REGULATION FOR MBA, 2020

MBA (Full time) & MBA (Part time)

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY
KTU
Estd. 2014
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The A. P. J. Abdul Kalam Technological University Academic Regulations for MBA, 2020
MBA (Full time) & MBA (Part time)

This may be called the A. P. J. Abdul Kalam Technological University Academic Regulations for MBA, 2020. 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 2020 onward.

1. Preamble	
R1.1	The University has the right to modify the regulations from time to time.
R1.2	The Provisions contained in this set of regulations govern the policies and procedures on the admission and registration of students, imparting instructions of course, conducting of the examination and evaluation and certification of students performance and all amendments there to leading to the said Degree Programme(s).
R1.3	This set of Regulations, on approval by the BoG, APJAKTU shall supersede all the corresponding earlier sets of regulations of the University for the MBA Degree Programmes along with all the amendments thereto, and shall be binding on all students undergoing the said Post Graduate Degree Programme(s) conducted by the APJAKTU and its affiliated colleges.
R1.4	This set of Regulations, may evolve and get updated or refined or modified or amended through appropriate approvals from the University Bodies, from time to time, and shall be binding on all parties concerned, including the Students, Faculty, Staff, Departments, and University Authorities.
R1.5	The MBA Degree of A. P. J. Abdul Kalam Technological Universityshall be conferred on students who are admitted to the program and who fulfill all the requirements for the award of the Degree.
2. ELIGIBILITY OF ADMISSION	
R2.1	A Bachelor's Degree or equivalent awarded by any of the universities incorporated by an act of the central or state legislature in India or other educational institutions established by an act of Parliament or declared to be deemed as a University under Section 3 of the UGC Act, 1956, or possess an equivalent qualification recognized by the Ministry of HRD, Government of India. The bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.

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R2.2	A minimum of 50% marks in aggregate (of all the years/semesters) or 5.00 CGPA on a 10 point scale or equivalent in the qualifying degree. A relaxation of 5% in marks (i.e. minimum 45%) or equivalent in CGPA (i.e. minimum 4.50 on a 10-point scale) for the SEBC candidates. For SC/ST students a pass in qualifying examination is sufficient. Relaxation in criteria for PWD candidates may be as per the Government rules.
R2.3	Sponsored candidates from Industries, R&D organizations, National Laboratories as well as Educational Institutions, with a bachelor's degree(meeting criteria specified in R2.2) are eligible for admission to the MBA programme.
R2.4	Foreign nationals seeking admission should meet the criteria specified in R2.1 and R2.2. In addition they should get eligibility/equivalency certificate from Association of Indian Universities and should obtain clearance certificate from Foreigners Regional Registration Office(FRRO).
R2.5	The reservation policy of the Government of Kerala and the Government of India from time to time shall be followed in admission to the MBA programme.
R2.6	Notwithstanding all that is stated above; the admission policy may be modified from time to time by the University, particularly to conform to the directions from the Government of Kerala and the Government of India. The maximum number of seats under various categories (regular, sponsored, foreign and SC/ST) shall be as per the sanctions of the AICTE, State Government and APJAKTU.
R2.7	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.
	3. STRUCTURE OF MBA PROGRAM
R3.1	The MBA programme shall be structured on a credit based system following the semester pattern with continuous evaluation.
R3.2	The duration of the MBA (Full-time) & MBA(Part time) programmes of the APJAKTU will be two years consisting of four semesters. Maximum period for completing the programme is eight semesters. For MBA (Full-time) programme, each semester shall consist of 14 instructional weeks of 29 hours per week. For MBA (Part time) programme, each semester shall consist of 15 instructional weeks of seven days each of three hours per day on weekdays and six hours on Saturdays and Sundays.
R3.3	The duration for the MBA programme will normally be 4 semesters. In case of prolonged illness or other personal exigencies, the university may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of eight semesters. However, they have to complete the programme within a total of eight semesters.
R3.3	Every academic year shall have two semesters "1st July to 31st December (Odd semester)" and "1st January to 30thJune (Even semester)". The vacation of the faculty and staff shall be as per the Government orders from time to time. The University shall publish academic calendar for

