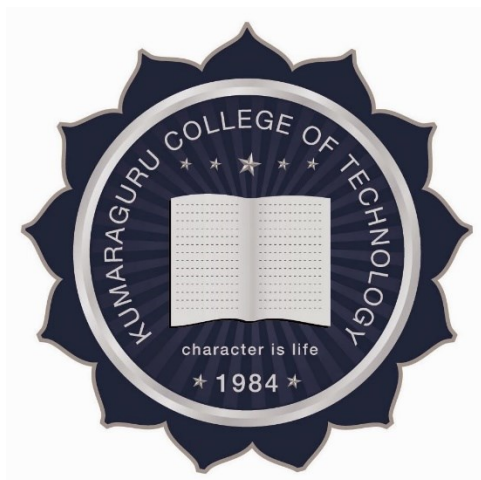


**KUMARAGURU COLLEGE OF
TECHNOLOGY
COIMBATORE - 641 049**



**ACADEMIC REGULATIONS 2018
(R-18)**

MCA Programme

(Version, V1)
Applicable April 2018 onwards

Record of Release

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1.0				11/04/2018	Attendance, credit requirements and one credit course clauses are changed from R17-V1

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A1.LIST OF SYMBOLS AND ABBREVIATIONS

ACC	Academic Consultative Committee
AY	Academic Year
CAT	Continuous Assessment Test
CAM	Continuous Assessment Marks
CBCS	Choice Based Credit System
CO	Course Outcome
CoE	Controller of Examinations
CGPA	Cumulative Grade Point Average
DCC	Department Consultative Committee
DEC	Departmental Examination Committee
ERP	Enterprise Resource Planning Software
ESE	End Semester Examination
ESM	End Semester Examination Marks
OBE	Outcome Based Education
PO	Programme Outcome
PEO	Programme Educational Objective
SGPA	Semester Grade Point Average

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1. PREAMBLE

The rapid transformation in every sphere of life is augmenting the need to prepare the present fast-paced generation to adapt to the changing knowledge & skill requirement on a life-long basis, in the fields of science, engineering, technology and humanities to influence society positively. The future looks up to multi-disciplinary, competent leaders who are Information and Communication Technology ready and driven by strong ethical values.

Kumaraguru College of Technology (KCT) envisions to nurture knowledge, skills, and attitude and values of the aspiring youth to enable them to become global citizens and towards that process, the institution has evolved a flexible integrated academic curriculum.

KCT introduced Outcome Based Education (OBE) in 2014 and Choice Based Credit System (CBCS) in 2015 and 2017, which emphasized on honing the skills and knowledge of the graduates. To further enhance and improvise the educational process, this regulation, R2018 includes pedagogy changes leading to learner centric academic ecosystem. The key features of the MCA Regulations-2018 are the competency based curricula for various programmes and ample amount of time for students to do project work or internship at industry or even go abroad to do internship/research work.

2. SCOPE

These regulations are applicable to all students admitted into MCA programme of the institution from the Academic Year (AY) 2018-19 and onwards.

3. PRELIMINARY DEFINITIONS AND NOMENCLATURE

Table 1: Preliminary Definitions and Nomenclature

Sl.No.	Name	Definition
1	Programme	Refers to MCA Degree Programme
2	Course	Refers to Theory, Practical, embedded, project courses
3	Head of the Institution	Refers to the Principal
4	Directorate of Academics (DoA)	Refers to the authority of the Institution responsible for all the academic activities and for the implementation of relevant rules/regulations and audits

Sl.No.	Name	Definition
5	Controller of Examinations (CoE)	Refers to the authority of the Institution who is responsible for all activities of the End Semester Examinations of the Institution
6	Director / Head of the Department	Refers to Director of School or Head of the Department concerned
7	University	Refers to Anna University, Chennai
8	Institution	Refers to Kumaraguru College of Technology, Coimbatore
9	L – T – P – J – C	Refers to Lecture, Tutorial, Practical, Project and Credits respectively
10	Curriculum	Refers to the various components / courses studied in the programme
11	Humanities and Social Sciences (HS)	The courses include English, Human Values and Communication skills.
12	Basic Sciences (BS)	Courses like Mathematics.
13	Professional Core (PC)	Courses include the core courses relevant to the programme.
14	Professional Elective (PE)	Courses include the elective courses relevant to the chosen specialization/ programme
15	Project Work (PW)	Refers to the project done by a student during the pre-final semester and Capstone during final semester.
16	Academic Consultative Committee (ACC)	The committee includes Principal, Director / DoA, CoE, Director / HoD concerned.
17	Department Consultative Committee (DCC)	The committee includes Director / HoD(need basis), and a few faculty members of the department from various levels

4. MCA PROGRAMME OFFERED AT KUMARAGURU COLLEGE OF TECHNOLOGY

KCT offers 3 year (6 semesters) MCA degree programme affiliated to Anna University, Chennai under Choice Based Credit System (CBCS) for regular students (2 year, 4 semesters) for lateral-entry students

5. ADMISSION

5.1.First Year MCA

The norms for admission, eligibility criteria such as marks, physical fitness and mode of admission will be as prescribed by the University from time to time.

5.2.Re-admission

Students under the 2015 and 2017 autonomous regulations, who have discontinued for reasons other than disciplinary action, may be readmitted to 2018 regulation. Department Consultative Committee (DCC) shall study and recommend on the exemption and addition of courses to be registered for, by the student concerned during re-admission. The details shall be forwarded to Academic Consultative Committee (ACC) for approval, whose decision shall be final.

6. ACADEMIC STRUCTURE

A student after securing admission shall pursue MCA programme for a minimum period of 3 academic years (6 semesters) and a maximum period of 6 years (12 semesters) starting from the commencement of the first semester. For a student admitted in lateral-entry mode, the minimum and maximum period of study shall be 2 academic years (4 semesters) and 4 years (8 semesters) respectively starting from the commencement of the third semester.

