

## The A. P. J. Abdul Kalam Technological University Academic Regulations for B. Des, 2019

This may be called the A. P. J. Abdul Kalam Technological University Academic Regulations for B. Des, 2019. These are subject to the provisions of the APJ Abdul Kalam Technological University Act, 2015, the statutes and ordinances, if any, issued in the subject from time to time. It is the express understanding that these regulations are subject to the approval of the concerned statutory bodies of the University. These regulations shall be applicable for students admitted from 2019 onward.

<b>1. Preamble</b>	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	In all matters related to the regulations, the decision of the University and its interpretation given by the BOG shall be final and binding.
<b>2. Admission</b>	
R2.1	Admission policy, eligibility for admission and admission procedure shall be decided by the University or the competent statutory authority for admissions from time to time.
R2.2	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Vice Chancellor may revoke the admission of the candidate and report the matter to the BOG.
R2.3	No student shall be permitted, under any circumstances, to change the branch/stream to which he/she is admitted by the competent authority for admission.
R2.4	A student admitted to a particular institute shall continue studying in that institute till the completion of the course, unless he/she is permitted an inter college transfer as per R9.1 to 9.12.
<b>3. Structure of B.Des. Program.</b>	
R3.1	The duration of the regular B. Des. Programme will normally be of four Academic years spanning 8 semesters including internship as per the curriculum.
R3.2	The maximum duration shall be six Academic years spanning 12 semesters.
R3.3	Every academic year shall have two semesters “1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester)” and “1 <sup>st</sup> January to 30 <sup>th</sup> June (Even semester)”. Each semester shall have minimum of 72 working days. <b>The second half of 7<sup>th</sup> semester shall have a minimum of 45 working days.</b> The vacation of the faculty and staff shall be as per the Government orders from time to time.
R3.4	The B.Des program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified/updated once in four years. However, innovative elective courses can be included as and when required, on the recommendations of the respective Board of Studies and subject to the approval

	of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies concerned.			
R3.5	The academic programs of the University follow the credit system. The general pattern is as below:			
	1 Hr. Lecture (L) per week	1 credit		
	1 Hr. Tutorial (T) per week	1 credit		
	1Hr. Studio S per week	1 credit		
	Up to 3 Hrs. Practical/ Workshop/Drawing per week	1 credit		
	Above 3 Hrs. Practical/ Workshop per week	2 credits		
	The workload of a faculty member shall be the actual number of hours engaged by the faculty member.			
R3.6	The curriculum of the B.Des. Program shall have a total of 160 academic credits and 2 additional pass/fail credits.			
R3.7	Every course of B. Des. Program shall be placed in one of the nine categories as listed in table below.			
	S. No.	Category	Code	Breakup of Credits
	1	Design Studies	DS	124
	2	Applied Science	AS	4
	3	Environment and Humanities	EH	5
	4	Professional Training	PT	4
	5	Professional Practice	PP	4
	6	Program Electives	PE	14
	7	Practical Skills	PS	5
	8	Mandatory Courses [Environmental Sciences, Induction training, Indian Constitution, Essence of Indian Traditional Knowledge]	MC	Non credit
	9	Mandatory Student Activities (Pass/Fail)	SA	2
			Total Credits	162
R3.8	No semester shall have more than six courses  Credit per semester shall not be greater than 29 and cumulative credits shall not be less than 162.			
R3.9	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.			

<b>4. Academic Monitoring and Student Support.</b>	
R4.1	Advisory System: There shall be one Senior Faculty Advisor (SFA) for a class and a faculty advisor (FA) each for 25 to 35 students in the class. The Principal shall assign regular faculty member with minimum five years of experience as the Senior Faculty Advisor (SFA) in discussion with the Head of Department concerned.
R4.2	The documents regarding all academic and non-academic matters of students under an advisory group shall be kept under the custody of Faculty Advisor/Senior Faculty Advisor.
R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor/Senior Faculty Advisor. Students and parents shall first approach their Faculty Advisor/ Senior Faculty Advisor for all kinds of advices, clarifications and permissions on academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.
R4.4	<p>The SFA shall arrange separate or combined meetings with advisors; course faculty, Parents and students as and when required and discuss the academic progress of students under their advisory group. The Senior Faculty Advisor/ Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened:</p> <ol style="list-style-type: none"> <li>1. Immediately after the commencement of the semester.</li> <li>2. Immediately after announcing the marks of first internal evaluation test.</li> </ol> <p>The internal marks, activity points earned during the semester and eligibility of attendance shall be uploaded in the University portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks and activity points shall be looked into in the combined meetings of advisors, course faculty and the students concerned. The Principal/ HoD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance. The FA/SFA shall be the custodian of the minutes and action taken reports of the advisory meetings.</p>
R4.5	The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce it before the University as and when required.
R4.6	The FA/SFA shall keep a hard copy of the consolidated statement of attendance, activity points and internal marks of the students in their advisory group. It shall be kept with the HoD without fail for all sorts of inspections.
R4.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Senior Faculty Advisor/ Faculty Advisor.

