Regulations Governing

Master of Computer Applications (MCA)

Programme

of

KLE Technological University 2020

KLE Technological University

(Established under Karnataka Act No.22, 2013)

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REGULATIONS GOVERNING POSTGRADUATE PROGRAMME – MASTER OF COMPUTER PPLICATIONS(MCA) 02 YEARS PROGRAMME OF KLE TECHNOLOGICALUNIVERSITY - 2020			
In exercise of the powers conferred by Section-37 of The KLE Technological University Act, 2012 (Karnataka Act 22 of 2013), the Board of Governors hereby approves the following "Regulations Governing Master of Computer Applications (MCA) 02 Years Programme of KLE Technological University - 2020", framed and submitted by the Academic Council, as per the resolution no. 12.4 of Board of Governors held on 19-09-2020.			
CHAPTER–I PRELIMINARY			
Short title, extent and commencement	**1.**	i.	These regulations shall be called as Regulations Governing Master of Computer Applications (MCA) –2020
		ii.	They shall come into force from the date of their approval by the Board of Governors / assent of Chancellor
		iii.	These Regulations shall be read in conjunction with the Act, Statutes, Regulations Governing Research Programme and other notifications of the University.
		iv.	These Regulations shall be applicable to the students admitted to KLE Technological University from the academic year 2020-21 onwards. However, the students, who are on the rolls of BVB College of Engineering and Technology before the establishment of the University, shall continue to be governed by the erstwhile regulations of the BVB College of Engineering and Technology and the affiliating university.
Definitions	**2.**		In these regulations, unless the context otherwise requires:
		i.	"Act" means The KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013);
		ii.	"Board of Governors", "Executive Council", "Academic Council", and "Finance Council", means respectively the Board of Governors, Executive Council, Academic Council, and Finance Council, of the University.
		iii.	"Campus" means a campus established and maintained by the University.
		iv.	"CGPA", "SGPA" means respectively Cumulative Grade Point Average and Semester Grade Point Average.

		v.	“Chancellor”, “Pro Chancellor”, “Vice-Chancellor”, “Registrar”, “Controller of Examinations”, “Dean”, and “Departmental Chairperson” mean respectively the Chancellor, Pro Chancellor, Vice-Chancellor, Registrar, Controller of Examinations, Dean, and Departmental Chairperson of the University.
		vi.	“ISA” and “ESA” means respectively the In Semester Assessment, and End Semester Assessment of the University.
		vii.	“Committees” means the committees formed by the various authorities and officers of the University.
		viii.	“Convocation” means the convocation of the University, where Degrees, Honorary Degrees, Diplomas, Academic Distinctions, and Certificates are awarded as per requirements of the University.
		ix.	“Course” means one of the units (subject) which comprises a Programme of study.
		x.	“Credit” means credit earned by a student after a successful completion of a credited course.
		xi.	“Degree” means a degree awarded by the University with or without Specialization and/or Minor after completion of requirement as stipulated in this regulations.
		xii.	DPGC shall mean the Department Post Graduate Committee of a department.
		xiii.	“Examination Hall” means both the hall where theory examinations the laboratory or workshop where practical examinations are conducted.
		xiv.	“Government” means the Government of Karnataka.
		xv.	MCA means **Master of Computer Applications** i.e., name of the degree awarded after the completion of requirement of post graduate studies in Computer Applications.
		xvi.	"Notification" means the notification of the University.

		xvii.	"Prescribed" means prescribed by the rules made by the University under the Act, Statutes, Regulations, and Notifications.
		xviii.	"Programme" or "Programme of study" means a higher education programme pursued for a degree awarded by the University as specified under Section-22(3) of the UGC Act.
		xix.	"Department or School" means an entity that offers programme(s) instituted by the University.
		xx.	"Regulations" means the Regulations of the University, notified by the Executive Council.
		xxi.	"Statutes" means the Statutes of KLE Technological University, notified by the Board of Governors.
		xxii.	"Student" means a person admitted to and pursuing a specified Programme of study in the University.
		xxiii.	"Teacher" or "Course Instructor" means respectively a faculty appointed for imparting instruction and research guidance to students in the University and the Teacher instructing a course.
		xxiv.	"University" means the KLE Technological University, Hubballi, established and incorporated under the KLE Technological University Act, 2012 (Karnataka Act No. 22 of 2013).
CHAPTER II COMMITTEES AND DEPARTMENTAL CHAIRPERSON			
Departmental/ School/ Centre Chairperson (s)	**3.**	3.1	The Vice-Chancellor shall appoint a whole-time senior Teacher as School Chairperson/ Center Chairperson for Department/School/Center.
		3.2	The terms and conditions of appointment shall be those contained in the contract of appointment.
		3.3	The School/ Center Chairperson shall oversee the day-to-day affairs of the School/ Center, function as the administrative head of the Department/ School/ Center and perform such other duties as assigned to him/her from time to time.

Admissions Committee	**4**	4.1	The Admissions Committee shall be constituted by the Vice-Chancellor consisting of:
		i.	Registrar – Chairperson
		ii.	Coordinator Admission Cell - Member Secretary
		iii.	ONE Dean Nominated by the Vice-Chancellor
		iv.	ONE nominee of the Executive Council – Member
		v.	ONE nominee of the Academic Council – Member
		vi.	ONE member from society at large, nominated by the Vice-Chancellor – Member; and
		4.2	The Committee shall meet as often as required, at least TWO times in a year.
		4.3	The Admissions Committee shall be responsible for the:
		i.	Notification of intake following reservation policy as applicable.
		ii.	Conduction/coordination of the entrance test(s), if required.
		iii.	Preparation of merit list(s), if required.
		iv.	Arrangement of counseling for candidates, if required.
		v.	Establishment of equivalency for candidates migrating into the University as per regulation.
		vi.	Issue of letter of admission; and
		vii.	Such other tasks pertaining to admissions.
		4.4	Equivalence Committee
		i.	Equivalence committee shall be constituted by the Dean Academics/ the concerned Dean of Faculty
		ii.	The Constitution of the equivalence committee shall be as given below: Dean (Academics) Chairperson First year co-ordinator Member

			Chairman, BOS of the department to which candidate is seeking Admission Member
		iii.	Committee shall examine the courses already studied by the student, the syllabi thereof and the examinations passed.
		iv.	Committee shall examine and permit admission to an appropriate semester of the relevant programme of study on the basis of equivalency.
		v.	The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted
		vi.	The committee may also recommend extra credit to be earned by the student.
		vii.	The committee shall meet as and when required.
		4.5	**Central Steering Committee (CSC)**
			The constitution of CSC shall be Vice-Chancellor Chairman, Deans, HoDs and Cell Coordinators will be Members and Senior faculty nominated by the Vice Chancellor shall be member coordinator.
			The CSC has the following functions • To formulate the strategic policies in the following areas: • Facilitating highest student success • Creation of learner-centered environment • Support services beyond curriculum • Requirements of Human resources • Institution image building • Value based administration • Infrastructure planning and management • Interaction with other departments, cells/committees and stakeholders 2. To prepare strategic plans to pursue the above referred policies 3. To guide all the cells/committees towards implementation of policies

			4. To conduct regular meetings to monitor the working of various cells/committees 5. To evaluate performance of each cell/committee vis-à-vis customer expectations The committee shall meet once as per direction of Vice Chancellor
		4.6	**Department Postgraduate Committee (DPGC)** There shall be a Department Postgraduate Committee for each Department offering a postgraduate academic programs.
		i.	It shall have the following members: Head of Department, Chairman Two Professors (by rotation for one year) Two Associate Professors (by rotation for one year) Two Assistant Professors (by rotation for one year)
		ii.	The DPGC shall perform the following functions: • Monitor the conduct of courses offered by the department • Ensure academic standard and excellence of the courses offered by the department • Oversee the evaluation of each course offered by the department • Develop and revise the curriculum based on past experience and to recommend the same to the BoS • Review of examination results (ISA and ESA) and moderate (in consultation with the course instructor) where necessary to ensure fair assessment.
Fee Fixation	**5**		There shall be two types of seats programme of study offered by the University, namely,
		i.	**Government Quota:** For 40% of seats reserved for students of Karnataka under Section-9 of the Act, the fees shall be fixed by the Fee Regulation Committee constituted by the Government of Karnataka. The

