



Students Hand Book

Approval & Affiliation: The college is approved by AICTE (All India Council for Technical Education) and is affiliated to APJAKTU (APJ Abdul Kalam Technological University, Thiruvananthapuram) and accredited by NAAC (National Assessment & Accreditation Council) for conducting B.Tech & M.Tech programmes



Personal Memoranda

Name :

Branch& Semester:

Admission No:

Reg. No.

Blood Group :

Mobile no:

Email:

Parent / Guardian Name:

Residential Address:

Phone :

Mobile:

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I. Institutional Information

1.1 About KMEA

The Kerala Muslim Educational Association (KMEA), a charitable trust was established in 1957 with the lofty aim of setting up quality educational institutions on a par with global standards, for promoting quality education among minority communities and providing financial aid to the economically weak and deserving students. Late Sri. Poker Sahib, an eminent Parliamentarian and Philanthropist and late Sri. K. M. Seethi Sahib, former speaker of the Kerala Legislative Assembly, were the key forces behind the formation of KMEA. Former Chief Minister Sri. C. H. Muhammed Koya had also actively participated in the formation of the association.

KMEA Engineering College (KEC) was established in 2002; run and managed by KMEA. It is approved by All India Council for Technical Education (AICTE) and affiliated to APJ Abdul Kalam Technological University (APJAKTU). The college is accredited by National Assessment and Accreditation Council (NAAC).

KMEA is committed to providing high-quality education for all of its students. An institution at Cochin offers an environment conducive to the best learning situations – individualized academic support, dedicated teaching faculty, personal educational and financial counselling, and excellent infrastructure and other associated facilities. Providing appropriate financial assistance for needy students as its commitment, as a leading institution of higher learning accessible to everyone qualified for admission.

1.2 KMEA Management Committee

KERALA MUSLIM EDUCATION ASSOCIATION



**JB Bhasheer Ali
Shihab Thangal**
President



Mr Riaz Ahmed
General Secretary



**Mr H.E. Muhammed Babu
Sait**
Treasurer



Adv K A Jaleel
Secretary

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MEMBERS OF COLLEGE MANAGEMENT COMMITTEE

Mr. Riaz Ahmed Sait

Adv. K A Jaleel

Mr. H.E Mohammed Babu Sait

Adv. P A Abdul Majeed Parakkadan

Adv. T H Abdul Azeez

Mr. N K Nassar

Mr. V S Abdul Rahiman

Mr. N M Sharafudheen

Mr. M P Abdul kader

Mr. P K Jaleel

Mr. A Basheer

Adv. Aboobacker P K

1.3 Governing council

Sl.No:	Name	Designation
1	Chairman - College Management Committee	Chairman
2	Secretary- College Management Committee	Member
3	Treasurer- KMEA Trust	Member
4	Three eminent professionals	Member
5	Two Industrialists	Member
6	Director & Principal	Member Secretary
7	Vice Principal	Member

1.4 KMEA vision & mission

VISION

- ❖ **To be a centre of excellence in academics and research for moulding students to become competent engineering professionals with innovative ideas and dedicated to the upliftment of the deprived socio-economic sections of the society through effective teaching learning process**

MISSION

- ❖ **To transform budding engineers into employable quality professionals.**
- ❖ **To inculcate the need of pursuing higher education among the graduate students so as to create a society of highly educated professionals.**
- ❖ **To impart ethical values and social consciousness among the students so as to create responsible and socially committed engineers.**
- ❖ **To create an excellent academic ambience which encourages creative thinking, innovations and research.**

1.5 Admission

a) Eligibility criteria

The eligibility criteria for admission in KMEA Engineering College under Govt. Merit quota is based on the entrance test as mentioned in the KEAM prospectus published by KERALA CEE. Seats under management quota will be filled from the rank list of entrance examinations conducted by the Admission supervisory Committee constituted by the Govt. of Kerala.

Admission process starts immediately after the publication of results of the Higher Secondary Examination or equivalent examination. Candidates who have passed Higher Secondary Examination, Kerala, or Examinations recognized as equivalent thereto, with Physics and Mathematics as compulsory subjects and Chemistry as one of the optional subjects with atleast 45% marks put together in the above subjects are eligible for admission. In case, the candidate has not studied Chemistry, the marks obtained in Computer Science shall be considered. In case, the candidate has not studied Chemistry and Computer Science the marks obtained in Biotechnology shall be considered. In case, the candidate has not studied Chemistry, Computer Science and Biotechnology the marks obtained in Biology shall be considered. 50% of the total seats in B.Tech courses are set apart for centralized allotment by the Commissioner for Entrance Examinations. 15% of seats within sanctioned intake is provided for NRI category and is given on the basis of marks obtained for PCM in 12th standard. Remaining seats are College Merit seats, allotted on merit by ranking applicants on the basis of marks obtained for PCM (12th standard only) and for Kerala Engineering

b) KMEA Institutional Scholarship

Many students who are admitted to the college come from economically weaker sections of the society and find it difficult to pay the semester fees. Rising to this situation, the staff of the college decided to contribute a part of their monthly wages towards the scholarship fund. This is in addition to the large amount offered by KMEA management as scholarship and fee waiver to needy students every year. This scholarship of staff of KMEA displays our commitment to the well being of our student community, specifically.

- To provide scholarships to the economically backward students.
- To meet the semester fee and other fee requirements of needy students based on their economic condition.
- To improve the commitment of faculty to their students.

c) How to apply:

Students can visit the college website <https://kmeacollege.ac.in/> and apply online /offline. For online mode, fill the application form as online and enter the transaction details of the booking amount paid. For offline mode, take the print out of the application form and send it as filled with all the enclosures mentioned in the 'admission link' along with transaction details.

II .Academic Information

2.1Class Timing

Class timings are as follows (Monday to Thursday & Saturday)

8.55a.m	First bell
9.00a.m	Second Bell followed by prayer
9.00a.m-9.50p.m	First Hour
9.50a.m-10.40a.m	Second Hour
10.40am - 10.50a.m	BREAK
10.50a.m – 11.40a.m	Third Hour
11.40a.m – 12.30p.m	Fourth Hour
12.30p.m to 1.30p.m	LUNCH BREAK
1.30p.m – 2.25p.m	Fifth hour
2.25p.m – 3.20p.m	Sixth hour
3.20p.m – 3.30p.m	BREAK
3.30p.m – 4.30p.m	Seventh hour

Class timings are as follows (Friday)

8.55a.m	First bell
9.00a.m	Second Bell followed by prayer
9.00a.m-10.00a.m	First Hour
10.00a.m-11.00a.m	Second Hour
11.00am - 11.10a.m	BREAK
11.10a.m – 12.10p.m	Third Hour
12.10p.m to 1.45p.m	LUNCH BREAK
1.45p.m – 2.35p.m	Fourth hour
2.35p.m – 3.25p.m	Fifth hour
3.25p.m – 3.35p.m	BREAK
3.35p.m – 4.30p.m	Sixth hour

