

**KALASALINGAM UNIVERSITY**  
(KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION)  
(Under Section 3 of the UGC Act 1956)  
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**M.C.A – REGULATIONS  
2010**

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**M.C.A. – REGULATIONS 2010**  
**(Applicable for batches joined in 2010 and onwards)**

**R.1.0 Admissions**

- R.1.1 Announcements for Admission to the Master of Computer Application (M.C.A.) degree programme will be made by the Kalasalingam University and the candidates should apply in the prescribed form on or before the specified dates announced by the University. Candidates who have already obtained or likely to obtain at the end of the academic year, a Bachelor's degree ( a three year degree after 10+2 with Mathematics or equivalent at +2 level) are ligible to apply for admission to M.C.A. degree course.
- R.1.2 Admissions to the M.C.A. programme in any year will be based on the results of the Kalasalingam University Post Graduate Engineering Entrance Examination (KUPGEE) normally conducted in the month of **May/June** of that year by the University.
- R.1.3 **Foreign nationals** whose applications are received through **Indian Council or Cultural Relations**, Government of India are also eligible to apply.  
Foreign nationals also eligible under self-financing scheme for which applications are invited through their embassy.
- R.1.4 (i) The eligibility criteria, for appearing for the Entrance Examination will be decided by the Academic Council
- (ii) The Post-graduate Admissions Committee constituted by the Chairman, Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.
- R.1.5 The Admission Committee will decide on the procedure for conducting the KUPGEE and prepare a merit list of candidates. Subject to fulfilling the minimum performance criteria in the examination, as decided by the committee from year to year, the Admission Committee will offer admission, in the order of merit, to the successful candidates.
- R.1.6 In addition to fulfilling the requirements/conditions given in the booklet '*Information Brochure for M.C.A. Admission*' issued along with the Application Form, the selected candidate will be admitted to the M.C.A. programme after he/she fulfils all the admission requirements as indicated in the Letter of Admission, and after the payment of all the prescribed fees.
- R 1.7 **In the matter of admission to the M. Tech programme, the decision of the Admission Committee is final.**
- R.1.8 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director (Academic) may revoke the admission of the candidate and report the same to the Academic Council.

## **R.2.0 The Structure of the MCA Programme**

R.2.1 The programme of instruction will consist of:

- (i) Core courses
- (ii) Elective courses
- (iii) Project work

In addition, a student should satisfactorily complete the minimum number of other co- and extra-curricular courses categorised as Non-CGPA courses, as stipulated in Table 2 of **R 2.6**.

R.2.2 The curriculum of any branch of the M.C.A programme is designed to have a minimum total of 142 credits (a minimum of 132 Cumulative Grade Point Average (CGPA) credits and a minimum of 10 Non-CGPA credits) for the award of the M.C.A degree.

- (a) Credits for the CGPA courses are assigned based on the following general pattern:
  - (i) One credit for each lecture period per week
  - (ii) One credit for each tutorial period per week
  - (iii) One or two credit(s) for each laboratory or practical session of three periods per week, depending on the degree of effort required to be put in by the students.
- (b) All the Non-CGPA courses are of the Pass/Fail type. Students have to successfully complete at least one course in each group of Non- CGPA courses, as given in Table -2. On completion of each non-CGPA course, the performance of each student will be evaluated by the respective Course Coordinator of the Non-CGPA Course, and if found satisfactory and conforming to the requirements of the course, the student will be awarded credits assigned to the course.
- (c) For the award of the M.C.A. degree, a candidate shall
  - (i) Satisfy all the requirements prescribed by the Regulations of the Academic Council.
  - (ii) Earn not less than 142credits (a minimum of 132 CGPA credits and a minimum of 10 Non-CGPA credits).
  - (iii) Complete all courses as specified in the curriculum and syllabus of the programme, within a minimum period of three years or a maximum period of six years (including the duration of withdrawal from the course on medical grounds or for other valid reasons., as per **R.11.1**, if any) from the date of his/her enrolment.

