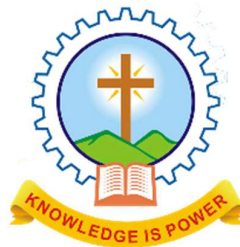


MAR ATHANASIUS COLLEGE OF ENGINEERING

(Government Aided Autonomous Institution)

KOTHAMANGALAM, KERALA 686 666

**Affiliated to APJ Abdul Kalam Technological University
Thiruvananthapuram**



ACADEMIC REGULATIONS 2024

MASTER OF TECHNOLOGY (M. Tech.)

VISION AND MISSION OF THE COLLEGE

VISION

Excellence in education through resource integration.

MISSION

The institution is committed to transform itself into a centre of excellence in Technical Education upholding the motto "Knowledge is Power."

This is to be achieved by imparting quality education to mould technically competent professionals with moral integrity, ethical values and social commitment, and by promoting innovative activities in the thrust areas emerging from time to time.

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DEFINITIONS

<i>Table 1: Definitions and Nomenclature</i>		
Sl. No	Name	Definition
1	Academic Council	The Academic Council of Mar Athanasius College of Engineering (Govt. aided & autonomous) is the academic body overseeing the academic policies.
2	Academic calendar	The schedule of commencement and culmination of classes and events for M. Tech programme for every academic year.
3	Academic Year	The academic year consisting of two consecutive (one odd and one even) semesters.
4	AICTE	All India Council for Technical Education constituted under the All India Council for Technical Education ACT 1987.
5	Autonomous College	College designated as Autonomous College by the University Grants Commission (UGC). The College has freedom in all aspects of conducting its Academic Programmes granted by AICTE for promoting excellence.
6	GB	Governing Body of the college is the highest body to formulate the policies and direct the affairs of the college.
7	BoS	Board of Studies of a Department/Programme is responsible for framing and updating course syllabi and evaluation schemes.
8	College	Mar Athanasius College of Engineering (Govt. aided & autonomous), which offers undergraduate and/ or postgraduate and/or Ph.D. Programmes for obtaining any degree from the parent university and which, in accordance with the rules and regulations of the University, is recognized as competent to provide for such programmes/courses of study and present students

		undergoing such courses of study for the examination for the award of such degree.
9	Controller of Examinations	An authority delegated by the Principal of the college, responsible for all activities related to the examinations, publication of results, award of grade card etc.
10	Course	Usually referred to as subject, is a component of a Programme. The courses should define learning objectives and learning outcomes. A course may be designed to comprise of lectures/ tutorials/laboratory work/ fieldwork/ outreach activities/ project work/ vocational training/viva-voce/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these. All courses need not carry the same weightage.
11	Credit	A unit by which the course work is assessed. It determines the number of hours of instructions required per week.
12	Cumulative Grade Point Average(CGPA)	A measure of the overall performance of a student determined by considering all course credits needed for awarding the degree and their respective grade point.
13	Curriculum	Various components/courses in each programme that provides appropriate outcomes in the chosen branch of study.
14	CIE	Continuous Internal Evaluation which is assessed for every student for every course during the semester.
15	Dean PG	An authority delegated by the Principal of the college responsible for college level post graduate academic activities.
16	Discipline	The branch of M. Tech Degree Programme or the broad branch of engineering. Example: Civil Engineering, Mechanical Engineering etc.

17	Disciplinary Action Committee (DAC)	A college-level body that looks into maintaining discipline and decorous behavior among the students including examination malpractices.
18	ESE	End Semester Examination which is conducted by the college at the end of the semester for all the courses of that semester as per the curriculum.
19	Grade - Letter Grade	An index of the performance of students in a said course. Grades are denoted by letters.
20	Grade Point	A numerical weightage allotted to each letter grade on a 10-point scale.
21	Head of Department (HoD)	The authority responsible for department level academic and non-academic activities.
22	Parent University	University to which the college is affiliated - APJ Abdul Kalam Technological University (APJKTU), Thiruvananthapuram.
23	Principal	The head of the college.
24	Programme Assessment Committee (PAC)	Department level committee including HoD, programme coordinator, senior faculty members of the department and stream coordinators. PAC's objective is to monitor and assess the concerned academic programme of the department.
25	Programme	An educational programme leading to the award of degree or certificate.
26	Semester Grade Point Average(SGPA)	A measure of academic performance of a student in a semester.
27	Statutory Body	A body constituted under any law for the time being in force for evaluating and maintaining prescribed quality standards in the relevant areas of higher education.
28	Stream	Area of specialization in M.Tech Programmes.
29	Supervisor	The person who supervises the work and mentors/advises the student in his Dissertation/Research Project work

