ANNAMACHARYA UNIVERSITY

(Estd A.P. Private Universities (Establishment and Regulation) Act, 2016)
RAJAMPET-516126, Annamayya District, A.P, INDIA

ACADEMIC REGULATIONS (AU24), COURSE STRUCTURE AND SYLLABI

For the students admitted to

MCA Regular Two-Year Postgraduate Degree Programme from the Academic Year 2024-25

VISION AND MISSION OF THE UNIVERSITY

VISION

To be a globally recognized university by providing value-based education and promoting innovation and research for societal betterment.

MISSION

The mission of the University is:

1. To embody ‘Vidwan Sarvatra Pujyathey’.

2. To deliver high-quality education by encouraging research, innovation, and critical thinking.

3. To nurture upright individuals by fostering an inclusive environment and inspiring service to society.

ACADEMIC RULES AND REGULATIONS OF TWO-YEAR MCA REGULAR PG DEGREE PROGRAMME

APPLICABLE FOR THE STUDENT BATCHES ADMITTED FROM THE ACADEMIC YEAR 2024-25

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1. PREAMBLE

Annamacharya University, is Private University, established under the brownfield category as per the Andhra Pradesh Private Universities (Establishment and Regulation) Act of 2016 (Act No. 3 of 2016), subsequently amended by Act No. 2 of 2024, as published in the Extraordinary Gazette of Andhra Pradesh via gazette notification G.O.Ms. No. 13 dated 13.03.2024. The University Grants Commission (UGC) has included it in the list of UGC-listed Universities vide letter no. xxx dated xx.08.2024.

Annamacharya University, Rajampet, relentlessly aims to achieve academic excellence by implementing new initiatives in teaching-learning and evaluation processes. Based on the directions of the University Grants Commission (UGC), New Delhi, All India Council for Technical Education (AICTE), New Delhi, Department of Higher Education, Government of Andhra Pradesh, and Andhra Pradesh State Council of Higher Education (APSCHE), the university has adopted the AICTE and APSCHE model curriculum with minor modifications to match the needs, expectations, and skill sets of students in the state, in both the undergraduate and postgraduate programs offered from the academic year 2024-25.

Annamacharya University is promoting enhanced learning abilities through the integration of various skills into the curriculum, including (a) Critical Thinking, (b) Problem Solving, (c) Analytical Reasoning,
(d) Scientific Reasoning, (e) Reflective Thinking, and (f) Design Thinking etc.,

Objectives:

The objectives of offering the MCA program are:

1. To empower students to focus on conceptual and empirical knowledge.
2. To encourage a multidisciplinary perspective.
3. To encourage depth and breadth in understanding complex issues.
4. To provide broad interdisciplinary training with a well-sequenced curriculum over a sufficient length of time, giving students adequate preparation in their chosen field, either for higher studies or professional career.

Academic Council:

The academic council in a private university plays a pivotal role in maintaining and enhancing the academic standards and quality of education. The academic council coordinates and exercises general supervision over the academic policies of the university.

The Department Board of Studies (BoS):

Each department within the School of Sciences will have a Board of Studies common to the UG, PG, and Doctoral programs offered by the department. The Dean/Head of the department will serve as the Chairman of the Department Board of Studies. The Board of Studies has been constituted as per the guidelines of the university statutes. The rules, regulations, curriculum, syllabus, and other academic matters shall be approved by the Board of Studies before being placed before the Academic Council and subsequently the Board of Management.

Office of the Dean, Academics:

The office of the Dean, Academics, is responsible for the implementation of the decisions taken on academic matters by the Academic Council. The office:

- Receives, processes, and maintains all records relating to the programs, including curricula, courses offered, academic calendar, registration, assessments, and grades.
- Disseminates information pertaining to all academic matters, issues necessary memoranda/orders, and acts as a channel of communication between the students, instructors, and departments.
- Provides information about various academic programs, rules, and regulations to students from the office of the Dean, Academics.

2. REGULATIONS COMMENCEMENT

- The regulations are quite comprehensive and include definitions of key terms, semester system, credit system, grading system and other relevant details.
- The regulations detailed herein shall apply to all the regular under-graduate programmes offered by the University.
- The regulations shall be applicable and come into force to the student batches admitted from the academic year 2024-25.
- The University may revise, amend or change the regulations, scheme of examinations and syllabi, from time to time, if found necessary and on approval from the Academic Council of the University, keeping the recommendations of the Board of Studies (BoS) in view.
- Any or all such amendments shall be effective from such date and to such batches of students including those already undergoing the programme, as may be approved through Academic Council of the University.
- These regulations shall be called AU24 Regulations.

3. ELIGIBILITY FOR ADMISSION

3.1 Admission into MCA Post Graduation Programme (Regular)

The eligibility criteria for admission into Postgraduate programmes offered at Annamacharya University shall be as prescribed by Statutes and Ordinances of the University and Higher Education Department, the Government of Andhra Pradesh. The criteria are given below:

- The candidate shall be an Indian National / NRI.
- The candidate should have completed 19 years of age as on 31st December of the academic year for which the admissions are being conducted.
- The candidate should have passed B.C.A / B.Sc / B.Com Degree from any University Recognized by UGC/APSCHE with Mathematics as one of the subject at 10+2 level or at graduation level.
- Seats in each programme in the University are classified into two categories i.e., **Brownfield** and **Greenfield**. Further under brownfield category seats are filled through two categories, i.e., **Category – A** and **Category – B** as per the GOs of Andhra Pradesh.