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<table>
<tr><td></td><td>each academic year which is to be strictly followed by all affiliated institutions.</td></tr>
<tr><td>R3.4</td><td>The MBA 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 two years. However, innovative elective courses can be included as and when required, on the recommendations of the 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.</td></tr>
<tr><td>R3.5</td><td>The academic programme in each semester will consist of course work and field work/ internship. The scheme shall be so drawn up that the minimum number of credits for successful completion of the MBA programme of any specialization is 102 credits with a split up of :
First year (I and II semester): 54 credits
Second year (III and IV semesters): 40 credits (Course work)
Internship : 03 credits (Second year)
Project& Comprehensive Viva: 05 credits (Second year)
Total: 102 credits</td></tr>
<tr><td>R3.6</td><td>Every Course comprises of specific Lecture-Tutorial–Practical (L-T-P) schedule. The course Credits are fixed based on the following norms: Lectures/Tutorials: one hour per week is assigned one Credit. The distribution of credits for the course work is given in Table 1.
Table 1: Distribution of credits among the Semesters
<table>
<tr><th>Semester</th><th>Course details</th><th>Hours per week</th><th>Total credits allotted</th><th>Credits allotted semester-wise</th></tr>
<tr><td rowspan="3">I</td><td>Core courses: 3nos</td><td>4 each</td><td>3x4 = 12</td><td rowspan="3">27</td></tr>
<tr><td>Core courses: 5nos</td><td>3 each</td><td>5x3 = 15</td></tr>
<tr><td>Employability Enhancement Programme</td><td>2</td><td>No credit</td></tr>
<tr><td rowspan="5">II</td><td>Core courses: 3nos</td><td>4 each</td><td>3x4 = 12</td><td rowspan="5">27</td></tr>
<tr><td>Core courses: 4nos</td><td>3 each</td><td>4x3 = 12</td></tr>
<tr><td>MOOC Course: 1 no
(PG level management course of 3 credit)</td><td>3</td><td>1x3 = 3</td></tr>
<tr><td>Integrated Disaster Management</td><td>2</td><td>No credit</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="2">III</td><td>Elective: 5 nos</td><td>3 each</td><td>5x3 = 15</td><td rowspan="2">26</td></tr>
<tr><td>Core courses: 2nos</td><td>4 each</td><td>2x4 = 8</td></tr>
</table></td></tr>
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		Internship	6	1x3 = 3	
	IV	Elective: 3 nos	3 each	3x3 = 9	
		Core courses: 2 no	4	2x4 = 8	
		Project & Comprehensive Viva voce	10	1x5 = 5	22
		Total Credits in all four semesters			**102**
	Curriculum details are given separately				
R3.8	The maximum number of credits a student can register (course registration) in a semester is limited to 8 credits in excess of the total credits allotted in the curriculum for that semester.				
R3.9	The medium of instruction shall be English. All examinations, project, seminar, reports and presentations shall be in English.				
R3.10	Revision of Regulations notwithstanding all that has been stated above, the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.				
4. ACADEMIC MONITORING AND STUDENT SUPPORT					
R4.1	Advisory System: There shall be one Faculty Advisor (FA) for a class. The Principal/Director shall assign a regular faculty member with minimum two years of experience as the FA in discussion with the Head of the Department.				
R4.2	The documents regarding all academic and non-academic matters of students shall be kept under the custody of 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. Students and parents shall first approach their Faculty Advisor for all kinds of advices, clarifications and permissions on all 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.				

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R4.4	The FA shall arrange separate or combined meetings with course faculty, parents and students as and when required and discuss the academic progress of students. The Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students. Advisory meetings shall preferably be convened: i. Immediately after the commencement of the semester. ii. Immediately after announcing the marks of first internal evaluation test. The internal marks 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 shall be looked into in the combined meetings of advisor, course faculty and the students concerned. The Principal/Director/Head of the Department shall ensure to take steps redress the concerns raised by the students regarding internal assessment and attendance. The FA shall be the custodian of the minutes and action taken reports of the advisory meetings.
R4.5	The FA shall get the minutes and action taken reports of advisory meetings approved by the Head of the Department and the Director. It shall be the duty of the Head of the Department and the Principal/Director to produce it before the University as and when required.
R4.6	The FA shall keep a hard copy of the consolidated statement of attendance and internal marks of their students. It shall be kept with the Head of the Department/Director 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 Faculty Advisor.
R4.8	The Principal shall inform/forward all regulations, guidelines, communications, announcements issued by the University regarding student academic and other matters to the Head of the Department/Director for information and timely action.
R4.9	It shall be the official responsibility of the Principal to arrange necessary orientation programmes to the Director/Head of the Department and Faculty regarding student counseling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.
5.0 COURSE REGISTRATION AND ENROLMENT	
R5.1	It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission.
R5.2	The dates for registration and enrolment for the semesters two to four will be given in the academic calendar. Any late enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late enrolment fee.