1.0 PREAMBLE

- R1.1 These regulations are applicable to all M.Tech (Regular) Degree Programmes conducted at Mar Athanasius College of Engineering (Autonomous) from the academic year 2024-25.
- R1.2 The provisions contained in these regulations shall govern the policies and procedures on the admission and registration of students, imparting instructions of course, conduct of the examination, evaluation, and certification of student's performance leading to the award of M.Tech Degree(s).
- R1.3 These regulations for the M.Tech Degree Programmes along with all the amendments there to, and shall be binding on all students undergoing the said M.Tech Degree Programme(s) conducted in college from the Academic Year 2024-25.
- R1.4 These regulations, as amended from time to time shall be binding on all parties concerned.
- R1.5 In all matters related to the interpretation of the provisions in these Regulations, the decision of the GB of the College shall be final.

2.0 M. TECH. DEGREE PROGRAMMES OFFERED

Mar Athanasius College of Engineering (Autonomous) offers seven M.Tech. Degree Programmes (Table 2) of two-year duration under the Parent University, APJ Abdul Kalam Technological University (APJKTU), Thiruvananthapuram.

Table 2: List of M.Tech. Degree Programmes Offered

1.	M.Tech. in Structural Engineering and Construction Management
2.	M.Tech. in Thermal Power Engineering
3.	M.Tech. in Power Electronics
4.	M.Tech. in VLSI and Embedded Systems
5.	M.Tech. in Computer Science and Engineering
6.	M.Tech. in Computer Aided Structural Engineering (Self-financing)
7.	M.Tech. in Production & Industrial Engineering (Self-financing)

3.0 ELIGIBILITY OF ADMISSION

- R3.1 The candidate should have B.Tech. Degree in the appropriate branch of APJ Abdul Kalam Technological University or bachelor's degree in engineering from any University approved by AICTE/UGC or approved Deemed Universities in India and recognized to be eligible for higher studies by APJAKTU.
- R3.2 In case of candidates who have an under graduate degree in engineering from foreign universities, an eligibility certificate from APJ Abdul Kalam Technological University is to be produced.
- R3.3 The candidate should have a minimum CGPA of 6.0 in a 10 point scale in the undergraduate engineering degree examination/programme. For SEBC (OBC) students, the minimum CGPA requirement is 5.5 in a 10 point scale. Wherever the credit system is/was followed, only CGPA will be considered for selection. If the candidate has obtained the bachelor's degree in Engineering from a University where credit system is/was not followed, the student should have a minimum of 60% aggregate marks (For SEBC /OBC students, a minimum of 55% aggregate marks in the undergraduate engineering degree examination is mandatory). For SC/ST candidates a pass in the undergraduate engineering degree programme is sufficient.
- R3.4 In case the CGPA by any University is mentioned on a scale other than 10 point, then the corresponding CGPA will be proportionally scaled to 10 point scale.
- R3.5 Candidates, who have passed AMIE / AMIETE Examinations and satisfying the following conditions, are also eligible for admission. i) They must have valid GATE score. ii) A minimum of 55% marks for section B in AMIE/AMIETE examination.
- R3.6 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.
- R3.7 Candidate for sponsored quota must have a minimum experience of three years in the relevant field and must be sponsored by University or Industry/Teaching/Research Organizations of Centre/State Government/Private or by Private Engineering Colleges approved by AICTE. A special fee will be levied on the sponsored candidates. Such candidates may opt for admission into a programme recommended by the sponsoring institute/organization.
- R3.8 Admission shall normally be restricted to those with valid GATE score. However, this

stipulation is relaxed in the case of sponsored candidates. In case seats remain vacant due to lack of candidates with valid GATE score, candidates without valid GATE score shall be considered. Admission to such seats will be made on the basis of their CGPA/% marks scored in their undergraduate engineering degree programme.

