

REGULATIONS

MASTER OF COMPUTER APPLICATIONS

M.C.A.,



KALASALINGAM UNIVERSITY
ANAND NAGAR, KRISHNANKOIL-626 190
VIRUDHUNAGAR DISTRICT, TAMIL NADU

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(Amendment incorporated upto June 2006)

KALASALINGAM UNIVERSITY
ANAND NAGAR, KRISHNANKOIL-626 190

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REGULATIONS

R.1.0 Admission

- R.1.1 The University offers course leading to the award of **Master of Computer Applications** (MCA) degree. Candidates who have already obtained or likely to obtain at the end of the academic year a bachelor's degree (a three year degree after 10+2 with Mathematics or equivalent at +2 level) are eligible to apply for admission to MCA degree course.
- R.1.2 **Foreign nationals** whose applications are received through **Indian Council** or **Cultural Relations**, Government of India, are also eligible for admission. They are also eligible under self-financing scheme for which applications are invited through their embassy.
- R.1.3 The number of seats in MCA programme in the Kalasalingam University, will be decided by its Academic Council
- R.1.4 Admission to the MCA programme in any academic year will be based on the results of the entrance examination conducted in the month of **April /May** of that academic year by Kalasalingam University.
- R.1.5 The eligibility criteria for appearing in Entrance Examination, in the academic year will be decided by the Admission Committee. The criteria will be set out in an information brochure to be forwarded to the applicants along with the relevant application forms.

The Post-graduate Admissions Committee constituted by the Chairman, Academic Council will decide on the

operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

- R.1.6 The Admission Committee will decide on the procedure for conducting the Entrance Examination and prepare a merit list subject to minimum performance criteria in the examination, decided by the committee from year to year. The Admission is based on the merit list.
- R.1.7 In addition to satisfying the conditions given in the application form and other relevant handouts concerning the MCA admission, the selected candidates should also satisfy all the other admission requirements indicated in the offer of admission and then only they will be admitted to the MCA programme after payment of the prescribed fees.
- R.1.8 **In all matters concerning selection of candidates, the decision of the Chairman, Academic Council or his nominee viz. Chairman, Post Graduate Admission Committee is final.**
- R.1.9 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director (Academic) may revoke the admission of the candidate and report the matter to the Academic Council.

R.2.0 The Structure of MCA Programme

- R.2.1 The programme of instruction will consist of
- (i) Core courses (Compulsory)
 - (ii) Elective courses
 - (iii) Project work

In addition a student should satisfactorily complete the minimum number of other prescribed co- and extra-curricular programmes as stipulated in Table 2 of **R.2.4**.

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

R.2.3 The programme will have a curriculum and syllabi for the courses approved by the Academic Council. The curriculum is designed to have a minimum number of 128 credits (118 CGPA credits and 10 Non-CGPA credits) as shown in Table 1 and Table 2 of **R.2.4** for successful completion of the MCA programme.

R.2.4 (a) Credits for the CGPA courses are will be assigned to the courses based on the following general pattern:

- (i) One credit for each lecture period per week
- (ii) One credit for each tutorial period per week
- (iii) One credit for each laboratory or practical session of three periods per week
- (iv) Credit for the project work will be as specified in the curriculum approved by the Academic Council.

(b) All the non-CGPA courses are of Pass/Fail type. On the completion of each non-CGPA course, the performance of each student will be evaluated by the respective Course Coordinator of the non-CGPA course, and if it is found satisfactory and conforming the requirements of the course, the student will be awarded full credits assigned to the course as given in Table 2.

Table 1 CATEGORY OF COURSES WITH CGPA CREDITS

S. No.	DESCRIPTION	TOTAL CREDITS	I	II	III	IV	V	VI
1	PROFESSIONAL MAJOR							
	Core Subjects	50	9	13	10	11	7	-
	Electives	18	-	-	6	6	6	-
	Laboratory	20	4	4	4	4	4	-
	Project	16	-	-	-	-	4	12
2	HUMANITIES	4	-	-	2	2	-	-
3	MATHEMATICS	7	4	3	-	-	-	-
4	MANAGEMENT	3	3	-	-	-	-	-
	TOTAL	118						