R.2.3 The M.C.A programme will have a Curriculum and Course Content (Syllabi) approved by the Academic Council.

The instruction, examinations, seminars and project reports shall be in English, unless otherwise specifically mentioned in the curriculum.

R.2.4 The complete programme will consist of five categories, viz., Applied Major, Professional Major and Minor Elective, Humanities, and Free Elective courses, as shown in Table 1. These courses are distributed over six semesters, with two semesters per year.

R.2.5. No semester shall have more than six lecture-based courses and two laboratory courses as prescribed in the curriculum, adding up to not more than 24 CGPA credits.

However, the students are permitted to register for an additional course (backlog) from the IV semester onwards, subject to the following conditions:

- (i) The maximum number of CGPA credits registered in any semester shall not exceed 28.
- (ii) The student's Faculty Advisor and Head of the Department recommend the same.

R.2.6 Every course of the M.C.A programme will be placed in one of the five categories of CGPA courses listed in Table 1, or in one of the ten categories of Non-CGPA courses listed in Table 2. A student must earn a minimum number of credits under each category of the CGPA courses, as shown in Tables 1 and under each group of the Non-CGPA courses, as shown in Table 2.

The students in the IV or higher semesters are eligible to register for courses offered under the M.Tech, Programmes with Information Technology related specialization, as their electives. But every such student desiring to register for such a course must obtain the consent of the teacher offering the course and prior approval of the HoD(s) concerned and the Director (Academic).

**TABLE 1 – CATEGORIES OF COURSES FOR CGPA CREDITS**

<i>Sl. No.</i>	<i>CATEGORY</i>	<i>CGPA CREDIT</i>	<i>COURSE-WISE MINIMUM CREDIT REQUIREMENT</i>
1	APPLIED MAJOR		12
	Mathematics	8	
	Management	4	
2	PROFESSIONAL MAJOR		107
	Core Courses	60	
	Electives	9	
	Laboratory	20	
	Project	18	
3	HUMANITIES		4
4	MINOR ELECTIVES		6
5	FREE ELECTIVES		3
	Total		<b>132</b>

**TABLE 2 - CATEGORIES OF COURSES FOR NON-CGPA CREDITS**

<i>SL. No.</i>	<i>GROUP</i>	<i>CATEGORY</i>	<i>NON-CGPA CREDIT</i>	<i>MINIMUM CREDIT REQUIREMENT</i>
1	Group 1	Industrial Training I	3	21  (with at least 3 credits from each group)
2		Industrial Training II	3	
3		Industrial Lectures	3	
4	Group 2	Soft Skills	3	
5		International Certifications (Technical)	3	
6		Co-curricular activities	3	
7	Group 3	SPORTS	3	
8		NCC *	3	
9		NSS	3	
10		Extra-curricular activities	3	
11	Group 4	International Proficiency ExamsI(TOEFL/IELTS)	3	
12		International Proficiency ExamsII(GRE/GMAT/CAT/GATE)	3	
13		International Languages (French/German/ Japanese etc.)	3	
Total			<b>39</b>	

**Minimum credit requirement : 142 (132 CGPA + 10 Non-CGPA)**

### **R.3.0 Faculty Advisor**

R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, the Department will assign a certain number of students to a Faculty member who will be called their Faculty Advisor.

The Faculty Advisor will help the students in all their endeavours during their period of study. After the first End-Semester examination, if the Faculty Advisor finds that any of his/her wards is showing poor performance for whatever reason(s), he/she will bestow special care and attention to them as per the Standard Practice Record (SPR) of the University.

### **R.4.0 Class Committee**

R.4.1 Every class of the M.C.A programme will have a Class Committee consisting of Faculty and Students. The constitution of the Class Committee will be as follows:

- (i) A professor who is not associated with teaching the particular class, nominated by the Director (Academic)/Head of the Department, to act as the Chairman of the Class Committee.