			reservation policy of the Government shall be applicable only for these seats;
		ii.	**University Quota:** For the remaining 60% of seats, the fees shall be prescribed by the Finance Council with the approval of the Board of Governors;
Departmental Curriculum Committee(s)	**6**	6.1	The Dean Academics / The concerned Dean of Faculty Shall constitute Departmental Board of Studies (BoS) with the approval of the Academic Council.
		6.2	A Departmental Board of Studies (BoS) shall comprise of the following members:
		i.	Concerned Head of the Department/ School/ Center – Chairperson;
		ii.	ONE Professor, ONE Associate Professor and ONE Assistant Professor from the Department, nominated by the Dean Academics/ the concerned Dean of Faculty – Members
		iii.	TWO Subject experts from outside the University nominated by the Vice-Chancellor
		iv.	TWO representative from industry corporate sector/ allied area relating to placement nominated by the Vice-Chancellor
		v.	ONE Post-graduate meritorious alumnus nominated by the Vice-Chancellor
		vi.	ONE Student Member representing each of the program offered by the Department/ School/ Center and nominated by the Vice-Chancellor.
		6.3	The concerned Chairman of Board of Studies may invite additional experts to the Departmental Board of Studies as deemed fit with permission from Dean(AA)
		6.4	A Departmental Board of Studies (BoS) shall:
		6.5	Meet at least once a year, sufficiently before the commencement of academic year
		6.6	Approve the Programme Educational Objectives (PEOs) as and when felt required, which are prepared after

			following due process. Prepare detailed curricula and syllabi as per Program / Course outcomes of concerned Programme and with evaluation scheme and submit to the Academic Council for approval and publication;
		6.7	Revise the curricula and syllabi from time to time and submit to the Academic Council for approval and publication.
		6.8	The Dean Academics / The concerned Dean of Faculty, may in cases of urgency, obtain the opinion of a Departmental Board of Studies by circulation of any proposal among the members of the Committee. Such opinion, together with the action taken thereon, shall be communicated to all the members.
		6.9	The Dean Academics / The concerned Dean of Faculty shall reconstitute a Departmental Board of Studies once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Departmental Board of Studies before the expiry of its term with the approval of the Academic Council.
Board of Appointment of Examiners and Board of Examiners	**7**	7.1	The Dean Academics / The concerned Dean of Faculty as chairman and the head of the School/ Department, one Senior Professor nominated by Dean Academics and Controller of Examination shall constitute Board of Appointment of Examiners (BOAE) and BOAE shall appoint the Chairman and the members of Board of Examiners (BOE) as stated below
		7.2	A Board of Examiners shall comprise of the following members:
		i.	One Senior Professor shall be the Chairman of Board of Examiners (BoE)
		ii.	ONE nominee from each programme of the concerned Departmental/ School/ Center Board of Studies - Member;
		iii.	ONE external member from institutions of repute nominated by the Vice-Chancellor - Member;

		iv.	Departmental/ School/ Center Chairperson – Member Secretary; and
		v.	ONE Senior Teacher nominated by Dean Academics/ The concerned Dean of Faculty.
			The Board of Examiners (BoE) shall:
		i.	Make arrangements for setting of the question papers for various courses for which examinations are being conducted at the University;
		ii.	Make arrangements to scrutinize the question papers for quality, standard, appropriateness, syllabus coverage and marks distribution;
		iii.	Make arrangements to scrutinize the evaluation scheme and solutions for completeness, accuracy, appropriateness, and marks distribution;
		iv.	Recommend to the Controller of Examinations suitable persons for the appointment as examiners, question paper setters, evaluators and moderators. Question paper setters shall have taught the concerned subject at least once or be an expert in that field. However, in case of emergency, the Controller of Examinations may appoint suitable persons as examiners, question paper setters, evaluators and moderators with the approval of the Dean Academics / The concerned Dean of Faculty; and
		v.	BoE shall meet before the commencement of every examination.
		vi.	BOAE shall reconstitute the Board of Examiners once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, Dean Academics / The concerned Dean of Faculty may reconstitute the Board of Examiners before the expiry of its term.
Examination Squad	**8**	8.1	The Controller of Examinations shall appoint an Examination Squad, if required, to ensure that the examinations are held as per the code of conduct. At least one member of the Squad shall be a woman. The Chief of the Squad shall submit a report to the

			Controller of Examinations on the conduct of examination on a daily basis, in addition to a consolidated report at the conclusion of examinations.
Results Scrutiny Panel	**9**	9.1	The Vice-Chancellor shall constitute a Results Scrutiny Panel for the finalization and approval of the results of examinations before announcement.
		9.2	The Results Scrutiny Panel shall consist of the following members:
		i.	Vice-Chancellor or his/her nominee – Chairperson;
		ii.	ONE nominee of the Academic Council - Member;
		iii.	Registrar – Member;
		iv.	Dean Academics/ The concerned Dean of Faculty– Members; and
		v.	Chairpersons of Department/ School/ Center
		vi.	Controller of Examinations – Member-Secretary.
		9.3	The Results Scrutiny Panel shall:
		i.	Review the report of the Controller of Examinations pertaining to the results;
		ii.	Validate the statistics of the results placed by the Controller of Examinations;
		iii.	Scrutinize and finalize the results of every examination, with or without moderation;
		iv.	Review the answer books in extreme cases (erratic valuation/ out of syllabus questions) based on complaints, if deemed necessary; and
		v.	Meet before the announcement of results.
		9.4	The Vice-Chancellor shall reconstitute the Results Scrutiny Panel once every THREE years under normal circumstances and, if deemed fit, he/she may reconstitute the Results Scrutiny Panel before the expiry of its term.

Examinations Malpractice Review Committee	**10**	10.1	The Vice-Chancellor shall constitute an **Examinations Malpractice Review Committee** for reviewing and recommending suitable actions on the reported cases of malpractice.
		10.2	The composition of the committee shall be:
		i.	The Vice-Chancellor or his/her nominee – Chairperson;
		ii.	Dean Academics / The concerned Dean of Faculty-Member;
		iii.	ONE Departmental Chairperson nominated by the Vice-Chancellor – Member;
		iv.	Controller of Examinations – Member-Secretary;
		v.	ONE member at the level of professor nominated by the Vice-Chancellor, a woman if no other woman member is present – Member.
		vi.	Chairperson of the Committee may invite the concerned Departmental Chairperson or any other Teacher as deemed necessary.
		10.3	The Examinations Malpractice Review Committee shall:
		i.	Review and inquire into cases of malpractice or indiscipline during examinations reported by the Controller of Examinations and recommend suitable action and penalties, if any;
		ii.	Meet after the conduct of every examination if there are cases of reported malpractice or indiscipline.
		iii.	The Vice-Chancellor shall reconstitute the Examinations Malpractice Review Committee once every THREE years under normal circumstances and under extenuating circumstances, if deemed fit, he/she may reconstitute the Examinations Malpractice Review Committee before the expiry of its term.
CHAPTER III ADMISSION			
Admission and Eligibility	**11**	11.1	Admission to the University shall normally be made at the commencement of each academic year for various programme of study except in research programme.

			The dates for advertisement, entrance examination, if any, counseling, the Registrar shall notify admission, registration, commencement of classes, and other details for the academic session, from time to time.
		11.2	The minimum qualification for admission to each programme of study shall be as prescribed by the Academic Council (In routine programs shall be as per notification from the state government / statutory bodies from time to time, which shall be notified by the Registrar in the Admission Brochure. However, the following provisions shall be considered while specifying the eligibility for admission to various programme:
		11.3	In case of SC / ST / OBC candidates, there shall be a relaxation of a specified percentage in the prescribed minimum marks or equivalent in the qualifying exam **as per Government norms**;
		11.4	The candidate shall have passed the qualifying examination as required for the programme on or before the date of admission which shall be duly supported by provisional certificate issued by competent authorities.
Admission Process	**12**	12.1	The admission process for various programme shall be as follows:
		12.2	A candidate seeking admission under the Government Quota shall follow the procedures of the Post Graduate Common Entrance Test as notified by the Government of Karnataka from time to time.
		12.3	A candidate seeking admission under the University Quota shall appear for the entrance test conducted by the University or by the recognized Entrance Examination authorities such as KEA.
		12.4	University may conduct Counseling for admissions based on the rankings in the entrance test (if conducted) or directly admit the candidates allotted by the central counseling conducted by the Examination

			Authorities: such as KEA as per norms or any other as permitted from time to time.
		12.5	Candidates who have passed a qualifying examination not conducted by the Government of Karnataka or University shall submit the eligibility and migration certificate in original for admission to a programme of study. Candidates who have passed the qualifying examination through correspondence course shall not be eligible for admission to the University.
		12.6	NRI/PIO/FN seeking admission to a programme shall apply separately with equivalency/ eligibility/migration certificates along with passport/visa/clearance/NOC from concerned bodies to the Admissions Committee.
		12.7	Admission shall be subject to the candidate being certified medically fit by a registered medical practitioner recognized by the University for the purpose.
		12.8	Each applicant shall be required to submit a Character Certificate from the head of the institution last attended.
Refusal and Revoking of Admission	**13**	13.1	A candidate may be refused admission if he/she is found to have indulged in acts of indiscipline or unlawful demonstrations and the like. Candidates who have been expelled/ rusticated/ debarred from other institutions shall not be admitted.
		13.2	The Vice-Chancellor reserves the right to refuse admission to a candidate whose admission, in his/her judgment, is not in the interest of the University by recording the reasons for such refusal.
		13.3	If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the letter of admission or has submitted forged or invalid documents, the Admissions Committee may revoke the admission of the candidate and report the matter to the Registrar.

