

ORDINANCES and
REGULATIONS
for
MCA

2003 ADMISSION ONWARDS
(With Amendments approved by
the 46th Meeting of the Senate
held on 11-12-2013)



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NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

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Ordinances and regulations for admission to MCA Programme and award of MCA (Master of Computer Applications) Degree of the National Institute of Technology Calicut. (Effective from 2003 admission onwards)

ORDINANCES

- 0.1 Admission policy shall be decided from time to time by the Board of Governors of the Institute, following the guidelines issued by MHRD, Government of India.
- 0.2 The exact eligibility criteria for admission to the MCA Programme shall be as approved by the Senate of the Institute from time to time and announced by the Institute for admission each year.
- 0.3 The normal duration of the MCA programme including project work shall be **six semesters**. Candidates may be permitted to do their project work in industry and other approved organizations as prescribed in the regulations.
- 0.4 The award of the MCA degree shall be in accordance with the regulations of the Senate of the Institute.
- 0.5 Notwithstanding the stated regulations, the Senate has the right to modify any of those from time to time.

REGULATIONS

R1.0 Admission

- R1.1 The admission policy and procedure are as decided from time to time by the Board of Governors (BOG) of the Institute following the guidelines from MHRD, Govt. of India.
- R1.2 Candidates for admission to MCA course should have passed a full time degree programme of 3 or more years duration in Science / Engineering / Computer Applications / Commerce/ Management (with Mathematics or Statistics as one of the subjects of study) or its equivalent with First Class (or CGPA of 6.5/10) in the first attempt.
- R1.3 Reservation Policy as decided by the BOG following the directives of MHRD will be followed.
- R1.4 The Post-graduate Admissions Committee constituted by the Chairman, Senate will decide on the operational aspects of selection of candidates based on the criteria laid down by the Senate.
- R1.5 Vacancies, if required to be filled up after the admission date will be decided by the Chairman, Senate and reported to the senate for post-facto approval.
- R1.6 The fee structure is as decided by the Board of Governors from time to time. The mode of payment is as decided by the Senate from time to time.

- R 1.7 Minimum duration of MCA Degree Programme is 6 semesters. In any case, a student must complete the programme within a period of 5 years.
- R 1.8 Award of degree shall be made by the Institute in accordance with the regulations framed by the Senate of the Institute.

R 2.0 Structure of the MCA programme

- R2.1 The programme of instruction will consist of
- i. Core courses (compulsory)**
 - ii. Elective courses**
 - iii. Laboratory/Seminar/Mini Project &**
 - iv. Project work and dissertation**

The student may be required to give one or more seminars and undergo industrial / practical training during the programme.

- R2.2 The complete programme will be for a **duration of 6 semester**. The academic programmes in each semester may consist of course work and/ or project work as specified by the Senate.
- R2.3 The MCA programme will have a curriculum and syllabi for the courses approved by the Senate. The curriculum should be so drawn up so that the minimum number of credits for successful completion of the MCA programme **is not less than 100 (105 from 2006 admission onwards)**.
- R2.4 Credits will be assigned to the courses based on the following general pattern:
- i. One credit** for each lecture period
 - ii. One credit** for each tutorial period
 - iii. One credit** for each laboratory or practical session of two periods
 - iv. Two credits** for each laboratory or practical session of more than two periods.
 - v. Credit** for the seminar, project work and industrial/practical training will be as specified in the curriculum approved by the Senate.
- R2.5 A student will have to register in all the **core courses** listed in the curriculum
- R2.6 **Electives** will have to be taken from the courses offered in that particular semester from among the list of approved courses as per the curriculum.
- R2.7 A Student who has acquired the minimum number of total credits for the award of the degree will not be permitted to register for more courses to improve his cumulative grade point average.
- R2.8 The medium of instruction, examination, and seminar & project reports will be English.

