



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 [www.ktu.edu.in](http://www.ktu.edu.in) Email: [university@ktu.edu.in](mailto:university@ktu.edu.in)

KTU/AD(EXAM)/505/2024

06.07.2024

## Notification

Vide U.O. No. 259/2024/KTU (attached herewith), University has implemented Low Pass Grade (LP Grade) in selected programmes. B.Tech (Working Professional) students can also opt for LP Grade from 8th July 2024, Monday onwards, all eligible students will be able to request for LP Grade through student login. Corresponding results will be published from 20th July onwards.

**Regarding all published results, if a student is eligible to get LP Grade in a course, the same will be available in student login to opt for.** Students will be able to opt until 4th August 2024. A detailed Tutorial / user Guide is attached herewith. After selecting the LP grade for a course, students have to "Save" and "Submit" the request. After verification, the University will publish the results.

**In future, after publishing the results, provision to apply for LP Grade will be available in student login for 15 days.** If not opted within prescribed days, students have to again write the subsequent supplementary exams to get a Pass Grade.

**Requests from students to extend the date for applying for LP grade or request to withdraw the already submitted or published LP grade requests etc. will not be entertained.**

Note:

- If a student normally passes after revaluation, the already requested / published LP grade for the same course in same exam will automatically be withdrawn and the normal pass grade will be awarded.
- Student can apply for LP grade for CGPA based exams of May 2020 (exams affected by Covid 19) if eligible. But in case of such exams, improvement chance that mentioned in the relevant order will not be applicable.

Dr. Ananda Resmi S  
Controller of Examinations



\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



**APJ Abdul Kalam Technological University  
Thiruvananthapuram**

**Abstract**

APJAKTU-Academic- Implementation of Low Pass Grade -Resolution of the Syndicate - Orders Issued-  
Reg.

---

*ACADEMIC SECTION*

U.O.No. 259/2024/KTU

Thiruvananthapuram, Dated: 24.01.2024

---

- Read:-*1.Minutes of the 51st Syndicate meeting ,item no.S-051-017.  
2.Minutes of the 52nd Syndicate Meeting held on 21/12/2023, item No.S-052-014.  
3.Minutes of the 59th SSC ON A&R meeting held on 09/01/2024,item No.SCAR-059-A07  
4. Minutes of the 53rd Syndicate meeting item no. S-053-OA10

**ORDER**

In the 51st Syndicate meeting, approval was given for the Grade LP (Low Pass) with a Grade point 4, for students securing 40% in the end semester but failing due to low continuous internal evaluation marks as per reference (1). This Grade LP is to be included in relevant regulations. The 52nd Syndicate meeting discussed implementation modalities, leading to further consideration in the Syndicate Standing Committee on Academics & Research as per reference (2). The 59th Syndicate Standing Committee on Academics & Research recommended issuing a University Order for the Low Pass grade as per reference (3). The 53rd Syndicate approved the recommendation, and the Hon'ble Vice Chancellor sanctioned the implementation of the LP Grade.

**The following orders are issued.**

**1. A Low Pass Grade (LP) will be granted to students who have achieved a minimum of 40% marks in the End Semester Examination but fell short of meeting the pass threshold in a particular subject due to low Continuous Internal Assessment marks. The eligibility for the Low Pass Grade (LP) is extended to the following programs and schemes:**

- BTech 2015**
- BTech 2019**
- BArch 2016**
- BArch 2021**
- BTech (PT) 2016**
- BTech (PT) 2020**

- 2. The Grade Point assigned to the Low Pass grade is 4.0.**
- 3. The maximum number of subjects for which a Low Pass Grade can be awarded is capped at 10 for the entire duration of the course.**
- 4. Students who secure a Low Pass grade will be provided with one opportunity to enhance their grade in the immediate subsequent chance.**
- 5. All current (pursuing and trailing) students enrolled in the mentioned programs and schemes will be eligible for the Low Pass Grade benefits for exams they have attempted but not yet passed, and also for all subsequent examinations of the above-mentioned programmes and schemes.**



*Sd/-*

Dr. VINU THOMAS \*  
Dean (Academic)

Copy to:-

1. Principal, KTU Affiliated Colleges.
2. PS to VC / PVC / Registrar / Dean(Academic) / Dean(Research)
3. The Controller of Examination.
4. AR(Academic), Director(Academic)  
, SO2(Academic).
5. SF/FC.

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.





## **KTU User Manual for Low Pass Grade Requests**

---

---

## Table of Contents

1	PREFACE.....	1
1.1	Overview.....	1
1.2	Audience.....	1
1.3	Prerequisites.....	1
1.4	Glossary.....	1
2	LOW PASS GRADE.....	2
3	ADD LOW PASS REQUEST.....	4
4	LOW PASS GRADE REQUESTED COURSES LISTING.....	11
5	IMPROVEMENT EXAMS FOR THE LOW PASS REQUESTED COURSES.....	12

# 1 PREFACE

---

This is one of the user manuals intended for the users of the e-Gov Portal of APJ Abdul Kalam Technological University.

## 1.1 Overview

This user manual deals with the features of Low Pass Grade Request. It explains how users can save a new low pass grade request, edit a saved request, and submit that request.

## 1.2 Audience

This document is intended for the users who are responsible for adding low pass grade request.