2.2 Programmes Offered

B.Tech. Program

The duration of the B.Tech. Program shall be 4 years (8 semesters) and the maximum duration six academic years spanning 12 semesters. There shall be End Semester Examinations in every semester for all courses as prescribed under the respective curriculum, except the Lab/ workshops courses for 1 & 2 semesters. The End Semester Examinations shall be conducted by the University. Students 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)

Shall be as below:

(i) Theory Courses: 1:2 (ii) Laboratory Courses: 1: 1

The various B.Tech programs offered by the college and the sanctioned intake are as follows:

B. TECH. DEGREE	Code	Sanctioned intake
Civil Engineering	CE	60
Computer Sciences & Engineering	CSE	120
Electrical & Electronics Engineering	EEE	30
Electronics & Communication Engineering	ECE	30
Mechanical Engineering	ME	60
Robotics & Automation	RB	30
Safety & Fire Engineering	SF	30

M.Tech. programmes

For all the M.Tech. programmes given in table , following are the salient points of the regulations. The normal duration of the M. Tech. programme, including the project work, shall be four semesters. The maximum duration is 6 semesters. The University identifies clusters of colleges offering M. Tech. programmes. These clusters will have academic autonomy, regulated by a Cluster level Graduate Committee [CGPC] consisting of all the Principals of the colleges in the cluster. The M. Tech. programme in all streams of specialization will be structured on a credit-based system following the semester pattern with continuous evaluation.

M. TECH. DEGREE	Code	Sanctioned intake
Computer Aided Structural Engineering	CE	18
Computer Sciences & Engineering	CSE	18
Communication Engineering	ECE	18
Power Electronics	EEE	18

Ph.D. Programmes

Four departments - Department of Computer Science and Engineering, Department of Electronics and Communication Engineering, Department of Mechanical Engineering, and department of Civil Engineering - are approved as research centers of KTU for pursuing Ph.D.

P.hD DEGREE
Civil Engineering
Computer Sciences & Engineering
Electronics & Communication Engineering
Mechanical Engineering

2.3 Programme Outcome

The College is affiliated to APJ Abdul Kalam Kerala Technological University (APJAKTU), Trivandrum, Kerala and it follows the curriculum prescribed by the Kerala Technological University which is reviewed by the university once in four years. The program outcomes for all B.Tech programme are as mentioned below.

PO1: Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.

PO2: Problem analysis: Identity, formulates, research literature, and analyze complex engineering problems reaching substantiated conclusions using the first principles of mathematics, natural sciences, and engineering sciences.

PO3: Design/development of solutions: Design solutions for complex engineering problems and system components or processes that meet the specified needs with appropriate consideration for public health and safety, and cultural, societal, and environmental considerations.

PO4: Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis, and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5: Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.

PO6: The engineer and society: Apply reason informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.

PO7: Environment and sustainability: Understand the impact of professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.

PO9: Individual and teamwork: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

PO11: Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

2.4 APJAKTU credit system

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	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6	55% and above but less than 60%
P(Pass)	5.5	50% and above but less than 55%
F(Fail)	0	Below 50% (C.A + U.E) or Below 40 % for U.E only.
FE	0	Failed due to ineligibility
I(Incomplete)	0	Course Incomplete

2.5 (Minimum Cumulative Credit Requirements for Registering to Higher Semesters) – 2019 Scheme

Semester	Allotted Credits	Cumulative Credits	Minimum Cumulative Credits required
First	17.5	17.5	Not Applicable
Second	20.5	38	Not Insisted
Third	22	60	Not Insisted
Fourth	23	83	Not Insisted
Fifth	23	106	26 Credits from S1& S2
Sixth	23	129	Not Insisted
Seventh	15	144	52 Credits from S1 to S4
Eight	16	160	Not Insisted

2.6 Credit System for LATERAL ENTRY (LET)

- ✓ For students admitted under lateral entry scheme the credits for the first and second semesters shall be given by credit transfer from the Diploma program.
- ✓ For students admitted under lateral entry scheme, credits for the first and second semester courses are deemed to have been earned from the Diploma program.

2.7 Minor in Engineering.

All B. Tech. students shall be eligible to register for Minor in Engineering. The Minor in engineering registration shall be along with the registration of the 3rd semester. If a student fails in any course of the minor, he/she shall not be eligible to continue the B.Tech Minor. However, the additional credits and grades thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA. The student shall earn additional 20 credits to be eligible for the award of B. Tech. Degree with Minor. Out of the 20 Credits, 12 credits shall be earned by undergoing a minimum of three courses, during the specified period. The total number of contact hours for these three courses shall be 126 Hrs (42Hrs/course).

The duration of a course shall be minimum 14 weeks. The remaining 8 credits could be acquired through two MOOCs recommended by the Board of studies and approved by the Academic Council. Curriculum and the syllabus of the three courses shall be approved by the Board of studies and the Academic Council. The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment. Under graduate Degree with minor shall be issued by the University to the students who fulfil all the academic eligibility requirements for the B. Tech. program and Minor in Engineering.

2.8 B. Tech. (Honours)

All B. Tech students are eligible to register B.Tech (Honours). However, their mandatory CGPA at the end of eighth semester shall be 8.5 or higher to be eligible for the award of B. Tech (Honours).

The B. Tech (Honours) registration shall be along with the registration of the 4th semester. If a student fails in any course including the course chosen for B. Tech (Honours), he/she shall not be

eligible to continue the B.Tech (Honours). However, the additional credits thus far earned by the student shall be included in the grade card but shall not be considered in calculating the CGPA. The student shall earn additional 20 credits to be eligible for the award of B. Tech (Honours) Degree.

Out of the 20 Credits, 12 credits shall be earned by undergoing minimum three specified . B.Tech (Honours) Elective courses of the respective stream. Credits for the B. Tech (Honours) Elective courses are deemed to be earned only on getting at least a grade 'C' or better in the composite evaluation. A student shall not be permitted to select the normal elective courses of the respective B. Tech programs for attaining the credit requirements of B. Tech (Honours). The remaining 8 credits could be acquired through two MOOCs of the respective streams recommended by the Board of studies and approved by the Academic Council. The assessment and certification of the MOOCs shall be as per the prescribed norms of the MOOCs. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment.

B. Tech (Honours) Degree shall be issued by the University to the students who fulfil all the academic eligibility requirements for the B. Tech and B. Tech (Honours) programs.

2.9 Rules for assigning activity points

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.

In order to nurture these qualities, KTU has introduced activity points to be earned by the students during their academic stay at the University covering extra-curricular and co-curricular activities. All students have to earn a minimum of 100 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. For lateral entry students joining from the third semester, the activity point requirement is 75. Points earned by the student will be indicated in the consolidated academic statement.

