

KALASALINGAM UNIVERSITY
(KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION)
(Under Section 3 of the UGC Act 1956)

Anand Nagar, Krishnankoil-626190
Srivilliputtur(via); Virudhunagar(Dt.), Tamil Nadu, INDIA
(www.kalasalingam.ac.in)



M.C.A. – REGULATIONS 2014

(Applicable to students admitted in the year 2014 and later)

CONTENTS

M.C.A. - REGULATIONS – 2014 (Applicable to students admitted in the year 2014)		Page No.
R.1.0	Admissions	3
R.2.0	The Structure of the M.C.A. Programme	4
R.3.0	Faculty Advisor	7
R.4.0	Class Committee	7
R.5.0	Registration and Enrolment	9
R.6.0	Registration Requirement	9
R.7.0	Summer Term Courses	10
R.8.0	Contact Courses	10
R.9.0	Minimum Requirements to Continue in the Programme	11
R.10.0	Maximum Duration of the Programme	11
R.11.0	Temporary Withdrawal from the Programme	11
R.12.0	Discipline	12
R.13.0	Attendance	12
R.14.0	Assessment Procedure – Tests and Examinations	13
R.15.0	System of Tests	14
R.16.0	End-Semester Examinations	14
R.17.0	Evaluation of Project Work	14
R.18.0	Weightages	14
R.19.0	Make-up Examinations	15
R.20.0	Course-wise Grading of Students	16
R.21.0	Method of Awarding Letter Grades	17
R.22.0	Declaration of Results	17
R.23.0	Distribution of Evaluated Answer Books	17
R.24.0	Course Repetition	18
R.25.0	Grade Card	19
R.26.0	Requirements for Non – CGPA credit Courses	20
R.27.0	Eligibility for the Award of M.C.A. Degree	20
R.28.0	Power to Modify	21

M.C.A. – REGULATIONS 2014
(Applicable to students admitted in the year 2014 and later)

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 eligible to apply for admission to M.C.A. degree course.

i) REGULAR ENTRY : Candidates seeking admission to the first semester of the six semester M.C.A. degree programme must have obtained a Bachelor degree with Mathematics as one of the subjects at 10+2 level or at graduation.

ii) LATERAL ENTRY : Candidates who have already obtained a Bachelor degree in Computer Applications/Computer Science/Information Technology are eligible for direct 2nd year of regular 3-year MCA programme

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 (KLUPGEE) 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 of Cultural Relations, Government of India are also eligible to apply.
Foreign nationals are 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 KLUPGEE 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.C.A. 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 Dean (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) Laboratory courses
- (iii) Elective courses and
- (iv) Project work

The courses will belong to any one of the following categories

- (i) Theory courses
 - Theory courses consist of lecture (L) and tutorial (T) hours.
- (ii) Theory courses with practical component
 - For the theory subjects which are not having the allied laboratory course, practical component will be added to the course.
- (iii) Laboratory courses
 - Laboratory courses consist of practical hours
- (iv) Laboratory courses with project
 - For one of the laboratory courses in each semester, the students have to do a mini project, as a part of the laboratory course.
 - Project Implementation should be in the campus

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		13
	Mathematics	8	
	Management	3	
	Humanities	2	
2	PROFESSIONAL MAJOR		113
	Theory Courses	46	
	Theory with practical component	12	
	Electives*	9	
	Laboratory	19	
	Laboratory with project	8	
	Self Study	3	
	Project	16	
	Total		126

Minimum credit requirement for M.C.A Regular: 136 (126 CGPA + 10 Non-CGPA)

Minimum credit requirement for M.C.A Lateral Entry 91: (81 CGPA + 10 Non-CGPA)

Note:

* The students are permitted to register either courses offered by experts/Teachers in the regular conventional class room mode or courses offered through web based online courses offered by other Universities/Institutions in India (Including NPTEL) or in abroad.

