

M.C.A Rules & Regulations

1.0 Duration for the Programme

The postgraduate programme leading to the degree of Master of Computer Applications will extend over a period of six semesters (3 academic years); each semester will normally have a duration of 85 working days.

2.0 Eligibility For Admission

2.1) REGULAR ENTRY: Candidates for admission to the first semester of the six-semester M.C.A. degree programme must have a B.C.A / B.Sc / B.Com / B.A degree with Mathematics as one of the subject at 10+2 level or at graduation.

2.2) LATERAL ENTRY: Candidates with the following qualifications are directly admitted to the third semester of the six semester M.C.A programme:

- a) Any undergraduate science or applied science degree of three years duration in Computer Applications or Computer Science or Information Technology or other computer related areas.
- b) Post Graduate Diploma in Computer Application after completing 3 year degree programme.

2.3) SASTRA will prescribe, from time to time, other eligibility conditions regarding:

- i) the minimum marks secured in the qualifying examinations,
- ii) permitted number of attempts for obtaining the degree,
- iii) qualifying performance in entrance tests, physical fitness, etc.

3.0 Program Structure

The M.C.A. programme has a curriculum, with syllabus consisting of:

- (a) core courses, which give a broad base in the main field of study in the academic programme concerned;
- (b) elective courses chosen by the student in consultation with the faculty adviser;
- (c) laboratory, project work and software design courses where special emphasis is laid on the application of knowledge to real-life problems.
- (d) The programme will also include seminars and practical training, as prescribed by the Board of Studies in the curriculum & syllabus and approved by the Academic Council.
- (e) In addition, the students may audit courses, in consultation with the faculty adviser.

4.0 The Credit System

4.1) Each course has a certain number of credits assigned to it, depending upon whether it is a lecture or tutorial or practical work and the number of periods assigned per week. The practical courses shall include laboratory work and project work.

4.2) The credits are assigned according to the following pattern:

- (a) 1 credit for each lecture period/week,
- (b) 1 credit for each tutorial period/week,
- (c) 1 credit for each practical session of 2 periods/week &
- (d) 2 credits for each practical/project session of 3 periods/week.

4.3) In the case of students admitted under the lateral entry programme, exemptions are given for those courses of the first and second year of the SASTRA MCA programme, if the student has already studied these subjects in the undergraduate programme as mentioned in 2.2. This exemption is given by SASTRA after scrutiny of the mark/grade sheets of the undergraduate degree submitted by the student. If during the scrutiny, it is found that the student has not studied some of the courses offered in the first year MCA programme of SASTRA, he has to complete these courses along with the second or third year courses.

4.4) A letter grade, corresponding to the marks secured by the student, is awarded for each course for which a student has registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's progress is measured by the number of credits that the student has earned and the weighted grade point average.

5.0 Completion of M.C.A. Programme

5.1) A student earns credits by passing courses every semester. A student, who has registered the M.C.A. degree programme, has to acquire 162 credits to be eligible for the award of the degree.

5.2) The courses will be offered in semester pattern. For each course that the student undergoes during a semester, there will be a Continuous Internal Assessment (CIA) for a maximum of 50 %; this will be based on the student's regularity in attendance, best performance in the two monthly tests out of three monthly tests, seminars, quizzes, assignments, etc. There will be one examination of 3 hours duration at the end of the semester for each credited theory course.

5.3) The sixth semester of the M.C.A. programme shall be allotted exclusively for Project work.

5.4) Each student shall be required to take up project work during the sixth semester. The project work chosen by the student & the guide, should be approved by the Head of the department by the end of the fifth semester. Two typed copies of the Project Report shall be submitted to SASTRA through the Head of the Department on or before the date fixed by SASTRA. In case a student submits the Project Report after the due date but before the end of 5 years from the date of his admission, his viva voce examination will be conducted along with the subsequent batch of students.

5.5) A student should complete the M.C.A. programme within a period of 5 years (i.e., 10 semesters) from the date of admission. In case of unsuccessful completion within the specified period his/her registration to M.C.A programme automatically stands cancelled.

6.0 Academic Schedule of M.C.A. Degree Programme

6.1) Normally, the odd semester classes for II and III year will be conducted from July to December of a year. The regular and supplementary examinations will be conducted during December. Similarly, the even semester classes will be conducted during January-May of a year. The regular and supplementary examinations for the even semester courses will be conducted during May-June.

6.2) The academic calendar for the M.C.A. programme of SASTRA is given below.

Activity	Duration
(a) First-semester classes	17 weeks
(b) Study holidays	01 week
(c) First-semester Examinations	01 week
(d) Evaluation of answer papers; declaration of results; any mini project	03 weeks
(e) Second / Fourth Semester classes	17 weeks
(f) Study holidays	01 week
(g) Second / Fourth Even semester Examinations	01 week
(h) Evaluation of answer papers; declaration of results; any project; vacation	08+ weeks
(I) Third / Fifth semester classes	17 weeks
(J) Study Holidays	01 week
(K) Third / Fifth semester Examination	01 week
(L) Evaluation of answer papers; declaration of results; any mini project	05+ weeks
(M) Sixth semester classes	18 weeks
(N) Project Viva	01 week
(O) Declaration of Final Result	01 week

7.0 Requirements for Successful Completion of a Course & Earning Credit

7.1) Students must attend every lecture, tutorial and practical class. However, in order to provide for illness and such other contingencies, a minimum attendance percentage has been prescribed for each course. Percentage of attendance of a student in a course will be the number of classes attended in that course divided by the number of the classes actually conducted from the date of his admission and multiplied by 100. A student can appear in an end-semester examination for a particular course only when he has put in a minimum attendance of 75% in that course.

