



# **MANAKULA VINAYAGAR** **INSTITUTE OF TECHNOLOGY**



**An Autonomous Institution**


**Affiliated to Pondicherry University, Approved by AICTE, New Delhi**

**Accredited by NBA, New Delhi and NAAC With 'A' Grade**

**Kalitheerthalkuppam, Puducherry - 605 107**



## **MASTER OF COMPUTER APPLICATIONS**

  
**DEAN (Academics)**

**REGULATIONS 2025-26**

**MANAKULA VINAYAGAR**  
**INSTITUTE OF TECHNOLOGY,**  
**Kalitheerthalkuppam, Puducherry-605 107**



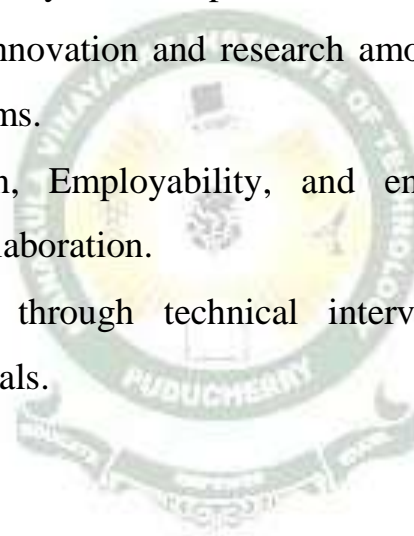


### **Vision**

To be a globally reputed Technical Institution creating Competent leaders and Skillful innovators in Science, Technology, and Management.

### **Mission**

- Providing a dynamic and creative learning environment for its students to acquire exemplary technical, analytical, and professional skills.
- Imbibing a spirit of innovation and research among its students and faculty for solving critical problems.
- Promoting Innovation, Employability, and entrepreneurship skills through industry-academia collaboration.
- Serving the society through technical intervention and creating socially responsible Professionals.





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# MANAKULA VINAYAGAR INSTITUTE OF TECHNOLOGY

(An Autonomous Institution)

MASTER OF COMPUTER APPLICATIONS PROGRAMME

(Four Semesters)

**REGULATIONS 2025 (R-2025)**

**CHOICE BASED CREDIT SYSTEMS (CBCS)**

## 1. **INTRODUCTION**

- 1.1 Manakula Vinayagar Institute of Technology (MVIT), with its motto “Educate, Empower and Excel,” envisions to foster knowledge, skills, attitude, and values of aspiring youths to enable them to become global citizens. To achieve this transformation, the institution has evolved a flexible academic curriculum designed in accordance with the Outcome Based Education (OBE), which is acquired by the learners of a programme under ‘Learner Centric’ Model.
- 1.2 All the Post Graduate Management programmes shall be governed by the rules and regulations provided in this version of Academic Regulations (R-2025). The curriculum of each programme provides broad-based knowledge, quality course content, academic flexibility, and scope for multi-disciplinary learning activities and opportunities for industry-oriented projects.
- 1.3 The provisions made in this document shall govern the policies, procedures, curriculum, conduct of the examinations, and evaluation systems.
- 1.4 The semester system shall be adopted for academic activities in the institute. Normally, the odd semester starts in the second week of August and the even semester starts in the second week of January
- 1.5 Stringent evaluation norms will be followed to maintain the quality of Management education. The examination system will be transparent and governed by the rules and regulations with time-bounded activities.

### **Objectives of CBCS**

- To shift focus from the teacher-centric to student-centric education.
- To allow students to choose domain based skill-oriented courses from the choices to provide more flexibility in the learning system.
- To make education broad-based on par with global standards.
- To help students to earn credits by choosing a unique combination of courses.
- To create a World wide exposure to students by providing International Certificate Courses.
- To provide necessary training to students for gaining vital life skills through skill development programmes.



- To keep abreast of industrial requirements and societal needs, students are equipped through internship and research projects.

1.6 The rules and regulations shall be subjected to amendment made by the Academic Council (AC) from time to time.

## 2. PRELIMINARY DEFINITIONS AND NOMENCLATURE

TERM	DEFINITION
<b>Institute</b>	Manakula Vinayagar Institute of Technology
<b>University</b>	Pondicherry University
<b>Programme</b>	MCA Degree – Master of Computer Applications
<b>Discipline/Department</b>	Branch or specialization of MCA Degree Programme.
<b>Course</b>	Theory/ Practical courses that are normally studied in a semester.
<b>Professional Core Course</b>	Compulsory course in the curriculum
<b>Professional Elective Course</b>	A course that can be chosen from the listed courses by a student based on their interest which is not covered in professional core courses.
<b>Open Elective Course</b>	A course that can be chosen by a student based on their interest from the list of multi-disciplinary courses offered by other departments.
<b>Head of the Institution</b>	The Principal
<b>Controller of Examinations (CoE)</b>	The authority who is responsible for all Examination related activities of the institution
<b>L – T – P – PW – C</b>	L - Lecture, T - Tutorial, P - Practical, PW – Project Work and C - Credits respectively
<b>Curriculum</b>	The various components/courses studied in each programme that provides an appropriate outcome in the chosen branch of study.
<b>Semester Grade Point Average (SGPA)</b>	Weighted average of grade points of courses in a semester.
<b>Cumulative Grade Point Average (CGPA)</b>	Weighted average of grade points of all courses in all semesters completed by a student
<b>Odd semester</b>	The Semester that is typically from June to November
<b>Even semester</b>	The Semester that is typically from December to May
<b>Period</b>	50 minutes duration of a Theory / Theory cum



<b>TERM</b>	<b>DEFINITION</b>
	Practical/Practical class
<b>Day</b>	8 periods in a calendar day
<b>Enrollment</b>	Enlistment of a student on roll in an academic year
<b>Arrear</b>	A course in which a student has not fulfilled the examination passing criteria in the end semester examination.
<b>CAT</b>	Continuous Assessment Test
<b>CAM</b>	Continuous Assessment Marks
<b>ESE</b>	End Semester Examination
<b>ESM</b>	End Semester Examination Marks
<b>EEC</b>	Employability Enhancement Course
<b>Regular Examination</b>	End semester examination conducted for the courses prescribed in the curriculum of that semester.
<b>Arrear Examination</b>	End Semester examination conducted for the students who have not fulfilled the examination passing criteria in the previous attempt(s).
<b>Supplementary Exam</b>	In order to complete the programme within 2 years, only the student with a maximum of two arrears will be permitted to appear for Supplementary Examination. The Supplementary Examination will be conducted after declaration of the End Semester Examination results/revaluation results. This examination will be conducted at the end of fourth semester only. For supplementary examination, the continuous assessment marks of the last attempt will be considered.
<b>First Attempt</b>	Appearing for the end semester examination of a course in a semester for which the students have registered. If a student failed to appear for the end semester examination after registration, it is also treated as first attempt.
<b>Academic Council (AC)</b>	An Apex academic body having the power to scrutinize and approve the proposals with or without modification of the Board of Studies with regard to programme of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, and procedures relevant thereto, etc.



<b>TERM</b>	<b>DEFINITION</b>
<b>Board of Studies (BoS)</b>	An Apex academic body having the powers to approve the various courses, suggest teaching methodologies, coordinate research and other academic activities keeping in view the objectives of the institute.
<b>Curriculum Designing and Restructuring Committee (CDRC)</b>	<p>The committee prepares the Regulations and Curriculum in accordance with Standards and specifications prescribed by Accreditation Bodies, National Education Policy, etc. and ensuring Up to date curriculum of all Programs offered by the Institute, based on timely requirements of Industry.</p> <p>Reviews, revises and prepares curriculum structure based on the institutional policy and suggests improvements in syllabus of a course(s) prepared by course teacher(s) and forwards the curriculum to BoS for further recommendations.</p>
<b>Academic Standing Committee (ASC)</b>	ASC shall perform the functions under emergency situations which are subject to ratification by the Academic Council (AC).
<b>Academic Appeal Board (AAB)</b>	If a student finds some anomaly in the award of marks in the Continuous Assessment Test/End Semester examination, they can make an appeal to the Academic Appeal Board for review of marks awarded.
<b>Department Advisory Committee (DAC)</b>	The Committee that formulates a process to review the post-implementation effects of curriculum and suggest various measures to ensure academic standard and its excellence of the course offered by the department.
<b>Department Academic Review Committee (DARC)</b>	It monitors the academic progress and conduct of classes throughout the semester and takes appropriate corrective measures to improve the quality of curriculum delivery.
<b>Programme Academic Coordinator (PAC)</b>	Coordinates all the academic activities of the department viz. Curriculum revision, framing of syllabus, time table, re-registration of course(s), display and submission of attendance status and BoS meeting as a member secretary.
<b>NEP</b>	National Education Policy



TERM	DEFINITION
BoE	Board of Examination
CEC	Credit Equivalence Committee
DEC	Department Evaluation Coordinator
AICTE	All India Council for Technical Education
UGC	University Grants Commission
NBA	National Board of Accreditation
NAAC	National Assessment and Accreditation Council
CRCE	Complaint Redressal Committee for Examination

### **3. ELIGIBILITY FOR ADMISSION**

Eligibility rules notified by All India Council of Technical Education (AICTE) / Pondicherry University / Government of Puducherry for Admissions in MCA Program, from time to time, are adhered to admit students for pursuing MCA program.

