya V.S	soumya.vs@lmcst.ac.in	9446749259
5	M.TECH ECE	Prof.Dinakar Das C N	dinakar.das@lmcst.ac.in	9446328745

DEPARTMENT OF MANAGEMENT STUDIES

Sl No	Batch	Faculty	Email ID	Contact No
1	MBA T1 2017-19	Haritha Simon	haritha.simon@lmcst.ac.in	9846088231
2	MBA T4 2016-18	Renjit Thomas	ranjit19846@gmail.com	9846220920

DEPARTMENT OF MECHANICAL ENGINEERING

Sl.No	Batch	Faculty	Email ID	Contact No
1	B.TECH ME 2014 -18 (A)	Krishna Prasanth K Jayaram V	krishna.prasanth@lmcst.ac.in jayaram.v@lmcst.ac.in	9446511777 9809816191
	B.TECH ME 2014 -18 (B)	Sammil S Vishnu C S	sammil.s@lmcst.ac.in vishnu.cs@lmcst.ac.in	9809103183 9446326889
2	B.TECH ME 2015 -19 (A)	Niyas Salim Akhil S Augustine	niyas.salim@lmcst.ac.in akhil.augustine@lmcst.ac.in	9846232941 9495830007
	B.TECH ME 2015 -19 (B)	Adarsh S J Sajith Krishnan S	adarsh.sj@lmcst.ac.in sajith.krishnan@lmcst.ac.in	9447318590 8281648056
3	B.TECH ME 2016 -20 (A)	Daniel C Ribu Roshan S Lal	daniel.ribu@lmcst.ac.in roshansumalal@gmail.com	9995453358 8606133831
	B.TECH ME 2016 -20 (B)	Indu R Deeja Milner	indu.r@lmcst.ac.in deeja.milner@lmcst.ac.in	9447780035 9496241081
4	B.TECH ME 2017 -21 (A)	Ankur A Divya S Nair	ankur.a@lmcst.ac.in divya.nair@lmcst.ac.in	8089788329 9645551511
	B.TECH ME 2017 -21 (B)	Siju K Abraham Susan Rosh Jose	siju.aby@gmail.com susan.roshjose@lmcst.ac.in	9400031679 9446353530

KERALA TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala-695016

ORDINANCE

For

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

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

I N D E X

01 Admission to Bachelor of Technology / B.Tech. / B.Tech. (Honours)
02 Examination
03 Eligibility for Award of Degree
04 Fee structure
05 Discipline of the student – Action against breach of discipline
06 Action against breach of guidelines in Examinations - unfair measures in examination
07 Miscellaneous Provisions:
    a) Language of Instruction and Evaluation
    b) Academic Calendar
    c) Branches of B. Tech. Programmes
    d) B. Tech. Programme Structure
    e) Curriculum, List of Courses and Syllabi
    f) Faculty Advisor/Counsellor
    g) Course Registration and Enrolment
    h) Course Completion and Earning of Credits
    i) Core courses, Prerequisites and Electives
    j) End Semester and Supplementary Examinations
    k) Summer Courses and Contact Courses
    l) Academic Assessment/Evaluation
    m) Eligibility to Continue
    n) Course Committees and Class Committees

o) Eligibility for Grading

p) Award of Grades

q) Grades and Grade Points

r) Academic Auditing

s) Break of Study

t) Revaluation and Grade Improvement

u) Grade Cards

v) B. Tech Degree

w) B. Tech. (Honours)

x) Discipline

y) Academic Discipline and Welfare Committee

z) Grievances and Appeals Committee

8.   Amendment to Ordinance/Regulations/Rules
Rules to carry out the purpose of the Ordinance
Addendum

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

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

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

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

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

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

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

2.   Examination

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

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

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

d. Students who could not write the end semester examination due to health reasons or other exigencies can register for the supplementary examination, with the approval of the principal provided they have

45% or above marks in the internal evaluations for the course. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

3. **Eligibility for Award of Degree**

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

Award of B. Tech. Degree

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

i)   Earned credits for all the core courses and the Project.
ii) Earned the required minimum credits as specified in the curriculum for the branch of study.
iii) No pending disciplinary action.

4. **Fee charged by the University**

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

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

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

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

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

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

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

Lourdes Matha College of Science & Technology

b. Academic Calendar.

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

c. Branches of B. Tech. Programmes.

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

d. B. Tech. Programme Structure

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

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

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

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

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

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

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

B.Tech. Programme

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

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

One credit for each lecture hour per week for one semester

One credit for each tutorial hour per week for one semester

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

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

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

x) Student Activities Points:

To be an engineer capable of competing globally, in addition to

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

e. Curriculum, List of Courses and Syllabi

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

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

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

f. Faculty Advisor/Counsellor

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

g. Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a semester. Students admitted freshly to the first semester, are advised to register for all courses listed for the semester. However they do not have to enroll for the semester. All other students are required to register and enroll for the courses they desire to take in the coming semester. They have to enroll for these courses at the beginning of the new semester, based on the previous semester results. This allows them to make changes

in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be given in the academic calendar. Any late registration or enrolment, allowed up to 7 working days from the stipulated date, will attract a late fee. A student can withdraw from a course or substitute one already registered by another on valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the semester. The maximum number of credits a student can register for in a semester is limited to 28 instead of the 26.

h) Course Completion and Earning of Credits

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

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

i) Core courses, Prerequisites and Electives

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

J) Summer Courses

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

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

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

Options for the fifth and higher semesters

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

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

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

(ii) The students shall have a minimum 35% IA marks in the regular semester. During the summer course the student will get a chance to improve the IA marks by writing one IA make up test during the

summer course. This will replace the lower of the two marks got in the regular semester. However the IA marks shall be limited to 50%.

k) Contact Courses

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

l) Academic Assessment/Evaluation

Academic Evaluation of Courses

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

a). For theory courses: -Normally 1/3rd weightage for internal evaluationand 2/3rd for end semester examination.
For convenience, the maximum marks for internal evaluation and endsemester examination for theory courses are fixed as 50 and 100respectively unless otherwise specified through internal circulars for any particularexamination.

Scheme of evaluation is as follows.
   i)   Two internal tests each of 20 marks and of one hour duration. (Internally by the College)
   ii) Tutorials/Assignments/Mini Projects carrying 10 marks. (Internally by the College)
   iii) End Semester examination carrying 100 marks. (Conducted by the University)

All the above evaluations are mandatory requirements to earn credits.
Students who have missed either the first or the second test can register with the consent of the faculty and the Head of the Department (HOD) concerned for a retest which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test

will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

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

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

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

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

c) Comprehensive Examination

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

d) Seminar

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

e) Design Project

Each student or a group of students has to take up a design project. The project topic could be arrived at in consultation with any faculty member in the department. The Evaluation of the project is to be done in two

stages. Two project progress evaluations each carrying 20 marks and a final report evaluation and presentation of the project for 60 marks. The project supervisor and two other faculty members from the same or any other department, nominated by the Head of the Department form the evaluation board.

f) Final Semester Project

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

Evaluation scheme is given below:-

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

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

The project assessment board shall consist of the following members.
Chairman: Head of the Department
Members: Project supervisor/s of the student
            One faculty member from the Department
            One faculty member from a sister Department
            An external expert, either from an academic/research
            institute or industry

m) Eligibility to Continue

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

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

Amendment to B.Tech regulation in credit requirement for registering to higher semester

