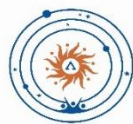


# **ACADEMIC REGULATIONS - 2024**

## **Version 2.0**

(Applicable for the batches admitted from A.Y 2024-25)

### **Master of Computer Applications**



**ADITYA UNIVERSITY**

Aditya Nagar, ADB Road, Surampalem - 533 437

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## NOMENCLATURE

Abbreviation	Description
MCA	Master of Computer Applications
ASAT	Aditya Scholastic Aptitude Test
PCC	Program Core Courses
PEC	Program Elective Courses
AEC	Ability Enhancement Courses
SI	Summer Internship
PROJ	Project Work
MC	Mandatory Courses
HoD	Head of the Department
BoS	Board of Studies
TPP	Technical Paper Publication
PEOs	Program Educational Objectives
POs	Program Outcomes
COs	Course Outcomes
PSOs	Program Specific Outcomes
LTPC	Lecture: Tutorial: Practice: Credits
CBCS	Choice Based Credit System
HEI	Higher Educational Institutions
CIE	Continuous Internal Evaluation
SEE	Semester End Examinations
IE	Internal Examinations
LA	Learning Activities
SGPA	Semester Grade Point average
CGPA	Cumulative Grade Point Average

<b>Abbreviation</b>	<b>Description</b>
PC	Provisional Certificate
CMM	Consolidated Marks Memo
OD	Original Degree

## MCA Academic Regulations

### 1. Admission

Admission to the MCA Program shall be made subject to the eligibility, qualifications, and specialization prescribed by the A.P. State Government and Aditya University from time to time. Admissions shall be made either based on the merit rank obtained by the student in the common entrance examination conducted by the A.P. Government or Aditya Scholastic Aptitude Test (ASAT) conducted by the Aditya University or National level examination or marks obtained at Under Graduation level, subject to reservations as prescribed by the Government/University from time to time.

### 2. Academic System

#### 2.1 Program Duration

A student is expected to complete the MCA degree in a stipulated period of two years. If a student is unable to complete the program within the stipulated period, he/she will be allowed a maximum of four years from the year of admission to complete the MCA degree. A student has to register for 80 credits and secure all 80 credits to be awarded the MCA. The mode of instruction is English and minimum working days are 90 days per semester.

#### 2.2 Semester

MCA program adopts semester system. There will be two semesters in an academic year.

- Odd Semester (July–November)
- Even Semester (December –April)

In addition to the Odd and Even semesters, an optional Summer Semester (Typically in May & June) is planned for the students to complete courses in advance. However, the number of instructional hours needed to cover the syllabi shall be maintained (equivalent to that in the regular semester) with a greater number of instruction hours per week. Unless otherwise specified explicitly, all rules and regulations applicable to a course offered during a regular semester is applicable to the courses offered during summer semesters also. The maximum number of courses to be taken in the summer semester, eligibility criteria to register and related information shall be specified through Circulars issued by the University from time to time. The summer semesters are conducted for the students to register/re-register for courses and earn additional credits/improve the Grades of the courses. It is not binding on the University to offer all the courses during the summer semesters. The courses are offered subject to the availability of the resources.

### **2.3 Curriculum**

MCA program contains a prescribed list of courses in a specific format which is generally called “Curriculum”. Students admitted into a program shall adopt a curriculum specified by the Academic Council for that academic year. Unless otherwise stated explicitly by the Academic Council, any changes in curriculum will be applicable to the students admitted in the subsequent year and the existing batches continue to follow the curriculum prescribed at the time of their joining the program. Curriculum contains list of courses grouped under various heads, viz. Program Core Courses (PCC), Program Elective Courses (PEC), Summer Internship (SI), Project work (PROJ), Ability Enhancement Courses (AEC), Mandatory Courses (MC) and Technical Paper Publication (TPP). A student is considered to have completed the MCA degree program, if and only if, he/she has successfully cleared/ completed all the necessary courses prescribed in the curriculum. The Head of the Department (HoD) is deemed to be responsible. Any change in the Curriculum should be recommended by the Board of Studies of the program concerned and submitted to the Academic Council by the Chairperson of the Board of Studies for approval. The Program Educational Objectives (PEOs), Program Outcomes (POs), and Course Outcomes (COs) along with the Program Specific Outcomes (PSOs) should be clearly defined while framing the curriculum.