On-line courses can be taken from V semester onwards

No. of on-line courses permitted for each student: One

The BoS concerned will give prior approval for the department to permit such online courses and to have flexible assessment schemes for grading the students enrolled in such online courses

** The students are permitted to enroll in one credit courses offered by the department with the help of experts from Industries or scientist from Research laboratory or professors from abroad Universities who are in deputation to KLU The duration of each course is 15 hours.

Students are permitted to convert 3 one credits earned through such one credit courses into an equivalent three credit elective course. The BoS concerned will give the prior approval for the syllabus for the one credit courses and the assessment scheme for grading the students

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**.

Table 2 –CATEGORIES OF COURSES FOR NON-CGPA CREDITS

S. No	Group	Category	Code	Credits
1	Group I	Industrial Lectures	NCG4003	3
2		Industrial Training	NCG4005	3
3		Soft Skills	NCG4009	3
4	Group II	Sports	NCG5006	3
5		Extra-Curricular Activities	NCG4008	3
6		Co-Curricular Activities	NCG6011	3
7	Group III	International Certifications	NCG6002	4
8		Foreign Languages	NCG4004	4
9		Research Based Projects	NCG6010	4

R.2.2 The curriculum of any branch of the M.C.A programme is designed to have a minimum total of 136 credits (a minimum of 126 Cumulative Grade Point Average (CGPA) credits and a minimum of 10 Non-CGPA credits) for Regular MCA Programme and 91 credits (a minimum of 81 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 136 credits (a minimum of 126 CGPA credits and a minimum of 10 Non-CGPA credits) for MCA (Regular) and 91 credits (a minimum of 81 CGPA credits and a minimum of 10 Non-CGPA credits) for MCA (Lateral Entry)
 - (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) for MCA (Regular),for candidates of MCA(Lateral Entry),the minimum period is two years or a maximum period of four years, 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 two categories, viz., Applied Major, Professional Major courses, as shown in Table 1. These courses are distributed over six semesters, with two semesters per year for M.C.A (Regular) and four semesters for M.C.A (Lateral Entry) spanning two semesters per year.

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

However, 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 and
- (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 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 Dean (Academic).

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 concerned will assign a certain number of students to a faculty member who will be called as 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), the faculty advisor will bestow special care and attention on him/her 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 Dean (Academic)/Head of the Department, to act as the Chairman of the Class Committee.

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

During the semester, when students carry out their project work, the project guides and project work co-ordinator also will be the members of the Class Committee.

On similar lines, separate Class Committees 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 choice based 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 the regular semesters and in the summer terms.

The Class Committee permits minor changes (not exceeding 10 percent) to the prescribed content of a course, proposed by a teacher offering the course, to bring it in tune with the latest developments in Science and Technology/current practices in Industry. However, the Chairman of the Class Committee obtains the approval of the Chairman, Board of Studies concerned, and the Dean (Academic) for effecting such changes to the content of the course.

The method of assessment of theory and practical course will be decided upon by the course 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 regulation **R.18.1**. Each Class Committee will communicate its recommendations to the Head of the Department and the Dean (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 upon by the Course Coordinator.

The Class Committees shall meet at least four times in a semester: at the beginning of the semester, after the Sessional Examination I, after the Sessional Examination II, and finally (without the student members) after the End Semester Examination.

The Class Committee, excluding the student-members, is responsible for the finalization of the semester examinations results/grades to the students.

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 regulation **R.9.0** and is not debarred from enrolment by any disciplinary action of the University. At the time of enrolment a student can drop a course registered for earlier and also substitute it by another course for valid reason(s).
- R.5.3 For each course registered for in a semester, the Registration Sheet contains the code, name, credits assigned and the category it belongs to (CGPA/non-CGPA). 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 each semester, carries at most 23 credits.

If, in any semester, a student finds his/her academic load to be heavy for any valid reason(s), he/she may drop one or more courses within two weeks from the commencement of the semester, but with the written approval of his/her Faculty Advisor and the Head of the Department. For valid reasons, and with the approval of the HoD, a student may substitute *only* an Elective course (withdrawn from, earlier) with another of the same type within a week of the registration process.