Intake	**14**	14.1	Intake shall be as recommended by the Academic Council and approved by Board of governors
Student Registration Number	**15**	Each student shall be assigned a 12-character alphanumeric Student Registration Number (SRN) upon confirmation of admission as per the following scheme:	

Field	Campus	Full/Part time/ Distance	Faculty	Year of admission	Level of programme	Department	Serial Number
Length	2	1	1	2	1	2	3
Code	2-digit	F/P/D	1-letter	2- digit	1- letter	2-letter	3- digit

For example, 01FE20MCA001 is the Student Registration Number of the student who joined campus 01, as a Full-time student, in Faculty of Engineering, in the year 2020, for Master of Computer Applications program of study with the serial number 001. The letter codes for various faculties and programme of study shall be indicated in the corresponding guidelines approved by the Academic Council.

Transfer/ Migration of Students	**16**	16.1	Transfer/migration to a programme of study shall be possible for candidates from other recognized universities or institutions, as decided by the Admissions Committee, subject to availability of seats.
		16.2	A candidate may be admitted to an appropriate semester of the relevant programme of study on the basis of equivalency. To establish the equivalency or otherwise, a committee shall be constituted by the Dean Academics / the concerned Dean of Faculty to examine the courses already studied by the student, the syllabi thereof and the examinations passed. The committee may also, if deemed necessary, conduct a proficiency test to determine the transfer of credits and course(s) from which the student may be exempted.
		16.3	Such a candidate shall submit a "No Objection Certificate" from the previous university or institution
		16.4	The fee structure shall be decided by the Admissions Committee for transfer/migration of a candidate to the University at the time of transfer/migration and shall be

			binding for his/her remaining minimum duration of the programme.
		16.5	A student applying to migrate to another university or institution may be permitted to do so provided (i) the student submits a consent letter from the other university or institution; (ii) the student obtains a clearance from the Dean Academics / the concerned Dean of Faculty of the University; (iii) the student has no dues to the University; and (iv) the student pays the prescribed fees for his/her remaining minimum duration of the programme.
		16.6	Any scholarship or financial assistance awarded to a student migrating out of the University shall automatically stand terminated with effect from the date of approval of migration. Further, the University reserves the right to recover any scholarship or financial assistance already given to such a student before approval of migration.
Temporary withdrawal from the programme	**17**	17.1	A student may be permitted by the Registrar to withdraw from a programme for reasons of ill health or other valid reasons for a period of one academic year, after providing sufficient documentary evidence. Such a student seeking temporary withdrawal shall apply to the Registrar in the prescribed format. A student may also be permitted to withdraw temporarily from the program for a period of one year to do internship. Students who opt for **'Temporary Withdrawal'** from the semester(s) are not allowed to register for Summer Semester.
		17.2	A student may be permitted only once during his/her programme of study to avail this provision.
		17.3	Any **s**cholarship or financial assistance awarded to a student temporarily withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, upon rejoining, the eligibility of the student for the

			scholarship or financial assistance shall be re-evaluated with no guarantee of automatic renewal.
		17.4	A student who has temporarily withdrawn from the University may apply in the prescribed format for resumption of the programme of study. On approval, such a student shall be treated as a regular student for meeting the academic requirements and shall not be required to pay the fees for the period of withdrawal.
		17.5	A student who has temporarily withdrawn from the University and fails to apply for resumption of the programme of study, at the end of the approved period of temporary withdrawal, shall be deemed to have withdrawn permanently from the University. Such students are liable to pay the prescribed fees for the remaining minimum duration of the programme.
Permanent withdrawal from the programme / University	**18**	18.1	The Registrar may permit a student to withdraw from a programme permanently. Such a student seeking permanent withdrawal shall apply to the Registrar in the prescribed format.
		18.2	The student discontinuing from a programme shall pay the balance fees for his/her remainder minimum duration of the programme.
		18.3	Any **s**cholarship or financial assistance awarded to a student permanently withdrawing from the University shall automatically stand terminated with effect from the date of approval of withdrawal. Further, the University reserves the right to recover any scholarship.
CHAPTER IV PROGRAMMES OF STUDY AND STRUCTURE			
Programme of Study and duration	**19**	19.1	The University shall offer this programme of study representing different specializations, in accordance with the spirit of a university.
		19.2	The minimum duration of MCA programme shall be two years. The maximum duration of the programme shall be twice the minimum duration above which the candidate shall deemed to be discontinued from the programme.

		19.3	The level of a programme of study is based on the qualification of a student at the entry level.
		19.4	Passed BCA or Bachelor Degree in Computer Science Engineering or equivalent Degree. OR passed B.Sc. /B.Com/B.A. with Mathematics at 10+2 Level or at Graduation Level (with additional bridge courses as per the norms of KLE Tech). Obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying examination.
		19.5	The University shall notify, from time to time, the list of Specializations offered.
Structure of a programme	**20**	20.1	Each academic year shall consist of two semesters and a fast track (Summer) semester.
		20.2	Activities in a semester shall include teaching, learning, fieldwork/internship, project work, examination, and evaluation.
		20.3	The duration of each regular semester will be around sixteen weeks. However, there shall be a provision for the fast-track summer semester after the completion of Even semester and start of the next academic year as per the calendar of events issued by the Dean Academics.
		20.4	The Registrar shall notify the calendar of events of programme from time to time.
		20.5	A student shall register for the courses he/she intends to study at the beginning of each semester and a letter grade shall be awarded to each registered course at the end of the semester after following the prescribed evaluation process.
		20.6	The number of credits and grades a candidate has earned shall measure a student's progress and performance. Based on the course credits and grades obtained by the student, the grade point average shall be calculated. The student shall earn a specified minimum number of credits for the programme of study in order to qualify for the award of degree.

Credit system	**21**	21.1	Semester-wise credit-based system shall be followed in MCA programme of study.
		21.2	Generally, credits shall be assigned to each course in a programme of study based on the following pattern: a) **Lectures:** One lecture hour per week shall be assigned one credit. b) **Tutorials:** Two tutorial hours per week shall be assigned one credit c) **Practical:** Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component. The courses having three hours of contact every alternate week shall have one credit only d) **Mini-projects, Minor-projects, Seminars, Projects** (If any): Three contact and preparation hours per week shall be assigned one credit e) **Dissertation** : Three contact and preparation hours per week shall be assigned one credit
		21.3	The course **credits** for each course shall be given as L-T-P. For example, 3-0-1 will mean that it is a lecture based course and has 3 lectures, 0 tutorial, and 1 practical assigned to it. Similarly, a course with 0-0-2 means that it is a practical course with 4 hours of class work. Credits will be assigned to seminar, dissertation, project etc. under the practical component. Example: Course **20ECAC709** Cloud Computing; 4 credits (3-0-1). The hours for this course are computed as follows: 3 credits = 3 hours/week lectures 0 credit = 0 hours/week tutorial 1 credits = 1 × 2 = 2 hours/week practical Total = 3 + 0 + 2 = 5 hours Total contact hours for the course = (3 h Lectures + 0 h Tutorial + 2 h Practical) per week = 5 contact hours per week for 16 weeks.

		21.4	The number of credits required to be earned for a MCA programme shall be calculated at an average of Twenty credits per regular semester with a margin of + 2.5%. For example, a 2-year MCA programme shall comprise of four regular semesters and therefore require 22 x 4= 88 credits, the minimum being 88 and the maximum being 88 x 1.025 = 90 credits. Minimum credits to be earned for the award of degree shall be 88.
		21.5	A full-time student shall normally register for TWENTY TWO credits in a regular Semester However, the minimum number of credits for which a student shall register is 16.
		21.6	A full-time student may be permitted to register for a maximum of TWENTY EIGHT credits during a regular Semester.
		21.7	Every course of study normally runs for the full length of a semester.
Category of courses	**22**	22.1	Various Courses to be offered in programme of , study shall be categorized into the following types:
		22.2	***Professional Core Courses (PC):*** Professional Core courses constitute the core of the programme of study.
		22.3	***Elective Courses (EC)*****:** Elective courses offer a choice of advanced or specialized courses related to the programme of study. They enable students to specialize in a domain of interest or tune their learning to suit career needs and current trends.
		22.4	***Internship, Research or Project Work (PW):*** These are intended to enhance the student's practical knowledge and exposure to research and industry. Project work shall normally be carried out in regular semesters.
		22.5	***Non-credit courses:*** A few courses, may not be assigned credits. Such courses shall be referred to as non-credit (NC) courses, and may be mandatory in a study.