Colleges shall consolidate the activity points earned by students on a semester basis and enter the consolidated points on an academic year basis in the KTU portal. In case of NSS and NCC, points can be entered after the completion of two-year Programme. The portal for this will

only be open for a specific time period. 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:-

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

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

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

Activity Head	Sl. No	Activity	Achievement Levels and AssignedActivityPoints					**Approv alDocume nt	Max. Points	Min. Duration ofactivity		
		*Level	I	II	III	IV	V					
NationalInitiativesParticipation	1		-	-	-	-	-	a/b	60	2Years		
	2	N S S	-	-	-	-	-	a/b	60	2Years		
	For C certificate / outstanding performance supported by certification, additional marks up to 20 can be provided subjected to maximum limit of80 points											
	Best NSS Volunteer Awardee (University level) / Participation in National Integration Camp/ Pre Republic Day Parade Camp (South India), supported by certification, additional marks up to 10 can be provided subjected to maximum limit of70 points											
			Best NSS Volunteer Awardee (State / National level) / Participation in Republic Day Parade Camp /International Youth Exchange Programme, supported by certification, additional marks up to 20 can be provided subjected to maximum limit of80 points									
Sports&Games Participation	3	Sports:	8	15	25	40	60	a	60	1Year		
	4	Games	8	15	25	40	60	a	60	1Year		
		First Prize	10	10	10	20	20	Additional points can be provided for winning. The maximum limit for activity points is 60. But for Leve II V and V winning, the maximumpointlimitisenhanced to80.				
		Second Prize	8	8	8	16	16					
		Third Prize	5	5	5	12	12					
	CulturalActivitiesParticipation	5	Music	8	12	20	40	60	a	60	1Year	
6		Performing arts	8	12	20	40	60	a	60	1Year		
7		Literary arts	8	12	20	40	60	a	60	1Year		
		First Prize	10	10	10	20	20	Additional points can be provided for winning. The maximum limit for activity points is 60. But for Level IV and V winning, the maximum point limit is enhanced to 80.				
		Second Prize	8	8	8	16	16					
		Third Prize	5	5	5	12	12					
	8	Tech Fest, Tech Quiz	10	20	30	40	50	a	50			
	9	MOOC with final assessment certificate	50					a	50			

10	Competitions conducted by Professional Societies - (IEEE,IET,ASME, SAE, NASAetc.)	10	15	20	30	40	a	40	
11	Attending Full time Conference/Seminars/Exhibitions/Workshop/ STTP conducted at IITs /NITs			20			a	40	
12	Paper presentation/publication at IITs /NITs			30			a	40	
Additional 10 points for certificate of recognition.									
13	Poster Presentation at IITs /NITs			20			a	30	
Additional 10 points for certificate of recognition.									
14	Industrial Training/Internship (at least for 5 full days)			20			a/b	20	
15	Industrial/Exhibition visits			5			a/b/d	10	
16	Foreign Language Skill (TOFEL/IELTS/BEC exams etc.)			50			a	50	
17	Start-up Company--Registered legally			60			d	60	

18	Patent-Filed	30	d	60	
19	Patent-Published	35	d	60	
20	Patent-Approved	50	d	60	
21	Patent-Licensed	80	d	80	
22	Prototype developed and tested	60	d	60	
23	Awards for Products developed	60	d	60	
24	Innovative technologies developed and used by industries/users	60	d	60	
25	Got venture capital funding for innovative ideas/products.	80	d	80	
26	Start up Employment(Offering jobs to two persons less than Rs. 15000/- per month)	80	d	80	

	27	Societal innovations	50			d	50	
Leadership & Management			Core coordinator	Sub coordinator	Volunteer			
	28	Student Professional Societies (IEEE,IET,ASME, SAE, NASA etc.)	15	10	5	d	40	
	29	College Association Chapters(Mechanical, Civil ,Electrical etc.)	15	10	5	d	40	
	30	Festival & Technical Events(College approved)	15	10	5	d	40	
	31	Hobby Clubs	15	10	5	d	40	
	32	Special Initiatives(Approval from College and University is mandatory)	15	10	5	d	40	
	33	Elected student representatives	30 (Chairman)	25 (Secretary)	15(Other Council Members)	d		

*Level I College Events

*Level II Zonal Events

*Level III State/University Events

*Level IV National Events

*Level V International Events

2.10 Continuous Internal Evaluation (CIE)

1. Students must take all the examinations and tests conducted by the college. Absence from a test will affect their internal marks.
2. Students are required to possess 75% attendance to attend the internal examinations.
3. The maximum marks for internal evaluation and end semester examination are fixed as 50 and 100 respectively.
4. There will be two internal tests, Test I will be after completion of two Modules, and Test II after completion of next two Modules.
5. There will be a minimum of two assignments, each have maximum of 15 marks.

The internal evaluation breakup for 2019 admissions

Evaluation	Theory	Practical
Attendance	20 %	20 %
Internal Tests	50 %	40 %
Assignments	30 %	40 %

5. In the case of students who are absent for a test on genuine grounds, the retest, as specified by the Academic Council will be conducted.
6. In case of grievances regarding the internal mark allocation, students may follow the procedure listed under Students Grievance.
7. Late/non-submission of assignments (which are part of the internal assessment) will result in the reduction of internals.
8. An Open House will be conducted to facilitate parent-teacher interaction. The progress report of the students will be given to the parent/guardian during the open house.
9. The decision of the Academic Council on all matters related to tests/examinations will be final.
10. For Laboratory /Practical /Workshop courses (For 2019 admissions)

Total Marks	CIE Marks	ESE marks
150	75	75

11. All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his/her free time in consultation with the faculty members. On completion of these, grades will be assigned.

2.11 End Semester Examination (ESE) details for 2019 admissions

1. 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.
2. The End Semester Examination (ESE) will normally be of three hours duration unless otherwise specified.
3. The main eligibility criteria for the End Semester Examination are attendance in the course, internal marks, 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 and have to register for the course again.
4. Students, who have completed a course but could not write the end semester examination, shall be awarded an 'I' Grade, provided they meet other eligibility criteria. They shall register and appear for the end semester examination at the next opportunity and earn the credits without having to register for the course again.
5. The students with FE grade shall register for the courses during the normal semesters in which the courses are offered.
6. A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enrol for the next higher semester.
7. A student will be eligible for the award of B. Tech. Degree of the University on satisfying the following requirements:
 - (a)Fulfilled all the curriculum requirements within the stipulated duration of the course
 - (b)Earned the required minimum credits as specified in the curriculum for the branch of study
 - (c) No pending disciplinary action.

8. Pass minimum for a course shall be 40% for the End Semester Examination and 50% [75 marks out of 150] of CIE and ESE 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 %[75 marks out of 150].

9. Students who receive an F grade in an End Semester Examination will 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.

2.12 Malpractices/Offences in End Semester Examination (ESE)

1. Possession of any non-permissible material relevant to the examination, including electronic gadgets, written matter on paper, calculator, data book, handkerchiefs, socks, other items of clothing, instrument box, identity card, or on any part of the body.
2. Copying from neighbour's answer scripts and helping neighbour answer questions.
3. Resisting handing over non-permissible material brought to the examination hall to the invigilator.
4. Disobeying the invigilator/other officials or resistance to instruction from authority.
5. Writing on the question paper (other than name or register no.) or hall ticket and/or passing the same to other student(s) in the examination hall.
6. Changing/replacing roll numbers and answer books or sitting at the wrong seat.
7. Tampering with answer books, removing pages, tampering with the bar code, and writing register no., student name, name of the college or other identifiable content in the answer book
8. Disturbances outside the hall or disturbing candidates from outside.
9. Leaving the examination hall without handing over the question paper, before the time assigned for the examination has ended.
10. The above list is not exhaustive. The issues, if any, will be dealt with by the College/ university.

