



Hindusthan

College of Engineering and Technology

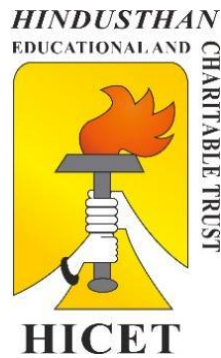
(An Autonomous Institution Affiliated to Anna University | Approved by AICTE, New Delhi)
Accredited with 'A++' Grade by NAAC | Accredited by NBA (ECE, MECH, EEE, IT, CSE, AERO, AUTO, CIVIL & MCT)
Valley Campus, Pollachi Highway, Coimbatore 641 032. | www.hicet.ac.in

Regulation 2024

(PG – MCA)

(For the Students admitted from 2024 – 2025 onwards)

HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY
(An Autonomous Institution Affiliated to Anna University, Chennai) (Approved by AICTE,
New Delhi, Accredited by NAAC with ‘A++’ Grade) COIMBATORE 641 032



REGULATIONS 2024 CURRICULUM
(For students admitted from 2024-2025)

MASTER DEGREE
in
COMPUTER APPLICATIONS

**HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
COIMBATORE 641 032**

(An Autonomous Institution Affiliated to Anna University, Chennai)

VISION OF THE INSTITUTE

To become a premier institution by producing professionals with strong technical knowledge, innovative research skills and high ethical values

MISSION OF THE INSTITUTE

- To provide academic excellence in technical education through novel teaching methods.
- To empower students with creative skills and leadership qualities .
- To produce dedicated professionals with social responsibility.

VISION OF THE DEPARTMENT

To be a center of excellence dedicated to providing education in computer applications, fostering a learning environment that cultivates professionals capable of contributing to innovation and social development.

MISSION OF THE DEPARTMENT

DM1 : To excel in computer applications education by implementing innovative teaching methods, striving for academic excellence.

DM2 : To empower students with creative skills and leadership qualities, fostering an environment that encourages innovation and readies them for successful professional careers.

DM3 : To emphasize ethical practices in technology, ensuring that our graduates make meaningful contributions to society by utilizing their expertise for the greater good.

PEO	PROGRAMME EDUCATIONAL OBJECTIVES
PEO 1	Graduates of the MCA programme will possess a deep understanding of theoretical foundations and practical applications in computer applications. They will be proficient in designing, implementing, and managing software solutions that address complex real-world problems, demonstrating competence in various programming languages and development methodologies.
PEO 2	MCA graduates will exhibit leadership skills and innovative thinking, enabling them to lead teams and contribute to the development of cutting-edge IT solutions. They will be adept at identifying opportunities for technological advancement, applying creative problem-solving approaches, and adapting to evolving industry trends to address the dynamic needs of the information technology sector.
PEO 3	Graduates will be socially responsible and ethically conscious professionals, recognizing the societal impact of technology. They will incorporate ethical considerations in decision-making processes, demonstrating a commitment to responsible computing practices. Additionally, they will engage in projects that contribute positively to the community and align with the principles of sustainable development.

PO	PROGRAM OUTCOME
PO1	Foundation Knowledge: Apply Knowledge of mathematics programming logic and coding fundamentals for solution architecture and problem solving.
PO2	Problem Analysis: Identify, review, formulate and analyse problems for primarily focusing on customer requirements using critical thinking frameworks.
PO3	Development of Solution: Design, develop and investigate problems with as an innovative approach for solutions incorporating ESG/SDG goals.
PO4	Modern Tool Usage: Select, adapt and apply modern computational tools such as development of algorithms with an understanding of the limitations including human biases

PO5	Individual and Team Work: Function and communicate effectively as an individual or team leader in diverse and multidisciplinary groups. Use methodologies such as agile.
PO6	Project Management and Finance: Use the principles of project management such as scheduling, work breakdown structure and be conversant with the principles of finance for profitable project management.
PO7	Ethics: Commit to professional ethics in managing software projects with financial aspects. Learn to use new technologies for cyber security and insulate customers from malware.
PO8	Life-Long Learning: Change management skills and the ability to learn, keep up with contemporary technologies and ways of working.

**HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY,
COIMBATORE 641 032**

(An Autonomous Institution Affiliated to Anna University, Chennai)

REGULATIONS 2024

(Choice Based Credit System)

Master of Computer Applications (MCA)

The regulations hereunder are effective from the academic year 2024-2025 and applicable to students admitted in Hindusthan college of Engineering and Technology, an Autonomous Institution Affiliated to Anna University, Chennai and subject to amendments as may be made by the Academic Council of the Institution from time to time. Any or all such amendments will be effective from such date to such batches of students (including those already in the middle of the course) as may be decided by the Academic Council.

PREAMBLE

Present day students are much different from the students of the past in many ways. Today, they like to make decisions on their own and plan their future by themselves. However, student aspirations on one hand and the demands of the work place on the other have become highly diverse. Employers expect students to have multi-disciplinary competency, leadership skills, and be ICT (Information and Communication Technology) ready. The rigid, cohort system of learning, offers little flexibility to students in selecting the courses of their choice and helps little in becoming a well-rounded personality.

