

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI – 625 015
(A Govt. Aided Autonomous Institution affiliated to Anna University)

RULES AND REGULATIONS

CHOICE BASED CREDIT SYSTEM (CBCS)

Master of Computer Applications (MCA) Degree Programme (2 Years)

These rules and regulations are applicable to the candidates admitted from the academic year 2022-2023 onwards.

1. 0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these regulations, unless the context otherwise requires:

- a. **“Programme”** means Post Graduate Degree Programme, that is, M.C.A.
- b. **“Course”** means a theory or practical subject that is normally studied in a semester, like Data Structures, Software Engineering, etc.
- c. **‘University’** means Anna University, Chennai

2.0 QUALIFICATIONS FOR ADMISSION:

The candidates seeking admission to the programme shall require satisfying the eligibility norms prescribed by the Anna University and Director of Technical Education, Chennai, from time to time.

3.0 BRANCHES OF STUDY:

No Branch for M.C.A Programme.

4.0 STRUCTURE OF PROGRAMMES

4.1 Categorization of Courses

Each programme shall have a curriculum comprising of Theory, Theory cum Practical and Practical courses with well defined Program Outcomes and Programme Educational Objectives (PEO) as per Outcome Based Education (OBE). The content of each course is designed based on the Course Outcomes (CO). The courses shall cover:

- A. Foundation Courses
- B. Professional Core Courses relevant to the chosen programme of study.
- C. Professional Elective Courses relevant to the chosen programme of study.
- D. Employability Enhancement Courses

In addition, Value Added Courses for 2 to 4 credits may also be offered. However, these courses will not be included for CGPA calculation as well as for Minimum Credits to be earned for the award of the Degree.

The distribution of credits for each category is given Table 1.

Table1: Credit Distribution

S.No	Category	Credits
A.	Foundation Courses	10-14
B.	Professional Core Courses	48-54
C.	Elective Courses	12-14
D.	Employability Enhancement Courses	16-18
	Minimum Credits to be earned for the award of the degree	86

4.2 In assigning the credits for the courses, 1 hour lecture/week, 1 hour tutorial/week, 2 hours practical/week, 2 hours Dissertation work or seminar/week is equivalent to 1 credit.

4.3 The curriculum of each semester shall normally be a blend of Theory courses, Theory-Cum-Practical and practical courses.

4.4 Project Work /Thesis/ Dissertation

4.4.1. Project Work / Thesis / Dissertation shall be carried out in an Industrial/Research Organization under the supervision of a faculty in the concerned Department. Project work shall be jointly supervised by a supervisor of the department and an Engineer / Scientist from the Organization and the student shall be instructed to meet the supervisor periodically in any working day of every month and to attend the review committee meetings for evaluating the progress. These candidates will produce a certificate of attendance from the Industry / Research Organization where the project is done. They will also report the progress to the local Guide and the Head of the Department every month.

4.4.2. A candidate may, however, in certain cases, be permitted to work on the project in the concerned Department, on the recommendations of Head of the Department.

4.4.3 The report of Project work / Thesis / Dissertation and Drawings prepared according to approved guidelines and duly signed by the supervisor(s) and the Head of the Department shall be submitted to the Controller of Examination (CoE).

4.4.4 The report of Project work / Thesis / Dissertation shall be submitted on or before the last day mentioned in the Academic Calendar of the semester.

4.4.5 No further extension of time will be permitted. Due to unavoidable circumstances if any candidate is not able to submit the project report on or before the last date prescribed, he / she shall be deemed to have failed in the Project and shall re-enroll the same in the subsequent semester. They shall be granted one additional semester for submission of project report, by the Principal based on the recommendations of the Guide and the Head of the Department concerned and on the payment of tuition fee and other special fees prescribed by the college office.