R4.8	The Principal shall inform/forward all regulations, guidelines, communications, announcements etc issued by the University regarding student academic and other matters to the HoDs/ Senior Faculty Advisors for information and timely action.
R4.9	It shall be the official responsibility of the Principal to arrange necessary orientation programs to the HoDs, SFAs and FAs regarding student counseling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.
<b>5. Academic Auditing of affiliated institutions.</b>	
R5.1	<p>There shall be academic auditing in each affiliated college at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college and external academic auditor(s) appointed by the University. The Internal Quality Assurance Cell (IQAC) in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in the formats prescribed by the University for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the University in the prescribed format.</p> <p style="padding-left: 40px;">Academic auditing shall cover:-</p> <ol style="list-style-type: none"> <li>1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.</li> <li>2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.</li> <li>3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking.</li> <li>4. The audit shall also cover the quality criteria prescribed by the University.</li> </ol>
<b>6. Assessment</b>	
R6.1	There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum. The End Semester Examinations shall be conducted by the University <b>for all theory based subjects under group III</b> . Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.
R6.2	The End Semester Examinations (ESE) shall be held twice in a year – May/June session (for even semesters) and November/December session (for odd semesters). However, the End Semester Examinations of the VII and VIII Semesters shall be

	conducted in both the sessions.			
R6.3	Jury Examinations for Studio based courses shall be conducted by the institution for odd semesters and by the University for even semesters. The final viva voce of the 8 <sup>th</sup> semester project will be conducted by a jury appointed by the University.			
R6.4	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE), External Jury (EJ) and End Semester Examinations (ESE). The distribution of marks between Continuous Internal Evaluation (CIE), External Jury (EJ) and End Semester Examinations (ESE) in percentage shall be as below :			
	Course	CIE	EJ	ESE
1	Design Studio	60%	40%	Nil
2	Theory cum Studio	100%	Nil	Nil
3	Theory Courses	60%	Nil	40%
4	Workshop/Practical	100%	Nil	Nil
	External Jury (EJ) panel consists of one internal faculty member and an external expert from Industry /Institute having minimum 5 years of experience.			
R6.5	Continuous Internal Evaluation (CIE)): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the course allotted to him/her. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.			
	Course	Attendance	Tests	Assignment/ Class work/ Course project.
	Design Studio	10%	Nil	90%
	Theory cum Studio	10%	30%	60%
	Theory	10%	40%	50%
	Workshop/ Practical	10%	Nil	90%
	There shall be minimum two internal evaluation tests for theory subjects, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be of 50 marks. Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds. Three days shall be utilized for conducting the internal evaluation test.			
	Scheme of evaluation of CIE is as follows:-			
	<b>Group I Design Studio</b>			
	<ul style="list-style-type: none"> <li>• Attendance 10%</li> <li>• Design Assignments 90%</li> </ul>			
	<b>Group II (Theory cum Studio Courses)</b>			
	<ul style="list-style-type: none"> <li>• Attendance 10%</li> <li>• Two internal tests each having 15%</li> </ul>			

