

Deenbandhu Chhotu Ram University of Science & Technology

ORDINANCE

FOR

THE DEGREE

OF

BACHELOR OF COMPUTER APPLICATIONS

(B.C.A.)

(3-years Graduate Programme)

**Faculty of Computer Science & Information
Technology**

**Deenbandhu Chhotu Ram University of Science
& Technology, Murthal (Sonapat)-131039, India**

May 2011

APPLICABILITY:

This ordinance shall apply to programme of Bachelor of Computer Applications (B.C.A.).

1. DEFINITIONS:

- (i) **Academic Programme/Programmes** shall mean a programme of course and/or any other components leading to the degree of Bachelor of Computer Application.
- (ii) **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the scheme of Teaching and the related examination.
- (iii) **Board of studies(BoS)** shall mean the Board of studies of Faculty of Computer Science & Information Technology.
- (iv) **Course** mean a component of the academic programme, carrying code number and specific credits assigned to it.
- (v) **External Examiner** shall mean an examiner who is not in the employment of the university.
- (vi) **Semester System**-A Programme wherein each academic year is apportioned in two parts known as semesters.
- (vii) **Student** shall mean a person admitted and registered for a programme in the institute of the university.
- (viii) **University** shall mean Deenbandhu Chhotu Ram University of Science & Technology, Murthal (Sonapat).
- (ix) **Faculty** shall mean Faculty of Computer Science & Information Technology.

2. ADMISSION

Admission to B.C.A. will be made as per the rules prescribed by the Academic Council of the University.

3. ELIGIBILITY FOR ADMISSION

For admission to B.C.A programme, a candidate should have a passed Senior Secondary Examination on the pattern of 10+2 with Mathematics as main subject from a recognized Board of Education or an equivalent examination recognized as equivalent thereto by the University with at least 50% marks in aggregate. In case of SC/ST candidates the eligibility requirement is a minimum of 45% marks in aggregate.

4. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (i) He / She is not found qualified as per the eligibility criteria prescribed by the University.
or
- (ii) He / She is found unable to complete the course within the specified period for completion of the course as per clause 6(g).
or
- (iii) He / She is found involved in creating indiscipline in the School/Institute or in the University.
or
- (iv) He/ She is involved in ragging.

5. CURRICULUM

B.C.A. programme is of three years duration and its curriculum is divided into 6 semesters. Curriculum for Semesters 1 to 6 shall consist of lectures, tutorials, practicals and seminars as defined in the Scheme of Teaching & Examination and Syllabi issued by the University from time to time.

6. PROGRAMMES CONTENTS & DURATION

- a) The minimum period required for completion of B.C.A. programme is three years i.e. 6 semesters. Each semester will have at least 90 working days.
- b) Students shall be required to register for all the courses offered in any particular semester. If a student gets an F grade in a subject, he has to re-register for that subject and undergo full class work in the following semester(s).
- c) Students are permitted to register for additional course(s) as backlog from second semester Onwards provided the subject is being offered in that semester.

- d) Except for the first semester, registration for the next semester will be done during the first week of the next semester.
- e) From the second semester onwards, all students have to enroll on a specified day at the beginning of a semester. A student is eligible for enrolment if he has paid all the dues for that semester.
- f) Students will not be allowed to register for more than two failed courses in a semester in addition to the regular courses in order to clear backlog.
- g) The maximum permissible period for completing BCA programme for which the prescribed programme duration is 6 semesters, shall be **(6+4)** semesters. All the programme requirements shall have to be completed in **(6+4) semesters**. This excludes the period of expulsion or suspension by the university / approved medical leave.

7. MINIMUM REQUIREMENT TO CONTINUE IN THE PROGRAM

- (a) A student is required to earn a minimum of **12** credits in the first semester and a total of **30** credits at the end of second semester. Thereafter he/she needs to maintain an average of **18** credits per semester except in the last semester, in order to continue the course.
- (b) A student should have a minimum SGPA (Semester Grade Point Average) of **3.5** calculated for the courses successfully completed at the end of first semester and SGPA of **4.0** calculated for the courses successfully completed at the end of second semester and should have a minimum CGPA (Cumulative Grade Point Average) of **4.0** at the end of second semester. Thereafter he has to maintain a CGPA of **4.5** till the last semester. If the CGPA so calculated is less than **4.5** or if he/she earns less than **18** credits in a semester, the student will be issued warning.
- (c) In the following semester if his/her CGPA continues to be less than **4.5**, and/or could not earn average **18** credits, his/her name will be struck off.