4.4.6 If the project work carried out by the candidate doing MCA is research based, then in that case, the candidate shall, based on his/her research/ Project Work / Thesis / Dissertation, send a paper for publication in a refereed journal or a conference in which full papers are published after usual review. An acknowledgement for having communicated to the journal or conference shall be attached to the report of the Project Work. The dissertation topic should be selected / chosen to ensure the satisfaction of the urgent need to establish a direct link between education, national development and productivity and thus reduce the gap between the world of work and the world of study. The dissertation should have relevance to social needs of society, value addition to existing facilities in the institute, to industry need, Problems of national importance, research and development in various domains.

4.5 Industrial Training

Every student is expected to undergo In-plant training in any industry/ organization during the programme of studies. Every 2 weeks of internship/training at industry is equivalent to 1 credit. The credit will be awarded to the student after the submission of internship/training report to the Head of the Department. The report will be evaluated by a team of faculty members nominated by the Head of the Department. Based on the recommendation by the team, the student will be awarded credits and grade and the results will be the Controller of Examinations after the approval by the Head of the Department. The student is allowed to undergo a maximum of 6 weeks industrial training during the entire duration of study.

4.6 Industry supported Courses:

4.6.1 Students can opt for one-credit courses and two credit courses, offered by experts from industry/ research organizations and approved by academic council. Students can register such courses as and when these courses are conducted by the department. A student is also permitted to register for these courses of other

departments, provided the student has fulfilled the necessary pre-requisites of the course being offered and subject to the approval of both the heads of departments. There is no limit to the number of one-credit or two credit courses a student can register during the programme of study. However, a student can register for only one course in a semester. These courses are evaluated by the respective course coordinator of the programme. The maximum number of credits that can be earned from industry supported courses is limited to 3.

- 4.6.2** If a student who registers for industry supported one-credit or two credit courses does not successfully complete the course, the registration of that course will be considered as cancelled. Further, it will not be treated as arrear and no supplementary examination will be conducted; alternatively, if he/she wishes, he/she can re-register for the same course in the ensuing semesters and successfully complete it as and when it is offered subsequently.

4.7 Guided Study Course

A student who has CGPA greater than 8.5 may be permitted to credit utmost ONE guided study course from second semester under Professional elective courses. One faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course. The student need not attend the classes for the guided courses. However, the student has to appear for continuous assessment tests and submit assignments to the respective faculty-in-charge assigned by the Head of the Department.

4.8 Value Added Courses

Students shall earn 2 to 4 credits in Value Added Courses. The credits earned through the Value Added Courses shall be over and above the minimum credit requirement prescribed in the curriculum for the award of the degree and grades will be not considered for CGPA calculation.

4.9 Online Courses

Students may be permitted to register for online courses (which are provided with certificates after evaluation of the performance), during first to three semester of his/her study. On successful completion of the course, he/she has to submit the copy of the certificate to the Head of the Department for exemption from registering for an elective course. Based on the recommendation by the team of faculty members nominated by the Head of the Department, the student will be awarded grade and

credits, maximum 3, in Professional Elective category. The recommendation will be sent to The Controller of Examinations after the approval by the Head of the Department.

4.10 Students shall register for the Dissertation work after the third semester of his/her studies only.

4.11 The medium of instruction, examinations and Dissertation report shall be in English.

5.0 DURATION OF THE PROGRAMMES

5.1 The minimum and maximum period for completion of the Programmes are 4 and 8 semesters respectively. The duration of the programmes shall extend over a period of four consecutive semesters for the candidates admitted in M.C.A. programme in the first semester.

5.2 Each semester normally consists of 90 working days (including examination days), including Test and Examination Days. In any contingent situation, the number of working days per semester shall not be less than 65 days. The Principal is given the discretionary powers to decide the number of working days. In such contingencies, the Principal shall ensure that every faculty member teaches the full content of the specified syllabus for the course being taught.

5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in Clause 5.1 irrespective of the period of Break of Study or prevention in order that the student may be eligible for the award of the degree.

5.4 For the purpose of regulations, the academic year will be divided into two Semesters, the odd semester normally spanning from June to November and the even semester from December to May.