Table 2 CATEGORY OF COURSES WITH NON-CGPA CREDITS

S. No.	DESCRIPTION	TOTAL CREDITS	MINIMUM CREDIT REQUIREMENTS
1	Industrial Training	2	10
2	Industrial Lecture	2	
3	Soft skills	6	
4	Sports	2	
5	NSS	2	
6	Co curricular Activities	2	
7	Extra Curricular Activities	2	
	TOTAL	18	

Minimum credit requirement : 128 (118 CGPA + 10 Non-CGPA)

R 2.5 To complete the curriculum, a candidate shall

- Satisfy all the requirements prescribed by the regulations of the academic council.
- Earn not less than 128 credits (minimum of 118 CGPA credits and minimum of 10 non CGPA credits)
- Complete all courses as specified in the syllabus, within a minimum period of three years or a maximum of five years (including the duration of withdrawal from the course on medical grounds etc.,) from the date of his/her enrolment.

R.2.6 The medium of instruction, examinations, seminars and project reports will be in English unless otherwise specifically mentioned in the curriculum.

R.2.7 The complete course will consist of four categories viz, Humanities, Mathematics, Management and professional major. These courses are distributed over six semesters with two semesters per year.

R.3.0 Faculty Adviser

R.3.1 To help the students in planning their courses of study and for getting general advice on academic programme, the department will assign a certain number of students to a faculty member who will be called as their Faculty Adviser.

R.4.0 Class Committee

R.4.1 Class committees will be constituted by the Head of the Department as follows:

- (i) One faculty member preferably not offering courses for the class as Chairperson
- (ii) Course teachers of all subjects
- (iii) Course coordinator for each of the non CGPA courses offered during the semester.
- (iv) Faculty Advisers
- (v) Four student members or 20% of the class strength, whichever is less

R.4.2 The basic responsibilities of the class committee are:

- a) To review periodically the progress of the classes.
- b) To discuss problems concerning curriculum and syllabi and the conduct of the classes, for both CGPA and non –CGPA courses.

The method of assessment in the course will be decided by the teacher in consultation with the class committee and will be announced to the students at the beginning of the semester.

The class committee will communicate its recommendations to the Head of the Department and the Director (Academic) every semester.

- c) The class committee without the student members is responsible for the finalization of the semester results.

The class committee is required to meet at least thrice in a semester, once at the beginning of the semester once after the second sessional examination and once (without the student members) at the end-semester examination to finalize the grades.

R.5.0 Registration and enrolment

R.5.1 Except for the first semester, registration of a semester will be done during a specified week before the end semester examination of the previous semester. Late registration / enrolment will be permitted with a fine of Rs.250/- up to two weeks from the last date specified for registration.

R.5.2 The registration sheet contains the course number, course name and number of credits and category of each course to be taken in that semester. The student can make the choice of course in consultation with his Faculty Adviser.

R.5.3 The student should ensure that the total number of credits registered in any semester should enable him / her to earn the minimum number of credits as specified in R.7.1.

R.5.4 From the second semester onwards all students have to enroll on a specified day at the beginning of each semester. A student will be eligible for enrolment only if he / she

satisfy R.7.0 and will be permitted to enroll only if he / she has cleared all dues to the University, Hostel, Library and the NCC Unit up to the end of the previous semester, provided he/she is not debarred for enrolment by a disciplinary action of the University. At the time of enrolment a student can drop a course registered earlier and also substitute it by another course for valid reasons.

R.6.0 Contact Courses

R.6.1 A Contact Course may be offered during the regular semester by the department

- to final year students who have obtained "**U**" grade in a CORE course.
- The course will be offered only on the recommendation of the department with a mutual agreement of the teacher and the student.

R.6.2 **A student cannot register for more than two contact courses during the semester.**

R.6.3 The contact course will not be offered if a semester course is offered on the same subject during that period.

R.6.4 Such final year students, who wish to take contact courses, should apply to the Director (Academic) before the commencement of the semester in which the contact course is to be taken.

R.6.5 The assessment procedure for the contact course will be similar to the procedure for the regular semester course.