- (ii) Course Coordinators of all the lecture-based courses
- (iii) Course Coordinators of all the non-CGPA courses offered during the semester
- (iv) Workshop Superintendent(s) / Laboratories-in-charge
- (v) The Class Co-ordinator of the class
- (vi) Five students (in the combination of two from the toppers and three from rest of the class) from the respective class to be chosen by the students of the class from amongst themselves (and)
- (vii) Faculty Advisors of the students of the respective class.

In case of project semester(s) the project guides and project work co-ordinator will become the members of the Class Committee.

On similar lines, separate Class Committee will be constituted for the Summer Term Courses organised at the end of even semesters exclusively for slow beginners.

R.4.2 In a semester, the department will offer one or two common courses (taught by different teachers) wherein students can exercise their choice of teachers. A separate Class Committee will be constituted for classes wherein such common courses are taught.

R.4.3 The basic responsibilities of the Class Committees are

- (i) To review periodically the progress of the classes
- (ii) To discuss problems concerning curriculum, syllabi and conduct of the classes, for both CGPA and Non-CGPA courses.
- (iii) To resolve issues related to slow beginners in regular semesters and in summer terms.

The method of assessment during the course will be decided by the teacher in consultation with the Class Committee and will be announced to the students at the beginning of the semester. However for all courses in the first two semesters of the M.C.A programme, the method of assessment will consist of two Sessional Examinations and one End-Semester Examination with weightages specified as in **R.18.1**. Each Class Committee will communicate its recommendations to the Head of the Department and the Director (Academic).

The method of assessment for Non-CGPA courses will be as set forth in the booklet *Guidelines for the Non-CGPA Courses of M.C.A. Programme* and will be decided by the Course Coordinator concerned in consultation with the Class Committee at the beginning of the semester.

The Class Committee, exclusive of the student members, is responsible for the finalization of the semester examinations results.

The Class Committees shall meet at least four times in a semester; at the beginning of the semester, after the I Sessional Examination, after the II Sessional Examination, and finally (without the student members) at the end of the semester in order to finalize the grades.

### **R.5.0 Registration and Enrolment**

- R.5.1 Except for the first semester, registration for the courses in a semester will be done during a specified week before the End- Semester examination of the previous semester.
- R.5.2 From the second semester onwards students have to enroll themselves on the first day of each semester. A student will be eligible for enrolment only if he / she fulfils the requirements of **R.9** and is not debarred for enrolment by any disciplinary action of the University. At the time of enrolment a student can drop a course registered earlier and also substitute it by another course for valid reason(s).
- R.5.3 The registration sheet contains the code, name, credits assigned to and the category of each course to be registered in that semester. The student can make a choice of courses in consultation with his/her Faculty Advisor.

### **R.6.0 Registration Requirement**

- R.6.1 The curriculum for any semester, except the final normally carries 24 credits.

If, in any semester, a student finds his/her academic load to be heavy for any other valid reason(s), he/she may drop one or more courses within two weeks of the commencement of the semester but before commencement of first Sessional Examination, with the written approval of his/her Faculty Advisor and Head of the department. Substitution for a course withdrawn by a student with another course is not permitted.

A student who drops a core course will have to register for the same course and complete it when it is offered next. However, a student who drops an elective course will have the option for registering the same elective course or a different elective course in place for the elective course he/she has dropped and completing it.

In any case, the student should ensure that the total number of courses registered for in any semester should enable him/her to earn the minimum number of credits as specified in **R.9.1**.

### **R.7.0 Summer Term Course**

- R.7.1 Summer Term Courses (STC) will be announced by the Office of Director (Academic) on the recommendation of the Staff Council. Only courses taught in the first two semesters of the M.C.A. programmes of different branches are offered as Summer Term Courses.

A Summer Term Course is open to those students who had taken the course earlier and failed and also to slow beginners who has withdrawn the course as recommended by the respective Faculty Advisors.

No student should register for more than three courses during a summer term.



- R.7.2 Summer Term Courses will be announced by the Office of Academics at the end of the even semester before the commencement of the End-Semester examinations. A student will have to register within the time stipulated in the announcement by paying the prescribed fees.
- R.7.3 The number of contact hours in any Summer Term Course will be the same as in the regular semester course. The assessment procedure in a Summer Term Course will also be similar to the procedure for a regular semester course.
- R.7.4 Withdrawal from a Summer Term Course is not permitted. No Make-up examination (see **R.19**) will be given for a Summer Term Course ordinarily.