6.0 COURSE REGISTRATION

- 6.1** Each student, on admission shall be assigned to a Faculty Mentor (vide clause 8) who shall advice and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives
- 6.2** A student has to earn the minimum number of total credits as specified in the curriculum prescribed in the chosen programme of study in order to be eligible to obtain the degree. However, a student can earn more than the number of credits, if he/she wishes. In such case, the highest grades in the relevant category would be considered for CGPA calculation.
- 6.3** A student has the option of registering for additional courses in the 'Scheduling of Courses' of the programme, if it is offered by the department. Total number of credits of such courses cannot exceed 8. A student also has the option of dropping existing courses in the 'Scheduling of Courses' of the programme with prior permission from the Head of the Department. However, the maximum number of credits the student can register in a particular semester cannot exceed 26, **excluding** the courses for which the student has done reappearance registration. The credits for industry supported courses are also included in calculating the number of credits per semester.
- 6.4** The registration for the courses from II semester will commence three days after the declaration of the examination results of preceding semester. The student shall register for the courses with the guidance of the student's Faculty Mentor. If the student wishes, the student may drop courses (vide clause 6.3) within five working days after the commencement of the concerned semester and complete the registration process.
- 6.5** No course shall be offered by a Department unless a minimum of 10 students register for that course.
- 6.6** After registering for a course, a student shall attend the classes, satisfy the attendance Requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Examinations, except for the arrear courses.
- 6.7. Reappearance Registration**

- 6.7.1** If a student fails in a theory or a theory cum practical course, the student shall do reappearance registration for that course in the subsequent semester by retaining the Continuous Assessment Marks already earned.
- 6.7.2** If a student fails in a theory or theory cum practical course which is an elective then the student may register for the same or any other elective in the subsequent semesters if it is offered by the department (Vide Clause 6.7.1 and 6.7.2).
- 6.7.3** The student who does not obtain bonafide certificate in any practical course/ Dissertation shall register for the same in the subsequent semester, when offered next, and repeat the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Examinations. However, if a student does not appear for terminal examination after completing all the requirements of the practical course and obtaining the bonafide certificate, the student shall do reappearance registration for that course in the subsequent semester and attend end semester examination without repeating the course.
- 6.7.4** If a student is not eligible to appear for end semester examination of a course due to lack of attendance, the student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 7. If the course, in which the student has lack of attendance, is an elective, the student may register for the same or any other elective in the subsequent semesters.
- 6.7.5.** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of Grade/Marks

7.0 REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION

- 7.1** A student who has fulfilled the following conditions shall be deemed to be eligible to appear for the end semester examination:

- Students
 - a. who have earned not less than 75% attendance in a course, taking into account the number of periods required for that course as specified in the curriculum and
 - b. his/her progress has been satisfactory, and

c. his/her conduct has been satisfactory

are permitted to appear for End Semester Examination for that course.

- Students who have earned attendance less than 65% will not be permitted to appear for End Semester Examination for that course. The student has to register and repeat that particular course in a subsequent semester when it is offered next.
- However, exemption may be given for the students who earned attendance between 65% and less than 75% in a particular course from the prescribed attendance requirement based on medical leave (hospitalization / accident / specific illness) and On Duty leave for participation in the College / University / State / National / International level Sports events with prior approval from the Principal / competent authority. Such student shall be permitted to apply for condonation to the Principal through the respective Head of the Department. After the approval from the principal, the student shall be permitted to appear for the end semester examination for that course by paying the prescribed fee to the Controller of Examinations of the college. However, the students who have represented the college in Sports are exempted from the Condonation.
- The student has paid the prescribed examination fees and registered for the examinations for all the courses of that semester within the due date specified by the Office of the Controller of Examinations. If any student fails to register and pay the examination fees within the due date, he /she shall not be permitted to attend the end semester examinations. However, he/she will be permitted to continue their studies in the next higher semester, provided that the student should satisfy the requirements as stipulated in this clause of this regulations and to write the current semester courses and arrear courses if any, in the next supplementary examination as arrear courses on registration and payment of fees. It will be counted as an attempt for the student.