8. SEMESTER DURATION

- (a) An academic year shall be apportioned into two semesters with a working duration of about 20 weeks each. There shall be a break of 3 to 5 weeks after autumn semester and 6 to 10 weeks after the spring semester.
The Academic Calendar shall be notified by the University each year before the start of the Academic Session.
- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work (including class tests, sessional exams. etc.)	-	16 -18 Weeks
Semester-end Examination, including Practical / Laboratory Examination	-	02 - 04 Weeks

9. BOARD OF STUDIES

The constitution of the Board of Studies of each School shall be:

- (i) Dean of Faculty of Concerned (Chair).
- (ii) Two Professors/Associate Prof. from the Faculty Concerned by rotation.
- (iii) Two Assistant Professor by rotation.
- (iv) Two outside expert from other university nominated by the Vice Chancellor.

10. DEPARTMENTAL COMMITTEE

- a) There shall be a Departmental Committee in the Department/ Constituent Institutions of the University.
- b) All the permanent teachers of a Department of study shall constitute the Departmental Committee of which the HOD of the Department shall act as its Chairperson. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the Department's programmes with the other programmes run by the different Institutes/ Schools of the University.

- c) The Departmental Committees shall also perform other tasks as assigned to it by the Board of Studies of the concerned Faculty of the University.
- d) The Departmental Committee shall meet as and when required but at least once every month. The Chairperson of the Committee will convene the meetings.

11. APPLICABLE FEES

- i) All the fees including the course fee and the examination fee, as determined by the University from time to time, will be payable by the students at the beginning of each semester.
- ii) Registrar will notify the quantum of fees payable and the schedule of registration before the start of each semester.
- iii) Fees once paid, and once the student has started attending classes, are not refundable in any case except for the caution money.

In some cases of genuine hardship, the Vice-Chancellor may permit at his discretion, an extension in the last date of payment of fees. However, all the students will be required to pay the prescribed fee before the start of examinations. In case any student has been allowed to appear for the examinations, the results of such student shall be withheld till all his dues are cleared.

12. ATTENDANCE

All students are normally expected to have an attendance of 100% in each subject. Relaxation up to 25% may be given on account of illness and other pre-approved occasions. Vice Chancellor may further condone attendance shortage up to 5% on genuine grounds. However, under no circumstances, a student with an attendance of less than 70% in a subject, shall be allowed to appear in the semester-end examination of that subject, provided that the late admitted students in the first semester of any course maintain at least 80% attendance (including medical and other reasons) from the date of their admission.

Director of the Institute/ School / Programme Coordinator shall announce the names of all such students who are not eligible to appear in the subject(s) of semester-end examination, at least one week before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears in the Examinations by default, who in fact has been detained by the Institute/ School, his/ her result shall be treated as null and void.

13. EVALUATION & EXAMINATION

Examinations of the University shall be open to all regular/ readmitted/ ex-students who have undergone a course of study in the University for a period specified for that programme of study in the Scheme of Teaching & Examination and are not debarred from appearing in the semester-end examinations as provided in the applicable Ordinance of the University.

- (a) The overall weightage of a course in the Syllabi shall be determined in terms of credits assigned to the course.
- (b) The distribution of weightage for various components of evaluation shall be as defined in the Scheme of Teaching & Examination and Syllabi.
- (c) Conduct of semester-end examinations

- (i) All semester-end examinations shall be conducted by the Controller of Examinations.
- (ii) The schedule of examination shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
- (iii) For theory as well as practical examinations and dissertation/ thesis/ project report/ training report etc, the concerned subject teacher(s) shall be the examiners. In case any external examiners are desired, then the same shall be appointed by the Controller of Examinations with the recommendations of the Director of the concerned Institute/ School / Programme Coordinator.

(d) Continuous Evaluation:

A student shall be evaluated for academic performance in a course through tutorials, homework, assignments, quizzes and mid semester tests (MSM), practical laboratory work (PRM) and final theory and practical examination (FTM & FPM). Evaluation of a course is based on the weightage assigned to various components of the course examination scheme. Components are designated as under:

CWM	Class Work Marks will be awarded on the basis of attendance, assignments and quizzes taken in the class.	(Weightage: 10%)
MSM	Mid Semester Examination Marks. (Three tests will be conducted during the semester and their average will be considered to finalize the marks). The student will be shown his answer book/ answer sheets immediately after the evaluation	(Weightage: 20%)
PRM	Practical Sessional Marks will be awarded on the basis of attendance in practical classes, practical records etc. There shall be no mid semester test in laboratory class.	(Weightage: 30%)
FTM	Final Theory Examination Marks	(Weightage: 70%)
FPM	Final Practical Examination Marks	(Weightage: 70%)

The examiner shall set semester-end examination question paper and submit to the Controller of Examinations at least two weeks before the commencement of End-Term Examinations. Papers will be moderated by a moderation committee approved by the Vice-Chancellor. The examiner for the final examination may be one of the subject teachers of the concerned course in that semester.