2.13 Time Schedule for University Examination/End Semester Examination

Examination beginning at 9.30 a.m.	Examination beginning at 1.30 p.m.	Examination beginning at 2.00 p.m.	Action
8.30 a.m.	12.30 p.m.	1.00 p.m.	Seating arrangement will be published in the main building notice board
9.15 a.m. (long bell)	1.15 p.m. (long bell)	1.45 p.m. (long bell)	Students to be in the Examination Hall (after producing ID card and Hall Ticket)
9.20 a.m.	1.20 p.m.	1.50 p.m.	Distribution of Answer Books (Additional Answer Books will NOT be provided)
9.25 a.m.		1.55 p.m.	Distribution of Question Papers
9.30 a.m. (long bell)	1.30 p.m. (long bell)	2.00 p.m. (long bell)	Exam begins
10.00 a.m.	2.00 p.m.	2.00 p.m.	Students not permitted to enter the Examination Hall from this time on
12.30 p.m. (long bell)	4.30 p.m. (long bell)	5.00 p.m. (long bell)	Exam ends

2.14 Revaluation and Grade Improvement

There is no provision for revaluation of the end semester answer books or for improving the grade. However, the student is permitted to check the answer books of the end semester examination after the results are declared. Any discrepancy in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the Controller of Examination shall be final on this.

2.15 Break of Study

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. Break of study on serious health reasons is also permitted with the approval of the

college Principal. All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the B. Tech. programme will still be twelve semesters

Break of Study a student is permitted to have a break of study.

- i) In case of accident or serious illness needing prolonged hospitalization and rest.
- ii) In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
- iii) In case of any personal reasons that need a break in study for break of study due to illness, student should 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.
- iv) Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.
- v) Students who want 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.

2.16 APJAKTU - Academic -CGPA to Percentage Conversion

Various student organizations had submitted requests to change the formula for conversion of CGPA to Percentage by deleting the constant (2.5) for the B.Tech Programmes. It is pointed out that the present method of conversion adopted at the University is causing difficulty to the students while applying for competitive examinations and while applying for jobs when the students of the University fall back in the rank lists. Some of the other State Universities and National Institutions use the conversion formula of $10 \times \text{CGPA}$. Currently, University uses the formula as in the Regulation for B.Tech, 2019, R6.21: Equivalent percentage mark shall be $= 10 \times$

CGPA – 2.5 .Vide paper read above, the 23 rd meeting of the Academic Council resolved item no: 023.3.13 to amend the regulations for the 2019 Scheme to change the CGPA to Percentage conversion formula for the 2019 regulations as % marks = CGPA * 10. Sanction has been accorded by the Hon'ble Vice Chancellor to implement the resolution of the Academic Council as amend the Regulation for B.Tech, 2019, R6.21: The resolution shall be reported to the Syndicate. Orders are issued accordingly

*Equivalent percentage of mark shall be = 10 * CGPA.*

B. Tech Degree

NB: B.Tech. Degree will not have any classifications like distinction or first class.

III. Campus Code of Conduct

3.1 College Etiquette

1. Students are expected to maintain the highest standards of discipline and dignified manner of behavior inside as well as outside the College campus. They shall abide by the rules and regulations of the College and should act in a way that highlights the discipline and esteem of the College.
2. The faculty member will mark attendance at the beginning of each period. The student who is not in the class when the attendance is taken shall be marked absent. The faculty member may, however, mark a student coming late as present, only in genuine cases.
3. Students shall rise from their seats when the teacher enters the class room. No student shall enter or leave the class room when the session is on without the permission of the teacher concerned.
4. The decision of H.O.D./Principal shall be considered as final whether students should be allowed to attend college / participate in workshop /seminar /tour /conference / programme as per the record of discipline/attendance/behavior/result of the student
5. The condition for the registration to the University Examinations will not be granted unless, the student has at least 75% attendance as prescribed by the APJ Abdul Kalam Technological University for the Course
6. The students should pay the fees of the institute regularly and need to check for updates on the notice board/ etlab login <https://kmea.etlab.in/user/> regularly. If the student fails to remit the fee, they have to pay the fine amount within the specific duration as decided by the college. If the student fails to do so, they will be detained to appear in the KTU exam.
7. All leave applications (Regular & Medical) shall be submitted in time, for sanction by HoD and concerned teachers. Application for medical leave shall be accompanied by valid medical certificates.
8. The students should not behave indecently inside or outside the institute and not indulge in any work /act that tarnish the image of the college
9. Bringing and consuming alcohol , cigarettes, drugs and other intoxicants are strictly prohibited in the campus & hostels

10. Students are expected to maintain silence in the academic buildings. Any deviant behavior such as hooting, whistling, loitering etc. will be treated as an instance of indiscipline.
11. Students are not permitted to arrange any unauthorized celebrations and decorations of any magnitude in the campus.
12. Keep the campus neat and clean. Do not put any waste anywhere in the campus except in the waste baskets kept. KEEP THE CAMPUS ECO FRIENDLY
13. The students should not do any type of misuse of internet, intranet, computer software, mobile etc.
14. The students should turn off the water-taps, lights, fans and electrical gadgets whenever they are not in use, as a part of “Save Energy” and “Save Water” campaign in the college.
15. During Pandemic, Student has to follow all the rules and regulations as per government guideline. In case of any national calamity, outbreak of diseases, pandemic or such other circumstances, when the college is unable to give direct teaching, then students shall cooperate with all the arrangements made by the college for the online education programme, or any academic programme by the university, and shall complete all the academic work.

3.2 College dress code

1. Students shall come to the college in the prescribed uniform. Besides those who are in laboratories shall wear their respective lab-coats and safety shoes. Students travelling in the college bus shall be in uniform during the entire duration of travel.
2. The prescribed style of the uniform shirt is full-sleeved. Variations from the prescribed style will not be permitted unless prior sanction on genuine grounds is obtained from the Principal. The uniform shirt should be neatly tucked in, and students are to wear only black/brown belts. Headscarves, if worn, should be black in color
3. The students should wear identity card in the college premises and should produce it when any authorized person asks for it.
4. The students should follow the decent dress code and hairstyle in the college.
5. All kinds of tattooing, body piercing, hair styling and costumes that goes against the existing social norms and which could go against the spirit of KMEA academic values will be referred to the discipline committee.

