AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

ISO 9001:2015 certified Institution

Affiliated to A.P.J Abdul Kalam Technological University

Approved by All India Council for Technical Education

STUDENT HANDBOOK

20…-20…

AL AZHAR COLLEGE OF ENGINEERING AND TECHNOLOGY

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STUDENT HANDBOOK

Academic Year 20…- 20…

NAME:

COURSE/PROGRAMME:

ROLL NUMBER:

SEMESTER:

BRANCH:

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1. COLLEGE

1.1 The Campus

Al-Azhar College of Engineering and Technology (AACET), located in Thodupuzha, Kerala, was established in 2010 as a private self-financing engineering college affiliated with Kerala Technological University. The institution is approved by the All India Council for Technical Education (AICTE) and the Government of Kerala. AACET operates under the Al-Azhar Group of Institutions, a centre of excellence in Idukki district. Founded in 2002 under the aegis of Noorul Islam Trust, the Al-Azhar Group has since expanded to 14 institutions offering over 45 academic programs, serving more than 6,000 students in their pursuit of academic excellence through advancements in education.

AACET comprises eight academic departments, including Civil Engineering, Computer Science & Engineering, Electronics & Communication Engineering, Mechanical Engineering, and Automobile Engineering. Each program integrates theoretical instruction with laboratory practice and industry-oriented add-on courses to enhance students' employability. To ensure industry relevance, the institution has established Memorandums of Understanding (MOUs) with reputed organizations, facilitating continuous technological updates and exposure for students. Additionally, the college collaborates with IBM and the Additional Skill Acquisition Program (ASAP) to deliver value-added training programs. Students are also encouraged to participate in various academic and technical clubs to gain supplementary knowledge in their respective fields of interest.

The campus is characterized by its predominantly green environment, fostering a conducive atmosphere for academic pursuits. Students benefit from modern, well-equipped libraries and state-of-the-art facilities, including a fully Wi-Fi-enabled infrastructure. The faculty comprises distinguished academicians and professionals with extensive industry experience. Beyond academics, the college promotes a vibrant cultural and extracurricular environment, organizing regular cultural, arts, and sports events. The annual Al-Azhar Festival is a hallmark event that fosters a sense of pride and unity among students. AACET upholds core institutional values, fostering leadership qualities and encouraging mutual respect among students from diverse backgrounds.

1.2 Vision

To be the trendsetters in the field of education by imparting quality education and enabling students to excel through commitment and excellence.

1.3 Mission

To prepare students for academic, social, and personal success by developing active and creative minds, a sense of understanding, and the courage to act on their beliefs.

1.4 Courses Offered

Branch	Seats	Duration
Civil Engineering	60	4 Years (8 Sem)
Mechanical Engineering	60	4 Years (8 Sem)
Electronics & Communication	30	4 Years (8 Sem)
Automobile Engineering	30	4 Years (8 Sem)
Computer Science Engineering	60	4 Years (8 Sem)
Artificial Intelligence & ML	60	4 Years (8 Sem)
Cyber Security	60	4 Years (8 Sem)
Biomedical Engineering	60	4 Years (8 Sem)

1.5 Faculty and Other Staff Members

Highly qualified faculty and staff members are dedicated to providing students with academic and personal guidance to help them excel in their chosen fields.

1.6 Class Timings

The class timings are as follows

08.50 A.M.	FIRST BELL
09.00 A.M	SECOND BELL FOLLOWED BY PRAYER
09.00AM-10.00AM	FIRST HOUR
10.00AM-11.00AM	SECOND HOUR
11.00AM-11.10AM	BREAK TIME
11.10AM-12.00PM	THIRD HOUR
12.00PM-12.40PM	FOURTH HOUR
12.40PM -01.20PM	LUNCH BREAK
01.20PM-02.10PM	FIFTH HOUR
02.10PM-03.00PM	SIXTH HOUR
03.00PM-03.10PM	BREAK
03.10PM-04.00PM	SEVENTH HOUR FOLLOWED BY NATIONAL ANTHEM

On Fridays, there will be four hours in the forenoon for all classes. Afternoon timings are as follows:

12.00PM-12.30PM	FOURTH HOUR
12.30PM -02.00PM	LUNCH BREAK
02.00PM-03.00PM	FIFTH HOUR
03.00PM-04.00PM	SIXTH HOUR FOLLOWED BY NATIONAL ANTHEM

1.7 College Office Timings

The college office operates from 9:00 AM to 5:00 PM on all working days.