#### **R.8.0 Contact Courses**

- R.8.1 A contact course may be offered during the regular semester by a department *ONLY* to a Final Year student who has obtained U grade in a *CORE* course. The course will be offered *ONLY* on the recommendation of the department with the mutual agreement of the teacher and student. The students registering for the contact course will have to pay the prescribed fee fixed by the university.
- R.8.2 A student cannot register for more than two contact courses during the semester
- R.8.3 A Contact Course for a subject cannot be offered if a regular semester course is offered for the same subject in a semester.
- R.8.4 Final Year students who wish to take Contact Courses should apply to the Director (Academic) before the commencement of the semester in which the Contact Courses are to be taken.
- R.8.5 The assessment procedure for a Contact Course will be similar to that for the regular semester courses.
- R.8.6 Withdrawal from a Contact Course is not permitted.

#### **R.9.0 Minimum Requirements to Continue in the Programme**

- R.9.1 A student should earn not less than 14 CGPA credits in the First semester and 33 CGPA credits by the end of the Second semester after the Summer Term.

Thereafter, he/she must maintain an average of 17 CGPA credits per semester, including first two semesters, to continue with his/her studies. However, in the Final semester, a student may earn less than 17 CGPA credits if these are sufficient for him/her to fulfil the requirements for the award of the degree.

However, students who do not earn the minimum required credits in the odd semester may be given a chance during the even semester to make up for the loss by securing more credits. If a student does not earn the minimum required credits at the end of an academic year, his/her name may be taken off the rolls of his/her current batch and he/she would be enrolled in the subsequent year's batch.

R.9.2 A student is expected to complete the required Non-CGPA courses in Industrial Training/Industrial Lectures before taking up the Final Year project.

R.9.3 A student should have a minimum CGPA of 3.0 (see **R.25.2**) at the end of first semester, calculated on the courses completed. However, students who do not fulfil this minimum requirement in the First semester will be given a chance during the Second semester to make up for the loss by securing more credits. If a student does not have the minimum required CGPA of 3.0 (and/or could not earn a minimum of 33credits as per **R9.1**), at the end of First year (after the summer term period), his/her name may be taken off the rolls of his/her current batch and he/she would be enrolled in the subsequent year's batch.

Thereafter, he/she should have a minimum CGPA of 5.0 (see **R.25.2**) at the end of each subsequent semester (that is from the third semester onwards), calculated on the courses completed. However, students who do not fulfil this minimum requirement in the odd semester will be given a chance during the even semester to make up for the loss by securing more credits. If a student does not have the minimum required CGPA of 5.0 (and/or could not earn an average of 17 credits as per **R9.1**), at the end of an academic year, his/her name may be taken off the rolls of his/her current batch and he/she would be enrolled in the subsequent year's batch.

#### **R.10.0 Maximum Duration of the Programme**

R.10.1 A student is ordinarily expected to complete the M.C.A programme in six semesters. However, a student may complete the programme at a slower pace, but in any case, not exceeding 14 semesters, including semesters withdrawn on medical grounds or for other valid reason(s), as per **R.11.1**. However, students have to satisfy the requirements mentioned **R.9.1** every semester, failing which their registration is liable to be cancelled.

#### **R.11.0 Temporary Withdrawal from the Programme**

R.11.1 A student may be permitted by the Director (Academic) to withdraw from the programme for a semester or longer for reasons of ill health or other valid grounds. Normally, a student will be permitted to discontinue the programme for a maximum period of only two semesters.

A student who is permitted to discontinue may rejoin the course at the appropriate semester only along with the regular students at the time of normal commencement of that semester.

R.11.2 A student who discontinue and rejoins shall be governed by the rules, regulations, courses of study and syllabus in force, at the time of his/her rejoining the courses.