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

n) Course Committees and Class Committees

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

a) Course Committee

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

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

Members:-

i) All teachers offering the course.
ii) Four student representatives nominated by the Principal.

b)   Class Committee

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

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

Members:-

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

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

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

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

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

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

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

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

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

p)   Award of Grades

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

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

q) Grades and Grade Points

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

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

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

r) Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic

activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing shall cover:-

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

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

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

s) Break of Study

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

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

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

t) Revaluation and Grade Improvement

There is no provision for improving the grade. The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The answer scripts already valued by two examiners will not be revalued again. The final mark awarded will be the best of the two marks. If the difference in marks obtained in

revaluation and the original valuation is more than 15% of the maximum marks, it will be sent for third valuation. The final mark will then be the average of the closest of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners has inadvertently responsible for negligent valuation of answer script and recommend for suitable action.

u)   Grade Cards

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

v)   B. Tech Degree

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

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

w)   B. Tech. (Honours)

Accredited departments in institutions, having at least two post graduate

programmes, may offer B. Tech. (Honours). It should be noted that students with a CGPA above 8 at the end of the fourth semester and having no credit arrears only are eligible for this option. As only selected institutions may have this provision, students cannot demand this or move later to an institute where this is available. Students have to earn 12 additional credits to get B. Tech (Honours). Furthermore their CGPA at the end of the programme should be 8 or higher. Those who opted for B. Tech (Honours) but unable to earn the required additional credits in 8 semesters or whose final CGPA is less than 8 shall automatically fall back to the B. Tech. programme. However, additional course credits and the grades thus far earned by them will be shown in the grade card but not included for the CGPA.

x) Academic Discipline and Malpractices in Examinations

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

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

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

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

y) Student's Welfare Committee

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

z) Grievances and Appeals Committee

Each college should have a Grievances Redress Committee constituted

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

8)   **Amendment to Ordinance/ Regulations/Rules**

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

RULES:

RU-1   **Course Code and Course Number**

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

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

Course Number is a three digit number and the first digit refers to the Academic year in which the course is normally offered, i.e. 1, 2, 3, or 4 for the B. Tech. Programme of four year duration. Of the other two digits, the last digit identifies whether the course is offered normally in the odd (odd number), even (even number) or in both the semesters (zero). The middle number could be any digit.
MA 101 is a course in Mathematics offered in the first semester.
EE 344 is a course in Electrical Engineering offered in the sixth semester.
PH 110 is a course in Physics offered both the first and second semesters.
BE 102 is a course in Basic Engineering offered by one or many departments.

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

RU-2 Attendance

Attendance is marked for each course. While 75% attendance is

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

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

RU-3   Break of Study

A student is permitted to have a break of study.
i) In case of accident or serious illness needing prolonged hospitalization and rest.
ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
iii) In case of any personal reasons that need a break in study.

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

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

semester system followed by the University, break of study for an academic year is preferred over a semester break.

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

RU-4   Leave of Absence

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

RU-5   Comprehensive Examination

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

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

RU-6   Seminar

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

nominated by the Head of the Department are the evaluators for the seminar. Distribution of marks for the seminar is as follows.

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

RU-7 Ragging

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

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

Addendum:-

1. Calculation of SGPA/CGPA

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

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

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

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

2. Student Activity Points

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

i) National Level Activities

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

ii) College Level Activities

Code	Name of activity	Max. Activity Points	Minimum Duration
CA1	Active Member/Office bearer of Professional Societies (Student Chapters)	30/40	Four Semesters
CA2	Elected Office bearer of Student forums	30	Two semesters
CA3	Member/Captain- College Athletic/ Games teams	20/30	Two Semesters
CA3	Executive Member of Student Clubs	20	Two Semesters
CA4	Volunteer for important College functions	20	Two Semesters
CA5	Committee member/ Organizer of Tech Fest/Cultural Fest/ Conference	20/30	Two Semesters
CA6	Placed within top three in Paper presentation/debate/ cultural competitions etc	30	
CA7	Placed within top three in State level Sports/Games/	30	

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

iii) Entrepreneurship

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

iv) Self Initiatives

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

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
SUMMER COURSE OPTION FOR 'FE'GRADE

Non eligibility conditions	The Conditions for registering Summer Course
Shortage of Attendance, and internal marks greater than or equal to 45%	Register and attend Summer Course if the student has 50% or more attendance in the regular study.
	75% attendance in summer course is mandatory.
	Not permitted to write Internal make up test*.
Shortage of Attendance and` Internal marks less than 45%, but greater than or equal to 35%	Register and attend summer course if 1. The student has 50% or more attendance and 2. Internal Marks 35% and more, but less than 45% in the regular study. 3. The student must have written 2 tests as per ordinance in regular study.
`	Requirements in Summer Course: 1. 75% attendance is mandatory in summer course. 2. Permitted to write the internal make up test*.
	The marks obtained in the make up test and marks of one test in the regular study shall be considered for calculating the internal marks.
	Internal marks thus obtained will be limited to 50% of maximum internal marks.
No attendance shortage and Internal Marks less than 45%, but greater than or equal to 35%	Register and attend summer course if 1. The student has 35% and more, but less than 45% Internal marks. 2. The student must have written 2 tests as per ordinance in regular study.
	Requirements in Summer Course: 1. 75% attendance is mandatory in summer course. 2. Permitted to write the internal make up test*.
	The marks obtained in the make up test and marks of one test in the regular study shall be considered for calculating the internal marks. Internal marks thus obtained will be limited to 50% of maximum internal marks.

*covering complete syllabus

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
Conversion of GPA to percentage

KTU follows grading system for awarding grades and grade points to students as followed in most of the Universities. It follows 10 point grade scale. SGPA and CGPA are calculated as the weighted average of grade point multiplied by the credits for the courses.

A general formula for conversion of SGPA/CGPA into percentage of marks cannot be defined. However, several students request for percentage of marks, as in many cases they have to provide % of marks. The Academic committee has approved an approximate formula for conversion of SGPA/CGPA to % marks as follows.

The Percentage Marks (% Marks) = 10xG - 3.75
Where G is SGPA or CGPA

RULES FOR ASSIGNING ACTIVITY POINTS

Encouraging the extra and co curricular activities of B.Tech & B.Arch students

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment.

In order to nurture these qualities, KTU has introduced activity points to be earned by the students during their academic stay at the University covering extra-curricular and cocurricular activities. All students have to earn a minimum of 100 activity points from various activity segments listed to qualify for the B.Tech degree. Two credits are given for this on a pass/ fail basis and is mandatory for getting the B.Tech Degree. As no grade is given for these two credits, they are not included in the CGPA calculation. For lateral entry students joining from the third semester, the activity point requirement is 75. Points earned by the student will be indicated in the consolidated academic statement.

Colleges shall consolidate the activity points earned by students on a semester basis and enter the consolidated points on an academic year basis in the KTU portal. In case of NSS and NCC, points can be entered after the completion of two-year Programme. The portal for this will only be open for a specific time period. All documental proof for awarding the activity points should be obtained and kept with the college authorities to be verified by the Academic Auditor.