6.1.Semester Structure

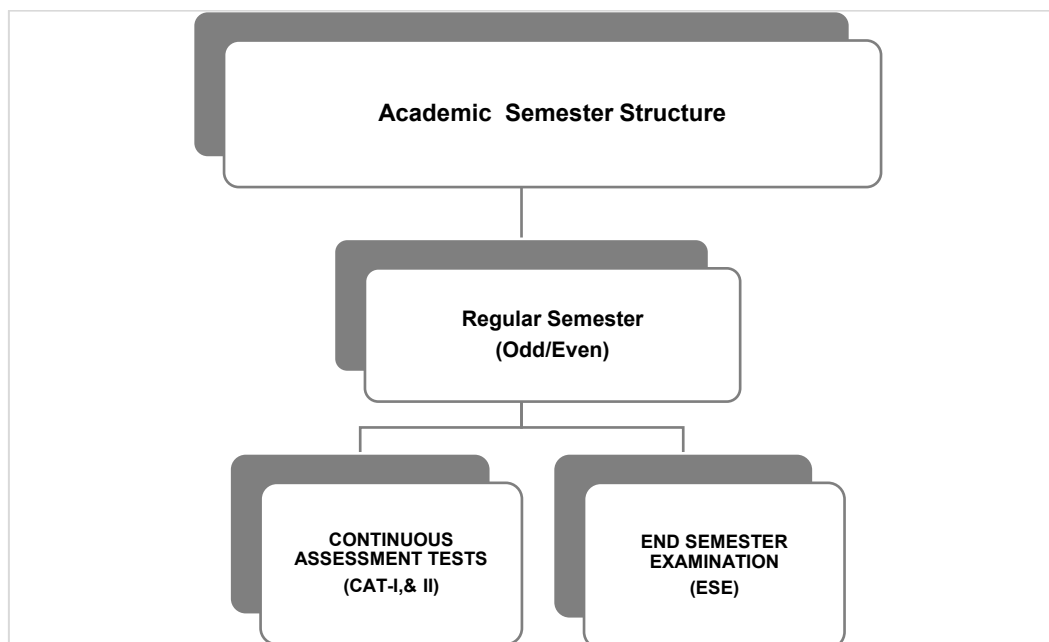


Figure 1 Semester Structure

The regular semesters (Odd/Even) normally consist of about 90 working days. Also, a Summer / Winter track is conducted between semesters during vacation period for about 28 working days (Fig.1)

6.2.Categories of Courses

MCA Degree Programme will have a curriculum consisting of theory, practical, project and embedded courses. The typical curriculum structure for MCA degree programmes are based on AICTE and University norms. The courses consist of Foundational courses (including mathematics courses), Professional core and elective courses, and Employment enhancement courses (Project work, Research methodology, product development etc). The course outcomes (CO's) are designed to align with the Programme Outcomes (PO's) and Programme Educational Objectives (PEO's) of the programme. Overall the curricula have been designed to develop three core competencies in the discipline of study.

Each semester curriculum shall normally have a blend of lecture courses not exceeding 5 and Laboratory courses not exceeding 3.

A student has the option of auditing some courses (alternatively the program may specify some courses to be mandatorily audited). Only non-core courses can be audited. The courses carry no credits and the grades obtained in audit courses are not counted for computation of grade point average. To successfully complete a

mandatory audit course, the student is required to complete the minimum passing requirements as specified in Section 15.

In addition to the courses listed in the curriculum, the department can include elective courses offered by reputed Industry / Educational Institutions /Experts from time to time, approved by DCC/ACC and ratified by the Academic Council.

- The credits earned through such courses shall be considered equivalent to Professional Elective (PE) credits as decided by the Department Consultative Committee (DCC) on a course to course basis.
- Experts from the Industry / Institution may design such specialized elective courses based on the current technical skill requirements.
- The Department Consultative Committee (DCC) shall review and approve the course offered by the expert from the industry / Institution.

6.3. Medium of Instruction

The medium of instruction for the entire MCA programme will be English only.

6.4. Credit Assignment

Course work is measured in units called credits. Each course is assigned a certain number of credits as shown in Table 2

Table 2 : Credit allocation

Contact Period per week	Credits
1 Lecture Period (L= Lectures given during class by the faculty)	1
1 Tutorial Period (T= Tutorial, also class based with more emphasis on problem solving)	1
2 Practical Period (P)/Project Period(J) (Laboratory / Projects/ Capstone Project / etc.) (P= Practical i.e. Lab Classes,J= Project)	1

***Extra Tutorial Periods can be handled by faculty if required**

6.5. Course Numbering Scheme:

Each course is denoted by a unique code consisting of 10 alphanumeric characters. The details of the numbering scheme are in Appendix A1.

6.6.Embedded Course

An embedded course is a combination of theory component with the other components-viz Practicals, Project (P, J).The Course In-Charge will normally be a single person for that batch who handles theory, practical and project/laboratory part.

Types of embedded courses

1. Embedded Theory, Lab & Project Course
2. Embedded Theory & Lab Course
3. Embedded Theory & Project Course
4. Embedded Lab& Project Course

6.7. Credit Requirement for Programme

The total number of credits that a student earns during the period of study is called the total credits.

For the successful completion of the MCA Programme, a regular student must earn 114 credits in a minimum of 6 Semesters, while a lateral-entry student must earn 72 credits in a minimum of 4 semesters.

7. COURSE REGISTRATION

Each student, on admission shall be assigned to a mentor, who shall advice and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic background and career objectives. Some courses require students to register through a Course Registration Process via the online Enterprise Resource Planning software (ERP).

7.1 Online Course Registration Process for some courses offered in the Odd and Even Semesters

- 7.1.1 The registration process for the courses offered in the forthcoming semester will commence 10 working days prior to the last working day of the current semester.
- 7.1.2 A Department shall offer a course only if a minimum number of students register for that course. This minimum number may vary from course to course and shall be specified by the department from time to time.
- 7.1.3 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment Marks (CAM) and appear for the End Semester Examinations (ESE).

7.2 Course Registration Process for Summer/Winter Track

7.2.1 The following students have to register for Theory and Laboratory courses in the Summer/Winter track only if he/she:

- Was not permitted to attend the End Semester Examination (ESE) due to lack of attendance, (vide clauses of Section 8) in the regular semester
- Has lack of attendance /failed in the course registered for, during previous Summer/Winter track
- The students can register for a maximum of 5 theory courses (or) a combination of theory and lab courses (maximum lab courses shall be 3) in the Summer track
- The students can register for a maximum of 3 theory courses (or) a combination of theory and lab courses (maximum lab courses shall be 2) in the Winter track
- For final year students, under special circumstances DEC committee will consider requests for registration of additional courses over the above the registration limits

7.2.2 For all the courses registered for in the Summer/Winter track, students should pay the prescribed fee, in addition to the regular annual fee.

7.3 Minimum and Maximum Credits for Course Registration

7.3.1. A student has to earn the total credits specified in the curriculum of the respective programme of study, in order to be eligible to obtain the degree. However, if the student wishes, then he/she is permitted to earn more than the total number of credits prescribed in the curriculum.