3.3 College Protocol

1. The working hours are from 9.00 a.m. to 4.30 p.m. Students should on no account Arrive late in the classroom.
2. All the students are expected to be seated in the class room/lab 5 minutes before the commencement of the class/lab. The first hour will start at 9.00a.m and begin with a prayer song which will be played through Public Addressing System. The students shall stand in attention till the prayer ends. Those who are standing outside the classroom are also expected to follow this.
3. Classes will be held from Mondays to Saturdays. However, special classes may be arranged on a special timetable occasionally.
4. Students should attend all sessions on all days. They should inform the Class Teacher before taking leave, and submit the Leave Application on the very next day.
5. Access to campus beyond the college timing and on holidays without written Permission from the concerned HoD and Principal will be treated as a case of indiscipline
6. Students should attend all the remedial/revision/special classes/training programmes and bridge courses arranged for their benefit without fail.
7. The students should regularly visit the KTU website for important announcements and shall obey and follow all the Instructions given on KTU website
8. Students should attend the Placement Training Sessions arranged by the Placement Cell to be eligible for campus recruitment.
9. The students should be the member of academic associations like ISTE Chapter and shall pay nominal fees for the same, as per norms.
10. The students should be the life member of the college alumni association and shall pay the membership fees for the same

3.4 Disciplinary rules

1. The students should behave politely as an individual or in a group and will respect all the faculties/staff members of the institute.

2. No Students shall wander or gather in verandah, corridor, and staircase etc. Canteen, coffee shop, stationary store to be visited only during intervals and non-working hours. Unauthorized absence from the class will attract disciplinary action.
3. It is strongly advised to refrain from activities such as scribbling or noting on walls, doors or furniture which could deface the college and destroy the academic ambiance
4. If student damages any equipment or college property, then he/she will have to pay the penalty.
5. Any activities like video shooting, photography, playing musical instruments and listening to the radio, tape recorder, etc. are prohibited and students will not use it within the campus except the permission of the Head of the Institution.
6. Students can leave the campus during class hours only after getting a gate pass from the Principal/ HoD, or the advisor and after making entry in the Gate Register maintained by the gate keeper
7. Any form of ragging is prohibited and liable to be treated as a criminal offence by the law enforcing agencies as per the directives of the Hon'ble Supreme Court of India
Misbehavior towards girl students, use of threat or violence against members of the staff or fellow students will be considered as very serious cases of misconduct.
8. Politics is banned in the college campus including the hostels. The members of the college community are not allowed to act on behalf of political parties or communal organizations. Students are forbidden to organize meetings or collect money for any purpose, or to circulate in the institution any notice or petition, or to display them on the notice board or the institution's premises without the permission of the Principal.
9. For any grievance student can mail it to grievance.cell@kmeacollege.ac.in or can file through institute website .

IV. Student Support Systems

4.1 Anti Ragging Committee:

Anti-ragging Cell is in operation under the overall charge of the Principal. Students are advised to bring cases of ragging (either on the college campus or in the hostel) to the notice of the Principal/members of the anti-ragging committee/teachers/hostel wardens. The offenders shall be liable for punishment as per the law. Offenders may be expelled from the institution.

4.2 Students grievance redressal system:

If a student has any grievance, it is taken up seriously by the concerned authorities. The University has evolved an elaborate system of grievance redressal of the students. The Students' Grievance redressal committees are constituted at University level to deal with the grievances of the students. The objective of the system is to develop an organisational framework to resolve Grievances of Students.

4.3 Anti drug committee:

The Anti-Drugs committee of the KMEA has been constituted to ensure a drug-free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels

4.4 Students welfare

Welfare Schemes for Students

- ❖ The College provides financial aid to deserving students on merit-cum-means basis in the form of tuition fee waivers.
- ❖ A Group Insurance Scheme, the premium for which is paid by the Institute covers all the students on campus.

4.5 Counselling centre

The purpose of the Counselling cell is to provide assistance to the students in dealing with their problems and enable them to resolve their issues independently. The duration of Counselling sessions depends on the need and complexity of the problem.

4.6 Women's Forum

The Women's Forum of KMEA Engineering College was started with the aim of empowering and equipping the women to attain their own stand in a competing world and to achieve thriving mile stones of success in their life. The Women's Forum was formed with the aim of reuniting all the female employees of the college, Teaching and Non-Teaching and girls students of the college. The aim is to encourage the overall development of women and creating awareness on health, improving interpersonal skills and to adapt with socio economic environment within and outside the college campus.

4.7 CGPU (Placement Cell)

The CGPU of the college is headed by a Placement Officer. The Cell has student representatives from all classes. The Student Coordinators interacts with the Placement Officer for the daily functioning of the Cell. The Cell has modern infrastructure facilities for receiving various companies in the campus and also for imparting training to the students. It has an air conditioned interview rooms to add to the other facilities available in the college such as conference room and a seminar hall with a capacity of 300. The College has an auditorium which can house 1500 persons at a time. Many companies have visited the campus during the academic years to select students of the college. Major activities of the unit for guiding students for placements in credible organization are summarized as follows:

- Conducting seminars, group discussions, and mock interviews as a part of career guidance and personality development
- Coordinating the efforts of the students of the various departments in arranging industrial training for them
-

- Acting as an information centre for students in job opportunities and competitive examinations like GATE, GRE,CAT and the like.

- Soft skill training, Placements assistance, Industrial Visits assistance, Projects and Internships assistance

- Regular placement oriented training programmes imparted from semester one onwards.

4.8 Industry Institute Interaction (III Cell)

The main objective of III cell is to prepare Industry ready Engineers. Students are groomed from First year to final year with various skills through hands on workshops, certificate courses, outreach programs, extension activities, Internships etc. It is today's need to train engineering students with latest technologies required as per industry need.

4.9 Hostel committee:

KMEA Engineering COLLEGE has Separate Hostel Facilities for Boys and Girls with well furnished rooms and amenities. The Boys and Girls hostels are located in the campus accommodating sufficient students. The hostel committee is to provide and ensure a suitable and comfortable accommodation for all the hostellers to ensure that students coming from different places and backgrounds learn to live together and strengthen their relations with mutual cooperation and goodwill and also to ensure that the students are able to devote adequate time to their studies in the hostel.

V. Students Club

For extracurricular activities, various students clubs are functioning well in the campus

Name of club

ECO Club

Library Council

Sports club

Craft club

TEP Cell

Tinker club

KMEA language forum

Hack club

Extracurricular Activities / Tech fest, Arts Committee

NDLI club

VI. KMEA Unique Features

6.1 KMEA Innovation council (KIC)

KMEA has formed a KMEA Innovation council (KIC) to plan, coordinate and control all activities leading to creation of start ups by the students of the college. The purpose is to inculcate the culture of entrepreneurship in our students and thus to transform them as job creators rather than job seekers.