THE MAIN ACTIVITY SEGMENTS ARE AS GIVEN BELOW:-

1.   National Initiatives
2.   Sports & Games
3.   Cultural Activities
4.   Professional Self Initiatives
5.   Entrepreneurship and Innovation
6.   Leadership & Management

The following table gives the list of activities under each of these segments, the level of achievement expected, activity points, evidence needed to assign the points and the minimum duration needed for certain activities.

Additional activities falling under these segments can be considered, if requested by the college with full details. However this has to be approved by the Academic Committee of the KTU.

Lourdes Matha College of Science & Technology

Activity Head	Sl. No	Activity	Achievement Levels and Assigned Activity Points					**Approval Document	Max. Points	Min. Duration of activity
		*Level	I	II	III	IV	V			
National Initiatives Participation	1	N C C	-	-	-	-	-	a/b	60	2 Year
	2	N S S	-	-	-	-	-	a/b	60	2 Year

For C certificate / outstanding performance supported by certification, additional marks upto 20 can be provided subjected to maximum limit of 80 points.

Best NSS Volunteer Awardee (University level) / Participation in National Integration Camp/ Pre Republic Day Parade Camp (South India), supported by certification, additional marks upto 10 can be provided subjected to maximum limit of 70 points

Best NSS Volunteer Awardee (State / National level) / Participation in Republic Day Parade Camp / International Youth Exchange Programme, supported by certification, additional marks upto 20 can be provided subjected to maximum limit of 80 points

No.	Category								
Sports & Games Participation									
3	Sports:	8	15	25	40	60	a	60	1 Year
4	Games	8	15	25	40	60	a	60	1 Year
	First Prize	10	10	10	20	20	Additional points can be provided for winning. The maximum limit for activity points is 60. But for Level IV and V winning, the maximum point limit is enhanced to 80.		
	Second Prize	8	8	8	16	16			
	Third Prize	5	5	5	12	12			
Cultural Activities Participation									
5	Music	8	12	20	40	60	a	60	1 Year
6	Performing arts	8	12	20	40	60	a	60	1 Year
7	Literary arts	8	12	20	40	60	a	60	1 Year
	First Prize	10	10	10	20	20	Additional points can be provided for winning. The maximum limit for activity points is 60. But for Level IV and V winning, the maximum point limit is enhanced to 80.		
	Second Prize	8	8	8	16	16			
	Third Prize	5	5	5	12	12			

8	Tech Fest, Tech Quiz	10	20	30	40	50	a	50
9	MOOC with final assessment certificate	50					a	50
10	Competitions conducted by Professional Societies – (IEEE, IET, ASME, SAE, NASA etc.)	10	15	20	30	40	a	40
11	Attending Full time Conference/ Seminars / Exhibitions/ Workshop/ STTP conducted at IITs /NITs	15					a	30
11 a	Attending Full time Conference/ Seminars / Exhibitions/ Workshop/ STTP conducted at KTU or its affiliated institutes	6					a	12

Professional Self Initiatives

d				
12	Paper presentation/ publication at IITs /NITs	20	a	40
		Additional 10 points for certificate of recognition.		
12. a	Paper presentation/ publication at KTU or its affiliated institutes	8	a	16
		Additional 2 points for certificate of recognition.		
13	Poster Presentation at IITs /NITs	10	a	20
		Additional 10 points for certificate of recognition.		
13. a	Poster Presentation at KTU or its affiliated institutes	4	a	8
		Additional 2 points for certificate of recognition.		

14	Industrial Training/ Internship (atleast for 5 full days)	20	a/b	20
15	Industrial/ Exhibition visits	5	a/b/d	10
16	Foreign Language Skill (TOEFL/ IELTS/ BEC exams etc.)	50	a	50
17	Start-up Company – Registered legally	60	d	60
18	Patent-Filed	30	d	60
19	Patent - Published	35	d	60
20	Patent- Approved	50	d	60
21	Patent- Licensed	80	d	80
22	Prototype developed and tested	60	d	60

23	Awards for Products developed	60	d	60
24	Innovative technologies developed and used by industries/users	60	d	60
25	Got venture capital funding for innovative ideas/products.	80	d	80
26	Startup Employment (Offering jobs to two persons not less than Rs. 15000/- per month)	80	d	80
27	Societal innovations	50	d	50

Entrepreneurship and Innovation

		Core coordinator	Sub coordinator	Volunteer		
Leadership & Management	28	Student Professional Societies (IEEE, IET, ASME, SAE, NASA etc.)	15	10	5	d	40
	29	College Association Chapters (Mechanical, Civil, Electrical etc.)	15	10	5	d	40
	30	Festival & Technical Events (College approved)	15	10	5	d	40
	31	Hobby Clubs	15	10	5	d	40
	32	Elected student representatives	30 (Chairman)	25 (Secretary)	15 (Other Council Members)	d	60

*Level I   College Events
*Level II   Zonal Events
*Level III   State/ University Events
*Level IV   National Events
*Level V   International Events

**Approval Documents: (a) Certificate (b) Letter from Authorities (c) Appreciation recognition letter (d)Documentary evidence (e) Legal Proof (f) Others (specify)

KERALA TECHNOLOGICAL UNIVERSITY

CET Campus, Thiruvananthapuram, Kerala -695 016

ORDINANCE

For

Master of Technology - M.Tech.

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

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

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v) Seminar

vi) Project work

vii) Faculty Advisor, Class Committee

viii) Award of Grades

ix) Grades and Grade Points

x) Academic Auditing

xi) Revaluation and Grade Improvement

xii) Grade Cards

xiii) Academic Discipline and Malpractices in Examinations

xiv) Student's Welfare Committee

xv) Grievances and Appeals Committee

xvi) Attendance

xvii) Leave of Absence

xviii) Project Evaluation

xix) Project Work outside the College

Ragging

Calculation of SGPA/CGPA

O-1   Admission to the M. Tech. Programme

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

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

O-1.2 Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a

bachelor's degree in engineering are eligible for admission to the M. Tech. programme.

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

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

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

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

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

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

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

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

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

O-2　Duration of the Programme

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

O-3   Post Graduate Programme Clusters

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

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

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

O-5   M. Tech. Programme Structure

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

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

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

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

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

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

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

Core Courses

Elective Courses

Laboratory Courses

Seminar

Project

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

ix) Credits are assigned as follows, for one semester

1   credit for each lecture hour per week

1   credit for each tutorial hour per week

1   credit for each laboratory/ practical of 2 or 3 hours per week

2   credits for the seminar

2   credits for Mini Project

6   credits for Project in the 3rd Semester

12 credits for Project in the 4th Semester

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

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

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

xiii) Extension of Programme duration

The normal duration of the programme shall be four semesters.

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

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

O-6. Course Registration and Enrolment

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

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

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

O-7 Recommended Credit distribution over the semesters

First Semester : 20 to 23 credits

Second Semester : 18 to 19 credits

Third Semester : 14 credits

Fourth Semester : 12 credits [Project]

O-8. Academic Assessment/Evaluation

The University follows a continuous academic evaluation procedure.

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

For theory courses

i)   Two internal tests, each having   15%

ii) Tutorials/Assignments/ Mini projects having   10%

iii) End Semester examination having   60%

All the above are mandatory requirements to earn credits.

