

**APJ Abdul Kalam Technological University  
Thiruvananthapuram**

**Abstract**

APJAKTU - Admn - Various Boards of Studies of the University - Constituted - Orders issued.

---

*ADMINISTRATION*

U.O.No. 71/2021/KTU

Thiruvananthapuram, Dated: 16.01.2021

---

*Read:-*1. Agenda item No. S-017-021 of the 17th Syndicate meeting held on 31.12.2020.

**ORDER**

The first statutes of the University mandate that the University should constitute the Board of Studies for each program/combination of different programs at the graduate level, post-graduate level, and research level independently or in groups. The maximum number in any board should not exceed 18 and should comprise members having more than 10 years of experience in teaching/ research/industry or combined. The University proposes 9 Boards for the UG programs, eight for the PG programs and one for the research program.

The tenth Academic Council recommended the structure of the various Boards of Studies to be constituted as per First Statutes. Hon'ble Vice Chancellor has recommended the list of members to be included in various boards as suggested by the Academic Council and the matter was placed before the Syndicate for approval.

The seventeenth meeting of the Syndicate which held its meeting on 31.12.2020 vide agenda item No. S-017-021 resolved to approve the constitution of various Boards of Studies of the University with members as listed in the **Annexure**.

Sanction has, therefore been accorded by the Vice Chancellor for the constitution of various Boards of Studies of the University with members as listed in the **Annexure**.

Orders are issued accordingly

Sd/-

Dr. Baiju B \*  
REGISTRAR ( IN CHARGE )


Copy to:-

1. The persons concerned.
2. PS to VC/Regr/Dean(Acd)/Dean(Research)/CoE/FO.
3. The Academic Section.

Forwarded / By Order



## 11) Civil Engineering

Government Engineering Colleges	Government Aided Engineering Colleges	Government Controlled Self-financing Engg. Colleges	Industry, Reputed Institute, Basic Science (Govt./aided)	Private Self-financing Engineering Colleges
<p><b>Dr. Rajesh K. N. (Chairman)</b> Associate Professor in Civil Government College of Engineering, Parassinikadavu Kannur - 670563 knrajesh74@gcek.ac.in 8547004911</p> <p><b>Dr. Anil R.</b> Associate Professor in Civil College of Engineering Engineering College P O Thiruvananthapuram - 695 016 anilraghunathan@rediffmail.com 9447023233</p> <p><b>Prof. P. P. Sivan</b> Assistant Professor in Civil Government Engineering College Ramavarnapuram Thrissur-680 009 ppsivan@gectcr.ac.in 9809631256</p> <p><b>Dr. Vinish V. Nair</b> Associate Professor in Civil Rajiv Gandhi Institute of Technology Velloor P.O., Kottayam - 686 501 vinish_nair@rediffmail.com 9495496458</p> 	<p><b>Dr. Muhammed Siddik A. (Convenor)</b> Assistant Professor Department of Civil Engineering TKM College of Engineering, Kollam-5 muhammedsiddik@tkmce.ac.in 9446162589</p> <p><b>Dr. C. Prabha</b> Assistant Professor In Civil Engineering M.A College of Engineering Kothamangalam cprabhac@gmail.com 9995152711</p> <p><b>Dr. Adarsh S</b> Associate Professor Department of Civil Engineering TKM College of Engineering, Kollam-5. adarsh1982@tkmce.ac.in</p>	<p><b>Prof. Nivya T K</b> Assistant Professor College of Engineering Thalassery, Eranholi (PO), Kannur-670 107 tk.nivya@gmail.com 9048491234</p> <p><b>Prof. Sajjan K. Jose</b> Associate Professor, Department of CE, LBS Institute of Technology for Women, Poojappura Trivandrum-695012 9447413195 sajankorattiyil@gmail.com</p>	<p><b>Reputed Institute</b> <b>Dr. Subha V.</b> Professor Division of Civil Engg School of Engineering Cochin University of Science and Technology, Kalamassery Kochi-682022 0484 2556187 94472 92584 v.subha@cusat.ac.in</p> <p><b>Industry</b> <b>Sri. Saju S.</b> Senior Bridge Engineer Bridges Design Unit Chief Design Office O/o the Chief Engineer (Design) PWD, Thiruvananthapuram sajus99@gmail.com 9447004768</p> <p><b>Basic Science</b> <b>Prof. Harikrishnan K.</b> Associate Professor Geology Department NSS College of Engineering, Palakkad 678008 harriekrishnan@gmail.com 9447326490</p>	<p><b>Dr. Sabeena M V</b> Principal AWH Engineering College. Kuttikattor, Calicut. 9446516393 sabeenahari@gmail.com</p> <p><b>Prof. Gouri Mohan L.</b> Associate Professor &amp; HoD Dept of Civil Engg. Bishop Jerome Institute, Kollam gourimohanbji@gmail.com 9249535453</p> <p><b>Dr. Ratish Menon</b> Assistant Professor Dept. of Civil Engineering SCMS School of Engineering &amp; Technology Karukutty, Ernakulam ratishmenon@scmsgroup.org mratishmenon@gmail.com 9746083929</p>

## MINUTES OF THE FIRST ACADEMIC COMMITTEE MEETING

**DATE : 23-01-2016**

**Venue : Conference Hall, KTU**

**Time : 10 am**

### **Members present**

1. Prof Kuncheria P Isaac, Vice – Chancellor - Chairperson
2. Dr M Abdul Rahman, Pro-Vice-Chancellor
3. Prof V Radhakrishnan, Advisor (Academics) - Convenor
4. Prof K A Navas, Principal, LBS Engg College, Kasaragode
5. Fr Jose Kannampuzha, Principal, Amal Jyothi Engg. College, Kanjirappally
6. Dr Ajitha B Bhaskar, Professor, CET
7. Dr Shine N Das, Professor, CoE, Munnar
8. Dr Praveensal C J, Professor, SCM School of Engg. & Tech
9. Dr. Imthias Ahamed T P, Prof, TKMCE
10. Prof A Veeraraghavan, Professor, IITM
11. Prof B J Alappat, Professor, IIT, New Delhi

Leave of absence requested by Prof Anitha, Shri V K Mathews, Shri Sunil Jose, Prof Job Kurian and Prof K Geetha

The meeting started at 10 am with the Hon'ble Vice-Chancellor of APJ Abdul Kalam Technological University, Prof Kuncheria P Isaac in the chair.

The Chair welcomed the members and briefed various academic matters of the University since its inception. Thereafter the agenda items were taken up for discussion and the following decisions were taken.

### **1. Part time B.Tech & M.Tech ( evening) programmes**

- i). Only AICTE approved programmes shall be affiliated to KTU.
- ii). The evening class hours shall be three and half hours in a day.
- iii). The part time B.Tech (evening) programme shall have the same courses and syllabi of 3 to 8 semesters of regular B.Tech programme. As diploma holders are admitted to part time B.Tech (evening) programme, the courses in S1 and S2 of regular programme are not to be included in the curriculum of part time B.Tech (evening) program. The credits for S1 and S2 shall be given as credit transfer from the Diploma programme. The minimum cumulative credits to register for higher semesters ( clause 6 m of B.Tech academic ordinance) has to be reworked for part

time B.Tech (evening) programme as the curriculum is required to be restructured. The clause 6 d x) in the B.Tech ordinance regarding student activities points shall not be applicable to evening programme. These are to be incorporated in the B.Tech regulations as amendments.

iv). The curriculum committee for B.Tech programme is entrusted with the task of restructuring the curriculum of part time B.Tech (evening ) programme.

v). The part time M.Tech programme shall have the same courses and syllabi as that of regular M.Tech programme. The courses are to be completed in 6 semesters. The Trivandrum cluster of PG programmes is entrusted with the task of restructuring the curriculum of part time M.Tech (evening ) programme

vi). The committee recommended to include type of programme i.e. part time (evening) in the mark lists and the degree certificate issued to students.

## **2. Approval of revised curriculum and syllabus of S1 and S2 B.Tech.**

i). Ratified the decision of not including module VI in the end semester examination of Calculus for S1 held in Jan 2016.

ii). Approved the revised syllabus of Differential equations for S2 from 2015 admissions and the decision to revise the syllabus of Calculus for S1 from 2016 admissions.

iii). The suggestion of curriculum committee for Computer Science & Engg. to include a course in CSE for CSE & IT branches alone in E,F slots and a workshop course in T slot was **not** agreed to. The committee agreed to the alternative option that the proposed theory course could be included in the 3<sup>rd</sup> semester by shifting Business economics & Life skills to 4<sup>th</sup> and 5<sup>th</sup> semesters respectively.

iv).It is recommended to constitute a curriculum review committee to review issues/anomalies in curriculum and syllabi and to recommend necessary changes.

