

MAR ATHANASIOUS COLLEGE OF ENGINEERING
(Government Aided and Autonomous)

Kothamangalam 686 666

Affiliated to APJ Abdul Kalam Technological University
Thiruvananthapuram



ACADEMIC REGULATIONS 2024

Master of Computer Applications (MCA)

Vision of College

Excellence in education through resource integration

Mission of College

The institution is committed to transform itself into a centre of excellence in Technical Education upholding the motto Knowledge is Power This is to be achieved by imparting quality education to mould technically competent professionals with moral integrity, ethical values and social commitment, and by promoting innovative activities in the thrust areas emerging from time to time.

Department Vision & Mission

Vision

"Increase the Capabilities for Accepting New Challenges and to Create Technical Manpower of Global Standards"

Mission

"To create and disseminate knowledge with world-class, student-centered facilities that promote scholarship, and creativity in the field of computer applications, enabling development of competitive professionals having the right knowledge, skills and ethics to serve the society and the ever-evolving needs of the industry"

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DEFINITIONS AND NOMENCLATURE

SI. No	Name	Definition
1	Academic Council	The Academic Council of Mar Athanasius College of Engineering (Autonomous) is the academic body overseeing the academic policies.
2	Academic Calendar	The schedule of commencement and culmination of classes and events for the MCA programme for every academic year.
3	APJAKTU	APJ Abdul Kalam Technological University
4	Academic Year	The academic year consisting of two consecutive (one odd and one even) semesters.
5	AICTE	All India Council for Technical Education constituted under the All India Council for Technical Education ACT 1987.
6	Autonomous College	College designated as Autonomous College by the University Grants Commission (UGC). The College has freedom in all aspects of conducting its Academic Programmes granted by AICTE for promoting excellence.
7	GB	Governing Body of the college is the highest body to formulate the policies and direct the affairs of the college.
8	BoS	Board of Studies of a Department / Programme is responsible for framing and updating course syllabi and evaluation schemes.
9	College	Mar Athanasius College of Engineering(Autonomous), which offers undergraduate and/ or postgraduate and/or Ph.D. Programme for obtaining any Degree from the Parent University in accordance with the rules and regulations of the University.
10	Controller of Examinations	An authority delegated by the Principal of the college, responsible for all activities related to the examinations, publication of results, award of grade card etc.
11	Course	Usually referred to as subjects, is a component of a Programme. The courses should define learning objectives and learning outcomes. A course may be designed to comprise of lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva-voce/ seminars/term papers/assignments/ presentations/ self-study etc. or a combination of some of these. All courses need not carry the same weightage.
12	Credit	A unit by which the course work is assessed. It determines the number of hours of instructions required per week .
13	Cumulative Grade Point Average(CGPA)	A measure of the overall performance of a student determined by considering all course credits needed for awarding the degree and their respective grade point.

14	Curriculum	Various components/courses in each Programme that provides appropriate outcomes in the chosen branch of study.
15	CIE	Continuous Internal Evaluation which is assessed for every student for every course during the semester.
16	Dean PG	An authority delegated by the Principal of the college responsible for college level post graduate academic activities.
17	Disciplinary Action Committee(DAC)	College-level body that look into the reported cases of malpractices in all examinations and appropriate course of action based on an enquiry report submitted to the Principal
18	ESE	End Semester Examination which is conducted by the College at the end of the semester for all the courses of that semester as per the curriculum.
19	Grade- Letter Grade	An index of the performance of students in a said course. Grades are denoted by letters.
20	Grade Point	A numerical weightage allotted to each letter grade on a 10-point scale.
21	Head of the Department (HoD)	The authority responsible for department level academic and non-academic activities.
22	Parent University	University to which the college is affiliated – APJ Abdul Kalam Technological University (APJAKTU), Thiruvananthapuram.
23	Principal	The Head of the college.
24	Programme	An educational Programme leading to award of degree or certificate.
25	Semester Grade Point Average (SGPA)	A measure of academic performance of a student in a semester.
26	UGC	University Grants Commission

ACADEMIC REGULATIONS FOR MCA

The regulations are effective from the academic year 2024 - 2025 and applicable to students admitted to Mar Athanasius College of Engineering (Autonomous) Kothamangalam, affiliated to APJ Abdul Kalam Technological University, Thiruvananthapuram, Kerala. The regulations are subjected to amendments made by the Academic Council of the college from time to time. Any or all such amendments will be effective from such date to such batches of students as may be decided by the Academic Council. All the rules and regulations specified here after shall be read as a whole for the purpose of interpretation and in case of any ambiguity, the interpretations of the Academic Council of the college is final.