7.2 The students who are consistently good in academics ONLY be considered for the grant of ODL under co-curricular / extra-curricular activities by the competent authorities. The following activities shall be considered for the award of ODL:

- Sports and Games: TIES, Inter collegiate, Inter Zonal, Inter University, State level, National level and Open Tournaments.
- Cultural Programs at State, National and International level

- Seminar / Symposia: Paper presentation / Quiz
- Leadership course organized by other organizations & Alumni Association activities, Association Activities, Placement Activities
- Training Programs/internship at Industries and Higher Learning Institutions
- Personal damages incurred during the extra-curricular activities.
- The ODL requisition letter shall be forwarded to the Principal through the Head of the Department of the student by the staff-in-charge of the respective activities before completion of every activity.
- The ODL sanctioned letters shall be submitted to the Department office. The faculty-in-charge of the department office will check the eligibility for the award of attendance at the end of semester and the same may be submitted to the Head of the Department for approval.

7.3 Student who is permitted by the respective Head of the Department to carry out final semester Dissertation at industries/ organizations/higher learning institutions should submit the attendance certificate from the competent authority at every Dissertation review meetings and at the time of Dissertation report submission.

8.0 FACULTY MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department will attach a certain number of students (Maximum 25) to a faculty member of the Department. He /she shall function as Faculty Mentor for these students throughout their period of study. The faculty mentor shall

- Advise the students in registering and reappearances of courses
- Monitor their attendance, academic progress and discipline of the students
- Counsel periodically or during the Faculty Mentor meeting scheduled in the class time table.
- Inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- If necessary, the faculty mentor may also discuss with or inform the parents about the progress of the students through Head of the Department or in Parent – Teacher meeting.

9.0 ACADEMIC COMMITTEES**9.1 CLASS COMMITTEE**

The objective of the Class Committee is to improve the teaching-learning process.

The functions of the class committee include:

- Resolving difficulties experienced by students in the classroom and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Discussing the progress of academic schedule and deviations if any.
- Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
- Class committee comprises all the faculty members who are handling courses in that particular semester and two student representatives from each course. A chairperson who is a faculty not handling course for that particular semester, nominated by the Head of the Department, shall coordinate the activities of this committee.
- The class committee shall be constituted by the Head of the Department/Chief Tutor on the first week of commencement of the semester.
- The class committee shall meet three times in a semester as specified in the academic calendar.
- The Principal may participate in any class committee of the institution.
- During these meetings, the representative of the class shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.
- The Chairperson is required to prepare the minutes of the meeting, signed by the members and submit the same to Head of the Department within five working days of the meeting. Head of the Department will in turn consolidate and forward the same to the Principal, within 10 working days of the meeting.
- In each meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

9.2 PERFORMANCE ASSESSMENT COMMITTEE

- The Performance Assessment Committee comprises the Course Coordinators / Course faculty members and Programme Coordinator, nominated by the Head of Department. This committee shall meet to assess the attainment of Course Outcomes and Program Outcomes, progress and status of the students of the

semester concerned at the beginning and end of the semesters. The committee can invite Faculty mentors and students as invitees.

10.0 SYSTEM OF EXAMINATION

10.1 Performance in each course of study shall be evaluated for a maximum of 100 marks based on one of the following:

- Continuous assessment throughout the semester and a terminal examination at the end of the semester. The continuous assessment will carry 50 marks while the terminal examination will carry 50 marks.
- Continuous Assessment only.

10.2 The terminal examination (Theory, Theory cum Practical & Practical) of 3 hours duration shall be conducted by the Controller of Examinations between October and December during the Odd Semesters and between March and May during the Even semesters. For theory cum practical courses, terminal examination will be conducted as either theory or practical examination as specified in the syllabus. All Practical examinations shall be conducted and evaluated at the Department itself on behalf of the Controller of Examinations.

10.3 For all the practical courses, students shall obtain bonafide certificate for the Record completed from the Faculty in-charges / Head of the Department on or before the day of the practical examination. Students who have not obtained the bonafide certificate are not permitted to appear for the terminal examination.

