

Puducherry Technological University
Puducherry – 605014
(A Technological University of Government of Puducherry)



Regulations
for
MCA Degree Programme
(With effect from academic year 2020-21)

(Approved in Sixth Academic Council meeting held on 20th March 2021)

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1. INTRODUCTION

- 1.1 The Regulations presented here for M.C.A. Degree Programme of Puducherry Technological University (PTU) and binding on all parties concerned, including the Students, Faculty, Staff and Departments.
- 1.2 This set of Regulations contains the course structure, curriculum and the provisions governing the policies and procedures of imparting instructions of courses, conducting of examinations, evaluation and certification of students' performance leading to the M.C.A. Degree Programme.
- 1.3 The set of Regulations, on approval by the Academic Council of PTU, may supersede all the corresponding earlier sets of Regulations of the University, along with all the amendments thereto, and shall be binding on all students undergoing the said Degree Programme.
- 1.4 This set of Regulations may evolve and get revised/refined or updated or modified or changed through appropriate approvals from the Academic Council, from time to time.
- 1.5 The effect of periodic refinements in the Academic Regulations & Curriculum, on the students *admitted in earlier years*, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of Regulations & Curriculum, without any undue favour or considerations.
- 1.6 All disputes arising from this set of Regulations must be addressed to the Academic Council. The decision of the Academic Council is final and binding on all the parties concerned.
- 1.7 Any legal dispute that may arise from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the university and not that of any other parties.

2 DEFINITIONS

In these regulations, unless the context otherwise requires:

- a) **“University”** means Puducherry Technological University
- b) **“College”/“PEC”/“Institute”** means, erstwhile Pondicherry Engineering College
- c) **“Principal”** means the Principal of erstwhile Pondicherry Engineering College
- d) **“Programme”/“Degree”** means, PG Degree Programme, (M.C.A. degree programme)
- e) **“Parent Department”** means, the department that offers the degree programme
- f) **“BoS”** means, the Board of Studies for the programmes offered by a department
- g) **“HoD”** means, Head of the Academic Department
- h) **“Course Instructor”** means, a Faculty teaching a theory/laboratory subject
- i) **“Course”/“Subject”** means, a theory subject or practical subject offered in a semester
- j) **“Core Subject”** means, a compulsory subject in the curriculum
- k) **“Elective Subject”** means, an optional subject in the curriculum
- l) **“Odd Semester”** means, the Semester that is typically from July to November
- m) **“Even Semester”** means, the Semester that is typically from January to April
- n) **“Summer Vacation”** means, the inter semester vacation between Even Semester and Odd Semester
- o) **“Period”** means, Duration of one unit of a theory/practical class (*shown in the time table*) which is normally 50 minutes
- p) **“Enrollment”** means, Enlistment of a student in the rolls of a class in an academic year
- q) **“Arrear”** means, a subject in which a student has failed (*has not fulfilled the examination passing criteria*)
- r) **“Regular Examination”** means, an examination conducted in a semester for a subject which is prescribed in the curriculum of that semester
- s) **“Arrear Examination”** means, a semester examination conducted exclusively for the students who have failed in previous attempts
- t) **“First Attempt”** means, appearance in the semester examination of a subject in a semester in which the student has registered for the subject. If a student has registered for a subject in a semester and ‘Absent’ for the semester examination conducted in that semester, it is also treated as the *First Attempt*.
- u) **“He”** includes both genders he and she; Similarly “him” includes “her” as well

3 ELIGIBILITY FOR ADMISSION

All candidates seeking admission to the **M.C.A. Degree Programme** shall be required to satisfy the eligibility criteria given below:

Candidates should have secured 55% of marks or above in any one of the following or equivalent:

i) Bachelor's degree in Computer Applications / Commerce / Corporate Secretaryship / Economics / Business Administration (with Mathematics / Business Mathematics / Statistics / Computer Applications as one of the subjects)

OR

ii) Bachelor's Degree in Science with Mathematics / Statistics as one of the subjects

Note: (1) Candidates belonging to Scheduled Caste / Scheduled Tribe who have a mere pass in qualifying examination are eligible. (2) There is no age limit for this programme

4 DURATION OF THE PROGRAMME

Duration of the M.C.A. programme shall be Four Semesters [Two years] with 18 instruction weeks per semester. The maximum period to complete the programme shall be eight consecutive semesters [four years].

