



MCA
MASTER OF COMPUTER APPLICATIONS
REGULATION
2025



MCA REGULATION

2025



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MUTHOOT INSTITUTE OF TECHNOLOGY AND SCIENCE

MASTER OF COMPUTER APPLICATIONS (REGULAR) ACADEMIC REGULATIONS, 2025

Preamble: In exercise of the powers conferred autonomous status by the provisions of UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023; Master of Computer Applications (Regular) Academic Regulations, 2025.

1. Short Title - These Regulations may be called “The Muthoot Institute of Technology and Science Master of Computer Applications (Regular) Academic Regulations, 2025”.

2. Commencement- These Regulations shall come into force from the academic year 2025-2026.

3. Application- These Regulations shall apply to students admitted from the academic year 2025-2026.

4. Definitions-

For the purposes of these Regulations: -

- ‘*AICTE*’ means the All India Council for Technical Education constituted under the All India Council for Technical Education Act, 1987.
- ‘*Academic Calendar*’ means the official schedule set by the College, detailing the commencement and conclusion of classes, examinations, and events for an academic year.
- ‘*Academic Council (AC)*’ means the Academic Council of the College constituted in accordance with the provisions of the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023.
- ‘*Academic Year (AY)*’ means the academic cycle consisting of an Odd semester, an Even semester, and a Summer semester;
- ‘*College*’ means Muthoot Institute of Technology and Science.
- ‘*Governing Body (GB)*’ means the Governing Body of the College constituted in accordance with the provisions of the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023.
- ‘*Board of Studies (BoS)*’ means the Board of Studies constituted by the College in accordance with the provisions of the UGC (Conferment of Autonomous Status upon Colleges and Measures for Maintenance of Standards in Autonomous Colleges) Regulations, 2023.
- ‘*MCA Degree Programme*’ means a programme leading to the award of a Post Graduate Degree by the Parent University (A P J Abdul Kalam Technological University, Thiruvananthapuram).
- ‘*Course*’ means a theory, project, or practical subject that is normally included in the curriculum for study for MCA programme.
- ‘*Continuous Internal Assessment (CIA)*’ means Continuous Internal Assessment which is assessed for every student for every course during the

semester.

- MCA courses designed to provide students with in- depth knowledge and skills relevant to that area of study;
- ‘*End Semester Examination (ESE)*’ means the End Semester Examination which is conducted by the college at the End of the Semester for all the courses of that semester as per the curriculum of study for the MCA programme.
- ‘*CGPA*’ means Cumulative Grade Point Average.
- ‘*SGPA*’ means the Semester Grade Point Average.
- ‘*Grade Card*’ means the certificate issued to each candidate generally containing course code, course title, grade and grade points along with SGPA of that semester.
- ‘*Regulations*’ means the Muthoot Institute of Technology and Science MCA Academic Regulations 2025.
- ‘*UGC*’ means the University Grants Commission constituted under the University Grants Commission Act 1956.
- ‘*University*’ means the parent University, A P J Abdul Kalam Technological University; Thiruvananthapuram.

Words and expressions used in these Regulations but not defined herein shall have their respective meanings assigned to them in the Regulations or Act or Statutes.

1. GENERAL	
R1.1	The provisions contained in these regulations shall govern the policies and procedures for the admission and registration of students to MCA programmes in the colleges imparting instruction for course, conduct of the examination, evaluation, certification of student’s performance leading to the award of MCA Degree(s).
R1.2	The College shall have the authority to modify the regulations from time to time with the approval of Academic Council. Principal shall modify the regulations from time to time subject to ratification by the Academic Council.
R1.3	These regulations, and any amendments thereto issued from time to time, shall be binding on all parties concerned, including students, faculty, staff, and the management of college from the academic year 2025-2026 onwards.
R1.4	These regulations shall be applicable to MCA programme that may be introduced in future until next regulation.
R1.5	In all matters contained in these Regulations, the decision of the College as recommended by the Academic Council and approved by the Governing Body, shall be final.
2. ADMISSION	
R2.1	<p>MCA (2 Year) Candidates should have passed BCA/Bachelor Degree in Computer Science Engineering or equivalent Degree.</p> <p style="text-align: center;">OR</p> <p>Passed B.Sc./B.Com/BA with Mathematics at 10 + 2 level or at Graduation level. For students having no Mathematics background compulsory bridge</p>

