



ACADEMIC REGULATIONS

R20-MCA **(2 Year Program)**

ACADEMIC REGULATIONS - 2020 FOR MCA (REGULAR)
(Effective for the students admitted into I year from the Academic Year 2020-21 and onwards)

1. ELIGIBILITY FOR ADMISSION

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 the qualifying entrance test ICET or on the basis of any other order of merit as approved by the Government from time to time.

2. AWARD OF MCA DEGREE

A student will be declared eligible for the award of the MCA Degree, if he fulfills the following academic requirements.

- (a) Pursue a course of study for not less than two academic years and not more than four academic years.
- (b) The candidate registers for 80 credits and secure all 80 credits.

3. STRUCTURE OF THE PROGRAM

Semester	Credits
I MCA I SEM	22
I MCA II SEM	20
II MCA III SEM	22
II MCA IV SEM	16
TOTAL	80

- Each course is normally assigned a certain number of credits as follows:
- 3 credits for 3 lecture periods per week
 - 4 credits for 3 lecture periods + 1 tutorial
 - 2 credits for 4 laboratory periods per week.
 - 10 credits for project work.
 - 1 credit for Internship/Industry oriented Mini project.

4. DISTRIBUTION AND WEIGHTAGE OF MARKS

The performance of the candidate in each semester shall be evaluated subject wise, with a maximum of 100 marks for Theory/Practical//Internship/Mini Project on the basis of either internal evaluation or end semester examinations/external evaluation or both internal and external evaluation. Project Work will be evaluated for 200 marks.

4.1 THEORY

For all theory courses consisting 6 units of syllabus in each subject, the assessment shall be for 40 marks through internal evaluation of 2 hours duration and 60 marks through external end semester examination of 3 hours duration.

4. 1. a. INTERNAL EVALUATION

The internal evaluation will be based on two cycle tests conducted in each semester. The 40 internal marks will be awarded as 80% of the best cycle and 20% of the least cycle examinations, where each cycle of examination contain

Descriptive test	- 30 Marks
Assignment	- 10 Marks

Each descriptive test question paper contains 3 questions one from each unit covering syllabus from 3 units (first 3 units for first cycle and remaining 3 units for second cycle). The student has to answer all the 3 questions (3X10M=30M). The descriptive examination will be conducted for 1½ hour duration.

In Assignment tests 5 or 6 questions from each unit will be declared in the class room at least one week in advance. In the Assignment test, each student will be given one question at random.

The Assignment Test – 1 will be conducted for 10 marks covering the syllabus from 1st & 2nd units. The Assignment Test - 2 will be conducted for 10 marks from 4th & 5th units.

4.1. b. EXTERNAL EVALUATION

The question paper comprises of two parts i.e. Part-A and Part-B. Part-A is compulsory and consists 6 questions covering all the units with equal marks. Each question in Part-A carries 2 marks (6X2M=12M). Part-B consists of 6 questions, one from each unit and the student has to answer 4 questions out of six (4x12M= 48M). The duration of end theory examination is 3 hours.

4.2 PRACTICALS

For practical subjects evaluation is as follows during the semester

4.2. a. INTERNAL EVALUATION

There shall be continuous evaluation during the semester for 40 internal marks. The internal marks shall be awarded as follows:

Record	- 10 Marks
Day-to-day work	- 15 Marks
Internal Lab Test	- 15 Marks

4.2. b. EXTERNAL EVALUATION

For practical subjects there shall be an external examination at the end of the semester for 60 marks in the presence of external examiner.

4.3 MOOCs

In order to inculcate continuous learning habit in students, Self-learning courses (Massive open online course) have been introduced.

Every student can register for MOOCs course offered by any reputed organization like NPTEL, COURSERA, SWAYAM, edX, Udacity etc., approved by the departmental Committee constituted by HOD. Student has to submit the progress of the MOOC's course (such as assignment submission etc.,) to the departmental committee.

A Student is allowed to register and complete the MOOCs course even in the earlier semesters.

The Student has to submit certificate issued by the organization after successful completion of the online course to the department before the commencement of end examinations of that semester in which the MOOCs course is offered.

Departmental Committee will allot appropriate Grade/Grade Points after evaluation

A student will be awarded Pass Grade when he/she submits a pass MOOCs certificate with <60 percentage of marks. For remaining cases, grades will be awarded as per the regulations.

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 semester examination and a

minimum of 50% of the total marks in the end semester examination and internal evaluation taken together.

- 4.5** In case the candidate does not secure the minimum academic requirement in any subject (as specified in 4.4) he/she has to re-appear for the end semester examination in that subject in the same Semester of the subsequent year. A candidate shall be given one more chance to re-register for internal evaluation in each subject provided the internal marks secured by a candidate is 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-register subject(s) shall be calculated separately to decide upon his/her 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 in the previous attempt stand cancelled. For re-registration the candidates have to apply to the college by paying the requisite fee and get approval from the authorities before beginning of the semester in which re-registration is required. Only two subjects are allotted for Re-registration.
- 4.6** 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 examination in that subject. He/She shall again re-register the subject when next offered.
- 4.7** Laboratory examinations for MCA courses must be conducted with two examiners, one of them being the laboratory class teacher and the second examiner shall be appointed by the authorities from the panel of examiners submitted by the respective department.
- 4.8** There shall be an audit pass (Mandatory learning Course) course with no credits. There shall be no external examination. However, attendance in the audit course shall be considered while calculating aggregate attendance. Based on the day to day evaluation of each student, a Satisfactory/Not Satisfactory grade will be awarded. If any student gets Not Satisfactory grade, he/she has to reappear for the same course in the subsequent semester. Degree will be awarded only if student gets satisfactory grade.