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 of registering for the same or for a different (Elective) course in place of the one he/she had dropped.

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

R.7.0 Summer Term Course

R.7.1 Summer Term Courses (STCs) will be announced by the Office of the Dean (Academic) on the recommendation of the Staff Council, comprising of all the Directors, Heads of the Departments and Chaired by the Vice Chancellor. Only courses taught in the first two semesters of the M.C.A. Programme 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 have withdrawn from the course as suggested by their Faculty Advisors.

No student shall register for more than three courses during a Summer Term.

R.7.2 Summer Term Courses will be announced by the Office of the Director (Academic) at the end of even semesters and before the commencement of the End-Semester Examinations. A student will have to register for the courses within the date stipulated in the announcement by paying the prescribed fees.

R.7.3 The number of contact hours in any STC will be the same as in the regular semester course. The assessment procedure for a Summer Term Course will also be similar to that for a regular semester course.

R.7.4 Withdrawal from a STC is not permitted. No Make-up examination (see regulation **R.19**) will be held for a STC.

R.8.0 Contact Courses

R.8.1 Contact Courses will be announced by the Office of the Dean (Academic) on the recommendation of the Staff Council. A Contact course may be offered during a regular semester or a summer term by a department *ONLY* to a Final Year student who has obtained a 'U' grade in a *CORE* course. The course will be offered *ONLY* on the recommendation of the department and with the mutual agreement of the teacher and the student. Students registering for the Contact course will have to pay the prescribed fee fixed by the University.

However, in special cases as per the SPR, a Faculty Advisor who finds that his/her wards are in need of extra attention and help may arrange for Contact courses for them with the approval of the HoD and the Staff Council, if required from the fifth semester onwards, *ONLY* for the *CORE* courses.

R.8.2 A student cannot register for more than two Contact courses during a semester or a summer term. The number of courses a student can register for a summer term should not exceed three, including the number of Contact courses registered for that summer.

R.8.3 A Contact course for a subject cannot be offered during a semester if a regular (semester) course is offered for the same subject in that semester (or in the summer).

- R.8.4 Final Year students who wish to take Contact courses should apply to the Dean (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.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 for M.C.A Regular and four semesters for M.C.A Lateral Entry . However, a student may complete the programme at a slower pace, but in any case, not exceeding 14 semesters for M.C.A Regular and 10 semesters for M.C.A Lateral Entry, 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 Dean (Academic) to withdraw from the programme for a semester or longer for reasons of ill health or on 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 programme at the appropriate semester, but only along with the regular students at the time of commencement of that semester.

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

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 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 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 issue and make recommendations, along with suggesting suitable punishment for the offenders (if the charges against them are substantiated), to the Staff Council. The Staff Council will consider the recommendations of these committees and decide on the appropriate action to be taken. The Dean (Academic) will report on the action taken 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 from the date of commencement of the class work and 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 shown in the Table 3.

TABLE 3 ATTENDANCE CODE TABLE

Percentage of Attendance (Rounded to)	Attendance Code
95 and above	H
85 to 94	9
80 to 84	8
Below 80	L

The particulars of students who have an attendance percentage less than 80 in the courses they had registered for will be displayed on the University notice boards/website. **Students, whose attendance is less than 80% in the courses they had registered 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 80 in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded a “**W**” grade (‘W’ meaning failure for want of the 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 for the course as a Contact course.

R.13.3 For the non-CGPA courses the minimum attendance requirement is 80%. 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 NSS/NCC/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 Insufficient Attendance

Students who have availed themselves of medical leave on valid grounds may be considered for condonation of insufficient attendance, provided the percentage of their attendance excluding the period of their medical leave is not below 80 % and their attendance including the period of their illness does not fall below 70%. Students can avail themselves of this facility only once during the entire period of their study. **The rule for Condonation of Lack of Attendance is not applicable to any of the Non-CGPA courses.**

Students who wish to apply for condonation of insufficient attendance should do so within two days of the last working day of the semester, along with the medical certificates and other relevant documents, to the office of the Dean (Academic). An Attendance Committee constituted by the Chairman of the Academic Council will study the individual cases and approve of the applications on the basis of their 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* will be conducted for each course. The details of weightage of marks for the Sessional Examinations will be announced by the course teacher, in consultation with the Class Committee, and the Director (Academic), at the beginning of the semester.