R 3.0 Programme Coordinator

R 3.1 To help the students in planning their courses of study and for getting general advice on academic programme, the Head of the Computer Engineering Department will assign a Programme Coordinator for the MCA programme. The Programme shall keep a record of the academic activities of students registered for the MCA programme. The Programme Coordinator in consultation with the HOD may avail the services of a few Faculty Advisers (FA). However, the Programme Coordinator will be the overall in charge in all matters concerning the students' work and progress.

R 4.0 Class Committee

R 4.1 For each semester of MCA, a Class Committee for each programme will be constituted by the Head of the Computer Engineering Department as follows:

Chairman : A senior faculty / Programme Coordinator of MCA nominated by the HOD.

Members : 1) All teachers handling classes for the concerned semester of the MCA programme.
2) One student member from the concerned semester of MCA

R 4.2 The term of the Class Committee shall be one Semester

R 4.3 ***The basic responsibilities of the class committee are:***

- a) to review periodically the progress of the classes, to discuss problems concerning curricula and syllabi and the conduct of the classes.
- b) The type of assessment for the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester.
- c) Each class committee will communicate its recommendations to the Head of the Computer Engineering Department and the Dean (PGS&R).
- d) The class committee without the student members will also be responsible for the finalization of the semester results.

R 4.4 The class committee is required to meet at least twice in a semester once at the beginning of the semester and another time after the end-semester examination to finalize the grades.

R 5.0 Registrations and Enrolment

R 5.1 For each semester every student has to enroll and register for the courses he/she intends to undergo on a specified day notified to the

student. The Course Coordinator / Faculty advisers will guide the students in the registration process.

R 5.2 The Registration card will give details of the core and elective courses, project and seminar to be taken in a semester with the number of credits. The course category should be as approved by the Senate. The student should consult his/her Faculty Adviser for the choice of courses. The registration card is then filled in triplicate and signed by the student and the Course Coordinator/Faculty Adviser.

R 5.3 A student has to pay the semester fees before the day of registration or as per the schedule announced by the Dean (PGS&R).

R 5.4 A student will become eligible for enrolment only if he/she satisfies R.7.1 and in addition he/she has cleared all dues to the Institute, Hostel and the Library up to the end of the previous semester and also he/she is not debarred from enrolment by the competent authorities.

If for any compelling reasons a student is unable to register on the day of registration then he/she can register on or before the late registration day specified in the academic calendar on payment of late registration fee of Rs.250/- together with the usual fees.

R 5.5 **Withdrawal from a course registered** is permitted within two weeks from the date of commencement of the semester. Substitution by another course is not permitted.

The number of courses remaining registered after withdrawal should enable the student to earn the credits required to continue the studies as indicated under R.7.

Courses withdrawn will have to be taken when they are offered next, if they belong to the list of core courses (compulsory courses)

R 5.6 In extraordinary circumstances like medical grounds, a student may be permitted by the Dean (PGS&R) to withdraw from a semester completely. **Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.**

R 5.7 The normal academic load of a student in a semester is 17 to 21 credits. Any load above 21 credits in a semester is regarded as over load and that below 17 credits is regarded as reduced load. In no case a student will be permitted to register for more than ten courses or more than seven courses of T (Theory) & C (Theory cum Practical) types or for more than 25 credits in a semester. If the Course Coordinator is convinced that the student will be completing the requirements in six semesters, reduced load will be permitted in fourth and fifth semesters. The HOD shall communicate the details of students taking overload/reduced load to the Dean (PGS &R) within 3 weeks of commencement of the semester.

R 6.0 Attendance

R 6.1 Students are required to attend all the classes without fail. For unavoidable reasons, if leave of absence is required, then application for leave should be submitted to the HOD CSED with the recommendation of the Course Coordinator/Faculty Adviser, within three days of returning from leave or before the last instructional day of the semester whichever is earlier.

