



Pondicherry Engineering College, Puducherry – 605 014
(An Autonomous Institution of Government of Puducherry affiliated to Pondicherry University)

Regulations for Master of Computer Applications (M.C.A.) Degree Programme

(Applicable for the candidates admitted from the Academic year 2015-16)

1. INTRODUCTION

- 1.1 The Regulations presented here are for the Master of Computer Applications (M.C.A.) Degree Programme of Pondicherry Engineering College (PEC) and binding on all parties concerned, including the Students, Faculty, Staff and Departments
- 1.2 This set of Regulations contains the course structure, curriculum and the provisions governing the policies and procedures of imparting instructions of courses, conducting of examinations and evaluation and certification of students' performance leading to the said Degree Programme
- 1.3 The set of Regulations, on approval by the Academic Council of PEC, may supersede all the corresponding earlier sets of Regulations of the College, along with all the amendments thereto, and shall be binding on all students undergoing the said Degree Programme
- 1.4 This set of Regulations may evolve and get revised/refined or updated or modified or changed through appropriate approvals from the Academic Council, from time to time.
- 1.5 The effect of periodic refinements in the Academic Regulations & Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.
- 1.6 All disputes arising from this set of Regulations must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all the parties concerned.
- 1.7 Any legal disputes arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the college and not that of any other parties.

2. DEFINITIONS

In these regulations, unless the context otherwise requires:

- a) "University" means Pondicherry University
- b) "College"/"PEC"/"Institute" means ,Pondicherry Engineering College
- c) "Principal" means the Principal of Pondicherry Engineering College
- d) "Programme" / "Degree" means, M.C.A. Degree Programme.
- e) "Lateral Entry" means, admission of students directly into the second year of the M.C.A. Degree programme
- f) "Parent Department" means, the department that offers the degree programme
- g) "BoS" means, the Board of Studies for the programmes offered by a department
- h) "HoD" means, Head of the Academic Department
- i) "Course Instructor" means, a Faculty teaching a theory/laboratory subject
- j) "Course"/"Subject" means, a theory subject or practical subject offered in a semester
- k) "Core Subject" means, a compulsory subject in the curriculum
- l) "Elective Subject" means, an optional subject in the curriculum
- m) "Odd Semester" means, the Semester that is typically from Mid-June to October
- n) "Even Semester" means, the Semester that is typically from December to Mid-April
- o) "Summer Vacation" means, the inter semester vacation between Even Semester and Odd Semester
- p) "Period" means, Duration of one unit of a theory/practical class (shown in the time table) which is normally 50 minutes
- q) "Enrollment" means, Enlistment of a student in the rolls of a class in an academic year
- r) "Arrear" means, a subject in which a student has failed (has not fulfilled the examination passing criteria)
- s) "Regular Examination" means, an examination conducted in a semester for a subject which is prescribed in the curriculum of that semester
- t) "Arrear Examination" means, a semester examination conducted exclusively for the students who have failed in previous attempts
- u) "First Attempt" means, appearance in the semester examination of a subject in a semester in which the student has registered for the subject. If a student has registered for a subject in a semester and 'Absent' for the semester examination conducted in that semester, it is also treated as the First Attempt.
- v) "He" includes both genders he and she; Similarly "him" includes "her" as well

3. ELIGIBILITY FOR ADMISSION

All candidates seeking admission to the First year of M.C.A. Degree and direct admission to the Second year M.C.A. Degree under the Lateral Entry scheme shall be required to satisfy the eligibility rules prescribed by the Pondicherry University and Government of Puducherry, as notified from time to time.

(a) The eligibility criteria for admission to the first year of M.C.A. Degree are given below:

Should have passed Bachelor's degree in Computer Applications/Computer Science/Information Technology or Bachelor's degree in Commerce/Corporate Secretary-ship/Economics/Business Administration with Mathematics/Business Mathematics/Statistics/Computer Applications as one of the subjects (or) Bachelor's Degree in Science with Mathematics/Statistics as one of the subjects, with a minimum of 50% marks in the degree examination.