Choice Based Credit System (CBCS) is a proven, flexible mode of learning in higher education which facilitates a student to have guided freedom in selecting his/her own choices of courses in the curriculum for completing a degree program. This regulations, curriculum and syllabi have been carried out further to make it more flexible and adaptive to the technology advancements happening in the world. CBCS offers a flexible system of learning.

CBCS not only offers a wide choice for students to build their own curriculum but also enhances their skills in planning. A Proctor / faculty advisor helps the student in identifying the courses to be studied in each semester based on program requirements, course prerequisites, the student's

academic ability, interest in various disciplines, past academic history, proposed course offerings and other related criteria.

In this regulation, most of the courses will have a project component as an integral part of the course structure. All courses are made student-centric instead of teacher-centric. Learning becomes more 'experiential' by carrying out a project (Project Based Learning) as part of most of the courses. 'Learning by doing enhances understanding the concepts discussed in the class and make multi- and cross-disciplinary applications possible. Students will be able to take up real-world problems as their course projects and apply their key learning in identifying better solutions. All courses will be designed and governed by UN's Sustainable Development Goals (4,5,9) to bring out the importance of the application to engineering / technological problems, creativity and innovation, developing entrepreneurial skills, rather than by routine learning methodology.

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies

- **“Programme”** means Degree Programme. e.g. M.E. / M.Tech. Degree Programme
- **“Specialization”** means a discipline of the Post Graduate Degree Programme like Structural Engineering, Engineering Design, etc.
- **“Course”** means a Theory or Practical subject that is normally studied in a semester, Like Applied Mathematics, Advanced Thermodynamics, High Voltage Laboratory, etc
- **“Controller of Examinations (COE)”** means the Authority of the College who is responsible for all activities of the Internal and End Semester Examinations of the Autonomous College.
- **"Head of the Institution"** means the Principal of the College.
- **“Dean Academics”** means the authority of the Institution who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulation pertaining to the Academic Programmes.
- **“Head of the Department (HoD)”** means Head of the Department Concerned.
- **"University"** means ANNA UNIVERSITY, CHENNAI.

2. ADMISSION PROCEDURE

- a. Students for admission to the first semester of the Post Graduate Degree Programme shall be required to have passed an appropriate qualifying Degree Examination of Anna University or any examination of any other University or Authority accepted by the Syndicate of Anna University, Chennai as equivalent thereto.
- b. The Syndicate of the University may decide to restrict admission in any particular year to students having the subset of qualifications prescribed at the time of admission.
- c. Notwithstanding the qualifying examination the student might have passed, he/she shall have a minimum level of proficiency in the appropriate Programme / courses as prescribed by the Syndicate of the University from time to time.
- d. Eligibility conditions for admission such as the marks, class obtained, the number of attempts in the qualifying examination and physical fitness shall be as prescribed by the Syndicate of the University from time to time.

3. PROGRAMMES OFFERED AND MODE OF STUDY

3.1 PROGRAMMES OFFERED

A student may be offered admission to the following full time Programme of study approved by the University

1. MCA (Full Time – 2 Years Duration)

3.2 MODES OF STUDY

3.2.1 Full Time:

- Students admitted under “Full Time” would be available in the college during the entire duration of working hours (from Morning to Evening on Full-Time basis) for the curricular, co-curricular and Extra Curricular Activities.

- The Full-Time students should not attend any other Full-Time Programme(s) / Course(s) or take up any Full – Time job / Part Time job during working hours in any Institution or Company during the period of Full-Time Programme. Violation of the above rules will result in cancellation of admission to the PG programme.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme will have a Curriculum with Syllabi consisting of Theory courses, Practical courses that shall be categorized as follows:

- i. Foundation Courses (FC) may include Mathematics or other basic courses.
- ii. Professional Core Courses (PCC) courses include the core courses relevant to the chosen specialization/branch.
- iii. Professional Elective Courses (PEC) courses include the elective courses relevant to the chosen specialization/ branch.
- iv. Research Methodology and IPR Courses (RMC) to understand the importance and the process of creation of patents through research.
- v. Employability Enhancement Courses (EEC) includes Project Work, Internship, Seminar, Professional Practices, Case Study and Industrial / Practical Training.

4.2 Courses Per Semester

The curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3

4.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

S.No	Contact period per week	Credits
1	1 Lecture Hour	1
2	1 Tutorial Hour	1
3	1 Practical hours (Laboratory / Seminar / Project Work etc.)	0.5
4	2 weeks industrial Training / Internship	1

4.4 Project work:

- 4.4.1** The Project work for MCA is to be undertaken during the final (fourth) semester. Every student is required to undertake a suitable project work independently in Industry/ Department in consultation with the faculty guide and Head of the Department and submit the project report on dates specified by the Department.
- 4.4.2** Project work of MCA Programme shall be pursued for a minimum of 16 week during the final semester (whole semester). The deadline for submission of final Project Report for MCA is 30 calendar days from the last working day of the FINAL semester.
- 4.4.3** Project work shall be carried out under the supervision of a faculty having PG degree with at least THREE years of teaching experience / Ph.D. degree in the Department concerned.
- 4.4.4** A student may, however, in certain cases, be permitted to work on projects in an Industrial /Research Organization, on the recommendations of the Head of the Department. In such cases, the Project work shall be jointly guided by a supervisor of the department and an expert as joint supervisor from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 4.4.5** The students may be encouraged to publish his/her project work in a reputed National / International journal before the project viva voce examinations.