BROWNFIELD CATEGORY:

The existing institution is to be converted into a brownfield university. The admission of students into the existing approved intake will be regulated by the admission rules and seat-sharing policies applicable to the University, as defined under Section 2(4-A) of the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016. This means that 70% of the seats in the existing courses at the university will be filled through the convener of APICET. In this category, the seats are filled through Convener quota / Category – A and Management Quota / Category – B.

Category – A Seats (70% of seats)

These seats shall be filled through counselling as per the rank secured by a candidate in the Common Entrance Test (APICET) conducted by the Government of Andhra Pradesh and as per other admission criteria laid down in the GOs.

Category – B Seats (30% of seats):

These seats shall be filled by the University through AUET and the GOs issued by the Government of Andhra Pradesh from time to time. Annamacharya University Entrance Test (AUET) is conducted across India for those seeking admission to Engineering programmes offered by Annamacharya University. The eligibility criteria for appearing for AUET, the format, and other details will be specified in the application form and will be determined by the Office of the Director, Admission, Annamacharya University for the respective year of admissions.

GREENFIELD CATEGORY:

Furthermore, the admission rules for the brownfield university regarding any additional intake, new courses, or additional courses approved after conversion shall follow the regulations applicable to a greenfield university.

The university shall reserve 35% of seats in engineering, science, and other programs for the Government Quota and admit students in accordance with the rules prescribed for any additional intake in existing programs, as per the Andhra Pradesh Private Universities (Establishment and Regulation) Act, 2016.

Category – A Seats (35% of seats)

These seats shall be filled through counselling as per the rank secured by a candidate in the Common Entrance Test (APICET) conducted by the Government of Andhra Pradesh and as per other admission criteria laid down in the GOs.

Category – B Seats (65% of seats):

These seats shall be filled by the University through AUET and the GOs issued by the Government of Andhra Pradesh from time to time. Annamacharya University Entrance Test (AUET) is conducted across India for those seeking admission to Engineering programmes offered by Annamacharya University. The eligibility criteria for appearing for AUET, the format, and other details will be specified in the application form and will be determined by the Office of the Director, Admission, Annamacharya University for the respective year of admissions.

3.2 Authority for Admission:

Any matter related to admission to the MCA, programme, the decision of the Office of the Director, Admissions is final.

3.3 Revoking / Cancellation of Admission:

All students admitted provisionally to any program must submit copies of their original mark sheets, provisional certificates, and any other documents required by the Director of Admissions by the last date specified in the Academic Calendar of Annamacharya University.

The Registrar, based on the recommendation of the Director of Admissions, may cancel the admission of any student who fails to submit the prescribed documents by the specified date or does not meet other stipulated requirements. Additionally, the Registrar may cancel the admission later if it is discovered that the student provided false information, suppressed information, misrepresented facts, or forged documents while seeking admission or thereafter, and report the matter to the Vice Chancellor.

4.MEDIUM OF INSTRUCTION

The medium of instruction shall be **English** for all the courses including their content delivery and examinations, seminars, presentations and project evaluation as prescribed in the programme curriculum.

5. MCA PROGRAMME STRUCTURE

The structure of the MCA Programme offered at Annamacharya University are based on the **Choice Based Credit System (CBCS)** as defined by the UGC and the curriculum / course structure as suggested by the AICTE, UGC and APSCHE.

Semester Scheme

- The MCA Programme offered at Annamacharya University follow **semester scheme** pattern.
- The duration of MCA Programme shall be of **2 academic** years for 2 year MCA programme**.**
- Each academic year shall have **2 semesters** i.e., odd and even semesters and shall be counted as I Year I Semester, I Year II Semester, and II Year I Semester and so on up to II Year II Semester.
- Each semester shall consist of 16 weeks of instructions.
- Each semester is structured to provide credits totaling to **86 credits** for the entire MCA Programme.
- Each semester shall have **Continuous Internal Evaluation (CIE)** and **Semester End Examination (SEE)** for both Theory and Lab courses.
- Each student is required to secure a total of **86 credits with a CGPA ≥ 5** for the completion of the PG programme and the award of the MCA Degree.
- A student after securing admission into a 2 year MCA Programme at Annamacharya University shall pursue and acquire the MCA degree in a **minimum period of Two academic years i.e., 4 semesters** and a **maximum period of Four academic years i.e., 8 semesters** starting from the date of commencement of I Year I Semester, failing which the student shall forfeit the seat in MCA Programme.

6. PROGRAMMES OFFERED BY THE UNIVERSITY

The following programme offered by Department of Computer Applications by the University from 2024-25.

SNo	Name of the Program	Programme Code
1	Master of Computer Applications	MCA

7. COURSES AND CREDIT STRUCTURE

Credit: A credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (Lecture/Tutorial) or two hours of practical work/field work/project per week.

Academic Year: Two consecutive (one odd + one even) semesters constitute one academic year.

Choice Based Credit System (CBCS): CBCS provides choice for students to select from the prescribed courses.