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

For Laboratory /Practical courses

i)   Practical Records /outputs 40%

ii) Regular Class Viva-Voce 20%

iii) Final Test (Objective) 40%

O-9. Course Completion and earning of credits

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

O-10. End Semester and Supplementary Examinations

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

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

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

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

O-10.2 Eligibility to write the Supplementary Examination

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

O-11. Conduct of End Semester Examination

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

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

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

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

i) Registered and earned the minimum credits, as prescribed in thecurriculum, for the stream of specialization.

ii) No pending disciplinary action.

O-13. Amendments to Ordinance:

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

O- 14. Miscellaneous provisions:

i) Stream of Specialization:

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

ii) Language of Instruction

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

iii) Academic Calendar

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

iv) Eligibility to continue with the programme

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

v) Seminar

Students have to register for the seminar and select a topic in consultation with any faculty member offering courses for the

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

Suggested evaluation procedure:-

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

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

vi) Project work

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

Project evaluation weights shall be as follows:-
For convenience the marks are allotted as follows.
Total marks for the Project: 150
In the 3rd Semester:- Marks:50
    Project Progress evaluation details:
    Progress evaluation by the Project Supervisor : 20 Marks
    Presentation and evaluation by the committee : 30 Marks

In the 4th Semester:- Mraks:100
    Project evaluation by the supervisor/s : 30 Marks
    Presentation & evaluation by the Committee : 40 Marks
    Evaluation by the External expert : 30 Marks

vii) Faculty Advisor, Class Committee

a) Faculty Advisor

The Head of the Department offering the M. Tech. programme shall nominate senior faculty members as faculty advisors who shall advise the students in academic matters and support them in their studies.

Their role is to help the students in academics and personal difficulties related to studies. A faculty advisor may support a group of students in a semester.

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

Class Committee

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

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

Members:-

i) All faculty members teaching courses for the stream in that semester.

ii) Two student representatives nominated by the Head of the Department, from the stream.

Class committees shall meet at least thrice in a semester - one in the beginning and one around the middle of the semester and one at least two weeks before the semester examinations. These committees should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests and evaluation process and address the difficulties faced by the students and take suitable remedial actions at the appropriate time. Before the end semester examination, the committee should meet without the student representatives and finalise the internal marks. A report on the student performance in each course should be prepared and submitted to the CGPC by the colleges.

viii) Award of Grades

Grading is based on the marks obtained by the student in a course. [O-14 ix] The grade card will only show the grades against the courses the student has registered.

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

ix)   Grades and Grade Points

Grades and Grade Points   followed by the University

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

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

x)   Academic Auditing

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

These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing will cover:-

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

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

Lourdes Matha College of Science & Technology

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

xi)   Revaluation and Grade improvement

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

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

xii)   Grade Cards

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

The M. Tech. degree will not have any classification like distinction or first class.

xiii)   Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

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

In case of malpractices in end semester examinations, the report on malpractice shall be handed over to the Controller of Examinations, who

will hand over it to the Examination Monitoring Committee. The Controller of Examinations will consider the same as a review

xiv) Student's Welfare Committee

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

xv) Grievances and Appeals Committee

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

xvi) Attendance

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

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

xvii)   Leave of Absence

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

xviii)   Project Evaluation

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

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

xix)   Project work outside the College

While students are expected to do their projects in their colleges, provision is available for them to do it outside the college either in an industry or in an institute of repute. This is only possible in the fourth semester and the topic of investigation should be in line with the project part planned in the 3rd semester.

Student should apply for this through the project supervisor indicating the reason for this well in advance, preferably at the beginning of the 3rd semester. The application for this shall include the following:-

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

        Designation:

        Qualifications:

        Experience:

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

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

Ragging

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

Calculation of SGPA/CGPA

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

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

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

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
CET Campus, Thiruvananthapuram, Kerala-695016

Regulations For

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

I N D E X

Lourdes Matha College of Science & Technology

1. Admission to the Master of Computer Applications

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

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

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

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

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

2. Examination

a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration

of results of end semester examinations, for students who are eligible and have registered for them.

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

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

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

3.   Eligibility for Award of Degree

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

Award of MCA Degree

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

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

a. Registered and earned the minimum credits, as prescribed in the curriculum.

b. No pending disciplinary action.

4. Fee charged by the University

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

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

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

6. Action against breach of guidelines and unfair practices in Examinations

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

7. Miscellaneous Provisions:

a. Language of Instruction and Examination.

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

b. Academic Calendar.

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in

the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

c.   MCA Programme Structure

 i. MCA programme is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of programme completion.

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

 iii. A common course structure for the MCA programme is to be followed and consists of the following.

   Core Courses
   Elective Courses
   Laboratory Courses
   Seminar
   Project

 iv. The curriculum of MCA programme is designed to have a minimum number academic credits based on 7 (l), for the award of the degree. Credits are assigned as follows, for one semester

   1 credit for each lecture hour per week
   1 credit for each tutorial hour per week
   1 credit for each laboratory/practical of 2, 3 or 4 hours per week
   2 credits for the seminar
   2 credits for Mini Project
   12 credits for Final Project

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

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

d.　Curriculum, List of Courses and Syllabi

MCA programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.

e.　Faculty Advisor/Counsellor

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

To guide and help students on academics

To monitor their progress in academics and advise them

To counsel them and hand-hold them in any difficulty

f.　Course Registration and Enrolment

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

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

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

g. Course Completion and Earning of Credits

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

h. Core courses, Prerequisites and Electives

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

i. Academic Assessment/Evaluation

1. Academic Evaluation of Courses

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

1) For theory courses: - The maximum marks for internal evaluation and end semester examination for theory courses are fixed as 40 and 60 respectively. Scheme of evaluation is as follows.

   i) Two internal tests each of 15 marks and of one hour duration. (Internally by the College)

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

   iii) End Semester examination carrying 60 marks. (Conducted by the University)

   All the above evaluations are mandatory requirements to earn credits.

   Students who have missed either the first or the second test can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re-test which shall be conducted soon after the

completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans. Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 30 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

2) For Laboratory /Practical courses
   a) Practical records /Outputs 60 marks (Internally by the College)
   b) Regular class Viva   10 marks (Internally by the College)
   c) Final practical exam   30 marks (Internally by the College)

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

3) Seminar

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

Distribution of marks for the seminar is as follows.

   Marks for the report: 20%

   Presentation: 60%

   Ability to answer questions on the topic: 20%

4) Final Semester Project

Students, individually have to do a project approved by their faculty supervisor.

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

Marks for the Final Project: 100
Project Progress evaluation details

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

The project assessment board shall consist of the following members.

Chairman: Head of the Department
Members: Project supervisor/s of the student
    One faculty member from the Department
    One faculty member from a sister Department
    An external expert, either from an academic/research institute or industry

l) Eligibility to Continue

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student is to be forewarned and allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the ordinances and course timetable.

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

Eligibility Criteria for Registering for Higher Semester Courses

Integrated MCA

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for courses in higher semesters
First	22	22	Not insisted
Second	22	44	33 (75%)
Third	22	66	Not insisted
Fourth	22	88	75 (85%)
Fifth	22	110	Not insisted
Sixth	22	132	119 (90%)
Seventh	22	154	Not insisted
Eighth	22	176	167 (95%)
Ninth	23	199	Not insisted
Tenth	12	211	

REGULAR MCA

Semester	Allotted Credits	Cumulative Credits	MCA Regular	MCA Lateral Entry
First	22	22	Not insisted	Credit Transfer
Second	22	44	33 (75%)	Credit Transfer
Third	22	66	Not insisted	Not insisted
Fourth	22	88	75 (85%)	75 (85%)
Fifth	23	111	Not insisted	Not insisted
Sixth	12	123		

m) Class Committees

The Class Committees are to be in place in each college affiliated to the University.