4.5 Internship / Industrial Training

- 4.5.1** A student may undergo Industrial Training/Internship for a period of not exceeding 4 weeks. The students may undergo Internship at a Research organization / University/ industry (after due approval from the Departmental Consultative Committee) for the period prescribed in the curriculum during the summer / winter vacation, in lieu of Industrial training.
- 4.5.2** On completion of the training, the student has to submit a report on the Training/ Internship undergone and a certificate from the organization concerned. A three-member Departmental Committee constituted by Head of the Department will evaluate the report, conduct viva voce examination and award appropriate grades and the credit points earned will depend on the duration of the Industrial Training / Internship.

- 4.5.3** Non submission of the Industrial Training report shall be considered as reappearance. Student is expected to complete his/ her internship during his/her summer vacation.

Duration of Training / Internship	Credits
2 Weeks	1
4 Weeks	2

4.6 Additional Credits

A Student can earn a maximum of 10 extra credits over and above the total credits. This may be earned through 1 credit / 2 credit courses such as / Online courses / Self Study Courses / EEC.

4.7 Value Added Courses

- The students should undergo Value Added Courses and should be considered as non-credit courses. Courses shall be offered by the Department with the prior approval from the Head of the Institution.
- The details of The Syllabus, Time Table and Faculty may be sent to the Controller of Examinations after approval from the Head of the Institution at least one month Before the course is offered.

4.8 Online Courses

- A student has a choice to study online courses conducted by agencies such as State and Central Government educational institutions like IIT, Anna University and other reputed Universities, Swayam for which certificates are provided by the agencies offering the courses.
- Students may be permitted to take online courses/Self Study Courses (which are provided with certificate) with the approval Departmental Consultative Committee, Dean Academics and office of the Controller of Examinations. If the student fails in the online exam he will be permitted to take up the same course conducted by the controller of examination in the following semester.
- A student is expected to do a mandatory online course through NPTEL/SWAYAM/MOOCs in Semester I / II and III.

Duration of Courses and Number of Credits

S.No	No.of Weeks	No of Credits
1	4	1
2	8	2
3	12	3
4	16	4

Mapping of Marks scored in NPTEL course and credits earned

Letter Grade	Marks
O	90 – 100
A+	80 – 89
A	70 – 79
B	60 – 69
B+	50 – 59
C	40 - 49

4.9 Credit Transfer Courses

Students may be permitted to take upto 10% online courses (only theory) in II semester. The Students of MCA are permitted to undergo ONE Professional Elective Course in NPTEL/SWAYAM/MOOCs etc. with the prior approval of Departmental Consultative Committee, Dean Academics and Office of the Controller of examinations. The student shall take up Assessments and End Semester Examinations conducted by NPTEL/ SWAYAM/ MOOCs and can transfer the grade credits on submission of marks and certificates to the Department Consultative committee.

4.10 Medium of Instruction

The medium of instruction is English for all courses, Examinations, Seminar Presentations and Project / Thesis / Dissertation Reports.

5. DURATION OF THE PROGRAMME

5.1 The minimum and maximum period for the completion of the PG programmes are given below:

Programme	Minimum number of semesters	Maximum number of semesters
MCA (Regular)	4	8

5.2 Each semester will normally have 90 working days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus, covering the full content of the syllabus for the course being taught.

5.3 The total duration for the completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14)

5.4 The curriculum of MCA programme has been designed to have the credits in the range specified below for the award of the degree

Programme	Prescribed Credit Range
MCA	80 - 90

6. COURSE ENROLLMENT AND REGISTRATION

6.1 Each student on admission, shall be assigned to a faculty advisor (vide clause 8), who shall advice and counsel the student about the details of the academic programme and the choice of courses, considering the student's academic back ground and career objectives.

6.2 After registering for a course, a student shall attend the classes, satisfy the attendance requirements earn Continuous Assessment marks and appear for the End Semester Examinations.

- 6.2.1** Each student on admission shall register for all the courses prescribed in the curriculum in the student's First Semester of Study.
- 6.2.2** The enrollment for the course from the II semester to Final semester will commence 5 working days prior to the commencement of the succeeding semester. If the student wishes, the student may drop add courses (vide clause 6.4) within 5 working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty Advisor of the programme.
- 6.2.3** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA.

6.3 MINIMUM CREDITS TO REGISTER FOR PROJECT WORK

Minimum credits to be earned till II semester for Project Work shall be as follows.

Programme	Minimum Number of Credits to be Earned
MCA	50

- 6.3.1** If the student has not earned the requisite minimum credits, the student cannot enroll for the Project Work. In such a case, the student can enroll for the project work in a subsequent semester, after earning the minimum credits specified.

6.4 Flexibility to Add Courses

- 6.4.1** A student has to earn the total number of credits specified in the Curriculum of the respective programme of study in order to be eligible to obtain the degree. However, if the student wishes, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme. From the First to Final Semesters, the student has the option of registering for additional courses. The total number of credits that a student can add is limited to 10, subject to a maximum of 2 courses.NO

6.4.2 If the student wishes to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme, then he/she can enroll for such additional courses in any programme with the permission of Head of the Department to which student belongs and Head of the Department in which the course is offered of by paying the examination fee. The credits earned will be neither considered for the computation of CGPA nor for the classification of the degree. The courses successfully completed will be printed in the grade sheet, however if there is shortage of attendance or failure, it shall neither be reflected in the grade sheet nor be considered for classification. Maximum number of credits enrolled in a semester (including SA) shall not exceed 33.