## **3. Formation of B.Arch curriculum**

A workshop on this shall be conducted and the regulations and curriculum shall be submitted for approval in the next meeting of the Academic Committee.

## **4. Approval of MBA curriculum**

Ratified the constitution of Academic Board for Management (ABM ) for MBA programme and approved the decisions of ABM. The suggestion of ABM in its meeting held on 28-12-2015 to amend the ordinance to fix 45% marks for both internal and trimester exam separately and 45% aggregate, for a pass grade is agreed. The curriculum and syllabi for trimesters 1, 2 and 3 are also approved.

## **5. Discussion and approval of B.Tech curriculum for 3 to 8 semesters**

- i). The curriculum for 3 to 8 semesters of B.Tech programme in all branches prepared by the curriculum committees is approved. The curriculum of Computer Science & Engg and IT branches may be modified suitably, after discussing with the curriculum committees in view of decision No. 3 under item No. 2.
- ii). The curriculum committee convenors may convene workshops before finalising the syllabi for 3 to 8 semesters.
- iii). It is recommended that B.Tech/M.Tech programmes of similar branch/specialisation shall merge and a single name for branch/specialisation be adopted. The University may take necessary steps in this regard.
- iv). The committee agreed with the opinion of some members that ‘self study’ topics which can be learnt by the students themselves without class room instruction shall be clearly mentioned in the syllabus, so that other topics can be comfortably covered in lecture class.
- v). It is agreed that 30 marks for Final written test/quiz in the evaluation of Laboratory/Practical courses in 3 to 8 semesters of B.Tech programmes shall be awarded by conducting one end semester **internal** practical examination. Amendment to this effect has to be made in the ordinance [clause 07 (l)(b) (iii)].
- vi). It is observed that the ideal batch size for practical shall not exceed 3.

## **6. Amendments in B.Tech/B.Tech (Hons.) and M.Tech ordinances applicable to 2015 admission batch only for the academic year 2015-16, issued through Regulations.**

### **Amendments in the Ordinance for B.Tech/B.Tech (Hons.) applicable to 2015 admission batch only for the academic year 2015-16**

- i). The amendments 1, 2 and 4 as given in the agenda notes are approved
- ii). The amendment 3 as given in the agenda notes is modified and approved as follows.

**Amendment 6 t)** 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 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. 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.

**Amendments in the Ordinance for M.Tech applicable to 2015 admission batch only for the academic year 2015-16**

i). Amendments 2, 3 and 6 as given in agenda items are approved. The amendment 5 as given in the agenda notes is approved as follows.

**Amendment O-14 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

ii). Committee observed that the amendments 1 and 4 as given in the agenda notes are not necessary.

All amendments to the regulations will be incorporated according to the advice from the legal advisor.

**7. Approval of guidelines for B,Tech (Hons.)**

Deferred to discuss in later meetings as the matter is not urgent.

**8. Approval of guidelines and additional activities to earn Student Activity points (B,Tech).**

Approved the format for awarding student activity points.

**9. Lateral Entry of students to B.Tech programme**

i). Only diploma holders shall be admitted subject to eligibility conditions prescribed by the Government of Kerala from time to time.

ii). As students under lateral entry scheme are admitted to the third semester of B.Tech programme the credits for S1 and S2 shall be given by credit transfer from the Diploma programme. This is to be incorporated in the B.Tech regulations as amendment.

iii).The mark lists and certificate shall indicate that the students are admitted under lateral entry scheme.

## **10. Any other matter with the approval of Chair**

### **(a) Guidelines for admission of discontinued students of Kerala/ Calicut/ MG/ Cochin/ Kannur Universities to KTU**

Approved the guidelines with the following modification in clause (iii). A committee constituted by KTU to examine readmission cases shall decide on addition and/or substitution of courses to be studied by the student to match with the curriculum of KTU.

### **(b) Evaluation system for Design & Engineering**

i). Approved the proposal.

ii). Recommended to include the evaluation norms and add one more reference book given below in the syllabus

*Dieter & Schmidt, "Engineering Design", McGraw Hill Education ( India) Edition 2013*

### **(c) Contents of Life skills and evaluation of the course.**

i). Recommended to reduce the contents in the syllabus proposed by ICT academy by deleting 'Life-long Learning & Information Management Skills' and reducing the contents in 'Entrepreneurship skills'

ii). Suggested to work out an appropriate evaluation system by discussing with ICT Academy and other experts.

### **(d) Restructuring of class time table**

The committee supported the idea of 50 min. classes, but suggested that the colleges shall be given the option to adopt this reform, for the time being.

### **(e) Additional Skill Acquisition Programme (ASAP)**

The Chief Executive Officer, Additional Acquisition Programme ( International Relations), Govt. of Kerala, in his letter No.ASAP/IR-PM-1/87/2015 Dt. 21.01.2016 has given a note for placing the adoption of ASAP skill courses in the Academic Body of the University. The Chair explained about ASAP and the contents of the note.

The committee approved adoption of ASAP skill courses as add-on courses with separate certification jointly by the University and ASAP. The University shall take further steps to start the programmes.

### **(f) Inter college transfer**

Dr M Abdul Rahman, PVC expressed the need to frame norms for inter college transfer.

The members agreed to this and suggested to frame norms for inter college transfer of regular B.Tech students. It is suggested that inter college transfer shall be permitted at the beginning of odd semesters only as some common courses like Physics/Chemistry and Life skills/Business Economics are offered in either odd or even semester in an academic year and the colleges have the option to choose any one of them in one of the semesters.

**(g) Granting Grace marks for students with physical disability.**

Dr M Abdul Rahman, PVC brought to the notice of the committee on requests from three hearing impaired students for granting grace marks.

The committee recommended to constitute a committee with the Controller of Examinations as convenor to examine as how grace marks are granted in other Universities in Kerala and to suggest its recommendations.

**(h) Complaint about the Question Paper on Basics of Electrical Engineering of S1 exam, Jan 2016**

The Chair brought to the notice of the members on a complaint received about the question paper on Basics of Electrical Engg for the first semester examination held on 18-1-2016. The complaint was that many questions in the question paper were same questions as in a question paper given for model examination in an affiliated college.

The committee recommended that instructions shall be given to question setters and question paper scrutinisers to avoid such pitfalls and to seek explanation from the question paper setters.

The meeting concluded at 1.30 pm.



## MINUTES OF THE SECOND ACADEMIC COMMITTEE MEETING

Date : 16-04-2016

Venue : Conference Hall , KTU

Time : 1.30 pm

Members present:

1. Dr. Kuncheria P Isaac ,Vice-Chancellor – Chairperson
2. Prof .V.Radhakrishnan, Advisor ( Academics )-Convenor
3. Dr.K.M.Abdul Hameed, Principal, GEC, Wayanad
4. Dr.K.A.Navas, Principal, LBS Engineering College, Kasaragode
5. Fr Jose Kannampuzha ,Principal, Amal Jyothi Engineering College,Kanjirappally
6. Dr. Ajitha B Bhaskar, Professor, CET, Thiruvananthapuram
7. Dr.Praveensal C J, Professor ,SCM School of Engineering & Technology, Ernakulam
8. Sri. Sunil Jose, Associate Vice –President, Infosys, Ltd. Thiruvananthapuram
9. Prof. A. Veeraraghavan, Professor ,IIT Madras, Chennai
10. Prof. B.J. Alappat, IIT,Delhi
11. Dr. Sreekumar. S,Director (Research ),KTU
12. Dr.K. Geetha, Principal, NSS College of Engineering, Palakkad.

Leave of absence requested by Dr Shine N Das, Sri V K Mathews and Dr. Imthias Ahamed T P

The meeting started at 1.30 pm with the Hon'ble Vice-Chancellor of APJ Abdul Kalam Technological University, Dr Kuncheria P Isaac in the chair.

The Chairperson welcomed the members and briefed various academic matters of the University. Thereafter the agenda items were taken up for discussion and the following decisions were taken.

### **1. Confirmation of the minutes of the last Academic Committee meeting held on 23-01-2016 and the action taken report.**

The minutes of the last academic committee meeting held on 23-01-2016 had already been sent to the members. No comments were received.

***The minutes of the last Academic Committee meeting held on 23.01.2016 was confirmed. The Action Taken Report was presented and discussed.***

## **2.Extension of provision of “Summer Courses” for improving internal evaluation marks**

There is a provision in the B.Tech ordinance [ Clause (07 j)] to conduct summer courses in failed courses for students( with FE grade ) who have got 45% or more in the internal evaluation for the courses they attended in the regular semester. 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.