Audit courses	**23**	23.1	A student may be permitted to take any number of audit courses over and above the graduation requirements for learning a subject.
CHAPTER V CURRICULA AND SYLLABI			
Curricula and Syllabi	**24**	24.1	The curriculum of every programme of study offered by the University is intended to provide not only the right balance of broad-based and in-depth knowledge but also aptitude for life-long learning.
		24.2	Medium of instruction shall be English, except in those Faculties where other languages are permitted by the Academic Council.
		24.3	The detailed curriculum and syllabus for the programme of study shall be framed by the Departmental/ School Board of Studies with approval of the Academic Council and shall be notified from time to time.
Course code	**25**	25.1	Every course shall be assigned a course code, using nine alphanumeric characters as under:

Field	Year	Faculty	Programme of study	Type of Course	Level	Serial Number
	2	1	2	1	1	2
Code	2-digit	1-letter	2-Letter	1 - Letter	1-9	2 –digit

A letter shall be assigned for each course depending on the type of course as: HS category (Humanities) = H; BS category = B; ES category = F; PC category = C; EC category = E; PW category = W; Research = R; Internship = I; Seminar = S; Colloquium = V; Self-study = Y; Special-topic = T; Apprenticeship = A; Laboratory / Practical = P; Field Work = D; and Non-credit course = N. The Departmental Curriculum Committee shall assign a code to a course as and when a new course is introduced.

		25.2	A digit shall be assigned for each course depending on the level of course as:
		25.3	Levels 7-9 shall be reserved for research courses, Master's and Ph.D. research work, and the like. Example 20ECAC801:is a course introduced or revised in 2020, in the faculty of Engineering, in Computer

			Applications, which is a Core Course, in the second year, with a course number of 01
Teaching / Learning methods	**26**	26.1	The majority of courses shall be in the form of assisted teaching/learning through direct contact or online or hybrid with the exception of Project Work and Internship. To enrich the student experience, the teaching / learning may include guest lectures, field trips, mini projects, self-study and so on. Teachers may use state-of-the-art knowledge dissemination tools. To enrich the student experience, the teaching / learning may include any of the following methods: **1. Lectures with active learning** This method is used for large number of courses in the program. To make it more impactful several active learning practices are used by the faculty. **2. Tutorials and group discussions** Tutorials are used in the courses where students need more practicing of application of the concepts and also need practicing in the numerical problem solving in different contexts. Students also get an opportunity to clarify their doubts in the course. **3. Laboratory work with cooperative learning** The laboratory experience has been enhanced by categorizing the experiments as a. Demo Experiments b. Exercise experiments c. Structured enquiry experiments d. Open-ended experiments This categorization helps to achieve all the elements of outcome (b): Design of experiments, conduct of experiment, analysis and interpretation of data. **4. Field work or relevant industry exposure** In few of the courses, to give a better feel of the concepts or engineering practices fieldwork is assigned to the students **5. Group projects with co-operative learning**

			Group projects like course projects, mini projects and capstone projects create integrating experience for the students. They particularly give opportunity for the students to enhance professional competencies like team orientation, communication, lifelong learning etc., that are reflected in the outcomes. Projects challenge the students to work on complex engineering problems and take him through the whole process of problem solving. 6. **Course projects** Course projects also help the students to understand the concepts learnt in a course and application of concepts in different contexts. 7. **Directed self-learning tasks** The activities like term paper writing, seminars give the student capability to develop lifelong learning skills 8. **Online or MOOC courses** Selected online / MOOC courses either independent or as part of project work give the students exposure to international best practices and help in developing self-confidence.
Course instructor / Course coordinator	**27**	27.1	A Teacher who is teaching a particular course shall be referred to as the course instructor for that course. If a course is taught by more than one Teacher in the same semester, it shall be coordinated by one of the Teachers designated as the course coordinator. He/she has the responsibility for framing the course policy, which includes lesson plan, coverage, assignments, quizzes, tests, practicals, and other evaluation processes.
CHAPTER VI REGISTRATION AND ATTENDANCE			
Registration for courses	**28**	28.1	In each semester, an eligible student shall register for the courses he / she intends to study. Only registered students shall be allowed to attend the classes of those courses.

		28.2	Students shall register for the courses to be studied in a particular semester as per schedule specified by the Dean Academics / the concerned Dean of Faculty, except for the courses in the first semester. Registration for the first semester of a programme shall be a part of admission process.
		28.3	Registration process, either online or offline, shall consist of the following steps:
		28.4	Meeting with the course coordinator, if required, to verify prerequisites;
		28.5	Enrolment of students for different courses offered by particular Teachers;
		28.6	Payment of prescribed tuition fees and other dues.
		28.7	A student who obtains "F" or "W" grade (as defined in section 63 later) in a course other than elective (EC category) shall re-register for the same course when offered next. A student who obtains "F" or "W" grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course in the EC category.
		28.8	If a student fails to register for course(s) during a semester without intimation to the Dean Academics / the concerned Dean of Faculty, his/her admission shall be liable to be cancelled.
		28.9	For re-registration, late registration, adding/dropping of courses, a fee may be charged as notified from time to time.
Registration record	**29**	29.1	The student shall ensure that the registration details are entered on the registration record which may be maintained on-line. Queries related to registration shall be considered only when accompanied by the original registration record. This record shall be preserved until the student receives the semester grade card.
Registration validation	**30**	30.1	Before the first day of classes, every student shall validate his registration either on-line or at the Department / School office. Students who do not

			validate their registration shall not be permitted to add/drop courses.
Minimum student enrollment in a course	**31**	31.1	A course shall be offered if a minimum number of students have registered for that course, as specified by the Dean Academics / the concerned Dean of Faculty. Under special circumstances, a course may be offered with fewer students, with the prior permission of the Vice-Chancellor. Courses without the minimum registrations on the last date for adding/dropping of courses shall not be offered. The students who registered for such courses shall be given additional time for registering for alternate courses.
Add/Drop, audit and withdrawal from courses	**32**	32.1	**Add/Drop:** A student may add or drop one or more course(s) before the deadline with the approval of the Dean Academics / the concerned Dean of Faculty, upon payment of additional fees, if any.
		32.2	**Withdrawal**: A student may withdraw from a course before the deadline specified for the purpose, with the approval of the Dean Academics / the concerned Dean of Faculty. A withdrawal grade shall be awarded in such case(s).
		32.3	**Audit:** A student may change a credit course to an audit one before the deadline specified for the purpose, with the approval of the concerned Dean of Faculty.
Registration for Summer Semester	**33**	33.1	A student may be permitted to register for a **maximum of 18 credits** during a Summer Semester.
		33.2	A student may register for courses in Summer Semester without any additional fees provided he/she has not registered for the same courses earlier and there is vacancy in those courses. Such a student shall pay the prescribed fees for the minimum duration of the programme, notwithstanding the number of credits to be earned during the final year / semester.
		33.3	A student who registers for a course in the Summer Semester on account of failure, withdrawal or any other

			form of discontinuance shall pay additional fees as prescribed from time to time.
Attendance	**34**	34.1	Attendance is the physical presence of the student in the class/ online class. Students shall make every effort to attend all classes, laboratory / practical and other sessions.
		34.2	Every Teacher handling a class or tutorials or laboratory / practical session shall take attendance till the last instruction day in the semester. The students shall be informed about their attendance status periodically by the department so that the students get advance notice to make up any shortage in attendance.
		34.3	A student shall maintain the prescribed minimum attendance in each individual course, as specified in the guidelines for the programme of study. Without the minimum attendance in a course, the student shall be ineligible to appear for the End Semester Assessment (ESA) in that course. Such a student shall be awarded "FA" grade in that course and he/she shall register for and repeat the course when offered next.
		34.4	If a student is, absent from the University for more than SIX weeks without permission of the Dean Academics / the concerned Dean of Faculty, his/her registration is liable to be cancelled.
Condoning Attendance Shortage	**35**	35.1	In rare and genuine cases, the Vice-Chancellor may condone a shortage of attendance to a maximum extent of 10% on the recommendation of the Dean Academics / the concerned Dean of Faculty.
CHAPTER VII EXAMINATION SYSTEM			
Controller of Examinations	**36**	36.1	The Controller of Examinations shall be responsible for the conduct of examinations of all the courses of all the programme of the University, and all other matters incidental thereto and ancillary therewith, under the supervision and monitoring by the Vice-Chancellor. The Controller of Examinations shall:

		36.2	Supervise the day-to-day activities concerning examinations of the University;
		36.3	Convene the meetings of the Authorities of the University for which he/she is the Member-Secretary, on the approval of the Vice-Chancellor;
		36.4	Arrange for the preparation and notification of examination time table from time to time;
		36.5	Supervise the registration of students for End Semester Assessment, if applicable;
		36.6	Appoint the required number of officials and staff for the conduct of examinations, with the approval of the Vice-Chancellor;
		36.7	Prepare detailed guidelines for the duties and responsibilities of various officials and staff connected with examinations;
		36.8	Convene meetings of all the concerned officials and staff from time to time, to explain to them their duties and responsibilities pertaining to the examinations;
		36.9	Obtain help from local authorities to maintain law and order for the conduct of examinations, if necessary;
		36.10	Arrange for the issue of grade cards, transcripts, provisional degree certificates, degree certificates, migration certificates and so on to the students;
		36.11	Maintain utmost secrecy while preparing and maintaining the confidential materials, bills, and proceedings;
		36.12	Recommend the remunerations, if any assignment connected with the examination work, to the Finance Council for consideration and further action;
		36.13	Make arrangements for maintenance of stock, accounts, records, and statistics of the office of the Controller of Examinations and for annual stock verification;