R 6.2 A candidate who has not attended 80% of classes (course wise) is not eligible to appear for the end semester examination of the respective courses. Also, he/she shall be awarded W grade for those courses.

R 6.3 Those who have 80% or more attendance for the period other than their medical leave can be considered for condonation of shortage of attendance provided the overall attendance in the course including the period of illness does not fall below 50%. Application for condonation recommended by the Course Coordinator/Faculty Adviser, concerned Faculty and the HOD is to be submitted to the Dean (PGS&R) on or before the last instructional day of the Semester. The Dean (PGS&R), depending up on the merit of the case may permit the student to appear for the end semester examination. A student will be eligible for this concession at the most once during the MCA degree Programme.

R 6.4 The teacher handling the course must finalize the attendance 3 calendar days before the last instruction day of the course in the semester. The particulars of all students who have attendance less than 80% in that course will be announced in the class by the teacher himself. Copies of the same should also be sent to the Dean (PGS&R) and Head of the Department of Computer Engineering.

R 7.0 Minimum Requirement to Continue the Programme

R 7.1 A student must earn credits at an average rate of 10 or more per semester *with a CGPA of 4.0 or more* for all the completed semesters. **Failing to satisfy this requirement, the student will be asked to leave the programme.**

R 7.2 The above stipulation can be relaxed if the student has been permitted by the Dean (PGS&R) to discontinue temporarily any semester on medical reasons.

R 8.0 Maximum Duration of the Programme

R 8.1 A student is ordinarily expected to complete the MCA Programme in **six semesters.**

R 8.2 The Maximum Duration within which the MCA Programme is to be completed is **five years** from the date of admission.

R 9.0 Discontinuation from the Programme

R 9.1 Students may be permitted to discontinue the programme and take up a job **provided they have completed all the course work and as per rules for the award of any financial support such as scholarship/stipend they are drawing from the Institute or any other agency.** If permitted, the project work can be done during a later period either in the organization where they work if it has R and D facility, or in the **Institute. Such students should complete the project within ten semesters from the date of admission to the programme.** Students desirous of discontinuing their programme at any stage with the intention of completing the project work at a later date should seek and obtain the permission of the Dean (Postgraduate Studies & Research) before doing so.

R 10.0 Discipline

R 10.1 Every student is required to observe disciplined and decorous behaviour both inside and outside the campus and should not indulge in any activity which will tend to bring down the prestige of the Institute.

R 11.0 Leave Rules

R 11.1 All MCA students should apply to the Head of the Computer Engineering Department/Course Coordinator for leave stating the reasons whenever they are not in a position to attend classes/project work.

R 12.0 Assessment Procedures: Tests and Examinations

R 12.1 For Lecture /Lecture and Tutorial based subjects two interim assessments will be made during the semester. The interim assessment may be in the form of periodical tests, assignments or a combination of both, whichever suits the subject best. The assessment details as decided at the class committee will be announced to the students in the beginning of the semester by the teacher.

R 12.2 For interim assessment, assignments, tutorials etc. carry 20 to 40 % weight and 60 to 80 % weight will be for tests. The total weight for the interim assessments shall not exceed 50%.

R 13.0 End Semester Examination

R 13.1 There will be one end semester examination of 2 hours or 3 hours duration in each lecture based subject. In the case of laboratory based subjects a final examination may or may not be conducted. In the case of projects, a viva-voce examination will be conducted at the completion of the project work.

R 13.2 The Weight for the End Semester Examination shall not exceed 50%

R13.B.0 Contact Course

R13.B.1 A student who has completed all the course-work credit requirements except for one failed course, and successfully completed internal assessment of the project work, may be offered a contact course during the summer vacation following immediately after, on the recommendation of the DCC and with the consent of the teacher.

R13.B.2 The assessment procedure for a contact course will be similar to the procedure for regular semester course.

R13.B.3 Withdrawal from a contact course is not possible.