6.4.3 Credit Equivalence

- If a student gets his/her research work granted (Product Patent), then the student is eligible to drop the Project Work.
- If a student gets his / her research work published in a Scopus / SCI, etc., journal as the first author, then the student is eligible to drop a total of 3 / 6 Credits. The courses, the student wishes to drop should be equivalent to the topic in which the paper is published.
- If a student participates and wins in an Innovative Contest in the State / National / International level then the student is eligible to drop a 3 / 6 / 9 credit courses respectively.
- The above facility can be availed once in the entire duration of his/her Studies.
- All the above has to be approved by Head of the Institution and Dean Academics.

6.5 Redoing a Course

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per clause 7, earning fresh Continuous Assessment Marks and appearing for End semester Examinations.

- 6.5.1** If a student is prevented from writing the end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.
- 6.5.2** If a student is prevented from writing the end semester examination of any professional elective course due to lack of attendance, the student can opt to register for the same course again offered next and redo the course, or she/he can opt to register for a different professional elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.3** If a student fails to secure a pass in any Theory or Laboratory course(including elective theory), he/she is given a maximum of THREE attempts to complete the course as per Clause 11.2. If the student still fails to secure a pass, he/she shall register for the same when offered next and redo the course.
- 6.5.4** If the course in which the student fails to secure a pass even after Three attempts in a Professional elective course, then the student can opt for a different professional elective course, register for the same when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.5** The student who fails in any Project Work / Seminar / Internship / Career Development Skills/ Professional Practices / Case Study and Industrial / Practical Training shall register for the same in the subsequent semester and redo the course. In this case, the student shall attend the classes and fulfill the attendance requirements as per clause 7.

7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing for the End Semester Examination of a particular course.

- 7.1** Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance, course wise, taking into account the number of periods required for that course, as specified in the curriculum.
- 7.2** If a student secures attendance between 65% and 74% (both included) in any course, in the current semester due to medical reasons (Hospitalization / Accident / Specific Illness) or due to participation in University / District / State / National / International Level Sports or due to participation in Seminar / Conference / Workshop / Training Programme / Voluntary Service / Extension Activities or similar programmes with a prior permission from the chairman, Sports Board and the Head of the Department concerned, the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor
- 7.3** A student shall normally be permitted to appear for the End Semester examination of the course if the student has satisfied the attendance requirements (vide clause 7.1-7.2) and has registered for the examination in those courses of that semester by paying the prescribed fee
- 7.4** Students who do not satisfy clause 7.1 and 7.2 and who secure less than 65% attendance in a course will not be permitted to write the end semester examination of that course. The student has to register and redo the course when it is offered as per clause 6.5. If the course in which the student has prevented is a professional elective, the student can opt to redo the same course or opt different professional elective course as per clause 6.5.2.
- 7.5** If a student has shortage of attendance in the entire registered course, he/she would not be permitted to move to the higher semester and has to repeat the current semester in the subsequent year.
- 7.6** In the case of reappearance (Arrear) registration for a course, the attendance requirement as mentioned in Clauses 7.1- 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 7.7** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear for the same course for improvement of letter grades / marks

8. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department, who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registering and reappearance (Arrear) registering of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities of the faculty advisor shall be:

- i. To inform the interpretation of regulations to the students and their rights and duties.
- ii. To inform code of conduct to be maintained in the campus and disciplinary actions.
- iii. To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- iv. To guide student enrollment and registration of the courses.
- v. To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- vi. To collect and maintain the academic and co-curricular records of the students.
- vii. To facilitate and collect students feedback about the course and course instructor, and the course and programme's exit survey.
- viii. To provide all the details of academic including feedback, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the Office of Academic Affairs through HOD.

9. COURSE COMMITTEES

9.1 COMMON COURSE COMMITTEE

A theory course handled by more than one teacher shall have a “Common Course Committee”, comprising of all teachers teaching that course. One of the teachers shall be nominated as Course Coordinator by the Head of the Department, duly approved by the Dean, Academic Courses. The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the committee. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals.

In addition the “Common Course Committee” shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10).

Wherever feasible, the common course committee shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common and shall be set by the Course Coordinator, in consultation with all the teachers.

The common course committee shall meet to decide the multiplication factor for the respective batch of students, if required and they shall be applied and entered in COE portal. The minutes in this regard shall be sent to all the concerned HODs and COE.

9.2 CLASS COMMITTEE

“Class Committee” comprises of all teachers handling courses of a particular semester and two student representatives (preferably one male and one female student) from the programme concerned. One of the above teachers, nominated by the Head of the Department shall act as class advisor and the committee shall be constituted by the HoD within 10 days from the commencement of classes. The class advisor will coordinate the activities of this committee. The class advisor, faculty advisor and HOD will attend the meeting and class advisor shall prepare the minutes of the meeting, which will be approved by the HOD. The copy of the minutes shall be displayed in the notice board within one week from the date of meeting. The functions of this committee are as follows:

The first meeting of the Class Committee shall be held within 10 days from the date of formation of the committee where the enrollment of the courses including add and drop of the courses will be finalized. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. After the completion of the semester examination and evaluation process the course instructor shall keep the record of marks and grades earned by the students for the computation of CO and PO attainments.