(b) The eligibility criteria for direct admission to the second year M.C.A. Degree under the lateral entry scheme are given below:

Should have passed Bachelor's Degree of minimum 3 years duration in B.C.A., B.Sc., (Information Technology/Computer Science) with Mathematics as a subject at 10 +2 level or at Graduate level, with a minimum of 50% marks in the degree examination.

Note: (1) Candidates belonging to Reserved category who have a minimum of 45% marks in the qualifying degree examination are eligible. (2) There is no age limit for this programme.

4. DURATION OF THE PROGRAMME

Duration of the M.C.A. programme shall be Six Semesters [Three years] /Four semesters [Two years] for lateral entry students, with 16 instruction weeks per semester. The maximum period to complete the programme shall be 12 consecutive semesters [Six years] /8 consecutive semesters [Four years] for lateral entry students.

5. PROGRAMME STRUCTURE

5.1 The curriculum of the Programme will have courses that are categorized as follows:

- a) Core Courses (Theory)
- b) Elective Courses (Theory)
- c) Laboratory Courses
- d) Professional Development Courses
- e) Comprehensive Test cum Viva-Voce
- f) Mini Project
- g) Project Work

5.2 Highlights of the Curriculum: The medium of instruction is English. The curriculum shall have a total of twenty five theory courses of which eighteen are core courses and the remaining seven are elective courses. In the first and second semesters, a total of ten core courses are offered out of which five core courses are in the first semester and the remaining five are in the second semester. In the third and fourth semesters, a total of six core courses are offered out of which three core courses are in the third semester and the remaining three are in the fourth semester. Two core courses are offered in the fifth semester. One of the core courses offered in the third semester shall include a 'Mini Project' as an integral component and this course is categorized as 'Theory Combined with Mini Project' (TCM).

The curriculum, in general, shall have two Laboratory courses each in the first, second, third and fourth semesters. One laboratory course is offered in the fifth semester. Elective courses start from third semester onwards. Comprehensive test cum Viva-Voce is offered in the fifth semester. In addition to the above, the curriculum would include one course on communication skills in the third semester. Furthermore, the curriculum would include one course on Professional Development Course. The curriculum shall have a Mini Project in the fifth semester and a Major Project in the sixth semester.

5.3 Credits:

- i. Each course is assigned a number of credits as follows:
 - a) 4 credits for all core theory courses (4 lecture periods per week)
 - b) 4 credits for Theory Combined with Mini Project (TCM)
 - c) 3 credits for all elective courses (3 lecture periods per week)
 - d) 2 credits for Laboratory courses (3 periods per week)
 - e) 10 credits for Project Work
 - f) 1 credit for each Professional Development Courses
 - g) 1 credit for Comprehensive test cum viva-voce
 - h) 2 credits for Mini Project
 - i) 1 credit for Communication skills

ii. Total number of credits of all the courses in the curriculum shall be 127.

5.4 Elective Courses are to be chosen from a list of approved elective courses of a programme. An elective course shall be offered only if a minimum of 10 students register for the course.

5.5 Theory Combined with Mini Project (TCM) is a core theory course which has a major theory part and a minor project work associated with the theory. This course will have three periods of theory per week and two periods earmarked for carrying out the project work. One of the core courses offered in the third semester shall be of this category. The faculty offering this course will list a number of projects associated with the theory course and offer each one of these projects to a group of not more than three students. The students in each

group shall carry out the project assigned to them and submit a report at the end of the semester for continuous assessment.

5.6 The curriculum shall have a Mini Project in the fifth semester. The project work is either experimental or theoretical in nature emphasizing on the current trends of the specialization.

5.7 Project Work is envisaged to train a student to analyze independently any problem posed to him/her. The student can undertake the project work in the department concerned or in an industry/research laboratory approved by the Head of the Department. The project work shall be carried out during the sixth semester.