## 1.3 Prerequisites

The following are the requirements for all the machines using the application

- Supported browsers - Chrome 16 + , Firefox 11 + , Microsoft Edge, Safari 6 +
- Popup windows should be allowed, so disable popup blockers (if any) in the browser

## 1.4 Glossary

The following are some of the acronyms used in the user manual:

Acronym	Full Form
<i>KTU</i>	<i>APJ Abdul Kalam Technological University</i>
<i>DDFS No</i>	
<i>Inline View</i>	

## 2 LOW PASS GRADE

- This feature is for the students who received 40% or higher in the end-of-semester component but did not achieve the required total mark to complete the course. They can apply low pass request for that course. Once the student submitted a low pass request for a course then the University process the result and student will get a LP grade for that course.
- The user can request low pass grade for courses through “Request Low Pass Grade” menu in Result Module.(Refer Fig: 1)
- Go to Result → Request Low Pass Grade

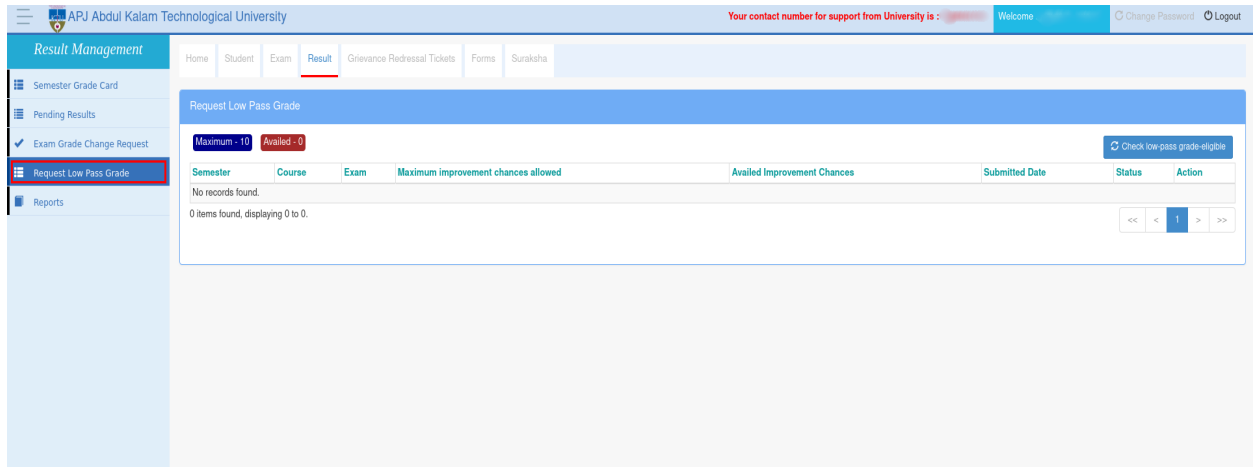


Fig: 1 : Shows the Request Low Pass Grade Menu in Result module

- In the Request Low Pass Grade menu, click the button **Check low-pass grade-eligible** (Refer Fig: 2) which redirect to ‘Add Low Pass Grade Request’ page for listing the low pass grade eligible courses. (Refer Fig: 3).

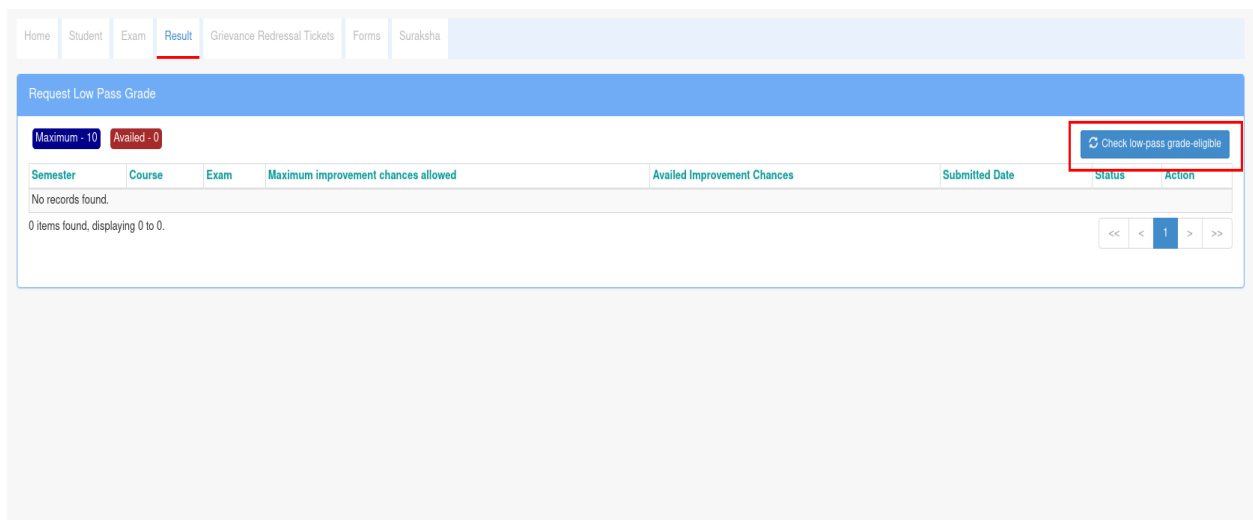


Fig: 2 : Shows the **Check low-pass grade-eligible** button in Request Low Pass Grade Page



Home Student Exam **Result** Grievance Redressal Tickets Forms Suraksha

Add Low Pass Grade Request ← Back

Maximum - 10 Availed - 0

Semester	Course	Exam	Result Published Date	Final Date for Submission	Action
S1	EST120 - BASICS OF CIVIL AND MECHANICAL ENGINEERING	B.Tech S1 (R) Exam Dec 2019 (2019 scheme)	25/06/2024	10/07/2024	<input type="checkbox"/>
S5	MCN301 - DISASTER MANAGEMENT	B.Tech S5 (R) Exam Dec 2021 (2019 scheme)	13/06/2024	28/06/2024	<input type="checkbox"/>
S5	ITT303 - OPERATING SYSTEM CONCEPTS	B.Tech S5 (R,S) Exam Dec 2023 (2019 Scheme)	20/05/2024	04/06/2024	Date Expired

3 items found, displaying 1 to 3. << < 1 > >>

Save Submit

Fig: 3 : Shows the listing of eligible courses in 'Add Low Pass Grade Request' page.