5. INTERNSHIP/ MINI PROJECT

A Student should register for either Internship or Mini Project, not both.

Students are advised to take up Industrial Internship. Industrial Internship shall be evaluated for a total of 100 marks. Out of 100, 40 marks will be awarded by the departmental committee after evaluation. 60 marks will be awarded in the external examination in presence of external examiner. The time duration for internship shall be of 2 to 4 weeks during the inter semester break. After the completion of internship the student shall submit a certificate and a report to the concerned departmental committee constituted by the HOD for Evaluation.

In case, the student is unable to do Internship, he/she shall opt a Mini project. Mini Project shall be evaluated for a total of 100 marks. Out of 100, 40 marks will be awarded by the departmental committee after evaluation consisting of day-to-day work, reviews and the assessment of the project report. 60 marks will be awarded by an external examiner. Student has to submit the project report to the concerned departmental committee constituted by the Head of the Department. The evaluation of mini project work shall be conducted as and when offered.

6. PROJECT WORK

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

- 6.1 A Project Review Committee (PRC) shall be constituted with Principal, HOD and two other senior faculty members of the department.
- 6.2 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 IV semester.
- 6.3 Every candidate has to submit, in consultation with his project supervisor, the title, objective and plan of action of his project work for approval. The student can initiate the Project work, only after obtaining the approval from the Project Review Committee (PRC).
- 6.4 In the IV Semester, student has to do a project for 21 weeks (one full semester). The student should prepare a Project Report under the supervision of a guide from the faculty.
- 6.5 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.
- 6.6 Three copies of the Project Thesis certified by the supervisor shall be submitted to the Department.
- 6.7 The thesis shall be adjudicated by one examiner selected by the Authorities. For this, the Head of the department shall submit a panel of 3 examiners, eminent in that field, with the help of the guide concerned.
- 6.8 Out of a total of 200 marks for the project work, 80 marks shall be for Internal Evaluation consisting of day-to-day work, reviews, the assessment of the project report and 120 marks for the external evaluation. The external evaluation shall be conducted by the committee. The committee consists of an External Examiner, Head of the Department and Supervisor of the Project. The evaluation of project work shall be conducted at the end of the II year IV semester.
- 6.9 If the candidate gets Grade F (FAIL) in project viva voce, the candidate will retake the viva voce examination after 3 Months. If he fails to get one of the above grades other than grade F, he/she will not be eligible for the award of degree. If the candidate fails to secure one of the above Grades other than Grade F again, the Project shall be summarily rejected.

7. PASS MARK CRITERIA

A student shall be deemed to have satisfied the pass mark, if he secures not less than 40% of marks in the end examinations and a minimum of 50% of marks in the sum total of the internal evaluation and end examination taken together as detailed below.

On passing a course of a program, the student shall earn the credits as assigned to that course.

S. No.	Category of Subject	Max. Marks	Internal Marks	External Marks	External pass %	External pass mark	Over all pass %	Over all pass mark
1	Theory	100	40	60	40	24	50	50
2	Practical	100	40	60	40	24	50	50
3	Mini Project/ Internship	100	40	60	40	24	50	50
4	Project work	200	80	120	40	48	50	100

8. ATTENDANCE REQUIREMENTS

- i. A student shall be eligible to appear for the end examinations if he/she acquires a minimum of 75% of attendance in aggregate of all the subjects.
- ii. Condonation of shortage of attendance in aggregate up to 10% (65% and above and below 75%) in each semester for genuine medical reasons shall be approved by a committee duly appointed by the college. A fee stipulated by the college shall be payable towards condonation of shortage of attendance. However the number of condonations is restricted to two for the entire course.
- iii. A student who is short of attendance in a semester may seek re-admission into that semester when offered next time within 4 weeks from the date of commencement of class work.
- iv. If any candidate fulfills the attendance requirement in the present semester, he/she shall not be eligible for re-admission into the same semester.

9. COURSE PATTERN

- (i) The entire course of study is of two academic years and every year will have TWO Semesters.
- (ii) A student is eligible to appear for the end examination in a subject, but absent for it or has failed in the end examinations may appear for that subject in supplementary examinations, when conducted next.
- (iii) When a student is detained due to shortage of attendance, he may be re-admitted in to the same year/semester when offered next in which he/she has been detained.