		36.14	Submit the infrastructural requirements of the office of the Controller of Examinations as and when required to the Registrar for consideration and further action; and
		36.15	Prepare the budget for the office of the Controller of Examinations and place it before the Finance Council for its consideration.
		36.16	Apart from what is said here the Controller examination shall strictly implement what is stated in the examination process approved by appropriate authority and will take steps to maintain all secrecy and confidentiality of examinations.
Deputy Controller of Examinations	**37**	37.1	Deputy Controller of Examinations, if any, shall assist the Controller of Examinations for the conduct of examinations and all other matters incidental thereto and ancillary therewith.
Chief Superintendent	**38**	38.1	The Controller of Examinations shall appoint a Chief Superintendent from amongst the senior teachers of the University during each semester to assist him/her for the conduct of examinations, with the approval of the Vice Chancellor.
		38.2	One Chief Superintendent shall be appointed for each examination center.
		38.3	The Chief Superintendent shall:
		38.4	Arrange for the required materials (e.g. answer books, drawing cards, data handbooks and other stationery) for the conduct of examinations, and supply of the same to the students, as necessary;
		38.5	Arrange for and appoint the required personnel for the conduct of examinations, with the approval of the Controller of Examinations;
		38.6	Arrange for the seating of students and notify the seating arrangements;
		38.7	Be available at the examination center during the examinations; and

		38.8	Discharge any other responsibility assigned by the Controller of Examinations from time to time.
Additional Chief Superintendent(s)	**39**		The Controller of Examinations shall appoint Additional Chief Superintendent(s), if necessitated by the number of students registered for the examination, from amongst the senior teachers of the University, with the approval of the Vice Chancellor. The Additional Chief Superintendent(s) shall perform similar duties as those of the Chief Superintendent.
Deputy Chief Superintendent(s)	**40**		The Controller of Examinations shall appoint Deputy Chief Superintendent(s), from amongst the senior teachers of the University, with the approval of the Vice Chancellor, if required. The Deputy Chief Superintendent(s) shall assist the Chief Superintendent in the conduct of examinations.
Invigilators	**41**		The Chief Superintendent shall appoint the required number of Invigilators for all blocks where examinations are held, as required.
Group Invigilators	**42**		The Chief Superintendent shall appoint the required number of Group Invigilators for the coordination and supervision of a group of invigilators, as needed. In case of emergency, a Group Invigilator may relieve an invigilator for short intervals.
Obligation to perform the examination work	**43**	43.1	Any person, who is entrusted with any kind of examination work relating to paper setting, invigilation, supervision, evaluation, conduct of practical examinations, printing of question papers and answer books, tabulation, preparation of grade cards and all such activities incidental thereto and connected therewith, shall discharge such duties prudently and with utmost integrity for ensuring high academic standards.
		43.2	If any person who has been allotted any kind of examination work is found to be guilty of breach of duties or involves in any misbehavior and/or misconduct, disciplinary action shall be taken against him/her as per the rules of the University.

		43.3	No employee of the University shall accept the assignment of taking part in the conduction of examinations and all such activities incidental thereto and connected therewith, whenever his/her kith and kin are appearing for the examinations.
Errors committed by an examiner	**44**		Disciplinary action shall be initiated by the Controller of Examinations against an examiner, who has committed error(s) in the work pertaining to examinations, as per the rules of the University.
Remuneratio n	**45**		Remuneration for different assignments in the examination shall be proposed by the Controller of Examinations from time to time and recommended by the Finance Council for the approval by the Board of Governors. External examiners shall be entitled for TA/DA. All work relating to ISA, ESA and all other matters incidental thereto and ancillary therewith, with or without remuneration shall be deemed to be a part of normal duty of every employee of the University.
Assessment	**46**		The University shall follow a combination of In-Semester Assessment (ISA) and the End-Semester Assessment (ESA) for assessing the performance of a student in each course. The ISA and ESA components for each course shall be conducted as per the calendar of events and the time-table specified from time to time. The Teacher shall notify the weights of ISA and ESA components in the total marks for a course in the lesson plans as per the approval of Board of Studies. A student shall be awarded a letter Grade for every course at the end of the semester, indicating the level of performance, considering the scores in both ISA and ESA. The assessment for theory courses carrying ISA and ESA components will be done on Relative Grading system. Other courses will be assessed by absolute grading system. List of courses assessed by Absolute Grading system is as follows: • Laboratory Courses. • Courses with enrolment less than 30. • Industry Visit and Lecture / Industrial Training / industry internship/ Seminar / Certifications / MOOC

			• Mini Project / Minor Project / Capstone Projects
Question papers	**47**		All question papers for written, online or hybrid examinations shall be set and answered in English, except in those Faculties where the Academic Council permits other languages. The question paper of each course shall cover entire syllabus with the distribution of marks considering the number of hours allocated for each unit/module/topic in the syllabus.
Make-up for ISA/ESA components	**48**		Students who have remained absent at ISA/ESA in one or more courses due to valid reasons, may be given a make-up exam which can be held as per dates notified in the Academic Calendar immediately after the ISA/ESA. However, it would also be possible to hold a makeup exam at any other time in the semester with the permission of the Academic Council. Make up exam shall also be available to students awarded "X" grade and this make-up examination will be conducted along with Summer examination at the end of the academic year in which the candidate is awarded "X" grade. Make up exams are not conducted for any courses, theory or practical, of Summer semester.
CHAPTER VIII IN-SEMESTER ASSESSMENT			
ISA	**49**		The ISA for courses may be carried out by the way of various components such as Mid semester Examinations, quizzes, tests, seminars, term papers, demonstrations, and award of marks for attendance. Practical components of courses may be evaluated by the way of experiments, demonstrations, field work, models, worksheets, practical record books, quizzes, tests, and award of marks for attendance. If a student misses a practical / laboratory session owing to genuine reasons, he/she shall complete the activity of that session before the end of the semester, with the approval of the concerned Departmental/ School Chairperson.

Conduct of ISA	**50**	50.1	The weightage and syllabus for each component of ISA for a course shall be notified by the concerned Teacher before the commencement of each semester through the lesson plans, adhering to the norms stipulated from time to time.
		50.2	The concerned Teacher in association with Head of the Department/ School/ Center shall be responsible for the conduct of different components of ISA.
		50.3	The Head of the Department/ School/ Center shall arrange to notify the scheme of evaluation for various ISA components. After each event of ISA, the students shall have an opportunity to view his/her performance and bring the discrepancies or errors, if any, to the notice of the concerned Teacher, for addressing the same.
		50.4	The marks obtained by a student in each component of ISA shall be added and finalized for the total marks by the concerned Teacher, within the specified time as stipulated by the Controller of Examinations.
		50.5	The department /concerned Teacher shall maintain the records pertaining to each component of ISA for such period as specified by the Controller of Examinations from time to time.
ISA of Special Topics / Mini-Projects, Minor-Projects, REPG (Research Experience for Postgraduates), Seminar, Internship-Projects, Major Project	**51**		The ISA for Special Topics, Seminar, Internship-Projects, Major Project/ Dissertation may be carried out in the form of various components, such as oral presentations, demonstrations, technical / project report, and viva-voce. The Head of the Department/ School/ Center shall make arrangements for the evaluation of such components. The format for preparation of technical and project reports shall be notified by the Head of the Department/ School/ Center from time to time.

Announcement of ISA marks	**52**		The Head of the Department/ School/ Center shall arrange for the announcement of ISA marks obtained by the students in various courses at the end of each semester. The students shall be given THREE working days for verification, redressal of discrepancies or errors, if any, and acknowledgement.
CHAPTER IX END SEMESTER ASSESSMENT			
Registration for ESA	**53**		A student, who has complied with the minimum specified attendance in a course, shall register for ESA for that course by paying the prescribed examination fees. The registration process for ESA may be online/off-line as notified from time to time by the Controller of Examinations. The registration of a student shall be liable to be cancelled by the Office of the Controller of Examinations where disciplinary issues are involved. Controller of Examination shall take disciplinary action only on the recommendation of committee constituted by vice Chancellor.
Eligibility to attend ESA	**54**	54.1	To be eligible to attend the ESA in a specific course for which a student is registered, following requirements must be met:
		54.2	Attendance as mentioned in section 35.2
		54.3	ISA marks: Not less than 40% of ISA marks (except in those cases where it is not specially mentioned in the scheme of evaluation)
		54.4	Students not fulfilling attendance requirement or ISA requirement shall be assigned an 'FA" or "F" grade (as in section 63) respectively.
Student list for ESA	**55**		After the last date of registration for ESA, the Office of Controller of Examinations shall release the list of students along with their registered courses. A student shall verify the accuracy of his/her particulars in the list and discrepancies, if any, shall be reported to Office of the Controller of Examinations within THREE working days from the date of release.