9.2 MULTIPLE COURSES COMMITTEE / CLASS COMMITTEE

“Multiple Courses Committee” comprises of all teachers handling courses of a particular semester, including common course teachers and two student representatives from the course concerned. One of the above teachers, nominated by the Head of the Department shall coordinate the activities of this committee. The functions of this committee are as follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of formation of the committee. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

9.3 OVERALL MONITORING COMMITTEE.

In addition, there shall be an overall monitoring committee for each semester of a programme, which comprises of (i) the Head of the department (convener), (ii) the Faculty Advisors of the programme and (iii) Multiple Course Coordinator. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.

9.3.1 The overall monitoring committee can also invite some of the students of the semester concerned for any of the committee meetings if necessary.

10 ASSESSMENT PROCEDURES FOR AWARDING MARKS

The MCA (Full time) programmes consist of Theory Courses, Laboratory Courses and Employability Enhancement Courses. Employability Enhancement Courses include Project Work, Seminar, Professional Practices, Case Study and Industrial / Practical Training. Appearance in End Semester Examination is mandatory for all courses including Theory, Laboratory, Theory Courses with Laboratory Component and Project work.

Performance in each course of study shall be evaluated based on

- (i) Continuous assessments throughout the semester and
- (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE)

For Theory Courses and Theory Courses with Laboratory Component, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks. For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. The continuous assessment is 50 marks for the Project Work, and project report evaluation and viva-voce examination carries 50 marks. All other courses included under Employability Enhancement Courses are evaluated by Continuous Assessments only. There is no evaluation for Audit Courses. However, minimum attendance requirement as per clause 7 shall be satisfied.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

The evaluation shall be based on Outcome Based Education (OBE). The weightage for the continuous assessment and end semester examination is given in the table below. If any student happened to fail in theory cum practical course he/she has to re appear for the theory courses only.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown in Table

S.No	Category of courses	CIA	ESE
1.	Theory Courses (FC, PC, PE & IC)	40	60
2.	Theory courses with Laboratory	50	50
3.	Laboratory Courses	60	40
4.	Project Work (EEC)	60	40
5.	EEC Courses	100	----

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester, which consists of attendance marked in each theory / Laboratory/EEC/AC class, the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the Head of the Department periodically (at least three times in a semester) for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification.

The Dean-Academic and his team shall check the syllabus covered attendance of the students and with his comments along with the log books are sent to the HOD of the concerned department. At the end of the semester, the record should be verified by an Audit team headed by Dean- Academics and return to Head of the Department who shall keep this document in safe custody (for four years). The records of attendance and assessment of both current and previous semesters should be available for any inspection at any time.

10.1 ASSESSMENT FOR THEORY COURSES

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks. The End Semester Exams for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. End semester Examination is a mandatory requirement for passing the course and every student should appear for the examination for theory, theory course with laboratory, laboratory courses and project work.

Continuous Assessment comprises of two written test-based assessments each carrying 40% weightage of marks and an activity-based assessment (Individual Assignment/Case study / Seminar / Mini project/Quiz/Simulation) with 20% weightage of marks conducted by the course instructor, as shown in Table 9. The total percentage of marks obtained in all assessments put together is 100 and shall be proportionately reduced for 40% of marks and rounded to the nearest integer.

Weightage of Marks for Continuous Assessment

Assessment 1	Assessment 2	Individual Assignment /Case Study/Seminar/Mini Project/ Quiz/Simulation	Total
40%	40%	20%	100%

One assessment test would be conducted in a day, in the case of tests, they would be of one and a half hours durations each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman of Sports Board, only one Reassessment shall be conducted at the end of the semester after getting approval from the Head of the Department by the concerned course instructor.

Question Paper pattern for Internal Test & ESE

Maximum Marks : 100
Part A : 10 x 2 = 20 marks
Part B : 5 x 14 = 70 marks (Either or Pattern)
Part C : 1 x 10 = 10 marks (Either or Pattern)

List of Internal Components

SNo	Description of the Component	SNo	Description of the Component
1.	Assignment	5.	Role play / Group Discussion
2.	Multiple choice questions	6.	Co-operative or Collaborative Learning
3.	Quiz	7.	Mini Project
4.	Video Teach / flipped classroom	8.	Case Study / Seminar

10.2 ASSESSMENT FOR THEORY COURSES WITH LABORATORY COMPONENT

Weightage of continuous assessment and end semester examination marks will be 50%each. The distribution of marks for the theory and laboratory components in the continuous assessments and end semester examination for different types of courses are provided in the below Table.

Weightage of Marks for Continuous Assessment

L	T	P	C	Continuous Assessment Theory (Total 25%)		Continuous Assessment Laboratory (Total 25%)	End Semester Examination (50%)
				Test 1*	Test 2*	Experiment and Midterm Test	
1	0	2	2	Test 1*	Test 2*	Experiment and Midterm Test	Laboratory only (50%)
1	0	4	3	Test 1	Test 2	Experiment and Midterm Test	Laboratory only (50%)
2	0	2	3	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
3	0	2	4	Test 1	Test 2	Experiment and Midterm Test	Theory only (50%)
2	0	4	4	Test 1	Test 2	Experiment and Midterm Test	Theory (25%) and Laboratory (25%)
3	0	4	5	Test 1	Test 2	Experiment and Midterm Test	Theory (25%) and Laboratory (25%)

The procedure for the conduct of continuous assessments for Laboratory component is as per the clause 10.3.