#### **Age Limit:**

There is no age limit for the MCA programmes.

### **4. ACADEMIC STRUCTURE**

#### **4.1. Duration of Programme:**

The Master of Computer Applications degree programme shall extend over a period of 4 semesters spread over 2 academic years—two semesters constituting one academic year. The duration of each semester shall normally be 15 weeks, excluding examinations. The maximum time period for the completion of the programme will be four years.

#### **4.2. Medium of Instruction**

The medium of instruction and assessment for the courses, which can be written tests, seminar presentations, and project/thesis/dissertation reports, will be in **English**.

**4.3** A student admitted to the MCA programme will fulfill all the requirements prescribed in the regulations during the tenure of study.

### **5. CURRICULUM STRUCTURE**

**5.1** According to the National Board of Accreditation (NBA), the curriculum has to be evolved in line with the facets of Outcome Based Education and accordingly the Programme Educational Objectives (PEOs) and the corresponding Programme Outcomes (POs) would be finalized. The Programme Specific Outcomes (PSOs) are to be evolved based on the knowledge and skills developed over the duration of programme. The curriculum evolved should broadly ensure the achievement of the POs and PSOs, from the PEOs of the programme.



The Curriculum Structure has been framed by considering the recommendations of National Education Policy that include:

- i) The introduction of holistic and multidisciplinary postgraduate education that would help develop all capacities of human beings – intellectual, aesthetic, social, physical, emotional, ethical, and moral – in an integrated manner; soft skills, such as complex problem solving, critical thinking, creative thinking, communication skills; and rigorous specialization in a chosen field(s) of learning.
- ii) Adoption of flexible curricular structures in order to enable creative combinations of disciplinary areas for study in multidisciplinary contexts that would also allow flexibility in course options that would be open for students, in addition to rigorous specialization in a course or courses.

### 5.2 Definition of Credit

Coursework is measured in units called credit hours or simply credits. The number of hours of a course per week (the number of credits assigned) is based on the credit per lecture/tutorial hour per week. The credits detail is shown in Table 5.1.

**Table 5.1 Definition of Credits**

1 Hour Lecture (L) per week	1 Credit
1 Hour Tutorial (T) per week	1 Credit
2 Hour Practical (P) / Project per week	1 Credit
2 Hours of EEC courses like Seminar / Case study etc.,	1 Credit

**Credit details for all courses**

Name of course	Number of hours/weeks			Credits
	L	T	P	
Theory	3	0	-	3
Practical	-	-	4	2
Minor Project	-	-	-	2
Major Project	-	-	-	4

Total Number of Credits	Between 70 and 85
Number of credits per Semester	Between 12 and 24

### 5.3 Category of Courses and its Credit Distribution

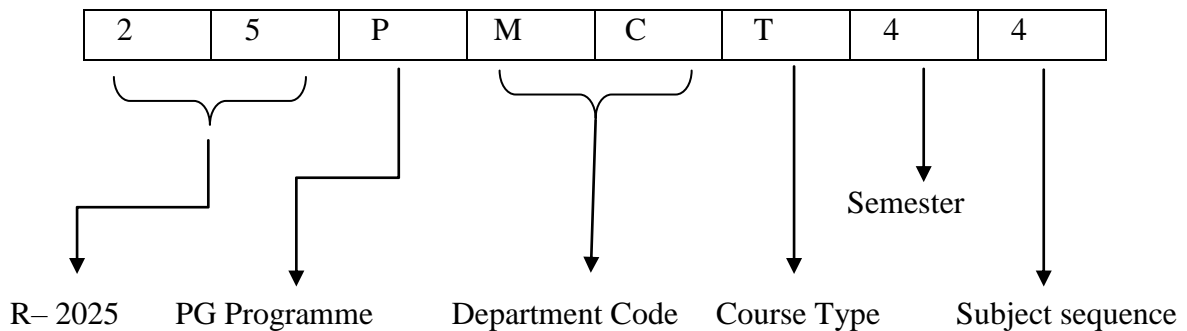
**Table 5.2 Credits Distribution of Various Courses**

Sl. No	Course Category	Credits per Semester				Total Credits
		I	II	III	IV	
1.	Preparatory Courses					Nil
2.	Core Courses	22	18	20	-	60
3.	Elective Courses	-	6	3	-	9
4.	Project/Internship	-	-	-	12	12
5.	Employability Enhancement Courses	0	0	0	-	0
	<b>TOTAL</b>	22	24	23	12	81



### 5.4 Course Numbering Scheme

Each course is denoted by a unique code consisting of 8 alphanumeric characters. The detail of the numbering scheme is shown in Fig. 1.



**Fig. 1 Course code formation**

PROGRAM CODE	COURSE TYPE	SEMESTER
MC – Master of Computer Applications	T -Theory	1
	P - Practical	2
	I –Integrated Course	3
	L – Domain Specific/Professional Elective	4
	W - Project Work	
	EE - Employability Enhancement courses	
	Y- Preparatory Courses	
	CCC - Certification course	

Sl.No	Category	Description
1.	Core Courses	Courses to be undergone and get a satisfactory grade to take up Core Courses.
2.	Practical Courses	Courses that impart hands-on training on managerial, communication, and analytical skills.
3.	Elective Courses	Courses which can be chosen from a pool of elective courses and which provide an extended scope or which enable exposure to related discipline or nurture the learner’s proficiency or skill
4.	Project (Minor/Major)	This special course involves the application of knowledge in analysing, solving and exploring a real-life business problem or situation.
5.	Employability Enhancement Courses	Employability Enhancement Courses include courses on Skill Enhancement, Career Orientation, Competency Enhancement, etc. Employability Enhancement Courses are included as part of bringing in holistic development among students. Students are made more employable and society ready for the future.



**\*\* Sustainable Development Goals (SDGs) – NEP 2020**

Guest Lecture/Value added Courses/Online courses/Preparatory Courses/ Elective Courses / Project are mapped with Sustainable Development Goals (SDGs) as per NEP 2020 and its due implications are addressed along with respective Activities / Courses.

**5.5 Preparatory Courses – Two Weeks Induction Programme**

Graduates from various disciplines (such as Arts, Commerce, Engineering, Mathematics, Science, etc.) are eligible to join MCA programme. On account of this, there may be a knowledge gap among the students on entry into the programme. In order to bridge this gap, it is intended to offer certain basic courses as Preparatory Courses for all the students who are admitted into MCA programme from the Academic Year 2025-26. These courses are Mandatory and require satisfactory completion by the students before the start of the First Semester of study.

**5.6 Employability Enhancement Courses**

Employability Enhancement Courses include courses on Skill Enhancement, Career Orientation, Competency Enhancement, etc. Employability Enhancement Courses are included as part of bringing in holistic development among students. Students are made more employable and society ready for the future.

**5.7 Elective Courses**

Every student shall choose specialization courses from the list of electives relating to the domain in consultation with the Department.

**5.8 Project Work**

**5.8.1 Minor Project**

Each Student should undertake a suitable project in a business enterprise, an industry, a research organization, or a Government department in consultation with the project guide, the Head of the Department, and the Project Coordinator and submit the project report before the dates announced by the Department.

