

# **AMRITA SAI INSTITUTE OF SCIENCE AND TECHNOLOGY (AUTONOMOUS)**

**AICTE approved, NAAC accredited, ISO 9001 – 2015 certified Institution  
& Permanent affiliation to JNTUK Kakinada**

## **ACADEMIC REGULATIONS (AR18)**



### **MCA THREE YEAR PG COURSE**

**(Applicable for the batches admitted from 2018-19)**

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**AMRITA SAI EDUCATIONAL IMPROVEMENT TRUST**

# **ACADEMIC REGULATIONS (AR18) FOR MCA (Regular) DEGREE COURSE**

(Effective for the students admitted into first year from the academic year 2018-2019)

The MCA Degree of the Jawaharlal Nehru Technological University Kakinada shall be conferred on candidates who are admitted to the program and fulfill all the requirements for the award of the Degree.

## **1.0 ELIGIBILITY FOR ADMISSIONS**

Admission to the above programme shall be made subject to the eligibility, qualifications and specialization prescribed by the University from time to time.

Admissions shall be made on the basis of merit rank obtained by the qualifying candidate at ICET examination or at an Entrance Test conducted by the University subject to reservations prescribed by the University from time to time.

## **2.0 AWARD OF MCA DEGREE**

2.1 A student shall be declared eligible for the award of MCA degree, if he pursues a course of study and completes it successfully for not less than three academic years and not more than six academic years.

2.2 A Student, who fails to fulfill all the academic requirements for the award of the degree within six academic years from the year of their admission, shall forfeit his seat in MCA course.

2.3 The minimum instruction for each semester 90 clear instruction days.

## **3.0 ATTENDANCE**

3.1 A candidate shall be deemed to have eligibility to write End Semester examinations if he has put in a minimum of 75% of attendance in aggregate of all the subjects.

3.2 Condonation of shortage of attendance up to 10% i.e. 65% and above, and below 75% may be given by the College academic committee.

3.3 Condonation of shortage of attendance shall be granted only on genuine and valid reasons on representations by the candidate with supporting evidence.

3.4 Shortage of attendance below 65 % shall in **NO** case be condoned.

3.5 A candidate shall not be promoted to the next semester unless he fulfills the attendance requirements of the previous semester.

3.6 A stipulated fee shall be payable towards Condonation of shortage of attendance

## 4.0 EVALUATION

The performance of the candidate in each semester shall be evaluated subject-wise, with a maximum of 100 marks for theory and 100 marks for Laboratory, on the basis of Internal Evaluation and End Semester Examination.

- 4.1 For the theory subjects 60 marks shall be awarded based on the performance in the External Examination, 40 marks shall be awarded based on the Internal Evaluation, Internal Evaluation shall be made based on the average of the marks secured in the two Mid Term- Examinations conducted, one in the middle of the Semester and the other immediately after the completion of instruction. Each mid term examination shall be conducted for duration of 120 minutes with 4 questions to be answered out of 4 questions.
- 4.2 For practical subjects, 60 marks shall be awarded based on the performance in the End Semester Examinations, 40 marks shall be awarded based on the day- to- day performance in Laboratory as Internal Marks.
- 4.3 There shall be a seminar presentation during VI semester. For seminar, a student under the supervision of a faculty member, shall collect the literature on a topic and critically review the literature and submit it to the Department in a report form and shall make an oral presentation before the Department Committee. The Department Committee consists of Head of the Department, supervisor and two other senior faculty members of the department. For seminar there will be only internal evaluation of 50 marks. A candidate has to secure a minimum of 50% to be declared successful.
- 4.4 A candidate shall be deemed to have secured the minimum academic requirement in a subject if he secures a minimum of 40% of marks in the End Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together. If a candidate secures a minimum of 40% of marks in the End Examination and 40% -49% of the total marks in the End Semester Examination and Internal Evaluation taken together and secures an overall aggregate of 50% in the total semester he may be passed in those subjects also.
- 4.5 In case the candidate does not secure the minimum academic requirement in any subject (as specified in 4.4) he has to reappear for the End Examination in that subject. A candidate shall be given one chance to re-register for each subject provided the internal marks secured by a candidate are less than 50% and he has failed in the end examination. In such case candidate must re-register for subjects(s) and secure required minimum attendance. Attendance in the re-registered subjects(s) shall be calculated separately to decide upon the eligibility for writing the end examination in those subjects (s). In the event of taking another chance, the internal marks and end examination marks obtained in the previous attempt are nullified. At a given time a candidate is permitted to re-register for maximum of two subjects in addition to the subjects of regular semester.

4.6 A candidate shall be allowed to submit the project report only after fulfilling the attendance requirements of all the semesters. The viva-voce examination shall be conducted at the end of the course work (6th semester).

4.7 Laboratory examination for MCA course must be conducted with two Examiners, one of them being Laboratory Class Teacher and the second examiner shall be appointed by the College from the panel of examiners submitted by the respective Department.