R 14.0 Project Evaluation

R 14.1 At the end of the 6th Semester, the MCA student shall present his/her thesis work before an evaluation committee constituted by the HOD, which will evaluate the work and decide whether the student may be allowed to submit the thesis or whether he/she needs to carry out additional work. This shall be an open presentation. A committee consisting of Programme Coordinator or his nominee (as Chairman), the Guide(as Internal Examiner) and an External Examiner shall conduct the final viva-voce examination. The External Examiner may be an expert on the topic from outside NITC or from another department of NITC. In case the thesis is not accepted the candidate shall be allowed to carry out additional work and resubmit after a period of not less than three months decided by the evaluation committee. If the thesis is not accepted again the matter will be referred to the Senate and the Senate can allow one more chance for submission of thesis if considered necessary.

R 14.2 For the accepted thesis, letter grades shall be allotted for the thesis by the thesis evaluation committee. The grades allotted for the thesis/project will be counted for calculation of CGPA and for the Class awarded for M C A Degree as per R21.0 Class/ Division.

R 14.3 Final evaluation of the Project work will be taken up only after the student completes all the core as well as elective course requirements satisfactorily, including any contact course that is offered to the student.

R 15.0 Make-up Examination

R 15.1 Students **who have missed interim assessments for valid reasons** should apply to the concerned teacher indicating the reasons for the absence and teacher shall consider these requests suitably.

R 15.2 Students, **who have missed the end semester examinations for valid reasons**, should n apply to the Dean (PGS&R) within ten days from the date of the examination missed. Permission to sit for a make-up examination in the subject/s is given under exceptional circumstances like hospitalization or accident to the student etc. **A student who misses this make-up examination will not be normally given another make-up examination.**

However, in exceptional cases of illness resulting in the students missing a make-up examination, the Dean (PGS&R) in consultation with the Chairman of the Senate may permit the student to appear for a second make-up examination.

R 15.3 **For application on medical grounds**, students residing in the hostels should produce a Medical Certificate issued by an Institute Medical Officer only.

Students staying outside the campus permanently/temporarily should produce medical certificates from registered medical practitioners and the same should be forwarded by the parents/guardians for the purpose of make-up examinations.

The Dean (PGS&R) can use his discretion in giving permission to a student to take a make-up examination, recording the reasons for his decision.

R 16.0 **Course - wise Grading of Students into Categories**

R 16.1 **Letter Grades**

The weighted total marks secured by the candidate in each course will be converted into letter grades. The letter grades and the respective grade points are given in the following table:

Letter Grade	S	A	B	C	D	E	F	W	I
Grade point	10	9	8	7	6	5	0	0	0

A candidate who has registered for a course, but was not permitted to appear for the end semester examination due to reasons including the shortage of attendance will be awarded W grade with grade point 0 for the course. A candidate whose result on any course is pending decision by appropriate body will be awarded I grade for such courses. All I Grades will be converted to actual grades, normally within a week after publication of results of the regular end semester examination. Any I grade which is not converted to regular grade within the stipulated time will be treated as F grade.

R 16.2 A Student is deemed to have completed a subject successfully and earned the credit if he/she secures any letter grade other than F, W or I. A letter grade F in any subject implies failure in that subject. A subject successfully completed cannot be repeated.

R 17.0 **Methods of Awarding Grades**

R 17.1 A final meeting of the class committee without the student members will be convened **within fifteen days after the last day of the end semester examination.**

The letter grades to be awarded to the students for different subjects will be finalized at this meeting.

R 17.2 **Two copies** of the result sheets for each subject containing the final grade and two copies with absolute marks and the final grade should be submitted by the teacher to the concerned Class Committee Chairman. After finalization of the grades at the Class Committee Meeting; one copy with the absolute marks and one without the absolute marks but having only the grades will be forwarded by the Class Committee Chairman to the Dean (PGS&R).
One copy with absolute marks and the final grade will be sent to the Head of the Computer Engineering Department.