### 3 ADD LOW PASS REQUEST

- This Page shows the Semester, Course (eligible course), Exam (low pass eligible examination for that course), Result Published Date (Latest result published date of the course), Final date for submission (Final date for the submission of low pass request for that course) and Action.(Refer Fig: 4)

The screenshot shows the 'Add Low Pass Grade Request' page. At the top, there is a navigation bar with 'Home', 'Student', 'Exam', 'Result', 'Grievance Redressal Tickets', 'Forms', and 'Suraksha'. Below this is a blue header with the title 'Add Low Pass Grade Request' and a 'Back' button. A status bar shows 'Maximum - 10' and 'Availed - 0'. The main content is a table with the following columns: Semester, Course, Exam, Result Published Date, Final Date for Submission, and Action. The table contains three rows of data. Below the table, it says '3 items found, displaying 1 to 3.' and has pagination controls. At the bottom right, there are 'Save' and 'Submit' buttons.

Semester	Course	Exam	Result Published Date	Final Date for Submission	Action
S1	EST120 - BASICS OF CIVIL AND MECHANICAL ENGINEERING	B.Tech S1 (R) Exam Dec 2019 (2019 scheme)	25/06/2024	10/07/2024	<input type="checkbox"/>
S5	MCN301 - DISASTER MANAGEMENT	B.Tech S5 (R) Exam Dec 2021 (2019 scheme)	13/06/2024	28/06/2024	<input type="checkbox"/>
S5	ITT303 - OPERATING SYSTEM CONCEPTS	B.Tech S5 (R,S) Exam Dec 2023 (2019 Scheme)	20/05/2024	04/06/2024	Date Expired

Fig: 4 : Add Low Pass Grade Request Page

- In this page the value in 'Maximum' label shows the maximum number of courses a student can request for low pass grade and the value in 'Availed' label shows the number of courses the student has already availed for low pass grade.(Refer Fig: 5)

This screenshot is similar to Fig 4 but includes red boxes highlighting specific elements: the 'Maximum - 10' and 'Availed - 0' labels, and the 'Back' button in the top right corner.

Fig: 5 : Add Low Pass Grade Request Page with 'Maximum', 'Availed' and **Back** button.

- User can check the checkbox against the required courses and save and submit the request. (Refer Fig: 6)



Fig: 6 : Checkbox for select the courses, **Save** and **Submit** buttons for saving and submitting the selected courses.

- If Final date for submission exceeds for a course then 'Date Expired' message will be shown against that course in the action column.(Fig: 7)

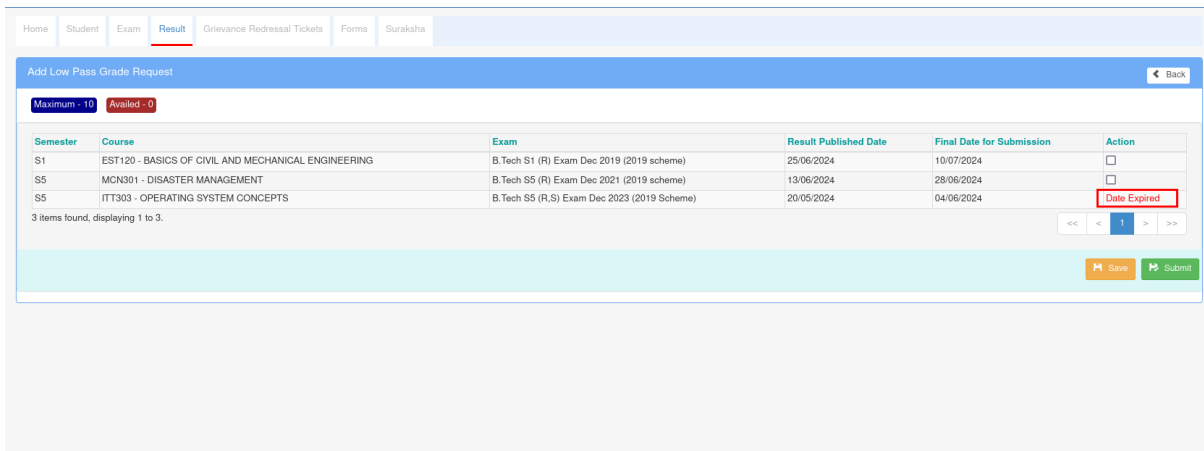


Fig: 7 : Date Expired message.

- If revaluation result processing is pending for a course (in any of the exams that user registered for the same course), then 'Revaluation result processing pending' message will be shown against that course in the action column.(Refer Fig: 8)
- If the result processing pending for a course (in any of the exams that user registered for the same course), then 'Result processing pending' message will be shown against that course in the action column.(Refer Fig: 8)

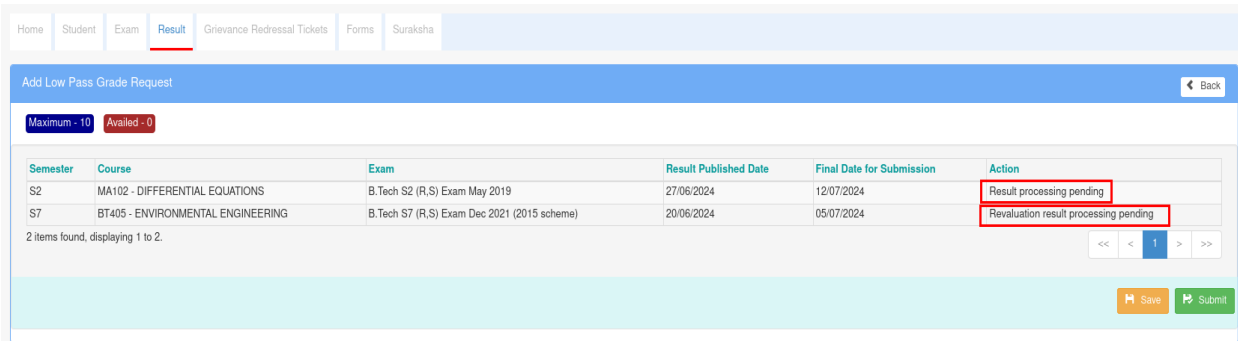


Fig: 8: Revaluation result processing pending and Result Processing Pending message.