R.6.6 **Withdrawal from a contact course is not permitted.**

R.7.0 Minimum Requirements to Continue the Programme

- R.7.1 A student should earn **not less than 12 successful credits** in the first semester, **26 successful credits** at the end of second semester. Thereafter he/she must maintain an average of 12 CGPA credits per semester including first two semesters to continue his/her studies. However in the final semester a student may earn less than 12 CGPA credits if it is sufficient for him to fulfil the requirements for the award of the degree. The student is expected to complete the required non-CGPA courses before they take up the final year project work
- R.7.2 A student should have a minimum CGPA of 5.0 (see **R.21.2**) calculated for the courses successfully completed at the end of each semester. However, students who do not fulfil this minimum requirement in the odd semester will be given a chance to make up the loss during the even semester by securing more credits. If any student does not make up the minimum required CGPA of 5.0 (and/or could not earn average 15 credits as per **R.7.1**), at the end of academic year, his/her name may be removed from the rolls

R.8.0 Maximum Duration of the Programme

- R.8.1 A student is ordinarily expected to complete the MCA programme in six semesters.

Under no circumstances students would be permitted to spend more than **8 semesters** to complete the course work and **10 semesters** for the total programme including the project work from the date of admission to the programme.

In case of students who do not complete their project work in six semesters and are permitted to submit the report in the seventh semester, the date of completion of the project work and the date of viva-voce examination will be indicated in the grade card for the seventh semester.

R.9.0 Temporary withdrawal from the programme

R.9.1 In extraordinary circumstances like medical grounds, a student may be permitted by the Director (Academic) to withdraw from a semester completely. **Normally a student will be permitted to withdraw from the programme for a maximum period of two semesters. These students should seek and obtain the permission of the Director (Academic) before doing so.**

R.10.0 Discipline

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

R.10.2 **Any act of Indiscipline related to the academic activity of a student will be referred to a Discipline and Welfare Committee constituted by the chairman of the Academic Council.**

The committee will enquire into the charges and will recommend suitable punishment if the charges are substantiated.

The Director (Academic) will consider the recommendation of the discipline and welfare committee and take appropriate action. The Director (Academic) will report the action taken at the next meeting of the Academic Council.

R.11.0 Attendance

R.11.1 Every teaching staff member handling a class will take attendance till the last instruction day in that semester and finalize the attendance secured by the student. The

percentage of attendance, calculated upto this point, will be indicated by a code number/letter as follows:

<u>Attendance Rounded to</u>	<u>Code</u>
95 % and above	H
85% to 94%	9
75% to 84%	8
Below 75%	L

R.11.2 The particulars of all students who have attendance less than 75% in that course will be announced in the class by the teacher. Copies of the same will be sent to the Director (Academic) and Head of the Department.

A student, who got an attendance less than 75% will not be permitted to sit for the end semester examination in the courses in which the shortfall exists. His registration for that course will be treated as cancelled and he shall be awarded “W” grade (where W stands for registration cancelled for want of minimum attendance) in that subject. This grade shall appear in the Grade Card till the course is successfully completed. Such students must repeat the course as per regulation R.20.0.

R.11.3 For the non-CGPA courses the minimum attendance requirement is 75%. If a student falls short of the attendance requirement he/she should make up the deficiency as below

- (i) If the absence is on valid grounds, the deficiency will have to be made up in the extra make-up programmes under the concerned non-CGPA courses to be offered during the Summer/Winter of the same year.
- (ii) The deficiency in NSS/Sports classes will have to be made up at the rate of two classes for each missed class.

R.11.4 Condonation of Attendance: Those students who have availed medical leave on valid grounds may be considered for condonation of attendance provided the percentage of attendance excluding the period of medical leave is not below 75 % and their overall attendance including the period of illness does not fall below 65%. **The rule of Condonation of Attendance is not applicable to any of the non-CGPA Courses. All cases have to be referred to Discipline and Welfare Committee.**

R.12.0 Assessment Procedure: Tests and Examinations

R.12.1 In lecture/Tutorial based subjects, a minimum of two sessional assessments will be made during the semester, the details of weightage of marks for these sessional examinations will be announced to the students in consultation with the class committee, and the Director (Academic) will be informed of the scheme at the beginning of the semester.

R.13.0 End Semester Examination

R.13.1 There will be one end semester examination of three hours duration in each lecture based subject.