R 18.0 Declaration of Results

R 18.1 The letter grades awarded to the students in each subject will be put up on the departmental notice boards by the Head of the Department soon after the final class committee meeting. In case a student feels aggrieved, he/she can contact the concerned teacher for a second look at his/her performance but **not later than two weeks** from the commencement of the semester following the announcement of the results.

The student shall have access to his/her answer paper/s in the end semester examination which may be shown to him/her by the teacher/s concerned.

If the teacher feels that the case is genuine he/she may re-examine and forward the revised grade, if any, to the Dean (PGS&R) through the Chairman of the Class Committee with justification for the revision and with intimation to the Head of the Computer Engineering Department.

R 18.2 The F grade once awarded stays in the record of the student and is deleted when he/she completes the subject later, indicating also the numbers of attempts made in that course. The CGPA will be accordingly revised deleting the "F" in the earlier attempts in that course. The grade acquired by the student later will be indicated in the grade card of the appropriate semester.

R 19.0 Course Repetition

R 19.1 A student securing 'F' or 'W' grade in any subject has to repeat it compulsorily when offered next, if the subject is listed as a core subject.

R 19.2 If it is an elective subject, the student has option either to repeat it in order to get a successful grade or take another elective course.

R 20.0 Grade Card

R 20.1 The grade card issued at the end of the semester to each student will contain the following:

- a. the credits for each course registered for that semester
- b. the performance in each subject by the letter grade obtained vide R.17.1
- c. the total number of credits earned by the student up to the end of the semester
- d. GPA of the semester
- e. the Cumulative Grade Point Average (CGPA) of all the courses taken up to and including the semester .

R 20.2 The Grade Point Average (GPA) will be calculated by the formula.

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

where C = credit for the course, GP = the grade point obtained for the course and the sum is over all the courses taken in that semester, including those in which the student has secured F and W grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the semesters completed up to the point in time, including those in which the student has secured F & W grades.

20.3 At the end of the MCA degree Programme a consolidated grade card will be issued to each student.

R 21.0 Class/Division

Classification is based on CGPA and is as follows:

- | | |
|-------------------------------------|-------------------------------------|
| CGPA 8 and above | First class with distinction |
| CGPA 6.5 and above, but less than 8 | First class |
| CGPA 5 and above, but less than 6.5 | Second Class |

R 22.0 Project work in Industry or other Organization

R 22.1 Students after completion of the course work may be permitted to carry out their sixth semester project work in Industry / reputed R&D organizations under the following conditions:

R 22.2 Departmental Consultative Committee (DCC) shall examine and approve the requests from such students, and fix in advance

- i. an internal guide (a faculty member of the Institute)
- ii. area of project work and
- iii. the name and designation of an external guide (Scientists or Engineer in the organization with minimum Post Graduation)

R 22.3 The students who are permitted to do the project work in an industry will have to pay the tuition and other fees to the Institute for the sixth semester as well.

R 23.0 Eligibility for the award of MCA Degree

R 23.1 A student shall be declared to be eligible for the award of MCA degree if he/she has:

- a. registered and successfully completed all the core courses and the project.
- b. Successfully acquired the minimum number of credits prescribed in the curriculum of the given stream within the stipulated time vide R.8.1
- c. No dues to the Departments, Institute, Library, Hostels and
- d. No disciplinary action is pending against him/her.

The award of the degree must be recommended by the Senate and approved by the Board of Governors of the Institute.

R 24.0 Power to Modify

Notwithstanding all that has been stated above the Senate has the right to modify any of the regulations from time to time.

MISSION

To develop high quality technical education and personnel with a sound footing on basic engineering principles, technical and managerial skills, innovative research capabilities, and exemplary professional conduct to lead and to use technology for the progress of mankind, adapting themselves to the changing technological environment with the highest ethical values as the inner strength.

VISION

International standing of the highest calibre.