R.16.0 End-Semester Examinations

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 Work

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

Upon completion of the Final Year project work, 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, the assessments during the periodical reviews, and a viva voce examination on the project work.

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 an envelope labelled CONFIDENTIAL to the Dean (Academic) by the examiners. The results of evaluation of the project work will be declared by the Dean (Academic) only after successful completion of all the courses by such students.

R.18.0 Weightages

R.18.1 The weightages for the different courses:

(a) Theory courses:

Three Sessional Examinations	40 %
Assignments	10%
End-Semester Examination	50%

(b) Theory courses with practical component:

Three Sessional Examinations	30%
Practical	10%
Assignment	10%
End-Semester Examination (for theory component alone)	50%

(c) Laboratory courses:

Sessional Assessment	50%
End-semester examination	50%

(d) **Laboratory with project:**

Sessional	
Experiment	30%
Project	20%
End-Semester	
Experiment	40%
Project	10%

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 only the Make-up Examination 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 Dean (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.

The Examination Monitoring and Grievance Redressal Committee (EMGRC) will scrutinize the applications and make recommendations to the Dean (Academic) on the basis of the merit of their applications.

R.19.2 Official permission to take a Make-up examination will be given under exceptional circumstances, such as admission to a hospital on account of 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 University hospital during the period of the missed Sessional Examination(s) /End-Semester Examination.

Students residing in the hostels who wish to have consultations with doctors outside are required to obtain the written permission of the Medical Officer of the University hospital **before they have such consultations.**

Students residing in the hostels but already having consultations with doctors outside are required to obtain an endorsement on the certificate of treatment from the Medical Officer of the University hospital.

A student staying outside the University campus permanently / temporarily must produce a Medical Certificate from a Registered Medical Practitioner and the

same **should be duly endorsed by the Parent / Faculty Advisor/ Guardian and the 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 examination in a given course. However, the question paper will be so structured that a student will be required to answer only part(s) of the question paper carrying marks in proportion to the weightages of the 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 4.

TABLE 4 GRADE CONVERSION TABLE

Grade	Grade Points	Result
S	10	Pass
A	9	Pass
B	8	Pass
C	7	Pass
D	6	Pass
E	5	Pass
U	0	Fail
W	0	Failure for want of the minimum attendance
I	0	Incomplete

The “I” grade, awarded in a course to a student for failing to complete the prescribed formalities relevant to that course, will be subsequently changed to a pass grade (i.e., S/A/B/C/D/E) or a “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 associated credits if he/she secures a letter grade other than a “U”, “W” or “I” in that course. The 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 any letter grades. A candidate earns the credits assigned to a non-CGPA course for which he/she has registered provided he/she secures a Pass in that course.

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 from the last day of the End-Semester examination. The letter grades to be awarded to the students for the 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, final grade and attendance code, will be submitted by the course 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 endorsed and forwarded by the Class Committee Chairman to the Dean (Academic).

R.22.0 Declaration of Results

- R.22.1 After finalization of the grades by the Class Committee as per regulation **R.21.1**, the Grade Sheets will be submitted for approval 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 Grade Sheets of the individual courses will be endorsed and forwarded to the Dean (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 Dean (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 Student shall have access to their answer books of the Sessional and End-Semester examinations through the course teachers concerned on the day specified in the Academic Calendar. In case of any dissatisfaction at the evaluation, a student may contact and make an appeal to the course teacher concerned within two days of the date of distribution of the evaluated answer books. If the teacher determines that a case for lower-than-deserved marks brought to his/her attention by a student is genuine upon re-examining the answer book, he/she shall forward the revised marks, along with a justification for the revision, to the Dean (Academic) through the Chairman of the Class Committee concerned, and with an intimation to the Head of the Department.

