

# **Faculty of Engineering and Technology**

Mahatma Jyotiba Phule Rohilkhand University,  
Bareilly-243006, Uttar Pradesh, India

Two Years MCA Ordinance



THE TWO-YEAR MCA PROGRAMME

EFFECTIVE FROM 2024-25 SESSION

# **MJP ROHILKHAND UNIVERSITY, BAREILLY**

## **REVISED ORDINANCES GOVERNING THE P.G. PROGRAM LEADING TO THE 2 YEAR M.C.A. DEGREE IN THE DEPARTMENT OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY, FACULTY OF ENGINEERING & TECHNOLOGY**

The revised Ordinances for the two-year MCA degree program in the department of CSIT, FET shall govern the admission, courses of study, examination, and other matters related to this programme for students admitted 2024-25 to Year I in the 2024-25 session and onward. This programme will comprise two years and four semesters, as given below.

Year-I First and Second Semesters

Year-II Third and Fourth Semesters

### **I. ADMISSION TO THE ABOVE PROGRAMME**

- I.1 The admission to the Year I of the programme (MCA) shall be done through the Uttar Pradesh State Entrance Examination / CUET/ UP State Government Examination/ M.J.P. Rohilkhand University, Bareilly, Examination.
- I.2 The eligibility condition for admission to Year I of this Programme is that the candidate should have passed BCA/ Bachelor's Degree in Computer Science Engineering or equivalent, OR Passed B.Sc./B.Com./B.A. with Mathematics at 10+2 Level or Graduation Level (with additional bridge Courses as per the norms of the concerned University) and obtained at least 50% marks (45% marks in case of candidates belonging to reserved category) in the qualifying Examination.
- I.3 The minimum standards of physical fitness age and other requirements shall be prescribed by the University from time to time.

### **II. SCHEME OF COURSES OF STUDY AND EXAMINATIONS**

- II.1 The subjects and distribution of credits for various semesters of each year of study and examination shall be as per course structure, subject to changes by the Board of Studies of the Department of Computer Science and Information Technology.
- II.2 The academic session ordinarily ends by early May of the following year. It is divided into two semesters: the odd semester (from July to December) and the even Semester (from January to May). Each of the two semesters ordinarily lasts about seventeen weeks, including the examination period and University holidays.

#### **II. 3 Registration**

- II 3.1 After qualifying for Year I, every student must register in the department at the beginning of the academic year by completing the necessary formalities specified by the Institute/ University.
- II 3.2 If the student has a year back, he/she can apply for readmission by paying approved tuition fees in the same year after the recommendation of the HOD/DEAN.

- i. He/she can opt to pass all the subjects of the academic year.
  - ii. He/she can opt to pass the subjects in which he/she has failed. He/she can also choose other subjects to improve his/her grades.
  - iii. In both cases, he/she can retain sessional marks from the previous year. He can attend classes in the subjects he has registered for and opt for new sessional marks in these subjects, subject to the availability of teachers.
  - iv. However, in no case, he/she will have the option of combining old and new sessional marks of the registered subjects. Undertaking to this effect of his/her choice/option will have to be submitted at the time of registration.
- II 3.3 In each academic year, a last date shall be fixed and notified at the beginning of the year, after which admission/readmission/promotion/registration shall not be ordinarily made.
- II 3.4 A student who has been registered in an academic year as a regular student by attending regular lectures, tutorials, sessional, practical, etc., as mentioned in Clause II.1. He/she shall be eligible to appear in the examination on such dates as may be fixed by the university/institute/department after satisfying conditions laid down in these ordinances.

#### **II 4. Regularity and Attendance**

- II.4.1 A student shall be deemed to have pursued a regular study in a subject during each semester if he/she has attended at least 75% of the classes held in each subject of his/her examination and has produced a certificate of good conduct from the Head of the department/Dean/. The HOD/DEAN of the Department/Faculty may condone a shortage of percentage in attendance not exceeding 5% in each subject due to one or more of the following reasons involving absence from the classes.
- (a) Participation in N.C.C./N.S.S. Camps duly supported by a certificate from the competent authority of N.C.C./N.S.S.
  - (b) Participation in University or Institute Team(s) for Inter-State or inter- University Tournament(s) duly supported by a certificate from the competent authority of the University.
  - (c) Participation in any co-curricular activities organized by the Institute/ Department duly certified by the competent authority.
  - (d) The university delegation for the Youth Festival is certified by the concerned head of the institution.
  - (e) Prolonged illness duly certified by the Superintendent/CMO of a government hospital.
- II.4.2 The Academic Council/Vice-Chancellor shall have the power to condone attendance deficiency for cogent/compelling reasons.