1.8 Principal's Office

The Principal's office remains open during working hours for consultations with students and staff.

1.9 Student Hostel

Separate hostels are available for male and female students, equipped with facilities such as Wi-Fi, a gym, and 24/7 medical services.

Facilities:

(a) The college provides separate, well-furnished, and ventilated hostels for boys and girls, ensuring a comfortable stay with essential amenities.

(b) Hostel facilities include a spacious dining hall, provisions for indoor and outdoor games, and designated study and reading rooms.

(c) The hostel mess, managed collaboratively by students and mess supervisors under a dividing system, offers hygienic and nutritious food at reasonable rates.

(d) Both vegetarian and non-vegetarian meals are provided, with special arrangements made for students observing religious fasting.

(e) The overall administration and supervision of the Ladies' Hostel are entrusted to the Chief Warden and Matron.

(f) Hostel admission is granted for one academic year and is subject to renewal at the discretion of the authorities.

1.10 Sports

The college provides facilities for both indoor and outdoor sports, including a football court. Students have actively participated in University Intercollegiate and other State-level competitions, representing the institution.

1.11 Gymnasium

A well-equipped gymnasium with modern fitness equipment is available to promote the physical well-being of students.

1.12 Student Uniform

Students must wear the prescribed uniform to maintain discipline and uniformity within the campus. Wearing the college uniform and identification tag is mandatory on all working days and during college activities.

Prescribed Uniform:

Boys: Trousers with a shirt tucked in.

Girls: Shirt, waistcoat, and trousers.

Workshop/Laboratory: Students are required to wear a dark blue laboratory coat, trousers, and shoes during practical sessions.

2. B.TECH PROGRAM OF APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

2.1 Overview:

(a) Kerala Technological University, a state government university, was established on May 21, 2014, with the aim of providing leadership in technology-related policy formulation and engineering planning for the state.

(b) The name of the university was later changed to APJ Abdul Kalam Technological University.

(c) The university aims to enhance the academic standards of graduate, postgraduate, and research programs in engineering, science, technology, and management, and regulate the academic standards of all affiliated colleges.

(d) The key focus areas of the university are Research, Development, and Innovation.

2.2 B. Tech Program at KTU:

The B. Tech program at KTU is a credit-based course, typically spanning four academic years, divided into eight semesters. The maximum duration for completing the program is six academic years, with a maximum of twelve semesters. Students can earn a B. Tech (Honours) degree or a B. Tech with a Minor by fulfilling specific conditions.

Salient Features of the B. Tech Program:

(a) The curriculum includes theory courses supplemented by practical/laboratory sessions.

(b) New courses have been introduced in Design Engineering, Sustainable Engineering, Design Projects, and Life & Professional Skills for all branches.

(c) An academic calendar outlines curricular, co-curricular, and extra-curricular activities, as well as vacations for internships.

(d) Provision for remedial/bridge courses, language labs, and micro-projects is included in the curriculum.

(e) There is a provision for a break of study to initiate a start-up venture or product development.

(f) Co-curricular and extra-curricular activities are mandatory to develop soft skills, teamwork, leadership qualities, and entrepreneurial skills.

(g) Students have the option to drop or change elective courses

(h) Opportunities for students to pursue a Minor or a B.Tech (Honours) degree are provided.

(i) An academic audit ensures the quality of the teaching-learning process.

(j) Committees are in place to monitor academic discipline, student welfare, and address grievances.

2.3 B. Tech Program Structure:

(a) The B. Tech program in all branches follows a credit-based system with a semester pattern and continuous evaluation, providing flexibility for students in terms of the duration of their program.

(b) Each semester consists of 72 instructional days, followed by end-semester examinations.

(c) Students may opt for a Minor or a B. Tech (Honours) degree by the end of their fourth semester, subject to certain conditions.

