

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

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

ACADEMIC REGULATIONS (AR22)



**MCA TWO YEAR PG COURSE
(Applicable for the batches admitted from 2022-23)**

Sponsored by

AMRITA SAI EDUCATIONAL IMPROVEMENT TRUST

ACADEMIC REGULATIONS (AR22) FOR MCA COURSE

Applicable for the students of Master of Computer Applications (MCA) PG Programme admitted from the Academic Year 2022-23 onwards. The MCA Degree shall be conferred on candidates who are admitted to the program and who fulfil all the requirements for the award of the Degree.

1. ELIGIBILITY FOR ADMISSIONS:

- Admission to the above program shall be made subject to eligibility, qualification and specialization as prescribed by the University from time to time.
- Admissions shall be made on the basis of merit rank obtained by the candidates at ICET examination or the qualifying Entrance Test conducted by the University or on the basis of any other order of merit as approved by the University, subject to reservations as laid down by the Govt. from time to time

2. AWARD OF MCA DEGREE

- (a) A student shall be declared eligible for the award of the MCA Degree, if he pursues a course of study and completes it successfully in not less than two academic years and not more than Four academic years.
- (b) The student shall register for all 80 credits and secure all the 80 credits.
- (c) The minimum instruction days in each semester are 90.
- (d) A Student, who fails to fulfill all the academic requirements for the award of the degree within Four academic years from the year of their admission, shall forfeit his seat in MCA course.
- (e) Credit Definition

1 Hour Lecture (L) per week	1 Credit
1 Hour Tutorial (T) per week	1 Credit
1 Hour Practical (P) per week	0.5 Credit
2 Hours Practical (Lab) per week	1 Credit

3. ATTENDANCE

- (a) 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.
- (b) A student is eligible to write the semester end examinations if he acquires a minimum of 40% in each subject and 75% of attendance in aggregate of all the subjects.
- (c) Condonation of shortage of attendance up to 10% i.e., 65% and above, and below 75% may be given for a **maximum of TWO times** by the college academic committee.
- (d) Condonation of shortage of attendance shall be granted only on genuine and valid reasons on representations by the candidate with supporting evidence.
- (e) Shortage of attendance below 65 % in aggregate shall in **NO case be condoned and not eligible to write their end semester examination of that class.**
- (f) A candidate shall not be promoted to the next semester unless; he fulfills the attendance requirements of the previous semester.
- (g) A stipulated fee of Rs 700/- shall be payable towards condonation fee for shortage of attendance. Students availing condonation on medical ground shall produce a medical certificate issued by the competitive authority.
- (h) A student shall not be promoted to the next semester unless he satisfies the attendance requirement of the present semester, as applicable. They may seek readmission into that semester when offered next. If any candidate fulfills the attendance requirement in the present semester, he shall not be eligible for readmission into the same class.

4. EVALUATION

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

4.1) CONTINUOUS INTERNAL EVALUATION:

- (a) For theory subjects, during a semester, there shall be two mid-term examinations. Each midterm examination shall be conducted for a total duration of 120 minutes with 4 questions (without choice) each question for 10 marks.
- (b) The descriptive examination is set with 4 full questions from first two and half units (50% of the syllabus), the student has to answer all questions. In the similar lines, descriptive examination shall be conducted on the rest of the syllabus.
- (c) The first mid (Mid-1) marks shall be submitted to the examination section within one week after completion of first mid examination.
- (d) The mid marks submitted to the examination section shall be displayed in the concerned department notice boards for the benefit of the students.
- (e) If any discrepancy found in the submitted Mid-1 marks, it shall be brought to the notice of examination section within one week from the submission.
- (f) Second mid examination shall be conducted on the similar lines of mid-1 and its mid (Mid-2) marks shall also be submitted to examination section within one week after completion of second mid examination and it shall be displayed in the notice boards. If any discrepancy found in the submitted mid-2 marks, it shall be brought to the notice of examination section within one week from the submission.
- (g) Internal marks can be calculated as average of two mid examinations.
- (h) With the above criteria, examination section will send mid marks of all subjects in consolidated form to all the concerned department and same shall be displayed in the concerned department notice boards. If any discrepancy found, it shall be brought to the notice of examination section through proper channel within one week with all proofs. Discrepancies brought after the given deadline will not be entertained under any circumstances.

