

CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT

PARALAKHEMUNDI, GAJAPATI, ODISHA

SCHOOL OF BASIC SCIENCES



**ACADEMIC REGULATIONS
FOR
3-YEAR BCA PROGRAMME**

2016-17

CUTM offers three-year BCA programme. The followings are the academic system, method of evaluation and course structure for the three year BCA programme.

Academic Regulations & Policies

This section gives an overview of the different Academic Rules and Regulation to be followed in the Centurion University of Technology and Management (CUTM) for the BCA Programs. Specifically it contains information on Choice Based Credit System (CBCS), including Registration, Selection of Subjects, Time Table, Grading System, Examination Policy, Attendance Policy and Academic Rules applicable at CUTM.

Registration, Selection of Subjects & Time Table

This section gives the details of the University Registration Card, Registration to different Subjects and Time Table for Course work. Immediately after admission, the students' particulars are to be stored in ERP/MIS/Exam cell of the University. Any information related to the students required by any Department/Entity will be collected from the ERP/MIS/Exam Cell only.

• University Registration Card

A Student is issued University Registration Card after admission process. University Registration number continues to be his/her Registration Number for all examinations during his/her tenure of study. This card is also essential for attending classes in a college and appearing in examinations. This is an IMPORTANT document and the student must take care of it. Duplicate University Registration Card will be issued only after recommendation by the Dean of respective college on paying the prescribed fee.

• Subject-wise Registration

All registered students of the University have to register for each of the subjects they are required to study before commencement of a semester. A student has to apply in a specified format for subject wise registration for each semester with prescribed fees to his/her college Dean/Principal. The same will be scrutinized and registration confirmation will be displayed on the notice board and in MIS. The following methodology is adopted for registration procedure.

- i. Head of the Departments to submit the titles of the subjects to be offered, for all the programme, to the Dean.
- ii. The MIS section has to upload all these subjects in the MIS/ERP.
- iii. One week slot will be provided to the students for counselling & registration in every semester.
- iv. Immediately after admission in the first year, each faculty mentor will be allotted 20 students for continuous guidance.

- v. It is the responsibility of faculty mentor and concerned HOD to counsel and make the students understand the CBCS and select the subjects of their choice (aligned to their goal).
- vi. Any student falling short of credits for graduation after the final semester examination, has the chance to complete the required shortfall by appearing the examination organised before the convocation of his/her batch.
- vii. MIS will show cumulative student credits under “My Credits”. A report on student wise credits can be obtained from MIS for documentation.

Time Table for Instructions

Each college will provide the Time Table for the subjects being offered in a semester after the subject registration for that semester. The time table will indicate the name of the Subject facilitators.

1. Duration of Curriculum & Calendar

- 1.1 The duration of the programme is 3 academic years. A student is expected to complete this programme in a maximum duration of 5 academic years.
- 1.2 Each academic year is divided into two semesters. (Autumn) semester is during the months of July to December and the second (Spring) semester is during the months of January to June.
- 1.3 The number of teaching weeks in each semester is fifteen to eighteen with a minimum of 90 teaching days excluding the holidays and days for conduct of tests / examinations.
- 1.4 Each year the University shall draw out a calendar of academic & associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula & syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

2. Eligibility for Admission:

- 2.1 Passed in class XII /10+2 / Intermediate with Science/Arts/Commerce.
- 2.2 Other criteria shall be as per provisions of the university, formulated for the purpose from time to time.

3. Course Structure of the Programme:

The semester-wise distribution of subjects and credits are indicated in the detailed course structure of the programme.

3.1 The curriculum of the programme in each stream consists of

- Ability Enhancement Compulsory Courses (AECC) subjects
- Professional Core subjects
- Generic Elective (GE) subjects
- Skill Enhancement Courses (SEC) subjects
- Discipline Specific Elective subjects
- Project/ Dissertation

3.2 Each subject is assigned a certain number of credits as follows:

- 1 credit per one lecture hour per week.
- 1 credit per one tutorial hour per week.
- 1 credit per two practical hours per week
- 6 credits for Project/ Dissertation.

4. Eligibility to Appear at Examinations

4.1 A student is eligible to appear in an examination provided he/she pursues a regular course of study in respective stream and attends at least 75% of classes in aggregate both in theory & practical subjects scheduled during the semester. The attendance is considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes is notified through a Time Table before the beginning of the classes in a Semester.