	course will be framed by the respective Institution and additional bridge courses related to computer subjects as per the norms of the parent University. Candidates should have obtained at least 50 % marks in the Degree examination. It is 45 % in the case of candidates belonging to reserved category.
R2.2	The reservation policy of the Government of Kerala and the Government of India from time to time shall be followed in admission to the MCA programme.
R2.3	Notwithstanding all that is stated above; the admission policy may be modified from time to time by the parent University, particularly to conform to the directions from the Government of Kerala and the Government of India. The maximum number of seats under various categories (regular and SC/ST) shall be as per the sanctions of the AICTE, State Government and parent university.
R2.4	If at any time after admission, it is found that a candidate has not fulfilled any of the requirements stipulated by the parent University or the statutory body concerned, the Principal may revoke the admission of the candidate and report the matter to the Governing Body.
3. STRUCTURE OF MCA PROGRAMME	
R3.1	The MCA programme shall be structured on a credit-based system following the semester pattern with continuous evaluation.
R3.2	The duration of the MCA programme two years consisting of four semesters Each semester shall have a minimum of 72 instruction days followed by the end semester examination. The total contact hours are normally 30 hours per week.
R3.3	The duration for the programme will normally be 4 semesters for MCA (2 year). In case of prolonged illness or other personal exigencies, the college may allow a student who has earned credits for at least one semester, to extend the programme up to the maximum duration of four years in case of MCA (2 year).
R3.4	Every academic year shall have two semesters “1 st July to 31 st December (Odd semester)” and “1 st January to 30 th June (Even semester)”. The vacation of the faculty and staff shall be as per the Government orders from time to time. The college shall publish academic calendar for each academic year.
R3.5	The MCA Program shall have a curriculum and syllabi for the courses approved by the Academic Council. Syllabus for any course shall be normally modified/updated once in three years. However, innovative elective courses can be included as and when required, on the recommendations of the Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies.

R3.6	<p>A common course structure for the MCA programme is to be followed and consist of the following courses</p> <ul style="list-style-type: none"> • Core courses • Elective courses • Laboratory courses • Mini Projects • Seminar • Comprehensive Viva • Main Project • Non-credit courses 																																																																		
R3.7	<p>Every Course comprises of specific Lecture-Tutorial-Practical-Self-study (L-T-P-S) schedule. The course Credits are fixed based on the following norms.</p> <ul style="list-style-type: none"> 1 credit for each lecture hour per week 1 credit for each tutorial hour per week 1 credit for 1 to 2 Hours Practical(P) per week 2 credits for 3 to 4 Hours Practical(P) per week 2 credits for the Research Seminar 2 credits for the mini projects 4 credits for comprehensive viva 12 credits for the main project 1 credit for MOOC courses Zero credit for non-credit courses <p>The distribution of credits for the course work is given in Table 1.</p> <p>Table 1: Distribution of credits among the Semesters for MCA (2 year)</p> <table border="1" data-bbox="386 1024 1377 1814"> <thead> <tr> <th>Sem</th> <th>Course details</th> <th>Hours per week</th> <th>Total credits allotted</th> <th>Credits allotted semester-wise</th> </tr> </thead> <tbody> <tr> <td rowspan="3">I</td> <td>Core courses: 4nos</td> <td>4 each</td> <td>4x4 = 16</td> <td rowspan="3">22</td> </tr> <tr> <td>Lab courses: 3nos</td> <td>4 each</td> <td>3x2 = 6</td> </tr> <tr> <td>Skill Enhancement Course</td> <td>1 hours</td> <td>No credit</td> </tr> <tr> <td rowspan="4">II</td> <td>Core courses: 2nos</td> <td>4 each</td> <td>2x4 = 8</td> <td rowspan="4">23</td> </tr> <tr> <td>Elective: 2nos</td> <td>4 each</td> <td>2x4 = 8</td> </tr> <tr> <td>Lab courses: 3nos</td> <td>4 each</td> <td>3x2 = 6</td> </tr> <tr> <td>NPTEL course</td> <td></td> <td>1</td> </tr> <tr> <td rowspan="5">III</td> <td>Core Courses: 2 nos</td> <td>4 each</td> <td>2x4 = 8</td> <td rowspan="5">22</td> </tr> <tr> <td>Electives: 2 nos</td> <td>4 each</td> <td>2x4 = 8</td> </tr> <tr> <td>Lab courses: 2 nos</td> <td>4 each</td> <td>2x2 = 4</td> </tr> <tr> <td>Mini Project</td> <td>4 hours</td> <td>1*2=2</td> </tr> <tr> <td>Skill Enhancement Course</td> <td>1 hours</td> <td>No credit</td> </tr> <tr> <td rowspan="4">IV</td> <td>Main Project</td> <td>27 hours</td> <td>12</td> <td rowspan="4">19</td> </tr> <tr> <td>Seminar</td> <td>2 hours</td> <td>2</td> </tr> <tr> <td>Comprehensive Viva voce</td> <td></td> <td>4</td> </tr> <tr> <td>NPTEL course</td> <td></td> <td>1</td> </tr> <tr> <td colspan="4">Total Credits in all four semesters</td> <td>86</td> </tr> </tbody> </table> <p>Curriculum details are given separately</p>	Sem	Course details	Hours per week	Total credits allotted	Credits allotted semester-wise	I	Core courses: 4nos	4 each	4x4 = 16	22	Lab courses: 3nos	4 each	3x2 = 6	Skill Enhancement Course	1 hours	No credit	II	Core courses: 2nos	4 each	2x4 = 8	23	Elective: 2nos	4 each	2x4 = 8	Lab courses: 3nos	4 each	3x2 = 6	NPTEL course		1	III	Core Courses: 2 nos	4 each	2x4 = 8	22	Electives: 2 nos	4 each	2x4 = 8	Lab courses: 2 nos	4 each	2x2 = 4	Mini Project	4 hours	1*2=2	Skill Enhancement Course	1 hours	No credit	IV	Main Project	27 hours	12	19	Seminar	2 hours	2	Comprehensive Viva voce		4	NPTEL course		1	Total Credits in all four semesters				86
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R3.8	The medium of instruction shall be English. All examinations, project,																																																																		

