

SONA COLLEGE OF
TECHNOLOGY

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| Autonomous Institution |

Approved by AICTE

Affiliated to Anna University, Chennai

ISO 9001 : 2015 Certified

NAAC - Accredited A - Grade

All eligible programmes NBA-Accredited



MCA REGULATIONS 2018

(Applicable for students admitted in 2018 and onwards)

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SONA COLLEGE OF TECHNOLOGY, SALEM-636 005
REGULATIONS 2018
AUTONOMOUS COLLEGE UNDER ANNA UNIVERSITY, CHENNAI
REGULATIONS FOR MCA DEGREE PROGRAMME 2018 AND
ONWARDS

The Regulation 2018 of Sona College of Technology introduces Choice Based Credit System (CBCS). CBCS enables students to

- learn at their own pace
- choose electives from a wide range of courses
- move towards an interdisciplinary approach in learning by choosing open electives
- complete a part of programme in the parent institute and get enrolled in another. This enables inter College/ University credit transfer.

These regulations are applicable to all the students admitted into MCA programmes from the academic session 2018-2019 onwards.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

1.1 The regulations hereunder are subject to amendments as may be made by the Academic Council (AC) of the College from time to time, keeping the recommendations of the Board of Studies in view. Any or all such amendments will be effective from the date of amendment and will be applicable to the batches of students who are admitted to the programmes during the year in which amendments are made. They might be applicable even to those who are already undergoing the programmes, as may be decided by the AC.

1.2 DEFINITIONS

- i. "Academic Autonomy" means autonomy granted by the University Grants Commission (UGC) and Anna University, Chennai to Sona College of Technology in all aspects of conducting its academic programmes for promoting excellence;
- ii. "Autonomous College" means a College notified as an autonomous college by the University, as per the Anna University Autonomous College Statute;
- iii. "Commission" means University Grants Commission;
- iv. "Council" means All India Council for Technical Education;
- v. "Statute" means Anna University Autonomous College Statute;
- vi. "University" means Anna University, Chennai;
- vii. "College" means Sona College of Technology, Salem;
- viii. "Programme" means Degree Programme that is MCA Degree Programme;
- ix. "Course" means a subject either theory or practical identified by its course title and number, and which is normally studied in a semester, for example, Digital Fundamentals and Computer Organization (P18MCA101) and Programming Laboratory in C (P18MCA105), etc.

2. ADMISSION

- 2.1 Students seeking admission to the Regular MCA degree Programme (3 years) will be required to satisfy the conditions of admission prescribed by Anna University, Chennai and Government of Tamilnadu at the time of admission and are prescribed in Table 1.

Table 1: Eligibility Criteria

Eligibility	<p>A pass in a recognized Bachelor's degree of minimum 3 year duration with Mathematics at 10+2 level or at Graduate level and obtained at least 50 % (45 % in the case of students belonging to reserved category) in the Qualifying degree examination.</p> <p>a) 10+2+3/4 years pattern</p> <p>(or)</p> <p>b) 10+3 years diploma + 3 years pattern</p> <p>(or)</p> <p>c) (i) 10+2+AMIE*</p> <p>(or)</p> <p>(ii) 10+3 years diploma (awarded by the State Board of Technical Education) + AMIE*.</p>
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*Students with section 'a' and 'b' certificates and other similar certificate of professional bodies or societies (e.g. AMIE) recognized by the Ministry of Human Resource Development, Govt. of India are considered to be equivalent to B.E./B.Tech. Degree holders only with 2 years regular full time Teaching / Industrial experience in the relevant field after successful completion of the course including project work. An experience certificate is to be produced by the students.

- 2.2 Students seeking admission to the Lateral Entry of MCA programme (2 years) will be required to satisfy the conditions of admission prescribed by Anna University, Chennai and Government of Tamilnadu at the time of admission and are prescribed in Table 2.