Beginning from the first semester, all branches of study will have class committees for every semester constituted by the respective Heads of the Departments. The chairman of the committee shall be a senior faculty member who does not offer any course during that semester.

Members:-

1. **All faculty members teaching courses in that semester.**

2. **Two student representatives nominated by the head of the Department.**

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

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

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

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

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

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

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

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

o)   Award of Grades

Grading is based on the % marks obtained by the student in a course, as given in 7(p). The grade card will only give the grades against the courses the student has registered. Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

p) Grades and Grade Points

Grades and Grade Points to be followed by the University

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

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

q)   Academic Auditing

The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic

activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor approved by the University, who will use it as a reference for his independent auditing and for the final report to the University.

Academic auditing shall cover:-

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

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

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

r) Break of Study

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

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

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the MCA programme will still be as given in 1(e).

s)   Revaluation and Grade Improvement

There is no provision for revaluation of the end semester answer books as they are valued by two examiners or for improving the grade.

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

t)   Grade Cards

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

u)   MCA Degree

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

v)   Academic Discipline and Malpractices in Examinations

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

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

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

department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University. The Controller of Examinations will refer the cases to the examination monitoring committee for review.

w)   Student's Welfare Committee

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

x)   Grievances and Appeals Committee

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

8)   Amendment to Ordinance/ Regulations/Rules

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

RULES:

RU-1 Course Code and Course Number

Each course is identified by a course code and a three digit number. For regular MCA programme the course code will be CA XXX, where XXX is the course Number for 1st and 2nd semesters and the course code will be CA XXX, where XXX is the course Number for 3rd to 6th semesters as the subjects are same as that for lateral entry students.

Course Number: MCA101 - This refers to a course in first year,
                                                odd semester with the course number 101.
Course Number: MCA505 - This refers to a course in fifth year,
                                                odd semester with the course number 505.

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

RU-2 Attendance

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

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

In the case where students with less than 85% attendance and more than 70% attendance are permitted by the Principal to write the end semester exam, the details must be reported to the University and the records must be maintained in the College and University.

In case of prolonged illness, break of study is permitted as per RU-3.

RU-3 Break of Study

A student is permitted to have a break of study.

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

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

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

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

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

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

RU-4 Leave of Absence

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

RU-6 Seminar

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

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

> Marks for the report: 20%
> Presentation: 60%
> Ability to answer questions on the topic: 20%

RU-7 Project Evaluation

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

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

RU -8 Project work outside the College

While students are expected to do their projects in their colleges, provision is available for them to do it outside the college either in a reputed software industry or in an institute of repute. This is only possible in the final semester. Student should apply for this through the project supervisor indicating the reason for this well in advance.

The application for this shall include the following:-

    Topic of the Project:
    Project work plan:
    Reason for doing the project outside:
    Institution/Company where the project is to be done:
    External Supervisor Name:

        Designation:
        Qualifications:
        Experience:

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

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

RU-9 Ragging

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

Addendum:-

1.   Calculation of SGPA/CGPA

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

SGPA = Σ (Ci×GPi)/ΣCi where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

CGPA = Σ(Ci×GPi)/ΣCi where Ci is the credit assigned for a course and GPi is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

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

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

REGULATIONS

for

Master of Business Administration

In exercise of the Powers conferred under Clause 44 of the Regulations, the Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016-2017.This Regulations shall come into effect from the date of its publication in the Gazette.

REGULATIONS

R-1   Candidates who have been awarded or qualified for the award of the Bachelor's degree in Engineering / Technology / Business Administration with 50% marks in aggregate or equivalent CGPA; or Bachelor's degree in Arts / Science / Commerce with 50% marks in aggregate or equivalent CGPA and 50% for the Part III or core papers are eligible to apply for admission to the MBA programme.

R-2   Duration of the MBA programme will normally be two academic years spanning six trimesters.

R-3   Reservation policy of the Government of Kerala and the Government of India shall be followed in admissions to the MBA programme.

R-4   Award of MBA degree shall be in accordance with the academic regulations of the University.

R-5   Notwithstanding any that are stated in the Rules and Regulations, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala and the Government of India.

R-6   Admission to the MBA programme

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

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

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

R-6.4 Admission to the programme as per the admission procedure is final and binding for the whole duration of the programme. Master of Business Administration Regulations

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

R-6.6 Announcements for MBA programmes, including brochures, will be made by the affiliated colleges, as per the Rules and Regulations of the University.

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

R-7   Language of Instruction and Evaluation

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

R-8   Academic Calendar

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

R-9 MBA Programme Structure

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

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

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

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

    i. Core courses

    ii. Specialization Electives

    iii. Project work

R-9.5 A Student can opt for specialization in the second year as per rules framed for this by the Academic Board for Management Programme (ABM). Master of Business Administration Regulations

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

R-9.7 Credit Assignment

Three (3) credits for each of the 23 courses in the core segment, each of which having four hours of instructions per week

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

Three (3) credits for soft-skill course spread over the first three trimesters, with internal evaluation in the first two trimesters and an exam in the third trimester for grading.

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

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

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

R-9.8 Credits are apportioned among knowledge segments in the core areas and elective courses that are approved by the Academic Board for Management Programme (ABM) constituted by Kerala Technological University.

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

R-9.10 Foundation Course (non-credit)

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

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

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

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

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

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

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

R-10   Curriculum, List of Courses and Syllabi

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

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

R-10.3 Courses and trimesters

Trimester 1: 18 credits – Six Core courses (CT)

Trimester 2: 18 credits – Six Core courses (CT)

Trimester 3: 21 credits – Six Core courses (CT), Three credits earned for soft-skill in the first three trimesters

Trimester 4: 18 credits – Two Core courses (CT) and Four Electives (EL)

Trimester 5: 22 credits – Two Core courses (CT), Four Elective courses (EL), and Project in an area of specialization (PR)

Trimester 6: 18 credits – One Core course (CT) and Two Elective courses (EL), Comprehensive project (PR) and internship credit earned between 3rd and 4th trimester (IS) Master of Business Administration Regulations

R-11   Programme duration

Normal duration of the programme shall be for six trimesters, each of 11 weeks duration. In case of prolonged illness or other personal contingencies, the University may allow a student who has earned credits for at least one trimester, to extend the program by three more trimesters at the most.

Students who have earned credits for courses listed in the first three

trimesters are permitted to register as external candidates if they take up a job. However, they have to complete the programme within a total of six trimesters.

R-12 Course Registration and Enrolment

It is mandatory for students to register for the courses they want to attend in a trimester. Students have to register for all courses offered in the first trimester at the time of admission and for all courses offered in the second and third trimesters before the commencement of these trimesters. All students are required to register at the end of the third, fourth and fifth trimesters for the courses they want to take in the following trimester. Later they have to enrol for these courses in the new trimester based on the previous trimester results. This allows them to make minor changes in the list of courses already registered for. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced in the academic calendar of the affiliated colleges. Any late registration or enrolment, allowed up to 7 working days from the commencement of the trimester, will attract a late registration/enrolment fee.