4.2 A student who is absent for short periods on health ground or due to participation in cultural, sports, other academic/official assignments in the interest of the institution/college/university/government with prior written permission of the head of the institution/college is permitted a maximum of additional concession of 10% in attendance and is eligible to appear in examination with a minimum of 65% of attendance in aggregate both in theory & practical subjects in a semester.

4.3 A candidate shall be allowed in a Semester Examination only after he/she is issued an Admit Card for the relevant examination by the University through the Examination Section of the College.

- Students who have been found to indulge in malpractice during examination will be awarded 'M' grade in that subject. The University will take appropriate disciplinary action, as per rule.
- A student who is absent in any subject(s) for which he/she has registered will be awarded 'S' grade. He/she is permitted to appear in those Subjects in subsequent

semester examinations after compensating for the course work missed and obtaining due permission from the respective College and University.

- A student may register to appear in a semester examination which she/he has not passed, with appropriate fee.

5. Evaluation System

The University has a continuous evaluation system for each type of Subjects (Theory, Practice, Project, Theory & Practice, Theory & Project, Practice & Project, Theory, Practice & Project). For this purpose the university holds the following examinations.

- **End Semester Examinations at the end of the Odd and Even Semester course work**
- **Examination on Demand (EOD)** to be notified from time to time. In general, there will be one EOD in each semester, in addition to a special EOD towards the end of Academic Year.

The Assessment breakup of Internal and External are as follows: S. No.								
	Total Marks for Assessment		Internal Evaluation			External Evaluation		
SL/ No	Course Type	FM	Theory	Practice	Project	Theory	Practice	Project
1	<i>Theory</i>	100	40	-	-	60	-	-
2	<i>Practice</i>	100	-	50	-	-	50	-
3	<i>Project</i>	100	-	-	50	-	-	50
4	<i>Theory + Practice</i>	100	20	30	-	30	20	-
5	<i>Theory + Project</i>	100	20	-	25	30	-	25
6	<i>Theory + Practice + Project</i>	300*	40	50	50	60	50	50
7	<i>Practice + Project</i>	200	-	50	50	-	50	50

	<i>Theory</i>		<i>Practice</i>		<i>Project</i>	
	<i>Internal</i>	<i>External</i>	<i>Internal</i>	<i>External</i>	<i>Internal</i>	<i>External</i>
<i>Marks for basic Assessment</i>	40	60	50	50	50	50
<i>Total for basic Assessment</i>	100		100		100	
<i>% to be considered for Award of Grade</i>	40		30		30	

All Internal marks will be recorded in ERP and uploaded to EMS. All external marks to be sent to QA cell in a sealed cover as per the direction of QA.

- Grading pattern to be followed as specified in the Subject Depository.
- Pass marks for Theory, Practice and Project will be as follows:

<i>Theory</i>	<i>Practice</i>	<i>Project</i>
40%	50%	50%
Student has to get pass percentage in individual components		

In case, a student gets "F" grade in theory course, he/ she will only appear for External component as the internal marks are locked. But, in case of combination courses, the student will have to appear for all the external components (theory + practice + project), even if the student has cleared in some/ failed in some of the components.

- Registration of a paper having pre-requisite condition indicates that, a student will only be allowed to register provided he/she has cleared the pre-requisite paper at the time of registration.
- A student may apply for rechecking and photocopy as per the norms.
- A student can appeal against the rechecking result(s) with a fee of Rs 5000/- per paper. The fee will be refunded to the student in case the revised result (marks) is 10% or more than the earlier rechecked marks.

5.1 Internal Assessment of Theory

A theory paper will have 100 percentage points to be assessed through a number of Internal and External Examination components as below.

- Internal - I = 10 percentage points.
- Internal - II = 10 percentage points.

- Internal – III = 10 percentage points.
- Assignments/quiz/viva-voce/attendance = 10 percentage points.
- End Semester External Examination = 60 percentage points.

Total = 100 percentage points.

Note:

1. Preferably, Internal Examination and External Examination will be for 1 hr and 3 hr respectively.
2. Any one of the Internal Examination can be done in project, presentation and any other innovative mode.

5.2 Assessments of Projects, Internships & Seminars (CBCS)

a. Projects:

There will be Process and Output of the Project. Process will be dealt and marks will be given by Internal Faculty/ Guide. Output will be evaluated by External Examiner (External Examiner + Faculty committee of the Dept.). Internal Evaluation is 50% and External Evaluation is 50%.