10. METHOD FOR AWARDING OF GRADE POINTS FOR A SUBJECT

Marks Range	Level	Letter Grade	Grade Points
≥ 90	Outstanding	A+	10
80-89	Excellent	A	9
70-79	Very Good	B	8
60-69	Good	C	7
50-59	Satisfactory	D	6
<50	Fail	F	0
-	Absent	AB	0

11. Criteria for Award of Grades/Division

a. Calculation of Semester Grade Point Average (SGPA)* for Semester

The performance of each student at the end of each semester is indicated in terms of SGPA. The SGPA is calculated as given below:

$$SGPA = \frac{\sum(CR \times GP)}{\sum CR}$$

Where CR= Credits of a course

GP = Grade Points awarded for a course

*SGPA is calculated for a candidate who passed all the courses in that semester.

b. Calculation of Cumulative Grade Point Average (CGPA) for Entire Program

The CGPA is calculated as given below:

$$CGPA = \frac{\sum(CR \times GP)}{\sum CR}$$

Where CR=Credits of a course

GP=Grade Points awarded for a course

*CGPA is calculated for a student who passed all the subjects in previous semesters along with current semester.

*The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

*Equivalent percentage = (CGPA – 0.75) x 10

c. Award of Division

After satisfying the requirements prescribed for the completion of the program, the student shall be eligible for the award of MCA Degree and shall be placed in one of the following classes:

CGPA	Class
≥ 7.75	First Class with Distinction (with no subject failures)
≥ 6.75	First Class (with subject failures)
≥ 5.75 & < 6.75	Second Class
< 5.75	Fail

12. REVALUATION

1. Student can submit the application for revaluation, along with the prescribed fee for Revaluation of his/her answer script(s) of theory course(s) as per the notification issued by the Controller of Examinations.
2. The Controller of Examinations shall arrange for revaluation of such answer script(s). An External examiner, other than the first examiner shall reevaluate the answer script(s).

13. MINIMUM INSTRUCTION DAYS

The minimum instruction days for each semester shall be 90 working days.

14. 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 such student will be kept withheld. His degree will be withheld in such cases.

15. TRANSITORY REGULATIONS

Discontinued or detained candidates are eligible for readmission as and when next offered. A candidate, who is detained or discontinued in a semester, on readmission shall be required to do all the courses in the curriculum prescribed for the batch of students in which the student joins subsequently. However, exemption will be given to those candidates who have already passed such courses in the earlier semester(s) he was originally admitted into and substitute subjects are offered in place of them as decided by the Board of Studies. However, the decision of the Board of Studies will be final.

- 15.1 A student who is following JNTUK curriculum and detained due to shortage of attendance at the end of the first semester of first year shall join the autonomous batch of first year first semester. Such students shall study all the courses prescribed for the batch in which the student joins and considered on par with regular candidates of Autonomous stream and will be governed by the autonomous regulations.
- 15.2 A student who is following JNTUK curriculum, detained due to shortage of attendance at the end of the second semester of first year or at the subsequent semesters shall join with the autonomous batch in the appropriate semester. Such candidates shall be required to pass in all the courses in the program prescribed by the Board of Studies concerned for that batch of students from that semester onwards to be eligible for the award of degree. However, exemption will be given in the courses of the semester(s) of the batch which he had passed earlier and substitute subjects will be offered in place of them as decided by the Board of Studies. The student has to clear his entire backlog subjects up to previous semester by appearing for the supplementary examinations conducted by JNTUK for the award of degree will be sum of the credits up to previous semester under JNTUK regulations and the credits prescribed for the semester in which a candidate seeks readmission and subsequent semesters under the autonomous stream. The class will be awarded based on the academic performance of a student in the autonomous pattern.

MALPRACTICES RULES

DISCIPLINARY ACTION FOR / IMPROPER CONDUCT IN EXAMINATIONS

- 15.2.1 The Principal shall refer the cases of Malpractices in Internal Assessment Test and Semester end examinations to a malpractice prevention committee constituted by him for the purpose. Such committee shall follow the approved levels of punishment. The Principal shall take necessary action against the students based on the recommendations of the committee.
- 15.2.2 Any action by the candidate trying to get undue advantage in the performance or trying to help another, or derive the same through unfair means is punishable according to the provisions contained hereunder:

	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.
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. The Hall Ticket of the candidate is to be cancelled and sent to the college.

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 college 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 college 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 college for further action to award suitable punishment.	

OTHER MATTERS

- Physically challenged candidates who have availed additional examination time and a scribe during their UG / PG CET examinations will be given similar concessions on production of relevant proof / documents.
- The Principal shall deal in an appropriate manner with any academic problem which is not covered under these rules and regulations, in consultation with the Heads of the departments and subsequently such actions shall be placed before the Academic Council for ratification. Any emergency modification of regulation, approved in the meetings of the Heads of the departments shall be reported to the Academic Council for ratification.

GENERAL

1. The academic council may, from time to time, revise, amend or change the regulations, schemes of examinations and / or syllabi.
2. Where ever the words ‘he‘, ‘him‘, ‘his‘ occur in the regulations, they include ‘she‘, ‘her‘, ‘hers‘.
3. The academic regulation should be read as a whole for the purpose of any interpretation.
4. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the principal is final.