St.Joseph's
College of Engineering and Technology,
- P A L A I -
AUTONOMOUS

SJCET B.Tech Academic Regulation for Working Professionals 2024

CONTENTS

SJCET B.Tech Academic Regulations for Working Professionals 2024

Introduction

St. Joseph's College of Engineering and Technology, Palai (SJCET) (herein referred to as Institution) has been conferred autonomous status by the University Grants Commission in July 2024. APJ Abdul Kalam Technological University (affiliating University) (hereinafter referred to as University) has notified the conferment of autonomy in October 2024, based on the directives from the Government of Kerala. These regulations are for the Bachelor of Technology (B.Tech) programme for Working Professionals being offered by various departments. The rules and regulations stated herein shall be called the SJCET B. Tech. Academic Regulations for Working Professionals 2024. These regulations as given in this document are applicable to students admitted in B.Tech. programmes of St. Joseph's College of Engineering and Technology, Palai (Autonomous) from 2024 admission onwards. Curriculum of the programs under this regulation shall be decided by the Academic Council of St. Joseph's College of Engineering and Technology, Palai (Autonomous).

	1. Preamble
R1.1	The Institution has the right to modify the regulations from time to time.
R1.2	In all matters related to the regulations, the decision of the Institution and its interpretation given by the Governing Body (GB) shall be final and binding.
	2. Admission
R2.1	Admission policies, eligibility criteria for admissions to affiliated colleges, and procedures for admission shall be determined by the Government/University and the appropriate statutory/regulatory authorities.
R2.2	After admission if any candidate has not fulfilled any of the requirement of admission, the Head of the Institution may revoke the admission of the candidate and report the matter to the GB. Subsequently, 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 Board of Governance.
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 this Institution shall continue studying in this Institution itself till the completion of the course.
	3. Structure of B.Tech. Program
R3.1	The duration of the B.Tech. Program shall be 3 years (6 semesters). The maximum duration shall be 5 academic years spanning 10 semesters.

R3.2	Every academic year shall have two semesters Odd semester and Even semester. Each semester shall have minimum of 65 working days. The vacation of the faculty and staff shall be as per the Government orders from time to time.
R3.3	Every branch of the B.Tech 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.
R3.4	The academic programs of the Institution 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
1 to 2 Hours Practical(P) per week	1 credit
3 to 4 Hours Practical(P) per week	2 credit

The workload of a faculty member shall be the actual number of hours engaged by the faculty member.

R3.5	The curriculum of any branch of the B.Tech. Program shall have a total of 122 academic credits and 2 additional pass/fail credits.
R3.6	Every course of B. Tech. Program shall be placed in one of the nine categories as listed in table below.

S. No.	Category	Code	Breakup of Credits
1	Humanities and Social Sciences including Management courses	HSMC	8
2	Basic Science courses	BSC	8
3	Engineering Science courses including workshop, drawing, basics of electrical/mechanical/computer etc	ESC	2
4	Professional core courses	PCC	76
5	Professional Elective courses relevant to chosen specialization/branch	PEC	15
6	Open subjects – Electives from other technical and /or emerging subjects ` as specified in the curriculum concerned.	OEC	03
7	Project work, seminar and internship in industry or elsewhere	PROJ	10
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	124

*Appendix 1

R3.7	No semester shall have more than six lecture-based courses and two laboratory and/or drawing/seminar/project courses in the curriculum. Credit per semester shall not be less than 15 or greater than 25 and cumulative credits shall not be less than 124.

R3.8	The medium of instruction shall be English. All examinations, project/seminar reports and presentations shall be in English.

4. Academic Monitoring and Student Support.

R4.1	Advisory System: There shall be one Senior Faculty Advisor (SFA) for a class and a faculty advisor (FA) each for 15 to 20 students in the class. The Principal shall assign a regular faculty member with minimum five years of experience as the Senior Faculty Advisor 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	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: 1. Immediately after the commencement of the semester. 2. Immediately after announcing the marks of first internal evaluation test. The internal marks, activity points earned during the semester and eligibility of attendance shall be uploaded in the Institution 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.
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, guide lines, communications, announcements etc issued by the University regarding student academic and other matters to the HoDs/ Senior Faculty Advisors for information and timely action.

5. Academic Auditing

R5.1	There shall be academic auditing 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 of the 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 Institution 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.

Academic auditing shall cover:-
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.
2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
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 bench marking.
4. The audit shall also cover the quality criteria prescribed by NBA/NAAC.