Admit Card	**56**		The Controller of Examinations shall make arrangements for issuance of Admit Cards to eligible students, based on the ESA list. The Admit Card of a student shall be valid only for the ESA for which it is issued. The Admit Card of a student shall include (i) recent photograph of the student and (ii) registered courses for ESA with course codes.
Missing Names in Student list	**57**		With the specific approval of the Vice-Chancellor, under extra-ordinary circumstances, a student whose name does not find a place in the student list may be permitted to appear for ESA of a course. The results of such a student may be announced after due verification.
ESA and evaluation:	**58**	58.1	The Controller of Examinations shall make arrangements to conduct ESA for all courses, through the Chief Superintendent.
		58.2	The Controller of Examinations shall notify the evaluation procedure to be adopted for the evaluation of various courses, from time to time. The ESA for courses having a practical or laboratory component may be based on laboratory records, conduction of experiments, demonstrations, field work, models, worksheets, quizzes, and viva voce.
		58.3	The Office of the Controller of Examinations may code the answer books of ESA for the purpose of anonymous evaluation.
		58.4	Central valuation shall be conducted in the University premises only.
ESA for Mini and Major Projects	**59**		The ESA for some courses as recommended by BoS may be held in batches, which may span over several days. The evaluation may be based on various components such as writing of abstract, project or technical report, oral presentation, demonstration, and viva voce. The Controller of Examinations in consultation with the Dean Academics / the concerned Dean of Faculty shall notify the distribution of marks for various components from time to time.

Appointment of Examiners	**60**		The Controller of Examinations from the panel recommended by the Board of Examiners may appoint the examiners. However, the Controller of Examinations may choose examiners outside the panel for valid reasons, with the approval of the Vice-Chancellor.
Tabulation of Marks	**61**		After the evaluation, the Office of the Controller of Examinations shall tabulate the marks either manually or via computerization.
Contingency arising from loss of answer books	**62**		In a contingency arising out of loss of answer books beyond the hope of retrieval, the Vice-Chancellor may exercise an option of ordering an additional examination.
CHAPTER X GRADING SYSTEM			
Grading system	**63**	63.1	The University shall follow both the relative grading and absolute grading system depending on the type of course. However, for the purpose of reporting the performance of a student, letter grades and grade points will be awarded as per section 63 a. **63 a. Relative Grading System** In this system, the grades are awarded to the students based on their performance relative to others in Theory courses having In-Semester Assessment (ISA) and End Semester Assessment (ESA) components. Grades are assigned based on the Mean and Standard Deviation of the total marks scored on the respective course. (S, X, "NE" and "F" grades marks are omitted in Mean and Standard Deviation calculation) • **S** shall be awarded if scored marks is greater than 90 • **F** shall be awarded if scored marks is less than 40 **Proposed Relative Grading System**

Total Mark, M secured by the student (ISA + ESA)	Grade	Relative Grade Point	Remarks
M> 90	S	10	Outstanding

Avg.+ 0.60 * SD ≤ M ≤ 90	A	9	Excellent
Avg.-0.25*SD ≤ M < Avg.+ 0.60 * SD	B	8	Very Good
Avg.-1.05 * SD ≤ M <Avg.- 0.25 * SD	C	7	Good
Avg.- 1.50 * SD ≤ M < Avg.- 1.05* SD	D	6	Fair
**40 ≤ M<Avg.- 1.50*SD	E	5	Satisfactory
M<40*	F	0	Fail
I*	-	Absent for ESA due to calamity	Absent for ESA due to calamity
W*	-	Withdrawa l	Withdrawal
X*	-	Incomplete	Incomplete
AP	-	Audit Pass	Audit Pass
AF	-	Audit Fail	Audit Fail
FA	0	Fail due to attendance shortage	Fail due to attendance shortage

* "W", "X" and "I" grades shall be considered to be transitional grades.

**40 marks mean: The students should score minimum 20 marks out of 50 in ISA and ESA examinations separately (i.e. 40 out of 100).

NOTE: The Course Grading table generated for the first time based on the Average & Standard Deviation will be used strictly for awarding grades to all the re-evaluated courses and Summer Semester Examinations.

Absolute Grading System

#	Marks	Letter grade	Absolute Grade points	Remarks
1	91-100	S	10	Outstanding
2	81-90	A	9	Excellent
3	71-80	B	8	Very Good
4	61-70	C	7	Good
5	51-60	D	6	Fair
6	40-50	E	5	Satisfactory
7	< 40	F	0	Fail

			8 | | I* | - | Absent for ESA due to calamity 9 | | W* | - | Withdrawal 10 | | X* | - | Incomplete 11 | | AP | - | Audit Pass 12 | | AF | - | Audit Fail 13 | | FA | 0 | Fail due to attendance shortage * "W", "X" and "I" grades shall be considered to be transitional grades. Result sheet shall contain the following • Only Grades, Grade points, Credits, SGPA and CGPA. • Grading slab of each course.
		63.2	The normal percentage of students in a course to be awarded each letter grade shall be as per the policy set forth by the Dean Academics / the concerned Dean of Faculty with the approval of the Academic Council.
		63.3	*'AP' and 'AF' grades:* A student shall be awarded either an AP (Audit Pass) or an AF (Audit Fail) grade for an audit course. The Audit Pass (AP) grade shall be awarded if the student satisfies the attendance and performance criteria specified for the course by the concerned Teacher. Otherwise, an AF grade shall be awarded. Students having qualified for ESA in mandatory non-credit courses/audit courses and obtained an 'AF' grade need not re-register for the course again but are required to pass the course to qualify for the degree.
		63.4	'*W' grade*: "W" grade shall be awarded to a student who has withdrawn from a course. Further, the "W" grade shall be recorded in the grade card. A student may withdraw from an audit course in which case there shall be no mention of the course in the grade card. A student with "W" grade must re-register for the course during the Summer semester of that academic year and the "W" grade shall be converted to one of the other letter grades (S to F) after the completion of

			scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the "W" grade shall be converted to an "F" grade. "W" grade is not awarded in Summer Semester.
		63.5	'I' grade: "I" grade shall be awarded temporarily to a student who is unable to appear for ESA for one or more courses with the permission of the Dean Academics / the concerned Dean of Faculty in response to a written appeal by the student, due to valid reasons such as medical emergency, calamity in the family or any other valid reason. For such a student, the "I" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "I" grade shall be converted to an "F" grade. "I" grade is not awarded at Makeup exams or in Summer Semester.
		63.6	*'X' grade*: Awarded to a student having satisfactory attendance and greater than or equal to 40% of ISA marks in a course, but ESA performance observed to be poor, which could result in an overall F Grade in the Course and will be valid till immediate make up examination is conducted for the course within that academic year. For such a student, the "X" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled make-up ESA. If the student does not appear for the make-up ESA, the "X" grade shall be converted to an "F" grade. "X" grade is not awarded at Makeup exams or in Summer Semester.
		63.7	*'F' grade*: A student shall be awarded an "F" grade if he/she either fails in the course or is absent for the ESA of that course.
		63.8	A student who obtains "F" grade in a non-elective course shall re-register for the same course when offered next.