### **2.4 Curriculum Flow**

A curriculum describing how various courses are connected through prerequisites, if any, shall be shown and made part of the curriculum. Standard pictorial representations are adopted to indicate the basket, it belongs to and is grouped in such a way as to indicate the year of the course.

### **2.5 Syllabus**

A course syllabus is a document that outlines all the essential information about a course. Each course shall have a course code, course title, LTPC (Lecture: Tutorial: Practical: Credits), course pre-requisites (if any), expected course outcomes, a brief description of the topics, suggested textbooks, reference books and other e-resources.

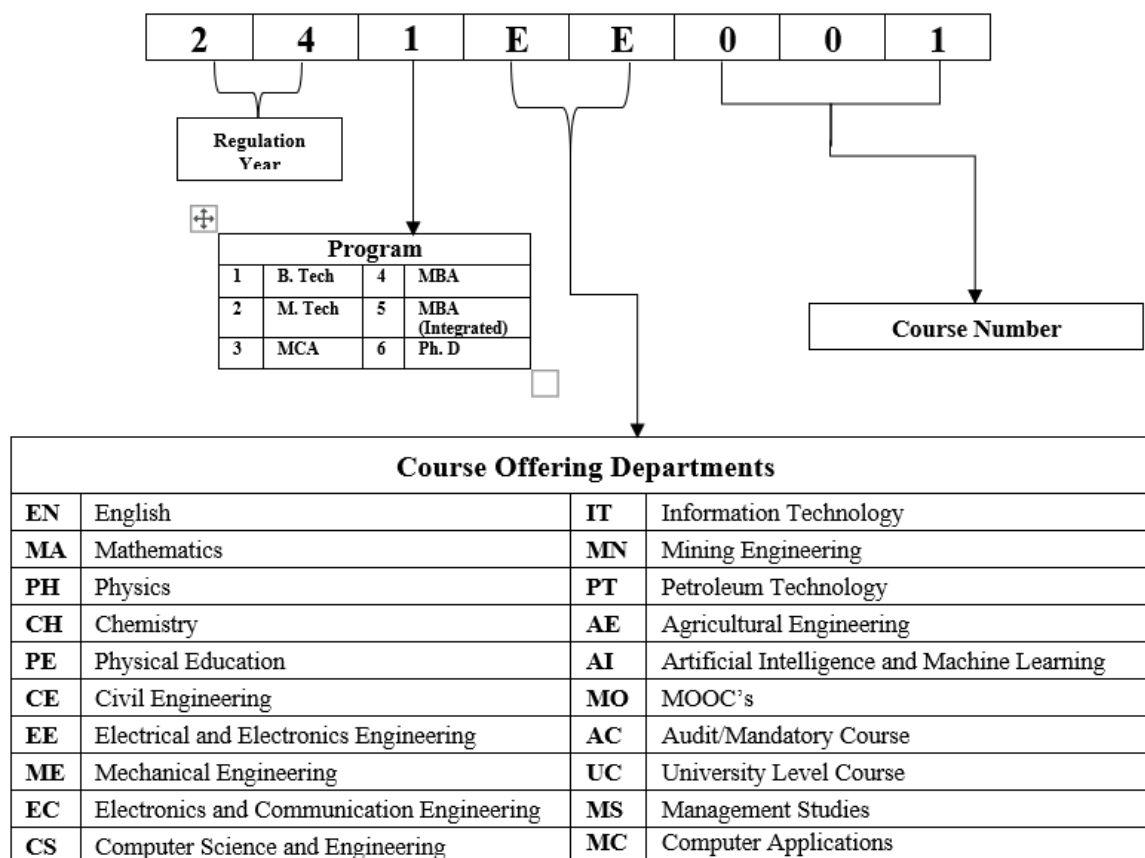
### **2.6 Course Plan**

A course plan consists of a list of lectures/ experiments carried out in each instructional class/lab by the course teacher during the semester as per the LTPC (Course components) of the course, with details like mode of delivery, reference material used, and others. For one course credit, 15 lecture hours for theory or 15 hours for tutorial or a minimum of 30

hours of laboratory work, or 60 hours of project work should be put in, within the regular semester period as specified in the Academic Calendar of the University.