1. PREAMBLE

- R1.1 The college has the right to amend the MCA regulations periodically.
- R1.2 The regulations delineate the rules that govern policies and procedures regarding student admission and registration, course instruction delivery, examination administration and evaluation, and student performance certification.
- R1.3 These regulations are subject to evolution, updates, refinement, or modification through appropriate approvals from the college regulatory bodies as deemed necessary over time to time and shall remain binding on all concerned parties, including students, faculty, staff, departments, and college authorities.
- R1.4 The conferral of the MCA Degree at Mar Athanasius College of Engineering is contingent upon the students gaining admission to the program in satisfying all the specified requirements necessary for the award of degree by the parent university

2. ADMISSION

- R2.1 Admission policy, eligibility criteria for admission and admission procedures are to be conforming to the directions of Government of Kerala and parent University – APJ Abdul Kalam Technological University, Thiruvanthapuram.
- R2.2 Candidates should have passed any graduation degree (eg. B.E. / B.Tech. / BCA / B.Sc. / B.Com. / B.A. / B.Voc. etc.) preferably with Mathematics at 10+2 level or at Graduation level.
- R2.3 Candidates should have obtained at least 50 % marks in the qualifying examination. It is 45 % in the case of candidates belonging to reserved category.
- R2.4 The reservation policy of the Government of Kerala and the Government of India from time

to time shall be followed in admission to the MCA programme.

- R2.5 Notwithstanding all that is stated above; the admission policy may be modified from time to time by the college, particularly conforming to the directions from the Government of Kerala and the Government of India. The maximum number of seats under various categories (regular and SC/ST) shall be as per the sanctions of the AICTE, State Government and APJAKTU.
- R2.6 If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the college/university or the statutory body concerned, the Principal may revoke the admission of the candidate and report the matter to the parent university.
- R2.7 A student admitted to the college will continue to study in the college till the student is permitted for a Twinning programme (R15.1), Joint Degree Programme(R15.2) or Dual Degree Programme(R15.3) subject to the provisions of the parent university.

3. STRUCTURE OF MCA PROGRAMME

- R3.1 The MCA programme shall be structured on a credit-based system following the semester pattern with continuous evaluation and end semester evaluation.
- R3.2 Duration of the Programme: The minimum duration of MCA programme will normally be two years consisting of four semesters. The maximum duration which a student can take to complete a programme shall be as follows:
Maximum duration = N+2 years, where N stands for the minimum duration (In Years) prescribed for completion of the programme. Under exceptional circumstance, a further extension of one more year may be granted subjected to the approval of the Academic Council on requisition made by the student. The request made by the student for duration extension shall be recommended by the Principal with valid justification. During the extended period (beyond maximum duration) the student shall be considered as a private candidate and not eligible for first class.
- R3.3 Every academic year shall have two semesters “1st July to 31st December (Odd semester)” and “1st January to 30th June (Even semester). Each semester shall have a minimum of 72 instructional days followed by the end semester examination. The total contact hours will be 30 hours per week. The Department follows the academic calendar published by the college time to time. The vacation of the faculty and staff shall be as per the Government orders from time to time.

R3.4 The MCA Programme shall have a curriculum and syllabi approved by the Academic Council. Syllabus for any course can be modified/updated by the Academic Council upon the recommendations of the Board of Studies. All revisions shall be only based on the recommendations of the Board of Studies.

R3.5 The course structure of the MCA programme is as follows .