4.2) End semester Theory Examinations Evaluation:

The end semester examinations shall be conducted by the examination section for 60 marks consists of eight questions, out these eight questions student should answer any five questions and each question carry 12 marks.

4.3) Laboratory Evaluation:

- **Internal:** The internal marks for laboratory are 40 marks and the marks shall be awarded based on the day to day work: 10 marks, Record: 10 marks and the remaining 20 marks to be awarded by conducting an internal laboratory test.
- **External:** For external marks for laboratory are 60 and marks shall be awarded based on the performance in the end laboratory examinations. Laboratory examination must be conducted with two Examiners, one of them being the Laboratory Class Teacher and the second examiner shall be appointed by the exam section from the panel of examiners submitted by the respective department. Laboratory examination must be conducted with a breakup marks of Procedure-20, Experimentation-20, Results-10, Viva-voce-10.

4.4) There shall be an internship / industry oriented mini project/ skill development course, one need to complete during year break (*i.e.*, II-Sem to III-Sem) and will be evaluated for 50 marks internally at the end of III Semester by the departmental committee. For skill development course the certificate has to be verified and submitted to the exam section. A candidate has to secure a minimum 50% of marks to be declared successful.

4.5) For Socially Relevant Project using design thinking and Employability Skills the evaluation will be for 25 marks internally at the end of the Semester by the departmental committee. A candidate has to secure a minimum 50% of marks to be declared successful.

4.6) For Bridge course, the course shall be taken on MOOCS platform, the candidate has to get a satisfactory report upon successful completion, and the same shall be communicated to the exam section as Completed or Not Completed.

4.7) 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 semester Examination and a minimum aggregate of 50% of the total marks in the End Semester Examination and Internal Evaluation taken together.

4.8) In case the candidate does not secure the minimum academic requirement in any subject (as specified in 4.7) he has to reappear for the End semester 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 has failed in the end examination. In such a case, the candidate must re-register for the subject(s) and secure the required minimum attendance. The candidate's attendance in the re-registered subject(s) shall be calculated separately to decide upon his eligibility for writing the end examination in those subject(s). In the event of the student taking another chance, his internal marks and end examination marks obtained in the previous attempt are nullified. For re-registration the candidates have to apply to the exam section through the college by paying the requisite fees and get approval from the exam section before the start of the semester in which re-registration is required. At a given time a candidate is permitted to re-register for maximum of two subjects in addition to the subjects of regular semester.

4.9) In case the candidate secures less than the required attendance in any re registered subject (s), he/she shall not be permitted to write the End Semester Examination in that subject. He shall again re-register the subject when next offered.

4.10) Laboratory examination for MCA courses must be conducted with two Examiners, one of them being the Laboratory Class Teacher or teacher of the respective department and the second examiner shall be appointed by the exam section from the panel of examiners submitted by the respective department.

4.11) 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 (4thsemester).

5. EVALUATION OF PROJECT/DISSERTATION WORK

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

5.1) A Project Review Committee (PRC) shall be constituted with Head of the Department and two other senior faculty members (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, both theory and practical up to III 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 to the Project Review Committee for approval. The student can initiate the Project work, only after obtaining the approval from the Project Review Committee (PRC) after the III semester end examinations. The duration of the project is for one semester.

5.4) If a candidate wishes to change his supervisor or topic of the project, he can do so with the approval of the Project Review Committee (PRC). However, the Project Review Committee (PRC) shall examine whether or not the change of topic/supervisor leads to a major change of his initial plans of project proposal. If yes, his date of registration for the project work starts from the date of change of Supervisor or topic as the case may be.

5.5) A candidate shall submit his status report in two stages at least with a gap of ONE month between them.