### Case ( i )

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

### Case ( 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 test during the summer course. This will replace the lower of the two marks got in the regular semester. However the maximum IA marks awarded in this case shall be limited to 45%.

The proposal was put up for deliberations.

***The Committee approved the proposal with the modification that the total IA marks awarded shall be limited to 50%.( clause ii )***

## **3. Mandatory revaluation of answer scripts of B.Tech students who have scored marks between 30% and 45% by the Chief examiner.**

As per the regulations, a student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. As per the current valuation procedure the Chief examiners have to revalue 20% of the answer scripts valued by the additional examiners.It was suggested that the Chief examiners shall compulsorily revalue answer scripts which got marks in the marginal range 30 to 44%.The marks granted by the Chief Examiner shall be shown to the additional examiner to have a mutual consensus in the final marks awarded by the Chief.

*The Academic Committee decided that answer scripts which were awarded marks in the marginal range 30 to 44 % by the additional examiners be mandatorily revalued by the Chief Examiner. It was decided to raise the no. of valuation camps from 10 to 20.*

*The Hon'ble Vice-Chancellor ,Dr.Kuncheria P Isaac explained the salient features of the new answer sheet design and decided that the new answer sheet will be used for the next M.Tech examinations and B.Tech examinations from the next academic year.*

#### **4. Approval of Examination Hand Book**

The controller of examinations has prepared an examination hand book detailing the procedure for the conduct of examinations and valuation of answer scripts. The Hand Book is given in( Appendix 2 ).

*The Academic Committee decided to make the following changes in the Handbook.*

##### **4.5. Chief Examiners**

*The Committee decided that the Chief Examiners will be Associate Professors / Senior Assistant Professors of Colleges affiliated to the University.*

##### **4.7. Valuation Procedure for PG Exams**

*The Committee decided that for valuation for PG Exams ,if the difference in marks obtained in two valuations exceeds 15 % of the maximum marks for the course, it will be valued by a third examiner and average of the closest two marks ,to the advantage of students, will be considered for grading.*

##### **4.8. Keeping of answer scripts after valuation**

*The answer papers after valuation shall be disposed off after 90 days from the date of publication of results. ( Please see item no.17 )*

*The revised Handbook is given in Appendix (1).*

#### **5. Approval of the modified course plan for S1 & S2 B.Tech. programme**

As per the decision of the Academic committee held on 23-1-2016, a curriculum review committee was constituted . The curriculum review committee which met on 25-02-2016 and 14-03-2016 submitted recommendations regarding S1 & S2 syllabi/course plan. The curriculum committee which met on 02-04-2016 modified the curriculum and course plan after considering the recommendations of the review

committee. The modified curriculum and course plan was submitted ( Appendix 3 ,4 ) for approval.

*The modified course plan was approved by the Committee.*

## **6. Approval of revised curriculum of S3 to S8 B.Tech programme**

The curriculum review committee had suggested some changes in the curriculum for S3 to S8 B.Tech programme and the modified curriculum prepared by the curriculum committee was put up for approval ( Appendix 5 ).The syllabus for common subjects namely Life Skills, Business Economics and the Principles of Management was also submitted for approval.

*The Committee approved the revised curriculum of S3 to S8 B.Tech programme.The syllabus of common subjects namely Life Skills, Business Economics and the Principles of Management was also approved. It was decided that the rest of the syllabus be put up to the Curriculum committee for approval and the same shall be published and placed before the Academic Committee at its next meeting for ratification.*

## **7. Approval of Regulations for B.Arch**

The draft regulations and curriculum for B.Arch prepared by the committee constituted for the purpose was discussed in the workshop held on 20-02-2016 . Further a curriculum committee for B.Arch programme was constituted and the committee met on 29-3-2016 and finalised the curriculum and regulations for B.Arch programme.The regulations were put up for approval.(Appendix 6)

*The Committee approved the Regulations for B.Arch programme.*

## **8. Approval of Syllabus for S1 and S2 B.Arch**

The curriculum committee for B.Arch finalised the syllabi for S1 and S2 B.Arch. The same was put up for approval. (Appendix 7)

*The Committee approved the Syllabus for S1 and S2 B.Arch programme.*

## **9. Approval of regulations for MBA programme**

The MBA programme conducted by CET School of Management was affiliated to KTU in 2015. Now the KTU has decided to affiliate AICTE approved MBA programmes in other affiliated colleges also with effect from 2016 academic year. In this context, the curriculum committee for MBA prepared draft

regulations. The draft regulations were submitted before the Academic Committee for finalising, encompassing all the MBA Institutions including CET School of Management. Hence the existing Ordinance for MBA programme applicable to CET School of Management has to be repealed subject to the opinion from the legal advisor. ( Appendix 8 ).If any of the Provisions in the Regulation has to be incorporated in the Ordinance, the same can be done in the next Executive Committee meeting.

*The Committee gave consent for repealing the existing Ordinance for MBA programme and approved the new Regulations for MBA programme.*

#### **10. Approval of Syllabus of MBA**

A curriculum committee for MBA programme was constituted. The curriculum committee for MBA met on 11-03-2016 and modified the existing syllabi for trimesters 1, 2, & 3 of CET School of Management. The curriculum for trimesters 4, 5 & 6 was also prepared by the Committee. The syllabi for trimesters 1, 2 & 3 and curriculum for trimesters 4, 5, & 6 were submitted for approval.( Appendix 9 )

*The Committee approved the modified syllabi for trimesters 1, 2 and 3 and the curriculum for trimesters 4, 5 and 6 of MBA programme w.e.f. 2016*

#### **11. Consent for amending the B.Tech & M.Tech Ordinances**

The ordinances for B.Tech & M.Tech programmes were formulated at a time when there were no academic bodies in the University and now certain amendments are mandatory. Now that the academic bodies have been constituted, Regulation can be framed with the said amendments. However the Regulation cannot amend the existing Ordinances. Hence the Committee may give consent to amend the Ordinance for B.Tech & M.Tech programmes.

*The Committee gave consent for amendment of the existing Ordinances for B.Tech & M.Tech programmes and decided not to replace the same with Regulations*

#### **12. Approval of MCA Regulations, Curriculum and Syllabi**

The curriculum committee for MCA programme has prepared and submitted the regulations, curriculum and syllabi for MCA programme. (Appendix 10)

*The Committee approved the Regulations, Curriculum and Syllabi of MCA programme.*

### **13. Option for branch change after completing S1 and S2 of B.Tech programme.**

There have been many enquiries from students studying in the second semester of B.Tech programme about the option for branch change in B.Tech programme. Currently there is no option for branch change in B.Tech programme in other Universities in Kerala. It was proposed that option for branch change after completing S1 and S2 studies may be given according to the following rules

#### **RULES FOR BRANCH CHANGE IN B.Tech Programme**

1. A student admitted to a particular branch of the B.Tech programme will normally continue studying in that branch till completion.
2. However, in special cases the University may permit a student, admitted through KEAM entrance exam, and who has requested for a change from one branch of study to another after the first two semesters, strictly in accordance with the provisions laid down hereinafter.
3. Only those students who have (a) completed all the credits prescribed in the first two semesters of their studies, and (b) obtained a CGPA not lower than 8.0 ( 7.0 for SC/ST students) at the end of the second semester will be eligible for consideration for a change of branch after the second semester.
4. Change of branch shall be made strictly on the basis of CGPA at the end of second semester of the applicant. Ties will be broken by the KEAM entrance exam rank of the applicant.
5. Change of branch will be considered only in the college in which the applicant is studying against the vacant seats within the sanctioned strength of the branch.
6. Application for a change of branch must be made by intending eligible students in the form prescribed for this purpose. The University will call for application after getting the vacancy position sometime in the second semester and the completed forms must be submitted by the last date specified in the notification. The applicants have to remit requisite fee mentioned in the notification for consideration of the application.
7. Students may give only one choice of branch, to which they wish to change over. It will not be permissible to alter the choice after the application has been submitted.
8. All changes of branch made in accordance with the above rules will be effective from the third semester of the applicants concerned. No changes of branch shall be permitted there after.

9. All changes of branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered.

10. The credits earned by the student in the first two semesters will be transferred to the branch to which the student has changed.

11. A committee consisting of the Pro-Vice Chancellor, the Dean (Academic) and the Director (Academic) will select the students for branch change in accordance with the rules and will decide on credit transfer mentioned in Rule (10).