10.4 For the Project / Dissertation, students shall obtain bonafide certificate for the Dissertation work completed from the Project/Dissertation Guide and Head of the Department, at the end of the semester. Students who have not obtained the bonafide certificate are not permitted to appear for the terminal examination. Students who are not able to complete the Project/Dissertation work at the end of the semester can apply for extension to the Head of the Department, with the recommendation from the Project/Dissertation guide for the period of maximum 2

months. If the Project/Dissertation report is not submitted even beyond the extended time, then the student(s) is not eligible to appear for Project/Dissertation Viva Voce examination. Further, if a student fails to secure a pass in Project/Dissertation work or not eligible to appear for Viva Voce Examination, the student shall register and repeat the Project/Dissertation work again.

- 10.5** The terminal examination for Project/Dissertation work shall comprise of evaluation of the final report by an external examiner. The Project/Dissertation report shall carry 20 marks while the viva-voce examination shall carry 80 marks. Further, the performance of the student would be evaluated in a viva-voce examination conducted by a committee consisting of an external examiner appointed by the Head of the Department/the Controller of Examination, Head of the Department or faculty nominated by Head of the Department as Internal Examiner and Guide.
- 10.6** Students are prohibited from entering into the Examination Hall / Laboratories with any book or portion of book, manuscript, or paper of any description or Communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories. Programmable calculator, mobile phone shall not be permitted inside the Examination hall / Laboratories. However, any required codebooks and data sheets / books as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of Malpractice will be dealt with severely. The punishment may be canceling all the examinations registered by the student in that semester and debarring permanently from all the examinations and disciplinary action will be taken by the college authorities after conducting enquiry.
- 10.7** Identity card and Hall ticket of the college must be produced at the time of terminal examination. Any student fails to produce Identity card and Hall ticket shall be levied a spot fine by the Chief superintendent/ Examiners.
- 10.8** A student can apply for revaluation of his/her semester examination answer paper in theory and theory cum practical courses (treated as theory examination in the end semester examination), within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations. The Controller of Examination will arrange for the revaluation and the results will be

published before the commencement of supplementary examinations. Revaluation is not permitted for practical courses, Dissertation work and industry supported courses.

- 10.9** Students can go through the answer scripts for re-totalling before they apply for revaluation after the publication of the results.

11.0 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

11.1 Theory courses

- a. The award of marks for continuous assessment shall be normally based on three tests and three Assignments/tutorials/seminars/mini Dissertations. However, the assessment pattern for awarding the continuous assessment marks may be designed by the course designers based on the nature of the course and is to be approved by the Academic Council.
- b. The apportioning of marks shall be as follows:
 - i) 30 marks for tests
 - ii) 20 marks for Interim Assessment
- c. The first and second Continuous Assessment Tests will be normally conducted at the mid and end of the semester respectively. Subsequently, the third Continuous Assessment Test will be conducted as improvement/re-test covering full syllabus. Each test carries maximum of 50 marks. Among the three tests, the best two test marks will be considered for the award of maximum of 30 marks in test component of theory courses.
- d. Both test and interim assessment marks put together is 50 marks maximum and rounded to nearest integer if necessary.
- e. If a student fails in a theory course, the Continuous Assessment Marks already earned will be retained for subsequent reappearances.

11.2 Practical courses

The continuous assessment mark will be awarded as follows:

Description	Marks
Continuous Evaluation of experiments in regular class works	30
Preparation/viva voce and record work	10
Model Test/ Miniproject	10
Total Marks	50

If a student has not obtained bonafide certificate (vide clause 12.1) in a Practical course, the continuous assessment marks the student has earned is no longer valid.

He/she shall register for the same in the subsequent semester, when offered next, and repeat the laboratory course again.

