Regulations Governing

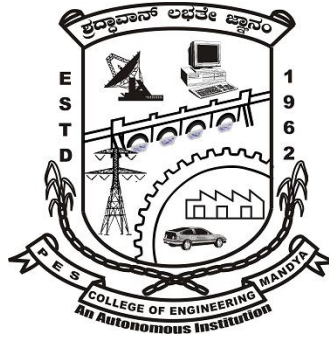# Master of Computer Applications (MCA) Program

(With effect from 2015-2016 Academic year)

Out Come Based Education

With

Credit System

P.E.S. College of Engineering
Mandya - 571 401, Karnataka
(An Autonomous Institution Affiliated to VTU, Belagavi)
Grant -in- Aid Institution
(Government of Karnataka)
Accredited by NBA, New Delhi
Approved by AICTE, New Delhi.

ಪಿ.ಇ.ಎಸ್. ತಾಂತ್ರಿಕ ಮಹಾವಿದ್ಯಾಲಯ
ಮಂಡ್ಯ–571 401, ಕರ್ನಾಟಕ
(ವಿ.ಟಿ.ಯು, ಬೆಳಗಾವಿ ಅಡಿಯಲ್ಲಿನ ಸ್ವಾಯತ್ತ ಸಂಸ್ಥೆ)

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P.E.S.COLLEGE OF ENGINEERING, MANDYA-571401, (KARNATAKA)
(An Autonomous Institution under VTU, Belagavi)

<u>Vision</u>

"An institution of high repute, imparting quality education to develop innovative and humane engineers"

<u>Mission</u>

"Committed to develop students potential through high quality teaching - learning processes and state of the art infrastructure"

<u>Quality Policy</u>

"Highly committed in providing quality, concurrent technical education and continuously striving to meet expectations of stake holders".

<u>Core Values</u>

Professionalism
Empathy
Synergy
Commitment
Ethics

REGULATIONS of MCA PROGRAMME w.e.f. 2015-16

1. GENERAL

1.1 The General regulations for Post-Graduate degree program in Master of Computer Applications (Credit Based System) shall be called as MCA, conducted at PES College of Engineering, Mandya.

1.2 Duration of the MCA Programme
The MCA Programme shall have a requirement of 150 credits, which a student can ordinarily complete in SIX Semesters spread over 36 months.

1.3 Academic Calendar

1.3.1 The Academic Calendar prepared by the Principal, Dean (Academic) and Controller of Examinations shall consist of the schedule of Academic activities for Odd/Even Academic Semester and it shall be announced before the commencement of each Academic Semester.

1.3.2 An Academic year consists of Two Semesters

ODD and EVEN Semesters Schedule - 20 Weeks (for One-Year)

Registration & Course work	: 16 weeks
Preparatory Holidays	: 1 week
Semester End Examinations	: 2 weeks
Answer scripts viewing, Declaration of Results & Registration for Make-up Examinations	: 1 week

1.3.3 Contact session for Make-up Examinations : 1 week

1.3.4 Make-up Examinations & declaration of results : 3 weeks

1.3.5 Vacation between semesters : 2 weeks

1.3.6 The academic calendar shall be adhered strictly. In case any of the teaching days are declared as holidays for some reasons, the lost classes shall be made up by conducting makeup classes within a week.

2. DEGREE PROGRAM
M.C.A degree program is offered by the Department of Computer Applications.

3. ADMISSION

3.1 Admission to first year
Candidates seeking admission to MCA. Programme must fulfill the eligibility requirements stipulated by the Karnataka State Govt. at the time of admission. The selection procedure for admission shall be as stipulated by the Karnataka State Govt. through Post Graduate Common Entrance Test (PGCET). The eligibility requirements and admission procedure for admission to first year M.C.A Program may be changed from time to time by the Karnataka State Govt.

3.2 Admission to MCA course shall be opened for the candidates who have passed the prescribed qualifying examination with not less than 50% of marks in the aggregate of

all the years of degree examinations. However, the relaxation in the case of candidates belonging to SC / ST is 5%. Also any other group classified by Government of Karnataka for such purpose from time to time, the above aggregate percentage shall be introduced.