12. A student who got a change in the branch of study as per the above provisions will not be permitted to take inter college transfer.

The proposal was put up for consideration.

***Please see item no. 16.***

#### **14. Approval of student activity points**

The detailed list of student activity points mentioned in the B.Tech ordinance was submitted for approval. (Appendix 11)

***The Committee approved the detailed list of student activity points.***

#### **15. Introduction of a minor in B.Tech programme and approval of 'Entrepreneurship as a minor.**

The University proposed to introduce minor specialisations in B.Tech course outside the area of specialisation of his / her studies. As the University cannot offer courses in other areas, courses conducted by approved agencies or other institutes may be recognised on the recommendation of the Academic Committee.

It is felt that entrepreneurship is an important segment which is to be considered including those agencies who could get involved in such a programme as it will be difficult for the University to directly deal with it. If the Committee approves in principle, further steps can be taken in this direction.

***The Committee approved the proposal to introduce minor in B.Tech programme and 'Entrepreneurship' as a minor.***

## **16. Approval of norms for Inter College Transfer**

As per the decision of the first academic committee meeting, a committee was constituted to frame norms for inter college transfer. The norms prepared by the committee are given below.

1. Inter college transfer shall be applicable only for regular B.Tech students.
2. Inter college transfer shall be permitted in the beginning of third semester.
3. Inter college transfer shall be effected within the sanctioned strength of the college.
4. The transfer shall be permitted
  - (i) Between Govt. / Aided Colleges in Govt seats
  - (ii) Between Govt. controlled self financing colleges
  - (iii) Between Private self financing colleges
  - (iv) Between Private self financing colleges and Govt. controlled self financing colleges provided the student had been admitted under Govt. merit quota.
5. Category of seats ( Govt. quota / Management quota ) should be identical in both the colleges from which the candidate has sought transfer and to which he/she is seeking transfer.
6. No pre- condition should be stipulated by the Management /Authorities for effecting transfer.
7. Notification inviting application for Inter College Transfer will be issued by the University at the end of second semester.
8. Transfer of students from one college to another shall be purely on the basis of rank obtained in the entrance examination.
9. The candidate should fulfil the academic eligibility requirement for the promotion to the Third Semester as per KTU B.Tech regulations.
10. Applications in the prescribed proforma shall be forwarded through the Principal of the College to the Registrar, APJ Abdul Kalam Technological University for consideration . A processing fee of Rs. 1500/- shall be collected.
11. A Committee consisting of the Registrar, Sr. Director (Administration & Affiliation ) and Director ( Academic ) shall select the candidates for transfer.
12. The selected candidates shall submit the application in the prescribed form duly recommended by the Principals of both colleges within the stipulated date. A fee of Rs 3000/- shall be collected towards transfer of data and registration in the data base.

The norms were submitted for approval.



*Item no. 13 and 16 were considered together and the Committee recommended to constitute a committee consisting of Dean ( Academics ), Director ( Academic ) and two other members nominated by the Hon'ble Vice-Chancellor to examine and frame norms for branch change with inter college transfer.*

#### **17. Decision on disposal of Answer Scripts**

Disposal of answer scripts in a time bound manner has been one of the serious issues confronted by different Universities . Universities which follow the centralised storage of answer scripts often find it very difficult to clear scripts and to stack fresh scripts periodically.

The storage of answer scripts in KTU is slightly different from that of conventional universities. Here, we don't follow the centralised storage system. Since our jurisdiction extends to the entire Kerala state, we are forced to conduct valuation at 10 different camps, and scripts are kept in the respective camps after the completion of evaluation.

S2 B.Tech degree examinations are to commence in May 2016 and it is most likely that all the 10 valuation camps arranged for SI exam evaluation will be arranged for SII exam evaluation also. We will have to remove the SI answer scripts from these centres before the commencement of SII exam evaluation.

The following proposals are submitted for the speedy and effective disposal of answer scripts from valuation camps.

1. We may dispose answer scripts of a particular examination after 90 days of publication of results.
2. Scripts for revaluation may be removed in before the expiry of the said 90 days and shall be disposed after the publication of revaluation results.
3. In the case of litigations regarding exam related matters, the answer scripts required shall not be disposed till final judgement.
4. Candidates who wish to obtain photocopies of answer scripts shall apply for the same within the stipulated 90 days. Necessary directions may be given to the Principals of affiliated colleges in this regard.

The above proposal was put up in the Academic Committee.

***The Committee approved the above proposal and also decided that the answer scripts after revaluation shall be disposed off after 60 days from the date of publication of revaluation results.***

#### **18. Approval of Regulations for MBA ( Evening Programme )**

CET School of Management conducts MBA ( Evening Programme ) approved by AICTE, in addition to the regular MBA programme. The Director, CET School of Management, has requested to include this programme also. The MBA Syllabus / Curriculum Committee has framed Rules and Regulations and submitted for consideration of the Academic Committee. The Academic Committee may consider the same.

***It was decided that the courses offered for regular MBA programme should be restructured to eight trimesters. It was also decided that the attendance of the students admitted to the MBA (Evening) Programme be ensured through bio metric punching system. The Committee agreed that only working professionals be admitted to part time course. It was also decided that students staying at a commutable distance only need be given admission to the course.***

**19. Approval of restructured curriculum for B.Tech & M.Tech part time programmes**

In the first Academic Committee meeting, it was decided that the part time B.Tech (Evening) programme shall have the same courses and syllabi of 3 to 8 semesters of regular B.Tech programme and that the part time M.Tech (Evening) programme shall have the same courses and syllabi as that of regular M.Tech programme. The restructured Curriculum of part time B.Tech (Evening) programme and part time M.Tech (Evening) programme were submitted for the consideration of the Academic Committee.

***The Committee approved the restructured B.Tech curriculum. It also approved the restructured M.Tech curriculum with the modification that only 6 months is sufficient for final thesis work and the programme be completed in 6 semesters, instead of 7 semesters proposed as per decision of first Academic Committee meeting.***

***The Committee decided that attendance is to be ensured through bio metric punching system and that only working professionals be admitted to part time programmes. It was also decided that the programmes should be undergone by those staying at a commutable distance.***

***The Hon'ble Vice-Chancellor Dr. Kuncheria P Isaac, suggested that the students should go for industrial training. The students along with faculty should have discussion, get training and innovate his environment so that both are benefitted.***

***It was decided to hold the next committee meeting on 25<sup>th</sup> June,2016.***

***The meeting came to an end at 3.45 pm.***

***Sd/-***

***Convenor***

***Sd/-***

***Chairman***

## MINUTES OF THE THIRD ACADEMIC COMMITTEE MEETING

Date :25-06-2016

Venue: Conference Hall,KTU

Time:11 am

Members present:

- 1.Dr.Kuncheria P Isaac, Vice-Chancellor-Chairperson
- 2.Prof.V.Radhakrishnan,Advisor (Academics)-Convenor
- 3.Fr Jose Kannampuzha, Principal, Amal Jyothi Engineering College, Kanjirappally
- 4.Dr.Ajitha B Bhaskar, Professor, CET, Thiruvananthapuram
- 5.Dr.Shine N Das, Professor, College of Engineering, Munnar
- 6.Dr.Praveensal C J, Professor, SCMS School of Engineering & Technology, Ernakulam
- 7.Dr.Imthias Ahamed T P, Professor & HOD, Department of EEE,TKM College of Engineering, Kollam
- 8.Sri. Sunil Jose, Associate Vice-President, Infosys Ltd., Thiruvananthapuram
- 9.Prof.A.Veeraragavan, Professor, IIT Madras, Chennai
- 10.Prof.B J Alappat,Professor, IIT Delhi
- 11.Dr.Sreekumar. S, Director ( Research), KTU
- 12.Dr.Sudha.T,Principal,NSS College of Engineering,Palakkad.

Leave of absence requested by Dr.K.M.Abdul Hameed, Principal, GEC, Wayanad.

The meeting started at 11 am with the Hon'ble Vice-Chancellor of APJ Abdul Kalam Technological University, Dr. Kuncheria P Isaac in the Chair.

The Chairperson welcomed the members and briefed the details of the curriculum committee meetings and workshops held for formulating the curriculum and syllabus for the programmes offered by the University. Thereafter the agenda items were taken up for discussion and the following decisions were taken.

### **1.Confirmation of the minutes of the last Academic Committee meeting held on 16.04.2016 and the action taken report**

The minutes of the last Academic Committee meeting held on 16.04.2016 had already been sent to the members. No comments were received.