Course Category	Description
PCC	Programme Core Course
PBC	Project Based Course
PLC	Programme Lab Course
PEC	Professional Elective Course
M	Mini Project
P	Main Project
S	Seminar
I	Internship
N	Non-Credit Course
R	Mandatory Bridge Course
O	MOOC Course

The curriculum generally comprises courses categorized under various heads including Programme Core Courses, Project Based Courses, Programme Lab Courses and Professional Elective Courses.

Programme Core Courses: This course serves a fundamental role in an academic programme by providing a foundational and comprehensive understanding of the core principles, theories, and skills relevant to a specific field of study.

Project Based Courses: This course provides students with the opportunity to apply theoretical knowledge to real-world situations. This practical application helps bridge the gap between academic concepts and practical implementation.

Programme Lab Courses: This course enhances the educational experience by providing students with practical and hands-on learning opportunities.

Students are required to opt one course from each basket in a specific stream to specialise in that field. Upon successful completion of the elective courses within their chosen specialization,

students will receive grade cards that reflect their performance and proficiency in their respective specialization streams.

Professional Elective Courses: Professional elective courses play a crucial role in delivering a comprehensive and contemporary education in the field of computing. These electives are designed to align with current industry trends, emerging technologies, and the specific skill sets pertinent to each stream. The MCA programme offers three elective baskets in semester 2 and semester 3 (i) Data Science and Artificial Intelligence (AI) (ii) Cloud Computing (iii) Open Electives. Each basket comprises of three courses. Students are required to opt one course from either of the baskets in each semester.

Specialization Streams: The specialisation is realized through two elective streams.

(i) Data Science and Artificial Intelligence

(ii) Cloud Computing

Students can opt for one course from these elective streams to specialize in that field. If a student chooses a specific elective stream in Semester 2, they must select the same stream for Semester 3 as well. Upon successful completion of the elective courses within their chosen specialization, students will receive grade cards that reflect their performance and proficiency in their respective specialization streams. Alternatively, if a student does not opt for a specific stream they have the flexibility to choose open electives, this will not be reflected in their grade cards as a specialization stream.

Non-Credit Course

Non-credit courses are integral to the MCA curriculum, ensuring that students develop technical expertise, essential soft skills, and ethical values. By completing these courses, students will be better prepared to face the challenges of the professional world with confidence, integrity, and a well-rounded personality.

Mandatory Bridge Course: Tailored to address foundational knowledge gaps and ensure a comprehensive understanding of core concepts, the bridge course acts as a bridge between the students' prior educational background and the advanced requirements of the MCA programme.

R3.6 The academic programs follow the credit system. The general pattern is as below.

Credit Pattern	
1 Hour Lecture (L) per week	1 credit
1 Hour Tutorial (T) per week	1 credit
2 Hours Practical(P) per week	1 credit
3 to 4 Hours Practical(P) per week	2 credits
2 Hours Project per week(J)	1 credit
Self-Study Hours(S)	Nil

Semester Wise Distribution Of Credits

Semester	Credits
Semester I	25
Semester II	25
Semester III	25
Semester IV	16
Total	91

R3.7 Distribution of credits for each course category.

Course Type	Courses	L-T-P-J-S	Hours	Credit
C	Programme Core Course	3-1-0-0-3	4	4
B	Project Based Course	1-0-2-2-4	5	3
L	Programme Lab Course	1-0-3-0-4	4	3
E	Professional Elective Course	3-1-0-0-3	4	4
M	Mini Project	0-0-0-4-2	4	2
P	Main Project	0-0-14-14-21	28	12
S	Seminar	0--0-2-0-2	2	2
N	Non-Credit Courses	1-0-0-0-1	1	Nil
I	Internship			1
O	MOOC Course			2
R	Mandatory Bridge Course			Nil

The parameter 'S' for the number of hours for self-learning can be determined using the equation $(L*1) + (T*0) + (P*1) + (J/2*1)$.