**5.8.2 Major Project**

Every student shall be required to undertake a suitable project in a business enterprise, an industry, a research organization, or a Government department in consultation with the Head of the Department and the Project Guide and submit the project report thereon at the end of the fourth semester, on dates announced by the Department. A student shall register for Project Work in the 3<sup>rd</sup> semester.

**5.8.1 Process for Major Project**

- i. Students undergoing a major project (which is compulsory for all) should decide, identify, and interact with relevant industry/organization in the 3<sup>rd</sup> semester itself. Students may take necessary help from their department to establish contact with industries.



- ii. Students shall submit the application attached with relevant details, viz. correspondence with industry, area, and nature of project, progress report to the department before the end of the 3<sup>rd</sup> semester.
- iii. Principal / Dean Academics shall issue a permission letter to the students on the recommendation of the Project Guide / HoD. Students shall be allowed to do the project work in the company or industry (as a freelance project) for a minimum of 8 weeks and a maximum of 10 weeks before the commencement of the 3<sup>rd</sup> semester.
- iv. An internal guide from the department and a mentor from the industry/organization where the project is to be undertaken shall be allocated to the student. Both guides will discuss and finalize the scope of the project work and the project progress together. The internal guide is expected to visit the industry at least twice during the internship duration to see the progress of his/her student. The concerned Faculty is required to submit a brief report in this regard.
- v. Students should maintain a diary, regularly write progress, and get the approval from both internal and external guides at least once in a month by physically reporting or through email communication. If the progress is not found satisfactory due to any reason, the corrective action should be taken by the concerned Project Guide in consultation with the Project Coordinator and the HoD. No student will be permitted for the final viva without successful completion of the project.
- vi. Progress report and certification of the project work undertaken shall be submitted by the student to the respective guide. The method of evaluation shall be the same as specified in Table 7.7.

## **6. COURSE ENROLMENT AND REGISTRATION**

- 6.1 The registration process for each semester courses shall be done in online mode, which will commence preferably 10 working days prior to the last working day of the current semester.
- 6.2 All the students of the MCA programme shall register for the courses during a specified period in the beginning of the semester, provided he/she fulfills the eligibility criteria prescribed for enrolment and registration of courses in a particular semester.
- 6.3 A student will be eligible for enrolment only if he/she had not been debarred from enrolment by the disciplinary action committee of the Institute.
- 6.4 List of students who join a particular semester of a branch of study shall include
  - i) Students who rejoin the programme after a temporary break
  - ii) Students who rejoin the programme after having been stopped from moving to the next higher semester due to non-fulfillment of attendance requirements.
  - iii) Students who are otherwise eligible.
  - iv) After registering for all the courses, students must attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks (CAM), and appear for the End Semester Examinations (ESE).



### **6.5 Pre-Registration for Elective Courses:**

A list of Functional elective courses offered in the next higher semester will be made available to the students three weeks before the starting of the Semester. The Functional Elective courses will be offered during third and Fourth semester. In order to facilitate proper planning of functional elective courses to be offered in a semester, it is essential for the students to declare their intent to register for the respective elective course well in advance, before the actual start of the semester classes, through the process of Pre-Registration.

### **6.6 Arrear Course Registration**

- i.** In the first attempt of writing the End Semester Examination of a course, if a student fails, He/she can retain the existing CAM and proceed to write the End Semester Examinations/ Supplementary exams as and when it is conducted.
- ii.** The student(s) will be allowed to write their arrear course(s) as per their Regulations till its existence. Thereafter, the student(s) has to register for the arrear course(s) only for the equivalent course(s) prescribed by the respective board as per the Regulations in-force, and student(s) will be assessed for a total of 100 marks in the End Semester Examinations.
- iii.** A student who fails in Project work / Mini Project / Seminar shall register for the course again, when offered next, and redo the course. In this case, the student shall attend the reviews and fulfill the attendance requirements as per Clause 8.2 and earn continuous assessment marks.
- iv.** The student who fails in summer industrial training/internship shall attend the training/internship again and redo the course with the same organization or a different organization with the approval of the HOD.
- v.** If a student fails in a subject because of less marks in continuous assessment mark ( Less than 40% ) He / She has to re-earn the continuous assessment mark as per clause 6.7 in that case.
- vi.** If a student fails in the End semester examination with re-earned CAM of a course, He / She has to rewrite the End semester exam in that particular course.

### **6.7 Re-earn the Continuous Assessment Marks (CAM)**

If a student wishes to re-earn the Continuous Assessment Marks (CAM), he/she has to re-register by paying the prescribed fee for the course in the subsequent semester. The student has to re-earn the CAM by taking all the continuous assessment tests, assignments, and presentations as per the norms of regulations. However, the higher marks scored by the students in his/her attempts for CAM shall be considered.



### 6.8 Rejoining

- i. The candidate, at the time of rejoining, should follow the regulations which exist in force.
- ii. The candidate rejoining under new regulations shall apply to the Head of the Institution in the prescribed procedure through the Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses in the regulations in force, so as to bridge the curriculum in force and the old curriculum.

## 7. ASSESSMENT PROCEDURES FOR AWARDING MARKS

- i. Performance in each course of study shall be evaluated based on (i) Continuous Assessment Tests during the semester **of one and a half hours duration** and (ii) End Semester Examination at the end of every semester (Odd semester during November/ December and Even Semester during April /May of 3 hours duration. All Credit courses are evaluated for 100 marks, comprising of Continuous assessment and End Semester exam.
- ii. Each course (theory, theory cum Practical and Practical courses including project work & viva voce examinations) shall be evaluated for a maximum of 100 marks. For Theory course, the weightage of continuous assessment is 40% and end semester examination is 60%
- iii. For the Practical course, the weightage of the continuous assessment is 60% and the end semester examination is 40%
- iv. The End Semester Examination for project shall consist of evaluation of the final report submitted by the student or students of the project group (of not exceeding 3 students) by an external examiner and an internal examiner, followed by a viva-voce examination.
- v. For Project, the weightage of continuous assessment is 50% and the end semester examination is 50%.

### 7.1 Theory Courses

All theory courses shall be assessed as follows:

**Table 7.1 Assessment method for Theory courses**

Assessment	Continuous Assessment marks (CAM)						End Semester Examination (ESE) Marks	Total Marks
	CAT 1	CAT 2	Model Exam	Attendance	Assignment*	Activity #		
Marks	7.5	7.5	10	5	5	5	60	100

\* Application oriented / Problem solving / Design / Analytical in content beyond the syllabus

# Project-Based Learning/ Experiential Learning/Seminars / Case studies/ Simulation and Role-Playing/ Portfolios.

**i) Continuous Assessment:**

Continuous Assessment Marks for all theory Courses are 40. It shall include Marks secured on attendance, Continuous Assessment tests, and assignments.

**a) Attendance:**

Attendance Marks for all theory Courses are 5 marks, and the distribution of marks is as follows:

- 5 marks for 95% and above
- 4 marks for 90% and above but below 95%
- 3 marks for 85% and above but below 90%
- 2 marks for 80% and above but below 85%
- 1 mark for 75% and above but below 80%

**b) Continuous Assessment Test:**

The Continuous Assessment mark for all theory courses is 25. Performance in all the tests will be taken for assessment as follows:

**Table 7.2 Weightage of assessment for theory courses**

Sl. No	Test	Portion for Test	Duration of Test	Test Mark	Weightage for Internal Marks
1.	CAT 1	2 Units	1.30 Hours	50	7.5
2.	CAT 2	2 Units	1.30 Hours	50	7.5
3.	Model Exam	All Units	3 Hours	100	10
Continuous Assessment Marks for Theory Courses					25

**c) Assignments:**

- Assignments Marks for all theory Courses is 5 marks.
- The assignment should be in the form of Application-oriented / Problem-solving / Design / Analytical in content beyond the syllabus.

**d) Activities**

- Activity Marks for all theory courses is 5 Marks.
- Activities consist of Project-Based Learning/ Experiential Learning/ Seminars / Case studies/ Simulation and Role-Playing/ Portfolios
- The Project Based Learning/ Experiential Learning/ Seminars / Case studies / Simulation and Role-Playing / Portfolios should be assessed by the concept of article, report, and presentation.