- (e) The University shall have the right to call for the complete records of any teacher's evaluation and moderate the teacher's evaluation, if it deems fit.
- (f) Semester-end practical examinations shall be conducted by a Board of Examiners for each course duly approved by the Vice-Chancellor. The Board shall consist of one or more examiners.
- (g) For any other type of examination, not covered by sub-clause (c) and (f) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision, it shall be decided by the Controller of Examinations on the recommendations of the Board of Studies / Coordination Committee concerned, with the approval of the Vice-Chancellor.
- (h) If a student has missed mid-semester/ semester-end examination due to valid reasons like illness, injury, death of an immediate relative etc., he may be allowed to appear in a make-up examination for the missed paper provided he was eligible for the examination of that paper.
- (i) The complete results of semester examination (including the semester-end examination, mid-semester examination and teacher's continuous evaluation) shall be declared by the Controller of Examination after it is cleared by the Examination Results and Moderation Committee, specially constituted by the Vice-Chancellor for the purpose.
- (j) The award-list / mark-sheet containing the marks obtained by a student in various courses shall be issued by the Controller of Examinations, at the end of each semester, after the declaration of the result.

14. CRITERIA FOR PASSING COURSES, GRADES AND DIVISIONS

a) Grade Systems

The University will follow modern methods of continuous evaluation through a credit system. The system offers flexibility to progress at a pace commensurate with the capabilities of a student, subject to minimum credit requirements. There is no annual/semester pass or fail. The award system follows letter grades on a 10 points scale where the performance is measured in terms of weighted grade point averages (**SGPA** - Semester Grade Point Average and **CGPA** - Cumulative Grade Point Average).

A student has to satisfy minimum **SGPA** of **3.5** at the end of first semester and **SGPA** of **4.0** at the end of second semester, and **CGPA** of **4.0** at the end of second semester. Thereafter he should maintain a **CGPA** of **4.5** till the last semester. Also he should earn credit requirements duly approved by Academic Council, to be eligible for the award of degree.

b) Award of Grades

The students are continuously evaluated during the course and are awarded marks during the semester. At the end of the semester based on marks obtained following letter grades will be awarded on ten-point grade system as follows:

Performance in the semester	Grade (G)	Grade Points (GP)
Outstanding	A ⁺	10
Excellent	A	9
Very Good	B ⁺	8
Good	B	7
Above Average	C ⁺	6
Average	C	5
Satisfactory	D	4
Poor	E	2
Unsatisfactory	F	0
Incomplete	I	-
Satisfactory performance in Audit courses	AS	-
Unsatisfactory performance in Audit courses	AF	-

Evaluation of different components of a course shall be incorporated in the total marks as stated in the clause 11(d). For less than 20 students in a course, the grades shall be awarded on the basis of natural cut off in the absolute marks as follows:

Marks	Grade
91 -100	A ⁺
81 - 90	A
69 - 80	B ⁺
60 - 68	B
53 - 59	C ⁺
45 - 52	C
35 - 44	D
20 - 34	E
00 - 19	F

The grade boundaries may be marginally adjusted by grade coordination committee in view of natural gaps. For more than 20 students in a course, the statistical method should be used with marginal adjustment for natural gaps. Awards of Grades using statistical methods, is as given below:

$$\begin{aligned}
A^+ &> \bar{x} + 1.5 \\
\bar{x} + 1.0 &< A \\
\bar{x} + 0.5 &< B^+ \\
\bar{x} &< B \\
\bar{x} - 0.5 &< C^+ \\
\bar{x} - 1.0 &< C \\
\bar{x} - 1.75 &< D \\
\bar{x} - 2.5 &< E \\
F & \leq x \leq 2.5
\end{aligned}$$

where

\bar{x} is the mean (class average) and σ is the standard deviation of marks obtained by the students in a course. It is assumed that graph between marks/grades vs number of students will be Gaussian in nature. Grade boundaries could be marginally adjusted by the grade moderation committee.