R3.8 Distribution of credits among the semester

Semester	Course Details	Hours Per Week	Total Credits Allotted	Credits Allotted Semester-Wise
I	Programme Core Courses: 4 courses	Lecture (3 hours) +Tutorial (1 hour)	For each course 3 (Lecture) X 1(Credit) = 3 1(Tutorial) X 1(Credit) = 1 4 Course X 4 Credits=16	25
	Project Based Course: 1 course	Lecture (1 hour) + Practical (2 hours) + Project (2 hours)	1(Lecture) X 1(Credit) = 1 2(Practical) X 1(Credit) = 2 2(Project) X 1(Credit) = 2 1 Course X 3 Credits=3	
	Programme Lab Courses: 2 courses	Lecture (1 hour) + Practical (3 hours)	1(Lecture) X 1(Credit) = 1 3(Practical) X 2(Credit) = 6 2 Course X 3 Credits=6	
	Non-Credit Course	1 hour	Nil	
II	Programme Core Courses: 3 courses	Lecture (3 hours) +Tutorial (1 hour)	3(Lecture) X 1(Credit) = 3 1(Tutorial) X 1(Credit) = 1 3 Course X 4 Credits=12	25
	Professional Elective Courses: 1 course	Lecture (3 hours) +Tutorial (1 hour)	3(Lecture) X 1(Credit) = 3 1(Tutorial) X 1(Credit) = 1 1 Course X 4 Credits=4	
	Project Based Course: 1 course	Lecture (1 hour) + Practical (2 hours) + Project (2 hours)	1(Lecture) X 1(Credit) = 1 2(Practical) X 1(Credit) = 2 2(Project) X 1(Credit) = 2 1 Course X 3 Credits=3	
	Programme Lab Courses: 2 courses	Lecture (1 hour) + Practical (3 hours)	1(Lecture) X 1(Credit)=1 + 3(Practical) X 2(Credits)=6 2 Course X 3 Credits=6	
Non-Credit Course	1 hour	Nil		
III	Programme Core Courses: 2 courses	Lecture (3 hours) +Tutorial (1 hour)	3(Lecture) X 1(Credit) = 3 1(Tutorial) X 1(Credit) = 1 2 Course X 4 Credits=8	25
	Professional Elective courses:	Lecture (3 hours) +Tutorial	3(Lecture) X 1(Credit) = 3 1(Tutorial) X 1(Credit) = 1	

	2 courses	(1 hour	2 Course X 4 Credits=8	
	Project Based Course: 1 course	Lecture (1 hour) + Practical (2 hours) + Project (2 hours)	1(Lecture) X 1(Credit) = 1 2(Practical) X 1(Credit) = 1 2(Project) X 1(Credit) =1 1 Course X 3 Credits=3	
	Programme Lab Courses: 1 course	Lecture (1 hour) + Practical (3 hours)	1(Lecture) X 1(Credit)=1 + 3(Practical) X 2(Credits)=2 1 Course X 3 Credits=3	
	Mini Project	4 Hours Project	2(Project) X 1(Credit) = 1 4 hours project = 2 credit	
	Non-Credit Course	1 hour	Nil	
	Internship	During the vacation	1	
IV	Project	28 hours	2(Practical) X 1(Credit) = 1 2(Project) X 1(Credit) = 1 14(practical)+14(project) Total =12	16
	Seminar	2 hours	2(Tutorial) X 1(Credit) = 2	
	MOOC	One MOOC during the whole MCA course.	2	
Total Credits in all four semesters				91

R3.9 Course Numbering Scheme

The course number consists of digits/alphabets. The pattern to be followed is **MYBBXCSNN**

It is illustrated below: Examples:

M – Masters

YY-Year of Regulation

BB-Branch & X- Specialization

S: Semester of study

1. Semesters 1
2. Semester 2
3. Semester 3
4. Semester 4

C: Course Type

C	-	Programme Core Course
B	-	Project Based Course
L	-	Programme Lab Course
E	-	Professional Elective Course
M	-	Mini Project
P	-	Project
N	-	Non-Credit Course
I	-	Internship
O	-	MOOC
R	-	Bridge Course

NN: Course sequence number

It is illustrated below: Examples:

- M24CA1C101 is a Programme Core Course offered in semester 1
- M24CA1B205 is a Project Based Course offered in semester 2

Course Numbering Scheme - Elective Courses:

MYBBXCSNNA

Elective sequence number - A/B/C/D/E etc.