5 PROGRAMME STRUCTURE

5.1 The curriculum of Programme will have courses that are categorized as follows:

- a) Programme Core Courses (Theory) –PCC
- b) Programme Core Courses (Laboratory) – PCC
- c) Programme Specific Elective Courses –PSE
- d) Bridge Courses * - BRC*
- e) Professional Activity Courses (Project Work, Dissertation, Comprehensive viva voce) –PAC

(*Compulsory for students who are admitted with Bachelor degree in specialization other than Computer Science and Computer Applications)

5.2 Highlights of the Curriculum:

The medium of instruction is **English**. The curriculum shall have a total of 18 programme core courses – seven offered in the first semester, six in second semesters and remaining five in the third semester. The curriculum will have a total five programme specific electives – two offered in second semester and three in third semester. Comprehensive Viva-Voce is offered in the fourth semester. The major component of the M.C.A. curriculum is the ‘Dissertation’ which is carried out in the fourth semester. In addition to this three bridge courses of zero credit in the first semester shall be offered to the students not having Computer Science/Computer Applications background to bridge the gap and to gain adequate knowledge required to understand the regular courses. Each one of the bridge is of 14 hours duration.

5.3 Credits

i) Each course is assigned credits as detailed below:

- a) 4 credits for Mathematics core theory course (4 lecture periods per week)
- b) 3 credits for all programme core theory courses *except Mathematics*(3 lecture periods per week)
- c) 2 credits for all programme core laboratory courses (4 practical periods per week)
- d) 3 credits for all programme specific elective courses (3 lecture periods per week)
- e) 3 credits for ‘Communication skills’ (2 theory and 2 practical periods per week) and ‘Mini Project (2 practical periods per week)
- f) 3 credits for Project Work and 9 credits for Dissertation (24 practice hours per week)
- g) 2 credits for Comprehensive viva-voce (4 practice hours per week)
- h) 0 credit for Bridge Courses

ii) Total number of credits of all the courses in the curriculum of any programme shall be between 74 and 76. Credits to be earned in each category of courses are as follows;

Sl.No.	Category	Credits	Course Category Code (CCC)
1	Programme Core Course	47	PCC
2	Programme Specific Elective Courses	15	PSE
3	Professional Activity Courses (Project Work, Comprehensive viva voce)	14	PAC
4	Bridge Courses	Non - Credit	BRC
	Total	76	

5.4 Programme Core Courses are compulsory theory and laboratory courses offered in the M.C.A. programme. If required, the department can choose one Mathematics course as one of the core courses.

5.5 Programme Specific Elective Courses are to be chosen from a list of approved elective courses of a programme in a particular semester. An elective course shall be offered only if a minimum of 5 students register for the course.

5.6 Auditing of Elective Courses: Students, by auditing a course, are permitted to attend classes but are not required to take examinations and earn credits. Auditing is permitted only for elective courses. The student will be permitted to audit the elective courses only in the third and fourth semesters by picking up courses offered in second semester. A student will be permitted to audit a course only on submission of a '*Letter of Purpose*' to Dean (*Academics*) justifying the need for attending the course and this letter shall be duly forwarded with a recommendation by the Head of the Department. The student is required to maintain an attendance of 90% and above in the audited course. The courses successfully audited by a student in a particular semester will appear with a Letter Grade 'X' in the Grade Card.

5.7 Bridge Courses are zero credit courses offered for candidates without computer science background in the first semester. The main objective of the bridge course is to bridge the gap between subjects studied at Pre-university level and subjects they would be studying in Graduation. The syllabus for the course is framed in such a way that they get basic knowledge on the subjects that they would be learning during graduation. The assessment of this bridge courses will not carry any grade except stating whether the student has satisfactorily completed the course. The following are the list of bridge courses:

Course Code	Course
BD201	Introduction to IT and Problem Solving Techniques
BD202	Principles of Digital Computer System
BD203	Fundamentals of C Programming

5.8 Communication Skills is a three credit course offered in second semester which helps to develop the student's communication skills and soft skills. Keeping in view their pre-employment needs and career requirements, this course on Communication Skills will facilitate students to adapt themselves with ease to the industry environment, thus rendering them as prospective assets to industries. The course will equip the students with the necessary communication skills that would go a long way in helping them in their profession. There is no end semester examination for this course.

5.9 Mini Project is a one credit course offered in the third semester. Mini project is a concise project work that can be carried out in a semester by a group of not more than two students. The project work shall be application oriented development emphasizing on the current trends/technologies. After completing the project, the student is required to submit a project report and present a seminar on the project carried out. An internal assessment will be conducted by a committee constituted for this purpose. There is no end semester examination for this course.