(d) The curriculum for each branch of study requires a minimum of 160 academic credits and 2 additional pass/fail credits for degree completion. The credits are assigned as follows:

- One credit for each lecture hour per week for one semester.

- One credit for each tutorial hour per week for one semester.

- One credit for each laboratory/practical session of 2 or 3 hours per week for one semester.

- Courses are indicated as L-T-P (Lectures-Tutorials-Practical) followed by the number of credits. For example, L-T-P = 3-1-0 corresponds to 4 credits, L-T-P = 2-0-2 corresponds to 3 credits, and L-T-P = 0-0-3 corresponds to 1 credit.

(e) No semester will have more than six lecture-based courses and two laboratories, drawing, or project-based courses.

(f) The total credits per semester will range between 15 and 25, and the cumulative credits for B.Tech students will be no less than 162.

(g) Students are not permitted to change their branch or stream once admitted, unless allowed through an inter-college transfer process.

(h) Students admitted to a particular institution must complete their program in that institution, unless granted an inter-college transfer.

(i) The university follows a credit system for its academic programs:

- One lecture per week = 1 credit

- One tutorial per week = 1 credit

- 1-2 hours of practical per week = 1 credit

- 3-4 hours of practical per week = 2 credits

In addition to academics, students are required to engage in co-curricular and extra-curricular activities. A minimum of 100 activity points is necessary to pass the activity course and earn 2 credits, which, though mandatory for degree completion, do not contribute to the CGPA.

2.4 Curriculum, List of Courses, and Syllabi

(a) Every branch of study in the B. Tech program has its own curriculum, list of courses, syllabi, and course plans, which are approved by the Academic Committee of the University. (b) The courses are categorized into three main types:

- **Core Theory (CT)**

- **Core Practice (CP)**

- **Electives (EL)**

(c) Each course is assigned a unique course number, which includes the department or knowledge segment code and a three-digit number. The knowledge segment code is used when a course is offered by one or more departments with the same content and syllabus.

(d) The complete curriculum and syllabi are available on the University's website. The BTech program follows a credit-based system, with credits distributed across different knowledge segments as follows:

S. No.	Category	Code	Breakup of Credits
1	Humanities and Social Sciences, including Management courses	HSMC	8
2	Basic Science courses	BSC	22
3	Engineering Science courses (workshop, drawing, basics of electrical/mechanical/computer, etc.)	ESC	26
4	Professional Core Courses	PCC	76
5	Professional Elective Courses relevant to the chosen specialization/branch	PEC	15
6	Open Electives – Courses from other technical and/or emerging subjects as specified in the curriculum	OEC	3
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	-
Total Credits			**162**

(e) **Examination Slot Allocation:**

Each course in the curriculum is assigned an examination slot (e.g., A, B, C, etc.), which helps streamline the end-semester examination schedule. The examination schedule will list only the date and the corresponding slot, without specifying the subjects. All courses listed under a specific slot will have their examination on the same day. Students should be aware of the slots assigned to their courses to prepare accordingly.

2.5 Staff Advisor/Counsellor:

Every student will have a faculty advisor whose responsibilities include:

(a) Guiding and supporting students academically.

(b) Monitoring academic progress and providing advice.

(c) Counselling students and offering assistance during any difficulties.

2.6 Course Registration and Enrolment:

(a) **Mandatory Registration:**
Students must register for the courses they wish to attend each semester.

(b) **Freshman Registration:**
Freshly admitted students in the first semester are advised to register for all courses listed for the semester, but they do not need to enrol for the semester.

(c) **Course Registration for Subsequent Semesters:**
At the end of each semester, students must register for the courses they wish to study in the following semester. They will then enrol for these courses at the start of the new semester, based on the results of the previous semester. Students may make changes to their course registrations during the enrolment period.

(d) **Dues Clearance:**
Before enrolling for the next semester, students must clear all dues, including any pending fees, and must not have unresolved disciplinary issues. The examination fee must be paid at the time of registration/enrolment.