7.3.2. The number of credits, most students are expected to register for, in a semester, will be about 20 credits, so that they complete the programme within the specified duration of the programme. However, a student can register for a maximum of 24 credits (provided one 3-credit course is registered as a self-study course). The minimum credits a student can register for, in a regular semester shall be 16. Normally a student shall not be permitted to register for credits beyond/below these limits.

- 7.3.3. Students shall register for the project work/internship in the 6th semesters only.

7.4 Add/Drop Period

A student can add or drop the registered courses within the first 5 instructional days, from the commencement of a regular semester (not applicable to Summer/Winter track), subject to the availability of resources and the minimum/ maximum number of credits required to be registered in a semester as specified vide clause 7.3.2. Students cannot avail Add/Drop provision for the courses registered during Summer/Winter track, in view of its short duration.

7.5 Arrear Course Registration

- 7.5.1. If a student obtains RA grade in a regular exam for a Theory/lab course, he/she has to register for the arrear exams when offered next.
- 7.5.2. If a student obtains an RA grade in any of the components (Theory or Lab or Project) of an embedded course, he/she has to register and appear for the arrear exams for only for that course component (in which he/she obtained an RA grade), along with the regular examinations in the subsequent semester(s). Until the student passes all the components of an embedded course it will be considered as an 'RA' grade for that course. If a student obtains an RA grade in a professional elective, the student may register for the same or any other professional elective course respectively if and when offered next.
- 7.5.3. The pattern of evaluation for the arrear exams will be the same as that of end semester examinations.
- 7.5.4. A student who has appeared and passed any course is not permitted to re-enroll / reappear in the exam for the purpose of improvement of the grades.
- 7.5.5. Controller of Examination (CoE) will publish a schedule of arrear examinations after the last date of registering for the examinations.

8 REQUIREMENTS FOR APPEARING FOR CONTINUOUS ASSESSMENT TESTS & END SEMESTER EXAMINATION OF A COURSE

- 8.1. A student is expected to maintain 100% attendance in all courses. Considering the fact that a student may need leave due to ill-health or to attend some family

emergency, he/she is permitted to maintain an attendance of 75% (i.e. absent for 25% of instructional hours) in each course. This 25% includes medical, personal, casual, and official on duty leave, leave of absence (On Duty) for organizing events / seminars / workshops / YUGAM / Design competitions / participation in co-curricular / extra-curricular events / NSS & NCC camps, and any other valid reason. Table 3: Illustrates the mandatory attendance requirement for CAT-I, CAT-II and ESE.

Table 3: Attendance Eligibility to appear for CAT & ESE for Regular semester and Summer/Winter tracks

Test/Examination Type	Period of calculation	Minimum percentage of attendance required
Continuous Assessment Test 1 (CAT-1)	First Semester for MCA and Third Semester for Lateral MCA: From the date of joining of the course to three working days before the start of CAT – 1	60%
	Second to Fifth semester: From the date of commencement of the course to one week before the start of CAT – 1	75%
Continuous Assessment Test 2 (CAT-2)	From the date of joining (1 st semester) /date of commencement of the course (2 nd to 6 th sem) to one week before start of CAT-2	75% (For students maintaining 80% or more attendance between CAT 1 and CAT 2, but falls short of the 75% cumulative requirement, the requirement may be relaxed if recommended by the ACC)
End Semester Examination (ESE)	From the date of commencement of the course (1 st semester & 3 rd sem lateral entry students) to the last day of instruction.	75%

Test/Examination Type	Period of calculation	Minimum percentage of attendance required
Any exam component other than End Semester Examination (ESE) under Project Based courses /Embedded Courses.	From the date of commencement of the course to the last day of instruction.	75%

- 8.1.1.** For an embedded course, a student is permitted to maintain his/her attendance as mentioned in Table 4. (i.e. maximal absence of 25% of instructional hours) in each component of that course, viz. For an embedded course comprising of theory, lab., or/and project component, the student has to maintain an attendance of 75% in each of the components.
- 8.1.2.** Students having ≥ 70 and $< 75\%$ ($< 60\%$ first semester, 1st CAT) may get a relaxation up to 5% if they submit assignments specified by the course faculty before the commencement of that specific exam. Note: Actual Attendance percentage will not be increased, but the eligibility for CAT is lowered to upto 70%
- 8.1.3.** Students having a CGPA of 8.75 and above and with no standing arrears will be exempted from the minimum attendance requirements (from 2nd Sem onwards)
- 8.1.4.** During the Summer/Winter track, this relaxation from the minimum attendance requirement will not be extended to the students with CGPA of 9.0
- 8.2.** A student shall normally be permitted to appear for End semester examination of the course if he/she has satisfied the attendance requirements (vide Clause 8.1). He /she is eligible to register for ESE in that semester by paying the prescribed fee.
- 8.3.** Students who do not satisfy the attendance requirements (i.e prevented from appearing form end semester examination due to lack of attendance in a course/component) will have to re-register for, attend classes, and repeat the course in the Summer/Winter track when offered next (vide clause 7.2).

- 8.4. If a student has a lack of attendance in 4 or more courses which are 3 or 4 credit courses (1 credit industry courses not taken into account) offered in a particular semester, he/she will be detained in that semester and hence cannot proceed to the next semester. He/she shall seek re-admission as per the norms of the affiliating University/DOTE (Directorate of Technical Education). However, in cases of absence due to genuine reasons, he/she may apply to the CoE, for revocation of detainment. The committee composition and the process are as in Appendix A3. The Committee's decision is final.
- 8.5. If the course, in which the student has lack of attendance, is a Professional Elective, the student may register for the same or any other Professional Elective course respectively, in the subsequent semesters provided he/she submits an application well in advance via his mentor and HoD to COE, with approval of the DCC.
- 8.6. The days of suspension of a student on disciplinary grounds will be considered as days of absence for calculating the percentage of attendance for each individual course.

9 PROVISION FOR WITHDRAWAL FROM EXAMINATION

- 9.1. A student may, for valid reasons (medically unfit / unexpected family situations), be granted permission to withdraw (after registering for the examinations) from appearing for any course or courses in the End Semester Examination of a particular semester. The student may withdraw by following the due process of the CoE's office before the commencement of examination. This facility can be availed **only once** during the entire duration of the degree programme.
- 9.2. Withdrawal from ESE will be valid only if the student has registered and is, otherwise, eligible to write the examination and the application for withdrawal is made to the CoE, prior to the examination in the course or courses concerned. The application for withdrawal should be recommended by the Head of the Department concerned and approved by the Head of the Institution.