**ii) End Semester Examination:**

The duration of examination shall be 3 hours with a maximum of 100 marks, which will be converted into 60 marks for declaring the Course result.

**iii) Question Paper Pattern for Theory courses**

The question paper pattern of CAT, Model, and End Semester Examination for Theory courses as per the Table 7.3 and 7.4.

**Table 7.3 Question Paper pattern for CAT 1 and 2**

3 Mark Questions	10 Mark Questions	15 Mark Questions	Total Marks
5	2 (either or)	1(Compulsory)	
15	20	15	50

**Table 7.4 Model and End Semester Examination Question Paper pattern**

3 Mark Questions	10 Mark Questions	20 Mark Questions	Total Marks
10 (two questions from each unit)	5 (either or)	1 (Compulsory)	
30	50	20	100

The Controller of Examination schedules the Continuous Assessment tests/Model examination for all courses. The department is expected to conduct the Continuous Assessment tests for 1 hour 30 minutes & the Model Examination for 3 hours duration and upload the internal assessment marks in the controller of examination web portal after evaluation.

**7.2. Practical Courses / Employability Enhancement Courses - Skill Enhancement Courses & Career-Oriented Courses**

Faculty in charge of Practical courses shall evaluate the practical course for 50 marks. All practical courses shall be assessed as follows:

**Table 7.5 Assessment Method for Practical Courses**

Assessment	Continuous Assessment Marks (CAM)				End Semester Examination Marks	Total Marks
	Performance in practical classes			Model Practical Examination		
	Conduction of practical	Record work	Viva			
Marks	20	10	5	15	10	50

**i) Continuous Assessment:**

Continuous Assessment Marks shall be based on attendance, regular performance of the student in practical classes and a model practical examination conducted at the end of the semester.

**a) Attendance:**

Attendance carries 10 marks and the distribution of Marks for Attendance is as follows:

- 10 marks for 95% and above
- 8 marks for 90% and above but below 95%
- 6 marks for 85% and above but below 90%
- 4 marks for 80% and above but below 85%
- 2 marks for 75% and above but below 80%



**b) Performance in practical classes**

The regular performance in the practical class (conduction of practical (20 marks), Record work (10 marks) and viva (5 marks)) will be evaluated for 35 marks.

**c) Performance in the Model practical examination**

Performance in the Model practical examination will be evaluated for 15 marks. The pattern of Model Practical Examination will be similar to the End Semester practical Examination.

**ii) End Semester Examination:**

The End Semester Examination of the practical courses will be evaluated for 100 marks by a panel of internal examiners consisting of Course In-Charge and a Course Expert (Senior Faculty Member). The Break-up of marks is as follows:

Objective:	10 marks
Procedure / Algorithm:	30 marks
Experiment / Program Execution:	30 marks
Result / Output:	20 marks
Viva	10 marks

**7.3 Mini Project**

The project work carried out in the second semester shall be assessed as follows:

**Table 7.6 Assessment Method for Minor Project work**

Assessment	Continuous Assessment Marks (CAM)	Total Marks
Review 1	20	100
Review 2	20	
Project Evaluation	10	
Project Presentation	50	

- Project work may be assigned to a group of students (max 3 students) under the supervision of faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work. There shall be a minimum of three faculty members in the review committee. There shall be two reviews (as per Table 7.6) in total, during the semester by the review committee.
- The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.
- The evaluation of the Minor project report is done by an internal examiner, followed by a presentation and viva-voce conducted separately for each group, by a review committee consisting of internal faculty members.
- Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.



#### 7.4 Criteria for Assessment of Project Work

- The Project Work will have to be submitted at the end of semester and will be evaluated for 500 marks – the maximum marks for Continuous Assessment is 250 marks and that for the End Semester Examination (project report evaluation, and viva-voce examination) is 250 marks.
- The assessments are based on
  - (i) The progress of the project work,
  - (ii) The Final Report of the Project Work, and
  - (iii) Viva-Voce, as specified in Table 7.7.
- If a student does not carry out the project or is absent through the project period, the project should be carried out in the fourth semester. If the student has carried out the project work but fails to submit the report on Project Work on or before the specified date, he/she is deemed to have failed in it. The project may be submitted before the supplementary exam and supplementary viva-voce may be conducted based on the approval of the HoD.
- If a student gets less than 50% in the project, he/she will either
  - (i) Redo the project in the subsequent semester, or
  - (ii) Submit a redrafted project report with additional information as instructed by the examiners and appear for the viva voce examination as a supplementary exam. In case, the examiners are satisfied with the project report, but not with the oral viva-voce, the candidate will appear for viva-voce alone as a supplementary exam.
- Project work / Internship may be assigned to a single student under the supervision faculty guide(s).
- The Head of the Department shall constitute a review committee for Project Work/ Internship. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per Table 7.7) to be held during the semester by the review committee.
- In respect of Internships, the students undergoing internships may obtain a letter of requisition from the Head of the Department / Project Advisor, and seek permission to undergo the internship from the competent authority of the company / organization. The internship period will normally be 8 weeks (minimum 6 weeks in any case), and will start immediately after the completion of the second semester exam.
- The students who undergo internships / internship record which will include the training and skill development report, and attendance certificate obtained from the industry/ organization, and the Internal Guide (the project advisor assigned by the Department), and shall review and help the Project Advisor in evaluating the students during the duration of the internship. Good conduct and behavior of the student during the internship in the company/organization are also essential.
- The Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department.



- The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination conducted separately for each student, by a committee consisting of the external examiner, and an internal examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.
- The Continuous Assessment Marks (CAM) and End Semester Examinations marks (ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 7.7.

**Table 7.7 CAM & ESM break-up for Major Project**

Sl. No	Description	Evaluated By	Marks
<b>1 Continuous Assessment</b>			
a	Review 1 (Research Proposal)	Review Committee	25
		Project Advisor	25
b	Review 2 (Review of Literature, Objectives and Methodology)	Review Committee	25
		Project Advisor	25
c	Review 3 (Data Analysis and Interpretation)	Review Committee	30
		Project Advisor	30
d	Presentation in Conference / Publication	Review Committee	40
e	Project Report / Evaluation	Project Advisor	50
	<b>Total CAM</b>		<b>250</b>
<b>2 End Semester Examination</b>			
1	Evaluation of final report		125
2	Presentation		75
3	Viva-voce		50
	<b>Total ESM</b>		<b>250</b>
<b>Total Marks</b>			<b>500</b>

**Notes:**

- # Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.
- ## Every student is expected to present his/her research work in Conferences / Seminars organized by NAAC/NBA Accredited reputed institutions (with at least B Grade) and/or publish in reputed journals. For the purpose of 'publication', in-principle acceptance letter/mail from the publisher will be construed as actual publication. In this regard, the Department Research Coordinator, in consultation with the subject experts and the HoD, will make available a list of approved journals for publication.

**7.5 Employability Enhancement Courses**

- (i) The evaluation of 'Employability Enhancement Courses' is through internal assessment only (continuous assessment) as per Table 7.8.
- (ii) The faculty In-charge will conduct the assessment for 100 marks, by evaluating the report and adopting any one of the methods like Project Demonstration/ presentation/ any evaluation method which assess student's specific skill set as relevant to the course.



(iii) The marks scored in these courses will not be taken into consideration for the SGPA/ CGPA calculations in the grade sheet.

**Table 7.8 Assessment method for Employability Enhancement courses**

Assessment	Continuous Assessment Marks ( CAM )			Total Marks
	Attendance	Report	Presentation/Demo/ Skill Test	
Marks	10	40	50	100

**7.6 Certification Courses**

Certification Courses are required to be completed to fulfill the degree requirements. All **Certification** courses are assessed internally for 100 marks as per Table 7.9.

- (i) The Course coordinator handling the course will assess the student through attendance and MCQ test, and declare the student as “pass” on satisfactory completion. A letter grade “P” is awarded to declare pass.
- (ii) The marks scored in these courses will not be taken into consideration for the SGPA/CGPA calculations in the grade sheet.