(e) **Registration and Enrolment Dates:**
The dates for registration and enrolment are provided in the academic calendar. Late registration or enrolment will be permitted up to 7 working days from the stipulated date, subject to a late fee.

2.7 Fee Structure of the University:

The fee structure for the B. Tech program is as follows:

(a) **Student Administration Fee:** Rs. 1,000/- per student (one-time fee collected at the time of admission).

(b) **Examination Fee:** Rs. 500/- per semester + Rs. 200/- per theory paper (to be paid at the time of course registration).

(c) **Late Fee:** Rs. 500/- (if applicable).

The fees will be collected by the college.

2.8 Eligibility for Writing the End-Semester Examination:

To be eligible for the end-semester examinations, the following criteria must be met:

(a) **Minimum Attendance:** A student must have at least 75% attendance in each course.

(b) **Disciplinary Status:** The student must have no pending disciplinary actions.

Students who do not meet the above eligibility criteria will be awarded an **FE (Failure)** grade and will be required to register for the course again in the next opportunity.

2.9 Academic Assessment/Evaluation:

(a) **End Semester Examinations (ESE):**

End Semester Examinations (ESE) will be conducted for all courses prescribed in the curriculum, excluding Lab/Workshop courses for the 1st and 2nd semesters. The exams will be conducted by the University, and the semester classes will conclude at least 10 days before the commencement of the End Semester Examination.

(b) **Examination Schedule:**

The End Semester Examinations will be held twice a year:

- May/June for even semesters

- November/December for odd semesters.
  The ESE for the 7th and 8th semesters will be conducted in both sessions.

(c) **Evaluation Method:**

Students will be evaluated through Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The weightage ratio for CIE and ESE is as follows:

1. Theory Courses: 1:2

2. Laboratory Courses: 1:1

3. Project: CIE only

4. Seminar: CIE only

Continuous Internal Evaluation (CIE):
CIE will be based on day-to-day performance, periodic tests (at least two per semester), and assignments (minimum two). The evaluation parameters are weighted as follows:

- **Theory:**
  - Attendance: 20%
  - Tests: 50%
  - Assignments/Classwork: 30%

- **Drawing/Practical:**
  - Attendance: 20%
  - Tests: 40%
  - Assignments/Classwork: 40%

There will be at least two internal tests of 2 hours each, covering 50% of the syllabus for 50 marks each. Retests will be allowed for students who missed tests due to valid reasons.

Project Work Evaluation:

- **Project Guide:** 30%

- **CIE Committee (3 members):** 40%

- **Final Evaluation Committee (including an external expert):** 30%

- One-third of the project work must be completed in the 7th semester, and two-thirds in the 8th semester.

Seminar Evaluation:
The evaluation for the seminar will be conducted by three senior faculty members, and the parameters are as follows:

- Attendance: 10%

- Guide's evaluation: 20%

- Technical content: 30%

- Presentation: 40%

CIE for Attendance:

Students with 90% or more attendance will be awarded full CIE marks for attendance. For attendance below 90%, marks will be reduced proportionally.

Final Grades and Pass Requirements:

To pass a course, students must:

- Score at least 40% in the End Semester Examination (ESE).

- Have a combined CIE + ESE score of at least 50%.
  Students failing to meet these criteria will receive an "F" grade.

Grading System:

Grade	Grade Point (GP)	Percentage of Total Marks
S	10	90% and above
A+	9.0	85% to < 90%
A	8.5	80% to < 85%
B+	8.0	75% to < 80%
B	7.5	70% to < 75%
C+	7.0	65% to < 70%
C	6.5	60% to < 65%
D	6.0	55% to < 60%
P	5.5	50% to < 55%
F (Fail)	0	Below 50% (CIE + ESE) or Below 40% (ESE)
FE	0	Failed due to lack of eligibility
I	0	Did not appear for ESE, but fulfills eligibility criteria

Classification of B. Tech Degree:

- **First Class with Distinction:** CGPA $\geq$ 8.0
- **First Class:** CGPA $\geq$ 6.5
- Equivalent percentage = 10 * CGPA – 2.5

Minimum Cumulative Credits for Registering for Higher Semesters:

Semester	Allotted Credits	Cumulative Credits (B. Tech)	Minimum Cumulative Credits Required for B. Tech Lateral Entry
First	17	17	Not Applicable
Second	21	38	Not Insisted
Third	22	60	Not Insisted
Fourth	22	82	Not Insisted
Fifth	23	105	21 Credits from S1 & S2
Sixth	24	129	Not Insisted
Seventh	15	144	47 Credits from S1 to S4
Eighth	16	160	Not Insisted

No Provision for Grade Improvement:

Students are not allowed to improve their grades. However, they may inspect their answer books for the End Semester Examination on payment of the prescribed fee. If any discrepancies are found, students can bring them to the attention of the Controller of Examination.

2.10 Break of Study:

Students are allowed a break of study under the following circumstances:

(a) **Accident or Illness:** If a student experiences serious illness or an accident requiring prolonged hospitalization, they may take a break. They must submit medical reports and a doctor's recommendation for the break duration. A fitness certificate is required before re-joining.

(b) **Start-up Venture:** Students wishing to start a venture or work on product development can apply for a break. A proposal with details of the project, funding, and plans must be submitted to the Principal. An expert team will evaluate the proposal.

(c) **Personal Reasons:** If a student has personal reasons requiring a break, they must provide evidence and convince the Principal of the necessity. The maximum duration for completing the B. Tech program, including breaks, is twelve semesters.

2.11 Calculation of SGPA/CGPA:

(a) **SGPA (Semester Grade Point Average):**

SGPA = $\Sigma(C_i \times GP_i) / \Sigma C_i$, where C_i is the credit for a course and GP_i is the grade point for that course. Summation is done for all courses in the semester.

(b) **CGPA (Cumulative Grade Point Average):**

CGPA = $\Sigma(C_i \times GP_i) / \Sigma C_i$, where C_i is the credit for a course and GP_i is the grade point for that course. Summation is done for all courses from the start of the program to the semester in question.

For lateral entry students, credits from the first and second semesters are not counted in the CGPA calculation.
Equivalent percentage mark $= 10 * CGPA - 2.5$

2.12 Attendance Rules:

(a) **Attendance   Expectation:**
Students are expected to attend all classes. However, they are allowed leave under unavoidable circumstances. Total leave must not exceed 25% of the total academic contact hours. A minimum of 75% attendance is required to register for the End Semester Examination.

(b) **Medical Leave:**

In case of illness, the Principal can relax the minimum attendance requirement to 60% for students to sit for the End Semester Examination. This relaxation is allowed for only two semesters during the entire program. For prolonged illness, a break of study is permitted under section 2.10

2.13 B. Tech (Honours):

(a) **Eligibility:**
Students are eligible to register for B. Tech (Honours). They must have a CGPA of 8.5 or higher by the end of the 8th semester to be awarded the degree.

(b) **Credits Requirement:**

To receive the B. Tech (Honours) degree, students must earn an additional 20 credits. This includes 12 credits from three specified B. Tech (Honours) Elective courses with a grade of at least 'C'. The remaining 8 credits can be obtained through two MOOCs approved by the Board of Studies.

(c) **Grade Requirements:**

Students must meet the CGPA and course grade requirements to continue in the B. Tech (Honours) program. Credits earned in B. Tech (Honours) Electives are included in the grade card but not in the CGPA calculation.

2.14 Minor in Engineering:

(a) **Eligibility:**
All B. Tech students are eligible to register for a Minor in Engineering, starting from the 3rd semester.

(b) **Failure in Minor Courses:**

If a student fails in any minor course, they will not be eligible to continue with the Minor. However, any credits and grades earned up to that point will be included in the grade card, but not in the CGPA calculation.

(c) **Credits Requirement:**

To be awarded a B. Tech degree with a Minor, students must earn an additional 20 credits. This includes 12 credits from three specified Minor courses and 8 credits from two MOOCs.

(d) Student's pursuing a **Minor in Engineering** must complete an additional 20 credits. **12 credits** come from completing a minimum of three specified courses (126 hours of contact, with each course lasting 14 weeks). The remaining **8 credits** can be earned through **two MOOCs** (Massive Open Online Courses), recommended and approved by the Board of Studies and Academic Council.