	seminar, reports and presentations shall be in English.
R3.9	Revision of Regulations notwithstanding all that has been stated above, the college has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.
4. ACADEMIC MONITORING AND STUDENT SUPPORT	
R4.1	There shall be one Faculty Advisor (FA) for a class. The Principal/Director shall assign a regular faculty member with minimum two years of experience as the FA in discussion with the Head of the Department.
R4.2	The documents regarding all academic and non-academic matters of students shall be kept under the custody of Faculty Advisor.
R4.3	All requests/applications from a student or parent to higher offices are to be forwarded/recommended by his/her Faculty Advisor. Students and parents shall first approach their Faculty Advisor for all kinds of advices, clarifications and permissions on all academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advices to the students and parents strictly based on the prevailing academic regulations.
R4.4	<p>The FA shall arrange separate or combined meetings with course faculty, parents and students as and when required and discuss the academic progress of students. The Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students. Advisory meetings shall preferably be convened:</p> <ol style="list-style-type: none"> i. Immediately after the commencement of the semester. ii. Immediately after announcing the marks of first internal evaluation test. <p>The internal marks and eligibility of attendance shall be uploaded in the CoE portal only after displaying the same in the department notice board at least for two working days. This is for the information and feedback of the students. Any concerns raised by the students regarding attendance and internal marks shall be looked into in the combined meetings of advisor, course faculty and the students concerned. The Head of the Department shall ensure to take steps to redress the concerns raised by the students regarding internal assessment and attendance. The FA shall be the custodian of the minutes and action taken reports of the advisory meetings.</p>
R4.5	The FA shall get the minutes and action taken reports of advisory meetings approved by the Head of the Department and the Director. It shall be the duty of the Head of the Department and should produce to the Principal as and when required.
R4.6	The FA shall keep a hard copy of the consolidated statement of attendance and internal marks of their students. It shall be kept with the Head of the Department without fail for all sorts of inspections.
R4.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Faculty Advisor.
R4.8	The Principal shall inform/ forward all regulations, guidelines,