	<ul style="list-style-type: none"> <li>• Tutorials/Assignments 60%</li> </ul> <p><b>Group III (Theory based subjects )</b></p> <ul style="list-style-type: none"> <li>• Attendance 10%</li> <li>• Two internal tests each having 20%</li> <li>• Tutorials/Assignments 50% marks.</li> </ul> <p><b>Group IV (Workshops/ Practical Training.)</b></p> <ul style="list-style-type: none"> <li>• Attendance 10%</li> <li>• Marks for report 30%</li> <li>• Presentation/ demonstration 30%</li> <li>• Viva 30%</li> </ul> <p>The CIE marks for the attendance (10%) for each theory, practical/ workshop, design studio and theory cum studio courses shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the University examinations. Duty leave shall be accounted for awarding the internal marks for attendance.</p>
R6.6	<p><b>Core courses, Prerequisites and Electives</b></p> <p>All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Des. degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. A pass in Design studio in all semesters is a prerequisite for registration to immediate higher semester.</p> <p>Those students who have failed in Design studio will be given an opportunity to resubmit the portfolio in a supplementary chance before the commencement of the next semester. If the student fail to secure passing grades in the supplementary chance he/she will have to repeat the semester in the next academic year.</p>
R6.7	<p><b>Final Semester Design Project ( Thesis)</b></p> <p>The students of B. Des. degree course are required to take up a design project (Thesis) during the last semester of the programme under the guidance of faculty appointed by the Department. The student has to obtain prior permission on the subject of this project from the department and the guide. The nature of design thesis shall be either a live project or a proposal and the student has to work out all aspects including its programming in consultation with the guide allotted.</p> <p>Evaluation of the thesis project is done as follows:</p> <ul style="list-style-type: none"> <li>• Continuous Internal Evaluation by supervising guide.</li> <li>• Mid stage evaluation by a team appointed by the institute.</li> <li>• Final evaluation by a committee appointed by the University.</li> </ul> <p>Scheme of Thesis project evaluation is as follows:</p> <ul style="list-style-type: none"> <li>• Continuous Internal Evaluation by supervising guide- 40%</li> <li>• Internal Evaluation by team of three examiners- 10%</li> <li>• Final Evaluation by team of two examiners - 50%</li> </ul>

	<p><b>Constitution of Internal Evaluation committee</b></p> <p>The thesis guide and two faculty members from the department/ practicing designers/ academicians and with minimum of five years of experience shall form the internal progress evaluation team appointed by Institution.</p> <p>Those students who have not acquired minimum 40% marks in the internal assessment will not be eligible to appear for final thesis review and will be given FE grade. The students with FE grade shall register for the course during a normal semester.</p> <p><b>Constitution of evaluation committee appointed for final evaluation</b></p> <ul style="list-style-type: none"> <li>• One senior faculty member from the institute</li> <li>• One senior faculty member from other institutes/practicing designer, with a minimum of five years of professional experience</li> </ul> <p>Pass minimum for final semester Project (Thesis) shall be 40% for the <b>Continuous Internal Evaluation (CIE)</b> and Final Jury evaluation individually and 50% of CIE and Final Jury assessment put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation (CIE) + Final Jury marks is below 50%.</p> <p>The students have to acquire minimum 40% marks in the final thesis review and those students with F Grade will be given an opportunity to resubmit the thesis in the supplementary chance.</p> <p>Otherwise the student will have to register for the same during a normal semester</p>
R6.8	<p><b>Dissertation</b></p> <p>Each student has to take up a dissertation project on the topic approved by the Institution. The institution will allot a guide to each student to supervise the dissertation work. The Evaluation of the project is to be done in stages. There will be two progress evaluations each carrying 20 marks, and a final evaluation (presentation and report) of the project for 60 marks at the end of the 7th semester. The project supervisor and two other faculty members of the same institute form the members of the two progress evaluations.</p> <p>Scheme of Evaluation is as follows</p> <ul style="list-style-type: none"> <li>• Two progress assessment 20% each (internal)</li> <li>• Final evaluation 60 % ( conducted by Institute)</li> </ul> <p>The dissertation assessment board for final evaluation shall consist of the following members.</p> <p>Chairman: A senior faculty member appointed by the institute</p> <p>Members: Dissertation Coordinator/Internal faculty member, an external member either from academic/research institute or practicing designer with minimum five years' experience shall be appointed by the institute.</p> <p>If the dissertation is not completed satisfactorily, the student has to work further and again appear for final assessment on a specified date, not earlier than one month after the first evaluation.</p>