Entities in KIC

Central Level

1. Institution's Innovation Cell (IIC)
2. ATAL Ranking of Institutions on Innovation Achievements(ARIIA)

State Level

1. Innovation and Entrepreneurship Development Cell (IEDC)
2. Entrepreneurship Development Cell (EDC)
3. Kerala Development and Innovation Strategic Council (K-DISC)

KMEA Level

1. Intellectual Property Rights Cell (IPR Cell)
2. Electronics Incubation Centre
3. e-Yantra Robotics and Embedded Systems Lab

6.2 KMEA Research and Consultancy Council (KRCC)

In order to strengthen and expand the research and consultancy activities in our college, KMEA Research and Consultancy Council (KRCC) has been formed. The objective of the research council is to develop good infrastructural facilities and conducive environment to inculcate research and innovation culture among faculty and students. The consultancy wing puts an emphasis on social responsibility by undertaking various socially conscious consultancy works which includes both industrial and infrastructural projects.

6.3 KMEA Social Empowerment Cell (KSEC)

KEC conducts its activities aimed at empowering society through its social empowerment cell. Institute involves the faculty and students in community work. This helps the students to learn ethical values and understand their responsibilities, and develop as good citizens. College has an active National Service Scheme (NSS) unit, Pain and Palliative care unit and Women's Forum through which different social activities are planned. The various programmes by NSS have conveyed its social relevance to the neighbourhood community. The Pain and Palliative care unit of the college has lended a helping hand to the neighbourhood community during its period of

hardships through its programmes and activities. The Women's forum has been in the forefront for promoting gender equality and women safety.

6.4 KMEA Continuing Education Cell (KCEC)

The continuing education cell of the college has been contributing to the enhancement of skill development of neighbouring community by conducting skill development courses through ASAP, PMKVY & SRC Programmes. College has been approved as Advanced Skill Development Centre (ASDC) by Government of Kerala.

6.5 KMEA e-Yantra Robotics Lab

It is an e-yantra Lab Setup Initiative (eLSI) by IIT Bombay sponsored by Ministry of Education (MoE). The objective of this initiative is to spread Embedded Systems and Robotics education in colleges across India. KMEA e-Yantra lab is established in the year 2021 with the aim to train teachers and students in the field of robotics and embedded systems.

The benefits e-yantra lab to students and teachers are:

- e-Yantra Innovation challenge-to showcase innovative ideas
- e-Yantra Symposium-discussions and seminars on how to turn these labs into innovation hubs
- e-Yantra Summer Internship program at IIT Bombay for winners of idea competition

VII. KMEA Student Support Resources

7.1 Hostel Facilities

Separate hostels are provided for boys and girls near to the campus. Special care is taken to keep the hostels neat and hygienic. Study time in the hostel is strictly maintained under the supervision of resident tutors.

7.2 Canteen, cafeteria and College Store

College has a spacious canteen which can conveniently accommodate 200 persons at a time. A canteen committee of students and faculty ensures the quality and Hygiene. A separate cafeteria (Kiosk) is also functioning in the campus to meet the immediate requirement of the staff and students. A college store managed by the store management committee is there with all stationary items available at reasonable rates.

7.3 Conveyance

High class transport facilities are available to commute students and staff from various places in and around the city. All the buses are equipped with good facilities and operated in good condition.

7.4 Central computing facility

Our college maintains a total of 425 computers, with 375 solely for the student's academic and browsing. All these are supported by UPS Back-up. Additionally we have 200 kVA generator back-up. Internet facility is available in the faculty rooms and classrooms with LAN connections, in addition to the Wi-Fi enabled for the whole campus. A central computing facility (CCF) with 120 systems is functioning as Central Computing Center for programming, IT Center for browsing and Language Laboratory.

7.5 Library

The Central Library of the College is partially automated and uses Open Source Software [KOHA] since 2015 with complete information of book details, classification of books, issue and return of Books. The reading hall of central library has a seating capacity of 300. The library has a wide collection of books, journals, audio-video materials, newspapers, rare books, E-resources, previous question papers and bibliography. Around 27233 text and reference books & 81 print journals. A digital library with adequate number of computers with internet connectivity also equipped in the central library for the use of both staff and students of the college. Around 483 e-journals, NPTEL, NDL, DSpace are available in the digital library.

7.6 Sports and Fitness centre

Physical education is the integral part of general education in which wholesome development of personality brought through physical activity. Department of physical education is conducting daily coaching camps for football, cricket, volleyball, kabaddi etc. All these teams are participating in the inter-collegiate tournaments conducted by the university and private tournaments inside and outside Kerala. The Management is giving abundant support to promote sports activities by providing ample facilities and equipments. The department of physical education is hosted inter collegiate tournaments every year for football, cricket, volleyball and kabaddi. With the wholehearted support of the college management, the department of physical education conducted various tournaments for school students in the campus.

VIII. Students Chapters

Student chapters of various professional organizations are functioning in the campus. All these chapters support the professional growth of the students and provide platforms to show their talents in their field of domain.

1. Indian Society for Technical Education (ISTE)

The Indian Society for Technical Education (ISTE) is the leading National Professional non-profit making Society for the Technical Education System in our country with the motto of Career Development of Teachers and Personality Development of Students and overall development of our Technical Education System

2. Institute of Electrical and Electronics Engineers (IEEE)

IEEE is the world's largest technical professional organization dedicated to advancing technology for the benefit of humanity. IEEE and its members inspire a global community through its highly cited publications, conferences, technology standards, and professional and educational activities.

3. Institution of Engineers (IEI)

It is the world's largest multi-disciplinary engineering professional society in the engineering and technology world.

4. Computer Society of India (CSI)

The purposes of the Society are to provide scientific and educational directives towards the advancement of the theory and practice of computer science and IT.

5. The Institution of Electronics and Telecommunication Engineers (IETE)

The Institution of Electronics and Telecommunication Engineers (IETE) is India's leading recognized professional society devoted to the advancement of science, technology, electronics, tele communication and information technology.

6. ISOI (Instrument Society Of India)

It strives to act as a link between academic institutions and the instrumentation industry, by organizing several programs. It also conducts programs for students and working professionals in the form of short term courses, symposia and topical reviews.

7. IGS (Indian Geotechnical Society)

The Indian Geotechnical Society (IGS) aims at promoting co-operation amongst engineers and scientists for the advancement and dissemination of knowledge in the fields of Soil Mechanics, Foundation Engineering, Soil Dynamics, Engineering Geology, Rock Mechanics, Snow and Ice Mechanics and allied fields and their practical applications.

8. ASME (The American Society of Mechanical Engineers)

ASME helps the global engineering community develop solutions to real world challenges. Founded in 1880 as the American Society of Mechanical Engineers, ASME is a not-for-profit professional organization that enables collaboration, knowledge sharing and skill development across all engineering disciplines, while promoting the vital role of the engineer in society

9. Society of Automotive Engineers (SAE)

Society of Automotive Engineers is a United States-based, globally active professional association and standards developing organization for engineering professionals.

IX. National Service Scheme (NSS)

The main objectives of National Service Scheme (NSS) are:

- i) understand the community in which they work
- ii) understand themselves in relation to their community
- iii) identify the needs and problems of the community and involve them in problem-solving
- iv) develop among themselves a sense of social and civic responsibility
- v) utilize their knowledge in finding practical solutions to individual and community problems
- vi) develop competence required for group-living and sharing of responsibilities
- vii) gain skills in mobilizing community participation
- viii) acquire leadership qualities and democratic attitudes
- ix) develop capacity to meet emergencies and natural disasters and
- x.) Practice national integration and social harmony

National Service Scheme is a community service programme sponsored by the Ministry of Human Resource Development, Government of India. KMEA Engineering college have two Units of NSS Unit No: 226 & Unit No: 308. The programme aims to inculcate social welfare in students and to provide service to society without bias. NSS volunteers work to ensure that everyone who is needy gets help to enhance their standard of living and lead a life of dignity.