It is illustrated below: Examples:

- M24CA1E201A is a Professional Elective Course offered in semester 2

R3.10 The medium of instruction followed by the college shall be English. All examinations, project/seminar reports and presentations shall be in English.

4. ACADEMIC MONITORING AND STUDENT SUPPORT

R4.1 Advisory System: There shall be one Faculty Advisor (FA) for a class and a Mentor each for 15 to 20 students in the class. The Principal shall assign a faculty member as the Faculty Advisor (FA) consulting with the Head of the Department.

R4.2 The documents regarding all academic and non-academic matters of students under an advisory group shall be kept under the custody of Faculty Advisor.

R4.3 All requests/applications from a student or parent to higher offices are to be forwarded/recommended by the Faculty Advisor. Students and parents shall first approach their Faculty Advisor for all kinds of advices, clarifications and permissions on academic matters. It is the official responsibility of the college to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.

R4.4 The FA shall arrange separate or combined meetings with mentors, course faculty, parents and students as and when required and discuss the academic progress of students under their advisory group. The Faculty Advisor/Mentor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened:

- i. Immediately after the commencement of the semester.
- ii. Immediately after announcing the marks of first internal evaluation test.
- iii. Before the publication of the internal marks.

The internal marks and eligibility of attendance shall be uploaded in the University portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks shall be looked into in the combined meetings of faculty advisor, mentors, course faculty and the students concerned. The Principal/ HoD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance. The FA shall be the custodian of the minutes and action taken reports of the advisory meetings.

R4.5 The FA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce it before the University as and when required.

R4.6 The FA shall keep a hard copy of the consolidated statement of attendance and internal marks of the students in their advisory group. It shall be kept with the HoD without fail for all sorts of inspections.

R4.7 Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Faculty Advisor.

R4.8 The Principal shall inform/forward all regulations, guide lines, communications, announcements etc. issued by the University regarding student academic and other matters to the Dean PG/HoDs/ Faculty Advisors for information and timely action.

R4.9 It shall be the official responsibility of the Principal to arrange necessary orientation programmes to the HoDs, FAs and Mentors regarding student counseling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters.

5. COURSE REGISTRATION AND ENROLMENT

- R5.1 It is mandatory for students to enroll and register for all courses they intend to attend in a semester.
- R5.2 The dates for registration and enrolment will be given in the academic calendar.
- R5.3 A student will be eligible for enrolment only if the student has registered for all the courses in the previous semester. In addition, the student should clear all dues and should not have any pending disciplinary proceedings.

6. EVALUATION PROCESS

- R6.1 There shall be End Semester Examinations (ESE) in every semester for Programme Core Courses, Professional Elective Courses, Programme Lab Courses, Project Based Courses and Main project prescribed under the curriculum. The End Semester Examinations shall be conducted by the college. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.
- R6.2 Department will publish a list of MOOC Courses approved by the BoS on relevant subjects every year. The students shall enroll and successfully complete a minimum of one MOOC course before the completion of their fourth semester.
- R6.3 The end semester examinations of odd and even semesters shall be held twice in a Year: April/May session and November/December session.
- R6.4 Candidates in each semester shall be evaluated both by Continuous Internal Evaluation (CIE) and End Semester Examinations (ESE). The ratio of Continuous Internal Evaluation (CIE) to End Semester Examinations (ESE) shall be as below:
1. Programme Core Courses: 1: 1.5
 2. Laboratory Courses: 1.5:1
 3. Mini Project: CIE only
 4. Seminar: CIE only
 5. Main Project: 1:1
- R6.5 Continuous Internal Evaluation (CIE)): The Continuous Internal Evaluation shall be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Evaluation (CIE) for the courses attended by the student. The CIE marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum/syllabus.