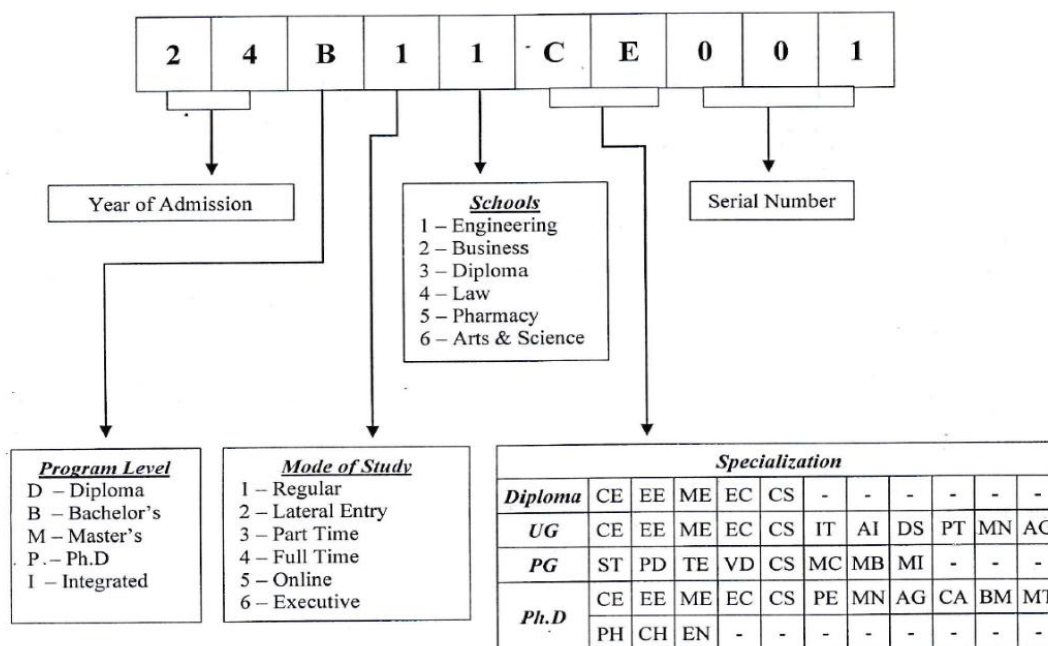
## 2.7 Course Code

Each course is identified by a unique Course Code consisting of eight alphanumerical characters. The first two numerals indicate the regulation year, third numeral indicates the program, the next two alphabets reflect the course offering department, and the rest of the three numerals indicate a running course number.



## 2.8 Roll Number

A roll number is a unique identification number assigned to students, it's typically used for administrative purposes, including tracking academic performance, exam registration, and identification. A roll number consists of ten alphanumerical characters, the first two numerals indicate the year of admission, third alphabet indicates the Program level, the fourth numeral indicates the mode of study, fifth numeral indicates the school, the next two alphabets indicate the specialization, and the last three numerals indicate the serial number.



## 2.9 Bridge Courses

Bridge courses are designed to bridge the gap between a student’s current level of knowledge and the requirements of a specific academic program or field of study at the start of the program. These courses are targeted towards the students who are from non-computer science background.

## 3. Proctoring System

Each admitted student is assigned under a Proctor by the School concerned. The proctor can refer to the student information system to get information on his / her academic performance. The Proctor shall discuss with the student periodically, and suggest the number and nature of courses to be registered in a semester, within the framework of that program curriculum. Students having backlogs or under detention may get advice for pacing the program accordingly. Apart from guiding in academics, the proctor shall also motivate/encourage the students in all other aspects for their holistic development.

## 4. CBCS and Course Registration

The curriculum supports Choice Based Credit System (CBCS) and students have flexibility to choose the courses from the curriculum. All students must register for courses that he/she wishes to study in the semester through the Course Registration process. The Course Registration will be carried out on specific day(s) as declared by the University. Students having any outstanding dues to the University will not be permitted to register for the courses. For valid reasons, late registration for a maximum of 1 week from the

commencement of the semester may be permitted only with the approval of the Head of the Department concerned and on payment of a late Registration fee as specified by the University. To register for a course, a student must undergo all necessary prerequisites. Registration to add/drop of a course shall be accepted only within a week after starting the classes. Students can register for a minimum of 15 credits and a maximum of 25 credits of their choice per semester. Student can register for a maximum of 40% (nominally 20%) of the Credits through MOOCs such as NPTEL, SWAYAM, etc with prior permission from HoD.