10 ASSESSMENT PROCEDURES FOR AWARDING MARKS

The total marks for each course generally (Theory, Practical, Embedded Course, Project Work) will be 100, comprising of two components namely Continuous Assessment Marks (CAM) and End Semester Examination (ESE). However,

there could be one credit industry courses (offered as add-on courses, beyond credit requirements) audit courses etc, that have only continuous assessment for 100 marks without an End-Semester Examination. The Department Consultative Committee (DCC) has to approve such courses every semester. The scheme of assessment may also be decided by the faculty handling the course concerned with the approval from DCC and shall be made available to the students during the online course registration. Each course shall be evaluated for a maximum of 100 marks as illustrated in Table 4

Table 4: Assessment components

S.No.	Category of course	Continuous Assessment Marks (CAM)	End Semester Examination Marks(ESM)
1	Theory Courses and Embedded Courses with theory	60 Marks	40 Marks
2	Laboratory Courses and Embedded Courses with lab		
3	Project Work and Embedded Courses with Project		
4	Certain Open elective/Mandatory Courses	100 Marks	Nil

Students may take national/international reputed professional certification courses after due approval from DCC. After completion of the course and submission of relevant verified documents the credits and grades shall be mapped by the DCC.

11 MARKS DISTRIBUTION

11.1. Marks Distribution of Continuous Assessment Marks (CAM) & End Semester Exam Marks (ESM):

Table 5 (a and b) presents the details of various types of courses and their assessment patterns. The mark distribution is dependent on the credit weightages of various components of the courses such as Theory, Lab, and Project. For English courses (if any), the assessment components will be defined by the English department from time to time, with the approval of the DCC. For the theory component, continuous assessment tests will be conducted and course faculty shall decide on the mark distribution and question paper pattern. The question paper must follow Revised Bloom's Taxonomy action verbs and indicate expected knowledge level and course outcome (CO). In addition to the CAT's, three presentations will be conducted

periodically. In some cases, other modes of assessment viz. Journal paper review, Group Presentation, Project report, Poster preparation, Prototype or Product Demonstration etc., may be administered as applicable. Periodic assessments may be conducted spread out through the semester and reflected in the course plan

Question paper pattern for CAT I and II & ESE will be based on the patterns shown in Table 6 a&b and shall be informed to students by the course handling faculty.

Table 5 : Scheme for Assessment**a) Scheme of Assessment for non-embedded courses**

S. No	Course Type	Mark breakup*														
		Continuous Assessment components										End semester components				
		CAT1	CAT2	Other Assessments#	Average of Pre/post - test/viva for each experiment	Average of marks for Experiment report for each experiment	Model exam/Report	Review1	Review2	Review3	Project report	Written exam	Practical exam	Practical exam Viva-voce	Capstone Project Report and viva-voce	Capstone Project Outcome
1	Theory	20(50)	20(50)	20 (50)	-	-	-	-	-	-	-	40 (100)	-	-	-	-
2	Lab	0	0	0	10 (100)	20 (100)	30 (100)	-	-	-	-	36 (90)		4 (10)	-	-
3	Project (capstone)	-	-	-	-	-	-	20 (50)	20 (50)	20 (50)	-	-	-	-	30 (60)	10 (40)

* mark weightage (outside brackets) and maximum marks for the exam conducted (in brackets). The maximum marks could vary depending on the credit component for lecture/lab/project

Presentation, Open book test; Cooperative learning report, Assignment; Journal paper review, Project report, Poster preparation, Prototype or Product Demonstration etc (as applicable). Five assessments for 10 marks each may be conducted periodically, spread out through the semester and reflected in the course plan.

b) Scheme of Assessment for embedded courses

Course Type		Mark breakup*											
		Continuous Assessment components									End semester components		
		CAT1	CAT2	Other Assessments#	Average of Pre/post-test/viva for each experiment	Average of marks for Experiment report for each experiment	Model exam/Report	Review1	Review2	Project report	Written exam	Practical exam	Practical exam Viva-voce
Theory + Lab	Theory	20 (50)	20 (50)	20 (50)	-	-	-	-	-	-	40 (100)	-	-
	Lab	-	-	-	10 (100)	20 (100)	30 (100)	-	-	-	36 (90)	-	4 (10)
Theory + Project	Theory	20 (50)	20 (50)	20 (50)	-	-	-	-	-	-	40 (100)	-	-
	Project	-	-	-	-	-	-	25 (50)	50 (100)	25 (50)	-	-	-
Theory + Lab + Project	Theory	20 (50)	20 (50)	20 (50)	-	-	-	-	-	-	40 (100)	-	-
	Lab	-	-	-	10 (100)	20 (100)	30 (100)	-	-	-	36 (90)	-	4 (10)
	Project	-	-	-	-	-	-	25 (50)	50 (100)	25 (50)	-	-	-
Lab + Project	Lab	-	-	-	10 (100)	20 (100)	30 (100)	-	-	-	36 (90)	-	4 (10)
	Project	-	-	-	-	-	-	25 (50)	50 (100)	25 (50)	-	-	-
Component weightage ratio for final mark calculation	The final mark of a student for an embedded course will be the weighted average of the marks obtained in the various components, with weights proportional to the credits of the corresponding components. For eg. for an embedded theory and lab course, with the credit structure 2-0-2-0-3, a student who has got 'a/100' marks in theory and 'b/100' marks in practical's will get final mark $(2a+b)/3$ (since theory contributes to 2 credits and lab contributes to 1 credit)												

* mark weightage is indicated outside brackets and maximum marks for the exam conducted is indicated within brackets. The maximum marks could vary depending on the credit component for lecture/lab/project. # Open book test; Cooperative learning report, Assignment; Journal paper review, Group Presentation, Project report, Poster preparation, Prototype or Product Demonstration etc (as applicable). Five assessments for 10 marks each may be conducted periodically, spread out through the semester and reflected in the course plan.

11.2. Question Paper Pattern– Theory and Theory component of embedded courses

Table 6 : Question Paper patterns

Continuous Assessment Tests (CAT I and CAT –II)

Question paper pattern	1 Marks	2 Marks	5 Marks	10 Marks	Total Marks
A		5		4 (out of 5 questions)	50 Marks
B	5		3	3 (out of 4 questions)	
C		5	2	3 (out of 4 questions)	
D		10		3 (out of 4 questions)	
E	10	5		3 (out of 4 questions)	
F	10	10		2 (out of 3 questions)	
Any other Pattern with prior approval from DEC					

a) End Semester Examinations for MCA

Question paper Pattern	1 Marks	2Marks	5 marks	10 marks	Total marks
A	10	10	10	2 (out of 3 questions)	100 Marks
			6	4 (out of 5 questions)	
B	-	10	6	5 (out of 6 questions)	100 Marks

Normally forty percent of the questions in the End Semester Examinations will address “**remember, understand and apply**” (Lower Order Thinking Skills-**LOTS**) levels of the Revised Blooms Taxonomy and the remaining sixty percent of the questions will address the “**analyze, evaluate and create**” (Higher Order Thinking Skills-**HOTS**) levels of The Revised Blooms Taxonomy. The end semester question papers shall also uniformly cover all the course outcomes.