- User need to select at least one course for saving and submitting the low pass request. (Refer Fig: 9)

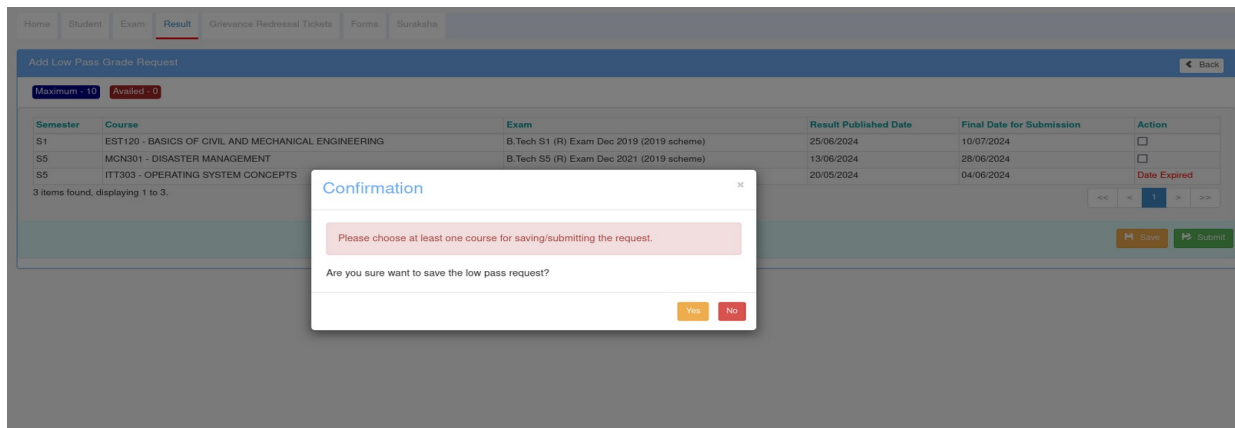


Fig: 9 : Validation message for selecting atleast one course before saving and submitting the request.

- When clicking **Save** button, the following confirmation message will be shown. (Refer Fig: 10)

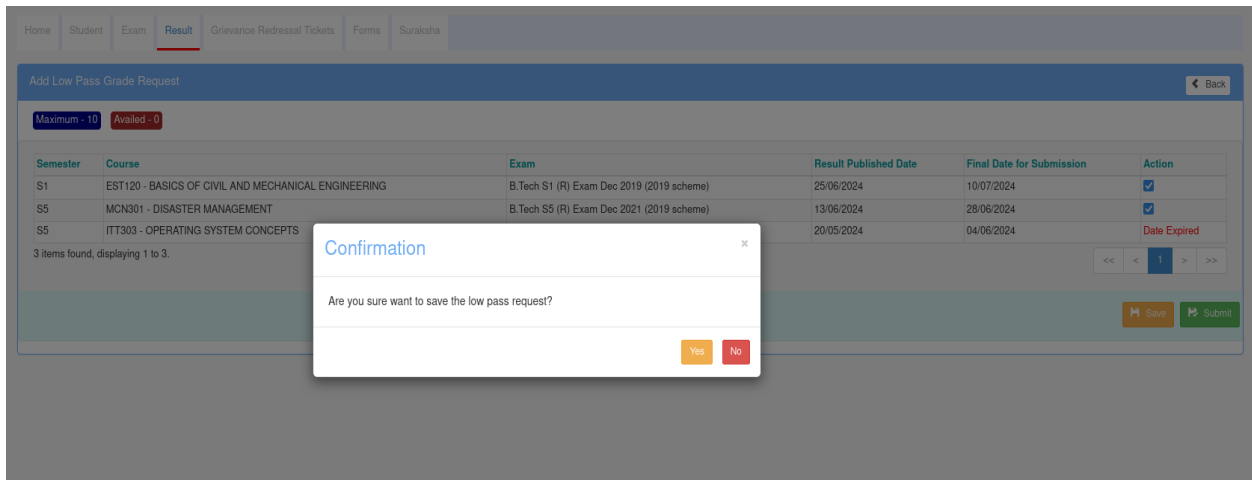


Fig: 10 : Shows the confirmation pop up when clicking save button.

- When user clicks **Yes** button in the confirmation pop up the request will be saved.
- If you press **Back** button after saving a request the page will be redirected to Request Low Pass Grade.(Refer Fig: 11)

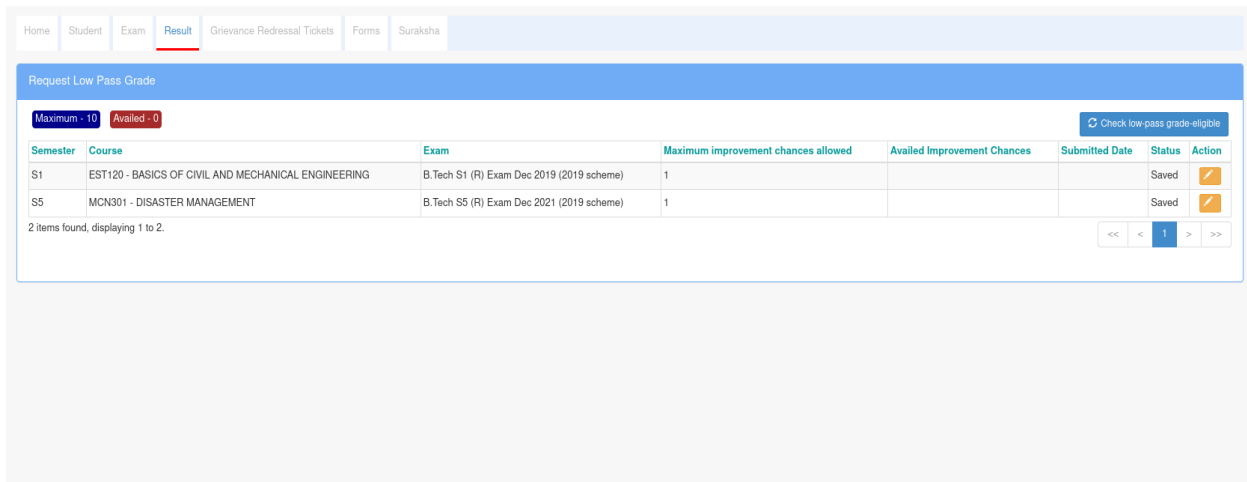


Fig: 11 : Shows the Request Low Pass Grade page with saved courses.