5.10 Project Work in the fourth semester is envisaged to train a student to analyze independently about any problem posed to him/her. A candidate may be permitted to work on projects in an Industrial/research laboratory, on the recommendations of the Head of the Department concerned. In such cases, the Project work shall be jointly supervised by a supervisor of the department and an expert, as a joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress. Dissertation work shall be carried out during the fourth semester and also includes one PAC in the fourth semester.

6. ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

6.1 Theory Courses:

i) All theory courses shall be assessed as follows:

Assessment Method	Marks
Continuous Assessment	40
Semester Examination (Duration: 3 Hours)	60
Total	100

ii) *Continuous Assessment* shall be based on two cycle tests carrying 15 marks each and assignments carrying 10 marks. Assignments shall be in the form of problems, small projects, quizzes, design problems etc., depending upon the subject content.

ii) The pattern of Semester *Examination* question paper is as follows:

- a) The duration shall be 3 hours with a maximum of 60 marks.
- b) The question paper will contain five questions, one question from each unit with 'either' 'or' choice. Each question carries twelve marks. Based on the necessity each question may contain sub divisions.

6.2 Laboratory Courses:

i) All laboratory courses shall be assessed as follows:

Assessment Method	Marks
Continuous Assessment	40
Semester Examination (Duration: 3 Hours)	60
Total	100

ii) *Continuous Assessment* shall be based on the regular laboratory exercise and records, internal laboratory test and viva voce.

<i>Regular laboratory exercise and record</i>	: 15marks
<i>Internal laboratory tests</i>	: 15marks
<i>Viva Voce</i>	: 10marks

iii) The *Semester Examination* of the laboratory courses will be evaluated for 60 marks by a panel of examiners comprising of an internal examiner and an external examiner. The Break-up of marks is as follows:

<i>Procedure</i>	: 10marks
<i>Laboratory work and calculations</i>	: 30marks
<i>Viva-Voce</i>	: 20marks

6.3 Communication Skills

Communication Skills offered in second semester shall be assessed for 100 marks through internal continuous assessments.

- i) The distribution of marks under *Continuous Assessment* shall be as follows:

Assessment Method	Marks
<i>Written test</i>	30 marks
<i>Speaking and listening</i>	20 marks
<i>Reading</i>	20 marks
<i>Presentation and Group Discussion</i>	30 marks

- ii) *Continuous Assessment* shall be based on Listening Skills, Speaking Skills, Reading Skills, Letter Writing, Technical Report Writing and Presentation Skills and Group discussion.

6.4 Mini Project

- i) Mini Project offered in third semester shall be assessed for 100 marks through internal continuous assessments.
- ii) The distribution of marks under *Continuous Assessment* shall be as follows:

Assessment Method	Marks
<i>Project Work</i>	60 marks
<i>Report</i>	20 marks
<i>Oral Presentation, Demo and Viva voce</i>	20 marks

The continuous assessment will be carried out by a committee of three faculty members. One of members is the guide and the other two are faculty members nominated by the Head of the Department. The grades will be awarded on an absolute scale as S: 100-91; A: 90-81; B:80-71; C: 70-61; D: 60-55; E: 54-50

6.5 Comprehensive Viva Voce:

- i) The evaluation of 'Comprehensive viva voce' course offered in the fourth semester is as follows:

Assessment Method	Marks
Continuous Assessment (Objective type tests)	40 marks
Semester Examination (Viva voce)	60 marks
Total	100 marks

- ii) *Continuous Assessment* is conducted through two objective type tests. Each test carries 20 marks. Both the test shall cover the syllabi of all the core courses of curriculum. The *Semester Examination* for this course will be a Viva voce examination conducted by a panel of examiners comprising of an internal examiner and an external examiner.

6.6 Dissertation will be evaluated for 300 marks is as detailed below

Internal Continuous Assessment(Marks)		External Assessment (Marks)	
Guide	50	External Examiner Evaluation	50
First Evaluation	50	Viva Voce (external examiner)	50
Second Evaluation	50	Viva Voce (internal examiner)	50
Total	150	Total	150

The total marks scored out of 300 will be scaled down to 100 and the grade will be awarded on an absolute scale as S: 100-91; A: 90-81; B:80-71; C: 70-61; D: 60-55; E: 54-50. Internal evaluation should be done by a committee comprising of two faculty members (other than guide) appointed by the Dean (Examinations) on recommendation of the Head of the Department.