- R3.9 The reservation policy of the Government of Kerala shall be followed in admission to the M. Tech. programme.
- R3.10 Notwithstanding all that is stated above; the admission policy may be modified from time to time by the college, particularly to conform to the directions from the Government of Kerala/Government of India/AICTE as the case may be.
- R3.11 The maximum number of seats under various categories (regular, sponsored candidates and SC/ST) shall be as per the intake approved by the AICTE, State Government and APJAKTU.
- R3.12 If at any time after admission, a candidate is found not fulfilling any of the requirements stipulated by the college/university or the statutory body concerned, the college may revoke the admission of the candidate and report the matter to the University for ratification.
- R3.13 A student admitted to the college will continue to study in the college till the student is permitted for a Twinning programme (R14.1), Joint Degree Programme (R14.2) or Dual Degree Programme (R14.3) subject to the provisions of the parent university.

4.0 STRUCTURE OF THE M. TECH PROGRAMME

- R4.1 All the M. Tech programmes will be structured on a credit based system following the semester pattern having continuous evaluation.
- R4.2 Every M.Tech Programme shall have a curriculum and syllabi approved by the Academic Council. Syllabus for any course can be modified/updated by the Academic Council upon the recommendations of the Board of Studies. All revisions shall be based on the recommendations of the Board of Studies.
- R4.3 The programme shall span four semesters. First and second semesters shall have a minimum of 72 instructional days followed by the end semester examination. Third semester shall have a minimum of 60 instructional days followed by the end semester examination. Fourth semester shall have a minimum of 72 instructional days followed by the end semester examination. The total contact hours shall normally be 30 hours per week including teaching assistance.

R4.4 Duration of the Programme: The minimum duration of M. Tech programme will normally be two years consisting of four semesters. The maximum duration which a student can take to complete a programme shall be as follows:

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

R4.5 The academic activities include course work, mini-project, lab and/or dissertation and internship as specified for each programme. For successful completion of the M. Tech programme, the minimum credit requirement is 80.

R4.6 Every Course comprises of specific Lecture-Tutorial-Practical-Self-study (L-T-P-S) schedule. The course credits are fixed based on the following norms: (i) Lectures/Tutorials: 1 hour per week is assigned one credit (ii) Practical/Project: 2 hour per week is assigned one credit (iii) Dissertation: 1.5 hour per week is assigned one credit. The distribution of credits for the course work is given in Table 3.

Table 3: Distribution of credits among the Semesters

Semester	Course work content	Total credits allotted	Credits allotted semester- wise
I	Core courses: 3 nos	$3 \times 4 = 12$	22
	Programme electives: 2 nos	$2 \times 3 = 6$	
	Research Methodology & IPR: 1 no	$1 \times 2 = 2$	
	Laboratory	$1 \times 2 = 2$	
II	Core courses: 2 nos	$2 \times 4 = 8$	21
	Programme electives: 2 nos	$2 \times 3 = 6$	
	Industry Integrated course: 1 no	$1 \times 3 = 3$	
	Mini project: 1 no	$1 \times 2 = 2$	
	Laboratory	$1 \times 2 = 2$	
III	Track 1		19
	MOOC: 1 no	$1 \times 2 = 2$	
	Internship: 1 no	$1 \times 3 = 3$	
	Programme electives: 1 no	$1 \times 3 = 3$	
	Phase 1: Dissertation: 1 no	$1 \times 11 = 11$	
	Track 2		19
	MOOC: 2 nos	$2 \times 2 = 4$	
	Internship: 1 no	$1 \times 4 = 4$	
	Phase 1: Dissertation: 1 no	$1 \times 11 = 11$	
	IV	Phase 2: Dissertation: 1 no	$1 \times 18 = 18$
Total credits in all four semesters			80

R4.7 Nomenclature of Programmes: The nomenclature and its abbreviation given below shall be used for the degree programmes under the college. Master of Technology shall be abbreviated as M.Tech.

Examples: Postgraduate (PG) engineering degree academic programme in Structural Engineering shall be mentioned as Master of Technology (M.Tech.) in Structural Engineering (Discipline: Civil Engineering).

R4.8 The medium of instruction followed by the college will be English.

5.0 LEAVE RULES FOR M.TECH STUDENTS

- R5.1 M. Tech students are eligible for leave of 30 days in an year (15 days per semester). The intervening holidays will be treated as part of leave with provision of suffixing and prefixing holidays. In no way the leave rules would relax the attendance requirements for the students mentioned in R7.7.
- R5.2 M. Tech students would apply to the HoD concerned for leave stating the specific reasons.
- R5.3 M. Tech students shall be eligible for outstation visits based on the recommendation by the supervisor(s) and approval by the HoD. The permission will be granted for library consultation, meeting experts, presentation of research papers/participation in the conferences/short term courses/symposiums etc., getting samples tested from other laboratories, using the lab facilities elsewhere, interaction with the External supervisor, and any other similar purpose. For these purposes, the student shall be permitted for 30 days per year. The leave as mentioned at Clause 5.1 shall be in addition to this.