#### **4.1 Adding and dropping courses**

The registration portal allows students who have enrolled for courses during the registration period to modify or remove those. Maximum of 2 courses can be added/dropped with late registration fee. The add /drop of Courses can be carried out on specific day(s) as declared by the University. If the number of students opting a course is less than 25% of the class strength, students may be encouraged to complete the course through MOOCs.

#### **4.2 Attendance**

- The student must maintain minimum attendance requirement in a course to appear for the Semester End Examinations (SEE).
- A student shall be eligible to appear for the Semester End Examinations in a course, if he/she acquires a minimum of 75% attendance in that course.
- Condonation for shortage of attendance up to 10% (65% and above and below 75%) on medical grounds may be granted.
- In case of medical exigencies, the student/parent should inform the Head of the Department within a week of exigencies by submitting necessary proofs.
- A stipulated fee shall be payable towards condonation for shortage of attendance.
- If a student has attendance below 65% in a course, he/she shall be detained in that course.

#### **4.3 Course Detention**

The student must maintain minimum attendance requirement in a course to appear for the SEE. In case of medical exigencies, the student/parent should inform the Head of the Department within a week of exigencies by submitting necessary proofs.

#### 4.4 Course Re-Registration

- If a student has been detained in any course, he/she need to re-register for the course in the forthcoming semesters or summer semester.
- If a student wants to enhance the grade in a course, he/she may re-register the course in the summer semester, however previous grades will nullify.
- Students have to pay prescribed fee to Re-Register for a course.

#### 4.5 Pre-requisites

A student can register for course only if he/she registers priorly for the pre-requisite courses mentioned in the syllabus.

### 5. Course and Credit Requirements

This section explores the curriculum structure, courses, and the various prerequisites for program completion.

#### 5.1 Course Credits

A course credit is a metric that quantifies the duration of a course provided to students as "instruction." Courses are offered throughout the entire semester, which consists of 16 instructional weeks. One credit is equivalent to one hour classroom Lecture (L) or one hour Tutorial (T), or two hours Practical (P).

#### 5.2 Credit Distribution

- The programs provide students with ample opportunities to enhance their technical, soft, management, and communication skills.
- Courses are broadly classified as:

S.No.	Broad Category of Courses	Credits
1	Program Core Courses (PCC)	46
2	Program Elective Courses (PEC)	15
3	Ability Enhancement Courses (AEC)	3
4	Technical Paper Publication (TPP)	2
5	Summer Internship (SI)	2
6	Project Work (PROJ)	12
7	Mandatory Courses (MC)	0
Total Credits to be earned for MCA degree		80

### **5.2.1 Program Core Courses (PCC)**

PCC for MCA program typically depends on the specific courses from the discipline. PCC are a set of mandatory courses that form the foundation of an academic program. These courses are directly related to the primary field of study or specialization and are designed to give students a thorough understanding of the key concepts, theories, and skills required in the discipline.

### **5.2.2 Program Elective Courses (PEC)**

PEC are courses that students can choose from their core courses to broaden their knowledge and skills. These courses are designed to provide an in-depth knowledge in a specific specialization.

### **5.2.3 Summer Internship (SI)**

SI provide students with the opportunity to gain practical experience in their field of study. This internship is typically undertaken during the summer break and allow students to apply theoretical knowledge in real-world, develop professional skills, and build networks.

### **5.2.4 Ability Enhancement Courses (AEC)**

AEC are courses designed to develop essential skills and knowledge that are crucial for both personal and professional growth. These programs are introduced to enhance the abilities of students in various areas. AECs typically focus on areas that improve communication, analytical thinking, critical reasoning etc.

### **5.2.5 Project Work (PROJ)**

PROJ is an extended program where students have to submit the project work in the final semester and is evaluated in their final semester of the study. This type of project work provides in-depth exposure to professional environments, allowing students to work on significant projects, gain comprehensive industry experience, and enhance their employability.

### **5.2.6 Mandatory Courses (MC)**

MC are courses such as that students can take without the pressure of exams or grades. These courses allow students to explore subjects of interest outside their main field of study, fostering a love for learning and intellectual curiosity. Although these courses do not count towards degree credit requirements, they can enhance knowledge and skills.