- Once the request is saved, the request status marked as saved.(Refer Fig: 12)



Fig: 12 : Shows the saved request status.

- User can edit a request in saved status by clicking the edit button in the Request Low Pass Grade Page.(Refer Fig: 13)
- When the user clicks the edit button the user redirected to 'Add Low Pass Grade Request' page and can edit the request.(Refer Fig: 14)

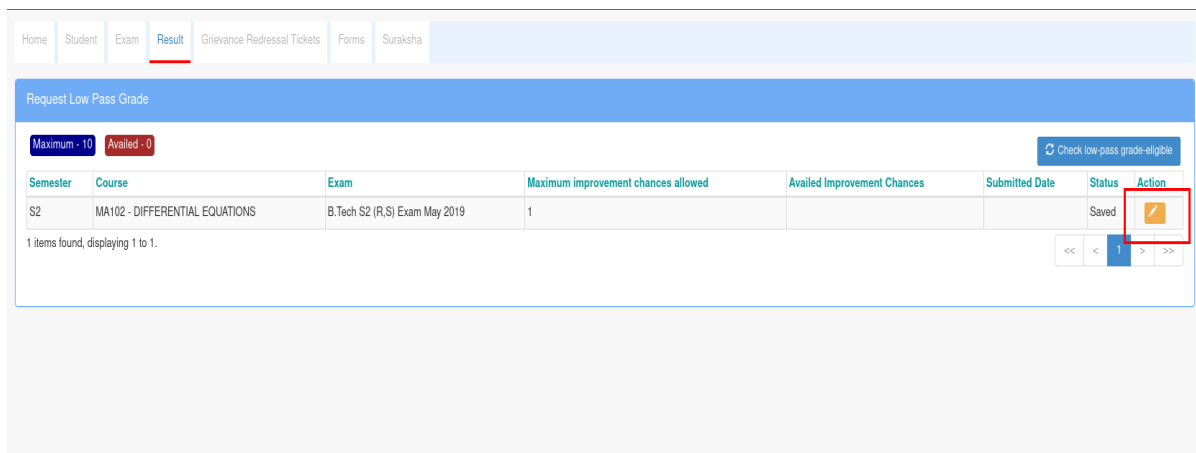


Fig: 13 : Shows the edit button against a saved request.

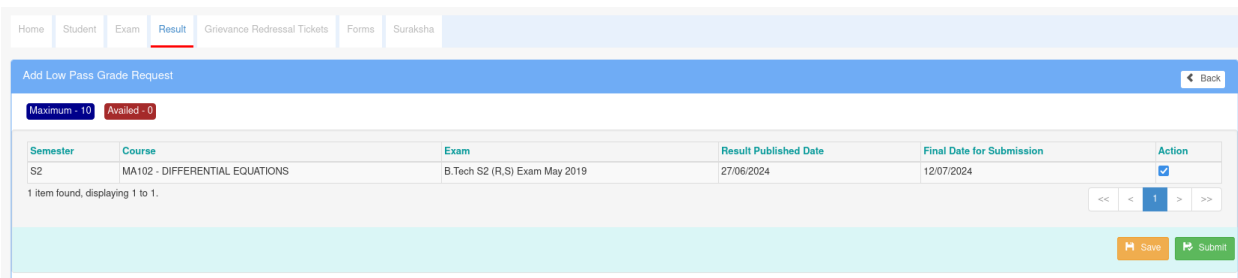


Fig: 14 : Shows the Add Low Pass Grade Request Page.

- When clicking **Submit** button, the following confirmation message will be shown. (Refer Fig: 15)

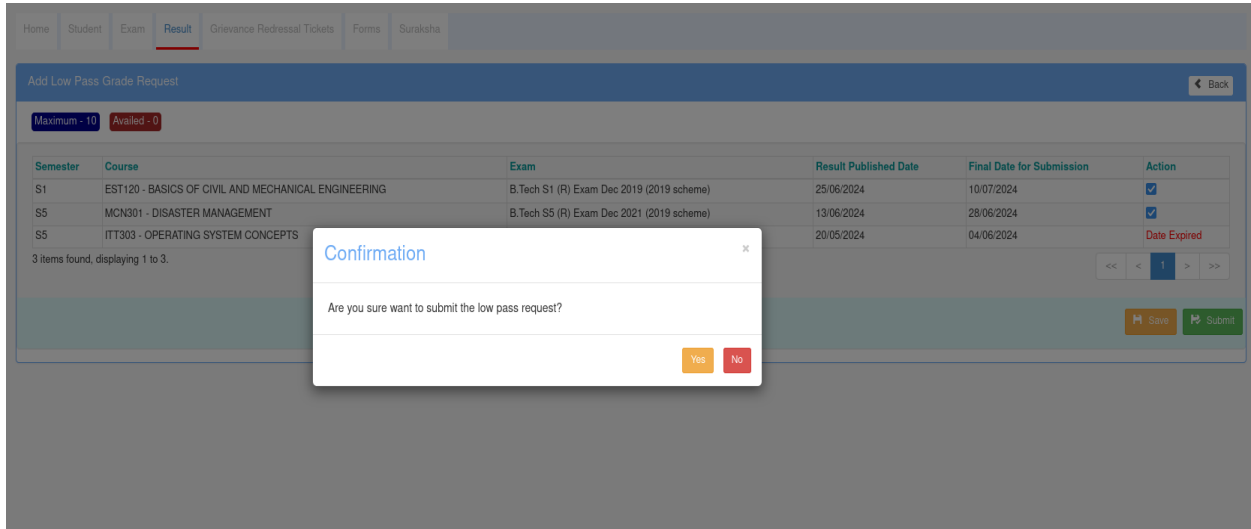


Fig: 15 : Shows the confirmation pop up when clicking submit button.