**R.12.0 Discipline**

R.12.1 Every student is required to observe discipline and decorous behaviour in all activities related to academics and not to indulge in activities that would tend to bring disrepute to the University.

R.12.2 Any instance of indiscipline related to the academic activity of a student will be referred to a *Discipline and Welfare Committee*; likewise, any instance of malpractice by a student or faculty member in connection with the examination process will be referred to an *Examination Monitoring and Grievance Redressal Committee* (EMGRC), constituted by the Chairman of the Academic Council.

These Committees will inquire into the matter and make recommendations, along with mentioning suitable punishment for the offenders (if the charges against them are substantiated), to the Staff Council. The Staff Council will consider the recommendation of these committees and decide on the appropriate action to be taken. The Director (Academic) will report the action taken in the matter at the next meeting of the Academic Council.

**R.13.0 Attendance**

R.13.1 Every faculty member handling a class will register his/her students' attendance till the last day of instruction of the semester and finalise the attendance records of the students. The attendance percentage, calculated up to the last day of instruction of the semester, will be indicated by a number / letter code as follows:

Percentage of Attendance (Rounded to)	Attendance Code
95 and above	H
85 to 94	9
75 to 84	8
Below 75	L

The particulars of students who have an attendance percentage less than 75 in the courses they had registered themselves for will be displayed in the university notice boards/website. **Students, whose attendance is less than 75% in the courses they had registered themselves for will not be permitted to sit for the End-Semester Examination in these courses.**

The Hall Ticket for the End-Semester Examination will be issued only to eligible students upon their clearing all of their dues to the University, Hostel, Library and other Departments/Sections (if any) of the University.

R.13.2 If a student has an attendance percentage lower than 75 in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded **W grade** ('W' meaning failure for want of minimum attendance) in that course. **This grade shall be mentioned in his/her grade card till the course is successfully completed.**

A student who is awarded a W grade for a course must repeat the course, as per regulation **R.24.0** and he/she is not permitted to re-register the course as Contact Course.

**R.13.3** For the non-CGPA courses the minimum attendance requirement is 75%. If a student fails to meet this requirement, he/she should make up for the deficiency as below:

- (i) If the absence is on valid grounds, the deficiency will have to be made up for through the extra make-up programmes under the courses in question, offered during the Summer/Winter of the same year.
- (ii) If the absence is not on valid grounds, the deficiency will have to be made up for during the following year when the course in question is offered again.
- (iii) The deficiency in SPORTS classes will have to be made up for at the rate of two classes attended for each class missed.

#### **R.13.4 Condonation of Attendance**

Those students who have availed medical leave on valid grounds may be considered for condonation of attendance provided the percentage of attendance excluding the period of medical leave is not below 75 % and their attendance including the period of illness does not fall below 65%. Students can avail this facility only once during the entire period of study. **The rule of Condonation of Attendance is not applicable to any of the Non-CGPA Courses.**

Students who want to apply for the condonation of attendance should apply within two days before the last working day the semester along with the medical certificates and other relevant documents to the office of the Director (Academic). An Attendance Committee constituted by the Chairman of the Academic Council will study the individual cases and approve of the application on the basis of merit.

#### **R.14.0 Assessment Procedure – Tests and Examinations**

**R.14.1** The Academic Council will decide from time to time on the system of tests and examinations in each course in each semester. The general guidelines for this are as follows:

#### **R.15.0 System of Tests**

**R.15.1** In the lecture / tutorial-based courses, *two Sessional Examinations* (in the case of common courses of first two semesters and for higher semester courses as decided by the class committee) will be held for each course per semester. The details of weightage of marks for the Sessional Examinations will be announced by the teacher, in consultation with the Class Committee, and the Director (Academic), at the beginning of the semester.

### **R.16.0 End-Semester Examination**

R.16.1 There will be an End-Semester Examination of three hours' duration in each lecture-based course.

### **R.17.0 Evaluation of Project**

R.17.1 The progress of the students in their Final Year projects will be assessed through three periodical reviews by a Project Review Committee, constituted by the Head of the department /Director (Academic).