### **5.2.7 Technical Paper Publication (TPP)**

Technical Paper Publications are designed to develop essential skills and competencies necessary for personal and professional growth.

### 5.2.8 Credit Transfer/ Equivalence

- Credit Transfer is a convenient way of transferring the Credits of courses.
- Credit transfer through MOOCs is a process that allows students to earn academic credits from courses offered from online, the number of hours for the online courses must be satisfied i.e. mentioned in 2.6.
- Any student interested to seeking admission in Aditya university from other Higher Educational Institutions (HEI), they have to complete same syllabi and credits, and if the course(s) its equivalent(s) appear in the programme curriculum into which the student is now admitted, it is assumed that the student has earned the credits by credit transfer/equivalence.
- The approval of credit transfer has to be certified from BoS chairperson.

## 6. Assessment and Evaluation

Student performance in coursework is assessed through examinations conducted during and at the conclusion of the Semester. At University, student knowledge, understanding, and competence in the courses studied are thoroughly assessed and certified. Assessment typically comprises two parts, each essential for evaluating student performance.

- Continuous Internal Evaluation (CIE)
- Semester End Examinations (SEE)

CIE consists of two Internal Examinations (IE1&IE2) and Learning Activities (LA), conducted by the course instructor throughout the semester. Learning Activities may include mid-term tests, weekly or fortnightly class tests, Case study analysis, assignments, problem-solving exercises, group discussions, quizzes, seminars, presentations, mini-projects, and other methods.

SEE is conducted at the end of the semester by the University Examination Center, on dates set at the university level. This includes a written examination for theory courses and a practical/design examination with an integrated oral component for laboratory/design courses.

### 6.1 Assessment pattern for Theory and Practical courses

Based on the type of course, CIE and SEE will be conducted as follows.

Type of Course(s)	L&T	P	C	CIE (Marks)						SEE (Marks)			Grand Total
				IE1	IE2	LA	Day to Day Activity	Lab Test	Total	Theory	Practical	Total	
Theory	1-3	0	2-4	16	24	10	-	-	50	50	-	50	100

<b>Lab</b>	0	2	2	-	-	-	25	25	<b>50</b>	-	50	<b>50</b>	<b>100</b>
<b>Integrated</b>	2	2	4	16	24	10	25	25	<b>50</b>	50	50	<b>50</b>	<b>100</b>
	1	2	3	-	-	-	25	25	<b>50</b>	-	50	<b>50</b>	<b>100</b>
	2	1	3	10	15	-	15	10	<b>50</b>	50	-	<b>50</b>	<b>100</b>
<b>Summer Internship</b>	0	2	2	-	-	-	-	-	<b>100</b>	-	-	-	<b>100</b>
<b>Project Work (PROJ)</b>	0	04	04	-	-	-	-	-	<b>50</b>	-	-	<b>50</b>	<b>100</b>
<b>Fundamental English Proficiency</b>	0	1	1	-	-	-	-	-	<b>100</b>	-	-	-	<b>100</b>
<b>Mandatory Course</b>	0	0	0	-	-	-	-	-	<b>100</b>	-	-	-	<b>100</b>

DDA	Day-to-Day Activity	LT	Lab Test
TM	Total Marks	TE	Theory Examination
PE	Practical Examination	IC	Integrated Courses
GT	Grand Total	ES	Employability Skills
ST	Study Tour	L	Lecture
T	Tutorial	P	Practical

- 6.1.1.** If the course(s) consist only of Lecture (L) and Tutorial (T) components, the CIE is based on two IEs and one LA. IE-1 shall be conducted from Units I & II, and IE-2 shall be conducted from Units III, IV, and V. The total marks scored in the two IEs and LA shall be considered for the CIE.
- 6.1.2.** If the Lecture (L) hours are less than the Practical (P) hours, the CIE shall be evaluated based on Day-to-Day Activities and internal lab tests.
- 6.1.3.** If the Lecture (L) hours and Practical (P) hours are equal, the CIE shall be conducted separately for theory and lab components, as mentioned in sections 6.1.1 and 6.1.2, respectively. The average of the theory and lab marks shall be considered as the final CIE marks.
- 6.1.4.** If the Lecture(L) hours are greater than the Practical(P) hours, the CIE shall be evaluated based on IEs and Lab internal test.
- 6.1.5.** The SEE for theory courses shall be conducted for 50 marks with a duration of 180 minutes, consisting of 10 questions—two questions from each unit. Each question may have sub-

questions. Students must answer one question from each unit, with each unit carrying 10 marks.

