



VEER SURENDRA SAI UNIVERSITY OF TECHNOLOGY

REGULATIONS FOR MCA PROGRAMME

(Applicable for the students admitted into 1st Year MCA Course
From the Academic Year 2016-17)

1. Admission

Admission into MCA Course of the University is made based on the basis of the rank secured in Odisha Joint Entrance Examination (OJEE) mains or any other procedure decided by the Odisha state Government from time to time.

2. Award of MCA Degree

A student will be declared eligible for the award of MCA. Degree if he fulfills the following academic regulations:

- 2.1 The candidate shall pursue a course of study for not less than three academic years and not more than six academic years.
- 2.2 The student, who fails to fulfill all the academic requirements for the award of the degree within six academic years from the year of their admission, shall forfeit his seat in MCA Course.
- 2.3 The candidate shall register and secure all credits offered for the course.
- 2.4 Has not been convicted for any cognizable offence.
- 2.5 Has secured CGPA 6.0 or more.
- 2.6 Obtained satisfactory grade in Yoga/NSS
- 2.7 Has cleared the credit requirements with pass grade or more in each subject.
- 2.8 Has a satisfactory conduct.
- 2.9 The student overall competency will be judged by the grade point average. There will be no class division awarded.

The medium of instruction is ENGLISH

3. Academic Calendar

- 3.1 Each year shall be divided into two Semesters—Autumn/Odd Semester (July to December) and spring/Even Semester (January to June). The Autumn Semester shall ordinarily begin in July for students already on rolls and the spring semester shall ordinarily begin in January. However, the first semester (autumn, for newly admitted students) may be held a little later depending on completion of admission formalities. The number of instruction days shall be a minimum of 90 working days per semester. One week is utilized for mid-semester examination.
- 3.2 Each year the University prepares an academic calendar, which will be adhered to. Details of curricula and syllabi shall be as decided by the Academic Council on recommendation of respective Boards of studies with provision for modification from time to time as per the needs.

4. Credits Assigning to Courses

Table 1: Details of credits

	Maximum Marks	Semester		Pass Grade
		Periods / Week	Credits	
Theory	100	04	04	P
Laboratory course	100	03	02	B
Comprehensive Viva Voce	100	-	02	B
Seminar	100	3	02	B
Minor Project	100	2	02	B
Major Project	100	6	20	B

5. Distribution and Weightage of Marks

The performance of a student in each semester will be evaluated subject-wise for a maximum of 100 marks for each theory, Laboratory, Comprehensive Viva Voce, Seminar and Project work.

5.1 Theory Subjects

(a) A theory paper will have 100 marks. The distribution of marks is as follows:

Mid -semester Examination (of 2 Hours duration)	=	20 Marks
Assignments & Quiz	=	10 Marks
End semester Examination (of 3 Hours duration)	=	70 Marks
Total	=	100 Marks

(b) The Mid-Semester Examination will be conducted ordinarily after 40-45 days of Commencement of Semester. The academic calendar will specify the schedule for Mid-Semester and the End Semester examination.

Repeat Mid Semester Examination

A student remaining absent in Mid-semester examination shall forfeit the marks allotted for the examination. However, a student may be allowed to appear repeat Mid-semester examination to be conducted as per the Academic Calendar under the following cases.

- i) Death in family (to be supported by necessary documents).
- ii) Illness leading to hospitalization (to be supported by the Discharge Certificate from the hospital)
- iii) Participation in cultural/sports/other official/academic assignment in the interest of University/Government (to be supported by relevant documents and duly permitted by Dean, Students' Welfare).
- iv) Appearing the interview/written test for a job/higher study (to be supported by suitable evidences and certified by Dean, Students Welfare).