Upon completion of the Final Year project, the student will have to submit a project report which will be evaluated by duly appointed examiner/s. The evaluation will be based on the report and a viva voce examination on the project.

R.17.2 The project reports of M.C.A students who have not completed their courses will be evaluated in the same semester and the results sent in confidential cover to the Director (Academic). The result of the project work evaluation will be declared by the Director (Academic) only after successful completion of all the courses by these students.

### **R.18.0 Weightages**

R.18.1 The weightages for the different courses:

(i) **For all courses** of first two semesters:

(a) ***Theory courses:***

Two Sessional Examinations (20 % each)	40%
End-Semester Examination	50%
Assignments, Quizzes, Tutorials etc.,	10%

(b) ***Laboratory-based courses:***

Sessional Assessment	50%
End-semester examination	50%

(ii) **For higher semester courses:**

(a) ***Theory courses:***

The weightage for theory courses of higher semesters of the M.C.A programme should not be below 40% each for both sessional assessment and End-Semester examination. Subject to the above constraint, the Class Committee is free to decide the weightages in any course and announce to the students within 2 weeks from the beginning of the semester.

(b) ***Laboratory based courses:***

Sessional Assessment	50%
End-semester examination	50%

- R.18.2 The evaluation for all tests, tutorials, assignments (if any), laboratory works and examinations will be on an absolute basis. The final marks in each course are calculated as per the weightages mentioned in **R.18.1**. The equivalent letter grading is based on relative grading, taking into consideration the total marks scored by the student.

### **R.19.0 Make-up Examination**

- R.19.1 Students who have missed the Sessional examination(s) or End-Semester examinations for valid reasons are eligible to appear for a Make-up Examination.

Students who have missed either one or both the Sessional Examinations and the End-Semester examination in the same course for genuine reasons, such as illness, may be permitted to write Make-up Examination only for the **missed End-Semester Examination with no marks being awarded for the missed Sessional Examination(s)**, provided they satisfy the attendance requirements.

Such of the above-mentioned students should make an application, recommended by the Faculty Advisor and Head of the Department to the Director (Academic) **within one week of the date of the examination missed, explaining the reason(s) for their absence**. Applications received after this period will not be entertained.

- R.19.2 Official permission to take a make-up examination will be given under exceptional circumstances, such as admission to a hospital due to illness.

**Students residing in the hostels should produce a Medical Certificate issued by the Chief Medical Officer (CMO) of the University** that he / she was admitted in the Hospital during the period of the missed Sessional Examination /End-Semester Examination

Students residing in the hostels and taking medical consultation from outside doctors are required to obtain written permission from the Medical Officer of the University Hospital **before they proceed for consultation**.

**Students residing in the hostels but taking medical consultation from outside doctors are required to obtain an endorsement on the certificate of treatment from the Medical Officer of the University Hospital.**

A student staying outside the Campus permanently / temporarily must produce a medical certificate from a Registered Medical Practitioner and the same **should be duly endorsed by the parent / guardian and CMO of the University**.

- R.19.3 **A single make-up examination will be held about a week after the End-Semester examination for those who are permitted to take the make-up examination.**

The question paper will be common to all students taking the make-up examinations in a given course. However, the question paper will be so structured

that a student will be required to answer only parts of the paper carrying marks in proportion to the weightages of the tests / examinations missed by him / her.

## R.20.0 Course-wise Grading of Students

### R.20.1 Letter Grades

Based on the performance in each semester, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and the corresponding grade points are shown in Table 3.

TABLE 3 GRADE CONVERSION TABLE

	Grade	Grade Points	Result
I	S	10	Pass
	A+	9	Pass
	A	8	Pass
	B	7	Pass
	C	6	Pass
	D	5	Pass
	E	4	Pass
	U	0	Fail
	W	0	Failure due to insufficient attendance
	I	0	Incomplete

The I Grade awarded in a course to a student for want of completing prescribed formalities, relevant to that course, will be subsequently changed into pass grade (i.e., S/A+/A/B/C/D/E) or U grade in the same semester, on completion of those formalities.