5.6) The work on the project shall be initiated at the beginning of the Sixth semester and the duration of the project is one semester. A candidate is permitted to submit Project Thesis only after the approval of PRC not earlier than 20 weeks from the date of registration of the project work. The candidate has to pass all the theory and practical subjects before submission of the Thesis. 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.

5.7) Three copies of the Project Thesis certified by the supervisor shall be submitted to the College along with **plagiarism report (<50%)**.

5.8) The thesis shall be adjudicated by one examiner selected by the chief controller of examinations. For this, the head of the department shall submit a panel of 5 examiners, eminent in that field, with the help of the guide concerned.

5.9) If the report of the examiner is not favorable, the candidate shall revise and resubmit the Thesis, in the time frame as decided by the PRC. If the report of the examiner is unfavorable again, the thesis shall be summarily rejected. The candidate has to re-register for the project and complete the project within the stipulated time after taking the approval from the exam section.

5.10) If the report of the examiner is favorable, a board consisting of the Supervisor, Head of the Department and the examiner approved by the exam section who adjudicated the thesis shall conduct Viva-Voce examination. The Board shall jointly report the candidate's work for a **maximum of 100 Marks**. The Head of the Department shall coordinate and make arrangements for the conduct of Viva-Voce examination.

5.11) If the report of the Viva-Voce is **unsatisfactory (i.e., <50 marks)**, the candidate shall retake the Viva-Voce examination only after three months. If he fails to get a satisfactory report at the second Viva-Voce examination, the candidate has to re-register for the project and complete the project within the stipulated time after taking the approval from the Institution.

6. CGPA:

Marks Range Theory/ Laboratory (Max – 100)	Marks Range Mini Project/ Project Work or Dissertation (Max – 100)	Letter Grade	Level	Grade Point
≥ 90	≥ 90	O	Excellent	10
≥80 to <90	≥80 to <90	S	Very Good	9
≥70 to <80	≥70 to <80	A	Good	8
≥60 to <70	≥60 to <70	B	Fair	7
≥50 to <60	≥50 to <60	C	Satisfactory	6
<50	<50	F	Fail	0
			Absent	0

Computation of SGPA:

- The following procedure is to be adopted to compute the Semester Grade Point Average. (SGPA) and Cumulative Grade Point Average (CGPA):
- The **SGPA** is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum (C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

Computation of CGPA:

- The **CGPA** is also calculated in the same manner taking into account all the courses undergone by a student over all the semester of a Programme, i.e.
- **CGPA** = $\Sigma (C_i \times S_i) / \Sigma C_i$
- Where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- Equivalent Percentage = $(CGPA - 0.75) \times 10$

7. AWARD OF 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 four classes:

Class Awarded	CGPA to be secured	From the CGPA secured from 80 Credits.
First Class with Distinction	≥ 7.75 with no subject failures	
First Class	≥ 6.75 with subject failures	
Second Class	≥ 5.75 to < 6.75	
Pass Class	≥ 4.75 to < 5.75	

8. WITHHOLDING OF RESULTS:

- If the student has not paid the dues, if any, to the college or if any case of indiscipline is pending against him, the result of the student will be withheld. His degree will be withheld in such cases.

9. TRANSITORY REGULATIONS

- Discontinued or detained candidates are eligible for re-admission into same or equivalent subjects at a time as and when offered.
- The candidate who fails in any subject will be given two chances to pass the same subject; otherwise, he has to identify an equivalent subject as per next academic regulations.

10. GENERAL

- Wherever the words “he”, “him”, “his”, occur in the regulations, they include “she”, “her”, “hers”.
- The academic regulation should be read as a whole for the purpose of any interpretation.
- In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- The college may change or amend the academic regulations or syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the college.

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS:

The Principal shall refer the cases of malpractices by students in internal assessment tests and end semester examinations, to a malpractice enquiry committee constituted for the purpose. The committee shall follow the approved scales of punishment.