## **5.0 EVALUATION OF PROJECT WORK**

Every candidate shall be required to submit thesis or dissertation after taking up a topic approved by the Project Review Committee.

5.1 A Project Review Committee (PRC) shall be constituted with Director as chair person, Head of the Department and two other senior faculty members of the concerned department( one will be the guide) .

5.2 Registration of Project Work: A candidate is permitted to register for the project work after satisfying the attendance requirement of all the subjects (theory and practical subjects).up to V semester.

5.3 After satisfying 5.2, a candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his project work( Based on a publication in a peer Reviewed Journal) to the Project Review Committee for its approval before the fifth semester end examinations. After obtaining the approval of the Committee the student can initiate the Project work after the fifth semester end examinations.

5.4 Every candidate shall work on projects approved by the PRC of the College.

5.5 The duration of the project is for one semester.

5.6 If a candidate wishes to change his supervisor or topic of the project he can do so with approval of the PRC. However, the Project Review Committee (PRC) shall examine whether the change of topic/supervisor leads to a major change of his initial plans of project proposal. If so, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.

5.7 A candidate shall submit status report in two stages at least with a gap of 1 month between them.

5.8 The work on the project shall be initiated in the beginning of the Sixth semester and the duration of the project is for one semester. A candidate shall be allowed to submit the project report only with the approval of PRC and not earlier than 20 weeks from the date of registration of the project work. For the approval of PRC the candidate shall submit the draft copy of thesis to the Principal (through Head of the Department) and shall make an oral presentation before the PRC.

5.9 Three copies of the Project Thesis certified by the supervisor shall be submitted to the College / School / Institute.

5.10 The thesis shall be adjudicated by one examiner selected by the College. For this, Head of the Department of the College shall submit a panel of 5 examiners, who are eminent in that field with the help of the concerned guide and In charge of the department.

5.11 If the report of the examiner is favorable, viva-voce examination shall be conducted by a board consisting of the supervisor, Head of the Department and the examiner who adjudicated the Thesis. The Board shall jointly report candidates work as:

A. Excellent

A. Good

B. Satisfactory

C. Unsatisfactory

Head of the Department shall coordinate and make arrangements for the conduct of viva-voce examination. If the report of the viva-voce is unsatisfactory, the candidate will retake the viva-voce examination after three months. If he fails to get a satisfactory report at the second viva-voce examination, he will not be eligible for the award of the degree . unless the candidate is asked to revise and resubmit. If the report of the examiners is unfavorable again, the project shall be summarily rejected.

## **6.0 AWARD OF DEGREE AND CLASS:**

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of MCA Degree he shall be placed in one of the following three classes:

<b>Class Awarded</b>	<b>% of marks to be secured</b>
First Class with Distinction	70% and above
First Class	Below 70% but not less than 60%
Second Class	Below 60% but not less than 50%

(The marks in internal evaluation and end examination shall be shown separately in the marks memorandum)

## **7.0 WITH HOLDING OF RESULTS:**

If the candidate has not paid any dues to the College or if any case of indiscipline is pending against him, the result of the candidate will be withheld. The issue of degree is liable to be withheld in such cases.

## **8.0 TRANSISTORY REGULATIONS**

Candidates who have discontinued or have been detained for want of attendance or who have failed after having undergone the course are eligible for admission to the same or equivalent subjects as and when subjects are offered, subject to 4.5.

### **9.0 GENERAL:**

9.1 The academic regulations should be read as a whole for purpose of any interpretation.

9.2 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Principal is final.

9.3 The College may change or amend the academic regulations and syllabus at any time and the changes and amendments made shall be applicable to all the students with effect from the date notified by the College.

9.4 Wherever the word he, him or his occur, it will also include she her and hers.

## MALPRACTICES RULES

### DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

	Nature of Malpractices/Improper conduct	Punishment
	<i>If the candidate:</i>	
1. (a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the subject of the examination)	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that subject only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that Semester/year.  The Hall Ticket of the candidate is to be cancelled and sent to the CE office.
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practicals and project work) already appeared and shall not be allowed to appear for examinations of the remaining subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all Final examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all College examinations. The continuation of the course by the candidate is subject to the academic regulations in

		connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject.
6.	Refuses to obey the orders of the Chief Superintendent/Assistant – Superintendent / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the College campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.	In case of students of the college, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.
7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all college examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If student of the college, who is not a candidate for the particular examination or any person not connected with the college indulges in any malpractice or improper conduct mentioned in clause 6 to 8.	Student of the colleges expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of



		<p>the subjects of that semester/year. The candidate is also debarred and forfeits the seat.</p> <p>Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.</p>
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the CE office for further action to award suitable punishment.	

**Malpractices identified by squad or special invigilators**

1. Punishments to the candidates as per the above guidelines.
2. Punishment for institutions : (if the squad reports that the college is also involved in encouraging malpractices)
  - (i) A show cause notice shall be issued to the Department.
  - (ii) Impose a suitable fine on the Department.