Each course is assigned certain number of credits based on following criterion

Type of Class	Semester	
	Periods per Week	Credits
Theory	01	01
	02	02
Practical	02	01
	03	1.5
	04	02
Project Work	-	16
Comprehensive viva-voce	-	02
Technical Seminar	01	0.

MCA Programme of study shall be designed to have theory and laboratory courses. In addition, a student shall carry out project work and other mandatory courses as prescribed in the curriculum of the Programme.

7.1 Types of Courses:

Type of courses	Course category	Code	Credit Distribution	Percentage of Total Credits

Foundation Courses	Humanities & Social Sciences and Management Courses	HSM	4.5	5.23
	Basic Sciences	BS	6	6.98
Core Courses	Professional Core	PC	45	52.3
Electives Courses	Professional Electives	PE	09	10.47
	MOOCs	MOOC	03	3.49
Project	Comprehensive Viva Voce	CV	2	18.6
	Project Work	PW	16	2.33
Seminar	Seminar	SE	0.5	0.58
Mandatory Courses	Audit Course	AU	-	-
		Total Credits	86	100

7.1.1 Foundation Courses

Basic Science Courses and Humanities Courses are termed as Foundation Courses and offered in I Semester.

7.1.2 Professional Core Courses

Professional Core Course is to be completed by all students of respective programme before they can move on to the next semester.

7.1.3 Professional Core Electives

University Grants Commission has come up with the Choice Based Credit System (CBCS) in which the students have a choice to choose from the prescribed courses, which are referred as Professional Core Elective Courses. All the Professional Core Elective Courses shall be offered for 3 credits. Students have to register for a total of 4 Professional Core Electives Courses (PE-1 to PE-4) from the list of Professional Elective Course as prescribed in the course structure of the programme. The following points are considered for a Professional Elective Course.

- Maximum strength of a class /section for each semester shall be 72.
- A course may be offered to the students, only if a minimum of 24 students (1/3 of the section strength) opt for it.
- The selection of course based on the choice for students shall be on 'first come first serve' through on line and off line registration.
- The Head of the Department or concerned shall decide, whether or not to offer such course keeping in view the resources available in the department offering the course.
- Professional Electives may be completed by a student through MOOCs courses offered by

NPTEL or any other recognized Institutions/Organization.

7.1.4 Massive Open Online Courses

- MOOCs (Massive Open Online Courses) are introduced to meet with the global requirements and to inculcate the habit of self-learning and in compliance with the UGC guidelines
- A student shall be permitted to pursue up to a maximum of one elective course under MOOCs during programme. Each of courses must be of minimum 12 weeks in duration.
- Concerned departments shall declare the list of courses that a student can pursue through MOOCs at the beginning of the corresponding semester.
- Students interested in pursuing MOOCs shall register for the course and submit this information at their department office at the start of the corresponding semester.
- Course content for the selected MOOCs shall be drawn from the respective MOOCs offering Portal.
- Course progress shall be monitored by the Mentors designated by the Dean / HoD.
- Grade obtained through the evaluation of the MOOC shall be considered for the CGPA calculation.
- Three credits shall be awarded to the student upon successful completion of MOOC.
- In case a student fails to complete the MOOCs he/she shall re-register for the same with the same provider, already offered that course. In case that provider discontinues to offer the course, University shall conduct an offline examination in the same format, which student already appeared in online examination, as per the MOOCs syllabus.

7.1.5 Mandatory Audit Courses

Courses such as Universal Human Values are offered as non-credit mandatory courses for all the MCA Postgraduate students.

- A student shall pursue mandatory courses as specified in the course structure of the MCA Programme.
- These courses are among the compulsory courses and do not carry any credits.
- A student has to secure 50 marks out of 100 in the Internal Examination, shall be necessary requirement for the student to qualify for the **award of Degree**.
- Result of mandatory courses shall be declared with **"Pass"** or **"Fail"** performance in the Comprehensive Marks Memo.
- No marks or letter grade shall be allotted.
- Attendance in the mandatory course shall be considered while calculating aggregate attendance.

8. Evaluation Process

The performance of a student in each semester shall be evaluated course-wise with a maximum of 100 marks for both Theory and Lab Course.

- For a Theory Course, the distribution shall be 40 marks for Internal Evaluation and 60 marks for End-Evaluation. The distribution is detailed in 8.1.1.
- For a Lab Course, the distribution shall be 40 marks for Internal Evaluation and 60 marks for End- Examinations. The distribution is detailed in 8.1.3
- Project Work shall be evaluated for 200 marks.
- Mandatory Audit Courses with no credits shall be evaluated for 100 marks.

8.1 Internal Evaluation

For a Theory Course, 40 marks are allotted for Internal Evaluation. Two Internal examinations (Theory Internal Examinations) shall be conducted for a Theory Course during a semester, and they shall be evaluated for 40 marks of which 30 marks are given for Continuous Internal Examination and 10 marks for Assignment. For Lab Course, there shall be a Continuous Internal Evaluation during the semester for 40 marks.

8.1.1 Theory Internal Evaluation

Theory Continuous Internal Examination shall be conducted for 2 hours. Question Paper shall contain four either or type questions (Total eight questions from 1 to 8). Each question shall carry 10 marks. 40 marks allotted shall finally be scaled down to 30 marks. The questions shall be set/ moderated such that the student can comfortably answer each question within the stipulated time.
First Theory Continuous Internal Examination shall be conducted as per the syllabus of I & II units. The second Continuous Internal Examination shall be conducted as per the syllabus of III, IV and V units. 80% weightage for the best performance and 20% the other shall be considered. Final value shall be rounded up.