**Table 7.9 Assessment method for Certification courses**

Assessment	Continuous Assessment Marks(CAM)		Total Marks
	Attendance	MCQ Test	
Marks	10	90	100

**7.7 Mandatory Courses**

- **Mandatory Courses** are required to be completed to fulfill the degree requirements. All Mandatory Courses are assessed internally for 100 marks as per Table 7.10
- The **Faculty In-charge** handling the course will assess the student through activities, quizzes, and debates, and declare the student as “**Pass**” on satisfactory completion. A letter grade “**P**” is awarded to declare pass.
- The marks scored in these courses will **not** be taken into consideration for the **SGPA/CGPA calculations** in the grade sheet.
- Mandatory courses will be included in the Grade Sheet

**Table 7.10 Assessment method for Mandatory courses**

Assessment	Continuous Assessment Marks(CAM)			Total Marks
	Attendance	MCQ Test	Presentation /Activity/ Assignment	
Marks	10	30	60	100



## 8. ELIGIBILITY FOR APPEARING END SEMESTER EXAMINATION

### 8.1 Requirements for Appearing End Semester Examination

The students are expected to maintain 100% attendance in all courses because attendance carries internal marks. A student will be qualified to appear for end semester examinations in a particular course of a semester only if he/she satisfies the below mentioned requirements.

**8.1.1** The student is permitted to appear for End Semester Examinations, only if he/she maintains minimum 75% of attendance. If he/she secured attendance greater than or equal to 60% and less than 75% in any course in the current semester can be considered in case of the following reasons:

- i. Medical reasons (hospitalization/accident and or illness). The medical certificate obtained from a medical officer not below the rank of Assistant Director should be submitted to the CoE through the Head of the Department.
- ii. Due to participation in sports events or any competitions or NCC and/or NSS activities with prior written permission from the Head of the Institution/Dean Academics through the Head of the Department
- iii. He/she has to pay the necessary Condonation prescribed by the college authority with necessary supporting documents for his/her absence.

**8.1.2** The student shall be considered for exemption from the prescribed attendance requirement for the reasons stated above, and if exempted, the student shall be permitted to appear for the End Semester Examination of that course. In all such cases, the students should have submitted the required documents on joining after the absence to the Head of the Department through the Class Advisor.

**8.1.3** If any student is suspended for any reason during the semester, the days of suspension of a student on disciplinary grounds shall be considered as days of absence for calculating the percentage of attendance for each individual course.

### 8.2 Movement to Next Higher Semester

**8.2.1** A student can move to the next semester provided only if he/she fulfills the minimum attendance requirement for appearing in the end semester examination.

**8.2.2** The student who has failed to fulfill the above condition will not be permitted to move to the higher semester, and shall rejoin the program in the next academic year in the same semester after fulfilling all the required norms.

**8.2.3** A student who rejoins the program after the temporary break shall be governed only by the rules, regulations, course of study, and syllabi in force, at the time of rejoining the course.

### 8.3 Provision for Withdrawal from Examination

#### 8.3.1 Complete Withdrawal (applicable only for nil arrear students):

A student, who is eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the entire End Semester Examinations as one unit (**Complete Withdrawal**) for valid reasons and on the recommendation of the Head of



the Department and with the approval of the Dean Academics and Head of the Institution. Complete Withdrawal application shall be made before the commencement of the first examination pertaining to the semester. Such withdrawal shall be permitted **only once** during the entire programme.

**8.3.2** A student who has completely withdrawn from appearing for End Semester Examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.

**8.3.3** If all other conditions are satisfactory, the candidate who withdraws is also eligible to be awarded **DISTINCTION**, whereas he/she is **not eligible to be awarded a rank**.

#### **8.4 Scribe for End Semester Examination**

**8.4.1** If any student is not in a position to write end semester examination on account of temporary physical disability or injury due to an accident and applies for a scribe (writer) with medical certificate obtained from a medical officer not below the rank of Assistant Director level, then a scribe shall be allowed/assigned by CoE to such student. Normally, such scribe shall neither be a student nor a degree holder of any technical programme having similar competency. The student shall, however, apply in a prescribed proforma to CoE and requesting permission for using the scribe well in advance, not on the day of examination, to make necessary arrangements (Scriber, Separate Examination Hall etc.). CoE shall take the undertaking from the scribe in a prescribed proforma. Such student shall produce the permission letter from the CoE for using the scribe to the invigilator. He / She should pay the TA/DA and other charges to the scribe. Scribe shall be allowed extra time as per the norms decided by the Controller of Examinations.

**8.4.2** Student admitted with differently-abled category and those who can write, but at much slower speed as compared to normal student, he/she may be allowed an extra time of 30 minutes for 50 marks paper and 60 minutes for 100 marks paper to write the examination for all the courses. He / She shall seek permission from CoE for the extra time on account of his/her percentage of disability by producing necessary medical certificate from medical officer not below the rank of Assistant Director.

#### **8.5 Malpractice in Examinations**

If any student is caught red-handed for malpractice in examinations, then he/she shall be punished as per the recommendation of Curriculum Redressal Committee (CRC) constituted by CoE with the approval of Head of the Institution. The CRC shall inquire and decide the punishment for the student as specified in the Examination manual.

#### **8.6 Supplementary Examination**

Supplementary Examination is an additional examination which will be conducted after declaration of the End Semester Examination results/revaluation results. This examination will be conducted in fourth semester for the students who are having a maximum of two arrears overall and he/she is



permitted to write maximum of two papers in that semester alone. For supplementary examination, the continuous assessment marks of the last attempt will be considered.

### 8.7 Mitigation Examination

Mitigating circumstances are serious or extraordinary events that take place during an examination that significantly affect candidate performance. They might fall into a number of categories:

- Personal ill health
- Accident
- Bereavement
- Ill health of a dependent

Personal ill health or injury through accident during the examination, which affects a candidate's performance, can be considered by BoE with the recommendations of class advisor and HoD. Bereavement or the ill health of a dependent can be considered under by BoE with the recommendations of class advisor and HoD if a candidate is informed of the situation during the course of the examination he/she is taking. This option is permitted for the students who have no history of arrears.

## 9. REQUIREMENTS FOR PASSING THE EXAMINATION

No candidate shall be eligible for the award of the degree of Master degree in Business Administration (MCA), unless he/she has undergone the Program for a period of 4 semesters (2 academic years) and has passed the prescribed examinations in all the semesters.

### 9.1. A student is declared to have successfully passed a theory-based course if he/she has secured:

A minimum of 50% marks (out of 100 marks) in the end semester examinations and a minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

### 9.2. A student is declared to have successfully passed a practical / Social Immersion Project / Minor Project course if he/she has secured:

A minimum of 50% marks in Continuous Assessment Marks (CAM).

### 9.3. A student is declared to have successfully passed the major project if he/she has secured:

A minimum of 50% marks (out of 50 marks) in the Project Viva Voce and a minimum of 50% mark on combining both Continuous Assessment Marks (CAM) and Project Viva Voce.

## 10. GRIEVANCE REDRESSAL MECHANISM IN EVALUATION

10.1 Grievances related to the entire process of Continuous Assessment shall be addressed to Academic Appeal Board as given in Regulations under Clause 17.5

10.2 Grievances related to End Semester Examination of Theory Courses for regular and arrear examinations can be redressed as follows:

**10.2.1. Photocopy of the Answer Script:**

After declaration of results, photocopy of valued answer scripts with the marks awarded to individual answers shall be made available to the students on submission of an application along with the prescribed fees to Controller of Examinations.

**10.2.2. Revaluation:**

Students can get their answer scripts revalued by submitting an application along with the prescribed fees to the Controller of Examinations. The revaluation is extended to the students those who have a maximum of five arrears in theory Courses and arrears in Practical Courses are not taken into the account. Applications for revaluation should be filed within 15 days from the date of declaration of results. It is mandatory for each arrear applicant to apply for revaluation along with the recommendation of the Course handling faculty and HoD based on the verification of photocopy of the valued answer script.

**11. LETTER GRADES AND CALCULATION OF GPA AND CGPA**

Total marks secured by a student in each course shall be converted into a letter grade. The following Table shows the seven letter grades and corresponding meaning and the grade points for the calculation of Cumulative Grade Point Average (CGPA).