R.20.2 A student is considered to have completed a course successfully and earned the credits if he/she secures a letter grade other than a U, W or I in that course. **A letter grade U or W in any course implies a failure in that course. A course successfully completed cannot be repeated.**

**All the Non-CGPA courses are of the Pass/Fail type and are not awarded with any letter grades. A candidate earns full credits assigned to a Non-CGPA course in which he/she has registered and completed, only if he/she gets a Pass in that course, otherwise he/she loses the credits.**

## R.21.0 Method of Awarding Letter Grades

R.21.1 A final meeting of the Class Committee without the student members will be convened within seven days of the last day of the end semester examination. The letter grades to be awarded to the students for different courses will be finalized at the meeting.

R.21.2 Along with the summary sheet, a copy of the result sheet (grade sheet) for each course, containing the absolute marks, the final grade and attendance code will be submitted by the teachers/Class Co-ordinator to the Class Committee Chairman concerned. After finalization of the grades at the Class Committee meeting, the grade

summary sheet and the grade sheet of the individual courses will be signed and forwarded by the Class Committee Chairman to the Director (Academic).

### **R.22.0 Declaration of Results**

R.22.1 After finalization by the Class Committee as per **R.21.1**, the grade sheets will be submitted for approval by the Director (Academic) to a Grade Approval Committee constituted by the Chairman of the Academic Council. After the verification by the Grade Approval Committee, the grade summary sheet and the grade sheets of the individual courses will be signed and forwarded by the members of the Grade Approval Committee to the Director (Academic).

R 22.2 With the approval of the Grade Approval Committee, the results of all the examinations conducted in a semester will be placed before the Result Passing Committee, constituted by the Chairman of the Academic Council, for the final approval.

With the approval of the Result Passing Committee, letter-grades awarded to the students in each course will be announced by the office of the Director (Academic) on the University notice boards and website.

R.22.3 **The U or W grade, once awarded, stays in the record of the student, and is replaced with a pass grade when he/she completes the course successfully later;** the CGPA will be accordingly revised.

### **R.23.0 Distribution of Evaluated Answer Books**

R.23.1 The student shall have access to his/her answer books in the sessional and end-semester examinations through the teachers concerned on the day specified in the Academic Calendar. In case of any student feeling aggrieved over the valuation, he/she should contact and make an appeal to the teacher concerned within two days of the date of distribution of the evaluated answer books to the classes. If the teacher determines that a case for lower-than-deserved marks brought forward by a student is genuine upon re-examining the answer book, he/she shall forward revised marks to the Director (Academic) through the Chairman of the Class Committee, with justification for the revision, and with intimation to the Head of the Department.

### **R.24.0 Course Repetition**

R.24.1 A student who has secured a U grade in a core course will have the option of either repeating the course when it is offered next or reappearing for the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade. A student securing a W grade in a core course has to repeat the course compulsorily when it is offered next.

R24.2 A student securing a U grade in an elective course, may repeat the course if he/she so desires or reappear in the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade; otherwise, he/she may register for another elective (in place of the elective for which he/she was awarded the U grade) and successfully complete the course.



A student securing a W grade in an elective course, may repeat the course, if he/she so desires, to get a successful grade; otherwise, he/she may register for another elective (in place of the elective for which he/she was awarded the W grade) and successfully complete the course.

R.24.3 Supplementary examinations for the failed candidates (who have got U grade) in a course will be conducted along with the regular End-Semester examinations, in the subsequent semester(s), with a question paper common to the regular students of that semester and them. In case, the said course is not offered in a subsequent semester, the examination will be conducted exclusively for the supplementary (backlog) candidates. Question Paper for all the supplementary examinations on a course will on the basis of the latest regulations and syllabus in force.

No supplementary examination will be conducted for Sessional Examinations. The student's letter grade will be decided, on a relative basis, along with the class of students with whom the candidate had written the Sessional Examinations and secured Sessional marks.