Table 2: Eligibility Criteria	
Eligibility	A pass in a recognized Bachelor's degree of minimum 3 years duration in BCA, B.Sc. Information Technology / Computer Science) with mathematics as a course at 10+2 level or at Graduate level and obtained at least 50% (45 % in the case of students belonging to reserved category) in the qualifying degree examinations. a) 10+2+3 years Pattern

3. *ACADEMIC PROGRAMME*

3.1 *NOMENCLATURES OF PROGRAMME*

The nomenclature and the abbreviations given below shall continue to be used for the degree programme under the University, as required by the Council and the Commission:

- Master of Computer Applications (MCA)

4. *STRUCTURE OF PROGRAMME*

4.1 Every programme will have a curriculum and syllabi consisting of theory and practical courses, project work, etc., as given below:

- Core Courses:** These are the ones that are essential for a student pursuing a particular programme to acquire necessary knowledge,

technical skills and training in chosen field of study. There are no options available to students with respect to choice of core courses. Core courses are offered from Semester I to Semester VI.

- ii. **Elective Courses:** These are the courses offered by the department, dealing with various aspects of application or new development or both related to the chosen branch of study. One professional elective may be replaced by an online course or special topics by signing a MoU (Memorandum of Understanding) with the reputed Universities or Professional bodies with the written consent from Academic Council.

- iii. **Open Elective Courses:** These are minor courses offered by MCA department to the students of other departments across all disciplines. Students across all disciplines are eligible to study these courses. There will be a pool of courses for the students to choose from, under this category. Similarly MCA students shall have the option of registering one open elective offered by other departments. Students who do not wish to register for an open elective offered by other department shall register for an elective course among the list of professional electives offered in MCA curriculum.

5. *PROGRAMME DURATION*

- 5.1 In regular admissions, a student is expected to complete the MCA programme in 6 semesters (three academic years) but in any case not more than 12 semesters.

- 5.2 In lateral entry admissions, a student is expected to complete the MCA programme in 4 semesters (two academic years) but in any case not more than 10 semesters.

- 5.3 Each semester shall normally consist of 90 working days or 450 periods, each of 55 minutes duration.
- 5.4 Considering all contingencies, the number of working days per semester shall not be less than 65 days. The Principal / Director are given the discretionary powers to decide the number of working days in such contingencies. The Principal / Director shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus concerned and that the teacher delivers the full content of the syllabus for the course being taught.

6. CURRICULAR FRAMEWORK

6.1. GENERAL ISSUES

- 6.1.1 The process of designing a curriculum based on a framework is important, as it sets the right direction for a degree programme and takes into account the type and quantum of knowledge to be acquired by a student to qualify for a degree in his/her chosen branch of study.
- 6.1.2 Besides this, it also helps in assigning the credits for each course, sequencing the courses semester-wise and finally arriving at the total number of courses to be studied and the total number of credits to be earned by a student to fulfill the requirements for conferment of a degree.
- 6.1.3 The Curriculum and Syllabi of the MCA programme will be updated according to requirements and approval by the Academic Council (AC).

6.2 CREDIT STRUCTURE

6.2.1 Each course offered is given a L-T-P structure, depending on the number of lecture periods (L), number of tutorial periods (T) and number of periods for practical (P) required per week for an efficient teaching - learning process. A student is expected to put-in his/her own efforts in proportion with periods spent in classroom, as defined in L-T-P structure. On successful completion of the course a student is said to have earned a specified number of credits defined for each course.

6.2.2 General Structure of curriculum for each semester: 4 Theory + 3 Laboratory courses or 6 Theory + 4 Laboratory courses except Semester 6, which will have 2 Theory courses and a Project work.

Every one hour of Lecture (L) session/ week amounts to 1 credit. A minimum of two hour session of Tutorial (T) or Practical (P) session/week amounts to 1 credit. A course of study may have only lectured component or only practical/practice component or combination of any two or all the three components.