Course	Class Participation and Attendance	Tests / Evaluation	Assignment / Class Work/Project
Programme Core Courses & Professional Elective Courses	20%	50%	30%
Programme Lab Course/Project based course	10%	50%	40%
Mini Project	Project evaluation by the supervisor(s): 50% Evaluation by the project assessment board: 50%		
Main Project	Project evaluation by the supervisor(s): 50% Evaluation by the project assessment board: 50%		
Seminar	Evaluation by supervisor(s): 20% Evaluation by Seminar assessment board: 80%		

There shall be minimum two internal evaluation tests, each of 2 hours duration. Each test shall cover 50% of the syllabus and shall be for 50 Marks. A second chance to take the test shall be permitted to the students who could not appear for the internal tests on genuine grounds.

The CIE marks for the attendance for each theory, practical and seminar shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIE marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the end semester examinations.

- R6.6 Students, who have completed a course but could not appear for the end semester examination, shall be awarded 'AB' grade, provided they meet other eligibility criteria (R.6.7). They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.
- R6.7 Primary eligibility criteria to register for the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.

- R6.8 The students with FE grade shall register for the courses during the normal semesters in which the courses are offered.
- R6.9 A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.
- R6.10 A student will be eligible for the award of MCA Degree of the University on satisfying the following requirements:
1. Fulfilled all the curriculum requirements within the stipulated duration of the course.
 2. Earned the required minimum credits as specified in the curriculum
 3. No pending disciplinary action.
- R6 11 Students registered for a course have to attend the course regularly and undergo the Continuous Internal Evaluation (CIE) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade 'P' or better in the composite evaluation.
- R6 12 Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIE and ESE put together. Letter grade 'F' will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Evaluation (CIE) + End Semester Examination (ESE)] is below 50 %.
- R6 13 Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.
- R6 14 Grading is based on the percentage of overall marks obtained by the student in a course, as given in 6.15. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

Grade and Grade Points		
Grades	Grade Point(GP)	% of Total Marks obtained in the course
S	10	90% and above
A+	9.0	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.0	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C +	7.0	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.0	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F (Fail)	0	Below 50% (CIE + ESE) or Below 40 % for ESE
FE	0	Failed due to lack of eligibility criteria (R6.6)
I	0	Completed eligibility criteria but could not register for the examination
AB	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
Classification of M.C.A Degree.	First Class with Distinction	CGPA 8.0 and above
	First Class	CGPA 6.5 and above
	Pass	CGPA < 6.5
Equivalent percentage mark shall be = 10 * CGPA		

R6.16 Minimum Cumulative Credit Requirements for Registering to third Semesters is 12 credits.

R6.17 There is no provision for improving the awarded grade. However, the student is permitted to check the answer books of the End Semester Examination after the results are declared, on payment of the prescribed fee. Any discrepancy in evaluation could be brought to the notice of the Controller of Examination, who shall initiate appropriate action as per the Examination Manual.

R6.18 Grade cards shall be made available in the student login for the registered courses, in every semester. On earning the required credits for the degree, the University will issue the final consolidated grade sheet for the MCA programme including CGPA.

R6.19 Calculation of SGPA/CGPA Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

$SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation.

$CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted.

CGPA for the MCA programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

R6.20 The Principal shall decide the course of action on the issue related to malpractice in examination based on the recommendation of the Disciplinary Action Committee (DAC) as per the prescribed norms in the college examination manual. The result of the examination of a student will be withheld on account of any one or more of the following conditions

1. Case of indiscipline
2. Involvement in malpractice
3. Nonpayment of examination fees
4. Involvement in any other prohibited activities
5. Suppressing material facts

R6.21 Valuation: Answer scripts of theory examinations, for which end semester examinations are conducted by the college, will be valued by two examiners. Internal examiner will be from the college and external examiner shall preferably be from a different college. If the difference between the marks awarded by the two Examiners is not more than 15 percent of the maximum marks for ESE for the course, the marks awarded to the candidate shall be the average of two evaluations. If the difference in marks obtained in two valuations exceeds 15% of the maximum marks for the course, the answer script will be evaluated by a third examiner. The average of the closest two marks shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging.