6.7 Bridge Courses: These courses are zero credit courses that carry no grades. However, successful completion of these courses is mandatory for the non computer science students. The faculty member handling the audit course will prepare an evaluation scheme giving suitable weightage for attendance and performance of the student and get it approved by the Head of the Department. A minimum score for successful completion of the course shall be indicated in the scheme.

7 DECLARATION OF RESULTS

7.1 Examination Passing Criteria: A student is declared to have **passed** in a course if he gets 40% marks and above in the Semester Examination and 50% marks and above overall (*Semester Exam marks and Continuous Assessment marks put together*).

7.2 Evaluation of Semester Examination Answer Scripts: Semester examination answer scripts (theory) will be evaluated independently by two examiners appointed by the Dean (Examinations) and if the difference in marks awarded to an answer script by the examiners is less than 15 percent of the total marks earmarked for the semester examination, then the average of the marks awarded by the two examiners is taken as the mark scored in the examination. If the difference in marks is greater than 15 then, the answer script will be evaluated by a third examiner and the mark awarded by the third examiner is taken as the final score.

7.3 Grade Card: On declaration of results, Grade Cards will be issued to the students. The Grade Card will contain the list of courses for that semester, the grades obtained by the student, the GPA and the CGPA.

8 AWARD OF GRADES

The performance of students in a course is expressed in terms of Letter Grades, each carrying certain Grade Points. A total of Six passing Grades namely S, A, B, C, D and E is awarded. Total marks (*sum of Continuous Assessment and Semester Examination marks*) in percentage (%) secured by a student in a subject is used for computing his Grade by fitting the percentage mark into the Range of Marks assigned for each Grade. The Range of Marks for each one of the six Grades is calculated by taking the difference ($DM = M - 50$) between the highest mark (M) and the minimum pass mark (50) and dividing this difference DM into 6 equal intervals. This Interval, defined as $K = DM/6$, should not be rounded off to less than two decimal places. Calculation of Range of Marks for the six Grades is as shown in the Table below. The Range of Marks (M-K), (M-2K), (M-3K) etc., shall be rounded off to the nearest whole number. The Range of Marks calculated for each one of the six grades shown in the Table below forms the **Grading Scale** for fixing the Grades in the regular examination of a particular subject.

Table: Grading Scale

Range of Marks (%)	Letter Grade	Grade Points
M to (M-K)+1	S	10
(M-K) to (M-2K)+1	A	9
(M-2K) to (M-3K)+1	B	8
(M-3K) to (M-4K)+1	C	7
(M-4K) to (M-5K)+1	D	6
(M-5K) to 50	E	5
Below 50 (Fail)	F	0

If the highest mark scored in a subject is 75% or less, then the Grade will be awarded based on the following Table.

Table: Grading Scale if the highest mark if 75% or less

Range of Marks (%)	Letter Grade	Grade Points
75 to 71	A	9
70 to 66	B	8
65 to 61	C	7
60 to 56	D	6
55 to 50	E	5
Below 50	F	0

8.1 The **Grading Scale** computed for a particular subject based on the highest mark scored in a regular examination will be used as it is for the subsequent arrear examinations irrespective of the highest mark scored in these examinations and this Grading Scale will remain effective until the next regular examination.

8.2 The other Letter Grades that shall be indicated in the Grade Card are as follows:

Criterion	Letter Grade	Grade Point
Failed to Score Pass Mark in the Subject	F	0
Audited the Course	X	-
Absent for the semester examination	Z	0

‘F’ grade denotes failure in the course, ‘X’ Grade denotes that the student has audited the course and ‘Z’ grade denotes absent for the Semester Examination. A student who has secured ‘F’/‘Z’ grade shall reappear for the examination in the following semesters. A student who has scored a pass grade cannot reappear for the examination.

8.3 A student securing 'F' grade in an elective course may reappear for the examination in the following semester or drop the elective course and subsequently register for another elective course in the following semester in place of the dropped elective course.

8.4 *Grade Point Average* (GPA) indicates the performance of a student in all the examinations appeared by him in a particular semester. GPA score will appear in all the Semester Examination Grade Cards. The *Grade Point Average* (GPA) for a particular semester is calculated as the ratio of the sum of the products of the number of Credits of a course (C_i) and the Grade Points scored in that course (GP_i), taken for all the courses, to the sum of the number of credits of all the courses (n) registered in that semester.

$$GPA = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where, n is the number of courses registered in that semester.