X. Parent Teacher Association (PTA)

10.1 Aim and Objective:

- i) To work for the welfare of the students and the institution and to offer constructive suggestions for the smooth and successful functioning of the college.
- ii) To promote better participation of the parents in the various programs of the college and to establish better liaison with teachers.
- iii) To set up facilities in the college premises for the benefit of the students as and when required.
- iv) To institute scholarships, prizes, medals etc. to benefit of the students showing high proficiency in their studies and extracurricular activities.
- v) To assist in bringing about conditions which will enable the students get a sound education and training in Engineering and Technology and to develop civic sense, social responsibility, better character and personality.
- vi) To promote extracurricular activities in the college, ensuring that all the activities of the association shall be charitable in nature, not involving any profit.
- vii) To offer advice to the college authorities which will help not only to run the college smoothly and efficiently, but also to raise its standards and prestige.
- viii) To do everything possible for the interest and welfare of the college.
- ix) To foster a harmonious and disciplined campus life.
- x) To exercise vigilance and to find out means by which to check any unwholesome influence of external forces on our students.
- xi) To formulate and implement specific courses of action conducive to the attainment of the above objectives.

10.2 General body

The general body of the association shall consist of all the members including honorary members of the PTA. The General body shall be supreme authority in all matters concerning the affairs of the PTA.

10.3 Executive committee

The administration of the PTA shall vest with the office bearers and the executive committee members. The executive committee shall consist of 15 members of whom will be elected at the general body meeting from the parents. The principal shall be the president and the others will be nominated by the Principal from among the teaching staff.

XI. KMEA Alumni (KECIAN)

KMEA Engineering College Alumni Association has been active ever since its inception in 2006. The college has a registered Alumni association. Alumni associations have various chapters in different countries. It makes the college proud to know that its alumni have achieved success in their endeavours and have reached coveted positions -be it research, academics, industry, entrepreneurship, or management. The college invites the Alumni members to deliver technical talks and experience-sharing sessions for the ongoing batch. Alumni working with different companies also guides the pre-final & final-year students to prepare for campus placements. Associations have defined bylaws for proper functioning and regular executive committee meetings for the updation of activities. Annual general body meeting conducted with annual alumni meet and committee members selected for the academic year.

The object of the Association shall be:

1. To maintain the contacts of the alumni of the KMEA Engineering College (here in after referred to as the College) with alma mater
2. To provide a forum for bringing together the old students of the college, so that they can contribute effectively to the cause of engineering education and research in the country
3. To promote cultural and social contacts among the old students, present students and staff of the College so as to develop a sense of tradition and heritage in this great family, this in turn will lead to the further growth and prosperity of this great institution and her progeny
4. To institute prizes, scholarships, book banks, research grants, etc for the students of the College

5. To provide opportunities for developing entrepreneurship and practical know-how among the graduating students and also to impart vocational and career guidance to them.
6. To help the student graduate from college consistent with their qualification.
7. To function as a purely non-profit organization in the pursuit of such other projects solely connected with educational and cultural objectives mentioned above, as the General Body may decide from time to time.
8. To provide service to the people.

XII. Student Endowments

➤ **Branch Topper**

These are awarded to the toppers in each branch based on the total marks scored by them by the end of the programme. The mementos and certificates will be awarded on the Course Completion Day of the subsequent year.

➤ **Best outgoing student**

These are awarded to the students from each department based on their excellence in academics (CGPA), Good communication skills, best managerial skills and active participation in extracurricular & co-curricular activities. One boy and one girl from each branch will be selected for this award.

➤ **Institutional responsibility awards**

This is awarded to the students with immense affection and responsibility to the institution throughout the 4 years journey, regardless of the academic excellence.

- **Perfect Attendance Award:** These are awarded to all students who secure 100% attendance in each semester. Selected students will receive a memento and certificates, the students will be issued three more books from the library.

XIII. Academic Calender

Before the commencement of every semester APJ Abdul kalam Kerala Technological University releases an academic calendar which includes all the academic and non academic and extracurricular activities to be conducted during the current semester. It will also help the students to plan their higher education at foreign universities in advance. It includes dates of commencement and termination of classes. Academic calendar is available in KTU website. (www.ktu.edu.in)



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Academic Calendar - August 2023 to January 2024

B. Tech S3/S5/S7

Aug-23				Sep-23				Oct-23			
Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class
Tue	1			Fri	1			Sun	1		
Wed	2			Sat	2			Mon	2	Gandhi Jayanthi	
Thu	3	Commencement of Lab Examinations for S6. Commencement of classes for B. Tech S5	1	Sun	3			Tue	3		31
Fri	4		2	Mon	4	Commencement of classes for B.Tech S3	19	Wed	4		32
Sat	5		3	Tue	5		20	Thu	5		33
Sun	6			Wed	6	Sreekrishna Jayanthi		Fri	6	College Union Election	34
Mon	7		4	Thu	7	Commencement of University Valuation Camp	C-1	Sat	7		35
Tue	8		5	Fri	8	Last date for corrections related to course selection and mapping (S5/S7) on KTU portal	C-2	Sun	8		
Wed	9		6	Sat	9			Mon	9		36
Thu	10	Commencement of classes for B. Tech S7. Commencement of Lab Examinations for S4	7	Sun	10			Tue	10		37
Fri	11		8	Mon	11	Course Selection and Mapping Begins for B.Tech S3	C-3	Wed	11		38
Sat	12			Tue	12		C-4	Thu	12		39
Sun	13			Wed	13		C-5	Fri	13	First Series test to be completed for B.Tech S7/S5	40
Mon	14		9	Thu	14		C-6	Sat	14		
Tue	15	Independence Day		Fri	15		C-7	Sun	15		
Wed	16		10	Sat	16	End of University Valuation Camp	C-8	Mon	16		41
Thu	17		11	Sun	17			Tue	17		42
Fri	18	Course Selection and Mapping Begins for B.Tech S7/S5	12	Mon	18	Course Selection and Mapping Ends for B.Tech S3	21	Wed	18	Exam Registration begins for B. Tech S7	43
Sat	19		13	Tue	19	First CC Meeting for B.Tech S7/S5/S3	22	Thu	19		44
Sun	20			Wed	20		23	Fri	20		45
Mon	21		14	Thu	21		24	Sat	21		46
Tue	22		15	Fri	22	Sree Narayana Guru Samadhi		Sun	22		
Wed	23		16	Sat	23		25	Mon	23	Mahanavami	
Thu	24	Course Selection and Mapping Ends for B.Tech S7/S5	17	Sun	24			Tue	24	Vijayadasami	
Fri	25		18	Mon	25		26	Wed	25	Exam Registration begins for B. Tech S5	47
Sat	26			Tue	26		27	Thu	26		48
Sun	27			Wed	27	Milad-I-Sherif		Fri	27	Exam Registration ends for B. Tech S7	49
Mon	28	First Onam		Thu	28	Last date for corrections related to course selection and mapping (S3) on KTU portal	28	Sat	28	Regular Class for S7/S3/S1	50
Tue	29	Thiruvonam		Fri	29		29	Sun	29		
Wed	30	Third Onam		Sat	30	Regular Class for S1/S3	30	Mon	30	Exam Registration ends for B. Tech S5	51
Thu	31	Fourth Onam						Tue	31	First Series test to be completed for B.Tech S3	52