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

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

R-13 Course completion and earning of credits

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

R-14   Core courses, prerequisites and electives

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

R-15   Trimester and Supplementary Examinations

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

R-15.1 Eligibility to write the trimester examination

The major eligibility criteria for the trimester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the trimester examination is 85% in each course.

R-15.2 Eligibility to write the Supplementary examination

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

R-15.3 Re-registering for a course or courses

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

R-16   Academic Assessment/Evaluation

The university follows a continuous academic evaluation procedure.

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

For theory courses

i)   Two internal tests, each having 15%

ii)   Assignments having 10%

      Master of Business Administration Regulations

iii) Project & Presentation having 15%

iv)   Trimester examination having 60%

All the above are mandatory requirements to earn credits.

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

Minimum marks for internal and external evaluation are fixed for pass. A minimum of 45% marks for internal (Continuous evaluation of 40 marks) and University Exam (60 marks) separately and 45% aggregate (internal and University together), are required for a pass grade.

All the above assessments are mandatory to earn credits.

R-17 Project in the area of Specialisation (during 5th trimester)(3 4 Credits)

Evaluation is based on the following:-

i) Two progress assessments 20%

ii) Final Project Report 30%

iii) Project presentation and Viva-voce 50%

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

Chairman: Head of the Department of the College offering the MBA programme

Members: Project supervisor of the student

One faculty member from the Department in the College offering the MBA programme

R-18 Comprehensive Project which is organisation based (during 6th trimester) (6 Credits)

Evaluation is based on the following:-

i)   Two progress assessments   20%

ii) Final Project Report   30%

iii) Project presentation and Viva-voce   50%

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

Chairman: Head of the Department of the College offering the MBA programme

Members: Project supervisor of the student

One external faculty in Management Studies

One faculty member from the Department of the College offering the MBA programme

One external member from industry

R-19 Faculty Advisor/Counsellor

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

i)   To guide and help them on academics

ii) To monitor their progress in academics and advise them

iii) To counsel them and hand hold them in any difficulty

R-20 MBA Course Committee

The MBA Course committee is to be in place with the Head of Department offering the MBA programme in the College as the Chairman. Other members of the Committee are:

i)   All teachers in the Department offering the MBA programme in the College

ii)   Four student representatives nominated by the Head of Department of the College offering MBA programme.

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

R-21 Award of Grades

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

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

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

Grades Grade Point Percentage of total marks obtained in the course

O	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85% Master of Business Administration Regulations
B+	8	70% and above but less than 80%
B	7	60% and above but less than 70%
C	6	50% and above but less than 60%
P	5	45% and above but less than 50%
F	0	Less than 45%
FE	0	Failed due to eligibility criteria

I   Course Incomplete

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

R-23 Revaluation and Grade improvement

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

R-24 Grade Cards

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

R-25 Classifications like Distinction or First Class

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

R-26 MBA Specialisation Course Certification

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

R-27 Discipline

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

a.   Academic Discipline and Malpractices in Examinations

Every student is required to observe discipline and decorous behaviour.

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

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

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

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

b. Student's Welfare Committee

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

c. Grievances Redress and Appeals Committee

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

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

R-28 Leave of absence

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

R-29 Amendment to Rules and Regulations

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

ACADEMIC CALENDAR JULY 2017 – JULY 2018

JULY 2017

Sat	1	
Sun	2	
Mon	3	T1 and T4 Classes Start / T2 supplem exam
Tue	4	Submit T4 courses to University /T2 Supple exam
Wed	5	T2 Supple exam
Thu	6	T2 Supple exam
Fri	7	T2 Supple exam
Sat	8	
Sun	9	
Mon	10	T2 Supple exam, Commencement of S7 B.Tech, Classes
Tue	11	
Wed	12	
Thu	13	Project group identification -S7 B. Tech
Fri	14	
Sat	15	
Sun	16	
Mon	17	Commencement of orientation programme for new entrant, T3 supple exam. T1 admission closes.
Tue	18	T3 Supple exam
Wed	19	T3 Supple exam, Last date of submission of seminar title with abstract - S7 B.Tech
Thu	20	T3 Supple exam
Fri	21	T3 Supple exam
Sat	22	
Sun	23	KarkadakaVaavu- H
Mon	24	AICTE Orientation programme T3 Supple exam, Last date for submission of industrial report
Tue	25	AICTE Orientation programme
Wed	26	KTU Orientation programme
Thu	27	Sankethapravesam 2017
Fri	28	KTU Orientation programme
Sat	29	
Sun	30	
Mon	31	First internal test T4/T1, Commencement of S7 B.Tech seminar presentation

Lourdes Matha College of Science & Technology

ACADEMIC CALENDAR JULY 2017 – JULY 2018

AUGUST 2017

Day	Date	Event
Tue	1	Commencement of S1, S3 and S5 B.Tech Classes, M1 and M3 M. Tech Registration starts. First internal test T4/T1
Wed	2	First internal test T4/T1
Thu	3	First internal test T4
Fri	4	First internal test T4
Sat	5	First internal test T4
Sun	6	
Mon	7	Course Committee/Class Committee meeting–S1, S3 an S5 B.Tech, M.Tech
Tue	8	
Wed	9	
Thu	10	
Fri	11	
Sat	12	
Sun	13	
Mon	14	T3 Supple results First series test –S7 B.Tech
Tue	15	Independence Day -**H**
Wed	16	Registration Ends –S1, S3 and S5 B.Tech, First series test –S7 B.Tech, M.Tech
Thu	17	
Fri	18	First series test –S7 B.Tech
Sat	19	
Sun	20	
Mon	21	Publish first series test marks–S7 B.Tech
Tue	22	
Wed	23	
Thu	24	Second internal test T4/T1
Fri	25	Second internal test T4/T1
Sat	26	Second internal test T4/T1, First series test –S1, S3 and S5 B.Tech, M.Tech
Sun	27	
Mon	28	Birthday of Ayyankali -**H**
Tue	29	Second internal test T4/T1, First series test –S1, S3 and S5 B.Tech, M.Tech
Wed	30	Second internal test T4/T1
Thu	31	Second internal test T4/T1.

ACADEMIC CALENDAR JULY 2017 – JULY 2018

SEPTEMBER 2017

Fri	1	Onam Vacation begins, Bakrid -**H**
Sat	2	
Sun	3	First Onam **H**
Mon	4	Thiruvonam **H**
Tue	5	Third Onam **H**
Wed	6	SreeNarayana Guru Jayanthi - **H**
Thu	7	
Fri	8	
Sat	9	
Sun	10	
Mon	11	
Tue	12	Sree Krishna Jayanthi-**H**
Wed	13	Re-opening after Onam Vacation, First series test, Commencement of Phase I Project presentation –S7 B.Tech, M.Tech, Publish Attendance-S1,S3and S5 B-Tech
Thu	14	First series test –S1, S3 and S5 B.Tech, M.Tech,
Fri	15	First series test –S1, S3 and S5 B.Tech, M.Tech,
Sat	16	First series test –S1, S3 and S5 B.Tech, M.Tech,
Sun	17	
Mon	18	Publish first series test marks –S1, S3 and S5 B.Tech
Tue	19	
Wed	20	
Thu	21	Sree Narayana Guru -**H**
Fri	22	Publish test 1 Marks (B.Tech), M.Tech
Sat	23	
Sun	24	
Mon	25	
Tue	26	
Wed	27	
Thu	28	
Fri	29	Mahanavami-**H**
Sat	30	Vijayadasami, Muharram -**H**