Procedure of application for repeat mid-semester examination

- (i) If such cases occur during the Mid-semester examinations then the student should apply in proper format of application, which will be available in the university website or in the office of the Dean, PGS&R for prior permission from the officials as specified in the following Table 2 with necessary supporting documents before remaining absent in the Mid-Semester examination (whenever possible).
- (ii) The offices of wardens of different halls of residence, and dean, student's welfare will send recommended cases in a consolidated form with supporting documents within seven days from the conduct of last date of mid semester examination to the office of the Dean (PGS&R).
- (iii) The office of the Dean PGS&R will scrutinize such recommended cases and if required a committee comprising of Dean(PGS&R) as convener, Dean (Academic affairs), Dean(SW), COE, Medical officer of the University, warden of respective hall of residences will be called for verification of genuineness of cases of application. Otherwise the recommended cases will be treated as final.

Table 2: Details of officials for prior permission by students for repeat mid semester Examination under different cases

Sl. No.	Cases	Authorized Recommending Officials
1	i) Cases (a) & (b)	Warden (for Boarders) & DSW (For Day Scholars)
2	ii) Case (c) & (d)	DSW (For all students)

5.2 Laboratory Courses

Day to Day work	=	70 Marks
End semester Examination (of 3 Hours duration with External Teacher)	=	30 Marks
Total	=	100 Marks

For Laboratory subjects there shall be a continuous evaluation during a semester for day-to-day work in the laboratory including record writing 70 marks and 30 marks for end semester examination marks. The end semester examination shall be conducted with an external examiner (Teacher other than the concerned laboratory Teacher) and the laboratory teacher as the internal examiner. Student has to secure minimum of 35 marks from day to day work and 15 marks in end semester examination for securing pass mark that is B grade. Each student has to do independently one experiment during end semester examination. The teacher in charge of the subject has to formulate the modalities of assigning the experiment for the end semester examination.

5.3 Comprehensive Viva-Voce

There shall be a Comprehensive Viva-Voce at the end of 6th semester. The Comprehensive Viva-Voce will be conducted by a Committee consisting of Head of the Department and three senior faculty members of the Department and two External Examiners one from relevant Industry and another from academic institutes. The Comprehensive Viva-Voce is intended to assess the student's understanding of the subjects he studied during the MCA course of study. The Comprehensive Viva-Voce is evaluated for 100 marks by the Committee.

5.4 **Seminar**

There shall be seminars in MCA. For seminar the student shall collect the information on a specialized topic and prepare a report, showing his understanding on the topic, and submit it to the department. Further, student has to give a presentation on the seminar report before departmental committee. The committee shall evaluate the seminar report, presentation and Viva-voce and the marks are awarded as follows:

1) Day to work	-	20 Marks
2) Report preparation	-	20 Marks
3) Seminar Presentation	-	40 Marks
4) Viva-Voce on the Seminar topic	-	20 Marks
Total	-	100 Marks

5.5. Evaluation of Minor Project and Major Project

(i) **Minor Project:**

There are two minor projects in 4th semester (Minor project I) and 5th Semester (Minor project II). The evaluation of Minor projects will be made based on presentation made before the Departmental committee. The project report with the weightage of marks shown below (No external examiner for Minor Project):

The award of Marks for the Minor Projects:

1) Day to day work (awarded by the Supervisor)	60 Marks
2) Project Report (Awarded by the Committee)	10 Marks
3) Presentation of Project Seminar (Awarded by the Committee)	20 Marks
4) Viva Voce (Awarded by the Committee)	10 Marks
Total	100 Marks

(ii) **Major Project:**

There shall a major project in 6th semester, where the student shall investigate or work on a topic in any field of computer applications relevant to the course. During the project work student shall do experimental or analytical work or programming works or any other type of project approved by the Departmental committee consisting of three senior faculty members of different specialization and HoD. The committee should adopt a rational approach in assigning project supervisor to a student with respect to the research interest of the students in various specializations. When a student chooses to do major project work in an industries/reputed institutions/universities then, the internal faculty member should be the one of the supervisor for completion of the project. Attendance of such students doing project shall be furnished by the internal supervisor based on his interaction with the student. At the end of the 6th Semester the student shall submit a project report and give a power point presentation before the Departmental committee with external Examiner(s) outside the University in the relevant fields.