2.15 Grace Marks for Sports/Arts Competitions:

- **Eligibility for Grace Marks**:
  - o Grace marks are awarded to students who represent the **University in officially sponsored national-level competitions/championships/tournaments**. Official prior permission from the University is required to represent them.
- **Grace Marks Allocation**:
  - o The maximum grace marks that can be awarded in a semester will be **5%** of the aggregate maximum End Semester Examination marks of all theory courses for which the University conducts End Semester Examinations.
  - o Grace marks will not be awarded for **Practical, Lab, Viva Voce, internal assessments, seminars**, or any other non-theory assessments.
- **Grace Marks Distribution**:
  - o **Eligible grace marks** will be equally distributed across all theory papers/courses in the respective semester.

- Grace marks **can only be redistributed** from passed courses to failed courses. Redistribution from failed courses to other courses is not allowed.

- **Important Notes**:

  - Grace marks are awarded based on **performance** in the respective semester.

  - The request for grace marks must be submitted to the **Controller of Examinations** through the Principal, within the time limit set by the University. **Late requests** will not be entertained.

  - Only a **single highest achievement** during the semester will be considered for the grace marks.

2.16 Grace Marks for Persons with Disability (PWD):

- **Eligibility**:

  - A person with disability means someone with **at least 40% disability** as certified by the **District Medical Board**.

  - The disability certificate, which specifies the percentage of disability, should be produced before the **Principal** at the time of admission.

- **Grace Marks for PWD**:

  - The grace marks awarded will be **25%** of the marks scored by the candidate in each course, at the time of finalizing the results.

  - Grace marks will **only** apply to **End Semester Examinations (ESE)** marks.

- **Procedure**:

  - The student must submit a request for grace marks to the **Controller of Examinations**, along with the necessary documentation, within the prescribed time limit.

  - Late requests will not be entertained.

These provisions ensure that students who represent the university in sports or have disabilities are given fair consideration and support during their academic assessments.

2.17 Discipline:

- **Student's Welfare Committee (SWC)**:

  - This committee addresses students' grievances and provides support in resolving issues related to their welfare.

- **Disciplinary Action Committee (DAC)**:

- The DAC is responsible for maintaining discipline among students. Any act of indiscipline or misbehaviour, including unfair practices during examinations, is referred to this committee.

- **Grievance Redress and Appeals Committee**:

  - This committee is constituted to consider appeals on decisions made by the college and resolve student grievances.

2.18 Academic Malpractices:

- **Observing Discipline**:

  - All students are required to adhere to proper discipline and decorous behaviour in academic settings.

- **Malpractices in Examinations**:

  - Any act of indiscipline, misbehaviour, or unfair practice during examinations (such as cheating or plagiarism) will be dealt with seriously by the DAC.

- **Reporting Malpractices**:

  - If any faculty member or invigilator observes malpractices, they are required to report the incident to the Principal, who will then refer it to the DAC.

- **Enquiry and Actions**:

  - The DAC will immediately initiate an enquiry, giving the concerned student a chance to explain their side of the story.

  - Based on the findings of the enquiry, the DAC will recommend the course of action according to the guidelines formulated by the **Controller of Examinations**.

  - The Principal will then make the final decision based on the DAC's recommendation.

- **Appeals**:

  - The student has the right to appeal to the **Grievances and Appeals Committee** for a second review. Based on this committee's findings, the Principal will take the final decision.

- **Composition of DAC**:

  - The DAC is headed by a department head and includes **three other faculty members** from different departments.

- **End Semester Examinations**:

    o In case of malpractices during end semester examinations, the **DAC's report** and the actions taken by the Principal will be communicated to the **Controller of Examinations** of the University.

2.19 Leave of Absence:

- **Leave Procedure**:

    o Students must submit a leave letter to the teacher in charge of the course when they need to take leave.

- **Medical Leave**:

    o For medical leave exceeding three days, students are required to submit a **medical certificate** justifying the need for leave.

- **Fitness Certificate**:

    o If the student takes medical leave for more than **five instruction days**, they must provide a **fitness certificate** from a doctor upon re-joining the classes.