R6.9	<p><b>Practical Training</b></p> <p>As per the B. Des curriculum students shall undergo practical training <b>immediately</b> after the 6<sup>th</sup> semester examinations of the B Des programme. The training shall be under a designer having a minimum of five years' experience and approved by the institution. The duration of practical training shall be a minimum of 60 working days. Only those who have completed the practical training successfully will be permitted to register for the second half of 7th semester of the B. Des degree course. Those students who fail to obtain 40% marks shall repeat the practical training.</p> <p>Candidates shall select a designer with minimum five years' experience and good reputation in the field of design for practical training and the same should be approved by the institution well in advance before the commencement of the 6th semester examination.</p>
R6.10	<p><b>Self -Initiated Summer Internship.</b></p> <p>Students can initiate internship to enhance their knowledge and skills during summer breaks and these internships will be awarded with activity points.</p> <p>The training shall be under a designer/institute in India or abroad having a good reputation with more than 5 years of experience in the field and approved by the institution. The duration of Internship shall be a minimum of 15 working days.</p>
R6.11	<p>Students, who have completed a course under <b>Groups II, III &amp; IV</b> but could not write the end semester examination, shall be awarded "I" Grade, provided they meet other eligibility criteria <b>(R6.12)</b>. They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.</p>
R6.12	<p>The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.</p>
R6.13	<p>The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, for the seventh and eighth semester FE grade students can register for the courses in the next immediate chance, if offered by their institute.</p>
R6.14	<p>A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.</p>
R6.15	<p>The maximum number of credits a student can register (course registration) for, in a semester is limited to 08 credits in excess of the total mandatory credits allotted in the curriculum for that semester.</p>
R6.16	<p>A student will be eligible for the award of B. Des. Degree of the University on satisfying the following requirements:</p>



	<ol style="list-style-type: none"> <li>1. Fulfilled all the curriculum requirements within the stipulated duration of the course.</li> <li>2. Earned the required minimum credits as specified in the curriculum for the branch of study (R3.6 and R3.7).</li> <li>3. No pending disciplinary action.</li> </ol>																																										
R6.17	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.																																										
R6.18	Pass minimum for a course <b>under Groups II &amp; III</b> shall be 40% for the End Semester Examination and 50% of CIE and ESA put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation (CIE) +End Semester Examination (ESE)] is below 50 %.																																										
R6.19	Students with F Grade <b>can appear for the End Semester Examinations as supplementary chance/ chances and earn credits. They will also have the option to re-register for the course to improve the CIE in the immediate chance offered to him/ her by the Institution.</b>																																										
R6.20	Continuous Internal Evaluation mark percentage shall not exceed 30% over the End Semester Examination mark %. CIE marks awarded to a student shall be normalized accordingly. For example if the end semester mark % is 40, then the maximum eligible CIE mark % is $40+30 = 70$ %.)																																										
R6.21	Grading is based on the overall % marks obtained by the student in a course, as given in 6.16. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).																																										
R6.22	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>Grade and Grade Points</b></th> </tr> <tr> <th style="text-align: center;"><b>Grades</b></th> <th style="text-align: center;"><b>Grade Point (GP)</b></th> <th style="text-align: center;"><b>% of Total Marks obtained in the course</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">S</td> <td style="text-align: center;">10</td> <td style="text-align: center;">90% and above</td> </tr> <tr> <td style="text-align: center;">A+</td> <td style="text-align: center;">9.0</td> <td style="text-align: center;">85% and above but less than 90%</td> </tr> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">8.5</td> <td style="text-align: center;">80% and above but less than 85%</td> </tr> <tr> <td style="text-align: center;">B+</td> <td style="text-align: center;">8.0</td> <td style="text-align: center;">75% and above but less than 80%</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">7.5</td> <td style="text-align: center;">70% and above but less than 75%</td> </tr> <tr> <td style="text-align: center;">C +</td> <td style="text-align: center;">7.0</td> <td style="text-align: center;">65% and above but less than 70%</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">6.5</td> <td style="text-align: center;">60% and above but less than 65%</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">6.0</td> <td style="text-align: center;">55% and above but less than 60%</td> </tr> <tr> <td style="text-align: center;">P (Pass)</td> <td style="text-align: center;">5.5</td> <td style="text-align: center;">50% and above but less than 55%</td> </tr> <tr> <td style="text-align: center;">F (Fail)</td> <td style="text-align: center;">0</td> <td style="text-align: center;">Below 50% (CIE + ESE) or Below 40 % for ESE</td> </tr> <tr> <td style="text-align: center;">FE</td> <td style="text-align: center;">0</td> <td style="text-align: center;">Failed due to lack of eligibility criteria (R6.12)</td> </tr> <tr> <td style="text-align: center;">I</td> <td style="text-align: center;">0</td> <td style="text-align: center;">Could not appear for the end semester</td> </tr> </tbody> </table>	<b>Grade and Grade Points</b>			<b>Grades</b>	<b>Grade Point (GP)</b>	<b>% of Total Marks obtained in the course</b>	S	10	90% and above	A+	9.0	85% and above but less than 90%	A	8.5	80% and above but less than 85%	B+	8.0	75% and above but less than 80%	B	7.5	70% and above but less than 75%	C +	7.0	65% and above but less than 70%	C	6.5	60% and above but less than 65%	D	6.0	55% and above but less than 60%	P (Pass)	5.5	50% and above but less than 55%	F (Fail)	0	Below 50% (CIE + ESE) or Below 40 % for ESE	FE	0	Failed due to lack of eligibility criteria (R6.12)	I	0	Could not appear for the end semester
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			examination but fulfills the eligibility criteria.
	Classification of B. Des Degree.	First Class with Distinction	CGPA 7.5 and above
		First Class	CGPA 6.5 and above
	Equivalent percentage mark shall be = $10 * CGPA - 2.5$		
R6.23	<b>Minimum Cumulative Credit Requirements for Registering to Higher Semesters</b>		
	<b>Semester</b>	<b>Allotted Credits</b>	<b>Cumulative Credits</b>
			<b>Minimum Cumulative Credits required for B. Des</b>
	First	20	20
	Second	20	40
	Third	20	60
	Fourth	20	80
	Fifth	20	100
	Sixth	20	120
	Seventh	20	140
	Eight	20	160
			Not Applicable
			Not Insisted
			Not Insisted
			Not Insisted
			25 Credits from S1 & S2
			Not Insisted
			52 Credits from S1 to S4
			Not Insisted
R6.24	There is no provision for improving the grade. However, the student is permitted to check the answer books of the End Semester Examination after the results are declared, on payment of the prescribed fee. Any discrepancy in evaluation could be brought to the notice of the Controller of Examination, who shall initiate appropriate action as per the University Examination Manual.		
R6.25	The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The final mark awarded will be the better of the two marks. If the difference in marks obtained in revaluation and the original valuation is more than 25% of the maximum marks, it shall be sent for third valuation. The final mark shall then be the average of the closer of the two marks obtained in the three valuations to the advantage of the student or the mark obtained in the original valuation whichever is higher. The Controller of Examination shall examine such cases and conduct proper enquiry to see whether any of the examiners is responsible for negligent valuation of answer script and initiate suitable action as per the University Examination Manual.		
R6.26	Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the B. Des program including CGPA.		
R6.27	<b>Calculation of SGPA/CGPA</b>		
	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 <sub>i</sub> ' is the credit assigned for a course and 'GP <sub>i</sub> ' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be		