6.2.3 Credit allocation for the following courses are

Theory Courses : 2:2:0:3 or 3:0:0:3 or 3:2:0:4

Laboratory Course : 0:0:2:1 or 0:0:4:2

Elective Courses : 2:2:0:3 or 3:0:0:3 or 2:0:2:3

Open Elective Courses : 2:2:0:3 or 3:0:0:3

6.2.4 The total credits earned by a student at the end of semester are L+T+P.

No Semester shall have the total number of credits exceeding 25.

In Semester 6, the students shall study 2 theory courses besides doing a full time project work. A fast-track option is also available for students who wish to study these courses, one each in semesters 4 and 5, on self-study basis and spend the whole Semester 6 in industry for project work. Students shall get prior permission from the Director and Principal in order to carry out the self study courses. The following criteria are applicable for students who opt for self study course. The student does not have current arrears and earns a CGPA of 9.0 and above upto the previous semester. No formal lectures need be delivered for the self study course. The students shall study the courses on their own under the guidance of a faculty member. Assessments of these self study courses are as per the procedure stated in clause 12.1.

One faculty member approved by the Director shall be responsible for the periodic monitoring and evaluation of the course before the commencement of the semester.

- 6.2.5** The courses that include both L and P components shall have two Continuous Internal Evaluations and one practical examination for internal assessment.
- 6.2.6** Project work shall carry a total of 6 credits and it shall be performed only in Semester 6.
- 6.2.7** The curriculum of the MCA degree shall be designed to have a total of 115-125 credits for the award of the MCA

degree. The minimum number of credits to be earned through successful completion of the programme is 120 for students admitted in regular mode. The minimum number of credits to be earned through successful completion of the programme is 86 for students admitted in lateral entry mode.

7. CLASS COUNSELLORS (CC)

7.1 Each class of students has a Class Counselor (CC) who is a regular faculty member of the department. The Director will appoint CCs for all of the classes in their department on a rotational basis such that every faculty will periodically have the opportunity of being a CC for one class or another. The CCs will maintain all records of the class of students assigned to them and generally counsel them on maintaining good attendance, discipline and academic performance.

8. FACULTY ADVISOR (FA)

8.1 To help students plan their courses of study and for general advice on the academic programme, the Director will attach a certain number of students to a teacher of the department who shall function as Faculty Advisor (FA) for those students throughout their period of study. The FAs shall advise the students under their care, monitor the courses undergone by them, check their attendance and progress and counsel them periodically. If necessary, the FAs may also convey or discuss information on student academic performance and progress with the parents concerned.

9. CLASS COMMITTEE

9.1 Each class shall have a Class Committee consisting CC, teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is formed with the overall goal of improving the teaching- learning process. The functions of the Class Committee include

9.1.1 Solving problems experienced by students in the class room and in the laboratories;

9.1.2 Clarifying the regulations of the degree programme and the details of rules therein;

9.1.3 Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment;

9.1.4 Informing the student representatives the details of regulations regarding weighting used for each assessment. In the case of practical courses the breakup of marks for each experiment/exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students;

9.1.5 Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any

9.1.6 Identifying slow learners, if any, and requesting the teachers concerned to provide some additional help or guidance coaching to such slow learners.

- 9.2 The Class Committee for a class under a particular branch is normally constituted by the Director.
- 9.3 The Class Committee shall be constituted within the first week of each semester.
- 9.4 At least 2 student representatives (usually one boy and one girl) shall be included in the Class Committee.
- 9.5 The Chairperson of the Class Committee may invite the FAs and the Director to the meeting of the Class Committee.
- 9.6 The Chairperson is required to prepare the minutes of every meeting, submit the same to Principal/Director within two days of the meeting and arrange to circulate it among the students and teachers concerned. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Management by the Director.
- 9.7 The first meeting of the Class Committee shall be held within two weeks from the date of commencement of the semester, in order to inform the students about the nature and Weightage for assessments within the framework of the regulations. Two subsequent meetings may be held in a semester at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.
- 9.8 In addition, Director shall appoint Course instructor, internal and external examiners and review committee etc. Course instructor decides on all aspects of implementation of course(s) assigned to him/her. Additional instructors may be appointed by the class committee Chairperson in consultation with course instruction for multi-section courses.

