ORDINANCES AND REGULATIONS

FOR

MASTER OF COMPUTER APPLICATIONS (M.C.A.) PROGRAMME

(Applicable to 2018 Admission Onwards)

(Approved by 64th meeting of the Senate held on 09 May 2018)

NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

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ORDINANCES

O.1   Admission policy shall be decided from time to time by the Board of Governors (BoG) of National Institute of Technology Calicut (Institute), following the guidelines issued by MHRD, Government of India.

O.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.

O.3   The normal duration of the MCA programme including project work shall be **THREE years (SIX semesters).**

O.4   The award of the MCA degree shall be in accordance with the regulations of the Senate of the Institute.

O.5   The Senate/BoG of the Institute has the right to modify any regulations stated from time to time.

REGULATIONS

R.1.0   Admission

R.1.1   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.

R.1.2   Candidates for admission to MCA course should have passed a full time degree programme of three 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.

R.1.3   Reservation Policy as decided by the BoG following the directives of MHRD will be followed.

R.1.4   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.

R.1.5   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.

R.1.6   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 Three years (6 semesters). In any case, a student must complete the programme within a period of five 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

R.2.1   The programme of instruction will consist of:
   i.   Core courses (compulsory)
   ii.   Elective courses
   iii.   Laboratory/Seminar/Mini Project and
   iv.   Project work and dissertation
The student may be required to give one or more seminars and undergo industrial/ practical training during the programme.

R.2.2   The complete programme will be for duration **of three years (6 semesters).** The academic programmes in each semester may consist of course work and/or project work as specified by the Senate.

R.2.3 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 120.**

R.2.4 Credits will be assigned to the courses based on the following general pattern.
- **i.** **One credit** for each lecture hour
- **ii.** **One credit** for each laboratory or practical session of two hours
- **iii.** **Two credits** for each laboratory or practical session of more than two hours.
- **iv.** Credit for the seminar, project work and industrial/practical training will be as specified in the curriculum approved by the Senate.

R.2.5 A student will have to register in all the **core courses** listed in the curriculum.

R.2.6 **Electives** will have to be taken from the courses offered in that particular semester from among the list of approved elective courses as per the curriculum.

R.2.7 A Student who has credited all the core and elective courses as per the curriculum, and 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.

R.2.8 The medium of instruction, examination, and seminar and 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 Coordinator 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' academic 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:
Chairperson: A senior faculty/Programme Coordinator of MCA nominated by the HoD.
Members: 1) All Course Faculty handling classes for the concerned semester of the MCA programme.
 2) One or two student members 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 course faculty 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 (Academic).

d) The class committee without the student members will 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. It is desirable that the Class Committee may meet after the mandatory test series also for analyzing the performance of the students and to initiate steps to motivate academically weak students.

R.5.0   Registration 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 Programme 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 the Programme Coordinator/Faculty Adviser for the choice of courses. The registration card is then filled in triplicate and signed by the student and the Programme 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 (Academic).

R.5.4 A student will become eligible for enrolment only if he/she satisfies **R.6.1** 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 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.6.0.**
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 The normal academic load of a student in a semester is 19 to 21 credits.

Maximum number of credits that can be registered by a student of any semester is the normal credits of the concerned semester (as per the approved curriculum) plus the credits of one more course or 4 credits only. If the Programme 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 (Academic) within 3 weeks of commencement of the semester.

R.6.0 Minimum Requirement of to continue the Programme

R.6.1 A student can register for third semester if he/she earns a total of 20 or more credits at the end of the second semester; failing which the student will be on probation for one year. During the probation the student can register only for the failed/backlog courses of previous semesters. At the end of the probation the student can register for third semester if he/she satisfies the above requirements, otherwise he/she has to discontinue the programme.

R.6.2 A student can register for fifth semester if he/she earns all the credits of first year (semester 1 and 2) plus 24 or more credits of second year (semester 3 and 4) at the end of second year; failing which the student will be on probation for one year. During the probation, the student can register only for the failed/backlog courses of previous semesters only. At the end of the probation, the student can register for fifth semester if he/she satisfies the above requirements, otherwise he/she has to discontinue the programme.