- When user clicks **Yes** button in the confirmation pop up, the request will be submitted and redirected to 'Request Low Pass Grade' .
- The saved and submitted requests will be listed in Request Low Pass Grade.(Refer Fig: 16)
- Once the request is submitted, the request status will be marked as submitted.(Refer Fig: 16)
- Request cannot be edited after the submission.
- For a submitted request ,result processing status will be shown in action column.(Refer Fig: 16)

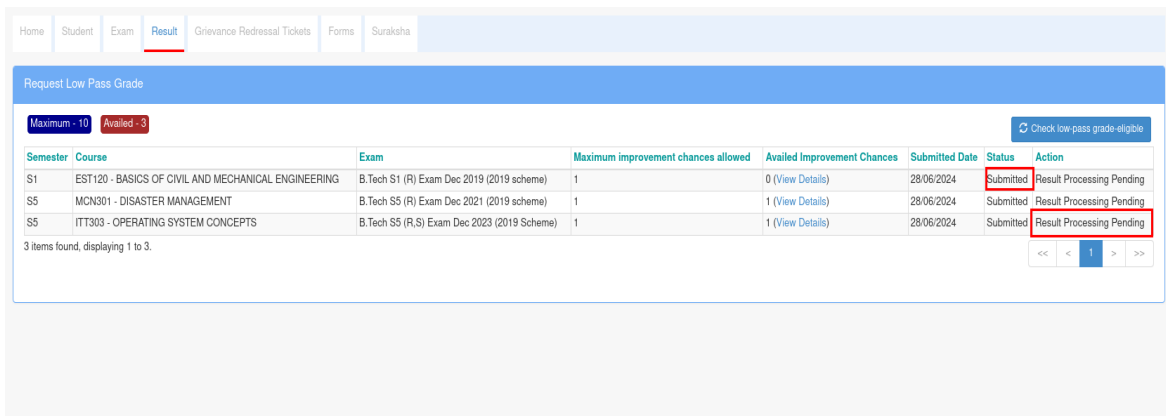


Fig: 16 : Shows the submitted request status and the result processing status in Action column.

- If the limit for the low pass request eligible courses exceeded then the following validation message will be shown while save or submit the request.(Refer Fig: 17 and Fig: 18)

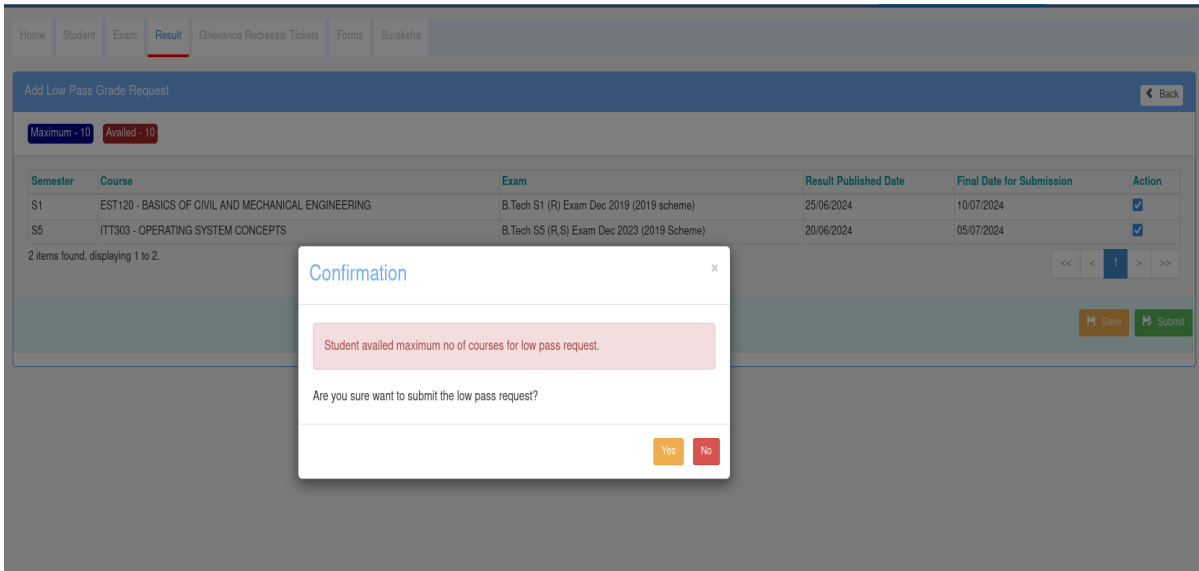


Fig: 17 : Shows the validation message of maximum number of courses availed.