11.3. Criteria for Assessment for Lab Courses/Lab component of embedded courses –CAM & ESM components

Every exercise / experiment in all practical courses shall be evaluated on a continuous basis. The criteria for Continuous Assessment (for each cycle of exercise/experiment) are given in table 7

Table 7 : CAM & ESM break-up for LAB courses/Component of Embedded courses

Sl. No.	Description	Weightage
1	Continuous Assessment Marks	
a	Average of Pre/Post - experiment Test/Viva for each experiment	10
b	Average of Experimental Report / Workbook for each experiment	20
c	Model examination	30
	Total CAM	60
2	End Semester Exam Marks	
a	Lab examination and Viva voce	40
	Total Marks	100

11.4. Embedded courses

Every component of an embedded course will be assessed individually for 100 marks (vide Clause14.3). Table 5 (b) enlists the weightages as per credit breakup of the course.

Embedded Course with Project component

The Project component of an embedded course will be evaluated on a continuous basis with two internal reviews and a report.

Table 8 : Embedded course with Project component

Sl. No.	Description	Weightage
a	Review 1	25
B	Review 2	50
C	Project Report	25
	Total	100

11.5. Project Work

For final year capstone Project Work out of 100 marks, the maximum marks for Continuous Assessment is 60 and that for the End Semester Examination (project report evaluation and viva-voce examination) is 40 marks. Project work may be assigned to a single student under the supervision of faculty guide(s).

The Head of the Department shall constitute a review committee for the project. There shall be a minimum of three faculty members in the review committee. There shall be three reviews (as per Table 9) in total during the semester by a review committee. The student shall make presentation on the progress made before the committee.

Interim project report shall be submitted before the project reviews with the approval of the guide. Project Report, prepared according to the approved guidelines and duly signed by the guide and the Head of the Department, shall be submitted to the department as per the timeline announced by the department. The End Semester Examination for project work shall consist of evaluation of the final project report by an external examiner, followed by a viva-voce examination for each student, by a committee consisting of the External Examiner, and an Internal Examiner. The Controller of Examinations (CoE) shall appoint Internal and External Examiners for the End Semester Examination of the Project Work.

The Continuous Assessment Marks (CAM) and End Semester Examinations marks (ESM) for Project Work and the Viva-Voce Examination will be distributed as indicated in Table 9.

Table 9 : CAM & ESM break-up for Project work

Sl. No.	Description			Weightage
1.	Continuous Assessment Marks			
A	Review 1	Review committee #	10	20
		Guide	10	
B	Review 2	Review committee	10	20
		Guide	10	
C	Review 3	Review committee	10	20
		Guide	10	
	Total CAM			60
2.	End Semester Marks			
A	Evaluation of final report and Viva-voce	Internal Examiner	15	30
		External Examiner	15	
B	Outcome*	Quality of prototypes / publications/patents etc.,		10
	Total ESM			40
	Total Marks			100

*Outcome, in terms of product development, paper publication, patents, and industry projects shall be awarded by both internal and external examiners, based on the document proofs submitted by the student concerned

Review committee consists of internal faculty members nominated by the Head of the Department. The guide of the student being examined shall not be part of the committee.

- If a student fails to submit project report / does not appear for the ESE /fails in the End Semester Examination (ESE), he/she is deemed to have failed in the project work and shall have to re-register for the same when offered next.
- For mini projects, the evaluation will be based on standard rubrics approved by the DCC and evaluated by continuous evaluation only.
- Students are encouraged to undergo Internships in reputed industry/institutions and the work done may be submitted as Industry Project review.

11.6. MALPRACTICE

Students taking exams shall be prohibited from entering into the Examination Halls / Laboratories with any book or portion of book, manuscript, or any unauthorized written/ printed/ electronic content, communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories. Programmable calculator and mobile phone shall not be permitted inside the Examination hall / Laboratories. However, any required code-books and data sheets / books as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of malpractice will be dealt with severely. The punishment may include debarring/cancelling all the examinations registered for by the student in that semester and debarring him/her permanently from all the examinations, and/or award of Zero marks to all registered courses of that Semester. Severe violations would attract stricter punishments. Disciplinary action will be taken against the students by the college authorities after conducting inquiry.

12 REMIDIAL MEASURES FOR ABSENCE FROM CAT AND FAILURE IN CAT

No Retest will be conducted. A student who has not appeared for a CAT (theory courses/component of embedded courses) shall be permitted to be eligible for re-scaling only under the following conditions subject to DCC and ACC approval. The student shall apply to the DCC and the ACC will approve the application for eligibility rescaling only for the following reasons:

- Absence due to prolonged illness of more than 7 working days or due to hospitalization (in-patient treatment)
- Absence due to death of immediate family members
- Absence due to participation in NCC/NSS/NSO camps only
- Absence due to participation and representation of college in Government conducted sports events, National level design competitions and off-campus placements with prior approval

For genuine cases, recommended by DCC, Rescaling of ESM for the missed CAT will be done as follows:

$$\text{Missed CAT mark} = \text{ESM} \times \text{CAT Weightage}$$

- Rescaling marks is subject to a maximum of 20 % of ESM
- Rescaling **shall be done** for only one CAT

12.1. Failure in CAT

Students scoring <50% in a CAT exam will be permitted to improve their marks by up to 5 marks (or 10%) CAT marks by undergoing 'Assisted Teaching' - Students must complete assignments between the CATs to be awarded the marks. The student will be permitted to improve their marks up to a maximum ceiling of 50% of CAT marks.

13 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

- 13.1.** Break of study is normally not permitted. However, if a student intends to temporarily discontinue the programme in the middle of a semester / year for valid reasons (such as Internships, accident or hospitalization due to prolonged ill health) and wishes to re-join the programme in the next academic year, he / she shall apply in advance to the Principal through the Head of the Department, stating the reasons. The application shall be submitted not later than the last date for registering for the semester examinations. Break of study is permitted only once during the entire period of the degree programme.
- 13.2.** The student permitted to re-join the programme after the break shall be governed by the rules and regulations in force, at the time of re-joining.
- 13.3.** The duration specified for passing all the courses for the purpose of classification of degree (vide Clause 18) shall be increased by the period of such break of study permitted (vide Clause 12).
- 13.4.** If a student is detained for want of requisite attendance, academic progress and good conduct, the period spent in that semester shall not be considered as permitted Break of Study and Clause 13.3 is not applicable for such cases.