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Academic Calendar - August 2023 to January 2024

B. Tech S3/S5/S7

Nov-23				Dec-23				Jan-24			
Days	Date	Description	Class	Days	Date	Description	Class	Days	Date	Description	Class
Wed	1	Exam Registration Begins for B. Tech S3	53	Fri	1		78	Mon	1	Last date for the completion of Second Internal Audit by College level IQAC	
Thu	2		54	Sat	2	Regular Class for S1/S3	79	Tue	2	Mannam Jayanthi	
Fri	3	Arts Festival- College Level	55	Sun	3			Wed	3	Commencement of End Semester Examination for B. Tech S3	
Sat	4	Arts Festival- College Level	56	Mon	4		80	Thu	4	Commencement of End Semester Examination for B. Tech S5	
Sun	5	Arts Festival- College Level		Tue	5	Third CC meeting for B. Tech S7/S5	81	Fri	5	Commencement of End Semester Examination for B. Tech S7	
Mon	6	Last date for the completion of First Internal Audit by College level IQAC	57	Wed	6		82	Sat	6		
Tue	7		58	Thu	7	Class Ends. Publish Attendance and IA Marks for B. Tech S7/S5	83	Sun	7		
Wed	8	Exam Registration ends for B. Tech S3	59	Fri	8	Last date for Entering Examination Eligibility Details(S7/S5) on KTU Portal.	84	Mon	8		
Thu	9		60	Sat	9			Tue	9		
Fri	10		61	Sun	10			Wed	10	Last date for the completion of External Audit	
Sat	11			Mon	11	Commencement of Lab Examinations for S5	85	Thu	11		
Sun	12	Diwali		Tue	12		86	Fri	12		
Mon	13	Second CC Meeting for B. Tech S7/S5/S3	62	Wed	13		87	Sat	13		
Tue	14		63	Thu	14	Commencement of Lab Examinations for S7.	88	Sun	14		
Wed	15		64	Fri	15	Second Series test to be completed for B. Tech S3.	89	Mon	15		
Thu	16		65	Sat	16	Lab Examination: S7/S5	90	Tue	16		
Fri	17		66	Sun	17			Wed	17		
Sat	18	Annual Sports Meet-College Level	67	Mon	18		90	Thu	18		
Sun	19	Annual Sports Meet-College Level		Tue	19	Third CC meeting for B. Tech S3	91	Fri	19		
Mon	20		68	Wed	20		92	Sat	20		
Tue	21		69	Thu	21	Class Ends. Publish Attendance and IA Marks for B. Tech S3	93	Sun	21		
Wed	22		70	Fri	22	Last date for Entering Examination Eligibility Details(S3) on KTU Portal.	94	Mon	22		
Thu	23		71	Sat	23			Tue	23		
Fri	24		72	Sun	24			Wed	24		
Sat	25	Regular Class for S1/S3	73	Mon	25	Christmas		Thu	25		
Sun	26			Tue	26			Fri	26	Republic Day	
Mon	27		74	Wed	27			Sat	27		
Tue	28		75	Thu	28			Sun	28		
Wed	29		76	Fri	29			Mon	29		
Thu	30	Second Series test to be completed for B. Tech S7/S5	77	Sat	30			Tue	30		
				Sun	31			Wed	31		



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Academic Calendar - August 2023 to January 2024

B. Tech S3/S5/S7

Odd Semester(2023-2024)

Sl.No	Important Events	Important Dates
1	Commencement of classes for B. Tech S5	03-08-2023
2	Commencement of classes for B. Tech S7	10-08-2023
3	Course Selection and Mapping Begins for B. Tech S7/S5	18-08-2023
4	Course Selection and Mapping Ends for B. Tech S7/S5	24-08-2023
5	Commencement of classes for B. Tech S3	04-09-2023
6	Commencement of University Valuation Camp	07-09-2023
7	Last date for corrections related to course selection and mapping(S7/S5) on KTU portal	08-09-2023
8	Course Selection and Mapping Begins for B. Tech S3	11-09-2023
9	End of University Valuation Camp	16-09-2023
10	Course Selection and Mapping Ends for B. Tech S3	18-09-2023
11	First CC Meeting for B. Tech S7/S5/S3	19-09-2023
12	Last date for corrections related to course selection and mapping (S3) on KTU portal	28-09-2023
13	College Union Election	06-10-2023
14	First Series test to be completed for B. Tech S7/S5	13-10-2023
15	Exam Registration begins for B. Tech S7	18-10-2023
16	Exam Registration begins for B. Tech S5	25-10-2023
17	Exam Registration ends for B. Tech S7	27-10-2023
18	Exam Registration ends for B. Tech S5	30-10-2023
19	First Series test to be completed for B. Tech S3	31-10-2023
20	Exam Registration begins for B. Tech S3	01-11-2023
21	Last date for the completion of First Internal Audit by College level IQAC	06-11-2023
22	Exam Registration ends for B. Tech S3	08-11-2023
23	Second CC Meeting for B. Tech S7/S5/S3	13-11-2023
24	Second Series test to be completed for B. Tech S7/S5	30-11-2023
25	Third CC meeting for B. Tech S7/S5	05-12-2023
26	Class Ends. Publish Attendance and IA Marks for B. Tech S7/S5	07-12-2023
27	Last date for Entering Examination Eligibility Details (S7/S5) on KTU Portal.	08-12-2023
28	Commencement of Lab Examinations for S5	11-12-2023
29	Commencement of Lab Examinations for S7	14-12-2023
30	Second Series test to be completed for B. Tech S3	15-12-2023
31	Third CC meeting for B. Tech S3	19-12-2023
32	Class Ends. Publish Attendance and IA Marksfor B. Tech S3	21-12-2023
33	Last date for Entering Examination Eligibility Details(S3) on KTU Portal.	22-12-2023
34	Last date for the completion of Second Internal Audit by College level IQAC	01-01-2024
35	Commencement of End Semester Examination for B. Tech S3	03-01-2024
36	Commencement of End Semester Examination for B. Tech S5	04-01-2024
37	Commencement of End Semester Examination for B. Tech S7	05-01-2024
38	Last Date for the completion of External Audit	10-01-2024



C.H. MOHAMMED KOYA

KMEA ENGINEERING COLLEGE

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