2.20 Ragging:

- **Definition and Punishment**:

    o Ragging in any form is considered a **criminal offence** under the law and is **non-bailable**. Students found guilty of ragging will face **severe punishment**, including imprisonment, as per legal provisions.

- **Dismissal**:

    o A student involved in ragging will be **immediately dismissed** from the college.

- **Undertaking**:

    o All students and their parents are required to sign an **undertaking** at the time of admission, confirming that they understand the seriousness of ragging and agree to abide by the law.

2.21 Eligibility for Award of Degree:

- **B. Tech/B. Tech (Honours) Degree Requirements**:

    o The degree will be awarded based on the recommendation of the **Academic Committee** and approval by the **Board of Governors**, in accordance with the academic regulations.

    o

- **Eligibility Criteria**:
  - A student must meet the following requirements to be eligible for the award of the **B. Tech Degree**:
    - Earned credits for **all core courses** and the **Project**.
    - Earned the required **minimum credits** as specified in the curriculum for the respective branch of study.
    - No **pending disciplinary actions**.

2.23 Student Activity Points:

- **Purpose of Activity Points**:
  - KTU has implemented the system of **activity points** to encourage students' participation in **extra-curricular** and **co-curricular** activities during their academic tenure at the University.

- **Requirement**:
  - **100 activity points** must be earned by students throughout their academic period to be eligible for the **B. Tech degree**.
  - **Lateral entry students** (those joining from the third semester) need to earn **75 activity points**.

- **Credits for Activity Points**:
  - **Two credits** are awarded on a **pass/fail basis** for these activity points, and they are **mandatory** for completing the degree.
  - No **grade** is awarded for these credits, so they **do not** contribute to the **CGPA** calculation.

- **Recording of Activity Points**:
  - The **points** earned will be mentioned in the **consolidated academic statement**.
  - Colleges will collect and consolidate activity points on a **semester basis** and upload them on the **KTU portal** on an **annual basis**.
  - **NSS and NCC points** can only be entered after completing a **two-year program**.

- **Documentary Evidence**:
  - All supporting **documentation** for awarding the activity points must be maintained by the college authorities for verification by the **Academic Auditor** at the university.

- **Activity Segments**: The points can be earned from various activity segments, such as:

  1. **National Initiatives**
  2. **Sports & Games**
  3. **Cultural Activities**
  4. **Professional Self Initiatives**
  5. **Entrepreneurship and Innovation**
  6. **Leadership & Management**

3. FEES COLLECTION

- **Modes of Payment**:

  - **Cash Payment**: Students can pay their fees in cash directly to the college office.

  - **Demand Draft**: Fees can be paid through a demand draft made in favour of:

    - **"Al Azhar College of Engineering & Technology, Thodupuzha"**.

  - **Bank Transfer**: Fees can also be remitted through account transfer. The details for bank transfer are as follows:

    - **Account Name**: AL AZHAR COLLEGE OF ENGINEERING & TECHNOLOGY

    - **Account Number**: 017602778279195001

    - **Bank**: THE CATHOLIC SYRIAN BANK Ltd

    - **IFSC Code**: CSBK0000176

- **Fee Payment Structure**:

  - **First-Year B. Tech Students**: Tuition and other special fees are collected in **one instalment** at the time of joining the college.

  - **Second, Third, and Fourth-Year B. Tech Students**: Fees are collected at the **beginning of each academic year**.

- **Examination Fee**:

  - The examination fee is collected as per the notification from the university and is payable at the college office.

4. LIBRARY

4.1 Rules and Regulations

1. The library is open to all students and staff during designated hours.

2. Students must present their ID cards to borrow books or access library services.

3. A maximum of three books can be borrowed at a time for a period of 14 days.

4. Books must be returned or renewed on or before the due date. Late returns may incur a fine.

5. Reference materials, journals, and magazines are not available for borrowing and must be used within the library premises.

6. Silence must be maintained in the library at all times.

5. LEAVE

5.1 Duty Leave

Students representing the college in official events, competitions, or activities may apply for duty leave. Proper documentation, including a letter from the concerned department, must be submitted for approval.