3.3 Admission is open to MCA course for all candidates who have passed Bachelor Degree of minimum three years duration or any other examinations recognized by Visvesvaraya Technological University (VTU) or other University / Institution or any other examination recognized as equivalent thereto. However he/she shall have studied Mathematics or Business Mathematics or Statistics or Business Statistics or Mathematics & Statistics or Computer Programming or Computer Science or Computer Applications either at degree level or at 10 + 2 level securing 50% of marks.

3.4 Transfer of Students from Other College and other University
Transfer of students to the college from other Colleges/University or from other University
is governed by the existing rules stipulated by VTU, Belagavi and Govt. of Karnataka.

4. COURSE STRUCTURE

4.1 The MCA Program shall consist of various courses and each course shall be assigned with credits. The Minimum Credits requirement for the M.C.A is 150. The credit pattern for M.C.A. programme is as follows.

I	Core Courses with Laboratories	95 - 105 credits
II	Elective Courses	16 - 20 credits
III	Seminar and Mini Project	4 - 5 credits
IV	Major Project and Seminar	20 - 24 credits
V	Soft skill Courses	4 - 5 credits

4.**2 Credits and Working Hours per week**

The number of credits of a course in a semester shall ordinarily be calculated as under

L   **Lecture:** One lecture hour per week shall be assigned one credit.
T   **Tutorial:** Two tutorial hours per week shall be assigned one credit.
P   **Practical:** Two laboratory hours per week shall be assigned one credit. Not more than three credits may be assigned to a practical course having only laboratory component.
M   **Mini-project / Seminars:** Three contact / preparation hours per week shall be assigned one credit.

4.3 The Departmental Postgraduate Committee (DPGC) shall discuss and recommend the exact syllabi and credits offered for MCA program by the department from time to time before sending the same to the Board of Studies (BOS) of PESCE. The BOS shall approve the proposal from the department and make necessary recommendations with or without modification to the Academic Council (AC) of PESCE for approval.

4.4 Courses of Special Nature

In addition to the regular courses offered by the department, there may be additional courses of special nature such as Mandatory learning courses(MLC) and one credit courses.

4.4.1 The curriculum may contain a mini project in 5th semester to carryout design & implementation of the problem. There shall be not more than two mini projects in the academic program.

4.4.2 Project work

Generally the project work is offered in the 6th semester of the MCA program. Each student shall carryout the project work independently and the same has to be registered for 24 credits.

4.4.3 Seminars

Each Candidate has to give one seminar, where the seminar topic shall be selected from the emerging area. The student has to attend all the seminars.

4.4.4 One credit courses must be completed by the students as stipulated below

Sl. No.	Title of the Courses	Sem	Completion criteria
1	Effective Communication Development (ECD)*	I	To be completed within IV semester
2	Professional Communication Development. (PCD)*	II	
3	Aptitude and Reasoning Development-BEGINNER (ARDB)*	III	To be completed within VI semester for the award of MCA degree
4	Aptitude and Reasoning Development ADVANCED (ARDA)*	IV	

5. REGISTRATION

5.1 Registration

Every student after consulting faculty advisor is required to register for the approved courses with DPGC of MCA department at the commencement of each semester on the registration day which will be notified in the academic calendar.

5.2 Late Registration

Late registration may be permitted only for valid reasons on payment of late registration fee within the prescribed date.

5.3 Registration in Absentia

Registration in absentia may be allowed only in rare cases like of illness or other contingencies. Request should be forwarded by faculty advisor and DPGC, finally should be approved by Dean academic.

5.4 Eligibility for Registration

To be eligible to register for a higher semester, the student must have earned the required number of credits and Cumulative Grade Point Average (CGPA) as stipulated for vertical progression. The CGPA is computed as indicated in section 9.

5.5 Minimum and Maximum Number of Credits

A student must register for the prescribed number of courses in a semester. The minimum number of credits for which a student can register is 20. The maximum number of credits for which a student can register is 28. Normally a Student is advised to register for an average of 24 credits in each semester.

5.6 A student has the option to ADD courses for registration till the date specified for late registration.

5.7 The student has an option to DROP course from registration within one week after the first test (CIE).

5.8 A student can register for auditing a course, or a course can be converted from credit to audit or from audit to credit in consultation with the faculty advisor within one week after the first test. CORE courses shall not be converted for audit. Even for audit courses student has to go through a minimum level of evaluation and also the minimum attendance requirement. As per the advice of DPGC, "U" grade is awarded for such audit courses, failing which; such courses will not be listed in grade card.