6.0 COURSE REGISTRATION AND ENROLMENT

- R6.1 It is mandatory for students to enroll and register for all courses they intend to attend in a semester.
- R6.2 The dates for registration and enrolment will be given in the academic calendar.
- R6.3 A student will be eligible for enrolment only if the student has registered for all courses in the previous semester and should fulfil the credit requirement as given in Table 4 for registering to higher semesters. In addition, the student should clear all dues and should not have any pending disciplinary proceedings.

Table 4: Minimum cumulative credit requirements for registering to higher semesters

Semester	Allotted credits	Cumulative credits	Minimum credits required
1	22	22	Not Applicable
2	21	43	Not Insisted
3	19	62	12 credits from S1
4	18	80	Not Insisted

- R6.4 A student can register for a maximum of 8 credits (course registration) in a semester in excess of the total credits allotted in the curriculum for that semester.

7.0 EVALUATION PROCEDURE

- R7.1 In the first, second and the third semesters, all courses are evaluated through continuous internal evaluation and end semester examinations. For all programme core courses, programme electives, industry integrated courses, research methodology & IPR, miniproject, internship and dissertation phase I, the end semester examination will be conducted by the college. Dissertation phase II will be evaluated through continuous internal evaluation and the final evaluation. Final Evaluation should be done by a three-member committee comprising of the Department Project coordinator, Guide and an External expert. The external expert shall be an academician or from industry.
- R7.2 The maximum marks allotted for all lecture based courses for continuous internal evaluation is 40 and for the end semester examination is 60, unless otherwise specified in the curriculum. The evaluation marks for all courses are listed in the curriculum.
- R7.3 Students registered for a course have to attend the course regularly, meet the attendance requirements and undergo the entire evaluation procedure for the completion of the course. Credits for the courses are deemed to be earned only on acquiring a P grade (Pass) or above in the composite evaluation.
- R7.4 Continuous Internal Evaluation (CIE): The marks awarded for the continuous internal evaluation shall be on the basis of the day-to-day work, micro project, course based project/task, seminar, data collection/interpretation, preparation of review articles, quizzes, periodic tests etc. The faculty member (s) concerned shall carry out the continuous evaluation for the courses attended by the student. The CIE marks for individual courses shall be computed by giving weightage to the parameters specified in the curriculum.
- R7.5 The CIE marks obtained by the student for all courses in a semester are to be published in the college ERP portal as stipulated in the academic calendar. Discrepancies if any shall be rectified by head of the department concerned. A copy of the final CIE marks shall be kept in the department for scrutiny and reference.
- R7.6 The end semester examinations of odd and even semesters shall be held twice in a year: April/May session and November/December session.
- R7.7 The minimum attendance for appearing for the end semester examination for any course is 75%. In addition the student should not have any pending disciplinary action. Students who get scholarships from the Central or State Governments or any other

agencies are expected to have 100 % attendance. However, under unavoidable circumstances students are permitted to take leave as per clause R5. Leave of absence for all these activities is limited to 25 % of the academic contact hours for the course. Students who do not meet these eligibility criteria are ineligible (identified by FE grade) to appear for the ESE.

- R7.8 On medical grounds the Principal can relax the minimum attendance requirement to 65%, to register for the end semester examination. This is permitted for one or more courses registered in the semester. The Principal shall keep all records which led to the decision on attendance, for verification by the Academic Auditor. However this relaxation is applicable to any one semester during the entire programme.
- R7.9 The Principal of the college is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/co-curricular activities, up to a maximum of 5%. Students should produce required documents forwarded by the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extra/co-curricular activities, as the case may be, within ten days of the event, for awarding the relaxation. The documents thus produced shall be forwarded to the Principal with due recommendation of the Head of the Department and the Dean PG. Under any circumstances, the Principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered.
- R7.10 The students with courses having FE grade shall register for the courses again during the succeeding semesters in which the courses are offered. However, for the third semester students having FE grades can register for the courses in the next immediate chance, if offered by the College.
- R7.11 Students, who have completed the eligibility criteria but could not register for the end semester examination, shall be awarded 'I' grade. Students, who have completed an examination registration but could not appear for the end semester examination, shall be awarded 'AB' Grade, provided they meet other eligibility criteria (R7.7). They shall register (exam registration) and appear for the end semester examination at the next available opportunity and earn credits without having to register (course registration) for the course again.
- R7.12 A student should obtain a minimum of 45% marks in the end semester examination