8.5 *Cumulative Grade Point Average* (CGPA) indicates the performance of a student in all the examinations appeared by him up to a particular semester. CGPA score will appear in all the Semester Examination Grade Cards. The *Cumulative Grade Point Average* (CGPA) up to a particular semester is calculated as follows:

$$CGPA = \frac{\sum_{i=1}^N C_i GP_i}{\sum_{i=1}^N C_i}$$

where, C_i is the Credit of a course, GP_i is the Grade Point obtained by the student in that course and N is the total number of courses registered up to that semester. For a student who has withdrawn from writing examinations of all courses in a semester as one unit, N is counted as total number of courses registered up to that semester minus the number of courses withdrawn.

9 REGISTRATION AND ENROLLMENT

9.1 All the students of the M.C.A. programme shall register for the courses during a specified period in the beginning of the semester provided he fulfills the eligibility criteria prescribed for enrollment and for registration of courses in that particular semester. The Dean (Academics) shall regulate the registration process.

9.2 A student will be eligible for enrolment only if he has cleared all the dues to the Institute, Hostel, and Library up to the end of the previous semester and not been debarred from enrolment by disciplinary action committee of the Institute.

9.3 List of students enrolled in a particular semester of a branch of study shall include

- i) Students who rejoin the programme after temporary break (*vide Regulation 12*)
- ii) Students who rejoin the programme after having been stopped from moving to higher semester due to non-fulfillment of attendance/credit requirement (*vide Regulation 13*)
- iii) Students who are otherwise eligible for enrollment (*vide Regulation 9.2*)

9.4 Eligibility for Registration: A student is eligible to register for courses in the third semester only if he has earned **a minimum of 24 credits in** the first and second semesters put together. A student who is ineligible to register for courses in the third semester (*due to shortage of minimum required credits*) shall discontinue the programme temporarily and rejoin the third semester (*in the following academic year*) after earning the prescribed minimum number of credits.

9.5 Dropping of Courses: After completing the registration of courses for a particular semester, if for some reason a student wants to drop one or more elective courses, he can do so within three weeks of the commencement of the semester with the written approval of the PG programme coordinator and the Head of the Department. However, a student is not permitted to drop the core courses.

10 ELIGIBILITY FOR APPEARING FOR SEMESTER EXAMINATION

10.1 There shall be not any adverse report regarding the conduct of the student to be eligible to appear for the semester examination.

10.2 Although 100% overall attendance in all the courses in a semester is desirable, a student should not have less than 75% overall attendance to become eligible to appear for the

examination.

10.3 A student, whose overall attendance falls below 75% but 60% and above in a semester, on account of medical reason shall be permitted to appear for semester examination after payment of prescribed condonation fee along with a medical certificate obtained from a medical officer and duly acknowledged by the in-house medical officer of the College.

10.4 A student whose overall attendance in a semester falls below 60% shall not be permitted to appear for the semester examination and shall not be allowed to move to the next semester. A student who is stopped from moving to the higher semester is required to rejoin the course in the same semester in the following academic year.

11 WITHDRAWAL FROM SEMESTER EXAMINATION

11.1 A student, who is otherwise eligible to appear for the semester examinations, will be permitted to withdraw from appearing for the entire Semester Examination as one unit for valid reasons and on the recommendation of the Head of the Department and with the approval of the Dean (Academics). Withdrawal application shall be made before the commencement of the last examination pertaining to the semester. Such withdrawal shall be permitted **only once** during the entire programme.

11.2 A student who has withdrawn from appearing for semester examinations in a particular semester should appear for the examinations of all the withdrawn subjects in the next semester itself.

11.3 Other conditions being satisfactory, candidates who withdraw from semester examinations are eligible to be awarded *First Class with Distinction* whereas, they are not eligible to be awarded a *rank*.

11.4 Only a student who has not failed in any subject in all the previous semesters (*eligibility condition for 'First Class with Distinction' classification*) is eligible to opt for the Withdrawal from the semester examinations.

12 TEMPORARY BREAK OF STUDY FROM THE PROGRAMME

A student may be permitted by the Dean (Academics) to withdraw temporarily from the programme for reasons of ill-health or for any other valid reasons on the recommendation of HoD. A candidate after temporary discontinuance may rejoin the course at the commencement

of the semester at which he discontinued. However, the total period of the completion of the course, reckoned from the commencement of the first semester to which the candidate was admitted, shall not in any case exceed four years (*eight continuous semesters*), including the period of authorized temporary discontinuance.