10. ATTENDANCE REQUIRMENTS FOR COMPLETION OF A SEMESTER

10.1 A student who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester:

10.1.1 He/she has to his/her credit not less than 75% overall attendance in the current semester. Those students who have secured less than 75% are not eligible to appear for the current Semester End Examinations and not permitted to go to the next higher Semester. They are required to repeat the incomplete Semester in the next academic year.

10.1.2 However, those students who have secured attendance 65% and above and less than 75% and their shortage is due to medical reasons or for their participation in College/ University/ State/ National/ International level sports events are eligible to appear for the current Semester End Examinations with prior permission from the Principal and will be allowed to proceed to the next higher Semester. If the same set of students request for exemption of 10% in the attendance in every semester, such cases should be reviewed and permitted only based on the discretion of the Director and Principal.

11. QUESTION PAPERS

11.1 CIE based Testing: For achieving enhanced knowledge and innovative practice in a course, all students have to undergo Continuous Internal Evaluation (CIE) based testing periodically in every semester as per the Academic Schedule.

In these CIE Tests, Question Paper is used as the primary key to evaluate the performance of students. This makes it necessary for the CIE question papers to fulfill the following requirements:

1. have clear and complete instructions to the students;
2. be unambiguous and free from any defects/ errors;
3. emphasize knowledge testing, problem solving and quantitative methods;
4. contain adequate data/other information on the problems as signed; and,
5. cover all sections of course syllabus uniformly.

11.2 Question Paper Planning: The above requirements make it necessary for a CIE question paper to cover the specific units in a course, with a provision for the students to answer questions from that particular unit. This factor shall be taken note of by the concerned faculty members setting the question papers while planning for the same. Besides, it is also necessary for the course syllabi to have well-defined course objectives, be adequate to recent technology and be properly unitized (or modularized) enabling the setting of good quality question papers.

11.3 Question Paper Pattern: The questions to be included in the CIE and Semester End Examinations (SEE) question papers shall be based on Bloom's Taxonomy and set in two modes as explained below:

- The internal faculty members teaching that particular course shall set the CIE question papers and

- The internal faculty members / external faculty members shall set the SEE question papers.

In both modes, the faculty members should be well trained to set the question papers according to six levels of Bloom's Taxonomy especially at the higher-levels like application, analysis, synthesis and evaluation.

11.3.1 Short answer questions with each question to be answered in one or two sentences. These questions are useful in the testing of knowledge, skills, comprehension, application, analysis, synthesis, evaluation and understanding of the students.

11.3.2 Comprehensive questions having all questions of the regular type to be answered in detail; Such questions would be useful in testing the overall achievement and maturity of the students in a subject through long-answer questions relating to the theoretical/practical knowledge, problem solving, application and quantitative evaluation.

12. ASSESSMENT PROCEDURE - TESTS AND EXAMINATIONS

12.1 For each theory course, the assessment pattern shall be as illustrated in Table 3:

Table 3: CIE Assessment for Theory Courses

S.No	Assessment	Marks & Duration	Weightage
1	CIE Test - I	50 (1½ hours)	The three CIE tests will each be reduced to be out of 10 marks with a total of 30 Marks
2	CIE Test - II	50 (1½ hours)	
3	CIE Test - III	50 (1½ hours)	
4	Seminar / Mini Project	10	10 marks
5	Assignment / Problem-Solving / Design Projects	10	10 marks
6	SEE	100 (3 hours)	50 marks

12.1.1 A final retest shall be conducted for any one course in which the students did not appear due to Medical leave / Co-curricular and Extra-curricular activities / any other special permission authorized by the Principal. Those students who have to improve their marks on any of the courses are also permitted to attend the Retest with prior permission from the Director.