- É 'E' grade denotes poor performance in the course. Such student has to re-appear in the semester-end examination, without attending a course and his old sessional marks are to be carried forward, until a passing grade is obtained. The weightage of E-grade will be counted in the calculation of SGPA but will not be counted in the calculation of CGPA.
- É 'F' grade denotes unsatisfactory academic performance. F grade will also be awarded to students whose attendance is poor (less than 70%) in a course. Students who obtained F grade have to repeat the course as an extra course during the next semester or during summer/ winter break, if the course is offered.
- É Grade 'AS' and 'AF' are awarded in Audit course and are not counted in the calculation of SGPA/ CGPA.
- É 'I' grade refers to an incomplete grade and is required to be converted into a regular grade within 30 days of the declaration of the result. This may be awarded due to any unforeseen conditions on the approval of competent authority.
- É Grades earned in extra curricular activities will not be counted in the calculation of SGPA & CGPA.

c) Calculation of SGPA and CGPA

$$SGPA = \frac{\sum_{x=1}^n C_x \cdot GP_x}{\sum_{x=1}^n C_x}$$

where,

C_x = Number of credits assigned to the x^{th} course in a semester

GP_x = Grade Point earned in the x^{th} course

n = Number of courses in the semester

$$CGPA = \frac{\sum_{i=1}^n C_i \cdot GP_i}{\sum_{i=1}^n C_i}$$

where,

C_i = Number of credits assigned in the i^{th} course

GP_i = Grade points earned in i^{th} course.

N = represents the number of courses in which student was registered and earned a grade D and above up to the semester for which CGPA is to be calculated.

15. **Passing Grades:**

- (a) Obtaining a **D** Grade in each course shall be essential for passing the course and earning its assigned credits. Any student, who secures less than a D Grade in a course, shall be deemed to have failed in that course.
- (b)(i) A student obtaining **E** Grade in a course shall be allowed to re-appear in a semester-end examination of the course in the next semester till he clears that course, subject to the maximum permissible period of **(n+4)** or **(n+6)** semesters as mentioned in clause 6(g). The re-appearing student who secured less than 50% marks in CWM and MSM combined together (the teacher's continuous evaluation) have the option to repeat that course during summer/ winter/ regular semester. However, students with **F** Grade in a subject shall have no other option than to repeat that course during summer/ winter/ regular semester.
- (ii) A student who has to reappear in a semester end-term examination in terms of clause 13(h) above shall be examined as per the syllabus, which will be in operation during the subsequent semester(s).
Students who are eligible to reappear in an examination shall have to apply to the Controller of Examinations through the School / Institution concerned to be allowed to reappear in an examination and pay the fees prescribed by the University.
- (iii) A student who has poor performance in a number of courses in a particular semester, may at his option, take an academic break for one year, and re-register for either/ both the semesters of that academic year in the next academic year. Such a student may have the option of repeating any one or all the courses in that semester(s) and retain the credits already earned by him in the remaining course(s). For calculating the CGPA, determining the pass/ fail in a course and eligibility for the award of a degree, the revised improved Grade(s) obtained in the repeated course(s) will be taken into consideration.
- (c) A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Scheme of Teaching & Examination and Syllabi of a programme should generally contain more credits than such minimum specified credits.

16 **A) USE OF UNFAIR MEANS**

All reported cases of use of unfair means in the examination shall be placed before a Standing Unfair Means Hearing Committee for decision on case to case basis. The actions under the category of Use of Unfair Means and procedure for dealing with such cases of suspected/ alleged/ reported use of unfair means shall be specified by the Academic Council.

The Following would be considered as unfair means adopted during examinations and other contexts:

- i. Communicating with the fellow students for obtaining help.
- ii. Copying from the other student's script / report/ paper etc.
- iii. Possession of any incriminating document whether used or not.
- iv. Any approach in direct or indirect form to influence teacher / invigilator.
- v. Unruly behaviour, which disrupts academic environment.

B) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of the question paper etc. along with specific

recommendations of the course Co-ordinator & Director of the school, the same shall be considered by the Students Grievance Committee to be constituted by the Vice-Chancellor. The Vice-Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

C) SCRUTINY and RE-EVALUATION

A student can apply to Controller of Examination for the scrutiny of the marks obtained in the end-Semester Examination on payment of Fee to be decided by the Academic Council from time to time. He can also apply for re-evaluation of his answer-book on payment of fee to be decided by the Academic Council from time to time.

17. AWARD OF DEGREE

A student shall be awarded a degree if:

- i) He/she has registered himself/herself, undergone the course of studies, completed the project report/ dissertation specified in the curriculum of his/ her programme within the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/ diploma.
- ii) There are no dues outstanding in his/her name of a School of the University / constituent Institution, and
- iii) No disciplinary action is pending against him/her

- 18.** Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees / diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

- 19.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.