14 PASSING REQUIREMENTS

- 14.1.** A student is declared to have successfully passed a theory based course if he/she has secured:
- A minimum of 40% marks in the end semester examinations.
 - A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).
- 14.2.** A student is declared to have successfully passed a practical / project based course if he/she has secured:

- A minimum of 50% marks in the end semester examinations.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM).

14.3. A student is declared to have successfully passed an embedded course if he/she has secured

- A minimum of 40% marks in the theory end semester examination.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM) of the theory component
- A minimum of 50% marks in the end semester practical examinations for laboratory component.
- A minimum of 50% marks on combining both Continuous Assessment Marks (CAM) and End Semester Examination Marks (ESM) of the practical component
- A minimum of 50% marks in the project component

14.4. For a student who is absent for end-semester theory / practical / project viva- voce, the term “AB” will be indicated against the corresponding course. He/she shall reappear for the end semester examination of that course as arrear in the subsequent semester or when offered next .(Vide clause 7.5.1)

14.5. The letter grade “W” will be indicated for the courses for which the student has been granted authorized withdrawal (refer Clause 9).

15 METHODS FOR REDRESSAL OF GRIEVANCES IN EVALUATION

Students who are not satisfied with the grades awarded in the End Semester Examination of Theory and Embedded Courses (with theory component) for regular and arrear exams can seek redressal as illustrated in Table 10.

Table 10 : Grievance Redressal Mechanism

Sl.No.	Redressal Sought	Methodology	
		Regular exam	Arrear exam
1	Re-totalling	<ul style="list-style-type: none"> • Apply for photo copy of answer book • Then apply for re-totalling 	<ul style="list-style-type: none"> • Apply for photo copy of answer book • Then apply for re-totalling.

Sl.No.	Redressal Sought	Methodology	
		Regular exam	Arrear exam
2	Revaluation	<ul style="list-style-type: none"> • Apply for photo copy of answerbook • Then apply for revaluation after course expert recommendation 	Not permitted
3	Challenge of Evaluation (Figure 4)	<ul style="list-style-type: none"> • Apply for photo copy of answer book • Then apply for revaluation after course expert recommendation • Next apply for challenge of evaluation 	<ul style="list-style-type: none"> • Apply for photo copy of answer book • Then apply for challenge of evaluation after course expert recommendation

Note: All applications to be made to CoE along with the payment of the prescribed fee.

15.1. Challenge of Evaluation – Flow Chart

The process for challenge of evaluation is in Figure 2.

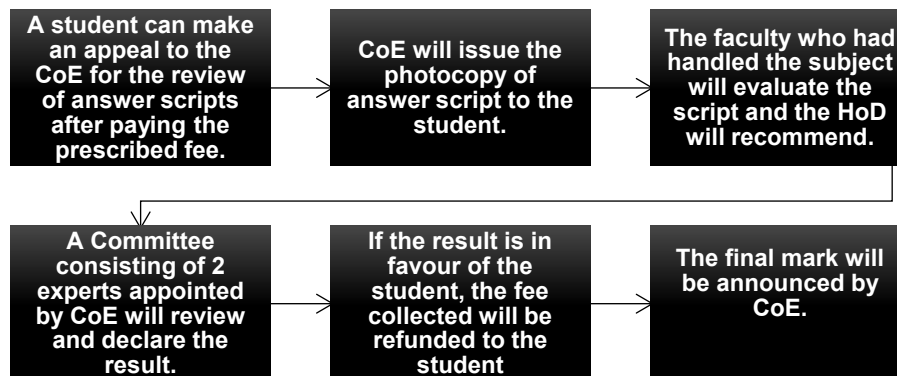


Figure 2 : Challenge of Evaluation

16 LETTER GRADE

Absolute grading system is adopted in converting marks to grades.

16.1. ABSOLUTE GRADING POLICY

All assessments of a course will be evaluated on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain

number of points, will be awarded as per the range given in Table 11, based on the percentage of marks obtained by the candidate in each subject:

Table 11 : Absolute Grading – Letter Grade and its range

Sl. No.	Range of percentage of total marks	Letter Grade	Grade Points
1.	91 to 100	O (Outstanding)	10
2.	81 to 90	A+ (Excellent)	9
3.	71 to 80	A (Very Good)	8
4.	61 to 70	B+ (Good)	7
5.	50 to 60	B (Average)	6
6.	<50	RA (Reappearance)	0
7.	Shortage of Attendance	RA-SA(Reappearance due to Shortage of Attendance)	0
8.	Absent	RA-AB (Reappearance due to absence)	0
9.	Withdrawal from examination	W	0
10	Pass in mandatory-non- credit course	P	0
11	Fail in mandatory-non- credit course	F	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”. ‘RA’ indicates that Reappearance registration is mandatory for that course concerned. ‘SA’ denotes shortage of attendance (as per Clause 9) and hence prevented from writing the End Semester Examination.

16.2. GRADE SHEET

After the results are declared, grade sheets will be issued to each student, which will contain the following details:

- The College Name and Affiliating University.
- The list of courses registered for during the semester and the grades scored.
- The Grade Point Average (GPA) for the semester.

- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

On completion of a semester, each student is assigned a Semester Grade Point Average which is computed as below for all courses registered for, by the student during that semester.

$$\text{Semester Grade Point Average} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

Where C_i is the credit for a course in that semester and GP_i is the Grade Point earned by the student for that course. The **SGPA** is rounded off to two decimals.

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (**CGPA**) up to that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum(C_i \times GP_i)}{\sum C_i}$$

where C_i is the credit for each course in each of the completed semesters at that stage and GP_i is the grade point earned by the student for that course. The **CGPA** is rounded off to two decimals.

17 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the MCA Degree provided the student has

- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- Successfully completed the course requirements and has passed all the prescribed examinations in all the 6 semesters (4 semesters for lateral-entry) within a maximum period of 6 years (4 years for lateral-entry) reckoned from the commencement of the first semester to which the candidate was admitted.
- Successfully passed any additional courses prescribed by the Department concerned whenever readmitted under regulations 2018 (R18) (vide Clause 5.2)
 - No disciplinary action pending against him/her.