Each course (Theory/Practical) is to be assigned 100 marks, irrespective of the number of credits, and the mapping of marks to grades may be done as per the following table:

**Table 11.1 Letter Grade with grade points**

Range of Marks	Assigned Grade	Grade Points
90-100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
55-59	D	6
50-54	E	5
< 50	F	0
<b>Not Applicable</b>	F <sup>A</sup> (Fail due to shortage of attendance and therefore, to repeat the course)	0

Note: -F- denotes failure in the course; - F<sup>A</sup> - denotes Fail due to absent.



**11.1** After the results are declared, grade sheets will be issued to the students. The grade sheets will contain the following details:

- a) The Programme in which the candidate enrolled.
- b) The list of courses enrolled during the semester and the grades scored.
- c) The Semester Grade Point Average (SGPA) for the semester and the Cumulative Grade Point Average (CGPA) of all enrolled courses from first semester onwards.
- d) SGPA is the ratio of sum of the products of the number of credits (C) of courses registered and the corresponding Grades Points (GP) scored in those courses, taken for all the courses and sum of the number of credits of all the courses.

$$\text{Semester Grade Point Average (SGPA)} = \frac{\sum_i (C_i \times GP_i)}{\sum_i C_i} \quad i = 1 \text{ to } n$$

Where n= Number of credit courses in that semester.  $C_i$  is the Credit of  $i^{\text{th}}$  course in that semester and  $GP_i$  is the Grade Point earned by the student for that  $i^{\text{th}}$  course. The SGPA is rounded off to two decimals.

- e) CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. F<sup>A</sup> grades are to be excluded for calculating SGPA and CGPA.
- f) The percentage marks will be calculated directly from the marks secured by the students in the End Semester Examination (ESE).

$$\text{Percentage(\%)Marks} = (\text{CGPA}) \times 10$$

**11.2** Mandatory courses will be included in the Grade sheet. These courses have no credit and will not be considered for CGPA calculation.

## **12. ELIGIBILITY FOR THE AWARD OF MCA DEGREE**

A student shall be declared to be eligible for the award of MCA. Degree provided the student has successfully completed the course requirements and has passed all the prescribed End Semester Examinations in all the four semesters within a maximum period of 4 years calculated from the commencement of the first semester.

### **12.1. Classification of Degree**

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

#### **i) First class with Distinction**

Student who satisfies the following conditions shall be declared to have passed the End Semester Examination in First class with Distinction:

- a. Students who have successfully completed the programme within four consecutive semesters and obtained a final CGPA of 8.5 or above by passing the End Semester Examination in all the courses (Theory and Practical) from first to fourth semester in the first attempt will be declared to have passed in First Class with Distinction.
- b. Students who have secured a final CGPA of 8.5 or above but failed to clear the courses offered from first to fourth semester in the first attempt are not eligible for First Class



with Distinction classification. However, Students who have opted for authorized complete withdrawal (only one time) from examination will also be eligible for First Class with Distinction classification, but it will not be considered for Ranking.

**ii) First class**

A student who satisfies all the following conditions shall be declared to have passed the examination in First class:

- a) Should have passed the examination in all the courses of all four semesters within two years.
- b) Should have obtained a final CGPA of not less than 6.0 shall be declared to have passed in First Class.
- c) Students who have lost the eligibility for First Class with Distinction classification by failing to clear the courses offered from 1<sup>st</sup> to 4<sup>th</sup> semesters in the first attempt but securing a final CGPA of 8.5 or above shall also be declared to have passed in First Class.

**iii) Second class**

All other students (not covered in clauses at S.No.1 and 2 under Clause 14) who qualify for the award of the degree shall be declared to have passed the examination in Second Class

**12.2. Gold Medals and Ranks**

For the Award of Gold Medal and ranks, the CGPA secured from 1<sup>st</sup> to 4<sup>th</sup> semester should be considered and it is mandatory that the candidate should have passed all the subjects from 1<sup>st</sup> to 4<sup>th</sup> semester in the first attempt. Rank certificates would be issued to the first two candidates.

**13. TEMPORARY BREAK OF STUDY FROM THE PROGRAMME**

A student shall be permitted to withdraw temporarily from the college for a reason beyond his/her control. The applicable rules are:

- i. After withdrawal, the student shall rejoin the next year in the same semester during which the student has withdrawn.
- ii. The student shall apply to the Dean Academics through the HoD, stating the reasons for withdrawal, along with supporting documents, a consent letter from his/her parent/guardian, and clearance/no dues from all the concerned departments.
- iii. Dean Academics shall examine the case and recommend for the approval/ratification from the Academic Council (AC) /Academic Standing Committee (ASC).
- iv. A student availing temporary withdrawal from the college under the above provision shall be required to pay such fees and/or charges as may be fixed by the AC/ASC for his/her name to be enrolled. However, it may be noted that the fees/charges once paid shall not be refundable.
- v. The total period of completion of the course, reckoned from the commencement of the first



semester to which the candidate was admitted, shall not exceed 4 years in any case, including of the period of discontinuance.

#### **14. TERMINATION FROM THE PROGRAMME**

A student shall be terminated from the program in the following cases:

- i. Involved in ragging and not obeying disciplinary rules structured by the college.
- ii. Not completing the programme in prescribed period; Students shall have to complete MCA programme in the maximum period of 4 years (8 semesters) from the date of admission. If not completed, such student will be declared as Failed to Complete Management Education (FCME). However, genuine cases with proper justification may be referred to AC for extending programme completion period.

#### **15. DISCIPLINE AND CONDUCT**

**15.1** Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of the discipline of the college. Violations of the discipline shall include:

- (i) Interference to teaching, examination, administrative work, curricular or extra-curricular activities, and any act likely to cause disruption.
- (ii) Damaging or defacing the property inside or outside the college campus.
- (iii) Engaging in any attempt at wrongful confinement of teachers, employees, and students of the college.
- (iv) Use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence.
- (v) Ragging in any form ("Ragging means causing, inducing, compelling or forcing a student whether by way of a practical joke or otherwise to do any act that detracts human dignity or violates person or exposes him to ridicule or to forbear from doing lawful act, by intimidating, wrongfully re-straining, wrongfully confining or injuring him or by using criminal force to him or by holding out to him any threat of such intimidation, wrongful restraint, wrongful confinement, injury or the use of criminal offense), as per the directions of Supreme Court of India, is a criminal offence.
- (vi) Eve teasing or disrespectful behavior to a student.
- (vii) An assault upon or intimidation of, or insulting behavior towards a teacher, officer, employee, or student, or any other person.
- (viii) Getting enrolled in more than one programme /course of study simultaneously.
- (ix) Committing forgery, tampering with documents or records, identity cards, furnishing a false certificate or false information.
- (x) Organizing instant agitation/meetings without prior permission on the campus.



- (xi) Viewing/downloading offensive information/data, images, and executable files, sending obscene mails/messages via Facebook /Twitter / other social sites using college servers/personal electronic gadgets in the college premises.
- (xii) Sharing the login and password and other details of IT facilities provided to other outside students.
- (xiii) Refusing to provide an identity card when demanded by any teacher/ college authority.
- (xiv) Consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the college campus.
- (xv) Possessing or using any weapons and firearms in the college campus.
- (xvi) Encroachment of hostel, accommodating guests or other persons in hostels without permission.
- (xvii) Malpractice in examination
- (xviii) Indulging in anti-national activities contrary to the provisions of acts and laws enforced by the Government.
- (xix) Any other act which may be considered by the Head of the Institution or the Discipline Committee to be an act of violation of discipline.

**15.2** Any act of indiscipline of a student reported to the Head of the Institution shall be referred to the Disciplinary Committee of the college. The Committee shall enquire into the charges and recommend suitable punishment if the charges are substantiated. The penalties/ punishment/ actions may include:

- (i) Written warning and information to the parents/guardians.
- (ii) Imposition of fine.
- (iii) Suspension from the College/Hostel/Mess/Library or availing of any other facility.
- (iv) Suspension or cancellation of scholarship/fellowship/studentship or any financial assistance from any source.
- (v) Recovery of loss caused to college property.
- (vi) Debarring from participation in sports/NSS/student club activities.
- (vii) Disqualifying from holding any representative position in the Class/College/Hostel/ Mess/Sports/Clubs and in similar other bodies.
- (viii) Disqualifying from appearing in placement and receiving any awards.
- (ix) Expulsion from the Hostel/Mess/Library/Club/College for a specified period by forfeiting fees.
- (x) Debarring from appearing for an end semester examination.