		63.9	A student who obtains "F" grade in an elective course shall have an option of repeating the same elective course when offered next or register for any other elective course.
		63.10	The 'FA' grade denotes poor attendance i.e. failure in a course due to attendance shortage (i.e. <75%) and the course instructor is supposed to take utmost care while awarding this double-letter grade. A student with "FA" grade must re-register for the course during the Summer Semester of that academic year and the "FA" grade shall be converted to one of the other letter grades (S to F) after the completion of scheduled ESA of Summer Semester. If the student does not register or appear for the ESA of Summer Semester, the "FA" grade shall be converted to an "F" grade.
Passing Standards for a Course	**64**		The minimum requirements to pass in a course for which a student is registered are as follows: ISA: 40% of ISA marks ESA: 40% of ESA marks A student is considered to have successfully completed a course and earned the credits assigned to that course if the student earns a letter grade S to E. "F" Grade implies failure and "I", "W" and "X" grades are transitional grades and will be replaced by an appropriate letter grade once the student completes the course requirement. The above condition is generally followed unless and otherwise the BoS has recommended differently.
Passing Standards – Progression to Next Academic Year -Vertical Progression	**65**		The requirement to progress to the next academic year is only on the basis of number of Credits and is as follows: **(Revised as per the resolution no. BOG -20.7.3 of 20th Board of Governors Meeting held on 06/06/2025).**
		65.1	1. Eligibility for Promotion: A student shall be eligible for vertical promotion from an even semester to the subsequent odd semester if the total backlog credits

			from all prior semesters, including the current semester, do not exceed 18 credits. 2. Restriction on Promotion: Students with a cumulative backlog exceeding 18 credits—including pending credits from previous semesters and any backlog courses from the current semester—shall not be permitted to progress to the next odd semester. 3. Implementation and Compliance: This policy applies to all Undergraduate and Post-graduate Programmes. The respective academic authorities are responsible for verifying students' backlog status and ensuring compliance with the credit limit before granting promotion.
		65.2	To progress to higher odd semesters, the candidate shall have CGPA (as defined in section 65.2) of minimum of 5.0, after the results of Summer examination in the previous academic year. However failure to secure a minimum CGPA = 5.0 at the end of any semester for the first time, shall attract a warning before approval of the student to continue in the following semester.
		65.3	The failure grades of mandatory non-credit courses/audit course shall not be considered for vertical progression.
SGPA and CGPA	**66**	66.1	The overall performance of a student shall be indicated by two indices namely, Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA).
		66.2	The SGPA is the weighted average of the grade points obtained in all courses registered by the student during a particular semester. The SGPA shall be calculated as: SGPA = Σ CiGi / Σ Ci, where Ci‟s, are the number of credits for the courses registered for the semester, and Gi‟s are the corresponding grade points secured by the student.
		66.3	The SGPA is an indication of an up-to-date overall performance of a student and the weighted average of the grade points obtained in all the courses registered by the student since he/she is admitted to the University. It shall be calculated as: CGPA = Σ CiGi / Σ Ci, the summation is carried out for all courses to which the

<table>
<tr><td></td><td></td><td></td><td>student has registered up to that point of time, excluding courses with “F” & “FA” grades and transitional grades.</td></tr>
<tr><td></td><td></td><td>66.4</td><td>If a student obtains an “F” grade in a course and registers for the same course in a subsequent semester, the new grade obtained shall replace the previous “F” grade in calculating the CGPA.</td></tr>
<tr><td></td><td></td><td>66.5</td><td>If a student obtains an “F” grade in an elective course and registers for the same or equivalent course in a subsequent semester, the new grade obtained shall replace the previous “F” grade in calculating the CGPA.</td></tr>
<tr><td></td><td></td><td>66.6</td><td>Grades obtained in audit courses and transitional grades shall not be considered in the calculations of CGPA and SGPA.</td></tr>
<tr><td>Class / Division declaration</td><td>67</td><td>67.1</td><td>The following classes of results shall be declared, for a student upon graduation, considering the below specified criteria. The class obtained by the student shall be inferred as per the table given below:
<table>
<tr><th>CGPA</th><th>Equivalent</th><th>Class/Division</th></tr>
<tr><td>5.00-5.74</td><td>≥40% and <50%</td><td>Pass</td></tr>
<tr><td>5.75-6.74</td><td>≥50% and <60%</td><td>Second</td></tr>
<tr><td>6.75-7.74</td><td>≥60% and <70%</td><td>First</td></tr>
<tr><td>7.75-10.00</td><td>≥70% and <87.5%</td><td>First class with Distinction</td></tr>
</table></td></tr>
<tr><td></td><td></td><td>67.2</td><td>First Class with Distinction: A student completing a Programme of study within the specified minimum duration, securing a CGPA equal to or greater than 7.75 shall be declared to have passed in First class with Distinction.</td></tr>
<tr><td></td><td></td><td>67.3</td><td>First Class: A student completing a Programme of study by securing a CGPA between 6.75 and 7.74 (both inclusive) shall be declared to have passed in First Class.</td></tr>
</table>

		67.4	***Second Class*:** A student completing the programme of study by securing a CGPA between 5.75 and 6.74 shall be declared to have passed in second class.
		67.5	***Pass Class*:** A student completing the programme of study by securing a CGPA of less than 5.75 shall be declared to have passed in pass class.
Declaration of Ranks	**68**	68.1	Ranks shall be awarded to the graduating students in each programme of Study on the basis of CGPA. The ranks shall be awarded to top FIVE percent of students of the graduating class. However, the total number of ranks shall not exceed FIVE irrespective of the total number of graduating students of study. A student shall be eligible for a rank at the time of award of degree in the programme of Study, provided he/she has:
		68.2	Passed in all the courses of all semesters in FIRST attempt;
		68.3	Not obtained any transitional grades;
		68.4	Completed the Programme of study within the specified minimum duration;
		68.5	Not rejected any of the semester results;
		68.6	Not taken re-admission;
		68.7	Academic performance will be the sole criteria for awarding the Merit rank in each program and will be based only on CGPA to be calculated as mentioned in 66.1 and 66.2. The SGPA/CGPA shall be calculated to an accuracy of 2 decimal points and will be rounded up to the nearest value. In case more than one gets the same CGPA, all shall share the ranks. In case of MCA program the CGPA of I Semester to IV semester shall be taken into account to declare the ranks.
		68.8	Not faced any disciplinary action.
		68.9	The minimum number of registered candidates for a program during the final year shall be a minimum of 10 in that program to award the rank. In case the number is less than 10, then, no rank shall be awarded. However,

			if the minimum strength is 10 then minimum of two ranks shall be awarded.
Not Fit for Programme of Study (NFPS)	**69**	69.1	A student shall be declared as "Not Fit for Programme of Study" (NFPS) and terminated from the programme of study if he/she:
		69.2	fails to obtain a semester grade point average of at least 4.0 on a number of occasions numerically equal to the minimum duration of the programme in years. If the performance of a student at the end of a registered semester is below 4.0, he/she shall be issued a warning by the Controller of Examinations in the first two instances and a show cause notice in the third instance, each of which shall be intimated to the parents or guardians.
		69.3	Failure to meet the standards of discipline prescribed by the University, which may change from time to time.
		69.4	If a student fails to satisfy all the requirements for the award of the degree within the maximum duration as mentioned in section 19.1.
		69.5	Such students, if interested, shall be eligible to apply for re-admission to the programme of study at the first year level or second year level as the case may be.
CHAPTER XI TRANSPARENCY IN EXAMINATION SYSTEM			
Re-Totaling	**70**		A student shall be eligible to apply for re-totaling, revaluation and/or obtaining photocopies of the answer books of ESA only for theory component of courses. Any delay in the announcement of re-totaling and/or revaluation results for any reason whatsoever shall not confer the right upon the student for admission to the subsequent semester and for any other kind of claim. There shall be no provision for re-totaling, obtaining the photocopy of answer books and revaluation of ESA for practical components of courses, including drawing, seminar, mini project / special topics, and major project.
			A student shall be eligible to apply for re-totaling of marks of ESA for any number of theory components of courses. Such a student shall submit the application for re-totaling in the prescribed form, upon the payment of prescribed fee, to the

			Controller of Examinations, within THREE working days from the date of announcement of the results.
		70.1	The students who have applied for the re-totaling shall be called in batches to the office of Controller of Examinations, on the dates fixed for re-totaling of marks. Such students shall be accompanied by Faculty Advisor / Class Teacher / Parent / Guardian.
		70.2	A student, who has applied for re-totaling, shall be shown his/her answer books to verify the marks, totaling of the marks and to find out whether or not all the answers of the questions attempted were awarded marks. If such a student finds any discrepancy in totaling of marks, he / she shall bring the same to the notice of the concerned officials for incorporating the necessary corrections.
Supply of photocopy	**71**		A student may apply for obtaining the photocopies of his answer books of ESA to the Controller of Examinations, upon the payment of prescribed fee, within THREE working days from the date of the announcement of results. The photocopies of the answer books of theory component of courses shall be supplied within THREE working days after the receipt of the application at the Office of the Controller of Examinations.
Revaluation	**72**		A student may apply to the Controller of Examinations for revaluation of theory components of courses in ESA, within THREE working days after obtaining the photocopies of concerned answer books and upon payment of prescribed fee. The marks obtained in the revaluation valuation shall be considered for the re-computation of grade. However, if the new grade is found to be lower than the declared grade, the declared grade shall be retained. In the event of no change in the grade after revaluation, it shall be declared as "No Change".
Refund of fee	**73**		A refund of 50% of re-totaling or revaluation fees shall be made to a student in the event of an improvement in the letter grade.
Rejection of whole semester results	**74**		A student may reject the results of a whole semester irrespective of performance in an individual course. However, there shall be no provision for the rejection of results of any individual course. Upon rejection, the results shall be considered as null and void. Such rejection may be permitted only once during the entire programme of study. A student, who has rejected the whole semester results, shall

			re-register for the courses of rejected semester upon payment of the prescribed fees.
Production of answer books	**75**		The answer books of the University examinations are confidential property of the University and shall not be subject to submission before any internal or external authority or any agent or person on behalf of a student.
CHAPTER XII ANNOUNCEMENT OF RESULTS			
Process of declaration of results	**76**		The draft results shall be processed through the following stages before its announcement:
		i.	Draft results prepared by the Office of Controller of Examinations shall be placed before the Results Scrutiny Panel for review;
		ii.	Subsequent to the review, the Controller of Examinations shall announce the provisional results after the approval by the Vice-Chancellor;
		iii.	A student may appeal in writing to the Controller of Examinations if any discrepancies are found in the provisional results announced within the time specified; and
		iv.	The Registrar shall place the provisional results before the Academic Council and Executive Council for information.
		v.	Gracing rules shall be as follows **GMR1**: A student is eligible to get a maximum grace marks of 2% (2/100) in ESA per course provided the student gets the minimum prescribed passing marks in ESA for that course by such grace marks. **GMR2** : A student is eligible to get a maximum grace marks of 5% (5/100) in ESA for a course provided i) The student has failed only that course and passed in all other registered courses of that examination.