For Example:

Marks obtained in I Internal examination: 19

Marks obtained in II Internal examination: 10

Final Internal Marks: (19x0.8) + (10x0.2) = 17.2

If the student is absent for any one Internal examination, the final internal marks shall be arrived at by considering 80% weightage to the marks secured by the student in the appeared examination and zero to the other.

For Example:

Marks obtained in first Internal: 0 (Absent); Marks obtained in second Internal: 18

Final Internal Marks: (18x0.8) + (0x0.2) = 14.4

8.1.2 Assignment (Theory)

The assignment shall contain essay-type numerical questions, out-of-the-box thinking questions, etc. The assignments are given by the concerned teacher for 10 marks from the first two units. The second assignment shall be given from the rest of the syllabus. The first assignment should be submitted before the first internal examination, and the second assignment should be submitted before the second internal examination. The number of questions is limited to 5, and teachers should frame the questions by considering all Course Outcomes. There shall be at least two assignments in a semester, and the average performance of the two assignments will be considered.

8.1.3 Lab Internal Evaluation

Out of the 40 marks allotted for Lab Internal Evaluation, day-to-day performance of the student in the laboratory shall be evaluated for 20 marks by the concerned laboratory teacher based on experimental evaluation/record/viva. Two Lab Internal examinations shall be conducted for 20 marks by the concerned teacher. Performance of one best out of two tests to be considered. The day-to-day marks distributed as follows:

Observation	: 5 Marks
Record	: 5 Marks
Performing the experiment / Program / Activity	: 10 Marks

8.1.4 Technical Seminar

- A student shall present a Technical Seminar during the II Year III Semester of the M.C.A Programme.
- A student under the supervision of a faculty member, shall collect literature on an allotted topic of his/her choice, critically review the literature, carry out the work and submit it to the department in a form of report as prescribed by the Academic Section and shall make an oral presentation before the Departmental Committee.
- Evaluation of the seminar shall consist of Continuous Internal Evaluation (CIE) shall be done by a Departmental Committee (DC) consisting of the Head of the Department, faculty supervisor and a senior faculty member of the department for a total of 100 marks.
- CIE shall be carried out for 40 marks on the basis of review presentation as per the academic calendar and evaluation format provided by Academic Section. Other 20 marks for Report writing, 20 marks for subject/topic and 20 marks for questions and answers.

- A student has to secure a minimum of 50 % marks to be declared successful.

8.1.5 Internal Evaluation of Mandatory Audit Courses

Mandatory Audit Courses are offered with no credits. However, a student has to complete Mandatory Courses in order to be eligible for the award of the Degree. There shall be a Continuous Internal Examination for 100 marks. A student shall be declared to have passed the mandatory course only when he/she secures 50% or more in the internal examination. In case, the student fails, a supplementary examination shall be conducted.

8.1.6 Make-up Internal Evaluation

The student who has missed both the Theory Continuous Internal Examinations will be permitted to appear for a Make-up Continuous Internal Examination in the event of his/her producing satisfactory evidence of medical sickness. One Make-up internal test shall be conducted immediately after the II Continuous Internal Examination in the same semester, covering the total syllabus of FIVE Units in the respective course.

This Make-up examination will be given a weightage of 80%. Make-up tests shall be conducted outside the working hours and there can be even two such examinations on a day. Student absent for I Internal examinations with valid reasons he/ she should produce a supporting document to the department within a week after completion of last internal examination. And the same student absent for same subject in II Internal examination, he/ she should produce a supporting document to the department immediately in order to giving the provision for make-up examination. Make-up internal examinations are not for improvement of marks in Theory Internal Examinations. There shall be no make-up internal examinations for a Lab course.

8.2 End Evaluation

8.2.1 Theory End Evaluation

As specified in 8.0, Theory End Evaluation is done for 60 marks. Semester End Examination of theory subjects shall be conducted at the end of semester. There shall be Regular and Supplementary End Examinations. Theory Semester End Examination shall be conducted for 60 marks and is of 3 hours duration.

Theory Semester End Examination contain five either or type questions (Total 10 questions each unit there will be of two questions with internal choice). Each question shall carry 12 marks. The examination shall be conducted for 3 hours.

Question paper pattern for Semester End Examination (60 Marks) shall be as follows:

5 x 12 = 60 Marks

(i) Five questions with internal choice will be given

(ii) There shall be one questions set from each unit with Internal Choice i.e., 'either' or 'choice'

(iii) Sub questions may also be given.

8.2.2 Lab End Evaluation

As specified in 8.0, Lab End Evaluation is done for 60 marks, in the form a Lab End Examination that shall be conducted for 3 hours in respective Laboratory. Each lab course will have its own evaluation procedure and weightage.

8.2.3 Supplementary Theory / Lab End Examinations

- Supplementary examination shall be conducted along with regular semester end examinations.
- During Semester End Examinations of even semester, supplementary examinations of odd semester shall be conducted and during semester end examinations of odd semester, supplementary examinations of even semester shall be conducted.
- The same schedule is applicable to Supplementary Lab End Examinations. Supplementary examination shall be conducted along with the next batch of students or separately.
- Advanced supplementary shall be conducted only for Final Year II Semester Students in view of their higher education pursuits and placement opportunities.
- In case of seminars and comprehensive viva-voce examinations, supplementary seminar / comprehensive viva-voce will be conducted along with the next batch of students. If the next batch of students is not available, a separate supplementary examination will be conducted.