ACADEMIC CALENDAR JULY 2017 – JULY 2018

OCTOBER 2017

Sun	1	
Mon	2	Gandhi Jayanthi-**H**
Tue	3	Second series test –S7 B.Tech
Wed	4	
Thu	5	Second series test –S7 B.Tech
Fri	6	Publish Attendance, Publish T1/T4 internals and attendance, M.Tech
Sat	7	Second series test –S7 B.Tech
Sun	8	
Mon	9	Publish second series test marks –S7 B.Tech
Tue	10	
Wed	11	T1/T4 Trim Exam
Thu	12	Second series test –S1, S3 and S5 B.Tech, T1/T4 Trim Exam, M.Tech
Fri	13	Second series test –S1, S3 and S5 B.Tech, T1/T4 Trim Exam, M.Tech
Sat	14	
Sun	15	
Mon	16	Second series test –S1, S3 and S5 B.Tech, T1/T4 Trim Exam, M.Tech
Tue	17	Second series test –S1, S3 and S5 B.Tech, T1/T4 Trim Exam, M.Tech
Wed	18	Deepavali- **H**
Thu	19	Second series test –S1, S3 and S5 B.Tech, T1/T4 Trim Exam, M.Tech
Fri	20	Second series test –S1, S3 and S5 B.Tech, T1/T4 Trim Exam, M.Tech
Sat	21	College level sports meet to be completed
Sun	22	
Mon	23	Publish second series test marks–S1, S3 and S5 B.Tech, M.Tech
Tue	24	T4 Trim Exam
Wed	25	T4 Trim Exam
Thu	26	T4 Trim Exam
Fri	27	T4 Trim Exam
Sat	28	
Sun	29	
Mon	30	T4 Trim Exam
Tue	31	T4 Trim Exam

ACADEMIC CALENDAR JULY 2017 – JULY 2018

NOVEMBER 2017

Wed	1	
Thu	2	
Fri	3	Third series test –S7 B.Tech
Sat	4	
Sun	5	
Mon	6	Third series test –S7 B.Tech, T5 Classes Start
Tue	7	
Wed	8	Third series test –S7 B.Tech, Termination of S7 B.Tech classes
Thu	9	
Fri	10	Publish third series test marks –S7 B.Tech
Sat	11	
Sun	12	
Mon	13	T1 exam results
Tue	14	
Wed	15	
Thu	16	
Fri	17	Last date for evaluation of Jury / Practicals –S1, S3 and S5 B.Tech
Sat	18	Zonal Level Sports Meet to be completed
Sun	19	
Mon	20	Ist internal test T2/T4 exam results
Tue	21	Publish internal marks –S1, S3 and S5 B.Tech Course Committee/Class Committee meeting, Ist internal test T2, M.Tech
Wed	22	Ist internal test T2
Thu	23	Last date for evaluation of Jury / Practicals, M.Tech
Fri	24	Publish Attendance and Internal marks. Classes end –S1, S3 and S5 B.Tech, M.Tech
Sat	25	
Sun	26	
Mon	27	Forward Attendance and Internal marks to KTU
Tue	28	
Wed	29	First internal test T5
Thu	30	First internal test T5

ACADEMIC CALENDAR JULY 2017 – JULY 2018

DECEMBER 2017

Fri	1	
Sat	2	Milad-i-Sherif -**H**
Sun	3	
Mon	4	Commencement of S1/S3/S5 exams Exam S1/S5 Slot A, M.Tech Slot A, First internal test T5
Tue	5	Exam S3 Slot F, First internal test T5
Wed	6	Exam S1/S5 Slot B, First internal test T5, M.Tech Slot B
Thu	7	Exam S3 Slot A, First internal test T5
Fri	8	Exam S1/S5 Slot C, First internal test T5, M.Tech Slot C
Sat	9	
Sun	10	
Mon	11	Exam S3 Slot B, Second internal test T2
Tue	12	Exam S1/S5 Slot D, Second internal test T2, M.Tech Slot D
Wed	13	Exam S3 Slot C, Second internal test T2
Thu	14	Exam S1/S5 Slot E, T1/T4 Supple exam, M.Tech Slot E
Fri	15	Exam S3 Slot D, T1/T4 Supple exam
Sat	16	
Sun	17	
Mon	18	Exam S1/S5 Slot F, T1/T4 Supple exam
Tue	19	Exam S3 Slot E, T1/T4 Supple exam
Wed	20	T1/T4 Supple exam
Thu	21	University Sports Meet, T1/T4 Supple exam
Fri	22	T1/T4 Supple exam, University Sports meet
Sat	23	Christmas Vacation begins
Sun	24	
Mon	25	Christmas -**H**
Tue	26	
Wed	27	
Thu	28	
Fri	29	
Sat	30	
Sun	31	

ACADEMIC CALENDAR   JULY 2017 – JULY 2018

JANUARY 2018

Day	Date	Event
Mon	1	Registration Starts Commencement of Even Semester Classes, Reopens after Christmas
Tue	2	Mannam Jayanthi–**H**
Wed	3	
Thu	4	
Fri	5	
Sat	6	
Sun	7	
Mon	8	Course Committee/Class Committee Meeting, 2nd internal test T5
Tue	9	2nd internal test T5
Wed	10	2nd internal test T5/Publish T2 internals and attendance
Thu	11	2nd internal test T5
Fri	12	Registration ends, 2nd internal test T5
Sat	13	
Sun	14	
Mon	15	2nd internal test T5
Tue	16	T2 Trim exam/2nd internal test T5
Wed	17	T2 Trim exam/2nd internal test T5
Thu	18	2nd internal test T5
Fri	19	T2 Trim exam/2nd test T5
Sat	20	2nd internal test T5
Sun	21	
Mon	22	T2 Trim exam
Tue	23	T2 Trim exam
Wed	24	T4 Supple results
Thu	25	T2 Trim exam
Fri	26	Republic Day **-H**
Sat	27	
Sun	28	
Mon	29	T3 Classes start
Tue	30	
Wed	31	

ACADEMIC CALENDAR JULY 2017 – JULY 2018

FEBRUARY 2018

Thu	1	
Fri	2	Publish Attendance, M.Tech
Sat	3	
Sun	4	
Mon	5	
Tue	6	
Wed	7	
Thu	8	
Fri	9	B.Tech S1/S3/S5 Result Declaration
Sat	10	Test-1 to be Completed
Sun	11	
Mon	12	T5 Trim exam
Tue	13	Maha Sivarathri-**H**
Wed	14	Publish Test-1 Marks, T5 Trim exam
Thu	15	T5 Trim exam
Fri	16	Tech Fest, T5 Trim exam
Sat	17	Tech Fest,
Sun	18	
Mon	19	T5 Trim exam / T2 Trim results
Tue	20	T5 Trim exam
Wed	21	T5 Trim exam
Thu	22	T5 Trim exam
Fri	23	T5 Trim exam / Regn: T2 supple exam
Sat	24	
Sun	25	
Mon	26	First internal test T3 /T5 Trim exam
Tue	27	First internal test T3 /T5 Trim exam
Wed	28	First internal test T3 /T5 Trim exam