18 CLASSIFICATION OF MCA DEGREE

The degree awarded to eligible students will be classified as given in Table 12

Table 12 : Classification of the MCA Degree

Sl. No.	Class Awarded	Criteria
1.	First class with Distinction	<p>A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:</p> <ul style="list-style-type: none"> a) Should have passed the examination in all the courses of all the 6 semesters (4 semesters in the case of Lateral Entry) in the student's First Appearance within 4 years (3 years in the case of Lateral Entry). b) Withdrawal from examination (vide Clause 9) will not be considered as an appearance. c) Should have secured a CGPA of not less than 8.50 d) One-year authorized break of study (if availed of) is included in the 4 years (3 years in the case of lateral entry) for award of First class with Distinction. e) Should NOT have been prevented from writing end semester examination due to lack of attendance in any semester.
2.	First class	<p>A student who satisfies the following conditions shall be declared to have passed the examination in First class:</p> <ul style="list-style-type: none"> a) Should have passed the examination in all the courses of all 6 semesters (4 semesters in the case of Lateral Entry) within 5 years (4 years in the case of Lateral Entry). b) One-year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included in the duration of 4 years (3 years in the case of lateral entry) for award of First class c) Should have secured a CGPA of not less than 7.00
3.	Second class	<ul style="list-style-type: none"> a) All other students (not covered in clauses at S.No.1&2 under Clause18) who qualify for the award of the degree (vide Clause 19) shall be declared to have passed the examination in Second Class.

Note: A student who is absent for the end semester examination in a course / project work Viva Voce after having registered for the same will be considered to have appeared for that examination (except approved withdrawal from end semester examinations as per Clause 9) for the purpose of classification.

19 AWARD OF DEGREE

The Academic Council of the institution will approve the award of Degree to all eligible students. The degree will be issued by Anna University, Chennai and the consolidated Grade Sheet will be issued by the institution. The consolidated grade sheet will specify any specializations and distinctions that the student has earned during the course of the study.

20 DISCIPLINE

Every student is required to maintain discipline and decorum both inside and outside the institution campus. They shall follow all the rules and regulations and should not indulge in any activity which can tarnish the reputation of the University or Institution. The Principal shall refer any act of indiscipline by students to the Discipline and Welfare Committee and other appropriate committees.

21 SPECIAL PROVISIONS**21.1. Guided Self-study Professional Elective course**

- If a student, after his/her first year of study, has no history of arrears and his/her CGPA is greater than 8.0, then he/she is eligible to register for one professional elective course of his/her programme as a guided self-study course with the approval of DCC. This shall be allowed only once during the entire period of study.
- One faculty member approved by the DCC shall be responsible for the periodic monitoring and evaluation of the student(s) who has/have registered for the guided self-study of the Professional Elective course. Though the student need not attend the classes, he/she shall appear for Continuous assessment test, submit assignments and appear for End Semester Examination (ESE).

21.2. One credit course offered by External/Internal Expert

Students can register for one credit courses for a minimum of 15 periods (lecture mode) or 30 hours (practical mode) duration during any semester when it is offered. Experts from the industry/Institution (KCT) may design such specialized one-credit courses based on the current technical skill requirements. The Department Consultative Committee (DCC) shall review and approve the syllabus, course plan, and pedagogy and assessment pattern for the course. One credit courses can also be offered by internal experts i.e faculty members from other departments (not belonging to the specific discipline of the programme) also can offer such courses to the students with the approval of DCC. All

One credit courses shall be value-added courses beyond the minimum credit requirements specified in the curriculum.

21.2.1. Assessment for One credit courses

- A one - credit course shall carry 100 marks and shall be evaluated through continuous assessment only. The QP pattern and scheme will be decided by the course faculty and will be approved by the DCC
- The Head of the Department may identify a faculty member as the coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process.
- The faculty coordinator shall coordinate with the external expert for conducting one Assessment Test (CAT).
- The grades shall be assigned to the students by the above committee based on their performance and is not included in the calculation of CGPA.

21.3. Online Courses

Students may be permitted to register in reputed online course platforms (SWAYAM/ Coursera etc.) for those listed as professional electives and are provided with certificate after evaluation of the performance) with prior approval from Mentor, DCC of the department concerned.

21.3.1. Assessment for Online courses

On successful completion of the course, he/she has to submit the digitally signed/ verified certificate to the Head of the department. The assessment pattern will be decided and approved by the DCC. Based on the recommendation by the DCC, the student will be awarded grades which will be included in the calculation of CGPA.

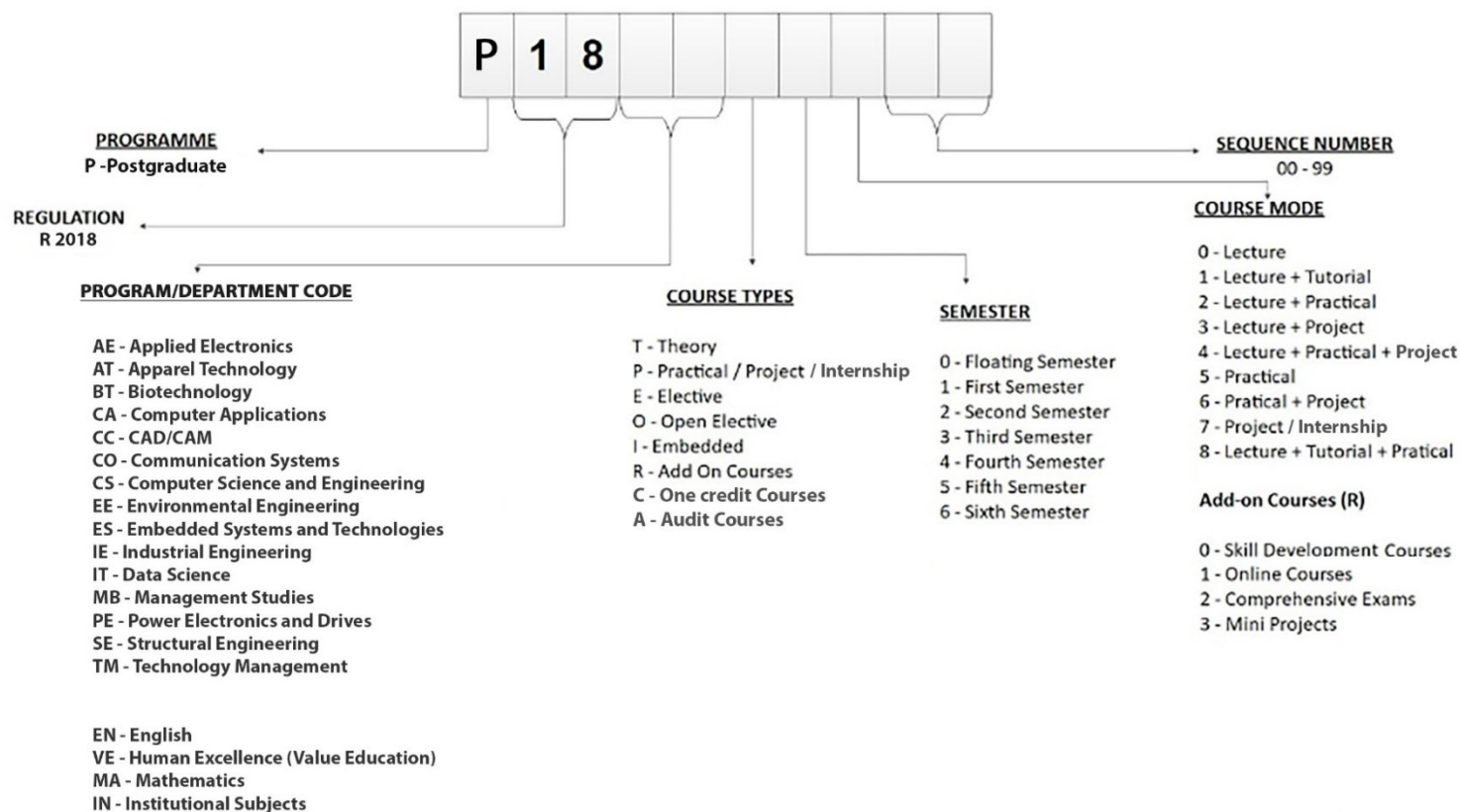
22 REVISION OF REGULATIONS AND CURRICULUM