12.2 In each practical course, the assessment pattern will be as follows:

Table 4: Assessment pattern for Practical Courses

ASSESSMENT	MARKS (%)
CIE	60 %
SEE	40 %
TOTAL	100 %

12.2.1 The SEE assessment for practical courses will be based on supervision of students' work, their performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory manual.

12.2.2 The CIE assessment for practical courses follows the pattern given in Table 5.

Table 5: CIE assessment for Practical Courses

S.No	Assessment Method	Marks
1	CIE Test - I	15
2	CIE Test - II	15
3	Model Exam	20
4	Viva	10
Total		60

12.3 PROJECT WORK

12.3.1 The project work in semester 6 must be carried out in a reputed organization. The student has to employ himself / herself as a project trainee and complete the project work within the semester duration.

12.3.2 In the case of project work, a committee consisting of the Project Coordinator (appointed by the Director) and the project guide will carry out the continuous assessment based on at least three reviews. In case the Project Coordinator or the Director happens to be the guide of the students, the Director will nominate another faculty to carry out the continuous assessment for those students. After the project report is submitted by the student, an evaluation of the project and viva-voce examination will be conducted as the SEE by a panel consisting of the Project Coordinator, project guide and a faculty member from the allied department or an external examiner from an educational institution/industry. The Weightage for SEE shall be 100 marks for external and 50 marks for internal.

12.4 DETAILS OF FACULTY PEDAGOGICAL AND STUDENT ASSESSMENT RECORD

12.4.1 Every teacher is required to maintain a Faculty Record Book (FRB) / Course File consisting of the following details as shown below:

- Time-table, Course syllabus, Programme outcomes, Course Outcomes

- Details of attendance of each student marked in the theory/practical/project work classes.
- CIE test marks, details of assignments / seminars given, Course delivery details, Corrective and Preventive actions on the test performance of students and any other additional details.

The FRB should be submitted to the Director periodically (at least two times in a semester) for checking the syllabus covered, the test marks and attendance. The Director shall put his/her signature and date in the FRB after due verification. At the end of the semester, the FRB will be verified by the Principal/Director who will also ensure safe custody of the document for at least five years. The University or any inspection team appointed by the University may verify the records of attendance and assessment of both current and previous semesters.

12.5 SEMESTER END EXAMINATION (SEE)

12.5.1 The SEE shall ordinarily be conducted between November and January during the odd semesters and between April and June in the even semesters. The maximum marks shall be 100 with the split-up as follows:

- For Theory: 50 marks for CIE and 50 marks for the SEE.
- For Practical: 60 marks for CIE and 40 marks for the SEE.

- For Project Work: 50 marks for Internal and 50 marks for the SEE.

12.5.2 Examiners for setting SEE question papers for theory course, valuating answer scripts, conducting practical examinations and evaluating project works shall be appointed by the Controller of Examinations (COE) after obtaining the approval from the AC of the college.

13. PASSING REQUIREMENTS

13.1 A student who secures not less than 50% of total marks prescribed for the course (both in CIE & SEE) with a minimum of 50% of the marks prescribed for the SEE in both theory and practical courses including Project work, shall be declared to have passed the Examination.

13.2 In the event of failure of a student in the SEE of any course, the Continuous Internal Assessment marks obtained by the student in the first appearance of that course shall be retained and considered valid for only one subsequent attempt. However, if a second attempt is necessitated and the student fails to obtain pass marks (CIE+SEE) as per Clause 13.1 then the passing requirement shall be as follows:

The student should secure 50% minimum marks prescribed for the course in the SEE alone and the related Continuous Internal Assessment marks obtained will not be considered or retained thereafter.

14. GRADING

14.1 All assessments of students will be done on the basis of absolute-marks. However, for the purpose of reporting the performance of a student, letter grades, each carrying a certain number of points, will be awarded according to the total marks (out of 100) obtained by the student in each course. The letter grades to be used and the corresponding grade points are as follows:

Table 6: Grades, Grade Points and Range of Marks

Grades	Grade Points	Range of Marks
O	10	90-100
A+	9	80-89
A	8	70-79
B+	7	60-69
B	6	50-59
U	0	<50

Students scoring less than the passing minimum (decided on relative basic) marks shall be deemed to have failed and be given "U" grade. A student having "U" grade need not redo the course. The Cumulative Grade Point Average (CGPA) will be revised accordingly. The grade acquired by the student later will be indicated in the grade card of the appropriate semester. A student who earns a minimum of 6 grade points in a course shall be declared to have successfully completed the course.