8.2.4 Challenge Evaluation, Revaluation and Recounting

Students may visit Examination Section Webpage for Norms and Procedures for Challenge Evaluation, Revaluation and Recounting of Answer Scripts. (Refer to Appendix I).

9.0 Project Work and Comprehensive Viva-Voce Evaluation

9.1 Project Work

Every student shall be required to submit thesis/dissertation after taking up a topic approved by the Departmental Committee

- The Departmental Committee (DC) consisting of HOD, Project Supervisor and two internal senior experts shall monitor the progress of the project work.
- **Registration of project work:** A student is permitted to register for the project work after

satisfying the attendance requirements of all the courses (theory, practical and seminars).

- After satisfying above point, a student has to submit in consultation with his/her supervisor, the title, objective, plan of action of his/her project work to the DC for approval. Only after obtaining the approval of DC, the student can initiate the project work.
- The work on the project work shall be initiated in the beginning of the semester. The duration of the project is for one semester. The student can submit project thesis with the approval of DC after 16 weeks from the date of registration at the earliest but not later than one calendar year from the date of registration for the project work. Extension of time within the total permissible limit for completing the programme is to be obtained from the Head of the Institution.
- The internal evaluation shall be made by the DC to grade, on the basis of two seminars presented by the student on the topic of his/ her project.
- The student must submit the status of thesis/dissertation only after passing all the prescribed subjects such as theory, labs, seminar and project internal evaluation.
- A student has to prepare four copies of the thesis/dissertation certified in the prescribed format by the supervisor and HOD. Out of which three copies shall be submitted in the examination section.
- Project Work shall be evaluated for a total of 200 marks.
- Out of a total of 200 marks for the Project Work, the internal evaluation shall be carried for 50 marks done by a committee consisting of Dean / HOD, Project Supervisor and senior faculty member of the department. The internal evaluation shall be done on the basis of two seminars conducted in a semester as per the academic calendar and stipulated rubrics.
- Remaining 150 marks shall be awarded through viva voce examination by a committee consisting of Dean / HOD, Project Supervisor and an External Examiner nominated by the Vice Chancellor or Dean Academics.
- Head of the Department shall coordinate and make arrangements for the conduct of viva-voce.
- In case, a student fails in Project Work, a re-examination shall be conducted within a month. If the report of the viva-voce is failure, the student will retake the viva-voce examination after three months. If he/she fails to get a satisfactory report at the second viva-voce examination, he/she will not be eligible for the award of the degree.

9.2 Comprehensive Viva Voce Evaluation

Comprehensive Viva-Voce is to assess the student's technical and analytical skills in the domain of Computer Applications. There shall be a Comprehensive Viva-Voce in II Year II Semester. The Comprehensive Viva-Voce will be conducted by a Committee consisting of Head of the Department and two Senior Faculty members of the Department. The Comprehensive Viva-Voce is intended to assess the student's understanding of the subjects he/she studied during the MCA course of study. This is also to see the articulation of what is being learnt by them.

The idea is to see that students are able to digest what is being taught in two years and see their relevance not only in the practical field but also their inter relationship. The Comprehensive Viva-Voce is evaluated for 100 marks by the Committee. Comprehensive Viva-Voce conducted twice in the II Year II Semester. One in the middle of the semester and the other towards the end of the semester and the best one is considered.

10. Credit Transfer Policy

Adoption of MOOCs is mandatory, to enable Blended model of teaching-learning as also envisaged in the NEP 2020. As per University Grants Commission (Credit Framework for Online Learning Courses through SWAYAM) Regulation, 2016, the University shall allow up to a maximum of 20% of the total courses being offered in a particular programme i.e., maximum of 16 credits through MOOCs platform.

i) The University shall offer credit mobility for MOOCs and give the equivalent credit weightage to the students for the credits earned through online learning courses.

ii) Student registration for the MOOCs shall be only through the respective departments of the university, it is mandatory for the student to share necessary information with the department.

iii) Credit transfer policy will be applicable to the Professional & Elective Courses only.

iv) The department concerned shall identify the courses permitted for credit transfer.

v) The respective department shall notify at the beginning of semester the list of the online learning courses eligible for credit transfer.

vi) The respective department shall designate a faculty member as a Mentor for each course to guide the students from registration till completion of the credit course.

vii) The University shall ensure no overlap of MOOC exams with that of the University examination schedule. In case of delay in results, the University will re-issue the marks sheet for such students.

viii) Students pursuing courses under MOOCs shall acquire the required credits only after successful completion of the course and submitting a certificate issued by the competent authority along with the percentage of marks and grades.

ix) The respective department shall submit the following to the examination section of the University:

a) List of students who have passed MOOC courses in the current semester along with the certificate of completion.

b) Undertaking form filled by the students for credit transfer.

x) The university shall resolve any issues that may arise in the implementation of this policy from time to time and shall review its credit transfer policy in the light of periodic changes brought by UGC, SWAYAM, NPTEL and state government.