The institution may from time to time revise, amend or change the Regulations, scheme of Examinations and syllabi, if found necessary. Academic Council assisted by Board of Studies and Standing Committee will make such revisions / changes.

Note: Any ambiguity in interpretation of this regulation is to be put up to the Standing Committee, whose decision will be final.

APPENDIX

A1. COURSE CODE NUMBERING SCHEME



A2.CLASS ADVISOR AND MENTOR**A2.1 Class advisor**

The Head of the Department will allot one faculty member to be the Class advisor for a particular class of students throughout their period of study. The role of Class advisor are as follows:

- To motivate and closely monitor the performance of the students and Mentor.
- To build a strong alumni base for the institution by maintaining a meaningful rapport with students and parents.
- To maintain all important documents of the students for reference/inspection by all committees.
- To work closely with the mentors on matters related to students.

Class advisor shall also play the role of Mentor for a set of 25 students (maximum) in the class allotted to him or her.

A2.2 Mentor

In order to facilitate the students' progress and welfare, the Head of the Department will allocate a fixed number of students to a teaching faculty of the department who shall function as Mentor for them throughout their period of study. Each mentor will have a maximum of 25 students allotted to him/her. The responsibilities of the mentor are:

- Advise students in course registration, monitor their attendance and academic performance and counsel them periodically.
- If necessary, the mentor may also discuss with, or inform the parents about the progress of the student concerned.
- During the Course Registration Process, the mentor shall advise the mentee about the academic programme and counsel him/her on the number and nature of courses to be registered for in the ensuing semester, considering the academic background and career objectives of the mentee.
- Mentors shall maintain an e-Record of each of his/her mentees, which shall contain information about the students' attendance, grades obtained in the End Semester Examinations, Continuous Assessment Tests, achievements if any in Curricular, Co-curricular and Extra-curricular activities, Medical History and disciplinary proceedings if any, taken against the student.

- Mentors shall organize two meetings with their mentees in a semester, to keep track of their academic progress and to solve grievances if any and minute the same in the e-Record.
- Mentors will encourage students and help them in obtaining Internships. They also will interact with the industry supervisor, make visits to industry to monitor progress, and to serve as a liaison with industry personal and project supervisor of the department
- Mentors shall organize one meeting with their respective mentees' parents in a semester.

A3. VARIOUS COMMITTEES

For smooth execution of the regulation, policies, various committees are formed and a few of them are briefed here

A3.1 Class Committee

The Class Committee Meeting (CCM) shall be conducted by the Academic department faculty and shall be done class wise to assess the quality of the academic and non-academic activities in a stipulated period. The class committee meetings shall be conducted as scheduled below and the minutes shall be submitted to Academic Consultative Committee (ACC). Table 13 shows the schedule for organizing the class committee meetings.

Table 13 : Schedule for organizing class committee Meeting

Meeting 1	One week before the commencement of CAT-I
Meeting 2	Two weeks after the completion of CAT-II

ACC will to address the feedback collected from the various departments before the start of the next meeting.

A3.2 ACC - Academic consultative committee:

The committee includes the Principal, Director, DoA, CoE, Director / HoD concerned. The committee meets to carry out business related to academic matters which require central decision making and approval viz. rescaling approval of missed CAT, addressing the feedback collected from the various departments' class committee meetings

A3.3 DCC - Department consultative committee

The committee includes Director or HoD (need basis), and a few faculty members of the department from various levels. The committee meets to carry out business related to academic matters that can be addressed within the department viz. course equivalence of

common courses for readmitted students; approval of new courses to be offered by the department; consider and approve the credit equivalence of courses offered by industry, review the course offerings; Consider the merit of applications involving lack of attendance in PE courses to take up another PE; Approve CAM only courses every semester; Approve scheme of assessment for each course; consider credit mapping request from students for online courses (SWAYAM) and transfer the credits appropriately; Approval of guided self-study of Professional elective course for students with no history of arrears and CGPA >8.0; periodic monitoring and evaluation of the student(s) who has/have registered for the guided self-study of the PE course

A3.4 DEC- Departmental Examination Committee

The committee includes Director or HoD (need basis), and a few faculty members of the department from various levels including the exam coordinator of the department and CoE if required. The committee shall schedule, conduct, scrutinize the quality of CAT question papers, project/ lab reviews and maintain records, and carryout decisions related to project work/internships.

A4.PROCESS TO CONSIDER THE APPLICATION FOR REVOCATION OF DETAINMENT

The process to consider the application for revocation of detainment on account of lack of attendance in 4 or more courses, due to genuine reasons (viz. sports participation, NCC, Medical grounds etc.) is as follows:

The student submits an application for consideration via a request letter to the CoE, not later than 3 days from the last working day, along with the HOD's recommendation, Class Advisors report and Mentors recommendation. A committee consists of the Principal, CoE, DoA (1 representative), Head (OSA), LC (1 representative), HODs - 2 from departments other than the student's own). The committee shall meet 4 working days, to consider the case. Stakeholders may be called to be meeting as may be required, and decision arrived at. The decision approved by Principal shall be final.