R.14.0 Project Evaluation

R.14.1 At the end of the project period, the student will submit a project report which will be evaluated by duly appointed examiner(s). The evaluations will be based on the report and a viva-voce examination on the project.

R.14.2 The Project reports of MCA students who have not completed their course work will be evaluated in that semester itself and the results will be sent to the Director (Academic). But the result of the project work evaluation will be declared by the

Director (Academic) only after the successful completion of the courses by those students.

R.15.0 Weightages

R.15.1 The weightages for different subjects.

a. Lecture or lecture and tutorial based subjects:

Sessional assessment : Minimum of 40%

End semester examination : Minimum of 40%

b. Laboratory based subjects:

Sessional work : 50%

End semester examination (if held) : 50%

R.15.2 The markings for all tests, tutorial assignments (if any), laboratory work and examinations will be on an absolute basis. The final percentages of marks are calculated in each subject as per the weightages given in **R.15.1**.

R.16.0 Make-up Examinations

R.16.1 Students **who have missed sessional examinations or end semester examinations for valid reasons** are eligible for a make up examination.

R.16.2 Students, **who have missed the end semester examinations on valid reasons**, should make an application recommended by Faculty Advisor and Head of the Department to the Director (Academic) within one week from the date of the examination missed, explaining the reasons for their absence. Applications received after this period will not be entertained.

A student who misses this make-up examination will not be normally given another make-up examination.

R.16.3 Students residing in the Hostels should produce a Medical Certificate issued by the Chief Medical Officer (CMO) of the University that he / she was admitted in the Hospital during the period of the missed Sessional Examination /End Semester Examination

Students residing in the Hostels and taking medical consultation with outside doctors are required to obtain written permission from the Medical Officer, of the University Hospital **before they proceed for consultation.**

Students staying outside the campus permanently/temporarily should produce medical certificates from registered medical practitioners and the same should be duly endorsed by parent/guardian and the CMO of the University.

R.16.4 A single make-up examination will be held about two weeks after the end-semester examination for those who are permitted to take make-up examination.

The question paper will be common to all the students taking make-up examinations in a given subject. However the question paper will be so structured that a student will be required to answer only parts of the paper carrying marks in proportion to the weightages of the tests/examinations missed by him/her.

R.17.0 Subject wise Grading of Students

R.17.1 Letter Grades

Based on the semester performance, each student is awarded a final letter grade at the end of the semester in each subject. The letter grades and the corresponding grade points are as follows:

<u>Grade</u>	<u>Points</u>	
S	10	
A+	9	
A	8	
B	7	
C	6	
D	5	
E	4	
U	0	
W	0	(Failure due to insufficient attendance in course)
<u>I</u>	<u>0</u>	<u>Incomplete</u>

R.17.2 A Student is considered to have completed a subject successfully and earned the credit if he/she secures a letter grade other than U or W or I in that subject.

A letter grade U or W in any subject implies a failure in that subject. A subject successfully completed cannot be repeated.

R.18.0 Methods of Awarding Letter Grades

R.18.1 A final meeting of the class committee without the student members will be convened **within seven days after the last day of the end semester examination.** The letter grades to be awarded to the students for different subjects will be finalised at the meeting.

R.18.2 **Two copies** of the result sheets for each subject containing the final grade and attendance code and two copies with absolute marks, the final grade and the attendance code will be submitted by the teacher to the concerned Class Committee Chairman.

After finalisation of the grades at the Class Committee Meeting, one copy with the absolute marks and one without the absolute marks but having only the grades and the

attendance code will be forwarded by the Class Committee Chairman to the Director (Academic).

The other two copies will be sent to the Head of the Department.

R.19.0 Declaration of Results

R.19.1 After finalization by the class committee as per **R.17.1**, the letter grades awarded to the students in each subject along with the attendance codes will be put up on the departmental notice boards.

Reexamination of answer papers

In case a student feels aggrieved, he/she can contact the concerned teacher for a second look at his/her performance **but not later than two weeks** from the announcement of the results. The student shall have access to his/her answer paper/s in the end semester examination which may be shown to him/her by the teacher/s concerned.

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

R.19.2 **The W grade once awarded stays in the record of the student and is deleted when he completes the subject successfully later.** The grade acquired by him/her will be indicated in the grade card of the appropriate semester with an indication of number of attempts made in that course.