*Test1 and Test2 for theory are written tests.

The weighted average shall be converted into 50 marks for continuous Assessment.

10.3 ASSESSMENT FOR LABORATORY COURSES

For Laboratory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination carries 40 marks. The maximum marks for Continuous Assessment shall be 60 marks in case of practical courses. Every practical exercise/experiment shall be evaluated based on conduct of experiment/exercise and records to be maintained. There shall be atleast one midterm test. The criteria for arriving at the Continuous Assessment marks of 60 is as follows. For successful completion of all the prescribed experiments

done in the Laboratory 75% of marks shall be awarded and 25% marks shall be awarded for the midterm test, as shown in Table 11. The total marks earned by the student in continuous assessments shall be converted into a maximum of 60 marks and rounded to the nearest integer.

Table 11: Weightage of Marks for Continuous Assessment

Continuous Assessment (100 %)*	
Evaluation of Laboratory Observation, Record	Mid-term Test
75%	25%

* Total percentage of Continuous assessment marks shall be converted into 60 marks.

The end semester examination shall be for 40 marks and shall include Viva-Voce also as a part of it.

The End Semester examinations for Laboratory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

10.4 ASSESSMENT FOR MINI PROJECT

The Mini Project work shall be carried out in the V / VI semester of B.E / B.Tech. Programme and the evaluation will be done through Presentation and Viva - Voce examination. The Components of Evaluation are

1. CIA – 50 MARKS
2. ESE – 50 MARKS

In CIA, three reviews are conducted by the THREE-member department committee (which includes the supervisor as one of the members) constituted by the HoD and the mark is awarded by the supervisor based on the performance.

Review I (out of 10Marks)	Review II (out of 20 Marks)	Review III (out of 20 Marks)	Total 50 Marks
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In ESE, the Report Evaluation and Viva - Voce examination will be conducted by a committee constituted by COE. The committee comprises of three faculty members - External Examiner, Supervisor & Internal examiner, but the assessment will be done by External and Internal

End Semester Examination(50 Marks)		
Report Evaluation by the External examiner (30 Marks)	Viva – Voce(20 Marks)	
	External examiner (10 marks)	Internal Examiner/ Supervisor (10 marks)

10.5 ASSESSMENT FOR PROJECTWORK

10.5.1 The Project work shall be evaluated for a maximum of 100 marks of which 60 marks will be through internal assessment. There should be three reviews to be conducted separately with Internals 60 marks and external 40 marks. The committee for the conduct of reviews shall be constituted by the Head of the Department. The marks are to be distributed as detailed below.

Review I (30 Marks)		Review II (30 Marks)		Review III (40 Marks)	
Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervisor	Review Committee (Excluding Supervisor)	Supervis or
10	10	25	15	25	15

The components of assessment in the ESE are given in the following table.

Report Evaluation (40 Marks)	Viva – Voce (60 Marks)		
External Examiner	External Examiner	Internal Examiner	Supervisor
40	20	20	20

- 10.5.2** There shall be three assessments during the semester by a review committee. The student shall make presentation on the progress made before the committee. The Head of the Department shall constitute the review committee consisting of supervisor, project coordinator and another faculty member from the Department for each branch of study. The total marks obtained in the three assessments shall be reduced to 60 marks and rounded to the nearest integer.
- 10.5.3** The Project Report shall be prepared according to approved guidelines as given by the Academic Courses, Anna University and duly signed by the supervisor(s), Project coordinator and the Head of the Department and shall be submitted to the Head of the Department.
- 10.5.4** The evaluation of the Project work shall be based on the project report submitted and a Viva-Voce Examination by a team consisting of the supervisor, internal examiner (other than the supervisor) and External Examiner. The Internal/External examiners will be appointed by the COE project evaluation
- 10.5.5** If the student fails to obtain 50% of the Internal Assessment marks, he / she will not be permitted to submit the report for that particular semester and has to re-enroll for the same in the subsequent semester.
- 10.5.6** The deadline for submission of final Project Report is 20 calendar days from the last working day of the semester in which project / thesis / dissertation is done.
- 10.5.7** If a student fails to submit the project report on or before the specified deadline, student is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.
- 10.5.8** A copy of the approved project report after the successful completion of viva-voice examinations shall be kept in the library of the College / Institution.
- 10.5.9** If a student fails in the ESE of Project work he/she shall resubmit the Project Report within 60 Calendar days from the date of declaration of the results and the same will be considered for assessment in the subsequent semester. The resubmission of a project report and

subsequent viva-voce examination will be considered as reappearance with payment of exam fee

10.6 ASSESSMENT FOR SEMINAR / PROFESSIONAL PRACTICES / CASESTUDY:

The seminar / Case study shall carry 100 marks and shall be evaluated through continuous assessment only. Every student is expected to present a minimum of 2 seminars per semester before the evaluation committee and for each seminar, marks can be equally apportioned. The three-member committee consisting of one coordinator and two members appointed by the Head of the Department will evaluate the seminar and at the end of the semester the marks can be consolidated and taken as the final mark. The evaluation shall be based on the seminar paper / report (40%), presentation (40%) and response to the questions asked during presentation (20%).