6. Assessment

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 Institution. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.
R6.2	The End Semester Examinations shall be held twice in a year for odd and even semesters.
R6.3	Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations. The ratio of Continuous Internal Evaluation (to End Semester Examinations shall be as below : 1. Theory Courses : 1 : 2 2. Laboratory Courses : 1 : 1 3. Project : CIE only 4. Seminar : CIE only
R6.4	Continuous Internal Evaluation (CIE): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Evaluation for the course allotted to him/her. The CIE marks for individual courses shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

Course	Attendance	Tests	Assignment/ Class work/ Course project.
Theory	20%	50%	30%

	Drawing/ Practical	20%	40%	40%

There shall be minimum two internal evaluation tests, each of 1.5 hrs duration. Each test shall cover two modules each from the syllabus and shall be for 50 marks. Assignment/ Quiz/ open book test is to be given from the remaining module of the syllabus. Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds.

Project work	a. Work assessed by the project guide – 30% b. Three member Continuous Internal Evaluation Committee – 40% (Guide shall be one member in the CIE committee) c. Final Evaluation by a three member Committee comprising of the department project coordinator, guide and an external expert. The external expert shall be an academician or from industry. The industry expert is preferred : 30% d. One third of the project credit shall be completed in VII semester and two third in VIII semester.
Seminar	The report and the presentation shall be evaluated by a team of internal members comprising three senior faculty members based on the style of presentation, technical content, adequacy of reference, depth of knowledge and overall quality of the report. a) Attendance : 10% b) Guide : 20% c) Technical content : 30% Presentation : 40%

The CIE marks for the attendance (20%) for each theory, practical and drawing 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 courses in a semester are to be published at least 5 days before the commencement of the ESE examinations. Duty leave shall be accounted for awarding the CIE for attendance.

R6.5	Students, who have completed a course but could not write the end semester examination, shall be awarded "I' Grade, provided they meet other eligibility criteria (R6.6). 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.
R6.6	To be eligible to attend the End Semester Examination for a course, students must fulfill the following criteria: • Attendance: A minimum attendance of 75% is required for each course. However, the following relaxations are applicable: A 2% relaxation in attendance shall be granted to students eligible for menstrual leave, reducing the required attendance percentage to 73% for each course. • Students with disabilities (PWD) shall be granted a 5% relaxation in attendance, lowering the minimum required attendance to 70% for each course. • Disciplinary Status: Students must not have any pending disciplinary actions .Students who do not meet these eligibility criteria are awarded an FE grade.

R6.7	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 the Institution.
R6.8	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.
R6.9	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.
R6.10	A student will be eligible for the award of B. Tech. Degree of the University on satisfying the following requirements: 1. Fulfilled all the curriculum requirements within the stipulated duration of the course. 2. Earned the required minimum credits as specified in the curriculum for the branch of study (R3.5 and R3.6). 3. No pending disciplinary action.
R6.11	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation and appear for the End Semester Examinations. Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.
R6.12	Pass minimum for a course 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 is below 40 % or the overall mark [Continuous Internal Evaluation + End Semester Examination] is below 50 %.
R6.13	Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.
R6.14	Continuous Internal Evaluation mark percentage shall not exceed 30% over the End Semester Examination mark %. CIE marks awarded to a student shall be normalised accordingly. For example if the end semester mark % is 40, then the maximum eligible CIE mark % is 40+30 = 70 %.)
R6.15	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).
R6.16	

Grade and Grade Points

Grades	Grade Point (GP)	% of Total Marks obtained in the course
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%
LP (Low Pass)	4	Min 40% in ESE but below 50% overall (CIE+ESE)
F (Fail)	0	Below 50% (CIE + ESE) or Below 40 % for ESE
FE	0	Failed due to lack of eligibility criteria (R6.6)
I	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
Classification of B. Tech Degree.	First Class with Distinction	CGPA 8.0 and above
	First Class	CGPA 6.5 and above

Equivalent percentage mark shall be = 10 * CGPA

R6.17	**Semester wise Allotted Credits and Cumulative Credits**

Semester	Allotted Credits	Cumulative Credits
Third	22	22
Fourth	22	44
Fifth	23	77
Sixth	24	101
Seventh	15	116
Eight	16	122

R6.18	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 Examination Manual.
R.6.19	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 15% 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 Examination Manual.
R6.20	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. Tech program including CGPA.
R6.21	**Calculation of SGPA/CGPA:** Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