11.3 Theory Cum Practical Courses:

The first and second Continuous Assessment Tests will be normally conducted at the mid and end of the semester respectively. Subsequently, the third Continuous Assessment Test will be conducted as improvement/re-test covering full syllabus. Each test carries maximum of 50 marks. Among the three tests, the best two test marks will be considered for the award of maximum of 20 marks in theory component of theory cum practical course. A test will be conducted for 20 marks in practical component. Average mark awarded for viva – voce, conduct of experiments, observation & results, record work in regular class works shall be reduced to 10 marks. The sum of these 50 Marks would be rounded to the nearest integer.

If a student fails in a theory or a practical course, the Continuous Assessment Marks already earned will be retained for subsequent reappearances.

11.4 Project Dissertation

The Head of the Department shall constitute a review committee comprises of Head of the Department or Faculty member nominated by Head of the Department and two faculty members. There shall be three assessments (each 50 Marks) during the semester by the review committee. The student shall make presentation on the progress made by him / her before the committee. The total marks obtained in the three reviews shall be averaged and rounded off to the nearest integer to 50 marks.

11.4.1 A student when permitted to work on the Dissertation in an Industrial/Research Organization, on the recommendation of the Head of the Department, in such cases, the Dissertation work shall be jointly supervised by a faculty member (Guide) of the department and an Engineer / Scientist from the Organization and the student shall be instructed to report the progress in periodically and to attend the Dissertation review committee meetings for evaluating the progress. These students will produce a certificate of attendance from the Industry/ Research Organization where the Dissertation is done.

11.4.2 If the Dissertation report is not submitted on or before the specified deadline, an extension of time up to a maximum limit of 30 days may be given for the submission of Dissertation work with due approval obtained from the Head of the Department.

11.5 Every faculty member is required to maintain an Attendance and Continuous Assessment Record which consists of attendance marked for each lecture or practical or Dissertation work classes, the tests & assignment marks and record of class works (topics covered) separately for each course.

11.6 If any student appears as a Private Candidate for Supplementary Examinations, the continuous Assessment Marks earned by the student will be nullified and only the marks earned in the supplementary examination will be considered for passing the course as prescribed in the Scheme of Examinations (Minimum Marks for Pass)

12 0 ELIGIBILITY FOR PASS IN EACH COURSE

12.1 A student who secures not less than 50% of total marks (both continuous assessment and terminal examination marks put together) prescribed for the courses with a minimum of 50% marks prescribed for the end semester Terminal examination in theory courses, theory cum practical courses, practical courses (except for the Practical Courses which are evaluated based on Continuous Assessment only) and Project /Dissertation work shall be declared to have passed the examination.

12.2 If a student fails to secure a pass in a particular course, it is mandatory that he/she shall register for that course in the subsequent semester and attend the end semester examination. He/she should continue to register and appear for the examination till he /she secures a pass.

12.3 A student who secures not less than 50% of total marks in the courses which are evaluated using continuous assessment only (vide 10.2) in shall be declared to have passed the examination. If a student fails to secure a pass, it is mandatory that he/she shall register and repeat the course when it is offered next. He/she should continue to register and repeat the course till he/she secures a pass.

12.4 Award of Grades

Range of Total Marks (TM) (Continuous assessment +Terminal Examination)	Letter Grade	Grade Point (GP)
$90 \leq TM \leq 100$	S	10
$80 \leq TM < 90$	A	9

$70 \leq TM < 80$	B	8
$60 \leq TM < 70$	C	7
$50 \leq TM < 60$	D	6
$0 \leq TM < 50$	U	0
Non-completion of a semester(Repeat course)	I	0
Withdrawal from terminal examination	W	0
Absent	AA	0

$$GPA = \frac{\sum_{i=1}^N C_i GP_i}{\sum_{i=1}^N C_i}$$

N is the number of all courses to be registered in the particular semester, GP_i is the grade point obtained in i^{th} course and C_i is the number of credits assigned to i^{th} course. Cumulative GPA (CGPA) will be calculated when the student is declared to be eligible for the award of the degree. CGPA calculation is based on all the courses considered (vide clause 6.2) for the award of the degree.