Note: Students shall be permitted to register for MOOCs courses offered through online platforms approved by the University from time to time.

11. Academic Bank of Credits (ABC)

The University has implemented Academic Bank of Credits (ABC) to promote flexibility in curriculum as per NEP 2020 to

i) Provide option of mobility for learners across the universities of their choice

ii) Provide options to gain credits through MOOCs from approved digital platforms.

iii) Facilitate award of certificate/diploma/degree in line with the accumulated credits in ABC

iv) Execute Multiple Entry and Exit system with credit count, credit transfer and credit acceptance from students' account.

12. Attendance Requirements and Detention Policy

- A student shall maintain a minimum required attendance of 40% in each subject and 75% in AGGREGATE of all the subjects in a semester.
- Shortage of attendance up to 10% i.e., attendance between 65% to 75% in aggregate, may be condoned by the University Academic Committee based on the rules prescribed by the Academic Council of the University from time to time.
- A stipulated fee shall be payable towards condonation of shortage of attendance.
- Shortage of attendance below 65 % shall in no case be condoned. A stipulated fee shall be payable towards condonation of shortage of attendance to the University as per

following slab system

1st Slab: Less than 75 % attendance but equal to or greater than 70 % a normal condonation fee can be collected from the student.

2nd Slab: Less than 70 % but equal to or greater than 65 %, double the condonation fee can be collected from the student.

- Students whose shortage of attendance is not condoned OR who have not paid the stipulated fee OR who have not cleared any other due to the University in any semester are not eligible to write the Semester End Examination (SEE).
- Students, who do not meet the minimum required attendance of 65% in a semester, shall be detained in that semester and their registration for that semester shall stand cancelled. They shall not be promoted to the next semester.
- Students detained in a semester shall seek re-admission into that semester as and when offered.
- Academic regulations applicable to the semester in which re-admission is sought shall be applicable to the re-admitted student.
- In case, there are any professional electives and /or open electives, the same may also be re- registered, if offered. However, if those electives are not offered in the later semesters, then alternate electives may be chosen from the same set of elective courses offered under that category.
- Any student against whom any disciplinary action is pending shall not be permitted to attend Semester End examination (SEE) in that semester.

13. Minimum Academic Requirements and Award of the Degree

The following Academic Requirements have to be satisfied in addition to the attendance requirements mentioned in section 12.

- A student shall be deemed to have satisfied the minimum academic requirements and earn the credits for each Theory, Practical, Seminar and Audit Courses, if he / she secures a minimum of 40 % marks for each theory course in the Semester End Examination (SEE), and a minimum of 50 % marks for each theory course considering both CIE and SEE taken together.
- A student shall be deemed to have satisfied the minimum academic requirements and earn the credits allotted to Seminar, if he/she secures a minimum of 50 % marks for seminar in the Continuous Internal Evaluation (CIE)

- If a student fails to secure a pass grade in a particular course, it is mandatory that he/she shall register and re-appear for the examination in that course during the next semester when SEE is conducted in that course. It is mandatory that he/she should continue to register and re-appear for the examination till he/she secures a pass grade.
- A student detained in a semester due to shortage of attendance, may be re-admitted when the same semester in the next academic year for fulfilment of academic requirements.
- Academic regulations applicable to the semester in which re-admission is sought shall be applicable to the re-admitted student.
- A student shall be given one chance to re-register, after completion of the course work, for each course, provided the internal marks (CIE) secured by a student are less than 50% and he/she has failed in the SEE. In such a case, a student may re-register for the course(s) with prior permission and secure the minimum required attendance. Attendance in the re-registered course(s) shall be calculated separately to become eligible to write the Semester End Examination (SEE) in the re-registered course(s).
- Re-registration is allowed only in those cases where the student doesn't have any course(s) yet to pass other than the re-registration course(s) where the CIE marks are less than 50%. However, in the case of re-registration of course(s) by a student, academic regulations applicable at the time of student admission in the programme shall be applicable.
- In the event of re-registration, the internal evaluation marks as well as the Semester End Examinations marks secured in the previous attempt (s) for those subjects stand cancelled.
- For each subject re-registered, the student has to pay a fee equivalent to one third of the semester tuition fee.
- A student shall register and put up minimum academic requirement of all 86 credits and earn all 86 credits for the award of MCA degree
- Students who fail to earn 86 credits as indicated in the course structure within four academic years from the year of their admission shall forfeit their seat in MCA course and their admission shall stand cancelled.

14. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

As a measure of the student's performance, a 10-point Absolute Grading System using the following Letter Grades and corresponding percentage of marks shall be followed:

After each course is evaluated for 100 marks, the marks obtained in each course will be converted to a corresponding letter grade as given below, depending on the range in which the marks obtained by the student fall.

Structure of Grading of Academic Performance

Range in which the marks in the subject fall	Grade	Grade points Assigned
90 &	Superio	10
80 - 89	A (Excellent)	9
70 - 79	B (Very Good)	8
60 - 69	C	7
50 - 59	D (Average)	6
40 - 49	E (Pass)	5
< 40	F	0
Absent	Ab (Absent)	0

i) A student obtaining Grade 'F' or Grade 'Ab' in a subject shall be considered failed and will be

required to reappear for that subject when it is offered the next supplementary examination.

ii) For non-credit audit courses, "Satisfactory" or "Unsatisfactory" shall be indicated instead of the letter

grade and this will not be counted for the computation of SGPA/CGPA/Percentage.