**R24.4 A course successfully completed cannot be repeated.**

### **R.25.0 Grade Card**

R.25.1 The grade card issued at the end of each semester to the students will contain the following:

- (i) the credits for each course registered for that semester;
- (ii) the letter grade obtained in each course
- (iii) the attendance code assigned for each course
- (iv) the total credits earned under the CGPA and Non-CGPA categories in that semester
- (v) the cumulative credits earned under the CGPA and Non-CGPA categories up to the end of that semester
- (vi) the Grade Point Average of all the courses taken in that semester (SGPA)
- (vii) the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester up to the end of that semester

Separate grade cards with the above-mentioned details are issued to the students for the summer term courses they have completed in each summer term during their period of study.

R.25.2 The Semester Grade Point Average (SGPA) will be calculated according to the following formula

$$SGPA = \frac{\sum (C \times GP)}{\sum C}$$

where  $C$  = Credit(s) for the CGPA course registered and completed,

GP = Grade Point, as per the Grade Conversion Table, given under **R.20.1**, for the letter grade obtained by the candidate for the course,

$\sum C$  = Sum of credits from all the courses taken in that semester, including those in which the student has secured U and W grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used where  $\sum C$ , the sum of credits, is from all the courses taken in all the semesters completed up to the end of that semester.

The Non-CGPA courses are not awarded with any letter grade/grade point and are not included in the above-described Grade Point Average calculation.

### **R.26.0 Requirements for Non-CGPA Credit Courses**

- R.26.1 All students admitted to the M.C.A programme must earn a minimum of 10 credits out of 30 under the Non-CGPA credit courses by taking at least one course in each group, as mentioned under Table 2 of Regulations **R2.0**.
- R.26.2 Each student, in consultation with his/her faculty advisor will plan the Non-CGPA courses which are normally offered during the semester and/or during the vacations either during the University working hours and/or after the working hours.
- R.26.3 The list of Non-CGPA courses and the course schedules will be displayed before the end of every semester. The students can register and enroll themselves for the courses at the time of registering and enrolling for the regular CGPA courses.
- R.26.4 The student's performance will be assessed by the respective course coordinator of each Non-CGPA course as per the procedure stated in the booklet *Guidelines for the Non-CGPA Courses of M.C.A. Programmes* and the result will be declared along with the results for the CGPA courses.
- R.26.5 The credit earnings for all the Non-CGPA courses for a student will be mentioned in his/her Grade Card, as and when he/she completes the particular courses successfully.
- R.26.6 The minimum attendance requirement in all the Non-CGPA courses is 75%, as stipulated in the regulation **R.13.0**.

### **R.27.0 Eligibility for Award of the M.C.A Degree**

- R.27.1 A student shall be declared to be eligible for award of the M.C.A degree if he/she has
- (i) registered for and successfully completed all the required core courses, elective courses and project;

- (ii) successfully earned the minimum required credits (both CGPA and Non-CGPA) as specified in the curriculum within the stipulated time;
- (iii) earned the specified credits in all the categories of courses;
- (iv) no dues to the University, Hostels, Libraries, / Offices of Sports /Parent-Teacher Association/ Alumni Association, etc.  
etc.
- (v) no disciplinary action pending against him/her.

R.27.2 **Degree Classification:** The Degree of Bachelor of Technology shall be awarded in four categories:

- (i) First Class with Distinction
- (ii) First Class
- (iii) Pass

For a First Class with Distinction, the student must earn 132 CGPA credits and 10 Non- CGPA credits within six years from the time of admission/enrolment and obtain a minimum **CGPA of 8.25** with **all courses passed in the first attempt**.

For a First Class, the student must earn 132 CGPA credits and 10 Non-CGPA credits within six years from the time of admission/enrolment and obtain a **minimum CGPA of 6.75**.

Students who earn the requisite number of credits (132 CGPA and 10 Non-CGPA) within six years from the date of admission will be awarded a Pass.

R.27.3 The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

### **R.28.0 Power to Modify**

R.28.1 Notwithstanding all that has been stated above, the Academic Council has the right to modify any of the above regulations from time to time.

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