13.0 ISSUE OF GRADE CARD

13.1 The consolidated grade card will be issued, through the head of the department, when the student is declared to be eligible for the degree. The consolidated grade card will contain the following information:

- The courses for which credits are earned
- Grade obtained in each course
- Cumulative grade point average earned during the course
- Month and year of successful appearance
- Course code and title

13.2 Grade Card will be issued at the end of each semester examinations. The Grade Card will contain the following information:

- The credits registered and earned in the particular semester
- Grade obtained in each course
- Grade point average earned in the particular semester
- Cumulative grade point average earned until the semester.
- Course code and title

14.0 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the degree if he/she has satisfied the following

- a. A student seeking M.C.A. degree shall be required to undergo the prescribed courses of study and evaluation in the college for the specified duration and to pass all the examinations prescribed therefore.
- b. He/ she should register for all the courses prescribed in the curriculum of the respective degree programme and earn the minimum number of credits prescribed in the Curriculum.
- c. The maximum time limit for the completion of the M.C.A Degree programme will be 4 (Four) years from the date of admission to the first semester of the programme and
- d. No disciplinary action pending against the student.

15.0 CLASSIFICATION OF THE DEGREE AWARDED

15.1. First class with Distinction

A student who qualifies for the award of degree (vide clause 14.0) having passed the examination in all registered courses in his / her first appearance (including industry supported courses), within THREE years including the authorized Break of Study of One Year, and securing a CGPA of not less than 8.50 shall be declared to have passed in First class with distinction and should not have been prevented from writing end semester examination due to lack of attendance in any of the courses.

The authorized break of study (vide clause 16.0) and withdrawal from the examination (vide clause 17.0) will not be counted as an attempt.

15.2. First Class

A student who qualifies for the award of degree (vide clause 14.0) having passed the examination in all the courses within THREE years including the authorized Break of Study of One Year and securing a CGPA of not less than 7.00 shall be declared to have passed in First class. The authorized break of study (vide clause 16.0) and withdrawal from the examination (vide clause 17.0) will not be counted as an attempt.

15.3. Second Class

All other students (not covered in 15.1 and 15.2) who qualify for the award of degree having passed the examination in all the courses and fulfilling the requirements given in clause 14.0 above shall be declared to have passed in Second Class.

15.4 A student who is absent for end semester examination in a course / Dissertation work after having registered for the same shall be considered to have appeared in that (except approved withdrawal from end semester examination) for the purpose of classification.

16.0 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

16.1. A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to The Principal, through the Head of the Department stating the reasons, in any case, not later than the last lecture day, provided he/she fulfills the requirement in Clause 7.0.

16.2 The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.

16.3 The duration specified for passing all the courses for the purpose of classification vide Clause 15.1 and 15.2 shall be increased by the period of such break of study permitted.

16.4 The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 14.0 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

16.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study'.

17. 0 PROVISION FOR WITHDRAWAL FROM THE EXAMINATIONS

17.1 A student will be permitted to withdraw in any one of the semesters except first semester during the entire duration of the degree programme for valid and genuine reasons by making an application in the office of the Controller of Examinations through the respective Head of the Department for withdrawal at least one day in advance of the last theory examination in that semester. When he /she appear

subsequently, he / she have to appear for all the courses of that semester on registration and payment of fees. Subsequent appearance will not be counted as separate attempt.

17.2 Those students who withdraw are eligible for the award of First Class and First Class with Distinction as per the requirement in this regard. However he / she will not be considered for ranking.

17.3 Withdrawal is permitted ONLY ONCE during the entire duration of the degree programme.

17.4. Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 7.0 as requirements for appearing in the end semester examination.

17.5. Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 4 years as per clause 16.1.

18.0 DISCIPLINE

18.1 Every student is required to observe discipline and decorous behavior both inside and outside the college and not to indulge in any activity, which will tend to bring down the prestige of the college. The Principal shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision.

18.2 If a student indulges in malpractice in any if the Examinations, the student shall be liable for punitive action as prescribed by the College from time to time.

19.0 REVISION OF REGULATIONS AND CURRICULUM

The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

20.0 SPECIAL CASES

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/ clarifications /amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.