15. REVALUATION OF ANSWER PAPERS

15.1 REVALUATION/PHOTOCOPY-CUM-REVALUATION

A student can apply for revaluation / request of photocopy of his/her SEE answer paper in a theory course, within a week from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations with the approval of the Director (in case of photocopy). The Controller of Examinations will arrange for the revaluation and the results will be intimated to the student concerned through the Director. Revaluation is not permitted for practical courses and for project work.

15.2 REVIEW

A student who did not satisfy with revaluation can apply for review of his /her SEE answer paper in a theory course, within the prescribed fee through proper application to the Controller of Examinations with the approval of the Director. Students applying for Photocopy-cum-revaluation only are eligible to apply for review.

16. SUPPLEMENTARY EXAMINATIONS

16.1 Supplementary examinations for the failed students of theory courses (current semester) will be conducted after announcement of the regular SEE results at the end of every even semester.

16.2 Special supplementary examinations for the previous-semester arrear courses shall be conducted for the final

semester students every year. Students having not more than four arrears only are permitted to take up this examination.

17. WITHDRAWAL FROM EXAMINATION

- 17.1** A student may, for valid reasons, and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a SEE. Such withdrawal shall be permitted only once during the entire period of study of the degree programme.
- 17.2** An application for withdrawal shall be valid only if it is made within 10 days prior to the commencement of the SEE in that course or courses and also recommended by the Principal and approved by the Controller of Examinations.
- 17.3** Not with standing the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on merit of the case.
- 17.4** Withdrawal shall not be taken to mean as an appearance for the eligibility of a student for First Class with Distinction. Withdrawal is not permitted after the final semester.
- 17.5** Withdrawal from the SEE is **NOT** applicable to arrear subjects of previous semesters.
- 17.6** The student shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

18. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 18.1** Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the student may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a student intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Principal in advance, but not later than the last date for registering for the SEE of the semester in question, through the Director stating the reasons therefore and the probable date of rejoining the programme.
- 18.2** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Principal in the prescribed format through the Director for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 18.3** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification. However, additional break of study granted will be counted for the purpose of classification.

- 18.4** The total period for completion of the Programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 & clause 5.2(for lateral entry) irrespective of the period of break of study (vide clause 18.1) in order that he/she may be eligible for the award of the degree.
- 18.5** If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized and “Break of Study is not applicable for this case.

19. GRADE CARDS

- 19.1** After the results are declared, Grade Cards will be issued to each student which will contain the list of courses for that semester and the grades obtained by the student. The Grade Point Average (GPA) for each semester will be calculated only for those students who have passed all the courses of that semester. Similarly, CGPA up to any semester will be announced only for those students who have passed all the courses up to that semester. GPA is the ratio of the sum of the products of the number of credits of a course (C_i) and the grade points scored in that course (GP_i), taken for all the courses, to the sum of the number of credits of all the courses(n) in the semester.

$$GPA = \frac{\sum_1^n C_i \times GP_i}{\sum_1^n C_i}$$

Where ‘n’ is the number of courses in that semester.

On successful completion of the programme, the CGPA will be calculated as follows:

$$CGPA = \frac{\sum_1^N C_i \times GP_i}{\sum_1^N C_i}$$

Where C_i is the credit and GP_i is the grade point obtained by the student and 'N' is the total number of courses for the entire programme.

20. ELIGIBILITY FOR THE DEGREE

20.1 A student shall be eligible for the award of the degree of Master of Computer Applications only if the student:

1. has undergone the prescribed programme of study by earning the minimum total number of credits specified in the curriculum of the relevant programme of study within the maximum specified duration of time.
2. has no dues payable to the Institution, Library, Hostels, etc. and has no disciplinary action pending against him/ her.