	<p>considered in the calculation.  <math>CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}</math>, where 'C<sub>i</sub>' is the credit assigned for a course and 'GP<sub>i</sub>' 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 B. Des programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.  For students admitted under lateral entry scheme, credits for the first and second semester courses shall not be accounted for the calculation of CGPA.</p> <p>Equivalent percentage mark shall be = 10 * CGPA – 2.5</p>
R6.28	<p>Any act of violation of University directions, indiscipline, misbehavior, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall <b>be</b> viewed very seriously. It is the legal responsibility of the Principal and the college management to see that the examinations are conducted strictly as per the directions of the University and as specified in the examination Manual. Malpractices in examinations observed or reported by an official employed by the University, faculty member, invigilator or anybody shall be immediately reported to the Principal. The Principal shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case. The Principal shall then forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidences within two working days. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.</p>
R6.29	<p>A student shall earn 2 credits by actively involving in co – curricular and extra – curricular activities as per the guidelines issued by the University from time to time. On getting minimum 100 activity points the student passes the course and earns the two credits which shall not be counted for the calculation of CGPA but mandatory for the award of the <b>Degree. The</b> students are required to keep a file containing documentary proofs of activities done by him/her attested by the Senior Faculty Advisor/ Faculty Advisor.</p>
<p><b>7. Break of Study</b></p>	
R7.1	<p>A student is permitted to avail break of study:</p> <ol style="list-style-type: none"> <li>i) In case of accident or serious illness needing prolonged hospitalization and rest.</li> <li>ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a product.</li> <li>iii) In case of any personal reasons that need a break in study.</li> <li>iv) For internship leading to employment.</li> </ol> <p>For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.</p>