			ii) Gets the minimum prescribed passing mark in that course by such gracing. **GMR3** : A student is eligible to get a maximum of 1 % of SGPA (0.1 out of 10) as grace if the student is falling short of the next higher Class provided, grace marks have not been awarded under one of GMR1 or GMR2. **GMR4** : A student is eligible to get a maximum grace marks of 2% (2/100) in ISA per course provided the student gets the minimum prescribed passing marks in ISA for that course by such grace marks. **GMR5** : The student is eligible to be graced under GMR2 only if grace marks have not been awarded under one of GMR1 or GMR4. **GMR6** : Grace marks awarded under GMR1, GMR2 or GMR4 will be recorded in the marks ledger but not be so indicated in the grade card. **GMR7** : Grace marks awarded under GMR3 will be recorded in the marks ledger and also indicated as such on the grade card. **NOTE: All the above Grace Marks rules are applicable for Odd & Even Regular semester examinations, whereas GMR1 is applicable for Summer Examinations also.**
Issue of Grade Cards, Transcripts, and other Certificates:	**77**	**77.1**	Every student who has registered for ESA after paying the prescribed examination fees shall be issued a grade card in the prescribed format by the Office of the Controller of Examinations.
		77.2	On request and payment of prescribed fee, the academic transcript, in the prescribed format, shall be issued to a student by the Controller of Examinations.
		77.3	A student, on payment of prescribed fee, if any, may request the Controller of Examinations in prescribed format for any corrections to be incorporated in the Grade card and / or

			transcript. On verification, the Controller of Examinations shall issue a revised / corrected grade card / transcript.
		77.4	There shall be a provision to issue a duplicate grade card or duplicate degree certificate to a student in case of loss or mutilation, upon submission of application in prescribed format along with requisite documents and payment of fee as specified by the Office of the Controller of Examinations.
Procedure for Leaving the University	**78**	i	A student shall leave the University on completion of his/her studies;
		ii	It shall be the responsibility of the student to obtain "No Dues Certificate" from all concerned departments/sections and submit the same to the Registrar for obtaining the "clearance certificate";
		iii	Unless a student has obtained the "clearance certificate" from the Registrar, neither "transcript of academic record" or other documents shall be issued nor security deposit or any amount due shall be refunded;
		iv	The refund of security deposit shall be permissible up to a period of ONE year from the date the student leaves the University, after which it shall stand credited to the Endowment Fund of the University; and
		v	After successful completion of all the requirements for the award of degree, the Dean Academics / the concerned Dean of Faculty shall send the report to the Registrar for notification of result. The Controller of Examinations shall subsequently issue the Provisional Degree Certificate and transcript record to the student.
Other Certificates	**79**		A student shall be eligible to receive other certificates such as study certificate, academic transcripts, course completion certificate and migration certificate from the University on written request in prescribed format and payment of prescribed fee.
Eligibility for the Award of Degree	**80**		A candidate shall be declared to be eligible for the award of a degree if he/she has:
		i	Credits and grades compliance as prescribed by the concerned Faculty of Study within the stipulated maximum time duration, including Specialization and/or Minor, if any;

			In case of MCA programs a candidate shall earn a minimum of CGPA ≥ 5.0 to become eligible for the award of the degree.
		ii	Successful completion of all non-credit mandatory courses;
		iii	Minimum duration requirement as specified by the concerned Faculty of Study;
		iv	No pending disciplinary action; and
		v	No dues of any kind to the University.
Award of Degree	**81**		After fulfilling the above requirements, the Controller of Examinations shall recommend to the Academic Council for the award of degree to the candidate. The candidate shall be given a Provisional Degree Certificate by the Controller of Examinations, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees. The candidate shall be given a Degree Certificate at the ensuing Convocation, upon successful completion of all requirements, submission of application in prescribed format and payment of prescribed fees.
Bar to claim damages for delay	**82**		No student shall be entitled to claim any damages, whatsoever from the University on the account of late declaration of result, delay in the issue of grade cards or any other certificates, delay in re-valuation, re-totaling or any other process associated with the examinations or evaluation, or other like cases.
CHAPTER XIII FELLOWSHIP / SCHOLARSHIP / FINANCIAL ASSISTANCE			
Merit Scholarship	**83**		The merit scholarship may be awarded on a year to year basis for students in various programme.
		83.1	The Executive Council shall, on the recommendation of the Academic Council, determine from time to time the number and the value of merit scholarships to be awarded in each programme.
		83.2	The eligibility criteria for scholarship awards shall be as determined by the Academic Council from time to time. The merit scholarship may be awarded on such basis as grade point average. However, during the year of admission, the scholarships may be awarded on such

			basis as performance in entrance tests and qualifying examination.
		83.3	The Registrar shall make arrangements for the disbursement, maintenance of accounts and keeping of records of the merit scholarships.
Award of Fellowships, Scholarships and Stipends by External Agencies	**84**		All proposals regarding the offer of fellowships, scholarships and stipends by individuals or external organizations shall be addressed to the Registrar, who may formulate the terms and conditions with the concerned parties, with the approval of the Executive Council.
CHAPTER XIV MAINTENANCE OF ACADEMIC RECORDS			
Maintenance of Academic Records	**85**	**85.1**	The office of the Registrar shall maintain a file for each student comprising of the entrance test application (if applicable), copies of test results (if applicable), letter of admission, application for admission, copies of previous academic testimonials and such other relevant documents.
		85.2	The office of the Dean Academics / the concerned Dean of Faculty shall maintain a file for each student comprising of course registration details, up to date attendance, academic performance and achievements, and such other relevant documents. The Dean Academics / the concerned Dean of Faculty may choose to maintain such student files in the office of the concerned Departmental/ School Chairperson.
		85.3	The Office of the Controller of Examinations shall maintain a file for each student comprising of examination registration details, up to date academic performance, and such other relevant documents.
Maintenance of Answer Books	**86**		The answer books of University examinations shall be maintained securely for a period of ONE year from the last day of examinations after which they may be destroyed summarily with the approval of the Vice-Chancellor.

Weeding off of Academic Records	**87**	i.	The admission form of the candidates not selected for admission shall be destroyed by shredding after a period of ONE year of the finalization of admissions, except in cases of disputes;
		ii.	The records pertaining to the conduct of entrance examination such as question booklets, answer sheets, correspondence regarding paper setting, etc. shall be destroyed by way of shredding after a period of ONE year from the conduct of entrance test, except in cases of disputes;
		iii.	The personal files of the students shall be retained as permanent records, either digitally or in hard copies;
		iv.	Subject to any general or special rule or order in this behalf, no University records (including correspondence) connected with the academics shall be destroyed except in accordance with the provisions as given below:
		v.	**(a)** No academic records (including correspondence) shall be destroyed which are under audit objection till audit objections are settled; (**b**) No academic records (including correspondence) shall be destroyed for which proceedings are going on in a Court of Law till the case is finalized; and
		vi.	A list of records proposed to be destroyed shall be prepared by the Dean Academics / the concerned Dean of Faculty and orders of the Vice-Chancellor shall invariably be obtained before they are destroyed. The academic records to be weeded out shall be destroyed by way of shredding under direct supervision of the Dean Academics / the concerned Dean of Faculty.
Clarification of Doubts	**88**		Any doubts arising in implementation of these regulations will be resolved as per the directions of the Vice-chancellor and the decision of the Vice-chancellor will be the final.
AMENDMENTS	**89**		The regulations listed herein, on approval by the Academic Council and Governing Council, shall be

			binding on all students enrolled for Master of Computer Applications degree. The regulations listed herein may be amended, updated, changed through appropriate approval from the Academic Council from time to time and shall be binding on all parties concerned including students, faculty, staff, departments, University authorities.
JURISDICTION	**90**		All disputes arising from the regulations listed herein must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all parties. Any legal issues arising from this set of regulations shall be limited to the legal jurisdiction determined by the location of the University and not that of any other parties.