R.6.3 The above stipulation can be relaxed if the student has been permitted by the Dean (Academic) to discontinue temporarily any semester on medical reasons.

R.6.4 There is no specific requirement for registering for even semesters. However, during any semester, the student has to register for a minimum credits equal to the normal credits of the semester minus 5.

R.7.0 Maximum Duration of the Programme

R.7.1 A student is ordinarily expected to complete the MCA Programme in **six semesters (three years).**

R.7.2 The maximum duration within which the MCA Programme is to be completed is **five years** from the date of admission.

R.8.0 Temporary Discontinuation

R.8.1 In extraordinary circumstances like leave on medical grounds, a student may be permitted by the Dean (Academic) to withdraw from a semester completely.

R.8.2 **Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.** Before joining back to the programme, the student should submit the fitness certificate from the registered medical practitioner who treated him/her, with endorsement from the Institute Medical Officer.

R.9.0 Discontinuation from the Programme to take up a Job

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**, t**he project work can be done during a later period either in the organization where they work if it has R & 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 (Academic) before doing so.

R.10.0 Project work in Industries/other Organisations

R.10.1 Students after completion of the course work may be permitted by the Dean (Academic) to carry out their sixth semester project work in Industry/R&D Organizations of high repute.

R.10.2 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.10.3 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.11.0 Discipline

R.11.1 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.11.2 Any act of indiscipline or misbehaviour of a student reported to the Dean (Academic) shall be referred to a Discipline & Welfare Committee constituted by the Chairman, Senate. The Committee shall enquire into the charges and decide suitable punishment, if the charges are substantiated. The Committee will also authorize the Dean (Academic) to implement the decision.

R.11.3 The punished students, if any, may appeal to the Chairman, Senate, whose decision shall be final and binding in all respects.

R.11.4 Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the Institute. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

R.12.0 Attendance

R.12.1 Minimum attendance requirement for crediting a course shall be 80%. The percentage of attendance calculated on the last instructional day shall be indicated by a letter code as given below and shall be reported to the class committee.
Attendance Mapped to Code
90% and above: **H**
80% and above but less than 90%: **N**
Less than 80%: **L**
The percentage of attendance shall be calculated for the classes conducted from the date of commencement of the classes in the semester as per the academic calendar. This is applicable in the case of late registrations also. In case of late admission of first semester students, it may be counted from the date of his/her admission.

R.12.2 A student whose attendance is less than 80% for a course (L grade) is not eligible to appear for the end semester examination for that course, if he/she has not been sanctioned condonation of shortage of attendance as per **R.13.0.**

R.12.3 The details of all students who have attendance less than 80% in a course (L grade) shall be announced by the course faculty on the last instructional day in the class. These details shall be sent to the concerned PC/HoD.

R.13.0 Leave

R.13.1 Students must attend all the classes for the courses which are registered by him/her without fail. If a student cannot attend any of the classes due to sickness or any compelling reasons judged to be valid by the PC/HoD, same shall be informed to the course faculty and PC in advance, if possible or at the earliest. Student shall submit leave application with recommendations of PC to the HoD in advance, if possible or at the earliest.

If the number of days of absence due to medical reasons, as stated above, does not exceed **10 consecutive days**, application for medical leave, supported by medical certificate from a registered medical officer with the endorsement by the Institute Medical Officer, shall reach the HoD with recommendations from PC, within fiveinstructional days after returning from leave or, on or before the last instructional

day of the semester, whichever is earlier. Application for Medical Leave will be considered only in cases where the student is not in a position to attend any of the classes during the period mentioned in the Medical Certificate.

Medical Leave for a period of more than **10 consecutive days** shall be admissible only in the case of ill-health requiring hospitalisation/physical indisposition with inability to move, such that the student is not in a position to attend any of the classes during the period of Medical Leave applied for. In such cases, the application for Medical Leave should be accompanied by appropriate supporting documents (such as Discharge Summary/treatment records) in addition to the medical certificate obtained from a registered medical practitioner. All the supporting documents and medical certificate are to be endorsed by the Institute Medical Officer. The application for Medical Leave, along with the above documents, should be submitted to the Dean (Academic) with recommendation from the PC and HoD. Decision on granting the Medical Leave will be taken by a sub-committee constituted by the Dean (Academic).
The students who are granted Medical Leave for more than **10 days consecutively** shall produce Medical Fitness Certificate after returning from leave, for continuing the programme.