**6.1.6.** The SEE for lab courses shall be conducted by the faculty concerned, and an examiner appointed by the Controller of Examinations.

**6.1.7.** If the Lecture (L) hours and the practical (P) hours are equal, in this case SEE shall be conducted separately for theory and lab. The average of theory and lab marks considered as final SEE marks. A student must pass in both SEE of Theory and Lab separately.

**6.1.8. Summer Internship**

One Summer Internship either onsite or virtual with a minimum of 4 weeks duration, done at the end of the first year is mandatory. It shall be completed in collaboration with local industries, Govt. Organizations, construction agencies, Power projects, software MNCs, etc. Summer Internship shall be evaluated in the III semester. For these types of courses, there shall be only CIE for 100 marks, there is internal review of 50 marks which need to be conducted by the concerned department. The review marks are split into three parts, 20 marks for presentation, 15 marks for the report, and 15 marks for viva voce. The sum of two reviews shall be considered for 100 marks.

**6.1.9. Project Work (PROJ)**

In the final semester, he/she should work on a project with well-defined objectives. At the end of the IV semester, the student shall submit a project report. For project, 100 marks are awarded, out of which 50 marks shall be for CIE and 50 marks for SEE. Students are suggested to submit their project work for publication in an international conference/Journal with a Scopus index or in an indexed journal (SCI, WOS, Scopus). For these types of courses, there shall be CIE for 50 marks and SEE for 50 marks. CIE 50 marks, there are two internal reviews each review consists of 20 marks which are split into two parameters presentation for 15 marks and report for 5 marks. The remaining 10 marks shall be assigned by the guide according to the performance of the student. The sum of two reviews shall be considered for CIE 50 marks. The SEE 50 marks for Viva-voce which is conducted by the controller of examination by assigning an examiner.

**6.1.10.** Fundamental English Proficiency, Advanced English Proficiency courses have only CIE for 100 marks. The pattern of evaluation shall be framed by course coordinator. Student shall earn a minimum of 50% marks to pass the examination.

**6.1.11.** Design Thinking course have only CIE. The pattern of evaluation shall be framed by course coordinator. Student shall earn a minimum of 50% marks to pass the examination.

S.No	Components	CIE	SEE	Total
1	Theory Courses	50	50	100
2	Lab Courses	50	50	100
3	Integrated courses	50	50	100
4	Summer Internship	100	-	100
5	Project Work (PROJ)	50	50	100
6	Cognitive Skills	100	-	100
7	Design Thinking	100	-	100

**6.1.12.** Technical Paper Publication has only internal evaluation. One student or a team of not exceeding 3 students can publish a paper. The grade shall be assigned according to the details given in section 7.3 (Grading for Technical Paper Publication).

**6.1.13.** For courses assessed solely through Continuous Internal Evaluation (CIE) and carrying credits, the examinations will be conducted at the department level. Any one of the following cases may apply:

Case 1: If a student is promoted in the course and has paid the regular examination fee, the CIE marks obtained during the regular semester shall be retained.

Case 2: If a student is promoted but did not pay the regular examination fee, the student must apply for supplementary examinations, and the CIE marks obtained during the regular semester will be retained.

Case 3: If a student is detained in the course, the student must re-register for the course when it is offered again.

**6.1.14.** For Mandatory Courses / Audit Courses / Courses Carrying 0 Credits, the Continuous Internal Evaluation (CIE) shall be conducted at the department level, and no examination fee shall be collected.

Case 1: Based on the student's performance in the examination, a grade of Satisfactory (S) or Not Satisfactory (N) will be awarded and reflected in the results. If a student receives an "N" grade, he/she must appear for the supplementary examination to improve their result.

Case 2: If a student is detained in the course, he/she must re-register for the course when it is offered again.

## **6.2 Eligibility for Examinations**

A student who has registered for the courses is eligible to take the SEE. However, a student shall not be permitted to take the SEE if they are involved in any in-disciplinary issues or have a shortage of attendance.