If the student is not satisfied with the outcome of the re-examination of his/her answer book by the teacher, he/she should make an application to the Dean (Academic) for re-evaluation of the answer book within a week of the date of distribution of the evaluated answer books. Any applications for re-evaluation received after this period will not be entertained. All applications for re-evaluation will be processed by the EMGRC and suitable decision will be taken by the Staff Council of the university, on the basis of individual merit.

The evaluated answer books after distributed to the students will be retained for a period of one year from the date of examination and will be destroyed by the academic office after this period. No grievances/complaints related to the examination/valuation of answer books will be addressed by the university after the destruction of the answer books.

R.24.0 Course Repetition

R.24.1 A student who has secured “U” grade in a Core course will have the option of either repeating the course when it is offered next or reappearing only for the End-Semester Examination in the course (as supplementary examination), 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 “U” grade in an Elective course may repeat the course, if he/she so desires or reappear for 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 course (in place of the one for which he/she was awarded the “U” grade) and successfully complete the same.

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

R.24.3 Supplementary examinations for failed candidates (those securing “U” grade) in a course will be conducted only along with the regular End-Semester examinations in the subsequent semester(s), with a question paper common to them and the regular students of that semester. Question Papers for all supplementary examinations in a course will be on the basis of the regulations and syllabus then in force.

No supplementary examination will be conducted for a course that is not offered during a semester. Further, no supplementary examination will be conducted for Sessional Examinations.

The student’s letter grade will be determined, on a relative basis, along with the class of students for whom the said course was offered in that semester.

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 list of CGPA courses registered by the student along with credits for each course registered for in that semester,
- (ii) the letter grade obtained in each of the CGPA course,
- (iii) the attendance code assigned for each CGPA course,
- (iv) the list of Non-CGPA courses completed in that semester,
- (v) the total credits earned under the CGPA and Non-CGPA categories in that semester,
- (vi) the cumulative credits earned under the CGPA and Non-CGPA categories up to the end of that semester,
- (vii) the Grade Point Average of all the courses taken in that semester (SGPA) and
- (viii) 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 students for all the Summer Term courses they had undergone 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,

GP = Grade Point, as per the Grade Conversion Table (Table 4), 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 registered 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 regulation **R2.0**.
- R.26.2 Each student, in consultation with his/her Faculty Advisor will plan for the non-CGPA courses which are normally offered during the semester and/or during the vacations, either during the work hours of the University or after.
- 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.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 the Project work,
 - (ii) successfully earned the minimum required credits (both CGPA and non-CGPA) as specified in the curriculum corresponding to the branch of his/her study 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 NCC / NSS / Sports /Parent-Teacher Association/ Alumni Association, etc. and
 - (v) no disciplinary action pending against him / her.
- R.27.2 **Degree Classification:** The Degree of Master of Computer Applications shall be awarded in three categories:
- (i) First Class with Distinction
 - (ii) First Class
 - (iii) Pass

For M.C.A **Regular**, to get a First Class with Distinction, the student must earn 126 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 M.C.A **Lateral Entry** to get a First Class with Distinction, the student must earn 80 CGPA credits and 10 Non- CGPA credits within four years from the time of admission/enrolment and obtain a minimum **CGPA of 8.25** with **all courses passed in the first attempt**.

For M.C.A **Regular** to get a First Class, the student must earn 126 CGPA credits and 10 Non-CGPA credits within six years from the time of admission/enrolment and obtain a **minimum CGPA of 6.5**.

For M.C.A **Lateral Entry to get** a First Class, the student must earn 81 CGPA credits and 10 Non-CGPA credits within four years from the time of admission/enrolment and obtain a **minimum CGPA of 6.5**.

Students who earn the requisite number of credits (126 CGPA and 10 Non-CGPA) within six years for M.C.A **Regular** and credits (81 CGPA and 10 Non-CGPA) for M.C.A **Lateral Entry** 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 reserves the right to modify any/all of the above regulations from time to time.
-