



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

02-05-2017

## **Guidelines for completing additional courses by branch changed students.**

As per the norms of branch change, the appropriate credits applicable to the new branch of study earned by the student in the first two semesters will be transferred to him in the new branch. The college will have to make sure that the academic requirements of courses listed in the table appended in the norms, are met to undergo the study in the new branch. As such certain students may have to study some additional course(s).

1. The additional course(s) shall be studied as bridge course during free slot or as summer course(s) during summer vacation and the colleges have to conduct these courses for such students.
2. The Students should have minimum 75% attendance in the course. They have to submit two assignments. A qualifying test of 3 hours duration, in the same pattern as that of end semester examination, has to be conducted by the college. If the student fails to get 45% marks in the test, he/she has to repeat the course in the next chance and appear for the test again. Passing the qualifying test is mandatory for the completion of the programme. In the case of practical courses, the students shall do the experiments/exercises as per the syllabus. No credits will be awarded for the additional courses. These are only prerequisites to study the courses in the new branch. These courses have to be completed before registering to the Sixth semester B.Tech.
3. The colleges shall keep all the records of attendance, assignments and test, including question paper and answer papers, in a separate file for academic audit purpose.
4. The college Principal has to make necessary entry in the KTU portal when the student qualifies the additional course.