10.7 ASSESSMENT FOR INDUSTRIAL / PRACTICAL TRAINING / INTERNSHIP / SUMMER MINI PROJECT

10.7.1 Practical training / Industrial Attachment / Summer Project if specified in the Curriculum shall not exceed the maximum duration of 2 weeks and should be approved by the Head of the Department for every student.

10.7.2 The Industrial / Practical Training shall carry 100 marks and shall be evaluated through continuous assessment only as per Table given. At the end of Industrial / Practical training / Internship / Summer Project, the student shall submit a brief report on the training undergone and a certificate from the organization concerned. The evaluation will be made based on this Report and a Viva-Voce Examination, conducted internally by a three member Departmental Committee consisting of one coordinator and two members constituted by the Head of the Department. Certificates (issued by the Organization) submitted by the student shall be attached to the mark list (with grade) and sent to Controller of Examinations by the Head of the Department. Internship - Expect each student to visit any software company and learn model of preparing spec for a project and followed by presentation (includes methodologies like agile) for 2 credits.

INTERNSHIP / INDUSTRIAL TRAINING		
EVALUATION		
REPORT	PRESENTATION	VIVA VOCE
40	30	30

10.8 ASSESSMENT FOR VALUE ADDED COURSES

The one credit course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance.

10.9 ASSESSMENT FOR ONLINE COURSE from NPTEL, MOOC, Edx

Students may be permitted to credit online/self-study courses (which are provided with certificate) with the approval of Departmental Consultative Committee of the department. This online/self-study course credits can be considered over and above the credits for the award of degree. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for evaluation process. For the successful students the course details will be submitted to COE by the department consultative committee and it will be mentioned in the mark sheet under the heading additional credits.

11 PASSING REQUIREMENTS

11.1 The Passing requirement for a student in a course is determined based on the marks obtained both in Continuous Assessment and End Semester Examinations. If the student gets <50% of total marks then, the student will be awarded only RA (Reappearance) grade. All other grades will be decided by the faculty concerned. While fixing the grades, the

mean mark shall be at the middle of the „A“ grade range. A student who earns a minimum of 6 grade points in a course is declared to have successfully passed the course.

- 11.2** If a student fails to secure a pass in theory courses / theory with laboratory / laboratory courses in the current semester examination, he/she is allowed to write arrear examinations for the next three consecutive semesters and their internal marks shall be carried over for the above-mentioned period of three consecutive semesters.
- 11.3** If a candidate fails in the end semester examinations of Phase II, he/she has to resubmit the Project Report within 30 days from the date of declaration of the results. The resubmission of the project report and the subsequent viva- voce examination will be considered as reappearance with payment of exam fee. In case if a student fails to resubmit the project report within the stipulated period and fails in the subsequent viva-voce examination, the student shall register for the course again, in the subsequent semester.
- 11.4** The passing requirement for the courses which are assessed only through continuous assessment (EEC courses except project work), shall be fixed as minimum 50% and rest of the grades are decided by the faculty concerned.

11.5 Supplementary Examinations

After the publication of FINAL Semester ESE and the corresponding revaluation results if a student has arrear in only one course for the entire programme, he/she will be permitted to take up the supplementary examination within one month after the publication of the revaluation results.

11.6 End semester valuation clarification day

In a regular semester a valuation clarification day for theory courses shall be conducted only for those students who are appearing in the end semester examination as their first attempt. Clarification Day shall be conducted within 7 working days after the last held theory examination. During those 7 working days period, the laboratory end semester examinations shall be scheduled and the results of the same shall be UPLOADED within those 7 working days itself so that the completed end semester results shall be published within 15 days from the last laboratory exam.

On clarification day, the students can view their end semester answer papers in the presence of the course instructor and get any clarifications / corrections done. In cases of dispute, where the student

is not satisfied with the clarifications / corrections, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, concerned course instructor and a subject expert. In case a student does not attend the valuation clarification day on the specified date, no further clarifications will be entertained. The results will be published after the end semester valuation clarification day.

For students reappearing for the theory courses, clarification day will not be provided for the subsequent attempts. However, for them open day will be conducted after the publication of results. On this day, the students are permitted to view their end semester answer scripts on payment of prescribed fee as per the rules prescribed by COE. In case of dispute, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, concerned course instructor and a subject expert as per the rules prescribed by COE.

11.7 REQUEST FOR PHOTO COPY OF THE VALUED ANSWER SCRIPT/ REVALUATION

A student can apply for viewing of valued answer script and / or revaluation of his / her semester examination answer paper in theory courses, within a week from the declaration of results, and on the dates specified by the Controller of Examinations on payment of a prescribed fee along with proper application to the Controller of Examinations. The Controller of Examinations shall arrange for viewing / revaluation and the revaluation result shall be published soon after the revaluation process is completed.

12. AWARD OF LETTER GRADES

12.1 The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Points*
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6

C (Satisfactory)	5
U (Re-appearance)	0
SA (Shortage of Attendance)	0
WD (Withdrawal)	0

‘U’ denotes Reappearance registration is required for that particular course.