R.13.2   Those students having overall attendance of less than 80% (L grade) but having 80% or more attendance for the period other than their Medical Leave, as stated in R.12.1, may be considered for condonation of shortage of attendance subject to the following conditions:
(i) The overall attendance in the course including the period of illness should not fall below 50%.
(ii) Medical Leave should have been granted by the competent authority, in response to the application for Medical Leave submitted within the stipulated time (within five instructional days after returning from leave or, on or before the last instructional day of the semester, whichever is earlier), as stated in **R.13.1.**
Application for condonation recommended by the Programme Coordinator and concerned faculty is to be submitted to the HoD on or before the last instructional day of the semester/or on a date indicated by the department. The application for condonation should be accompanied by the proof of approval of the Medical Leave by the competent authority, obtained within the stipulated time (as stated in **R.13.1**). The HoD, depending on the merit of the case, may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination will be published in the department. The details of approval of condonation will be intimated to PC, Course Faculty, Faculty in charge of Examinations and Dean (Academic). All the related records shall be kept with concerned PC in the department. *A student shall be eligible for this concession only once during the entire degree programme.*

R.13.3   Students   are   expected   to   attend   all   the   classes   of   theory   and practical/drawing/seminar   courses.   As   an   incentive   to   those   students   who participate in extra-curricular activities such as Tathva and Ragam/Cultural events inside or outside institute and those who represent the Institute in sports & games,

cultural/technical events or festivals outside the Institute, and those attended in the Institute placement process, a relaxation of up to 5% attendance shall be given, subject to the condition that these students get prior approval from the following officials:

1. Tathva: Faculty Convener, Tathva
2. Ragam/Cultural events or festivals inside/outside the Institute): Faculty Convener, Ragam/Dean (Students Welfare)
3. Presenting Technical Papers/Attending Technical Conferences/Workshops: Programme Coordinator/HoD concerned
4. Sports & Games (inside or outside the Institute): Faculty in charge of the concerned event (Faculty in charge of Physical Education)
5. Placement/Internship selection process in the Institute through Training & Placement: Professor (T & P)

All students participating in extra-curricular activities (mentioned above) are advised to get approval for their duty period from the concerned officials, prior to the programme or event. Students participating/attending in the above are advised to collect the duty/attendance certificates (if any) from the appropriate authority mentioned above immediately after the activity/programme.

The students who wish to apply for condonation due to loss of class by participating in extra-curricular activities are required to fill up the necessary form and get it signed by the above appropriate authority. All such applications recommended by the concerned PC shall be submitted to HoD on or before the last day for the application for condonation in the semester as per the academic calendar or on a date indicated by the Department for the same, whichever is later. The HoD, depending on the merit of the case may permit the student to appear for the end semester examination. List of such students permitted to appear for the end semester examination will be published in the department (by HoD) with details to PC, Course Faculty and Faculty in charge of Examinations. All the records shall be kept with PC in the department.

R.13.4   Those students who have attendance less than 50% in any course are not eligible for condonation on any grounds and hence not eligible for appearing for the end semester examination of the course.

R.14.0   Assessment Procedures

R.14.1   The Senate shall decide the assessment procedure from time to time. It shall be based on the system of tests/assignments/tutorials/presentations/course projects/reports etc. and end semester examinations in each course in each semester.

R.15.0   System of Tests/Assignments/Tutorials

R.15.1   For Lecture/Lecture and Tutorial based subjects at least two interim assessments will be made during the semester. They may be in the form of periodical tests, assignments or a combination of interim assessment 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 course faculty.

R.15.2   In interim assessment, assignments, tutorials etc. carry 20 to 40% weight and remaining 60 to 80% weight will be for tests. The total weight for the interim assessments (tests, assignments and tutorials) shall not exceed 60%.

R.16.0   End Semester Examination

R.16.1   There will be one end semester examination of 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 after the completion of the project work.

R.16.2   The Weight for the End Semester Examination shall not exceed 60%.