	communications, announcements issued by the College regarding student academic and other matters to the Head of the Department for information and timely action.
R4.9	It shall be the official responsibility of the Principal to arrange necessary orientation programmes to the Head of the Department and Faculty regarding student counseling, the prevailing college norms, regulations, guidelines and procedures on all academic and other University related matters.
5 COURSE REGISTRATION AND ENROLMENT	
R5.1	It is mandatory for students to register for the courses they want to attend in a Semester. Students have to register for all courses offered in the first semester at the time of admission and for all courses offered in the second semester before the commencement of second semester. Similarly, the students need to register for third and fourth semester.
R5.2	The dates for registration and enrolment will be given in the academic calendar. Any late enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late enrolment fee.
R5.3	A student will become eligible for enrolment only if he/she has registered for the previous semester. In addition, he/she has to clear all dues to the Institute up to the end of the previous semester and also, he/she and should not have any pending disciplinary proceedings.
R5.4	In extraordinary circumstances like medical grounds, a student may be permitted to withdraw from a semester completely. Normally a student will be permitted to withdraw from the programme only for a maximum continuous period of two semesters.
6. EVALUATION PROCESS	
R6.1	There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum, except for Non-credit courses, Mini Project and Seminar. The End Semester Examinations shall be conducted by the college. Semester classes shall be completed at least six days before the commencement of the End Semester Examination.
R6.2	For MCA (2 year), college will publish a list of MOOC Courses on IT introductory subjects every year. The first-year students shall enroll and successfully complete minimum one MOOC course during their first year and the second MOOC course before completion of their second year. Submission of 'Successful Course Completion Certificate' to the CoE is mandatory to publish their results of respective semesters.
R6.3	The End Semester Examinations (ESE) shall be held twice in a year – May/June (for even semesters) and November/December (for odd semesters). However, the End Semester Examinations of the third & fourth Semesters shall be conducted in both the sessions. The Comprehensive viva is to be done at the beginning of the fourth semester for MCA (year). The Comprehensive Viva Voce shall be conducted at the end of the fourth semester
R6.4	Candidates in each semester shall be evaluated both by Continuous Internal Assessment (CIA) and End Semester Examinations (ESE). The ratio

	<p>of Continuous Internal Assessment (CIA) to End Semester Examinations (ESE) shall be as below:</p> <ol style="list-style-type: none"> 1. Theory Courses : 1 : 1.5 2. Practical Courses : 1 : 1 3. Mini Projects : CIA only 4. Seminar : CIA only 5. Skill Enhancement courses: CIA only 6. Comprehensive Viva : ESE only 7. Main Project : CIA by Supervisors (30 marks) and a Committee (40 marks) separately and ESE by External Expert (30 marks). 																								
R6.5	<p>Continuous Internal Assessment (CIA): The Continuous Internal Assessment shall be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments (minimum two). The faculty member (s) concerned shall carry out the Continuous Internal Assessment (CIA) for the course allotted to him/her. The CIA marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.</p> <table border="1" data-bbox="388 806 1357 1264"> <thead> <tr> <th>Course</th> <th>Class Participation and Attendance</th> <th>Tests/ Evaluation</th> <th>Assignment / Class work</th> </tr> </thead> <tbody> <tr> <td>Theory</td> <td>20%</td> <td>50%</td> <td>30%</td> </tr> <tr> <td>Practical</td> <td>20%</td> <td>40%</td> <td>40%</td> </tr> <tr> <td>Mini Project</td> <td>10%</td> <td>50%</td> <td>40%</td> </tr> <tr> <td>Main Project</td> <td colspan="3"> <ul style="list-style-type: none"> • Project evaluation by the supervisor(s): 30 Marks • Presentation & evaluation by the Committee: 40 Marks </td> </tr> <tr> <td>Seminar</td> <td colspan="3"> Scope and relevance of topic – 20% Attendance – 10% Presentation – 30% Technical content – 20% Report – 20% </td> </tr> </tbody> </table> <p>There shall be minimum two internal evaluation tests, each of 2hrs duration. Each test shall cover 50% of the syllabus and shall be for 50marks. Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds.</p> <p>The CIA marks for the attendance for each theory, practical and seminar shall be awarded in full, only if the candidate has secured 90% attendance or above in the subject. If a student has attendance for a subject below 90%, reduction in the marks for the attendance shall be made proportionally. The CIA marks obtained by the student for all subjects in a semester are to be published at least 5 days before the commencement of the ESE. Duty leave shall be accounted for awarding the internal marks for attendance.</p> <p>For practical courses with an internal theory component under Continuous Internal Assessment, at least one internal test of 2 hours' duration shall be conducted, covering 70% of the syllabus for 50 marks, with the question paper pattern similar to that of theory courses.</p>	Course	Class Participation and Attendance	Tests/ Evaluation	Assignment / Class work	Theory	20%	50%	30%	Practical	20%	40%	40%	Mini Project	10%	50%	40%	Main Project	<ul style="list-style-type: none"> • Project evaluation by the supervisor(s): 30 Marks • Presentation & evaluation by the Committee: 40 Marks 			Seminar	Scope and relevance of topic – 20% Attendance – 10% Presentation – 30% Technical content – 20% Report – 20%		
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R6.6	Students, who have completed a course but could not write the End																								