***The minutes of the last Academic Committee meeting held on 16.04.2016 was confirmed. The Action Taken Report was presented and discussed.***

## **2. Approval of Regulations for B.Tech (Evening) Programme**

In the last Academic Committee meeting, the restructured curriculum for B.Tech (Evening) programme was approved. The regulations for B.Tech (Evening) programme is now placed in the Academic Committee for approval.( Appendix-2 )

***The Academic Committee approved the regulations for B.Tech (Evening) programme.***

## **3. Approval of Regulations for M.Tech (Evening) Programme**

In the last Academic Committee meeting, the restructured curriculum for M.Tech (Evening) programme was approved with the modification that only 6 months are sufficient for final thesis work and the programme be completed in 6 semesters instead of 7 semesters. The changes suggested have been incorporated. The regulations for M.Tech (Evening) programme is now placed in the Academic Committee for approval. (Appendix- 3)

***The Committee approved the regulations for M.Tech (Evening) programme.***

## **4. Approval of Regulations for MBA (Evening) Programme**

As per the decision taken in the last Academic Committee meeting, the MBA programme has been restructured to eight trimesters. Revised regulations for MBA (Evening) programme incorporating the suggestions of the Academic Committee is placed in the Academic Committee for approval.(Appendix-4)

***The Committee approved the regulations for MBA (Evening) programme.***

## **5. Approval of Curriculum for MBA (Evening) Programme**

The curriculum for MBA (Evening) programme is prepared and placed in the committee for approval.(Appendix-5 )

***The Committee approved the curriculum for MBA (Evening) programme.***

## **6. Approval of Curriculum/Syllabus of 1 & 2 semesters of MCA Programme**

The Curriculum/Syllabus committee for MCA that met on 3.6.2016 and 15.6.2016 have prepared the syllabus for Integrated, Lateral Entry & Regular MCA programme and the same is placed in the Academic Committee for approval.( Appendix-6 )

***The Committee approved the curriculum for Integrated, Lateral Entry & Regular MCA programmes. The syllabus of 1<sup>st</sup> semester for Integrated, Lateral Entry & Regular MCA programmes was also approved by the Committee.***

## **7. Approval of Regulations for M.Arch & M.Planning Programmes**

The University has decided to bring M.Arch & M.Planning programme in the colleges affiliated to it under KTU from August 2016. The Regulations for the same is placed in the Academic Committee for approval. ( Appendix-7 )

***The Committee approved the regulations for M.Arch & M.Planning programmes in the colleges affiliated to it from August 2016.***

## **8. Approval of Curriculum for S3 to S10 B.Arch Programme**

The Curriculum/Syllabus committee for B.Arch programme which met on 26.05.2016 finalised the curriculum from S3 to S10 and the same is placed in the Academic Committee for approval. ( Appendix-8 )

***The Committee approved the curriculum for S3 to S10 B.Arch programme.***

## **9. Approval of Academic Calendar 2016-2017**

The Academic Calendar 2016-2017 is placed in the Academic Committee for approval. (Appendix-9)

***The Committee approved the Academic Calendar 2016-2017 with some modifications. It was decided to include Arts Festival, Sports Festival & Tech. Festival in the Calendar. It was also decided to conduct supplementary examinations only once in an academic year, after the even semester examinations.***

## **Any other matter with the approval of the Chair**

## **10. Approval of Syllabi and Course plan for MBA programme**

The modified syllabi of trimesters 1,2 and 3 for MBA programme were approved in the last Academic Committee meeting. Now the syllabi and course plan for trimesters 4,5 & 6 are placed in the Academic Committee for approval. **(Appendix-10)**

***The Committee approved the syllabi and course plan for trimesters 4,5 & 6 for MBA programme.***

## **11. Consent for re-constitution of the Academic Board for Management Studies for the MBA Programme**

As per the rules and regulations of MBA programme under KTU, the elective courses, its syllabi and course plan are to be approved by the Academic Board for Management Studies (ABM). A Board was constituted for the MBA program of School of Management CET by order no. KTU/A/687/2015, dated 15.06.2015. The syllabi and course plan for the first three

trimesters were approved by the ABM. The first batch of MBA under KTU will undergo internship trainings in July and August and their 4<sup>th</sup> trimester would start on 5<sup>th</sup> September 2016.

When it was decided to affiliate the MBA programmes of 25 Engineering Colleges/Institutes under KTU, a syllabus committee was constituted. The syllabus committee members were communicating with each other through emails for giving shape to the syllabus and course plans. The committee met twice for finalizing the syllabus and course plan of five core theory courses and 75 courses under five specialization streams were approved.

In the existing Academic Board for Management for MBA programme, two members from the colleges affiliated are to be nominated. Further Dr.D.Bijulal who returned to the Department of Mechanical Engineering, CET, Thiruvananthapuram, is to be replaced. In the circumstances, the existing Academic Board for Management Studies for the MBA programme of KTU is to be re-constituted. This Board will approve the syllabus for MBA programme.

The Academic Committee may give consent to re-constitute the existing Academic Board for the MBA programme with Dr Francis Cherunilam, Professor, MBA Department, Viswa Jyothi College of Engineering & Technology, Muvattupuzha, Ernakulam, Dr. V A Sonny, Prof.& Head, MBA Department, MES College of Engineering, Kuttipuram, Malappuram and Dr Suresh Subramoniam of CET School of Management in place of Dr. D. Bijulal who returned to the Department of Mechanical Engineering, CET as new members.

***The Academic Committee gave consent to re-constitute the existing Academic Board for the MBA programme with Dr Francis Cherunilam, Professor, MBA Department, Viswa Jyothi College of Engineering & Technology, Muvattupuzha, Ernakulam, Dr. V A Sonny, Prof.&Head, MBA Department, MES College of Engineering, Kuttipuram, Malappuram and Dr Suresh Subramoniam of CET School of Management .***

## **12. Approval of Curriculum for M.Arch & M.Planning Programmes**

The Curriculum/Syllabus Committee for M.Arch ( Urban Design) , M.Planning(Housing) and M.Planning(Urban Planning) finalised the curriculum and the same is placed in the Academic Committee for approval. (**Appendix-11**).A workshop for the detailing of the content of syllabus and for preparation of detailed course plan for M.Arch Urban Design programme was conducted on 10.6.2016.Another workshop for the preparation of syllabus and detailed course plan for M.Planning (Housing) and M.Planning(Urban Planning) programmes was conducted on 14.6.2016.The syllabi for M.Arch (Urban Design), M.Planning (Housing) and M.Planning (Urban Planning) would be ready by 30.6.2016.

***The Committee approved the curriculum for M.Arch ( Urban Design) ,M.Planning(Housing) and M.Planning(Urban Planning) programmes.***

## **13. Approval of revision of remuneration for the conduct of University theory examinations & Centralised valuation camps**

In Appendix 2 of the APJ Abdul Kalam Technological University Examination Manual, rates for remuneration for the conduct of University Examinations/Centralised Valuation Camps were fixed.

It was proposed to modify the existing rates of remuneration. Considering the urgency of the matter, on the orders of the Hon'ble Vice-Chancellor on 24.6.2016, Order No.KTU/A/36/2016 dated 24.6.2016 modifying the rates of remuneration/Camp Allowances from the year 2016-'17 onwards subject to ratification by the Academic Committee was issued.

The Order No.KTU/A/36/2016 dated 24.6.2016 is placed in the Academic Committee for ratification.**(Appendix-12)**

***The Committee ratified the issue of the Order No.KTU/A/36/2016 dated 24.6.2016 modifying the existing remuneration/allowances for the conduct of examinations.***

It was decided to hold the next committee meeting on 20<sup>th</sup> August, 2016.

The meeting came to an end at 1.15 pm.

Sd/-

Convenor

Sd/-

Chairman

## MINUTES OF THE FOURTH ACADEMIC COMMITTEE MEETING

Date : 20-08-2016

Venue: Conference Hall, KTU

Time:11 am

### **Members present:**

1. Dr. Kuncheria P Isaac, Vice-Chancellor-Chairperson
2. Prof.V.Radhakrishnan,Advisor (Academics)-Convenor
3. Fr Jose Kannampuzha, Principal, Amal Jyothi Engineering College, Kanjirappally
4. Dr.Ajitha B Bhaskar, Professor, CET, Thiruvananthapuram
5. Dr.Shine N Das, Professor, College of Engineering, Munnar
6. Dr.Praveensal C J, Professor, SCMS School of Engineering & Technology, Ernakulam
- 7.Dr.Imthias Ahamed T P, Professor & HOD, Department of EEE,TKM College of Engineering, Kollam
8. Prof.A.Veeraragavan, Professor, IIT Madras, Chennai
9. Prof.B J Alappat,Professor, IIT Delhi
10. Dr.Sreekumar. S, Director ( Research), KTU
11. Dr.Sudha.T,Principal,NSS College of Engineering, Palakkad.
12. Dr.K.M.Abdul Hameed, Principal, GEC, Wayanad.
13. Dr.Mohammad Shekoor.T, Principal in charge, LBS Engineering College, Kasargod.