and a minimum of 50 % of the total mark (CIE marks + ESE marks) (See Table 5) to be eligible for grading a course as Pass. The students who have not scored minimum of 45% marks in the end semester examination and minimum of 50 % of the total mark (CIE marks + ESE marks) will be considered to have failed in the course and an F grade will be awarded.

Table 5: Weightage of the CIE and ESE for various categories of the courses

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

R7.13 For the courses with no end semester examination, grade 'F' will be awarded if the CIE mark is below 50%.

R7.14 Candidates who received F grade in a course shall have to appear the end semester examination at the next available opportunity and earn the credits.

R7.15 A student shall be eligible for the award of M. Tech Degree of the University on satisfying the following requirements:

- Fulfilled all the curriculum requirements within the maximum duration permitted for the programme.

- No pending disciplinary action.

R7.16 Grading is based on the % marks obtained by the student for a course. Semester grade card shall contain the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA) up to that semester. Grades and Grade Points are assigned as per the data given in Table 6.

Table 6: Weightage of the CIE and ESE for various categories of the courses

Grades	Grade Point	% of Total Marks obtained in the course
S	10	90% and above
A+	9	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C+	7	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F(Fail)	0	Below 50% (CIE+ ESE) or Below 45% for ESE
FE	0	Failed due to lack of eligibility criteria
I	0	Completed the eligibility criteria but could not register for the examination
AB	0	Completed an examination registration but could not appear for the end semester examination

Calculation of SGPA/CGPA

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

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

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

Note: Students whoever successfully completed MOOC Course, GPi will be taken as 10 for both SGPA and CGPA calculation.

R7.17 Classification of M.Tech Degree

First Class with Distinction : CGPA 8.0 and above

First Class : CGPA 6 and above

Equivalent percentage marks : $10 * CGPA$

R7.18 Grade cards shall be made available in the student login for the registered courses, in every semester. The college will announce results, issue mark sheets, and other certificates; however, the degree shall be awarded by the parent University with the name of the college in the degree certificate.

R7.19 Valuation: Answer scripts of theory examinations, for which end semester examinations are conducted by the college, will be valued by two examiners. Internal examiner will be from the college and external examiner shall preferably be from a different college. If the difference between the marks awarded by the two examiners is not more than 15 percentage of the maximum marks for ESE for the course, the marks awarded to the candidate shall be the average of two evaluations. If the difference in marks obtained in two valuations exceeds 15% of the maximum marks for the course, the answer scripts will be evaluated by a third examiner. The average of the closest two marks shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.

R7.20 Review: Option for revaluation is not available to the M.Tech programme. However, answer scripts of the courses can be reviewed as per the request by the student. Outcome of the review shall be for improvement of marks and improvement of grade. In this case, the marks obtained in the 1st valuation, 2nd valuation and review shall be considered. The average of the two closest marks of the above three shall be considered as the marks obtained after review. In case of a tie of the closest marks, the average of all three above i.e. 1st valuation, 2nd valuation and review shall be considered as the marks obtained after review. Detailed procedure is given in the college examination manual.

R7.21 Malpractices in examinations: Any act of violation of the directions of the college, indiscipline, misbehaviour, unfair practice in examinations from the part of students,

faculty/staff members or any other sources observed or reported by faculty member, invigilator, any official appointed by the college or anybody shall be dealt with promptly as per the prescribed norms in the college examination manual.

Note: Notwithstanding the above regulations related to examinations, evaluations and malpractices, the details provided in the college examination manual shall be taken as reference and final.

8.0 ACADEMIC MONITORING AND STUDENT SUPPORT

R8.1 The implementation and monitoring of academic activities relating to the PG programme will be entrusted with the College Level Academic Committee (CLAC) for the college and with the Department Level Academic Committee (DLAC) for each department.