ACADEMIC CALENDAR JULY 2017 – JULY 2018

MARCH 2018

Thu	1	T6 classes start
Fri	2	Publish Attendance
Sat	3	
Sun	4	
Mon	5	
Tue	6	
Wed	7	
Thu	8	Last date or forwarding the list of External Examiners to the University by the Cluster Convenors (M.Tech)
Fri	9	T2 Supple exam
Sat	10	Test 2 to be completed
Sun	11	
Mon	12	T2 Supple exam
Tue	13	T2 Supple exam
Wed	14	T2 Supple exam
Thu	15	T2 Supple exam
Fri	16	Publish S2 Marks, T2 Supple exam
Sat	17	
Sun	18	
Mon	19	Second internal test T3
Tue	20	Second internal test T3
Wed	21	Second internal test T3
Thu	22	
Fri	23	
Sat	24	
Sun	25	
Mon	26	
Tue	27	
Wed	28	
Thu	29	Maundy Thursday **-H**
Fri	30	Good Friday **-H**
Sat	31	

ACADEMIC CALENDAR   JULY 2017 – JULY 2018

APRIL 2018

Sun	1	Easter
Mon	2	First Internal test T6
Tue	3	First Internal test T6
Wed	4	First Internal test T6
Thu	5	First Internal test T6
Fri	6	Course Committee/ Class Committee Meeting, First Internal test T6
Sat	7	College level Arts Fest to be Completed, First Internal test T6
Sun	8	
Mon	9	Publish Internal Marks, Summer Course Registration, First Internal test T6
Tue	10	
Wed	11	Last Date for Evaluation of Jury / Practical's, First Internal test T6
Thu	12	Class Ends, Publish Attendance, First Internal test T6
Fri	13	Forward Attendance and Internal Marks to KTU, First Internal test T6, Course committee T3
Sat	14	Vishu-**H**
Sun	15	
Mon	16	Publish T3 attendance and internals
Tue	17	
Wed	18	
Thu	19	
Fri	20	T3 Trim exam
Sat	21	
Sun	22	
Mon	23	Commencement of S2/S4/S6 examsExam S2/S6 Slot A, T3 Trim exam
Tue	24	Exam S4 Slot F, T3 Trim exam
Wed	25	Exam S2 / S6 Slot B, T3 Trim exam
Thu	26	Exam S4 slot ALast date forM.Tech/M.Arch/M.Planning Project evaluation in thedepartment committee, T3 Trim exam
Fri	27	Exam S2/ S6 Slot C,
Sat	28	
Sun	29	
Mon	30	Exam S4 Slot B, T3 Trim exam

ACADEMIC CALENDAR JULY   2017 –   JULY   2018

MAY 2018

Day	Date	Event
Tue	1	May Day-**H**
Wed	2	Exam S2 / S6 Slot D, Two months intership for T3 begin
Thu	3	Exam S4 Slot C
Fri	4	Exam S2 Slot E1/S6 Slot E
Sat	5	
Sun	6	
Mon	7	Exam S4 Slot D
Tue	8	Exam S2 Slot E2/S6 Slot F
Wed	9	Exam S4 Slot E
Thu	10	Exam S2 Slot E3 -Commencement of SummerCourses
Fri	11	Exam S2 Slot F1- Last datefor submission of projectreport in the college(M.Tech/M.Arch/M.Planning), Publish T6 attendance and internals
Sat	12	
Sun	13	
Mon	14	Exam S2 Slot F2
Tue	15	
Wed	16	University Arts Fest
Thu	17	University Arts Fest
Fri	18	
Sat	19	
Sun	20	
Mon	21	Exam S5 Slot A (Suppl'y) T3 results, T6 Trim exam
Tue	22	Exam S5 Slot B (Suppl'y) T6 Trim exam
Wed	23	Exam S5 Slot C (Suppl'y) T6 Trim exam
Thu	24	Exam S5 Slot D (Suppl'y) T6 Trim exam
Fri	25	Exam S5 Slot E (Suppl'y) T6 Trim exam
Sat	26	
Sun	27	
Mon	28	Exam S5 Slot F (Suppl'y) T6 Trim exam
Tue	29	Last date forM.Tech/M.Arch/M.Planning Project report to the university by the principal. T6 Trim exam
Wed	30	Summer Courses Ends T6 Trim exam
Thu	31	Report Eligibility ofStudentsafterSummer Course. Admission for T1 complete/T6 exam

ACADEMIC CALENDAR JULY 2017 – JULY 2018

JUNE 2018

Fri	1	Commencement of Supplementary Exams. Exam S1 Slot A
Sat	2	
Sun	3	
Mon	4	Exam S3 Slot A
Tue	5	Exam S1 Slot D
Wed	6	M.Tech/M.Arch/M.Planning Viva begins Exam S3 Slot B
Thu	7	Exam S1 Slot E
Fri	8	Exam S3 Slot C., B.Tech S4 result declaration
Sat	9	
Sun	10	
Mon	11	Exam S3 Slot D
Tue	12	Exam S3 Slot E
Wed	13	
Thu	14	B.Tech S6 result declaration
Fri	15	Id-ul-Fitr**–H**
Sat	16	
Sun	17	
Mon	18	T6 results
Tue	19	
Wed	20	M.Tech/M.Arch/M.Planning Viva ends
Thu	21	Exam S3/S4 Slot F1
Fri	22	B.Tech S2 Result Declaration Exam S3/S4 Slot F2
Sat	23	
Sun	24	
Mon	25	Exam S4 Slot A, FP Exam
Tue	26	Exam S4 Slot B, FP Exam
Wed	27	Exam S4 Slot C, FP Exam
Thu	28	Exam S4 Slot D, FP Exam
Fri E,	29	Publication of M.Tech/M.Arch/M.Planning Results Exam S4 Slot FP Exam
Sat	30	Two months internship for T3 ends.

ACADEMIC CALENDAR JULY 2017 – JULY 2018

JULY 2018

Sun	1	
Mon	2	Exam S6 Slot A, T1/T4 classes start
Tue	3	Exam S6 Slot B, T6 supple exam
Wed	4	Exam S6 Slot C, T6 supple exam
Thu	5	Exam S6 Slot D, T6 supple exam
Fri	6	Exam S6 Slot E, T6 supple exam, T3 supple exam
Sat	7	
Sun	8	
Mon	9	Exam S6 Slot F, T3/ T3 supple exam
Tue	10	T3/ T3 supple exam
Wed	11	Exam S2 Slot A, T3/ T3 supple exam
Thu	12	Exam S1/S2 Slot B1, T3/ T3 supple exam
Fri	13	Exam S1/S2 Slot B2, T3/ T3 supple exam
Sat	14	
Sun	15	
Mon	16	Exam S1/S2 SlotC1
Tue	17	Exam S1/S2 SlotC2
Wed	18	Exam S2 Slot D
Thu	19	Exam S1/S2 SlotE1
Fri	20	Exam S1/S2 SlotE2
Sat	21	
Sun	22	
Mon	23	Exam S2 Slot E3
Tue	24	Exam S1/S2 SlotF1
Wed	25	Exam S1/S2 SlotF2
Thu	26	
Fri	27	
Sat	28	
Sun	29	
Mon	30	First test T1 /T6
Tue	31	First test T1 /T6

Lourdes Matha College of Science & Technology

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