The meeting started at 11 am with the Hon'ble Vice-Chancellor of APJ Abdul Kalam Technological University, Dr. Kuncheria P Isaac in the Chair.

The Chairperson welcomed the members and briefed about the tough time the University underwent in implementing the decisions of the Academic Committee. Thereafter the agenda items were taken up for discussion and the following decisions were taken.

### **1.Confirmation of the minutes of the last Academic Committee meeting held on 25.6.2016 and the action taken report.**

The minutes of the last Academic Committee meeting held on 25.06.2016 had already been sent to the members. No comments were received.

***The minutes of the last Academic Committee meeting held on 25.06.2016 was confirmed. The Action Taken Report was presented and discussed.***



## **2.Approval of guidelines for external registration in M.Tech programme.**

As per the Ordinance for Master of Technology, 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 ( Clause O-5 xiii ). The regular students who want to convert their registration as external shall follow the guidelines as given in **Appendix 2**.

As per the ordinance for M.Tech programme, provision is available for M.Tech students to do the project work outside the college either in an industry or in an institute of repute. (Clause O-14 xix). The following guidelines are issued in this regard. These guidelines are also applicable to students who convert their registration as external candidates. (**Appendix 2**)

Both the guidelines for external registration and guidelines for doing project work outside the college are placed before the Academic Committee for approval.

*The Academic Committee approved the guidelines for external registration in M.Tech programme and guidelines for doing project work outside the college.*

## **3.Approval for the change in the Eligibility Criteria for registration to third semester course of B.tech programme for 2015-'16(admission batch)**

As per eligibility conditions in the Ordinances and Regulations of B.Tech programme, a student has to earn a minimum number of credits for registering course for higher semesters. As per this, a student has to earn 35 credits to register for a course in the 3<sup>rd</sup> semester. The student bodies and a section of Private Managements have been demanding to relax this eligibility criteria. The students have also been on agitation for the last several days in the office of the University disrupting the functions of the University.

This matter has been discussed in the Academic Committee, Executive Committee and Board of Governors. In the Academic Committee meeting and the Executive Committee meeting, it was decided that no relaxation be given in the eligibility criteria. In the meeting of the Board of Governors all except two members representing the Private Self Financing Managements expressed that no relaxation be given in the eligibility criteria.

Having considered the views of the agitating students, the Vice Chancellor was constrained to take a decision to relax the norms for the current batch of students as a special case and decided to fix the eligibility criteria as 26 credits to register for a course in the 3<sup>rd</sup> semester in the B.Tech programme.

The Vice Chancellor also proposed that such students can register for examination along with the regular examination and that the arrangements will be as follows:

- i) The students are advised to schedule the registration for the examination in failed courses (F grade) equally among the regular odd, even and supplementary examinations so that they are not overloaded.
- ii) During the odd semester, this year (S1 and S3 examinations), a student may register for a maximum of 3 examinations of the S1 along with the regular S3 examination.
- iii) The student can register for examination only if the examination for the course is scheduled in the academic calendar.
- iv) The date of examination for the S1 and S3 is fixed and given in the Academic Calendar and the student will have to select the courses for which he/she wishes to appear for the examination without causing any clash with the examinations of his/her regular studies (S3).
- v) Similar arrangement as given above shall be followed during the even semester examinations also.

The action taken by the Vice Chancellor may be ratified by the Academic Committee.

***The Academic Committee ratified the action taken by the Vice Chancellor in relaxing the norms for the current batch of students by fixing the eligibility criteria as 26 credits to register for a course in the 3<sup>rd</sup> semester in the B.Tech programme and also decided not to relax the eligibility criteria to register for courses in higher semesters in future.***

***The Academic Committee also agreed to the guidelines proposed by the Vice Chancellor for the students to register for the examinations.***

#### **4. Approval of Syllabus of 1 & 2 semesters of M.Arch & M.Planning programmes.**

The Syllabus of 1 & 2 semesters of M.Arch & M.Planning programmes prepared is placed before the Academic Committee for approval. **(Appendix-3)**

***The Academic Committee approved the Syllabus of 1 & 2 semesters of M.Arch & M.Planning programmes.***

**5. Approval of Syllabus of 2<sup>nd</sup> semester of MCA ( Integrated,Regular & Lateral Entry) programme.**

The Syllabus for Integrated, Regular & Lateral Entry of 2<sup>nd</sup> semester MCA programme is placed before the Academic Committee for approval. **(Appendix-4)**

***The Committee approved the Syllabus of 2<sup>nd</sup> semester of MCA ( Integrated,Regular & Lateral Entry) programme.***

**6. Discussion on the items to be reviewed in B.Tech Ordinances and other Academic Regulations**

Amendments to clause 2(a),2(d),7(g),7(l),7(t) and 7(u) of B.Tech ordinance and addition to Rules are proposed.**(Appendix- 5 )**.

***The Committee approved the amendments to clause 2(a),2(d),7(g),7(l),7(t) and 7(u) of B.Tech ordinance and addition to Rules(RU:8) as proposed.***

**7. Ratification on the procedure adopted for promotion to 3<sup>rd</sup> semester M.Tech 2015-'16 admission batch.**

An order was issued by the University relaxing the eligibility criteria for registering to M.Tech third semester courses by allowing the students to register for the third semester in August 2016, only if he/she is eligible to appear for end semester examinations in 2/3 of the courses in the second semester subject to subsequent ratification by the Academic Committee of the University.

The Order No.KTU/AR (ACADEMIC-1)/1864/2016 dated 10.8.2016 issued by the Vice Chancellor is placed before the Academic Committee for ratification.**(Appendix- 6)**

***The Academic Committee ratified the Order No.KTU/AR (ACADEMIC-1)/1864/2016 dated 10.8.2016 issued by the Vice Chancellor.***

## **8. Approval of Syllabus for S3 to S6 of B.Arch programme.**

The Syllabus for S3 to S6 of B.Arch programme is placed before the Academic Committee for approval. **(Appendix-7)**

***The Committee approved the Syllabus for S3 to S6 of B.Arch programme.***

## **9. Conduct of examinations for MBA programmes.**

The details on the conduct of MBA examinations are given as **(Appendix-8)**

***The Academic Committee approved the details on the conduct of MBA examinations.***

## **10. Any other matter with the approval of the Chair**

The following items were discussed under this agenda item.

***i) It is observed that a few examiners do not report for valuation duty and the Academic Committee discussed the issue and decided that the college has to be fined when the teachers do not report for duty in the valuation camp and at the same time to reward those colleges from which the teachers report at the valuation camp.***

***ii) The Academic Committee decided to raise the no. of valuation camps from 21 to 30 for B.Tech programme in the ensuing examination.***

***iii) The Committee decided to take up the matter of waiving payment of liquidated damages in the event of students discontinuing Engineering studies when they fail to acquire the required no. of credits to register for higher semester courses, with the Government.***

***iv) The Vice Chancellor suggested different options for the timely conduct of examinations and publication of results before the Committee, for its consideration and future discussion. It was noted that the exercise of conducting examinations and declaring the results would become more complex as higher semester registration starts. He mentioned that some Universities conduct the University level examinations only in the first and last semesters and all other examinations are conducted by the colleges internally. Another option available is to conduct University level and College level examinations in alternate semesters. A third possibility is to conduct University level examinations only for a few courses in every semester and the Colleges will conduct the examinations for the other courses. In all the above cases the question papers could be set by the University. It was***

***decided to continue discussions in this matter to arrive at the best system suited for the smooth conduct of examinations.***

***It was decided to hold the next Committee meeting on 22<sup>nd</sup> October, 2016 and thereafter on 26.11.2016 which was originally scheduled on 3.12.2016.***

***The meeting came to an end at 1.30 pm.***

***Sd/-***

***Chairman***

***Sd/-***

***Convenor***

## MINUTES OF THE SIXTH ACADEMIC COMMITTEE MEETING

Date : 26-11-2016

Venue : Conference Hall , KTU

Time : 1.30 pm

Members present:

1. Dr. Kuncheria P Isaac ,Vice Chancellor – Chairperson
2. Prof .V.Radhakrishnan, Advisor ( Academics )-Convenor
3. Dr. M.Abdul Rahman, Pro Vice Chancellor
4. Dr. Mohammad Shekooor.T, Principal, LBS Engineering College, Kasaragode
5. Fr Jose Kannampuzha ,Principal, Amal Jyothi Engineering College,Kanjirappally
6. Dr. Ajitha B Bhaskar, Professor, CET, Thiruvananthapuram
7. Dr. Imthias Ahamed T P, Professor & HOD , Department of EEE, TKMCE, Kollam
8. Dr. Shine N. Das, Professor, College of Engineering, Munnar
9. Prof. B.J. Alappat, Professor, IIT,Delhi
10. Dr. Sreekumar. S,Director (Research ),KTU
11. Dr.Praveensal.C.J,Professor,SCMS School of Engineering & Technology,Ernakulam.
- 12.Sri.Sunil Jose, Associate Vice President, Infosys Ltd., Thiruvananthapuram

The meeting started at 1.30 pm with the Hon'ble Vice-Chancellor of APJ Abdul Kalam Technological University, Dr Kuncheria P Isaac in the chair.