CLAC comprises following members:

Principal	-	Chairman
PG Dean	-	Secretary
Heads of Departments/PG Coordinators of the Department having M.Tech Programme-		Members
UG Dean	-	Member
Dean Research	-	Member

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

- Review of the progress of course coverage against the academic calendar and the course plan and suggestions for improvement
- Academic standard and excellence of various programmes
- Performance appraisal of Faculty handling the course as reported by DLAC
- Matters related to the postgraduate programme of various departments
- Any responsibility or function assigned by the Principal

DLAC comprises the following members:

Head of the Department	-	Chairman
PG Coordinator of the Department	-	Secretary

Faculty advisors of all M.Tech classes in the Department	-	Members
Department coordinator for UG	-	Member
Two faculty members handling PG Classes	-	Members

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

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

R8.2 PG Coordinator: Each Department will have a senior faculty as the PG Coordinator.

The responsibilities of the PG Coordinator are:

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

R8.3 Faculty Adviser (FA): There shall be one Faculty Adviser for a class. The Principal shall assign a faculty member with minimum three years of experience as the Faculty Adviser in consultation with the Head of the Department concerned.

The responsibilities of the FA are:

- To supervise and coordinate the activities of the particular programme.
- To guide and advice the students in all academic matters.

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

9.0 BREAK OF STUDY

R9.1 Students are permitted to avail break of study for a maximum duration of two semesters. Availing break of study could extend the duration of the programme up to four years, as per clause R4.4. The student can avail the break of study only with the prior approval of the Principal through proper channel. Students shall have to re-join at the commencement of the semester where the student availed the break of study.

Students are permitted to avail break of study:

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

R9.2 For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor 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.

R9.3 Students who require a break in study due to personal reasons shall get the approval from the Principal on the genuineness of the need for it by providing authentic evidences for the same.

R9.4 Students who require break of study for employment/internship/startups shall produce the necessary documentary evidences. The HoD shall verify the authenticity of the evidence and submit the recommendation to the Principal in advance for approval.

10.0 ACADEMIC AUDITING

R10.1 There shall be academic auditing in all programmes/departments at stipulated intervals. The academic auditing shall be conducted by Internal Quality Assurance Cell (IQAC) of the college. The IQAC shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare

academic audit statements for each semester at regular intervals. These reports shall be presented in the academic council of the college.

R10.2 All the academic activities should be verified by the external auditors appointed by the Principal.

Academic auditing shall cover the activities mentioned in the audit manual and in the regulations. Important aspects to be covered are the following:

- Course delivery, adherence to the academic calendar regarding meetings of various committees and series tests, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, mini projects, seminar and project evaluation, innovative teaching methods and conduct of practical classes and their evaluation.
- Facility for Co-curricular and Extra-curricular activities available for the students.
- Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic accountability, academic achievements and benchmarking.

11.0 MIGRATION FROM OTHER UNIVERSITIES/INSTITUTIONS

R11.1 Migration to M. Tech. programme of Mar Athanasius College of Engineering (Autonomous) from other Universities shall be permitted only if the other University/Institutes is approved by the UGC/AICTE/AIU and subject to the recommendation by the respective BoS.

R11.2 The student shall be permitted to migrate only if the student fulfils the college eligibility criteria for admission to the course applied for migration. The student shall be permitted to migrate only if the student has passed all the previous semester(s) in the parent University.

R11.3 The migration shall be permitted only up to the third semester of the M. Tech programme.

R11.4 The admission shall be offered on migration basis through lateral transfer of credits.

R11.5 The students shall be allowed to migrate to the college subject to satisfying the rules and regulations of the University as regards to the programme such as maximum number of backlogs, grade points, minimum credit requirement for promotion to

higher semesters, etc.

- R11.6 The student shall be offered admission to the M.Tech programme of the college subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
- R11.7 The students offered admission shall register for the transitory/additional courses of the previous semesters to satisfy the programme requirement as recommended by the concerned Board of Studies.
- R11.8 The students offered admission shall produce a migration certificate from the parent University at the time of admission.
- R11.9 The student offered admission shall produce a character and conduct certificate from the parent institute/University at the time of admission.
- R11.10 Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the college along with the application seeking migration to the College.
- R11.11 Attested copies of all certificates and mark lists from 10th class onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when demanded by the college).
- R11.12 The students offered admission shall pay the migration fees and the college fees as prescribed by the college. The application processing fee and the migration fee will be as per the guidelines of the parent university. The processing fee shall be paid along with the application, and the migration fee shall be paid to the college at the time of offering admission. The fee once paid shall not be refunded under any circumstances.
- R11.13 The migrated students shall follow the rules and regulations of the college.