The award of Marks for the major project

1) Day to day work (awarded by the Supervisor)	-	50 Marks
2) Project Report (Awarded by the Committee)	-	10 Marks
3) Presentation of project Seminar (Awarded by the Committee)-	-	20 Marks
4) Viva Voce (Awarded by the Committee)	-	20 Marks
Total	-	100 Marks

6. Attendance Requirements

- 6.1 A student is eligible to write the University examinations in a subject provided he register pursues a regular course of study and attends at least 75% of classes in respective theory, laboratory and project schedule date during the semester.
- 6.2 The student will be given attendance for all the day he attended sports, games activities, other academic/ official assignments in the interest of the University / Government with prior written permission of the University, after due recommendation from Head of the Department (subjected to a maximum of 10% all together)
- 6.3 The condonation of shortage of attendance up to 10% (65% and above and below 75%) in each subject may be granted by the Committee consisting of medical officer of the university, COE, DSW, Dean (Academic affairs) and Dean (PGS&R) as convener for a student who has remained absent in classes for short periods due to death in the family and long period of his hospitalization. The committee will examine the case based on the documents submitted by the students, facts and circumstances. Assessment will be done by the committee on the merit of the case and spell out their recommendation to the vice-chancellor.

Based on this recommendation, Vice-chancellor may then give condonation of attendance, if disserving, but in any case, condonation cannot exceed 10%. The concern student, including both boarder and day scholar, should apply for this purpose in the prescribed application form available in university website with supporting documents in the office of Dean (Student welfare) immediately after his absent.

The consolidated list of such application will be sent by the office of the Dean (Student welfare) to office of the Dean (PGS&R) before seven days of starting end semester examination.

- 6.4 Shortage of attendance below 65% in a subject shall not be condoned. It is responsibilities of each and every student to keep track or monitor his percentage of attendance for each subject and ensure that he satisfies the attendance norms presented by the university. If the student finds any discrepancy or error in the attendance status, he should immediately bring it to attention of the concern faculty members and respective HoD if required and seek redressal.
- 6.5. Students whose attendance is less than 65% in any subject are not eligible to write their end semester examination. He is allowed to appear supplementary examination with one grade less except for the students securing "P" grade and cases detained based on medical ground.

7. Minimum Academic Requirements

Results and Promotions:

- 7.1 In order to pass a programme / course a candidate must secure a minimum grade as specified in following sub-sections:
 - (a) Pass in a Subject Item (Theory):
A candidate declared pass in a theory paper, if he has secured minimum of 30 Percentage marks in End Semester examination and overall 35 percentage marks in a subject including internal examination ("P" grade) to next higher level/year.
 - (b) Pass in a Subject Item (Laboratory course / Project / Seminar / Viva- Voce):
In a Laboratory course / Sessional / Seminar / Viva-Voce paper a candidate shall pass (clear) a subject if he / has secured minimum of 50 Percentage Points (B grade).

(c) Pass in Project:

A candidate is declared as passed if he secures minimum 50 Percentage marks (B grade).

- (d) If a candidate fails in a subject item (Laboratory course / Seminar / Project/ viva-voce) in a semester he has to take re-admission in that semester in the next academic year. All such failure cases shall be reported to the HoD of the concern subject by the concern teacher (Examiner) before submission of marks to the CoE. The same is to be discussed in the departmental committee to be formed by the HoD. The departmental committee should consists of concern teacher (Examiner) and at least three senior faculty members and HoD as chairman and the decision taken there on with revised marks, if any, shall be forwarded to the concern conducting board for consideration.

7.2 Passed and Promoted (denoted by P) indicating that:

He has no backlog from lower levels.

He has secured CGPA ≥ 5.5 in cleared subjects.

7.3 Eligible for Promotion with backlogs (denoted by XP) indicating that

The candidate is eligible for promotion to next higher level/year with backlog (XP) as shown in Table 3.