5.8 Professional Development Courses

i. Students shall earn two credits under Professional Development Course category through some specific co-curricular activities that will help the student gain mileage in his professional career. Each of these activities carries one credit. Students can earn credits under this category starting from the first semester till the sixth Semester. The grades obtained in all the two one-credit courses under the Professional Development Courses category will be included in the sixth semester grade sheet. A list of Professional Development Courses is given below.

a) Industrial Training (Limited to one credit)

b) Specific Field Knowledge Training - Lecture/Practice of 15 periods duration conducted by expert faculty from industry/higher learning institutions/R&D establishments/in-house faculty from the college.

c) Seminar related with directed study (Limited to one credit)

d) Foreign Language Learning Certificate - offered by the college or by a recognized agency duly approved by the college (Limited to one credit)

ii. Industrial Training: Industrial Training is considered for one credit only if a student undergoes training in an industry for a minimum period of thirty days (or four weeks) during the vacation. After completion of the training, the student is required to submit a training report and certificate to the Head of the Department.

iii. Specific Field Knowledge Training: Students can opt for Specific Field Knowledge Training of 15 periods duration under Professional Development Courses approved by the Academic Courses Committee. Specific Field Knowledge Training is generally offered by experts from industry/research organizations/higher learning institutions. However departments can also offer this training in some specialized topics. A student is also

permitted to register for training offered by other departments, provided the student fulfills the necessary pre-requisites.

- iv. If a student who registered for a Professional Development Course fails to complete it successfully, it will be automatically treated as withdrawn. The student can re-register for the same course and successfully complete it as and when it is offered or may register for some other course and complete the requirement.

6. ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

6.1 Theory Courses:

- i. All theory courses shall be assessed as follows:

Assessment Method	Marks
Continuous Assessment	40
Semester Examination (Duration: 3 Hours)	60
Total	100

- ii. Continuous Assessment shall be based on two cycle tests carrying 15 marks each and assignments carrying 10 marks. Assignments shall be in the form of problems, small projects, quizzes, design problems etc., depending upon the subject content.
- iii. The pattern of Semester Examination question paper is as follows:
- a) The duration shall be 3 hours with a maximum of 60 marks.
- b) Section-A contains 5 compulsory questions each carrying 2 marks. Only one question is selected from each unit. This section carries 10 marks in total.
- c) Section-B contains five questions, one question from each unit with 'either' 'or' choice. Each question carries ten marks. Based on the necessity each question may contain sub divisions. This section carries 50 marks in total.

6.2 Laboratory Courses:

- i. All laboratory courses shall be assessed as follows:

Assessment Method	Marks
Continuous Assessment	60
Semester Examination (Duration: 3 Hours)	40
Total	100

- ii. Continuous Assessment shall be based on the regular laboratory exercise and records, internal laboratory test and viva voce.

Regular laboratory exercise and records	: 20 marks
Internal laboratory tests	: 20 marks
Viva Voce	: 20 marks

- iii. The Semester Examination of the laboratory courses will be evaluated for 40 marks by a panel of examiners comprising of an internal examiner and an external examiner. The Break-up of marks is as follows:

Procedure	: 10 marks
Laboratory work and calculations	: 20 marks
Viva-Voce	: 10 marks

6.3 Mini Project :

- i. Mini Project shall be assessed as follows:

Assessment Method	Marks
Continuous Assessment	60
Semester Examination	40
Total	100

- ii. The distribution of marks under Continuous Assessment shall be as follows:

Project Work	: 30 marks
Report	: 15 marks
Oral Presentation and Viva Voce	: 15 marks

- iii. The Semester Examination of the Mini Project will be evaluated for 40 marks by a panel of examiners comprising of an internal examiner and an external examiner. The Break-up of marks is as follows:

Project work and Report	: 20 marks
Oral Presentation and Viva-Voce	: 20 marks

6.4 Project Work:

The project work will be evaluated for a total of 300 marks as detailed below:

Internal Continuous Assessment (Marks)		External Assessment (Marks)	
Guide	50	External Examiner Evaluation	50
First Evaluation	50	Viva Voce (external examiner)	50
Second Evaluation	50	Viva Voce (internal examiner)	50
Total	150	Total	150

Internal evaluation should be done by a committee comprising of three faculty members (other than guide) appointed by the Dean (Examinations).

6.5 Comprehensive test cum Viva Voce:

- i) The evaluation of 'Comprehensive test cum viva voce' course offered in the 5th semester is as follows:

Assessment Method	Marks
Continuous Assessment (Objective type tests)	60
Semester Examination (Viva voce)	40
Total	100

- ii) Continuous Assessment is conducted through three objective type tests. Each test carries 20 marks. All the three tests put together shall cover the syllabi of all the core courses of curriculum. A committee comprising the Head of the Department or his/her nominee and two faculty members of the department shall coordinate the conduct of the comprehensive tests. The Head of the Department shall constitute this committee and take the approval of the Dean (Examinations).