7.2) A student who has not satisfied the minimum attendance requirement of 75% will not be allowed to appear for the end-semester examination, unless the deficiency is condoned by the Vice Chancellor. The student will have to repeat the year.

7.3) A student should appear for the end-semester examinations in all the regular theory and laboratory courses (pertaining to that semester) in which he has satisfied the attendance requirements.

7.4 Out of a total of 100 marks allotted for each theory and laboratory courses, 50 marks are allotted for Continuous Internal Assessment (C.I.A), and 50 marks for the end-semester examination.

7.5) CONTINUOUS INTERNAL ASSESSMENT FOR THEORY COURSES: A candidate should secure at least 50% (i.e., 25 marks) in the C.I.A for all theory and practical courses. The break up of the marks for Continuous Internal Assessment for a theory course is as given below:

(a) First test	20 marks
(b) Second test	20 marks
(c) Third test (Best two performance out of three tests will be considered for CIA calculation)	20 marks
(d) Seminar / quiz / assignment	10 marks

However one Model examination will be conducted for all Practical courses and its performance is considered for the CIA evaluation. See also Clause 7.6

7.6) CONTINUOUS INTERNAL ASSESSMENT FOR LABORATORY COURSES

(a) Algorithm / Pre-lab work	15 marks
(b) Demonstration	15 marks
(c) Record	10 marks
(d) Viva-voce	10 marks

7.7) A student is declared to have passed a course if he/she gets 50% or more in the internal assessment, 50% or more in the end semester examination. A student getting less than 75 % attendance in a course and / or less than 50% mark in continuous internal assessment will get "I" grade in that course. A student getting less than 50% mark in end semester examination will get "F" grade in that course.

7.8) SUPPLEMENTARY EXAMINATION: A candidate who does not pass a course during a semester may appear for supplementary examination in the subsequent semesters, to clear the arrears.

7.9) PROJECT EVALUATION: For the mini- project in the fourth semester and main project in the sixth-semester, the scheme of evaluation will be as follows. (a) Continuous Internal Assessment 50 % (b) Final Viva voce and Project Report Evaluation 50 % The Internal and External Examiners appointed for the final evaluation of the Project Work shall decide the allocation of marks for Viva-voce and Report Evaluation in consultation with the Programme Coordinator.

7.10) AUDIT COURSES: There will be no end-semester examination for audit courses. A student, who puts in 75% attendance and secures at least 50% (i.e., 25 marks) in the continuous internal assessment for an audit course, will be awarded 'U' grade.

8.0 Evaluation of Academic Performance & Promotion

8.1) Course-wise grades are awarded to the students by adopting the following scheme, based on the aggregate marks scored by the student in the course (which includes internal assessment marks and end-semester examination marks).

8.2) If a student gets 50% marks or more in C.I.A, but scores less than 50% aggregate marks (F grade), he/she may appear for supplementary examination at the end of the following semester.

8.3) If a student scores less than 50% marks in C.I.A, or if a student has attendance deficiency, he/she will be awarded an 'Incomplete' grade (I, point value = 0). The student will have to repeat the course, when it is offered next

8.4) Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA) are calculated as follows:

$$\text{GPA} = \text{S (Number of Credits x Grade Points)} / \text{S (Number of credits)}$$

8.5) A student will be permitted to proceed to successive semesters but can appear for the main project & viva-voce examination in the sixth semester, only if he/she secured a minimum CGPA of 5.0 and has not got any I grade in any course at that point of time. If the CGPA is less than 5.0, the student should improve the CGPA to 5.0 before appearing for the project & vivavoce examination. If a student has got any "I" grade he should redo the course when it is offered next. If that course is not offered he should do a duly approved alternative course, before appearing for the project vivavoce examination. However he/she should submit project report at the end of the project semester itself.

Letter Grade	Range, Percentage	Description of Performance	Grade Point
S	85% & above	Outstanding	10
A	75% & above, but below 85%	Very Good	8
B	65% & above, but below 75%	Good	7
C	55% & above, but below 65%	Average	6
D	50% & above, but below 55%	Pass	5
F	Less than 50%	Fail	2
E	Absent for final Exam	Exposure	1
I	Lack of Attendance	Incomplete	0

9.0 Classification of Results

At the end of program, the final results will be classified as follows:

CGPA	QUALITATIVE CLASSIFICATION
(1) 7.5 & above	First Class with Distinction **
(2) 6.0 & above, but below 7.5	First Class
(3) 5.0 & above, but below 6.0	Second Class

** For the award of First class with Distinction the student must have passed all the courses in the first attempt.

10.0 Saving Clause & Authority

The Board of Management of SASTRA reserves its right to alter or amend or repeal or annul any or all the rules & regulations.