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<table>
<tr><td>R5.3</td><td>A student will become eligible for enrolment only if he/she has registered for the previous semester. In addition he/she has to clear all dues to the Institute up to the end of the previous semester and also he/she and should not have any pending disciplinary proceedings.</td></tr>
<tr><td>R5.4</td><td>In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. A student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.</td></tr>
<tr><td colspan="2">6. EVALUATION PROCESS</td></tr>
<tr><td>R6.1</td><td>At the end of the semester, examination will be conducted for all courses offered in that semester and will be of three hours duration unless otherwise specified. The major eligibility criteria for the semester examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the semester examination is 75% in each course.</td></tr>
<tr><td>R6.2</td><td>The End Semester Examinations (ESE) shall be held twice in a year – May/June (for even semesters) and November/December (for odd semesters). However, the End Semester Examinations of the third & fourth Semesters shall be conducted in both the sessions.</td></tr>
<tr><td>R6.3</td><td>Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) for theory courses is 1:1.5.</td></tr>
<tr><td>R6.4</td><td>Continuous Internal Evaluation (CIE): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, seminar, periodic tests (minimum two in a semester) and assignments (minimum two). The course instructor (s) concerned shall carry out the Continuous Internal Evaluation (CIE) 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.
<table>
<tr><th>Course</th><th>Class Participation and Attendance</th><th>Tests</th><th>Seminar and Discussion</th><th>Assignment/ Class work</th></tr>
<tr><td>Theory</td><td>10%</td><td>40%</td><td>25%</td><td>25%</td></tr>
<tr><td colspan="5">There shall be minimum two internal evaluation tests, each of 2 hrs duration. Each test shall cover 50% of the syllabus and shall be for 40 marks. Students who have missed either the first or second internal test can register with the consent of faculty and the Director/Head of the Department for a re-test which shall be conducted soon after the completion of the second test and before the end semester examination. The retest will cover entire syllabus.</td></tr>
</table>
Duty leave shall be accounted for awarding the internal marks for attendance. A systematic record for the award of internal assessment marks shall be maintained in the department signed by the faculty member concerned and countersigned by the Head of the</td></tr>
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	Department/Director. The CIE marks obtained by the student for all courses in a semester are to be published at least 3 days before the commencement of the University examinations. Anomalies if any shall be scrutinized by the Institution. The final Continuous Assessment marks endorsed by the respective students, teachers, Faculty Advisor of the batch, Head of the Department, Director and Principal shall be kept in the department for scrutiny and reference.
R6.5	Students, who have completed a course but could not write the end semester examination, shall be awarded "ab' Grade, provided they meet other eligibility criteria (R6.6). They shall register (exam registration) and appear for the end semester examination at next opportunity and earn the credits without having to register (course registration) for the course again.
R6.6	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.
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 fourth semester, FE grade students can register for the courses in the next immediate chance, if offered by their institute.
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	Candidates for MBA (Full-time) & MBA(Part time) programmes shall be eligible to undergo the course of study in the next semester and take the examinations of that semester, irrespective of the results of the examination of the previous semester provided they have completed all the formalities of attendance, payment of all fee due to the University & Institution and registration for examination in the earlier semester.
R6.10	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.
R6.11	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 (ESE) is below 40% or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below 50 %.
R6.12	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.
R6.13	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 %.)
R6.14	A candidate shall be required to complete the programme within a period of four years after joining the programme.

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<table>
<tr><td>R6.15</td><td>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.</td></tr>
<tr><td>R6.16</td><td>A student will be eligible for the award of MBA Degree of the University on satisfying the following conditions:
i. Fulfilled all the curriculum requirements within the stipulated duration of the course.
ii. Earned the required minimum credits as specified in the curriculum
iii. No pending disciplinary action.</td></tr>
<tr><td>R6.17</td><td>Grading is based on the % marks obtained by the student in a course. 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).</td></tr>
<tr><td>R6.18</td><td>
Grade and Grade Points
<table>
<tr><th>Grades</th><th>Grade Point (GP)</th><th>% of Total Marks obtained in the course</th></tr>
<tr><td>S</td><td>10</td><td>90% and above</td></tr>
<tr><td>A+</td><td>9.0</td><td>85% and above but less than 90%</td></tr>
<tr><td>A</td><td>8.5</td><td>80% and above but less than 85%</td></tr>
<tr><td>B+</td><td>8.0</td><td>75% and above but less than 80%</td></tr>
<tr><td>B</td><td>7.5</td><td>70% and above but less than 75%</td></tr>
<tr><td>C +</td><td>7.0</td><td>65% and above but less than 70%</td></tr>
<tr><td>C</td><td>6.5</td><td>60% and above but less than 65%</td></tr>
<tr><td>D</td><td>6.0</td><td>55% and above but less than 60%</td></tr>
<tr><td>P (Pass)</td><td>5.5</td><td>50% and above but less than 55%</td></tr>
<tr><td>F (Fail)</td><td>0</td><td>Below 50% (CIE + ESE) or
Below 40% for ESE</td></tr>
<tr><td>FE</td><td>0</td><td>Failed due to lack of eligibility criteria (R6.6)</td></tr>
<tr><td>ab</td><td>0</td><td>Could not appear for the end semester examination but fulfills the eligibility criteria.</td></tr>
<tr><td rowspan="2">Classification of MBA Degree.</td><td>First Class with Distinction</td><td>CGPA 8.0 and above</td></tr>
<tr><td>First Class</td><td>CGPA 6.5 and above</td></tr>
<tr><td colspan="3">Equivalent percentage mark shall be = 10 * CGPA – 2.5</td></tr>
</table>
</td></tr>
<tr><td>R6.19</td><td>There shall be double valuation of theory papers for which end semester examinations are conducted by the University. The theory answer script shall be valued independently by the two examiners appointed by the University. If the difference between the marks awarded by the two Examiners is not more than 15% of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded</td></tr>
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	by the two Examiners is more than 15% of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging. There is no provision for revaluation of the semester answer scripts or for improving the grade.
R6.20	Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal. The fee for review will be Rs 5,000 per answer script of which Rs 3,000 will be refunded in case of a grade change after the review. The paid amount of Rs 5,000 will be forfeited in case of no grade change after the review. The review will be carried out by a competent/mapped faculty with a minimum of three years experience. The result of the review will be final and no appeal will be entertained thereafter.
R6.21	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 consolidated grade sheet for the MBA program including CGPA.
R6.22	Calculation of SGPA/CGPA: Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. SGPA = $\Sigma(Ci \times GPi)/\Sigma Ci$, 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 = $\Sigma(Ci \times GPi)/\Sigma Ci$, 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. Equivalent percentage mark shall be = 10 * CGPA – 2.5
R6.23	Academic Discipline and Malpractices in Examinations: 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 be 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