6.6 Theory Combined with Mini Project:

- i) Evaluation method for Theory Combined with Mini Project (denoted as TCM) courses is as follows:

Assessment Method	Marks
Theory Part	70
Mini Project	30
Total	100

- ii) The distribution of marks for theory part is as follows:

Assessment Method	Marks
Continuous Assessment	20
Semester Examination (Duration: 3 Hours)	50
Total	70

Continuous Assessment shall be based on two cycle tests carrying 10 marks each.

The pattern of Semester Examination question papers for the theory part of the TCP courses is as follows:

- The duration shall be 3 hours with maximum marks of 50
- The question paper shall contain Five either or type of questions, one question from each unit. Each question carries 10 marks. Based on the necessity each question may contain sub divisions.

iii) The distribution of marks for Project part is as follows:

Assessment Method	Marks
Project Work and Report	20
Oral Presentation and Viva	10
Total	30

The Project part is evaluated for 30 marks through internal assessment.

6.7 One Credit Courses: The one credit courses namely Professional Development Courses and communication skills are evaluated through continuous assessment only. The scheme of evaluation for the one credit courses shall be prepared by the Department and submitted to the Academic Courses Committee for approval.

7. DECLARATION OF RESULTS

7.1 Examination Passing Criteria: A student is declared as passed in a course if he gets 40% marks and above in the Semester Examination and 50% marks and above overall (Semester Exam marks and Continuous Assessment marks put together).

7.2 Evaluation of Semester Examination Answer Scripts: Semester examination answer scripts (theory) will be evaluated independently by two examiners appointed by the Dean (Examinations) and if the difference in marks awarded to an answer script by the examiners is less than 15 percent of total marks earmarked for the semester examination, then the average of the marks awarded by the two examiners is taken as the mark scored in the examination. If the difference in marks is greater than 15, then the answer script will be evaluated by a third examiner and the mark awarded by the third examiner is taken as the final score.

7.3 Photocopy of the Answer Script and Revaluation:

i) After declaration of results,

a) Photocopy of valued answer scripts with the marks awarded to individual answers shall be made available to the students on submission of application along with prescribed fees to Dean (Examinations).

b) Students can get their answer scripts revalued by submitting an application along with prescribed fees to the Dean (Examinations).

ii) The provision for getting the photocopy of valued answer scripts and revaluation is extended to all the students including those who have passed the examination.

- iii) The Dean (Examinations) shall get the answer script revalued by appointing an examiner other than the one who valued the script earlier and revise the grade accordingly.
- iv) The marks obtained after revaluation will be taken as final irrespective of the marks awarded earlier. That is, if the marks obtained after revaluation happens to be lower than the original marks then 'the lower mark' will be considered for the award of revised grade.

7.4 Grade Card: On declaration of results, Grade Cards will be issued to the students. The Grade Card will contain the list of courses for that semester, the grades obtained by the student, the GPA and the CGPA.

8. AWARD OF GRADES

The performance of students in a course is expressed in terms of Letter Grades, each carrying certain Grade Points. A total of Six passing Grades namely S, A, B, C, D and E is awarded. Total marks (sum of Continuous Assessment and Semester Examination marks) in percentage (%) secured by a student in a subject is used for computing his Grade by fitting the percentage mark into the Range of Marks assigned for each Grade. The Range of Marks for each one of the six Grades is calculated by taking the difference ($DM = M - 50$) between the highest mark (M) and the minimum pass mark (50) and dividing this difference DM into 6 equal intervals. This Interval, defined as $K = DM/6$, should not be rounded off to less than two decimal places. Calculation of Range of Marks for the six Grades is as shown in the Table below. The Range of Marks (M-K), (M-2K), (M-3K) etc., shall be rounded off to the nearest whole number. The Range of Marks calculated for each one of the six grades shown in the Table below forms the Grading Scale for fixing the Grades in the regular examination of a particular subject.