**15.3** Student(s) involved in any act of indiscipline/malpractice in examination shall be issued notice to him/her, asked to be present before the Complaint Redressal Committee for Examination (CRCE) on the day at specified time and venue with his/her parents/guardian. He/She shall give a written



reply/oral explanation to the charges levied against him/her for consideration. If the implicated student(s) fails to appear before the committee, then decision shall be taken as absent, on the basis of available evidence/documents which shall be binding on the concerned student.

**15.4** Every admitted student shall be issued photo identification (ID) card, which must be worn by the students when he/she is inside in the college campus/college bus.

## **16. ACADEMIC CALENDAR**

**16.1.** The academic activities of the college shall be governed by the academic calendar prepared for each academic semester and approved by the AC/ASC. It shall be notified at the beginning of each academic semester. The academic calendar shall incorporate schedule of admission, course registration, course delivery, examination/evaluation, course feedback, course/graduate exit survey, co-curricular activities, compensation of holidays in case of academic loss, meetings (AC, ASC, IQAC, BoS, and Alumni), Academic audit, and vacation.

**16.2.** The curriculum shall be typically delivered in two semesters in an academic year. Each semester shall be of 20 weeks (approximately 100 working days) duration, including evaluation, grade moderation and result declaration. Generally, 14-16 weeks for course content delivery and 4-6 weeks for examination /evaluation shall be assigned in each semester. The academic session in each semester shall provide at least 75 teaching days with 40 hours per week. The odd and even semesters of an academic year normally begin from second week of June and second week of December, respectively. **18.3.** The academic calendar should be strictly adhered to all other activities, including co-curricular and extra-curricular activities, that should be scheduled so as not to interfere with the curricular activities as stipulated in the academic calendar.

## **17. VARIOUS COMMITTEES AND ITS FUNCTIONS**

### **17.1 Academic Council (AC)**

#### **COMPOSITION OF ACADEMIC COUNCIL:**

1. The Principal (Chairman).
2. All the Heads of Departments in the Autonomous College.
3. Four teachers of the Autonomous College representing different categories of teaching staff by rotation on the basis of seniority of service in the College.
4. Not less than four experts/academicians from outside the Autonomous College representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences, etc., are to be nominated by the Governing Body.
5. Three nominees of the University, not less than Professors.
6. The Controller of Examination of the Autonomous College.
7. A faculty member nominated by the Principal (Member Secretary).



**Term:** The term of the nominated members shall be three years.

**Meetings:** Meetings of the Academic Council shall be held at least once every six months.

**Functions of the Academic Council:**

- a) To scrutinize and approve the proposals with or without modification of the Board of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto, etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- b) To make regulations regarding the admission of students to different programmes of study in the Autonomous College, keeping in view the policy of the Government.
- c) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- d) To recommend to the Governing Body proposals for the institution of new programmes of study.
- e) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes, and medals, and to frame regulations for the award of the same.
- f) To advise the Governing Body on suggestions(s) pertaining to academic affairs.
- g) To perform such other functions as may be assigned by the Governing Body.

## 17.2 Board of Studies (BoS)

**Composition of Board of Studies:**

1. Head of the Department concerned (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the parent University are to be nominated by the Academic Council.
4. One expert is to be nominated by the Vice-Chancellor from a panel of six recommended by the Autonomous College Principal.
5. One representative from industry/corporate sector/allied areas to be nominated by the Principal.
6. One member of the College alumni to be nominated by the Principal.
7. Experts from outside the Autonomous College, whenever special courses of studies are to be formulated, to be nominated by the Principal.

**Term:** The term of the nominated members shall be three years.

**Meetings:** Meetings of the Board of Studies shall be held at least once every six months.

**Functions:** The Board of Studies shall recommend the following to the Academic Council:

1. Courses of studies
2. Measures for the improvement of the standards of teaching and research
3. Any other academic matter.



### 17.3 Curriculum Designing and Restructuring committee (CDRC)

#### Composition of CDRC

Head of the Institution

Deans of Academic, Placement & R&D

Heads of all the departments

One faculty member from each department

#### Functions:

- Modifying Regulations and Curriculum in accordance with Standards and specifications prescribed by Accreditation Bodies, National Education Policy, etc.
- Conduct Needs Assessment and Analysis with respect to each program and suggest changes to be made in the Curriculum and Syllabi
- Ensure Up to date curriculum of all Programs offered by the Institute, based on timely requirements of Industry.
- Suggest Curriculum delivery methods that include Pedagogical alternatives and learner-centered approaches for each course, for facilitating the achievement of Program Educational Objectives of all programs offered by the Institute.

### 17.4 Academic Standing Committee (ASC)

The composition of Academic Standing Committee is same as that of AC, except external members. ASC shall perform the functions under emergency situations subject to ratification by the AC.

### 17.5 Academic Appeal Board (AAB)

The Academic Appeal Board is constituted with the Dean Academics as convener and two senior-level professors as members, and the concerned Head of the Department and Class Advisor as co-opted members. The board will receive the grievances/complaints in writing from the aggrieved student regarding anomaly in award of marks. The board will examine the complaints and recommend appropriate measures to the Head of the Institution for necessary action.

The entire process of Continuous Assessment shall be made transparent, in which students can get the explanation of marks being awarded from the course instructor, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he/she can make an appeal to the Academic Appeal Board for review of marks awarded. Before appealing for such review, a student shall first approach the concerned Course Instructor and then the concerned Head of the Department, with a request to do the needful. Only after exhausting the above options and in situations where satisfactory actions / remedial measures have not been taken, the student may appeal to the Academic Appeal Board.

### 17.6 Department Advisory Committee (DAC)

The Department Advisory committee (DAC) develops and recommends new or revised goals and objectives of the programmes offered in the Institution. The committee also reviews and analyzes



the gap between curriculum and industry requirements and gives necessary feedback or suggestions to fulfill the gaps, which includes the importance of placements, higher studies, and entrepreneurship. The DAC consists of faculty members of the department, academicians from other institution, resource persons from industry, Alumni and parents.

The composition and functions of the DAC are given below:

1. Chairperson: Head of the concerned Department
2. Internal Members: Two senior faculty members of the department
3. Industry Representative : One representative from industry/corporate sector / is related to the placement
4. One academician from other Institution
5. One meritorious alumnus
6. One parent
7. One student
8. Member secretary: Programme Academic Coordinator

**Term:** The term of the nominated members shall be three years.

**Meetings:** The meeting may be scheduled as and when necessary, but once in a year.

#### **Functions of DAC**

The DAC of a department in the college shall

- a. Formulate a process to review the outcomes of the activities related to curriculum and curriculum implementation.
- b. Suggest measures to ensure academic standard and excellence of the course offered by the department.
- c. Dissemination and Review of Department Vision, Mission, PEOs, POs, and PSOs.
- d. Defining and redefining the Department Vision, Mission, Programme Educational Objectives (PEOs) and Programme Specific Outcomes (PSOs) based on the recommendations by department academic committee.
- e. Analyze the PEOs, POs & PSOs attainment and revise the COs for improving the attainment of the same.
- f. Review target set for attainment of course outcomes and programme outcomes.
- g. Suggest the methodologies for innovative teaching and evaluation techniques; enhancement of industry institute interaction.
- h. Guide and provide support to department for enhancing interaction with outside world.
- i. Plan strategically to enhance the academic quality of department.
- j. Suggest the minor an honor courses based on current industrial requirements
- k. Total budget for department activities and equipment/ software purchase year based on previous academic year or new laboratory established in the current academic year
- l. Resolve the address issues expressed by the stakeholders through feedback.
- m. Plan to conduct activities for Professional bodies and their student Chapters.