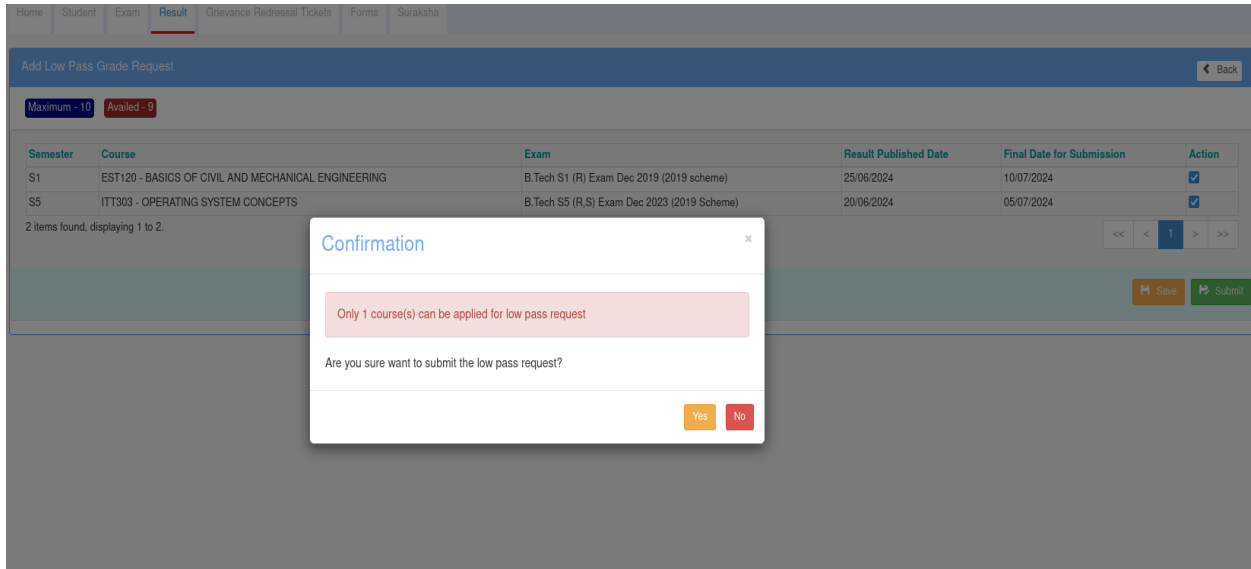


Fig: 18 : Shows the validation message of remaining number of courses student can apply if student selected more than remaining.



## 4 LOW PASS GRADE REQUESTED COURSES LISTING

- After submitted a low pass request the page will be redirected to the Request Low Pass Grade.(Refer Fig: 19)

Semester	Course	Exam	Maximum improvement chances allowed	Availed Improvement Chances	Submitted Date	Status	Action
S1	EST120 - BASICS OF CIVIL AND MECHANICAL ENGINEERING	B.Tech S1 (R) Exam Dec 2019 (2019 scheme)	1	0 (View Details)	28/06/2024	Submitted	Result Processing Pending
S5	MCN301 - DISASTER MANAGEMENT	B.Tech S5 (R) Exam Dec 2021 (2019 scheme)	1	1 (View Details)	28/06/2024	Submitted	Result Processing Pending
S5	ITT303 - OPERATING SYSTEM CONCEPTS	B.Tech S5 (R,S) Exam Dec 2023 (2019 Scheme)	1	1 (View Details)	28/06/2024	Submitted	Result Processing Pending

Fig: 19 : Shows the Request Low Pass Grade page with the maximum and availed number of courses requested for low pass grade of the student

- If the student passed the low pass requested course through any exam then that request will be canceled.
- After submitting the low pass request if the student got ineligible for that low pass request then that request will be canceled.
- Once the request is canceled, the request status will be marked as cancelled.(Refer Fig: 20)
- The availed count will be update by decreasing the number of availed courses when canceled the request.

Semester	Course	Exam	Maximum improvement chances allowed	Availed Improvement Chances	Submitted Date	Status	Action
S1	EST120 - BASICS OF CIVIL AND MECHANICAL ENGINEERING	B.Tech S1 (R) Exam Dec 2019 (2019 scheme)	1	0 (View Details)	28/06/2024	Submitted	Result Processing Pending
S5	MCN301 - DISASTER MANAGEMENT	B.Tech S5 (R) Exam Dec 2021 (2019 scheme)	1	1 (View Details)	28/06/2024	Cancelled	
S5	ITT303 - OPERATING SYSTEM CONCEPTS	B.Tech S5 (R,S) Exam Dec 2023 (2019 Scheme)	1	1 (View Details)	28/06/2024	Submitted	Result Processing Pending

Fig: 20 : Shows the status of the request as Canceled when the low pass request got canceled.

## 5 IMPROVEMENT EXAMS FOR THE LOW PASS REQUESTED COURSES

- When the user submit a low pass request for a course, the upcoming exam for that course will be marked as Improvement examination.(Refer Fig: 21)

Semester	Course	Exam	Maximum improvement chances allowed	Availed Improvement Chances	Submitted Date	Status	Action
S1	EST120 - BASICS OF CIVIL AND MECHANICAL ENGINEERING	B.Tech S1 (R) Exam Dec 2019 (2019 scheme)	1	0 (View Details)	28/06/2024	Submitted	Result Processing Pending
S5	MCN301 - DISASTER MANAGEMENT	B.Tech S5 (R) Exam Dec 2021 (2019 scheme)	1	1 (View Details)	28/06/2024	Submitted	Result Processing Pending
S5	ITT303 - OPERATING SYSTEM CONCEPTS	B.Tech S5 (R,S) Exam Dec 2023 (2019 Scheme)	1	1 (View Details)	28/06/2024	Submitted	Result Processing Pending

Fig: 21 : Shows the maximum improvement exam chances allowed for a course and the number of improvement chances over for that course.

- When clicking the **View Details** 'in Availed Improvement Chances the Improvement exam details will be shown.
- If there is no future exams for that course when low pass request submitted then “ The university has not yet announced a new exam for this course..” message will be shown.(Refer Fig: 22)
- If there is a exam and the student already enrolled for it then “ This exam has been enrolled by the student.” will be shown against the examination.(Refer Fig: 23)
- If there is a future exam for that course but the student did not enroll for that exam then “The student has yet to register for this exam .” will be shown against the examination.(Refer Fig: 24)

Semester	Course	Exam	Maximum improvement chances allowed	Availed Improvement Chances	Submitted Date	Status	Action
S1	EST120 - BASICS OF CIVIL AND MECHANICAL ENGINEERING	B.Tech S1 (R) Exam Dec 2019 (2019 scheme)	1	0 (View Details)	28/06/2024	Submitted	Result Processing Pending
S5	MCN301 - DISASTER MANAGEMENT	B.Tech S5 (R) Exam Dec 2021 (2019 scheme)	1	1 (View Details)	28/06/2024	Submitted	Result Processing Pending
S5	ITT303 - OPERATING SYSTEM CONCEPTS	B.Tech S5 (R,S) Exam Dec 2023 (2019 Scheme)	1	1 (View Details)	28/06/2024	Submitted	Result Processing Pending

Fig: 22 : Shows the ‘ The university has not yet announced a new exam for this course’ message.