R6.22 Review: Option for revaluation is not available to the MCA programme. However, answer scripts of the courses for which examinations have been conducted by the college can be reviewed as per request by the student. Outcome of the review shall be for improvement of marks and improvement of grade. In this case, the marks obtained in the 1st valuation, 2nd valuation and review shall be considered. The average of the two closest marks of the above three shall be considered as the marks obtained after review. In case of a tie of the closest marks, the average of all three above i.e. 1st valuation, 2nd valuation and review shall be

considered as the marks obtained after review. Detailed procedure is given in the college examination manual.

7. BREAK OF STUDY

- A student is permitted to avail break of study:
- In case of an accident or serious illness needing prolonged hospitalization and rest.
- In case the student has a bright idea and would like to initiate a start-up venture or develop a product.
- In case of any personal reasons that need a break in study.
- For an internship leading to employment.

For break of study due to illness, students shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the startup shall be permitted only after the 2nd semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the respective semesters.

Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

Students who require a break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The principal shall verify the authenticity of the offer and submit his recommendation to the Academic Council sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility.

In the semester system followed by the college, break of study for an academic year is the preferred option than a break of study for a semester. Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.

8. ATTENDANCE

R8.1 Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination.

On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditors/ University officials. This provision is applicable only to any two semesters during the entire programme period.

R8.2 The Principals are authorized to grant attendance relaxation (duty leave) to the students participating in officially sponsored national level competitions/championships/tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the faculty Advisor in the case of other extracurricular activities, within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.

R8.3 The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.

9. ACADEMIC AUDITING .

R9.1 There shall be academic auditing in all programmes/Department at stipulated intervals. The academic auditing shall be conducted by the Internal Quality Assurance Cell (IQAC) of the

college. The IQAC shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements for each semester at regular intervals. These reports shall be presented in the Academic council of the college. Academic auditing shall cover the activities mentioned in the audit manual and in the regulations.

Academic auditing shall cover: -

1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.
2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking.
4. The audit shall also cover the quality criteria prescribed by NBA/NAAC.

10. GRACE MARKS FOR SPORTS /ARTS COMPETITIONS.

R10.1 Only bona-fide, regular candidates are eligible for the award of Grace Marks.

R10.2 The criterion for the award of Grace Marks is representing the parent University in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University for representing the University.

R10.3 The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses.

R10.4 The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.

R10.5 The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.

- R10.6 Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re – distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re- distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.
- R10.7 The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
- R10.8 If the candidate does not secure the minimum marks required for a pass even after effecting re- distribution, eligible moderation fixed by the respective board, if any shall be awarded to that candidate in addition to the Grace Marks for a pass.
- R10.9 Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
- R10.10 Grace Marks shall be awarded on the basis of performance in the respective semester.
- R10.11 The request for Grace Marks shall be submitted to the principal along with all relevant documents, within the prescribed time limit. The request for Grace Marks received after the time limit shall not be entertained on any account.
- R10.12 Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.

11. GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)

- R11.1 A person with disability means a person suffering from not less than 40% of any disability as certified by the District Medical Board. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
- R11.2 The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
- R11.3 Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
- R11.4 PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
- R11.5 Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the college.

R11.6 The request for Grace Marks shall be submitted to the Principal through PG Dean along with all relevant documents within the prescribed time limit, which shall be forwarded to CoE. The request for Grace Marks received after the time limit shall not be entertained on any account.

12. Discipline in Campus

R12.1 The college has a unique mechanism to inculcate discipline among the students. Every student is required to maintain discipline and decorum both inside and outside of the college campus. They shall follow all the rules and regulations and shall not indulge in any activity which can tarnish the reputation of the college/ parent university.

R12.2 Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall be led to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the college along with his parent is required to give an undertaking in this regard and the same is to be submitted at the time of the admission.

R12.3 The result of the examination of a student will be withheld on account any one or more of the following conditions

- a) Case of indiscipline
- b) Involvement in malpractice
- c) Nonpayment of examination fees
- d) Involvement in any other prohibited activities Suppressing material facts

13. Redressal of Grievance

R13.1 A Grievance and Redressal Cell functions for the redressal of problems reported by the stakeholders of the college in offline/online with the following objectives

- a) To promote cordial relationship between all stakeholders
- b) To encourage the students to express their grievance freely and honestly, without any fear of being victimized.
- c) To advise students of the college to respect the right and dignity of everyone and to stay away from any violence or unlawful behavior against other students, teachers, college administration and not resorting to any activities that damage the college property.