The committee consists of:

1. Principal
2. Controller of Examinations
3. Deputy Controller of Examinations
4. Head of The Department
5. Subject Expert
6. Invigilators

SNO	NATURE OF MALPRACTICES/IMPROPER CONDUCT	PUNISHMENT
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.
1(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.
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 University 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 al University examinations 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	Expulsion from the examination hall and cancellation

	examination hall.	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 the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person(s) who do not belong to the College will be handed over to police and, a police case will be registered against them.
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.	

RAGGING

PROHIBITION OF RAGGING IN EDUCATIONAL INSTITUTIONS ACT 26 OF 1997

PUNISHMENTS FOR RAGGING:

As per the order of Honorable Supreme Court of India and AICTE guidelines, ragging in any form is considered a criminal offence and is banned. Ragging within or outside any educational institution is prohibited. Ragging means doing an act, that causes or is likely to cause insult or annoyance or fear of apprehension or threat or intimidation or outrage of modesty or injury to a student. Any form of ragging will be severely dealt with as per AP Prohibition of Ragging Act-1997 section-4.

Nature of ragging	Punishment
Teasing, embarrassing and humiliating	Imprisonment upto 6 months or fine upto Rs.1,000/- or both
Assaulting or using criminal force or criminal intimidation	Imprisonment upto 1 year or fine upto Rs.2,000/- or both
Wrongfully restraining or confining or causing hurt	Imprisonment upto 2 years or fine upto Rs.5,000/- or both
Causing grievous hurt kidnapping or raping or committing unnatural offence	Imprisonment upto 5 years and fine upto Rs.10,000/-
Causing death or abetting suicide	Imprisonment upto 10 years and fine upto Rs.10,000/- or both

CONDUCT AND DISCIPLINE:

- A student convicted of an offence under and punished with imprisonment for a term of more than six months shall not be admitted in any other educational institution.
- Whenever any student complains of ragging to the head or manager of an educational institution, such head or manager should inquire into the complaint and if the complaint is prima-facie found true, should suspend the student or students complained against.
- If the head or manager of an educational institution fails or neglects to take action in the manner specified in the Act, the person shall be deemed to have abetted the offence and shall be punished with the punishment provided for the offence.
- If a student commits suicide due to or in consequence of ragging, the person who commits such ragging shall be deemed to have abetted such suicide.
- The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures.
 - Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
 - Possession, consumption or distribution of alcoholic drinks or any kind of narcotics or hallucinogenic drugs.
- The following activities are not allowed within the campus:
 - Mutilation or unauthorized possession of library books.
 - Noisy and unseemly behavior, disturbing studies of fellow students.
 - Hacking computer systems (such as entering into other person's areas without prior permission, manipulation and/or damage of computer hardware and software or any other cyber crime etc.)
 - Use of cell phones in the campus.
 - Plagiarism of any nature.
 - Any other act of gross indiscipline as decided by the college from time to time.
 - Commensurate with the gravity of offense, the punishment may be reprimand, fine, expulsion from the institute / hostel, debarment from a examination, disallowing the use of certain facilities of the Institute, rustication for a specified period or even outright expulsion from the Institute, or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.
 - For an offence committed in (i) a hostel, (ii) a department or in a class room and (iii) elsewhere, the Chief Warden, the Head of the Department and the Principal, respectively, shall have the authority to reprimand or impose fine.
 - Cases of adoption of unfair means and/or any malpractice in an examination shall be reported to the Principal for taking appropriate action.
 - Unauthorized collection of money in any form is strictly prohibited.
 - Detained and break-in-study candidates are allowed into the campus for academic purposes only with permission from authorities.
 - Misconduct committed by a student outside the college campus but having the effect of damaging, undermining & tarnishing the image & reputation of the institution will make the student concerned liable for disciplinary action commensurate with the nature and gravity of such misconduct.
 - The disciplinary action committee constituted by the Principal, shall be the authority to investigate the details of the offence, and recommend disciplinary action based on the nature and extent of the offence committed
 - Grievance redressal committee, constituted by the Principal, shall deal with all grievances pertaining to the academic / administrative and disciplinary matters.
 - All the students must abide by the code and conduct rules of the college.