21. CLASSIFICATION OF DEGREES AWARDED

21.1 **First Class with Distinction:** A student who qualifies for the award of a degree, having passed the examination in all the courses in his/her first appearance within the three years securing a CGPA of **8.45** and above, shall be declared to have passed the examinations in the '**First Class with Distinction**'. For this purpose, withdrawal from any examination will not be construed as an opportunity for appearance in the examination. Further, one year authorized break of study (if availed of) is permitted in addition to three years for award of '**First Class with Distinction**'.

21.2 First Class: A student who qualifies for the award of a degree, having passed the examination in all the courses within four years, securing a CGPA of **6.5** and above shall be declared to have passed the examinations in the '**First Class**'. One year authorized break of study (if availed of) or prevention from writing the SEE due to lack of attendance (if applicable) is included in the four years.

21.3 Second Class: All other below the CGPA mentioned in 21.1 and 21.2 who qualify for the award of a degree shall be declared to have passed in the '**Second Class**'.

21.4 A student who is absent in the SEE in a course / Project Work after having registered for the same shall be considered to have appeared in that examination for the purpose of classification.

22. CONSOLIDATED STATEMENT OF GRADES

22.1 At the end of the programme, all successful students will be furnished with a consolidated statement of grades which will contain the following particulars:

1. Grades in the courses of all the semesters
2. CGPA
3. Classification (First Class with Distinction/First Class/Second Class)

22.2 Then, the provisional certificate and the degree certificate will be awarded by Anna University, Chennai.

23. ATTENDANCE, DISCIPLINARY AND GRIEVANCE COMMITTEE

23.1 This committee is constituted for the smooth functioning of the various autonomous Post-graduate programmes of the institute and shall consist of the following members.

Table 7: Attendance, Disciplinary and Grievance Committee

Principal	Convener
Director	Member
A Senior Professor (from any department)	Member
A Senior Assistant Professor (from any department)	Member

23.2 The committee will look into matters relating to condonation of attendance shortages of students and all grievances and disciplinary problems of the students relating to malpractices in CIE, SEE, etc. The committee will meet as and when necessary and send its recommendations to the AC/COE for consideration/ ratification/approval.

24. MALPRACTICES IN TESTS AND EXAMINATIONS

24.1 If a student indulges in malpractice in any of the CIE and SEE, he/she shall be liable for punitive action as prescribed by the college from time to time.

25. INDUSTRIAL VISIT

25.1 Every student is required to undergo one industrial visit (relevant Industries / Research centers of respective departments / IITs / IISc / Technical museums / Planetarium) starting from the semester 3. The institution shall take the students out to at least one industrial visit in an academic year. The student representative of concerned class should submit a report on the outcome of knowledge gained from the industry visited within a week after return duly signed by the Director.

26. DISCIPLINE

26.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the college.

The Principal/Director shall constitute a Disciplinary Committee consisting of Principal/Director and two senior Professors, of which one should be from the faculty to which the student belongs, to enquire into the acts of indiscipline and notify the Principal/Director about the disciplinary action recommended, for approval.

27. REVISION OF REGULATION AND CURRICULUM

27.1 The college shall, occasionally, revise, amend or change the regulations, scheme of examinations and syllabi if found necessary.

Positive Thinking

Positive thinking is a mental attitude that anticipates, happiness, success and favorable outcomes in every situation or action you do. The thought get registered in your subconscious mind and you start taking action to create favorable change.

Tips to Positive Thinking

- Be optimistic and expect favorable outcomes in every situation.
- Cultivate the habit of reading inspiring books.
- Find reasons to smile more often. It's a great stress buster.
- Try to use positive words, e.g. "I can", "it will be done", "it is possible" while thinking and talking.
- Engage yourself in enjoyable recreational activities.
- Interact with people who have a positive outlook in life.



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