Process will include Literature review, design/ techniques to be decided, Experiment/ testing/ simulation, Attendance, Observations/ viva.

Output will include Report, Product, Presentation etc.

b. Internships:

1. Student to maintain Log report/ daily report signed by company person in the field -- 10% weightage
2. Report submission (log report to be a part of the report) – 20% weightage
3. Assessment Form will provided by University to be filled in by the company/ organisation where internship is done --- 50% weightage
4. Presentation and Viva at Department level – 20% weightage.

c. Seminars:

1. Report – 40% weightage
2. Presentation --- 30% weightage
3. Attendance & Participation in seminar talks given by other students for the course -- 30% weightage.

5.3 Grading System:

University follows a nine point grading system on base of 10 point scale according to the performance of a student in all subject items. The grades along with the corresponding points are categorized as follows:

Qualification	Grade	Score on 100 percentage points	Point
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Fair	C	50 & above but less than 60	6
Pass	D	40 & above but less than 50	5
Failed	F	Below 40	0
Malpractice	M	--	0
Absent	S	--	0

N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional /Project.

5.4 Definition of Terms

The terms used in the above table are defined as follows:

- a) Point – Integer equivalent of each letter grade
- b) Credit – Integer signifying the relative emphasis of individual Subject item(s) in a semester as indicated by the course structure and syllabus
- c) Credit Point – (b) multiplied by (a) for each Subject item
- d) Credit Index – Sum of Credit Points, [i.e. Sum of (c)] of Subject items in a semester
- e) Grade Point – (c) / (d)
- f) Grade Point Average – Represented by Grade Point Indices as per section 1.4.3.
 - Semester Grade Point Index (SGPI)
 - Cumulative Grade Point Index (CGPI)

g) Grade Point Index

The formulas for calculating the SGPI and CGPI are as follows:

$SGPI = (\text{Credit Index}) / (\text{Sum of Credits for a Semester})$

$CGPI = (\text{Sum of Credit Index of all previous Semester}) / (\text{Credits of all previous Semesters up to a semester})$

5.5 Declaration of Result & Promotion

- In order to pass a programme / course, a candidate must secure at least a pass grade as defined in clause 5 in each of the theory, practical, project and seminar items.
- The promotional status between two consecutive semesters and or two consecutive levels / years shall be indicated on the semester grade sheet ,which carries the remark “promoted to next year”, as the university has no restriction on the number of backlogs to be carried.
- The SGPI of the semester shall be updated after the candidate clears the subjects in which he / she has failed at a subsequent examination.
- The University shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- 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.
- Candidates, who are permitted to discontinue the BCA programme for valid reasons, may rejoin a course at the commencement of the semester in which it is offered. Such candidates will be governed by rules, regulations, course structure and syllabi in force at the time of joining.
- Candidates, who are detained from appearing at the end-semester examination due to shortage of attendance, have to register for that course once again and appear at the subsequent examination to obtain a passing grade.

6. BCA Degree Requirements

There shall be no class / division awarded to a student either at semester or degree level. A candidate will be eligible for award of BCA degree if he/she satisfies all the following conditions:

- a. Has cleared all subjects with at least pass grade,
- b. Has obtained 140 Credits,
- c. Has obtained at least satisfactory grade in CSR activities (i.e. NCC/NSS/Games/Sports/ Music/Debate/Quiz/Yoga) during the study period,
- d. Has no dues to the University, and

- e. Has no disciplinary action pending against him/her.

7. Criteria for award of Gold Medals

- a. The best graduate / university gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year.
- b. The candidate must have passed all the course items prescribed for all the ten semesters in the **FIRST ATTEMPT** and completed the BCA in 3 years. The grade point obtained before the improvement exam shall be considered for the gold medal issue.
- c. For award of gold medal / scholarships etc. more than one candidate may be declared Joint Winner if they have same CGPI.
- d. Candidate securing less than 8.50 CGPI will not be considered for award of Gold Medal.

8. General Academic Regulations

- 1. The academic regulations should be read as a whole for the purpose of interpretation.
- 2. In case of doubt or ambiguity in the interpretation of the above regulations, the decision of the Vice-Chancellor is final.
- 3. The University may change or amend the academic regulations 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.