Computation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA): The Semester Grade Point Average (SGPA) is the ratio of sum of the product of the number of credits with the grade point scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.,

$$SGPA = \frac{\sum(C_i * G_i)}{\sum C_i}$$

Where $\boldsymbol{C_i}$ is the number of credits of the $\boldsymbol{i^{th}}$ subject and $\boldsymbol{G_i}$ is the grade point scored by the student in the $\boldsymbol{i^{th}}$ course

The Cumulative Grade Point Average (CGPA) will be computed in the same manner considering all the courses undergone by a student over all the semesters of a program, i.e.,

$$CGPA = \frac{\sum(C_i * S_i)}{\sum C_i}$$

Where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits up to that semester

Both SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. While computing the SGPA the subjects in which the student is awarded Zero grade points will also be included.

Grade Point: It is a numerical weight allotted to each letter grade on a 10-point scale. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by the letters S, A, B, C, D and F.

Award of Class:

After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of MCA Degree, he/she shall be placed in one of the following four classes:

Class Awarded	**CGPA Secured**
First Class with Distinction	≥7.5
First Class	≥6.5 <7.5
Second Class	≥5.5 <6.5
Pass Class	≥5.0 <5.5

14.1 Conversion of SGPA into percentage

In case of a specific query by students/employers regarding Semester Grade Point Average (SGPA)/ Cumulative Grade Point Average (CGPA) into percentage, the following formulae will be adopted for notional conversion of CGPA into percentage.

CGPA to Percentage conversion Formula – (CGPA – 0.5) x 10

15. Transcripts

After successful completion of the entire programme of study, a transcript containing performance of all academic years will be issued as a final record. Duplicate transcripts will also be issued, if required, after payment of requisite fee. Partial transcript will also be issued up to any point of study to a student on request.

16.Transitory Regulations

Discontinued, detained, or failed candidates are eligible for re-admission as and when the semester is offered after fulfillment of academic regulations. Candidates who have been detained

for want of attendance or not fulfilled academic requirements or who have failed after having undergone the course in earlier regulations or have discontinued and wish to continue the course are eligible for admission into the unfinished semester from the date of commencement of class work with the same or equivalent subjects as and when subjects are offered, subject to Section 2 and they will follow the academic regulations into which they are re-admitted.

17. Minimum Instruction Days for a Semester

The minimum instruction days including exams for each semester shall be 16 weeks.

18. Student transfers

Student transfers shall be as per the statutes and ordinances of the Annamacharya University and guidelines issued by the Government of Andhra Pradesh from time to time.

19. Announcement of results

Results review committee comprising of Vice Chancellor, Registrar, Dean Academics, Chairmen of various Boards of Studies, Controller of Examinations and Deputy Controller of Examinations will monitor the results and gives the permission for announcement of results.

After review meeting results are loaded into University website from which students can access their results by entering Hall Ticket number. And also results in form of hard copy are available with respective Deans / Heads of the Departments.

20. General Instructions:

- The academic regulations should be read as a whole for purpose of any interpretation.
- Malpractices rules-nature and punishments are appended.
- Where the words "he", "him", "his", occur in the regulations, they also include "she", "her", "hers", respectively.
- In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Vice- Chancellor / Registrar / Governing body is final
- Any legal issues are to be resolved in Rajampet Jurisdiction.
- The University may change or amend the academic regulations or syllabi at any time and the changes or amendments shall be made applicable to all the students on rolls with effect from the dates notified by the University.

Appendix I: Norms and Procedures for Challenge Evaluation/Revaluation/Recounting

Revaluation / Recounting:

The students who wishes to apply for Revaluation/Recounting of his/her answer-books(s) must submit his/her application on the prescribed form together with the requisite fee to the Controller of Examinations before expiry of 15 days excluding the date of the declaration of

his/her examination result. Application not received in the prescribed form or by the due date or without the requisite fee shall be rejected.

After Recounting / Revaluation, records are updated with changes if any and the student will be issued a revised memorandum of marks. If there are no changes, the student shall be intimated the same through a notice.

No Revaluation / Recounting for Laboratory Examination.

The students are informed to be more careful in furnishing the information while applying for Recounting / Revaluation. The applications with insufficient information will be summarily rejected and the student has to forfeit the amount paid in this connection.

Challenge Evaluation:

Applications are invited from the students, who wish to apply for Challenge Evaluation in the subjects of the MCA Regular and Supplementary examinations

The student will apply for Challenge E valuation in a specified application and should be routed through the HOD concerned.

The students who have applied for the revaluation for a paper(s) of an examination are only eligible for the Challenge Evaluation of that paper(s) of that examination.

A Fee of Rs. 10000/- (Ten Thousand Rupees Only) for each paper is to be paid within the last date for challenge evaluation.

A Xerox copy of the answer script will be provided to the student on receipt of the payment of fee and date and time of the valuation will be informed to the student, so that valuation will be done in the presence of the teacher attended in support of the student nominated by the HOD concerned.

The HOD concerned will nominate a teacher of the concerned subject to observe the valuation in support of the student. This will be done on the request of the student.