‘SA’ denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

‘WD’ indicates withdrawal from the course.

12.1.1 Relative Grading

For those students who have passed the course (theory course / laboratory integrated theory courses and all EEC except laboratory course / Project Work Course), the relative grading shall be done provided if the strength of students who have met the passing requirements is greater than 30. The marks of those students who have passed only shall be input in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student.

12.1.2 Absolute Grading

- In all the courses, if the number of students who have passed the course is less than or equal to 30 then absolute grading shall be followed with the grade range as specified in the Table.
- For the Project Work / Internship and Laboratory Courses, absolute grading procedure shall be followed as given in the Table 16 irrespective of the number of students who have passed the course.

Grade range for absolute grading

O	A+	A	B+	B	C	U
91 - 100	81 - 90	71 - 80	61 - 70	56 - 60	50 – 55	< 50

12.2 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title “Value Added Courses”.

13. GPA AND CGPA CALCULATION

13.1 After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- the list of courses registered during the semester and the grades scored.
- the Grade Point Average (GPA) for the semester and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$$\text{GPA} = \frac{\sum_{i=1}^n C_i \text{GP}_i}{\sum_{i=1}^n C_i}$$

Where C_i - is the Credits assigned to the course

GP_i - is the grade point corresponding to the letter grade obtained for each course

n - is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. “U” and “SA” grades will be excluded for calculating GPA and CGPA.

13.2 Credits earned through one / two credit value added courses, shall not be considered for calculating the GPA or CGPA.

- 13.3** If a student studies a greater number of electives than required as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.
- 13.4** Credits earned through Bridge courses, shall not be considered for calculating the GPA or CGPA.
- 13.5** In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:

$$\text{Percentage of Marks} = \text{CGPA} \times 10.$$

14 ELIGIBILITY FOR THE AWARD OF DEGREE

- 14.1** A student shall be declared to be eligible for the award of the PG Degree provided the student has Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time in Master of Computer Applications (Full time).

Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.

14.2. CLASSIFICATION OF THE DEGREE AWARDED

14.2.1 FIRST CLASS WITH DISTINCTION:

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

M.C.A, (Full Time)

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within three years, which includes authorized break of study of one year. Withdrawal from examination will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- Should NOT have been prevented from writing End Semester Examination due to lack of

attendance in any of the courses.

14.2.2 FIRSTCLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in First class:

M.C.A, (Full Time)

- Should have passed the examination in all the courses of all four semesters within three years, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 7.00

14.2.3 SECOND CLASS:

All other students (not covered in clauses 14.2.1 and 14.2.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in Second Class.

A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 15) for the purpose of classification

15 PROVISIONS FOR WITHDRAWAL FROM EXAMINATION:

15.2. A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by HOD/physical director) be granted permission to withdraw from appearing for the end semester examination in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme. The application shall be sent to COE through HOD with required documents.

15.3. Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department

- 15.4. Notwithstanding the requirement of mandatory TEN working days“ notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 15.5. If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 15.6. Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 15.7. Withdrawal is permitted for the End Semester Examinations in the final semester only if the period of study the student concerned does not exceed 3 years for Master of Computer Applications.
- 15.8. Withdrawal may not be considered as arrear or reappearance of the exam.

16 BREAKS OF STUDY FROM A PROGRAMME

A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.

- 16.2. A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.
- 16.3. The student applies for break of study, the student shall apply to the COE through HOD in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.
- 16.4. The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the COE through HOD in the prescribed format at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

- 16.5.** The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 15).
- 16.6.** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the COE through Head of the Department before the end of the semester in which the student has taken break of study.
- 16.7.** If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

16.8. PROVISION OF SCRIBE:

- The Appointment of scribes for the students with disabilities shall be done by the Controller Office. In this connection the student shall submit her/his requisition through proper approval of HoD and Principal to CoE office well in advance prior to the examinations. (at least 15 days before the commencement of Examinations).
- However, students injured during the study holidays and in between the examination period and not able to write, on producing medical certificate from Civil Surgeon will be given Scribe.

17 FOR STUDENTS REJOINING THE PROGRAMME

A student who is required to repeat the study of any semester for want of attendance/ progress/conduct or who desires to rejoin the course after a period of discontinuance or who upon his/her own request is permitted by the authorities to repeat the study of any semester, may join the semester which he/she is eligible or permitted to join, only at the time of its normal commencement for a regular batch of students and after obtaining the approval from Directorate

of Technical Education (DoTE) and Anna University, Chennai. No student will however be enrolled in more than one semester at any time. In that case he/she has to come under the regulation which is being followed in that Academic year.

18 FOR TRANSFER STUDENTS

Students transferred from other Institutions may be admitted on obtaining the approval from DOTE and Anna University, Chennai. In that case he/she has to come under the regulation which is being followed in that Academic year and also should obtain equivalence from the Controller of Examinations.

19 DISCIPLINE


19.1. Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the Institution/ Department. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department to enquire into acts of indiscipline and notify the Institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted by the COE of the college for taking final decision.

19.2. If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

20 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The college may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of Examinations through the Academic Council.


Dean - Academics
Dean (Academics)
HICET


Principal
PRINCIPAL
Hindusthan College Of Engineering & Technology
COIMBATORE - 641 032.
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