6. ATTENDANCE REQUIREMENT

6.1 The student has to put in a minimum attendance of 85% in each course with a provision of condonation of 10% of the attendance due to illness, participation in Co-Curricular activities such as Seminars, Workshops, Paper presentation etc. and extra Curricular activities such as Sports, Cultural Activities etc.

6.2 The student shall be informed about their shortage of attendance periodically by the department to make up the shortage.

6.3 Students having attendance less than 75% in course/courses shall be awarded "N" grade. The student will have to re-register for such course/courses in the subsequent year when such course/courses are offered. If the same course is not offered, equivalent course recommended by DPGC should be taken, in case of change of scheme.

7. WITHDRAWAL FROM THE COURSE

7.1 Temporary Withdrawal

Normally a student will be permitted only one temporary withdrawal during his/her tenure as a student. A student may be permitted to withdraw temporarily from the course for a period of one semester or more on the grounds of prolonged illness or grave calamity in the family etc., provided

   i. The student submits the reasons for withdrawal along with the supporting documents and endorsement from the parent/guardian.

   ii. There shall not be any dues with the department/hostel/college/library etc.

   iii. The DPGC recommends considering that the student completes the remaining courses within the stipulated time available for the degree (6 years)

   iv. Tuition fee should have been paid by the student for that academic year

   v. Scholarship holders are bound by the appropriate rules applicable to them.

7.2 Permanent Withdrawal

Any student who withdraws admission before the closing date of admission for the Academic Session is eligible for the refund of the deposits only. Fee once paid will not be refunded under any circumstances.

Once the admission for the academic year is closed, the following conditions are applicable for withdrawal of admissions:

a. A student who wants to leave the College, will be permitted to do so (and take Transfer Certificate from the college, if needed), only after remitting the Tuition fee as applicable for the remaining years and clearing other dues, if any.

b. Those students who have received any scholarship, stipend or other forms of assistance from the college shall repay all such amounts.

The decision of the Principal of the College regarding withdrawal of a student is final and   binding.

8. CHANGE OF COLLEGE

The change of college for a student is permitted who fulfills the following conditions:

a. Transfer of students from one College to another College within Karnataka State is permitted only at the beginning of third semester, subject to availability of seats within the permitted intake in respective colleges.

b. The candidates seeking admission are to be only from VTU and shall have to apply for establishment of equivalence with prescribed fee as notified by the College.

c. Candidates from other universities must obtain eligibility/Equivalence with approval from VTU.

9. Evaluation System

9.1 Course credit assignment: All courses comprise of specific Lecture-Tutorial-Practical (L-T-P). The course credits are fixed based on the following norms:

    i) One hour lecture per week is assigned one credit
    ii) Two hour tutorial per week is assigned one credit
    iii) Two hours lab per week is assigned one credit

Examples:
    L-T-P schedule 4-0-0 will be assigned four credits
    L-T-P schedule 3-2-0 will be assigned four credits
    L-T-P schedule 0-0-3 will be assigned 1.5 credits

9.2 The academic performance evaluation of a student shall be according to a letter grading system based on CIE (Continuous Internal Evaluation) and SEE (Semester End Examination).

The letter grades S, A, B, C, D, E, F indicate the level of academic achievement assessed on a 10 point scale.

Letter Grades	:	S	A	B	C	D	E	F
Grade Points	:	10	9	8	7	5	4	0

Students appeared for Make-up Examination and subsequent Makeup/SEE examinations will be awarded one Grade lower than what they achieve except E and F Grades.

9.3 Passing Standards

9.3.1 Based on the performance in CIE and SEE the letter grade is awarded to a student in a course. A student should secure minimum of 50% in CIE and also minimum of 40% in SEE. However the criteria for passing a course are 45% of marks (50% in CIE and 40% in SEE marks put together) to complete a course.

9.3.2 Transitional Grades

Grade-I is awarded to a student having satisfactory attendance and meeting the passing standards at CIE, but absent for SEE for the following valid and convincing reasons acceptable to the college:

i) Illness or accident which disabled the student from attending the SEE

ii) A calamity in the family at a time of SEE which required the student to be away from the college.

Grade-G: is awarded to a student having satisfactory attendance and CIE, but absent for SEE without permission.