The Chairperson welcomed the members and briefed various academic matters of the University. Thereafter the agenda items were taken up for discussion and the following decisions were taken.

### **Item No.AC-006-001: Confirmation of the minutes of the last Academic Committee meeting held on 22.10.2016 and the action taken report.**

The minutes of the last Academic Committee meeting held on 22.10.2016 had already been sent to the members. No comments were received.

***The minutes of the last Academic Committee meeting held on 22.10.2016 was confirmed. The Action Taken Report was presented and discussed.***

**Item No.AC-006-002: Approval of the report submitted by the Expert Committee on the capabilities of TBIs to offer Minor in Entrepreneurship and the guidelines for offering Minor in Entrepreneurship.**

The report submitted by the Expert Committee on the capabilities of TBIs to offer Minor in Entrepreneurship was placed before the Academic Committee and the recommendation of the committee was placed for approval. **(Appendix -2)**

The guidelines to be followed for offering Minor in Entrepreneurship was placed before the Academic Committee for approval. **(Appendix-3)**

*The Academic Committee approved the report submitted by the Expert Committee on the capabilities of TBIs to offer Minor in Entrepreneurship and the guidelines for offering Minor in Entrepreneurship.*

**Item No. AC.006-003: Annual review of academics.**

The Academic Committee was informed of the following activities:

**Training Programmes**

A training programme for five days covering the entire course content of 'Life Skills' was conducted at three centres, for the members of faculty of affiliated colleges in July 2016. Another training programme on 'Business Economics' was conducted on 5.09.2016 & 6.09.2016 at Model Engineering College, Trikkakara, Ernakulam for the faculty members engaging Business Economics. A training programme on 'Essential Mathematics for Engineering' is scheduled from 28<sup>th</sup> November to 2<sup>nd</sup> December, 2016.

**Examinations**

The results of special supplementary examination of B.Tech programme and 1<sup>st</sup> trimester examination of MBA programme have been declared.

## **Item No.AC.006-004: Amendment to Regulations for B.Tech (Evening) programme**

The existing regulation:

7.d.viii) The credits for the first two semesters of B.Tech degree programme will be considered to be earned by credit transfer from the diploma programme. However CGPA will be calculated only on the basis of courses studied in B.Tech (Evening) degree programme.

### **Amendment to the regulation:**

**7.d.viii) For students admitted under B.Tech (Evening) programme, credits for the first and second semester courses are deemed to have been earned from the Diploma programme.** However CGPA will be calculated only on the basis of courses studied in B.Tech (Evening) degree programme.

*The Academic Committee approved the amendment to clause 7.d.viii) of B.Tech Regulations.*

## **Item No.AC.006-005: Amendment to Amendment 1 of B.Tech Ordinance**

The existing ordinance:

Clause 7(h) under the heading “Course completion and Earning of Credits”, the following condition to be added .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.

### **Amendment to the ordinance:**

Clause 7(h) under the heading “Course completion and Earning of Credits”, the following condition to be added .**For students admitted under lateral entry scheme, credits for the first and second semester courses are deemed to have been earned from the Diploma programme. Their eligibility criteria for registering for higher semester courses will be same as that for the B.Tech programme.**

*The Academic Committee approved the amendment to clause 7 (h) of B.Tech Ordinance.*

*It was decided to hold the next Committee meeting on 4<sup>th</sup> March, 2017.*

*The meeting came to an end at 3.30 pm.*

Sd/-

**Chairman**

Sd/-

**Convenor**



## MINUTES OF THE SEVENTH ACADEMIC COMMITTEE MEETING

Date : 04.03.2017

Venue : Conference Hall , KTU

Time : 2.00 pm

Members present:

1. Dr. Kuncheria P Isaac , Vice Chancellor – Chairperson
2. Dr. J.Sreekumar, Dean ( Academics )-Convenor
3. Dr. M.Abdul Rahman, Pro Vice Chancellor
4. Dr. Mohammad Shekooor.T, Principal, LBS Engineering College, Kasaragode
5. Dr. Z.V.Lakaparampil ,Principal, Amal Jyothi Engineering College, Kanjirappally
6. Dr. Ajitha B Bhaskar, Professor, CET, Thiruvananthapuram
7. Dr. Imthias Ahamed T P, Professor & HOD , Department of EEE, TKMCE, Kollam
8. Dr.A.Veeraragavan, , Professor, IIT, Madras
9. Dr. B.J. Alappat, Professor, IIT, Delhi
10. Dr. Vrinda.V.Nair, Dean (Research ),KTU
11. Dr.Praveensal.C.J, Professor, SCMS School of Engineering & Technology, Ernakulam.
12. Dr.Sudha.T, Principal, NSS Engineering College, Palakkad.
13. Dr.K.M.Abdul Hameed, Principal, GEC, Wayanad.

Prof.Ramachandran.G, Advisor (Curriculum Development), Prof.Shaji.T.L, Director(Academic) and Prof.Shabu.S, Controller of Examinations were present as special invitees.

The meeting started at 2.00 pm with the Hon'ble Vice-Chancellor of APJ Abdul Kalam Technological University, Dr Kuncheria P Isaac in the chair.

The Chairperson welcomed the members and briefed various academic matters of the University. Thereafter the agenda items were taken up for discussion and the following decisions were taken.

**Item No.007-001. Confirmation of the minutes of the previous Academic Committee meeting held on 26.11.2016 and the action taken report.**

*The minutes of the previous Academic Committee meeting held on 26.11.2016 was confirmed. The Action Taken Report was presented and discussed.*

**Item No.007-002. Approval for introducing Philosophy as open Elective for B.Tech programme.**

As the students requested to introduce Philosophy as an Elective for B.Tech programme, the same was placed before the Academic Committee for approval.

*The Academic Committee approved the proposal to introduce Philosophy as a Non Departmental Elective for B.Tech programme.*

**Item No.007-003. Approval of revised Academic Audit Manual.**

In the Accountant General's Audit para x, it was noted that there is no provision in the Manual for Academic Audit for ensuring the compliance of the recommendations made by the audit committee. In the circumstances, the Academic Audit Manual has been revised, by including clause.11 providing the provision for compliance of the recommendations made by the academic auditors and the actions to be taken against defaulters as given in Annexure 1.

The same was placed before the Academic Committee for discussion and further action.(Appendix-2)

*The Academic Committee approved the inclusion of clause.11 in the Academic Audit Manual providing provision for compliance of the recommendations made by the academic auditors and the actions to be taken against defaulters as given in Annexure 1. It was decided to remove fine imposed against items 16 & 17 and change the actions as 'Report to EVC'. Also amount of fine against items 2&3 were modified as 'Complaint to Police' respectively. The Committee suggested that auditing may be conducted for two days in colleges where the student strength is large.*

**Item No.006-004. Approval of modified course plan for 4<sup>th</sup> semester B.Tech programme.**

In the combined meeting of the members of the Curriculum Review Committee and the members of Curriculum Committees for Civil Engineering, Mechanical Engineering, Electrical & Electronics Engineering, Electronics & Communication Engineering, Computer Science & Engineering, Information Technology and Business Economics held on 03.02.2017, it was decided that changes in the course plan of 4<sup>th</sup> semester course in 3,4,5 & 6 modules be made considering the complaints received from the members of faculties.