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	examination shall decide the course of action on the issue as per the prescribed norms in the University Examination Manual.
	7. ACADEMIC AUDITING OF AFFILIATED INSTITUTIONS
R7.1	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. 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 equipments, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for 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 benchmarking. 4. The audit shall also cover the quality criteria prescribed by NBA/NAAC.
	8.ATTENDANCE
R8.1	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 65%, 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 one semester during the entire program period. In case of prolonged illness, break of study is permitted as per R9.1.
R8.2	The Principals are authorized to grant attendance relaxation (duty leave) to the students in national level competitions/championships/ tournaments representing University, when called upon to do so, up to a maximum of 10%. Such students should produce the participation

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	certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities or the Faculty Advisor in the case of other extracurricular activities within ten days of the event, as the case may be. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the Head of the Department/Director. Under any circumstances, the Principal shall not consider the certificate if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University for representing the 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 or the Faculty Advisor in the case of other extra/ co-curricular activities within ten days of the event, as the case may be. The documents thus produced shall be forwarded to the Principal with the due recommendation of the Head of the Department/Director. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 65%. Late applications received shall not be considered on any account.
	9. BREAK OF STUDY
R9.1	Break of study is permitted up to maximum of two semesters. But the student could extend the programme up to eight semesters, the maximum permitted by the regulation. A student is permitted to avail break of study: i) In case of accident or serious illness needing prolonged hospitalization and rest. ii) In case of any personal reasons that need a break in study. iii) For internship leading to employment. 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. 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. 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 of more than Rs.5 lakhs are eligible to avail this facility.

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	In the semester system followed by the University, break of study can be availed only for an academic year. 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. 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.
10. MIGRATION FROM OTHER UNIVERSITIES	
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 APJAKTU 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 third semester of the MBA program.
R10.4	The admission shall be offered on migration basis through lateral transfer of credits. Lateral credit transfer shall be as recommended by the 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 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 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 APJAKTU 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.

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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/conduct 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 10th 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 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 Board of Studies.
11. GRACE MARKS FOR SPORTS /ARTS COMPETITIONS	
R11.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R11.2	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.
R11.3	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.
R11.4	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.
R11.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.
R11.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R11.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R11.8	Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R11.09	Grace Marks shall not be re – distributed from one semester to another semester.
R11.10	If the candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective passboard if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.

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R11.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R11.12	The performing semester shall be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester).
R11.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R11.14	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.
R11.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
	12.GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)
R12.1	To be eligible for the grace marks, the certificate of disability specifying the percentage of disability certified by the District Medical Board shall be produced before the Principal at the time of admission. Profoundly deaf candidates with disability 40% or above or hearing impaired candidates with disability 70% or above are eligible for the award of Grace Mark. In case of any other disability of more than 60% duly certified by the District Medical Boards, students will be eligible for grace marks.
R12.2	The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R12.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be discarded.
R12.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
R12.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the University. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Viva Voce/ Seminar for which the University does not normally conduct End Semester Examinations. However the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
R12.6	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.
R12.7	The request for Grace Marks received after the time limit shall not be entertained on any account.
	13. TRANSITORY PROVISION
13.1	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 with any modifications as may be necessary.

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