Grade-W: is awarded to a student having satisfactory attendance, but Withdrawing from that course before the prescribed date in a semester as per Faculty Advice.

Grade-N: is awarded to a student not fulfilling either satisfactory Attendance and / or CIE.

9.3.3 Make-up Term

Students awarded with F,I and G grades in odd or even semester of the academic year should reregister for the courses conducted during Make-up Term. The schedule for the Make-up Examination is mentioned in sections 1.3.2, 1.3.3 , 1.3.4.

9.4 The Letter grade awarded to a student in a course, for which student has registered shall be based on CIE and SEE., The distribution of weightage among these components is as follows:

Particulars	Details	Evaluation
I test	Syllabus coverage is 40%. (35 marks) There will be quiz along with test (5 marks)	Average marks of two tests and 10 marks of assignment shall form CIE of 50 marks
II test	Syllabus coverage is 40%. (35 marks) There will be quiz along with test (5 marks)	
Assignment	10 marks	
SEE	Final examination to be conducted for full syllabus for 100 marks.	SEE marks Reduced to 50 marks.

Make-up test may be given to improve the performance of CIE, Subject to maximum of 25 marks only.

9.5 The letter grade awarded to a student in a theory course is based on an appropriate CIE and SEE. SEE Evaluation includes Joint evaluation of answer scripts (One internal Evaluator who handles the course and one External Evaluator from other Institutions/ Universities).

9.6 The letter grade awarded to a student in a practical course is based on an appropriate CIE and SEE. 50 marks for CIE and 50 marks for SEE are assigned and SEE will be conducted by two examiners.

9.7 Letter Grades and Grade Points

Letter Grade	Grade Points	Raw Score	Remark
S	10	90 and above	Outstanding
A	9	75-89%	Excellent
B	8	60-74%	Very Good
C	7	50-59%	Good
D	5	46-49%	Average
E	4	45%	Fair
F	00	<45%	Fail
G			Absent for SEE
I			Incomplete
U			Audited
W			Withdrawal
N			Not Eligible
PP (For Non-Credit Courses)			Passed
NP (For Non-Credit Courses)			Not Passed

9.8 Earned Credits

This refers to the credits assigned to the course in which a student has obtained letter grades either S grade or any one of the letter grades A,B,C,D,E.

9.9 Evaluation of Performance

The overall performance of a student will be indicted by two indices:

SGPA is the Semester Grade Point Average, and **CGPA** is the cumulative Grade Point Average.

SGPA for a semester is computed as follows

$$SGPA = \frac{\sum [(course\ credit) \times (Grade\ point)]\ (For\ all\ courses\ in\ that\ semester\ excluding\ transitional\ grades)}{\sum [(course\ credits)]\ (For\ all\ the\ courses\ in\ that\ Semester\ excluding\ transitional\ grades)}$$

CGPA is computed as follows:

$$CGPA = \frac{\sum [(course\ credit) \times (Grade\ point)]\ (For\ all\ courses\ until\ the\ current\ semester)}{\sum [(course\ credits)]\ (For\ all\ courses\ until\ the\ current\ semester)}$$

Grade card will reflect CGPA only after successfully completion of MCA Programme.

9.10 The percentage equivalence of Grade Points for class declaration are as follows.

SGPA / CGPA	Percentage of Marks / Class
5.75	50 (Second Class)
6.25	55
6.75	60 (First Class)
7.25	65
7.75	70 (Distinction)
8.25	75

9.11 Communication of grades

a) The course instructors shall submit the CIE marks for each of the students in his/her course to COE through the Chairman, DPGC by the stipulated date.
b) On completion of SEE, the students will be given an opportunity to view their answer scripts through the concerned course Instructor. Any discrepancy with regard to evaluation will be finalized by DPGC of the concerned departments.
c) The final grades will be awarded by Controller of Examinations after receiving SEE marks from DPGC of the respective department.
d) The student progress report shall contain the Letter Grade along with the SGPA for all semesters and CGPA after completion of the program.

9.12 Appeals for Review of Grades

a) In case of any grievances about the SEE grades, a student can appeal for review of grades to the Controller of Examinations by applying for challenge valuation. The fee for such an appeal will be decided by the institution authority from time to time.

b) Challenge valuation and answer script viewing of Make-up examination are not permitted as this answers script are evaluated by two examiners jointly.

