

## **IMPORTANT ACADEMIC RULES AND REGULATIONS**

**(As on 30-04-2005)**

1. Total discipline is to be followed.
2. Any unruly practice in the examination is severely dealt with.
3. Each student is allotted a permanent Identity number of six digits, valid till the course completion. The students are required to be with Identity card in the campus. Without Identity Card the students will not be allowed to appear in examinations. The students will not bring any electronic gadget except a scientific calculator in examinations; otherwise it will be treated as an offence.
4. The admission to the course will be given by merit in an admission test conducted by this Institute or by any other agency on behalf of this University. The admission of a student having passed an equivalent examination from any other university or examining body; shall be confirmed upon the production of the eligibility certificate from the Institute (DDU) Office, Nadiad.
5. Examination for the M.C.A. course will be conducted under the semester system. For this purpose, each academic year will be divided equally into two semesters.
6. To become eligible for the award of a Degree of Master of Computer Applications a student shall be required to pass the examinations of M.C.A. Semester I to VI.
7. A student shall be deemed to have satisfactorily kept the term for any of the semesters if having
  - 1) the attendance of at least 75%,
  - 2) carried out the prescribed laboratory work, term-work & other curricular assignment satisfactorily in every concerned subject, &
  - 3) shown good conduct & character;otherwise he/she
  - (a) shall have to repeat the semester
  - (b) shall not be allowed to enter into the next semester; &
  - (c) shall not be permitted to appear in the examination concerned & in the event of his/her appearance, his name shall be deemed to be cancelled from the list of the students for the examination.
8. In every concerned subject of a semester, there shall be three compulsory Sessional exams, the average marks of them plus the maximum 10% of the total Sessional marks for the

attendance in theory classes will be considered as the total SESSIONAL marks. If a student does not appear in any one of the three Sessional exams of a subject on account of illness, he/she may be permitted to appear for the Block Sessional exam, which is conducted at the end of the third Sessional exam, & it will cover the entire syllabus of the subject.

The theory, term-work & practical examinations of subject pertaining to the M.C.A. Semester I to VI will be conducted and assessed jointly by a panel of internal & external examiners appointed by the Institute.

9. Total duration to clear MCA program :
  - a. Maximum duration to clear 1<sup>st</sup> year of MCA program: First Year (Semester I and Semester II) of MCA program is to be completed within Three Years from the date of admission. This duration includes re-admission and/ or detention if any due to lack of attendance, non-submission of Term Work, sickness, punitive action or suspension.
  - b. Maximum duration to clear MCA program : Six Years MCA program (Semester I to Semester VI) is to be completed within Six Years from the date of admission. This duration includes re-admission and/ or detention if any, due to lack of attendance, non-submission of Term Work, sickness, punitive action or suspension.
10. To pass in each M.C.A. Semester I to VI examinations, a student must pass all the subjects in the semester.

A subject may contain up to four heads of passing i.e. theory, sessional, practical (including oral) & term work.

To pass a subject-examination a student is required to obtain minimum 40% of the maximum marks separately in each head of the passing viz. Theory, Sessional, Practical (including the oral) and Termwork as the case may be, OR minimum 33% of the maximum marks separately in each head of passing provided the total obtained is the minimum 45% of the maximum marks for the subject.

Criterion of passing in a subject in the examination of M.C.A. Sem VI: Minimum 50% of the maximum marks separately in each head of passing OR minimum 40% of the maximum marks separately in each head of passing provided the total obtained is the minimum 55% of the maximum marks for the subject.

A student has to apply with the payment of the requisite fees for the rechecking of result within seven working days from the date of declaration of the result.

11. A class will be awarded only after passing the final-semester examination.
12. A student will be declared to have passed the final examination leading to the award of a degree in Master of Computer Applications in first class with distinction or first class or second class as the case may be, provided he/she passes the examination in all the concerned subjects together in each of the last three semesters. The average of the marks obtained in Sem. III, IV, V and VI is considered for awarding the class at the end of the final semester.

Also, a **CLASS** will be awarded according to the following table based on the Cumulative Performance Index (CPI), which is a weighted average of the grade points obtained in all the subjects from Semester III onwards.

<b>CPI</b>	<b>Class</b>
≥ 7.50	First Class with Distinction
7.00 to 7.49	First Class
6.00 to 6.99	Second Class
5.00 to 5.99	Pass Class
< 5.00	Fail

In all the other cases the student will be declared to have passed the examination in **PASS** class.

When more than one attempt is made for passing any of the subjects of semester I, II or III, the passing marks will be taken into account for counting of the total marks as per the above clause for the respective semester.

13. A student will be permitted to reappear in examinations of all subjects only for sem. **IV, V & VI** to secure the class; provided he/she has failed in one or more Theory head of the subject/s in the concerned semester, in which case the passing marks of sessional, practical & term-work exams will be carried forward.
14. Admission to various semesters will be governed by the following conditions:

<b>Admission to</b>	<b>Condition</b>
Sem. II	Satisfactorily kept the term in Sem.I
Sem. III	Satisfactorily kept the term in Sem.II & passed the Sem.I
Sem. IV	Satisfactorily kept the term in Sem.III & passed the Sem.II
<b>Admission to</b>	<b>Condition</b>
Sem. V	Satisfactorily kept the term in Sem.IV & passed the Sem.III
Sem. VI	Satisfactorily kept the term in Sem.V & passed the Sem.IV

i.e. the student is eligible for the admission into a higher semester provided he/she has satisfactorily kept the term in the preceding semester/s & passed the semester before the yester-semester.

15. A student will be deemed to have appeared in the WHOLE examination if he/she appears at a time in all the THEORY exams without availing of exemptions from any subject or subjects or a part thereof.
16. In any case where the result of an examination has been ascertained and published and it is found that such result has been affected by any malpractice, fraud or any other improper conduct whereby a student has been benefited, and that such student has, in the opinion of the vigilance committee been party or privy to, or connived at such malpractice, fraud or improper conduct, the vice-chancellor shall have power at any time, notwithstanding the issue of a certificate or the award or prize or scholarship, to amend or cancel the result of such student or punish such conduct by exclusion of such student from the university/college examination of any other constituent centre or from any convocation for the purpose of conferring degree/diplomas either permanently or for specified period, or by the deprivation of any university scholarship held by him/her, or by the cancellation of the award of any university prize or medal to him/her or any two or more of the aforesaid ways and to make such declaration as the vice-chancellor may consider necessary in that behalf.
17. The above mentioned rules & regulations, the academic calendar and other regulations in force from time to time have to be followed without deviation.
18. Every student is required to pass first and second semester within four consecutive academic years otherwise he/she have to discontinue the course.
19. The students must keep their mobiles in the switched-off mode during all lectures and labs.
20. Mobile phones, Digital Diary and any other communication/ programmable electronic gadgets are strictly prohibited in the examination hall.
21. The syllabus and the credit based evaluation system have been made available on the website of the University.