R.20.0 Course Repetition

R.20.1 A student earning U or W grade in a core course has to repeat it compulsorily when the course is offered next. A student securing U or W grade in an elective course, may repeat it if

he/she so desires to get a successful grade, otherwise may register for another elective (in place of the elective for which he/she is awarded U or W grade) and successfully complete the course. **A course successfully completed cannot be repeated.**

R.21.0 Grade Card

R.21.1 The grade card issued at the end of the semester to each student will contain the following:

- a) the credits for each course registered for that semester;
- b) the letter grade obtained in each course
- c) the attendance code in each course
- d) the total number of credits earned by the student up to the end of that semester in each of the course categories
- e) the Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester

R.21.2 The Grade Point Average (GPA) will be calculated by the formula:

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

where C = credit for the course,
GP = the grade point obtained for the course
and

$\sum C$ the sum is over all the courses taken
in that semester, including those in
which the student has secured U and W grades.

For the cumulative grade point average (CGPA) a similar formula is used where the sum is over all the courses taken in all the semesters completed up to the point in time.

R.22.0 Project Work

- R.22.1 Students may be permitted to carry out their project work in Organization which have R & D units and get employment in the organization, after the completion of the project and programme.
- R.22.2 A departmental committee shall examine the requests from such students and fix in advance
- (i) an internal guide (a faculty member of the University)
 - (i) area of project work
 - (ii) an external guide (Scientist/Engineer from industry/labs or Senior Professors from University)
- R.22.3 The above details should be submitted to the Director (Academic) through the Head of the Department and the Director's approval should be obtained before the commencement of the project.
- R.22.4 The students who are permitted to do the project work in an industry will have to pay the tuition and other fees to the University for the sixth semester.
- R.22.5 Students may also opt for in house projects.

R.23.0 Requirement of Non-CGPA credit courses

- R.23.1 All students admitted to the MCA programme must earn a minimum of 10 credits out of 18 credits under the non-CGPA credits courses mentioned under Table 2 of Regulations **R2.0**.

- R.23.2 Each student in consultation with his/her faculty advisor will plan the non-CGPA courses which are normally offered during the semester and/or during the vacations either during the University working hours and/or after the working hours.
- R.23.3 The list of non-CGPA courses and the course schedule for the next semester will be displayed at the office of the Director (Academic) before the end of every semester. The students can register and enroll their names for the courses at the time of registering and enrolling for the regular CGPA courses.
- R.23.4 The student's performance will be assessed by the respective course coordinator of each non-CGPA course and the result will be declared along with the results for the CGPA courses.
- R.23.5 The credit earnings for all the non-CGPA courses, by a student will be shown in his/her Grade card, as and when he/she successfully completes the courses.
- R.23.6 The minimum attendance requirement is 75% in all the non-CGPA courses and as stipulated in the regulation **R.11.0**.

R.24.0 Eligibility for the award of MCA Degree

- R.24.1 A student shall be declared to be eligible for the award of MCA degree if he/she has
- (i) registered and successfully completed all the required core courses, elective courses and the project
 - (ii) successfully acquired the minimum number of credits prescribed in the curriculum of the given stream within the stipulated time vide **R.8.1**.

- (iii) earned the specified credits in all the categories of subjects;
- (iv) has no dues to the University, hostels, Libraries, NCC / NSS / NSO etc.
- (v) no disciplinary action is pending against him / her.

R.24.2 **Degree Classification:** The Degree of Master of Computer Applications shall be awarded in three divisions:

- 1) First Class with Distinction
- 2) First Class
- 3) Pass

For First class with Distinction the student must earn **118 CGPA credits and 10 Non CGPA credits within three years** from the time of admission and score a **minimum CGPA of 8.25** with all papers passed in first attempt.

For First class the student must earn **118 CGPA credits and 10 Non CGPA credits within three years** from the time of admission and score a **minimum CGPA of 6.75**.

Others who complete the **118 CGPA credits and 10 Non CGPA credits within five years** from the date of admission will be awarded a pass.

R.24.3 The final award of the Degree must be recommended by the Academic Council and approved by the Board of Governors of the University.

R.25.0 Power to Modify

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