Table: Grading Scale

Range of Marks (%)	Letter Grade	Grade Points
M to (M-K)+1	S	10
(M-K) to (M-2K)+1	A	9
(M-2K) to (M-3K)+1	B	8
(M-3K) to (M-4K)+1	C	7
(M-4K) to (M-5K)+1	D	6
(M-5K) to 50	E	5
Below 50 (Fail)	F	0

If the highest mark scored in a subject is 75% or less, then the Grade will be awarded based on the following Table.

Table: Grading Scale if the highest mark if 75% or less

Range of Marks (%)	Letter Grade	Grade Points
75 to 71	A	9
70 to 66	B	8
65 to 61	C	7
60 to 56	D	6
55 to 50	E	5
Below 50	F	0

- 8.1 The Grading Scale computed for a particular subject based on the highest mark scored in a regular examination will be used as it is for the subsequent arrear examinations irrespective of the highest mark scored in these examinations and this Grading Scale will remain effective until the next regular examination.
- 8.2 If and when a student opts for Revaluation of answer script in a particular subject, The Grade will be awarded by fitting the revised mark obtained after revaluation into the Grading Scale that was originally used for the award of Grades in the Regular Examination even if the revised mark happens to be higher than the highest mark scored in the regular examination.
- 8.3 The other Letter Grades that shall be indicated in the Grade Card are as follows:

Criterion	Letter Grade	Grade Point
Failed to Score Pass Mark in the Subject	F	0
Audited the Course	X	-
Absent for the semester examination	Z	0

'F' grade denotes failure in the course, 'X' Grade denotes that the student has audited the course and 'Z' grade denotes absent for the Semester Examination. A student who has secured 'F'/'Z' grade shall reappear for the examination in the following semesters. A student who has scored a pass grade cannot reappear for the examination.

- 8.4 A student securing 'F' grade in an elective course may reappear for the examination in the following semester or drop the elective course and subsequently register for another elective course in the following semester in place of the dropped elective course.
- 8.5 Grade Point Average (GPA) indicates the performance of a student in all the examinations appeared by him in a particular semester. GPA score will appear in all the Semester Examination Grade Cards. The Grade Point Average (GPA) for a particular semester is

calculated as the ratio of the sum of the products of the number of Credits of a course (C_i) and the Grade Points scored in that course (GP_i), taken for all the courses, to the sum of the number of credits of all the courses (n) registered in that semester.

$$GPA = \frac{\sum_1^n C_i GP_i}{\sum_1^n C_i}$$

where, n is the number of courses registered in that semester.

- 8.6 Cumulative Grade Point Average (CGPA) indicates the performance of a student in all the examinations appeared by him up to a particular semester. CGPA score will appear in all the Semester Examination Grade Cards. The Cumulative Grade Point Average (CGPA) up to a particular semester is calculated as follows:

$$CGPA = \frac{\sum_1^N C_i GP_i}{\sum_1^N C_i}$$

where, C_i is the Credit of a course, GP_i is the Grade Point obtained by the student in that course and N is the total number of courses registered up to that semester. For a student who has withdrawn from writing examinations of all courses in a semester as one unit, N is counted as total number of courses registered up to that semester minus the number of courses withdrawn.

9. REGISTRATION AND ENROLLMENT

- 9.1 All the students of the M.C.A. programme shall register for the courses during a specified period in the beginning of the semester provided he fulfills the eligibility criteria prescribed for enrollment and for registration of courses in that particular semester. The Dean (Academics) shall regulate the registration process.
- 9.2 A student will be eligible for enrolment only if he has cleared all the dues to the Institute, Hostel, and Library up to the end of the previous semester and not had been debarred from enrolment by disciplinary action committee of the Institute.
- 9.3 List of students enrolled in a particular semester of a branch of study shall include
- Students who rejoin the programme after temporary break (vide Regulation 12)

- ii) Students who rejoin the programme after having been stopped from moving to higher semester due to non-fulfillment of attendance/credit requirement (vide Regulation 13)
- iii) Students who are otherwise eligible for enrollment (vide Regulation 9.2)

9.4 Eligibility for Registration: A student is eligible to register for courses in the odd semester of an academic year only if he has earned a prescribed minimum number of credits (listed below) up to the previous semester.