R.17.0   Weights for Assessment Components

R.17.1   For all lecture courses and for all courses where lecture clubbed either with practical or drawing or projects etc., the end semester examination shall carry appropriate weightage (normally between 40-60%) as per the curriculum. The remaining weight is for other components like tests/assignments/tutorials/course projects etc. For courses where the lectures are clubbed either with practical or drawing or projects etc. assessment procedure shall be a properly weighted combination of those for lecture and those for practical or drawing or project components etc., and shall be decided by the course faculty in consultation with the Class Committee.

R.17.2   If end semester examination is planned for a laboratory/practical/drawing course, it shall be conducted before the last instructional day and the weightage for it should not exceed 40%.

R.18.0   Project/Thesis Evaluation

R.18.1   At the end of the sixth 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 the Institute or from another department of the Institute. 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.

R.18.2   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.

For the accepted thesis, letter grades shall be allotted by the thesis evaluation committee. The grades allotted for the thesis/project will be counted for calculation of CGPA (as per **R.25.0**) and for the Class awarded for MCA Degree as per **R.28.0** Class/Division.

R.18.3 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.18.4 The Project Work/thesis will be considered for awarding Grade 'S' only if a paper, based on the project work is published/accepted for presentation at least in a Scopus indexed conference or a software copyright is granted.

R.19.0 Make-up Examination

R.19.1 Students who miss any of the mid-term tests or end-semester examination due to ill-health requiring hospitalization/physical indisposition with inability to move or any other compelling reason judged to be valid by the PC/HoD, are eligible for a make-up examination.

R.19.2 Those who miss test(s) and/or end semester examinations shall apply to the concerned HoD through PC **within five instructional/working days** after the missed test/examination or before the prescribed date indicated in the academic calendar whichever is earlier, giving the reasons/proofs for the absence. Applications received after this period will not be entertained. Students residing in the hostels should produce a medical certificate (as the proof for absence) issued by the Institute Medical Officer certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the examination. Requirement of hospitalized treatment is not applicable in the case of contagious disease like chicken pox.
Students residing outside the campus must produce a medical certificate (as the proof for absence) from a Registered Medical Practitioner certifying that he/she was admitted to hospital during the period of examination or he/she was not in a condition to write the examination, and the same should be duly endorsed by parent/guardian of the student and also by the Institute Medical Officer.
All applications for make-up examinations when approved by the concerned HoD shall be given to the PC. The PC shall inform the same to the course faculty concerned.The list of students permitted to appear for the make-up examinations of mid-term tests and end-semester examination shall be published in the department.

R.19.3 Make-up examinations shall be conducted by the course faculty concerned during appropriate slots as per the schedule published in the academic calendar. Record of the corrected marks shall be kept by the concerned faculty, with appropriate entries in the institute DSS. The same shall be informed to the PC.

R.19.4 Students who miss the end semester examination and one or more tests shall be permitted to write one make-up examination only, and no marks shall be separately

awarded for the missed tests.

Those who miss the test(s) shall appear for make-up examination along with make-up examination of end semester examination and answer the relevant portions of the question paper with appropriate weight as attached to the test(s) based on the instruction from course faculty.

R.19.5 **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 (Academic) in consultation with the Chairman of the Senate may permit the student to appear for a second make-up examination.

R.20.0   Contact Course

R.20.1 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.

R.20.2 The assessment procedure for a contact course will be similar to the procedure for regular semester course.

R.20.3 Withdrawal from a contact course is not possible.

R.21.0   Method of Grading

R.21.1 **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	I	W
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.

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.22.0   Declaration of Results

R.22.1   The F grade once awarded stays in the record of the student and is deleted when he/she successfully 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.

After finalization of the grades in the Class Committee meeting for the first to fourth semesters (without students), hard and soft copies of consolidated results with marks, final grades and attendance codes (in a prescribed form, if any, specified by the academic section) shall be forwarded by the Class Committee Chairperson to the Dean (Academic) through HoD. The consolidated results shall include results of all make-up examinations. One set of hard copies of consolidated results shall be sent to the concerned HoD by the Chairperson his reference and records.

R.22.2   Results (without marks but having the final grades and the attendance codes against Roll number of students without names) will be published in the respective Department Notice Boards and in the Institute website on the time/day as per the academic calendar or as instructed by the Dean (Academic).