12.0 GRACE MARKS FOR SPORTS /ARTS COMPETITIONS

- R12.1 Only bonafide, regular students are eligible for the award of grace marks.
- R12.2 The grace marks will be awarded to the students for representing the University in official level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the college for representing the University.
- R12.3 The maximum grace marks that can be awarded to a candidate in a particular semester for all events participated during that semester shall be 5% of the aggregate maximum of the End Semester Examination marks of all theory courses for which the College

conducts End Semester Examinations.

- R12.4 The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all events participated during that semester shall not exceed 10% of the maximum aggregate marks of the End Semester Examination of that course.
- R12.5 The grace marks shall not be awarded for Programme Electives/ Research Methodology & IPR/ Laboratory Courses/ Industry Integrated Course/ Miniproject / Dissertation etc. even though the student fails for the same.
- R12.6 Eligible grace marks shall be distributed equally on all theory papers/courses of end semester examination of the semester concerned. However, redistribution of grace marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of grace marks is not permissible from failed courses to other courses for a pass.
- R12.7 The grace marks shall be awarded for all theory papers/courses in a semester for which end semester examinations are conducted by the college.
- R12.8 Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
- R12.9 Grace marks shall not be redistributed from one semester to another semester.
- R12.10 If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective pass board if any, shall be awarded to that candidate in addition to the grace marks for a pass.
- R12.11 Eligible grace marks shall be awarded for the regular examination of the performing semester only. Grace marks shall not be awarded for supplementary examinations.
- R12.12 The performing semester shall generally be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester) for the purpose of awarding grace marks.
- R12.13 The request for grace marks shall be submitted to the Principal through PG Dean along with all relevant documents within the prescribed time limit, which shall be forwarded to the CoE. The request for grace marks received after the time limit shall not be entertained on any account.
- R12.14 Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.

R12.15 Notwithstanding the above in clause R12, the guidelines given in the examination manual and orders issued by the college from time-to-time will be followed. The R12.1 to R12.14 shall be taken as general information.

13.0 GRACE MARKS TO DIFFERENTLY ABLED CANDIDATES

R13.1 A person with disability (PWD) is a student of the college suffering from not less than 40% of any disability, as certified by the District Medical Board. To be eligible for the grace marks, certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.

R13.2 The grace marks that can be awarded for PWD shall be 25% of the marks, scored by the candidate in each course, at the time of finalization of the results.

R13.3 Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace marks, shall be rounded off to the next higher integer.

R13.4 PWD who are eligible for grace marks shall be awarded grace marks, for regular and supplementary chances until they pass the whole examination.

R13.5 Grace marks shall be awarded only for the marks of the end semester examinations conducted by the college.

R13.6 The request for grace marks shall be submitted to the Principal through PG Dean along with all relevant documents within the prescribed time limit, which shall be forwarded to the CoE. The request for grace marks received after the time limit shall not be entertained on any account.

14.0 COLLABORATION AND TWINNING PROGRAMME(S) BETWEEN THE COLLEGE AND FOREIGN UNIVERSITY/ INSTITUTION IN THE FIELD OF TECHNICAL EDUCATION

R14.1 **Twinning Programme:** Students enrolled with the college may undertake their programme of study partly in the college and partly in the Foreign Institution, complying with the relevant UGC regulations and subject to the provisions of the parent university.

R14.2 **Joint Degree Programme:** Curriculum shall be designed jointly by the college and the Foreign Institution, complying with the relevant UGC regulations and subject to the provisions of the parent university.

R14.3 **Dual Degree Programme:** Programme jointly designed and offered by the college and the Foreign Institutions in the same disciplines/subject areas and in the same level,

complying with the relevant UGC regulations and subject to the provisions of the parent university.

15.0 TRANSITORY PROVISIONS

R15.1 Notwithstanding anything contained in these regulations, the Principal shall, for two years from the date of coming into force of these regulations, has the power to provide by the order that these Regulations shall be applied with any modifications as may be necessary.

R15.2 Revision of regulations notwithstanding all that has been stated above, the Academic Council of the College has the right to modify any of the Regulations, Scheme of Studies, Examinations & Evaluation System and Syllabi from time to time.

16.0 AMENDMENTS TO REGULATIONS

R16.1 The Academic Council of the College may approve revisions, amendments or changes in the Regulations/Policies based on the Industry/Societal needs from time to time.