Registration Semester	Prescribed Minimum Credits	
	For Students admitted in the first year	For Students admitted in the second year through lateral entry
Third Semester	20 credits	-
Fifth Semester	36 credits	18 credits

A student who is ineligible to register for courses in a odd semester shall discontinue the programme temporarily and rejoin the odd semester in the following academic year after earning the prescribed minimum number of credits. However, there is no such criterion on the minimum number of credits to be earned by a student to become eligible for registration of courses in the even semesters.

9.5 Dropping of Courses: After completing the registration of courses for a particular semester, if for some reason a student wants to drop one or more elective courses, he can do so within three weeks of the commencement of the semester with the written approval of the M.C.A. programme coordinator and the Head of the Department. However, a student is not permitted to drop the core courses.

10. ELIGIBILITY FOR APPEARING FOR SEMESTER EXAMINATION

10.1 There shall be not any adverse report regarding the conduct of the student to be eligible to appear for the semester examination.

10.2 Although 100% overall attendance in all the courses in a semester is desirable, a student should have not less than 75% overall attendance to become eligible to appear for the examination.

10.3 A student, whose overall attendance falls below 75% but 60% and above in a semester, shall be permitted to appear for semester examination after payment of prescribed condonation fee along with a medical certificate obtained from a medical officer and duly acknowledged by the in-house medical officer of the College.

10.4 A student whose overall attendance in a semester falls below 60% shall not be permitted to appear for the semester examination and shall not be allowed to move to the next semester. A student who is stopped from moving to the higher semester is required to rejoin the course in the same semester in the following academic year.

11. WITHDRAWAL FROM SEMESTER EXAMINATION

11.1 A student, who is otherwise eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the entire Semester Examination as one unit for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean (Academics). Withdrawal application shall be made before the commencement of the last examination pertaining to the semester. Such withdrawal shall be permitted only once during the entire programme.

11.2 A student who has withdrawn from appearing for semester examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.

11.3 Other conditions being satisfactory, candidates who withdraw from semester examinations are eligible to be awarded First Class with Distinction whereas they are not eligible to be awarded a rank.

11.4 Only a student who has not failed in any subject in all the previous semesters (eligibility condition for 'First Class with Distinction' classification) is eligible to opt for the Withdrawal from the semester examinations.

12. TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

A student may be permitted by the Dean (Academics) to withdraw temporarily from the programme for reasons of ill-health or other valid reasons on the recommendation of HoD. A candidate after temporary discontinuance may rejoin the course at the commencement of the semester at which he discontinued. Total period of the completion of the course reckoned from the commencement of the first semester to which the candidate was admitted shall not in any case exceed six years (four years for lateral entry students), including the period of discontinuance.

13. MOVEMENT TO HIGHER SEMESTERS

- 13.1 A student can move to the next semester provided he has fulfilled the minimum attendance requirement for appearing for the semester examination and the minimum credit requirement for registration of courses.
- 13.2 The student who has failed to fulfill the above conditions will not be permitted to move to the higher semester and will rejoin the programme after a temporary break.
- 13.3 A student, after the temporary break, will be permitted to rejoin the programme at the appropriate semester along with the regular students at the time of normal commencement of that semester.
- 13.4 A student who rejoins the programme after the temporary break shall be governed by the rules, regulations, courses of study and syllabus in force, at the time of his rejoining the course.

14. CLASSIFICATION

After successful completion of the programme, degree will be awarded as per the following classifications based on the final CGPA:

- 14.1 Students who have successfully completed the programme within six consecutive semesters (four consecutive semesters for lateral entry students) and obtained a final CGPA of 8.5 or above by passing all the courses in the first appearance will be declared as passed in First Class with Distinction. Students who have obtained 'F' or 'Z' grade in any of the courses in the entire programme and subsequently passed the examinations with a final CGPA of 8.5 or above are not eligible for First Class with Distinction classification. However, those students who have opted for authorized withdrawal from examination or temporary break of study will be eligible for First Class with Distinction classification.
- 14.2 Students who have obtained a final CGPA of 6.5 or above, but below 8.5 will be declared to have passed in First Class. Students who have lost the eligibility for First Class with Distinction classification (by obtaining 'F' or 'Z' grade in any of the courses in the entire programme and subsequently passing the examinations with a final CGPA of 8.5 and above) are also declared to have passed in First Class.
- 14.3 Students who have obtained final CGPA below 6.5 will be declared to have passed in Second Class.
- 14.4 Two Ranks will be awarded in each branch of study in the order of merit among the students who are declared to have passed in First Class with Distinction. However, a

student who has successfully completed the programme after availing the provision of 'Withdrawal from Examinations' and declared to have passed in First Class with Distinction is not eligible for the award of rank. Separate Rank Certificates will be issued to all the Rank Holders.