## 17.7 Board of Examinations (BoE)

### Composition

1. Head of the Institution (Chairperson)
2. Dean Academics
3. Controller of Examination (CoE): Member Secretary
4. One expert possessing ten years of industrial/ field experience nominated by the Chairman Coordinators (Examinations, Assessment, Results and Tabulation)

### Functions of BoE:

- a) The BoE shall
  - i) Ensure proper performance of the various duties in conducting examinations, viz., paper setting, timetable preparation, assessment, and declaration of results.
  - ii) Recommend examination reforms and shall implement after the approval of the academic council.
  - iii) Prepare the detailed timetable of examinations as per the schedule approved by the academic council.
  - iv) Arrange for strict vigilance during the conduct of examination so as to avoid use of unfair means by the students, faculty, and invigilators.
- b) Chairman, BoE shall constitute Complaint Redressal Committee for Examination (CRCE) consisting of three members as and when required to deal with the complaints related to the conduct of examinations.
- c) The recommendations of the CRCE shall be approved by the Chairman for the BoE to take appropriate disciplinary actions in the concerned matter. The disciplinary actions shall be endorsed by the BoE.
- d) The BoE shall perform duties and responsibilities that are assigned by the Academic Council of the institute from time to time.

## 17.8 Complaint Redressal Committee for examination (CRCE)

### Composition

1. Principal (Chairperson)
2. COE (Member Secretary)
3. Dean Academics
4. HODs
5. Senior faculty member of the staff or student department
6. Three or five faculty members (depending on the issue to be handled) nominated by Principal

### Functions

- Malpractices in examinations
- Instances of plagiarism
- Complaints regarding misconduct during exam periods
- Grievances related to exams received from students and staff via the Grievance Cell
- Misconduct by teachers or students resulting in serious consequences during exams
- Individual notifications will be sent to committee members to convene and examine the case



- Resolve the Addressing issues and submit the investigation report to the Chairperson
- The Chairperson will make the final decision and, if necessary, impose penalties
- Final decisions and penalties will be reviewed and approved at the subsequent Academic Council Meeting

### Meetings

Complaint Redressal Committee for Examinations will be convened when necessary to investigate examination related issues or resolve issues.

## 17.9 Department Academic Review Committee (DARC)

### Composition

1. Head of Department (Chairperson)
2. Five faculty members (at least one from each specialization) nominated by HOD
3. Member Secretary: Programme Academic Coordinator / Programme Evaluation Coordinator

### Functions of DCC

- a) Review, revise and prepare curriculum structure based on institutional policy, suggest improvements in syllabus of a course/s prepared by course teacher/s and forward the curriculum to BoS for further recommendations.
- b) Check appropriateness of course objectives, course outcomes, and mapping of COs with POs and suggest necessary improvements/modifications.
- c) Monitor the academic progress throughout the semester, conduct of classes and take appropriate corrective measures to improve the quality of curriculum delivery.
- d) Review academic performance of students.
- e) Counsel the concerned course teachers for improvement based on student feedback, academic and question paper audit reports.
- f) Verify the attainment level of course outcomes and programme outcomes.\
- g) Formulate a strategy to collect feedback from stakeholders, analyze the collected feedback, and forward the analysis to DAC.
- h) Contribute to maintain academic standards as well as improving the quality of the courses offered by the department and enhancing industry–institute interaction.
- i) Suggest open and professional electives considering societal needs.
- j) Recommend methodologies for innovative teaching and evaluation techniques to BoS. (k). Coordinate research, teaching, extension and other academic activities in the department/college.
- k) Carry out preparatory work for defining /redefining the Programme Educational Objectives (PEOs) and Programme Outcomes (POs) periodically.
- l) Monitor evaluation of course attainments leading to achievement of programme outcomes and report the results of assessment to BoS.

## 17.10 Programme Academic Coordinator (PAC)

The functions and duties of PAC are:



- a) Coordinating all academic activities of the department viz Curriculum revision, framing of syllabus, time table, member secretary for BoS meeting, re-registration of course/s, display and submission of attendance status.
- b) Conducting internal academic audit and department advisory committee meeting as a member secretary.
- c) Monitoring the academic activities and conduct of classes.
- d) Extending necessary help to the department academic and evaluation committee.
- e) Recording and forwarding all academic-related documents to the Dean Academics.
- f) Working in association with Dean Academics.

#### **17.11 Department Evaluation Coordinator (DEC)**

The functions and duties of DEC are:

- a) Conduct course and graduate exit survey, make arrangements for feedback from stakeholders (industry/employer/alumni/student), and feedback analysis.
- b) Monitor the assessment of the course outcome.
- c) Compute/assess/evaluate the achievement of PEOs and POs as per NBA/NAAC requirements.
- d) Compile the information required for the preparation of the Annual Quality Assurance Report (AQAR) by the Internal Quality Assurance Cell (IQAC).
- e) Extend necessary help to the department academic and evaluation committee.

#### **17.12 Class Advisor**

The head of the Department will allot one faculty member to be the class advisor for a particular batch of students throughout their period of study. The role of class advisors is as follows:

- a) To motivate and closely monitor the performance of the students.
- b) To maintain all important documents of the students for reference/inspection by all committees.
- c) To work closely with the student counselors on matters related to students and update the details from time to time in student's profile for further reference.
- d) To build a strong alumni base for the institution by maintaining a possible rapport with students and parents.

#### **17.13 Quality Circle Meeting (QCM)**

Every class will have a class committee constituted by the Head of the department (HoD) to discuss various academic activities through Quality Circle Meeting (QCM).

(Members of the class committee):

1. Chairperson – Class advisor of the class
2. All the course handling staff of the class
3. Students (a minimum of 6 consisting of 3 boys and 3 girls on pro-rata basis)



### Functions

The functions of the QCM shall include the following: -

- a) Clarify the regulations of the programme and the details of rules therein.
- b) Inform the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- c) Inform the student representatives about the details of Regulations regarding marks assigned for each assessment. In the case of practical courses (laboratory/ drawing / project work / seminar etc.) the breakup marks for each experiment / exercise / module of work, should be clearly discussed in the Quality Circle meeting and informed to the students
- d) Analyze the performance of the students of the class after each continuous assessment test and initiate steps for improvement.
- e) Identify slow learners, if any, and request the faculty concerned to provide additional help / guidance / coaching to such students.
- f) Discuss and sort out problems experienced by students in the classroom and in the laboratories.
- g) The QCM shall be constituted within the first week of the commencement of any semester.
- h) The Chairperson of the Class Committee may invite the Class Advisor, Student Counselor, and Head of the Department to the meeting.
- i) The Head of the Institution may attend any Class Committee meeting.
- j) The Chairperson shall prepare the minutes of each meeting and submit them to the Principal through the Head of the Department within two days. The Chairperson shall also ensure that the minutes are circulated among the concerned students and faculty members. Any matters requiring the attention of the management shall be brought to the notice of the management by the Principal.

### Meetings

Quality Circle Meeting (QCM) are to be conducted as scheduled below:

QCM1	To be conducted one week prior to the 1st Continuous Assessment Test
QCM2	To be conducted one week prior to the 2nd Continuous Assessment Test
QCM3	To be conducted one week prior to the Model Exam

During the first meeting of the class committee, the students are to be informed about the assessment procedure as per the framework of the Regulations. During these meetings the student representatives shall meaningfully interact and express opinions and suggestions of the students of the class to improve the effectiveness of the teaching learning process.

#### 17.14 Course Committee for Common Courses

Each common theory / laboratory course offered to more than one class / branch shall have a Course Committee, comprising all the faculties who are teaching the common courses and one of them is nominated as a Course Coordinator.



Sl. No.	Nature of common courses	Person Responsible for Forming Course Committee and Nominating Course Coordinator
1	For common courses handled in a particular department	Respective HoD
2	For common courses handled in more than one department	Controller of Examinations (CoE) informs the course committee details to the Principal to get approval for the same and intimate to the concerned faculty

The course committee will ensure that a common question paper is prepared for the tests / exams, and uniform evaluation is to be carried out. The Course committee will meet a minimum of 3 times in each semester. The schedule for the course committee to meet is as follows.

CCM1	One week prior to the commencement of the semester
CCM2	One week prior to the First Assessment Test
CCM 3	One week prior to the Second Assessment Test

#### **18. REVISION OF REGULATIONS AND CURRICULUM**

The Institute may from time-to-time revise, amend or change the regulations of curriculum and syllabus as and when found necessary.