Draft modified course plan for 4<sup>th</sup> semester B.Tech Computer Science & Engineering, CS 208 and CS 232; ME 202 of Mechanical Engineering; EC 202, EC 204, EC 206 and EC 208 of Electronics & Communication Engineering and CE 201, CE 205, CE 207, CE 233, CE202, CE 204,CE 206 and CE 208 of B.Tech Civil Engineering have been received. For B.Tech Civil Engineering programme, modified course plan for 3<sup>rd</sup> semester with minor changes has also been received.(CE 201, CE 205, CE 207 and CE 233)

The same was placed before the Academic Committee for approval.(Appendix-3)

*The Academic Committee approved the modified course plan for 4<sup>th</sup> semester B.Tech Computer Science & Engineering, CS 208 and CS 232; ME 202 of Mechanical Engineering; EC 202, EC 204, EC 206 and EC 208 of Electronics & Communication Engineering and CE202, CE 204,CE 206 and CE 208 of B.Tech Civil Engineering. The modified course plan for 3<sup>rd</sup> semester B.Tech Civil Engineering programme CE 201, CE 205, CE 207 and CE 233 with minor changes has also been approved by the Academic Committee.*

**Item No.007-005. Discussion on the Judgment dated 08.12.2016 of the Hon'ble High Court in WP(C) No.26337/2016 filed by Sri.K.Mathew Joseph**

WP(C) No.26337/2016 had been filed by Sri.K.Mathew Joseph challenging the Circular issued from this office relaxing the eligibility criteria for registering to the third semester B.Tech programme. By the circular dated 30.07.2016, the eligibility criteria for registering to the third semester B.Tech programme was reduced to 26 credits from 35 credits as stipulated in the ordinance/regulations of B.Tech programme for the academic year 2016-'17 alone.

Another WP(C) No.26477/2016 was filed by Sri.Jithin Krishna.K.P and 4 other students of Malabar College of Engineering, Thrissur to quash the circular mentioned above and to promote the petitioners to 2<sup>nd</sup> year B.Tech course.( The students have not acquired 26 credits). The petitioners were against the year back system.

The Hon'ble High Court pronounced a common Judgment on 08.12.2016 in WP(C) No.26337/2016 & WP(C) No.26477/2016.The Hon'ble High Court dismissed WP(C) No.26477/2016 filed by Sri.Jithin Krishna.K.P and 4 other students. WP(C) No.26337/2016 filed by Sri.K.Mathew Joseph was disposed of by making it clear that the University shall comply with the terms of the Ordinance and shall not endeavour to reduce the rigour of the standards prescribed unless the Ordinance is amended, in accordance with the procedure prescribed. In para 9 of the judgment, it is stated that no amendment which would affect the standard of education shall be undertaken.

*The Vice Chancellor informed that both the Academic Committee and Board of Governors in the previous meeting reiterated that eligibility criteria shall not be relaxed as it would dilute the quality of education. The Vice Chancellor suggested that the members study the matter and report their views in the next meeting. The Committee decided to publish the judgment of the Hon'ble High Court in the website.*

**Item No.AC-007-006.Ratification of the order issued by the Vice Chancellor granting one hour extra time to Kum. Aiswarya.V, a hearing impaired student as per the circular of Govt. of India.**

The Examination Branch has forwarded a note stating that the Vice-Chancellor after examining the request of Kum.Aiswarya.V issued order granting 1 hour extra time as per clause XI in the

Circular of Government of India, to her for the S3 B.Tech examinations January 2017 subject to ratification by the Academic Committee of KTU. It is also requested to take a decision to incorporate the provision of granting extra time of 1 hour to the disabled candidates for the KTU examinations as per Government of India circular dated 26.02.2013, in the KTU Examination Manual.

The same was placed before the Academic Committee for ratification.

*The Academic Committee ratified the order issued by the Vice Chancellor and decided to incorporate the provision of granting extra time of 1 hour to the disabled candidates for the KTU examinations as per the guidelines issued by Government of India, in the KTU Examination Manual.*

**Item No.AC-007-007. Discussion on the collection of fee for late submission of M.Tech Project Report.**

In the fifth meeting of the Academic Committee, it was decided to give one month extra time for late submission of Project Report, if the reason is genuine, and to collect Rs 1500/- additionally for late submission. As per the M.Tech Project Calendar, the last date for submission of M.Tech Project Report by the students to the college is 17<sup>th</sup> April, 2017.

There were requests from the students recommended by members of faculty to extend the date of submission of the M.Tech Project Report.

The M.Tech Project Calendar-2017 was therefore revised and was placed before the Academic Committee for approval.(**Appendix-4**)

*The Academic Committee approved the revised M.Tech Project Calendar-2017.*

**Item No.AC-007-008. Discussion and approval of clarification to clause 7 i) of B.Tech Ordinance.**

As per the clause 7 i), for some courses there could be a prerequisite course completion requirement for registration. For this a clarification is to be issued- If there is a prerequisite for undergoing a course, it has to be mentioned in the syllabus of the course. i) The student need not pass the prerequisite course for registration, but should have earned eligibility condition for appearing the end semester examination, if the prerequisite course is offered in previous semester. ii) The student should have registered for the prerequisite course, if both the courses are offered in the same semester.

The same was placed before the Academic Committee for approval.

*The Academic Committee approved the clarification to clause 7 i) of B.Tech Ordinance as follows:i).The student should have earned eligibility conditions for appearing the end semester examination in the prerequisite course, if it is offered in previous semester.*

*ii) The student should have registered for the prerequisite course if it is offered in the same semester.*

**Item No.AC-007-009.Discussion on the eligibility of the students to register for B.Tech higher semester courses.**

As there is no minimum credit requirement for moving from the 3<sup>rd</sup> to 4<sup>th</sup> semester, a student who has undergone the 3<sup>rd</sup> semester courses, irrespective of the results can be permitted to register for the 4<sup>th</sup> semester. In case the student has not registered for the 3<sup>rd</sup> semester, he/she can be permitted to register for the 4<sup>th</sup> semester courses provided there are no courses for which prerequisite is required.

*The Academic Committee decided that, a student who has undergone the 3<sup>rd</sup> semester courses, irrespective of the results can be permitted to register for the 4<sup>th</sup> semester. In case the student has not registered for the 3<sup>rd</sup> semester, he/she can be permitted to register for the 4<sup>th</sup> semester courses provided there are no courses for which prerequisite is required.*

**Any other matter with the approval of the Chair.**

**Item No.AC-007-010.Approval for the proposed Twinning Programme between Francis College of Engineering at the University of Massachusetts Lowell, USA (UML) and Saintgits College of Engineering, Kottayam affiliated to KTU.**

The Associate Registrar, Saintgits College of Engineering, Kottayam affiliated to KTU in his letter addressed to the Vice Chancellor has stated that the college is in the process of obtaining AICTE approval for having academic collaboration & research and Twinning Programmes in Engineering & Technology for undergraduate students with University of Massachusetts Lowell, USA. For this they need to enclose an MoU between University of Massachusetts Lowell, USA, APJ Abdul Kalam Technological University and Saintgits College of Engineering, Kottayam.

In the APJ Abdul Kalam Technological University Act, 2015, one of the objects of this University is to act as the nodal agency for linkages in the field of Engineering Sciences, Technology and Management with other national and international Institutions.

The objective of AICTE is also to facilitate collaboration and Twinning Programme between Indian and Foreign Universities/ Institutions in the field of Technical education, Research and Training. As per the Approval Process Handbook 2017-2018, the students admitted under the Twinning Programme should spend at least one semester for two years Programme and two semesters for four years of the Course work of the Programme in the Foreign University/Institution in its parent Country.

The same was placed before the Academic Committee for approval.

*The Academic Committee approved the proposed Twinning Programme between Francis College of Engineering at the University of Massachusetts Lowell, USA (UML) and Saintgits College of Engineering, Kottayam affiliated to KTU, in principle, subject to working out the modalities for the same.*

*The following items were also discussed under this agenda item.*

*i) The Controller of Examinations raised a query as to the action to be taken against the Institutions/ students in the event of reporting of malpractice cases from valuation camps. The Committee entrusted the Vice Chancellor to take suitable action against the Institutions/students on the recommendation of the Controller of Examinations.*

*ii) The Academic Committee proposed that one or two question papers in various courses for end semester exam may be set by the members of faculty of IITs or NITs etc.*

*iii) Prof.B.J.Alappat suggested to include only standard text books as references.*

*It was decided to hold the next Academic Committee meeting on 29.04.2017 and thereafter on 24.06.2017, 26.08.2017, 28.10.2017, 06.01.2018 and 03.03.2018.*

*Sd/*

*Chairman*

*Sd/-*

*Convenor*