13 MOVEMENT TO HIGHER SEMESTERS

- 13.1** A student can move to the next semester provided he has fulfilled the minimum attendance requirement for appearing in the semester examination and the minimum credit requirement for registration of courses.
- 13.2** The student who has failed to fulfill the above conditions will not be permitted to move to the higher semester, and shall rejoin the programme only after a temporary break.
- 13.3** A student, after the temporary break, will be permitted to rejoin the programme at the appropriate semester along with the regular students at the time of normal commencement of that semester.
- 13.4** A student who rejoins the programme after the temporary break shall be governed by the rules, regulations, courses of study and syllabus in force, at the time of his rejoining the course.

14 CLASSIFICATION

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

- 14.1** Students who have successfully completed the programme within four consecutive semesters and obtained a final CGPA of **8.5** or above by passing all the courses in the first appearance will be declared to have passed in ***First Class with Distinction***. Students who have obtained 'F' or 'Z' grade in any of the courses in the entire programme and subsequently passed the examinations with a final CGPA of 8.5 or above are not eligible for ***First Class with Distinction*** classification. However, those students who have opted for authorized withdrawal from examination or temporary break of study will be eligible for ***First Class with Distinction*** classification.
- 14.2** Students who have obtained a final CGPA of **6.5** or above, but below **8.5** will be declared to have passed in ***First Class***. Students who have lost the eligibility for ***First Class with***

Distinction classification (by obtaining 'F' or 'Z' grade in any of the courses in the entire programme and subsequently passing the examinations with a final CGPA of 8.5 and above) shall also be declared to have passed in **First-class**.

14.3 Students who have obtained final CGPA below **6.5** will be declared to have passed in **Second Class**.

14.4 Two Ranks will be awarded in each branch of study in the order of merit among the students who are declared to have passed in First Class with Distinction. However, a student who has successfully completed the programme after availing the provision of Withdrawal from Examinations' and declared to have passed in First Class with Distinction, is not eligible for the award of rank. Separate *Rank Certificates* will be issued to all the Rank Holders.

15 CONSOLIDATED GRADE CARD

At the end of the programme, all successful students will be issued a consolidated *Grade Card* which will contain among other things, the following particulars:

- a) Grades in the subjects of all the semesters with month and year of passing
- b) CGPA
- c) Classification - First class with Distinction / First class / Second class

16 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be eligible for the award of the degree of the Master of Computer Applications (M.C.A) only if the:

- a) has earned the required number of credits specified in the curriculum of the relevant branch of study within the maximum duration prescribed;
- b) has no dues to the Institution, Library, Hostels, etc., and
- c) has no disciplinary proceedings pending against him.

17 PG PROGRAMME COMMITTEES

17.1 M.C.A. Programme will have a *PG Programme Committee* comprising of all the faculties offering courses in the programme and two students from the respective class. The PG programme committee will be chaired by the Head of the Department and convened by a *PG Programme Coordinator*. A faculty member in the rank of Professor / Associate Professor who is handling a course in the PG programme will be designated by the concerned HoD as

the PG programme coordinator for the M.C.A. programme. The HoD will constitute the PG Programme committee for M.C.A. course and communicate the same to the Dean(Academics) for information.

17.2 It shall be the duty and responsibility of the committee to review periodically the progress of the courses in the programme, discuss the problems concerning the curriculum and syllabi and conduct of classes.

17.3 The committee shall make suggestions, if and when necessary, to individual Faculty on the assessment procedure for the courses. The committee will also bring to the notice of the Head of the Institution any difficulty encountered in the conduct of the classes or any other pertinent matter.

17.4 The committee shall meet at least twice a semester and minute the proceedings.

18 ACADEMIC APPEALSBOARD

The entire process of Continuous Assessment shall be made transparent, and the course instructor shall explain to a student why he gets whatever marks awarded, if and when required. However, if a student finds some anomaly in the award of marks in the continuous assessment, he can make an appeal to the *Academic Appeals 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 in situations where satisfactory actions/remedial measures have not been taken, the student may appeal to the Academic Appeals Board. The Academic Appeals Board is constituted with Dean (Academics) as convener, Associate Deans (Academics) and one senior level professor as members, and the concerned Head of the Department and PG programme coordinator as co-opted members. The board will receive the grievance/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 Principal, for necessary action.