	<p>Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the start-up shall be permitted only after the 4<sup>th</sup> semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters.</p> <p>Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.</p> <p>Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The Principal shall verify the authenticity of the offer and submit his recommendation to the University sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility.</p> <p>In the semester system followed by the University, break of study for an academic year is the preferred option than break of study for a semester.</p> <p>The student can avail the break of study only with the prior approval of the University. The Principal shall upload the request of the student with all relevant documents to the University portal for the approval with his/her recommendations.</p> <p>Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.</p>
<b>8.Attendance</b>	
R8.1	<p>Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination.</p> <p>On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ University officials. This provision is applicable only to any two semesters during the entire program period.</p> <p>In case of prolonged illness, break of study is permitted as per R7.1.</p>
R8.2	<p>The Principals are authorized to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the Principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the</p>

	University.
R8.3	The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 5%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the Principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
<b>9. Inter College Transfer</b>	
R9.1	Inter college transfer shall be applicable only for regular B. Des students.
R9.2	The transfer shall be permitted just before the commencement of third semester.
R9.3	The transfer shall be with effect from the first working day of the third semester.
R9.4	The transfer shall be only within the sanctioned strength of the receiving college.
R9.5	The following Category of students shall not be eligible for inter college transfer <ol style="list-style-type: none"> <li>1. Govt. of India Nominee.</li> <li>2. Management Quota in Aided colleges.</li> <li>3. Management Quota in private Self-Financing Colleges</li> <li>4. Students admitted under NRI/PIO quota.</li> <li>5. Lateral Entry students.</li> <li>6. Students admitted under TFW Scheme.</li> <li>7. Students admitted in any supernumerary seats.</li> <li>8. Any other category which are ineligible as per the conditions for admission prescribed by Govt. of Kerala/Govt. of India.</li> </ol>
R9.6	The transfer shall be permitted: <ol style="list-style-type: none"> <li>1. Between Govt/ Govt. Aided Colleges.</li> <li>2. Between Self – Financing Colleges. (Including Govt. Controlled SFC).</li> </ol>
R9.7	Notification inviting application for inter college transfer shall be issued by the University just before the commencement of the third semester.
R9.8	The candidate should fulfill the academic eligibility requirement for promotion to the third semester.
R9.9	If the number of applicants is more than the vacant seats available, the transfer may be based on the Entrance Exam Rank.
R9.10	The students shall opt only one college for inter college transfer.
R9.11	The selected candidates shall remit a fee of Rs 3000/- (No fee for SC/ST students) within the stipulated date to the University. However, this rule is not applicable to the students transferred to other institutes under “Shift College” University order.
R9.12	The College transfer once approved by the receiving college will be final and binding on the applicant. No student will be permitted, under any circumstances, to refuse the change of college once offered.

<b>10.Migration from other Universities</b>	
R10.1	Migration to the University from other Universities shall be permitted only if the parent University and the APJ Abdul Kalam Technological University enters into a bipartite agreement/ MoU for this purpose. However, this condition is not applicable to the students in any of the Engineering colleges/ Institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala.
R10.2	The student shall be permitted to migrate only if he/she fulfills the University eligibility criteria for admission to the course applied for migration.
R10.3	The migration shall be permitted only up to the fifth semester of the B. Des program and half the duration of the program in the case of other programs.
R10.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the concerned Board of Studies.
R10.5	The students shall be allowed to migrate to the University subject to satisfying the rules and regulations of the University as regards to maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
R10.6	The student shall be offered admission in any of the affiliated colleges/institutions of the University subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
R10.7	The students offered admission shall have to take transitory courses/ additional courses of the previous semesters to satisfy the program requirement as recommended by the concerned board of studies.
R10.8	The students offered admission shall pay the migration fees and the University fees as prescribed by the University. The application processing fee (University fee) shall be Rs 5000/- (Rupees five thousand only) and the migration fees shall be Rs 20000/- (Rupees twenty thousand only). The migration fee is charged for the meeting expenses of the concerned Board of studies to decide on the student suitability for migration and to recommend the transitory courses/ additional courses to be done by the student to fulfill the academic requirement of the University. The processing fee shall be paid along with the application, and the migration fee shall be paid to the University at the time of offering admission. The fee once paid shall not be refunded under any circumstances. The students in any of the Engineering colleges / institutions, which, before the commencement of KTU Act remained affiliated to Universities except Deemed to be Universities in the State of Kerala, are exempted from paying the processing fee and the migration fee.
R10.9	The migrated students shall follow the rules and regulations of the University.
R10.10	The students offered admission shall produce a migration certificate from the parent University at the time of admission.
R10.11	The student offered admission shall produce a character certificate from the parent institute/University at the time of admission.
R10.12	Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the University along with the application seeking migration to the University.
R10.13	Attested copies of all certificates and mark lists from 10 <sup>th</sup> onwards shall be submitted