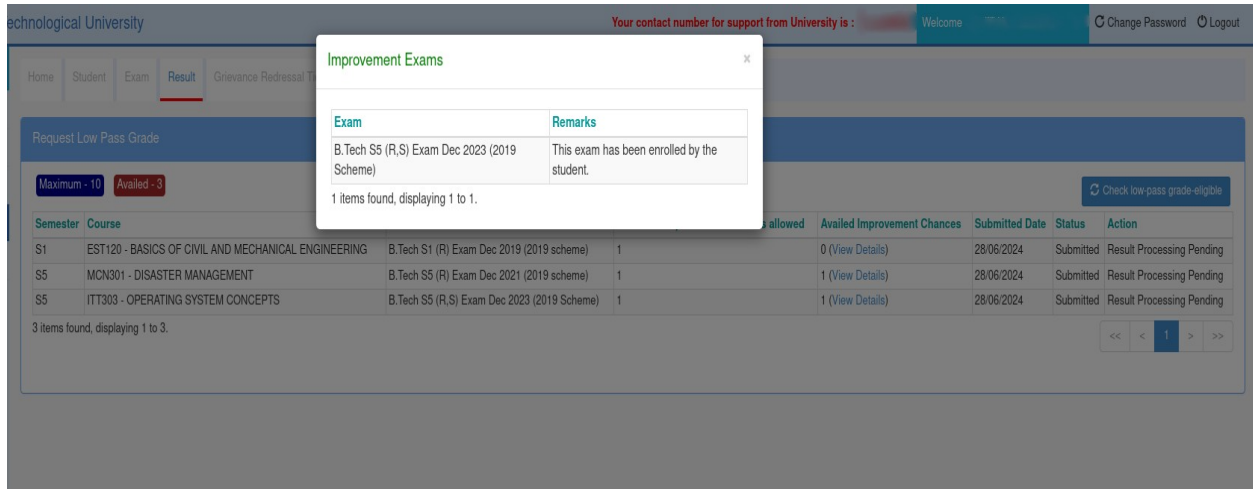


Fig: 23 : Shows the 'This exam has been enrolled by the student.' against the examination.

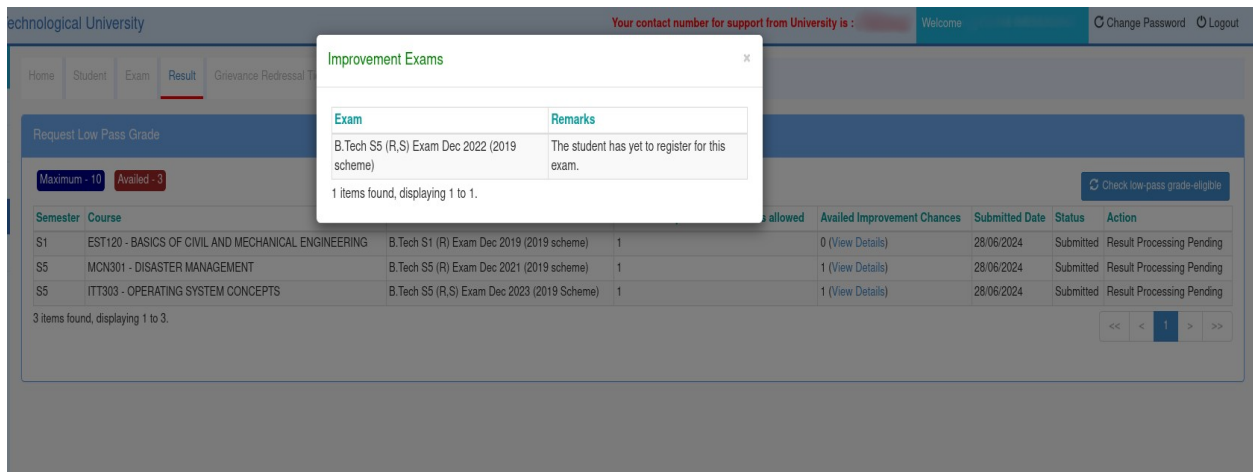


Fig: 24 : Shows the 'The student has yet to register for this exam.' against the examination.

- If the exam that student applied for the low pass request is a CGPA based evaluation exam then student would not get any improvement exam for that course.(Refer Fig: 25)

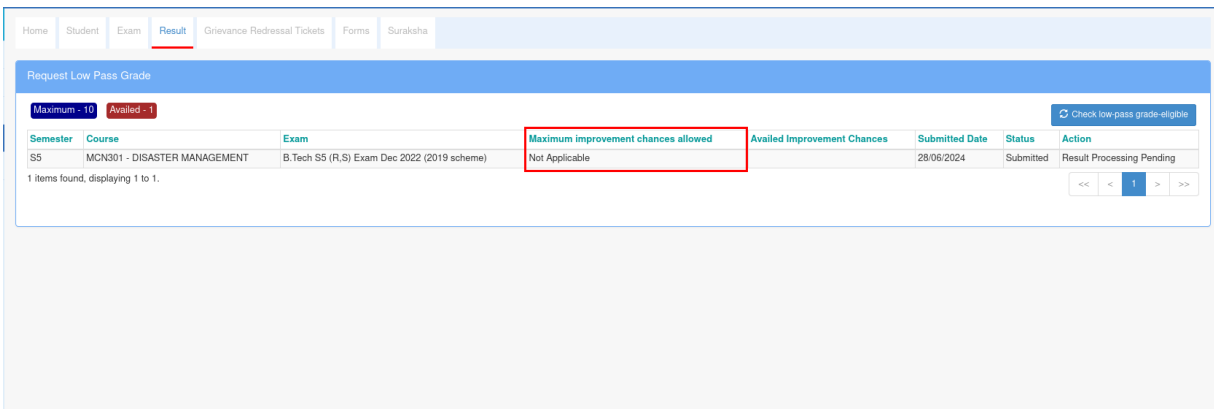


Fig: 25 : Shows that the Improvement exam is not applicable for that course because the requested exam is a CGPA based evaluation examination.