5.2 Other Leaves

Students may apply for casual or medical leave by submitting a written application to their respective class advisors. Leave exceeding three consecutive days must be supported by relevant documents, such as a medical certificate.

6. TRAINING AND PLACEMENT CELL

The placement wing connects students with leading companies for internships and full-time positions. The cell ensures:

- Collaboration with reputed organizations for campus placements.

- Regular updates on job opportunities.

- Support for off-campus placement drives.

7. FACILITIES AND AMENITIES

7.1 College Bus

The college operates a fleet of buses connecting major locations to the campus. Timely and safe transportation is ensured for students and staff.

7.2 Student Store

The student store offers stationery, textbooks, and other essentials at reasonable prices.

7.3 College Canteen

The canteen provides hygienic and nutritious food at affordable rates. Both vegetarian and non-vegetarian options are available.

7.4 Co-Curricular Activities

Various clubs and societies encourage students to participate in debates, quizzes, and cultural events.

7.5 Vehicle Parking Facility

Designated parking areas are available for students and staff. Proper registration of vehicles is mandatory.

7.6 Professional Society Activities

The college promotes active participation in professional societies such as IEEE, ISTE, and SAE to enhance technical skills and networking.

7.7 Parents Teachers Association

The PTA fosters collaboration between parents and the college to address student welfare and academic performance.

7.8 NSS Wing Activities

The NSS wing engages students in community service, environmental awareness programs, and disaster relief activities.

7.9 Industry Linkage

The college maintains strong ties with industries for internships, training, and collaborative projects.

7.10 The Innovation Entrepreneur Development Centre

The IEDC fosters a culture of innovation and entrepreneurship among students by organizing workshops, hackathons, and idea-pitching events.

7.11 College Portal

The college portal allows students to access academic records, attendance, and important notifications online.

8. DISCIPLINE AND CODE OF CONDUCT

8.1 Ragging

Ragging is a criminal offense and strictly prohibited on campus. Any student found indulging in ragging will face disciplinary action, including suspension or expulsion, and legal proceedings as per the laws of India. Students and parents must submit an anti-ragging affidavit at the beginning of each academic year.

8.2 Attendance

Students are expected to maintain a minimum of 75% attendance in each subject to be eligible for end-semester examinations. Shortfall in attendance due to valid reasons must be approved by the Principal. Condonation of attendance is subject to university regulations.

8.3 Women's Grievances Cell

The Women's Grievances Cell addresses issues related to the safety, security, and well-being of female students and staff. Complaints can be submitted confidentially, and appropriate action will be taken promptly.

8.4 Fine

Fines may be imposed for violations of college rules, including damage to property, misconduct, or late submission of fees. Students must ensure timely compliance with all college regulations to avoid penalties.

9. ADMISSION TO HOSTEL

9.1 Hostel Rules and Regulations

1. Students must adhere to the timings set by the hostel management.

2. Entry and exit logs must be maintained at all times.

3. Possession or use of prohibited items, including drugs, alcohol, and tobacco, is strictly forbidden.

4. Cleanliness and hygiene must be maintained in rooms and common areas.

5. Visitors are not allowed without prior permission from the warden.

9.2 Mess Bill Payment

Hostel mess bills must be paid on or before the due date each month. Failure to do so may result in denial of mess facilities.

10. APPLICATION FOR LEAVE

Students must submit a leave application to their class advisor with valid reasons for absence. For medical leave exceeding three days, a medical certificate must be attached. Duty leave for extracurricular activities must be approved in advance.

11. CONTACT DETAILS

- **Administration**
  - ✓ Office   :**0486 222 79444**
  - ✓ Principal   :**9746144555**
  - ✓ Admission   :**9496 911 119**
- **Department**
  - ✓ Harikrishnan M P (HOD-EC)   : 9895912185
  - ✓ Amal Thomas (HOD-AU)   :8883535081
  - ✓ Anjaly Prasad (HOD-ASE)   : 9645181316
  - ✓ Fincy Maria Philip (HOD-CE)   :9400831834
  - ✓ Boby Jose (HOD-CS)   : 9961401722

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