	along with the application for migration (Original certificates and mark lists shall be produced as and when required by the University).
R10.14	Assessment of the student suitability for migration in terms of programs, backlogs, grade points, credit requirements, etc shall be done by the concerned Board of Studies.
R10.15	Assessment of the transitory courses/ additional courses to be done by the student as per the academic requirement of the University shall be as recommended by the concerned Board of Studies.
<b>11. Minor in Design.</b>	
R11.1	All B. Des students shall be eligible to register for Minor in Design.
R11.2	The Minor in Design registration shall be along with the registration of the 3 <sup>rd</sup> semester.
R11.3	If a student fails in any course of the minor, he/she shall not be eligible to continue the B. Des Minor. However, the additional credits and grades thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
R11.4	The student shall earn additional 20 credits to be eligible for the award of B. Des Degree with Minor.
R11.5	Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three courses, during the specified period. The total number of contact hours for these courses shall be 126 Hrs (42Hrs/course). The duration of a course shall be minimum 14 weeks. The remaining 8 credits could be acquired through two MOOCs recommended by the Board of studies and approved by the Academic Council.
R11.6	Curriculum and the syllabus of the four courses shall be approved by the Board of studies and the Academic Council.
R11.7	The assessment of the courses other than MOOCs and earning of credits shall be as per R6.1 to R6.29. The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
R11.8	Under graduate Degree with minor shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B. Des program and Minor in Design.
<b>12. B. Des (Honours)</b>	
R12.1	All B. Des students are eligible to register B. Des (Honours). However, their mandatory CGPA at the end of eighth semester shall be 7.5 or higher to be eligible for the award of B. Des (Honours).
R12.2	The B. Des(Honours) registration shall be along with the registration of the 4 <sup>th</sup> semester.
R12.3	If a student fails in any course including the course chosen for B. Des (Honours), he/she shall not be eligible to continue the B. Des (Honours). However, the additional credits thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA.
R12.4	The student shall earn additional 20 credits to be eligible for the award of B. Des (Honours) Degree.

R12.5	Out of the 20 Credits, 12 credits shall be earned by undergoing minimum three specified B. Des (Honours) Elective courses of the respective stream. Credits for the B. Des (Honours) Elective courses are deemed to be earned only on getting at least a grade 'C' or better in the composite evaluation. A student shall not be permitted to select the normal elective courses of the respective B. Des programs for attaining the credit requirements of B. Des (Honours). The remaining 8 credits could be acquired through two MOOCs of the respective streams recommended by the Board of studies and approved by the Academic Council.
R12.6	The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.
R12.7	The institutions offering B. Des (Honours) programs shall not charge any additional fee from the students.
R12.8	B. Des (Honours) Degree shall be issued by the University to the students who fulfill all the academic eligibility requirements for the B. Des and B. Des (Honours) programs.
<b>13. Grace Marks for Sports /Arts Competitions.</b>	
R13.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R13.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.
R13.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
R13.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R13.5	The Grace Marks shall not be awarded to a student for Practical/ Workshop/ Internal assessment/ Design Studio/ Theory cum Studio courses etc even though she/he fails for the same.
R13.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re – distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R13.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R13.8	Re- distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R13.9	Grace Marks shall not be re – distributed from one semester to another semester.
R13.10	If the candidate does not secure the minimum marks required for a pass even after effecting re- distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
R13.11	Eligible Grace Marks shall be awarded for the regular examination of the performing



	semester only. Grace Marks shall not be awarded for supplementary examinations.
R13.12	The performing semester shall be considered from 1 <sup>st</sup> July to 31 <sup>st</sup> December (Odd semester) and 1 <sup>st</sup> January to 30 <sup>th</sup> June (Even Semester).
R13.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R13.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
R13.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
<b>14. Grace Marks for Persons with Disability (PWD)</b>	
R14.1	A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
R14.2	The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R14.3	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.
R14.4	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R14.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University.
R14.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
<b>15. Transitory provision.</b>	
15.1	Notwithstanding anything contained in these regulations, the Vice-Chancellor shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied to any B. Des program with such modifications as may be necessary.