	Semester Examination, shall be awarded “ab” Grade, provided they meet other eligibility criteria (R.6.7). They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.
R6.7	The main eligibility criteria for registering to the End Semester Examination are attendance in the course and no pending disciplinary action. The minimum attendance for appearing for the End Semester Examination is 75% in each course. Students who do not meet these eligibility criteria are awarded an FE grade.
R6.8	The students with FE grade shall register for the courses during the normal semesters in which the courses are offered.
R6.9	A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.
R6.10	A student will be eligible for the award of MCA Degree of the parent University on satisfying the following requirements: <ol style="list-style-type: none"> 1. Fulfilled all the curriculum requirements within the stipulated duration of the course. 2. Earned the required minimum credits as specified in the curriculum 3. No pending disciplinary action.
R6.11	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Assessment (CIA) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be earned only on getting at least a pass grade ‘P’ or better in the composite evaluation.
R6.12	Pass minimum for a course shall be 40% for the End Semester Examination and 50% of CIA and ESA put together. Letter grade ‘F’ will be awarded to the student for a course if either his/her mark for the End Semester Examination (ESE) is below 40 % or the overall mark [Continuous Internal Assessment (CIA) + End Semester Examination (ESE)] is below 50 %.
R6.13	Students who received F grade in an End Semester Examination shall have to appear for the End Semester Examination at the next opportunity and earn the credits. They shall not be permitted to register for the course again.
R6.14	Grading is based on the overall % marks obtained by the student in a course, as given in 6.16. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

Grade and Grade Points		
Grades	Grade Point (GP)	% of Total Marks obtained in the course
S	10	90% and above
A+	9.0	85% and above but less than 90%
A	8.5	80% and above but less than 85%
B+	8.0	75% and above but less than 80%
B	7.5	70% and above but less than 75%
C +	7.0	65% and above but less than 70%
C	6.5	60% and above but less than 65%
D	6.0	55% and above but less than 60%
P (Pass)	5.5	50% and above but less than 55%
F (Fail)	0	Below 50% (CIE + ESE) or Below 40% for ESE
FE	0	Failed due to lack of eligibility criteria (R6.7)
ab	0	Could not appear for the end semester examination but fulfills the eligibility criteria.
Classification of MCA Degree	First Class with Distinction	CGPA 8.0 and above
	First Class	CGPA 6.5 and above
Equivalent percentage mark shall be = $10 * CGPA - 2.5$		
R6.15		
R6.16	<p>There shall be double valuation of theory papers for which End Semester Examinations are conducted by the college. The theory answer script shall be valued independently by the two examiners appointed by the college. If the difference between the marks awarded by the two Examiners is not more than 15% of the maximum marks, the marks awarded to the candidate shall be the average of two evaluations. If the difference between the marks awarded by the two Examiners is more than 15% of the maximum marks, the Script shall be evaluated by a third Examiner. The average of the marks of nearest two valuations shall be considered as the marks secured by the candidate. However, if one of the three marks falls exactly midway between the other two, then the highest two marks shall be taken for averaging. There is no provision for revaluation of the semester answer scripts or for improving the grade.</p>	
R6.17	<p>Students who are in the 'failed' status on declaration of results can apply for review. This facility will be available after obtaining the answer scripts' copy after the declaration of results. Students have to submit their review request, within fifteen days of the declaration of results, in the prescribed format recommended by a competent/mapped faculty, endorsed by the head of the department/Director routed through the principal. The fee for review will be Rs 5,000 per answer script of which Rs 3,000 will be refunded in case of a grade change after the review. The paid amount of Rs 5,000 will be forfeited in case of no grade change after the review. The review will be carried out by a competent/mapped faculty with a minimum of three years' experience. The result of the review will be final and no appeal will be entertained thereafter.</p>	

R6.18	Grade cards shall be made available to the student for the registered courses, in every semester. On earning the required credits for the degree, the college will issue the final consolidated grade sheet for the MCA program including CGPA.
R6.19	<p style="text-align: center;">Calculation of SGPA/CGPA</p> <p>Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. $SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. $CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$, where 'C_i' is the credit assigned for a course and 'GP_i' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the MCA programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.</p>
R6.20	Any act of violation of college directions, indiscipline, misbehavior, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the Principal to see that the examinations are conducted strictly as per the directions specified in the Examination Manual. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the Examination Manual.
7. BREAK OF STUDY	
R7.1	<p>A student is permitted to avail break of study:</p> <ol style="list-style-type: none"> i. In case of accident or serious illness needing prolonged hospitalization and rest. ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a product. iii. In case of any personal reasons that need a break in study. iv. For internship leading to employment. <p>For break of study due to illness, student shall submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back, the student should submit the fitness certificate from the doctor who treated him.</p> <p>Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, technical details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the startup shall be permitted only after the 2nd semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first semester.</p>