## II.5 Letter Grades and Grades Point

- II.5.1 The progress of a student in each semester shall be continuously evaluated. After the semester, the student shall be awarded a Letter Grade (A+, A, B+, B, C+, C, D, F, I) in each subject he/she has studied. The student's grades shall depend on their performance in Sessional marks and the end-semester examination.
- II.5.2 There shall be nine Letter Grades; the first seven (A+, A, B+, B, C+, C, D) are Pass Grades, and the last (F) Fail Grades. The following table gives the correlation between the Letter Grades, the Grade points assigned to them, the ranges of marks percentages to decide them, and a description of their merits.

Grades.	Grade Points.	Percentage Marks
A+	10	91-100
A	9	81-90
B+	8	71-80
B	7	61-70
C+	6	51-60
C	5	41-50
D	4	35-40
F, I	2	34 and below

## II.5.3 I-Grade

**Suppose a student fails to appear in one or more subjects (to the maximum of two subjects in a year) in the End Semester Examinations for medical or other genuine reasons. In that case, he/she shall be awarded a letter symbol 'I', which indicates that his/her result in such subjects (I) is incomplete. In Medical, the student must submit a medical certificate from a C.M.O. The certificate from a private doctor will not be entertained.**

The symbol 'I' shall be deemed to have the same Grade points as the 'F' Grade. However, the student shall have an opportunity to appear in the subsequent examination to get it converted to a regular Grade.

## II.6. Examinations

- II.6.1 Each subject shall have one End-Semester Examination of duration not less than two hours. For the sessional examination, there shall be two mid-semester examinations (not less than 1 hour each), quizzes, home assignments, mini projects, term papers, etc.

The relative weightage of different elements of evaluation shall be as follows:

Theory Subjects		
I.	Sessional marks	40%
II.	End Semester Examination	60%
	<b>Total</b>	<b>100%</b>

**Sessional:**

I.	I Mid Semester test	:15 marks (based on 30-35% syllabus) (1hr duration)
II.	II Mid Semester test	:15 marks (based on 30-35% syllabus) (1hr duration)
III.	Quiz/ Assignment	:5marks
IV.	Attendance	:5marks
	<b>Total</b>	<b>:40 marks</b>

- If a student fails to appear in one or both mid-semester tests due to medical reasons, such as hospitalization or any other unavoidable circumstances, the HoD/Dean will give permission for one makeup test of 15 marks in consultation with the subject coordinator. The student should inform the subject coordinator/HoD/Dean prior to the examination to seek relaxation, and then only the above permission may be granted.

II.6.2 Each laboratory subject shall have an end-semester practical examination and one mid-semester sessional examination based on lab performance/demonstration), lab record, viva voce & attendance.

**Practical Subjects**

I.	Sessional marks	40%
II.	End Semester Examination	60%
	<b>Total</b>	<b>100%</b>

**Sessional:**

I.	I mid semester test (Lab performance/ Demonstration)	: 15 marks
II.	Lab Record	: 10 marks
III.	Viva	: 10 marks
IV.	Attendance	: 5 marks
	<b>Total</b>	<b>: 40 marks</b>

- If a student fails to appear in the mid-semester test due to medical reasons, such as hospitalization or any other unavoidable circumstances, the HoD/Dean will permit a makeup test of 15 marks in consultation with the subject coordinator. The student should inform the Subject Coordinator/HoD/Dean prior to the examination to seek relaxation, and then only the above permission may be granted.

**Marks distribution in End Semester Laboratory Examination:**

I.	Execution of lab work/ Performance/ Demonstration	: 30 marks
II.	Writeup/ Theory work	: 20 marks
III.	Viva voce	:10 marks
	<b>Total</b>	<b>: 60 marks</b>

### II.6.3 Back Paper Examinations

There shall be a back-paper examination, preferably with the regular examination for those students who have got back papers. The student would have the option to appear in a back-paper examination in those subjects in which the candidate has back paper in Year I and Year II results. For the back papers in the 3rd & 4th semesters, there will be a special back paper examination just after the declaration of the 4<sup>th</sup> semester results. If students improve and qualify as per the norms laid down, they can get a pass certificate in the case of Year II; otherwise, he/she could be promoted to the next year, as in the case of Year I.

**Examination Fee:** The examination fee shall be as notified from time to time.

### II.6.4 Seminar and Industrial Training

Seminar and industrial training must be treated as essential parts of the program. Accordingly, they must be evaluated internally, preferably by a departmental panel. Seminar and Industrial Training must be evaluated in 100 marks.