15. CONSOLIDATED GRADE CARD

At the end of the programme, all successful students will be issued a consolidated Grade Card which will contain among the other things the following particulars:

- a) Grades in the subjects of all the semesters with month and year of passing
- b) CGPA
- c) Classification - First class with Distinction / First class / Second class

16. ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be eligible for the award of the degree of the Master Computer Applications) only if he:

- a) has earned the required number of credits specified in the curriculum of the relevant branch of study within the maximum duration prescribed.
- b) has no dues to the Institution, Library, Hostels, etc.
- c) has no disciplinary proceedings action pending against him.

17. M.C.A. PROGRAMME COMMITTEES

17.1 M.C.A. Programme Committee consists of all the faculties offering courses in the programme and two students from the respective class. The M.C.A. programme committee will be chaired by the Head of the Department and convened by a M.C.A. Programme Coordinator. A faculty member in the rank of Professor / Associate Professor who is handling a course in the M.C.A. programme will be designated by the concerned HoD as the M.C.A. Programme Coordinator. The HoD will constitute the M.C.A. Programme committee and communicate the same to the Dean(Academics) for information.

17.2 It shall be the duty and responsibility of the committee to review periodically the progress of the courses in the programme, discuss the problems concerning the curriculum and syllabi and conduct of classes.

17.3 The committee shall make suggestions, if and when necessary, to individual teachers on the assessment procedure for the courses. The committee will bring to the notice of the Head of the Institution any difficulty encountered in the conduct of the classes or any other pertinent matter.

17.4 The committee shall meet at least twice a semester and minute the proceedings.

18. ACADEMIC COURSES COMMITTEE

The Academic Courses Committee is an internal academic body constituted by the Principal with Dean (Academics) as Convener, Associate Deans (Academics), Dean (Examinations) and all Heads of the Departments as members. The role of the committee is as follows:

- a) Discuss and arrive at the general frame work of curriculum and syllabi for various branches of study.
- b) Prepare the course booklet for each academic year containing the courses offered and the faculty teaching the courses for the purpose of Registration and Time table
- c) Discuss and deliberate on any other academic matter on the direction of the Principal
- d) Approve/modify the list of Professional Development Courses
- e) Approve the curriculum and assessment scheme for the Professional Development Courses

The Academic Courses Committee will meet as and when required. The decisions taken in the meetings of the committee are subject to the approval of the Principal. If and when necessary, the Principal may get the decisions of the Committee approved by the Academic Council.

19. ACADEMIC APPEALS BOARD

The entire process of Continuous Assessment shall be made transparent, and the course instructor shall explain to a student why he gets whatever marks awarded, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he can make an appeal to the Academic Appeals Board for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory remedial measures have not been taken, the student may appeal to the Academic Appeals Board. The Academic Appeals Board is constituted with Dean (Academics) as convener, Associate Deans (Academics) and one senior level professor as members, and the concerned Head of the Department and PG programme coordinator as co-opted members. The board will receive the grievance/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Principal, for necessary action.

20. ACADEMIC CODES MANUAL

Dean (Academics), in consultation with the HoDs, shall prepare an Academic Codes Manual and get it approved by the Principal. Academic Codes Manual is a set of guidelines on the roles and functions of various academic functionaries and committees. The manual shall contain the procedures and guidelines for effective implementation of various provisions contained in the Academic Regulations, for imparting instruction of courses, achieving high academic standards and maintaining academic discipline. On the advice of the Principal, the Dean (Academics) may revise or modify the contents of the manual, if and when necessary. The procedures and guidelines given in the Academic Codes Manual, on approval by the Principal, shall be binding on all the stakeholders concerned, including Students, Faculty, Staff and Department.