Table 3: Requirements for Promotion/Admission to Next Higher Semester

1	2	3	4	5
For Admission into	Should have passed Sessional/ Laboratory course/ Project work/ Seminar/ Viva-Voce items of	Should not have failed in more than four theory papers of	Should have cleared all course items of	Should have a minimum CGPA 5.5 in subjects passed
2 nd Semester	1 st Semester	-	-	-
3 rd Semester	2 nd Semester	1 st & 2 nd Semesters taken together	-	1 st & 2 nd Semesters
4 th Semester	3 rd Semester	-	-	-
5 th Semester	4 th Semester	3 rd & 4 th Semesters taken together	1 st & 2 nd Semesters	3 rd & 4 th Semesters
6 th Semester	5 th Semester	-	-	-
For issue of Final Grade sheet		No backlogs in any semesters	All Semesters	6.0 or more

7.4 Ineligible for Promotion (denoted by X)

The candidate is NOT eligible for promotion to next higher level/ years if he does not satisfy the conditions in the Table 3. A student who fails to fulfil the candidature by laid down in Table - 3 shall become non-collegiate student for clearing the papers in which he has failed. He has to register for those subjects for appearing the examination in the next

academic year subject to satisfying the condition lay down in section 2.1 and 2.2 of this regulation.

- 7.5 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

8. Supplementary Examination

There shall be a Supplementary Examination for theory papers every year in June / July. Students who have failed in the theory subjects registered by them in odd and even semesters of the year, may avail this opportunity to clear these backlog subjects. The exact schedule for supplementary examination will be notified by the Controller of Examinations (COE) in the university website. Students are allowed to appear the supplementary examination only after register in the back log subjects by paying necessary dues during the notified period. Those who have attendance shortage in the theory subject as mentioned in the section 6.5 are allowed to appear supplementary examination.

9. Grading System

- 9.1 A letter grading system is followed by the University based on 10 points as follows as recommended by UGC:

Table No. 4: Details of Percentage of Points and corresponding Grade points

Qualification	Grade	Score on 100 Percentage Points	Points
Outstanding	O	$\geq 90\%$	10
Excellent	A+	$\geq 80\% \text{ \& } < 90\%$	9
Very Good	A	$\geq 70\% \text{ \& } < 80\%$	8
Good	B+	$\geq 60\% \text{ \& } < 70\%$	7
Above Average	B	$\geq 50\% \text{ \& } < 60\%$	6
Average	C	$\geq 40\% \text{ \& } < 50\%$	5
Pass	P	$\geq 35\% \text{ \& } < 40\%$	4
Fail	F	$< 35\%$	0
Absent	Ab		0

- 9.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be

Specified as:

SGPA -Semester Grade Point Average.

CGPA-Cumulative Grade Point Average.

9.3 Definition of Terms

- POINT-Integer showing each letter grade. (as shown in Table- 4)
- CREDIT -Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Courses (also see Table -1).
- CREDIT POINT = (b) x (a) for each course item.
- CREDIT INDEX = \sum CREDIT POINTS of course items in a semester.
- SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX for the Semester}}{\sum \text{CREDITS}}$$

(Note: (d) and (e) are same for course; d) referred for the limited research programs where a limited courses are registered for and e) referred for regular semester courses)

f) **CUMULATIVE GRADE POINT AVERAGE (CGPA)**

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all previous Semesters}}{\sum \text{CREDITS of all previous Semesters up to a semester.}}$$

9.4 The Grade secured in YOGA will be mentioned in the 4th Semester Grade Sheet along with the CGPA.

9.5 Conversion Formula to percentage (as per UGC Guidelines):

The conversion from CGPA to percentage of marks shall be as follows:

$$\text{Percentage of marks: } (\text{CGPA} - 0.5) \times 10\%.$$

9.6 For non-credit courses 'Satisfactory' or 'Unsatisfactory' shall be indicated instead of the letter grade and this will not be counted for the computation of SGPA/CGPA.