### II.6.5 Project/Dissertation

A departmental panel/subject coordinator shall do an internal evaluation of 40 marks, whereas the remaining 60 marks evaluation must be done with the coordination of an external examiner/expert. The same shall also be treated as a minor program project/synopsis/dissertation.

## III PROMOTION AND DECLARATION OF RESULTS

**III. 1** The academic performance of a student shall be evaluated based on:

- I. Grades obtained in each subject.
- II. Semester Grade Point Average (SGPA)
- III. Yearly Grade Point Average (YGPA)
- IV. Degree Grade Point Average (DGPA)

### III. 2 Criteria for passing the programme

#### III. 2.1 Passing a Subject & promotion from odd to even semesters

A student shall be considered to pass the subject if he/she has obtained grades as per the Table in Section II.5.2. Separate passing in sessional and end-semester examinations of a subject is not required. However, the student must appear in both sessional and end-semester examinations to pass the subject.

III.2.1.1 At the end semester examination, a student shall be awarded a grade in each subject according to his/her performance in that subject, and he/she shall be awarded a semester Grade Point Average (SGPA) calculated as follows:

$$SGPA = \frac{\sum \text{Credits} \times \text{Grade Points}}{\sum \text{Credits}}$$

- III.2.1.2 A student shall be considered to have PASSED the semester if he/she has obtained a Grade as per the section II.5.2 in each subject of the Semester.
- III.2.1.3 A Student shall be declared to have FAILED in the semester if he/she fails to fulfil the condition in clause III.2.1.2.
- III.2.1.4. A Student shall be automatically promoted to the even semester irrespective of whether he/she passes or fails the odd semester examination.

### III.2.2 Passing a Year

- III.2.2.1 At the end of each Part, a student shall be awarded a Yearly Grade Point Average (YGPA) Which shall be calculated as follows:

$$YGPA = \frac{\sum \forall \text{ Subjects of odd \& Even Semester of the Part}^{\text{Credits x Grade Points}}}{\sum \forall \text{ Subjects of odd \& Even Semester of the Part}^{\text{Credits}}}$$

- III.2.2.2. A student shall be considered to have PASSED the year if he/she has passed each semester as per Clause III.2.1.2 and has secured a YGPA equal to or greater than 5.00.
- III.2.2.3 A Student cannot be promoted from Year I to Year II, if he/she fails to fulfil **clause III.2.2.2** minimum YGPA condition or has more than three back papers or/and both. For further academic progress, he/she can take readmission by paying the readmission fee as applicable and can opt for any of the following:
- He/she can choose to pass all the subjects of the academic year.
  - He/she can opt to pass the subjects for which he/she has failed. He/she can also choose other subjects to improve his/her grades. If he/she chooses to improve his/her grades, then new grades shall be applicable.
  - In both cases, he/she can retain sessional marks of the previous year. He can attend classes in the subjects he has registered for and opt for new sessional marks in these subjects. Still, in case of readmission, appearing in the End Semester Examination for all subjects he/she has opted for is compulsory.
  - However, in no case he/she will have the option of combining old and new sessional marks of the registered subjects. Understanding of his/her choice /option will have to be submitted at the time of registration.
  - If a Student fails to fulfil the minimum YGPA condition in Year II (which will be cumulative of Year I and Year II) and/or has more than three back papers including both Year I and Year II together, he/she will have to take readmission by paying applicable readmission fee in Year II for his/her further academic progress.

### III.2.3 Passing the Degree Program

- III.2.3.1 At the end of Year II (academic year) of the programme, a student who has PASSED Year I & Year II, of the MCA programme shall be awarded a Degree Grade Point Average (DGPA), which shall be calculated as follows:

$$DGPA = 1/2(Y1+Y2)$$

Y1 and Y2 are the YGPA as of Year I and Year II, respectively.

To convert YGPA/DGPA into an equivalent percentage, it must be multiplied by 10. Because of the equivalent percentage, the empirical formula for converting YGPA/DGPA is

$$X = Y \times 10.$$

Where X is an equivalent percentage and Y is YGPA/DGPA.

- III.2.3.2 A student shall be considered to have passed the MCA Programme if he/she has passed Year I and Year II of the Program and has obtained a DGPA of 5.00 or more.

A student shall be declared to have failed in the MCA Programme if he/she fails to fulfil the above condition in clause III.3.2

The Failed student shall have the option to repeat Year II to fulfil Clause III.2.3.1, provided he/she has not exceeded the maximum period mentioned in Clause III.4.