R.23.0   Re-evaluation of Answer Sheets

R.23.1   Re-examination of answer sheets prior to re-evaluation: a) In case any student needs clarification on his/her grade or wishes his/her answer sheets of end semester examinations of any courses other than projects, laboratory, design/studio/thesis and seminars, to be re-examined, he/she can contact the course faculty concerned <u>within five working days on publication of results or within five working days after the commencement of the immediately succeeding semester, whichever is later.</u> 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 faculty concerned. If the faculty feels that the case is genuine, he/she may reexamine the case and forward a revised grade, if any, to the Dean (Academic) through the Chairperson of the Class Committee with proper justification for the revision on intimation to the concerned HoD.

b) If a student feels that he/she has grievance which is not genuinely sorted out with the course faculty, he/she may represent the matter to the concerned HoD (Head of the Department to which the course faculty belongs) though his/her PC/HoD (Head of the Department to which the student belong<u>) within five working days on publication of results or within five working days after the commencement of the immediately succeeding semester, whichever is later.</u> The HoD shall examine the case, take suitable decision and communicate the same to the student in writing. (If the concerned faculty is the HoD, then HoD may refer the matter to one of the senior faculty members of the department). Revised result, if any, shall be sent to the Dean (Academic) through the Chairperson of the Class Committee with proper justification for the revision on intimation to the concerned HoD.

R.23.2 **Re-evaluation of Answer Sheets: a**) If the student is not satisfied with the decision of the HoD, he/she may appeal to the Dean (Academic) through PC and HoD, <u>within ten working days</u> on receipt of the communication from the HoD, for the re-evaluation of the answer papers. The student has to make necessary payment for the re-evaluation and attach receipt along with application. Dean (Academic) may arrange for the re-evaluation of the answer papers in deserving cases through another faculty (from a panel of minimum 2 (Two) examiners proposed by the HoD) within the Institute. Once the re-evaluation of answer sheets is completed, the result shall be intimated by the faculty who re-examined the answer sheets to Dean (Academic) through the HoD. For all such cases, the results obtained for the re-evaluation will replace the earlier results, only if the increase is more than 5% of the maximum marks.

b) Requests received from the student within the stipulated time limits only shall be processed.

c) The decision of the Chairman, Senate will be final and binding for all the clauses above.

R.24.0 **Repetition of a Course**

R.24.1 A student securing 'F' or 'W' grade in any course has to repeat it compulsorily when offered next, if the course is listed as a core subject

R.24.2 For an elective subject, the student has option either to repeat it in order to get a successful grade or take another elective course.

R.25.0 **Grade Point Average**

R.25.1 The Grade Point Average (GPA) will be calculated by the formula.

$$SGPA = \frac{\Sigma (C \times GP)}{\Sigma C}$$

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 and W grades.

R.26.0 **Conversion of CGPA to Percentage of Marks**

R.26.1 The CGPA can be converted to percentage of marks as follows:
(**CGPA**- 0.5) x 10 = **Percentage of marks**.

R.27.0   Grade Card

R.27.1   The semester wise Grade Cards will be issued to each student through PC by the academic section normally within a month from the completion of finalization of the results and shall contain the following details:
a) code, title, credit and category of each course registered in the semester,
b) letter grade obtained,
c) * indication for subjects with more than one appearance,
d) attendance code,
e) total number of credits earned by the student up to the end of that semester in each category and grand total, and
f) SGPA & CGPA.

R.27.2   At the end of the MCA degree Programme a consolidated grade card will be issued to each student.

R.28.0   Class/Division

R.28.1   Classification in academic performance 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.29.0   Eligibility for the award of MCA Degree

R.29.1   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.7.2.**
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.29.2   Students who completed the programme and are eligible for the award of the Degree can get the following documents from the academic section based on individual application after the declaration of results: consolidated Grade Card, Provisional Degree, Course Completion, Transfer and Migration Certificates. Degree certificate will be issued during convocation as per the notifications issued by the Institute.

R.30.0   Power to Modify

R.30.1   Notwithstanding all that has been stated above the Senate has the right to modify any of the regulations from time to time.