9.7 **Grade Sheet**

At the end of each even semester, grade sheet shall be made available to each student free of cost. However, if a student requires a duplicate grade sheet he should apply to the Controller of Examinations along with a money receipt of required fee. The grade sheet of a student may be withheld if he has not paid his dues or if there is a case of indiscipline pending against him for any other reason.

10. **Transit Regulation in case of change in Regulations or Course of Studies**

10.1. When a student seeks admission/ readmission to a semester other than 1st semester at a later academic year, he has to pursue study according to the new courses of study from that semester onwards. But he shall be governed by regulation prevalent at the time of his admission to first semester and shall have to appear back papers of the previous semesters according to the old course of studies.

10.2. The degrees shall be awarded to such students by the University after the recommendations of the Academic Council of the university.

11. **Residence**

11.1 Veer Surendra Sai University of Technology is ordinarily a residential University. However, upon non-availability of seat in halls of residence students shall make their own arrangement for boarding & lodging outside under intimation to the institution.

11.2 The boarders shall abide by the rules of the halls of the residence framed from time to time and follow the code of conduct mentioned in the Regulation and shall clear all dues up to date.

11.3 The University will provide reasonable accommodation to students with disabilities as per availability in order to promote academic success.

12. **Conduct and Discipline**

12.1. Students shall conduct themselves within and outside the premises of the University in a manner befitting the students of a premier University.

12.2 Students shall show due respect to the teachers and officers of the University. Further, proper courtesy and consideration should be extended to the employees of the University and of the halls of residences. They shall also pay due attention and courtesy to the visitors of the university and residents of the campus.

- 12.3 Students are required to develop a friendly, camaraderie with fellow students. In particular, they are expected to show kindness and consideration to the new students admitted to the University every year. ***Ragging in any form inside and outside in campus is banned by law.*** Acts of ragging will be considered as gross indiscipline and will be severely dealt with.
- 12.4 The following acts of omission and/or commission shall constitute gross violation of the code of conduct and are liable to disciplinary action.
- Ragging (See UGC regulation on curbing the menace of ragging)
 - Lack of courtesy and decorum, indecent behavior anywhere within or outside the campus.
 - Willful damage or stealthy removal of any property/ belongings of the University /Hostels or fellow students.
 - Possession, consumption or distribution of alcoholic drinks or any kind of hallucinogenic drugs.
 - Adoption of unfair means in the examinations.
 - Mutilation or unauthorized possession of Library books.
 - Noisy and unseemly behavior, disturbing fellow students. Commensurate with the gravity of offence, the punishment may be reprimand, fine/ expulsion from the hostel, debarment from examination, rustication for a specified period or even outright expulsion from the University. The Vice-Chancellor on recommendation of the Disciplinary Committee may take any disciplinary action as deemed fit and deserving. The academic council may not recommend a student, who is found guilty of some major offence, to BOM for the award of a degree even if he has satisfactory completed the entire academic requirement.

13. **Readmission to a Semester**

The following categories of students may seek readmission to a semester:

- Those who have discontinued study in a semester of previous academic year on valid grounds.
 - Those who have been rusticated for some definite period in a semester of previous academic year provided the period of punishment is over by the time of admission.
 - Those who have been detained due to shortage of attendance in a semester of previous academic year.
 - Those who have failed to satisfy the requirements under regulation for promotion to the next year / semester.
14. Anomaly (if any): All differences and disputes arising in the interpretation and implementation of these regulations as above in this prospectus will be referred to the Vice-Chancellor and his decision shall be final and binding.
15. Jurisdiction for all disputes, if any relating to VSSUT is Sambalpur, Odisha, India only.

16. **Withdrawal of degree**

Under extremely exceptional circumstances where gross violation of the post-graduation requirements is detected at a later stage, the academic council may recommend for withdrawal of the degree already awarded.

17. General

- 17.1 Wherever the words he/him/his occurs in the regulations, they include she/her/hers.
- 17.2 The academic regulation should be read as a whole for the purpose of any interpretation.
- 17.3 In case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice-Chancellor is final.
- 17.4 The University may change or amend the academic regulations of syllabi at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.

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