- d) To advise all staff members to be affectionate and kind to the students

The college Grievance and Redressal Cell scrutinizes the merit of the complaint or grievance received and will act accordingly as per the college policy in this regard. The Grievance and Redressal Cell shall submit a monthly report to the Principal about the cases attended to and the number of pending cases if any.

Any student with a genuine grievance may approach the mentor in person or contact the officer in charge of Grievance and Redressal Cell or drop the complaint through an online portal. The grievance related to the examination can be represented as per the relevant clauses given in the examination manual.

14. MIGRATION FROM OTHER UNIVERSITIES/INSTITUTIONS.

- R14.1 Migration to MCA programme of Mar Athanasius College of Engineering (Autonomous) from other Universities shall be permitted only if the other University/Institutes is approved by the UGC/AICTE/AIU and subject to the recommendation by the respective BoS.
- R14.2 The student shall be permitted to migrate only if the student fulfils the college eligibility criteria for admission to the course applied for migration. The student shall be permitted to migrate only if the student has passed all the previous semester(s) in the parent University.
- R14.3 The migration shall be permitted only up to the third semester of the MCA programme.
- R14.4 The admission shall be offered on migration basis through lateral transfer of credits.
- R14.5 The students shall be allowed to migrate to the college subject to satisfying the rules and regulations of the University as regards to the programme such as maximum number of backlogs, grade points, minimum credit requirement for promotion to higher semesters, etc.
- R14.6 The student shall be offered admission to the MCA programme of the college subject to availability of seats. The student shall produce no objection certificate from the concerned college/institute in this regard.
- R14.7 The students offered admission shall register for the transitory/additional courses of the previous semesters to satisfy the programme requirement as recommended by the concerned Board of Studies.
- R14.8 The students offered admission shall produce a migration certificate from the parent University at the time of admission.
- R14.9 The student offered admission shall produce a character and conduct certificate from the parent institute/University at the time of admission.

R14.10 Regulations, Scheme and Syllabus of the respective specialization attested by the Registrar of the parent University or equivalent authority shall be submitted to the college along with the application seeking migration to the College.

R14.11 Attested copies of all certificates and mark lists from 10th class onwards shall be submitted along with the application for migration (Original certificates and mark lists shall be produced as and when demanded by the College).

R14.12 The students offered admission shall pay the migration fees and the College fees as prescribed by the College. The application processing fee and the migration fee will be as per the guidelines of the parent university. The processing fee shall be paid along with the application, and the migration fee shall be paid to the College at the time of offering admission. The fee once paid shall not be refunded under any circumstances.

R14.13 The migrated students shall follow the rules and regulations of the college.

15. COLLABORATION AND TWINNING PROGRAMM (S) BETEEN THE COLLEGE AND FOREIGN UNIVERSITY/INSTITUTION IN THE FIELD OF TECHNICAL EDUCATION.

R15.1 Twinning Programme: Students enrolled with the college may undertake their programme of study partly in the college and partly in the Foreign Institution, complying with the relevant UGC regulations and subject to the provisions of the parent university.

R15.2 Joint Degree Programme: Curriculum shall be designed jointly by the college and the Foreign Institution, complying with the relevant UGC regulations and subject to the provisions of the parent university.

R15.3 Dual Degree Programme: Programme jointly designed and offered by the college and the Foreign Institutions in the same disciplines/subject areas and in the same level, complying with the relevant UGC regulations and subject to the provisions of the parent university.

16. TRANSITORY PROVISION.

R16.1 Notwithstanding anything contained in these regulations, the Principal shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these regulations shall be applied with such modifications as may be necessary.

R16.2 Notwithstanding all that has been stated above, the Academic Council of the college has the right to modify any of these regulations, scheme of studies, examinations and assessment system and syllabi from time to time.

17. AMENDMENTS TO REGULATIONS

R17.1 The Academic Council of the college may formulate revisions, amendments or change in regulations/ policies based on the industry/societal needs and special cases from time to time.