If the marks obtained in the challenge e valuation are more than or equal to 15% of the maximum marks with respect to the original marks obtained in the first valuation, then the marks obtained in the Challenge Evaluation will be awarded to the student and the University will pay back Rs 9,000(Nine thousands rupees only) to the student. If the student status changes from fail to pass, an amount of Rs. 5000 will be refunded to the student. Otherwise there will not be any change in the result of the student and original marks will be retained and the student will forfeit the fee paid.

No Challenge valuation for Laboratory Examination.

APPENDIX II: Rules for Disciplinary Action for Malpractices / Improper Conduct in Examinations

Malpractices identified by squad or special invigilators or invigilators

Punishments shall be given to the students as per the above guidelines. The case is to be referred to the malpractice committee.

Malpractice committee

1. The Vice Chancellor, Chairman
2. Registrar, Member
3. Dean, Academics, Member
4. Invigilator, Member
5. Subject Expert, Member
6. Concerned Dean / Head of the Department, Member

7. Controller of Examinations, Member Secretary

Note:

Whenever the performance of a student is cancelled in any subject/subjects due to Malpractice, he/ she has to register for End Examinations in that subject/subjects consequently and has to fill all the norms required for the award of Degree.

	Nature of Malpractices/Improper	Punishmen
	If the candidate:	
1.(a)	Possesses or keeps accessible in examination hall, any paper, note book, programmable calculators, Cell phones, pager, palm computers or any other form of material concerned with or related to the subject of the examination (theory or practical) in which he/she is appearing but has not made use of (material shall include any marks on the body of the candidate which can be used as an aid	Expulsion from the examination hall and cancellation of the performance in that subject only.
(b)	Gives assistance or guidance or receives it from any other candidate orally or by any other body language methods or communicates through cell phones with any candidate or persons in or outside the exam hall in respect of any matter.	Expulsion from the examination hall and cancellation of performance in that subject only of all the candidates involved. In case of an outsider, he/she will be handed over to the police and a case is registered against him/her.
2.	Has copied in the examination hall from any paper, book, programmable calculators, palm computers or any other form of material relevant to the subject of the examination (theory or practical) in which the candidate is appearing.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. The Hall Ticket of
3.	Impersonates any other candidate in connection with the examination.	The candidate who has impersonated shall be expelled from examination hall. The candidate is also debarred for four consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. The performance of the original candidate who has been impersonated, shall be cancelled in all the subjects of the examination (including practical's and project work)

		subjects of that semester/year. The candidate is also debarred for four consecutive semesters from class work and all University examinations, if his/her involvement is established. Otherwise, the candidate is debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat. If the imposter is an outsider, he will be handed over to the police and a case is registered against him.
4.	Smuggles in the Answer book or additional sheet or takes out or arranges to send out the question paper during the examination or answer book or additional sheet, during or after the examination.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of seat.
5.	Uses objectionable, abusive or offensive language in the answer paper or in letters to the examiners or writes to the examiner requesting him to award pass marks.	Cancellation of the performance in that subject only.
6.	Refuses to obey the orders of the Chief officer on duty or misbehaves or creates disturbance of any kind in and around the examination hall or organizes a walk out instigates others to walk out, or threatens the officer-in charge or any person on duty in or outside the examination hall of any injury to his person or to any of his relations whether by words, either spoken or written or by signs or by visible representation, assaults the officer-in-charge, or any person on duty in or outside the examination hall or any of his relations, or indulges in any other act of misconduct or mischief which result in damage to or destruction of property in the examination hall or any part of the University campus or engages in any other act which in the opinion of the officer on duty amounts to use of unfair means or misconduct or has the tendency to disrupt the	In case of student of the University, they shall be expelled from examination halls and cancellation of their performance in that subject and all other subjects the candidate(s) has (have) already appeared and shall not be permitted to appear for the remaining examinations of the subjects of that semester/year. If the candidate physically assaults the invigilator/officer-in-charge of the Examinations, then the candidate is also debarred and forfeits his/her seat. In case of outsiders, they will be handed over to the police and a police case is registered against them.

7.	Leaves the exam hall taking away answer script or intentionally tears of the script or any part thereof inside or outside the examination hall.	Expulsion from the examination hall and cancellation of performance in that subject and all the other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred for two consecutive semesters from class work and all University examinations. The continuation of the course by the candidate is subject to the academic regulations in connection with forfeiture of
8.	Possess any lethal weapon or firearm in the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat.
9.	If students of the university, who is not a candidate for the particular examination or any person not connected with the University indulges in nay malpractice or improper conduct mentioned in class 6 to 8.	Student of the university expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year. The candidate is also debarred and forfeits the seat. Person (s) who does not belong to the University will be handed over to police and, a
10.	Comes in a drunken condition to the examination hall.	Expulsion from the examination hall and cancellation of the performance in that subject and all other subjects the candidate has already appeared including practical examinations and project work and shall not be permitted for the remaining examinations of the subjects of that semester/year.
11.	Copying detected on the basis of internal evidence, such as, during valuation or during special scrutiny.	Cancellation of the performance in that subject only or in that subject and all other subjects the candidate has appeared including practical examinations and project work of that semester/year examinations, depending on the recommendation of the committee.
12.	If any malpractice is detected which is not covered in the above clauses 1 to 12 shall be reported to the University for further action to award suitable punishment.	