9.13 Eligibility criteria for upward movement

Students are eligible to register following semesters with the conditions mentioned below.

Semester	Eligibility Criteria
First	-----------------------------
Second	-----------------------------
Third	Can carry maximum of four incomplete courses from previous 2 semesters #
Fourth	-----------------------------
Fifth	Can carry maximum of four incomplete courses from previous 3 semesters and should have completed all courses of I semester and should have fulfilled conditions mentioned in section 4.4.4 #
Sixth	-----------------------------

 # Excluding one credit courses mentioned in Table 4.4.4

10. DEGREE REQUIREMENTS

The degree requirements of a student for the MCA program are as follows:

10.1 College Requirements
   i. Minimum Earned Credit Requirement for Degree is 150
   ii. Satisfactory completion of all mandatory learning courses and one credit courses.
   iii. Completion of the requirements on Co curricular and / or Extra-curricular activities.

10.2 Program Requirements

Minimum Earned Credit Requirements on all core courses, Elective Courses and major project as specified by the DPGC.

10.3 The maximum duration for a student for complying to the Degree requirements is 12 semesters from the date of first registration for first semester.

11. TERMINATION FROM THE PROGRAMME

Student shall be required to leave the College without the award of the Degree, under the following circumstances:

i) Failing to Secure Degree within the stipulated period of six years.
ii) Failure to meet the standards of discipline as prescribed by the Institution and recommendation of the appropriate committee from time to time.

12. GRADUATION REQUIREMENTS

A Student shall be declared to be eligible for the award of the degree if
a) Fulfilled Degree Requirements

b) No Dues to the College, Departments, Hostels, Library, Central Computer Centre and any other centers.

c) No disciplinary action pending.

The award of the degree must be recommended by the Academic Council.

Graduation ceremony

Degree will be awarded in person for the students who have graduated during the preceding academic year. Degree will be awarded in absentia to such students who are unable to attend the Graduation ceremony. Students are required to apply for the Convocation along with prescribed fees, after having satisfactorily completed all the degree requirements within the specified date in order to arrange for the award of the degree during convocation.

13. AWARD OF PRIZES, MEDALS & RANKS

For the award of Prizes and Medals, the conditions stipulated by the Donor may be considered as per the statutes framed by the College for such awards. Ranks are given to candidates who do not obtain F grade in any subjects of their study.

14. CONDUCT AND DISCIPLINE

Students shall conduct themselves within and outside the premises of the College, in a manner befitting the students of an Institution of National Importance.

As per the order of Honorable Supreme Court of India, ragging in any form is considered as a Criminal offence and is banned. Any form of involvement in ragging will be severely dealt with.

The following acts of omission / or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:

a) Ragging.
b) Lack of courtesy and decorum; indecent behavior anywhere within or outside the campus.
c) Willful damage or stealthy removal of any property / belongings of the College/Hostel or of fellow students/ Citizens.
d) Possession, Consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
e) Mutilation or unauthorized possession of Library books.
f) Noisy and unseemly behavior, disturbing studies of fellow students.
g) Hacking in computer systems(such as entering into other Person's area without prior permission, manipulation and / or Damage of Computer hardware and Software or any other Cyber Crime etc.,).
h) Plagiarism of any nature.
i) Any other act of gross indiscipline and malpractice as decided by the Academic Council from time to time. Commensurate with the gravity of offense, the punishment may be to reprimand, expulsion from the hostel, debarment from an examination, disallowing the use of certain facilities of the College, rustication for a specified period or even outright expulsion from the College or even handing over the case to appropriate law enforcement authorities or the judiciary, as required by the circumstances.

For an offence committed in a hostel, a department or in a class Room and elsewhere, the Chief Warden, the Head of the Department and the Dean (Student Affair), shall be the authority to reprimand or impose fine.

All Students after seeking admission to this Autonomous Institution, right from course registration till the date of declaration of graduation, any cases of adoption of unfair means and / or any malpractice related to examination shall be reported to Controller of Examination. All such cases involving punishment / fine reprimand shall be reffered to the committee / Malpractice Committee (as the case maybe) and decision of Controller of Exams will be final and binding.

Note: The Authorities of P.E.S. College of Engineering, Mandya have rights to make Amendments to the above Rules and Regulations from time to time and the same is binding on students.

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