	SGPA = Σ(Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. CGPA = Σ(Ci×GPi)/ΣCi , where 'Ci' is the credit assigned for a course and 'GPi' is the grade point for that course. Summation is done for all courses 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. Tech 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. Equivalent percentage mark shall be = 10 * CGPA
R6.22	Any act of violation of Institution directions, indiscipline, misbehavior, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the principal and Controller of Examination (CoE) to see that the examinations are conducted strictly and as specified in the examination manual.
R6.23	A student shall earn 2 credits by actively involving in co – curricular and extra – curricular activities as per the guidelines issued by the Institution from time to time. On getting minimum 75 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 Degree. The students are required to keep a file containing documentary proofs of activities done by him/her attested by the Senior Faculty Advisor/ Faculty Advisor.
	7. Attendance
R7.1	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. 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.
R7.2	The Principal is 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 University.

R7.3	The Principal is authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. 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.

8.Grace Marks for Persons with Disability (PWD)

R8.1	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.
R.82	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.
R8.3	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.
R8.4	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R8.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the Institution
R8.6	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 Institution. The request for Grace Marks received after the time limit shall not be entertained on any account.

9. Eligibility for B. Tech. Degree

9.1	A student shall be eligible for the award of a B. Tech. Degree from the University upon satisfying the following requirements: i Fulfilled all the curriculum requirements within the stipulated duration of the programme. ii Required minimum CGPA and Credits iii Disciplinary Record: No pending disciplinary actions.
9.2	Provisional Certificate, Consolidated Grade Card will be issued by the institution after the candidate has settled all dues to the Institution and Degree Certificate, Migration/Cancellation certificates shall be issued to students only after the candidate has settled all dues and on completion of other university formalities.

10. Transitory provision.

R10.1	Notwithstanding anything contained in these regulations, the appropriate statutory bodies of the Institution shall have the power to amend, modify or repeal any of these regulations from time to time.

APPENDIX I
RULES FOR ASSIGNING ACTIVITY POINTS
Encouraging the extra and co-curricular activities of B.Tech students

ST. JOSEPH'S COLLEGE OF ENGINEERING AND TECHNOLOGY, PALAI

Apart from technical knowledge and skills, to be successful as professionals, students should have excellent soft skills, leadership qualities and team spirit. They should have entrepreneurial capabilities and societal commitment. All students have to earn a minimum of 75 activity points from various activity segments listed to qualify for the B.Tech degree. Two credits are given for this on a pass/ fail basis and is mandatory for getting the B.Tech Degree. As no grade is given for these two credits, they are not included in the CGPA calculation. Points earned by the student will be indicated in the consolidated academic statement.

Department shall consolidate the activity points earned by students on a semester basis and enter the consolidated points on an academic year basis in the SJCET portal. All documental proof for awarding the activity points should be obtained and kept with the college authorities to be verified by the Academic Auditor.

THE MAIN ACTIVITY SEGMENTS ARE AS GIVEN BELOW:-

The following table gives the list of activities, the level of achievement expected, activity points and evidence needed to assign the points for the activities. Additional activities falling under these segments can be considered, if requested by the department with full details. However this has to be approved by the Academic Council of the Institution.

Activity Head	Sl. No	Activity	Achievement Levels and Assigned Activity Points	*Approval Document	Max. Points per year
Professional Self Initiatives	1	Act as resource person in Industry training/ Invited talks	15	a	30
	2	MOOC with final assessment certificate	50	a	50
	3	Attending Conference/ Seminars / Exhibitions/ Workshop/ STTP conducted at IITs /NITs	15	a	30
	4	Attending Full time Conference/ Seminars / Exhibitions/ Workshop/ STTP conducted at APJAKTU or its affiliated Institutions	6	a	12
		Additional 10 points for certificate of recognition.			
	5	Paper presentation/ publication at KTU or its affiliated Institutions	8	a	16
		Additional 5points for certificate of recognition.			
	6	Poster Presentation at IITs /NITs	10	a	20
		Additional 10 points for certificate of recognition.			
	7	Poster Presentation at KTU or its affiliated Institutions	4	a	8
		Additional 5 points for certificate of recognition.			
Entrepreneurship and Innovation	8	Foreign Language Skill (TOEFL/ IELTS/ BEC exams etc.)	50	a	50
	9	Start-up Company – Registered legally	60	d	60
	10	Patent-Filed	30	d	60
	11	Patent - Published	35	d	60
	12	Patent- Approved	50	d	60
	13	Patent- Licensed	80	d	80
	14	Prototype developed and tested	60	d	60

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

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