### **III.2.4 Classification of Result**

- III.2.4.1 Based on the DGPA; the result of each student shall be declared as follows:

<b>DGPA</b>	<b>RESULT</b>
a) 8.50 and above, provided he/she has passed Year I and Year II in a single attempt	Passed in First class with Honours
b) 7.00 and above, but less than 8.5	Passed in First Class
c) 5.00 and above, but less than 7.00	Passed in Second Class
d) Below 5.00	Failed

### **III.3 EXAMINATION FOR CARRY-OVER SUBJECTS**

- III.3.1 a) A student shall be promoted to next year with a carryover of a maximum of three (03) papers (Laboratory and theory examinations will be treated as separate papers). He/she shall be allowed to appear in the examination of the relevant subject along with the regular examination of the Odd/Even Semester of the subsequent year.

b) The Sessional marks that he/she obtained as a regular student in the relevant subject(s) will be carried out as such, and no additional sessional examination in any form shall be conducted.

- III.3.2 A Student who succeeds in passing all the Year (as per CLAUSE III.2.2 but ultimately fails to secure the minimum DGPA prescribed for passing (as per clause III.2.3.2) shall be eligible to appear in subsequent examination(s) (without exceeding the maximum period as per Clause III.4) in not more than three subjects including of Year I and Year II to make up the deficiency.

- III.3.3 In all such cases, the new grade(s) obtained by the student shall replace the old grade(s). Only the new grade(s) shall be applicable.

### **III.3.4 Rule for Promotion to Next Year**

A student shall be promoted to next Year II if he/she has obtained a minimum YGPA of 5.0 in Year I and a maximum allowed carryover of three (03) subjects.



### **III.4 Maximum period of programme**

- III.4.1 Notwithstanding anything to the contrary contained in these Ordinances, a student shall not be permitted to continue his/her studies if he/she does not complete the MCA Programme within a maximum period of double the duration of the programme.

### **III.5 Grade Cards**

At the end of each semester examination, a Grade Card shall be awarded to every Student, which shall contain the information as presented by the university:

## **IV. COURSE/SUBJECT COORDINATOR AND EXAMINERS**

- IV.1 For every theory and practical subject, there shall be a course coordinator who shall be responsible for conducting regular classes, examining students, and evaluating their performance in the course.
- IV.2 An examiner from another Institution/Department (external) examiner shall be associated with the practical examination work along with the examiner of the present department (internal examiner).
- IV.3 If more than one teacher teaches a course, the course coordinator shall be responsible for conducting regular classes, completing examination work, and evaluating the results, including normalizing the results.
- IV.4 A maximum of 50% of the theory papers should be set by an internal paper setter (Department teachers). If an external paper setter is unavailable, this condition may be relaxed.

## **V. PAYMENT AND REFUND OF EXAMINATION FEES**

- V.1 A candidate who fails to pass or who is unable to present himself for any examination on any account shall not be entitled to a refund or adjustment of the fee to the next ensuing examination. The examination fee to be charged per semester will be announced from time to time.
- V.2 On receipt of the fee prescribed for the examination, the Registrar/his nominee shall examine the application, which, if found to be in order, shall be registered in the register of candidates for such examination. The Registrar/his nominee shall then issue the candidate an admit/admission card, entitling him/her to sit for the said examination.

## **VI. ADMIT CARD**

- VI. I A candidate shall not be admitted into the examination room unless he/she produces his/her admit card to the Officer conducting the examination or satisfies such Officer that it will be subsequently produced.
- VI. 2 The Controller of Examination (COE), Head of Department/his nominee may, if satisfied that an admit card has been lost or destroyed on cogent reasons, issue a duplicate admit card.

## **VII. SCALE OF ACADEMIC AND OTHER FEES**

- VII. 1 Academic fee shall be charged to students according to their seat categories, which the Executive Council may modify from time to time. Students must pay an annual fee per academic year in a single instalment at the beginning of the session.

Students must deposit Rs. 8000/- (refundable) as caution money at the time of admission.

- VII. 2 With the deposition of academic fees, a student is considered to be admitted to the program. Once a student is admitted, fee will not be refunded.

- VII. 3 A student re-admitted in any Year of the Program must pay the full fee or, as applicable, for the Year in which he/she is repeating the program. After passing the Year, he/she has to pay the regular fee as prescribed to the category; he/she belongs under Clause VII.1.

- VII.4 In addition to the academic fee prescribed in Clause VII. I, a student, have to pay other fees such as for the Examination, Hostel, Society, etc., as the University may prescribe from time to time.

- VII.5 The above-mentioned fee structure changes from time to time as per university directives.

## **VIII. INTERPRETATIONS**

If any questions arise regarding the interpretation of these regulations, the same shall be resolved/decided by the relevant council/bodies of the university. The council shall have the power to issue a clarification to remove any doubt that may arise regarding the implementation of these regulations prescribed in the ordinances.