### 6.3 Announcement of Results

The Controller of Examinations will announce the results within a week after the completion of the examinations. Students can view their results through their student login portal.

### 6.4 Script Viewing/Revaluation

- Students can view their answer scripts through their login portal by paying the prescribed fee.
- Students who are not satisfied with the grade obtained can apply for revaluation by paying the prescribed revaluation fee.

### 6.5 Withholding of Results

If a student has any dues to the university or is involved in any in-disciplinary activity, malpractice, or court case, his/her results shall be withheld.

### 6.6 Makeup Internal Examinations

If a student is absent during the internal examinations for a valid reason and with prior permission from the HoD, the student shall attend the Makeup Internal Examination. The schedule for the Makeup Internal Examination is provided in the academic calendar.

## 7. Grading

The following grading systems are adopted to assign the grades.

- Absolute grading
- Relative grading

### 7.1 Absolute grading

- The Absolute Grading system shall be applicable to the following categories of courses:
  - Theory / Laboratory / Integrated courses with student strength less than or equals to 30.
  - Courses having only Continuous Internal Evaluation (CIE).
  - Project courses.
  - Internship courses.
  - Certification courses / MOOCs.
- **Absolute Grading-Letter Grade and its range**

Range of Marks	Description	Grade	Grade Point
90-100	Outstanding	O	10
80-89	Excellent	A+	9
70-79	Very Good	A	8
60-69	Good	B+	7
50-59	Average	B	6
0-39	Fail	F	0
-	Absent	Ab	0

## 7.2 Relative Grading

- The Relative Grading system shall be applicable to the following categories of courses:
  - Theory / Laboratory / Integrated courses with student strength greater than 30

- **Relative Grading – Letter Grade and its range**

Range of Marks	Description	Grade	Grade point
Marks Scored $\geq$ Mean + 1.5* $\sigma$	Outstanding	O	10
Mean + 1.5 $\sigma$ < Marks Scored $\leq$ Mean + 1* $\sigma$	Excellent	A+	9
Mean + 1* $\sigma$ < Marks Scored $\leq$ Mean + 0.5* $\sigma$	Very Good	A	8
Mean + 0.5* $\sigma$ < Marks Scored $\leq$ Mean -0.5* $\sigma$	Good	B+	7
Mean -0.5* $\sigma$ < Marks Scored $\leq$ Mean – 1* $\sigma$	Average	B	6
Marks Scored < Mean -1.5* $\sigma$	Fail	F	0
-	Absent	Ab	0

Where  $\sigma$ : Standard deviation

$$\sigma = \sqrt{\frac{\sum_{i=1}^N (x_i - Mean)^2}{N}}$$

$x_i$ : individual marks of the i-th student

$N$ : Number of students registered

For courses that include both Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) marks, a student must obtain a minimum of 35% marks in SEE and 40% marks in total to apply absolute or relative grading.

For courses that are having only Continuous Internal Evaluation (CIE) component, a student must obtain a minimum of 40% marks in CIE to apply absolute.

For Mandatory Courses a grade of Satisfactory (S) or Not Satisfactory (N) will be awarded to the student based on his/her performance in the examination.

## 7.3 Grading for Technical Paper Publications grading is absolute

Publication	Grade	Grade Point
SCI Journal	O	10
Scopus Journal /Scopus Book Chapter/ NAAS Journals	A+	9
WoS Journal / Contribution to Open Source Libraries (with verifiable repository or acknowledgement)	A	8

National / International Conference -IEEE / ACM / Scopus Indexed Proceedings (Presentation Certificate Mandatory)	B+	7
National / International Conference organized by NAAC A++ / NIRF Rank or QS Ranking institutions (Presentation Certificate Mandatory)	B	6
Fail to publish	F	0

#### 7.4 Computing Grade Point Averages (SGPA, CGPA)

- The Semester Grade Point average (SGPA) is the ratio of the sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of the courses undergone by a student

$$SGPA = \frac{\sum(C_i \cdot G_i)}{\sum(C_i)}$$

Where  $C_i$  is the number of credits of  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

- The Cumulative Grade Point Average (CGPA) is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of the programme.

$$CGPA = \frac{\sum(C_i \cdot S_i)}{\sum(C_i)}$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

- The SGPA and CGPA shall be rounded off to two decimal points and reported in the transcripts.
- While computing the SGPA/CGPA, the courses in which the students is awarded zero grade points will also be included.