	<p>Students who require a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.</p> <p>Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The head of department shall verify the authenticity of the offer and submit his recommendation to the Principal sufficiently in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility.</p> <p>In the semester system followed by the college, break of study for an academic year is the preferred option than break of study for a semester. The student can avail the break of study only with the prior approval of the college.</p> <p>Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.</p>
8. ATTENDANCE	
R8.1	<p>Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination.</p> <p>On medical ground the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. This provision is applicable only to any two semesters during the entire program period. In case of prolonged illness, break of study is permitted as per R7.1.</p>
R8.2	<p>The Principals are authorized to grant attendance relaxation (duty leave) to the students participating in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate countersigned by the Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Faculty Advisor in the case of other extracurricular activities, within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the college for representing the University.</p>
R8.3	<p>The Principals are authorized to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities; within ten days</p>

	of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
9. ACADEMIC AUDITING OF AFFILIATED INSTITUTIONS	
R9.1	<p>There shall be academic auditing in each affiliated college at stipulated intervals. The academic auditing shall be conducted jointly by an Internal Quality Assurance Cell (IQAC) within the college. The Internal Quality Assurance Cell (IQAC) in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell shall prepare academic audit statements in the formats prescribed by the college for each semester at regular intervals. These reports shall be presented to the external academic auditor(s), who shall use it as reference for independent auditing. The external auditor(s) shall submit the final audit report to the University in the prescribed format.</p> <p>Academic auditing shall cover: -</p> <ol style="list-style-type: none"> 1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental set ups and equipments, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for students. 3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking. <p>The audit shall also cover the quality criteria prescribed by NBA/NAAC.</p>
10. GRACE MARKS FOR SPORTS /ARTS COMPETITIONS	
R10.1	Only bona-fide, regular candidates are eligible for the award of Grace Marks.
R10.2	The criterion for the award of Grace Marks is representing the University in officially sponsored national level competitions/championships/tournaments when called upon to do so. The student shall get official prior permission from the college for representing the University.
R10.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the college conducts End Semester Examinations.
R10.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
R10.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc even though she/he fails for the same.

R10.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, re-distribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Re-distribution is possible from passed courses to failed courses only. Re-distribution of Grace Marks is not permissible from failed courses to other courses for a pass.
R10.7	The Grace Marks shall be awarded for all theory papers/courses/subjects in a semester.
R10.8	Re-distribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
R10.9	Grace Marks shall not be re-distributed from one semester to another semester.
R10.10	If the candidate does not secure the minimum marks required for a pass even after effecting re-distribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
R10.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
R10.12	The performing semester shall be considered from 1 st July to 31 st December (Odd semester) and 1 st January to 30 th June (Even Semester).
R10.13	Grace Marks shall be awarded on the basis of performance in the respective semester.
R10.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the college. The request for Grace Marks received after the time limit shall not be entertained on any account.
R10.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
11. GRACE MARKS FOR PERSONS WITH DISABILITY (PWD)	
R11.1	To be eligible for the grace marks, the certificate of disability specifying the percentage of disability certified by the District Medical Board shall be produced before the Principal at the time of admission. Profoundly deaf candidates with disability 40% or above or hearing-impaired candidates with disability 70% or above are eligible for the award of Grace Mark. In case of any other disability of more than 60% duly certified by the District Medical Boards, students will be eligible for grace marks.
R11.2	The Grace Marks that can be awarded for differently abled candidates is 25% of the marks scored by the candidate in each course at the time of finalization of the results.
R11.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be discarded.
R11.4	Differently abled candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they

	pass the whole examination.
R11.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations conducted by the college. Grace Marks shall be awarded for enabling differently abled candidates to obtain the minimum marks required for a pass for Viva Voce/ Seminar for which the college does not normally conduct End Semester Examinations. However, the maximum grace marks awarded in this case shall not be more than 25% of the marks scored by the candidate in each course.
R11.6	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the College.
R11.7	The request for Grace Marks received after the time limit shall not be entertained on any account.
12. TRANSITORY PROVISION	
R12.1	Notwithstanding anything contained in these regulations, the Principal shall, for a period of two years from the date of coming into force of these regulations, has the power to provide by order that these Regulations shall be applied with any modifications as may be necessary.