#### 7.5 Conversion from CGPA to Percentage:

Cumulative Grade Point Average can be converted into an equivalent percentage using the following, Percentage of Marks = (CGPA - 0.5) x 10

#### 7.6 Award of class

- The student is awarded a MCA. Degree if he/she acquires the minimum number of credits, as specified in the program structure.
- Student shall be placed in one of the following four classes.

<b>Class Awarded</b>	<b>CGPA Secured</b>
First class with Distinction	$\geq 7.5$
First Class	$\geq 6.5$ to $< 7.5$
Second Class	$\geq 5.5$ to $< 6.5$

### **8. Academic Malpractice**

- The Controller of Examinations shall refer all instances of malpractice detected in Internal Evaluations and Semester End Examinations to an Enquiry Committee. The Committee shall submit a report on the malpractice allegedly committed by the student to the Controller of Examinations. The Controller of Examinations, along with the members of the Committee, is authorized to impose a suitable punishment as per the University malpractice rules.
- The committee consists of the HoD of the concerned department, a course expert, and an observer.

### **9. Issue of Certificates**

The Provisional Certificate (PC), Consolidated Marks Memo (CMM), and Original Degree (OD) will be issued by the University Examination Center, whereas grade sheets shall be obtained from DigiLocker.

### **10. Revision in Academic Regulations**

The Academic Council, chaired by the Vice-Chancellor of the University, reserves the right to add, delete, or modify these regulations at any time, notwithstanding any other provisions of this document. In the event of any dispute regarding the interpretation of the rules, only the interpretation provided by the Academic Council shall be considered final and binding.

**MALPRACTICE RULES**  
**Disciplinary Action for /Improper Conduct in Examinations**

	<b>Nature of Malpractices / Improper conduct</b>	<b>Punishment</b>
	<b>If the candidate</b>	
1(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the course of the examination (theory or practical) in which he is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid in the course of the examination)	Expulsion from the examination hall and cancellation of the performance in that course only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the examination hall in respect of any matter.	Expulsion from the examination hall and cancellation of the performance in that course only of all the candidates involved. In case of an outsider, he will be handed over to the police and a case is registered against him.
2	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the course of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester.
3	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the courses of that Semester
4	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that

		Semester. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester. The candidate is also debarred for two consecutive semesters from class work and all End examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
6	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that Semester. The candidate is also debarred and forfeits of seat.
7	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred and forfeits the seat. The performance of the original candidate, who has been impersonated, shall be cancelled in all the courses of the examination (including practical and project work) already appeared and shall not be allowed to appear for examinations of the remaining courses of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the impostor is an outsider, he will be handed over to the police and a case is registered against him.

8	<p>Refuses to obey the orders of the Chief controller of examinations / Observer / any officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out or instigates others to walk out, or threatens the officer-in-charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in charge, or any person on duty in or outside the examination hall or any of his relations,</p> <p>or indulges in any other act of misconduct or mischief which result in damage to or destruction or property in the examination hall or any part of the University campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the orderly conduct of the examination.</p>	<p>In case of students of the University, they shall be expelled from examination halls and cancellation of their performance in that course and all other courses the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the courses of that semester. The candidates also are debarred and forfeit their seats. In case of outsiders, they will be handed over to the police and a police case is registered against them.</p>
9	<p>If student of the University, who is not a candidate for the particular examination or any person not connected with the University indulges in any malpractice or improper conduct mentioned in clause 6 to 8.</p>	<p>Student of the University expulsion from the examination hall and cancellation of the performance in that course and all other courses the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the courses of that semester/year. The candidate is also debarred and forfeits the seat.</p>
10	<p>Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.</p>	<p>Cancellation of the performance in that course.</p>
11	<p>Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.</p>	<p>Cancellation of the performance in that course and all other courses the candidate has appeared including practical examinations and project work of that End examination.</p>

12	If any malpractice is detected which is not covered in the above clauses 1 to 11 shall be reported to the Chief controller of examinations for further action to award suitable punishment.	
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\*MCA Academic Regulations 2024 V 2.0 as finalized on 24-04-2026.